StudentVUE®
powered by Synergy®

Peoria Unified School District's User Guide

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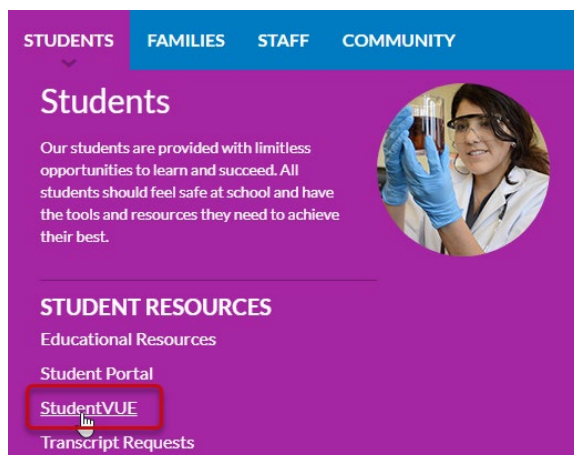
Logging into StudentVUE

Open an Internet browser and go to the Peoria Unified School District home page: https://www.peoriaunified.org/

1. Hover over the *Students* tab and then click to select **StudentVUE**.

2. Click the **Click Here to Enter** button.
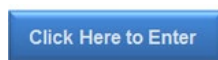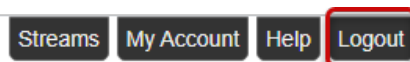
3. Click **I am a student >**.

4. Enter the **User Name** and **Password**.

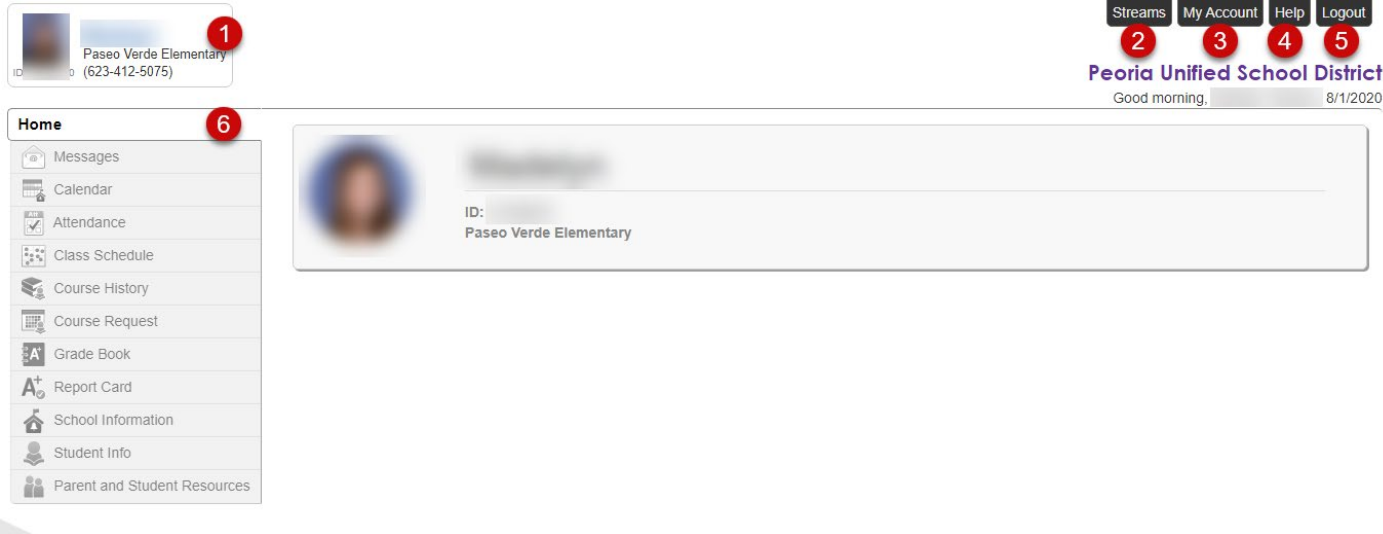5. Then click the **Login** button.

Logging out of Your Account

1. Be sure to click the **Logout** link in the upper-right corner of the page when finished.

StudentVUE Home Screen

1. **Student/School Info**– displays basic student and school info
2. **Streams** – allows communication between teacher and student.
3. **My Account** – access account information and update notifications
4. **Help** – information provided by the district
5. **Logout** –logout when finished
6. **Navigation Bar** – contains links to display student records

Messages

The **Messages** screen will have a list of messages from teachers.
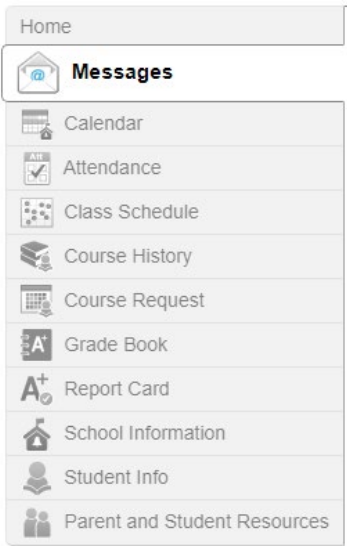
1. Click on the message icon to open a new message.

2. Use the **Reply** button to respond to the teacher's message.

3. Click to view any attachments.

Email Attachment.pdf

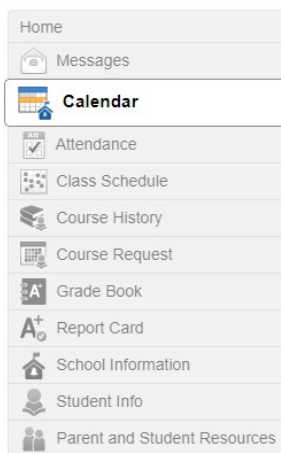4. Use the **Close** button to close the message.

Close

5. Use the **Delete** button to delete the message.

Calendar

The **Calendar** screen displays assignments from the grade book, as well as other school and district events.

Home
Messages
Calendar
Attendance
Class Schedule
Course History
Course Request
Grade Book
Report Card
School Information
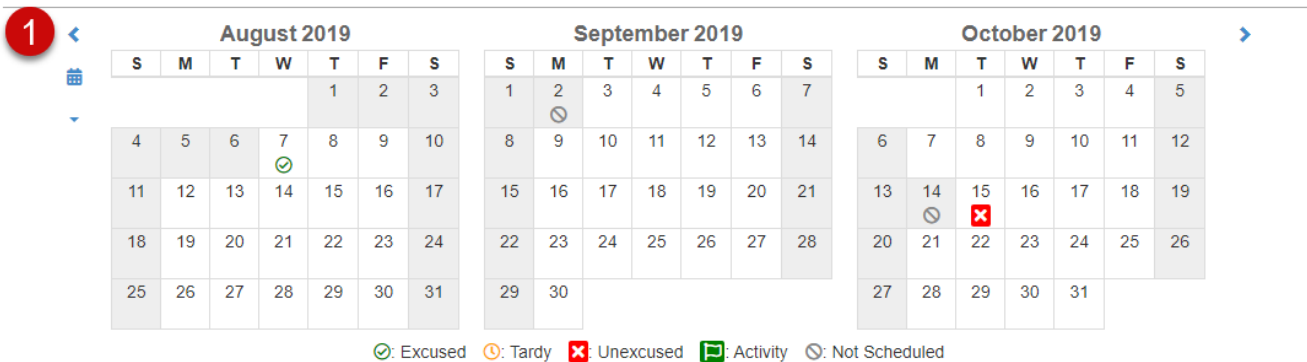Student Info
Parent and Student Resources

1. **Filter by** Classes, Assignment Type, or Assignment Status
2. **View by** Month, Week, or Day
3. **Show Rotation Day** displays the 6-day schedule for elementary school
   (a=1, b=2, c=3, d=4, e=5, f=6)
4. Click an **Assignment** to view more information
   NOTE: Red assignments are either missing or have no score.
5. **Show Events** (assessments, assignments, holidays, and school events)

Attendance

The **Attendance** screen displays information for the current school year.

Home	
🏠	Messages
📅	Calendar
✅	**Attendance**
▦	Class Schedule
🎓	Course History
▦	Course Request
A	Grade Book
A⁺	Report Card
🏠	School Information
👤	Student Info
👥	Parent and Student Resources

ATTENDANCE

①

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7 ⊘	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2 ⊘	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 ⊘	15 ❌	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

⊘: Excused   🕐: Tardy   ❌: Unexcused   🏳: Activity   ⊘: Not Scheduled

All (08/07/2019-06/30/2020) ＞

Days of Attendance

② Detail: on ⬤

⊘: Excused   🕐: Tardy   ❌: Unexcused   🏳: Activity   ⊘: Not Scheduled

		Pioneer Elementary	
Date	Reason	Reason (PM)	Note
10/15/2019	❌ Unexcused Absence	❌ Unexcused Absence	9:35 - Left message
08/07/2019	✅ Other Absence	✅ Other Absence	Waiting to get immunization - per mom - Mom signed him in at 1:10

1. **Calendar View** – displays a series of calendars showing days absent or tardy. Click a date to view more attendance detail.
2. **Attendance Detail** – displays absences per course and period. Toggle Detail to 'on' to see a list of absences including reason, and notes.

Class Schedule

The **Class Schedule** screen lists the Period, Course Title, Room Name, and the Teacher for each class in separate columns.

1. Students can easily email a teacher by clicking the name link or the envelope icon, or they can use the Stream icon to send a message in the conversation thread.

2. To see the complete schedule, click **School Year** in the upper right corner.

CLASS SCHEDULE

01: 12806 Science/Health 6 - 12806-00002 *12:00 AM-12:00 AM*	Krahn, Amy ✉ Room: **15**
02: 11806 Math 6 - 11806-00003 *12:00 AM-12:00 AM*	Bruning, Bryan ✉ Room: **19**
03: 14826 Choir 6 - 14826-00003 *12:00 AM-12:00 AM*	Hunter, Anna ✉ Room: **48**
04: 13806 Social Studies 6 - 13806-00002 *12:00 AM-12:00 AM*	Emerick, Kyle ✉ Room: **33**
05: 18856 Technology 6 - 18856-00002 *12:00 AM-12:00 AM*	Langenbach, Kathryn ✉ Room: **42**
06: 10816 Language Arts 6 - 10816-00002 *12:00 AM-12:00 AM*	Pleet, Nicole ✉ Room: **17**
07: 18826 RTI 6 - 18826-00002 *12:00 AM-12:00 AM*	Pleet, Nicole ✉ Room: **17**
12: 19906 Homeroom 6 - 19906-00002 *12:00 AM-12:00 AM*	Pleet, Nicole ✉ Room: **17**

Today | School Year

Course History

Course History displays courses and grades received for all years and all schools in the Peoria Unified School District.

1. Toggle Details '**on**' for Graduation Status, Test Requirements, or Student Course History.

   The **Graduation Status** section provides detailed credit and test requirement information, if appropriate to the student grade level.

   a. Click a course title to view more information.

   The **Test Requirements** section displays scores for required tests for graduation.

   The **Student Course History** section displays the mark earned, credit attempted, credit completed, and verified credit.

Unofficial Transcript: High School Students

NOTE: The unofficial transcript button is visible for both elementary and high school accounts. However, reports will only generate for students in grades 9-12.

Click the blue **Unofficial Transcript** button next to Graduation Status. A PDF document will be downloaded.

Course Request

The **Course Request** screen displays a read-only list of the courses that can be requested for the following year.

1. From this page, you will choose your elective courses, as well as alternate courses.
   NOTE: The high school counseling team will determine the window for selecting electives and will contact students to notify them to makes their selections.

2. At the bottom of this page you will also see your graduation status. This shows you how many credits in each subject you need to graduate, as well as the number of credits you have currently completed.

Grade Book

The **Grade Book** screen allows students to keep track of grades, assignments and test scores that have been posted by the teacher(s).
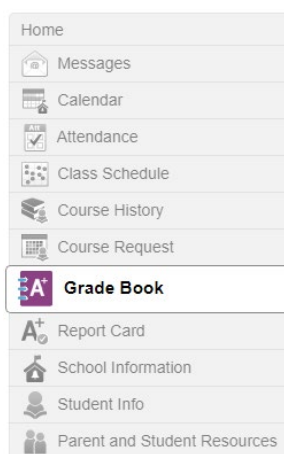
1. **Course Name** – click to view a list of assignments and scores
2. **Teacher Email** – click the name or envelope icon link to send an email to the teacher
3. **Class Resources** – Click the Class Level Resource link to open the list. Then click the name of the resource to open it.

   NOTE: Click the drop-down arrow in the upper-right corner to view a different grading period.

From the course home page, you will see a list of content and assignments. Content will typically be weekly instructions and expectations, or perhaps general information for your class. Content is information that is <u>not</u> graded. You will also see assignments, which do count toward your overall grade.

1. To filter what you see on this page, click to show only missing assignments or to view upcoming assignments.
2. You can also show assignments that are marked as complete, or done, or not done.

3. To mark content as read, or assignments as complete, click the circle next to the content or assignment.

Digital Drop Box

With Synergy's Digital Drop Box feature, students can upload assignments
through StudentVUE. The teacher can then access student assignments submitted via
Drop Box for grading and comments. The graded assignment, with comments, can be viewed by the student in StudentVUE. (File upload size limit is 250MB)
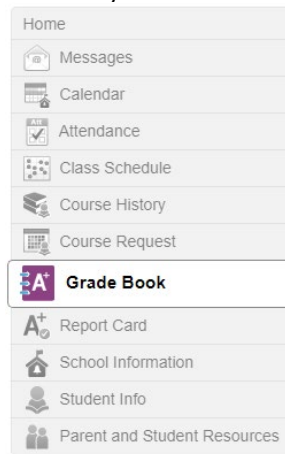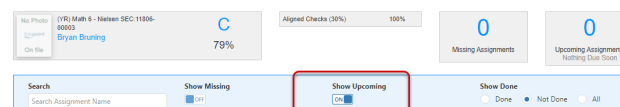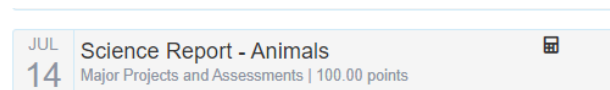
1. Click the **Grade Book** tab.
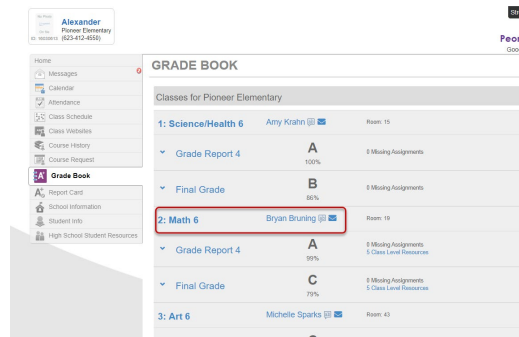
2. Click the **Course Title** link for the class.

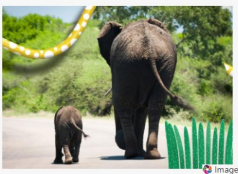3. Filter the Assignments by **Show Upcoming.**

4. Click on the **Assignment** to expand the content.

5. Review the assignment content.

6. Click the **Submission** tab.

7. Click **Select File to Turn-In**.

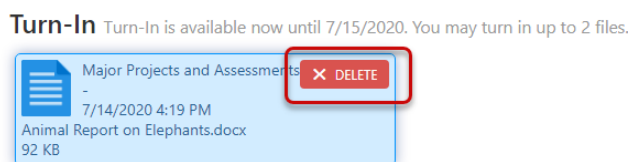

8. Navigate to the file location, click to select the file, and then click **Open** to upload.

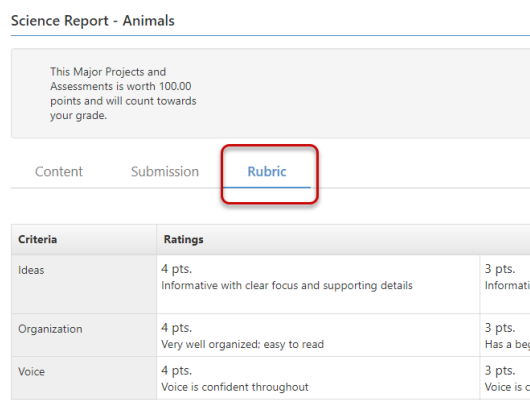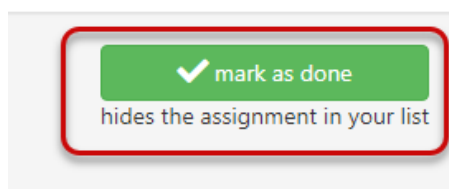**9.** Click **Upload & Turn-In.**

File

[Select File To Turn-In] or Drop file here

[UPLOAD & TURN-IN]

[×] [⬆] Animal Report on Elephants.docx 93 kb
Ready to upload
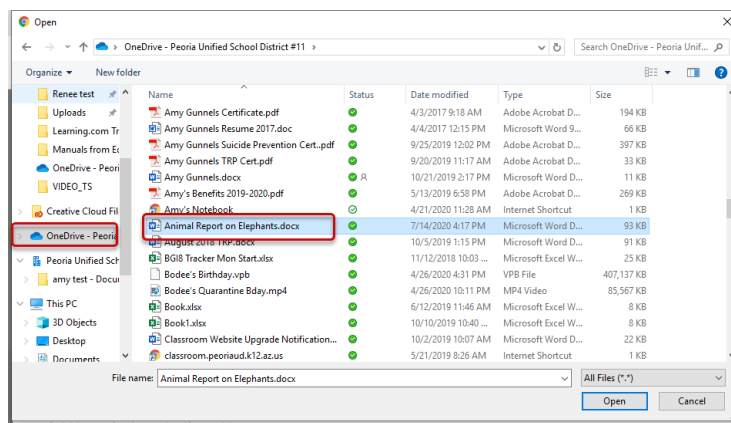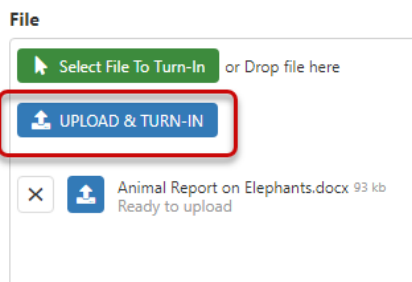
10. To delete a Submission, click the red **Delete** box.

Turn-In Turn-In is available now until 7/15/2020. You may turn in up to 2 files.

Major Projects and Assessments [× DELETE]
-
7/14/2020 4:19 PM
Animal Report on Elephants.docx
92 KB

11. To view an attached Rubric, click the **Rubric** tab.

Science Report - Animals

This Major Projects and
Assessments is worth 100.00
points and will count towards
your grade.

Content   Submission   **Rubric**

Criteria	Ratings		
Ideas	4 pts. Informative with clear focus and supporting details		3 pts. Informati
Organization	4 pts. Very well organized; easy to read		3 pts. Has a beg
Voice	4 pts. Voice is confident throughout		3 pts. Voice is c

12. Click **Mark as done** to hide the assignment on your Upcoming list.

✓ mark as done

hides the assignment in your list

13. In Grade Book, click **Show Done** to see completed work.

Search   Show Missing   Show Upcoming   Show Done
Search Assignment Name [ ] Off   ON [ ]   ● Done Not Done All

2 total items | Filter Results   Outline

✓ | JUL 31 | NGB Drop Box 3
          20 minutes to complete | Aligned Checks | 16.00 points

✓ | JUL 14 | Science Report - Animals
          Major Projects and Assessments | 100.00 points
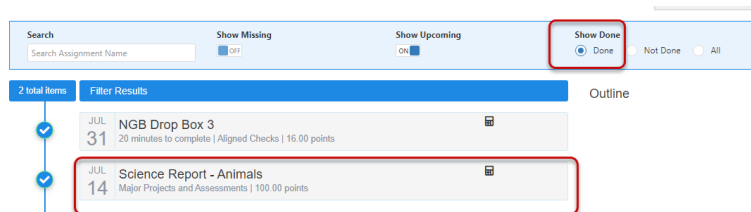
View Score, Teacher Comments, and Annotations:

1. View the score on the assignment.

2 total items | Filter Results   C

✓ | JUL 31 | NGB Drop Box 3
          20 minutes to complete | Aligned Checks | 16.00 points

✓ | JUL 14 | Science Report - Animals
          Major Projects and Assessments | 100.00 points   91.67
                                                             92%
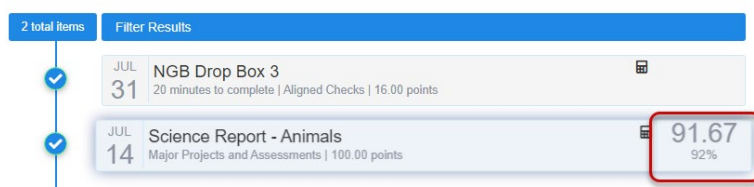
2. Click the assignment to open and expand the assignment.
3. Click the **Submission** tab.

4. Click the **purple icon** (paper/person icon) to view teacher comments.

   IMPORTANT: Clicking the document or document icon will open the original student document with no comments.

5. View teacher comments and annotations.

Report Card

The **Report Card** screen shows grades for each quarter and for periods between quarters.

1. **Reporting Period** - Click the drop-down arrow to view a specific grading period.
2. **Progress/Report Card** - Click the link to view or print the report for that term.
3. **Email** - Click a teacher's name or the envelope icon to send an email.

REPORT CARD

Student Grades [Progress Report 3 ▾] **1**

Pioneer Elementary

Click here to view report card for Progress Report 3 **2**

1	**Science/Health 6 (12806)** Amy Krahn ✉ **3** Room: 15 Teacher Ad Hoc Comment:	Progress Report 3 **C**
12	**Homeroom 6 (19906)** Nicole Pleet ✉ Room: 17 Teacher Ad Hoc Comment:	Progress Report 3
2	**Math 6 (11806)** Bryan Bruning ✉ Room: 19 Teacher Ad Hoc Comment:	Progress Report 3 **B**

School Information

Home

🏠	Messages
📅	Calendar
✅	Attendance
📋	Class Schedule
📚	Course History
🗓	Course Request
A⁺	Grade Book
A⁺	Report Card
🏠	**School Information**
👤	Student Info
👥	Parent and Student Resources

The **School Information** screen displays contact information for the school, including email for the principal, address, phone numbers, and the school's website URL.

SCHOOL INFORMATION

School Information		
Principal David Snyder ✉	School Name Pioneer Elementary	Address 6315 W Port au Prince Ln Glendale, AZ 85306
Phone 623-412-4550	Fax 623-412-4561	Website URL https://www.peoriaunified.org/pioneer

School Staff Contact List			
Staff Name	Job Title	Phone	Extension
🔍	🔍		

No data

Student Info

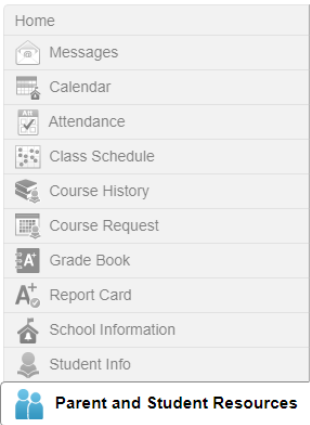The **Student Information** screen displays the student demographic information.
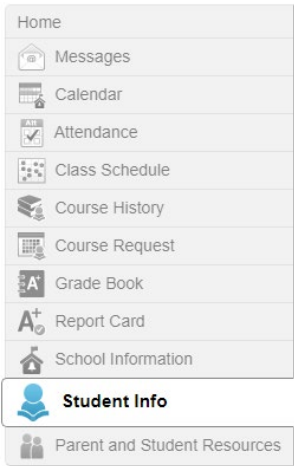
STUDENT INFO

Student Information			
Student Information			
Student Name	Perm ID	Gender Female	Grade 07

Parent and Student Resources

The **Parent and Student Resources** page displays:

- College Scholarship Eligibility
- Student Job Board

PARENT AND STUDENT RESOURCES

College Scholarship Eligibility

Student Job Board

College Scholarship Eligibility

1. **Dashboard** - student profile, ID and contact information
   a. **Scholarships** – elgible scholarships
   b. **Demographic Profile** – age, GPA, Ethnicity
   c. **Tests Profile** – test name, type, performance level, score, date taken
   d. **FAFSA & Links** – dates and link to student aid site
2. **Notifications** – alerts for students
3. **Edit Profile** – students can view their scholarship profile, they cannot edit it
4. **Favorites** – students can set scholarships to save as a favorite
5. **Close\Return to StudentVUE**

Student Job Board

The Student Job Board will open in a new window.

1. Click a **Job Title** to view more information and apply.
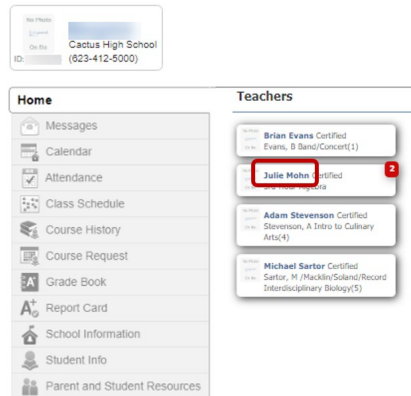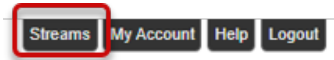
Streams

Streams allows you to communicate with your teachers in a threaded conversation. Once posted, Streams messages cannot be deleted.

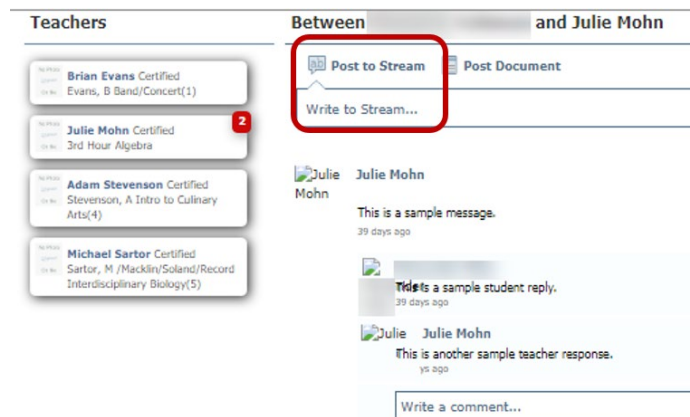1. Click **Streams** in the upper right corner of the page.

   NOTE: If you have new messages waiting, you will see a red number in the corner of the teacher's stream box.

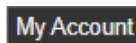2. Click a **teacher's name** link.

3. Click to **Post to Stream** for the teacher to see.
   NOTE: Click **Post Document** if a document should be included in the message.

My Account

1. Click **My Account** in the upper-right corner of the screen.

1. **Personal Information** – This information can only be changed by school personnel
2. **Auto Notify** – Set up automatic notifications for attendance, posted term grades, and grade book scores
3. **Acknowledged Documents** – acknowledged documents are not currently available in Peoria School District
4. **Account Access History** – this lists all login attempts by the user