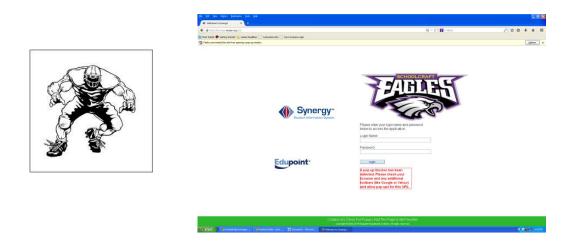
# Synergy TeacherVUE Training

# I: TeacherVue Login

Login URL: <a href="https://sis.geneseeisd.org/scs/">https://sis.geneseeisd.org/scs/</a>

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.



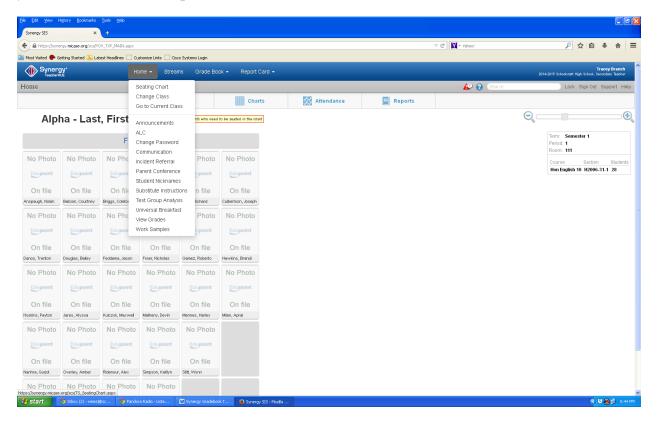
Once the pop-up blocker is disabled for Synergy, proceed with login. The first login

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.

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# 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.

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When you are done, click Save.

#### **Changing Classes**

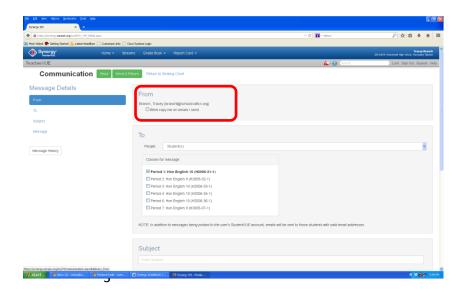
To change classes, click *Home: Change Class.* This will load a list of your current classes (secondary only). Click *Select* to change to a different period class.

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### 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.

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Message		То		
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		Classes for message:		
		Period 1: Hon English 10 (H2006-31-1)		
		Period 2: Hon English 9 (H2005-32-1)		
		Period 3: Hon English 10 (H2006-33-1)		
		Period 4: Hon English 10 (H2006-34-1)		
		Period 6: Hon English 10 (H2006-36-1)		
		Period 7: Hon English 9 (H2005-37-1)		
		NOTE: In addition to messages being posted to the user's StudentVUE	E account, emails will be sent to those students with valid email addresses.	
		Subject		<b>)</b>

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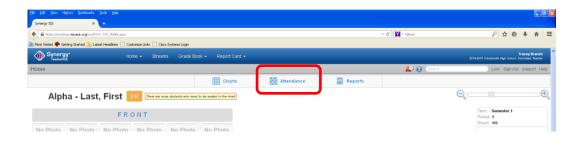
Student Communication: Student communication is just like class communication except it is only to one student and the contacts we have for that student. To get to this, click on the student name square on the home page and select *Communication*. The ensuing screen is very similar to the class screen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

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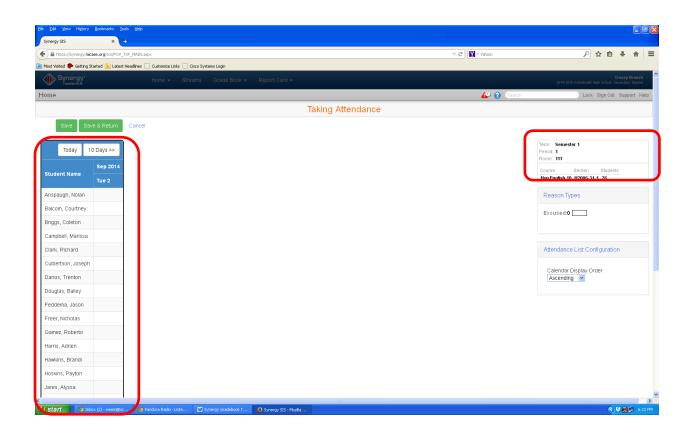
email is listed with check boxes to choose when sending a message.

### 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



#### 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 Save*d graphic displays.



### 4 Reports

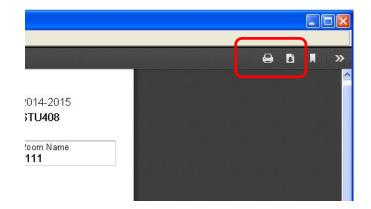
Reports can be printed for a class or by individual students. Class reports are located under *Reports*.

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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.

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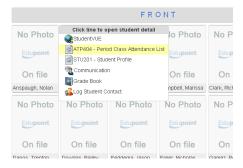
When it is ready, choose the Print or Download option from the upper right.



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.

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End TeacherVUE training