

Synergy Basic Training

August 20, 2014

My username is: _____

My password is: _____

To log in to Synergy for today's training, go to: **synergy.micase.org/LCD**

On your school computer, you should see  on your teacher portal screen.

LOGGING INTO TEACHERVUE

You can log into TeacherVUE several different ways. How you access TeacherVUE depends on your role.

Logging in as a Teacher

1. On your district's Synergy SIS home page, enter your login name.

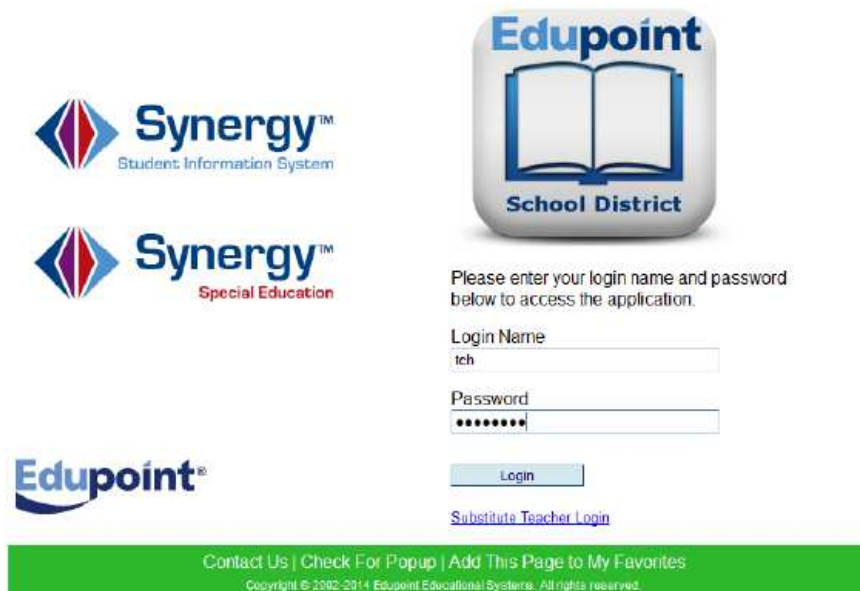


Figure 1.2 – Synergy SIS Log In Page

2. Enter your password.
3. Click **Login**.
TeacherVUE opens and displays the announcements.

TAKING ATTENDANCE BY LIST

1. Click **Attendance**.
The attendance options display.



Figure 3.6 - TeacherVUE Home screen

2. Click **List**.
The Taking Attendance screen displays.

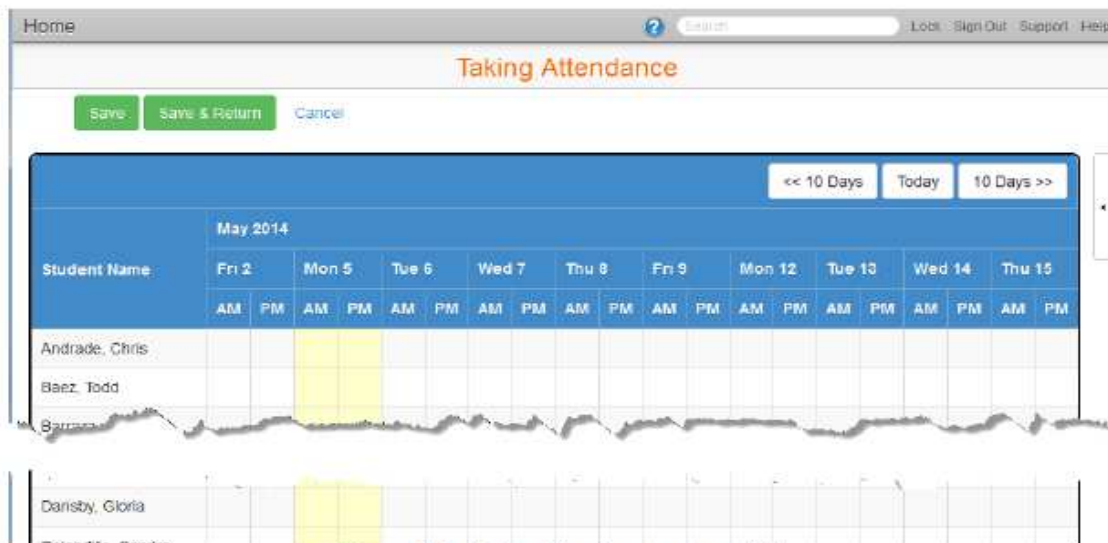



Figure 3.7 - Taking Attendance screen - List

3. Select the appropriate date.



Note - Depending on your district settings, you may be allowed to record attendance for past and future days.

4. Click on the student's row under the correct date to toggle through attendance reasons. Only mark students who are absent or tardy. All unmarked students are considered present. The color-coded and abbreviated reason code displays.

Home ? Search | Lock Sign Out Support Help

Taking Attendance

Save Save & Return Cancel

Student Name	May 2014														
	Fri 2		Mon 5		Tue 6		Wed 7		Thu 8		Fri 9		Mon 12		Tue
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM
Andrade, Chris			Unv												
Baez, Todd															
Barraza, Ronald															
Barthlow, Cheryl			Act												
Beltran Del Rio, Jason															
Beltran, Gary															
Cabrera, Joshua			UT												
Charley, Rose															
Contreras, Craig															

Term: 4th Qtr
 Period: 1
 Room: 0038

Course: 4th Grade
 Section: 0438
 Students: 25

Reason Types

Unverified: 1 ■
Andrade, Chris

Tardy: 1 ■
Cabrera, Joshua

Excused: 1
Barthlow, Cheryl (Activity)

Unexcused: 0 ■

Figure 3.8 - Taking Attendance screen - list



Note - The Reason Types legend displays the color-coded absence types, along with the current students assigned the type.

5. Click **Save**.

OR

Click **Save & Return**.

You return to the TeacherVUE Home screen and the Attendance button displays a green checkmark indicating that attendance has been taken today.

CREATING ASSIGNMENTS

Assignments are any assessment items on which students are graded in the class, such as homework, tests, quizzes, projects, etc.

Adding Assignments

Assignments are created on the New Assignments screen. The New Assignment screen is accessed from the New Assignment option on the Grade Book menu or the New Assignment button on the Grade Book Main screen.

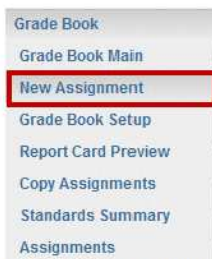


Figure 3.1 - Grade Book Menu, New Assignment option

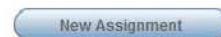


Figure 3.2 - Grade Book Main screen, New Assignment button

1. Open the New Assignment screen.

A screenshot of the 'New Assignment' screen. On the left is an 'Assignment Summary' table with columns 'TYPE', 'POINTS', and '# ASGN.'. Below it are fields for 'Type', 'Subject', 'Score Type', 'Max. Score', and 'Points'. The main area has 'Assignment Name' and 'Description' fields. On the right are 'Assignment Settings' (Date of Assignment, Assignment Category, Show in Parent/Student Portal), 'Due Date', and 'Assignment Drop Box' (Enable Drop Box, Drop Box Open Date, Drop Box Close Date, Document Count Limit).

Figure 3.3 - New Assignment screen, details



Note: The Score Type, Max Score, and Points fields may not be available in Standards Mode, depending your district's settings.

2. Enter the assignment settings and score details. The assignment details are as follows:
 - **Assignment Name:** The name of the assignment. This also displays on ParentVUE/StudentVUE (if enabled.)

- **Description:** The description of the assignment. This also displays on ParentVUE/StudentVUE (if enabled.)
- **Date of Assignment:** The date the assignment was given to students. The default is today's date.
- **Assignment Category:** The grading category for the assignments. Options include:
 - **Normal** - The assignment will count towards the students' overall grade.
 - **Extra Credit** – The assignment is an opportunity for the student to improve their overall grade. Extra Credit does not negatively affect their grade.



Note: If an extra credit assignment is part of a weighted assignment category where no 'Normal' assignments have been scored yet, the grade book will count the extra credit assignment. It is very important when using extra credit assignments to create them only in assignment categories that have at least one other assignment entered in that assignment category (i.e. Tests).

- **Not for Grading** - The assignment will not count toward the students' overall grade.
- **Show in Parent/Student Portal:** Displays the assignment in ParentVUE and StudentVUE (if enabled.) This option is selected by default.
- **Due Date:** The date the assignment is due. The default is today's date.
- **Assignment Drop Box:** Drop Box allows students to upload completed assignments through StudentVUE. The Drop Box feature must be enabled by your district.
- **Type:** Select an assignment type. The assignment types listed may include district created assignment types as well as any assignment types you may have created. have added, it is because you have Add by Types to the District Types selected on Grade Book Setup. If you would only like to see your types listed here, go back to Grade Book Setup and select Only Show My Types.
- **Subject:** Select a subject area.



Note: If your district/school allows you to create additional subjects, any created would be listed here along with the district defaults. Remember, teachers cannot delete district defaults.

- **Score Type:** Select Raw Score, Percentage, or any other Grade Book score types previously created. (See Defining Grade Book Score Types (advanced/optional)).
 - When using the **Raw Score** assignment score type, Max Score and Points must be entered.
 - When using the **Percentage** assignment score type, Points must be entered. When entering scores, they are entered as percentages. For example, if the student earned 9 points out of 10 points possible, the teacher would enter 90 (9/10 = 90%) as the score.
 - **Max Score:** Enter the maximum number of points possible on an assignment.
 - **Points:** Enter the number of points the assignment is worth in Grade Book. For most assignments, this is the same value as the Max Score. You can also use this field to weight the assignment (see How to Use Assignment Weighting section).
3. Click the **Report Card Correlations** tab. Select the report card area(s) to which this assignment pertains.



Note: Only correlated assignments are included on the Report Card. **Grading Periods** tab, if necessary. Select the desired grading period(s) for this assignment.

4. Select any standards associated with this assignment from the **Standards Correlations** tab. (optional)
- a. Select the appropriate standards for the assignment in the **Standards Picker** section. Selected standards are labeled **Selected**.



Note: Standards must already have been added by the district for teachers to be able to search for or select them here.

- b. Click **DONE**. The selected standards display under **Assignment Standards**.
5. Select the grading periods for this assignment from the **Grading Periods** tab.



Note: Grading Periods may already be selected based on defaults assigned in Grade Book Setup).

6. Click **Save/Add Another Assignment**. Repeat Steps 1-5 to add more assignments or click **Save** to be taken back to Grade Book Main.