

## OVERVIEW OF THE TEACHERVUE SOFTWARE

The TEACHERVUE software, frequently abbreviated TXP and also known as Teacher Experience, provides districts with an easy method to give teachers access to just the student information they need. Rather than spending hours modifying and tweaking the security system to adjust the access rights for teachers just so, the TEACHERVUE software can be implemented with just a few steps. It provides access to attendance and grades with customizable security rights, and can display any report needed.

This manual illustrates how to view and edit attendance and grades in the TEACHERVUE-related views. Additional information regarding student discipline, tests and health may also be reviewed from the TEACHERVUE software.

The companion manual to the User Guide, *GENESIS – TEACHERVUE Administrator Guide*, illustrates how to setup and configure the TEACHERVUE software. The unique security options available for TEACHERVUE are also outlined in that guide.

## ACCESSING THE TEACHERVUE SOFTWARE

To access the TEACHERVUE software:

1. Log into the GENESIS system using a username and password configured for the TEACHERVUE software.

**GENESIS**

**Edupoint**  
Educational Systems

Please enter your login name and password below to access the application.

Login Name  
teacher

Password  
\*\*\*\*\*

Login

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Figure 1.1 – GENESIS Log In Page

2. A red highlighted box then appears in the middle of the screen. Select the correct semester from the drop-down list at the top of the view.

Please select a class.

Spring

Period	Course	Section ID	Student	Term	Room
Spring (01/05/2009 - 06/30/2009)					
0	SS51 - American Government	1077 (AM/PM)	27	S2	216

OK Close

Figure 1.2 – Please Select a Class View, Confirm Semester

3. Select the class to be graded or for which attendance is to be recorded by clicking the radio button in the **Period** column.

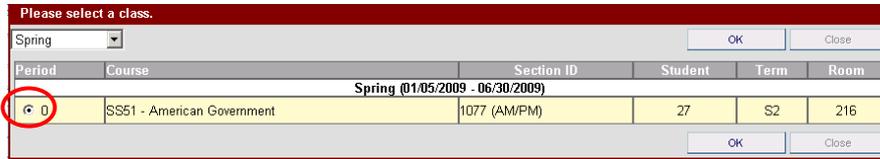


Figure 1.3 – Please Select a Class View, Select a Period

4. Click **OK**. If students were added or dropped from the section, the **Acknowledge Adds and Drops** view pops-up. To add the new student(s) to the seating chart, check the box **Add to Chart**. This is automatically checked by default.

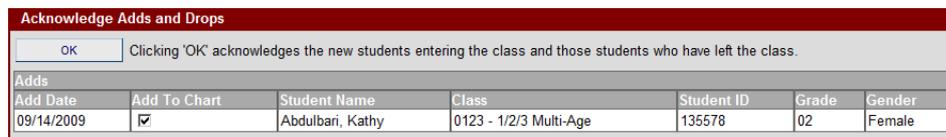


Figure 1.4 – Acknowledge Adds and Drops View

5. Click **OK** to acknowledge the student changes. If announcements have been entered in Genesis, the Announcements view pops-up.

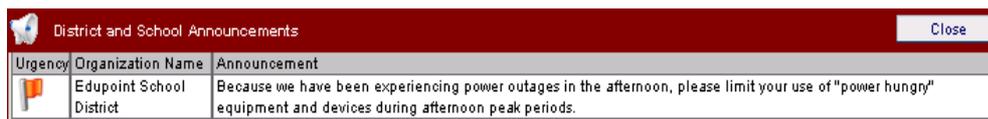


Figure 1.5 – Announcements View

6. Click **OK** to close the announcements. The main view of the TEACHERVUE software is displayed.



Figure 1.6 – Main View, TEACHERVUE

## CHANGING CLASSES

In the TEACHERVUE software, only one class' attendance and grades is displayed. To switch to another section to view its attendance and grades:

1. Return to the main TEACHERVUE view, the Seating Chart, and click the **Change Class** icon.

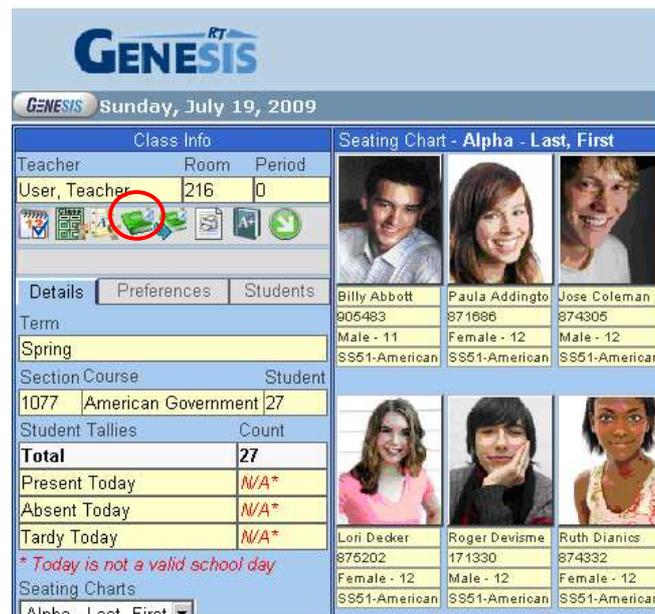


Figure 1.14 – Seating Chart View

2. A red highlighted box appears in the middle of the screen. Select the correct semester from the drop-down list at the top of the view.

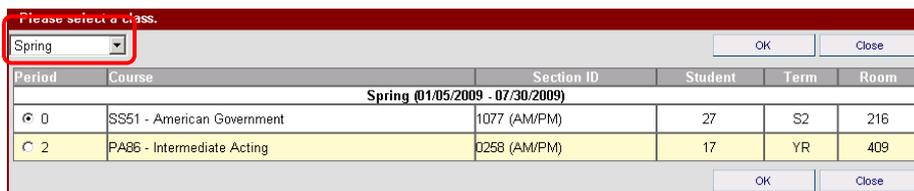


Figure 1.15 – Please Select a Class View, Confirm Semester

3. Select the class to be graded or for which attendance is to be recorded by clicking the radio button in the **Period** column.

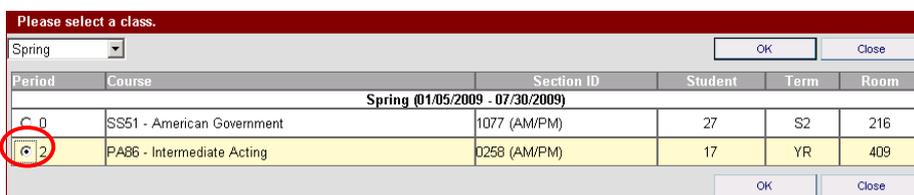


Figure 1.16 – Please Select a Class View, Select a Period

4. Click **OK**. The main view of the TEACHERVUE software is displayed for the newly selected class.

# ATTENDANCE NOTIFICATION

When a teacher logs in to the TEACHERVUE software, the software notifies the teacher if attendance has not been taken for today's date in the Class Info section of the main TEACHERVUE view. The message appears in bright yellow below the section information.

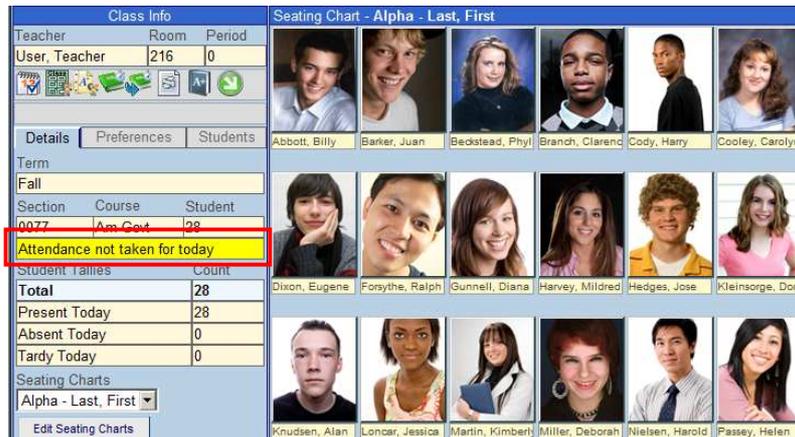


Figure 5.1 – Attendance Notification Message

For schools taking daily attendance twice a day, the message specifies which part of the day is still missing attendance.

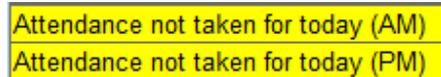


Figure 5.2 – Daily Attendance Message

Even if all students are present, the teacher must take attendance by either chart or list as explained later in this chapter. Once the teacher has saved the attendance records, the message changes to “Attendance taken for today”.



Figure 5.3 – Attendance Taken for Today Message

## TAKING ATTENDANCE BY CHART

Attendance can be taken for the current date by using the Seating Chart. If attendance needs to be taken for a previous school day, the Take Attendance By List function should be used. It is discussed later in this chapter. To take attendance using the seating chart:

1. Click on the **Take Attendance by Chart** icon.

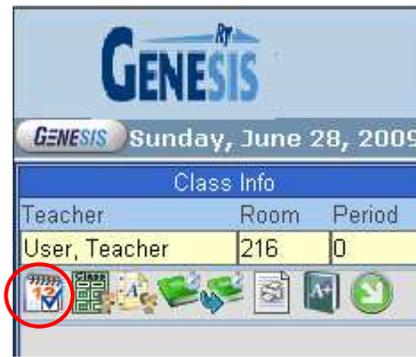


Figure 5.4 – Seating Chart View, Class Info

2. A **Reason Types Legend** appears under the Class Info area. This legend shows the color coding used for the absence types available. The absence types available are configured during the district & school setup, as outlined in the *GENESIS - TEACHERVUE Administrator Guide*.

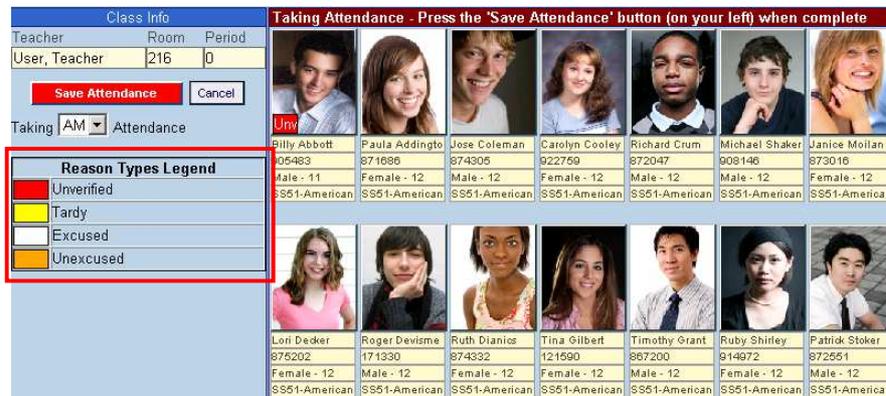


Figure 5.5 – Reason Types Legend

3. For daily attendance schools that take attendance twice a day, use the drop down arrow to select what **time of day** that attendance is being taken.

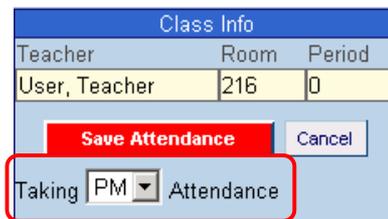


Figure 5.6 – Taking PM Attendance

- Click on the student's picture to mark the student as absent or tardy. Continue clicking until the correct code appears.



Figure 5.7 –Marking Attendance by Seating Chart

- When all absences have been recorded, click the **Save Attendance** button. **Even if no students are absent, be sure to click the Save Attendance button to record that attendance has been taken.** To cancel any changes that have been made, click the **Cancel** button.



**Note:** Only students who are tardy or absent from the class should be marked. Those students who are present do not have any code appear in the lower left hand corner of their student picture.

- Once the attendance has been saved, the view returns to the main Seating Chart view.

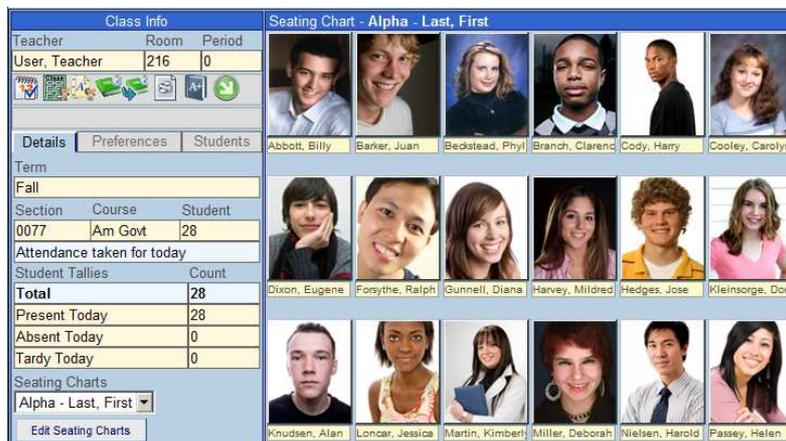


Figure 5.8 – Main Seating Chart View

## TAKING ATTENDANCE BY LIST

Taking attendance by using the student list allows the teacher to take attendance for the current school day or return to previous school days. To take attendance by list:

1. Click on the **Take Attendance by List** icon.

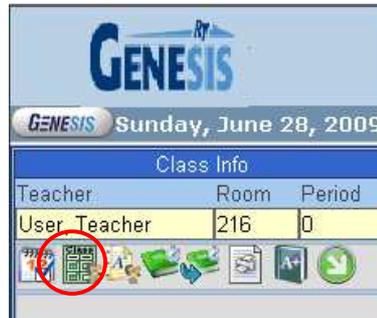


Figure 5.9 – Seating Chart View, Class Info

2. A **Reason Types Legend** appears under the Class Info area. This legend shows the color coding used for the absence types available. The absence types available are configured during the district & school setup, as outlined in the *GENESIS - TEACHERVUE Administrator Guide*.

Class Info			Taking Attendance - Press the 'Save Attendance' button (on your left) when complete											
Teacher	Room	Period	<< Back 10 Days											
Teacher User	216	0												
Section	Course	Student	8/2009			9/2009								
0077	Am Govt	28	Thu 27	Fri 28	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7		
Abbott, Billy	N/E	N/E	N/E							Sup	Sup			
Barker, Juan	N/E	N/E	N/E							Sup	Sup			
Beckstead, Phyllis	N/E	N/E	N/E							Sup	Sup			
Branch, Clarence	N/E	N/E	N/E							Sup	Sup			
Cody, Harry	N/E	N/E	N/E							Sup	Sup			
Cooley, Carolyn	N/E	N/E	N/E							Sup	Sup			
Dixon, Eugene	N/E	N/E	N/E	Unv						Sup	Sup			
Forsythe, Ralph	N/E	N/E	N/E							Sup	Sup			
Gunnell, Diana	N/E	N/E	N/E							Sup	Sup			

Figure 5.10 – Reason Types Legend

3. For **daily attendance schools** taking attendance twice a day, two columns appear under each date – one for the AM session and one for the PM session. Daily attendance schools taking attendance only once a day only show the date column. Days that the school is not in session, or days on which the student was not enrolled are grayed out with the notation N/E (for not enrolled). Today's date is highlighted in pale yellow. Supplemental attendance days that are not active for this class are noted with SUP.

Student Name	8/2009		9/2009												
	Mon 31		Tue 1		Wed 2		Thu 3		Fri 4		Sat 5		Mon 7		
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Aaron, Ian	N/E	N/E										Sup	Sup		
Alejandroz, Willie	N/E	N/E										Sup	Sup	Tdy	
Antonio Gonzalez, James	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	Sup	Sup	N/E	N/E
Bahena, Joshua	N/E	N/E										Sup	Sup		
Baker, Carlos	N/E	N/E										Sup	Sup		
Bradley, Linda	N/E	N/E							Tdy			Sup	Sup	Tdy	
Bustamante, Aaron	N/E	N/E										Sup	Sup		

Figure 5.11 – Taking Daily Attendance By List

- For **period attendance schools**, a column for each date is listed. Days that the school is not in session, or days on which the student was not enrolled are grayed out with the notation N/E (for not enrolled). Today's date is highlighted in pale yellow. Supplemental attendance days that are not active for this class are noted with SUP.

Student Name	8/2009			9/2009						
	Thu 27	Fri 28	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7
Abbott, Billy	N/E	N/E	N/E					Sup	Sup	
Barker, Juan	N/E	N/E	N/E					Sup	Sup	
Beckstead, Phyllis	N/E	N/E	N/E					Sup	Sup	
Branch, Clarence	N/E	N/E	N/E					Sup	Sup	
Cody, Harry	N/E	N/E	N/E					Sup	Sup	
Cooley, Carolyn	N/E	N/E	N/E					Sup	Sup	
Dixon, Eugene	N/E	N/E	N/E	Unv				Sup	Sup	
Forsythe, Ralph	N/E	N/E	N/E					Sup	Sup	
Gunnell, Diana	N/E	N/E	N/E					Sup	Sup	

Figure 5.12 – Taking Daily Attendance By List

- To **take attendance**, click in the column for the date being recorded and the row for the student. The first absence reason appears. Continue clicking in the box until the desired reason appears. The reasons appear in the order listed in the legend with each click.
- If attendance for a different date needs to be marked, the **Back 10 Days**, **Go to Today**, and **Forward 10 Days** buttons at the top of the attendance list can be used to navigate to the desired date. Most schools limit attendance recording to within 3 to 5 days of the current date, but past attendance records may be viewed.



Figure 5.13 – Switching Attendance Dates

- Once all of the attendance has been recorded, click on the **Save Attendance** button to save the attendance and return to the main Seating Chart view. To undo any changes, but still remain in the Attendance List, click the **Undo Changes** button. To undo any changes and return to the main Seating Chart view, click the **Cancel and Return to Seating Chart** button.

Class Info				Taking Attendance - Press the 'Save Attendance' button (on your left) when complete										
Teacher	Room	Period		<< Back 10 Days										
User, Teacher	216	0												
Section	Course	Student												
0077	Am Govt	28												
Student Name	8/2009			9/2009										
	Thu 27	Fri 28	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7				
Abbott, Billy	N/E	N/E	N/E					Sup	Sup					
Barker, Juan	N/E	N/E	N/E					Sup	Sup					
Beckstead, Phyllis	N/E	N/E	N/E					Sup	Sup					
Branch, Clarence	N/E	N/E	N/E					Sup	Sup					
Cody, Harry	N/E	N/E	N/E					Sup	Sup					
Cooley, Carolyn	N/E	N/E	N/E					Sup	Sup					
Dixon, Eugene	N/E	N/E	N/E					Sup	Sup					
Forsythe, Ralph	N/E	N/E	N/E					Sup	Sup					
Gunnell, Diana	N/E	N/E	N/E					Sup	Sup					

**Reason Types Legend**

- Unverified
- Tardy
- Excused
- Unexcused

Figure 5.14 – Saving Attendance

GENESIS URL: \_\_\_\_\_

Popup Blockers must be turned off for Genesis to function properly. This includes popup blockers included with some installed toolbars such as Google, Yahoo, and Bing toolbars.

Change Password is on the Preferences Tab.

On The Preferences Tab, check the box for "Show Notifications".

If students are missing from the seating chart, check the students tab and then modify the seating chart to place them.

Notes: