Synergy TeacherVUE for iPad

Installing the Synergy App

1. Make sure your iPad is connected to WiFi.
2. Open the **App Store** on your iPad.
3. Search for **TeacherVUE** and download the app.
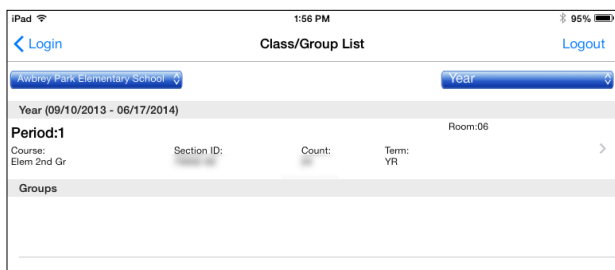4. Enter your Apple ID and password when prompted.

Sign In

1. Open the Synergy **TeacherVUE** app.
2. In the **District URL** field, enter the following: https://sis.4j.lane.edu
3. For the **Username**, enter your 4J account used for wireless, email, etc.
4. For the **Password** use your standard district password.
5. Optionally, you may want to enable the option to **Save Username** so you don't have to type it every time.
6. Click the **Test** button. If it succeeds, you are ready to go! Just click **Login**.

Taking Attendance

1. Open the **TeacherVUE** app and log in if prompted.
2. Tap on the class you wish to access. Most elementary teachers will only see one class listed. Middle and high school teachers may select their class period.
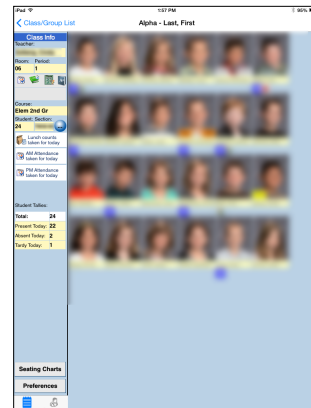3. A list of your student names and photos will appear on the screen.
4. In the left sidebar you will see a set of four icons. Two of them are for attendance:

   Takes attendance by tapping on a grid of student photos.

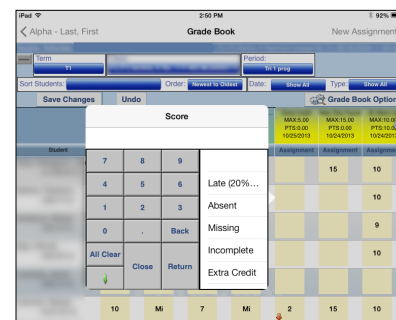   Takes attendance by checking boxes in a text-based list.
5. To show absences and tardies within each screen:
   Tap 1 time: Late
   Tap 2 times: Absent
   Tap 3 times: Present (Resets back to Present)
6. To select a different class period, tap Class/Group button in top left corner.
7. When you are done marking your attendance, tap the **Save Attendance** button.

Grading

1. Open the **TeacherVUE** app and log in if prompted.
2. Tap on the class/period you wish to access.
3. In the left sidebar, tap on the icon of a book with A+ on the cover.
4. Grades will be presented in a grid with a column for each assignment, and a row for each student. Tap the intersection of student and assignment to enter each score.
5. **Tap** the Save Changes button when you are done.