

## Synergy Quick Reference Guide

# Communicating with Students and/or Families

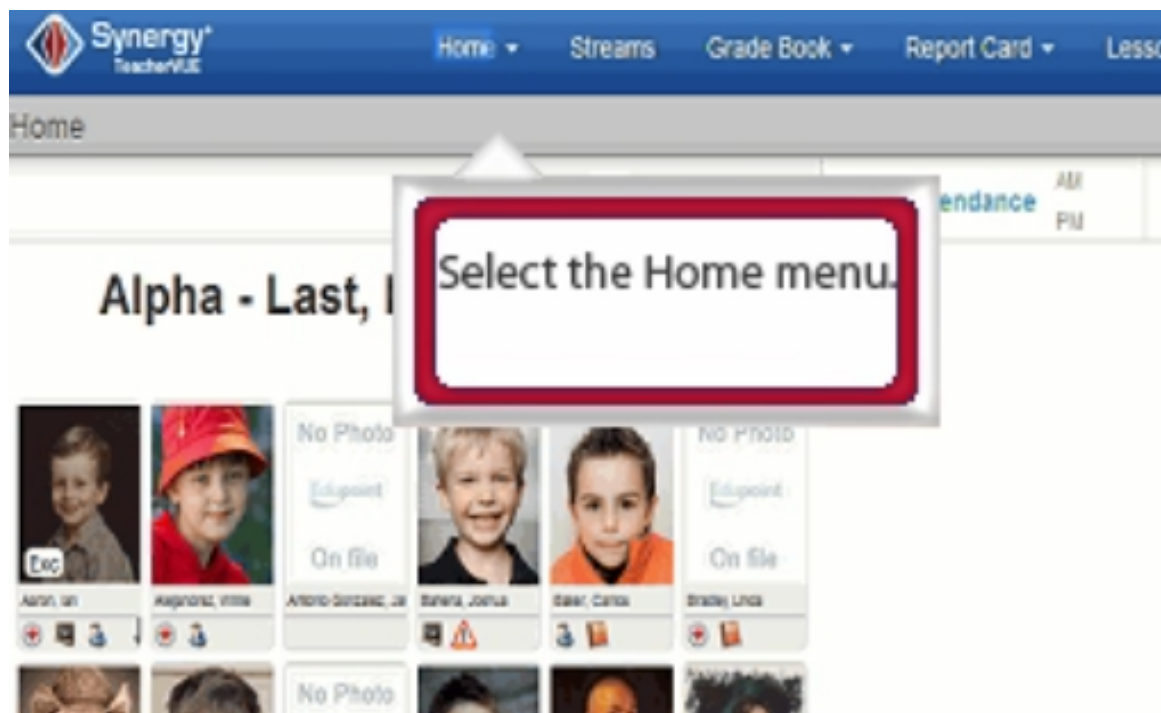
Through TeacherVUE, you can post messages to students and parents who are using ParentVUE and StudentVUE web portals. You can also send emails to anyone with a valid email in the system.

### Email the Entire Class and/or Their Parent/Guardian

Step 1

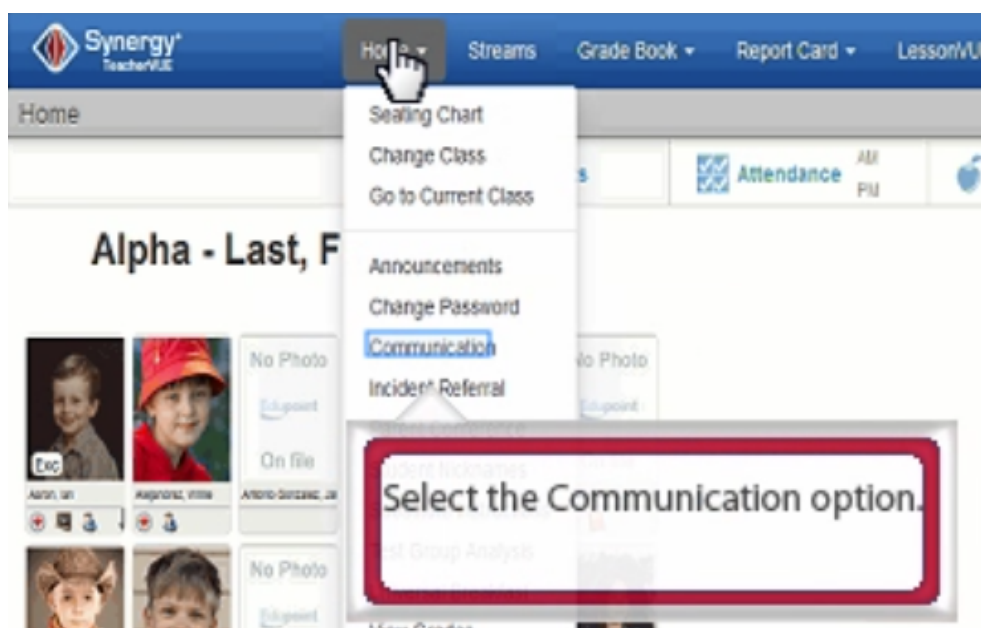
**TeacherVUE > Home > Communication**

After logging into TeacherVUE, select **Home** menu



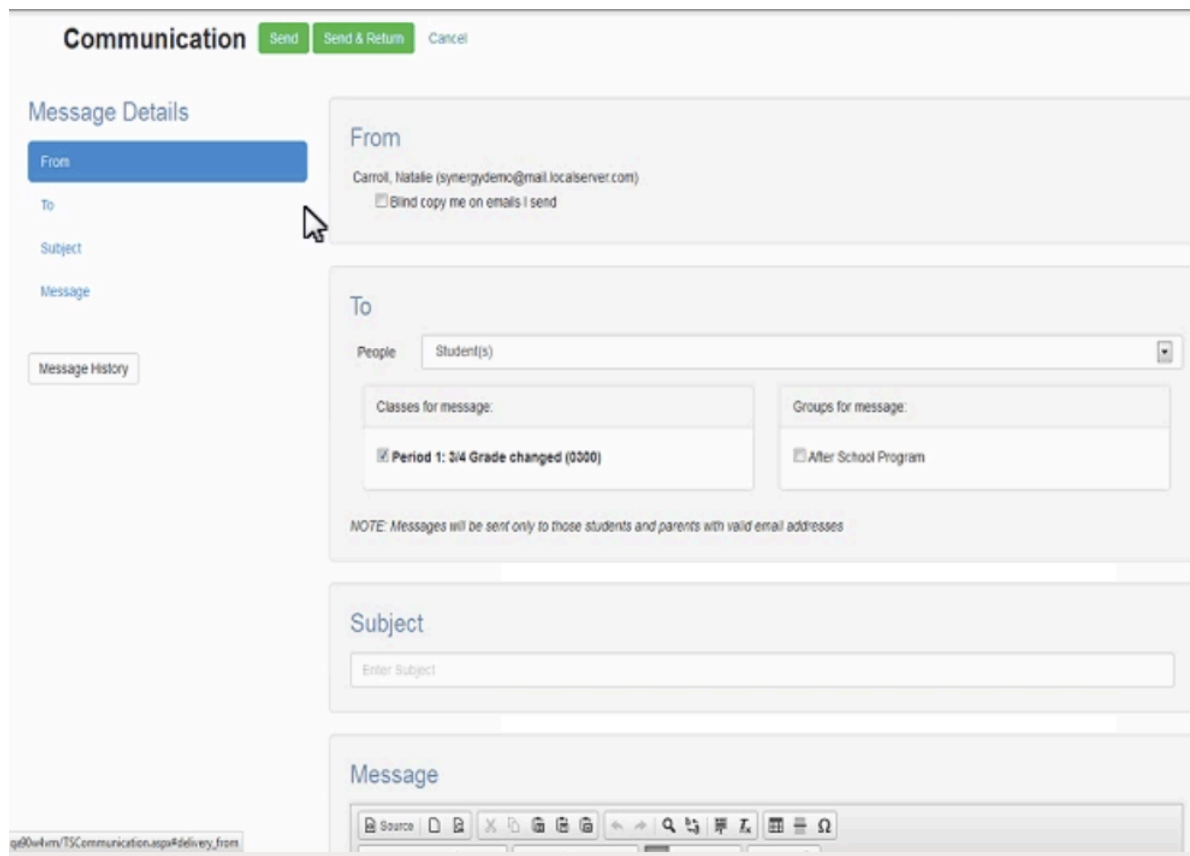
Step 2

Select **Communication** from the **Home** drop down menu



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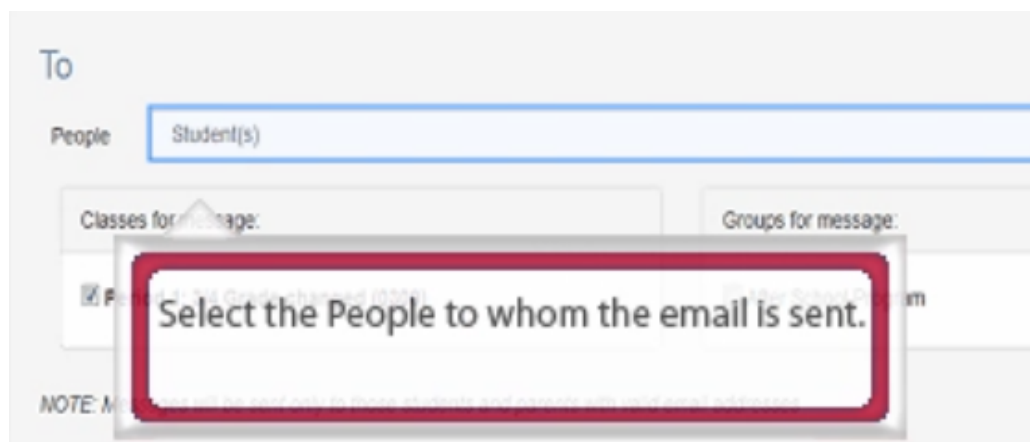
You will land on the Communication page.



The screenshot shows the 'Communication' page in the Synergy system. At the top, there are three buttons: 'Send' (green), 'Send & Return' (green), and 'Cancel' (grey). Below these is the 'Message Details' section on the left, which includes links for 'From', 'To', 'Subject', and 'Message', and a 'Message History' button. The main area is divided into three sections: 'From', 'To', and 'Subject'. The 'From' section shows the user 'Carroll, Natalie (synergysdemo@mail.localserver.com)' and a checkbox for 'Blind copy me on emails I send'. The 'To' section has a 'People' dropdown menu set to 'Student(s)', a 'Classes for message' section with a checked option 'Period 1: 3/4 Grade changed (0000)', and a 'Groups for message' section with an option 'After School Program'. A note at the bottom of the 'To' section states: 'NOTE: Messages will be sent only to those students and parents with valid email addresses'. The 'Subject' section has a text input field labeled 'Enter Subject'. At the bottom, there is a 'Message' section with a rich text editor toolbar.

Step 3

Select the **People** who should receive the communication. You will have three choices available on the drop down menu: Student(s), Parent(s) or Both Student(s) and Parent(s).



This close-up screenshot focuses on the 'To' section of the communication form. The 'People' dropdown menu is highlighted with a blue border and shows 'Student(s)' as the selected option. Below it, the 'Classes for message' and 'Groups for message' sections are visible. A red rectangular box is overlaid on the form with the text 'Select the People to whom the email is sent.' inside it. The note at the bottom of the 'To' section is also visible.

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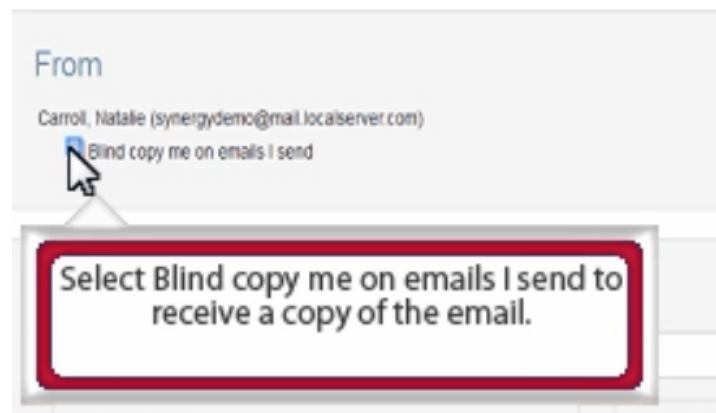
**Secondary:** You can also send the communication to multiple classes or groups. Select the classes and/or groups you would like to send the message to.

Classes for message:	Groups for message:
<input checked="" type="checkbox"/> Period 1: Applied Physical Science (03159R102-00003) <input type="checkbox"/> Period 2: Honors Integrated Science 9 (03201R112-00003) <input type="checkbox"/> Period 3: Honors Integrated Science 9 (03201R112-00002) <input type="checkbox"/> Period 4: Applied Physical Science (03159R102-00001) <input type="checkbox"/> Period 5: Applied Physical Science (03159R102-00002) <input type="checkbox"/> Period 5: Teacher Aide (22995R102-00009) <input type="checkbox"/> Period 6: Honors Integrated Science 9 (03201R112-00001) <input type="checkbox"/> Period 7: Teacher Aide (22995R102-00010)	<input type="checkbox"/> Cross Country <input type="checkbox"/> Track & Field Dates: 03/02/2020 - 06/01/2020

*NOTE: In addition to messages being sent to the user's ParentVUE account, emails will be sent to those parents with valid email accounts.*

Step 4

You may choose to be blind copied on the communication, although all emails are tracked in a history page.

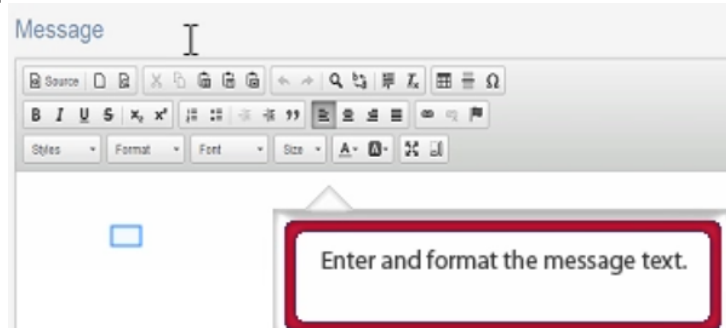


Step 5

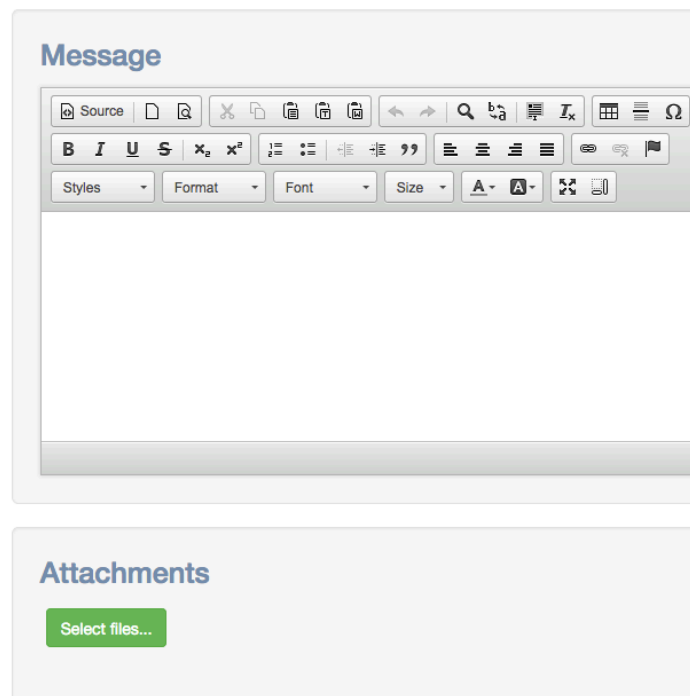
Enter a subject for your email.

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Enter and format your message. The Message box has a full service of formatting options, including adding hyperlinks.

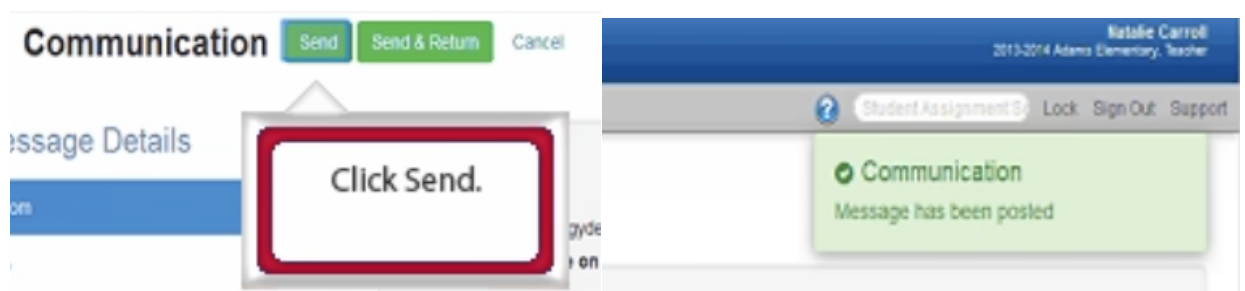


You also have the ability to include Attachments.



### Step 6

Click **Send** or **Send and Return**. **Send** will allow you to remain on the Communications page if you need to send another email. You will receive a notification stating that your message has been posted.

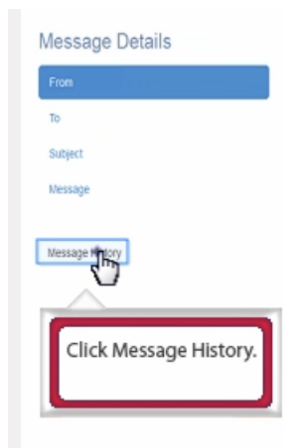


**Send and Return** sends you back to the TeacherVUE Home page.

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Step 7

After the message is sent, it displays a message history. To view messages previously sent, click **Message History**.



Step 8

From the Communication History screen, you can view your messages. If you wish to delete a message, check the box before the Date/Time column for the message you need removed. Click the **Remove Selected** box. Click [Return](#) to return to the Communications screen.

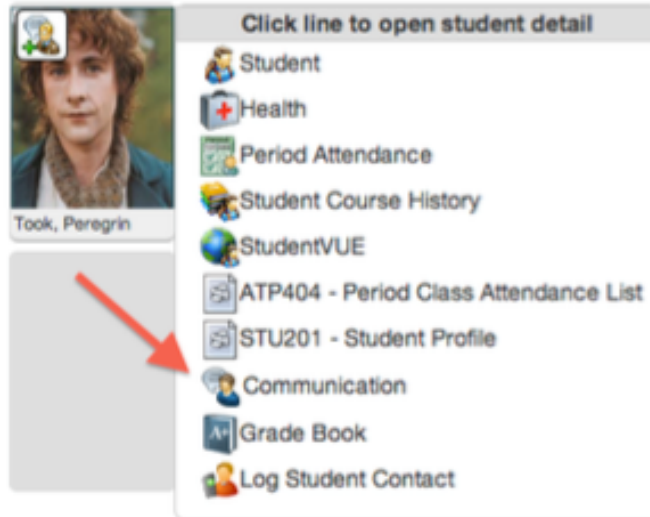
Communication History <span>Remove Selected</span> <a href="#">Return</a>					
<input type="checkbox"/>	Date/Time	Period	Section or Group	Subject	Message
<input type="checkbox"/>	02/21/2014 15:52:00		After School Program	After School Program Celebration	Dear Parents,  In the after school program this week, we will be celebrating the 100th day of school by having a 100th day olympics. Please send y  Thank you,  The After School Program staff

## Email an Individual Student and/or Their Parent/Guardian

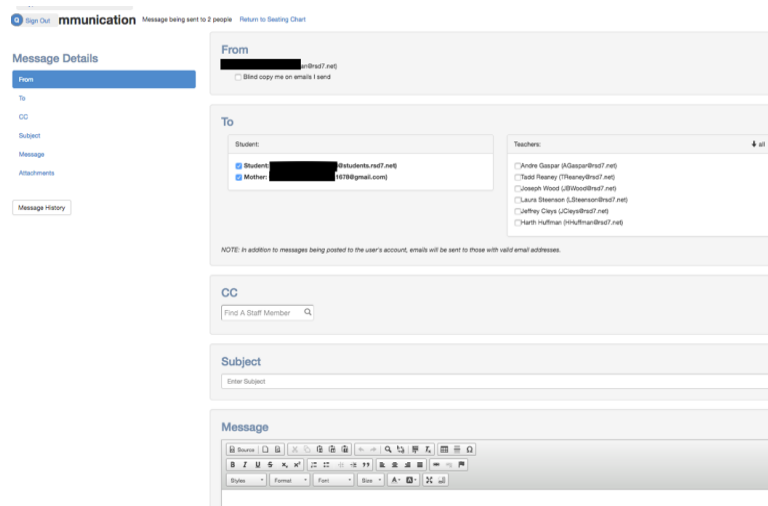
### Step 1

#### **TeacherVUE > Student > Communication**

After logging into TeacherVUE, select a student and click the student's photo (or the spot where a student should be). Select **Communication** from the drop down menu.

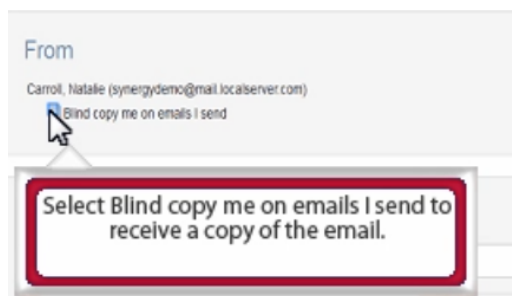


You will land on the **Communication** page.



### Step 2

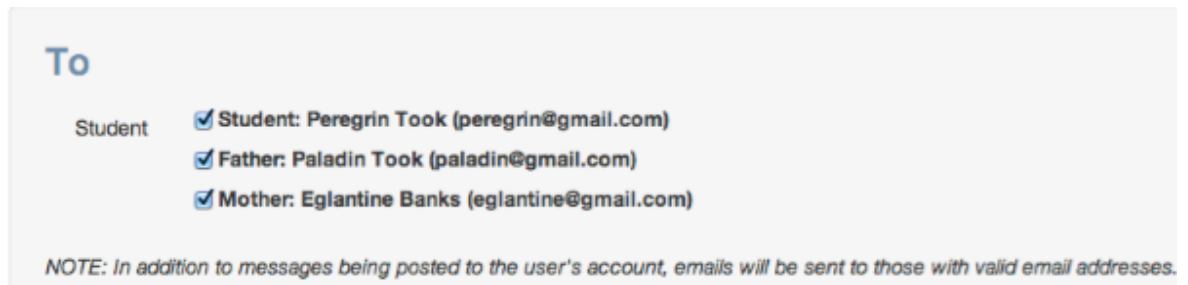
You can choose to be blind copied on the communication, although all emails are tracked in Message History.



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### Step 3

Select who should receive the communication. You will have two or more choices available: Student, Parent(s) or additional Guardian(s).

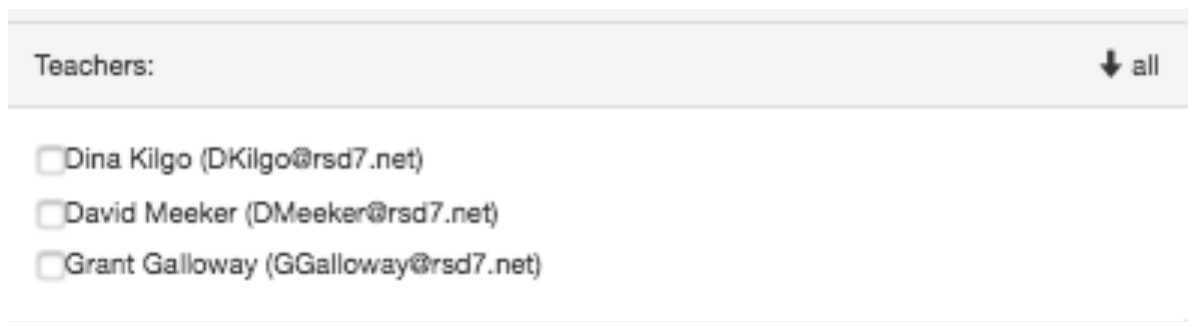


**To**

Student ☒ Student: Peregrin Took (peregrin@gmail.com)  
☒ Father: Paladin Took (paladin@gmail.com)  
☒ Mother: Eglantine Banks (eglantine@gmail.com)

*NOTE: In addition to messages being posted to the user's account, emails will be sent to those with valid email addresses.*

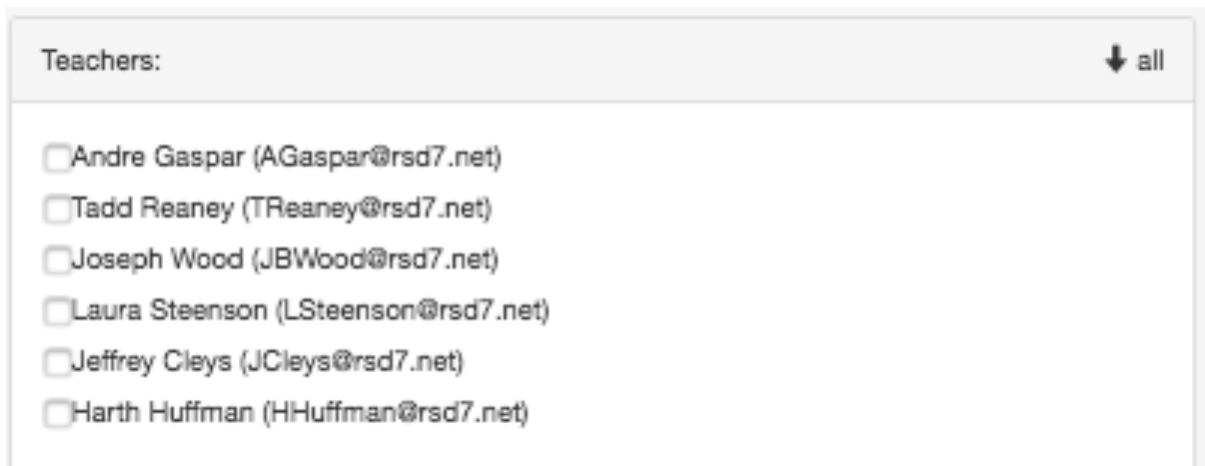
**Elementary:** You can also send the communication to other teachers/specialists on the student's schedule. Select one, some, or all the teachers you would like to send the message to. You may use the **↓all** arrow to quickly choose all the teachers.



Teachers: ↓ all

☐ Dina Kilgo (DKilgo@rsd7.net)  
☐ David Meeker (DMeeker@rsd7.net)  
☐ Grant Galloway (GGalloway@rsd7.net)

**Secondary:** You can also send the communication to other teachers on the student's schedule. Select one, some, or all the teachers you would like to send the message to. You may use the **↓all** arrow to quickly choose all the teachers.



Teachers: ↓ all

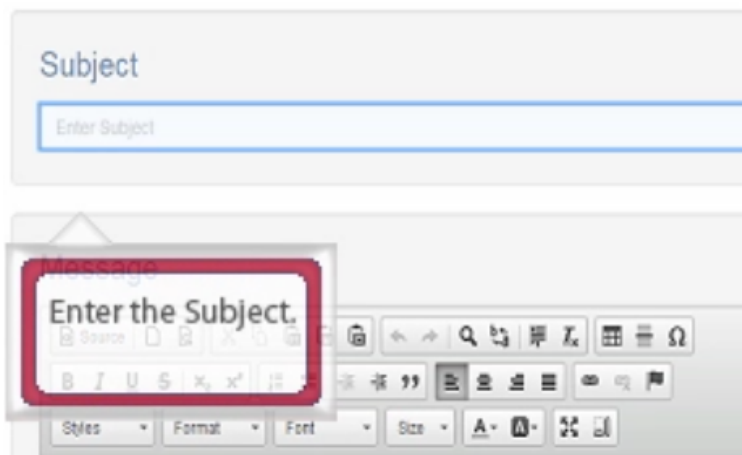
☐ Andre Gaspar (AGaspar@rsd7.net)  
☐ Tadd Reaney (TReaney@rsd7.net)  
☐ Joseph Wood (JBWood@rsd7.net)  
☐ Laura Steenson (LSteenson@rsd7.net)  
☐ Jeffrey Cleys (JCleys@rsd7.net)  
☐ Harth Huffman (HHuffman@rsd7.net)

**NOTE: Any communication sent from TeacherVUE will post to the StudentVUE and ParentVUE web portals. An email will also be sent to if the user has a valid email address.**

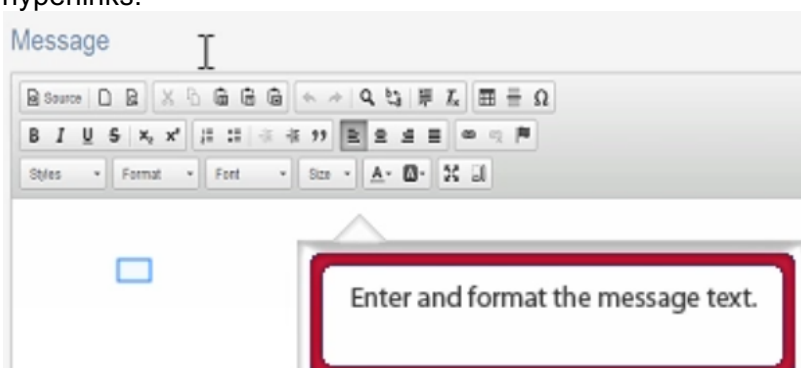
## Synergy Quick Reference Guide: Communicating with Students and/or Families

Step 4

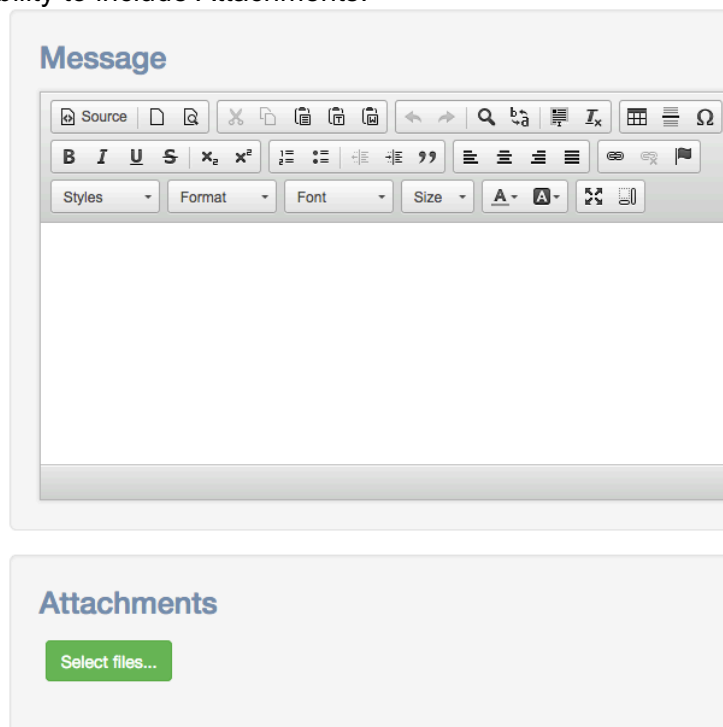
Enter a subject for your email.



Enter and format the message text. The Message box has a full service of formatting options, including adding hyperlinks.

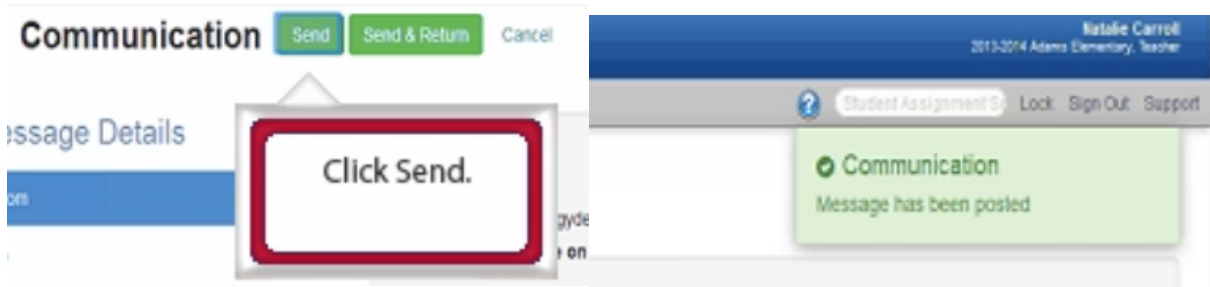
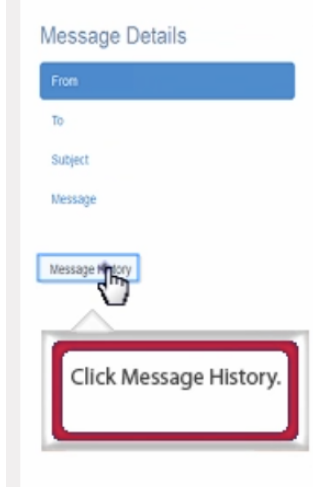
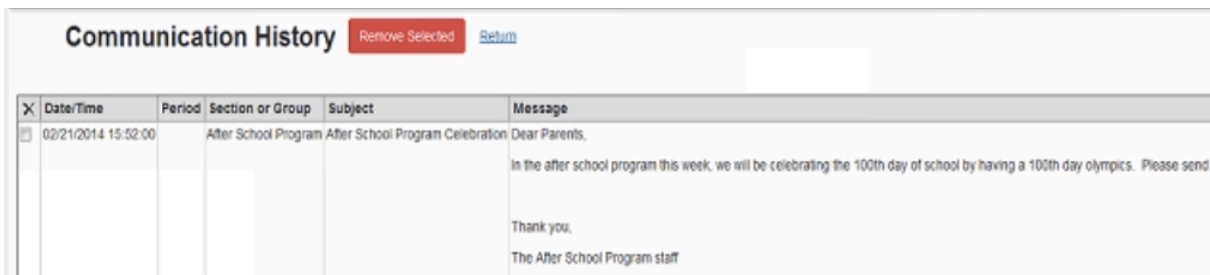


You also have the ability to include Attachments.





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Step 5	<p>Click <b>Send</b> or <b>Send and Return</b>. <b>Send</b> will allow you to remain on the Communications page if you need to send another email. You will receive a notification stating that your message has been posted.</p>  <p><b>Send and Return</b> sends you back to the TeacherVUE Home page.</p>												
Step 6	<p>After the message is sent, it displays a message history. To view messages previously sent, click <b>Message History</b>.</p> 												
Step 7	<p>From the Communication History screen, you can view your message(s). If you wish to delete a message, check the box before the Date/Time column for the message you need removed. Click the <b>Remove Selected</b> box. Click <a href="#">Return</a> to return to the Communications screen.</p>  <table><thead><tr><th></th><th>Date/Time</th><th>Period</th><th>Section or Group</th><th>Subject</th><th>Message</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>02/21/2014 15:52:00</td><td></td><td>After School Program</td><td>After School Program Celebration</td><td>Dear Parents,  In the after school program this week, we will be celebrating the 100th day of school by having a 100th day olympics. Please send y  Thank you,  The After School Program staff</td></tr></tbody></table>		Date/Time	Period	Section or Group	Subject	Message	<input checked="" type="checkbox"/>	02/21/2014 15:52:00		After School Program	After School Program Celebration	Dear Parents,  In the after school program this week, we will be celebrating the 100th day of school by having a 100th day olympics. Please send y  Thank you,  The After School Program staff
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Video Training Link

Emailing a Class:

<https://sistrain.cascadetechnology.org/SynergyVideos/TeacherVUE/Emailing%20a%20class%20or%20group%20in%20TVUE.html>

Emailing Individual Student & Family:

<https://sistrain.cascadetechnology.org/SynergyVideos/TeacherVUE/Communicating%20with%20an%20individual%20student%20and%20their%20parents.html>