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### Assessment & Accountability

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## Synergy - New Staff Orientation August 3, 2021

### 1. Login into Synergy: <https://nm-esp55.edupoint.com/>

- First you will receive an email from: [Erica.martinez@k12espanola.org](mailto:Erica.martinez@k12espanola.org) with your username and password.
- Username: **firstname.lastname**
- Password: **password**



Please enter your login name and password below to access the application.

Login Name

Password

[Substitute Teacher Login](#)

### 2. Navigating the Synergy Student Information System - Views & Roles in Synergy

Synergy® Student Information System (SIS) provides all the data and process management functions for reporting student, staff and program information.

<https://edupoint.com/Products/Student-Information-Management>

#### Views & Roles within Synergy

- Synergy Teacher View\*
- Synergy Admin View (Office Managers, Principals, Counselors, Directors/Coordinators)
- Synergy SE - Special Education (Special Education Teachers, Ancillary, Counselors & Principals)

### 3. Teacher View Basics\*\*\*

The TeacherVUE portal provides powerful classroom management and communication tools that make everyday tasks faster and easier for teachers, along with a powerful gradebook. The built-in TeacherVUE gradebook offers highly flexible grading options and built-in data analysis that help teachers track student progress, differentiate instruction, and provide effective, timely interventions to students who require extra support.

- Seating Chart
- Attendance
- Gradebook



- ❖ New Staff setup, entry, and school assignment in the Synergy system the responsibility of the Human Resources Department.
- ❖ Synergy account access and user permissions are entered by Erica Martinez, STARS/Synergy Technician.
- ❖ Synergy basic training is coordinated by Erica Martinez, STARS/Synergy Technician.
- ❖ Synergy teacher level support for Teacher View is coordinated at the school site level, new teachers will be assigned a mentor/support teacher to assist with Teacher View set up. Please see your building principal for school level support.

#### 4. Admin View Basics

**Synergy® Student Information System (SIS) provides all the data and process management functions for reporting student, staff and program information.**

- ❖ New Staff setup, entry, and school assignment in the Synergy system the responsibility of the Human Resources Department.
- ❖ Synergy account access and user permissions are entered by Erica Martinez, STARS/Synergy Technician.
- ❖ Synergy ***basic and advanced*** training is coordinated by Erica Martinez, STARS/Synergy Technician with support from Myra Martinez, Director of Assessment & Accountability

#### 5. Synergy SE Basics

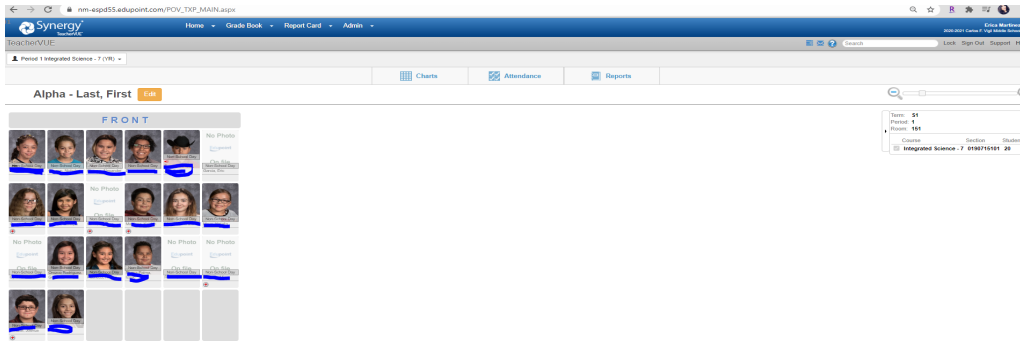
**Synergy® Special Education (SE) simplifies the entire special education management process, guiding team members step by step from initial referral through program exit in a collaborative environment that promotes student success. Synergy SE is more than an IEP writer, providing district-level oversight to help ensure that federal and state regulations are being met. And, because Synergy SE uses the centralized database shared seamlessly throughout Synergy Education Platform, data is accurate and consistent in real time without integrating or synchronizing with other systems.**

<https://edupoint.com/Products/Synergy-Special-Education>

- ❖ New Staff setup, entry, and school assignment in the Synergy system the responsibility of the Human Resources Department.
- ❖ Synergy account access and user permissions are entered by Erica Martinez, STARS/Synergy Technician.
- ❖ Case Management set up is coordinated by Martha Herrera, Student Services Data Tech.
- ❖ Synergy ***basic and advanced*** training is coordinated by Christine Kane, Assistant Director of Student Services.

## Teacher View Basics

- **Seating Chart:**
  - Attendance will be taken on this screen
  - You can also customize your seating chart



- **Attendance:**
  - With one click on the day of attendance the student will receive a yellow mark with the abbreviation "TT" (Teacher Tardy) shown below.
  - With a second click on the same field the student will receive an orange mark with the abbreviation "TA" (Teacher Absence) shown below.

Period 1 Integrated Science - 7 (VR)

Taking Attendance

Save Save & Return Change Class Cancel

Student Name	Notifications	Aug 2020									
		Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28
Arellano, Myranda		TT									
Chacon, Nicholas		TA									
Chavez, Alexander											
Emerson, Elmer											
Franco Mendez, Jonathan											
García, Eric											
García, Serenity	+										
Juarez, Makayla											
Maez, Daztily	+										
Martínez, Kaiden	+										
Miller, McKenzie											

Term: S1  
Period: 1  
Room: 151

Course Section Students  
Integrated Science - 7 0190715101 20

**Reason Types**

Tardy: 0

Excused: 0

Unexcused: 0

**Attendance List Configuration**

Calendar Display Order  
Ascending



● **Gradebook:**

- You will make definitions in your gradebook setup: Assignment type, Weight, Display colors, etc.
- New Assignment: Assignment Name, Description of assignment, assignment type, score type, Assignment date, due date.

Student	Grade	Letter of introduction	binder check	The Treasure of Lemon Brown	close reading Rikki	binder check	notebook organization	Rikki Rikki taxi book	reading day	Rikki Rikki taxi test	Essay on Rikki Rikki	three column notes/vocab 2 kinds	book review rough draft	Journal writing	Reading Log/Quest	book review rough draft/2 kinds	Language study P.42	"Two Kinds" test	independent reading	Rikki Rikki
[Redacted]	97.8% A	100	100	100	100	100	100	100	100	75	100	0	100	100	100	100	100	100	100	100
[Redacted]	92.7% A	100	80	100	100	85	100	100	100	73	100	0	100	100	100	100	100	100	100	100
[Redacted]	82.3% B	100	75	100	100	90	100	95	100	80	95	70	100	80	53	70	0	78	100	100
[Redacted]	78.7% C	88	100	100	100	100	100	100	100	80	35	100	0	90	0	100	100	46	100	100
[Redacted]	95.0% A	88	90	100	100	90	78	100	100	80	85	100	100	95	100	100	100	100	100	100
[Redacted]	75.2% C	88	85	100	100	85	100	75	100	67	85	0	0	95	100	75	75	0	100	100
[Redacted]	74.6% C	78	100	100	100	100	100	85	100	67	60	70	0	70	100	82	0	50	100	100
[Redacted]	75.6% C	95	70	100	100	80	100	100	100	67	80	80	100	95	100	50	75	80	100	100
[Redacted]	91.5% A	95	75	100	100	85	100	100	100	80	85	100	100	95	100	100	100	80	100	100
[Redacted]	90.6% A	88	100	100	100	100	100	100	100	73	70	100	100	100	100	85	88	80	100	100
[Redacted]	95.7% A	95	70	100	100	100	100	100	100	87	85	100	100	100	100	100	100	98	100	100
[Redacted]	88.8% B	85	80	100	100	95	100	100	100	80	80	100	100	90	100	65	95	90	100	100
[Redacted]	63.4% D	95	80	100	100	95	100	78	100	67	40	80	0	85	0	0	0	0	90	100
[Redacted]	88.2% B	88	80	100	100	90	100	100	100	80	80	100	100	95	78	87	100	75	100	100
[Redacted]	80.3% B	88	100	100	100	100	100	75	100	87	0	0	0	79	100	85	100	68	100	100
[Redacted]	84.5% B	95	75	100	100	90	100	85	100	73	80	0	100	85	0	90	75	95	100	100
Student (18 students)	Grade	Letter of introduction	binder check	The Treasure of Lemon Brown	close reading Rikki	binder check	notebook organization	Rikki Rikki taxi book	reading day	Rikki Rikki taxi test	Essay on Rikki Rikki	three column notes	book review rough	Journal writing	Reading Log/Quest	book review rough	Language study P.42	"Two Kinds" test	independent reading	Rikki Rikki
		Aug 91.6%	Aug 85.0%	Aug 100.0%	Aug 100.0%	Aug 93.4%	Aug 98.6%	Aug 89.9%	Aug 100.0%	Aug 72.1%	Aug 71.3%	Aug 68.6%	Aug 68.8%	Aug 90.3%	Aug 76.9%	Aug 79.3%	Aug 78.2%	Aug 78.7%	Aug 100.0%	Aug 84.6%

**Assignment** Advanced

Assignment Name: New Assignment 05/07/2020 11:15:59 AM

Description:

Assignment Type: Homework

Score Type: Percentage Points: 1.00

Assignment Date: 8/7/2020 Due Date: 8/7/2020

**Classes**

Grading Periods: Grading Period 1

Resources: No Resource Added

**Scores**

Section	Student	Grade	Score	Comment	Notes
(2)	[Redacted]	97.8% A			Public Notes Private Notes
(2)	[Redacted]	82.3% B			Public Notes Private Notes
(2)	[Redacted]	92.7% A			Public Notes Private Notes
(2)	[Redacted]	95.7% A			Public Notes Private Notes
(2)	[Redacted]	84.5% B			Public Notes Private Notes
(2)	[Redacted]	75.6% C			Public Notes Private Notes
(2)	[Redacted]	91.5% A			Public Notes Private Notes
(2)	[Redacted]	63.4% D			Public Notes Private Notes
(2)	[Redacted]	75.2% C			Public Notes Private Notes
(2)	[Redacted]	78.7% C			Public Notes Private Notes
(2)	[Redacted]	90.6% A			Public Notes Private Notes
(2)	[Redacted]	88.2% B			Public Notes Private Notes
(2)	[Redacted]	80.3% B			Public Notes Private Notes
(2)	[Redacted]	95% A			Public Notes Private Notes
(2)	[Redacted]	86.8% B			Public Notes Private Notes
(2)	[Redacted]	74.6% C			Public Notes Private Notes

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