Performance Support and Learning Center

Document	Participant Guide
Lesson	TTP General Survey & Basic Navigation
Version	1.1

Synergy™
Student Information System

Table of Contents

Lesson Syllabus

COURSE OBJECTIVES AND OVERVIEW

Part I of this course is designed to develop competence in SYNERGY SIS basic navigation, user options, and system functions. Part II of this course is designed to develop skills and knowledge necessary to perform Enrollment maintenance.

PREREQUISITES

We request that participants have these specific abilities prior to the SYNERGY SIS training:

- o Ability to use a keyboard and mouse
- o Ability to navigate in Internet Explorer (for Microsoft* Windows*) or Firefox (for Macintosh*)

MEETING DETAILS

Location:

Start Time: End Time:

YOUR INSTRUCTOR

E-mail:

Phone: (480) 633 - 7300

MATERIALS NEEDED

Participant Guide (This Document)

TOPICS

Welcome/Introductions

Hands-on Guided Tour

General Survey

- ▪ Connecting to SYNERGY SIS
- ▪ Open Internet Explorer (Windows) or Firefox (Macintosh)
- ▪ Type in the URL for SYNERGY SIS
- ▪ Pop-Up Blocker
- ▪ Adding SYNERGY SIS to your Favorites
- ▪ Accessing SYNERGY SIS using your Favorites
- ▪ Logging in to SYNERGY SIS
- ▪ Announcements

- Tasks
- Dashboard Widgets
- Navigating in the SYNERGY SIS Program
- PAD or Navigation Tree
- Menu Bar
- Quick Navigation (Quick Nav)
- Quick Launch
- Screen or Screen Navigation
- Options for Screen use
- Menu
- Warnings
- Print Screen
- Detached Screens
- Refresh button
- Add/Delete data
- Finding Student Data
- Support and Help
- Review of Field types
- Functions of Buttons
- Types of Icons
- Location of Data
- User Preferences
  - Managing your login and password
  - Screen Preferences
  - Report Preferences
  - Optional: (User Profile editing)
- SYNERGY SIS Reports
  - Options Tab
  - Save Default
  - Reset Default

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- o Sort/Output Tab features and options

- o Conditions Tab

- o Selection Tab

- o Advanced Tab

- o Optional: (District User Defined Reports)

QUESTIONS AND WRAP UP

Login and Home Page
Quick Reference Guide

This document will guide you through the process of "Login" and "Home Page" functions and use within the SYNERGY SIS Program.

PATH SYNERGY SIS→ Login Page

How to:	Steps:
Login to SYNERGY SIS	▪ Navigate to the SYNERGY SIS Login page. ▪ Type in your Login Name and Password in the appropriate fields as supplied by your district administration.
Use the options on the Login page	▪ Click on the blue "hot link" for Contact Us in order to see the contact information for your district's SYNERGY SIS help desk. ▪ Click on the blue "hot link" for Check for pop-up in order to make sure that your internet browser is NOT set to block Pop-Ups. (You must allow Pop-Ups to use SYNERGY SIS.) ▪ Click on the blue "hot link" to add SYNERGY SIS to your browser favorites.
Access and Screen the SYNERGY SIS Home Page options	▪ After login is successful, you will be directed to your Home Page. Your district will have determined the format for presentation of your Home Page. ▪ Most district Home Pages will display District and School Announcements. (According to your Login Name, only the announcements connected with your District and School(s) will appear.) ▪ ***Option:** If your job description allows for you to document meetings with students and parents, your district may allow you to have automatic reminders for follow-up meetings called "Tasks" to appear on your Login screen. ▪ ****Option:** Your district may also allow you to see "live" statistical and other information about your school and district displayed in an area called the "Dashboard" which may be automatically updated throughout the school day.

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Login and Home Page

Screen Illustration

This document will illustrate the steps of Synergy SIS login and the features of the Home Page.

NAVIGATION WITHIN THE SYNERGY SIS PROGRAM

The first task of navigation in SYNERGY SIS is to login to the program. The login password is case sensitive so be careful in typing the information. Contact your administrator for your assigned name and password. Practice the login into SYNERGY SIS.
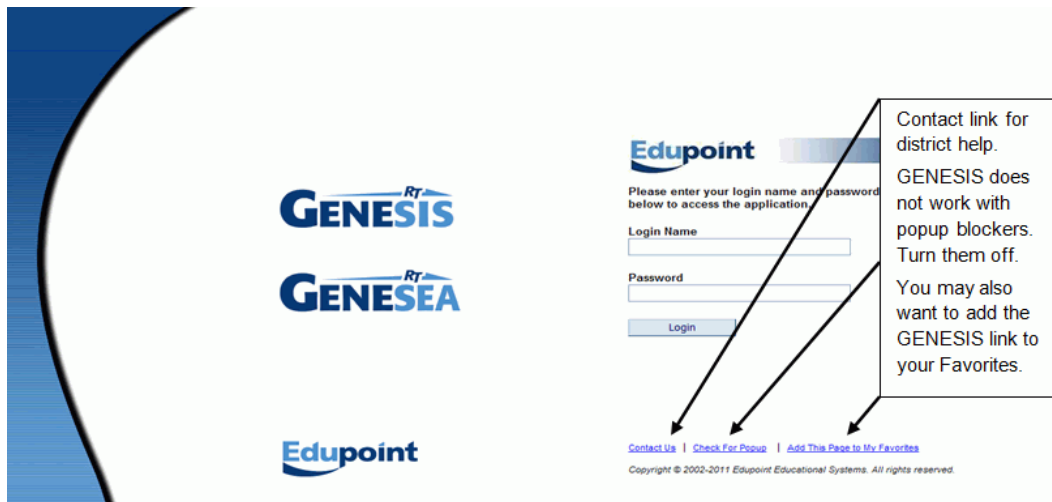
After your login is successful, you will be directed to your "home page" which has been chosen by your administration. Most districts will choose to have the district and school announcements on the home page as well as **optional** statistical information and follow-up student meeting reminders.
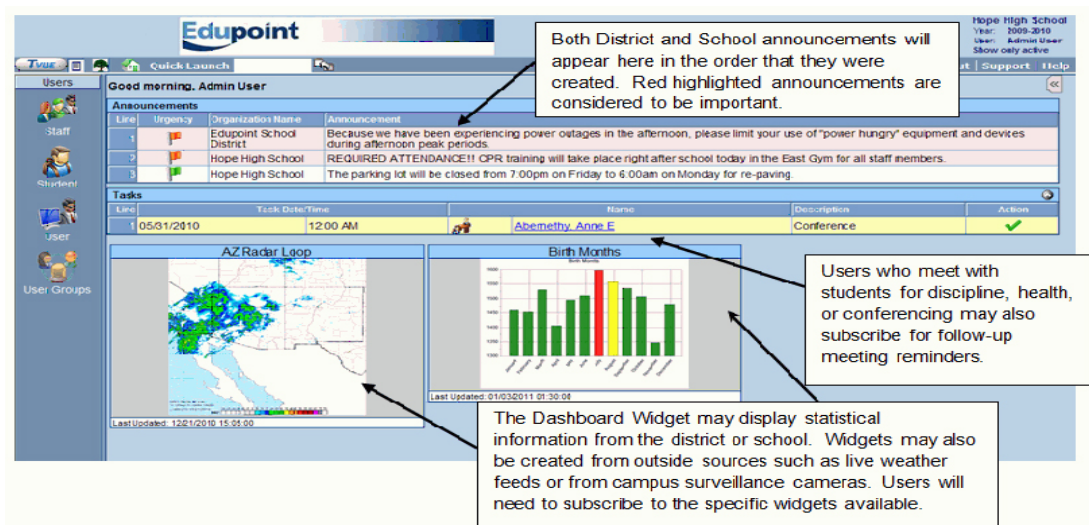
Login and Home Page
Exercise

ACTIVITY/QUESTION	RESPONSE AND NOTES
Practice the sign-in or login function of SYNERGY SIS using your district assigned login name and password.	
Click on the Contact Us link and familiarize yourself with your SYNERGY SIS Help Desk personnel.	
Make sure that your "pop-up blocker" is turned off in the internet browser that you are using.	
Add the SYNERGY SIS login page to "Your Favorites" in the internet browser that you are using.	
Review your district's policy concerning the "Home Page". Optionally, contact your Help Desk personnel about any needed access to Tasks or Widgets.	

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Menu Bar and Navigation Tree
Quick Reference Guide

How to:	Steps:
Setup Basic Navigation within SYNERGY SIS- **Option 1**	▪ SYNERGY SIS may be navigated directly from the Navigation Tree. The Navigation Tree is accessed by clicking on the "Tree" Icon in the upper left side of the main screen. o With the Tree menu items displayed, click on SYNERGY SIS→ Student→ Student Icon. Use the small blue arrows next to the selections or the name of the selection to navigate into the Tree. o Click on the Student Icon or name. The Student demographic data screen (Screen) will launch and appear. o There will be two round buttons at the upper left portion of the Student Screen with arrows pointing to the left and right. The left arrow button will navigate to previous students alphabetically in the file and the right button will navigate forward alphabetically. o Practice with this same navigation method in the SYNERGY SIS→ Attendance→ (Daily or Period) Attendance Screen. You may also practice in other areas such as Grading or Discipline Incident. o Also practice collapsing and restoring the Tree by alternately clicking on the Tree Icon.
Setup Basic Navigation within SYNERGY SIS- **Option 2**	▪ A "Menu Bar" or tool bar may also be used to navigate. This area is found on the far left side of the Home Page screen. This area is collapsed and restored by clicking on the Icon just to the left of the Tree Icon. ▪ Have both the Tree and the Menu Bar areas open for screen. o Create Menu Bar groups by "right clicking" on the first heading group name (or the blank dark blue area if no Groups exist) and selecting the function "create a new group." A new screen is produced. Choose a name for your group. Type the name in the green (mandatory) field and click on Save when done. o With your new named group showing under the Menu Bar area, navigate in the Tree to Student→ Student (Icon). With your mouse, **Left Click** and hold on the **"word"** for the Student Icon (not the Icon itself). Drag the word Student into the Menu Bar area under your new Menu Bar name and release (or drop) the word Student. The Icon for the Student Screen should appear in the Menu Bar under your named group. o An alternate method for accomplishing this is to find the word for the Icon that you wish to use in the Tree

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|	
	and then **Right Click.** A small menu will appear. Choose "Add To Group" from the menu. The Icon should now appear in your Menu Bar group. o Menu Bar Icons may be removed by Right Clicking on the Icon. A small menu is produced from which you can choose "Remove Icon." Entire Menu Bar group names may be removed using this same method.
Setup Basic Navigation within SYNERGY SIS- Option 3	▪ A method called Quick Navigation (called Quick Nav) is also provided. o You will find the Quick Nav bar area in the upper right part of the navigation screen. In order to populate the Quick Nav bar, right click on an icon already appearing in your Menu Bar. Choose the option "Add to Quick Nav." You will then see the icon appear as a duplicate icon in the Quick Nav area. The Chevron containing the symbol ">>" or "<<" is used to expand or collapse the Quick Nav area. You may remove icons from Quick Nav by "right" clicking on the icon you wish to remove and choose "remove icon."
Setup Basic Navigation within SYNERGY SIS- Option 4	▪ A method called Quick Launch may also be available (determined by your SYNERGY SIS System Administrator.) o The Quick Launch area may be found in the upper right center of the opening screen. o Just type in the name of a Screen or Report in order to launch it. o – Or – click on the "Detach" button found just to the right of the Quick Launch field in order to create your Screen or Report as a detached screen.

Menu Bar and Navigation Tree
Screen Illustration

On the opening screen, you will find several options for navigation.

Option 1 is called the "Tree" and is represented by the small tree icon in the upper left side of the home page screen. (**Practice** opening and closing the Tree by clicking on the icon a few times. With the tree open, click on the small arrow next to "SYNERGY SIS." Open several other choices, such as Attendance and Student and go deeper into the choices and launching Icons until you are comfortable with navigating within the Tree.)
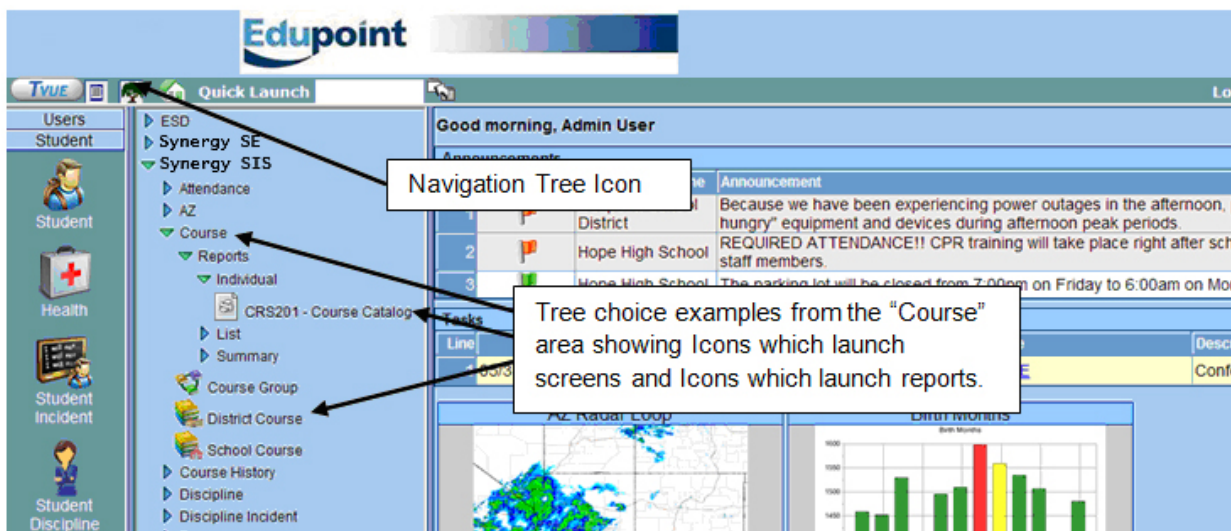
Option 2 is called the "Menu Bar." This bar can be populated with headings (or group names) appropriate to your job. Each heading group can then be populated with icons which will launch screens (or screens), launch reports, or perform other functions within the program. The "Menu Bar" is activated or collapsed by clicking on the small square icon just to the left of the Tree icon. (**Practice** opening and closing the Menu Bar by clicking on the icon a few times.) You may create Menu Bar groups by "right clicking" on the first heading group (or the blank dark blue area if no Groups exist) and selecting the function "create a new group." (**Practice** by creating two new groups and giving them names of your choice.)

Menu Bar and Navigation Tree
Exercise

ACTIVITY/QUESTION	RESPONSE AND NOTES
Find the Tree Icon and practice expanding and collapsing the Tree as well as items within the Tree.	
Find the Menu Bar Icon and practice expanding and collapsing the Menu Bar.	
Practice creating Menu Bar Groups of your choice. Practice adding Icons to the Menu Bar by using the "drag and drop" method as well as the "right click" method. Practice deleting Menu Bar Icons and Menu Bar Groups.	
Practice adding Icons to the "Quick Nav" (Quick Navigation) Bar. Practice deleting Icons from the Quick Nav Bar.	
Practice typing in the names of Screens and Reports using the Quick Launch field. Use both the "Enter Key" method and the "Detach" button method.	

Basic Screen Functions
Quick Reference Guide

PATH   SYNERGY SIS→ Student→ Student Screen (Icon)

How to:	Steps:

Use the Student Screen "Action Bar" functions.	▪ Use **General Survey Exercise 3** to review the following functions:
	▪ Find the round Forward (>>) and Backwards (<<) buttons in the upper left side of the Student Screen. Practice navigating by clicking on each one several times.
	▪ Find the Refresh button in the upper right side of the Student Screen. This is used to make sure that you are looking at the latest version of a student's data.
	▪ Find the Detach button in the upper right side of the Student Screen. This is used to make screen or report being referenced into a detached screen.
	▪ Find the "Menu" in the upper left corner of the Student Screen. Click on the down arrow to reveal the contents of the Menu. Several functions are available here:
	    o **Edit Student Data:** SYNERGY SIS protects some demographic data such as the student's name by making those fields "read only" (greyed out) If your security setting will allow it, you may update these protected fields.
	    o **Reports:** Some standard reports may be launched from here instead of going to Reports in the Tree.
	    o **Report Preferences:** SYNERGY SIS may remember your specific report settings when activated here.
	    o **Attach Photo:** A new enrollee may have their photo attached here from a digital camera used to take the picture.
	    o **Inactivate Student:** This is where Registrars and Enrollment Clerks inactivate students.
	    o **"No Show" Student:** This is where Registrars and Enrollment Clerks No Show students.
	    o **Screen Audit Detail for Student:** (Optional) Will show who made data changes, what the changes were, and a date and time stamp for the changes.
	▪ Warning Icons may be attached to specific students. These special Icons are found in the upper right side of the Screen. The User clicks on the Icons to reveal the specific Warnings.
	▪ The Icon containing system information is also found in the far upper right side of the Screen.
	▪ A Printer Icon appears just to the right of the Forward navigation arrow button and is used to produce a "print preview" of just the open Screen instead of the entire screen.
	▪ The "Add" button the right center of the Screen is used by

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	Registrars and Enrollment Clerks to enroll new students.
	▪ The "Delete" button is normally hidden from most Users as it's use could wipe out the entire record for a student.
	▪ The blue "Status" message area alerts the User as to the SYNERGY SIS activity taking place on the User's workstation.

Basic Screen Functions
Screen Illustration

We will use the **Student Screen** to discuss how to use these basic screen functions. (Launch the Student Icon producing the Student Screen.) The following illustrations use the **"Action Bar"** area of the screen Screen.

Practice using the Action Bar >> button to move forward student by student alphabetically and the << button to move backwards student by student.

This button will refresh the screen so that the latest changes that have been made will be available to the user.

This button will detach the screen currently being viewed. Try this several times.

Several functions concerning this specific student may be performed from the "View Menu." (Practice as applicable.)

Icons here will launch important "warnings" about the student. Example: Chronic health conditions.

Icon containing statistical system information about the View currently open.

This button will produce a "print preview" of the screen being viewed. (It ignores all "outside the View" material.)

This is where users may Add a student to the system. A separate screen is produced called "Student Add" where mandatory and other demographic information is entered for the new student. (Student Add may be launched from any other student's view)
Practice for this function is covered in the Enrollment Training documents.

Deleting a student record is a dangerous function and is reserved for only a very few system administrator users.

A "status" message appears here to alert the user if the screen is busy updating or performing some other function.

Basic Screen Functions

Exercise

ACTIVITY/QUESTION	RESPONSE AND NOTES
Launch the Student Icon. Click the "Forward" button several times. Click the "Previous" button several times.	
Find the "Refresh" button. What is the purpose of the Refresh function?	
Find the "Detach" button. What is the purpose of the Detach button?	
Find the Menu drop down field. Which report may be launched for this Menu? Practice launching the report. Practice setting your report preferences from this Menu. (Make note that this is where student "Inactivation", "No-Show", and "Activate Student" functions may be performed.) (Note that an individual student's photograph may be attached from this Menu.) (Note that, with proper authorization, a student's protected data may be edited.) *(Note that district administrators may identify changes to student data by using the Audit Detail function.)	
Locate and launch the "Personal Notifications" Icons (if they are present for the student). Open the Icon to read the "warning" notes for the student. Find the Icon containing the statistical system information about the currently open Screen. Launch the Icon to see the information.	
Find the Delete button if it is showing on the Screen.	
Find the SYNERGY SIS "Print Preview" Icon and practice printing the Screen screen.	

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Find the Add button if it is showing on the Screen.. It is used to create an enrollment record for a new student or and inactive student.	
Find the "Status" message area. What information is shown here?	

Navigating within a Screen
Quick Reference Guide

PATH   SYNERGY SIS→ Student→ Student Screen

How to:	Steps:

Use the Search and Find mode.	▪ Use the Action Bar magnifying glass Icon to enter the Search mode. The screen fields will turn yellow and will be blanked out.
	▪ Select the parameters for your search by populating some of the fields with pieces of data normally kept in those fields. Example: In the Grade field, put in an appropriate grade level to search.
	▪ When parameters are chosen for one or more fields, click on the Find button at the top of the screen. (This will be the former Save button which has now changed its' function.)\\
	▪ A new grid screen will be produced showing the results of your search. Example: If you searched for all 4th grade females, those will be the only students showing in the grid.
	▪ At this point, you may Print your output results by clicking on the Output Type and choosing how you wish to display your search data and then click on the Print button to produce a Print Preview of your data.
	▪ You also may send your search output to Query (Discussion of Query will take place in a future training)
	▪ Another option is to create a "Filter" based on your search. If you create a filter, future use of SYNERGY SIS will produce screens containing only the students that were a part of your original search.
	    o Click on the Filter Name field and give your filter a name.
	    o Click on the "Make Active" check box.
	    o Click on the "Save As Filter" button.
	    o Your filter is now active as indicated by the small "Funnel" Icon just to the left of the name of the Screen you have open. This "Funnel" will display as bold with a red circle.
	    o Click on the Funnel Icon to enter the filter area where you may activate and inactivate filters by the use of check boxes or delete filters by the use of the blue X Icons.

Graphs	Graphs of some demographic statistical information may be produced.
Use the Focus area	▪ "Focus" is the area in the far upper right side of the SYNERGY SIS screen. Click on the Focus area to produce a Screen from which you may (with proper Security) change the Year being referenced, change the School Screen or District Screen, and change from accessing Only Active, Only Inactive, or Both Active and Inactive students. (continued on the next page)

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Use of Lock, Sign Out, Support, and Help buttons	• Clicking on the **Lock Button** in the upper right side of the screen will produce a white screen that will block further access to your data until the proper password is entered. (This may happen automatically at a pre-determined interval of un-activity set by your District)
	• Clicking on the **Sign Out** button will log the user out of the system.
	• Clicking on the **Support** button will reveal a Screen where your District support contact information is displayed.
	• Clicking on the **Help** button (Optional with your District) will reveal system manuals to help you find information on system functions.

Navigating Within a Screen
Screen Illustration

1. Use the Action Bar Magnifying glass icon to enter search or "find mode." Practice.

2. Select the parameters for your search. In this illustration, we are searching for all 11th grade students who speak Spanish at home. You may combine fields from the Demographic, Other Info, and Enrollment Tabs for your searches. However, data found in a "grid" field such as a phone number cannot be referenced in an on screen search. Practice.

3. Finally, click on the "Find" button to get your list. (See your list on the next screen.)

This is the list produced by the above search steps. Options here include:

1. Printing the output in several different formats. 2. Creating a filter based on the information

Line	Last Name	First Name	Middle Name	Perm ID	Grade	Home Language
1	Acevedo	Andrew		886630	11	Spanish
2	Alonso	Raymond	Guzman	920153	11	Spanish
3	Gutierrez	Ann	K	887546	11	Spanish
4	Labamba	Andrew	A	985363	11	Spanish
5	Olivas	Harry	Arnoldo	874357	11	Spanish

3. Opening the data produced in Query where it may be further manipulated and combined with other data.

A Filter has been made active. Practice making a filter.

This is the Screen presented when a Filter is actively showing only the specified parameters. Clicking on the "Funnel" Icon allows the use of Filters. They are "Applied" or "Unapplied" by using the check boxes or deleted using the blue "X" buttons.

Practice by choosing several different search fields. Examples might include: Everyone who lives on a certain street name, like Main Street or, everyone whose last name is Smith. Note: You may also search for individuals by using part of their name or their PermID (Student Number). Also, the on screen search will always produce the Student's name and PermID so they don't have to be referenced in the search.

Graphs may also be produced by the use of special characters in the search fields. A Dollar

Grade Distribution
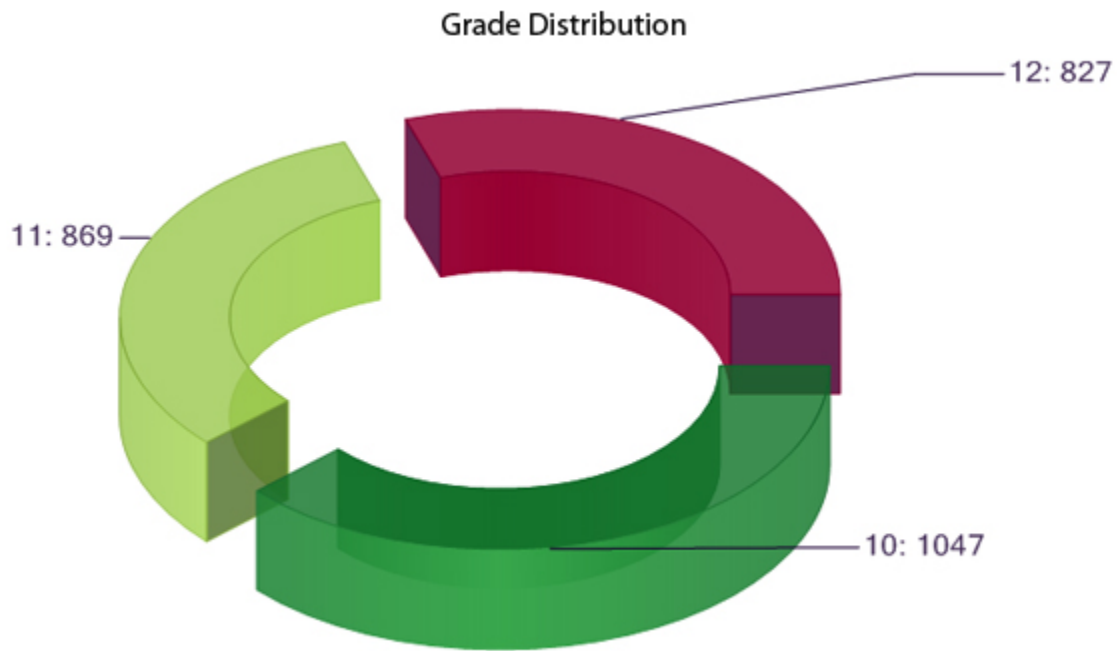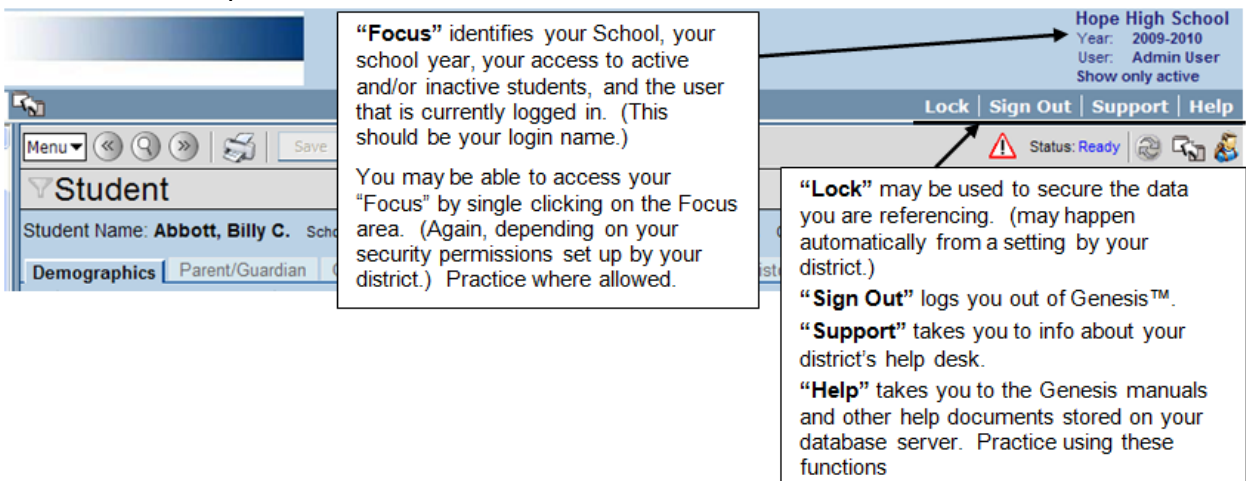
Sign ($), Caret (^), and Bar (|) will produce different graph styles.

> Example: A dollar sign ($) in the grade field will produce a graph with statistical information on all of the School's grade levels

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Practice with the options available in the "Focus" area.

"**Focus**" identifies your School, your school year, your access to active and/or inactive students, and the user that is currently logged in. (This should be your login name.)

You may be able to access your "Focus" by single clicking on the Focus area. (Again, depending on your security permissions set up by your district.) Practice where allowed.
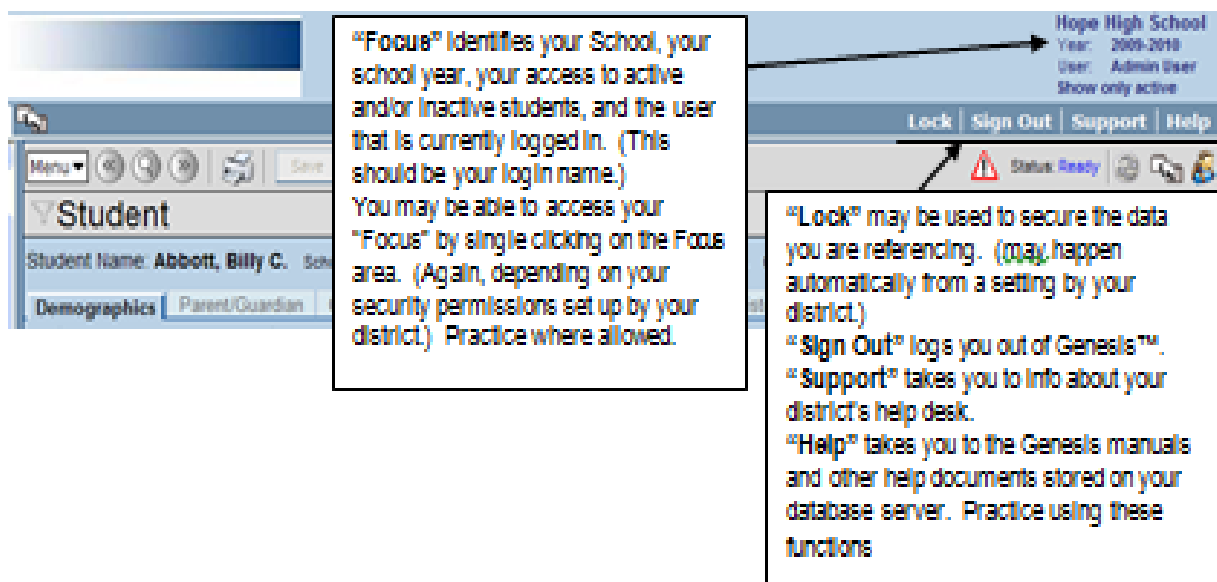
Hope High School
Year: 2009-2010
User: Admin User
Show only active

Lock | Sign Out | Support | Help

Status: Ready

"**Lock**" may be used to secure the data you are referencing. (may happen automatically from a setting by your district.)

"**Sign Out**" logs you out of Genesis™.

"**Support**" takes you to info about your district's help desk.

"**Help**" takes you to the Genesis manuals and other help documents stored on your database server. Practice using these functions

Navigating Within a Screen
Exercise

ACTIVITY/QUESTION	RESPONSE AND NOTES
Launch the Student Screen Icon. Find the "Search" button (magnifying glass icon) Identify several fields for your search by filling in data or a "wild card" symbol in each field. (*Note that "grid" information such as phone numbers cannot be used in this type of search) Click on the "Find" button to complete your search.	
Practice printing your output in several different formats. (PDF, Rich Text, and Excel)	
Open your Search results in Query. (Do not go further until you have completed Basic Query Training.)	
Create a Filter by giving it a name and making it active.	
Practice opening the Filter Icon. (Funnel Icon with the red circle) Un-apply and then Apply the Filter by using the check boxes. Check your work by navigating within the Student Screen to see the effects of your Filter. Delete a Filter	
Practice making a "Circle" graph and a "Pie Chart" graph from the Search function.	

Fields, Buttons, Bars, and Icons
Quick Reference Guide

PATH   SYNERGY SIS→ Student→ Student Screen (or various other Screens)

How to:	Steps:
Recognize and use SYNERGY SIS field types.	▪ Fields with "blue" down arrows are called "Table" fields. Only the data displayed when the down arrow is clicked may be used to populate the fields. ▪ Greyed Out filelds are set to view Only. ▪ Text fields may be populated with alpha, numeric, or symbol characters. ▪ A Check box field is a yes/no tag. A check means yes and a blank means no. ▪ A Date field will only accept formatted date information. You may use the small calendar Icon to choose the specific date or hand enter the date as mmddyy with yy representing the last two digits of the year. ▪ A Grid field, such as a phone number, is associated with other data and therefore has some limitations in functions such as Searching. A Grid field can not be a part of an on-screen search.
Locate fields for use in Query and Security.	▪ Hover your mouse (District setup is required for this function to work) over a field. A small white information box will appear showing the "path" to the field within the system. Example: K12-Student-BirthCountry.

Fields, Buttons, Bars, and Icons
Screen Illustration

Practice by placing and then saving data in several of these fields.

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Ger
Abbott	Billy	C		905483	12	Mal

"Greyed Out" fields are view only. Special permission is needed to edit them.

Student Information

Home Language Spoken to Student at Home   Nick Name   Last Name Goes By

Spanish   Spanish

Fields with "blue" down arrows on the side, have district determined "table" information as the only possible data choices with which you may populate that field.

SAIS ID   Birth Date   Birth Place
0001341311   05/13/1992   Mesa

Birth Certificate Num

Birth State   Birth Country
California   United States of America

Text fields will accept any string of characters. Alpha, numeric, or special.

Race and Ethnicity

Hispanic/Latino   Resolved Race/Ethnicity
Hispanic   Hispanic

Race ☐ ↔ ☑

☐ American Indian   ☐ Asian - Chinese   ☐ Asian - Japanese
☐ Asian - Korean   ☐ Asian - Vietnamese   ☐ Asian - Indian
☐ Asian - Cambodian   ☐ Asian - Other   ☐ Black
☐ Filipino   ☑ Hispanic   ☐ Pacific Islander - Native Hawaiian
☐ Pacific Islander - Guamanian   ☐ Pacific Islander - Samoan   ☐ Pacific Islander - Tahitian
☐ Pacific Islander - Other   ☐ White   ☐ Declined to State

A checked checkbox means yes and a blank checkbox means no. The keyboard space bar may be used to populate the check.

Home Address

Address   Effective Date
1953 S Val Vista Dr

A date field may be populated by using the calendar on the right or typing in the date in the following format MM/DD/YY where YY represents the last two digits of the year.

City   State   ZIP Code   ☑ Mail same as Home Address   City   State   Zip Code   + 4
Mesa   AZ   85234   Mesa   AZ   85234

+ 4   Grid Code
741B

Map it!   Schools   Map it!

Phone Numbers

X	Line	Primary	Type	Phone	
☐	1	☐	Home	480-555-1214	EX

When fields are formatted this way, they are called "Grid" fields. They can be queried but not used in "on screen" searching.

Fields, Buttons, Bars, and Icons
Exercise

ACTIVITY/QUESTION	RESPONSE AND NOTES
Why are some fields "Grayed Out"? How would you be able to edit these fields?	
What are the fields with the drop down arrows called? How may changes for the choices for these fields be accomplished?	
What does a check mark in a Check Box field indicate? What does a blank Check Box indicate?	
Explain the two ways that a date may be changed for a Date Field.	
What data may be filled in for a "Text" Field?	
What type of field is illustrated by a phone number?	
How would you find out the database location of the information in a pull down field?	

User Preferences
Quick Reference Guide

PATH   SYNERGY SIS→ User Preferences

How to:	Steps:
Use your "User Password and Preferences" in SYNERGY SIS	▪ Click on the User Preferences Icon. ▪ Navigate in order to the three Tabs on the screen. o **Password** – At some point, practice changing your SYNERGY SIS password. o **Preferences** – Paging Size and Paging Row Size allows you to see more rows and pages of rows when you search on a Screen. **Do not attempt to change your Point Of Screen Home Page unless instructed by your district.** Log in Preferences should be set to SYNERGY SIS unless you are a classroom teacher or school administrator. (If such is your assignment, your district will give you instructions.) o **Report Preferences** – Check boxes here control your "personal preferences" for some of the more common SYNERGY SIS reports.
Change, Update, or Edit your "User Profile" **(Optional: Your district may have secured this area from being changed by users.)**	▪ Click on the User Profile Icon. **(If available)** ▪ Navigate one by one to the five Tabs on the screen. o Follow your instructor's advice for the Tabs displayed.

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User Preferences
Screen Illustration

Changing your User Password, Personal Preferences, and Report Preferences:

Personal Preferences for your searches, Home Page, and Login

Practice using the User Password and Preferences features on this page and the next page

User Preferences
Exercise

ACTIVITY/QUESTION	RESPONSE AND NOTES
Navigate to SYNERGY SIS> User Preferences. When applicable, type in your current password and re-type your new password twice in the appropriate fields. Click on the Save button.	
Click on the Preferences Tab Practice changing the Paging Size and Paging Row Size for your search grids.	
*If applicable, you may specify your Preferred Application To Log Into (if you have access to both SYNERGY SIS and TeacherVUE.	
Click on the Report Preferences Tab. Check the appropriate check boxes for your chosen preferences.	

SYNERGY SIS Reports
Quick Reference Guide

PATH: SYNERGY SIS→ Student→ Reports→ Individual→ STU201 Student Profile

How to:	Steps:

Use the SYNERGY SIS Report Interface	▪ The **Options Tab** information will change according to the type of report being referenced.
	▪ The Print button produces a Print Preview screen before the report may be sent to a printer. Almost all reports default to a Acrobat Reader PDF output.
	▪ The **Sort/Output Tab** has may other options avaiable for the report:
	    o File Type for the report generation
	    o Student Filtering
	    o Confidential indications
	    o Phone Number confidentality
	    o Sorting of the Report by demographic items
	    o Ability to run other reports simultaniously
	    o Mail Merge capability
	▪ The **Conditions Tab** allows for filtering of the report output
	▪ The **Selections Tab** makes it possible to filter by individual students or, in some cases, sections.
	▪ The **Advanced Tab** may be setup to run reports on a timed schedule and deliver them to users through e-mail or store copies of reports on external drives.

SYNERGY SIS Reports

Screen Illustration

Most of the Reports in SYNERGY SIS follow a standard setup even though the options might vary with specific reports. Practice running the STU201 Report with different options from the **Options Tab**

The "Print" button will produce a print pre-view before it can actually be sent to a printer.

"Save Default" and "Reset Default" functions will be remembered so that options do not have to be entered each time the user accesses the report.

All reports will be identified on the report interface. The standard convention for report numbers is three letters followed by three numbers. (STU201) Report names precede the numbers.

The report "Options" will change depending on the nature of the report.

SYNERGY SIS Reports
Exercise

ACTIVITY/QUESTION	RESPONSE AND NOTES
Navigate to SYNERGY SIS> Student > Reports > Individual > STU201 Student Profile Practice running the STU201 Report with different options from the Options Tab.	
Click on the Sort/Output Tab Practice using the options here to manipulate your output.	
Click on the Conditions Tab Practice applying different conditions, operators, and values to the report output.	
Click on the Selection Tab (*Note that this tab may not contain selections for some reports) Practice choosing selected students for the report output.	
Click on the Advanced Tab (if showing). (*Note that the functions here may be hidden from some users by your district administration.) Practice creating an automatic recurring report using the controlling parameters shown. (*See the above notation)	

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