OVERVIEW OF THE TEACHERVUE SOFTWARE

The T<small>EACHER</small>V<small>UE</small> 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 T<small>EACHER</small>V<small>UE</small> 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 T<small>EACHER</small>V<small>UE</small>-related views. Additional information regarding student discipline, tests and health may also be reviewed from the T<small>EACHER</small>V<small>UE</small> software.

The companion manual to the User Guide, *G<small>ENESIS</small> – T<small>EACHER</small>V<small>UE</small> Administrator Guide,* illustrates how to setup and configure the T<small>EACHER</small>V<small>UE</small> software. The unique security options available for T<small>EACHER</small>V<small>UE</small> are also outlined in that guide.

ACCESSING THE TEACHERVUE SOFTWARE

To access the **T<small>EACHER</small>V<small>UE</small>** software:

1. Log into the G<small>ENESIS</small> system using a username and password configured for the T<small>EACHER</small>V<small>UE</small> software.

Figure 1.1 – G<small>ENESIS</small> 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.

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.
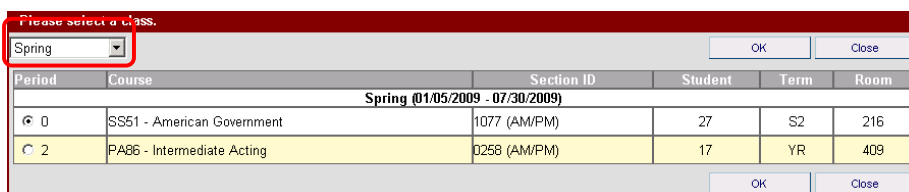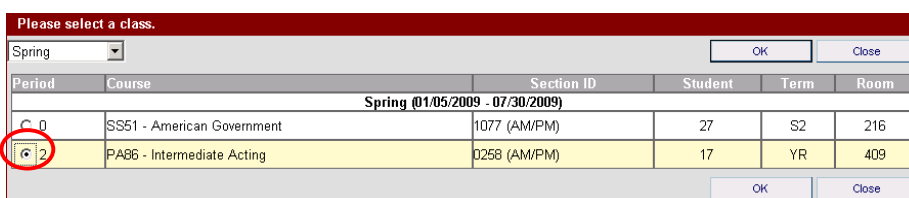

Figure 1.15 – Please Select a Class View, Confirm Semester

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.

GO TO CURRENT CLASS

If a class is open that is not the class that is currently in session based on the time of day in which the software is being used, the current class can quickly be brought up by one click. To view the current class:

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

Figure 1.17 – Seating Chart View

2. The main view of the TEACHERVUE software is displayed for the class currently in session for the teacher logged into the software.

VIEWING THE SEATING CHART

After selecting a class to view, the information for that class loads into the main view. This is called the Seating Chart view. Information within the Seating Chart view appears within two sections. The right side of the view shows the pictures of the students arranged in rows and columns in the **Seating Chart section**. The **Class Info section** appears on the left side of the view and shows the basic data regarding the course.

Figure 2.1 – Seating Chart View

The **Seating Chart section** can show the student's name, student ID number, gender, grade, and course name as well as the student's picture.

Figure 2.2 – Seating Chart by Alphabet

Note: To view more information about a student, click on the student's picture. A menu of options appears. These options are discussed in another section of this chapter.

The **Class Info section** lists information about the section, such as teacher of the section, room number, and period number. There are also additional tabs that contain further information about the course: Details, Preferences, and Students.

Figure 2.3 – Class Info Section

DETAILS

Details regarding a particular class can be found under the Class Info section. These details include the current term, section ID, course name and number of students enrolled.

Figure 2.4 – Details Tab

Underneath the Section information, the current status of the day's attendance is displayed. If at a daily attendance school that takes attendance twice a day, the status of both the AM and PM attendance is displayed.

Figure 2.5 – Attendance Not Taken

Figure 2.6 – Attendance Taken

If at a daily attendance school that only takes attendance once a day, or at a period attendance school, only one status line appears.

Section	Course	Student
1756	Biology	28
Attendance not taken for today		

Figure 2.7 – Attendance Not Taken

Section	Course	Student
1077	Am Govt	27
Attendance taken for today		

Figure 2.8 – Attendance Taken

The **Student Tallies** information is related to the attendance within that course. It presents information regarding the number of students present, absent, and tardy.

Student Tallies	Count
Total	**27**
Present Today	27
Absent Today	0
Tardy Today	0

Figure 2.9 – Details Tab, Student Tallies

If logged into TEACHERVUE on a non-school day, the details of the students present or absent are not shown. Instead, N/A is displayed in red to indicate that the day is not a valid school day.

Student Tallies	Count
Total	**27**
Present Today	N/A*
Absent Today	N/A*
Tardy Today	N/A*
* Today is not a valid school day	

Figure 2.10 – Student Tallies, Non-School Day

The **Seating Charts** view can be sorted in a number of ways. The default seating chart is set to sort students in alphabetical order by the student's last name. To create a new seating chart with a different sort order:

1. Click the **Edit Seating Charts** button.
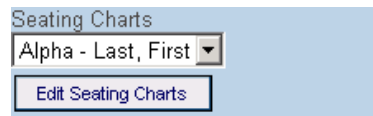
Figure 2.11 – Edit Seating Charts

2. Click the **Add** button.
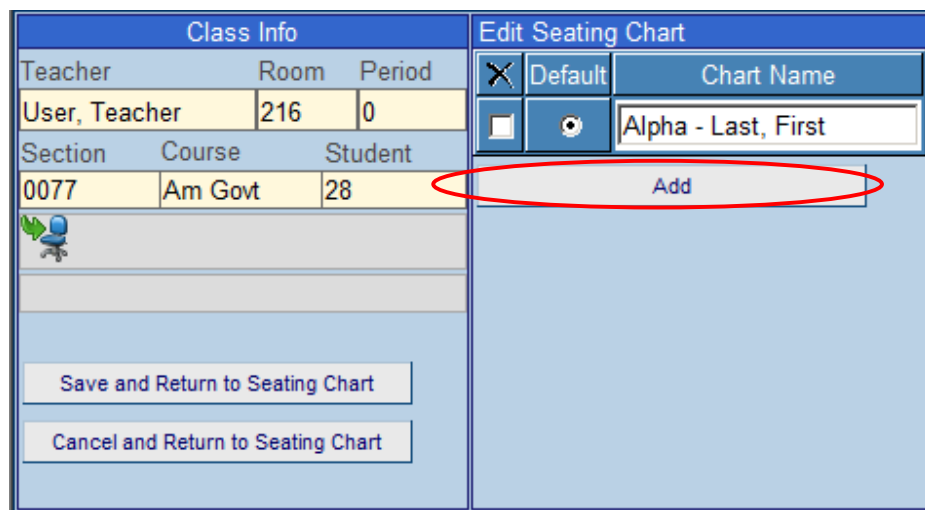
Figure 2.12 – Edit Seating Chart, Add Button

3. A new sorting option appears at the bottom of the list. Enter a name for the new chart in the **Chart Name** column, and select the sort order to be used in the **Type** drop-down list. The sorting options are **Alpha** to sort by alphabetically by student's last name, **Random** to sort students randomly, or **Empty** to create an empty seating chart that the teacher can sort manually.
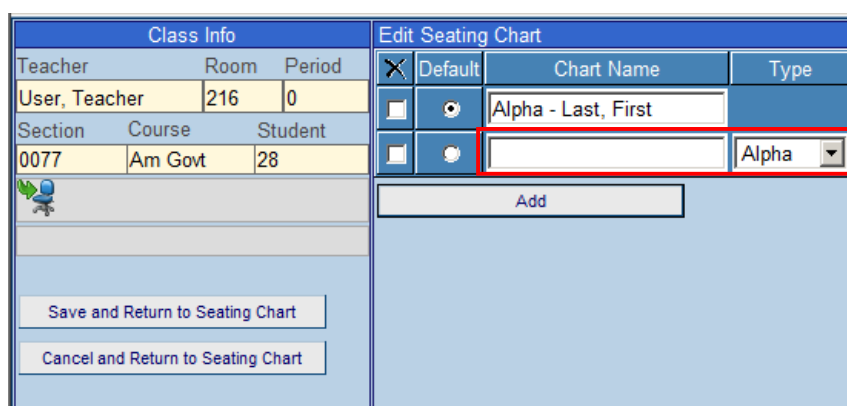
Figure 2.13 – Entering a New Seating Chart

4. To select which seating chart is set as the default seating chart, click in the radio button in the **Default** column.

5. To delete a seating chart, check the box in the **X** column.

6. To save the changes, click the **Save and Return to Seating Chart** button. To cancel the changes, click the **Cancel and Return to Seating Chart** button.

Figure 2.14 – Save and Return to Seating Chart

7. To switch between seating charts when more than one is available, select the chart to view from the **Seating Charts** drop-down list.

Figure 2.15 – Seating Chart View

PREFERENCES

The Preferences tab of the Class Info Section allows the instructor to customize the information displayed in the Seating Chart. The instructor can also change their password here. To access the preferences, click on the Preferences tab.
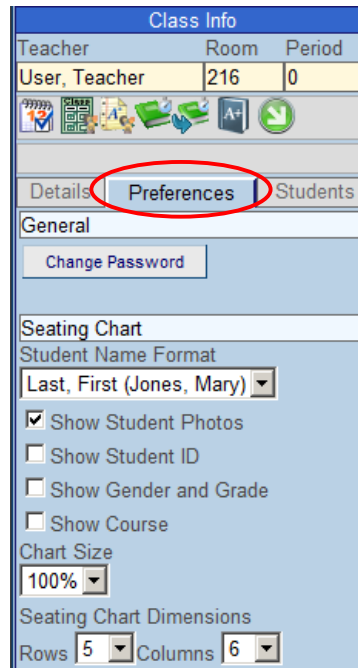
Figure 2.16 – Preferences Tab

When first assigned to the GENESIS system, an instructor is given a generic password specific to that district. The password should be changed immediately in order to ensure a teacher's account security. To change the password:

1. On the Preferences tab, click the **Change Password** button.
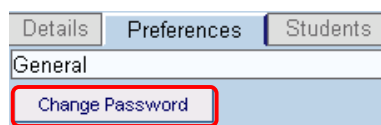
Figure 2.17 – Change Password Button

2. Enter the **Current Password**, and then enter the new password in the **New Password** and **Confirm New Password** boxes.

Figure 2.18 – Change Password View

3. Click the **Save** button to change the password.

The information about the student that appears under each student's picture in the Seating Chart can be customized on the Preferences tab.
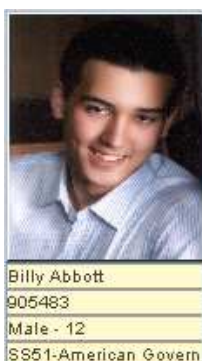
Figure 2.19 – Student Photo with Student Information

To customize the information:

1. The format of the students' names can be selected from the **Student Name Format** drop-down list. Names be displayed as **Last, First** (Jones, Mary), **First Last** (Mary Jones), **Last F.** (Jones M.), **First L.** (Mary J.), **First Name** (Mary), or **Last Name** (Jones).
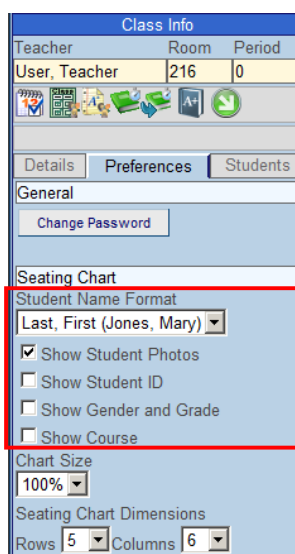
2. Check the boxes to display the **Student Photos**, **Student ID**, **Gender and Grade**, and or **Course**.

The size of the Seating Chart or the number of seats showing within the Seating Chart can be altered as well using the **Chart Size** and **Seating Chart Dimension** functions.
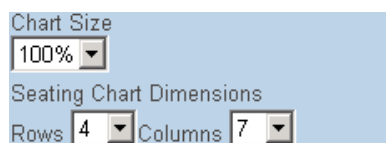
Figure 2.20 – Preferences Tab, Chart Size and Seating Chart Dimensions

1. The **Chart Size** can be set from 50% to 200% in 25% increments. The percentages increase or decrease the size of the student photos and student information displayed in the seating chart.

2. The number of **Rows** and **Columns** displayed in the seating chart can be set to Rows from 1 to 59 and Columns from 1 to 40. The numbers chosen should closely match the seating arrangement of the classroom.

> **Note:** Be sure to set the Seating Chart Dimensions so that there are enough spaces to show all the seats in the room. An example would be a class of 23 students. If the Seating Chart Dimensions are only set to four rows with five columns, this gives only a total of 20 seats. Three students would not be shown in the main Seating Chart view.

STUDENTS

The first time a class is opened in the TEACHERVUE software, the Seating Chart is display as an empty classroom with gray boxes indicating each seat.
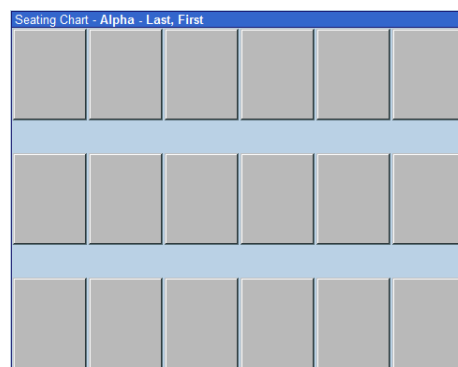
Figure 2.21 – Empty Seating Chart

As students are added to the class, they are **not** automatically added to the seating chart as well. Anytime there are students assigned to the class that have not been added to the seating chart, a message appears in red at the bottom of the Class Info section warning that there are students currently not in the chart.
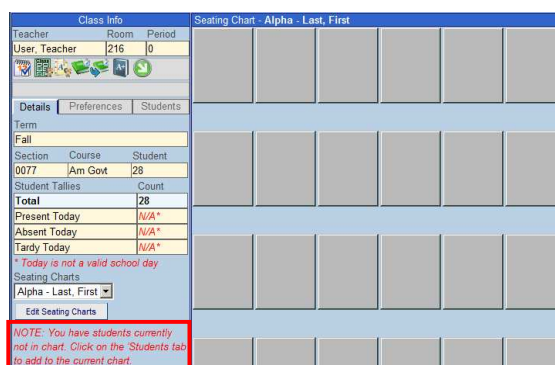
Figure 2.22 – Students Currently Not in Chart Message

To add students to the seating chart:

1. Click on the **Students tab** of the Class Info section.
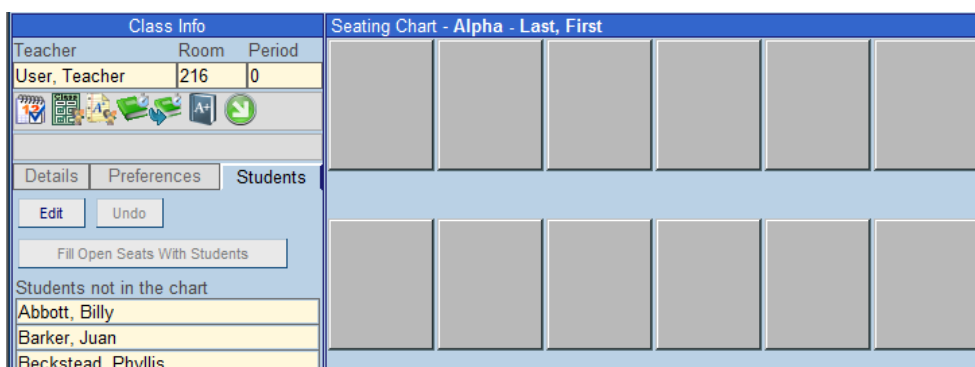
Figure 2.23 – Students Tab, Class Info Section

2. If the Seating Chart Dimensions are set with enough possible seats, then all of the students can be added to the Seating Chart view. To add students to the Seating Chart view, click the **Edit** button.
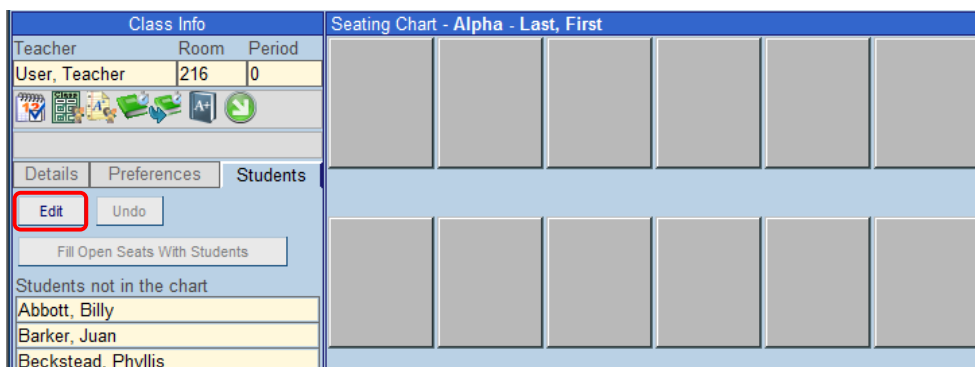
Figure 2.24 – Editing Students

3. To automatically add the students to the seating chart, click the **Fill Open Seats with Students** button.
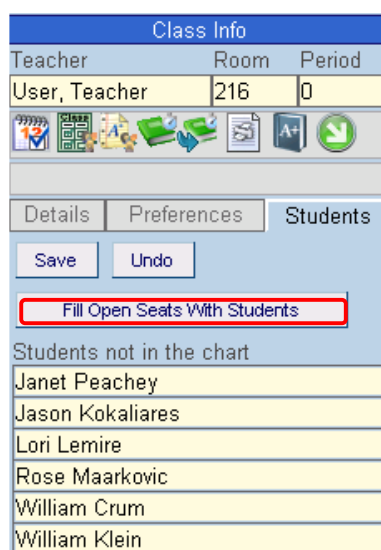
Figure 2.25 – Students Tab, Fill Open Seats with Students

4. **To manually add the students to the seating chart**, click on the student's name in the list of students under **Students not in the chart**, and drag the name to the boxes on the chart. As the name is dragged into the chart area, the name of the student appears in a box under the mouse cursor. Release the mouse when the student's name appears over the correct box.
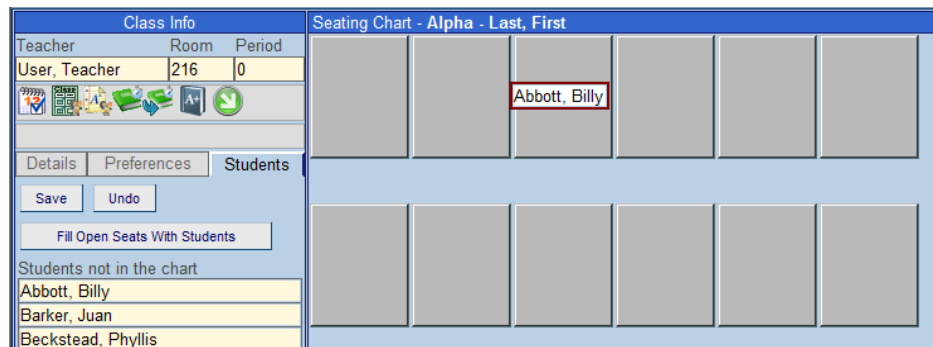
Figure 2.26 – Clicking and Dragging to Arrange the Chart

5. **To rearrange students already placed in the chart**, click on the student's picture and drag it to a new box. The existing student in the new box or empty location is swapped with the first location clicked. ***Remember, to make any changes to the chart the Edit button must be clicked first.***

6. Click the **Save** button to save the changes to the seating chart, or click the Undo button to cancel the changes.

ADDITIONAL SEATING CHART INFORMATION

From the Seating Chart, additional information about a particular student can be accessed by clicking on the student's picture. This information can include information about the student's demographics, period attendance, daily attendance, health, discipline, ALC attendance, and grades. It can also link to the STUDENTVUE portal for the student, display the student's Grade Book information, and send an email to the student and parent. The options available are customized by each district. For instructions on how to customize the information available, please see the section on TEACHERVUE User Groups in the *GENESIS – TEACHERVUE Administrator Guide*.

To access additional student information through the seating chart:

1. Click on the picture of the student. A drop down menu of options appears.

Figure 3.1 – Student Information, List of Student Detail Options

2. Click on an option to view the information about the student. The student detail information opens in a new window.

DAILY ATTENDANCE

The Daily Attendance view is generally only available in the list of options for schools taking daily attendance. This view shows three tabs with information: Days of Activity, Totals, and Letters. The **Days of Activity tab** lists all days for which an absence was recorded for the student. Each absence is recorded with the date of the absences, the day of the week, the code for the absence type, and the amount of the absence. If absences are recorded twice a day, the first half of the day is recorded in the Reason 1 column and the second half of the day is recorded in the Reason 2 column.

Line	Date	Weekday	Reason 1	Abs Amt	Reason 2	Abs Amt
1	03/30/2010	Tuesday				
2	03/10/2010	Wednesday	Ill			
3	03/01/2010	Monday	Unv			
4	02/03/2010	Wednesday				
5	02/01/2010	Monday	Ill			
6	01/27/2010	Wednesday				
7	10/07/2009	Wednesday				
8	10/06/2009	Tuesday				
9	10/05/2009	Monday	Ill			
10	10/02/2009	Friday	Ill			

Figure 3.2 – Days of Activity Tab, Daily Attendance View

The **Totals tab** shows the total number of absences recorded for the student by reason and by type of absence reason. It also shows the percentage of each.

Attendance Reason Totals

Line	Reason	Reason Total	Pct
1	Unverified	1.00	16.67
2	Illness	5.00	83.33
3	Totals	6.00	

Attendance Type Totals

Line	Type	Type Total	Pct
1	Unverified	1.00	16.67
2	Excused	5.00	83.33
3	Totals	6.00	

Figure 3.3 – Totals Tab, Daily Attendance View

The **Letters tab** lists all attendance letters that were generated for the student. For each letter, the type of letter is listed in the Letter Name column, the number of absence needed to reach the threshold for generating the letter is listed in the Threshold Achieved column, and the date on which the threshold was met is shown in the Date Achieved column.

Attendance Letters

Line	Letter Name	Threshold Achieved	Date Achieved
1	Absence	1	03/31/2010

Figure 3.4 – Letters Tab, Daily Attendance View

DISCIPLINE

The Discipline view, used by schools using the Discipline module instead of the Discipline Incident module, lists the student's discipline records. The time and date of the incident is provided as well as a description of the incident and person who referred the student for discipline issues.

Line	Incident Date	Incident Time	Description	Referred By	Staff Name
1	10/05/2009	7:58 AM	Defiance	Mr Weathers	McGrew, Tom

Figure 3.5 –Discipline View

DISCIPLINE INCIDENT

The Discipline Incident view, used by schools using the Discipline Incident module instead of the Discipline module, lists all of the discipline incidents in which the student was involved. For each incident, it displays the date and time of the incident, the role the student played in the incident such as offender or victim, a brief description of the incident, who referred the student, and the staff member that managed the incident.

Line	Incident Date	Incident Time	Incident Role	Description	Referred By	Entered By
1	03/05/2010	8:00 PM	Offender	Fight after the football game at Hope HS.	Jones, Mike	McGrew, Tom

Figure 3.6 – Discipline Incident View

HEALTH

The Health view shows two types of information. The **Nurse Visits** tab lists information about each time a student has visited the school nurse, including the date and time of the visit, the code assigned to the type of visit, and who referred the student to the nurse.

Figure 3.7 – Health View, Nurse Visits Tab

The **Conditions** tab lists all medical alerts and health conditions for the student, including the start and end date for the condition, the code assigned to the condition, and a description of the condition is usually included in the Comments field.

Figure 3.8 – Health View, Conditions Tab

PERIOD ATTENDANCE

The Period Attendance view is generally only available in the list of options for schools taking period attendance. This view shows three tabs with information: Days of Activity, Totals, and Letters. The **Days of Activity tab** lists all days for which an absence was recorded for the student. Each absence is recorded with the date of the absences, the absence code for each period, and the absence code for the entire day. An N/S in the period indicates the student was not scheduled for a class during the period.

Figure 3.9 – Period Attendance View, Days of Activity Tab

The **Totals tab** shows the total number of absences recorded for the student by reason and by type of absence reason for each bell period as well as overall.

Figure 3.10 – Period Attendance View, Totals tab

The **Letters tab** lists all attendance letters that were generated for the student. For each letter, the type of letter is listed in the Letter Name column, the number of absence needed to reach the threshold for generating the letter is listed in the Threshold Achieved column, and the date on which the threshold was met is shown in the Date Achieved column.

Figure 3.11 – Period Attendance View, Letters Tab

STUDENT

The **Student** view includes several tabs for information about the student's Demographics, Parent/Guardian, Emergency, Classes, Documents, and Access. The **Demographics** tab includes both the student's basic demographic information such as the student's address, home room, counselor, and home language, as well as a list of all phone numbers associated with the student.

Figure 3.12 – Student Profile, Demographics Tab

On the **Parent/Guardian** tab, names and phone numbers for all parents and guardians for the student are listed in the Parent/Guardian section. Any siblings enrolled within the school or district are listed in the Siblings section.

Figure 3.13 – Student Profile, Parent/Guardian Tab

On the **Emergency tab**, names and phone numbers for the people to contact in case of an emergency with the student are listed within the Emergency Contacts section. Any doctor information is found within the Physician Information section.

Figure 3.14 – Student Profile, Emergency Tab

The sections in which the student is enrolled for the current term are listed on the **Classes** tab.

Figure 3.15 – Student Profile, Classes Tab

The **Documents** tab lists any school documents, such as the student's birth certificate or a field trip consent form, that have been uploaded to the student's record. To view the uploaded document, click on the icon in the Document column.

Figure 3.16 – Student Profile, Documents Tab

STUDENT EXPERIENCE

The Student Experience menu item links to the STUDENTVUE portal, and logs the teacher into the portal as the student. This enables the teacher to view the information in Genesis as the student sees it from the STUDENTVUE portal.   For more information about the STUDENTVUE software, please see the *GENESIS - PARENTVUE & STUDENTVUE Parent & Student Guide*.
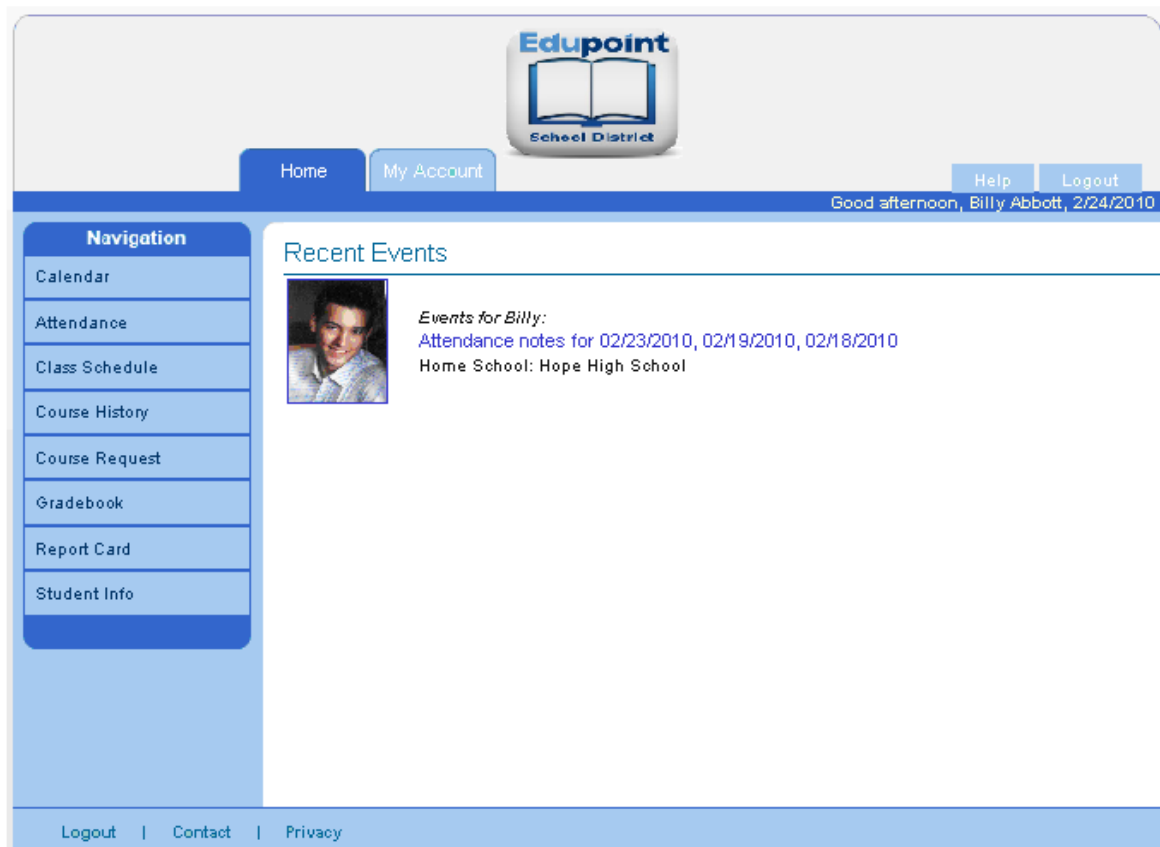
Figure 3.22 – STUDENTVUE Portal

INDIVIDUAL STUDENT REPORTS

If individual student reports have been added to the list of reports available in the TEACHERVUE software (by adding them to the Navigation Menu for the TEACHERVUE User Group), these reports appear both in the list of available reports and as an option on the list of views available by clicking on the student photo.
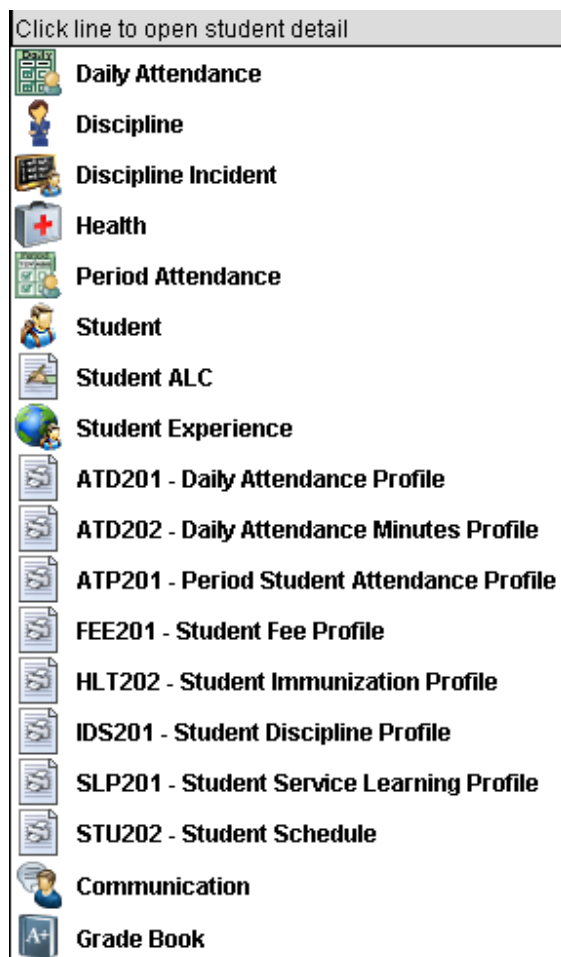
To print a report for a specific student, simply click on the name of the report from the list of options that appears when the student's photo is clicked. All reports are run with the default options configured for the TEACHERVUE User Group. To customize the reports, they must be run from the regular GENESIS interface. For more information about these reports, please see the guide that covers the information contained in the report. For example, for grading reports please refer to the *GENESIS – Grading User Guide*.

COMMUNICATION TO A STUDENT

The Communication view allows an email to be sent from the teacher to the student, to the custodial parent, or both. Clicking on Communication from the menu on the student's photo allows a message to be sent to an individual student and/or parent. To send a message to all students and their parents, access the Communication view from the Additional Views icon on the menu.

Figure 3.23 – Communication View

To send a message to an individual student:

1. Select the **Message Type** by clicking on the radio button in front of the correct option. The **Email** option sends an email to the parent and/or student selected. The **PXP Message** option posts the message notice on the home page of the PARENTVUE and/or STUDENTVUE portal.

Figure 3.24 – Message Notice on STUDENTVUE

2. The message is automatically configured to be sent to both the student and their parent. To send the message to only the student or only the parent, uncheck the appropriate box in the **To** section.

3. Enter a **Subject** for the message.

4. Enter the **Message** in the box provided. The message is sent in HTML format, and the format of the message may be customized by using the buttons above the message box. The button options are:

Figure 3.25 – Message Format Buttons

(Source)	Toggles HTML code on and off. When the button is clicked on, the message is shown in HTML code format. When off, the message is shown as it will appear on screen.
(New)	Deletes the current message and shows a new blank message.
(Preview)	Pops-up a new window and displays the message as it will appear to the student.
(Cut)	Deletes the selected text from its current location, and the removed text can be placed elsewhere using the Paste button.
(Copy)	Copies the selected text for placement in another location in the message using the Paste button.
(Paste)	Places the last copied or cut text in the current location of the cursor. The pasted text is inserted in the same format as when it was copied or cut.
(Paste As Plain Text)	Inserts the last copied or cut text as text only without any previous formatting.
(Paste From Word)	When inserting text that has been copied from Microsoft Word into any HTML format (as this message is), Word inserts "bad" HTML code as well. To clean out the "bad" code from Word and insert the clean text, click the Paste From Word button and paste the text in the box that pops-up. Check the box to **Remove Styles definitions** and click **OK**. *Figure 3.26 – Paste From Word*
(Undo)	Undo the last action.

(Redo)	Redo the action that was previously undone.
(Find)	The Find button brings up the Find & Replace box to search the text in the existing message text. *Figure 3.27 – Find and Replace Box, Finding*
(Replace)	The Replace button brings up the Find & Replace box to search the text in the existing message text, and replace it with other text. *Figure 3.28 – Find and Replace Box, Replacing*
(Select All)	Selects and highlights all the text in the message.
(Remove Format)	Removes all formatting from the selected text.
(Table)	Inserts a table with the specifications entered in the Table Properties box that pops-up when the button is clicked. *Figure 3.29 – Table Properties Box*
(Line)	Inserts a horizontal line.
(Symbol)	Inserts a special character or symbol.
(Bold)	Bolds the selected text.

I (Italic)	Italicizes the selected text.
U (Underline)	Underlines the selected text.
abc (Strikethrough)	Runs a line through the middle of the selected text.
x_2 (Subscript)	Makes the selected text appear smaller and below the previous text.
x^2 (Superscript)	Makes the selected text appear smaller and above the previous text.
(Numbers)	Formats the selected text in a numbered list.
(Bullets)	Formats the selected text in a bulleted list.
(Decrease Indent)	Reduces the indent of previously indented text.
(Indent)	Indents the selected text.
(Block Quote)	Indents text to both the left and the right.
(Left-Align)	Aligns the selected text to the left.
(Center)	Centers the selected text.
(Right-Align)	Aligns the selected text to the right.
(Justify)	Justifies the selected text.
(Hyperlink)	Inserts a link to a website.
(Remove Link)	Removes a link to a website.
(Anchor)	Creates an anchor, or bookmark, for the selected text that can then be used to create a link from another part of the text.
Styles (Styles)	Select a preformatted custom text style from the drop-down arrow.
Normal	Select a standard text style such as Heading 1 from the drop-down arrow.
Font (Font)	Select the font to be used for the selected text.
Size (Size)	Select the size to be used for the selected text.
A (Color)	Select the color to be used for the selected text.

 (Highlight)	Select a color to use to highlight the selected text.
 (Maximize)	Brings up the message in a larger window to help when editing long messages.
 (Show Blocks)	Displays the message sections.

5. To send the message, click on the **Send Message** button.

To see a list of the messages that have been posted for the student and/or parent on the PARENTVUE (PXP) and/or STUDENTVUE (SXP) portals:
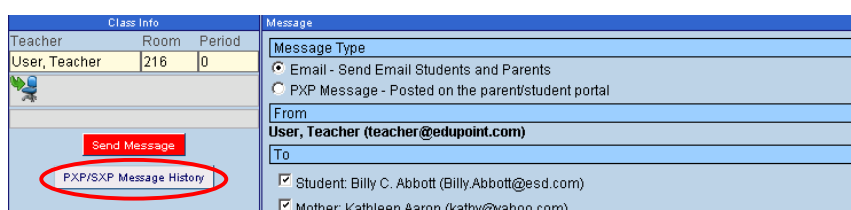
1. Click the **PXP/SXP Message History** button.

Figure 3.30 – Message History

2. A list of the posted messages appear. To remove a message from the portal, check the box in the **X** column next to the message, then click the **Remove Selected Messages** button.
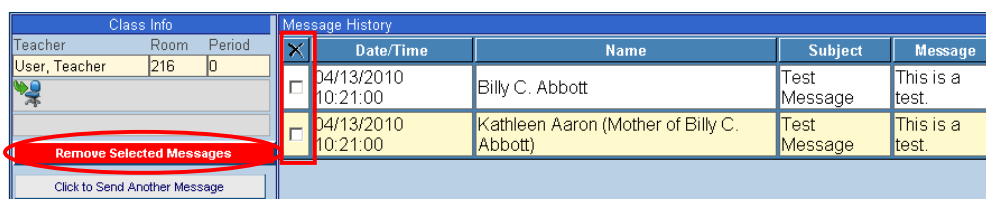
Figure 3.31 – List of Posted Messages

3. To return to the Communication view, click the **Click to Send Another Message** button. To return to the Seating Chart, click the **Seating Chart** button.
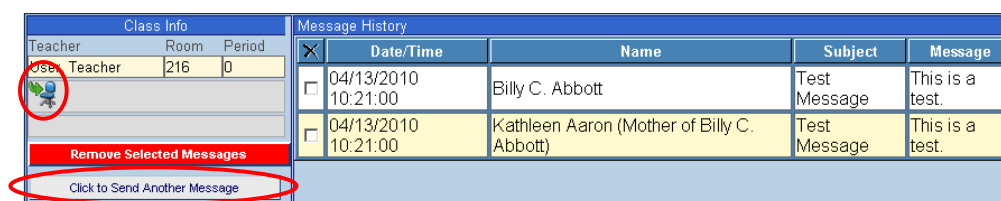
Figure 3.32 – Closing Message History

GRADE BOOK

The Grade Book option provides access to the Grade Book software. This software allows educators to record grades at the assignment level instead of just at the grading period level. The assignments are tallied for each grading period mark and the information is synchronized with the grading information in the main GENESIS software. For more information about working with the Grade Book software, please see the *GENESIS – Grade Book User Guide*.

Figure 3.33 – Grade Book View

Chapter Four:
WORKING WITH ALL STUDENTS

In this chapter, the following topics are covered:

► Viewing information for all students in a class

► Printing reports for all students

► Sending messages to all students in a class

ADDITIONAL MENU INFORMATION

Additional student information can also be viewed from the menu of icons displayed in the Class Info section.
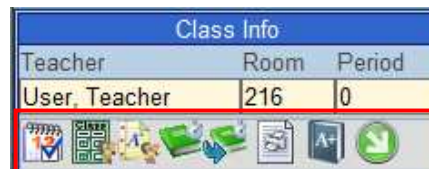
Figure 4.1 – Class Info Section, Menu Icons

Take Attendance By Chart is covered in Chapter Four.

Take Attendance By List is covered in Chapter Four.

View Grades is covered in Chapter Six.

Change Class is covered in Chapter One.

Go To Current Class is covered in Chapter One.

Execute Report is reviewed later in this chapter.

Open Grade Book is covered in Chapter Six.

Additional Views lists other menu options, which are outlined later in this chapter

REPORTS

Any number of reports can be printed from the TEACHERVUE software. The list of available reports is setup by each district, as outlined in the *GENESIS – TEACHERVUE Administrator Guide*. These reports print for every student in the class currently in focus, with the options saved as default under the TXP Report User as outlined in the Administrator Guide. To print an available report:

1. Click the **Execute Report** icon.
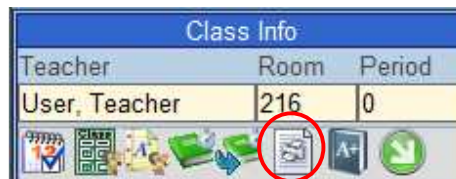
Figure 4.2 – Execute Report Icon

2. The report can be generated as a **PDF** file or in text (**TXT**) format. Select the desired type of output by clicking the radio button in front of the output type.
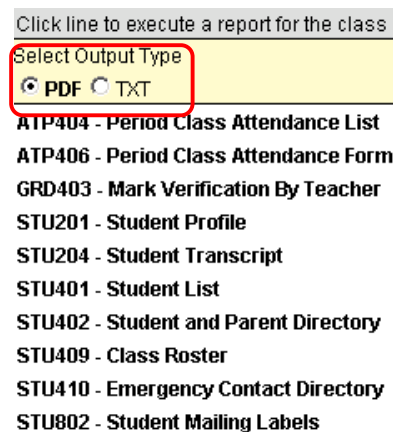
Figure 4.3 – Execute Report Menu, Select Output Type

3. Select the report to be executed by clicking on the name of the report.
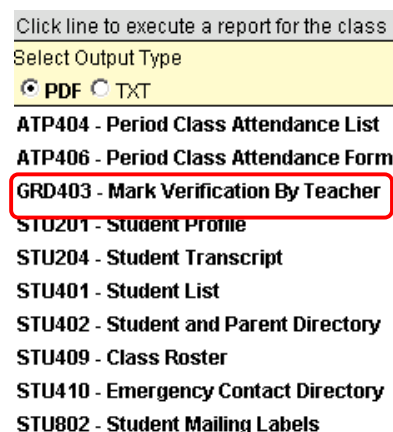
Figure 4.4 – Execute Report Menu, Select a Report

4. A progress screen appears as the report is being generated. The status line is updated throughout the process until the report is able to be viewed.
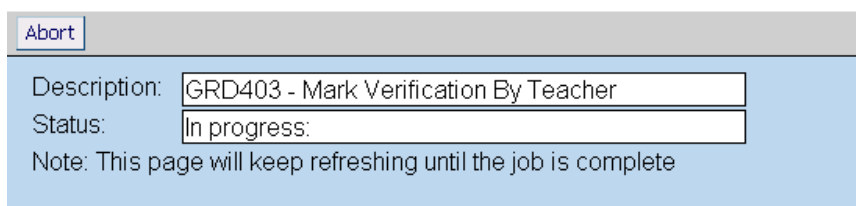
Figure 4.5 – Execute Report, Progress Screen

5. Once the report is generated, a dialog box offers the options to **Open**, **Save**, or **Cancel** the report. Click Open to view the report, or Save to save it to the computer.
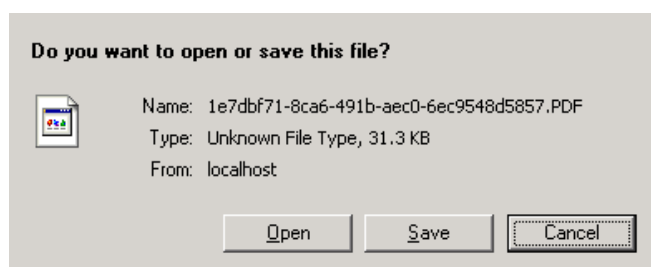
Figure 4.6 – Open, Save, or Cancel Report

For more information about these reports, please see the guide that covers the information contained in the report. For example, for grading reports please refer to the GENESIS – *Grading User Guide.*

TEST GROUP ANALYSIS

The **Test Group Analysis** view shows the test results for all students in the section for a specific test such as a state-required test. How to setup which tests are displayed is outlined in the GENESIS – TEACHERVUE *Administrator Guide.* To view the test results for all students:

1. Click on the **Additional Views** icon.
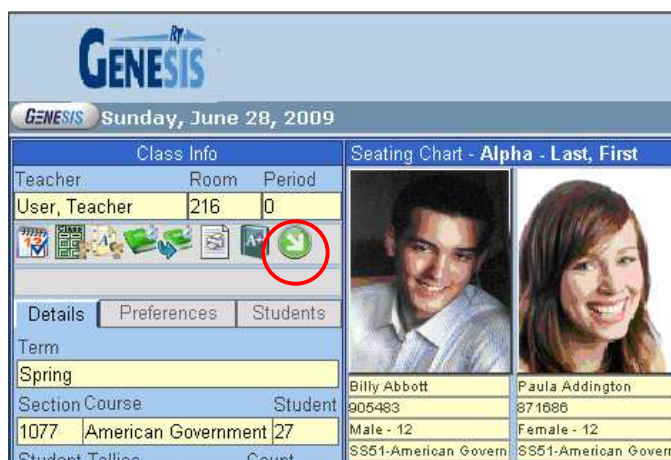
Figure 4.7 – Additional Views Icon

2. A drop down list appears. Click on the **Test Group Analysis** option.
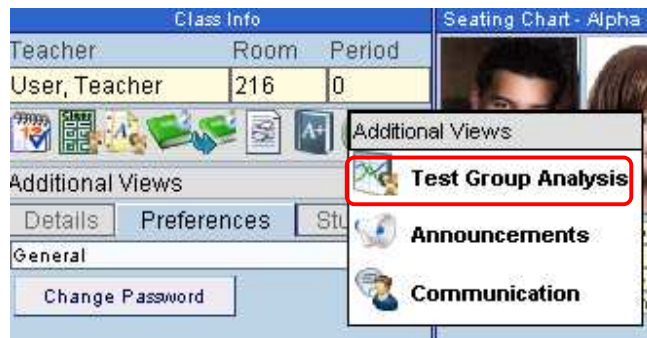
Figure 4.8 – Additional Views, Test Group Analysis Selection

3. The **Test Group Analysis view** is displayed. This view contains two areas of information. The **Test Analysis Options** gives the teacher the ability to filter the test results that are displayed, and the **Class Test Analysis** shows the test results for the students.

Figure 4.9 – Test Group Analysis View

To customize what test information is displayed adjust the settings in the **Test Analysis Options** as follows:

Figure 4.10 – Test Group Analysis, Class Demographics

1. Select which **Test Group** to display.

2. If the test selected from the Test Group drop-down list is a part-based test, select which **Test Group Part** to display. If left blank, all parts are displayed.

3. Select which test results should be displayed from the **Test Display Type** drop-down list. The options are **Show Highest Score**, **Show Most Recent**, or **Show All**. If left blank, all test scores are displayed.

4. To remove students without results from view, check the box **Only Show Student with Results**.

5. To highlight certain performance levels in a different color to make it easier to see which students have "passed" the test, check the boxes for the **Performance Levels** to be highlighted.

6. To select which types of scores are displayed, check the box in front of each type of score in the **Score Type Filter** section.

Samples of the possible test results that can be displayed are shown below:

Figure 4.11 – Test Group Analysis View, Test Results

Figure 4.12 – Test Group Analysis View, Test Results

From the Test Group Analysis view, the **Test Analysis Report** can be printed as well. To print the report:

1. Click the **Print Test Analysis Report** icon.

Figure 4.13 – Print Test Analysis Icon

2. A progress screen appears as the report is being generated. The status line is updated as the report is processed until the report is able to be viewed.

Figure 4.14 – Print Test Analysis Report, Progress Screen

3. Once the report is generated, a dialog box offers the options to **Open**, **Save**, or **Cancel** the report.
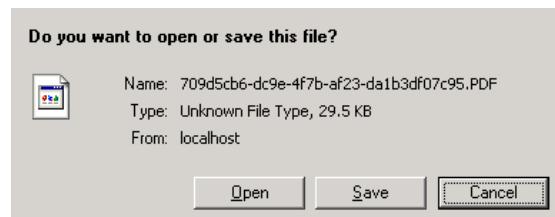
Figure 4.15 – Open, Save, or Cancel Report

4. Click **Open** to view the report.

Figure 4.16 – Class Test Analysis Report

To return to the main seating chart view from the Test Group Analysis view:

1. Click the **Return to Seating Chart** icon.

Figure 4.17 – Return to Seating Chart Icon

ANNOUNCEMENTS

District and school-wide announcements are displayed to teachers each time they logon to the TᴇᴀᴄʜᴇʀVᴜᴇ software. To review these announcements after logon:

1. Click on the **Additional Views** icon.
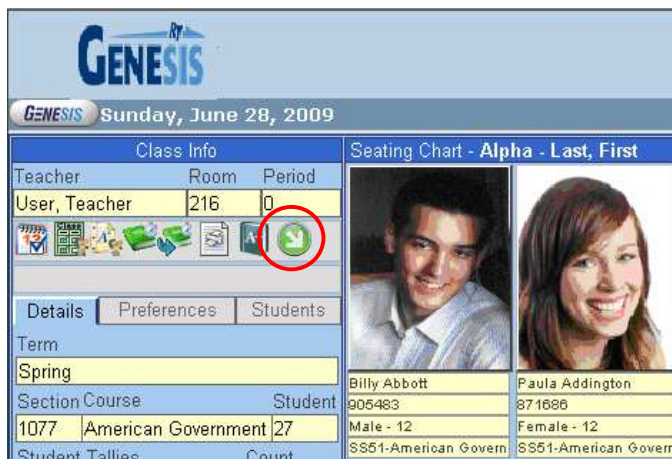
Figure 4.18 – Additional Views Icon

2. A drop down list appears. Click on the **Announcements** option.

Figure 4.19 – Additional Views, Announcements Selection

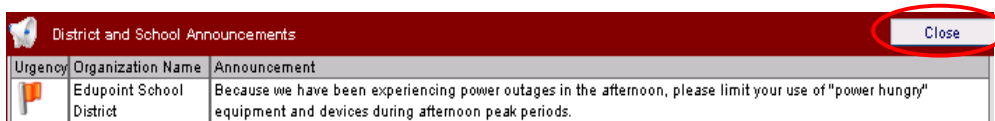3. The **Announcement** view is displayed. This view will show any district or school-wide messages.

Figure 4.20 – Announcement View

4. To close the announcements and return to the main view, click the **Close** button.

COMMUNICATION TO MULTIPLE STUDENTS

The Communication view from the Additional Views menu allows an email to be sent from the teacher to all students in any of the teacher's classes. To send an e-mail:

1. Click on the **Additional Views** icon.
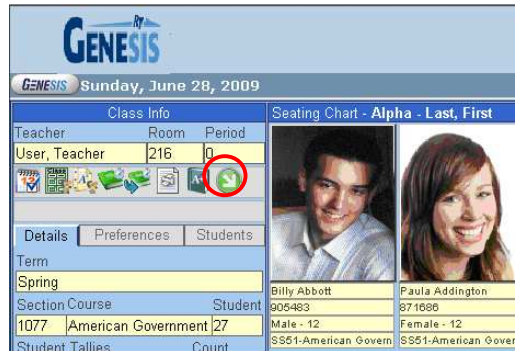
Figure 4.21 – Additional Views Icon

2. A drop down list appears. Click on the **Communication** option.
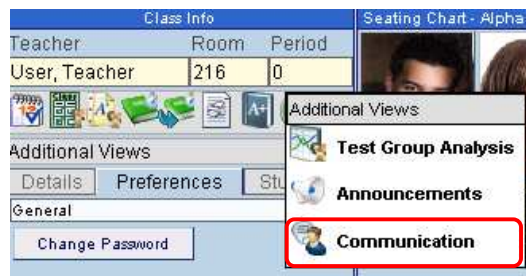
Figure 4.22 – Additional Views Menu

3. The **Communication** view is displayed.
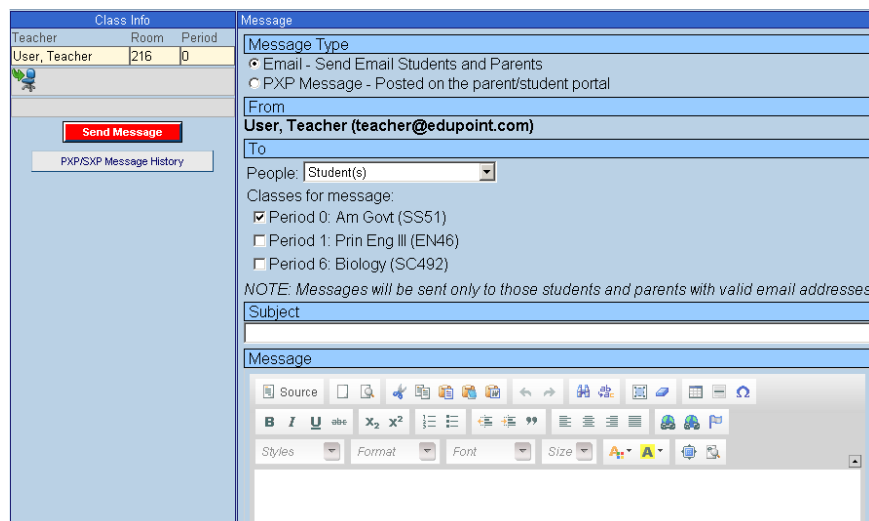
Figure 4.23 – Communication View

4. Select the **Message Type** by clicking on the radio button in front of the correct option. The **Email** option sends an email to the parents and/or students selected. The **PXP Message** option posts the message notice on the home page of the PARENTVUE and/or STUDENTVUE portal for the selected students and/or parents.
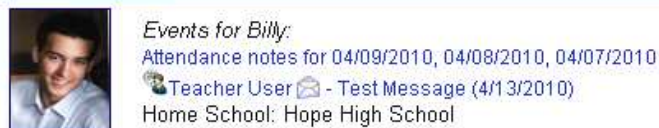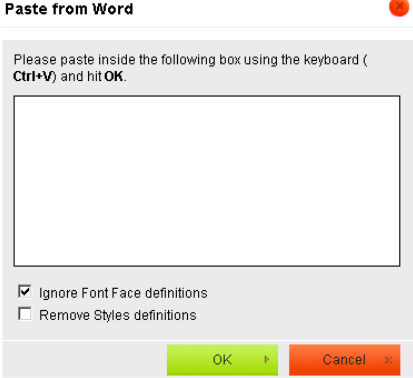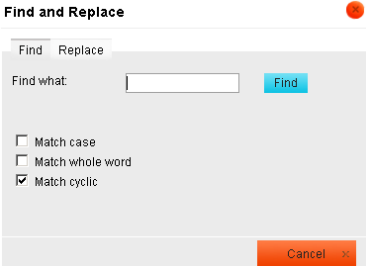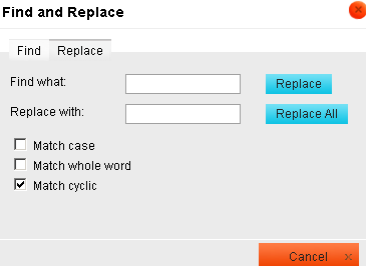

Figure 4.24 – Message Notice on STUDENTVUE
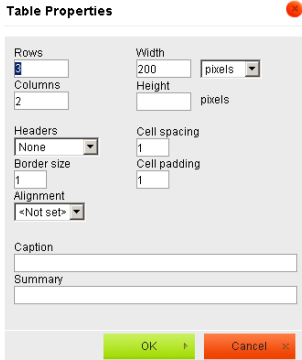
5. The message is automatically configured to be sent to the students in the class in focus. To send it to the parents, or both the students and the parents, select the option from the **People** drop-down list.

6. To send the message to multiple classes, check the boxes in front of the **classes**.

7. Enter a **Subject** for the message.

8. Enter the **Message** in the box provided. The message is sent in HTML format, and the format of the message may be customized by using the buttons above the message box. The button options are:

Figure 4.25 – Message Format Buttons

|	
Source (Source)	Toggles HTML code on and off. When the button is clicked on, the message is shown in HTML code format. When off, the message is shown as it will appear on screen.
(New)	Deletes the current message and shows a new blank message.
(Preview)	Pops-up a new window and displays the message as it will appear to the student.
(Cut)	Deletes the selected text from its current location, and the removed text can be placed elsewhere using the Paste button.
(Copy)	Copies the selected text for placement in another location in the message using the Paste button.
(Paste)	Places the last copied or cut text in the current location of the cursor. The pasted text is inserted in the same format as when it was copied or cut.
(Paste As Plain Text)	Inserts the last copied or cut text as text only without any previous formatting.

 (Paste From Word)	When inserting text that has been copied from Microsoft Word into any HTML format (as this message is), Word inserts "bad" HTML code as well. To clean out the "bad" code from Word and insert the clean text, click the Paste From Word button and paste the text in the box that pops-up. Check the box to **Remove Styles definitions** and click **OK**. *Figure 4.26 – Paste From Word*
 (Undo)	Undo the last action.
 (Redo)	Redo the action that was previously undone.
 (Find)	The Find button brings up the Find & Replace box to search the text in the existing message text. *Figure 4.27 – Find and Replace Box, Finding*
 (Replace)	The Replace button brings up the Find & Replace box to search the text in the existing message text, and replace it with other text. *Figure 4.28 – Find and Replace Box, Replacing*
 (Select All)	Selects and highlights all the text in the message.
 (Remove Format)	Removes all formatting from the selected text.

(Table)	Inserts a table with the specifications entered in the Table Properties box that pops-up when the button is clicked. *Figure 4.29 – Table Properties Box*
(Line)	Inserts a horizontal line.
(Symbol)	Inserts a special character or symbol.
(Bold)	Bolds the selected text.
(Italic)	Italicizes the selected text.
(Underline)	Underlines the selected text.
(Strikethrough)	Runs a line through the middle of the selected text.
(Subscript)	Makes the selected text appear smaller and below the previous text.
(Superscript)	Makes the selected text appear smaller and above the previous text.
(Numbers)	Formats the selected text in a numbered list.
(Bullets)	Formats the selected text in a bulleted list.
(Decrease Indent)	Reduces the indent of previously indented text.
(Indent)	Indents the selected text.
(Block Quote)	Indents text to both the left and the right.
(Left-Align)	Aligns the selected text to the left.
(Center)	Centers the selected text.
(Right-Align)	Aligns the selected text to the right.
(Justify)	Justifies the selected text.

(Hyperlink)	Inserts a link to a website.
(Remove Link)	Removes a link to a website.
(Anchor)	Creates an anchor, or bookmark, for the selected text that can then be used to create a link from another part of the text.
Styles (Styles)	Select a preformatted custom text style from the drop-down arrow.
Normal (Normal)	Select a standard text style such as Heading 1 from the drop-down arrow.
Font (Font)	Select the font to be used for the selected text.
Size (Size)	Select the size to be used for the selected text.
(Color)	Select the color to be used for the selected text.
(Highlight)	Select a color to use to highlight the selected text.
(Maximize)	Brings up the message in a larger window to help when editing long messages.
(Show Blocks)	Displays the message sections.

9. To send the message, click on the **Send Message** button.

To see a list of the messages that have been posted for the students and/or parents on the PARENTVUE (PXP) and/or STUDENTVUE (SXP) portals:

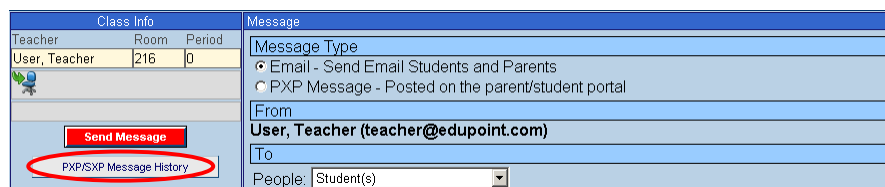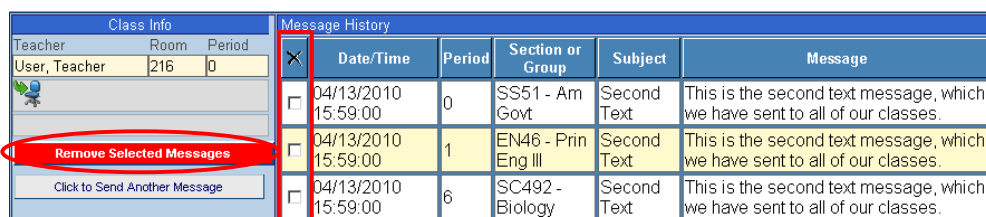1. Click the **PXP/SXP Message History** button.

Figure 4.30 – Message History

2. A list of the posted messages appear. To remove a message from the portal, check the box in the **X** column next to the message, then click the **Remove Selected Messages** button.

Figure 4.31 – List of Posted Messages

3. To return to the Communication view, click the **Click to Send Another Message** button. To return to the Seating Chart, click the **Seating Chart** button.
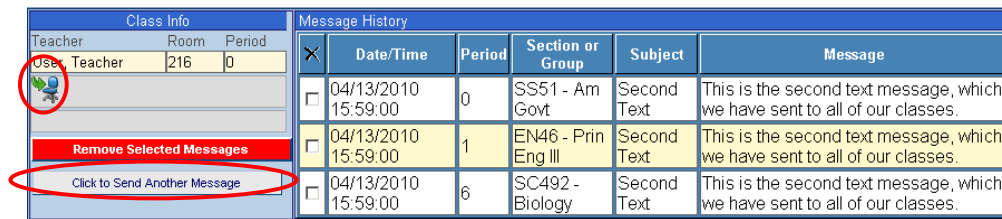

Figure 4.32 – Closing Message History

Chapter Five:
TAKING ATTENDANCE

In this chapter, the following topics are covered:

    ► Taking attendance with the seating chart

    ► Taking attendance by a student list

    ► Taking supplemental attendance

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.
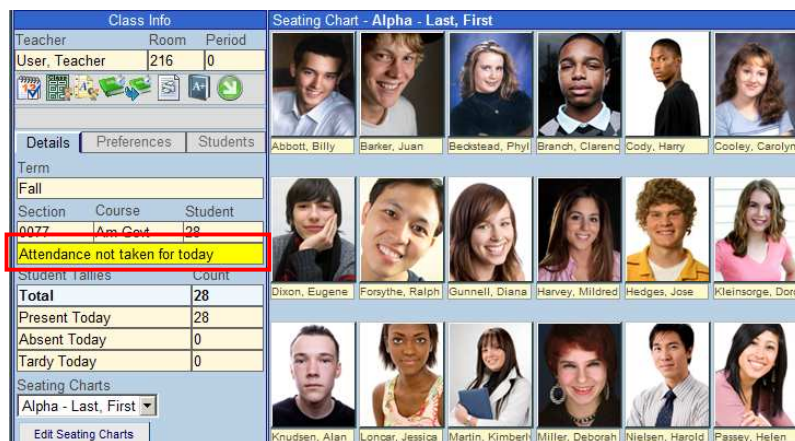

Figure 5.1 – Attendance Notification Message

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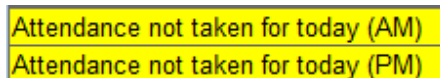

Figure 5.2 – Daily Attendance Message

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:

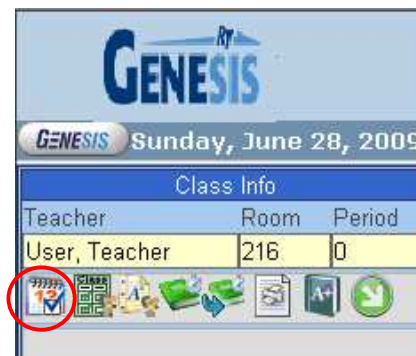1. Click on the **Take Attendance by Chart** icon.

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.
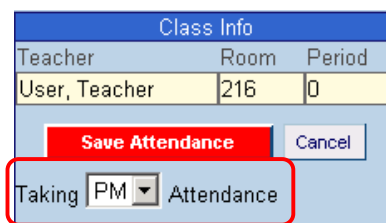

Figure 5.6 – Taking PM Attendance

4. 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

5. 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.

6. 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:
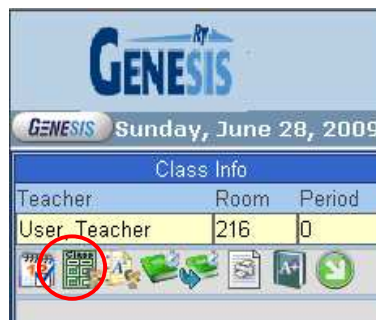
1. Click on the **Take Attendance by List** icon.

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*.

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.

Figure 5.11 – Taking Daily Attendance By List

4. 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.

Figure 5.12 – Taking Daily Attendance By List

5. 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.

6. 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

7. 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.

Figure 5.14 – Saving Attendance