

TeacherVUE Attendance - Preferences Tab

Quick Reference Guide (QRG) T A4

This document will guide you through the process of changing your password and setting seating chart preferences.

Business Rules that apply are as follows:

Please call the (School District Support) if you have questions.

PATH SYNERGY SIS → TEACHERVUE → Preferences Tab

How to:	Steps:
Change Password	<ul style="list-style-type: none"> ▪ Click <input type="button" value="Change Password"/> ▪ Type current password ▪ Type new password twice ▪ Click Save Password successfully changed message displays <ul style="list-style-type: none"> ▪ Click Return to TEACHERVUE
Show/Hide Student Information on Seating Chart	<ul style="list-style-type: none"> ▪ Select Student Name Format ▪ Check items to display below seating chart student photos ▪ Uncheck items to prevent their display
Change Chart Size	<ul style="list-style-type: none"> ▪ Click Chart Size to view other options
<p>NOTE: Make sure to add more columns before deleting rows in your seating chart This is to accommodate the total number of students in your class. If this is not done, students will be taken off chart and placed on <i>Students not in the chart</i> list. They will have to be added manually. See QRG T A 6 Modify the Seating Chart.</p>	
Change Seating Chart Dimensions	<ul style="list-style-type: none"> ▪ Select Rows (Rows are from 1 – 59). ▪ Select Columns (Columns are from 1 – 40). New rows and columns display as selections are made.