

ParentVUE and StudentVUE User Guide



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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.

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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.

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 <i>Synergy SIS – ParentVUE & StudentVUE Mobile Apps User Guide</i>)

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

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.

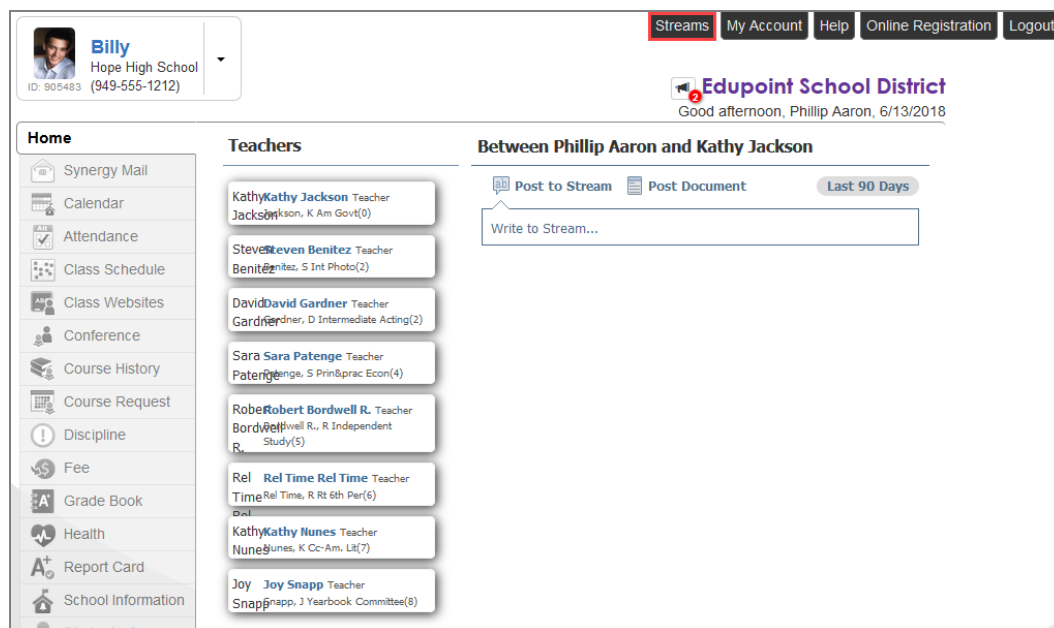
Tabbed View

The screenshot displays the ParentVUE Home Screen for a user named Billy. The interface includes a top navigation bar with links like 'Streams', 'My Account', 'Help', 'Online Registration', and 'Logout'. A left sidebar (1) contains a 'Home' section with links to Synergy Mail, Calendar, Assessment, Attendance, Class Schedule, Conference, Course History, Course Request, Discipline, Fee, Grade Book, Health, Report Card, School Information, Student Info, Test History, Course Plan, and Documents. The main content area (2) features a user profile for Billy (ID: 905483, Hope High School) with a 'Report Absence' button. Below the profile, there are several informational cards: 'Current Year Registration Packet is Currently Open: Begin Current Year Reg', 'Edupoint School District Lottery Application is Currently Open: Begin Lottery', 'Summer School Registration Packet is Currently Open: Begin Summer School', 'New Year Registration Packet is Currently Open: Begin New Year Reg', 'Athletic Registration is Currently Open: Begin Fall Athletics', 'Attendance notes for 2/15/2024, 1/31/2024, 1/24/2024...', 'School Events on 01/28/2024', and 'Times have not been submitted for 12/18/2023, 12/25/2023, 01/01/2024, 01/08/2024'. A '0 Badges' section (10) is also present. To the right, a 'Recent History' section (9) lists quiz scores: 'Cool things about Economics Brandano, W Economics(4) Due Date: 02/16/2024 Score: 87 out of 100.0000', 'Romanticism in American Fiction and Short Stories Twain, P American Literature(7) Due Date: 02/20/2024 Score: 100 out of 100.0000', 'Transcendentalist Philosophies and Beliefs Twain, P American Literature(7) Due Date: 02/14/2024 Score: 100 out of 100.0000', and 'Rhetorical Terms Glossary Quiz 1-10 Simmons, B Principles of English III(1) Due Date: 02/09/2024 Score: 19 out of 20.0000'. At the bottom, another user profile for Ian (ID: 129442) is visible, along with a 'Recent History' section (8) showing 'Item Type Test Carroll, N 3/4 (Grade 1)'. The footer includes 'Logout | Contact | Privacy', 'Edupoint' logo, '©Copyright 2024 Edupoint, LLC', and 'English' and 'Accessibility Mode' options.

ParentVUE Home Screen

- The Navigation panel contains links to display records for the selected child. ①
- List of important information, such as online registration notifications, grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ② Click a link for more detailed information.

- Parents use the focus menu to select from the children actively enrolled in the district. ③
- **Streams** allows parents to communicate with teachers if enabled. ④



ParentVUE Streams Tab

- The **My Account** tab accesses the parent's account information. ⑤

ParentVUE Account Information Screen

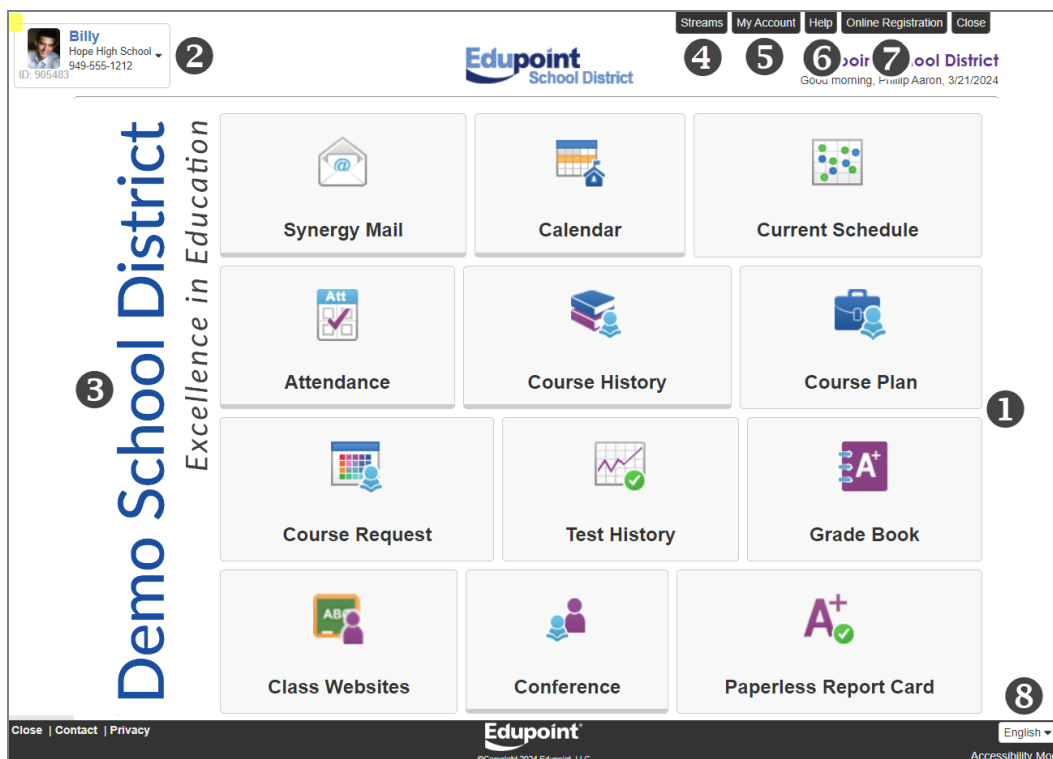
- The **Help** tab directs you to the Help screen, which contains information provided by the district. ⑥
- The **Online Registration** tab opens Online Registration if available. ⑦
- Parents can select a language at the bottom of the ParentVUE screen if the district supports multiple languages. ⑧



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.

- Parents can report future absences. ⑨
- If used by the district, student-earned badges display here to highlight student achievement in areas such as attendance, academics, and leadership. ⑩

Tiled View



ParentVUE Home Screen

- Selectable tiles contain links to the applicable student records of the focused student. ①
- Parents use the focus menu to select from the children actively enrolled in the district. ②
- A customized banner displays identifying or introductory information for parents. The banner can be placed across the top or along the side. ③
- **Streams** allow parents to communicate with teachers if enabled. ④
- The **My Account** tab accesses the parent's account information. ⑤
- The **Help** tab directs you to the Help screen, which contains information provided by the district. ⑥
- The **Online Registration** tab opens Online Registration if available. ⑦
- Parents can select a language at the bottom of the ParentVUE screen if the district supports multiple languages. ⑧

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.

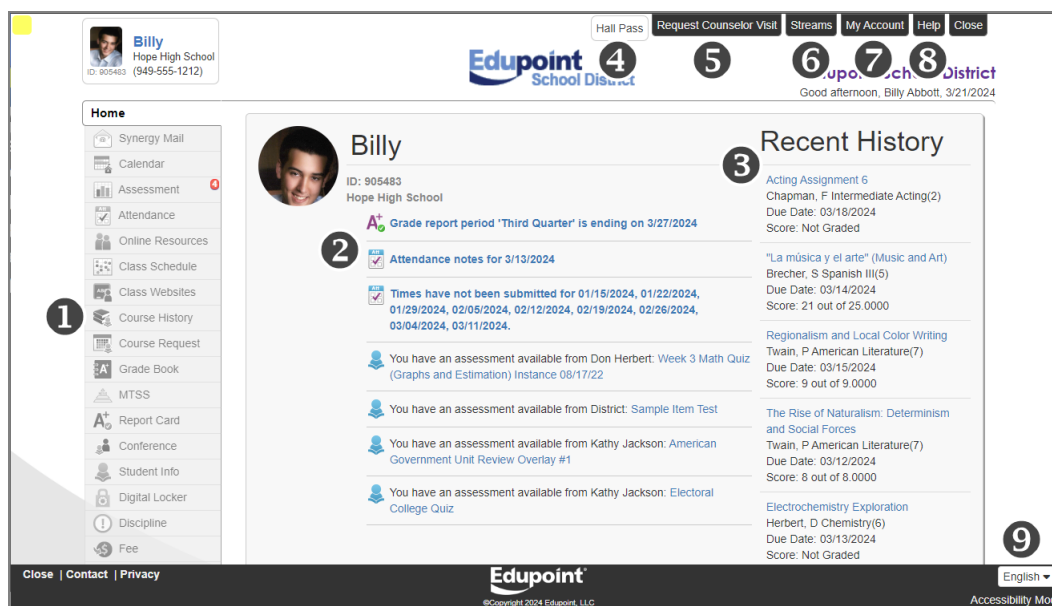
StudentVUE Home Screen

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.



Acknowledgments display before the Home screen when they are available.

Tabbed View



StudentVUE Home Screen

- The Navigation panel contains links to display student records. ①
- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ② Click a link for more detailed information.
- Recent History provides links to recently-accessed records. ③
- Students can request a **Hall Pass** if enabled. ④
- Students can **Request Counselor Visit** if enabled. ⑤
- **Streams** allows students to communicate with teachers if enabled. ⑥

- The **My Account** tab accesses the student's account information. 7

My Account Setup

Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval. [Change Password](#)

Account Detail and Options

Personal Information: NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name Billy Abbott	User ID billy	Home Address 1979 S Val Vista Dr Mesa, AZ 85204	Mail Address Same as Home Address	Phone Numbers * Home: 480-555-1214 Cell: 480-555-1412 * * Indicates primary contact phone
----------------------	------------------	---	--------------------------------------	--

Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval.

Primary Email:
billy@mail.mail

[Update Account](#) [Cancel](#)

StudentVUE My Account Setup Screen

- The **Help** tab directs students to the Help screen, which contains information provided by the district. 8
- Students can select a different language if the district supports multiple languages. 9

Tiled View

The StudentVUE Home Screen displays a tiled view of various educational tools and resources. The interface includes a top navigation bar with tabs for Hall Pass, Request Counselor Visit, Streams, My Account, Help, and Close. The main content area is a grid of tiles, each representing a different function: Calendar, Current Schedule, Flex Schedule, Assessment, Attendance, Class Websites, Grade Book, Test History, Paperless Report Card, Course History, Course Plan, and Course Request. The tiles are arranged in a 4x3 grid, with the last tile in the bottom row being empty. The interface also features a sidebar on the left with the text 'Demo School District' and 'Excellence in Education'. The bottom of the screen includes a footer with links for Close, Contact, and Privacy, the Edupoint logo, and a language selection dropdown set to English.

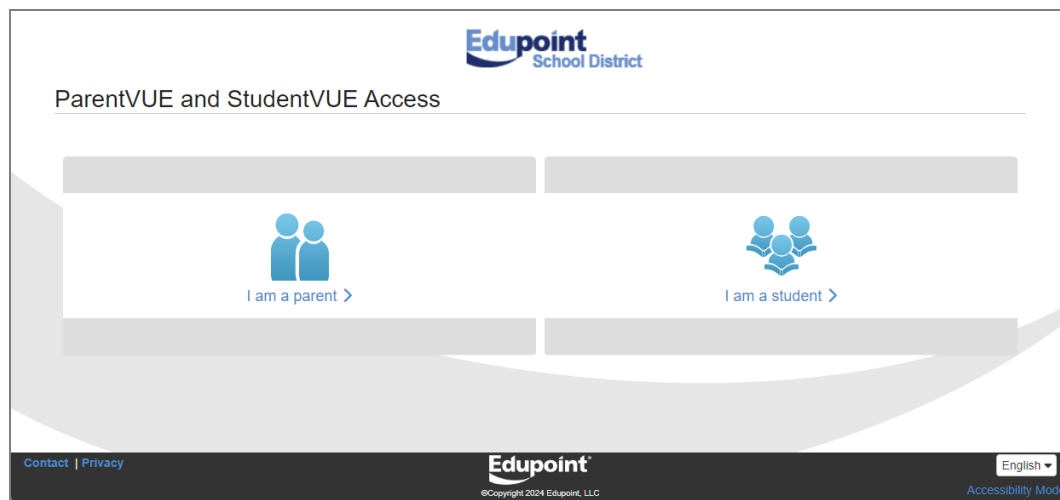
StudentVUE Home Screen

- 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.

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**.

The screenshot displays the 'ParentVUE Account Access' page for 'Edupoint School District'. It features a central login area with input fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot Password' link. Below the login section, there are three distinct options: 'Request Account Activation' (represented by a key icon), 'Activate Account' (represented by a power button icon and highlighted with a red rectangular box), and 'Forgot Password' (represented by a padlock icon). At the bottom of the page, there are links for downloading the 'iPhone App' and 'Android App', along with a 'Mobile App URL' (http://localhost:az/). A 'More Options' link is also present near the login form. The language is set to 'English'.

ParentVUE Account Access Screen

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

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

Introduction
The site editor takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please take time to read this site's Terms of use.

1. Collection of data
Registration for an account on this site requires only a valid e-mail address and a user name that has not been chosen already. You are not required to provide any other information if you do not want to. Please be aware that the user name you choose, the e-mail address you provide and any other information you enter may render you personally identifiable, and may possibly be displayed on this web site intentionally (depending on choices you make during the registration process, or depending on the

Clicking I Accept means that you agree to the above Privacy Statement.

I Accept Return to login

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**.

Step 2 of 3: Sign In with Activation Key

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your StudentVUE account:

First Name

Last Name

Activation Key

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**.

Step 3 of 3: Choose user name and password

Welcome **Ralph A.** To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name

Password

Confirm Password

Primary E-Mail

[Complete Account Activation](#)

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

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.



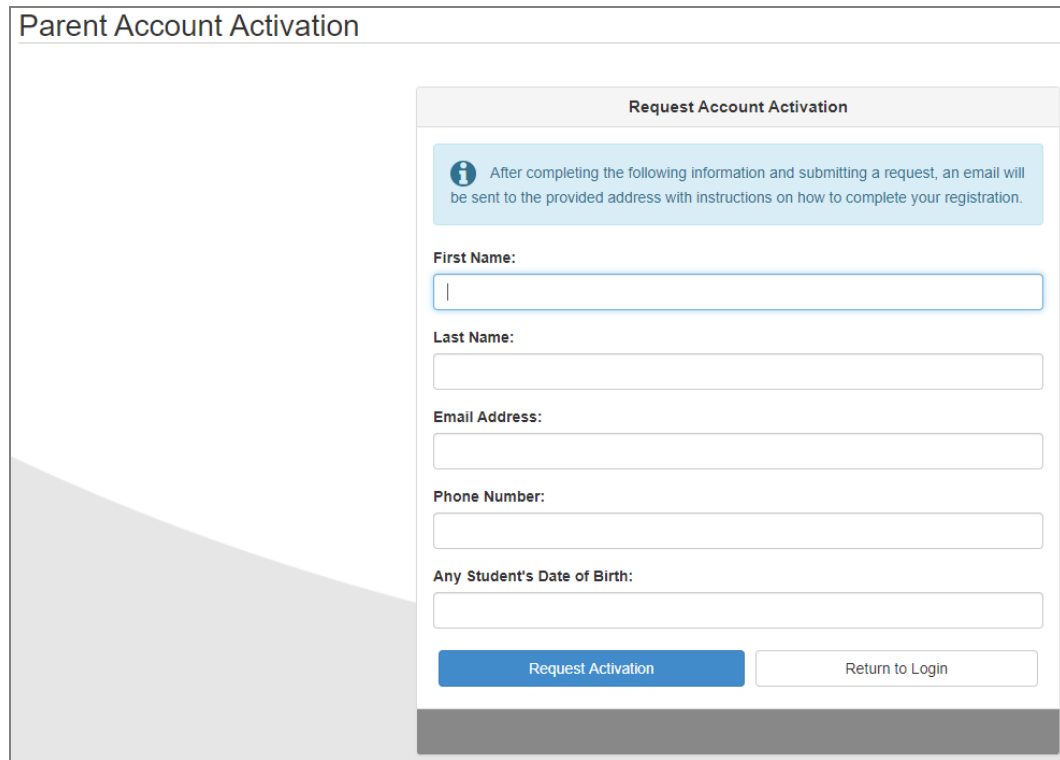
This feature is available only if it is enabled by the district.

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

A screenshot of the ParentVUE Account Access screen. The screen has a header "ParentVUE Account Access". Below the header is a "Login" section with a "Student ID Number:" label and a text input field, a "Password:" label and a text input field, a "Forgot Password" link, and a blue "Login" button. Below the login section is a "More Options" section with a dropdown arrow. Under "More Options" are three buttons: "Request Account Activation" (with a key icon), "Activate Account" (with a power icon), and "Forgot Password" (with a lock icon). Below these buttons are three links: "iPhone App" (with an Apple logo), "Android App" (with an Android logo), and "Mobile App URL" (with a link icon and the URL "http://qa05vm/100/1"). At the bottom is a language selector set to "English".

ParentVUE Account Access Screen

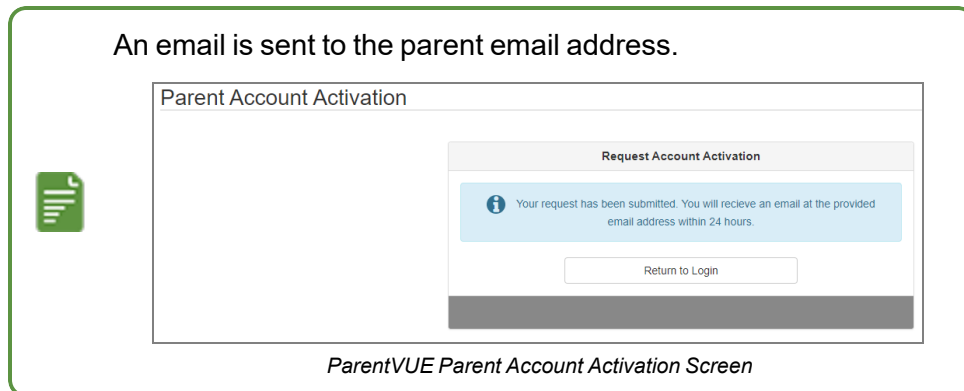
3. Enter the **First Name, Last Name, Email Address, Phone Number, and Any Student's Date of Birth.**
4. Click **Request Activation.**



The screenshot shows the 'Parent Account Activation' page. On the right side, there is a 'Request Account Activation' form. At the top of the form is an information box with a blue background and a white 'i' icon, stating: 'After completing the following information and submitting a request, an email will be sent to the provided address with instructions on how to complete your registration.' Below this, the form has five input fields: 'First Name:', 'Last Name:', 'Email Address:', 'Phone Number:', and 'Any Student's Date of Birth:'. At the bottom of the form are two buttons: 'Request Activation' (blue) and 'Return to Login' (white).

ParentVUE Parent Account Activation Screen

An email is sent to the parent email address.



This block contains a green-bordered box. Inside the box, on the left, is a green icon of a document with a checkmark. To the right of the icon is a screenshot of the 'Parent Account Activation' page. The 'Request Account Activation' form is now replaced by a confirmation message in a blue box with a white 'i' icon: 'Your request has been submitted. You will receive an email at the provided email address within 24 hours.' Below the message is a 'Return to Login' button.

ParentVUE Parent Account Activation Screen

5. Click the link in the email.

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

The screenshot shows the 'Parent Account Activation' window. The title bar reads 'Parent Account Activation'. The main content area is titled 'Step 1 of 3: Privacy Statement'. Below the title, there is a paragraph: 'Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement'. A scrollable text box contains the following text: 'Introduction: The site editor takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please take time to read this site's Terms of use. 1. Collection of data: Registration for an account on this site requires only a valid e-mail address and a user name that has not been chosen already. You are not required to provide any other information if you do not want to. Please be aware that the user name you choose, the e-mail address you provide and any other information you enter may render you personally identifiable, and may possibly be displayed on this web site intentionally (depending on choices you make during the registration process, or depending on the'. Below the scrollable text box, there is a paragraph: 'Clicking I Accept means that you agree to the above Privacy Statement.' At the bottom, there are two buttons: 'I Accept' (blue) and 'Return to login' (white with a grey border).

ParentVUE Parent Account Activation Screen

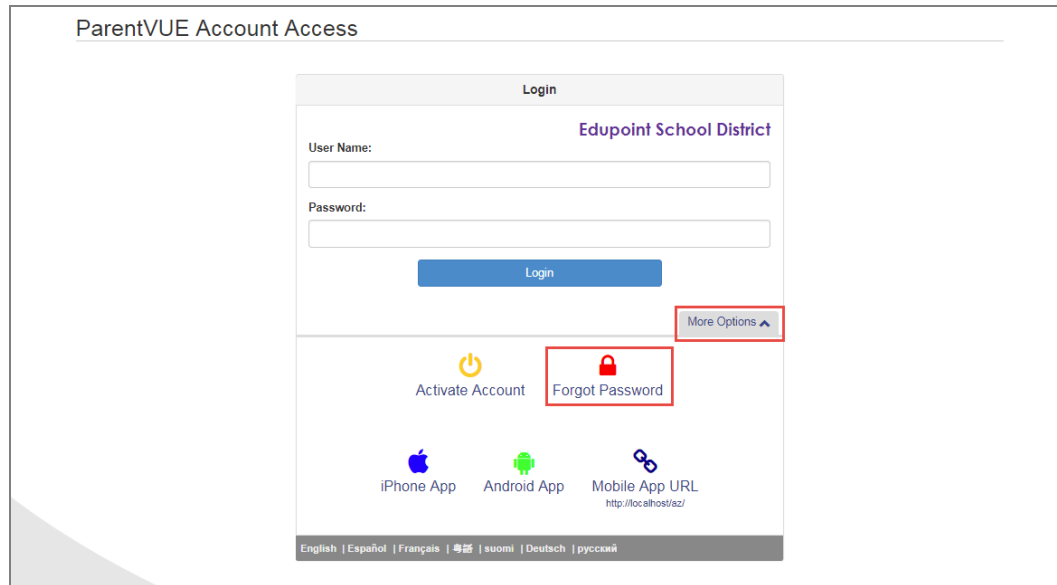
7. Enter a value in the **Password** and **Confirm Password** fields.
8. Click **Complete Account Activation**.

The screenshot shows the 'Complete Account Activation' window. The title bar reads 'Complete Account Activation'. The main content area is titled 'Step 3 of 3: Choose user name and password'. Below the title, there is a paragraph: 'Welcome **Victor Zuniga**. To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.' Below this paragraph, there is a section titled 'User Name' with a text input field containing 'victor@mail.qasynergylocalqa05vm.com'. Below the 'User Name' field, there is a section titled 'Password' with a text input field. Below the 'Password' field, there is a section titled 'Confirm Password' with a text input field. At the bottom, there is a blue button labeled 'Complete Account Activation'.

ParentVUE Complete Account Activation Screen

Forgot Your Password

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



ParentVUE Account Access

Login

User Name:

Password:

Login

More Options

Activate Account

Forgot Password

iPhone App

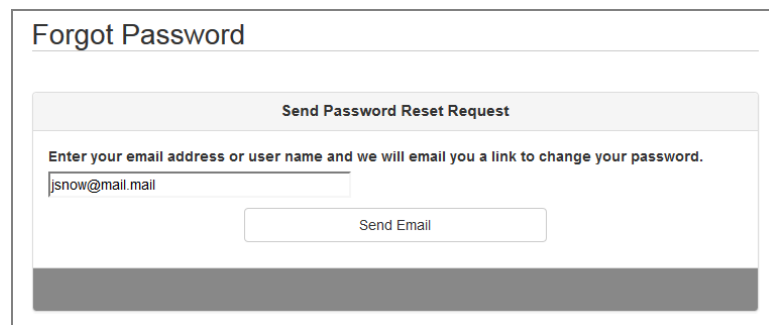
Android App

Mobile App URL
<http://localhost:82/>

English | Español | Français | 粵語 | suomi | Deutsch | русский

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

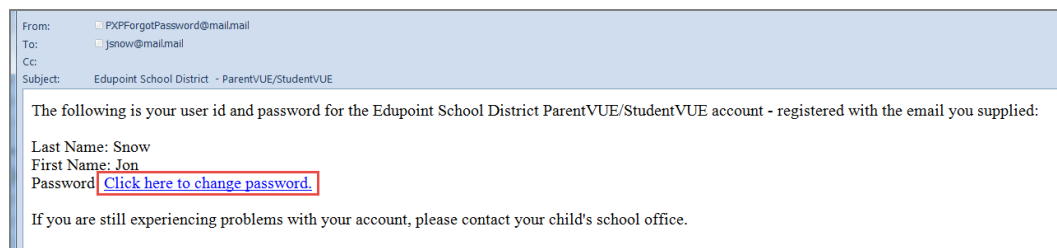
Send Password Reset Request

Enter your email address or user name and we will email you a link to change your password.

Send Email

Forgot Password Screen

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



From: PXFPorgotPassword@mail.mail

To: jsnow@mail.mail

Cc:

Subject: Edupoint School District - ParentVUE/StudentVUE

The following is your user id and password for the Edupoint School District ParentVUE/StudentVUE account - registered with the email you supplied:

Last Name: Snow

First Name: Jon

Password: [Click here to change password.](#)

If you are still experiencing problems with your account, please contact your child's school office.

Forgot Password Email Sample

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**.

The screenshot shows a web interface titled "My Account Password". Below the title is a section labeled "Change Password". Inside this section, there is a light blue informational box with an 'i' icon and text: "To change your password, enter your current First and Last Name (must match name on account), type the new password twice to confirm, then press the Change Password button." Below this box, the form displays "User Name jsnow". There are two input fields: "First Name" with the value "John" and "Last Name" with the value "Snow". Below these are two password fields: "New Password:" and "Confirm New Password:", both containing seven dots. At the bottom of the form is a blue button labeled "Change Password".

My Account Password Screen

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

The screenshot shows the same "My Account Password" interface, but the "Change Password" section now displays a light blue success message box with an 'i' icon and text: "Changes have been successfully made to your account." The input fields and the "Change Password" button are no longer visible.

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.

Account Information

Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click here: [Change Password](#)

Update Account Cancel

Account Detail and Options

Name Debra Little	User ID dlittle	Home Address 3446 E Downing St Tempe, AZ 85662	Mail Address Same as Home Address	Phone Numbers Cell: 480-555-6593 Phone Contact: No Text Contact: No
----------------------	--------------------	--	--------------------------------------	--

Adult ID

Editable Personal Information: The following information is editable - please contact school office staff to change secured personal information. Click the Update Account button to save any changes.

First Name	Debra
Last Name	Little
Employer	Home
Primary Language	

Go Paperless ☐ I only want to receive my child's report card on-line, do not send me a printed report card

Notification Options

Message	Email	Push Note	Description
Attendance	☒	☒	Attendance was entered
Discipline	☐	☒	New discipline occurrence was created
Health	☒	☒	School nurse was visited

ParentVUE Account Information Screen

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

Preferred Names		
First Name	Last Name	Preferred First Name
Bruce	Little	

ParentVUE My Account Screen

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

Phone Numbers								
Delete	Primary	Type	Phone	Extension	Contact	Listed	Phone	Text
☐	☐	Cell	480-555-65...		☐	☒	No	No
☐	☐	Home	480-555-73...		☐	☒	No	No

ParentVUE My Account Screen

- Click **Update Account**.

StudentVUE My Account

- Select the **My Account** tab.

StudentVUE Home Screen

- 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.

[Hall Pass](#)
[Request Counselor Visit](#)
[My Account](#)
[Help](#)
[Logout](#)

Edupoint School District
 Good morning, Brian Curtis, 4/4/2025

Home

- Synergy Mail
- Calendar
- Class Schedule
- Attendance
- Discipline
- Health
- Report Card
- Grade Book
- Lunch Orders
- Fee
- Assessment
- Online Resources
- Class Websites
- Course History
- Course Request
- MTSS
- Conference
- Student Info
- Digital Locker
- Test History
- Documents
- Flex Schedule
- School Information
- Course Plan

My Account Setup

Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval. [Change Password](#)

Account Detail and Options

Personal Information: NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name	User ID	Home Address	Mail Address	Phone Numbers
Brian Curtis	bcurtis	2661 N Almond Tempe, AZ 85662	Same as Home Address	H: 480-555-3962 * * Indicates primary contact phone

Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval.

Primary Email
 Brian.Curtis@mail.qasynylocalqa05vm.

If you have a preferred first name that does not match your current legal first name, please provide it below.

Preferred First Name:

Notification Options

Message	Email	Push Note	Description
Attendance	☐	☐	Attendance was entered
Discipline	☒	☐	New discipline occurrence was created
Health	☐	☐	School nurse was visited
End Of Term	☐	☐	End of term is approaching
Class Grade	☒	☒	Overall class grade was changed Only when grade is below %
Assignment Score	☒	☒	An assignment was scored Only when grade is below %
Grade Book Summary	☒	☒	Weekly summary of class grades Send on Sunday ☐ Only when grade is below %

[Update Account](#)
[Cancel](#)

StudentVUE My Account Setup Screen

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.

Edupoint Public Schools
 Good afternoon, Billy Abbott, 8/3/2020

DAILY SURVEY

i You must answer "NO" to all the questions in this questionnaire in order to enter Hope High School. If you answer "YES" to any of the questions, please DO NOT come or send your child to school. If you experience any symptoms or answer "YES" to any of these questions, you must immediately contact your health care professional for recommended next steps AND notify the school by calling the attendance line 1-800-555-1234. Thank you!

Billy

1. Fever, cough, chills, and/or muscle aches?

2. Sore throat, runny nose and/or loss of taste or smell?

3. Nausea, vomiting and/or diarrhea?

4. Shortness of breath and/or headache?

5. Close contact, or cared for someone with COVID-19?

6. Please enter your student's temperature.

StudentVUE/ParentVUE Daily Survey Screen

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.

STUDENT INFO

Edit Information


 Notify the school of any demographic information changes: Allison Becker A.  

Student Information				
Student Information				
Student Name Billy C. Abbott, Jr.	Perm ID 905483	Gender Male	Grade 12	Home Address 1979 S Val Vista Dr Mesa, AZ 85204
Last Name Goes By	Nick Name Bill	Birth Date 03/15/2000	Email billy@mail.mail	
Phone 480-555-1214	Spoken to Student at Home Spanish	Track	School Name Hope High School	
Homeroom Teacher Kathy Jackson  	Room Name 224	Counselor Name Wilson, Rob  		

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.

STUDENT INFO

Edit Information

Notify the school of any demographic information changes: Allison Becker A.

Student Information				
Student Information				
Student Name Billy C. Abbott, Jr.	Perm ID 905483	Gender Male	Grade 12	Home Address 1979 S Val Vista Dr Mesa, AZ 85204
Last Name Goes By	Nick Name Bill	Birth Date 03/15/2000	Email billy@mail.mail	
Phone 480-555-1214	Spoken to Student at Home Spanish	Track	School Name Hope High School	
Homeroom Teacher Kathy Jackson	Room Name 224	Counselor Name Wilson, Rob		

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.

STUDENT INFO

Edit Information

Notify the school of any demographic information changes: Allison Becker A.

Student Information				
Student Information				
Student Name Billy C. Abbott, Jr.	Perm ID 905483	Gender Male	Grade 12	Home Address 1979 S Val Vista Dr Mesa, AZ 85204
Last Name Goes By	Nick Name Bill	Birth Date 03/15/2000	Email billy@mail.mail	

ParentVUE Student Info Screen

3. Edit the fields.

Good afternoon, Philip Aaron, 06/13/2018

STUDENT INFO

Save Changes Cancel Changes

Notify the school of any demographic information changes: Allison Becker A.

Provide Changes to Student Information

Student Info		
Description	Current Value	Changed Value
Last Name Goes By		
Nick Name	Bill	Bill
Spoken to Student at Home	Spanish	Spanish

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

Changes submitted on 06/13/2018 15:33 PM, are still waiting approval.

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.

Upload Documents

Files must be less than 4MB and be an Image, PDF or Word document.

Consent Form



Drag & Drop File or Click to Upload

Immunization Record



Test document-Immunization2.docx

Drag & Drop File or Click to Upload

Document On Record

Proof of Birth



Birth certificate.docx

Test document-birth3.docx

Drag & Drop File or Click to Upload

Pending Changes

SSN Card



Test document-SSNQ-P.docx

happy_dog.mp4

Drag & Drop File or Click to Upload

Invalid File Type

Save Changes

Cancel Changes

ParentVUE Student Info Screen

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**.

Emergency Contacts			
Record	Description	Current Value	Changed Value
1	Delete Record	☐	☒
	Name	Caren Roberts	Caren Roberts
	Release To	☐	☐
	Relationship	Guardian	Guardian
	Home Phone	480-922-3357	480-922-3357
	Work Phone	480-111-2222	480-111-2222

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. **1**
- Click the **Email** link in the School Staff Contact List to email a member of staff. **2**

SCHOOL INFORMATION

School Information		
Principal Rob Wilson  	School Name Hope High School	Address 4301 E Guadalupe Rd Gilbert, AZ 85234
Phone 949-555-1212	Fax 949-555-1213	Website URL http://www.hopehigh.edu

School Staff Contact List			
Staff Name	Job Title	Phone	Extension
			
Aderson, Gordon  	Teacher		
Andrews, Mark  	Teacher		
Arthur A, Andrea  	Teacher		

School Information Screen

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			
Nurse Visits Health Conditions Immunizations			
Health Summary			
Date	Time In	Time Out	Assessment Plan
06/07/2018			Possible heat stroke
06/01/2018	10:30 AM	10:35 AM	
05/30/2018			
05/30/2018	7:15 AM	7:30 AM	Billy needs to come in every morning to check symptoms
05/18/2018	1:00 PM	2:00 PM	Provided breathing treatment.

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				
Nurse Visits Health Conditions Immunizations Nurse Visit Detail				
Nurse Visit Detail				
Date 06/07/2018	Time In	Time Out	Referred By	Staff Name Mark Andrews  
School Name Hope High School				
Assessment Plan Possible heat stroke				

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			
Nurse Visits Health Conditions Immunizations			
Health Condition Summary			
Start Date	End Date	Condition Code	Comment
05/30/2018	05/30/2018	Hearing	billy had Lasix eye surgery and no longer needs contacts
	05/30/2018	Vision	Wears contact lenses
		Medical Alert	OCCASIONAL ASTHMA, SCOLIOSIS, ADHD
		Medical Alert	ASTHMA
		Medical Alert	ADHD
		Peanut Allergy	

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.

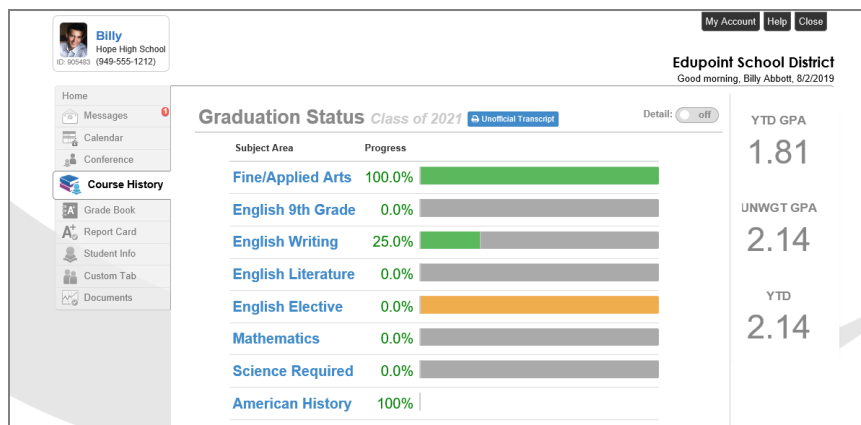
HEALTH SUMMARY							
Nurse Visits Health Conditions Immunizations							
Immunization Summary							
Name	Status as of 6/14/2018	Dosage Information					
		1	2	3	4	5	6
Polio	 Not Compliant						
Td	 Not Compliant						
DTP/DTaP/DT	 Not Compliant						
MMR	 Not Compliant						

Health Summary Screen, Immunizations Tab

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.

Graduation Status
Class of 2009
Detail: on

Subject Area	Progress	Subject Area	Required	Completed	In Progress	Remaining
English Literature	100.0%	English Literature	3.00	3.00	0.00	0.00
Mathematics	100.0%	Mathematics	3.00	3.00	0.00	0.00
Science Required	100.0%	Science Required	2.00	2.00	0.00	0.00
American History	100.0%	American History	2.00	2.00	0.00	0.00
Government	100.0%	Government	0.50	0.50	0.00	0.00
Electives	100.0%	Electives	3.00	17.00	1.50	0.00

Test Requirements
Detail: on

TEST

✗

AIMS Reading
650 Approaches
03/19/2016

TEST

✓

AIMS Math
690 Meets
03/19/2016

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.

Student Course History					Detail: on
School Name	Grade	Year	Term	CHS Type	
All	All	All	All	All	
Hope High School Year: 2019 Term: S1					
Academic Decath (AD86W)	P	1.00	1.00	High School	
Ap Studio Art (AR80W1)	NP	0.50	0.00	High School	
Grade: 11					
Course Title (ID)	Mark	Credit Attempted	Credit Completed	CHS Type	
Hope High School Year: 2015 Term: Spring					
Alt Geometry (MA31)	D	1.50	1.50	High School	
Amer History II (SS35)	B	1.50	1.50	High School	
Mythology (EN52)	C	0.50	0.50	High School	

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

Student Course History					Detail: on
School Name	Grade	Year	Term	CHS Type	
All	All	All	All	All	
All					
Blalock High School					
Eisenhower Middle School					
Hope High School					
Out of Country School					
Course Title (ID)	Mark	Credit Attempted	Credit Completed	CHS Type	
Hope High School Year: 2019 Term: S1					
Academic Decath (AD86W)	P	1.00	1.00	High School	
Ap Studio Art (AR80W1)	NP	0.50	0.00	High School	

Course History Screen

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

The screenshot shows the 'Student Course History' interface. At the top right, there is a 'Detail:' toggle set to 'on'. Below this, there are five filter dropdowns: 'School Name' (set to 'All'), 'Grade' (open, showing options: All, 12, 11, 10, 09, 08), 'Year' (set to 'All'), 'Term' (set to 'All'), and 'CHS Type' (set to 'All'). Below the filters, the text 'Grade: 12' is displayed. A table with the following headers is visible: 'Course Title (ID)', 'Mark', 'Credit Attempted', 'Credit Completed', and 'CHS Type'. The first row of the table shows 'Hope High School Year: 2019 Term: S1'.

Course History Screen

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

The screenshot shows the 'Student Course History' interface. The 'Grade' dropdown is now set to 'All'. The 'Year' dropdown is open, showing a list of years from 2019 down to 2011. The 'Term' dropdown remains set to 'All'. The text 'Grade: 12' is still displayed. The table headers are the same as in the previous screenshot. The first row of the table shows 'Hope High School Year: 2019 Term: S1'.

Course History Screen

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

The screenshot shows the 'Student Course History' interface. The 'Year' dropdown is now set to 'All'. The 'Term' dropdown is open, showing options: All, S1, Spring, S2, Fall, SMR. The text 'Grade: 12' is still displayed. The table headers are the same as in the previous screenshots. The first row of the table shows 'Hope High School Year: 2019 Term: S1'.

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.

The screenshot shows the 'Student Course History' screen for a student named Billy C. School Hope High School. The screen displays various tabs like GPA, Graduation Requirements, etc. The 'Courses' tab is selected, showing a list of courses. The 'English Literature' course is highlighted, and its details are shown on the right. The 'Term Code' is 'S1' and the 'Term Code Actual' is 'S1'.

Student Course History Screen

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

The screenshot shows the 'Student Course History' screen with filters for School Name, Grade, Year, and Term. The 'CHS Type' dropdown menu is open, showing options: All, High School, and Middle School. Below the filters, a table displays course history records. The first record is for 'Hope High School Year: 2019 Term: S1'.

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.

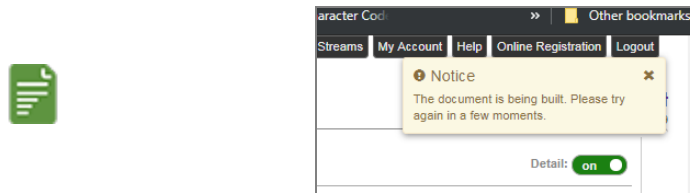
The screenshot shows the 'Student Course History' screen with the 'Service Learning Hours Earned' section. The 'Detail' toggle is set to 'on'. The section displays a table of service learning details with columns: Date Earned, Category, Project Name, and Hours. Below the table, a summary row shows 'Status: Not Met', 'Hours Required: 75.00', and 'Service Learning Hours Earned: 64.00'.

Course History Screen

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

[Summary](#) | **Detail**

Discipline Detail				
Incident Date 05/29/2018	Incident Time 2:00 PM	Incident Role Offender	Referred By Adams, Laurie	Staff Name Julia Weathers  
Location Hallway/Stairwell		Incident Context Code Afternoon Classes	School Name Hope High School	
Violations Fighting				
Comment Billy shoved another student who then pushed Billy.				

Discipline Disposition Summary				
Disposition Date 05/30/2018	Start Date 05/30/2018	End Date 05/30/2018	Description Out of School Suspe...	Staff Name Julia Weathers  ...

Discipline Summary Screen, Discipline Detail

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

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		Summary
Special Education		
Next Annual Review Due 08/15/2019		
Next Reevaluation Date 08/16/2021		
IEP <u>08/16/2018</u>		
Placement Determination		
Progress Report		

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 9	Gender Male	Grade 04	Home School Adams Elementary		Attending School Adams Elementary
Ethnicity Hispanic		Primary Language - Date Determined English		Home Language - Date Determined English	
Parent/Guardian					
Name Kathleen Aaron		Home Phone ###-###-####		Name Phillip Aaron	
Address 1959 S Val Vista Dr		Work Phone ###-###-####		Home Phone 480-555-1214	
Mesa, AZ 85234		Emergency Phone ###-###-####		Address 1959 S Val Vista Dr	
		Mesa, AZ 85234		Work Phone 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

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.

Upload D...	Document	Document Category
11/18/2025	Parent-Field-Trip-Consent-Form.pdf	Field Trip Consent Form
11/18/2025	Immunization_Card.png	Immunization Card
11/18/2025	Birth Certificate.pdf	Birth Certificate

Letter Name	Threshold Range	Run Date	Threshold Achieved	Course ID and Title	Incident ID
Tardy (V1)	06/16/2025 - 03/20/2026	1/21/2026	1		

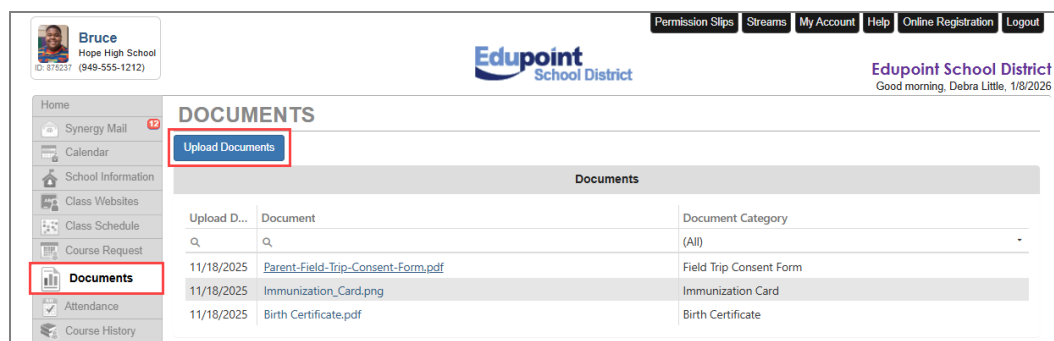
Documents Screen

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.

Letter Name	Threshold Range	Run Date	Threshold Achieved	Course ID and Title	Incident ID
Tardy (V1)	06/16/2025 - 03/20/2026	1/21/2026	1		

Documents Screen

4. Click **Upload Documents** to submit documents to be added to the student's file.



The screenshot shows the ParentVUE/StudentVUE interface. At the top, there's a header with the user's name 'Bruce', school 'Hope High School', and contact info '(449-555-1212)'. The 'Edupoint School District' logo is also present. The left sidebar contains navigation links: Home, Synergy Mail, Calendar, School Information, Class Websites, Class Schedule, Course Request, **Documents** (highlighted), Attendance, and Course History. The main content area is titled 'DOCUMENTS' and features an 'Upload Documents' button (highlighted with a red box). Below this is a table of documents:

Upload D...	Document	Document Category
11/18/2025	Parent-Field-Trip-Consent-Form.pdf	Field Trip Consent Form
11/18/2025	Immunization_Card.png	Immunization Card
11/18/2025	Birth Certificate.pdf	Birth Certificate

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.

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

[Summary](#)
[Detail](#)

Fee Detail			
Transaction Date 08/16/2017	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II
Fees \$45.00	Payments 0.00		Balance \$45.00
School Year 2017	School Hope High School	Course -	
Note			

No data

Fee Summary Screen, Fee Detail

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.

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

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

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

FEE SUMMARY

[Summary](#)
[Detail](#)

Fee Detail						
Transaction Date 08/16/2017	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II		Refund Amount Needed 0.00	Fee Status Balance Due
Fees \$45.00	Payments \$0.00		Adjustment Credits \$0.00	Adjustment Debits 0.00	Refunded Amount \$25.00	Balance \$70.00
School Year 2017	School Hope High School			Course -		
Note						

Payment History				
Transactio...	Payment ...	Amount	Payment ...	Payment Note
3	01/23/2018	\$45.00	Credit/Debit	Pay Schools Payment: Lost Book: Algebra II
9	05/31/2018	\$45.00	Credit/Debit	Pay Schools Payment: Lost Book: Algebra II
Total:		\$90.00		

Adjustment History					
Transactio...	Transactio...	Adjustme...	Amount	Adjustme...	Adjustment Note

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.

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

FEE SUMMARY

[Summary](#) | [Payment](#)

Select fees to pay for this child and click "Checkout", or navigate to another child and select more fees to pay before checking out all at once.

Fee Payment										
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment A...	Fee Category	Course
Remove	1	08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	\$45.00	Textbook	
Add	1	09/11/2018 2018-2019	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	\$5.00	Textbook	
Add	9	01/04/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Add	9	01/04/2019 2018-2019	ARTS	Cost needed to pay for art supplies.	\$50.00	\$0.00	\$50.00	\$50.00	Art Supplies	
Add	9	01/21/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Total:					\$120.00	\$0.00	\$120.00			

Please Select a Payment Method

E-Check ▼

Checkout

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

Summary | **Payment**

Select fees to pay for this child and click "Checkout", or navigate to another child and select more fees to pay before checking out all at once.

Fee Payment										
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment A...	Fee Category	Course
<button>Remove</button>	1	08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	\$45.00	Textbook	
<button>Add</button>	1	09/11/2018 2018-2019	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	\$5.00	Textbook	
<button>Add</button>	9	01/04/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
<button>Add</button>	9	01/04/2019 2018-2019	ARTS	Cost needed to pay for art supplies.	\$50.00	\$0.00	\$50.00	\$50.00	Art Supplies	
<button>Add</button>	9	01/21/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Total:					\$120.00	\$0.00	\$120.00			

Please Select a Payment Method

E-Check

Checkout

Fee Summary Screen

5. Click **Checkout**.

FINALIZE FEE PAYMENTS

Summary | Payment | **Cart**

Review the selected payments, then click "Checkout" to initiate payment.

Cart									
Cart Action	Child	Priority	Date	Fee Code	Description	Amount	Payment Amo...	Quantity	Total
<button>Remove</button>	Billy	1	08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$45.00	1	\$45.00
								Total	\$45.00

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.

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.

FEE SUMMARY

Summary

Balance that you owe: \$120.00

Pay Fees

Outstanding Fees

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.

FEE SUMMARY

[Summary](#) | [Detail](#)

Fee Detail

Transaction Date 08/15/2018	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II	Refund Amount Needed 0.00	Fee Status Balance Due
Fees \$45.00	Payments \$0.00		Adjustment Credits \$0.00	Adjustment Debits 0.00	Refunded Amount \$0.00
School Year 2018	School Hope High School		Course		
Note					

Payment History

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

FEE SUMMARY

Summary | Detail

Fee Detail						
Transaction Date 09/15/2018	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II		Refund Amount Needed 0.00	Fee Status Balance Due
Fees \$45.00	Payments \$0.00		Adjustment Credits \$0.00	Adjustment Debits 0.00	Refunded Amount \$0.00	Balance \$45.00
School Year 2018	School Hope High School			Course		
Note						

Payment History					
Transaction ID	Payment Date	Amount	Payment Method	Payment Status	Payment Note
No Data to Display					
Total:		0			

Pending Payment History					
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

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.

My Account Help Online Registration Logout Edupoint School District Good morning, Phillip Aaron, 7/10/2019																																																											
Home Synergy Mail Calendar Assessment Attendance Class Schedule Class Websites Conference Course History Course Request Discipline Fee Grade Book Health FEE SUMMARY Summary Balance that you owe: \$95.00 Pay Fees Outstanding Fees <table> <tr> <th>Date</th><th>Fee Code</th><th>Description</th><th>Fees</th><th>Payments</th><th>Balance</th><th>Fee Category</th><th>Course</th><th>Notes</th><th>Fee Status</th></tr> <tr> <td>07/09/2019 2018-2019</td><td>SBF</td><td>Science Book Fee</td><td>\$50.00</td><td>\$0.00</td><td>\$50.00</td><td>Textbook</td><td>-</td><td></td><td>Balance Due</td></tr> <tr> <td>07/09/2019 2018-2019</td><td>LABF</td><td>Lab Fee - Special</td><td>\$35.00</td><td>\$0.00</td><td>\$35.00</td><td>Lab Fee</td><td>-</td><td></td><td>Balance Due</td></tr> <tr> <td>07/09/2019 2018-2019</td><td>EDEFM</td><td>Edupoint District Ed Foundation Membership</td><td>\$10.00</td><td>\$0.00</td><td>\$10.00</td><td>Yearbook</td><td>-</td><td></td><td>Balance Due</td></tr> <tr> <td colspan="3">Totals:</td><td>\$95.00</td><td>\$0.00</td><td>\$95.00</td><td colspan="4"></td></tr> </table>										Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status	07/09/2019 2018-2019	SBF	Science Book Fee	\$50.00	\$0.00	\$50.00	Textbook	-		Balance Due	07/09/2019 2018-2019	LABF	Lab Fee - Special	\$35.00	\$0.00	\$35.00	Lab Fee	-		Balance Due	07/09/2019 2018-2019	EDEFM	Edupoint District Ed Foundation Membership	\$10.00	\$0.00	\$10.00	Yearbook	-		Balance Due	Totals:			\$95.00	\$0.00	\$95.00				
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status																																																		
07/09/2019 2018-2019	SBF	Science Book Fee	\$50.00	\$0.00	\$50.00	Textbook	-		Balance Due																																																		
07/09/2019 2018-2019	LABF	Lab Fee - Special	\$35.00	\$0.00	\$35.00	Lab Fee	-		Balance Due																																																		
07/09/2019 2018-2019	EDEFM	Edupoint District Ed Foundation Membership	\$10.00	\$0.00	\$10.00	Yearbook	-		Balance Due																																																		
Totals:			\$95.00	\$0.00	\$95.00																																																						

ParentVUE Fee Summary Screen

- 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.

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

No Photo

Log Out

On File

ID: 997097

Mary Kennedy High School

My Account

Help

Online Registration

Logout

Edupoint School District

Good morning, Phillip Aaron, 7/10/2019

Home

Synergy Mail

Calendar

Assessment

Attendance

Class Schedule

Class Websites

Conference

Course History

Course Request

Discipline

Fee

Grade Book

Health

miffins

School Information

Student Info

Special Ed

Custom Tab

FEE SUMMARY

Summary

Balance that you owe: \$10.00

Pay Fees

Outstanding Fees

Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
07/09/2019 2018-2019	EDEFM	Edupoint District Ed Foundation Membership	\$10.00	\$0.00	\$10.00	Yearbook	-		Balance Due
Totals:			\$10.00	\$0.00	\$10.00				

Paid Fees

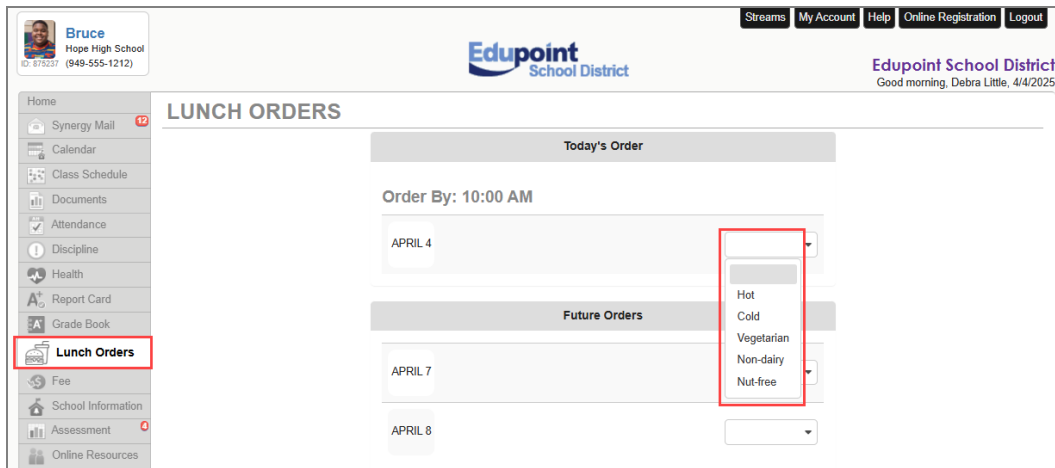
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
07/09/2019 2018-2019	SBF	Science Book Fee	\$50.00	\$50.00	\$0.00	Textbook	-		Paid in Full
07/09/2019 2018-2019	LABF	Lab Fee - Special	\$35.00	\$35.00	\$0.00	Lab Fee	-		Paid in Full
Totals:			\$85.00	\$85.00	\$0.00				

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.



The screenshot displays the ParentVUE interface for submitting lunch orders. The sidebar on the left contains various navigation links, with 'Lunch Orders' highlighted. The main content area is titled 'LUNCH ORDERS' and features a 'Today's Order' section with a dropdown menu for selecting a lunch option. The dropdown menu is open, showing options: Hot, Cold, Vegetarian, Non-dairy, and Nut-free. The 'Future Orders' section below it shows dates for ordering (APRIL 4, APRIL 7, APRIL 8) with corresponding dropdown menus.

ParentVUE Lunch Order Screen

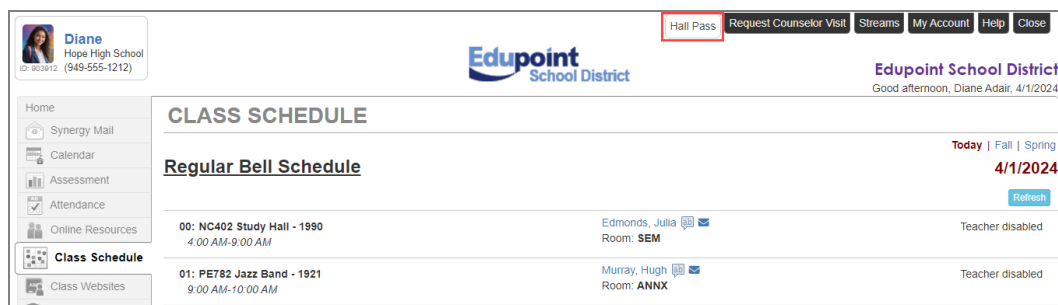
Using Hall Pass in StudentVUE

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.

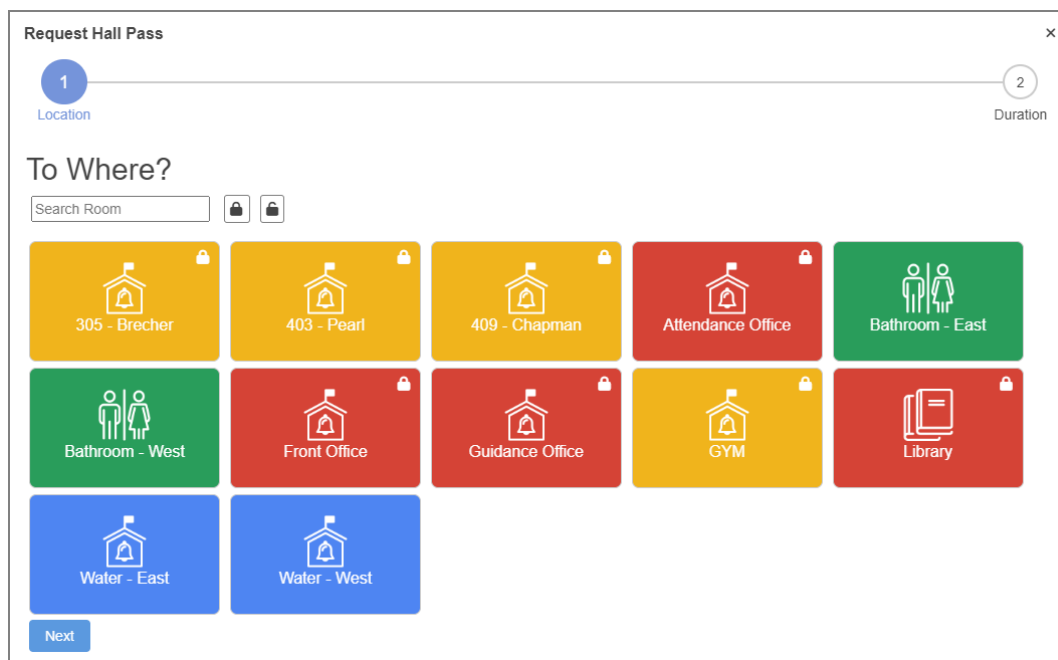
Requesting a Hall Pass

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**.

The 'Request Hall Pass' window has a title bar with a close button (X). It features a progress indicator at the top with a checkmark on the left and a '2' in a blue circle on the right, labeled 'Duration'. Below the progress bar, the 'Location' is set to 'Bathroom - East', represented by a green bar with a white icon of two people. The 'How Much Time?' section includes a horizontal slider with a blue dot in the middle, indicating '5 Minutes'. A 'Finish' button is located at the bottom left.

Request Hall Pass Window

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

The main dashboard shows a user profile for 'Diane' from 'Hope High School'. A green success message at the top right states 'Success: Hall pass created successfully'. A 'Hall Pass' window is open, displaying a green card with a white icon of two people, the location 'Bathroom - East', the date and time '04/02/2024 07:22:28 AM', and '4:57 remaining'. A trash icon is visible in the top right corner of the hall pass card.

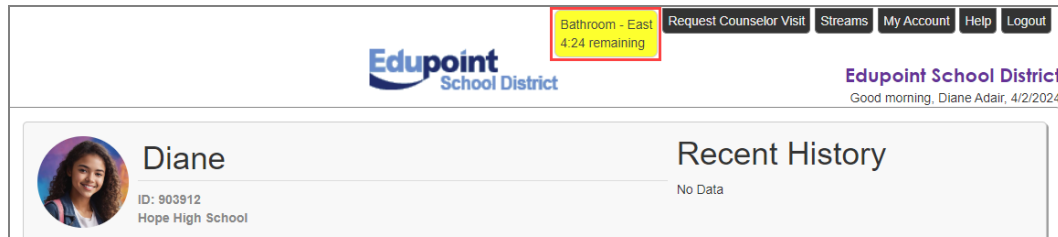
Hall Pass Window

7. Click the trash icon to delete the pass.

The 'Hall Pass' window shows the same green card as before, but the trash icon in the top right corner is now highlighted with a red square, indicating it should be clicked to delete the pass.

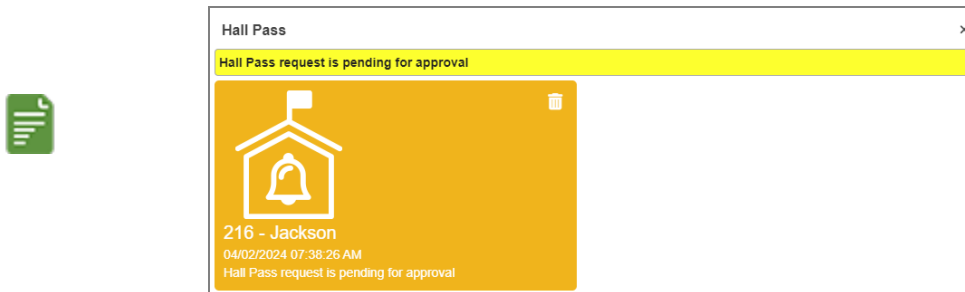
Hall Pass Window

- 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.

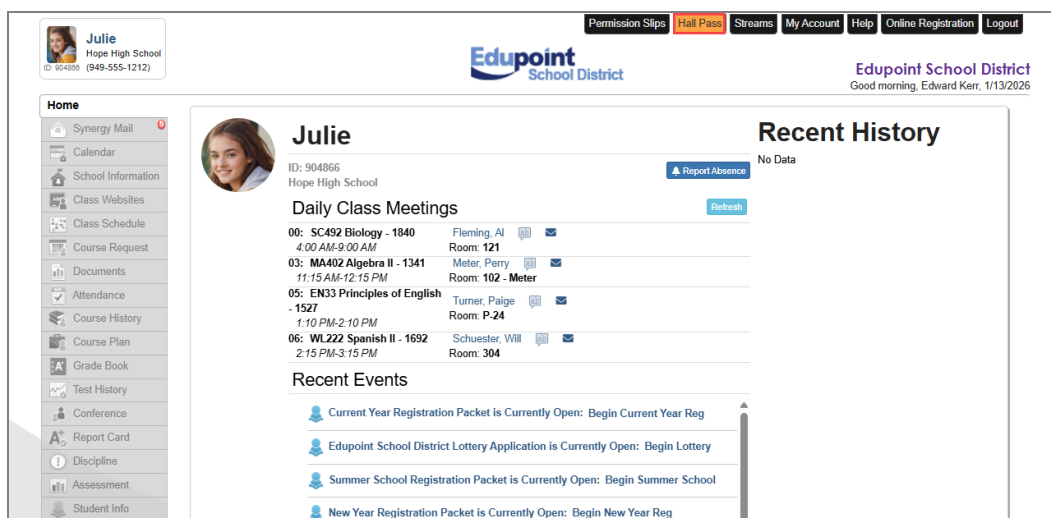


Hall Pass Window

Using Hall Pass in ParentVUE

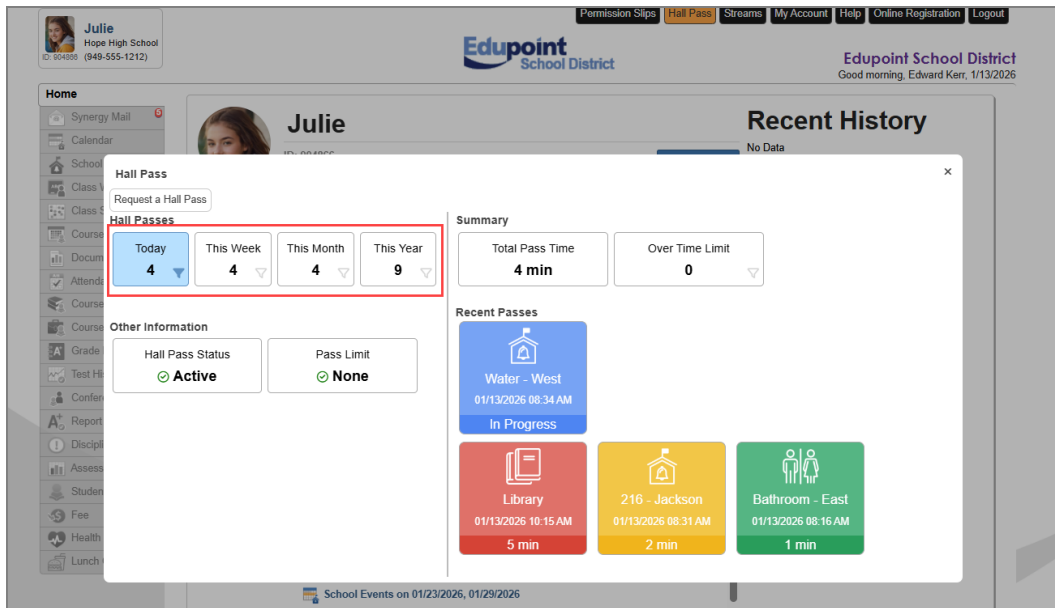
If enabled by the district, parents can view a student's hall pass history in ParentVUE.

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



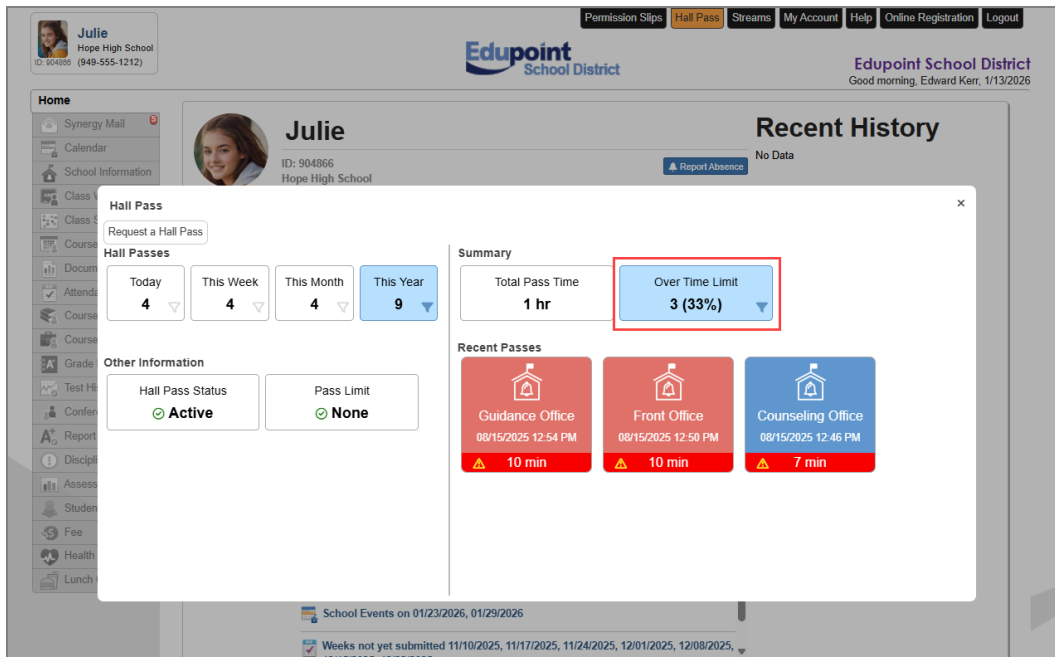
ParentVUE Home Screen

- 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

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



Hall Pass History Screen

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

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

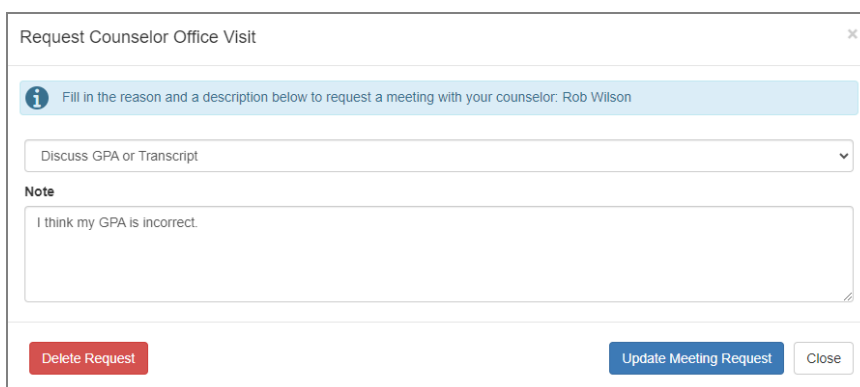
2. Select the reason from the drop-down.
3. Enter an applicable **Note**.
4. Click **Request Meeting**.

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.

Chapter 3:

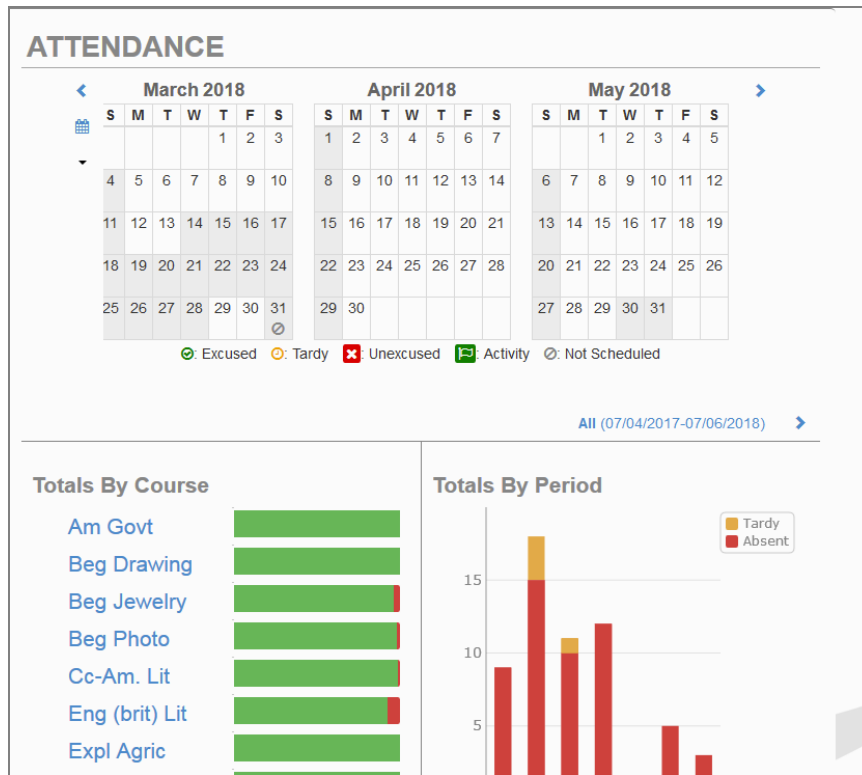
Classroom Information

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

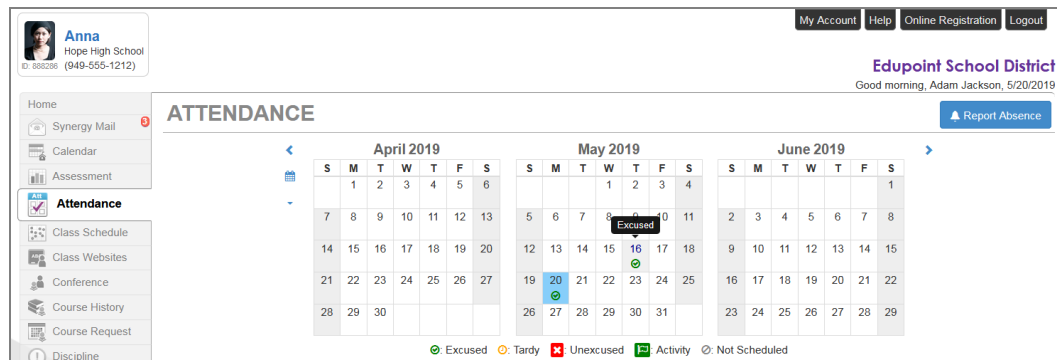
The Attendance screen displays the student's attendance records. Information displays in two main sections. The Attendance Calendar displays a visual record of absences for the student. The Totals By Course and Totals By Period sections display the attendance totals by course and period. You can also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

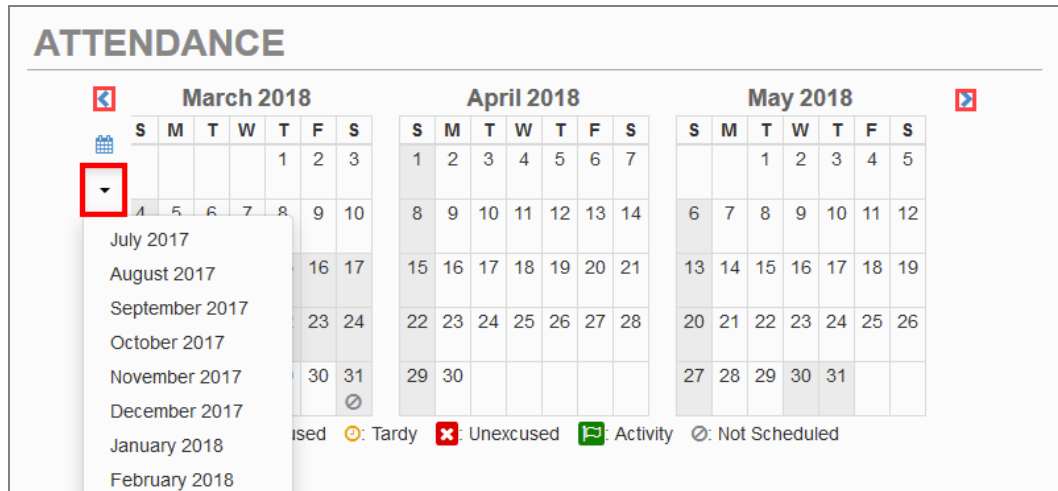


Attendance Screen



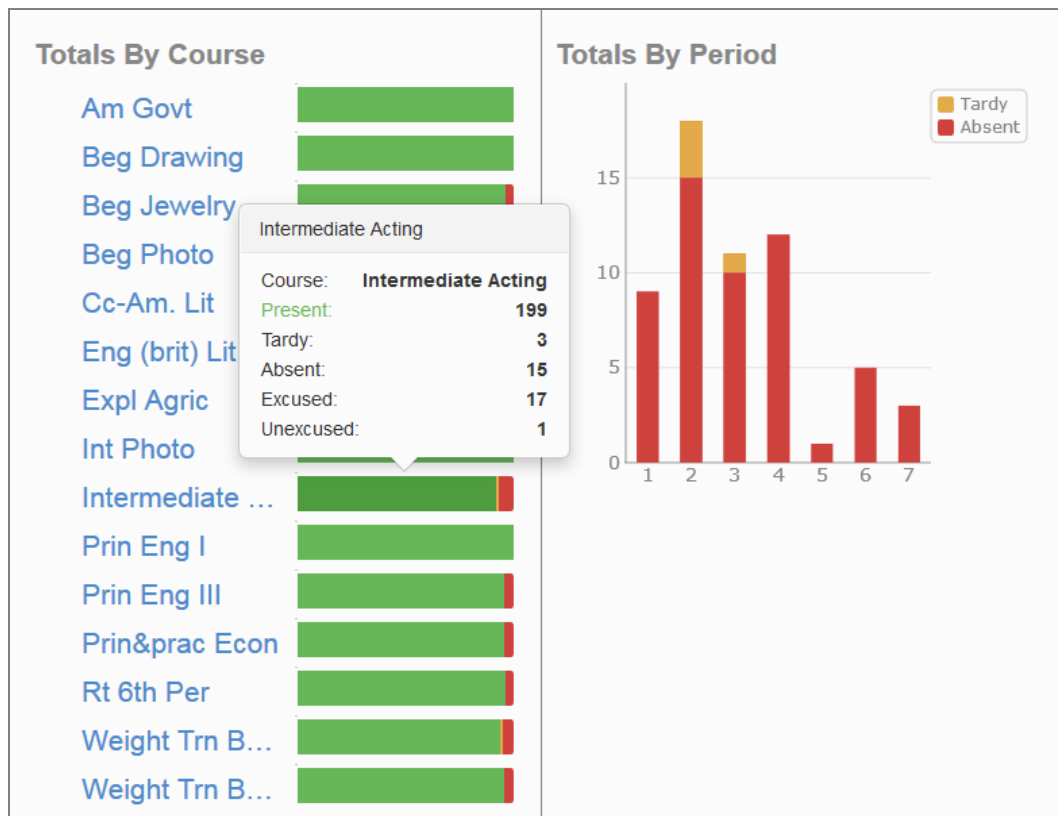
The ParentVUE/StudentVUE calendar does not display future attendance.

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

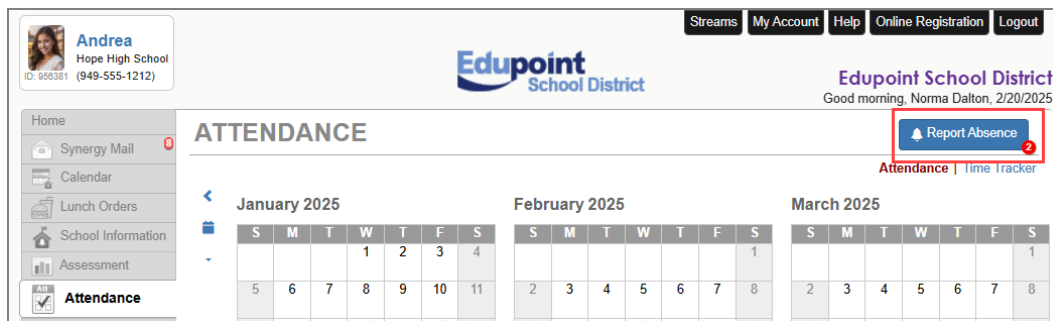


Attendance Screen

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



Attendance Screen



The screenshot shows the ParentVUE Attendance screen for user Andrea. The top navigation bar includes links for Streams, My Account, Help, Online Registration, and Logout. The user's profile (Andrea, Hope High School, ID: 956381) is on the left. The main header displays the Edupoint School District logo and the date/time (Good morning, Norma Dalton, 2/20/2025). A red box highlights the 'Report Absence' button. Below the header, there are three calendar views for January, February, and March 2025. The 'Attendance' tab is selected in the left sidebar.

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**.



The screenshot shows the 'Report Absences - Andrea' window. It features a notification bar stating 'Andrea has past absences. Please submit absence reasons for following absences.' Below this is a table with columns for Date, Period(s), and Select A Reason. Two rows of absences are listed: 02/14/2025 (periods 4, 5, 6) and 02/18/2025 (periods 1, 2, 3, 4, 5, 6). Each row has a 'Select A Reason' dropdown menu. Below the table is a 'Note' section with a text area and a file upload button labeled 'Add doctor's note or document'. At the bottom right are 'Save' and 'Close' buttons.

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 occurring 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.

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 - Brian

To report a student absence, select the Type of Absence, and fill in the required fields *

Type of Absence:

☐ All Day ☐ Arrive Late ☒ Leave Early ☐ Classes

Start Date: 01/27/2026 Departure Time: 2:30 PM Illness

Note

Doctor Note.pdf

Add doctor's note or document

Save Close

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.



Confirm

Submitting these times will prevent any future edits to this data. Do you wish to proceed?

By checking this box, I attest that all of the submitted times are accurate ☐

SubmitCancel

Confirmation Message

lan

Adams Elementary

ID: 123456 (318-973-2850)

My Account

Help

Close

Home

Messages

Calendar

Attendance

Course Request

Grade Book

Report Card

School Information

Student Info

Edupoint Public Schools

Good morning, Ian Aaron, 9/4/2020

TIME TRACKER

Attendance

Time Tracker

Update and Submit

Update Times

Cancel

Total Time: 6:95 hours

August 2020

Thu

Fri

13

14

Weeks not yet submitted

08/10/2020

08/17/2020

08/24/2020

Thursday August 13

Course	Teacher	Activity	Hours	Minutes	Total Time
Adams Elementary					
Math	Kathy, Jackson	I finished chapter 1		10	10 minutes
Science	Kathy, Jackson	I read the home work assignn		10	10 minutes
Social Studies	Kathy, Jackson			10	10 minutes
Physical Education	Kathy, Jackson			18	18 minutes
Art	Kathy, Jackson			18	18 minutes
Music	Kathy, Jackson			18	18 minutes
Language Arts	Kathy, Jackson			18	18 minutes

Time Tracker Screen (Elementary Time Tracking Using Subject Areas)

My Account Help Close

Edupoint Public Schools
Good morning, Billy Abbott, 9/4/2020

Billy
Edupoint High
ID: 1234567 (318-973-7200)

Home

Messages

Calendar

Attendance

Class Websites

Course Request

Grade Book

Report Card

School Information

Student Info

TIME TRACKER

Attendance **Time Tracker**

Update and Submit Update Times Cancel

Total Time: 1.20 hours

August 2020 < Thu Fri >
13 14

Weeks not yet submitted 08/10/2020 08/17/2020 08/24/2020

Thursday August 13

Course	Teacher	Activity	Hours	Minutes	Total Time
Edupoint High					
Spanish 1	Wilson, Rob	si senior		28	28 minutes

Update and Submit Update Times Cancel

Total Time: 1.20 hours

Friday August 14

Course	Teacher	Activity	Hours	Minutes	Total Time
Edupoint High					
Spanish 1	Wilson, Rob	I need additional help with the		44	44 minutes

Update and Submit Update Times Cancel

Total Time: 1.20 hours

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		
<u>Regular Bell Schedule</u>		Day Fall Spring Today  Refresh
00: NC402 Study Hall - 1990 7:00 AM-7:45 AM	Edmonds, Julia   Room: SEM	Teacher disabled
01: PE782 Jazz Band - 1921 7:50 AM-8:35 AM	Murray, Hugh   Room: ANNEX	Teacher disabled
02: PE41 Cheerleading - 0952 8:40 AM-9:25 AM	Oden, Jacy   Room: GYM	Teacher disabled
03: TS322 Driver Educ - 1390 9:30 AM-10:15 AM	Earnhardt, William   Room: P-23	 Join
04: MA402 Algebra II - 1451 10:20 AM-11:05 AM	Nominator, Dee   Room: P-05	 Join
05: EN33 Principles of English - 1523 11:10 AM-11:55 AM	Reed, Ken   Room: P-22	 Join
06: SC492 Biology - 0007 12:00 PM-12:45 PM	Darwin, Chuck   Room: 120 - Darwin	 Join

Class Schedule Screen

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

CLASS SCHEDULE		
<u>Regular Bell Schedule</u>		Day Year Today  Refresh
01: 0300 3/4 Grade - 0102 4:00 AM-10:00 AM	Carroll, Natalie   Room: 202 - Carroll	 Join

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.



Diane

Hope High School

(949-555-1212)

Hall Pass

Request Counselor Visit

Streams

My Account

Help

Logout

Edupoint

School District

Edupoint School District

Good morning, Diane Adair, 4/30/2024

Home

Synergy Mail

Calendar

Report Card

Class Schedule

Flex Schedule

Grade Book

Assessment

CLASS SCHEDULE

Regular Bell Schedule

Day | Fall | Spring

Today

Refresh

00: NC402 Study Hall - 1990

7:00 AM-7:45 AM

Edmonds, Julia

Room: SEM

Teacher disabled

01: PE782 Jazz Band - 1921

7:50 AM-8:35 AM

Murray, Hugh

Room: ANNEX

Teacher disabled

Class Schedule Screen

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

The screenshot shows the ParentVUE/StudentVUE interface. On the left is a navigation menu with options like Home, Synergy Mail, Calendar, Report Card, **Class Schedule** (highlighted with a red box), Flex Schedule, Grade Book, Assessment, Attendance, and Online Resources. The main content area is titled "CLASS SCHEDULE" and "Regular Bell Schedule". It displays a list of classes for the selected date, 11/22/2023 (highlighted with a red box in the calendar widget). The classes listed are:

Period	Course Title	Teacher	Room
00	NC901 Yearbook - 0870	Olsen, James	No Room
01	PE781 Adv Wt Boys - 0921	Murray, Hugh	ANNX
02	PE41 Cheerleading - 0952	Oden, Jacy	GYM

At the top right, there are links for Hall Pass, Request Counselor Visit, Streams, My Account, Help, and Logout. The user profile for Diane Hope High School is shown on the left.

Class Schedule Screen

- 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.

The screenshot shows the ParentVUE/StudentVUE interface with the "CLASS SCHEDULE" section. The date is set to "Fall" (highlighted with a red box). The schedule is titled "Student Schedule for Fall (06/23/2023 - 12/25/2023)". It displays a table with the following columns: Period, Rotation Days, Course Title, Room Name, and Teacher.

Period	Rotation Days	Course Title	Room Name	Teacher
0		Yearbook	No Room	James Olsen
1		Adv Wt Boys	ANNX	Hugh Murray
2		Cheerleading	GYM	Jacy Oden
3		Literary Exploration	303	Judy Wallace
4		Study Hall	SEM	Julia Edmonds
5		Algebra II	P-05	Dee Nominator
6		Science 10	120 - Darwin	Chuck Darwin
9		Government/History Study Session	216 - Jackson	Kathy Jackson
9		English Study Session	222 - Graham	Theodore Graham

The navigation menu on the left is the same as in the previous screenshot, with "Class Schedule" highlighted. The top right links and user profile are also present.

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.

Digital Locker			
Upload Date	Document	Notes	File Size
10/21/2015 10:13:04 AM	Constitution.doc		37 KB
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB

StudentVUE Digital Locker Screen

Uploading Documents

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

DIGITAL LOCKER

Digital Locker				
Upload Date	Document	Notes	File Size	Action
10/21/2015 10:13:04 AM	Constitution.doc		37 KB	Remove
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB	Remove

71 KB out of 2MB used.

Browse...

No file selected.

Upload

Notes:

Maximum upload file size is 2 MB

StudentVUE Digital Locker Screen

2. Click **Upload**.



Click **Remove** to remove a document.

DIGITAL LOCKER

Digital Locker				
Upload Date	Document	Notes	File Size	Action
10/21/2015 10:13:04 AM	Constitution.doc		37 KB	Remove
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB	Remove

71 KB out of 2MB used.

Browse...

PermissionForm.docx

Upload

Notes:

Maximum upload file size is 2 MB

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

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

A PDF report card is not available for First Quarter

Student Grades for First Quarter (ending on 10/25/2019)

Period	Course Title	Room Name	Teacher	Marks
1-2	Academic Decath (AD86W)		mark adams	A+

Grade Legend

A+	
A	Outstanding

CUR GPA: 5.00

Report Card Screen

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

REPORT CARD		
Student Grades for 2017-2018		
Report Card Area	1st Qtr	2nd Qtr
READING / LANGUAGE ARTS	A	
Word Analysis, Fluency and Systematic Vocabulary Development		
Word Recognition	2	
Vocabulary Development	4	
Reading Comprehension		
Comprehension and Analysis of Text		
Literary Response and Analysis		
WRITING		

Report Card Screen

Viewing Grade Book

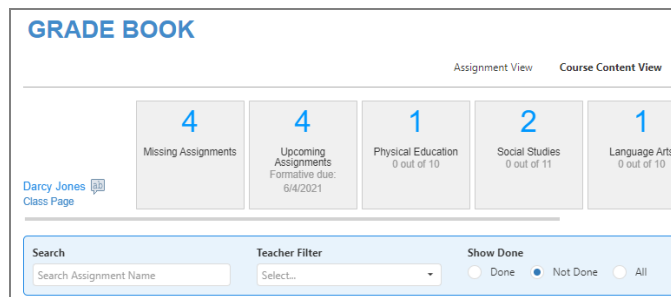
The Grade Book screen allows parents and students to keep track of grades, assignments, and test scores posted in Grade Book if your district uses Grade Book.

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.

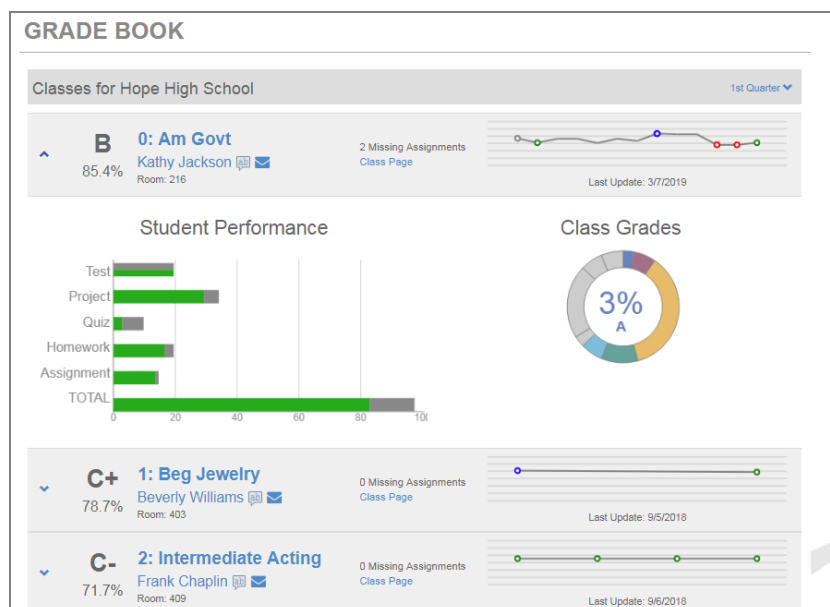
Each tile contains the number of assignments and a score breakdown.



Grade Book Screen

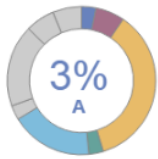
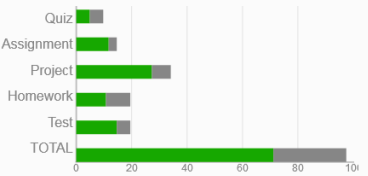
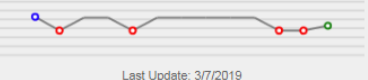
Grade Book displays the **Rotation Days** for each course if used by the school.

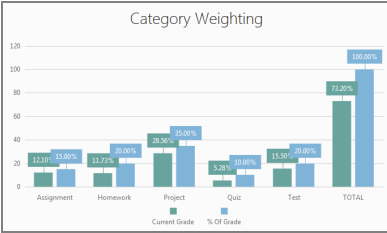
2. Click any available quarter or progress period to view another summary.



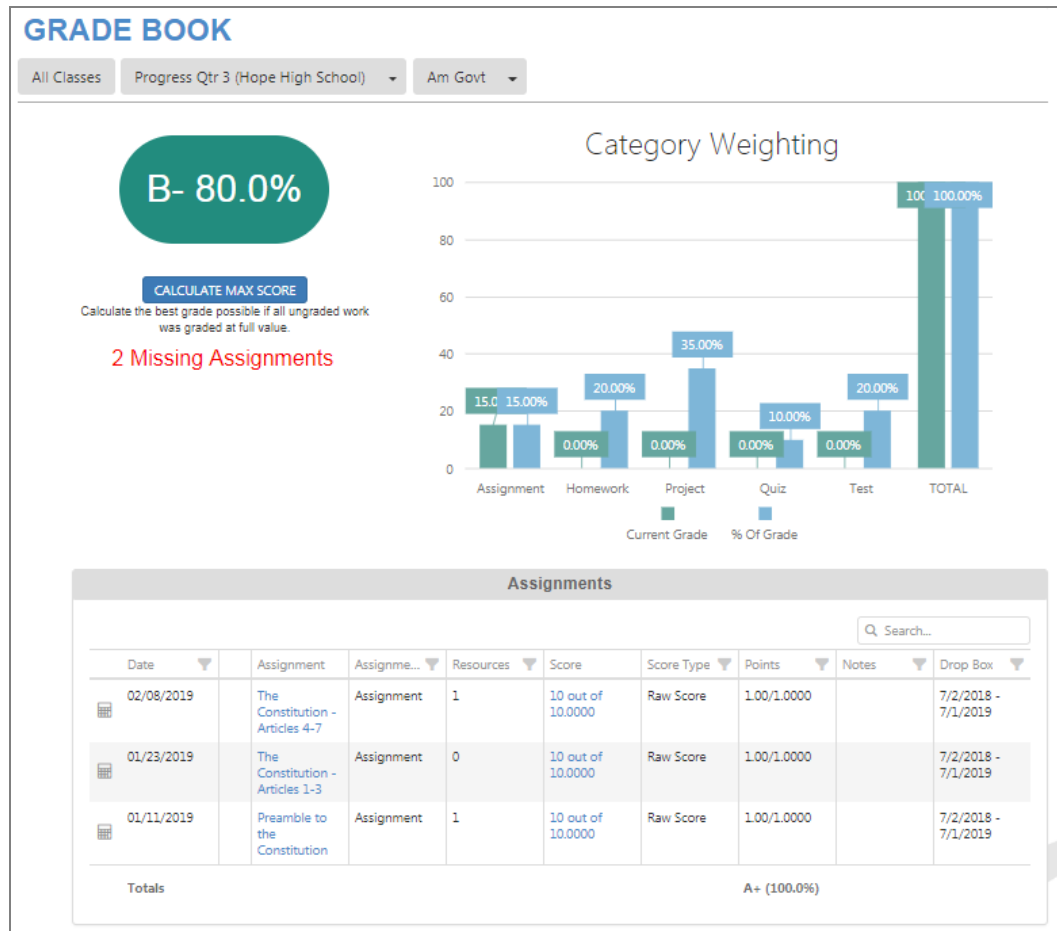
Grade Book Screen

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

Description	Grade Book Item
Assignments and scores from the last two weeks	Recent History District Math Assessment - Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10 District Reading Assessment - Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10 One Tree Three Branches Carroll, N 3/4 Grade(1) Due Date:01/28/2019 Points: 1 <i>Assignment History Details</i>
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  <i>Class Grades Chart</i>
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	Student Performance  <i>Class Performance Whisker Chart</i>
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	 Last Update: 3/7/2019 <i>Grade History Chart</i>

Description	Grade Book Item
Displays the Current Grade and Percent of Grade the student earned for the section	 A bar graph titled 'Category Weighting' showing the percentage of the total grade for each category. The Y-axis represents the percentage from 0 to 120. The X-axis lists categories: Assignment, Homework, Project, Quiz, Test, and TOTAL. For each category, there are two bars: a green bar for 'Current Grade' and a blue bar for '% Of Grade'. The values are: Assignment (12.19%, 31.00%), Homework (11.77%, 30.00%), Project (35.29%, 35.00%), Quiz (5.26%, 10.00%), Test (11.50%, 20.00%), and TOTAL (75.00%, 100.00%). <i>Category Weighting Bar Graph</i>
Shows assignments due today or tomorrow Shows the next 5 assignments if nothing is due today or tomorrow	Upcoming Assignments Law of the Land Carroll, N 3/4 Grade(1) Due Date:01/17/2019 Points: 1 DRA Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10 <i>Upcoming Assignment Details</i>

- 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

All Classes 4th Quarter (Hope High School) Am Govt

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.

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

Assignments									
Q Search...									
Date ▼	Assignment	Assignm... ▼	Resources ▼	Score ▼	Score Ty... ▼	Points ▼	Notes ▼	Drop Box ▼	
06/29/2018	Ch11 Test	Test	0	92 out of 100.0000	Raw Score	368.00/400....			
06/29/2018	Essay Final Draft	Project	0	Not Due	Raw Score	1.0000 Points Possible		6/26/2018 - 6/29/2018	
06/25/2018	Workbook	Homework	0	87 out of	Raw Score	87.00/100.0			

Grade Book Screen

- a. Select a location for the document.



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

Upload Available From 06/26/2018 12:00 AM To 06/29/2018 12:00 AM

Documents	Note	Upload Date	File Size	Action

Document Notes (optional):

My Computer

Upload from your hard drive

Google Drive

Upload from Google Drive

OneDrive

Upload from OneDrive

My Computer

Upload from your hard drive

Open

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

All Classes
4th Qtr
Math

Assignment Details

Assignment: Subtract Whole Numbers	Type Project	Date 4/12/2018	Due Date 4/12/2018
Score 9	Score Type Raw Score	Points 0.90 / 1.0000	Notes
Description The learner will subtract any whole numbers of up to 4 digits, with or without regrouping.			

Standards

Standard	Performance Indicator
Make estimates appropriate to a given situation or computation with whole numbers.	62.86 / 100.00
Compare and order whole numbers through six digits by applying the concept of place value.	84.52 / 100.00
Strand 1: Number and Operations	90.00 / 100.00

Resources

Name	Description
test	test

Grade Book Screen, Grade Book Assignment Details

Rubrics

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

All Classes
4th Quarter (Hope High School)
Am Govt

Assignment Details

Assignment: Assignment 9	Type Homework	Date 6/8/2018	Due Date 6/8/2018
Score 9	Score Type Raw Score	Points 90.00 / 100.0000	Notes
Description			

Rubric Score

Writing Rubric

Criteria	Ratings	Points		
Quality	5 Topic covered well. Excellent introduction, supporting evidence and conclusion	3 Issues with Introduction or Conclusion.	0 Topic not covered well.	5
Grammar	5 No grammar mistakes	3 Minor mistakes.	0 Grammar mistakes all over.	3
Creativity	5 Very Creative	3 Average Creativity	0 Lacked any and all creativity	5

Rubric Points: 13 out of 15
Score: 21.67 out of 25

Grade Book Screen, Grade Book Assignment Details

Standards View

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



Your district might not use standards.

Standards				
Subject	Standard	Mark	Note	Performance Indicator
Reading [expand all]	01 Alphabetize a series of words to the third letter.	88		88.00 / 100.00
	02 Apply knowledge of basic syllabication rules when reading four- or five-syllable written words (e.g., information, multiplication, pepperoni.)	100		100.00 / 100.00
	04 Read common abbreviations (e.g., Wed., Sept.) fluently.	75		75.00 / 100.00

Grade Book Screen, Standards Detail

2. Click an assignment to view the Assignment Detail.

Standards									
Subject	Standard	Mark	Notes	Performance Indicator					
Math [expand all]	Sort whole numbers into sets and justify the sort.								
	Parent friendly description of standard can be displayed in ParentVUE.								
	Make estimates appropriate to a given situation or computation with whole numbers.	2		2.00 / 4.00					
	<table><tr><th>Assignment</th><th>Assignment Type</th><th>Date</th></tr><tr><td>Assessment1</td><td>Test</td><td>12/26/2018</td></tr></table>	Assignment	Assignment Type	Date	Assessment1	Test	12/26/2018	2	
Assignment	Assignment Type	Date							
Assessment1	Test	12/26/2018							
	Compare and order whole numbers through six digits by applying the concept of place value.								
	Formulate and answer questions by interpreting and analyzing displays of	3		3.00 / 4.00					

Grade Book Screen, Standards Detail

GRADE BOOK			
All Classes	3rd Qtr	Math	
Grade Book Assignment Detail			
Assignment: Assessment1	Assignment Type Test	Date 12/25/2018	Due Date 12/26/2018
Score 3.00	Score Type Raw Score	Points 3.00 / 5.0000	Notes
Description			
Standards			
Standard		Performance Indicator	
Make estimates appropriate to a given situation or computation with whole numbers.			2.00 / 4.00
Formulate and answer questions by interpreting and analyzing displays of data, including frequency tables, single bar graphs, or single line graphs.			3.00 / 4.00
Describe sequences of 2-dimensional figures created by increasing the number of sides, changing size, or changing orientation.			4.00 / 4.00
Collect, record, organize, and display data using frequency tables, single bar graphs, or single line graphs.			4.00 / 4.00

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

Classroom Documents

(YR) Science SEC:0102

❷

Science Extra Credit

created on: 4/24/2015

Spend some extra time learning the planets in our solar system and pass the quiz to earn 10 extra points.

Resource

Planets in our Solar System.docx ❸

Study Guide

created on: 4/24/2015

Use this Study Guide to help your through this weeks unit.

Resource

StudyGuide.doc ❹

CLASS WEBSITES

(YR) Science SEC:0102

TOPICS

Classroom Documents

Classroom Expectations ❶

ABC's of Our Classroom

Announcements

Homework

CURRICULUM PLAN

Language Arts

Math ❷

Social Studies

Visual Arts

Class Websites Screen

- Select a class. ⑤
- Select a week to view. ⑥
- View the scheduled lessons and resources by the day of the week. ⑦

Class Websites Screen, Curriculum Plan

Alternate Web Pages

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

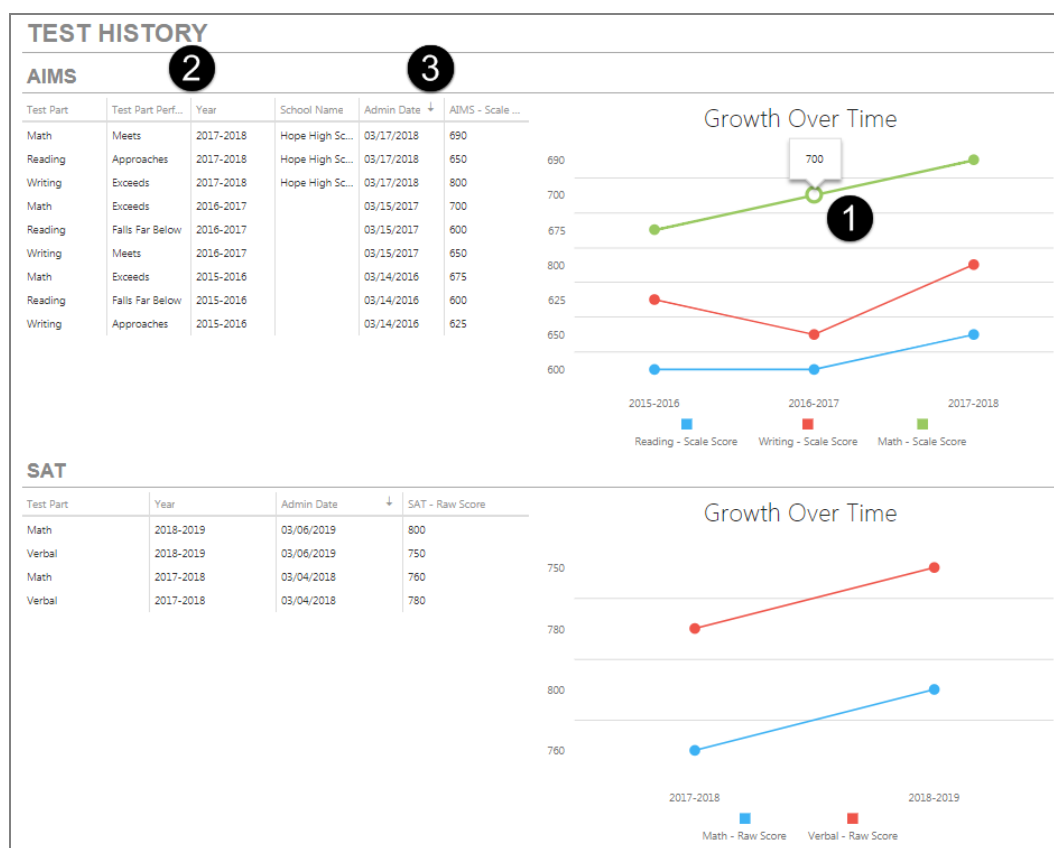
Class Websites Screen

- Select the class to view. ①
- Select a unit or book. ②
- Click the **Expand** icon to expand the panel to full screen. ③
- Click any links to view additional information, take assessments/assignments, or view other lessons. ④

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

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.

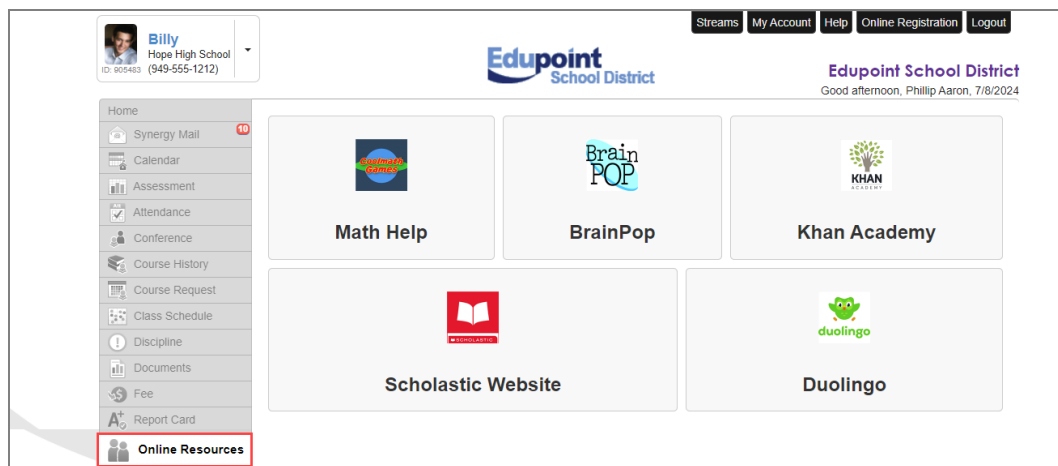


The district defines the name of custom tabs. Links can include academic support sites or sites that manage cafeteria costs.

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

Hope High School
2019-2020 School Year, Grade: 12

Selection Time Period: 2/13/2019 - 2/16/2019
Counselor

Selected Course Requests

Ln	Department	Course ID	Course Title	Course/Section	Comment
1	Av/D	AV121	Av/D	Semester 1	Currently enrolled
2	Av/D	AV122	Av/D	Semester 2	Currently enrolled
3	Mathematics	MA421	College Algebra/Trigonometry (Pre-Calculus)	Semester 1	Currently enrolled
4	Mathematics	MA422	College Algebra/Trigonometry (Pre-Calculus)	Semester 2	Currently enrolled
5	Miscellaneous	NC60	Lunch	Semester	
6	Miscellaneous	NC961	Released Time 6th Period	Semester 1	
7	Miscellaneous	NC962	Released Time 6th Period	Semester 2	
8	Science	SC771W	AP Chemistry	Semester	Currently enrolled
9	Social Studies	SS51	American Government	Semester	Currently enrolled
10	Social Studies	SS57	Economics Principles and Practices	Semester	Currently enrolled
11	Social Studies	SS791W	AP Psychology	Semester	Currently enrolled

Selected Alternate Course Requests

Ln	Department	Course ID	Course Title	Course/Section	Comment
1	Career And Technical Education	AR232	CTE-Digital Photography III	Semester	
2	Art	AR58	Adv. Jewelry	Semester	Pre-req. not met (AR54 or AR56)
3	Art	AR54	Beginning Jewelry	Semester	

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

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)	Q	Q	(All)	
Add Request	Add Alternate 1		CO15C	Corr Drugs/soc	Yes	
Add Request	Add Alternate 2		HE91	Prevention&c...	Yes	

Course Request Selection Screen

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

Search Courses							
Action	Ln	Department	Course ID	Course Title	Elective	Comment	
		(All)	Q	Q	(All)		
Add Request Add Alternate	1		CO15C	Corr Drugs/soc	Yes		
Add Request Add Alternate	2		HE91	Prevention&care	Yes		
Add Request Add Alternate	3		HE92	Sports Medicine	Yes		
Add Request Add Alternate	4		NC401	Pers Rel Time	Yes		

Course Request Selection Screen

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

Remove a Course Request

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

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			

Course Request Selection Screen

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

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

 Welcome to the Sample District's online course request selection web site! Please review the course requests selected below. Make all desired changes and when finished, lock in your choices.

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 change course requests](#)[Lock Course Requests](#)

Selected Course Requests					
Ln	Department	Course ID	Course Title	Elective	Comment
1	Elementary School	EN71W	Sr Ap Eng	Yes	

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.

The screenshot shows the 'COURSE PLAN' interface. At the top, a summary section (1) displays 'On Track To Graduate' status, 'Required Credit Total: 19.5', 'Course Plan Credits: 22', and 'Credits Needed: 0'. Below this are dropdown menus for 'Course Plan' (2) set to 'Core Courses' and 'Graduation Requirement' (3) set to 'High School'. A 'Grade' dropdown (4) is set to '10', and a 'Show By Subject' toggle (5) is set to 'Yes'. A 'Reset' button is on the right. The main area shows a grid of course options for grades 09, 10, 11, and 12. Under grade 10, 'English Literature' (2 of 2 credits) is shown with completed, in-progress, and forecasted credits. Below it are course cards for 'EN51 Literary Exploration (0.5)', 'EN33 Principles of English (0.5)', 'EN40 Shakespeare (0.5)', and 'EN60 English Literature (0.5)', each with an 'Add a Course' button. Under grade 11, 'Mathematics' (5 of 5 credits) is shown with completed, in-progress, and forecasted credits. Below it are course cards for 'MA30 Geometry (1)', 'MA40 Algebra II (0.5)', 'MA402 Algebra II (0.5)', 'MA27 Algebra I (1)', and 'MA42 Trigonometry (1)', each with an 'Add a Course' button. Under grade 12, 'American History' (2.5 of 2.5 credits) is shown with completed, in-progress, and forecasted credits. Below it are course cards for 'SS21 World Hist/g (0.5)', 'PP75 Am History I (0.5)', 'SS35 American History II (0.5)', and 'SS39W Ap Amer Hist (1)', each with an 'Add a Course' button. A callout (6) points to the 'Taken: 12/2022 Term: Mark: A Credit: 0.5' information for the 'SS21 World Hist/g (0.5)' course. Other callouts (7 and 8) point to specific course cards.

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. 1
- The **Course Plan** assigned to the student displays as an editable or read-only field. 2
- The **Graduation Requirement** assigned to the student displays as an editable or read-only field. 3
- The current **Grade** of the student displays. 4
- Toggle **Show By Subject** to **No** or **Yes** to organize courses by subject area. 5
- 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. 6

- In Progress courses are highlighted in green. The course ID, course title, and number of credits display. ⑦
- Forecasted courses display with the course ID, course title, and number of credits. ⑧

Managing Course Plans

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

The screenshot shows the 'COURSE PLAN' interface. At the top, there's a summary section with a green checkmark and 'On Track To Graduate'. Below this, there are dropdown menus for 'Course Plan' (labeled 1) and 'Graduation Requirement' (labeled 2). To the right, there's a 'Grade' field showing '10' and a 'Show By Subject' toggle with 'No' and 'Yes' options, and a 'Reset' button (labeled 5). Below the summary, there's a table of grades: 09 (Completed: 6 credits), 10 (Current Year: 8.5 credits), 11 (Forecasted: 4.5 credits), and 12 (Forecasted: 1 credits). Under grade 10, there's a section for 'English Literature (2 of 2 credits)' with a green box containing 'EN51 Literary Exploration (0.5)' and 'EN33 Principles of English (0.5)', and a blue box containing 'EN40 Shakespeare (0.5)' and 'EN60 English Literature (0.5)'. There's a '+ Add a Course' button (labeled 3) next to the blue box. Under grade 11, there's a section for 'American History (2.5 of 2.5 credits)' with a green box containing 'SS21 World Hist/g (0.5)', and a blue box containing 'PP75 Am History I (0.5)' and 'SS35 American History II (0.5)'. There's a '+ Add a Course' button (labeled 4) next to the blue box. There's also a '+ Add a Course' button next to the green box.

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. ①
- Select a different **Graduation Requirement** or **Diploma Type** if needed. ②
- Click **+ Add a Course** under the applicable grade to add a forecasted course. The Course Plan summary updates. ③
- Click **X** to remove a forecasted course. Courses associated with an active Course Request cannot be removed. ④
- Click **Reset** to remove all forecasted courses not associated with an active Course Request. ⑤



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.

Select	Title	Description	Teacher	Room	Open Seats
☐	Drama Study Session	Flex period for help with Acting.	Chapman, Frank	ANNX	50
☐	Science Study Session	Flex period for help with Science.	Darwin, Chuck	120 - Darwin	50
☐	Weight Training Session	Flex period for students to use the exercise equipment.	Ferrigno, Louis	GYM	50
☐	English Study Session	Flex period for help with English	Graham, Theodore	222 - Graham	50

Flex Schedule Screen

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

Select	Title	Description	Teacher	Room	Open Seats
☐	Drama Study Session	Flex period for help with Acting.	Chapman, Frank	ANNX	50
☐	Science Study Session	Flex period for help with Science.	Darwin, Chuck	120 - Darwin	50

Flex Schedule Screen

3. Select the session you want to attend.

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

FLEX SCHEDULE

Missing selection for Tuesday 04/02/2024 - Period 9.

Save Changes

Flex Period: Monday 04/01/2024 - Period 9 Clear

Select	Title	Description	Teacher	Room	Open Seats
☐	Drama Study Session	Flex period for help with Acting.	Chapman, Frank	ANNX	50
☐	Science Study Session	Flex period for help with Science.	Darwin, Chuck	120 - Darwin	50
☐	Weight Training Session	Flex period for students to use the exercise equipment.	Ferrigno, Louis	GYM	50
☒	English Study Session	Flex period for help with English	Graham, Theodore	222 - Graham	50

Reason For Attendance (optional)

I need help with...

Flex Schedule Screen

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

Emergency Response System

EMERGENCY

Are you at school today?

YES NO

Are you safe?

YES NO

Where Are You?

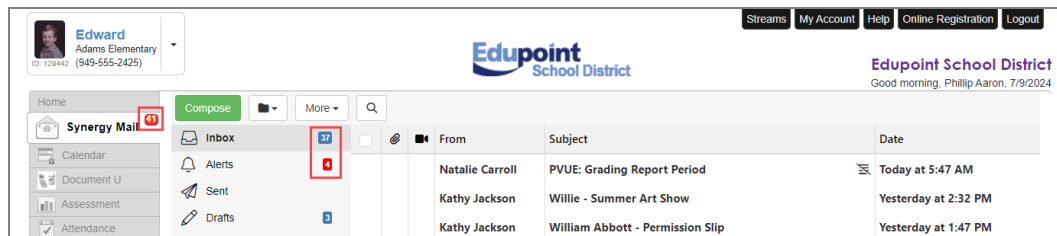
Save

StudentVUE Emergency Response System Screen

3. Click **Save**.

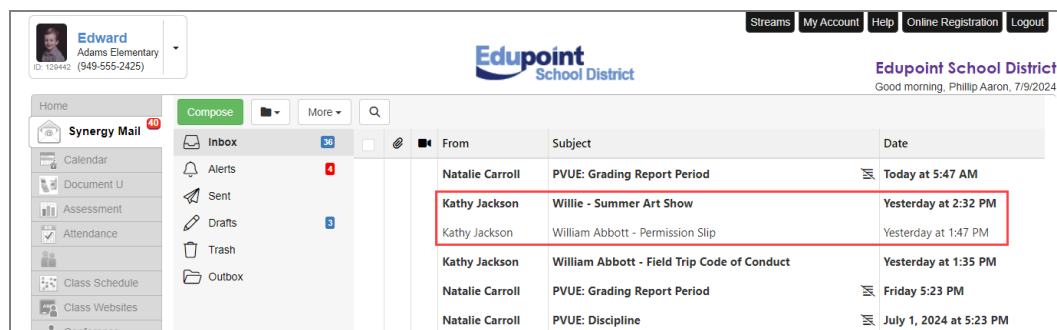
Viewing Messages and Alerts

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.



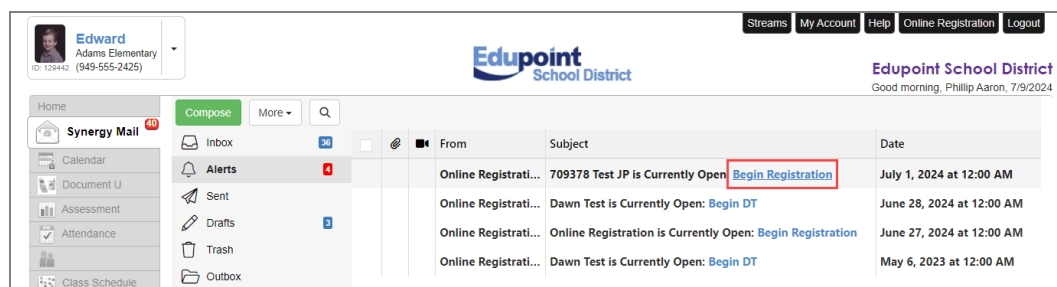
ParentVUE, Synergy Mail Tab

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.

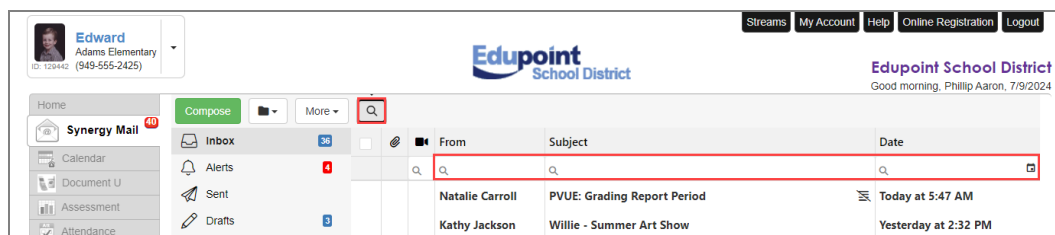


ParentVUE, Synergy Mail Tab, Alerts Folder

Managing Messages

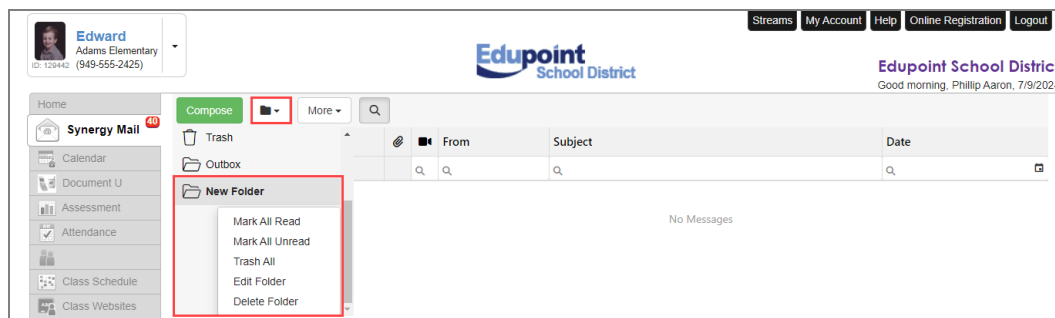
Messages can be managed in a variety of ways.

- 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.

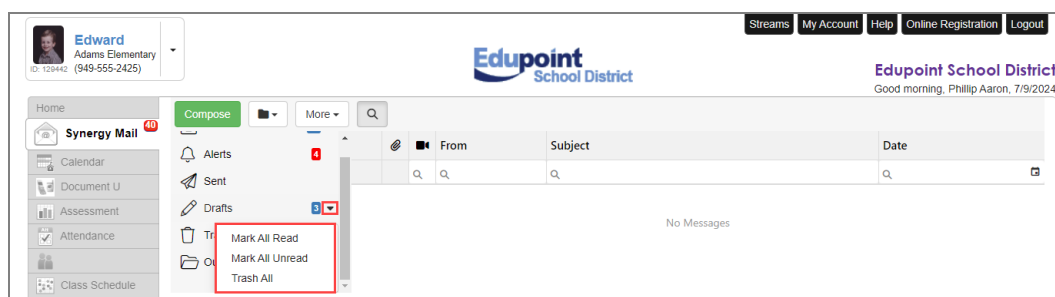


ParentVUE, Synergy Mail Tab

- 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.

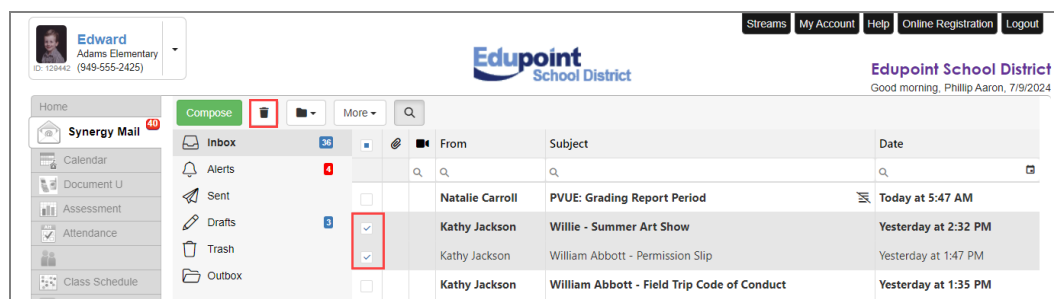


The **Trash** folder displays a *Delete All* option. This permanently removes the messages.



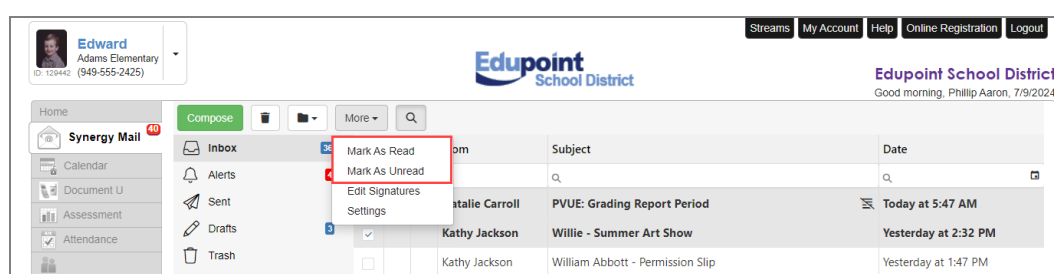
ParentVUE, Synergy Mail Tab

- 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.



The screenshot shows the 'Edit Signatures' window. It has two main sections: 'New Messages' and 'Replies/Forwards'. Each section contains a rich text editor with a signature. The 'New Messages' section shows a signature 'Sincerely, Phillip Aaron'. The 'Replies/Forwards' section shows a signature 'Best regards, Phillip'. At the bottom right, there are 'Cancel' and 'Save' buttons.

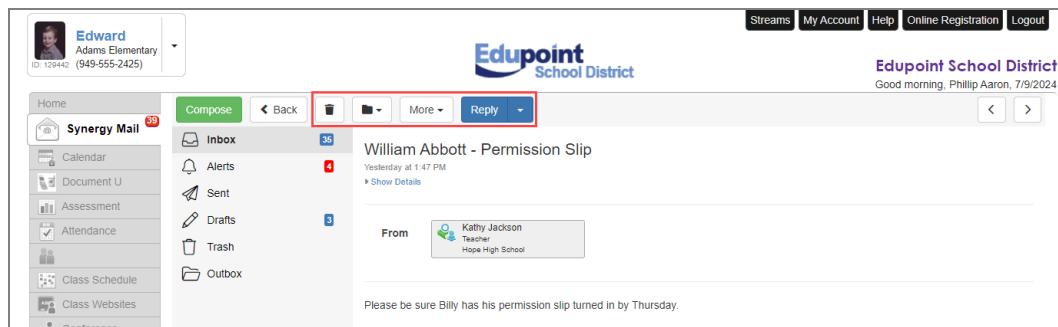
Edit Signatures Window

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



You cannot Reply All in Synergy Mail.

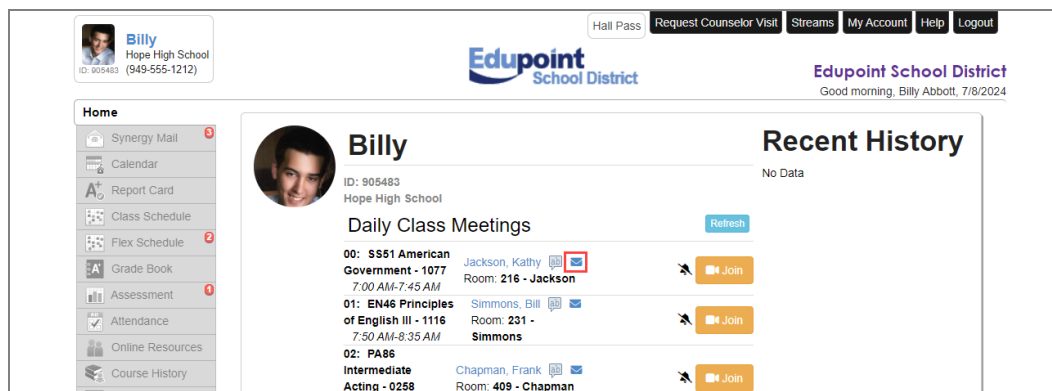
- Click  and select *Forward* to send the message to another recipient.
- Click  to move the message to the **Trash** folder.
- Click  to move the message to a different folder.



ParentVUE, Synergy Mail Tab

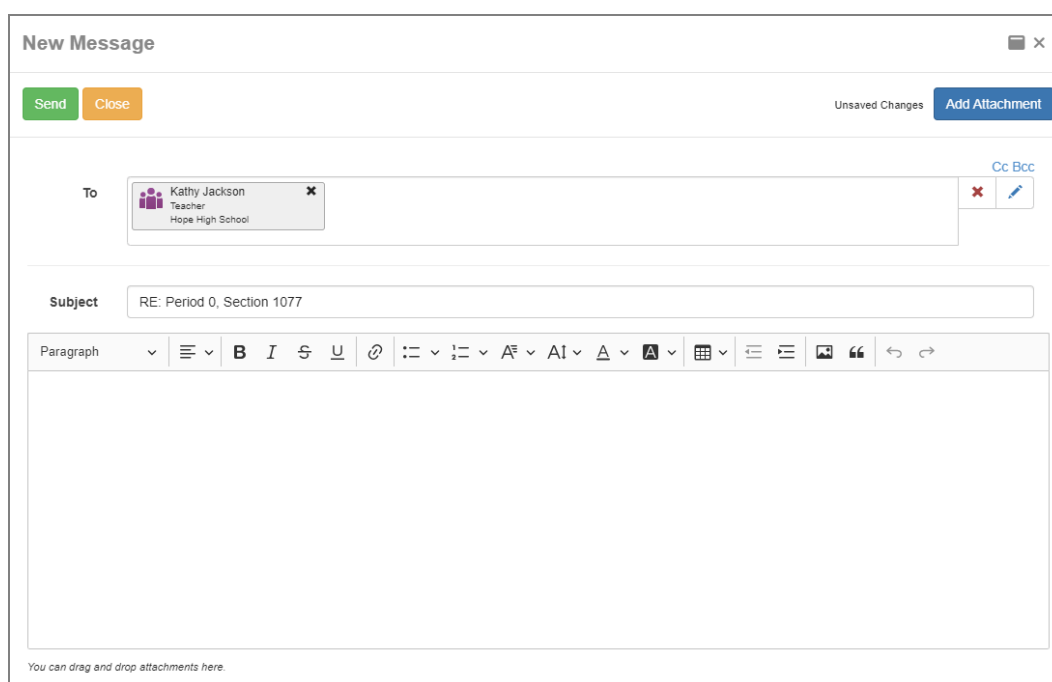
Sending Emails to Teachers

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

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.

To

<Select from list below>

Billy's Teachers
Billy's Counselor
Billy's Groups
Staff
Contact Lists

Add All
Spring (11/25/2017 - 07/06/2018)

Period	Course	Teacher	Room
Q	Q	Q	Q
1	Prin Eng I	Kathy Jackson	224
3	Am Govt	Jeffrey Davis	P-13
4	Prin&prac Econ	Sara Patenge	131
5	Beg Drawing	Gwen Gunn	401
7	Cc-Am. Lit	Kathy Nunes	230

Cancel OK

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.

The screenshot shows the 'New Message' interface. At the top, there are 'Send' and 'Close' buttons, and an 'Add Attachment' button. Below these is a 'To' field containing a contact named 'Kathy Jackson' from 'O-American Government R... Hope High School'. To the right of the 'To' field is a red box containing the text 'Cc Bcc', which is a link to expand the copy and blind copy fields. Below the 'To' field is a 'Subject' field.

New Message Screen

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

This screenshot shows the 'New Message' screen with the 'Cc' and 'Bcc' fields expanded. A red box highlights these two fields, which are currently empty. The 'To' field still contains the same contact. The 'Subject' field is at the bottom.

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.

The screenshot shows the text editor window. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), and other functions like link, unlink, and insert. Below the toolbar is a large text area for composing the message. At the bottom of the text area, it says 'You can drag and drop attachments here.'

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.

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.

To

<Select from list below>

My Teachers
My Counselor
My Groups
Staff
Students
Contact Lists

Add All
Spring (11/25/2017 - 07/06/2018)

Period	Course	Teacher	Room
Q	Q	Q	Q
1	Prin Eng I	Kathy Jackson	224
3	Am Govt	Jeffrey Davis	P-13
4	Prin&prac Econ	Sara Patenge	131
5	Beg Drawing	Gwen Gunn	401
7	Cc-Am. Lit	Kathy Nunes	230

Cancel OK

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.

The screenshot shows the 'New Message' interface. At the top, there are 'Send' and 'Close' buttons, and a status bar indicating 'Unsaved Changes' with an 'Add Attachment' button. The 'To' field contains a contact named 'Kathy Jackson' from 'O-American Government R... Hope High School'. To the right of the 'To' field, the 'Cc Bcc' link is highlighted with a red box. Below the 'To' field is a 'Subject' input field.

New Message Screen

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

This screenshot shows the 'New Message' screen with the 'Cc' and 'Bcc' fields expanded and highlighted by a red rectangle. The 'To' field still contains 'Kathy Jackson'. The 'Cc' and 'Bcc' fields are currently empty. The 'Subject' field is at the bottom.

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.

The screenshot displays the text editor area of the 'New Message' screen. At the top is a rich text formatting toolbar with options for paragraph style, text alignment, bold, italic, strikethrough, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, and a link icon. Below the toolbar is a large text area for composing the message. At the bottom of the text area, it says 'You can drag and drop attachments here.'

New Message Screen

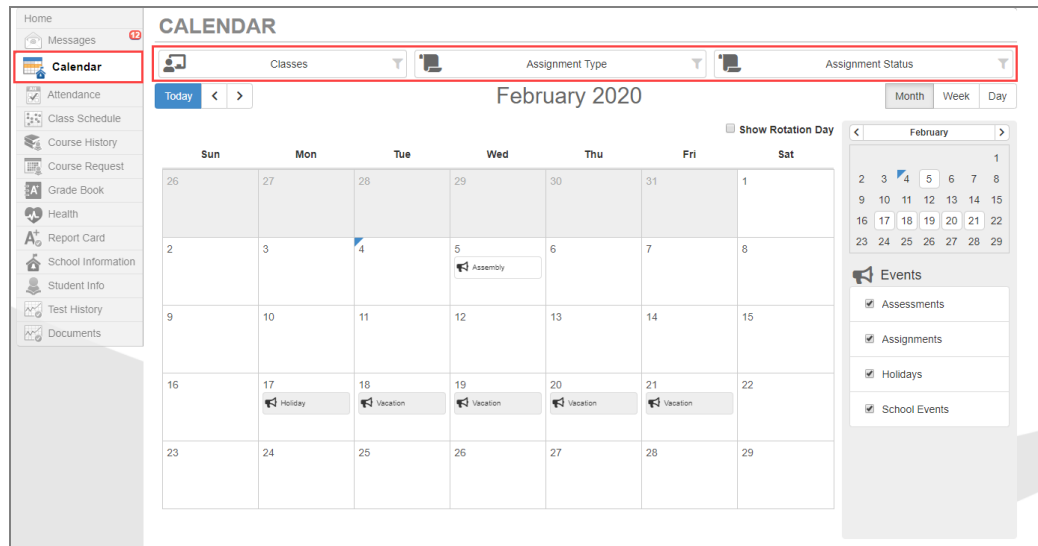
7. Click **Send** to send the message or **Close** to save the message in the **Drafts** folder.

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**.



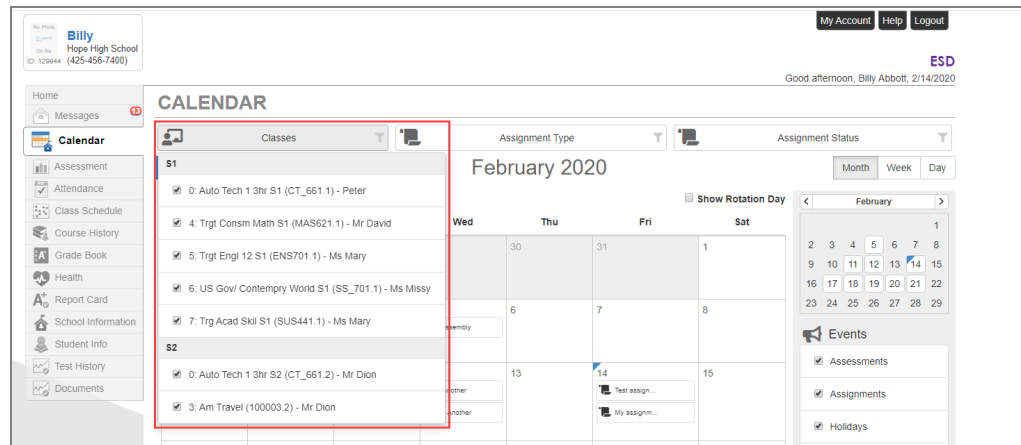
ParentVUE Calendar Screen

- **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.



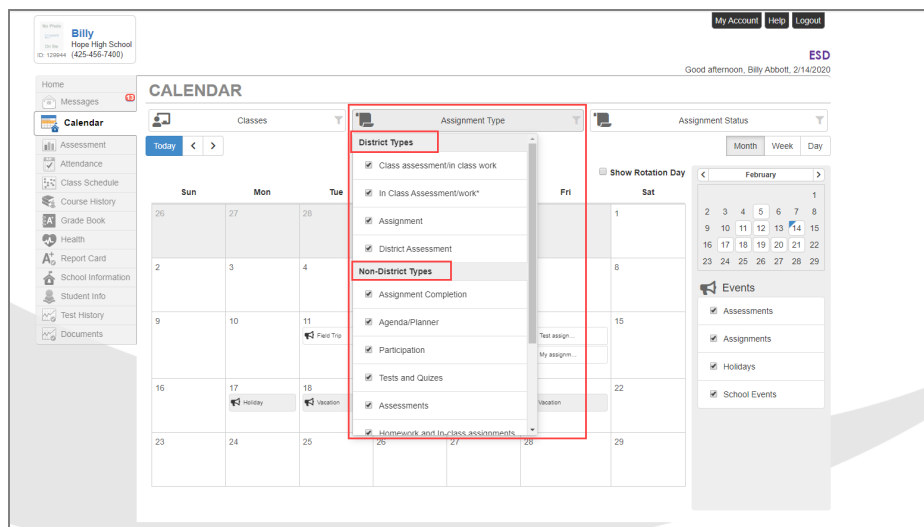
ParentVUE Calendar Screen

- **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

- **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.

The screenshot displays the ParentVUE interface for Billy Abbott at Hope High School. The main section is the 'CALENDAR' for February 2020. A sidebar on the left contains links to Home, Messages, Calendar, Assessment, Attendance, Class Schedule, Course History, Grade Book, Health, Report Card, School Information, Student Info, Test History, and Documents. The top right corner shows 'My Account', 'Help', and 'Logout' buttons, along with the user's name and the date '2/14/2020'. The 'Assignment Status' dropdown menu is open, showing three checked options: 'Due Assignments', 'Missing Assignments', and 'Scoreless Assignments'. The calendar grid shows various events and assignments, with a red icon indicating a scoreless assignment on Wednesday, February 12th.

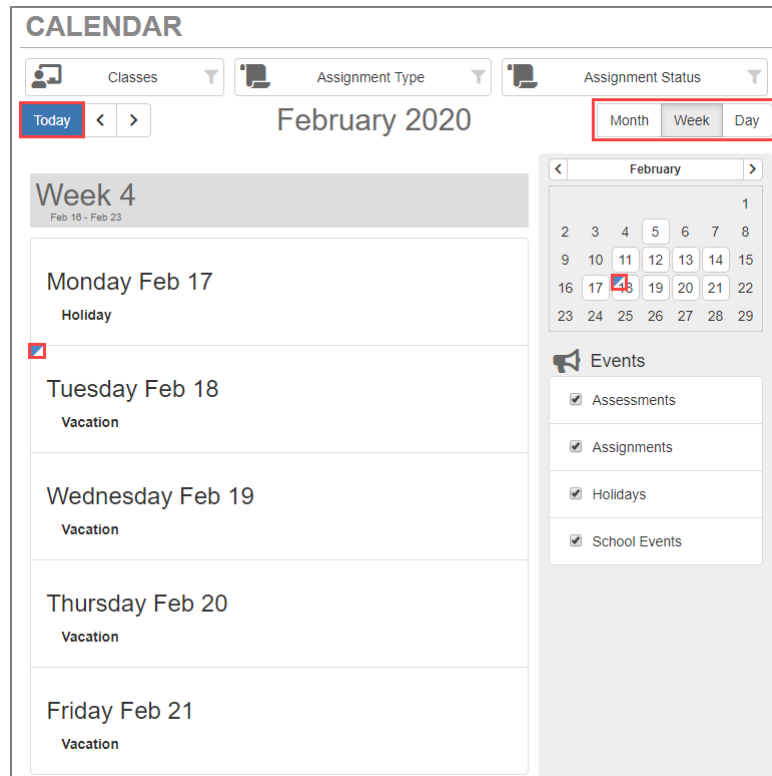
ParentVUE Calendar Screen

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

- **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.

CALENDAR

Classes Assignment Type Assignment Status

Today < > November 2019 Month Week Day

☒ Show Rotation Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 MTF	29 MTF	30 W	31 Th	1 Week 9 P... Completi... Citizensh... Weekly P... Week 9 P... MTF	2
3	4 Week 10 ... Career Cl... Week 10 ... Week 10 ... Academiol... Electoral ... MTF	5 MTF	6 Argument ... W	7 Th	8 Week 10 ... Completi... Elections #4 Elections ... Weekly P... Week 10 ... MTF	9

November

1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

Events

- ☒ Assessments
- ☒ Assignments
- ☒ Holidays
- ☒ School Events

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.

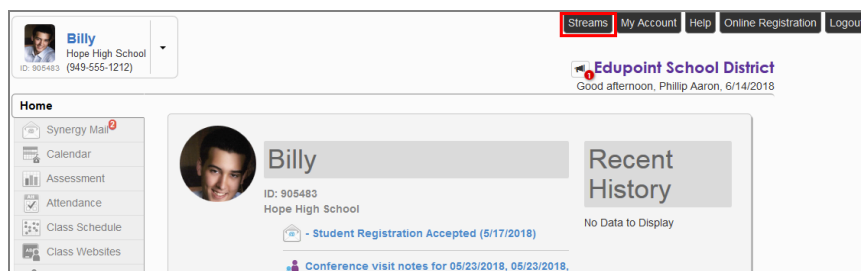
ParentVUE Calendar Screen

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

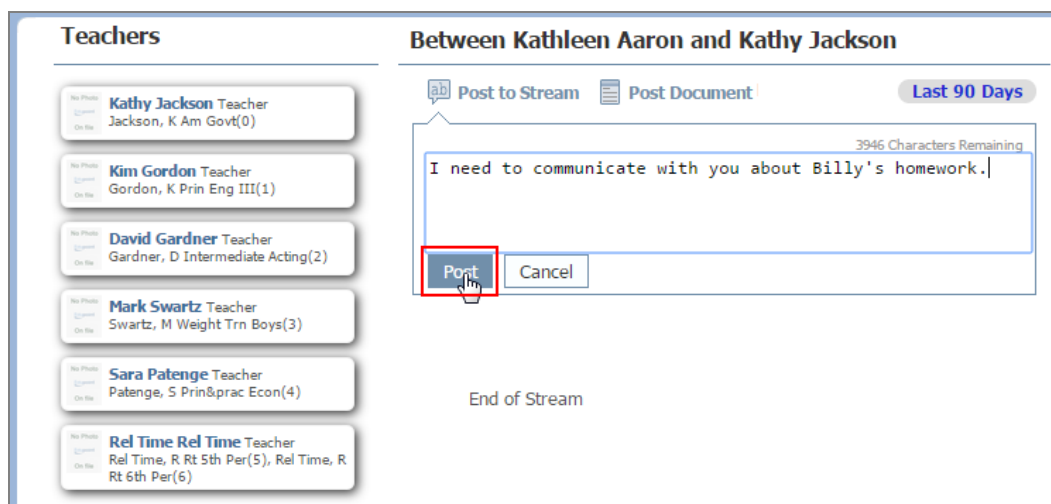
Click the **Streams** icon next to the name to communicate with teachers and staff using Streams.



CLASS SCHEDULE			
Student Schedule for Spring (11/25/2017 - 07/06/2018)			
Period	Course Title	Room Name	Teacher
1	Prin Eng I	224	Kathy Jackson 
3	Am Govt	P-13	Jeffrey Davis 
5	Beg Drawing	401	Gwen Gunn 
7	Cc-Am. Lit	230	Kathy Nunes 

Class Schedule Screen

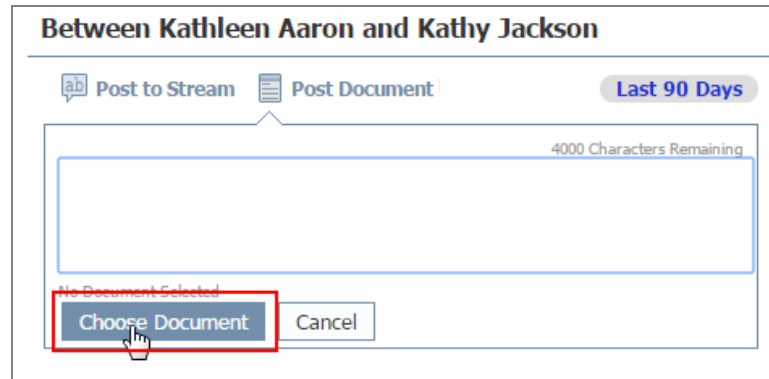
2. Type your message to the recipient in the **Post** box.
3. Click **Post**.



Streams Screen

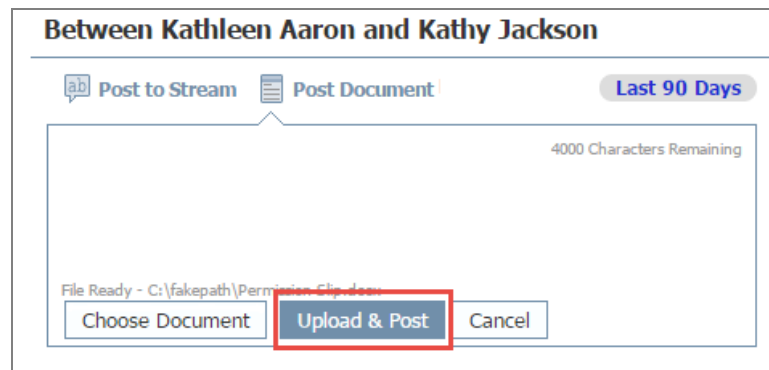
Sending Documents to Teachers

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



Streams Screen

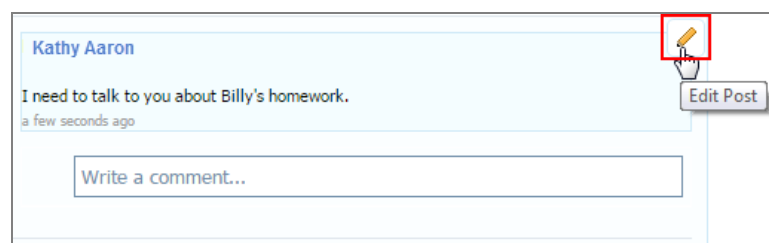
3. Select the file and click **Open**.
4. Enter a note that pertains to the document in the message box if necessary.
5. Click **Upload & Post**. The document uploads.



Streams Screen

Managing Posts

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



Streams Screen

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



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

3970 Characters Remaining

Here is the note you requested

Update Cancel Delete Post

Write a comment...

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.

CONFERENCE		
		Summary Parent Scheduled Conferences
Conference Summary		
Meeting D...	Followup ...	Description
06/11/2018		Emotional Issue
06/11/2018		Teacher Issues
06/04/2018	01/09/2018	Bullying
05/23/2018		Personal
05/23/2018	05/28/2018	Parent Meeting
04/25/2018		Graduation Review
04/06/2018		Parent/Teacher Conference

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.

CONFERENCE		
		Summary Parent Scheduled Conferences
Parent teacher conference scheduling Please select a conference date and time from the available options below.		
Available Dates: Thursday, 7/12/2018		
Parent Scheduled Conferences		
7/12/2018	Conference Time	Natalie Carroll 3/4 Grade location: Room 201
Thursday, 7/12/2018	8:00 AM	-
Thursday, 7/12/2018	8:15 AM	-
Thursday, 7/12/2018	8:30 AM	☒ Selected conference time
Thursday, 7/12/2018	8:45 AM	-
Thursday, 7/12/2018	9:00 AM	-
Thursday, 7/12/2018	9:15 AM	-

ParentVUE Conference Screen, Parent Scheduled Conferences Tab