



Synergy TeacherVUE & Grade Book Link: (Synergy is available outside the CCSD Network. VPN is not required.)

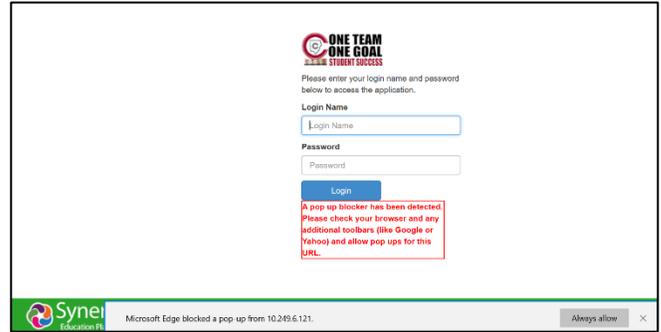
<http://synergy.cobbk12.org/> Login: Badge ID/network password

Login Screen

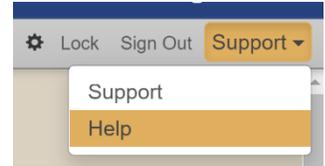
A pop-up blocker message may display on the login screen. **Always allow** pop-ups for Synergy. Choose this option before logging in. Synergy uses pop-up windows in various processes throughout the application.

The message displays for each person the first time a new browser is used and whenever a new computer is used.

- Once allowed on a browser or computer the setting will remain.



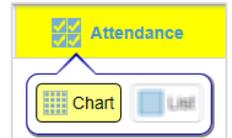
Synergy Support Link: User guides and documentation are found on the Cobb Technology Synergy Support-SharePoint site (ES Synergy Support > TVUE Attendance & Gradebook > select the desired guide). You can also find a quick link to the site on the Help Link located in the **Synergy application**, in the top right corner of the screen. <http://synergy.cobbk12.org/>



K – 5th Grade Student Attendance - TeacherVUE

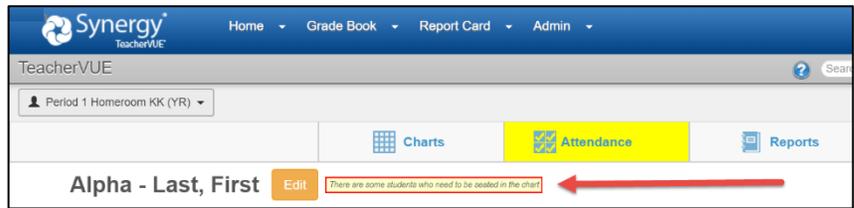
Attendance is taken, for all K – 5th grade students, in the **homeroom class only**. Teachers can only take attendance for the current school day. To take attendance, login to Synergy to view the seating chart in TeacherVUE. Mouse over Attendance and select either *Chart* or *List*. On the chart, click a student’s picture for attendance options.

- Special instructions for the first week of school will be sent to local administrators.
- If all students are present, click **SAVE** on the Chart or List screen without marking any absences or tardy. **This step is important to notify your Attendance Administrator or Clerk you have taken attendance.**
- If attendance or an edit for a prior day is needed, contact your school’s Attendance Administrator or Clerk.



If TVUE does not open to your homeroom class, mouse over **Home** in the **Blue** menu and **select Change Class**. You can also mouse over the **name of the class**, currently displaying, to view the Class Focus window to select the homeroom class. If the homeroom class does not display in the seating chart or you do not see the attendance option, contact your school’s scheduler.

MISSING STUDENTS? Look at the top of the seating chart for a **yellow highlighted message** that students need to be seated in the chart. Click the **Edit** button to add students from the *Unassigned Students* list located under the *Seating Chart Dimensions*.



Confirm there are enough ‘seats’ or gray spaces for students to be added to the seating chart. Add more columns or rows as needed in the *Seating Chart Dimensions* section to accommodate all students.

Grade Book & Report Cards

Important: User guides can be found in the [Cobb Technology-Synergy Support](#) SharePoint site (Elementary School > TVUE Attendance & Gradebook)

K – 3rd Grade Teachers are not required to use the Synergy Grade Book for assignments. However, K – 3rd teachers are required to complete the digital report cards in Synergy for each Quarter (nine-week period). Report card grades are manually entered onto the Synergy screens. At the end of the year, K – 3rd grade teachers are also required to enter a final grade for all students. Final Grades of E, M, or N are entered into Synergy in addition to report card grades.

4th – 5th Grade Teachers are required to use the Synergy Grade Book. **Gradebook setup is required before assignments and grades are added.** Report cards are created electronically in Synergy based on a combination of assignment calculations from the gradebook and manual entries for conduct, comments, etc. onto Synergy screens. User guides can be found in the [Cobb Technology](#) SharePoint site (ES Synergy Support > select from *TVUE Attendance & Gradebook*).

