

2020 ETC Conference: Synergy Session Descriptions (by Day/Topic-Track – see schedule)

Session Name	Session Description
Online Registration Overview	See a demonstration of the online registration process for parents registering students new to the organization. Learn how new parent accounts are created through online registration, and how registration documents are uploaded. For registrars.
Online Registration Verifications	Online verifications overview from the parent's viewpoint. Saving paper and time by verifying and/or updating existing parent and student information. For registrars.
Managing the Online Registration Queue	See how online registrations are managed in the registration queue, view uploaded documents, learn the meaning of icons, and review the online registration information in the Parent view. For Registrars using or intending to use the Synergy Online Registration module.
Online Registration Open Forum	Already have OLR? Thinking about using OLR? Would like to know more about how you can harness the power of this add-on module? Stop by to chat with our OLR expert.
Creating & Managing ParentVUE Accounts	ParentVUE is both a web portal and a mobile app that give parents a powerful tool to support their child's education, IF they are using it. Learn about getting parents started in ParentVUE, helping them get back in, and troubleshooting other account issues.
Course History and Transcripts	Learn how to work with the Student Course History view. Add transfer courses to history. Print transcripts for one or more students. Walk through some of the setting options for how transcripts display. For counselors or individuals responsible for entering/editing course history.
Checking Graduation Requirements	Who should graduate? Why is the student not meeting their math subject requirement? How to I see what classes are being counted towards graduation? Come explore the views and reports that will help you manage student progress towards graduation. For high school counselors.
Managing Discipline	The Managing Discipline session will cover changes to state reporting, where to find information about federal reporting, Synergy Discipline defaults and optional settings. The session will also discuss methods and procedures for managing student discipline. Principals, assistant principals, or any staff who deal with student discipline will find this session useful for managing discipline in Synergy.
GPA and Class Rank	View the components that go into calculating the GPA. See how GPAs are updated and used to determine class rank. Run honor roll and class rank reports.
Walk-In Scheduler	This session will provide information about the setup necessary to use Walk-In Schedule, Mass Assign Course Request setup to simplify using Walk-In Schedule, and the actual process of scheduling a new student using Walk-In Schedule. Registrars and Counselors not familiar with Walk-In Schedule will find this session beneficial for efficiently scheduling students. (Computer Lab)
Synergy Navigation	Get familiar with the Synergy window and all of the basic ways to navigate the Synergy 2020 interface. Learn how to use the Quick Launch, create bookmarks and use the many ways to access views and reports. New features such as "Resume on Login/Continue Where You Left Off" and History will be discussed as well. (Computer Lab)

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Finding Records	Sifting through all of the data in Synergy can be overwhelming. Don't be scared, be prepared! Learn about the many ways to quickly get to the information you need using Quick Finds, Queries, and Reports. This session is for those new to Synergy or anyone that could use a refresher on some of the ways to find information within Synergy. (Computer Lab)
Excel Basics	Are you asked to use Excel and have no idea what you are doing? Seeing "#####" and don't know why? Not sure how to even enter a formula to calculate a couple of values? This is the perfect class for you. Come practice the basics of enter information into a spreadsheet, applying basic formatting and creating basic formulas. For Excel beginners.
Synergy Custom Menus	Learn how to create your own custom menu in Synergy and add the views you use most often to the Quick Nav bar. Customize the columns displayed on a grid. This session will focus on personalizing your own Synergy window to help you quickly access the information you use most often.
Report Basics	Come get familiar with the basics of the Synergy report interface. Each tab of the report interface will be explored. Get familiar with how to use basic operations, as well as, how to set custom filters to further narrow down report results.
Civil Rights Data Collection	The Civil Rights Data Collection (CRDC) session will provide attendees information regarding resources and information to help prepare for the next data submission. While the next data submission will not be due till Spring 2021 the actual data being collected will be from the 2019/20 school year. Understanding where to find information, how to setup Synergy, and how to enter student data will result in an easier, simpler data extraction and submission of the data when it is due. Synergy System Administrators and any staff who perform Synergy CRDC Setup or data submission will benefit from attending the CRDC session.
System Admin Open Forum	This Open Forum is targeted for System Administrators. Come discuss even the most complex of Synergy issues, learn a new area or discuss how to best support the users at your organization.
Editable Queries	For System Administrators who are tasked with updating data in Synergy, find out how to query the fields you need and execute the changes via an Editable query. This ability is typically limited to System Administrators due to the potentially dangerous effect it can have. Learn about the fields you can and cannot update with editable queries.
Custom Report Card Design and Configuration (GBK201)	A deeper look into the inner workings of the GBK201 Custom report cards including managing templates, and using Visual Studio to create rdlc files.
Managing Grading Setup	Learn the ins and outs of managing Grading Setup for your schools as well as a look at the timing and purposes of various grading update processes.
ParentVUE/StudentVUE Open Forum	Stop by to chat with one of our mobile application experts to learn more about ParentVUE or StudentVUE or to ask specific questions.
Google Sync: Setup Considerations	Teachers using Google Classroom for assignments and grading may be able to sync their assignments and scores directly to Synergy Grade Book, saving a lot of time. However, certain setup and other issues could cause more frustration than it's worth. Find out what the positives and negatives are and how you can help your teachers save time and

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	manage assignments and grades more efficiently. This session is for anyone currently supporting teachers with their Synergy Grade Book or those wanting to learn more about the sync.
Standards Based Grading	A look at the steps and considerations for Setup, Configuration, and Implementation of Standards Based Grading.
New Gradebook	See a demonstration of the powerful Course Content building tools of the new Gradebook. The session will include building Course Content, Assignment Banks, utilizing LTI partners, YouTube, Google Drive, OneDrive, and more. Session will also show the latest fast entry and auto-saving abilities for the new Gradebook.
New in Synergy 2021	Get a peek at the upcoming 2021 version of Synergy! See what's new and what's improved!
MTSS	Explore the Synergy MTSS (formerly RTI) module and learn to set up intervention tiers, interventions, progress monitoring, PBIS features including discipline tracking and Check-In/Check-Out. Also learn to setup powerful Early Warning System matrixes that allow you to identify students with discipline, attendance, or academic issues.
Managing Daily Attendance	Walk through the process from start to finish of taking daily attendance. See how teachers enter attendance. Check to be sure all teachers have completed attendance. Work with the Attendance Verification screen to set attendance reason, daily arrival/departure times and notes. View and edit attendance for individual students. For attendance clerks at daily attendance schools. (Computer Lab)
KioskVUE Tardy Check-In Demo	Tired of long lines of students at the front desk every morning? KioskVUE's Tardy Check-in may help speed up the process of checking in late students, getting them to class faster and freeing office staff to deal with all of the other morning emergencies. Currently only available on iPad, see a demo of the tardy check-in in action and find out more about the required setup. This session is designed for both attendance clerks that would be overseeing the check-in and staff that would be configuring Synergy and/or the iPad and optional Bluetooth printer.
Managing Period Attendance	Walk through the process from start to finish of taking period attendance. See how teachers enter attendance. Check to be sure all teachers have completed attendance. Work with the Attendance Verification screen to set attendance reason, period arrival/departure times and notes. View and edit attendance for individual students. For attendance clerks at period attendance schools. (Computer Lab)
Attendance Letters	Need to mass send a letter to all students with 5, 7, 10 or more absences? Learn how to set up the Attendance Letter screen and creating Mail Merge Attendance letters to accomplish this for either daily or period attendance schools. For attendance staff.
Scheduling Options	The Scheduling Options conference session will provide an overview of types of scheduling available in Synergy. Topics include Linked Sections, Homerooms and Associated Courses, Traditional Scheduling, Mass Scheduling and mixed Traditional and Mass Scheduling. During the session we will discuss considerations such as random placement as opposed to placement based on test scores, selection of core classes or electives, etc. Registrars, counselors, or any school staff who participate in scheduling may find this session helpful.

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Elementary Scheduling	The Elementary Scheduling Session will provide more in-depth discussion and examples of scheduling using Linked Sections, Homerooms and Associated Courses, or placement based on test results. The session will also provide examples of other methods to schedule, or reschedule groups of students already scheduled. Elementary registrars, counselors or staff who schedule students will benefit from this session.
Mass Scheduling Steps	The Mass Scheduling Steps session will cover the necessary and recommend tasks and procedures prior to, during, and after mass scheduling. Using the Mass Scheduling Checklist this session will provide information that will help guide users in planning and executing their next year schedule. MS and HS Registrars and Counselors will benefit from understanding tasks and processes that are critical to success in Mass Scheduling.
Online Course Requests	The Online Course Requests (OCR) session will cover the setup requirements, course request options before using OCR, demonstration of OCR for parents and students, and methods for staff to analyze requests to find totals and potential problems. Counselors in particular will find this session helpful in setting up the use of OCR for students.
Scheduling Open Forum	Have questions regarding scheduling students into classes? Staff will be available to help you with these and other questions.
Health Screening	Learn how to enter health screening information such as hearing or vision for individual students or an entire class. Using the new HLT632 screening report and custom vision/hearing reports are included. For health office staff.
Entering Immunizations & Exemptions	Enter vaccination dates, exempt individual vaccinations and check compliance. Come learn how to effectively work with the Health Immunization tab and run immunization related reports. For health office staff.
Medication and Procedures	Learn how to schedule routine medications and procedures in Synergy. Use the Medication and Service Monitor to quickly mark the task as complete. For health office staff.
Logging Nurse Visits	Walk through entering health office visits in the various Health views in Synergy. Learn about the various reports available in this area. For health office staff.
HealthVUE	Did you know that you don't have to be stuck at a desk to enter student health information? Come see how you can use an iPad or tablet to enter vision or other screening information, log a student health visit, log a scheduled medication or procedure or add a condition. For health office staff.
System Admin Open Forum	This Open Forum is targeted for System Administrators. Come discuss even the most complex of Synergy issues, learn a new area or discuss how to best support the users at your organization.
ParentVUE/StudentVUE Open Forum	Stop by to chat with one of our mobile application experts to learn more about ParentVUE or StudentVUE or to ask specific questions.
Excel Pivot Tables	Utilize Excel to sort, filter and summarize raw data from Synergy. Build a simple pivot table. Create a formula to convert a date to a day of the week. For users already comfortable with the basics in Excel. (Computer Lab)

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View Change	This session is designed for System Administrators who wish to customize certain views in Synergy. We will cover how to add custom tabs, custom fields or built-in fields to different areas in Synergy. There are two ways to do this; View Change or the new Design Configuration feature. Both ways will be covered.
Managing Staff & User Accts	System Administrators, come and learn some tips and tricks on how to clean up and manage old Staff and User accounts. Don't want staff who's left your School showing up on reports? We have some tricks that may work for your purposes.
Assessments Overview	Robert Hagstrom of Flagstaff Unified will present an overview of the Assessments module. This session will introduce attendees to the basic functions and abilities of the Synergy Assessment Module. Attendees will have the opportunity to learn how to build assessments from scratch or using the INSPECT Item bank. A demonstration of how to filter questions by standard, grade level, content area, or even Depth of Knowledge. Attendees will also have the opportunity to learn the various ways to schedule assessments and a few tips and tricks about test security.
Grade Book Administration	District level management of Configuration values, Report Card score types, Grade Book Score types, Grade Book Comments, Report Card Comments and more.
Grade Book Open Forum	Come with your questions.
Maximizing ParentVUE	ParentVUE gives parents insight into their child's education instantly and automatically, including keeping up with their student's homework and grades, contacting teachers, and so much more. Ensure you are utilizing ParentVUE to its fullest in this information packed session. This session will focus on the interaction between Grade Book and ParentVUE, showing how Teachers and Parents can work together to support their children's education. This session is designed for teacher and Grade Book support staff.
Manage Grading Calculations at the School/District Level	Learn how to set Term Weighting, and/or Category Weighting at the School or District level. Discuss the difference between Max Score and Points in Grade Book assignments.
New Gradebook	See a demonstration of the powerful Course Content building tools of the new Gradebook. The session will include building Course Content, Assignment Banks, utilizing LTI partners, YouTube, Google Drive, OneDrive, and more. Session will also show the latest fast entry and auto-saving abilities for the new Gradebook.
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