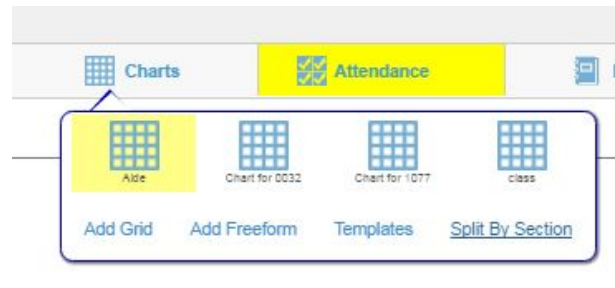# TeacherVue

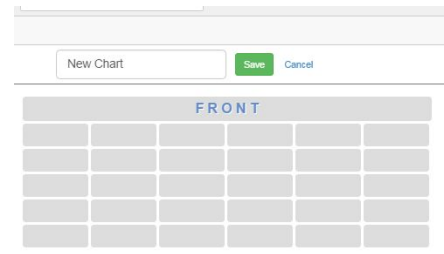## A brief review of TVUE Functionality

Presentation by Chrystal Wheelock

Seating Charts – Grid, Freeform and Templates and Split by Section

- Grid
  - Default Seating Chart in TVUE is the Grid, Alpha – Last, First seating chart which arranges students in a grid pattern, alphabetical by last name (unless set differently in options while editing seating chart).
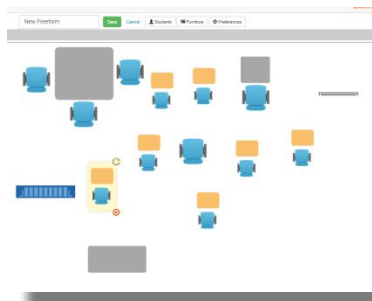
Freeform and Template

- Freeform
  - Choice to arrange students in a unique way, using furniture, drag and drop functionality, etc, to arrange students (generally used to mimic classroom arrangement).

- Template
  - Teachers have ability to create templates that they can use in any class that has the same primary room # and teacher name. They can set these up to custom preferences, and use them to auto-populate freeform charts. They can also be edited at any time.

- ## Split Chart by Section
  - Teachers have an option to create seating charts by section by clicking the option, or by editing an existing seating chart and 'unchecking' the section for inclusion in a current chart.
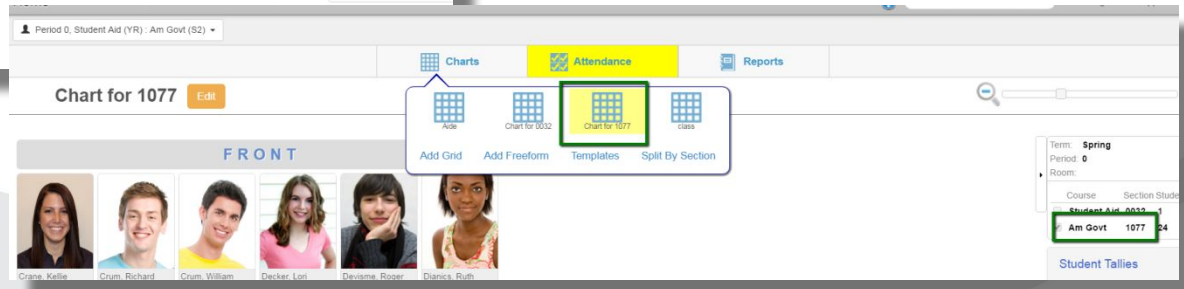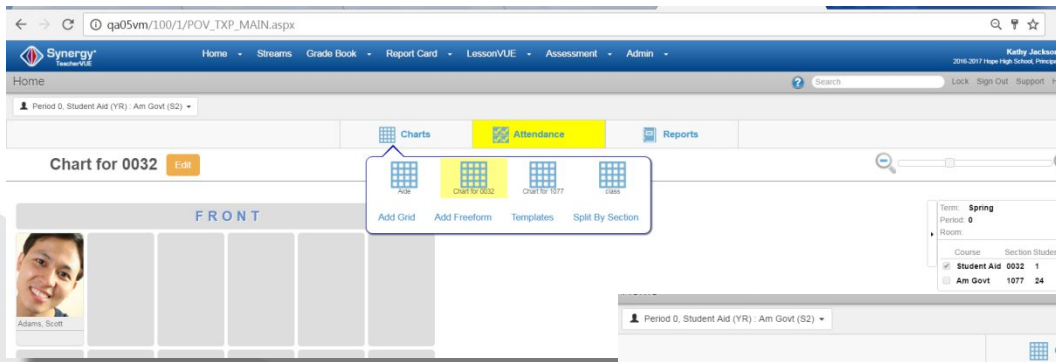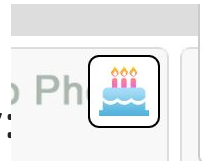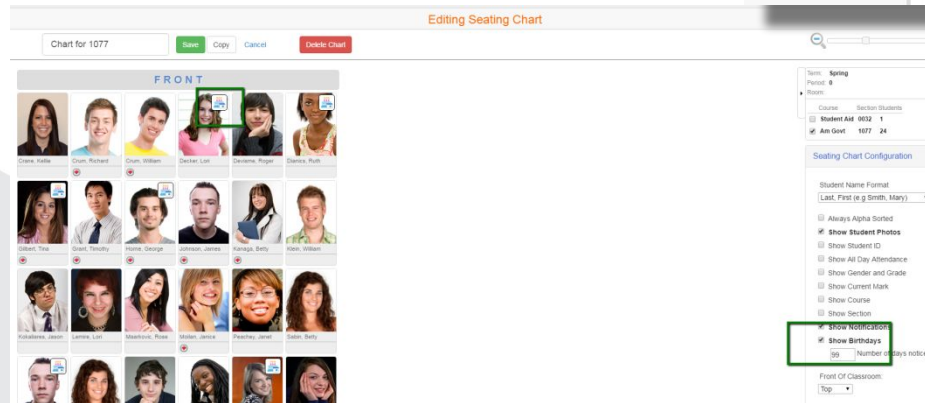
New Functionality Birthday Notifications

- Teachers can now choose to show Birthday Notifications, up to 99 days out.

- Icon showing birthday as today:

- Icon showing birthday as in future:

Teacher/Student Notes

- Functionality provides the ability for teachers to make notes on student record for documenting within SIS-Student-Student-Notes
  - Click on the icon in upper left corner for 'Add Note', verify date and time are accurate, choose to share (have it public) for other teachers to view, or private for only teacher creating note and office to see.
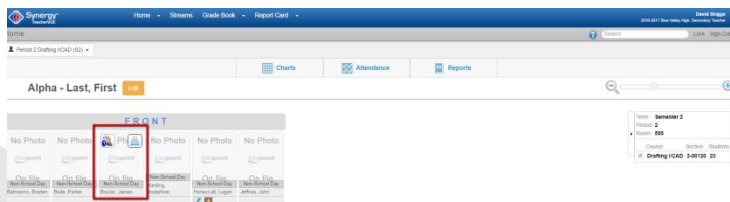
Notes – in SIS and as other teachers

- When note is added to student, if it isn't secured out from being viewed by other teachers, will be available for review in TVUE – click on student name, click on 'Student' and click on 'Notes'. When notes is added, whether it is shared with other teachers or not, the note can be reviewed in SIS-Student-Student-Notes:

  – In TVUE for another teacher:

  – In SIS:

Communication

The ability for teachers to communicate freely with students and parents is provided for in the Communications functionality – TVUE – Home – Communication:
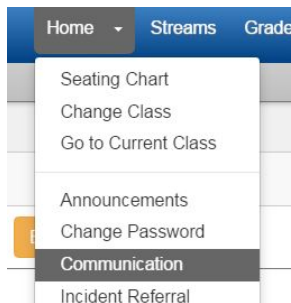
Teacher designates whether or not they want to BCC themselves, then they choose the recipients: Recipients options include Student(s), Parent(s) – which is also the default selection, Both Student(s) and Parent(s), and Specific Student(s) and/or Parent(s).
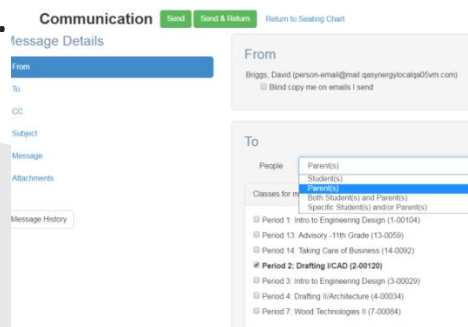
Communication continued…

- The option to CC another staff member is a feature coming out in the 2018 release:

- Enter subject, message and attachments, then send:
- The option to review messages in Message History is available (attachments are not tracked in Message History):

Incident Referral

- Incident Referral functionality – allows teachers to submit incident referrals for review to the front office from their TVUE accounts.

- Required fields include date, time, refer to (which can be set as default in SIS-System-Setup-School Setup-TVUE Options) Incident Context Code (when it took place), incident location (such as classroom), and description of incident, as well as selecting a violation, students involved (list of students from focus class, and ability to search for students in school/district), and any intervention used.

Discipline Incident

Teachers will be able to review incidents for students in the TVUE – Seating Chart, click on student pic, choose "Discipline Incident", and review information as needed:

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Parent Conference

- In TVUE – Home – Parent Conference, teachers can setup conferences, or setup the ability for parents to schedule conferences through PVUE:

- Teacher Assigned:

- Parents Choose:

Student Nicknames

- TVUE – Home – Student Nicknames – teachers can create unique student nicknames for use in TVUE and GB, to make viewing easier.

- When using nicknames, those students with no nickname specified will default to their 'first name' in the roster.

- In Seating Chart, edit chart, Student Name Format, Nicknames:
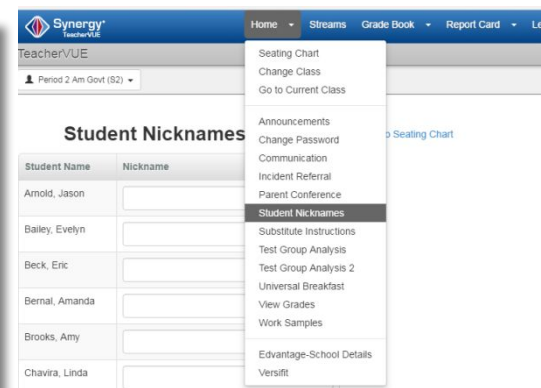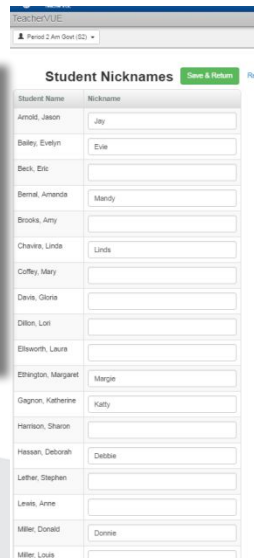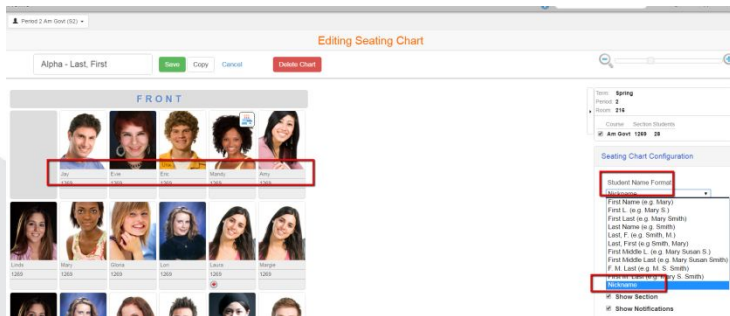
Nicknames in Grade Book

- In Grade Book, Grade Book Main, Filters and Options, the option exists to sort Grade Book Roster by Nickname as well, using those set up in TVUE.

Substitute Instructions

- Substitute Instructions for use at schools that use the Substitute functionality. Teachers can create class specific sub instructions for specific dates as needed.

Test Group Analysis

- Test Group Analysis provides the ability for teachers to review and compare student scores from district tests. Tests are setup through SIS and scores saved in SIS, but TVUE can use this module (Test Group Analysis) to review those scores.

Test Group Analysis 2

- Test Group Analysis 2 module allows for teachers to compare performance on tests between students and classes, using graphic representations (pie chart, graphs, etc):
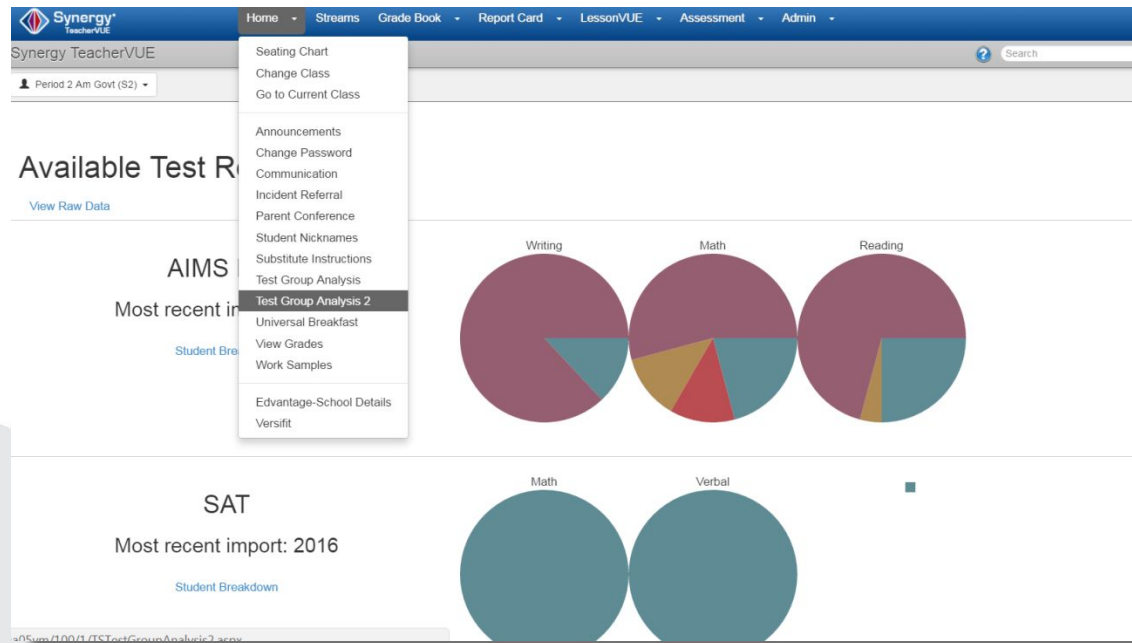
Universal Breakfast

- From TVUE – Home – Universal Breakfast is a module that allows teachers to notate which students had breakfast by marking YES for those who need or had breakfast. It lists any absent codes so teachers know not to enter data for that student. This functionality takes counts but doesn't submit any 'orders'.
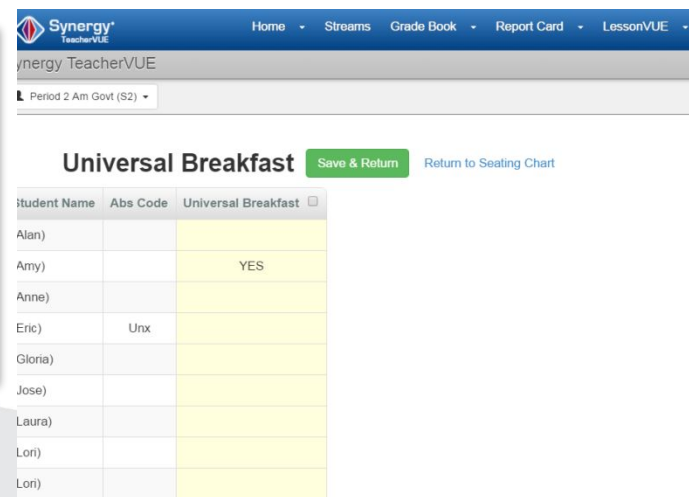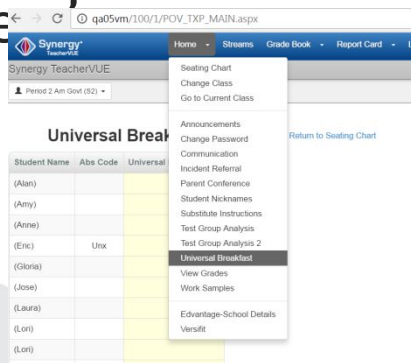
Lunch Counts

- Lunch Counts is primarily an Elementary functionality, but allows the school to setup a list of lunch options (in school setup), and teachers use the Lunch Counts in TVUE to place orders or enter counts:

Orders: Counts:

View Grades

- View Grades screen can be used to post final mark/marking period grades. Most frequently used by districts not using the Grade Book but still intending to post grades for report cards and/or course history.

View Grades continued…

- Grades saved in View Grades are posted into SIS-Grading-Student Grade. From here, report card can be printed, GPA can be calculated, and Course History may be

Creating Menu Items for TVUE Menus

- Menus are available from the TVUE Seating Chart, click on student pic, as well as from the 'Reports' menu drop down:

Creating Menu Items for TVUE Menus

- To add menu items to the TVUE menu drop downs, from either Seating Chart-Student Pic or Reports:
  - Go to SIS-System-User-User Groups – focus to a TVUE User Group (user group assigned to teachers), go to Navigation Menu, add group to tree, then add reports and views:
    - Note – not all views and reports are compatible with TVUE focus and security.

Attendance Functionality in TVUE

- TVUE provides ability for teachers to take attendance by Chart (seating chart), list, in the future, past and current, and even on non-school days.

  - On a Non-School Day, only 'Attendance By List' is available

  - Future and Past attendance can only be taken on 'Attendance by List'.

  - Seating Chart Attendance is for current day only.

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Attendance Codes

- Attendance Codes set for 'Allowed in TeacherVue' can be edited at any time by teachers, so it is strongly recommended office staff entering attendance always use unique attendance codes that teachers are not 'allowed' to prevent from teachers editing office entered attendance.

TeacherVue Attendance Options

- Options Available in District Setup:
  - Ability to allow teachers to take attendance historically (for the past), as well as for the future. Able to designate use of Valid School Days instead of Calendar Days.

District Setup 📌

Menu ▾ | 🖨 | ✔ Save | ↶ Undo

District Setup

Options   System   Grade Setup   **TeacherVUE**   Labels   Auto-Sequence

The number of days historically, the teacher can take attendance `2`

☑ **Use Valid School Days Instead of Calendar Days for TeacherVUE Historical Attendance**
☑ **Allow teacher to send communications in TeacherVUE**
☑ **Enable Special Ed IEP Access in TeacherVUE**
☐ Enable Special Ed IEP At A Glance Access in TeacherVUE
☑ **Enable Special Ed BIP Access in TeacherVUE**
☑ **Enable Special Ed FBA Access in TeacherVUE**
☑ **Enable Special Ed 504 Plan Access In TeacherVUE**
☐ Enable Special Ed Placement Determination Access in TeacherVUE
☐ Show Deceased Parents / Guardians in TeacherVUE
☑ **Allow teacher to enter notes for students in TeacherVUE**
☐ Display list attendance by section

The number of days into the future, the teacher can take attendance `3`

TeacherVue Attendance Options

- Options Available in School Setup:
  - Ability to give update rights to staff for attendance, as well as choosing to 'Show All Day Code In List', which will provide a column in TVUE Attendance by List, in which all day codes are detailed.
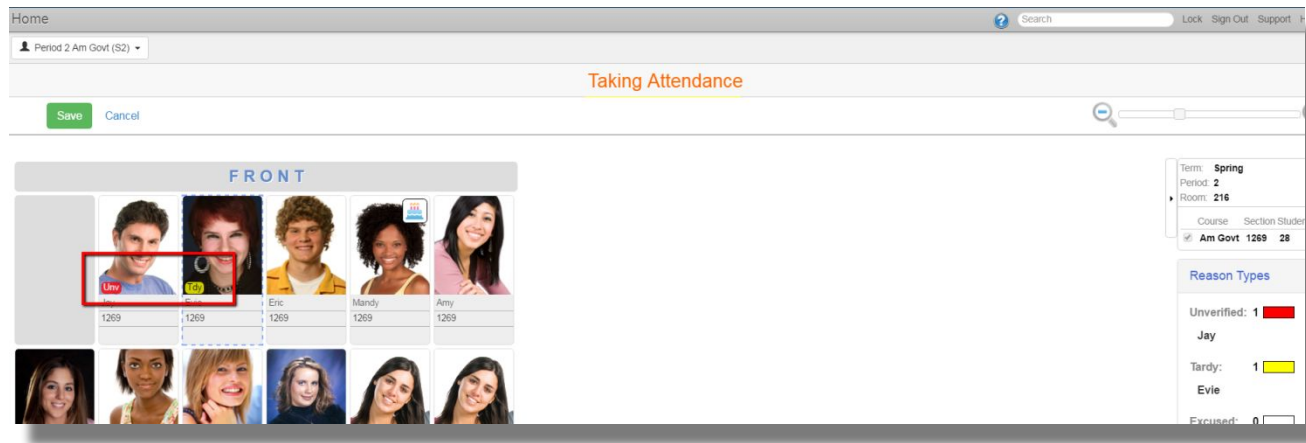
Take Attendance by Chart

- Take 'Attendance By Chart' provides the ability for teachers to mark attendance directly on the student pic in the seating chart.

Take Attendance By List

- Take 'Attendance By List' provides ability for teacher to take attendance on a class roster, for past, present or future dates, o[n] valid active school days.

Attendance Entered on SIS side

- Attendance entered on the SIS-Attendance side instead of TVUE will override and lock in any attendance value entered, so teachers are not able to edit the value in TVUE.

Additional TVUE Menu Items

- **Announcements** – open announcements posted by school/district (in SIS-System-Announcements)

- **Change Password –** provides ability for teachers to update passwords frequently and easily:
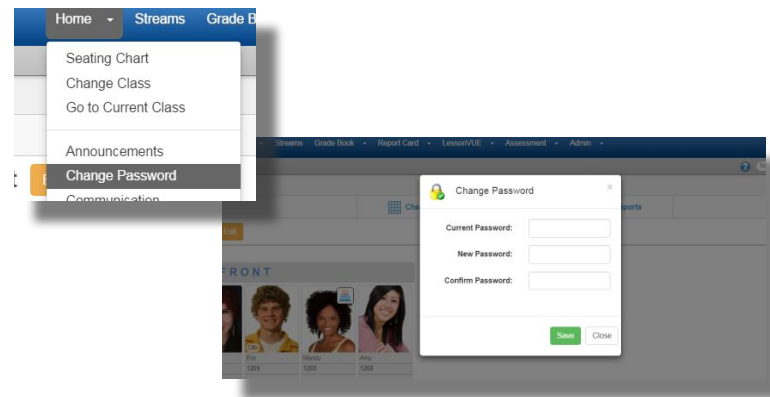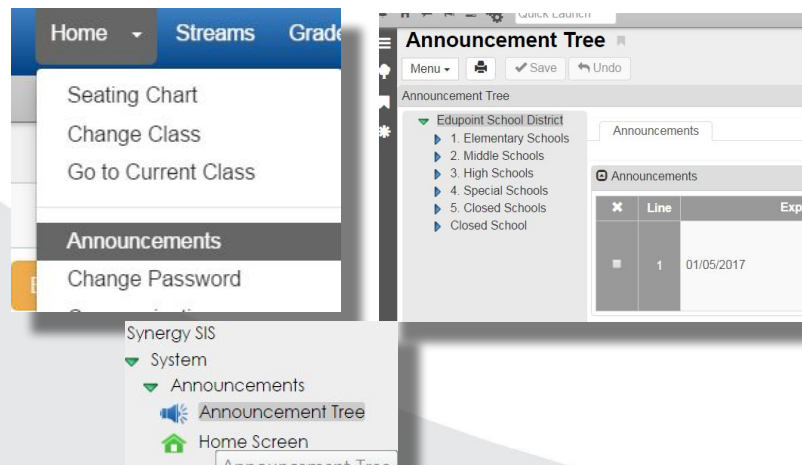
Additional TVUE Menu Items

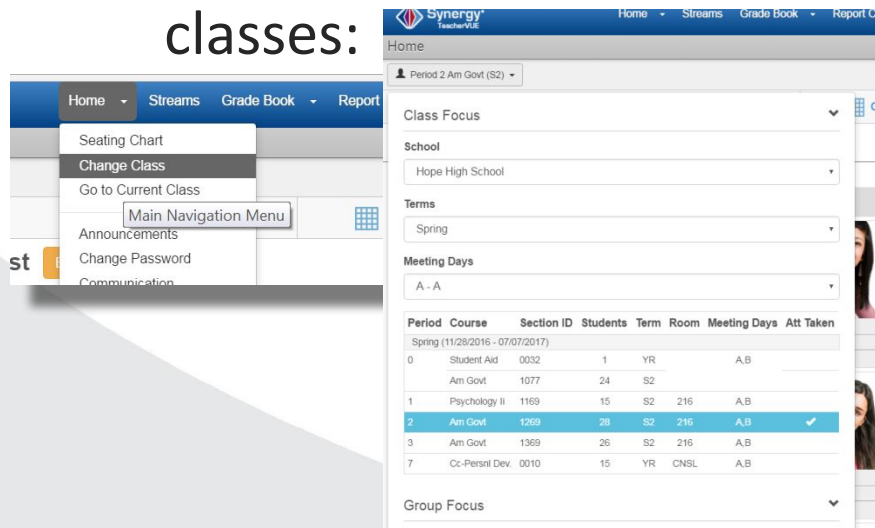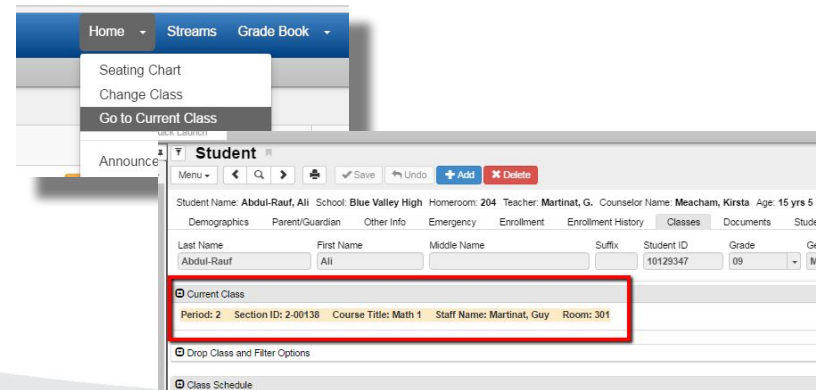- ***Change Class*** – opens class chooser so that user may focus to any assigned classes:

- ***Go to Current Class*** – directs teacher to the class currently meeting (as setup in Bell Schedule, period rotation definition, school calendar). Only works if current class is identified in SIS-Student-Student-Classes:

Questions?

Thank you!

- Thank you for taking time out of your busy schedule to review all of the neat functionality available in TeacherVue.

Next IA Webinar.....

Please join us on April 27th at 11am
for our next monthly webinar!

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