![EPS Española Public Schools - Striving for Excellence]

**Assessment & Accountability**
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## Synergy - New Staff Orientation
## August 3, 2021

1. **Login into Synergy**: https://nm-espd55.edupoint.com/
   ○ First you will receive an email from: Erica.martinez@k12espanola.org  with your username and password.
   ○ Username: **firstname.lastname**
   ○ Password: **password**



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.**
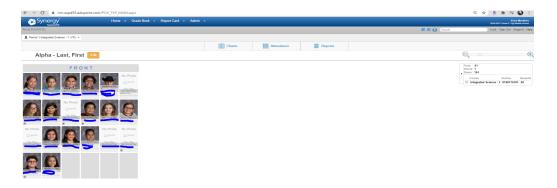   **https://edupoint.com/Products/Synergy-Special-Education**

❖ 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.
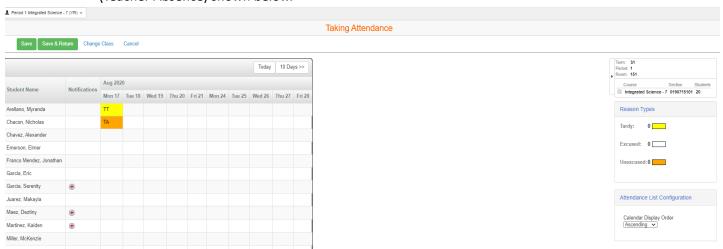
# Teacher View Basics

- **Seating Chart:**
    - Attendance will be taken on this screen
    - You can also customize you 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.

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- **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.