



**Synergy**<sup>TM</sup>

Student Information System

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***Synergy SIS***<sup>©</sup>  
**ParentVUE and StudentVUE**<sup>©</sup>  
**Parent & Student Guide**



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This edition applies to Synergy SIS™ Student Information System software and PARENTVUE© & STUDENTVUE© software and all subsequent releases and modifications until indicated with new editions or revisions.

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# ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

## Software and Document History

Date	Volume	Edition	Revision	Content
May 2008	1	1	-	Initial release of this document
November 2010	1	1	2	Updated to include changes from the November 2009 release and the June 2010 release.
June 2011	1	1	3	Updated to include changes from the June 2011 release
July 2012	1	1	4	Updated to include new fee payment features

## CONVENTIONS USED IN THIS MANUAL

### **Bold Text**

**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.



**Tip** – Suggests advanced techniques or alternative ways of approaching the subject.



**Note** – Provides additional information or expands on the topic at hand.



**Reference** – Refers to another source of information, such as another manual or website



**Caution** – Warns of potential problems. Take special care when reading these sections.

## BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



**Caution:** The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at [support@edupoint.com](mailto:support@edupoint.com) or by phone at 1-877-899-9111 option 1.

# Chapter One : PARENTVUE

In this chapter, the following topics will be covered:

- ▶ Overview of the ParentVUE software
- ▶ How to logon to ParentVUE
- ▶ How to view student information
- ▶ How to make course requests

## WHAT IS THE PARENTVUE PORTAL?

The ParentVUE portal is a website the district can setup to allow parents to view their children's school information. The information is accessed directly from the student records system Synergy SIS, so the records are always up-to-date.

While the website is accessible over the Internet, access is secured via a logon and password. Parents can only see information about their children, and cannot see the records for other students. Parents may only screen the information and cannot make changes to the student records.

The website can also be configured to allow parents to submit course requests for their children.

## LOGGING ON

To logon to the ParentVUE website:

1. Open the Internet browser (Internet Explorer, Firefox, etc.) and type in the website address listed in the Activation Key Letter. The main ParentVUE and StudentVUE Access page will appear.
2. Click on the link **I am a parent >>** .



Figure 1.1 – ParentVUE and StudentVUE Access Screen

3. The Login page will appear. For returning users, enter the **username** and **password** in the boxes provided, and click the **Login** button. First time users, with an activation key, should follow the instructions below.



Figure 1.2 – ParentVUE Account Access Screen

 **Note:** Underneath the Login button is a link titled **Forgot your password? Click Here**. To retrieve a password, click on this link, enter the primary e-mail address, and an e-mail will be sent to that e-mail address with the username and password information. For information on how to customize this e-mail message, see the *Synergy SIS – ParentVUE & StudentVUE Administrators Guide*.

## For First-Time Users – Creating a Username and Password

1. Instead of entering the username and password, click on the link titled **I have an activation key and need to create my account >>**.



Figure 1.3 – ParentVUE Account Access Screen

2. The district’s Privacy Statement is shown on screen. To agree to the privacy agreement and continue to create an account, click the **I Accept** button.

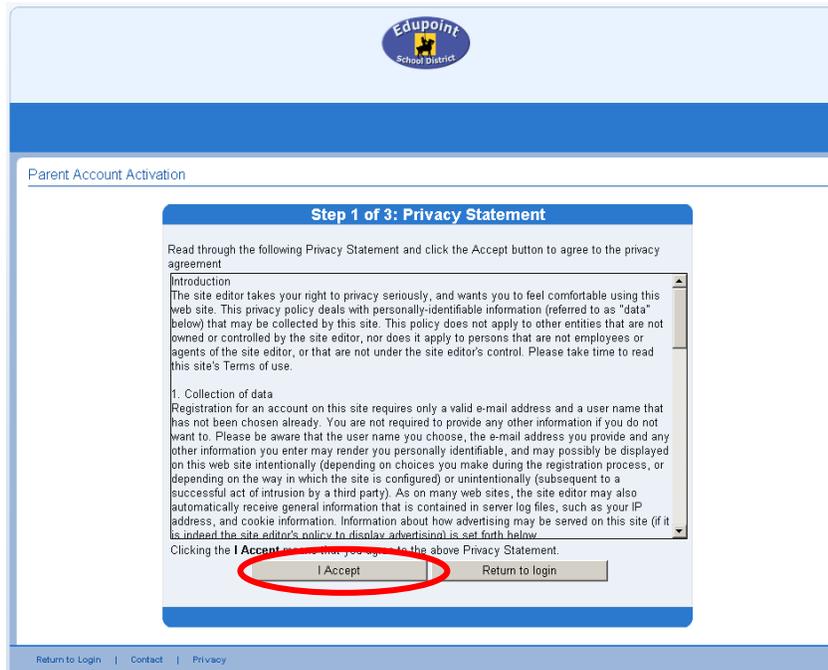


Figure 1.4 – Privacy Statement, Parent Account Activation

3. Enter the **first name, last name and activation key** as provided in the Activation Key Letter. The first name and last name must match the information recorded in Synergy SIS exactly. Then click on the button labeled **Continue to Step 3**.

The screenshot shows the 'Parent Account Activation' page for Edupoint School District. The main heading is 'Step 2 of 3: Sign In with Activation Key'. Below this, there is a message: 'Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:'. There are three input fields: 'First Name:', 'Last Name:', and 'Activation Key:'. At the bottom of the form area, there is a button labeled 'Continue to Step 3' which is circled in red. The footer contains links for 'Return to Login', 'Contact', and 'Privacy'.

Figure 1.5 – Parent Account Activation Screen

4. Select a **username** and enter it in the box provided. The username must be unique, and an error message will appear if someone is already using the username entered.
5. Enter a password in the **Password** and **Confirm Password** boxes. The password must be a minimum of 6 characters in length and can consist of numbers and letter, but not special characters. The password is case-sensitive.
6. Enter the **primary e-mail address** of the parent and click **Complete Account Activation**.

The screenshot shows the 'Complete Account Activation' page for Edupoint School District. The main heading is 'Step 3 of 3: Choose user name and password'. Below this, there is a message: 'Welcome Phillip Aaron. 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.' There are four input fields: 'User Name:', 'Password:', 'Confirm Password:', and 'Primary E-Mail:'. At the bottom of the form area, there is a button labeled 'Complete Account Activation' which is circled in red. The footer contains links for 'Return to Login', 'Contact', and 'Privacy'.

Figure 1.6 – Parent Complete Account Activation Screen

## SCREENING STUDENT INFORMATION

After logging on to the website or activating an account, the parent will see the home page of the ParentVUE website. The information on the home page includes:



Figure 1.7 – Parent Home Page Screen

1. The **Navigation** bar contains links to various records for the child selected.
2. The **Recent Events** for all the children, linked to this parent, are shown in the center. Recent events include grading period dates, conference events, discipline events, school events, attendance notes and nurse log notes. The number of recent events shown is controlled by the date range configured in the ParentVUE & StudentVUE Configuration.
3. **District Announcements** are also featured on the home page.
4. If multiple children linked to this parent attend this district, their first names are listed at the top. To view the information for a child, click on the **child's name** and then select the information in the navigation bar.

The pages of information that can be accessed via the Navigation bar include the Calendar, Attendance, Class Schedule, Conference, Course History, Course Request, Discipline, Fee, Gradebook, Health, Report Card, School Information, Student Info, and Digital Locker.

## Calendar

The school calendar lists assignments from the Gradebook for the student listed, school holidays and other school events and can be accessed by clicking on the **Calendar** link on the Navigation bar. The calendar can be screened by day, week or month.

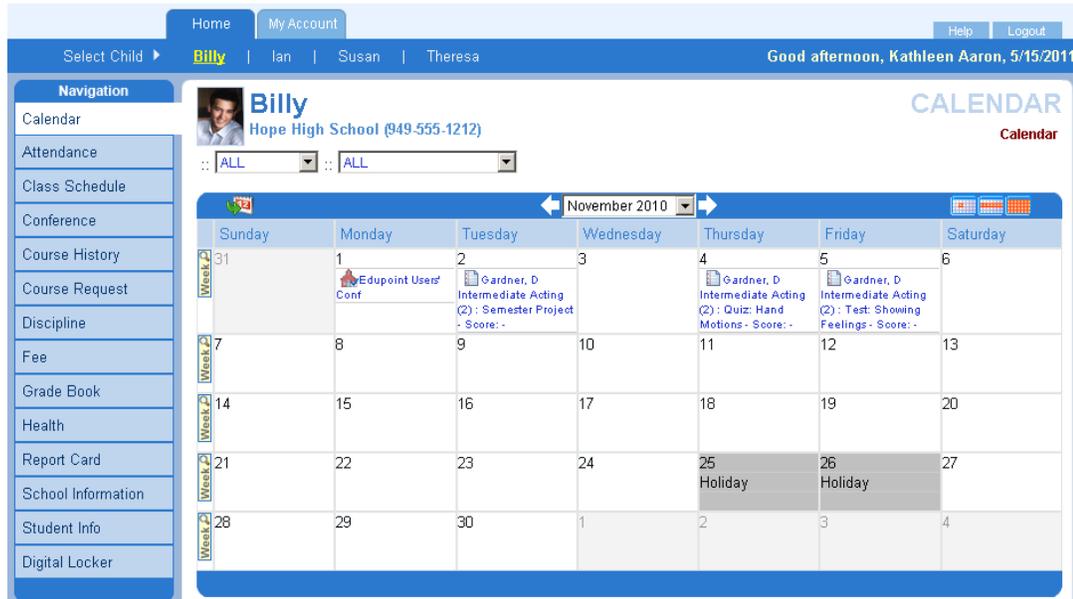


Figure 1.8 – Parent Calendar Screen



Figure 1.9 – Event Selection Drop-Downs



Figure 1.10 – Calendar Screen Button

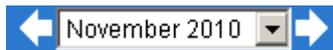


Figure 1.11 – Month Button



Figure 1.12 – Week Button



Figure 1.13 – Today Button

To filter which information is displayed on the calendar, use the drop-down boxes at the top of the calendar. This can be used to only show assignments of a particular type or from a particular class.

By default, the calendar is shown in a Monthly screen. To switch to a Weekly or Daily screen, click on the buttons in the top right-hand corner of the calendar.

Scroll forward or backward through the months using the arrows to the right or left of the month displayed, or select a specific month from the drop-down list.

To see the details of a specific week, click on the yellow Week bar to the left of the week to be screened.

To return to today’s date, click the icon in the top left-hand corner of the calendar.

The calendar shows two types of information: district & school events, and Grade Book assignments. Events are marked with a  icon, and Grade Book assignments are shown with a  icon. To see additional details about an event or assignment, click on the blue text describing the event or assignment.

Monday	Tuesday
1	2
 <a href="#">Edupoint Users' Conf</a>	 <a href="#">Gardner, D Intermediate Acting (2) : Semester Project - Score: -</a>

Figure 1.14 – Events & Assignments

The **District Event Detail** page shows the date and time of the event, the title of the event, and the full description of the event. To return to the main calendar, click the Calendar link at the top right of the page.



**Billy**  
Hope High School (949-555-1212)

CALENDAR

[Calendar](#) | [Event Detail](#)

District Event Detail

Event Date Monday, November 01, 2010	Event Time 8:00 AM	Short Desc Edupoint Users' Conference
Description Edupoint 4th Annual Users' Conference		

Figure 1.15 - District Event Detail

The **Grade Book Assignment Detail** page lists the course, period and teacher for the assignment. It also shows the name and type of assignment, the date the assignment was distributed, the date on which the assignment is due, the score earned, the type of score, the total number of points, any notes entered by the teacher, and a full description of the assignment. If the teacher has referenced an online file or website, these will be listed in the Resources section. To send the teacher an e-mail, click on the teacher's name. To return to the main calendar, click the Calendar link at the top right of the page.



**Billy**  
Hope High School (949-555-1212)

CALENDAR

[Calendar](#) | [School Work Detail](#)

Grade Book Assignment Detail

Course Intermediate Acting (PA86)		Period 2	Teacher <a href="#">David Gardner</a> 
Assignment Semester Project	Type Project	Date 09/16/2010	Due Date 11/02/2010
Score Not Graded	Score Type Raw Score	Points 100.00	Notes No score entered for assignment.
Description Research topic and author complete screen play (minimum 20 pages). Subject approval needs to occur by October 1st			
Resources			
Name		Description	
No resources for assignment.			

Figure 1.16 – Grade Book Assignment Detail

The **Weekly Screen** of the calendar lists all events and assignments for the week. To scroll forward or backward a week, click on the arrows next to the name of the week.

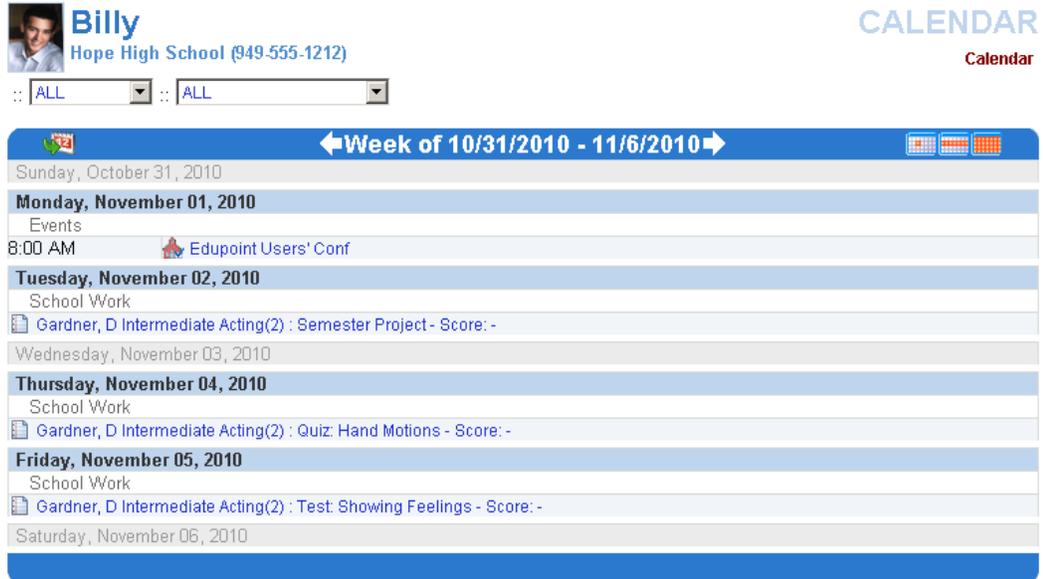


Figure 1.17 - Calendar - Weekly Screen

The **Daily Screen** of the calendar lists all events and assignments for the day. To scroll forward or backward a day, click on the arrows next to the name of the day.

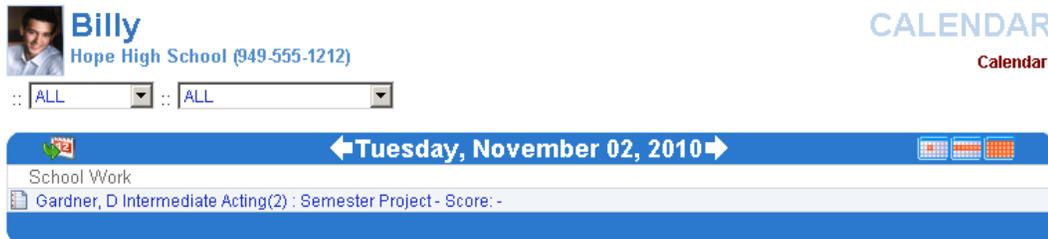


Figure 1.18 - Calendar - Daily Screen

## Attendance

To view days on which the student was absent or tardy click on the **Attendance** link on the Navigation bar. The child's attendance can be seen in two ways – the List Screen and the Calendar Screen. **The List screen** shows all days in which the student was marked absent or tardy for one or more periods and marks the type of absence by period.

Days of Attendance											
Date	Reason	Periods									
		0	1	2	3	4	5	6	7	8	9
09/10/2010	Excused	✓	✓	✓	✓	✓	N/S	✓	N/S	N/S	N/S
09/30/2010	Excused	✓	✓	✓	✓	✓	N/S	✓	N/S	N/S	N/S
10/01/2010	Excused	✓	✓	✓	✓	✓	N/S	✓	N/S	N/S	N/S
10/04/2010	Excused	✓	✓	✓	✓	✓	N/S	✓	N/S	N/S	N/S
10/06/2010	Activity	Ⓜ	Ⓜ	Ⓜ	Ⓜ	Ⓜ	N/S	Ⓜ	N/S	N/S	N/S
12/08/2010	Activity	Ⓜ	Ⓜ	Ⓜ	Ⓜ	Ⓜ	N/S	Ⓜ	N/S	N/S	N/S
12/15/2010	Absent	⊗					N/S		N/S	N/S	N/S
12/16/2010	Absent			⊗			N/S		N/S	N/S	N/S
01/26/2011	Tardy	✓	✓	⚠					N/S	N/S	N/S
01/31/2011	Excused	✓	✓	✓	✓	✓	✓	✓	N/S	N/S	N/S
02/02/2011	Tardy	⚠	⚠	⚠	⚠				N/S	N/S	N/S

Figure 1.19 – Parent Attendance List Screen

To view the details of a specific day, click on either the date or the absence. To view the student's attendance for a specific period of time, click on the **Calendar screen** in the top right-hand corner.

The **Calendar screen** shows a monthly calendar in which the student’s absences are recorded on the date in which it occurred.

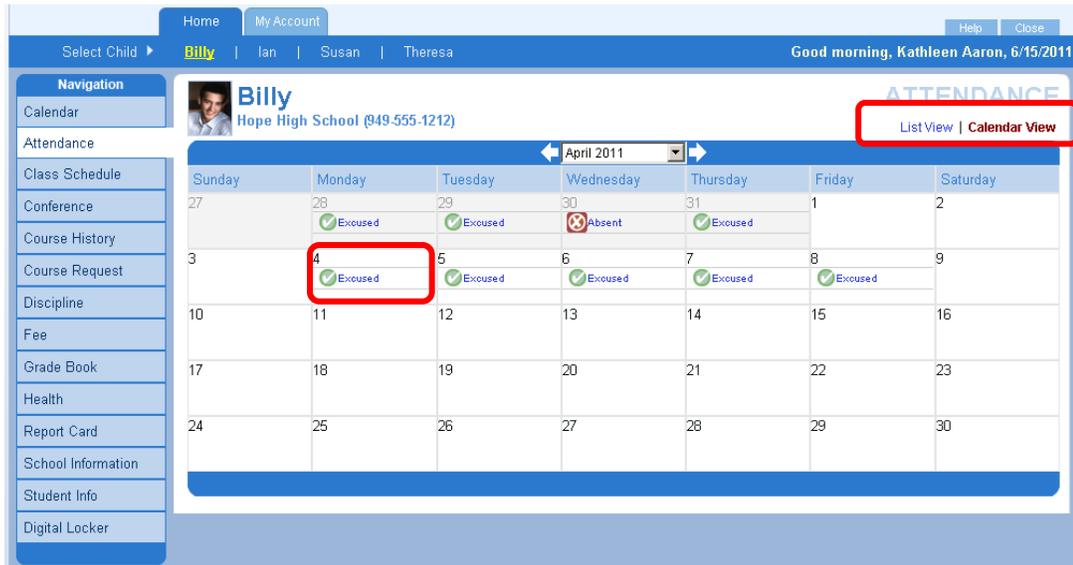


Figure 1.20 – Parent Attendance Calendar Screen

To view the detail of a specific day, click on the **blue text**. The detail screen lists the class scheduled for each period, the room number, the teacher’s name and the type of absence.

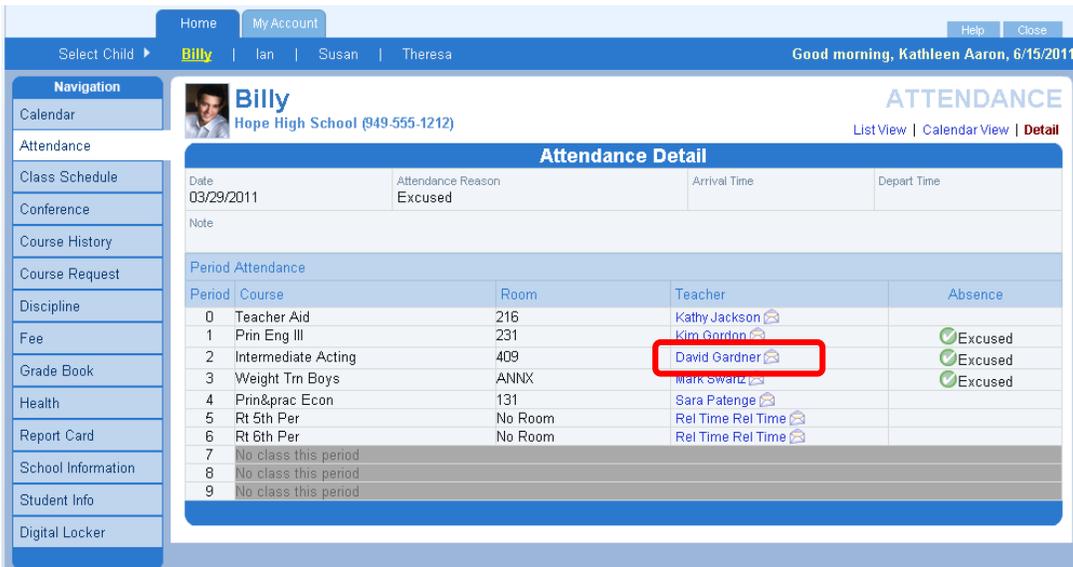


Figure 1.21 –Parent Attendance Detail Screen

If the teacher’s name is in blue text, click on the **blue text** to send an e-mail to that teacher.

## Class Schedule

To view this school year's class schedule, click on the **Class Schedule** link on the Navigation bar. The current semester or term schedule will appear.

The screenshot shows the Parent Class Schedule screen for a student named Billy at Hope High School. The interface includes a navigation menu on the left with options like Calendar, Attendance, Class Schedule, Conference, Course History, Course Request, Discipline, Fee, Grade Book, Health, Report Card, School Information, Student Info, and Digital Locker. The main content area displays the student's profile and the current semester's class schedule. The semester is set to Spring (01/03/2011 - 06/30/2011), which is highlighted in red. The class schedule table lists the following classes:

Period	Course Title	Room Name	Teacher
0	Teacher Aid	216	Kathy Jackson
1	Prin Eng III	231	Kim Gordon
2	Intermediate Acting	409	David Gardner
3	Weight Trn Boys	ANNX	Mark Swartz
4	Prin&prac Econ	131	Sara Patenge
5	Rt 5th Per	No Room	Rel Time Rel Time
6	Rt 6th Per	No Room	Rel Time Rel Time

Figure 1.22 – Parent Class Schedule Screen

To view a different semester's schedule, click on the semester abbreviation (**Fall, Spring, etc.**) in the upper right-hand corner. The schedule lists the period, course title, room name and the teacher for each class. If the teacher's name is in blue text, click on the **blue text** to send an e-mail to that teacher.

## Conference

To see information about either parent/teacher or student/teacher conferences, click on the **Conference** link on the Navigation bar.

Meeting Date	Followup Date	Description
10/28/2010	11/01/2010	Met to discuss current schedule. Decided to put Billy into different math class.
08/19/2010	10/28/2010	Student wanted to get out of class
05/15/2009		
11/14/2008		

Figure 1.23 – Parent Conference Summary Screen

To see the detail of a conference, click on the **blue text**.

Meeting Date	08/19/2010	Followup Date	10/28/2010
Staff Name	Tom McGrew	School Name	Hope High School
Description	Student Meeting		
Comment	Student wanted to get out of class		

Figure 1.24 – Parent Conference Detail Screen

If the staff name is in blue text, click on the **blue text** to send an e-mail to that staff member.

## Course History

To see all of the student's grades for all years and all schools, click on the **Course History** link on the Navigation bar. This is the same information that appears on the student's transcript.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Student GPA**

Name	GPA	Class Rank	Percentile Rank
Cumulative GPA	2.032	716 out of 822	12
Grant (10-11)	2.27	617 out of 822	24

**Student Course History**

Course Title (ID)	Mark	Credit Attempted	Credit Completed	Verified Credit
<b>Blalock High School Year: 2001 Grade:09 Term: Fall</b>				
English 9 (EN09)	F	0.50	0.00	
Science 9 (SC09)	C	0.50	0.50	
Stu Asst Cours (SA62)	P	0.50	0.50	
Symphonic Band (MU21)	C	0.50	0.50	
World Hist/g (SS21)	D	0.50	0.50	
<b>Hope High School Year: 2002 Grade:09 Term: Spring</b>				
Algebra I (MA27)	A	1.50	1.50	
Computer Apps (CB11)	F	0.50	0.00	
English 9 (EN09)	C	0.50	0.50	

Figure 1.25 – Parent Student Course History Screen

To view a summary of the student's current progress towards graduation, click on the **Graduation Status** tab in the upper right-hand corner.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Graduation Status Summary for Class of 2011**

Subject Area	Credit			
	Required	Completed	In Progress	Remaining
English Literature	2.00	1.50	0.50	0.00
Mathematics	5.00	2.00	0.00	3.00
Science Required	2.00	1.50	0.00	0.50
American History	2.50	1.50	0.00	1.00
Government	1.00	1.00	0.00	0.00
Electives	7.00	10.50	3.00	0.00
<b>Total</b>	<b>19.50</b>	<b>18.00</b>	<b>3.50</b>	<b>4.50</b>

**Graduation Test Requirement Status Summary**

Test	Status	Date	Performance Level	Score
AIMS Reading	Not Met	05/15/2010	Approaches	
AIMS Writing	Met	05/15/2010	Exceeds	800
AIMS Math	Not Met	05/15/2010	Meets	690

Figure 1.26 – Parent Graduation Status Summary Screen

## Course Request

To view or modify course requests for the next semester, click on the **Course Request** link on the Navigation tab. A list of the current course requests for the student appears. Note that if the student has previously taken the course, this will be indicated in the **Comment** field. It will also be noted in the Comment field if the student has not completed the pre-requisites for the course.

The screenshot shows the 'Parent Course Request Screen' for a student named Billy at Hope High School. The page includes a navigation menu on the left with options like Calendar, Attendance, and Course Request. The main content area displays 'Selected Course Requests' for the selection time period of 7/1/2009 - 8/30/2010. A table lists 8 course requests with columns for Ln, Department, Course Title, Course ID, Elective, College Prep, Credit, Term Override, and Comment. The 'Comment' column contains text such as 'Currently enrolled' and 'Taken: 12/2009 (C)'. A total credit of 4.00 is shown at the bottom of the table. Below the main table, there is a section for 'Alternate Elective Requests (in preference order) - Select at least 1 alternate' with a table listing one alternate request: Art, Beg Drawing, AR63, Yes, 0.50 credit.

Figure 1.27 – Parent Course Request Screen

To send an **email message to the guidance counselor**, click on the counselor’s name.

A summary of the student’s current progress towards graduation is also available at the bottom of the page. Subject areas that are highlighted in yellow still have credits remaining for completion.

Graduation Status Summary						
Subject Area	Credit					
	Required	Completed	In Progress	Credit for Requested Courses	Remaining	
History	20.00	20.00	0.00	0.00	0.00	
English	20.00	20.00	0.00	0.00	0.00	
Mathematics	30.00	21.00	0.00	0.00	9.00	
Lab Science	20.00	20.00	0.00	0.00	0.00	
Foreign Language	20.00	5.00	0.00	0.00	15.00	
Arts	10.00	10.00	0.00	0.00	0.00	
Electives	30.00	30.00	0.00	0.00	0.00	
<b>Total</b>	<b>150.00</b>	<b>126.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.00</b>	

Figure 1.28 – Parent Graduation Status Summary Section

To **Remove** a requested course:

1. Click on the button labeled **Click here to change course requests.**



Figure 1.29 – Parent Selected Course Requests Button

2. The course request page changes to selection mode. To remove the course, click on the **Remove** button next to the course.



Figure 1.30 – Parent Selected Course Requests Screen

3. The Course Selection screen will refresh with the selected course removed. Note in the example below, the Physical Education course has been removed.

Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
Remove	1	(NC)	Rt 5th Per	NC952	Yes		0.50		Currently enrolled
Remove	2	(PA)	Intermediate Acting	PA86	Yes		0.50		Taken: 12/2009 (C) Currently enrolled
Remove	3	English	Prin Eng III	EN46			0.50		Currently enrolled
Remove	4	Family and Consumer Sciences	Prin&prac Econ	FS77	Yes		0.50		Currently enrolled
Remove	5	Science	Biology	SC492			0.50		Currently enrolled
Remove	6	Science	Biology	SC492			0.50		Currently enrolled
Remove	7	Social Studies	Am Govt	SS51			0.50		Taken: 12/2009 (C) Currently enrolled
							Total Credit	3.50	

Figure 1.31 – Parent Remove Selected Course Requests Screen

To **Add** a course request:

1. Click on the button labeled **Click here to change course requests**.



Figure 1.32 – Parent Selected Course Requests Button

2. The course request page changes to selection mode. Scroll to the bottom of the page to find the Search Course criteria.
3. Using the search criteria, find the course to request. Courses can be filtered by **department**, **elective** or **college prep** or a specific course can be found using either **course title** or **course ID**. After entering the criteria for the search, click the **Search Courses** button.

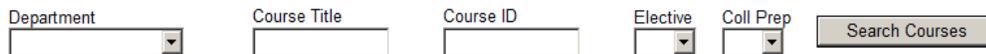


Figure 1.33 – Parent Search Course Button

4. The list of courses meeting the criteria selected appears.
5. To select the course as a primary course request, click the radio button labeled **Request** next to the course. To select the course as an alternate (in case one or more of the primary requests cannot be scheduled), click the radio button labeled **Alternate**.
6. To add the course to the request list, click the button labeled **Click here to move selected requests to Selected Course Requests**.

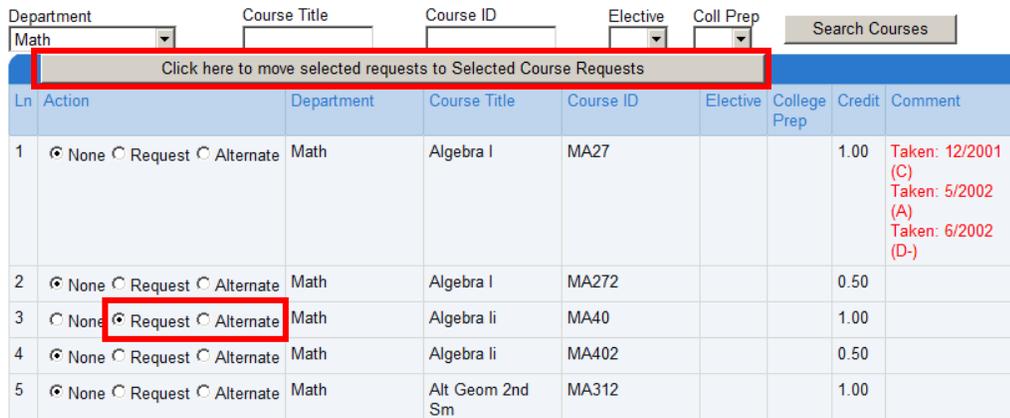


Figure 1.34 – Parent Request Screen

7. The screen refreshes to show the additional course.



Figure 1.35 – Parent Remove Selected Course Requests Screen

To **Finalize** the course selections and “lock-in” the requests so they can be scheduled:

1. Return to the summary page by clicking on the button labeled **Click here to return to course request summary**, or click the **Course Request** menu.

Selected Course Requests									
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
Remove	1	(AG)	Animal Sci	AG31			1.00	<input type="text"/>	
Remove	2	(BE)	Accounting I	BE47			0.50		
Remove	3	(BE)	Bus Cons Law	BE39			0.50		
Remove	4	(MU)	Full Conc Orch	MU91	Yes		0.50		
Remove	5	(PE)	Adv Wt Boys	PE782	Yes		0.50		
Remove	6	Math	Algebra II	MA40			1.00	<input type="text"/>	
							<b>Total Credit</b>	4.00	

Figure 1.36 – Parent Finalize Course Screen

2. Click the **Lock Course Requests** button. The request screen now shows the course requests as locked in and the requests can no longer be modified.

Selected Course Requests									
Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment	
1	(NC)	Rt 5th Per	NC952	Yes		0.50		Currently enrolled	
2	(PA)	Intermediate Acting	PA86	Yes		0.50		Taken: 12/2009 (C) Currently enrolled	
3	English	Prin Eng III	EN46			0.50		Currently enrolled	
4	Family and Consumer Sciences	Prin&prac Econ	FS77	Yes		0.50		Currently enrolled	
5	Math	Basic Math	MA22			1.00			
6	Science	Biology	SC492			0.50		Currently enrolled	
7	Science	Biology	SC492			0.50		Currently enrolled	

Figure 1.37 – Parent Course Requests Locked In Screen

If the district would like a counselor to rescreen the course requests prior to scheduling, the course requests can be set to a monitored mode. When requests are monitored, the course requests cannot be locked in until the monitor enters a password. The password box appears above the Lock Course Requests button. Enter the **password** and then click the **Lock Course Requests** button.

Selected Course Requests		Password:
Click here to change course requests		<input type="text"/>
	Lock Course Requests	

Figure 1.38 – Parent Selected Course Requests Password Screen

## Discipline

Discipline events associated with the student can be seen by clicking on the **Discipline** link on the Navigation bar. The summary of events shows the incident date, incident time, incident role and comment or description of the incident.

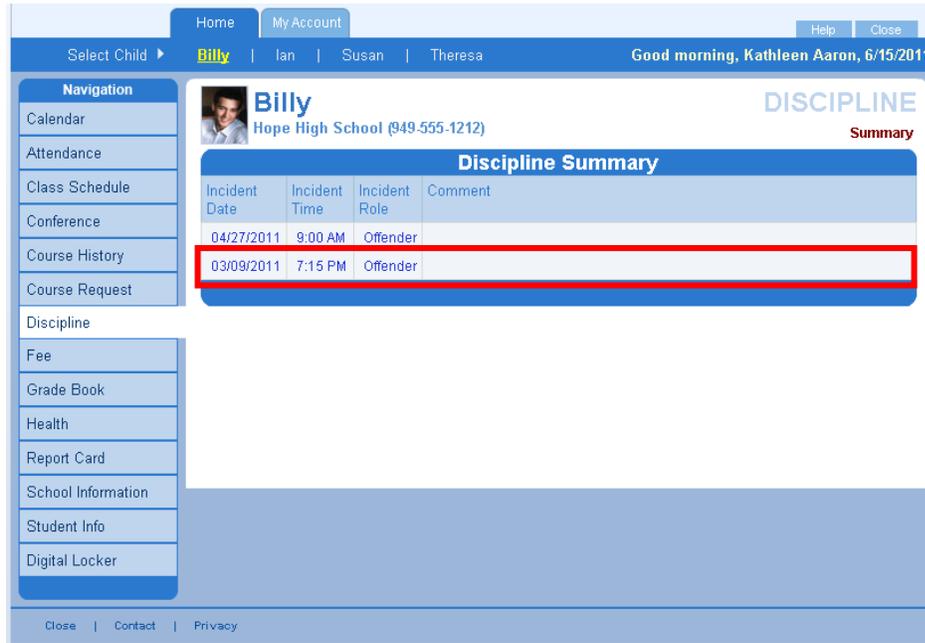


Figure 1.39 – Parent Discipline Summary Screen

To see additional details about the incident, click on the **blue text** of the incident.

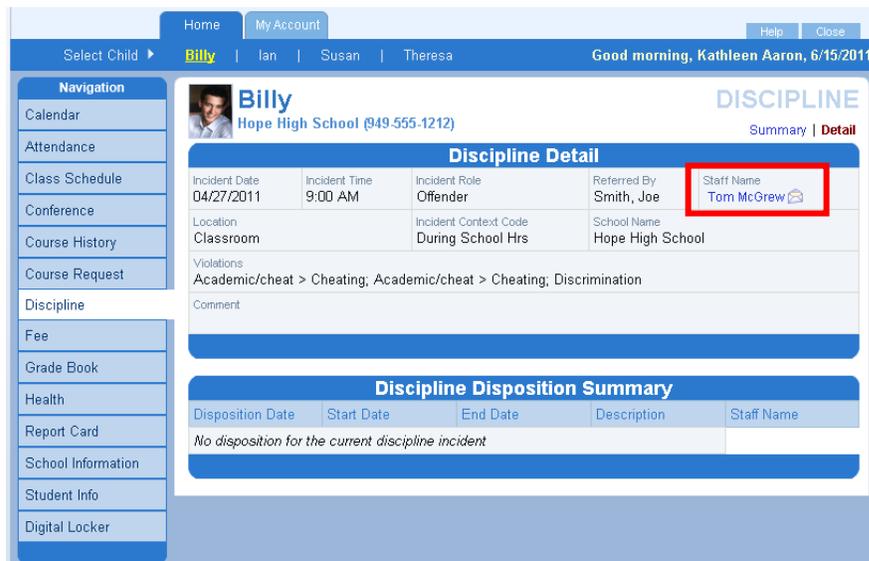


Figure 1.40 – Parent Discipline Detail Screen

If the staff member’s name is in blue text, click on the **blue text** to send an e-mail to that staff member.

## Fee

Any fees due from the student can be seen by clicking on the **Fee** link on the Navigation bar. The fee summary shows the balance due, date, fee code, description, fees, payments and fee category.

The screenshot shows the 'Parent Fee Summary' screen for a student named Billy at Hope High School. The page includes a navigation menu on the left with options like Calendar, Attendance, and Fee. The main content area shows the student's profile and a 'Fee Summary' table. The table lists three fees, with the first one highlighted in red. The total balance due is \$45.00, and there is a \$5.00 payment recorded.

Date	FeeCode	Description	Fees	Payments	Fee Category
11/09/2010	Book Damages	Torn Cover: Great Expectations	\$5.00		Course
11/16/2010	Book Damages	Book Damages		\$5.00	Course
01/13/2011	Book Damages	Lost Book: Algebra II	\$45.00		Course
Totals:			\$50.00	\$5.00	

Figure 1.41 – Parent Fee Summary Screen

To see additional details about the fee, click on the **blue text** of that fee.

The screenshot shows the 'Parent Fee Detail' screen for the same student. It provides a detailed view of the selected fee. The transaction date is 11/09/2010, the fee code is Book Damages, and the amount is \$5.00. The description is 'Torn Cover: Great Expectations' and the fee category is Course. There is also a section for a note, which is currently empty.

Transaction Date	FeeCode	Fees	Payments	Fee Category
11/09/2010	Book Damages	\$5.00		Course

Description: Torn Cover: Great Expectations

Note:

Figure 1.42 – Parent Fee Detail Screen

If your child's school accepts online payments through ParentVUE, a Pay Fees button will be available on the Fees screen.

### To Pay Student Fees

If the school uses the simplified payment model, you will pay all fees for an individual student at one time.

Date	Fee Code	Description	Fees	Payments	Fee Category	Course
01/02/2012 2011-2012	FeeCod	Test of Fee Code 1	\$1.00		(TestC)	
03/06/2012 2011-2012	TRP	Field Trip	\$10.00		(BUS)	
Totals:			\$11.00	\$0.00		

Figure 1.43 – Parent Fee Summary Screen

3. Select a payment method from the drop down menu.
4. Click **Pay Fees**. The payment screens for the provider you selected will display.

**Edupoint**

**Cardholder Information**

Note: Enter the address to which your card statement is mailed. An incorrect address may result in your payment being rejected.

Cardholder Name

Company (Optional)

Cardholder Address

City

Province/State

Postal/ZIP Code

Country

Phone Number

Email Address   
To receive your payment receipt

We Accept

Figure 1.44 – Fee Payment Provider Screen

5. Enter all appropriate payment information. The payment service provider will display and email you a receipt. Payments can take up to 24 hours to be reflected as paid on ParentVUE.

If the school uses the direct payment model, you can select which fees to pay and pay for multiple students in the same transaction. If your school is using the direct payment model, there will be cart information on the Fees page.

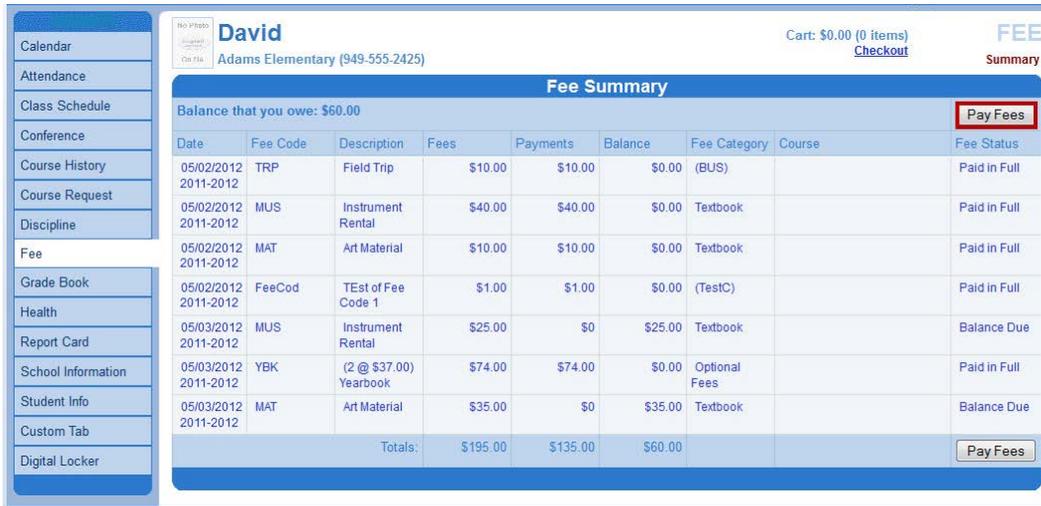


Figure 1.45 – Parent Fee Summary Screen

1. Click **Pay Fees**. The **Fee Payment** screen displays.



Figure 1.46 – Parent Fee Cart Screen

2. Select the fees to add to your cart. Fees marked priority 1 should be paid first.
3. Click **Checkout**. The **Finalize Fee Payment** screen displays all the fees currently in your cart.

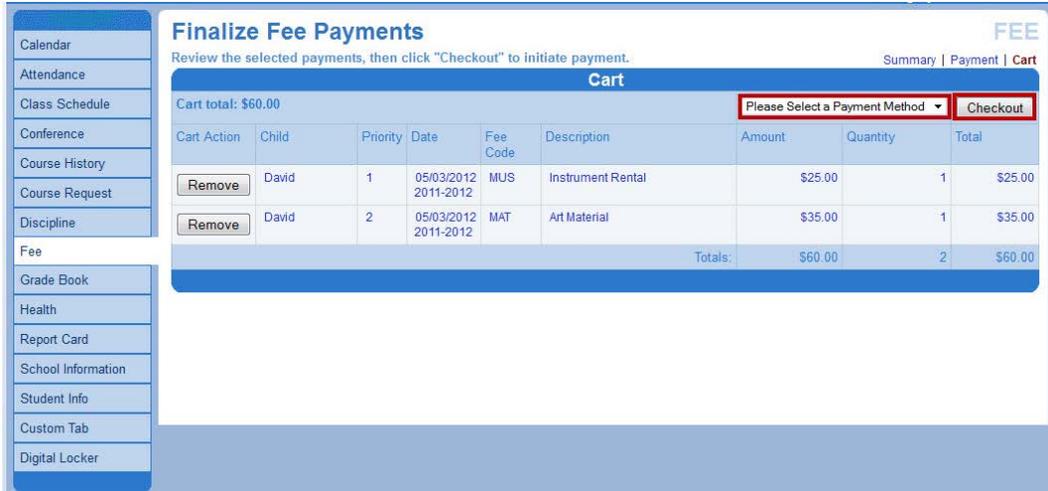


Figure 1.47 – Finalize Fee Payments Screen

4. Select a payment method from the drop down list.
5. Click **Checkout**. The payment screens for the provider you selected will display.



**Edupoint**

**Cardholder Information**

Note: Enter the address to which your card statement is mailed. An incorrect address may result in your payment being rejected.

Cardholder Name

Company (Optional)

Cardholder Address

City

Province/State

Postal/ZIP Code

Country

Phone Number

Email Address   
To receive your payment receipt

We Accept

Figure 1.48 – Fee Payment Provider Screen

6. Enter all appropriate payment information. The payment service provider will display and email you a receipt. Payments can take up to 24 hours to be reflected as paid on ParentVUE.

## Grade Book

Grades for the student can be screened by clicking on the Gradebook link on the Navigation bar. The Grade Book summary screen shows grades for each grading period and progress period. It also contains the teacher's name, the subject area for the assignments, the number of missing assignments, any online resources used in the class, the number of points earned by the student and the percentage of points.

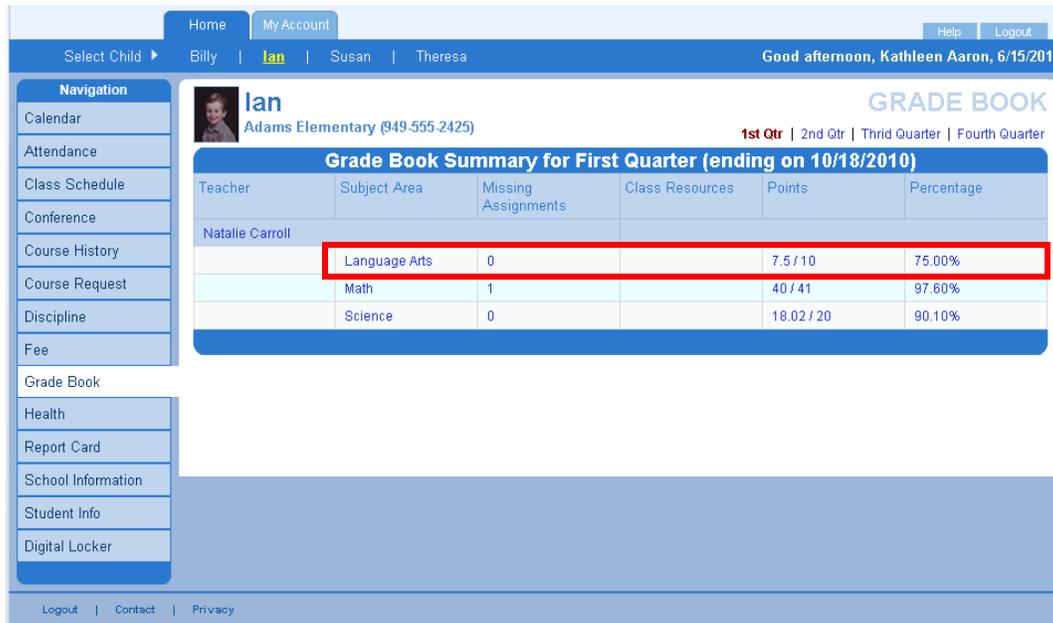


Figure 1.49 – Parent Grade Book Summary Screen

To see additional details about the grades, click on the **blue text** for that grade. A list of all of the assignments for the grading period is shown for the selected subject. To change to a different subject or see all assignments, select the subject from the **drop-down box**.

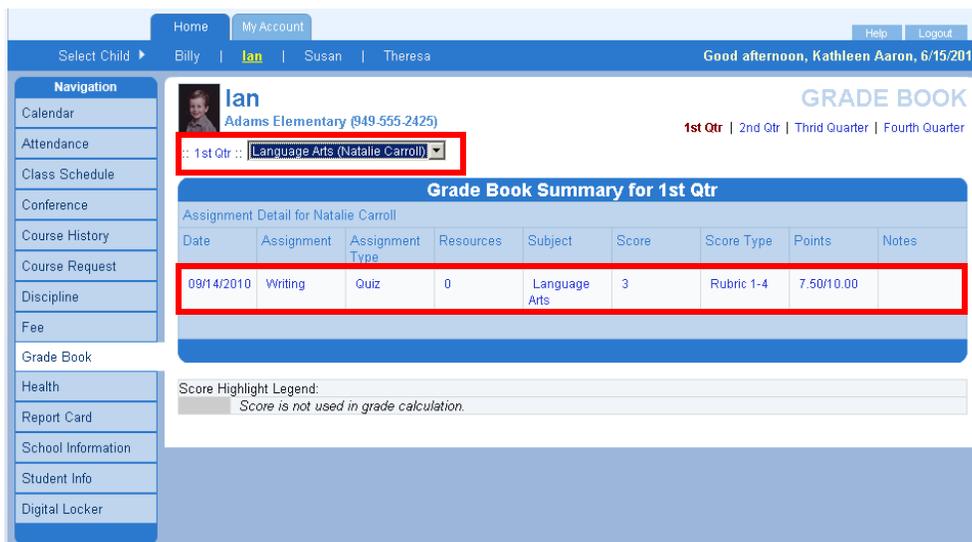


Figure 1.50 – Parent Grade Book Summary Screen By Subject

To see the details of an assignment, click on the blue text for the assignment. The **Assignment Detail** lists the course, period and teacher for the assignment. It also shows the name and type of assignment, the date the assignment was distributed, the date on which the assignment is due, the score earned, the type of score, the total number of points, any notes entered by the teacher, and a full description of the assignment.

The screenshot displays the ParentVue interface for a student named Billy. The main content area is titled "Grade Book Assignment Detail" and provides the following information:

- Course:** Prin Eng III (EN46)
- Period:** 1
- Teacher:** Kim Gordon (circled in red)
- Assignment Type:** Homework
- Date:** 09/19/2010
- Score:** 14.4 out of 25.00
- Score Type:** Raw Score
- Points:** 5.76 / 10.00
- Notes:** -

Below the assignment details is a "Resources" section with the following entry:

Name	Description
Website resource	This is a link to a website

At the bottom is a "Digital Drop Box" section with the following entry:

Document	Notes	Upload Date	Size
Am Gov Project Outline.doc		6/15/2011 4:28:14 PM	21 KB

Figure 1.51 - Parent Grade Book Assignment Detail

To send the teacher an e-mail, click on the **teacher's name**. To return to the summary page, click on the **period or subject area**.

If the teacher has referenced an online file or website, these will be listed in the **Resources** section. To view the website or file, click on the Name of the resource. The website or file will open up in a new window.

If the teacher has setup a digital dropbox where the student can upload a file to complete the assignment online, the files uploaded by the student for the assignment will be listed in the **Digital Drop Box** section. To view the uploaded files, click on the **Document** name.

## Health

The Health page shows a list of all of the visits to the school nurse recorded in the system, as well as, any health conditions and the student’s immunization record. To view the health records click on the **Health** link on the Navigation bar.

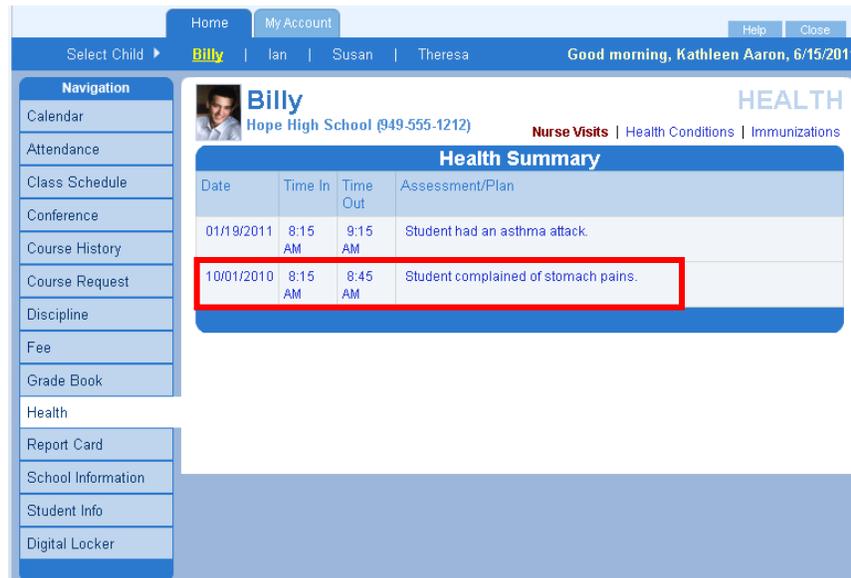


Figure 1.52 – Parent Health Summary Screen

To view the detail of a visit, click on the **blue text** of that visit. The detailed screen shows the assessment of the student’s condition and the plan of action. It also shows the name of the staff who recorded the visit.

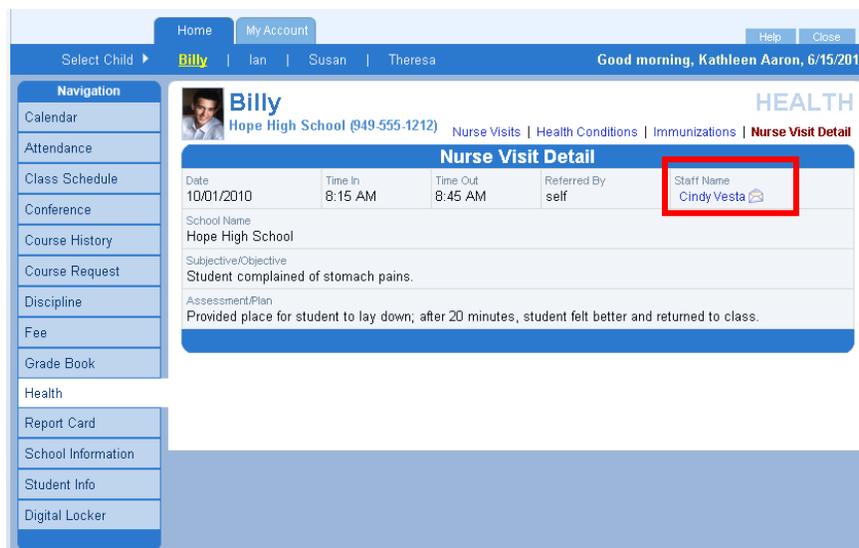


Figure 1.53 – Parent Nurse Visit Detail Screen

If the staff member’s name is in blue text, click on the **blue text** to send an e-mail to that staff member.

To view the student’s health conditions, such as asthma or allergies, click on the **Health Conditions** tab in the top right-hand corner.

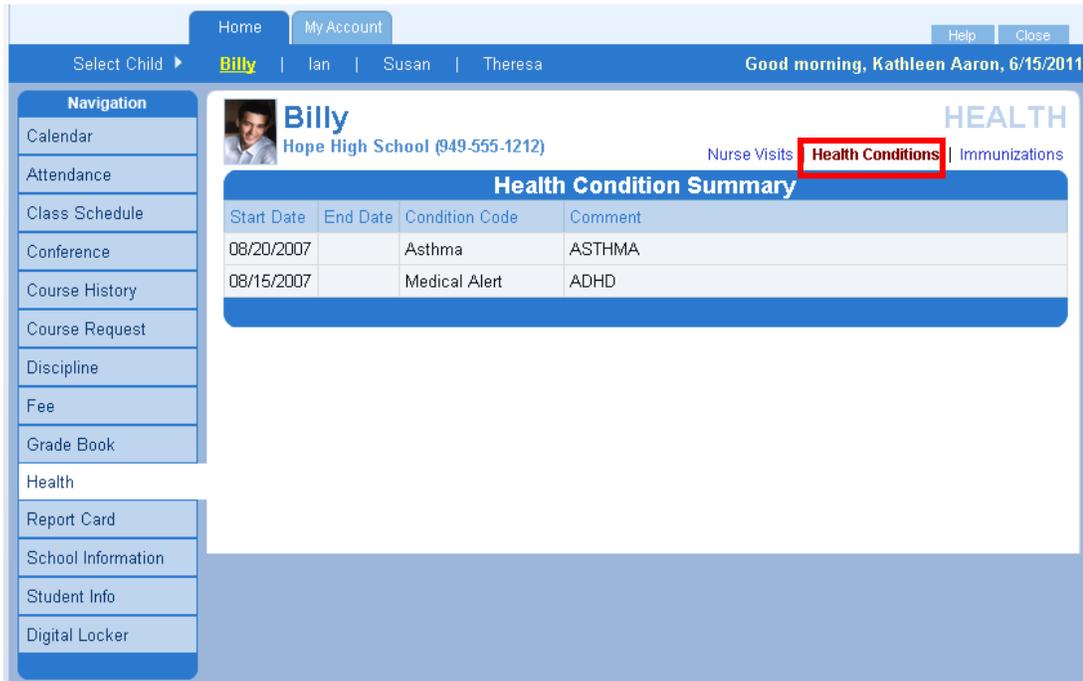


Figure 1.54 – Parent Health Condition Summary Screen

To view the student’s immunization records, click on the **Immunizations** tab.

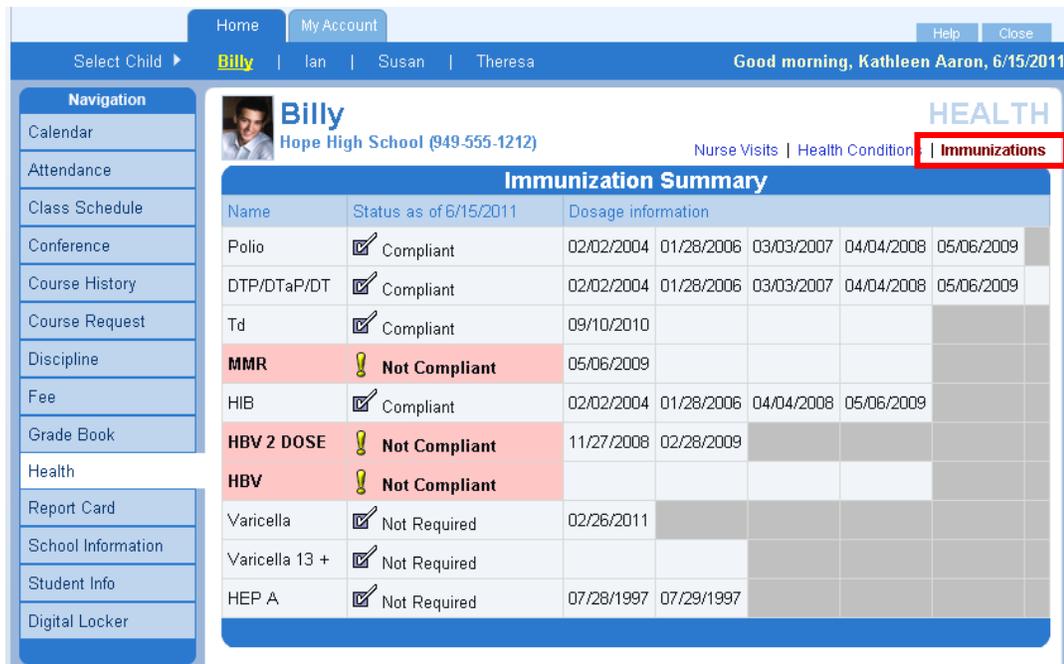


Figure 1.55 – Parent Immunization Summary Screen

## Report Card

The student's report card can be screened by clicking on the Report Card link on the Navigation bar. The report card screen shows grades for each quarter and for progressive periods between the quarters. This screen also contains period, course title, room name, teacher, marks, conduct, citizenship and work habits. There is a grade legend at the bottom of the screen.

The screenshot shows a web interface for a parent report card. At the top, there are navigation tabs for 'Home' and 'My Account', and a user profile for 'Billy' with a photo and name. Below this is a navigation menu on the left with options like 'Calendar', 'Attendance', 'Class Schedule', etc. The main content area is titled 'Student Grades for Third Quarter (ending on 03/10/2010)'. It contains a table with columns for Period, Course Title, Room Name, Teacher, Marks (3rd Qtr), Conduct, Citizenship, and Work Habits. Below the table is a 'Grade Legend' section.

Period	Course Title	Room Name	Teacher	Marks 3rd Qtr	Conduct	Citizenship	Work Habits
0	Am Govt (SS51)	216	Teacher User	A-		0	
<i>Comments:</i> Excellent Student							
1	Prin Eng III (EN46)	231	Teacher User	C-		S	
2	Intermediate Acting (PA66)	409	David Gardner	C		N	
<i>Comments:</i> Needs To Demons. More Effort Showing Improvement							
3	Biology (SC492)	121	Anne Edelstein				
3	Weight Trn Boys (PE762)	ANNX	Thomas Joseph	B-		S	
<i>Comments:</i> Needs To Follow Correct Techn. Good Participation In Class							
4	PrinSprac Econ (FS77)	131	Sara Patenge	A-		0	
5	Rt 5th Per (NC952)	No Room	Rel Time Rel Time	A		0	
<i>Comments:</i> Shows Extra Effort							
6	Biology (SC492)	P-18	Teacher User				
6	Rt 6th Per (NC962)	No Room	Rel Time Rel Time	A		0	

Grade Legend	
A+	
A	Outstanding
A-	
B+	
B	Above Average
B-	

Figure 1.56 – Parent Report Card Screen

If the teacher's name is in blue text, click on the **blue text** to send an e-mail to that teacher.

## School Information

The school information can be screened by clicking on the **School Information** link on the Navigation bar. The school information screen shows school calendar and information, such as, principal, school name, address, phone, fax and website URL. It also contains the school staff contact list consisting of staff name, job title, phone and extension.

The screenshot displays the 'SCHOOL INFORMATION' page for Billy at Hope High School. The page includes a navigation menu on the left and a main content area with the following sections:

**School Calendar and Information**

Principal Tom McGrew	School Name Hope High School	Address 123 Main St Phoenix, AZ 85694
Phone 949-555-1212	Fax 949-555-1213	Website URL <a href="http://www.edupoint.com">http://www.edupoint.com</a>

**School Staff Contact List**

Staff Name	Job Title	Phone	Extension
Aderson, Gordon	Teacher		
Andrews, Mark	Teacher		
Bayer M., Michelle	Teacher		
Becker C., Chris	Teacher		
Bellus G., Genice	Teacher		
Blahak P., Pete	Teacher		
Bonjour R., Richard	Teacher		
Bookstore, Bookstore	Teacher		
Bordwell R., Robert	Teacher		
Borgen, Jessica	Teacher		

Figure 1.57 – Parent School Information Screen

If the teacher's name is in blue text, click on the **blue text** to send an e-mail to that teacher. If the **principal's name** is in blue text, an e-mail can also be sent to the principal by clicking on the blue text. To go to the school's website, click on the **Website URL**.

## Student Info

To view the address and contact information for the student, click on the **Student Info** link on the Navigation bar. This page also includes the emergency contact information and physician information.

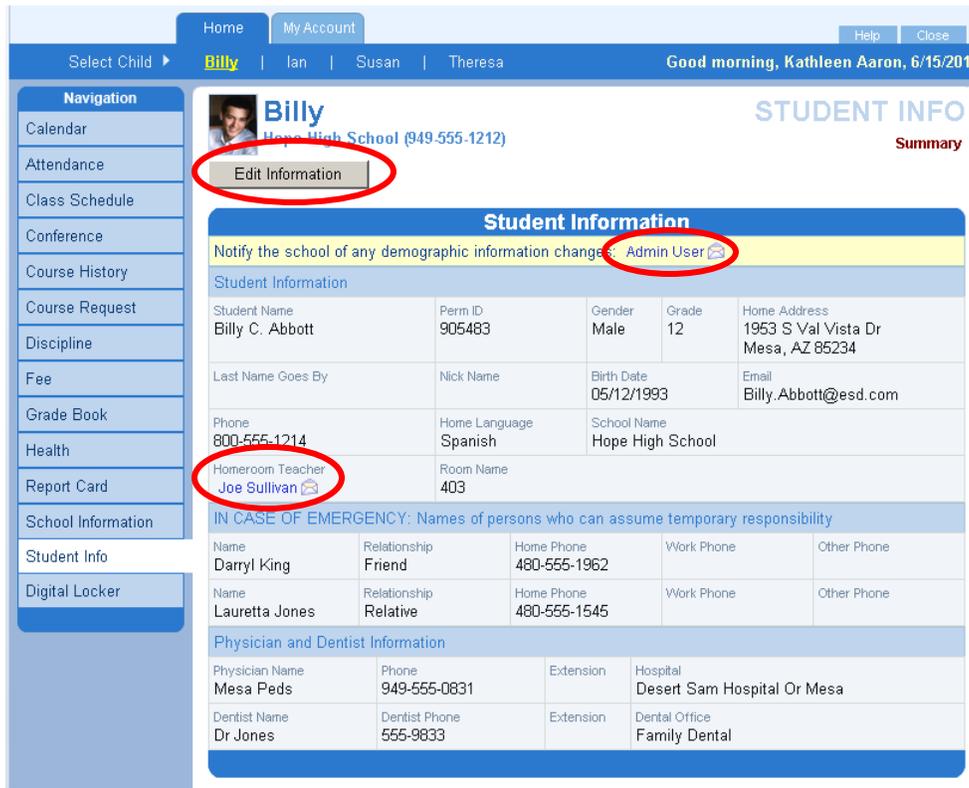


Figure 1.58 – Parent Student Information Screen

If the homeroom teacher’s name is in blue text, click on the **blue text** to send an e-mail to that teacher. To send any changes to this information to the school via e-mail, click on the **name of the staff in the yellow bar** at the top. To edit the information directly, click on the **Edit Information** button.

To directly edit the information:

1. Click on the **Edit Information** button. The Provide Changes to Student Information page appears.

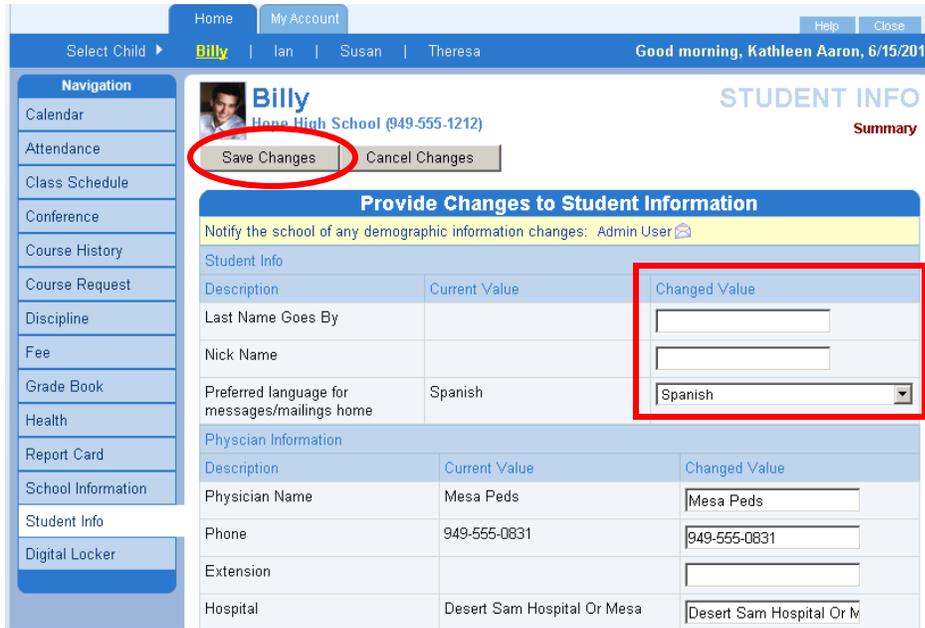


Figure 1.59 – Submitting Changes to Student Information

2. Enter the new information in the **Changed Value** column for every change.
3. Click on the **Save Changes** button at the top of the page.

Once a change has been submitted, the school staff must rescreen and accept the change before the information is updated. The date on which the change is submitted will appear at the top of the page, and no further changes can be submitted until the staff has accepted the change. Once the change has been accepted, additional changes may be submitted.

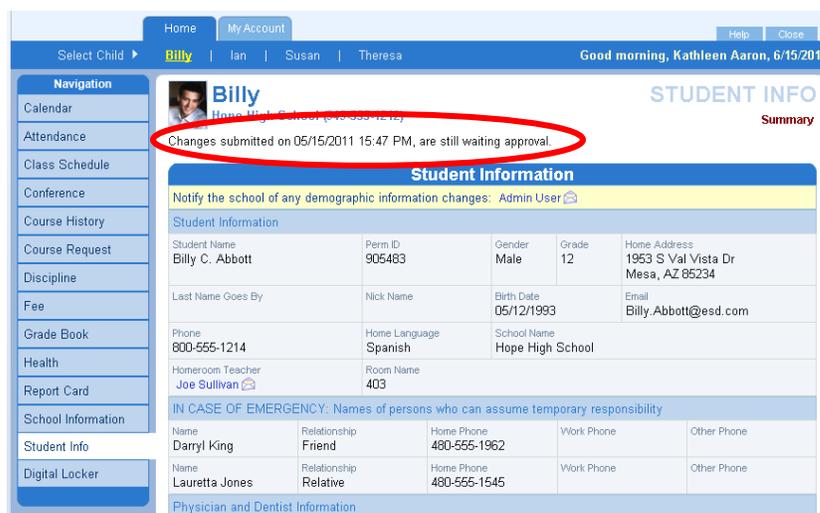


Figure 1.60 – Changes Submitted

## Digital Locker

The Digital Locker lists all files that the student has uploaded for online storage, and shows the date the file was uploaded, the file name, notes about the file entered by the student, and the size of the file. These may be drafts of papers or other work in progress. Files that have been submitted for a specific assignment are stored in the Grade Book and are not listed here.

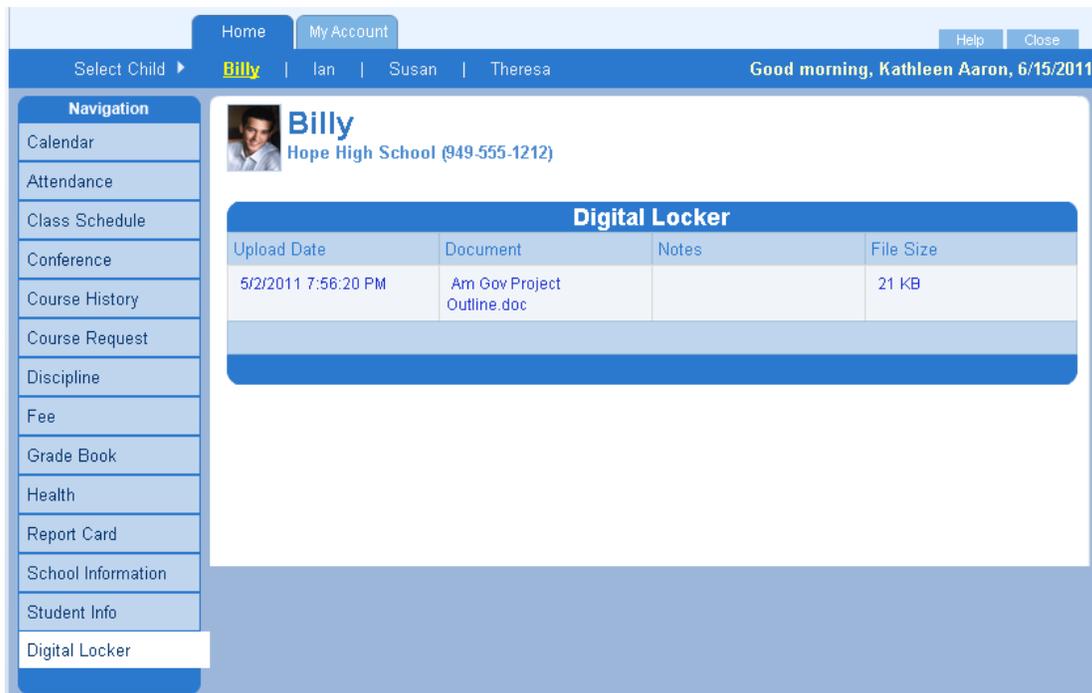


Figure 1.61 – Parent Digital Locker

To download a copy of the file, click on any of the **blue text** describing the file.

## SCREENING OTHER INFORMATION

Some general information, as well as, information about the parent's website account is available in several areas of the website.

### My Account

To update the primary or other e-mail addresses, click on the **My Account** tab in the upper left-hand corner.

Check or uncheck the boxes to control which notifications are sent in the **Auto-Notify** section. Add or change the **e-mail addresses** and click the **Update Account** button. To cancel the changes, click the **Cancel** button.

Home **My Account** Help Logout  
Good afternoon, Kathleen Aaron, 6/27/2011

My Account Setup

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**

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

Name Kathleen Aaron	User ID kaaron	Home Address 1960 S Val Vista Dr Mesa, AZ 85234	Mail Address Same as Home Address	Phone Numbers * Home: 480-555-1214 (not listed) Call: 480-555-3456 (not listed) * Indicates primary contact phone
------------------------	-------------------	---	---	--

**Auto Notify:** Check the events below for which Parent Experience will e-mail information to you when an event occurs for any of your children.

Attendance *Notify me when my child is tardy or misses a class*

Discipline *Notify me when my child has a discipline occurrence*

Nurse *Notify me when my child visits the school nurse for any reason*

Grades *Notify me when my child's current term grades are posted*

Gradebook *Notify me with my child's gradebook scores*

Send Messages Every

Only Send Messages when Grades are below:  %

**Auto Notify E-Mail:** Enter the e-mail addresses (primary is required) that you want all active notifications sent to:

Primary E-Mail:

E-Mail #2:

E-Mail #3:

E-Mail #4:

E-Mail #5:

**Update Account** **Cancel**

**Account Access History**

Date Accessed	Time Accessed	Logged in Successful?	IP Address Accessed From
06/27/2011	1:07 PM	Yes	192.168.5.18
06/15/2011	11:59 AM	Yes	192.168.5.18
06/15/2011	8:17 AM	Yes	192.168.5.18

Figure 1.62 – Parent My Account Screen

To change the password for the account, click on the **Change Password** link in the upper right-hand corner.

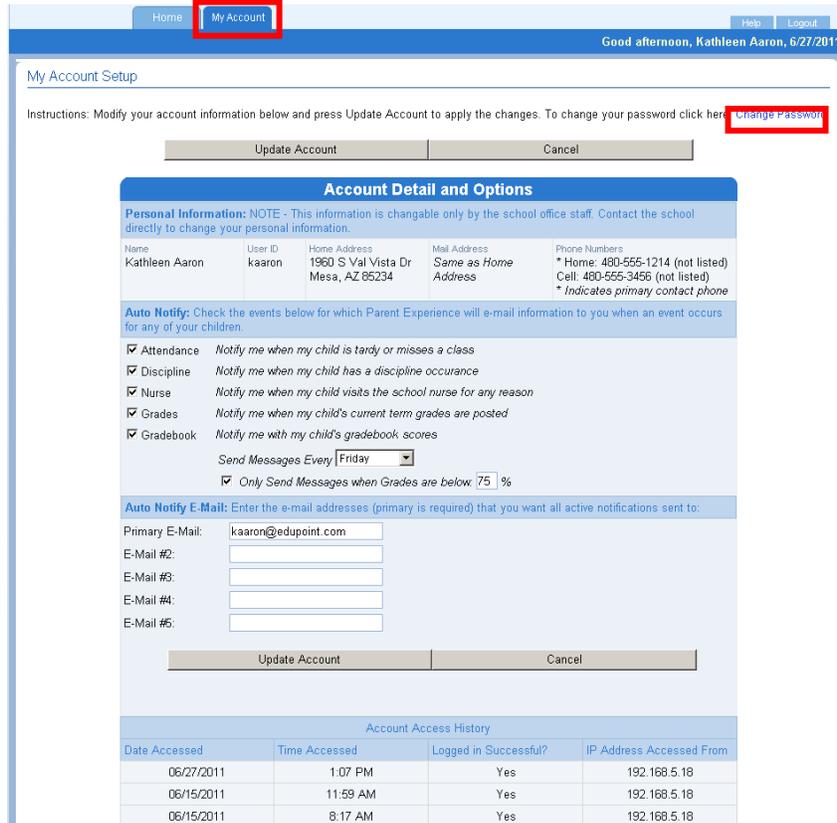


Figure 1.63 – Parent Change Password Screen

On the Change Password screen, enter the Current Password, and then type the new password twice. Click the **Change Password** button to save the changes.

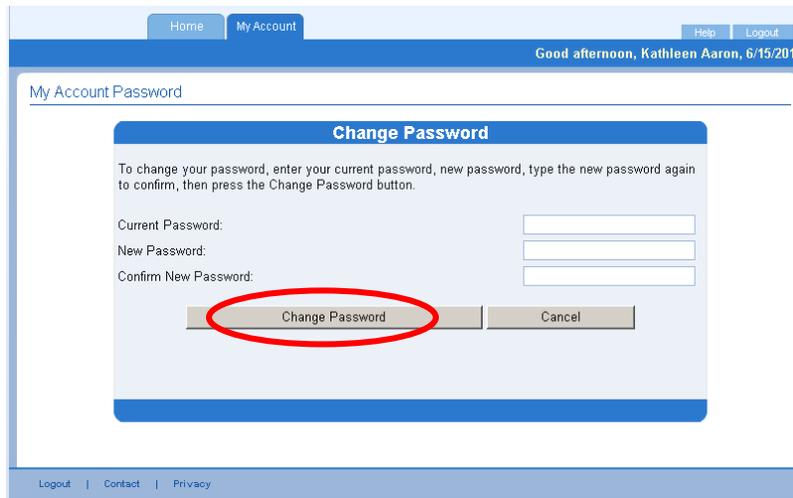


Figure 1.64 – Change Password

## Help

For help with the ParentVUE website, click on the **Help** tab in the upper right-hand corner.

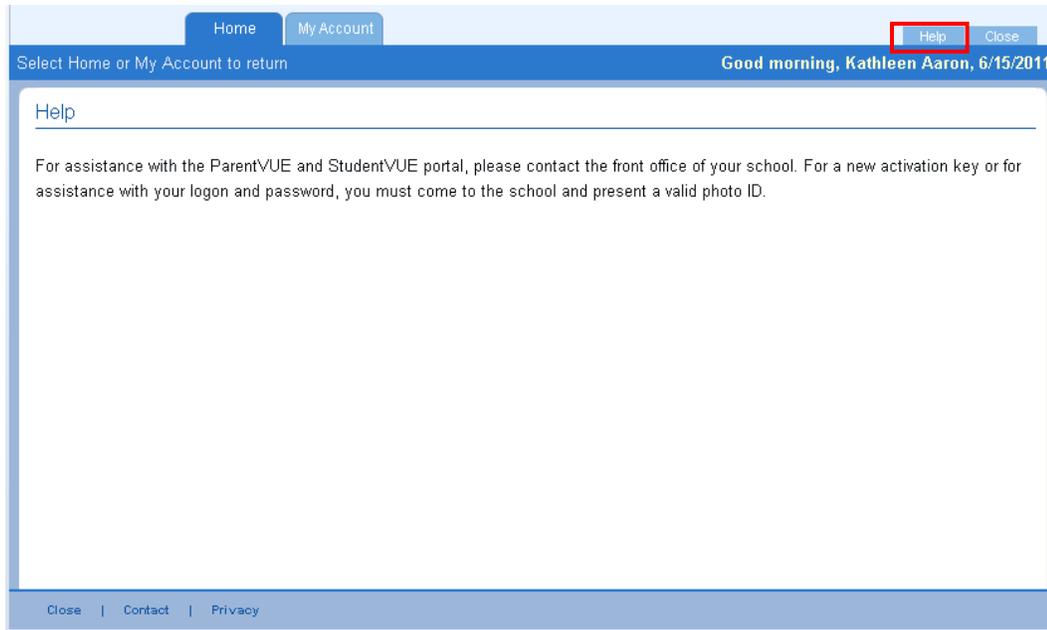


Figure 1.65 – Parent Help Screen

## Contact

To see the district contract information, click on the **Contact** tab in the bottom left-hand corner.

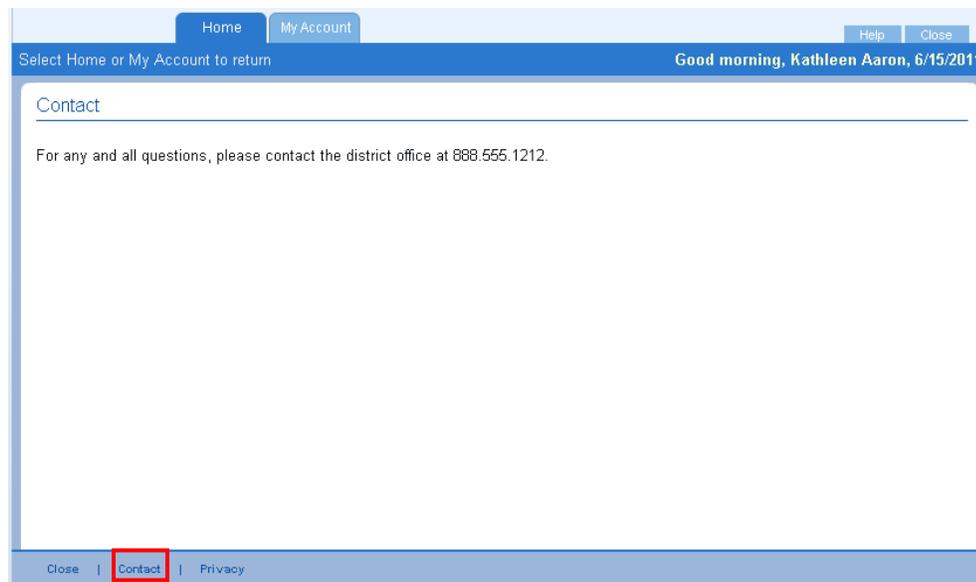


Figure 1.66 – Parent Contact Screen

## Privacy

Click on the **Privacy** tab in the bottom left-hand corner to view the district's privacy policy.

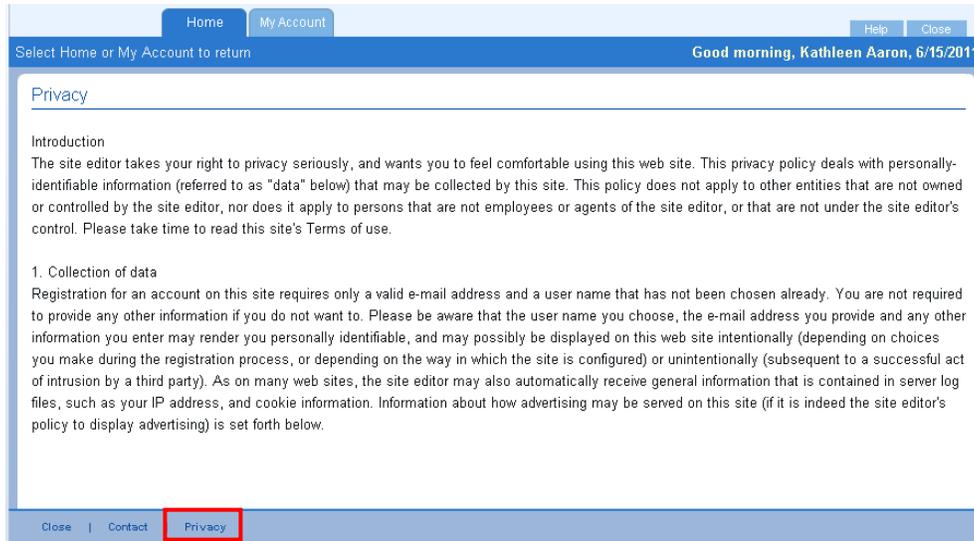


Figure 1.67 – Parent Privacy Screen

# Chapter Two: STUDENTVUE

In this chapter, the following topics are covered:

- ▶ Overview of the StudentVUE software
- ▶ How to logon to StudentVUE
- ▶ How to view student information
- ▶ How to make course requests

## WHAT IS THE STUDENTVUE PORTAL?

The StudentVUE portal is a website the district can setup to allow students to view their school records. The information is accessed directly from the student records system Synergy SIS, so the records are always up-to-date.

While the website is accessible over the Internet, access is secured via a logon and password. Students can only see their own information, and cannot see the records of other students. Students may only screen the information, and cannot make changes to their records. The website can also be configured to allow students to submit course requests.

## LOGGING ON

To logon to the StudentVUE website:

1. Open the Internet browser (Internet Explorer, Firefox, etc.) and type in the website address listed in the Activation Key Letter. The main ParentVUE and StudentVUE Access page will appear.
2. Click on the link **I am a student >>** .



Figure 2.1 – ParentVUE and StudentVUE Access Screen

3. The Login page will appear. For returning users or students using their existing username and password, enter the username and password in the boxes provided, and click the Login button. First time users or students, with an activation key, should follow the instructions below.

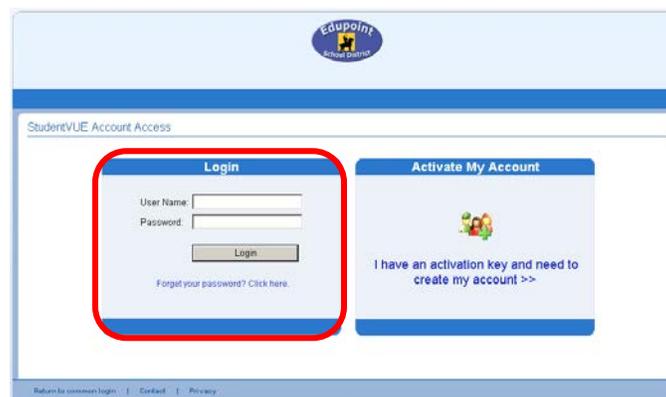


Figure 2.2 – StudentVUE Account Access Screen



**Note:** Underneath the Login button is a link titled **Forgot your password? Click Here**. To retrieve a password, click on this link, enter the primary e-mail address, and an e-mail will be sent to that e-mail address with the username and password information. For information on how to customize this e-mail message, see the *Synergy SIS – ParentVUE & StudentVUE Administrators Guide*.

## First-Time Users – Creating a Username and Password

For students using an activation key to create both a username and password:

1. Instead of entering the username and password, click on the link titled **I have an activation key and need to create my account >** .



Figure 2.3 – StudentVUE Account Access Screen

2. The district's Privacy Statement is displayed. To agree to the privacy agreement and continue to create an account, click the **I Accept** button.

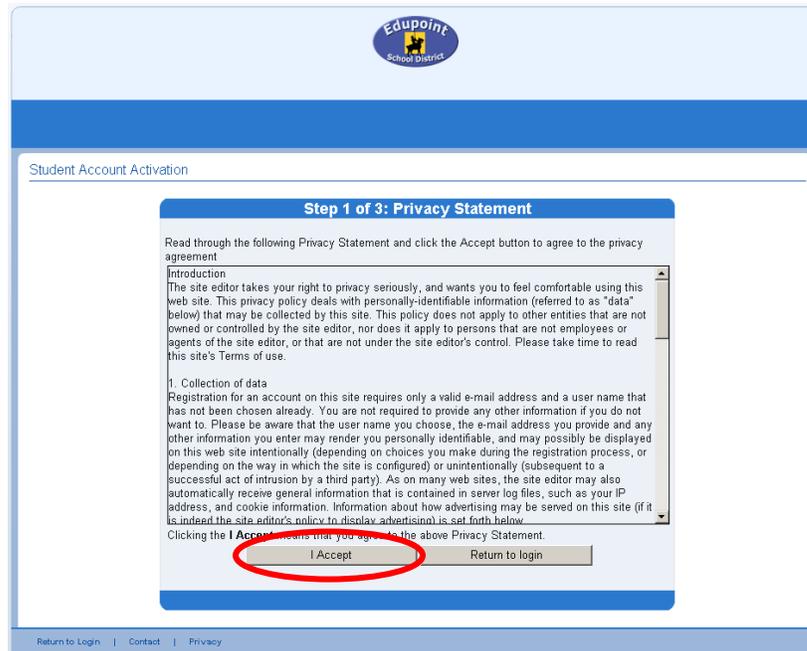
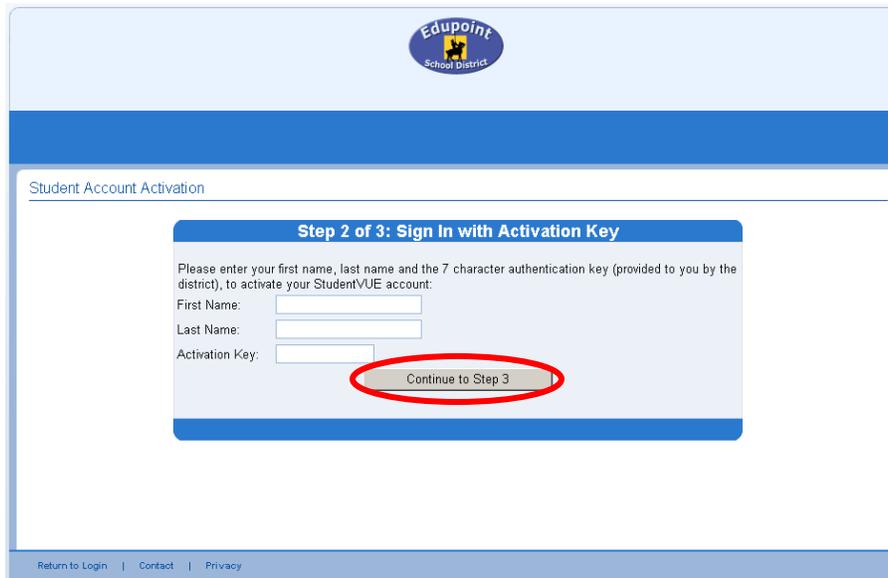


Figure 2.4 – Privacy Statement, Student Account Activation

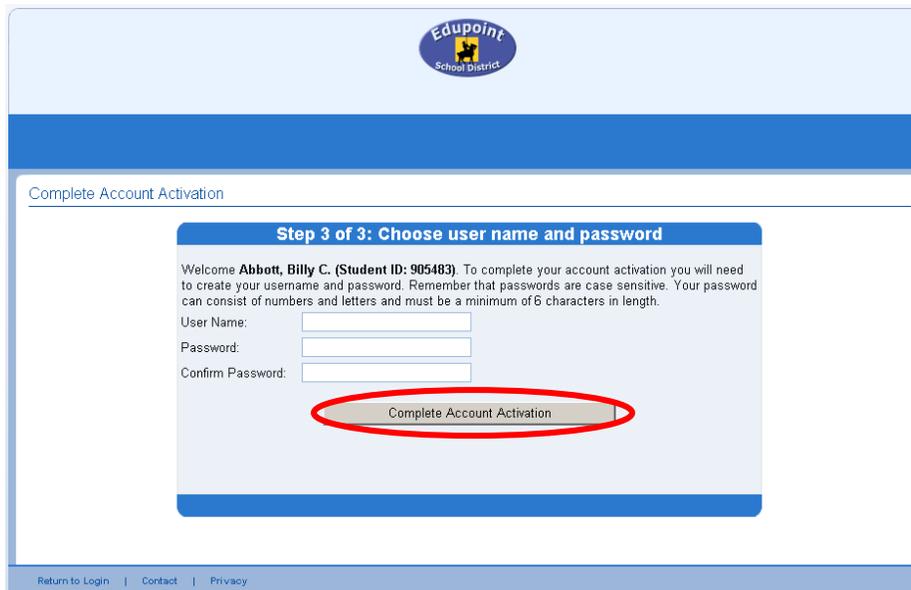
3. Enter the **first name, last name and activation key** as provided in the Activation Key Letter. The first name and last name must match the information recorded in Synergy SIS exactly. Then click on the button labeled **Continue to Step 3**.



The screenshot shows the 'Student Account Activation' page for Edupoint School District. The main heading is 'Step 2 of 3: Sign In with Activation Key'. Below this, there is a message: 'Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your StudentVUE account:'. There are three input fields: 'First Name:', 'Last Name:', and 'Activation Key:'. A red circle highlights the 'Continue to Step 3' button at the bottom of the form. At the bottom of the page, there are links for 'Return to Login', 'Contact', and 'Privacy'.

Figure 2.5 – Student Account Activation Screen

4. Select a **username** and enter it in the box provided. The username must be unique, and an error message will appear if someone is already using the username entered.
5. Enter a password in the **Password** and **Confirm Password** boxes. The password must be a minimum of 6 characters in length and can consist of numbers and letter, but not special characters. The password is case-sensitive.
6. Click **Complete Account Activation**.



The screenshot shows the 'Complete Account Activation' page for Edupoint School District. The main heading is 'Step 3 of 3: Choose user name and password'. Below this, there is a message: 'Welcome **Abbott, Billy C. (Student ID: 905483)**. 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.' There are three input fields: 'User Name:', 'Password:', and 'Confirm Password:'. A red circle highlights the 'Complete Account Activation' button at the bottom of the form. At the bottom of the page, there are links for 'Return to Login', 'Contact', and 'Privacy'.

Figure 2.6 – Student Complete Account Activation Screen

## First-Time Users – Creating a Password

For students using an activation key to create only their password:

1. Instead of entering the username and password, click on the link titled **I have an activation key and need to create my account >>** .

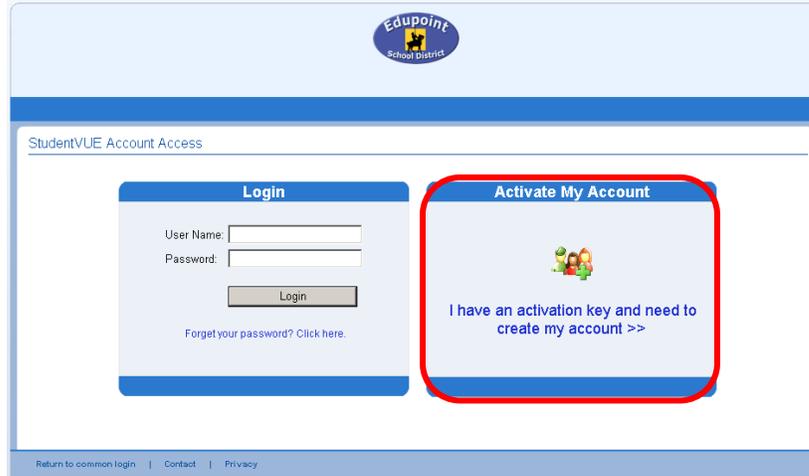


Figure 2.7 – StudentVUE Account Access Screen

2. The district's Privacy Statement is displayed. To agree to the privacy agreement and continue to create an account, click the **I Accept** button.

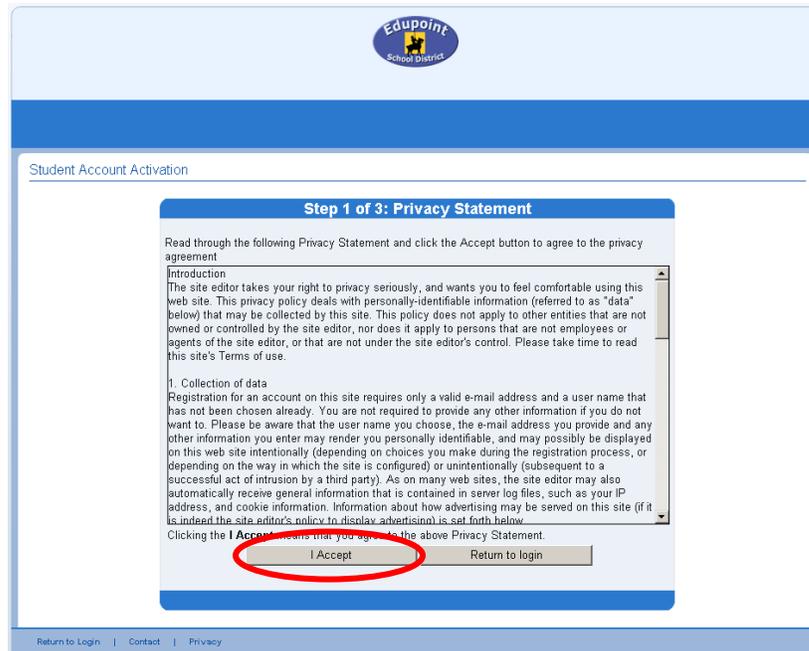
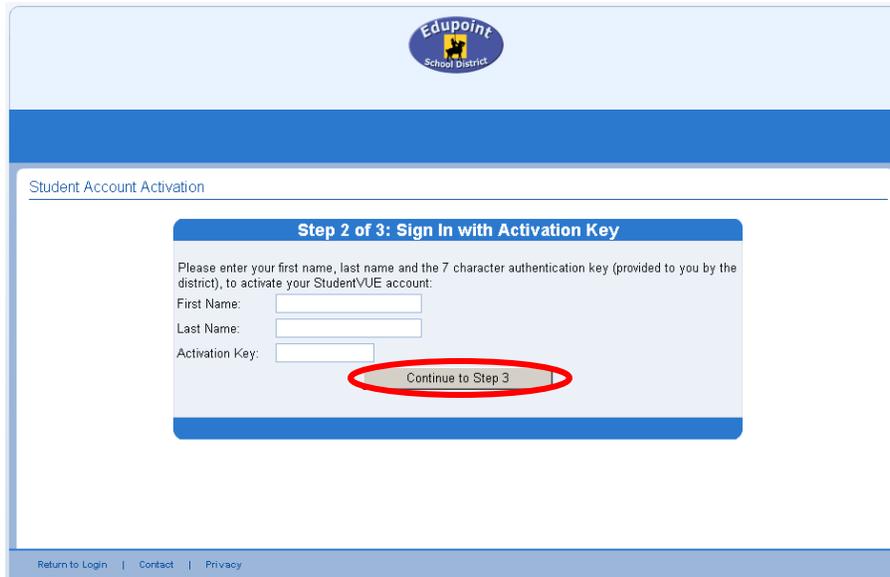


Figure 2.8 – Privacy Statement, Student Account Activation

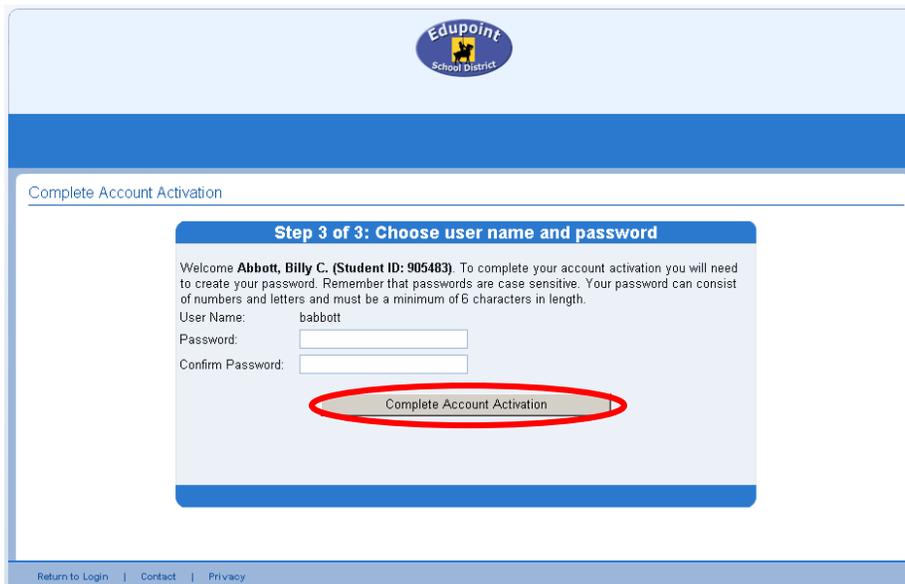
3. Enter the **first name, last name and activation key** as provided in the Activation Key Letter. The first name and last name must match the information recorded in Synergy SIS exactly. Then click on the button labeled **Continue to Step 3**.



The screenshot shows the 'Student Account Activation' page for Edupoint School District. The main heading is 'Step 2 of 3: Sign In with Activation Key'. Below this, there is a text prompt: 'Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your StudentVUE account:'. There are three input fields: 'First Name:', 'Last Name:', and 'Activation Key:'. A red oval highlights the 'Continue to Step 3' button at the bottom of the form. At the bottom of the page, there are links for 'Return to Login', 'Contact', and 'Privacy'.

Figure 2.9 – Student Account Activation Screen

4. Enter a password in the **Password** and **Confirm Password** boxes. The password must be a minimum of 6 characters in length and can consist of numbers and letter, but not special characters. The password is case-sensitive.
5. Click **Complete Account Activation**.



The screenshot shows the 'Complete Account Activation' page for Edupoint School District. The main heading is 'Step 3 of 3: Choose user name and password'. Below this, there is a text prompt: 'Welcome **Abbott, Billy C. (Student ID: 905483)**. To complete your account activation you will need to create your 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.' There are three input fields: 'User Name:' (with the value 'babbott'), 'Password:', and 'Confirm Password:'. A red oval highlights the 'Complete Account Activation' button at the bottom of the form. At the bottom of the page, there are links for 'Return to Login', 'Contact', and 'Privacy'.

Figure 2.10 – Student Complete Account Activation Screen

## SCREENING STUDENT INFORMATION

After logging on to the website or activating an account, the student will see the home page of the StudentVUE website. The information on the home page includes:

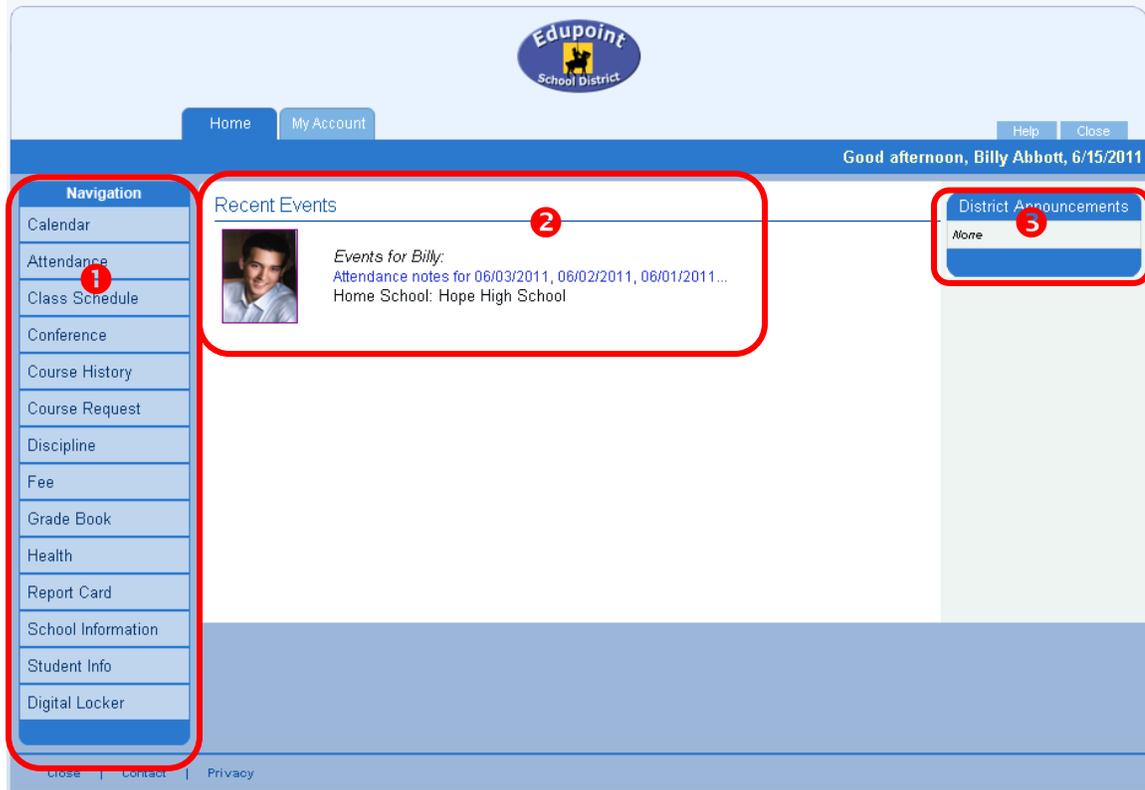


Figure 2.11 – Students Home Page Screen

- The **Navigation** bar contains links to various records for the student.
- The **Recent Events** for the student are shown in the center. Recent events include grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. The number of recent events shown is controlled by the date range configured in the ParentVUE & StudentVUE Configuration.
- **District Announcements** are also featured on the home page.

The pages of information that can be accessed via the Navigation bar include the Calendar, Attendance, Class Schedule, Conference, Course History, Course Request, Discipline, Fee, Gradebook, Health, Report Card, School Information, Student Info, and Digital Locker.

## Calendar

The school calendar lists assignments from the Gradebook for the student listed, school holidays and other school events and can be accessed by clicking on the **Calendar** link on the Navigation bar. The calendar can be screened by day, week or month.

Figure 2.12 – Student Calendar Screen



Figure 2.13 – Event Selection Drop-Downs



Figure 2.14 – Calendar Screen Button

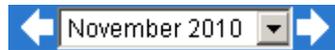


Figure 2.15 – Month Button



Figure 2.16 – Week Button



Figure 2.17 – Today Button

To filter which information is displayed on the calendar, use the drop-down boxes at the top of the calendar. This can be used to only show assignments of a particular type or from a particular class.

By default, the calendar is shown in a Monthly screen. To switch to a Weekly or Daily screen, click on the buttons in the top right-hand corner of the calendar.

Scroll forward or backward through the months using the arrows to the right or left of the month displayed, or select a specific month from the drop-down list.

To see the details of a specific week, click on the yellow Week bar to the left of the week to be screened.

To return to today's date, click the icon in the top left-hand corner of the calendar.

The calendar shows two types of information: district & school events, and Grade Book assignments. Events are marked with a  icon, and Grade Book assignments are shown with a  icon. To see additional details about an event or assignment, click on the blue text describing the event or assignment.

Monday	Tuesday
1	2
 Edupoint Users' Conf	 Gardner, D Intermediate Acting (2) : Semester Project - Score: -

Figure 2.18 – Student Events & Assignments

The **District Event Detail** page shows the date and time of the event, the title of the event, and the full description of the event. To return to the main calendar, click the Calendar link at the top right of the page.



**Billy**  
Hope High School (949-555-1212)

CALENDAR

[Calendar](#) [Event Detail](#)

District Event Detail

Event Date Monday, November 01, 2010	Event Time 8:00 AM	Short Desc Edupoint Users' Conference
Description Edupoint 4th Annual Users' Conference		

Figure 2.19 - Student District Event Detail

The **Grade Book Assignment Detail** page lists the course, period and teacher for the assignment. It also shows the name and type of assignment, the date the assignment was distributed, the date on which the assignment is due, the score earned, the type of score, the total number of points, any notes entered by the teacher, and a full description of the assignment. If the teacher has referenced an online file or website, these will be listed in the Resources section. To send the teacher an e-mail, click on the teacher's name. To return to the main calendar, click the Calendar link at the top right of the page.



**Billy**  
Hope High School (949-555-1212)

CALENDAR

[Calendar](#) [School Work Detail](#)

Grade Book Assignment Detail

Course Intermediate Acting (PA86)		Period 2	Teacher <a href="#">David Gardner</a> 
Assignment Semester Project	Type Project	Date 09/16/2010	Due Date 11/02/2010
Score Not Graded	Score Type Raw Score	Points 100.00	Notes No score entered for assignment.
Description Research topic and author complete screen play (minimum 20 pages). Subject approval needs to occur by October 1st			
Resources			
Name		Description	
No resources for assignment.			

Figure 2.20 – Student Grade Book Assignment Detail

The **Weekly Screen** of the calendar lists all events and assignments for the week. To scroll forward or backward a week, click on the arrows next to the name of the week.

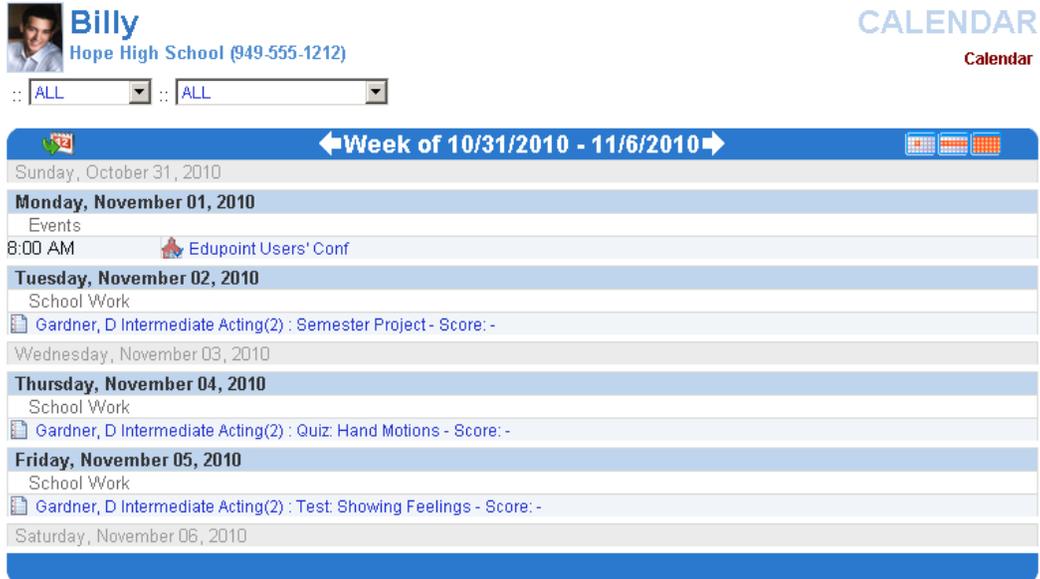


Figure 2.21 – Student Calendar - Weekly Screen

The **Daily Screen** of the calendar lists all events and assignments for the day. To scroll forward or backward a day, click on the arrows next to the name of the day.

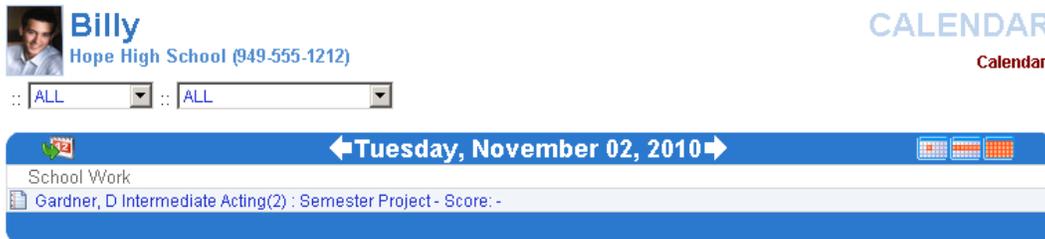


Figure 2.22 - Student Calendar - Daily Screen

## Attendance

To view days on which the student was absent or tardy click on the **Attendance** link on the Navigation bar. The attendance can be seen in two ways – the List Screen and the Calendar Screen. **The List screen** shows all days in which the student was marked absent or tardy for one or more periods and marks the type of absence by period.

Navigation											
Calendar											
Attendance											
Class Schedule											
Conference											
Course History											
Course Request											
Discipline											
Fee											
Grade Book											
Health											
Report Card											
School Information											
Student Info											
Digital Locker											
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p><b>Billy</b> Hope High School (949-555-1212)</p> </div> <div style="text-align: right;"> <p><b>ATTENDANCE</b></p> <p>List View   Calendar View</p> </div> </div>											
Days of Attendance											
Legend: <span style="color: green;">✔</span> Excused <span style="color: orange;">⬇</span> Tardy <span style="color: red;">⊗</span> Unexcused <span style="color: green;">Ⓜ</span> Activity N/S Not Scheduled											
Date	Reason	Periods									
		0	1	2	3	4	5	6	7	8	9
09/10/2010	✔ Excused	✔	✔	✔	✔	✔	N/S	✔	N/S	N/S	N/S
09/30/2010	✔ Excused	✔	✔	✔	✔	✔	N/S	✔	N/S	N/S	N/S
10/01/2010	✔ Excused	✔	✔	✔	✔	✔	N/S	✔	N/S	N/S	N/S
10/04/2010	✔ Excused	✔	✔	✔	✔	✔	N/S	✔	N/S	N/S	N/S
10/06/2010	Ⓜ Activity	Ⓜ	Ⓜ	Ⓜ	Ⓜ	Ⓜ	N/S	Ⓜ	N/S	N/S	N/S
12/08/2010	Ⓜ Activity	Ⓜ	Ⓜ	Ⓜ	Ⓜ	Ⓜ	N/S	Ⓜ	N/S	N/S	N/S
12/15/2010	⊗ Absent	⊗					N/S		N/S	N/S	N/S
12/16/2010	⊗ Absent			⊗			N/S		N/S	N/S	N/S
01/26/2011	⬇ Tardy	✔	✔	⬇					N/S	N/S	N/S
01/31/2011	✔ Excused	✔	✔	✔	✔	✔	✔	✔	N/S	N/S	N/S
02/02/2011	⬇ Tardy	⬇	⬇	⬇	⬇				N/S	N/S	N/S

Figure 2.23 – Student Attendance List Screen

To view the details of a specific day, click on either the date or the absence. To view the attendance for a specific period of time, click on the **Calendar screen** in the top right-hand corner.

The **Calendar screen** shows a monthly calendar in which the absences are recorded on the date in which it occurred.

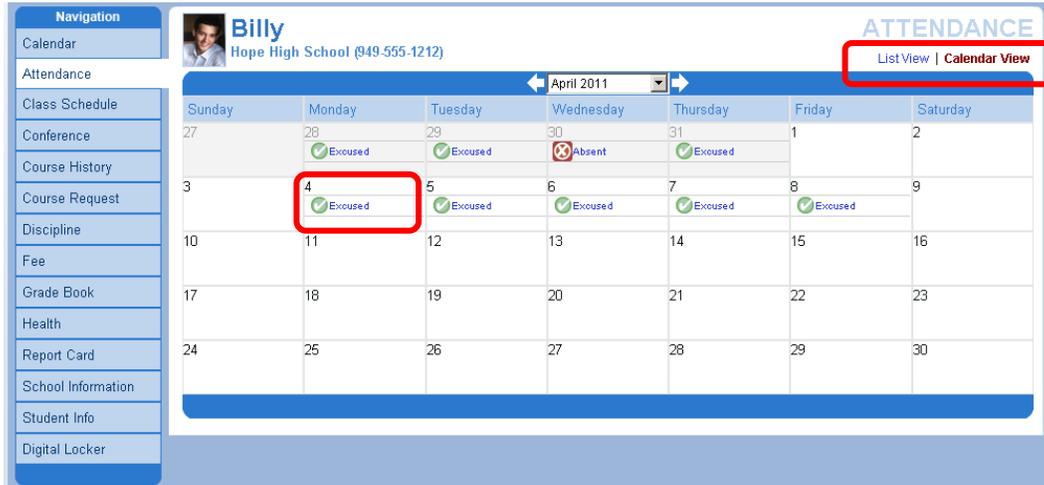


Figure 2.24 – Student Attendance Calendar Screen

To view the detail of a specific day, click on the **blue text**. The detail screen lists the class scheduled for each period, the room number, the teacher’s name and the type of absence.

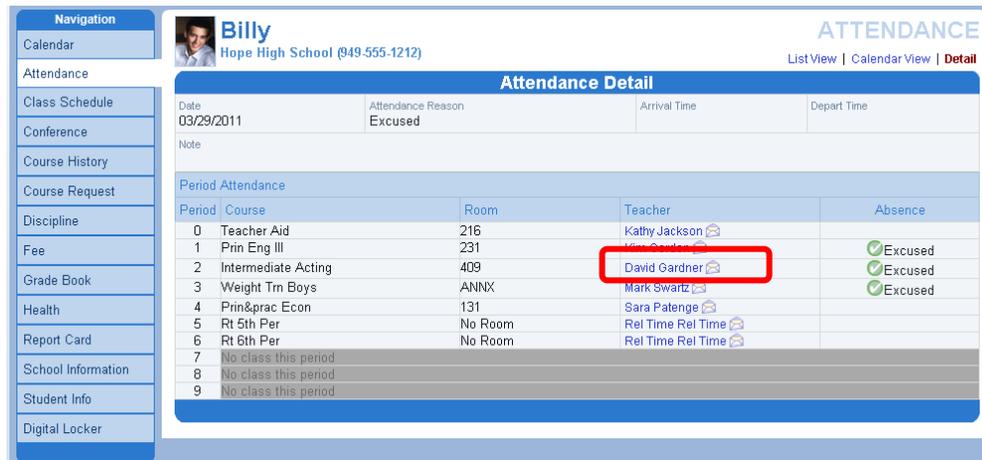


Figure 2.25 –Student Attendance Detail Screen

If the teacher’s name is in blue text, click on the **blue text** to send an e-mail to that teacher.

## Class Schedule

To view this school year’s class schedule, click on the **Class Schedule** link on the Navigation bar. The current semester or term schedule will appear.

The screenshot displays the 'CLASS SCHEDULE' interface. On the left is a 'Navigation' menu with options: Calendar, Attendance, Class Schedule, Conference, Course History, Course Request, Discipline, Fee, Grade Book, Health, Report Card, School Information, Student Info, and Digital Locker. The main area shows a student profile for 'Billy' at 'Hope High School (949-555-1212)'. A 'CLASS SCHEDULE' header includes a selector for 'Fall | Spring', with 'Spring' highlighted. Below this is a table titled 'Student Schedule for Spring (01/03/2011 - 06/30/2011)' with columns for Period, Course Title, Room Name, and Teacher.

Period	Course Title	Room Name	Teacher
0	Teacher Aid	216	Kathy Jackson
1	Prin Eng III	231	Kim Gordon
2	Intermediate Acting	409	David Gardner
3	Weight Trn Boys	ANNX	Mark Swartz
4	Prin&prac Econ	131	Sara Patenge
5	Rt 5th Per	No Room	Rel Time Rel Time
6	Rt 6th Per	No Room	Rel Time Rel Time

Figure 2.26 – Student Class Schedule Screen

To view a different semester’s schedule, click on the semester abbreviation (**Fall, Spring, etc.**) in the upper right-hand corner. The schedule lists the period, course title, room name and the teacher for each class. If the teacher’s name is in blue text, click on the **blue text** to send an e-mail to that teacher.

## Conference

To see information about either parent/teacher or student/teacher conferences, click on the **Conference** link on the Navigation bar.

The screenshot shows the 'CONFERENCE' section for a student named Billy at Hope High School. A navigation menu on the left includes options like Calendar, Attendance, and Conference. The main content area displays a 'Conference Summary' table with columns for Meeting Date, Followup Date, and Description. One row is highlighted with a red box.

Meeting Date	Followup Date	Description
10/28/2010	11/01/2010	Met to discuss current schedule. Decided to put Billy into different math class.
08/19/2010	10/28/2010	Student wanted to get out of class
05/15/2009		
11/14/2008		

Figure 2.27 – Student Conference Summary Screen

To see the detail of a conference, click on the **blue text**.

The screenshot shows the 'CONFERENCE' section for the same student, Billy. The 'Conference Detail' view is active, showing specific information for the conference on 08/19/2010. The staff name 'Tom McGrew' is highlighted with a red box.

Meeting Date 08/19/2010	Followup Date 10/28/2010
Staff Name Tom McGrew	School Name Hope High School
Description Student Meeting	
Comment Student wanted to get out of class	

Figure 2.28 – Student Conference Detail Screen

If the staff name is in blue text, click on the **blue text** to send an e-mail to that staff member.

## Course History

To see all of the student’s grades for all years and all schools, click on the **Course History** link on the Navigation bar. This is the same information that appears on the student’s transcript.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Billy**  
Hope High School (949-555-1212)

**COURSE HISTORY**  
Summary | Graduation Status

### Student GPA

Name	GPA	Class Rank	Percentile Rank
Cumulative GPA	2.032	716 out of 822	12
Grant (10-11)	2.27	617 out of 822	24

### Student Course History

Course Title (ID)	Mark	Credit Attempted	Credit Completed	Verified Credit
<b>Blalock High School Year: 2001 Grade:09 Term: Fall</b>				
English 9 (EN09)	F	0.50	0.00	
Science 9 (SC09)	C	0.50	0.50	
Stu Asst Cours (SA62)	P	0.50	0.50	
Symphonic Band (MU21)	C	0.50	0.50	
World Hist/g (SS21)	D	0.50	0.50	
<b>Hope High School Year: 2002 Grade:09 Term: Spring</b>				
Algebra I (MA27)	A	1.50	1.50	
Computer Apps (CB11)	F	0.50	0.00	
English 9 (EN09)	C	0.50	0.50	

Figure 2.29 – Student Course History Screen

To view a summary of the student’s current progress towards graduation, click on the **Graduation Status** tab in the upper right-hand corner.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Billy**  
Hope High School (949-555-1212)

**COURSE HISTORY**  
Summary | **Graduation Status**

### Graduation Status Summary for Class of 2011

Credit Requirement by Subject Area

Subject Area	Credit			
	Required	Completed	In Progress	Remaining
English Literature	2.00	1.50	0.50	0.00
Mathematics	5.00	2.00	0.00	3.00
Science Required	2.00	1.50	0.00	0.50
American History	2.50	1.50	0.00	1.00
Government	1.00	1.00	0.00	0.00
Electives	7.00	10.50	3.00	0.00
<b>Total</b>	<b>19.50</b>	<b>18.00</b>	<b>3.50</b>	<b>4.50</b>

### Graduation Test Requirement Status Summary

Test	Status	Date	Performance Level	Score
AIMS Reading	❗ Not Met	05/15/2010	Approaches	
AIMS Writing	✅ Met	05/15/2010	Exceeds	800
AIMS Math	❗ Not Met	05/15/2010	Meets	690

Figure 2.30 – Student Graduation Status Summary Screen

## Course Request

To view or modify course requests for the next semester, click on the **Course Request** link on the Navigation tab. A list of the current course requests for the student appears. Note that if the student has previously taken the course, this will be indicated in the **Comment** field. It will also be noted in the Comment field if the student has not completed the prerequisites for the course.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Gradebook
- Health
- Report Card
- School Information
- Student Info

**Billy**  
 Hope High School (949-555-1212)  
 2009-2010 School Year, Grade: 12

**COURSE REQUEST**  
 Counselor: Joe Diaz

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, look in your choices.

**Selected Course Requests**

Click here to change course requests | Lock Course Requests

Selection Time Period: 7/1/2009 - 8/30/2010

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
1	(NC)	Rt 5th Per	NC952	Yes		0.50		Currently enrolled
2	(PA)	Intermediate Acting	PA86	Yes		0.50		Taken: 12/2009 (C) Currently enrolled
3	English	Prin Eng III	EN46			0.50		Currently enrolled
4	Family and Consumer Sciences	Prin&prac Econ	FS77	Yes		0.50		Currently enrolled
5	Physical Education	Weight Trn Boys	PE762	Yes		0.50		
6	Science	Biology	SC492			0.50		Currently enrolled
7	Science	Biology	SC492			0.50		Currently enrolled
8	Social Studies	Am Govt	SS51			0.50		Taken: 12/2009 (C) Currently enrolled
<b>Total Credit</b>						<b>4.00</b>		

Alternate Elective Requests (*in preference order*) - Select at least 1 alternate

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
1	Art	Beg Drawing	AR63	Yes		0.50		

Figure 2.31 – Student Course Request Screen

To send an **email message to the guidance counselor**, click on the counselor's name.

A summary of the student's current progress towards graduation is also available at the bottom of the page. Subject areas that are highlighted in yellow still have credits remaining for completion.

Graduation Status Summary						
Subject Area	Credit					
	Required	Completed	In Progress	Credit for Requested Courses	Remaining	
History	20.00	20.00	0.00	0.00	0.00	
English	20.00	20.00	0.00	0.00	0.00	
Mathematics	30.00	21.00	0.00	0.00	9.00	
Lab Science	20.00	20.00	0.00	0.00	0.00	
Foreign Language	20.00	5.00	0.00	0.00	15.00	
Arts	10.00	10.00	0.00	0.00	0.00	
Electives	30.00	30.00	0.00	0.00	0.00	
<b>Total</b>	<b>150.00</b>	<b>126.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.00</b>	

Figure 2.32 – Student Graduation Status Summary Section

To **Remove** a requested course:

1. Click on the button labeled **Click here to change course requests**.



Figure 2.33 – Student Selected Course Requests Button

2. The course request page changes to selection mode. To remove the course, click on the **Remove** button next to the course.

Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
Remove	1	(NC)	Rt 5th Per	NC952	Yes		0.50		Currently enrolled
Remove	2	(PA)	Intermediate Acting	PA86	Yes		0.50		Taken: 12/2009 (C) Currently enrolled
Remove	3	English	Prin Eng III	EN46			0.50		Currently enrolled
Remove	4	Family and Consumer Sciences	Prin&prac Econ	FS77	Yes		0.50		Currently enrolled
Remove	5	Physical Education	Weight Trn Boys	PE762	Yes		0.50		
Remove		Science	Biology	SC492			0.50		Currently enrolled
Remove	7	Science	Biology	SC492			0.50		Currently enrolled

Figure 2.34 – Student Selected Course Requests Screen

3. The Course Selection screen will refresh with the selected course removed. Note in the example below, the Physical Education course has been removed.

Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
Remove	1	(NC)	Rt 5th Per	NC952	Yes		0.50		Currently enrolled
Remove	2	(PA)	Intermediate Acting	PA86	Yes		0.50		Taken: 12/2009 (C) Currently enrolled
Remove	3	English	Prin Eng III	EN46			0.50		Currently enrolled
Remove	4	Family and Consumer Sciences	Prin&prac Econ	FS77	Yes		0.50		Currently enrolled
Remove	5	Science	Biology	SC492			0.50		Currently enrolled
Remove	6	Science	Biology	SC492			0.50		Currently enrolled
Remove	7	Social Studies	Am Govt	SS51			0.50		Taken: 12/2009 (C) Currently enrolled
Total Credit							3.50		

Figure 2.35 – Student Remove Selected Course Requests Screen

To **Add** a course request:

1. Click on the button labeled **Click here to change course requests**.



Figure 2.36 – Student Selected Course Requests Button

2. The course request page changes to selection mode. Scroll to the bottom of the page to find the Search Course criteria.
3. Using the search criteria, find the course to request. Courses can be filtered by **department**, **elective** or **college prep** or a specific course can be found using either **course title** or **course ID**. After entering the criteria for the search, click the **Search Courses** button.

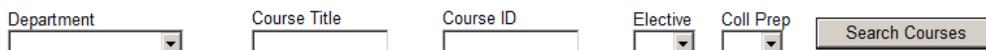


Figure 2.37 – Student Search Course Button

4. The list of courses meeting the criteria selected appears.
5. To select the course as a primary course request, click the radio button labeled **Request** next to the course. To select the course as an alternate (in case one or more of the primary requests cannot be scheduled), click the radio button labeled **Alternate**.
6. To add the course to the request list, click the button labeled **Click here to move selected requests to Selected Course Requests**.

Ln	Action	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Math	Algebra I	MA27			1.00	Taken: 12/2001 (C) Taken: 5/2002 (A) Taken: 6/2002 (D-)
2	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Math	Algebra I	MA272			0.50	
3	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	Math	Algebra li	MA40			1.00	
4	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Math	Algebra li	MA402			0.50	
5	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Math	Alt Geom 2nd Sm	MA312			1.00	

Figure 2.38 – Student Request Screen

7. The screen refreshes to show the additional course.

Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
Remove	1	(AG)	Animal Sci	AG31			1.00		
Remove	2	(BE)	Accounting I	BE47			0.50		
Remove	3	(BE)	Bus Cons Law	BE39			0.50		
Remove	4	(MU)	Full Conc Orch	MU91	Yes		0.50		
Remove	5	(PE)	Adv Wt Boys	PE782	Yes		0.50		
Remove	6	Math	Algebra li	MA40			1.00		
							<b>Total Credit</b>	4.00	

Figure 2.39 – Student Remove Selected Course Requests Screen

To **Finalize** the course selections and “lock-in” the requests so they can be scheduled:

1. Return to the summary page by clicking on the button labeled **Click here to return to course request summary**, or click the **Course Request** menu.

Selected Course Requests									
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
Remove	1	(AG)	Animal Sci	AG31			1.00		
Remove	2	(BE)	Accounting I	BE47			0.50		
Remove	3	(BE)	Bus Cons Law	BE39			0.50		
Remove	4	(MU)	Full Conc Orch	MU91	Yes		0.50		
Remove	5	(PE)	Adv Wt Boys	PE782	Yes		0.50		
Remove	6	Math	Algebra I	MA40			1.00		
<b>Total Credit</b>							<b>4.00</b>		

Figure 2.40 – Student Finalize Course Screen

2. Click the **Lock Course Requests** button. The request screen now shows the course requests as locked in and the requests can no longer be modified.

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
1	(NC)	Rt 5th Per	NC952	Yes		0.50		Currently enrolled
2	(PA)	Intermediate Acting	PA86	Yes		0.50		Taken: 12/2009 (C) Currently enrolled
3	English	Prin Eng III	EN46			0.50		Currently enrolled
4	Family and Consumer Sciences	Prin&prac Econ	FS77	Yes		0.50		Currently enrolled
5	Math	Basic Math	MA22			1.00		
6	Science	Biology	SC492			0.50		Currently enrolled
7	Science	Biology	SC492			0.50		Currently enrolled

Figure 2.41 – Student Course Requests Locked In Screen

If the district would like a counselor to rescreen the course requests prior to scheduling, the course requests can be set to a monitored mode. When requests are monitored, the course requests cannot be locked in until the monitor enters a password. The password box appears above the Lock Course Requests button. Enter the **password** and then click the **Lock Course Requests** button.

Figure 2.42 – Student Selected Course Requests Password Screen

## Discipline

Discipline events associated with the student can be seen by clicking on the **Discipline** link on the Navigation bar. The summary of events shows the incident date, incident time, incident role and comment or description of the incident.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Billy**  
Hope High School (949-555-1212)

**DISCIPLINE** Summary

**Discipline Summary**

Incident Date	Incident Time	Incident Role	Comment
04/27/2011	9:00 AM	Offender	
03/09/2011	7:15 PM	Offender	

Close | Contact | Privacy

Figure 2.43 – Student Discipline Summary Screen

To see additional details about the incident, click on the **blue text** of the incident.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Billy**  
Hope High School (949-555-1212)

**DISCIPLINE** Summary | Detail

**Discipline Detail**

Incident Date	Incident Time	Incident Role	Referred By	Staff Name
04/27/2011	9:00 AM	Offender	Smith, Joe	Tom McGrew
Location		Incident Context Code	School Name	
Classroom		During School Hrs	Hope High School	
Violations				
Academic/cheat > Cheating; Academic/cheat > Cheating; Discrimination				
Comment				

**Discipline Disposition Summary**

Disposition Date	Start Date	End Date	Description	Staff Name
No disposition for the current discipline incident				

Figure 2.44 – Student Discipline Detail Screen

If the staff member's name is in blue text, click on the **blue text** to send an e-mail to that staff member.

## Fee

Any fess due from the student can be seen by clicking on the **Fee** link on the Navigation bar. The fee summary shows the balance due, date, fee code, description, fees, payments and fee category.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Billy**  
Hope High School (949-555-1212)

**Fee Summary**

Balance that you owe: \$45.00

Date	FeeCode	Description	Fees	Payments	Fee Category
11/09/2010	Book Damages	Torn Cover: Great Expectations	\$5.00		Course
11/16/2010	Book Damages	Book Damages		\$5.00	Course
01/13/2011	Book Damages	Lost Book: Algebra II	\$45.00		Course
Totals:			\$50.00	\$5.00	

Figure 2.45 – Student Fee Summary Screen

To see additional details about the fee, click on the **blue text** of that fee.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Billy**  
Hope High School (949-555-1212)

**Fee Detail**

Transaction Date	FeeCode	Fees	Payments	Fee Category
11/09/2010	Book Damages	\$5.00		Course

Description  
Torn Cover: Great Expectations

Note

Figure 2.46 – Student Fee Detail Screen

If your school accepts online payments through StudentVUE, a Pay Fees button will be available on the Fees screen.

### To Pay Fees

If the school uses the simplified payment model, you will pay all fees at one time.

Date	Fee Code	Description	Fees	Payments	Fee Category	Course
02/06/2012 2011-2012	LAB		\$500.00		(BUS)	
05/17/2012 2011-2012	LKR	School Locker	\$15.00		Enrollment Based Fees	
05/17/2012 2011-2012	CMP	Student Assigned Computer (netbook) Deposit	\$150.00		School Related Fees	
07/01/2012 2011-2012 Summer	SBS	School Bus Transportation	\$45.00			
Totals:			\$710.00	\$0.00		

Figure 2.47 – Student Fee Detail Screen

3. Select a payment method from the drop down menu.
4. Click **Pay Fees**. The payment screens for the provider you selected will display.

**Edupoint**

**Cardholder Information**

Note: Enter the address to which your card statement is mailed. An incorrect address may result in your payment being rejected.

Cardholder Name

Company (Optional)

Cardholder Address

City

Province/State

Postal/ZIP Code

Country

Phone Number

Email Address   
To receive your payment receipt

We Accept

Figure 2.48 – Fee Payment Provider Screen

5. Enter all appropriate payment information. The payment service will display and email you a receipt. Payments can take up to 24 hours to be reflected as paid on StudentVUE.

If the school uses the direct payment model, you can select which fees to pay in the same transaction. If your school is using the direct payment model, there will be cart information on the Fees page.

**Ashley**  
Hope High School (949-555-1212)

Cart: \$0.00 (0 items) **Checkout** **FEE Summary**

**Fee Summary**

Balance that you owe: \$705.00 **Pay Fees**

Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Fee Status
02/06/2012 2011-2012	LAB		\$500.00	\$0	\$500.00	(BUS)		Balance Due
05/17/2012 2011-2012	LKR	School Locker	\$15.00	\$0	\$15.00	Enrollment Based Fees		Balance Due
05/17/2012 2011-2012	CMP	Student Assigned Computer (netbook) Deposit	\$150.00	\$0	\$150.00	School Related Fees		Balance Due
07/01/2012 2011-2012 Summer	SBS	School Bus Transportation	\$45.00	\$5.00	\$40.00			Balance Due
Totals:			\$710.00	\$5.00	\$705.00			<b>Pay Fees</b>

Figure 2.49 – Student Fee Detail Screen

1. Click **Pay Fees**. The **Fee Payment** screen displays.

**Ashley**  
Hope High School (949-555-1212)

Cart: \$0.00 (0 items) **Checkout** **FEE 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**

Balance that you owe: \$705.00 **Checkout**

Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course
<b>Add</b>	9	02/06/2012 2011-2012	LAB		\$500.00	\$0	\$500.00	(BUS)	
<b>Add</b>	9	05/17/2012 2011-2012	LKR	School Locker	\$15.00	\$0	\$15.00	Enrollment Based Fees	
<b>Add</b>	9	05/17/2012 2011-2012	CMP	Student Assigned Computer (netbook) Deposit	\$150.00	\$0	\$150.00	School Related Fees	
<b>Add</b>	9	07/01/2012 2011-2012 Summer	SBS	School Bus Transportation	\$45.00	\$5.00	\$40.00		
Totals:					\$710.00	\$5.00	\$705.00		<b>Checkout</b>

**Optional Fees**

The following fees are optional: **Checkout**

Select	Priority	Fee Code	Description	Amount	Quantity	Fee Category
<b>Add</b>	9	DNT	Donation	\$1.00	5	Optional Fees
<b>Add</b>	9	FTB	Field Trip - Band	\$10.00	1	Sports

Figure 2.50 – Student Fee Payment Screen

2. Select the fees to add to your cart. Fees marked priority 1 should be paid first.

- Click **Checkout**. The **Finalize Fee Payment** screen displays all the fees currently in your cart.

**Finalize Fee Payments** FEE

Review the selected payments, then click "Checkout" to initiate payment. Summary | Payment | **Cart**

**Cart**

Cart total: \$515.00 Please Select a Payment Method

Cart Action	Child	Priority	Date	Fee Code	Description	Amount	Quantity	Total
<input type="button" value="Remove"/>	Ashley	9	02/06/2012 2011-2012	LAB		\$500.00	1	\$500.00
<input type="button" value="Remove"/>	Ashley	9	05/17/2012 2011-2012	LKR	School Locker	\$15.00	1	\$15.00
Totals:						\$515.00	2	\$515.00

Figure 2.51 – Finalize Fee Payment Screen

- Select a payment method from the drop down list.
- Click **Checkout**. The payment screens for the provider you selected will display.

**Edupoint**

**Cardholder Information**

Note: Enter the address to which your card statement is mailed. An incorrect address may result in your payment being rejected.

Cardholder Name

Company (Optional)

Cardholder Address

City

Province/State

Postal/ZIP Code

Country

Phone Number

Email Address   
To receive your payment receipt

We Accept    

Figure 2.52 – Fee Payment Provider Screen

- Enter all appropriate payment information. The payment service will display and email you a receipt. Payments can take up to 24 hours to be reflected as paid on StudentVUE.

## Grade Book

Grades for the student can be screened by clicking on the Grade Book link on the Navigation bar. The Grade Book summary screen shows grades for each grading period and progress period. It also contains the teacher’s name, the subject area for the assignments, the number of missing assignments, any online resources used in the class, the number of points earned by the student and the percentage of points.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**GRADE BOOK**

Progress Period 1 | 1st Quarter | Progress Qtr 2 | Second Quarter | Progress Period 3 | Third Quarter | Progress Period 4 | **4th Quarter**

**Grade Book Summary for Fourth Quarter (ending on 05/20/2011)**

Teacher	Subject Area	Missing Assignments	Class Resources	Points	Percentage	Points	Percentage
<b>Kathy Jackson</b>							
	Other	0		39.36 / 50	(C+) 78.70%	39.36 / 50	(C+) 78.70%
	Other	0		39.36 / 50	(C+) 78.70%	39.36 / 50	(C+) 78.70%
<b>Kim Gordon</b>							
	Other	0		27.36 / 50	(F) 54.70%	27.36 / 50	(F) 54.70%
	Other	0		27.36 / 50	(F) 54.70%	27.36 / 50	(F) 54.70%
<b>Mark Swartz</b>							
	Other	0		32.16 / 50	(D) 64.30%	32.16 / 50	(D) 64.30%
	Other	0		32.16 / 50	(D) 64.30%	32.16 / 50	(D) 64.30%
<b>Rel Time Rel Time</b>							
	Other	0		30.24 / 50	(D-) 60.50%	30.24 / 50	(D-) 60.50%
	Other	0		30.24 / 50	(D-) 60.50%	30.24 / 50	(D-) 60.50%
	Other	0		27.36 / 50	(F) 54.70%	27.36 / 50	(F) 54.70%
	Other	0		27.36 / 50	(F) 54.70%	27.36 / 50	(F) 54.70%
<b>Sara Patenge</b>							
	Other	0		32.64 / 50	(D) 65.30%	32.64 / 50	(D) 65.30%
	Other	0		32.64 / 50	(D) 65.30%	32.64 / 50	(D) 65.30%
<b>Thomas Joseph</b>							
	Other	0		36.96 / 50	(C-) 73.90%	36.96 / 50	(C-) 73.90%
	Other	0		36.96 / 50	(C-) 73.90%	36.96 / 50	(C-) 73.90%

Figure 2.53 – Student Grade Book Summary Screen

To see additional details about assignments, click on the **blue text** for the subject or teacher. Elementary students list subjects, where high school students will only show the subject of Other for each class. The Other subject will be listed once for each term, so in the example above it is listed twice for each teacher, one time for each term.

Once a subject is clicked, a list of all of the assignments for the grading period is shown for the selected subject. For each assignment, it lists the date of the assignment, the name and type of assignment, the number of resources available for the assignment (online files or websites), the subject, the score received and the type of score, the number of points earned towards the final grade, notes from the teacher, and if a digital dropbox is available.

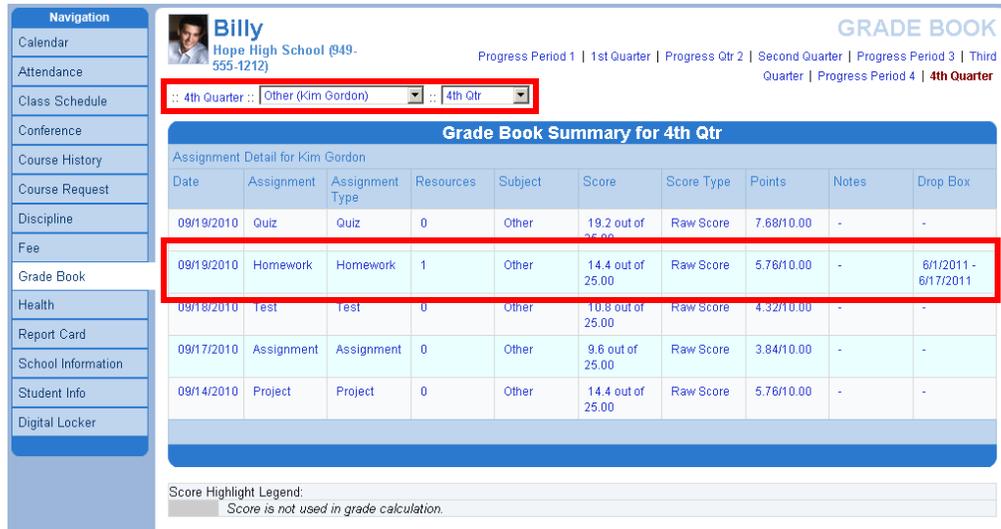


Figure 2.54 – Student Grade Book Summary Screen for a Subject

To change to a different subject or see all assignments, select the subject from the **drop-down box**. If a grading period has multiple grades, such as a grade for the quarter and then a final grade for the semester, these grades can also be selected from the drop-down to see what assignments contribute to each grade.

To see the details of an assignment, click on the blue text for the assignment. The **Assignment Detail** lists the course, period and teacher for the assignment. It also shows the name and type of assignment, the date the assignment was distributed, the date on which the assignment is due, the score earned, the type of score, the total number of points, any notes entered by the teacher, and a full description of the assignment.

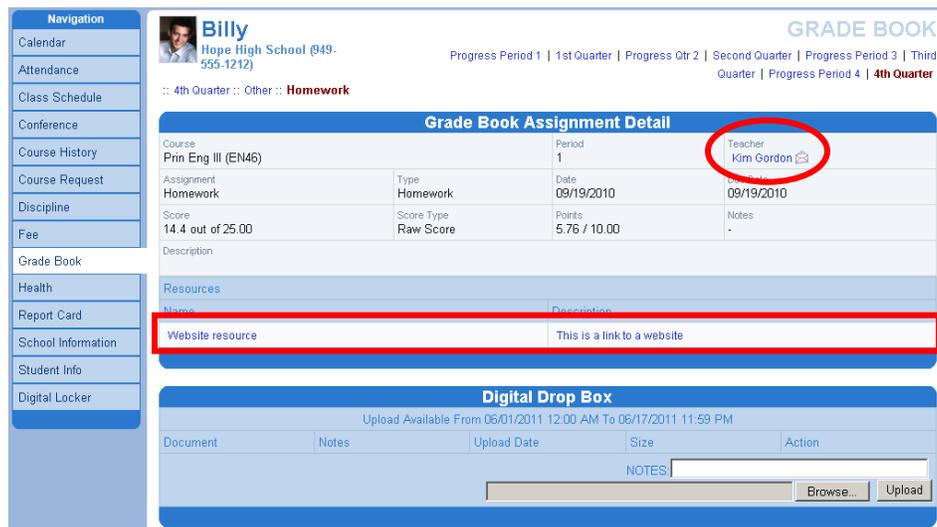


Figure 2.55 – Student Grade Book Assignment Detail

If the teacher has referenced an online file or website, these will be listed in the **Resources** section. To view the website or file, click on the Name of the resource. The website or file will open up in a new window.

If the teacher has setup a digital dropbox where the student can upload a file to complete the assignment online, the files uploaded by the student for the assignment will be listed in the **Digital Drop Box** section. To view the uploaded files, click on the **Document** name. To upload a file, follow the instructions in the next section.

## Digital Drop Box

The digital drop box is an online space the teacher has created to accept files for assignments. Each drop box is only available for the time specified by the teacher, as listed at the top of the drop box. To upload a file:

1. Click on the **Browse** button, and locate the file on the computer.



Figure 2.56 – Finding a File

2. Once the name of the file is listed, enter any **Notes** about the file and click the **Upload** button.



Figure 2.57 – Uploading a File

3. When the file has uploaded, it will be listed in the drop box. Some assignments may allow for more than one upload. To remove a file, click the **Remove** button.



Figure 2.58 – File Uploaded

## Health

The Health page shows a list of all of the visits to the school nurse recorded in the system, as well as, any health conditions and the student's immunization record. To view the health records click on the **Health** link on the Navigation bar.

The screenshot shows the 'Student Health Summary' screen for Billy at Hope High School. The navigation menu on the left includes options like Calendar, Attendance, Class Schedule, Conference, Course History, Course Request, Discipline, Fee, Grade Book, Health, Report Card, School Information, Student Info, and Digital Locker. The main content area displays the student's name and school information, followed by a 'Health Summary' table. The table has columns for Date, Time In, Time Out, and Assessment/Plan. Two visits are listed: one on 01/19/2011 and another on 10/01/2010. The 10/01/2010 visit is highlighted with a red border.

Date	Time In	Time Out	Assessment/Plan
01/19/2011	8:15 AM	9:15 AM	Student had an asthma attack.
10/01/2010	8:15 AM	8:45 AM	Student complained of stomach pains.

Figure 2.59 – Student Health Summary Screen

To view the detail of a visit, click on the **blue text** of that visit. The detailed screen shows the assessment of the student's condition and the plan of action. It also shows the name of the staff who recorded the visit.

The screenshot shows the 'Student Nurse Visit Detail' screen for the visit on 10/01/2010. The navigation menu is the same as in Figure 2.59. The main content area displays the student's name and school information, followed by a 'Nurse Visit Detail' section. This section includes fields for Date, Time In, Time Out, Referred By, and Staff Name. The Staff Name 'Cindy Vesta' is highlighted with a red border. Below these fields, the School Name, Subjective/Objective, and Assessment/Plan are also displayed.

Date	Time In	Time Out	Referred By	Staff Name
10/01/2010	8:15 AM	8:45 AM	self	Cindy Vesta

School Name: Hope High School  
 Subjective/Objective: Student complained of stomach pains.  
 Assessment/Plan: Provided place for student to lay down; after 20 minutes, student felt better and returned to class.

Figure 2.60 – Student Nurse Visit Detail Screen

If the staff member's name is in blue text, click on the **blue text** to send an e-mail to that staff member.

To view the health conditions, such as asthma or allergies, click on the **Health Conditions** tab in the top right-hand corner.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Billy**  
Hope High School (949-555-1212)

Nurse Visits | **Health Conditions** | Immunizations

**HEALTH**

**Health Condition Summary**

Start Date	End Date	Condition Code	Comment
08/20/2007		Asthma	ASTHMA
08/15/2007		Medical Alert	ADHD

Figure 2.61 – Student Health Condition Summary Screen

To view the immunization records, click on the **Immunizations** tab.

**Navigation**

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Grade Book
- Health
- Report Card
- School Information
- Student Info
- Digital Locker

**Billy**  
Hope High School (949-555-1212)

Nurse Visits | Health Conditions | **Immunizations**

**HEALTH**

**Immunization Summary**

Name	Status as of 6/15/2011	Dosage information				
Polio	<input checked="" type="checkbox"/> Compliant	02/02/2004	01/28/2006	03/03/2007	04/04/2008	05/06/2009
DTP/DTaP/DT	<input checked="" type="checkbox"/> Compliant	02/02/2004	01/28/2006	03/03/2007	04/04/2008	05/06/2009
Td	<input checked="" type="checkbox"/> Compliant	09/10/2010				
<b>MMR</b>	<b>! Not Compliant</b>	05/06/2009				
HIB	<input checked="" type="checkbox"/> Compliant	02/02/2004	01/28/2006	04/04/2008	05/06/2009	
<b>HBV 2 DOSE</b>	<b>! Not Compliant</b>	11/27/2008	02/28/2009			
<b>HBV</b>	<b>! Not Compliant</b>					
Varicella	<input checked="" type="checkbox"/> Not Required	02/26/2011				
Varicella 13 +	<input checked="" type="checkbox"/> Not Required					
HEP A	<input checked="" type="checkbox"/> Not Required	07/28/1997	07/29/1997			

Figure 2.62 – Student Immunization Summary Screen

## Report Card

The student's report card can be screened by clicking on the **Report Card** link on the Navigation bar. The report card screen shows grades for each quarter and for progressive periods between the quarters. This screen also contains period, course title, room name, teacher, marks, conduct, citizenship and work habits. There is a grade legend at the bottom of the screen.

The screenshot displays the 'Student Grades for Third Quarter (ending on 03/10/2010)' for a student named Billy Abbott. The interface includes a navigation menu on the left and a top header with user information and a 'GRADES' label. The main content is a table with columns for Period, Course Title, Room Name, Teacher, Marks, Conduct, Citizenship, and Work Habits. A red circle highlights the teacher name 'Teacher User' in the second row. Below the table is a 'Grade Legend' section.

Period	Course Title	Room Name	Teacher	Marks	Conduct	Citizenship	Work Habits
0	Am Govt (SS51) <i>Comments:</i> Excellent Student	216	Teacher User	A-		O	
1	Prin Eng III (EN46)	231	Teacher User	C-		S	
2	Intermediate Acting (FA86) <i>Comments:</i> Needs To Demon. More Effort Showing Improvement	409	Teacher User	C		N	
3	Biology (SC492)	121	Anne Edelstein				
3	Weight Trn Boys (PE762) <i>Comments:</i> Needs To Follow Correct Techn. Good Participation In Class	ANNX	Thomas Joseph	B-		S	
4	Prin&prac Econ (FS77)	131	Sara Platenge	A-		O	
5	Rt 6th Per (NC952) <i>Comments:</i> Shows Extra Effort	No Room	Rel Time Rel Time	A		O	
6	Biology (SC492)	P-18	Teacher User				
6	Rt 6th Per (NC952)	No Room	Rel Time Rel Time	A		O	

Grade Legend	
A+	
A	Outstanding
A-	
B+	
B	Above Average
B-	
C+	
C	Average

Figure 2.63 – Student Report Card Screen

If the teacher's name is in blue text, click on the **blue text** to send an e-mail to that teacher

## School Information

The school information can be screened by clicking on the **School Information** link on the Navigation bar. The school information screen shows school calendar and information, such as, principal, school name, address, phone, fax and website URL. It also contains the school staff contact list consisting of staff name, job title, phone and extension.

Navigation			
Calendar			
Attendance			
Class Schedule			
Conference			
Course History			
Course Request			
Discipline			
Fee			
Grade Book			
Health			
Report Card			
School Information			
Student Info			
Digital Locker			

**Billy**  
Hope High School (949-555-1212)

**SCHOOL INFORMATION**  
School Information

### School Calendar and Information

Principal <b>Tom McGrew</b>	School Name Hope High School	Address 123 Main St Phoenix, AZ 85694
Phone 949-555-1212	Fax 949-555-1213	Website URL <a href="http://www.edupoint.com">http://www.edupoint.com</a>

### School Staff Contact List

Staff Name	Job Title	Phone	Extension
Aderson, Gordon	Teacher		
Andrews, Mark	Teacher		
Bayer M., Michelle	Teacher		
Becker C., Chris	Teacher		
Bellus C., Genice	Teacher		
<b>Blahak P., Pete</b>	Teacher		
Bonjour R., Richard	Teacher		
Bookstore, Bookstore	Teacher		
Bordwell R., Robert	Teacher		
Borgen, Jessica	Teacher		

Figure 2.64 – Student School Information Screen

If the teacher's name is in blue text, click on the **blue text** to send an e-mail to that teacher. If the **principal's name** is in blue text, an e-mail can also be sent to the principal by clicking on the blue text. To go to the school's website, click on the **Website URL**.

## Student Info

To view the address and contact information for the student, click on the **Student Info** link on the Navigation bar. This page also includes the emergency contact information and the physician information.

Navigation		STUDENT INFO				
Calendar		 <b>Billy</b> Hope High School (949-555-1212)		<a href="#">Summary</a>		
Attendance		<b>Student Information</b>				
Class Schedule		Notify the school of any demographic information changes: <a href="#">Admin User</a>				
Conference		<b>Student Information</b>				
Course History		Student Name	Perm ID	Gender	Grade	Home Address
Course Request		Billy C. Abbott	905483	Male	12	1953 S Val Vista Dr Mesa, AZ 85234
Discipline		Last Name Goes By	Nick Name	Birth Date	Email	
Fee				05/12/1993	Billy.Abbott@esd.com	
Grade Book		Phone	Home Language	School Name		
Health		800-555-1214	Spanish	Hope High School		
Report Card		Homeroom Teacher	Room Name			
School Information		Joe Sullivan	403			
Student Info		<b>IN CASE OF EMERGENCY: Names of persons who can assume temporary responsibility</b>				
Digital Locker		Name	Relationship	Home Phone	Work Phone	Other Phone
		Darryl King	Friend	480-555-1962		
		Name	Relationship	Home Phone	Work Phone	Other Phone
		Lauretta Jones	Relative	480-555-1545		
		<b>Physician and Dentist Information</b>				
		Physician Name	Phone	Extension	Hospital	
		Mesa Peds	949-555-0831		Desert Sam Hospital Or Mesa	
		Dentist Name	Dentist Phone	Extension	Dental Office	
		Dr Jones	555-9833		Family Dental	

Figure 2.65 – Student Information Screen

If the homeroom teacher's name is in blue text, click on the **blue text** to send an e-mail to that teacher. To send any changes to this information to the school via e-mail, click on the **name of the staff in the yellow bar** at the top.

## Digital Locker

The Digital Locker lists all files that the student has uploaded for online storage, and shows the date the file was uploaded, the file name, notes about the file entered by the student, and the size of the file. These may be drafts of papers or other work in progress. Files that have been submitted for a specific assignment are stored in the Grade Book in the Digital Drop Box for each assignment and are not listed here.

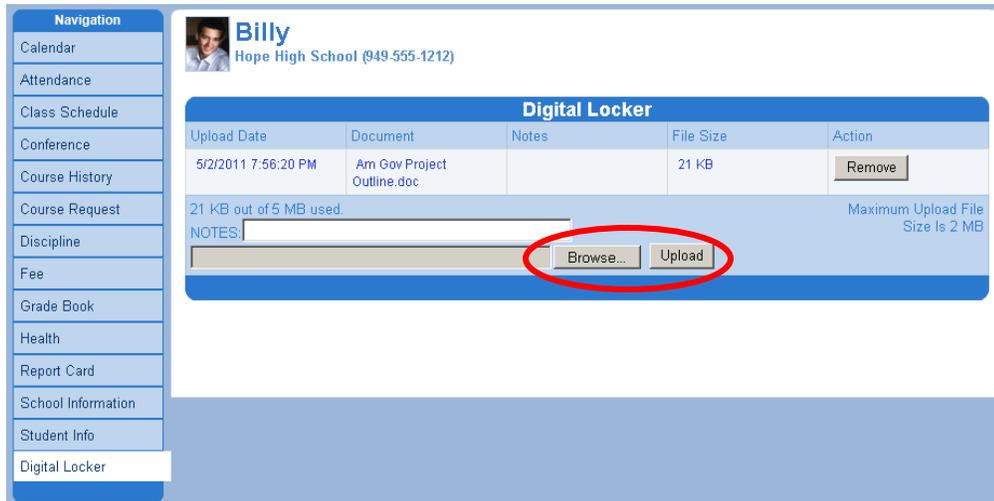


Figure 2.66 – Student Digital Locker

To download a copy of the file, click on any of the **blue text** describing the file. To delete a file, click on the **Remove** button.

To add a new file:

1. Click on the **Browse** button, and locate the file on the computer.
2. Once the name of the file is listed, enter any **Notes** about the file and click the **Upload** button.

Each district sets a maximum file size for each file, and an overall storage limit. Both limits are listed at the bottom of the digital locker.

## SCREENING OTHER INFORMATION

Some general information, as well as information about the student's website account, is available in several areas of the website.

### My Account

To view when the student account has been accessed, click on the **My Account** tab in the upper left-hand corner. The Account Access Detail shows the date and time the account was accessed, if the logon was successful and the IP address of the computer used to access the account. To update the student's primary e-mail account, enter the e-mail address and click the **Update Account** button.

The screenshot displays the 'My Account Setup' page. At the top, there are navigation tabs for 'Home' and 'My Account', and a user greeting 'Good afternoon, Billy Abbott, 6/15/2011'. Below the navigation, there is a link to 'Change Password'. A central section titled 'Account Information' contains a table with the following data:

Name	User ID	Home Address	Mail Address	Phone Numbers
Abbott, Billy C.	babbott	1953 S Val Vista Dr Mesa, AZ 85234	Same as Home Address	Home: 800-555-1214 (not listed) * Indicates primary contact phone

Below the table, there is a section for 'Email' with a text input field for 'Primary Email' containing 'Billy.Abbott@esd.com'. At the bottom, there is a table showing account access history:

Date Accessed	Time Accessed	Logged in Successful?	IP Address Accessed From
06/15/2011	4:57 PM	Yes	192.168.5.18
06/15/2011	4:24 PM	Yes	192.168.5.18
06/15/2011	2:27 PM	Yes	192.168.5.18
06/15/2011	2:23 PM	Yes	192.168.5.18
06/15/2011	2:22 PM	No	192.168.5.18
06/15/2011	2:22 PM	No	192.168.5.18
06/15/2011	2:22 PM	No	192.168.5.18
06/15/2011	2:21 PM	No	192.168.5.18
06/15/2011	2:21 PM	No	192.168.5.18

Figure 2.67 – Student My Account Setup Screen

To change the password for the account, click on the **Change Password** link in the upper right-hand corner. On the Change Password page, enter the Current Password, and then type the new password twice. Click the Change Password button to save the changes.

The screenshot shows the 'Change Password' page. It includes a form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below the form are two buttons: 'Change Password' and 'Cancel'. The page also features a footer with links for 'Logout', 'Contact', and 'Privacy'.

Figure 2.68 – Change Password

## Help

For help with the StudentVUE website, click on the **Help** tab in the upper right-hand corner.

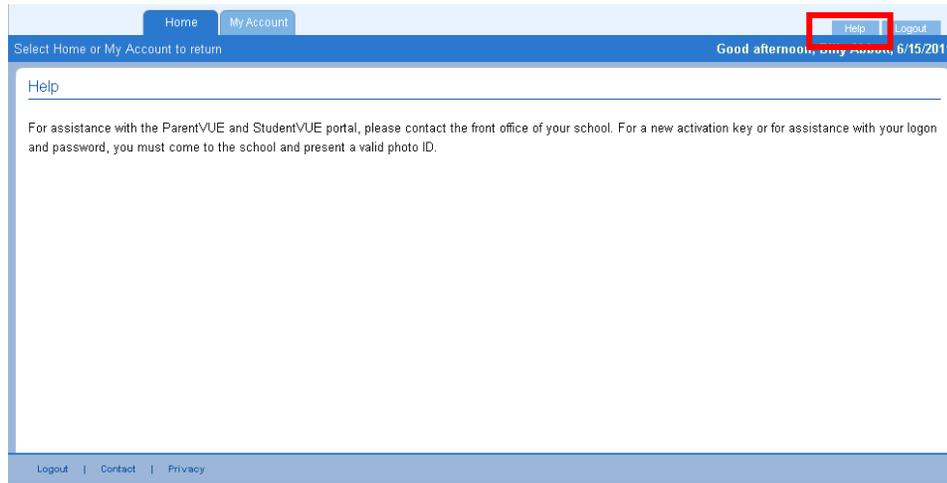


Figure 2.69 – Student Help Screen

## Contact

To see the district contract information, click on the **Contact** tab in the bottom left-hand corner.



Figure 2.70 – Student Contact Screen

## Privacy

Click on the **Privacy** tab in the bottom left-hand corner to view the district's privacy policy.

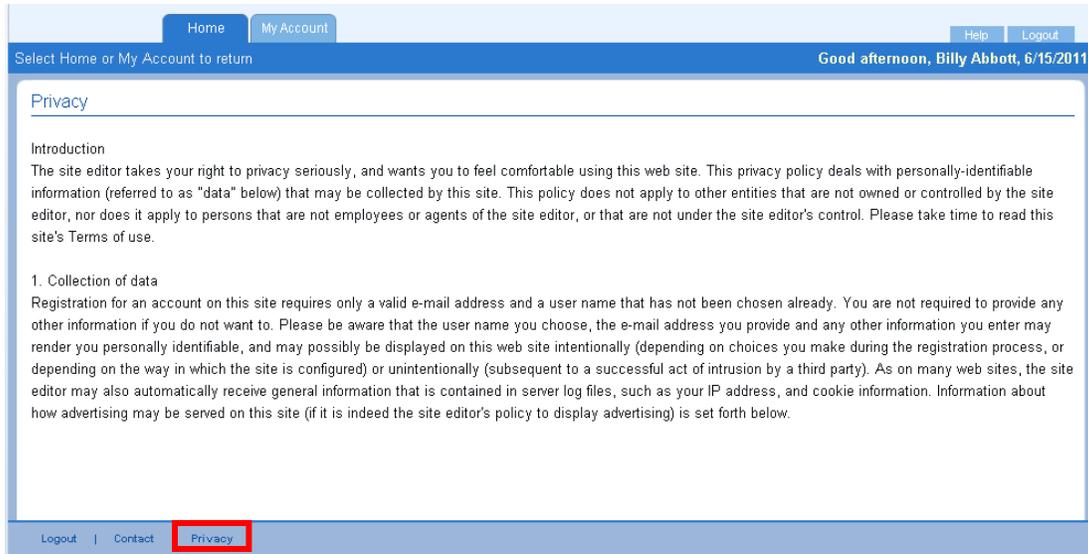


Figure 2.71 – Student Privacy Screen



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