Independent Study Attendance Using Dual Login

This tutorial will highlight the steps needed to enter attendance data in Synergy.

The Weekly Assignment/Progress Evaluation form is required to list assignments and attendance for each week. Form template can be found here: Weekly Assignment Form

In the bottom of the form you can enter the attendance codes for each day, your signature and the date. You can use this completed form to transfer attendance codes into Synergy.

Rialto Unified School District
WEEKLY Assignment/Progress Evaluation

Student: Johnny Sample   Date Work Assigned: 10/04/21

WORK DUE ON: 10/11/21   Day: Monday   Time: 11:59 PM

Course/ Text	Assignments, Activities, Materials/Resources	Complete YES	Complete NO
Reading/Writing	SAMPLE	X	
Math	SAMPLE	X	
Sience	SAMPLE	X	
Social Studies	SAMPLE	X	

IF YOU NEED HELP CALL YOUR TEACHER AT:_____EXT._____
Date Work Received: 10/11/21

Dates	10/04	10/05	10/06	10/07	10/08					
	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed.	Thurs	Fri
ADA Credit	AP	AP	AP	NC	NC					

r's Evaluation/Certification: My signature below indicates that I, the assigned ., have personally evaluated the student's work, or that I have personally reviewed the y other certified teachers.

r's Signature:_____ Date: 10/14/2021

IF YOU NEED HELP CALL YOUR TEACHER AT:_____EXT._____
Date Work Received: 10/11/21

Dates	10/04	10/05	10/06	10/07	10/08					
	Mon	Tues	Wed	Thurs	Fri		Tues	Wed	Thurs	Fri
ADA Credit	AP	AP	AP	NC	NC					

Supervision Teacher's Evaluation/Certification: My signature below indicates that I, the assigned supervising teacher, have personally evaluated the student's work, or that I have personally reviewed the evaluations make by other certified teachers.

Supervision Teacher's Signature:_____ Date: 10/14/2021

When ready to enter your attendance data, go to: https://tvue.rialto.k12.ca.us/

In the Quick Launch field enter Daily Attendance (for elementary) or Period Attendance (for secondary)
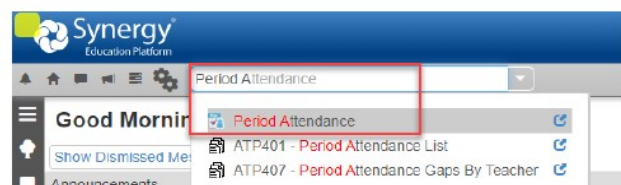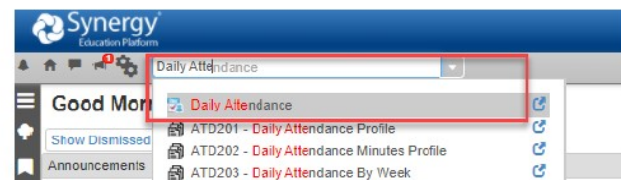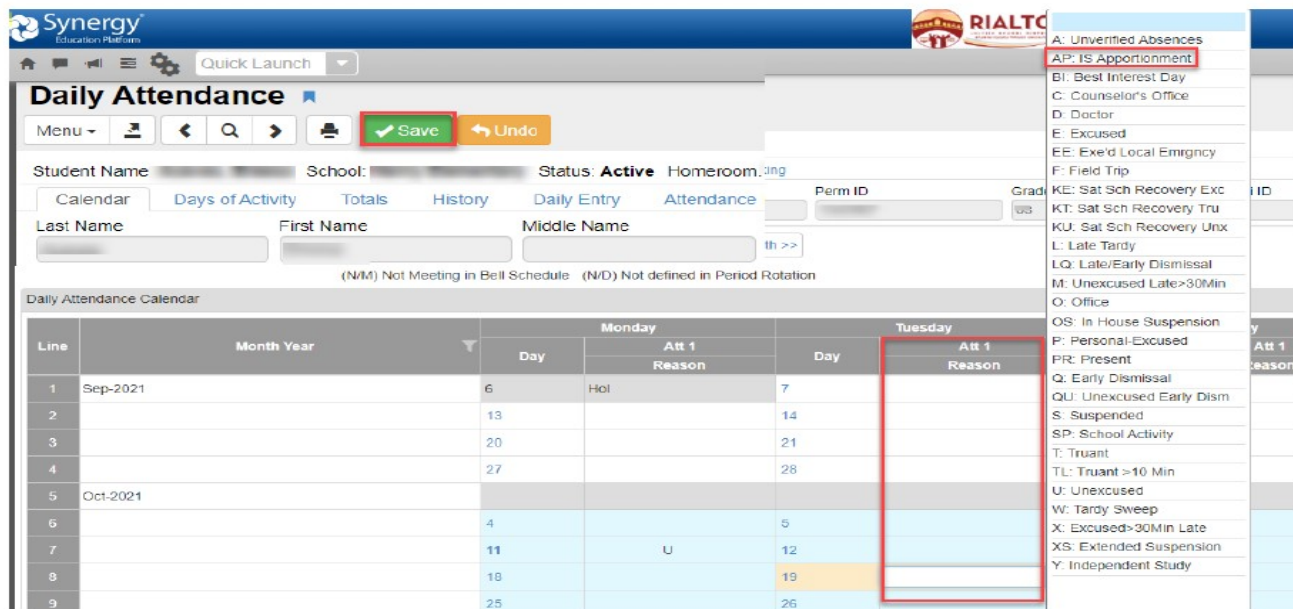
Independent Study Attendance Using Dual Login (Elementary)

For Elementary, once in the Daily Attendance screen, you can enter the ID number in the Perm ID field and click Find.
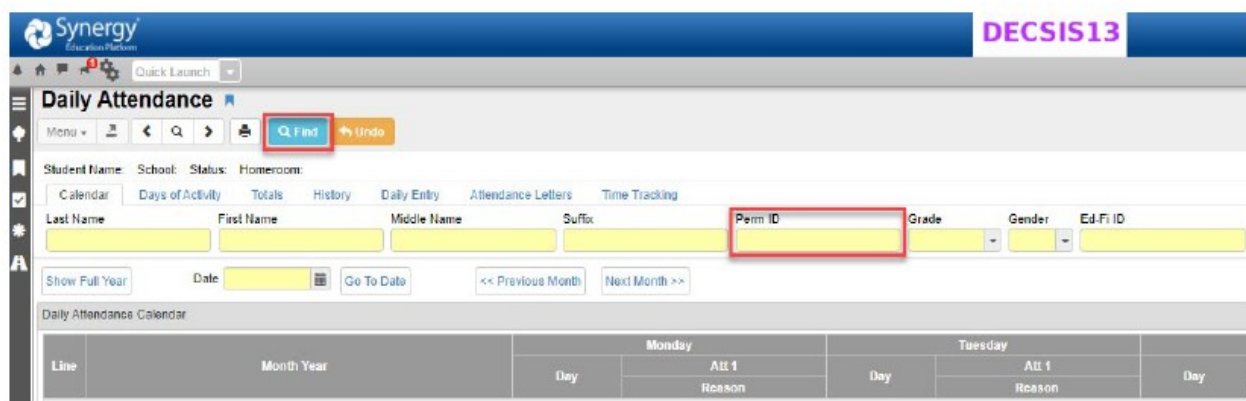
Once the student is found in the database, you can enter attendance by clicking on the ATT Reason column next to the day. You will then see the list of attendance codes to select. You can click on AP or NC codes and click Save. See Attendance Code chart as reference.

RUSD INDEPENDENT STUDY ATTENDANCE CODES

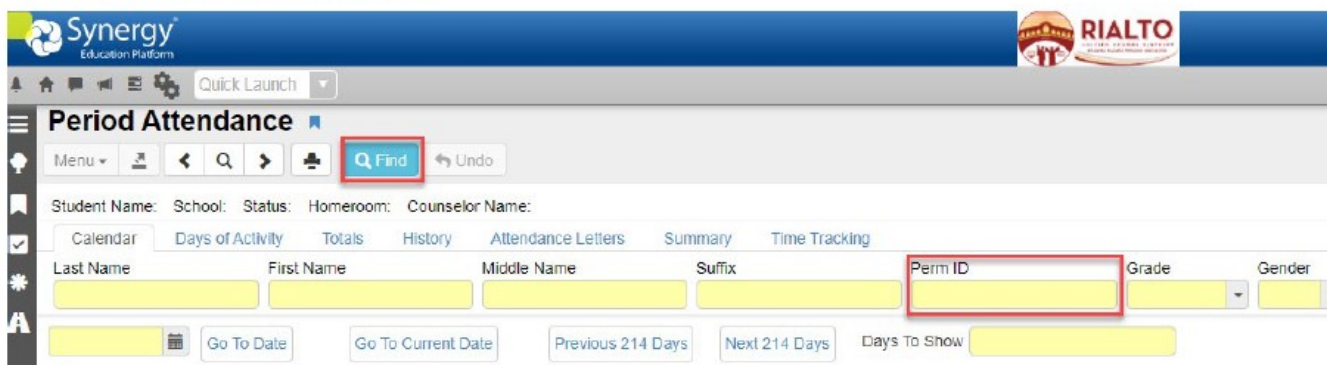Y= IS in progress

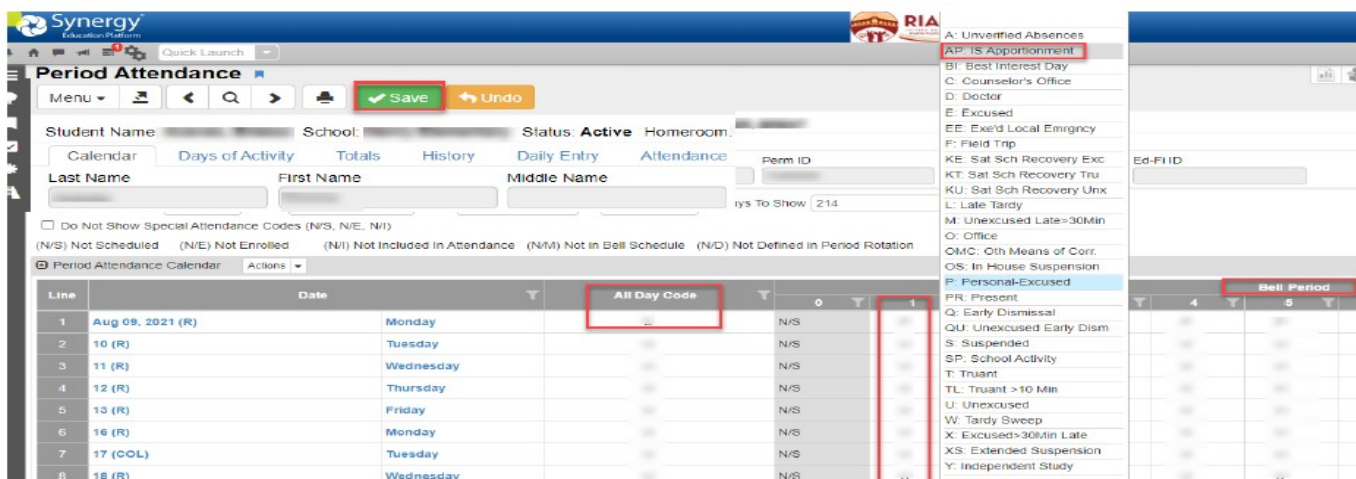AP= IS Completed

NC= IS Not Completed

Independent Study Attendance Using Dual Login (Secondary)

For Secondary, once in the Period Attendance screen, you can enter the ID number in the Perm ID field and click Find.

Once the student is found in the database, you can enter attendance by clicking on the Bell Period column next to the day. You will then see the list of attendance codes to select. You can click on AP or NC codes and click Save. For secondary, you will also need to enter the All Day Code. See Attendance Code chart as reference.

RUSD INDEPENDENT STUDY
ATTENDANCE CODES

Y= IS in progress

AP= IS Completed

NC= IS Not Completed