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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.

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

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.
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.

#### ATTENDANCE

![Calendar View of Attendance](image)

- **Calendar View** – displays a series of calendars showing days absent or tardy. Click a date to view more attendance detail.
- **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.

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.

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 make 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 not 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**.

10. To delete a Submission, click the red **Delete** box.
11. To view an attached Rubric, click the **Rubric** tab.

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

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

**View Score, Teacher Comments, and Annotations:**

1. View the score on the assignment.

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.
School Information

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

Student Info

The Student Information screen displays the student demographic information.
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
1. **Dashboard** - student profile, ID and contact information  
   a. **Scholarships** – eligible 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.

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**My Account**

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

   **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 | User ID | Home Address | Mail Address | Phone Numbers |
     |------|---------|--------------|--------------|---------------|
     |       |         |              | Same as Home Address | * indicates primary contact phone |

2. **Auto Notify**: Check the events below for which StudentVUE will e-mail information to you when an event occurs.
   - **Attendance**: Notify me when a tardy or class is missed
   - **Grades**: Notify me when my current term grades are posted
   - **Grade Book**: Notify me of my grade book scores
     
     **Send Messages Every**: Sunday
     **Only Send Messages when Grades are below**: %

3. **Acknowledged Documents**
   
   **Date** | **Time** | **Document (click to download)** | **Response**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No data</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Account Access History**
   
   **Date** | **Time** | **Logged in Successful?** | **IP Address Accessed From**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>07/07/2020</td>
<td>9:05 AM</td>
<td>Yes</td>
</tr>
<tr>
<td>07/07/2020</td>
<td>8:16 AM</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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