

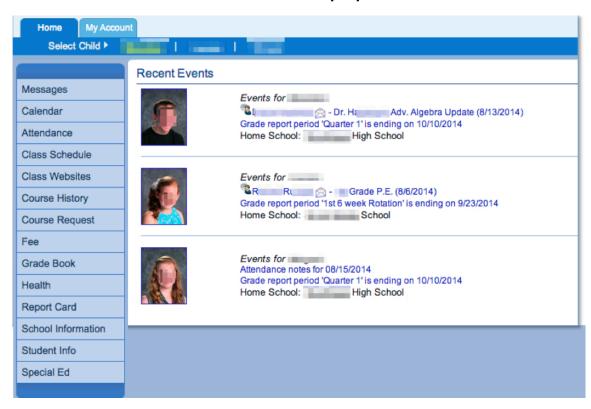
# Synergy ParentVUE & StudentVUE Quick Guide

After logging in to Synergy ParentVUE/StudentVUE parents will see the Home tab screen of the ParentVUE portal. The menu on the left contains links to various areas of the portal. Each area displays information for the child selected (in yellow) at the top of the screen. The areas available will vary depending on the grade level of the student.

Note: Screenshot below includes more than is available for our purposes.

Our areas included:

- a. Calendar
- b. Attendance
- c. Class Schedule
- d. Course History
- e. Grade Book
- f. Health
- g. Report Card
- h. School Info
- Student Info



#### Messages

Messages can be sent from your student's teachers directly to you or to all parents of a class. These messages will also be sent to the parent's email address if one is listed. Click the Subject title to read the message in the portal. Messages can be deleted clicking the red X on the left-side of the row. You may not reply to the message here.

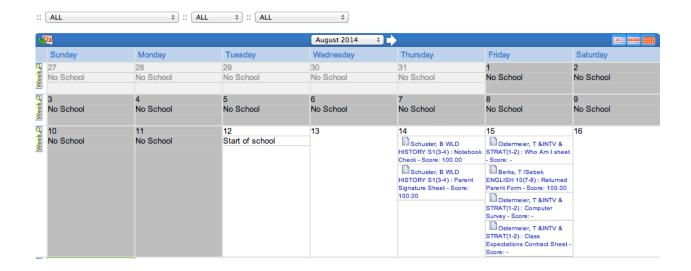


#### Calendar

The calendar lists school and district events, including assignments by date (secondary only). calendar can be viewed in day, week or month mode. Change the mode by clicking the icon in the upper right.



View items from one class at a time, one category at a time or type (Due, Missing or Scoreless) by selecting from the drop-down options under your student's photo.



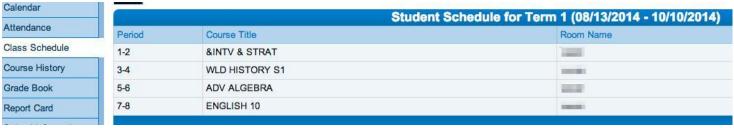
#### **Attendance**

View attendance information for your student by list or calendar view. Click on the date for school-provided notes. Please see the ParentVUE Information Page for the legend of Attendance Codes:



### Class Schedule (Secondary Only)

View the student schedule by term. Lists period, course title, room name and teacher.



### **Course History (Secondary Only)**

View all past courses (6<sup>th</sup> grade – current grade) including the final grade for each course. Shows current GPA at the top of the screen. Select **Graduation Status** in the upper-right to view current progress toward graduation.

Student Course History			
Course Title (ID)	Mark	Credit Attempted	Credit Completed
Scott Middle School Year 2010 Grade:06 Term:S1			
&INTV & STRAT 6 (75101)	A	5.00	5.00
LANGUAGE ARTS 6 (2055-03)	A	5.00	5.00
MATH 6 (50101)	B+	5.00	5.00
SCIENCE 6 (65101)	C+	5.00	5.00
SOC STUDIES 6 (7010-98)	A	5.00	5.00
Scott Middle School Year 2011 Grade:06 Term:S2			
&INTV & STRAT 6 (75101)	A	5.00	5.00
HEALTH 6 (6015)	A	3.30	3.30
LANGUAGE ARTS 6 (2055-03)	A	5.00	5.00

#### **Grade Book**

View grades, assignments and test scores that have been posted by teachers. Click the Course Title to view all Assignments. Click Assignment title for Assignment details and resource links.

#### Health

View student Immunization Summary information

### Report Card

Displays the report card generated at the end of each term (current year only). Note, report cards are available for a very limited time at the end of the semester in the spring because the district must quickly move the Student and Parent portal into Summer School mode.

#### **School Information**

Lists the School Address, Phone Number, Web Address and list of current staff with email address.

### **Student Information**

This is the basic student record in the system. If any information needs updating, please call your school's office. [NOTE: schools use the census forms collected at the beginning of the school year to update this screen. Please be patient as schools work to get all records updated early in the school year]

## **Change Account Info & Set Email Triggers**

Click the My Account tab at the top of the ParentVUE screen.

Home My Account

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

Modify the account information shown below and click **Update Account** to apply changes. To change your password, click the Change Password link.

<b>Auto Notify:</b> Check the events below for which ParentVUE 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	
Grades	Notify me when my child's current term grades are posted	
Grade Book	Notify me with my child's gradebook scores	
	Send Messages Every Monday 😊	
	Only Send Messages when Grades are below:  %	
3Go Paperless!!	☐ I only want to receive my child's report card on-line, do not send me a printed report card	
Primary Email:		
Email #1		
Email #2:		
Email #3:		
Email #4		
Email #5		

You can select to receive emails automatically about attendance, report card posting and gradem status.

Click the box to the left of **Attendance** to receive an email if your child is truant or tardy.

Click the box to the left of **Grades** to be notified when report card grades are posted.

Click the box to the left of **Grade Book** to receive an email notification with grade summaries (Secondary Only). Select the **day of the week** to receive the notification. Select to only send email if a grade falls below a certain average.

NOTE: The Go Paperless option is not in use at LPS at this time.

You can also update the listed phone numbers for your account and click **Update Account**. Those that are marked as **Contact** will be used to send you School Messenger calls from school and district.

Please see the <u>RRSEC ParentVUE</u> page for more info