

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.

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.

Period	Course	Section ID	Student	Term	Room
0	SS51 - American Government	1077 (AM/PM)	27	S2	216

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.

Please select a class.

Spring

OK Close

Period	Course	Section ID	Student	Term	Room
0	SS51 - American Government	1077 (AM/PM)	27	S2	216

OK Close

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.

OK Clicking 'OK' acknowledges the new students entering the class and those students who have left the class.

Add Date	Add To Chart	Student Name	Class	Student ID	Grade	Gender
09/14/2009	<input checked="" type="checkbox"/>	Abdulbari, Kathy	0123 - 1/2/3 Multi-Age	135578	02	Female

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.

District and School Announcements Close

Urgency	Organization Name	Announcement
	Edupoint School District	Because we have been experiencing power outages in the afternoon, please limit your use of "power hungry" equipment and devices during afternoon peak periods.

Figure 1.5 – Announcements View

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

Genesis Edupoint School District

Friday, March 18, 2011 Lock Sign Out Support Help

Hope High School Year: 2010-2011 User: Teacher User

Class Info

Teacher	Room	Period
User, Teacher	216	0

Details Preferences Students

Term

Spring

Section	Course	Student
1077	Am Govt	27

Attendance taken for today (AM)

Attendance taken for today (PM)

Student Tallies	Count
Total	27
Present Today	26
Absent Today	1
Tardy Today	0

Seating Charts

Alpha - Last, First

Edit Seating Charts

Seating Chart - Alpha - Last, First

Abbott, Billy SS51-Am Govt	Addington, Pau SS51-Am Govt	Coleman, Jose SS51-Am Govt	Cooley, Carolyn SS51-Am Govt	Crum, Richard SS51-Am Govt	Crum, William SS51-Am Govt
Decker, Lori SS51-Am Govt	Devisme, Roger SS51-Am Govt	Dianics, Ruth SS51-Am Govt	Gilbert, Tina SS51-Am Govt	Grant, Timothy SS51-Am Govt	Home, George SS51-Am Govt
Johnson, James SS51-Am Govt	Kanaga, Betty SS51-Am Govt	Klein, William SS51-Am Govt	Kokaliars, Jaso SS51-Am Govt	Lemire, Lori SS51-Am Govt	Maatkovic, Rose SS51-Am Govt

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.

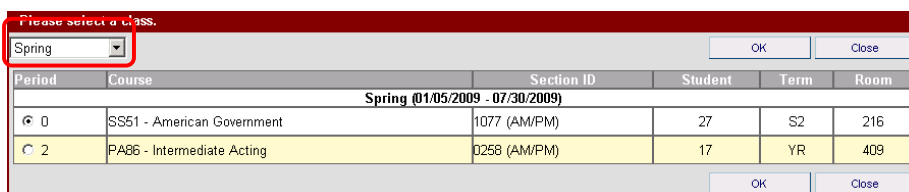


Figure 1.15 – Please Select a Class View, Confirm Semester

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

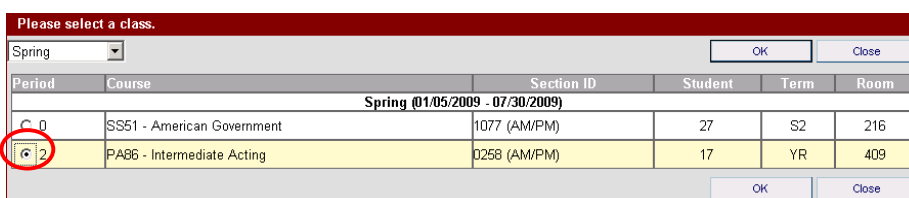


Figure 1.16 – Please Select a Class View, Select a Period

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.

Genesis Sunday, July 19, 2009

Class Info			Seating Chart - Alpha - Last, First		
Teacher	Room	Period			
User, Teacher	216	0			
					
Details Preferences Students					
Term					
Spring					
Section Course		Student			
1077	American Government	27			
Student Tallies		Count			
Total		27			
Present Today		N/A*			
Absent Today		N/A*			
Tardy Today		N/A*			
* Today is not a valid school day					
Seating Charts					
Alpha - Last, First					

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.

The screenshot shows the TeacherVue interface for a class. On the left, the 'Class Info' section displays details for 'User, Teacher' in room '216' during period '0'. Below this, there are tabs for 'Details', 'Preferences', and 'Students'. The 'Students' tab is selected, showing a list of students with their names, IDs, and course names. On the right, the 'Seating Chart - Alpha - Last, First' section displays a grid of student photos arranged in rows and columns, with their names and IDs listed below each photo.

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.

The screenshot shows a detailed view of the seating chart. It displays a grid of student photos arranged in rows and columns. Below each photo, the student's name, ID number, gender, grade, and course name are listed. The students are arranged alphabetically by last name.

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.

Section	Course	Student
1077	Am Govt	27
Attendance not taken for today (AM)		
Attendance not taken for today (PM)		

Figure 2.5 – Attendance Not Taken

Section	Course	Student
1077	Am Govt	27
Attendance taken for today (AM)		
Attendance taken for today (PM)		

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.

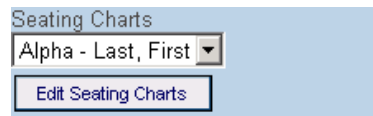


Figure 2.11 – Edit Seating Charts

2. Click the **Add** button.

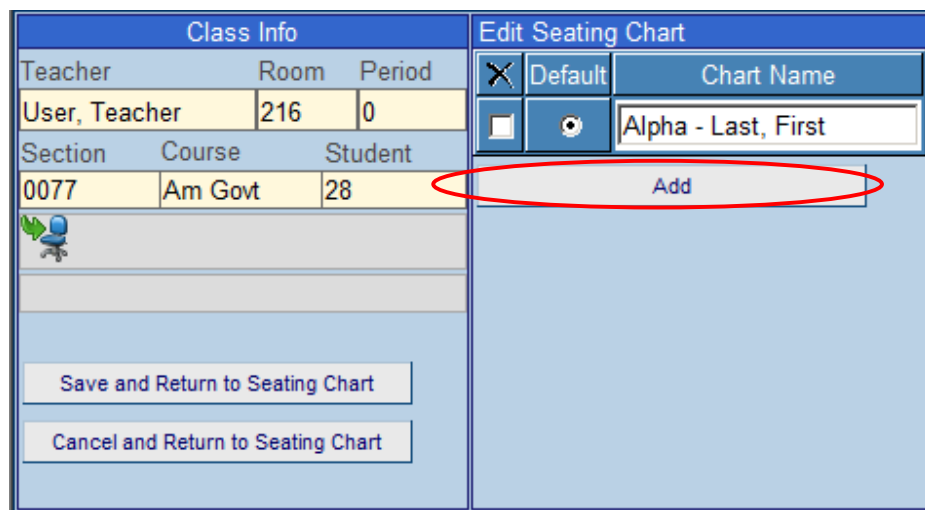


Figure 2.12 – Edit Seating Chart, Add Button

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.

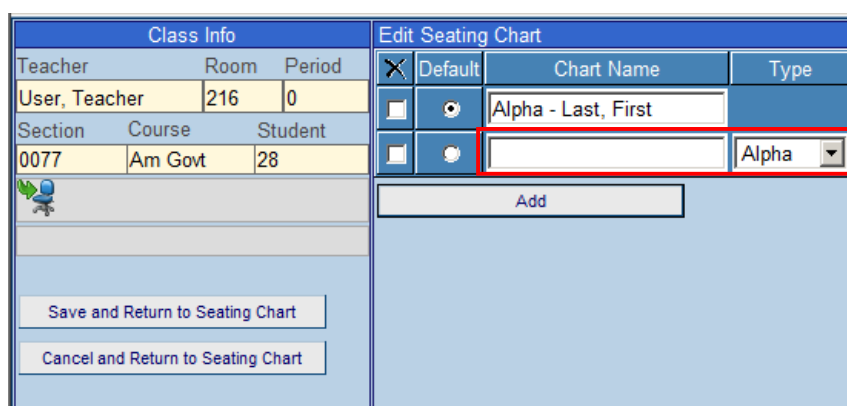


Figure 2.13 – Entering a New Seating Chart

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.

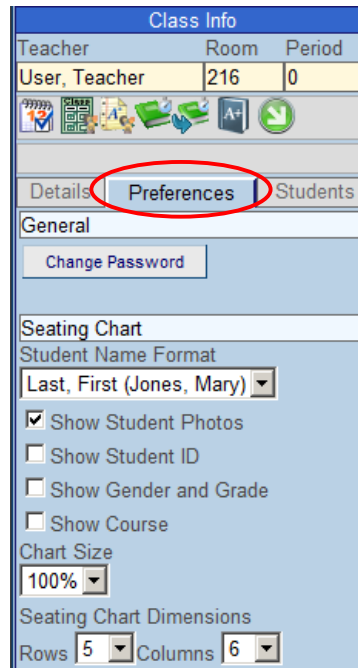


Figure 2.16 – Preferences Tab

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.

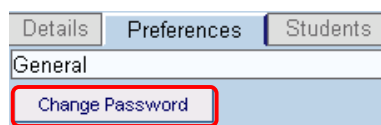


Figure 2.17 – Change Password Button

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.

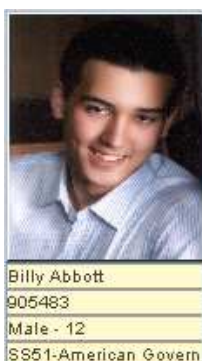
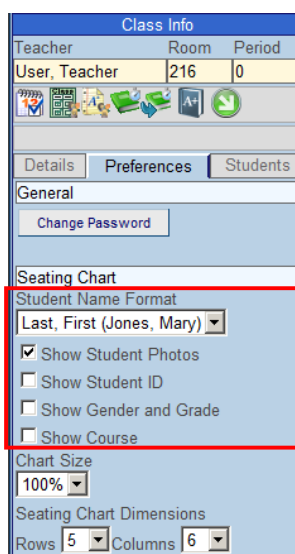


Figure 2.19 – Student Photo with Student Information

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.

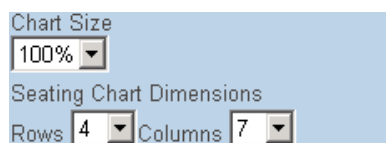


Figure 2.20 – Preferences Tab, Chart Size and Seating Chart Dimensions

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.

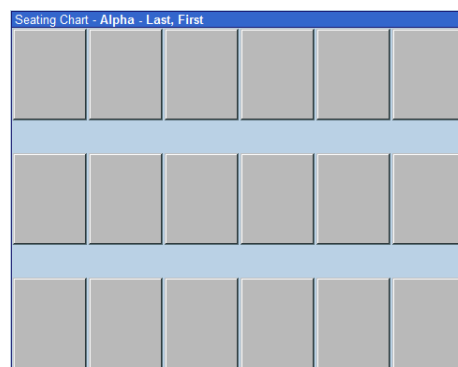


Figure 2.21 – Empty Seating Chart

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.

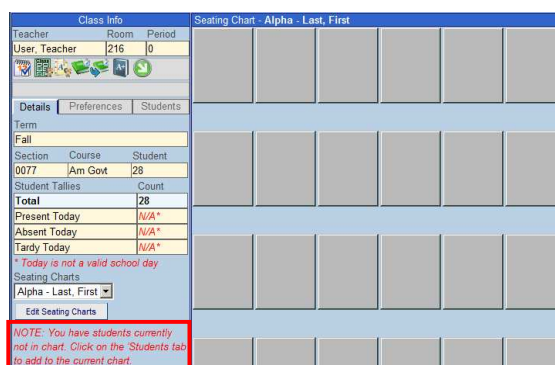


Figure 2.22 – Students Currently Not in Chart Message

To add students to the seating chart:

1. Click on the **Students** tab of the Class Info section.

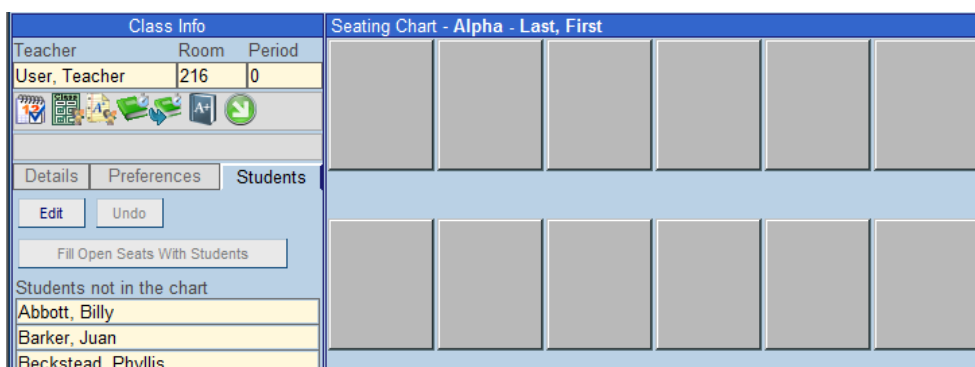


Figure 2.23 – Students Tab, Class Info Section

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.

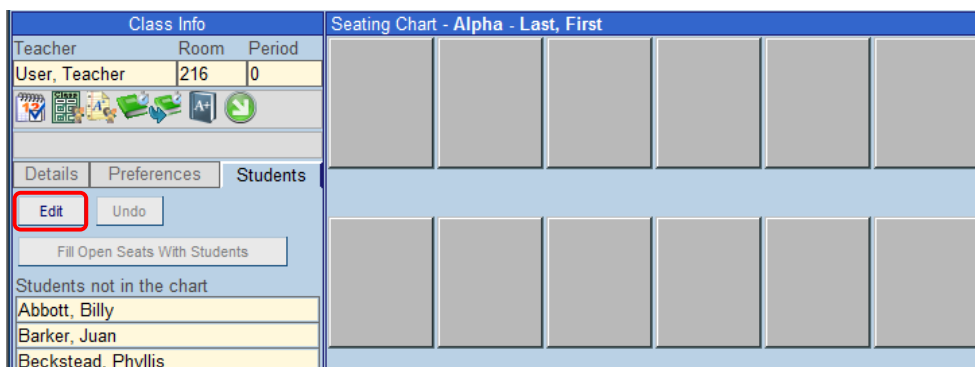


Figure 2.24 – Editing Students

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

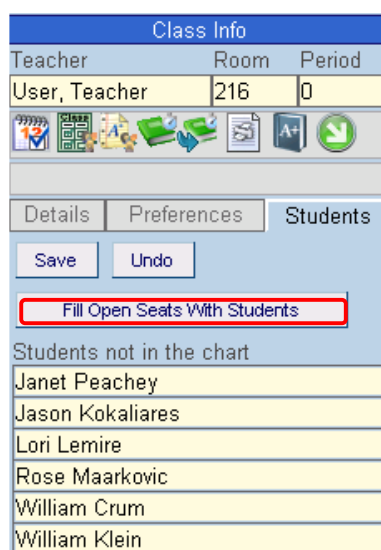


Figure 2.25 – Students Tab, Fill Open Seats with Students

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.

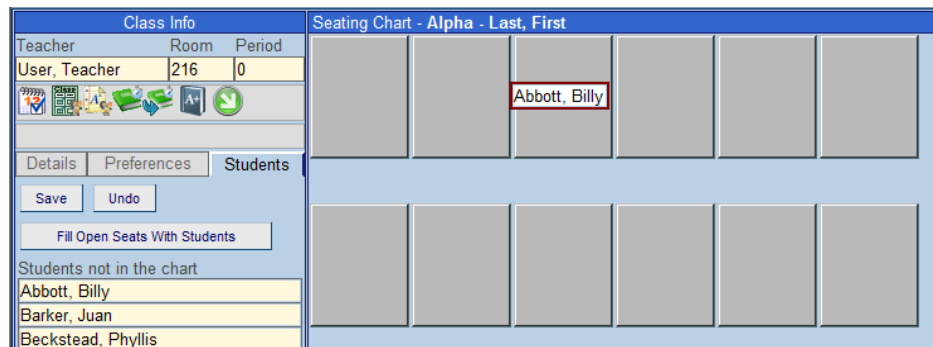


Figure 2.26 – Clicking and Dragging to Arrange the Chart

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.

Close

Hope High School (2009-2010)

User: Teacher User



Abbott, Billy C.

DAILY ATTENDANCE

Days of Activity

Totals

Letters

Days of Activity

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


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.


Close

Hope High School (2009-2010)

User: Teacher User



Abbott, Billy C.



DAILY ATTENDANCE

Days of Activity

Totals

Letters

Attendance Reason Totals				Attendance Type Totals			
Line	Reason	Reason Total	Pct	Line	Type	Type Total	Pct
1	Unverified	1.00	16.67	1	Unverified	1.00	16.67
2	Illness	5.00	83.33	2	Excused	5.00	83.33
3	Totals	6.00		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.



Close		Hope High School (2009-2010)		User: Teacher User	
		Abbott, Billy C.		DAILY ATTENDANCE	
					
Days of Activity		Totals		Letters	
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.


Close

Hope High School (2009-2010)

User: Teacher User



Abbott, Billy C.



DISCIPLINE

Incidents

Discipline Incidents					
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.

Close

Hope High School (2009-2010)

User: Teacher User



Abbott, Billy C.



DISCIPLINE INCIDENT

Incidents

Discipline Incidents						
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.

Close

Hope High School (2008-2009)

User: Teacher User



Abbott, Billy C.

HEALTH

Nurse Visits

Conditions

Nurse Visits

Line	Date	Time		Health Code	Referred By
		In	Out		
1	12/15/2008	8:15 AM	8:45 AM	Nursing Assessment/Treatment/Illness	self


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.

Close

Hope High School (2008-2009)

User: Teacher User



Abbott, Billy C.

HEALTH

Nurse Visits

Conditions

Line	Start Date	End Date	Condition Code	Comment
1	08/22/2005		Medical Alert	ASTHMA
2	08/17/2005		Medical Alert	ADHD
3			Medical Alert	OCCASIONAL ASTHMA, SCOLIOSIS, ADHD

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.


Close												
Hope High School (2009-2010)												
User: Teacher User												
 Abbott, Billy C. PERIOD ATTENDANCE												
Days of Activity Totals Letters												
Days of Activity												
Line	Date	All Day Code	Bell Period									
			0	1	2	3	4	5	6	7	8	9
1	03/30/2010								Act	N/S	N/S	N/S
2	03/10/2010	III	III	III	III	III				N/S	N/S	N/S
3	03/01/2010	Unv	Unv	Unv	Unv	Tdy	Tdy	Tdy		N/S	N/S	N/S
4	02/03/2010		Tdy	Tdy	Tdy	Tdy				N/S	N/S	N/S
5	02/01/2010	III			III	III	III	III	III	N/S	N/S	N/S
6	01/27/2010		Oth	Oth	Tdy					N/S	N/S	N/S
7	10/07/2009									N/S	N/S	N/S
8	10/06/2009									N/S	N/S	N/S
9	10/05/2009	III	III	III	III	III	III		III	N/S	N/S	N/S
10	10/02/2009	III	III	III	III	III	III		III	N/S	N/S	N/S

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.


Close												
Hope High School (2009-2010)												
User: Teacher User												
 Abbott, Billy C. PERIOD ATTENDANCE												
Days of Activity Totals Letters												
Attendance Reason Totals												
Line	Attendance Reason	0	1	2	3	4	5	6	7	8	9	Total
1	Unverified	2	2	2	1	1	1	1				10
2	Present/Positive								7	7	7	21
3	Tardy	1	1	2	2	1	1					8
4	Activity							1				1
5	Illness	6	6	6	6	5	2	5				36
6	Other	1	1									2
7	Totals	10	10	10	9	7	4	7	7	7	7	78
Attendance Reason Type Totals												
Line	Attendance Type	0	1	2	3	4	5	6	7	8	9	Total
1	Unverified	2	2	2	1	1	1	1				10
2	Excused Tardy	1	1	2	2	1	1					8
3	Excused	7	7	6	6	5	2	5				38
4	School Activity							1				1
5	Positive								7	7	7	21
6	Totals	10	10	10	9	7	4	7	7	7	7	78

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.


Close			
Hope High School (2009-2010)			User: Teacher User
 Abbott, Billy C.			PERIOD ATTENDANCE
Days of Activity Totals Letters			
Attendance Letters			
Line	Letter Name	Threshold Achieved	Date Achieved
1	Absence	1	03/31/2010

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.

Close

Hope High School (2009-2010)

User: Teacher User

Abbott, Billy C.

STUDENT

Demographics

Parent/Guardian

Emergency

Classes

Documents

Access

Student Information

Student Name Billy C. Abbott		Perm ID 905483	Gender Male	Grade 12	Resolved Race/Ethnicity Hispanic
Last Name Goes By	Nick Name	Birth Date 05/13/1992	Email Billy.Abbott@esd.com		
Home Language Spanish	Homeroom Teacher Teacher User	Home Room 231	Counselor Name Joe Diaz		
Home Address 1953 S Val Vista Dr Mesa, AZ 85234		Mail Address 1953 S Val Vista Dr Mesa, AZ 85234			

Phone Numbers


Relationship	Name	Phone Number	Phone Type	Comment
Self	Abbott, Billy C.	480-555-1214	Home	
Mother	Aaron, Kathleen	480-555-1214	Home	Has Custody, Lives With
		480-555-3456	Cell	Has Custody, Lives With
Father	Aaron, Phillip	480-555-6767	Cell	Lives With
		602-333-4874	Work	Lives With
		480-555-1214	Home	Lives With
Friend	Darryl King	480-555-1962	Home	
Relative	Lauretta Jones	480-555-1545	Home	
Doctor	Mesa Peds	949-555-0831	Office	

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.

Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C.  **STUDENT**

Demographics Parent/Guardian Emergency Classes Documents Access

Parent / Guardians

Line	Relation	Parent Name	Phone	Lives With	Has Custody	Ed. Rights	Mailings Allowed
1	Mother	Aaron, Kathleen	480-555-1214	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Father	Aaron, Phillip	480-555-6767	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Siblings


Line	Student Name	Gender	Street Address	City	Grade	School
1	Aaron, Ian	Male	1953 S Val Vista Dr	Mesa	04	Adams Elementary
2	Aaron, Susan	Female	1953 S Val Vista Dr	Mesa	K	Adams Elementary
3	Aaron, Theresa	Female	1953 S Val Vista Dr	Mesa	01	Adams Elementary

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.

Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C.  **STUDENT**

Demographics Parent/Guardian Emergency Classes Documents Access

Emergency Contacts

Line	Name	Relationship	Home		Work		Other		
			Phone	Extn	Phone	Extn	Type	Phone	Extn
1	Lauretta Jones	Relative	480-555-1545						
2	Darryl King	Friend	480-555-1962						

Physician Information

Physician Name	Phone
Mesa Peds	949-555-0831

Comment

Billy's doctor likes to see him at his Mesa office.


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.

Close

Hope High School (2009-2010)

User: Teacher User

 Abbott, Billy C.

STUDENT

[Demographics](#)

[Parent/Guardian](#)

[Emergency](#)

[Classes](#)

[Documents](#)

[Access](#)

Student's Current Classes

Line	Period		Term Code	Section ID	Course Title	Teacher Name	Room	Enter Date
	Beg	End						
1	0	0	S2	1077	Am Govt	User, Teacher	216	09/01/2009
2	1	1	S2	1116	Prin Eng III	User, Teacher	231	09/01/2009
3	2	2	YR	0258	Intermediate Acting	Gardner, David	409	09/01/2009
4	3	3	S2	1963	Weight Trn Boys	Joseph, Thomas	ANNX	09/01/2009
5	4	4	S2	1435	Prin&prac Econ	Patenge, Sara	131	09/01/2009
6	5	5	S2	1875	Rt 5th Per	Rel Time, Rel Time	No Room	09/01/2009
7	6	6	S2	1876	Rt 6th Per	Rel Time, Rel Time	No Room	09/01/2009

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.





Close			
Hope High School (2009-2010)			User: Teacher User
 Abbott, Billy C. STUDENT			
Demographics Parent/Guardian Emergency Classes Documents Access			
Documents			
Line	Category	Comment	Document
1	Birth Certificate	Billy's Birth Certificate.PNG	
2	Consent Form	FieldTripConsent.doc	
3	School Project	Senior project.doc	

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*.

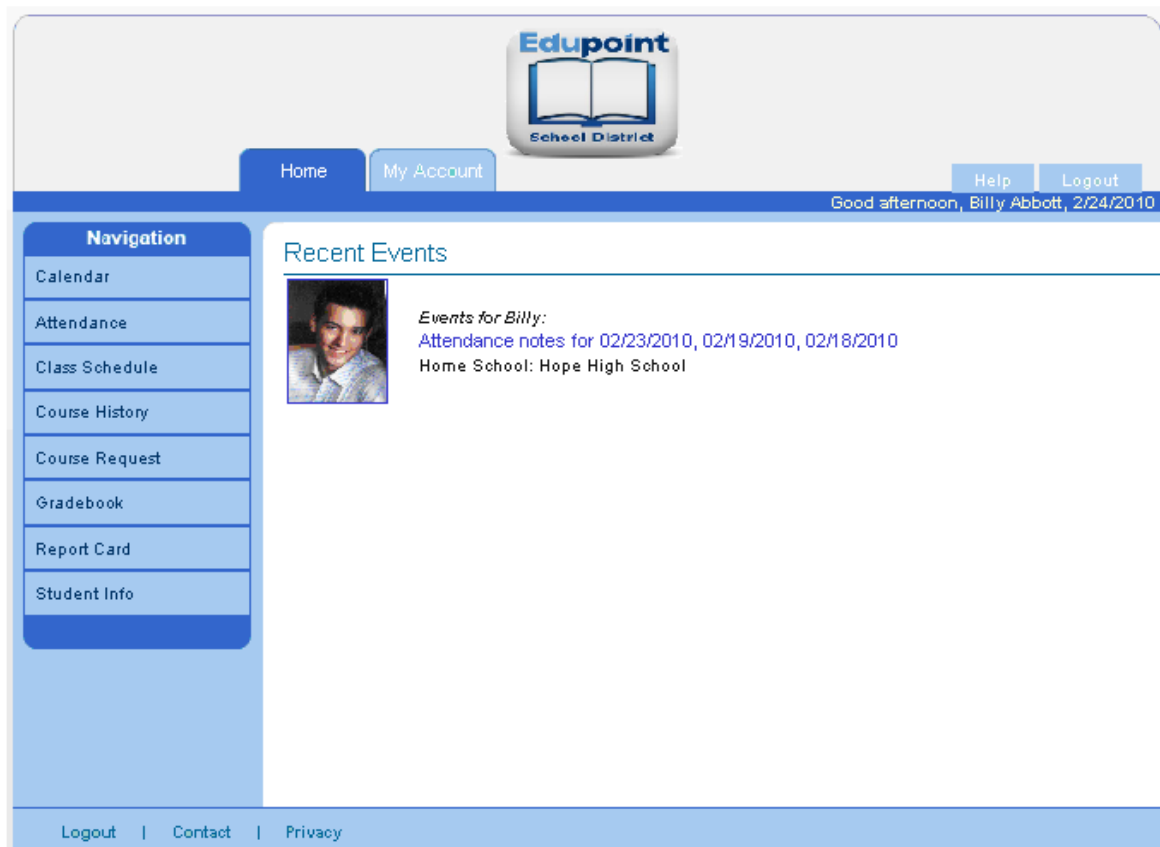
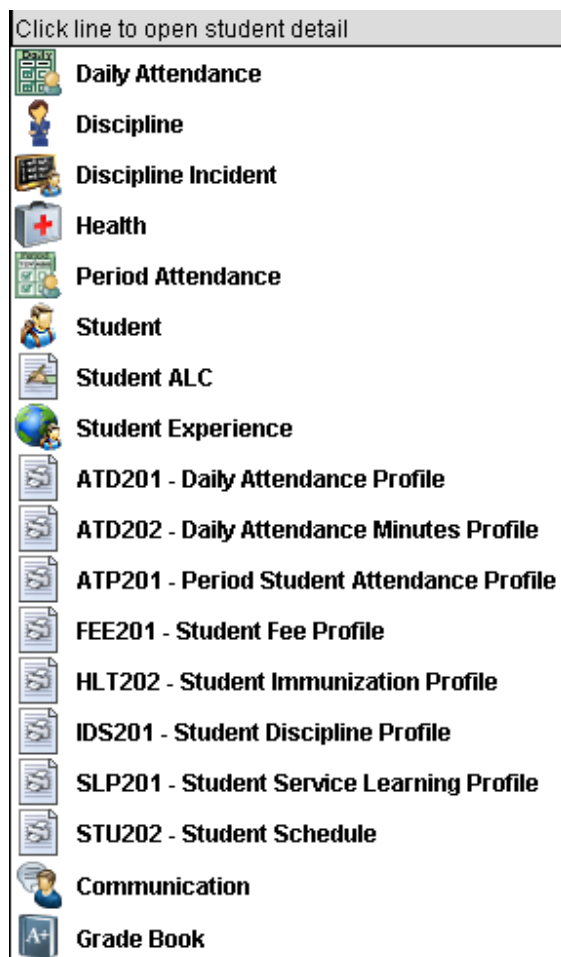


Figure 3.22 – STUDENTVUE Portal

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.

Teacher	Room	Period
User, Teacher	216	0

Message

Message Type

☒ Email - Send Email Students and Parents
☐ PXP Message - Posted on the parent/student portal

From
 User, Teacher (teacher@edupoint.com)

To

☒ Student: Billy C. Abbott (Billy.Abbott@esd.com)
☒ Mother: Kathleen Aaron (kathy@yahoo.com)

NOTE: Messages will be sent only to those students and parents with valid email addresses

Subject

Message

Source [Icons]

Styles Normal Font Size [Icons]

This option allows an email to be sent to the student and or the custodial parent.

body p

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.

Recent Events



Events for Billy:

Attendance notes for 04/09/2010, 04/08/2010, 04/07/2010

Teacher User - Test Message (4/13/2010)

Home School: Hope High School

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









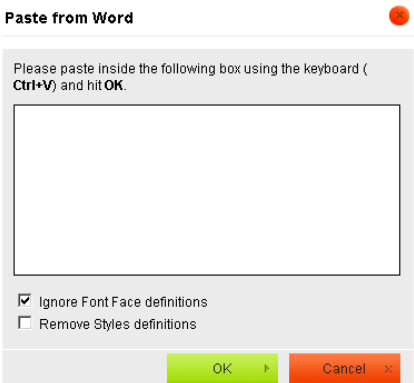



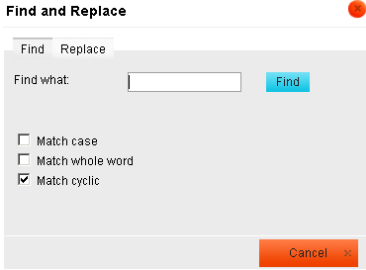

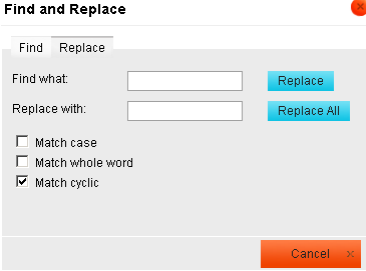



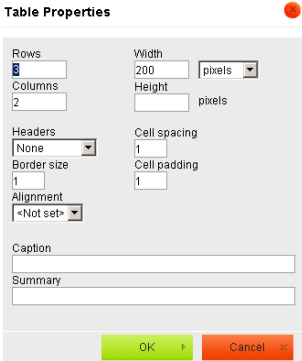




















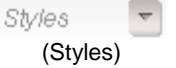
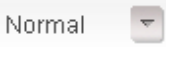

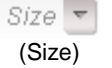




 (Source)	Toggles HTML code on and off. When the button is clicked on, the message is shown in HTML code format. When off, the message is shown as it will appear on screen.
 (New)	Deletes the current message and shows a new blank message.
 (Preview)	Pops-up a new window and displays the message as it 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)	<p>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.</p> 
 (Undo)	Undo the last action.

Figure 3.26 – Paste From Word

 (Redo)	Redo the action that was previously undone.
 (Find)	<p>The Find button brings up the Find & Replace box to search the text in the existing message text.</p>  <p><i>Figure 3.27 – Find and Replace Box, Finding</i></p>
 (Replace)	<p>The Replace button brings up the Find & Replace box to search the text in the existing message text, and replace it with other text.</p>  <p><i>Figure 3.28 – Find and Replace Box, Replacing</i></p>
 (Select All)	Selects and highlights all the text in the message.
 (Remove Format)	Removes all formatting from the selected text.
 (Table)	<p>Inserts a table with the specifications entered in the Table Properties box that pops-up when the button is clicked.</p>  <p><i>Figure 3.29 – Table Properties Box</i></p>
 (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)	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)	Select the font to be used for the selected text.
 (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.

- 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 (XPX) and/or STUDENTVUE (SXP) portals:

- Click the **XPX/SXP Message History** button.

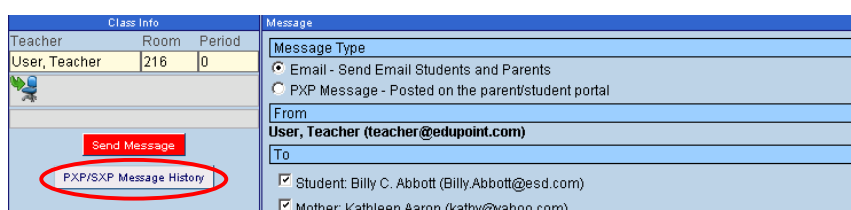


Figure 3.30 – Message History

- 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.

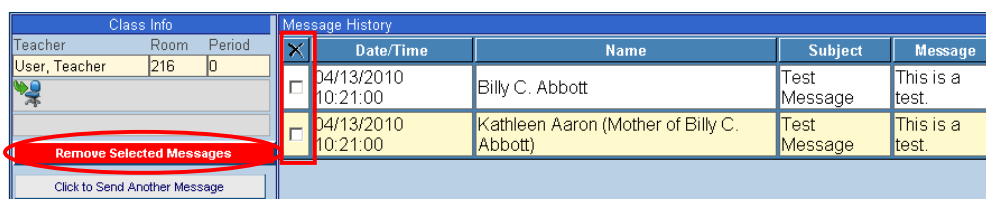


Figure 3.31 – List of Posted Messages

- 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.

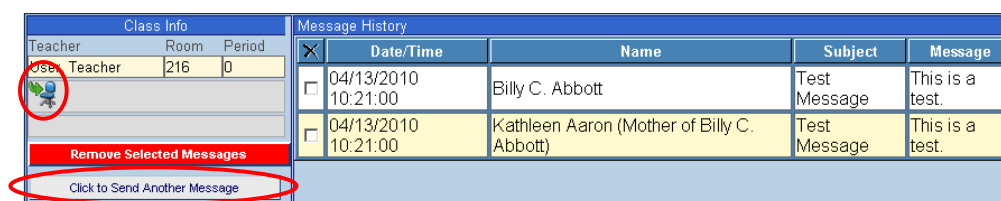


Figure 3.32 – Closing Message History

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*.

The screenshot shows the GENESIS Grade Book View interface. The top navigation bar includes links for Home, Grade Book, Report Card, Lesson Plans, Admin, and Logout. The user is logged in as 'Teacher User (TUser), Secondary Teacher'. The sidebar on the left contains a 'Welcome!' message and a list of filters: User (TUser), School (Adams Elementary), Class (User, T /Beverlin 1/2/3 Multi-Age(1)), Grade Level (AnyGrade 01, Grade 02, Grade 03, Grade 04), School Year (2009-2010), and Period (YR). The main area displays a table with columns for Class, Student Count, and Teacher. The table shows one entry for 'User, T /Beverlin 1/2/3 Multi-Age(1) SEC:0102' with 28 Students and Teacher User.

Class	Student Count	Teacher
User, T /Beverlin 1/2/3 Multi-Age(1) SEC:0102	28 Students	Teacher User

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.

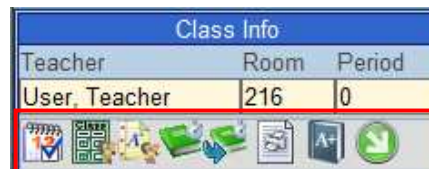


Figure 4.1 – Class Info Section, Menu Icons



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.

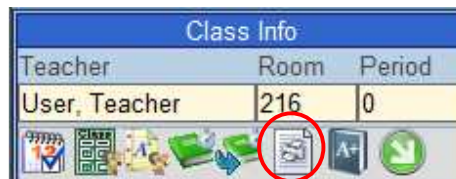


Figure 4.2 – Execute Report Icon

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.

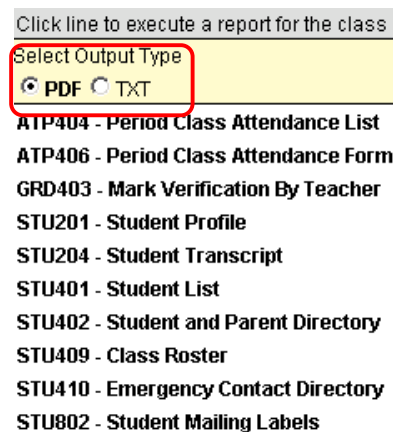


Figure 4.3 – Execute Report Menu, Select Output Type

3. Select the report to be executed by clicking on the name of the report.

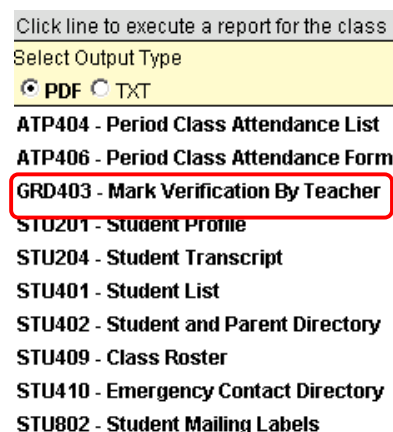


Figure 4.4 – Execute Report Menu, Select a Report

- 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.

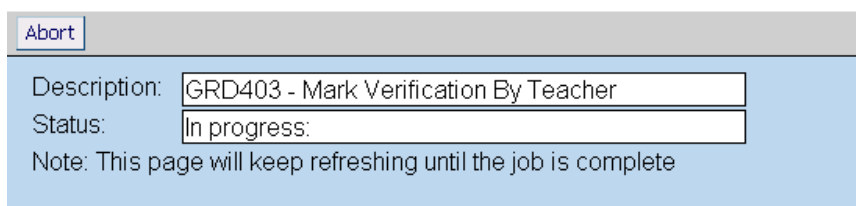


Figure 4.5 – Execute Report, Progress Screen

- 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.

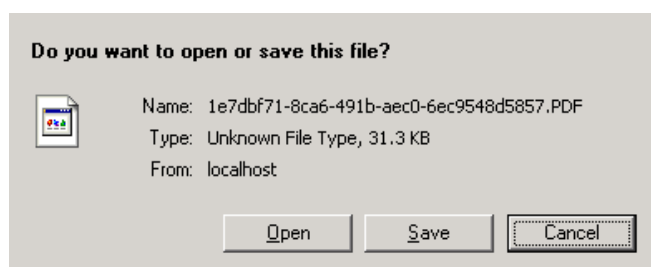


Figure 4.6 – Open, Save, or Cancel Report

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:

- Click on the **Additional Views** icon.

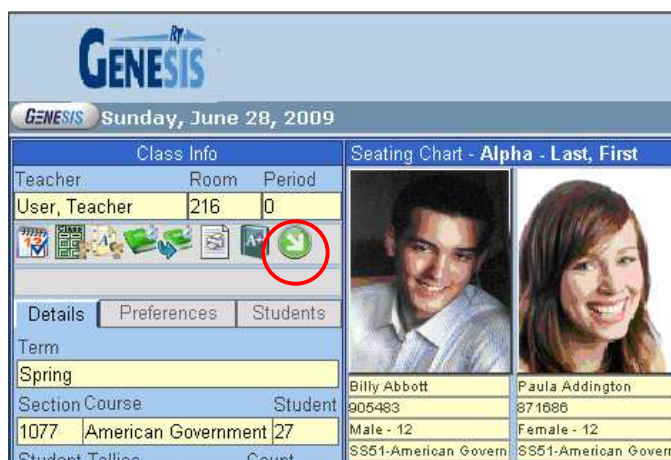


Figure 4.7 – Additional Views Icon

2. A drop down list appears. Click on the **Test Group Analysis** option.

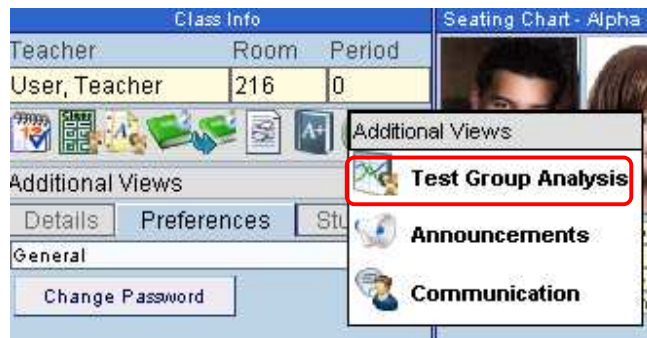


Figure 4.8 – Additional Views, Test Group Analysis Selection

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.

Class Info			Class Test Analysis					
Teacher	Room	Period	Student Name	Date	Math	Reading	Writing	
User, Teacher	216	0			Perf Lvl	Raw Score	Perf Lvl	Raw Score
Section	Course	Student						
1077	Am Govt	27	Abbott, Billy C.	12/16/2008		480	Well Above Standard	620
			Addington, Paula M.	03/31/2008		0516		0528
			Coleman, Jose L.	03/31/2008		0520		0541
			Colpitts, Howard F.	03/31/2008		0538		0518
			Cooley, Carolyn A.	01/29/2009				0509
				01/30/2008				0475
			Crum, Richard J.	03/31/2008		0500		0513
			Crum, William R.	03/31/2008		0509		0541
			Decker, Lori	03/31/2008		0528		0534
			Devisme, Roger L.	03/31/2008		0506		0534
			Dianics, Ruth T.	03/31/2008		0524		0528
			Duffin, Brian E.	03/31/2008		0506		0534
			Duncan, Wayne G.					
			Fish, Howard D.	03/31/2008		0477		0518
			Gilbert, Tina K.	03/31/2008		0520		0534
			(Gonzalez, Rebecca A.)	03/31/2008		0447		0432
			Grant, Timothy M.	03/31/2009		0476		
				03/31/2008		0472		0493
			Home, George D.	03/31/2008		0544		0548
								0523

Figure 4.9 – Test Group Analysis View

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

The screenshot shows the 'Test Analysis Options' dialog box. It has three main sections: 'Test Preferences', 'Highlight Performance Levels', and 'Score Type Filter'. In 'Test Preferences', 'Test Group' is set to 'AIMS', 'Test Group Part' is blank, and 'Test Display Type' is set to 'Show All'. The checkbox 'Only Show Students With Results' is unchecked. In 'Highlight Performance Levels', 'Well Below Standard' is checked, while 'Below Standard', 'Meets Standard', 'Above Standard', and 'Well Above Standard' are unchecked. In 'Score Type Filter', 'Raw Score' is checked.

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:

Class Test Analysis			
Student Name	Date	Math	
		Perf Lvl	Raw Score
Abbott, Billy C.	04/12/2009	Well Below Standard	324
	10/15/2008	Well Below Standard	279

Figure 4.11 – Test Group Analysis View, Test Results

Class Test Analysis											
Student Name	Date	Math					English/Language Arts				
		Perf Lvl	RS	SS	PC	Test	Perf Lvl	RS	SS	PC	Test
Abbott, Billy C.	04/28/2008	Basic	42	353	65	Algebra	Proficient	67	420	89	
	04/30/2007	Basic	45	357	69	Geometry	Proficient	66	439	88	
	05/02/2006	Basic	45	398	69.23	Algebra	Proficient	63	411	84	
	04/29/2005	Basic	47	379	72	GR07	Proficient	67	411	81	

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.

Class Info			Class Test Analysis			
Teacher	Room	Period	Student Name	Date	Math	
User, Teacher	216	0			Perf Lvl	Raw Score
Section Course		Student				
1077	American Government	27	Abbott, Billy C.	04/12/2009	Well Below Standard	324
				10/15/2008	Well Below Standard	279

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.

Abort

Description: TST403 - Class Test Analysis

Status: In progress:

Note: This page will keep refreshing until the job is complete

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.

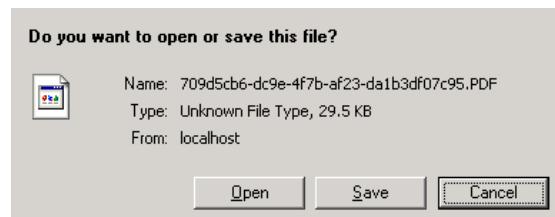



Figure 4.15 – Open, Save, or Cancel Report

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



Hope High School

Class Test Analysis

Year: 2008-2009

Report: TST403

Teacher Name User, Teacher	Section ID 1077	Period 0	Course ID SS51	Course Title American Government	Room 216
-------------------------------	--------------------	-------------	-------------------	-------------------------------------	-------------

Student Name	Date	AIMS					
		Math		Reading		Writing	
		Perf Lvl	Raw Score	Perf Lvl	Raw Score	Perf Lvl	Raw Score
Azobott, Billy	04/12/2009	Well Below Standard	324	Meets Standard	643	Below Standard	458
	10/15/2008	Well Below Standard	279	Meets Standard	579	Below Standard	398

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.

Class Info			Class Test Analysis			
Teacher	Room	Period	Student Name	Date	Math	
User, Teacher	216	0			Perf Lvl	Raw Score
Section Course		Student				
1077	American Government	27	Abbott, Billy C.	04/12/2009	Well Below Standard	324
				10/15/2008	Well Below Standard	279

Figure 4.17 – Return to Seating Chart Icon

ANNOUNCEMENTS

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

1. Click on the **Additional Views** icon.

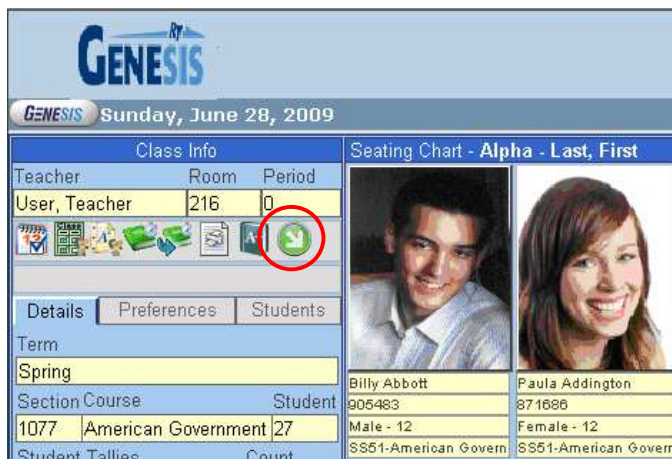


Figure 4.18 – Additional Views Icon

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.

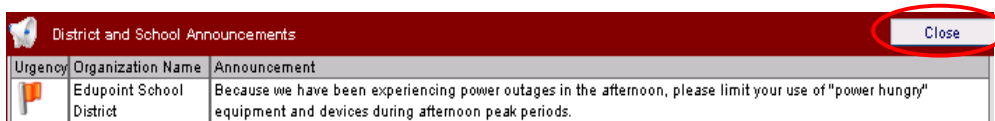


Figure 4.20 – Announcement View

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.

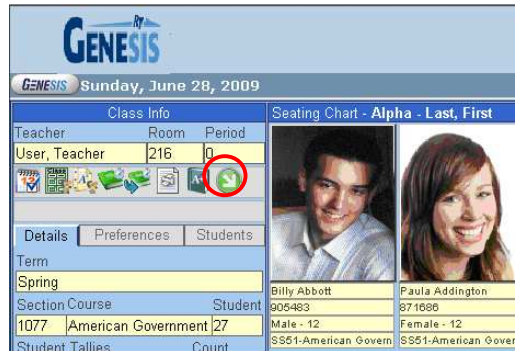


Figure 4.21 – Additional Views Icon

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

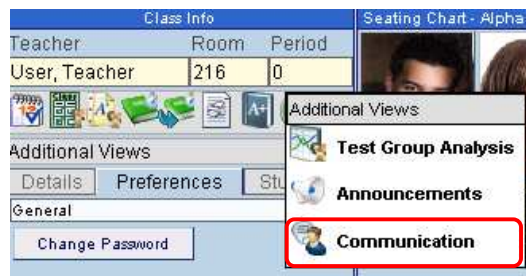


Figure 4.22 – Additional Views Menu

3. The **Communication** view is displayed.

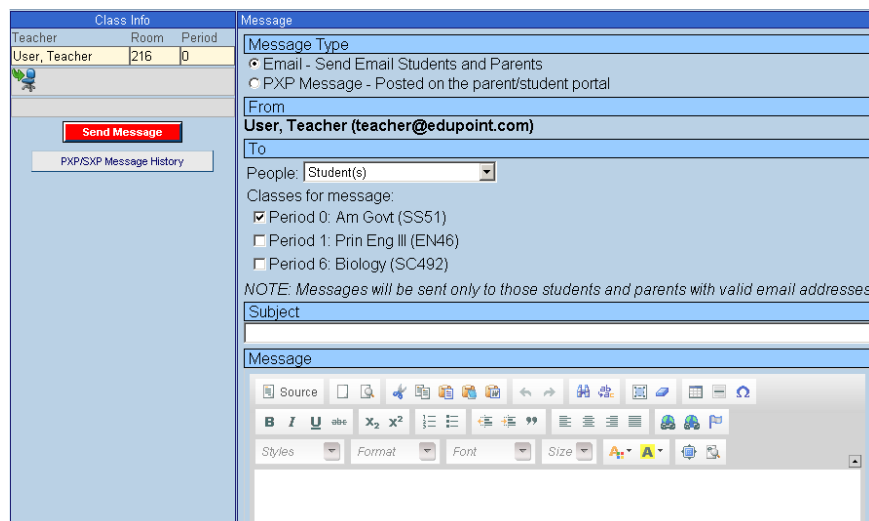


Figure 4.23 – Communication View

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.

Recent Events

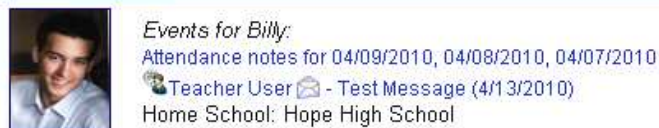



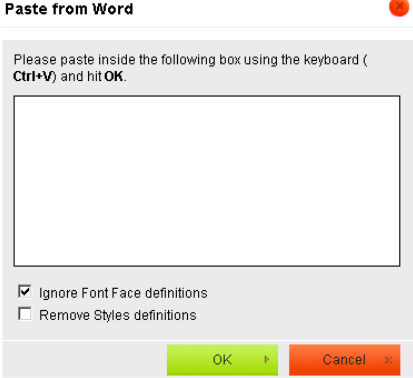



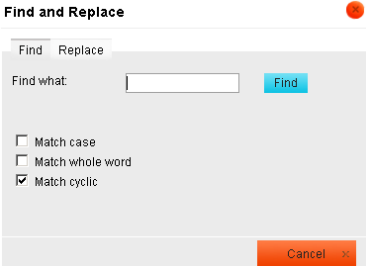

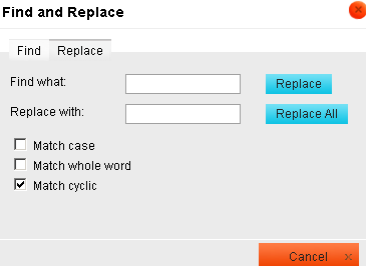


Figure 4.24 – Message Notice on STUDENTVUE


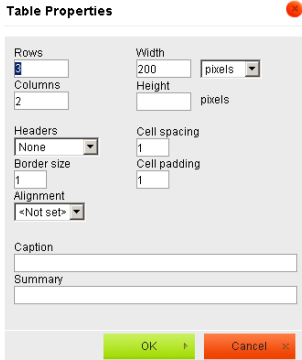

















5. The message is automatically configured to be sent to the students in the class in focus. To send it to the parents, or both the students and the parents, select the option from the **People** drop-down list.
6. To send the message to multiple classes, check the boxes in front of the **classes**.
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)	<p>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.</p>  <p><i>Figure 4.26 – Paste From Word</i></p>
 (Undo)	Undo the last action.
 (Redo)	Redo the action that was previously undone.
 (Find)	<p>The Find button brings up the Find & Replace box to search the text in the existing message text.</p>  <p><i>Figure 4.27 – Find and Replace Box, Finding</i></p>
 (Replace)	<p>The Replace button brings up the Find & Replace box to search the text in the existing message text, and replace it with other text.</p>  <p><i>Figure 4.28 – Find and Replace Box, Replacing</i></p>
 (Select All)	Selects and highlights all the text in the message.
 (Remove Format)	Removes all formatting from the selected text.

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

 (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)	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)	Select the font to be used for the selected text.
 (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.

- 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:

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

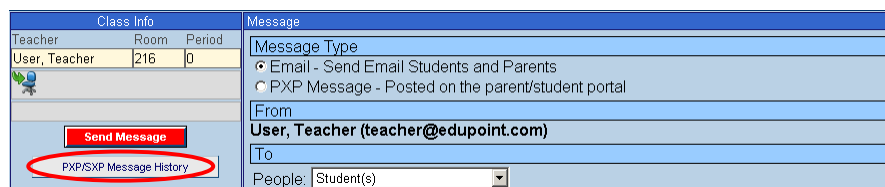
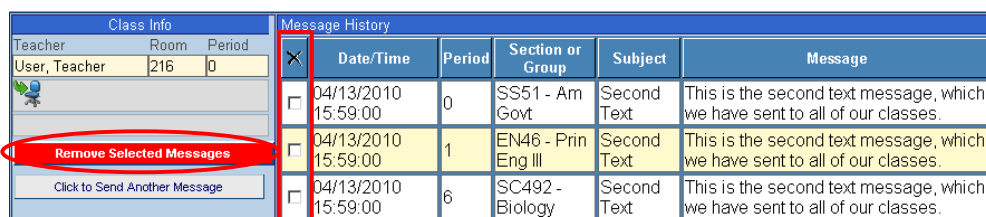


Figure 4.30 – Message History

- 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.



	Date/Time	Period	Section or Group	Subject	Message
<input checked="" type="checkbox"/>	04/13/2010 15:59:00	0	SS51 - Am Govt	Second Text	This is the second text message, which we have sent to all of our classes.
<input type="checkbox"/>	04/13/2010 15:59:00	1	EN46 - Prin Eng III	Second Text	This is the second text message, which we have sent to all of our classes.
<input type="checkbox"/>	04/13/2010 15:59:00	6	SC492 - Biology	Second Text	This is the second text message, which we have sent to all of our classes.

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.

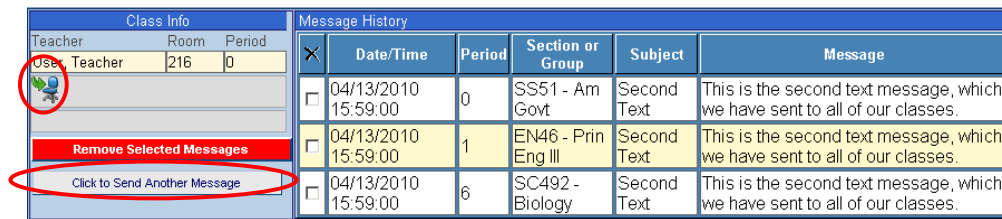


Figure 4.32 – Closing Message History

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.

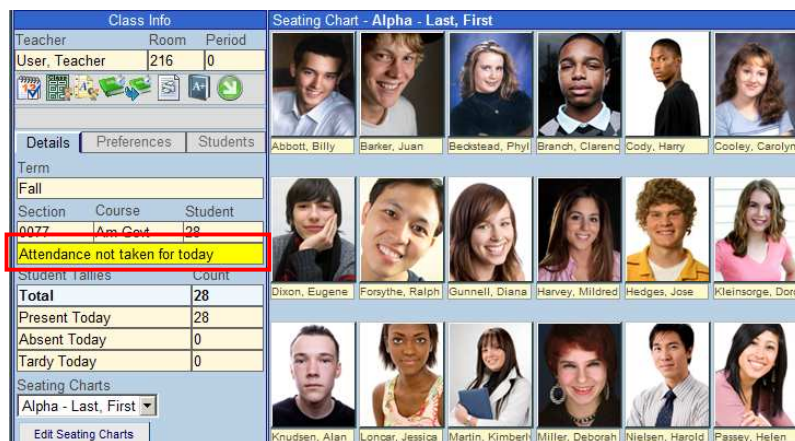


Figure 5.1 – Attendance Notification Message

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

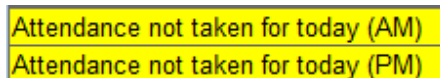


Figure 5.2 – Daily Attendance Message

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.

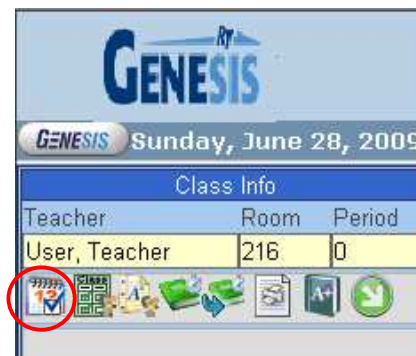


Figure 5.4 – Seating Chart View, Class Info

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.

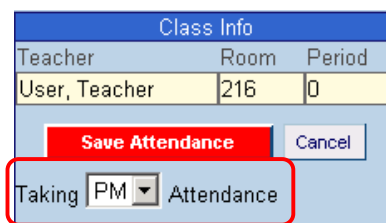


Figure 5.6 – Taking PM Attendance

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

Teacher	Room	Period
User, Teacher	216	0

Reason Types Legend

- Unverified
- Tardy
- Excused
- Unexcused

Students:

Billy Abbott	Paula Addington	Jose Coleman	Carolyn Cooley	Richard Crum	Michael Shaker	Janice Molan
005483	871686	874305	922759	872047	908146	873016
Male - 11	Female - 12	Male - 12	Female - 12	Male - 12	Male - 12	Female - 12
SS51-American	SS51-American	SS51-American	SS51-American	SS51-American	SS51-American	SS51-American

Lori Decker	Roger Devisme	Ruth Dianios	Tina Gilbert	Timothy Grant	Ruby Shirley	Patrick Stoker
875202	171330	874332	121590	867200	914972	872551
Female - 12	Male - 12	Female - 12	Female - 12	Male - 12	Female - 12	Male - 12
SS51-American	SS51-American	SS51-American	SS51-American	SS51-American	SS51-American	SS51-American

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.

Teacher	Room	Period
User, Teacher	216	0

Attendance Statistics:

Student Tallies	Count
Total	28
Present Today	28
Absent Today	0
Tardy Today	0

Seating Charts:

Alpha - Last, First

[Edit Seating Charts](#)

Students:

Abbott, Billy	Barker, Juan	Beckstead, Phyl	Branch, Clarend	Cody, Harry	Cooley, Carolyn
Dixon, Eugene	Forsythe, Ralph	Gunnell, Diana	Harvey, Mildred	Hedges, Jose	Kleinsorge, Dori
Knudsen, Alan	Loncar, Jessica	Martin, Kimberly	Miller, Deborah	Nielsen, Harold	Passey, Helen

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.

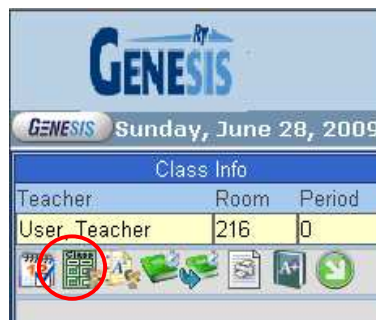


Figure 5.9 – Seating Chart View, Class Info

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													
0077	Am Govt	28													
<div>Save Attendance</div> <div>Undo Changes</div> <div>Cancel and Return to Seating Chart</div>															
Reason Types Legend															
<div>Unverified</div> <div>Tardy</div> <div>Excused</div> <div>Unexcused</div>															
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 5.10 – 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	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	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

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.

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

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.

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												
<div>Save Attendance</div> <div>Undo Changes</div> <div>Cancel and Return to Seating Chart</div>														
Reason Types Legend														
Unverified														
Tardy														
Excused														
Unexcused														
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		

Figure 5.14 – Saving Attendance