

# Synergy TeacherVUE Training

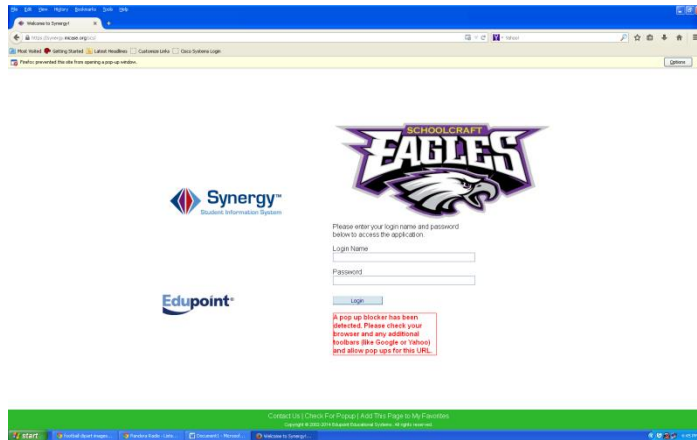
## I: TeacherVue Login

Login URL: <https://sis.geneseeisd.org/scs/>

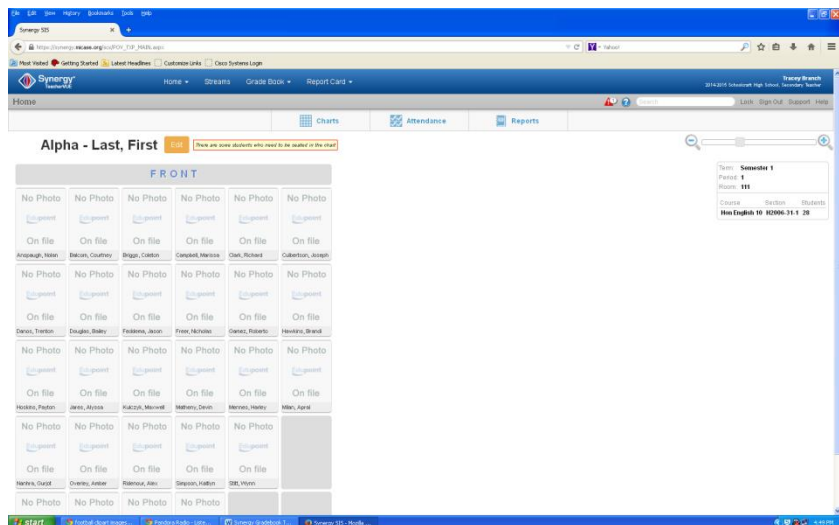
Username: last name first initial (ex: weissj)

Temp Password: Eagles123

Pop-up Blocker: Synergy requires Pop-Ups to be enabled for it to work correctly. Each browser works a little differently. Do not log in until the red warning is gone.

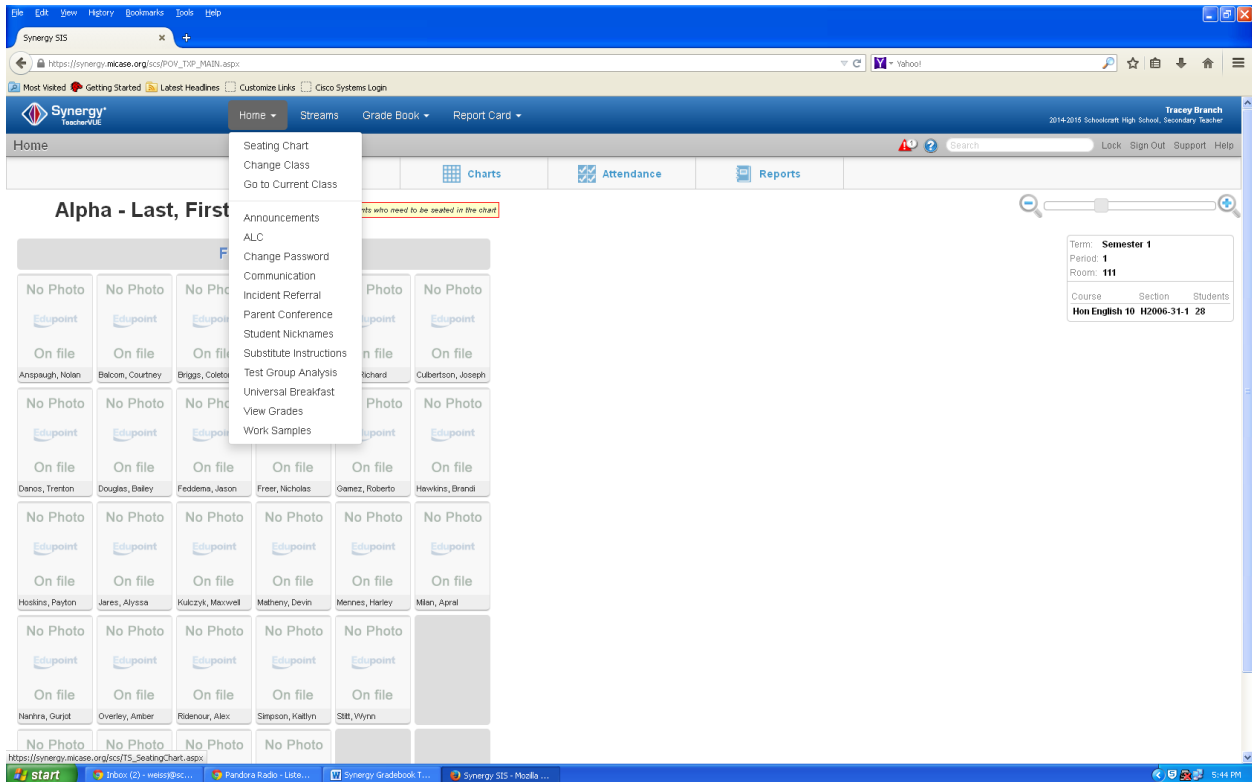


Once the pop-up blocker is disabled for Synergy, proceed with login. The first login of each day may take a while. Once you log in you will see the screen below. Pictures will be added and show in the spaces with the squares.



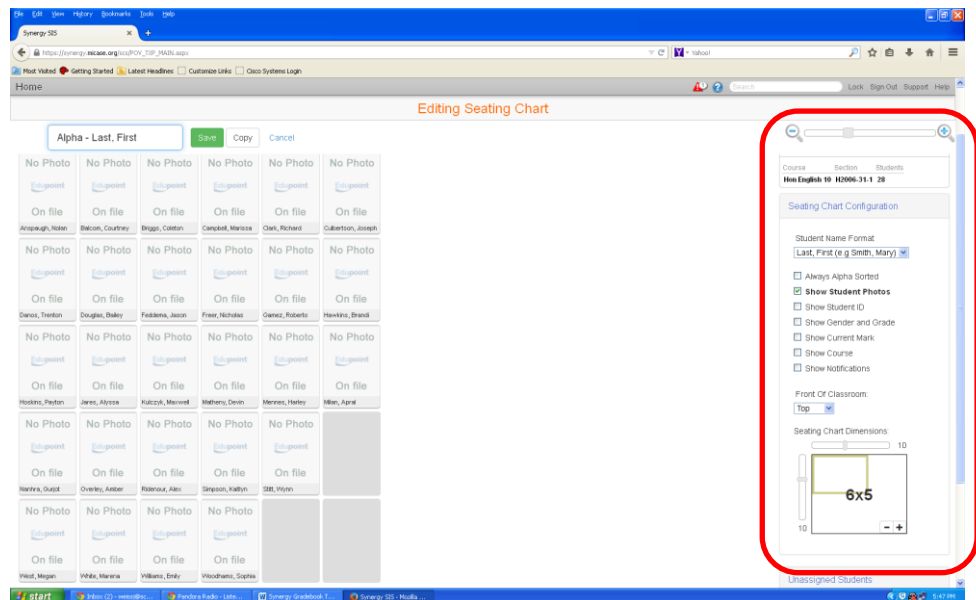
## 2: Using TeacherVUE

Teacher VUE has information about students, contact info, attendance, and reports. The first screen that loads is the *Home / Seating Chart* screen. By clicking on Home you can see available options.



### Seating Chart

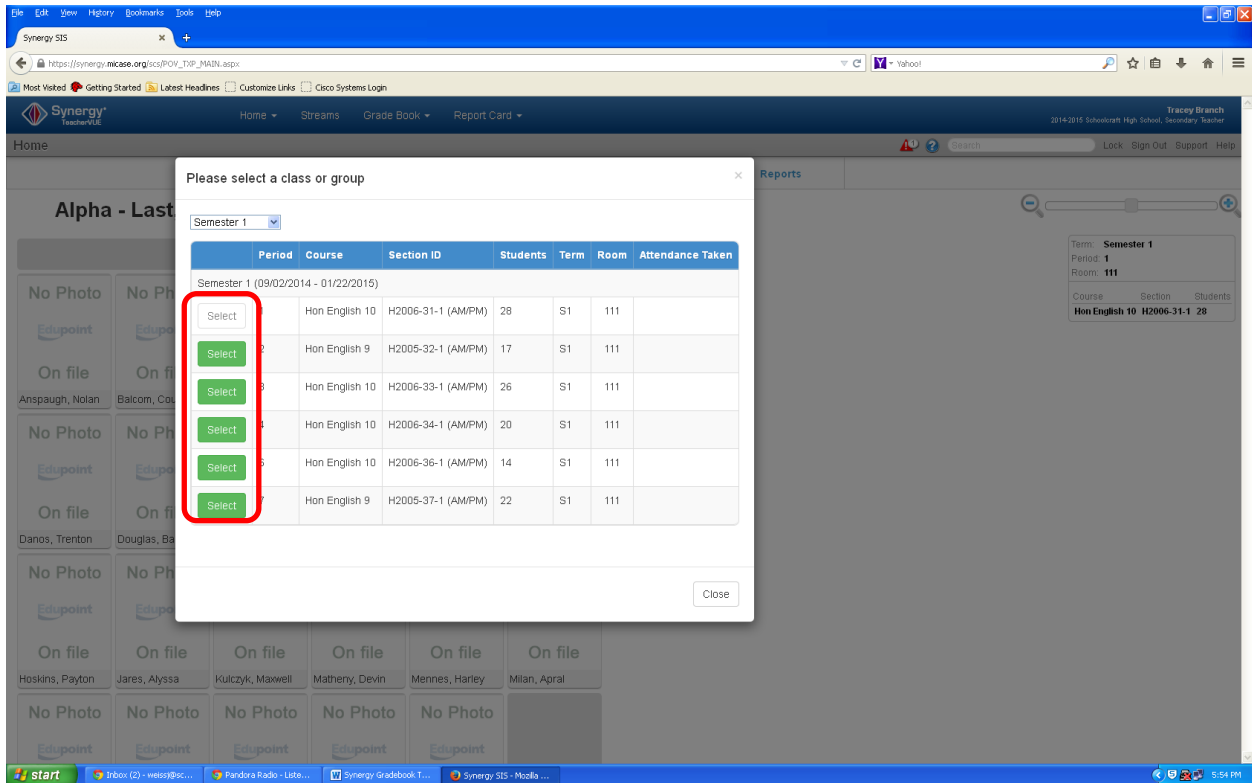
By choosing *Home: Seating Chart* you can setup your Home view for a class to reflect your classroom. When you click on *Edit* you can choose the desk layout, where you place the students, and where you have the teacher desk. You can also randomize the students or place them in alphabetical order.



When you are done, click *Save*.

## Changing Classes

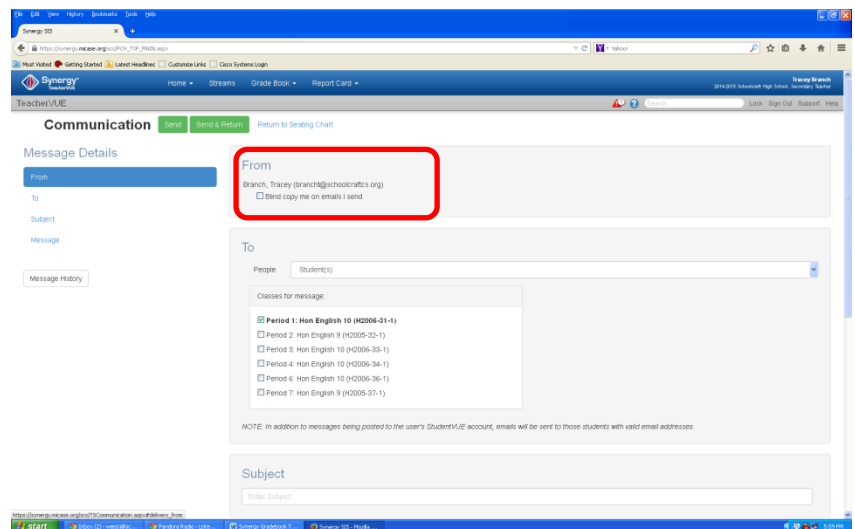
To change classes, click *Home: Change Class*. This will load a list of your current classes (secondary only). Click *Select* to change to a different period class.



## Communication

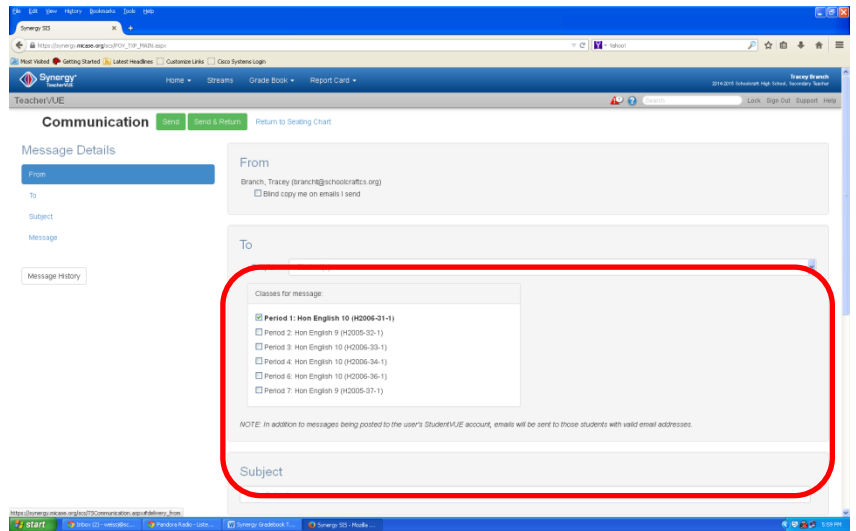
Teacher VUE can communicate with families two ways: class as a whole and student.

Class Communication: to send an email to your whole class, click on *Home: Communication*. From here

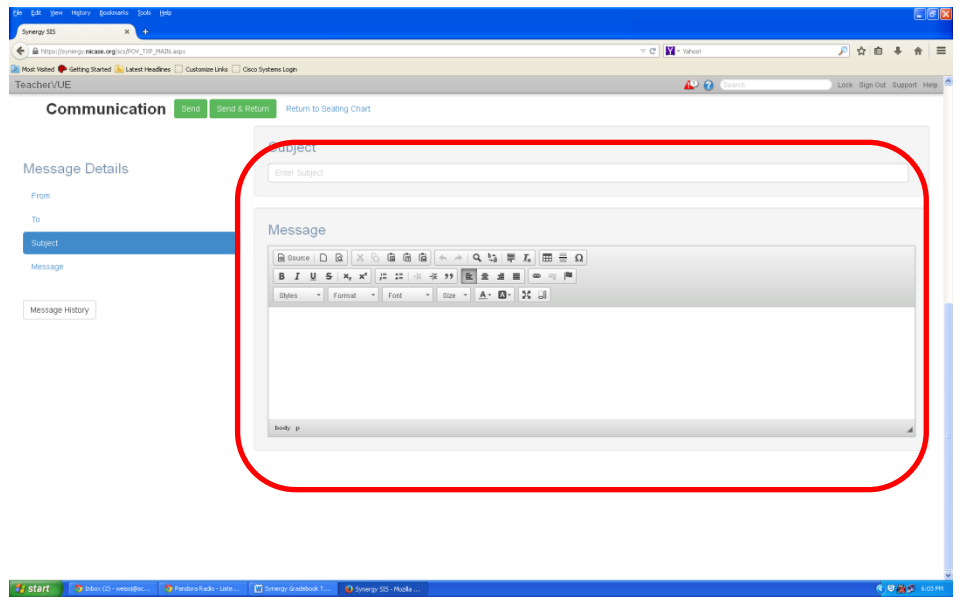


you can see your email and select a BC on the message.

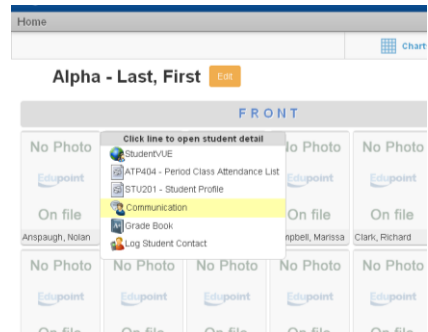
You can also select one period or select multiple periods. You can also send email to students, parents, or both by clicking the down arrow at the end of the *People* row. All emails addresses are synchronized from the student system in the office.



Now you can enter the email subject and type a message. Notice the text editing tools to create a more pleasing message. When you are done, click either *Send* or *Send and Return*. They will both send the message, but *Send* will keep you in the Communication screen while *Send and Return* will exit you back to the Home screen.



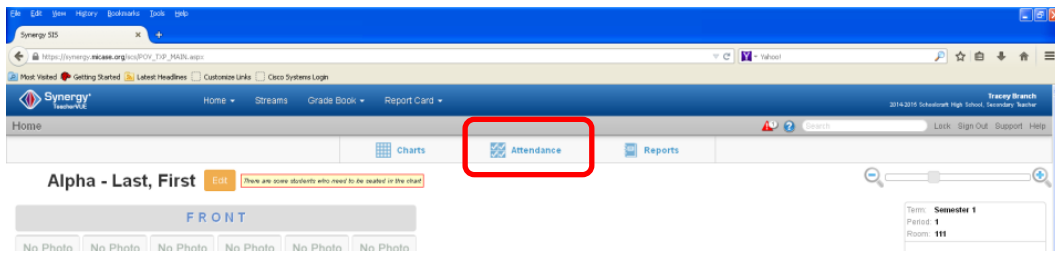
Student Communication: Student communication is just like class communication except it is only to one student and the contacts we have for that student. To get to this, click on the student name square on the home page and select *Communication*. The ensuing screen is very similar to the class screen except the student and parent



email is listed with check boxes to choose when sending a message.

### 3: Taking Attendance

Click on *Attendance* across the top to take attendance. This opens the attendance screen.

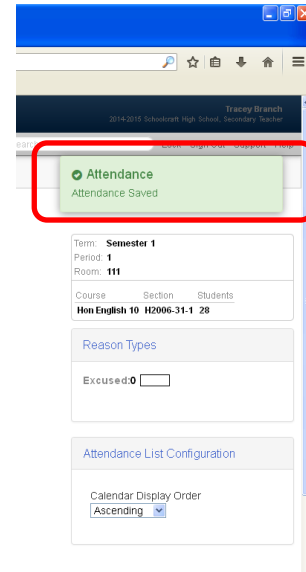


Now you will see the current class as well as attendance options. Secondary classes will only see one column and primary will see an AM and PM column. Current class is shown on the right. Note, it is required to save all work in TeacherVUE by clicking on the *Save* or *Save and Return* button. As the weeks progress, columns will be added. The current date column is highlighted in yellow

File Edit View History Bookmarks Tools Help  
Synergy SIS  
https://synergy.micase.org/scls/POV\_TRP\_MAIN.aspx Yahoo!  
Most Visited Getting Started Latest Headlines Customize Links Cisco Systems Login  
Synergy™ TeachVUE Home Streams Grade Book Report Card 2014-2015 Submittal High School, Secondary Teacher Tracy Branch  
Home Search Lock Sign Out Support Help  
Taking Attendance  
Save Save & Return Cancel  
Today 10 Days >>  
Student Name Sep 2014  
Tue 2  
Anspaugh, Nolan  
Balcom, Courtney  
Briggs, Coleton  
Campbell, Marissa  
Clark, Richard  
Culbertson, Joseph  
Danos, Trenton  
Douglas, Bailey  
Feddema, Jason  
Freer, Nicholas  
Gamez, Roberto  
Harris, Adrien  
Hawkins, Brandi  
Hoskins, Payton  
Jares, Alyssa  
Term: Semester 1  
Period: 1  
Room: 111  
Course Section Students  
Hon English 10 H2006 311 22  
Reason Types  
Excused 0  
Attendance List Configuration  
Calendar Display Order  
Ascending  
start Inbox (2) - miss@ps... Pandora Radio - List... Synergy/Gradebook T... Synergy SIS - Mozilla ... 6:22 PM

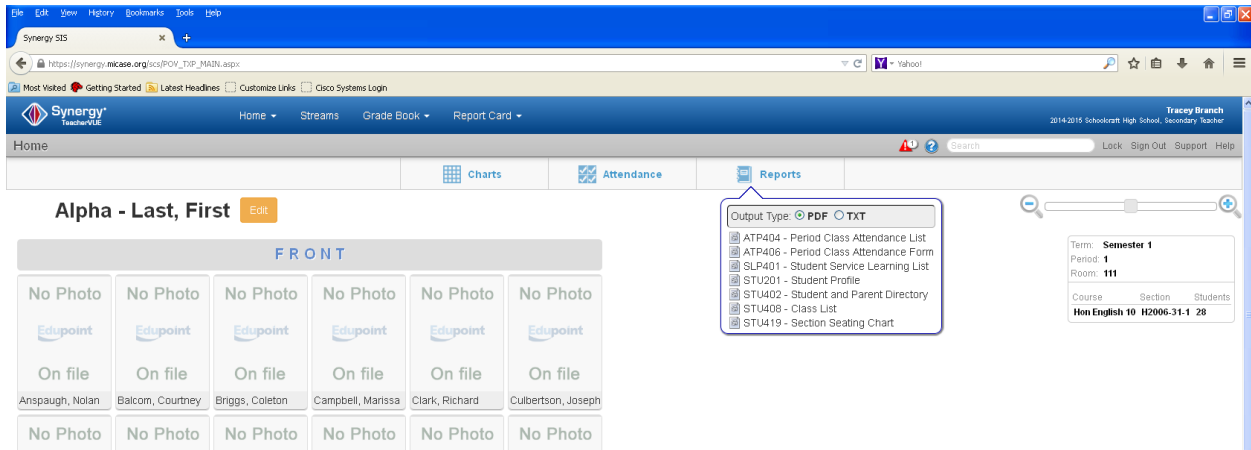
## Taking Attendance

To take attendance, click on the square next to the student for the current day. The two marks you have to choose from are Absent (A) and Tardy (TY). One click will display A, and a second click will display TY. Once absent or tardy marks are recorded, click the *Save* at the top. When you click *Save*, a friendly *Attendance Saved* graphic displays.



## 4 Reports

Reports can be printed for a class or by individual students. Class reports are located under *Reports*.



To run report, simple click on it. The report generator will run, giving progress indicators. At the end, a PDF of the report will display in a separate window.

Schoolcraft High School  
Class List

Year: 2014-2015  
Report: STU408

Section ID	Period	Course ID	Course Title	Staff Name	Room Name
H2006-31-1	1	H2006	Hon English 10	Branch, Tracey	111

**Student Name**

- Anspaugh, Nolan R.
- Balcom, Courtney R.
- Briggs, Coleton K.
- Campbell, Marissa J.
- Clark, Richard J.
- Culbertson, Joseph
- Danos, Trenton L.
- Douglas, Bailey J.
- Feddema, Jason P.
- Freer, Nicholas R.
- Gamez, Roberto
- Harris, Adrien N.
- Hawkins, Brandi K.
- Hoskins, Payton M.
- Jares, Alyssa B.
- Kulczyk, Maxwell M.
- Matheny, Devin R.
- Mennes, Harley A.
- Milan, April M.
- Nanhra, Gurjot K.
- Overley, Amber C.
- Ridenour, Alex R.
- Simpson, Kaitlyn R.
- Stitt, Wynn F.
- West, Megan C.
- White, Marena R.
- Williams, Emily A.
- Woodhams, Sophia G.

Total Students: 28 Total Female: 14 Total Male: 14

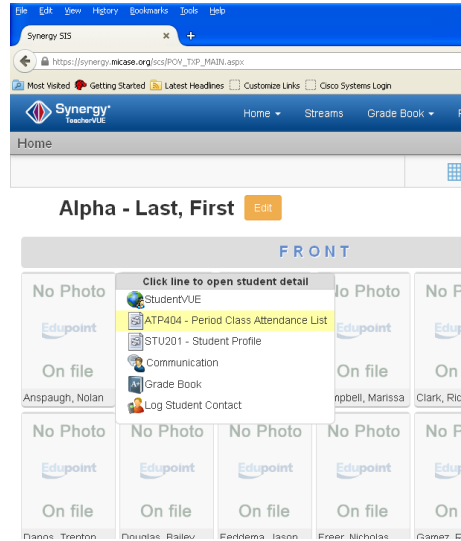
When it is ready, choose the Print or Download option from the upper right.

2014-2015  
STU408

Room Name  
111



To print a report for just one student, click on their name square and then select one of the gray icons. The options are limited for now. But as we continue to grow into the new system we will add more reports.



End TeacherVUE training