

TeacherVUE Attendance - Student Info Quick View









Quick Reference Guide (QRG) T A5

This document will guide you through the process of accessing a quick view of student information. Some features described below may not be available in your district.

Business Rules that apply are as follows:

Please call the (School District Support) if you have questions.

PATH SYNERGY SIS → TEACHERVUE → Seating Chart

How to:	Steps:
Access Student Info Quick View	<ul style="list-style-type: none"> ▪ Log-in to TEACHERVUE ▪ Select appropriate class/semester. ▪ Click OK ▪ Click on student's picture with <i>left</i> mouse button. A pop-up window opens.
View Student details	<ul style="list-style-type: none"> ▪ Click  Student ▪ Choose tab to view specific information, choices are Demographics, Parent/Guardian, Emergency, Classes, Documents or Access. ▪ Click Parent/Guardian tab <ul style="list-style-type: none"> ○ Click under Relation, Parent Name or Phone. A detail view of parent information and a history of access to Parent Portal displays. ○ Click Click to go back to 'Student' to return to previous screen <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ Click Close to return to TeacherVUE Seating Chart
View Period (or Class) Attendance	<ul style="list-style-type: none"> ▪ Click  Period Attendance OR  Class Attendance ▪ Choose tab to view Days of Activity, Totals or Letters ▪ Click Close to return to TeacherVUE Seating Chart
Send Message	<ul style="list-style-type: none"> ▪ Click  Communication ▪ Select Email - Send Email Students and Parents <p style="text-align: center;">OR</p> <p>Select PARENTVUE Message - Posted on the parent/student portal</p> <ul style="list-style-type: none"> ▪ Choose one or more recipients under To ▪ Fill in title of email under Subject ▪ Compose content under Message. Various formatting tools are available. ▪ Click 
View/ Remove Message	<ul style="list-style-type: none"> ▪ Click PXP/SXP Message History to view message history. ▪ Select checkbox under  corresponding to message to remove. ▪ Click  to return to TeacherVUE Seating Chart
Enter Grade Book	<ul style="list-style-type: none"> ▪ Click  Grade Book to enter Grade Book.