

Olathe Public Schools Presents

# StudentVUE Handbook

2020-2021



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# Signing into StudentVUE

## iPad

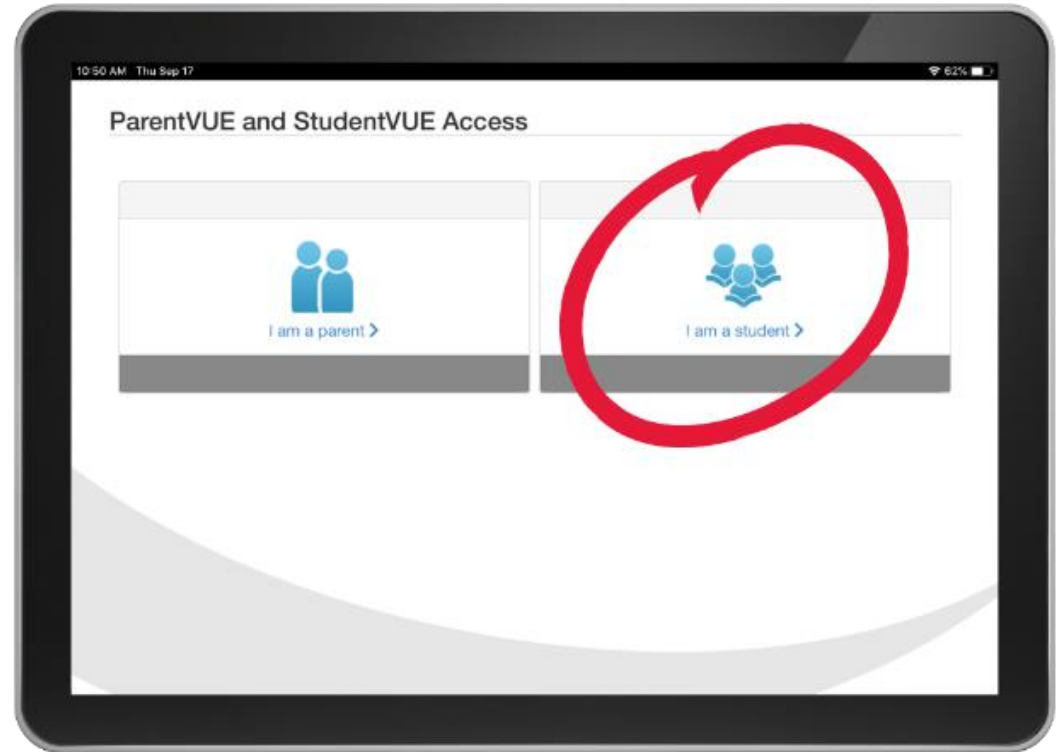
1. Tap on the **StudentVUE OPS233** shortcut on your home screen. Here, it is circled in yellow.



# Signing into StudentVUE

## iPad

Tap **I am a Student**



# Signing into StudentVUE

## iPad

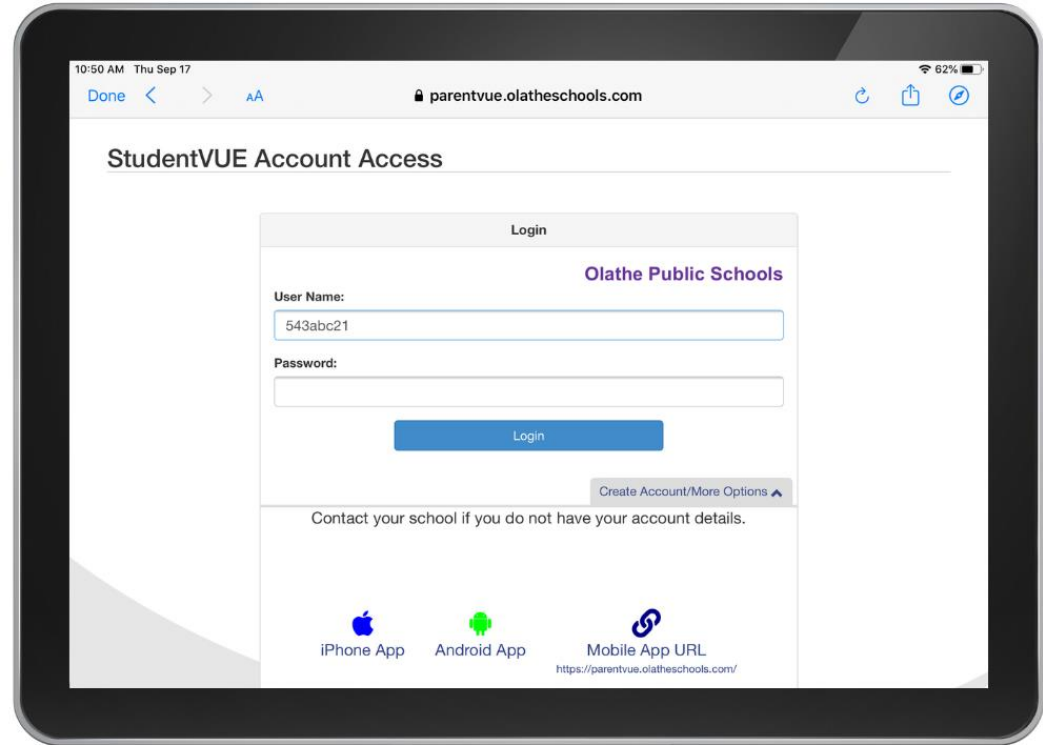
Enter your **network ID** and **password**

Your network ID consists of a series of letters and numbers:

- Last three digits of your student ID
- Initials
- Day of the month you were born

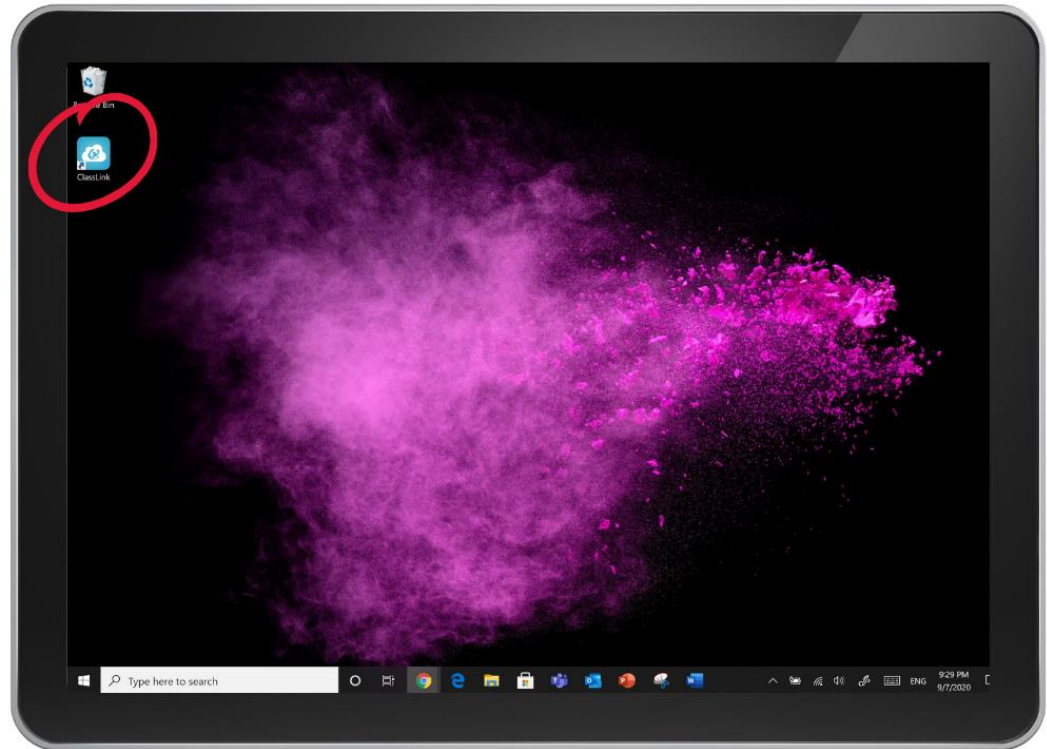
Tap **Login**

**NOTE:** If you do not know your network ID or password, please contact your school for help. Your network ID is also listed beneath your name on your iPad's lock screen.



## Signing into StudentVUE Surface Go or Dell Laptop

Double-click the **ClassLink** icon on  
your desktop



## Signing into StudentVUE Surface Go or Dell Laptop

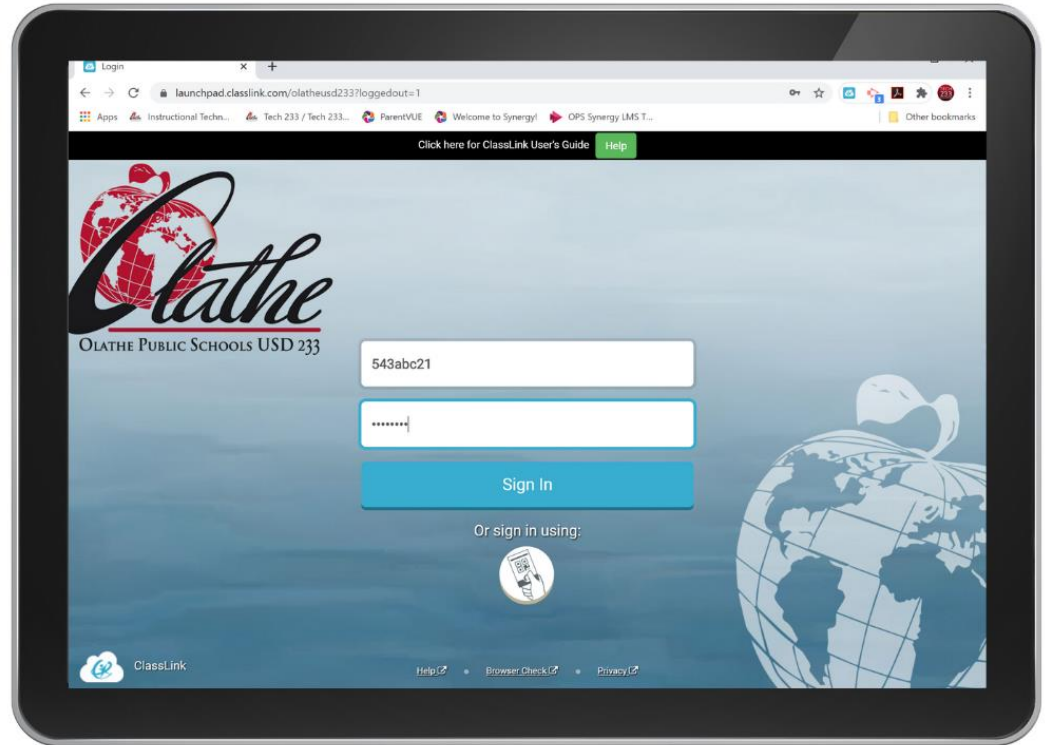
Enter your **network ID** and **password**

Your network ID consists of a series of letters and numbers:

- Last three digits of your student ID
- Initials
- Day of the month you were born

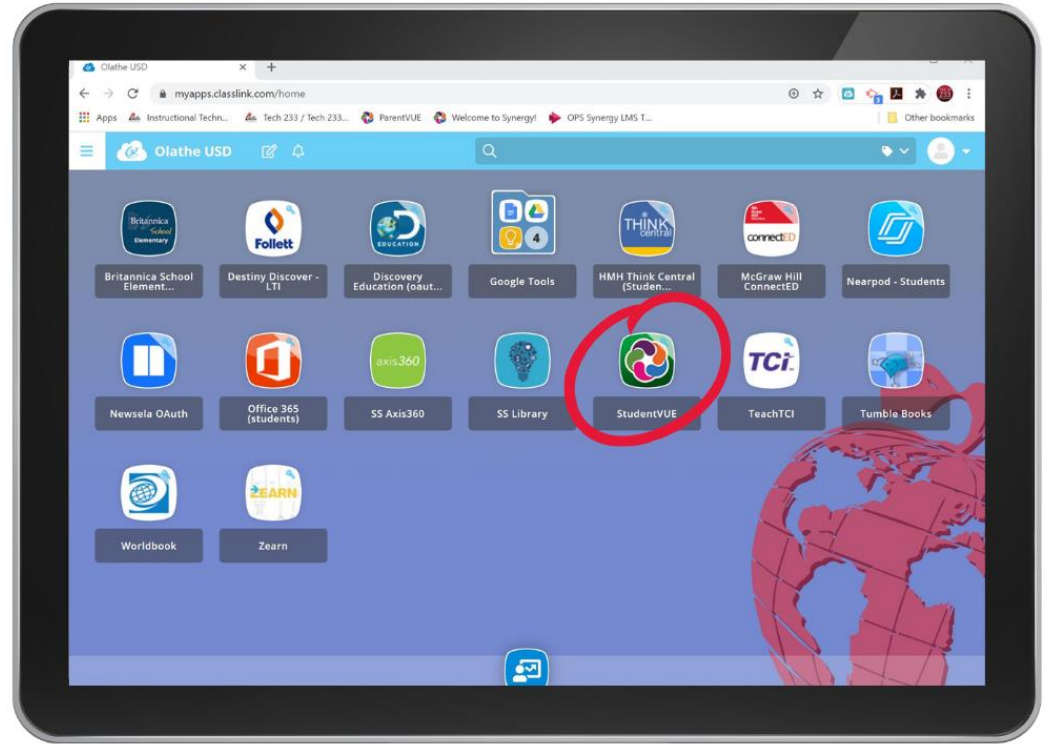
Tap **Sign In**

**NOTE:** If you do not know your network ID or password, please contact your school for help.



# Signing into StudentVUE Surface Go or Dell Laptop

Tap or click **StudentVUE**





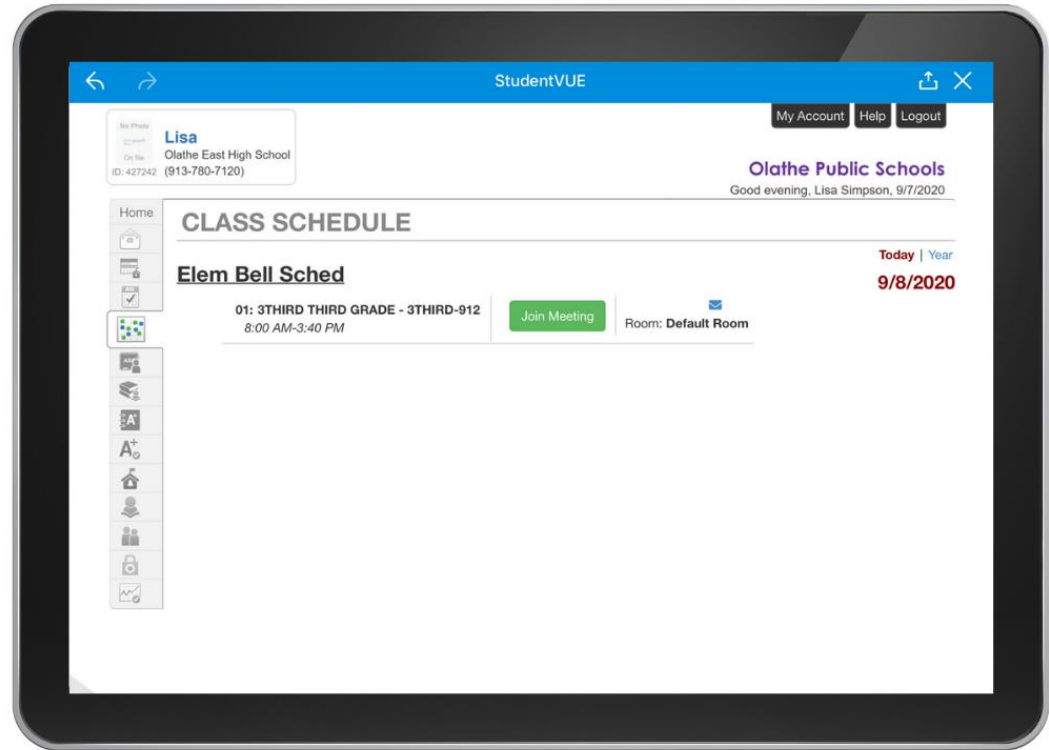
# CLASS SCHEDULE

This is where you will land when you open StudentVUE.

Click or tap the **Join Meeting** button to join your active class meeting.

You will only be able to join meetings once the meeting is active and the button is green.

**NOTE:** In some cases, students are instructed to join class meetings using a link provided by their teacher. Please follow your teacher’s guidance for joining class meetings.



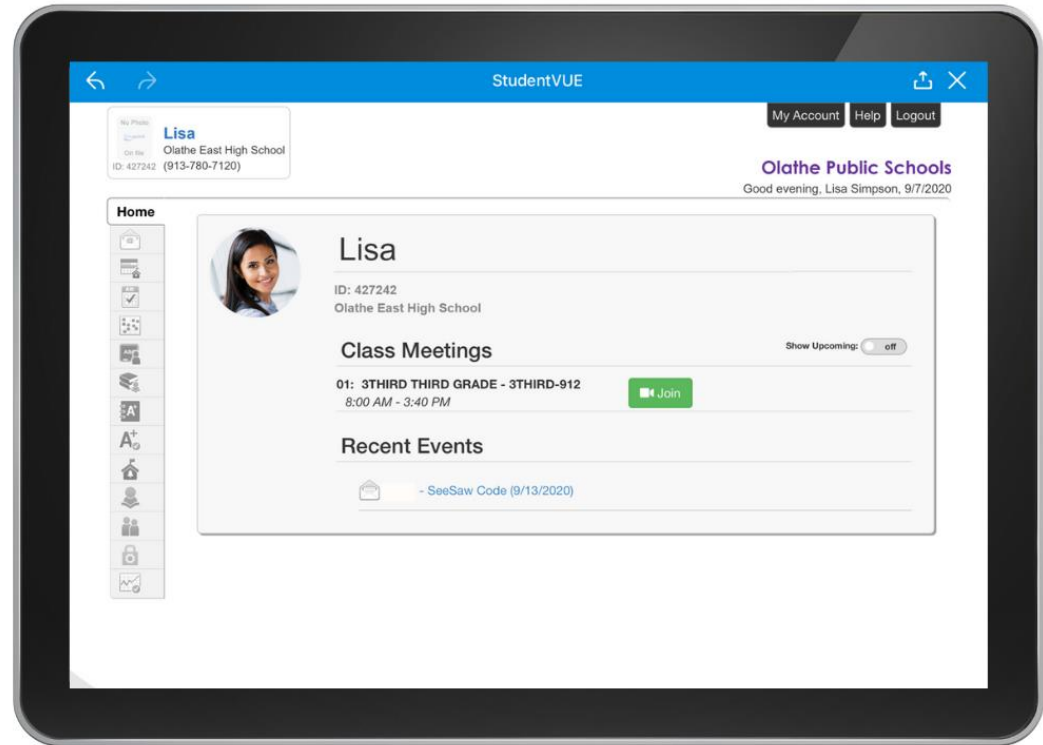
# HOME

The **Home** tab is where you will see your **Class Meetings** for the day and a summary of **Recent Events**, such as assignments and messages.

To join your class meeting, you may be instructed to use the **Join Meeting** button. You will only be able to join meetings when the button is green.

Toggle the **Show Upcoming** button to the "on" position to see upcoming meetings for the day.

**NOTE:** In some cases, students are instructed to join class meetings using a link provided by their teacher. Please follow your teacher's guidance for joining class meetings.



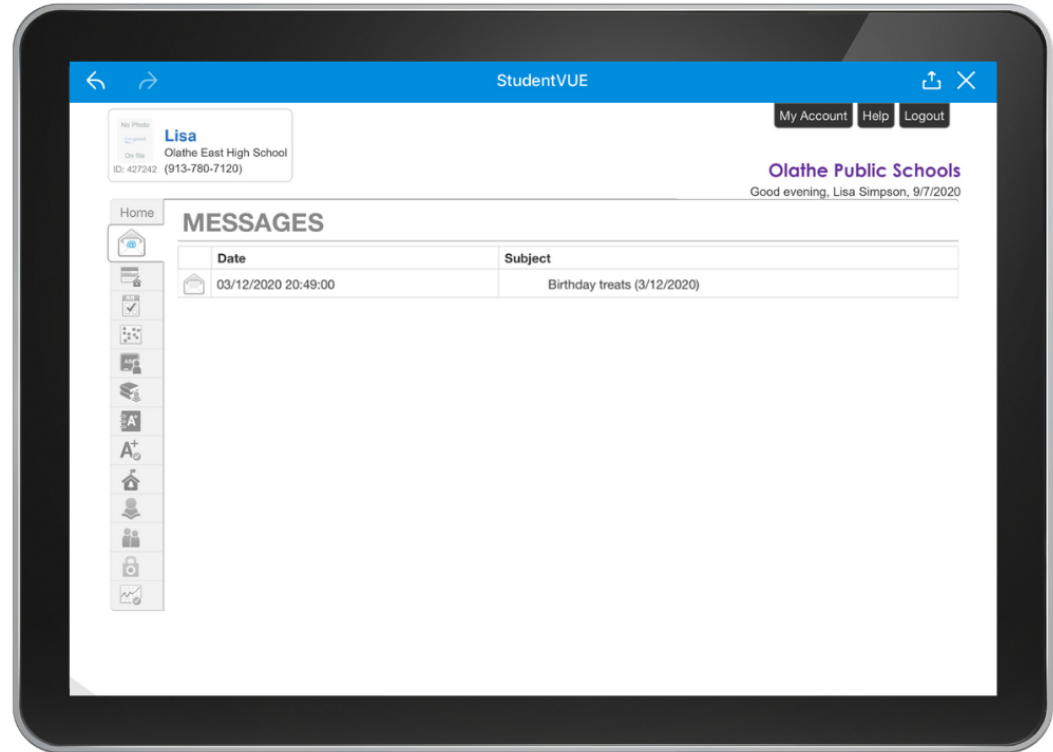
# MESSAGES

The **Messages** tab displays the messages that have been sent on behalf of your teacher(s).

Tap or click any message to view the message details. You can reply to messages from here as well.

**iPad users:** If you haven't set up your email, you will be asked to set that up when you attempt to send or respond to an email through StudentVUE. On the next page we will show you how to set up your email on your iPad.

To skip to the next section, click [here](#).



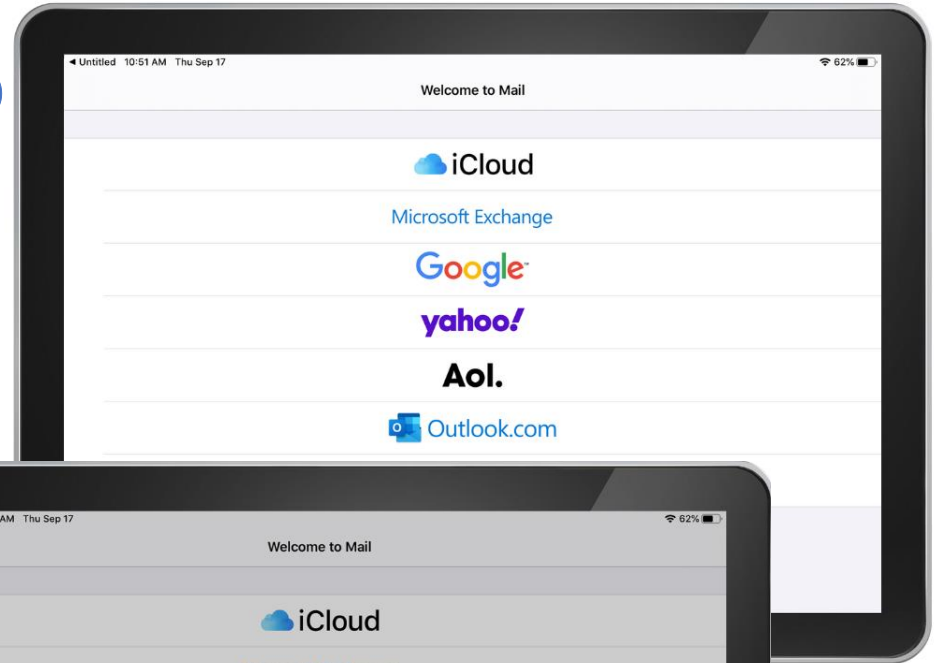
# MESSAGES

## Setting up student Gmail on an iPad

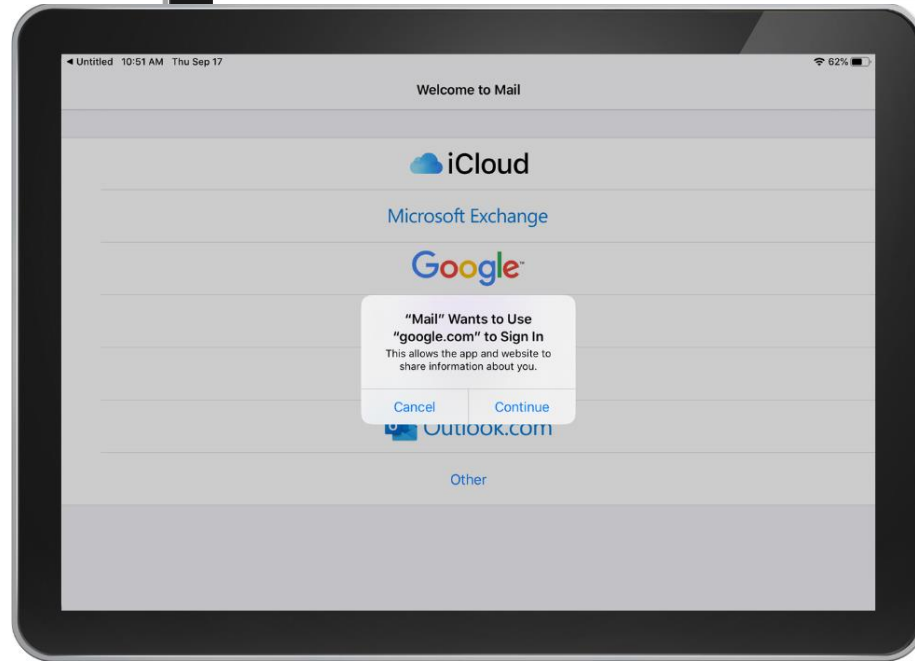
The first time you send a message in StudentVUE, you may be asked to set up your account.

1. Tap **Google**
2. Tap **Continue** to allow google.com to sign you in

1



2



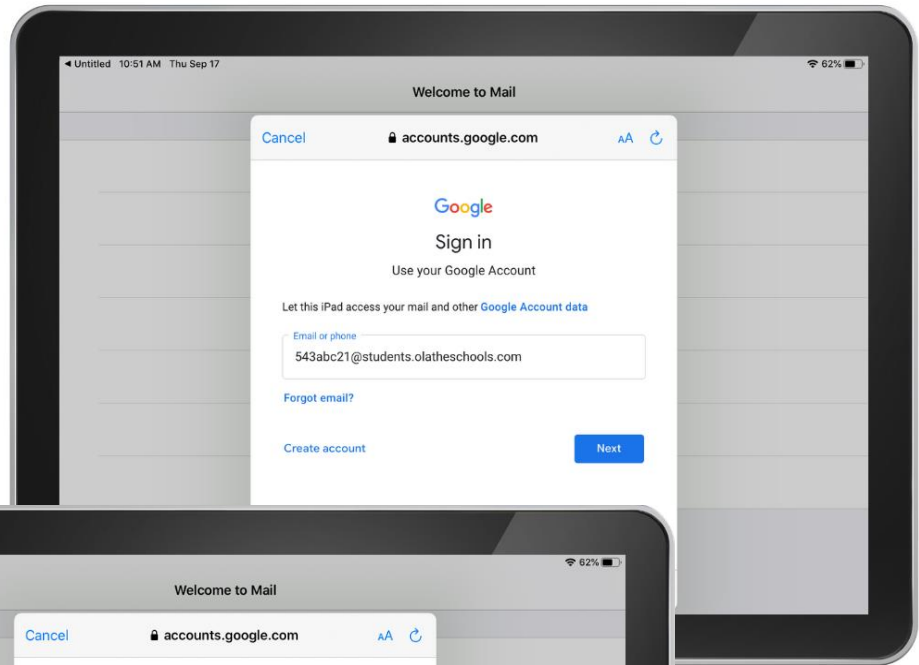
# MESSAGES

## Setting up student Gmail on an iPad

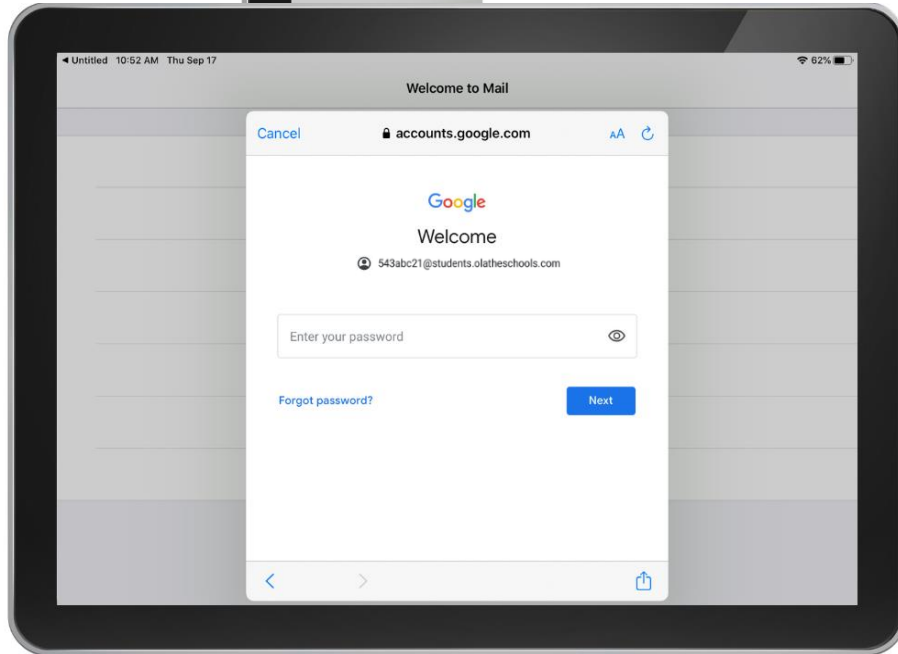
1. Enter your student Gmail address:  
networkID@students.olatheschools.com
2. Enter your network password

**NOTE:** If you do not know your network ID or password, please contact your school for help. Your network ID is also listed beneath your name on your iPad's lock screen.

1



2

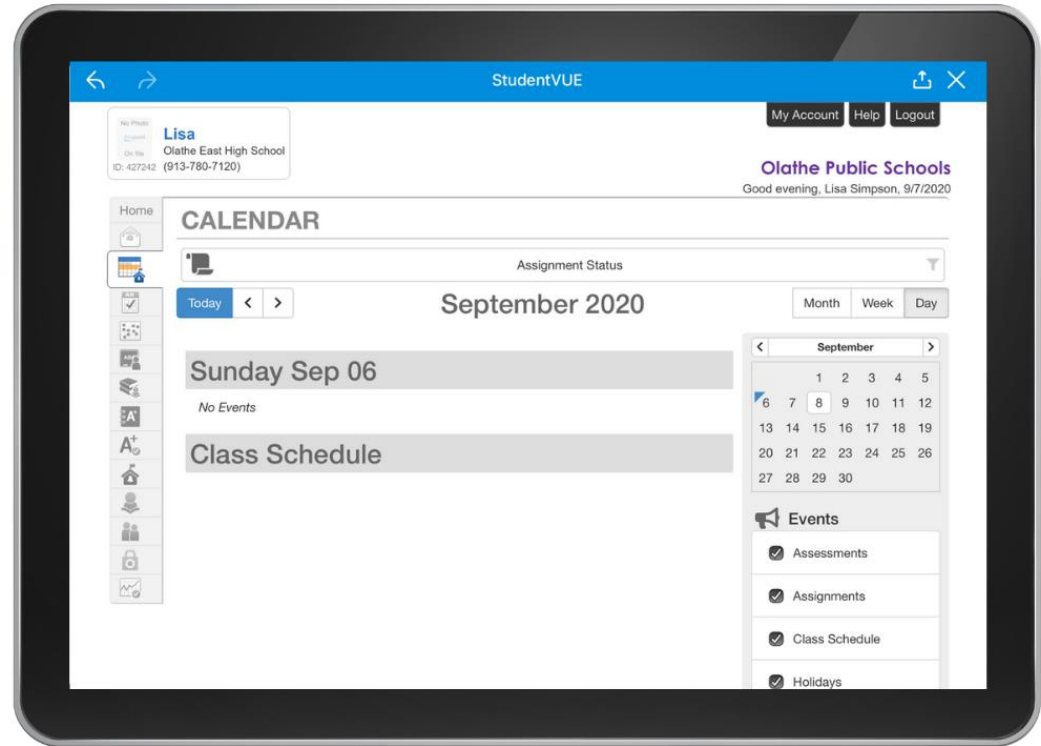


# CALENDAR

The **Calendar** tab displays events for the day, such as your **Class Schedule**, **Video Meetings**, **Assignments**, **Assessments**, **Holidays**, and **School Events**.

Tap or click on **Week** or **Month** to display the week or month.

Tap on the arrows next to the **Today** button to see the previous or next day, week, or month.



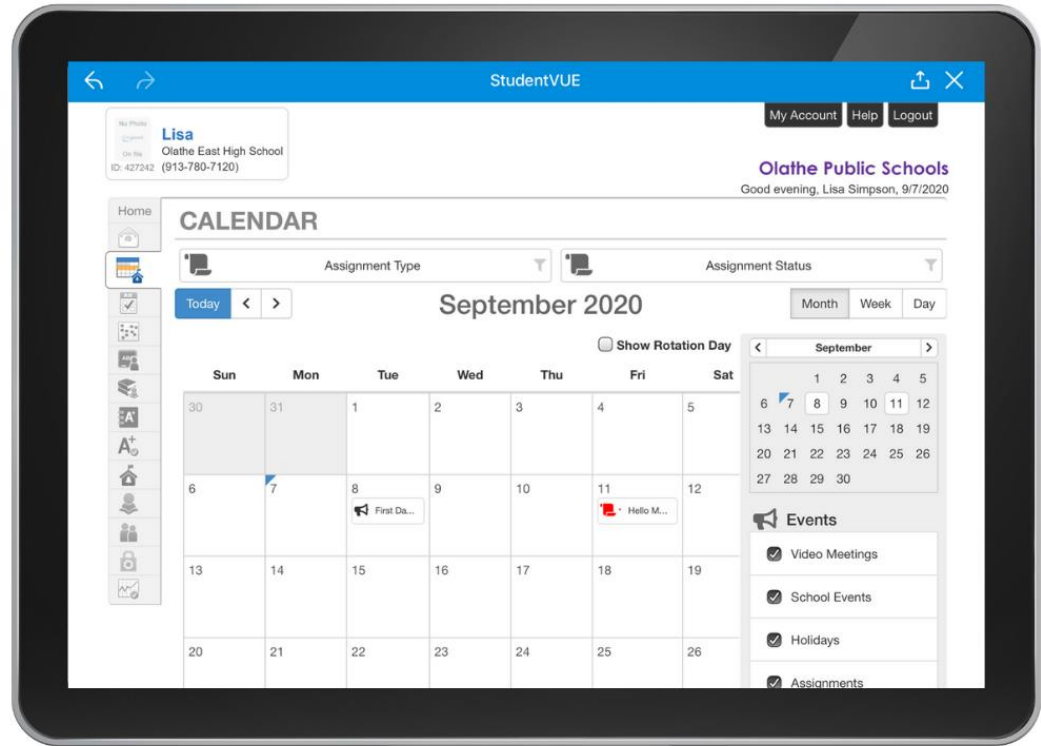
# CALENDAR

When viewing an entire month, you may click or tap on an event to view details.

Assignments marked in **black** have been turned in.

Assignments marked in **red** are late, missing, or haven't been turned in yet.

Filter assignments by **Assignment Type** and **Assignment Status** by clicking the buttons at the top of the calendar.

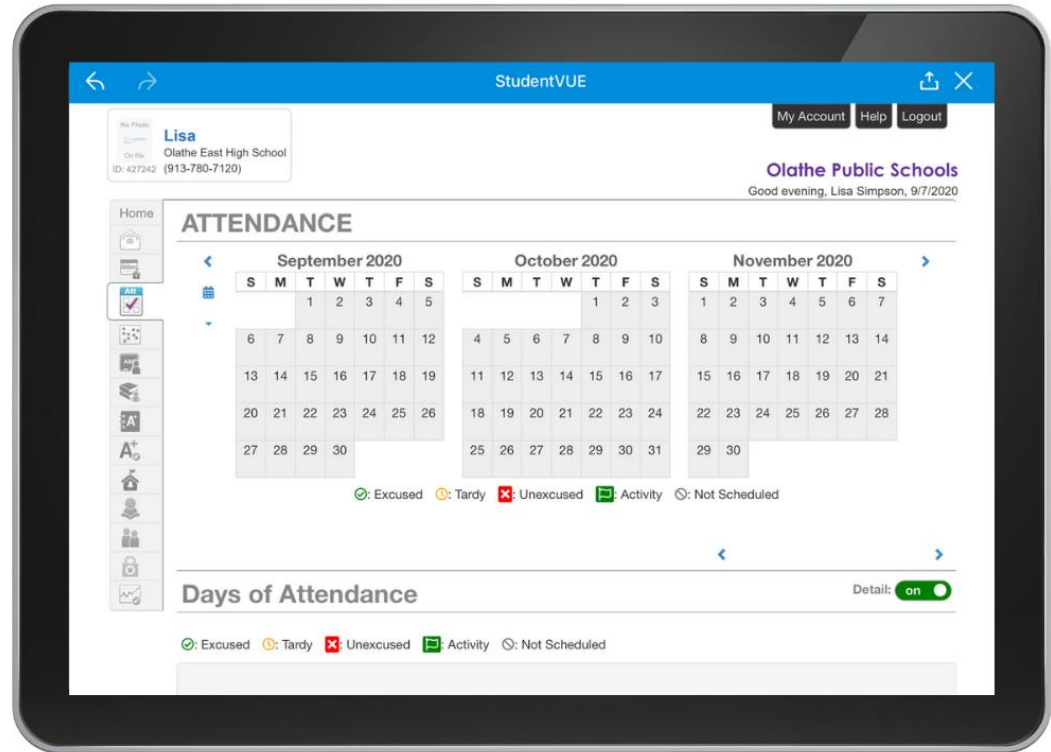


# ATTENDANCE

The **Attendance** tab will display your attendance history.

Toggle the **Detail** button to the “on” position to view attendance details.

Tap or click on any date that includes an icon to view the attendance notes.



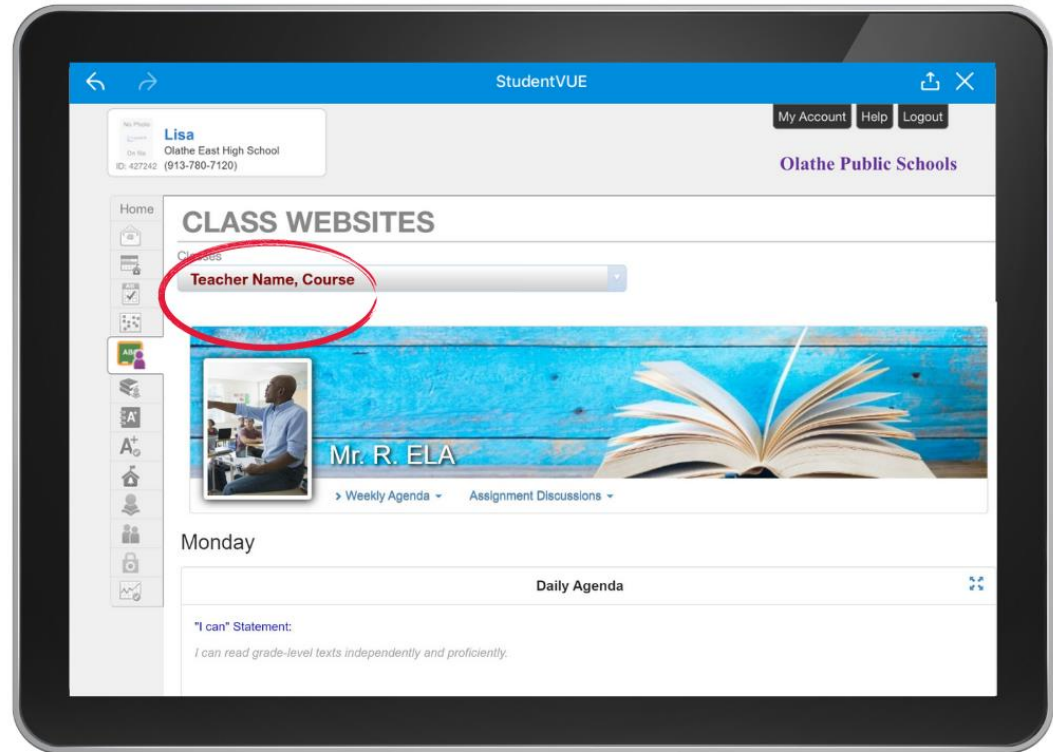


# CLASS WEBSITES

The **Class Websites** tab is where you will find your teacher’s class websites.

Here, you will see your **weekly objectives** and you may be instructed to visit this page to view **assignments**.

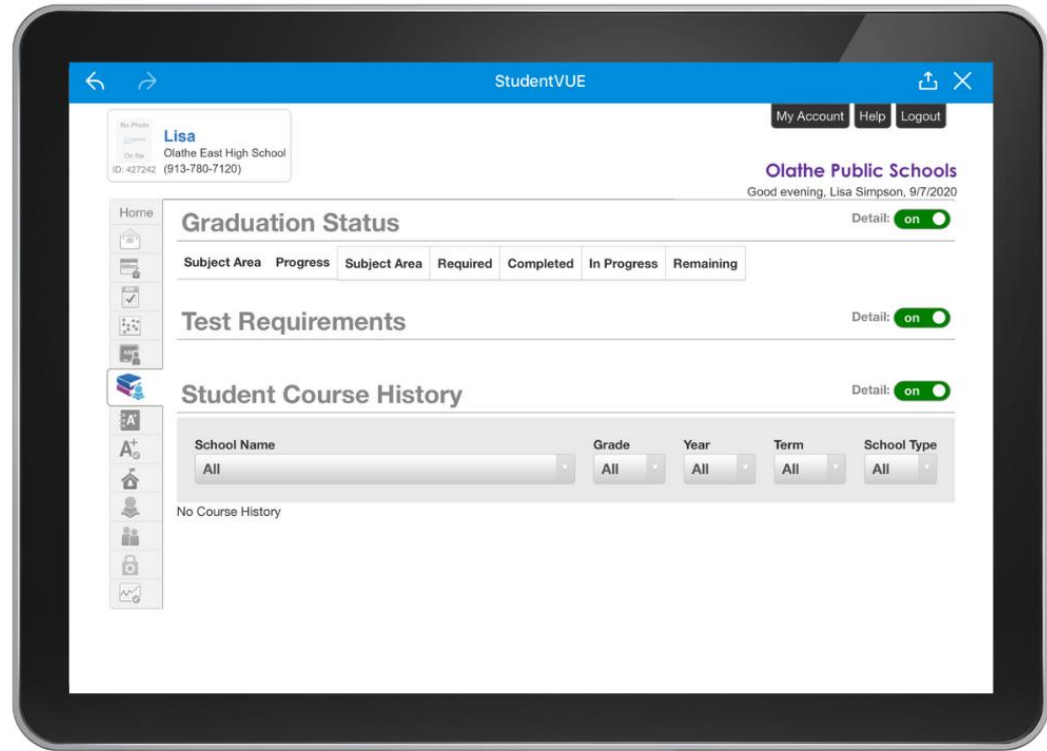
Click on the dropdown menu to view a different teacher’s website. Here, it is circled in red.



# COURSE HISTORY

The **Course History** tab displays a copy of your transcript information and course history.

Be sure to toggle the **Detail** buttons to the "on" position to view details.



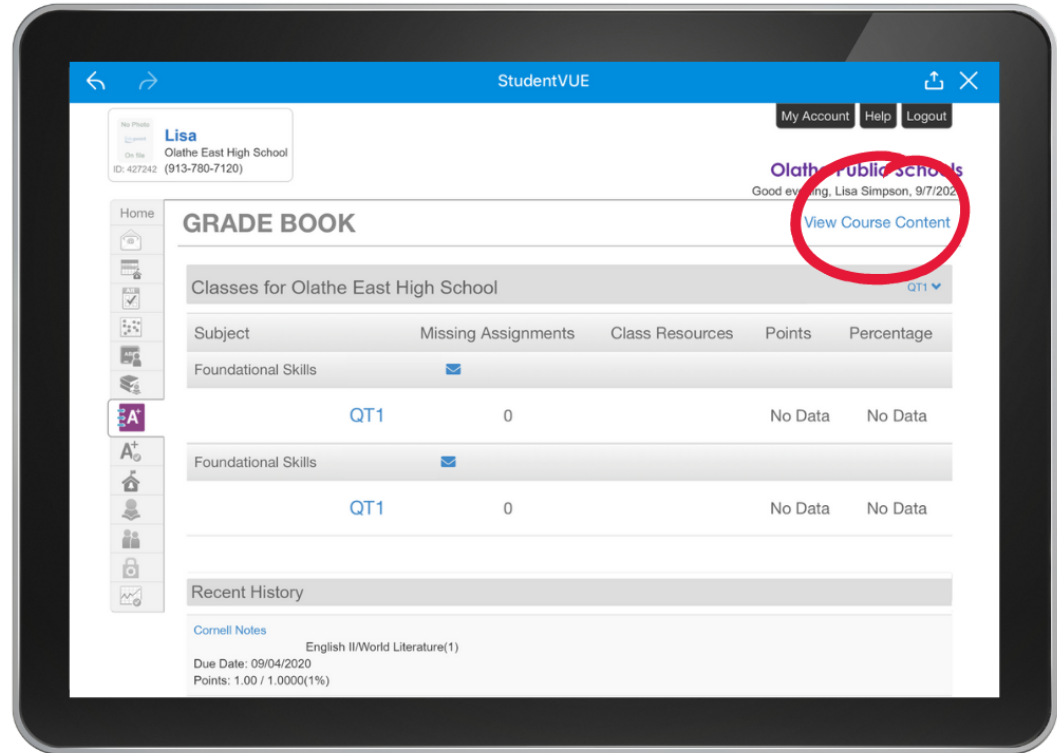
# GRADE BOOK

The **Grade Book** tab will display your current grades.

Here, you can view the **course name(s), missing assignments, class resources, points earned, and current class percentage.**

You may be instructed to view and complete assignments from the **Grade Book** tab.

Click **View Course Content**, circled in red, to display your assignments.

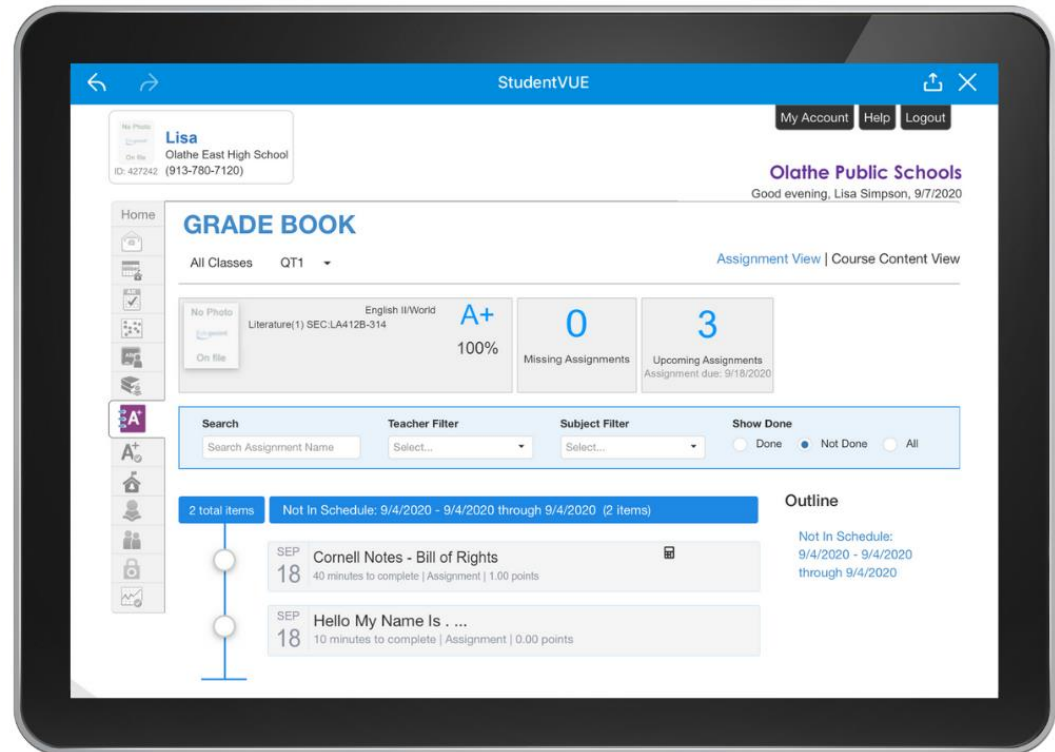


# GRADE BOOK

Once you click **View Course Content**, you will see a list of your assignments.

You may search for an assignment by keyword, or filter by teacher, subject, or assignment status, such as done, not done, or all.

To view or complete an assignment, first click or tap on an assignment.



# GRADE BOOK

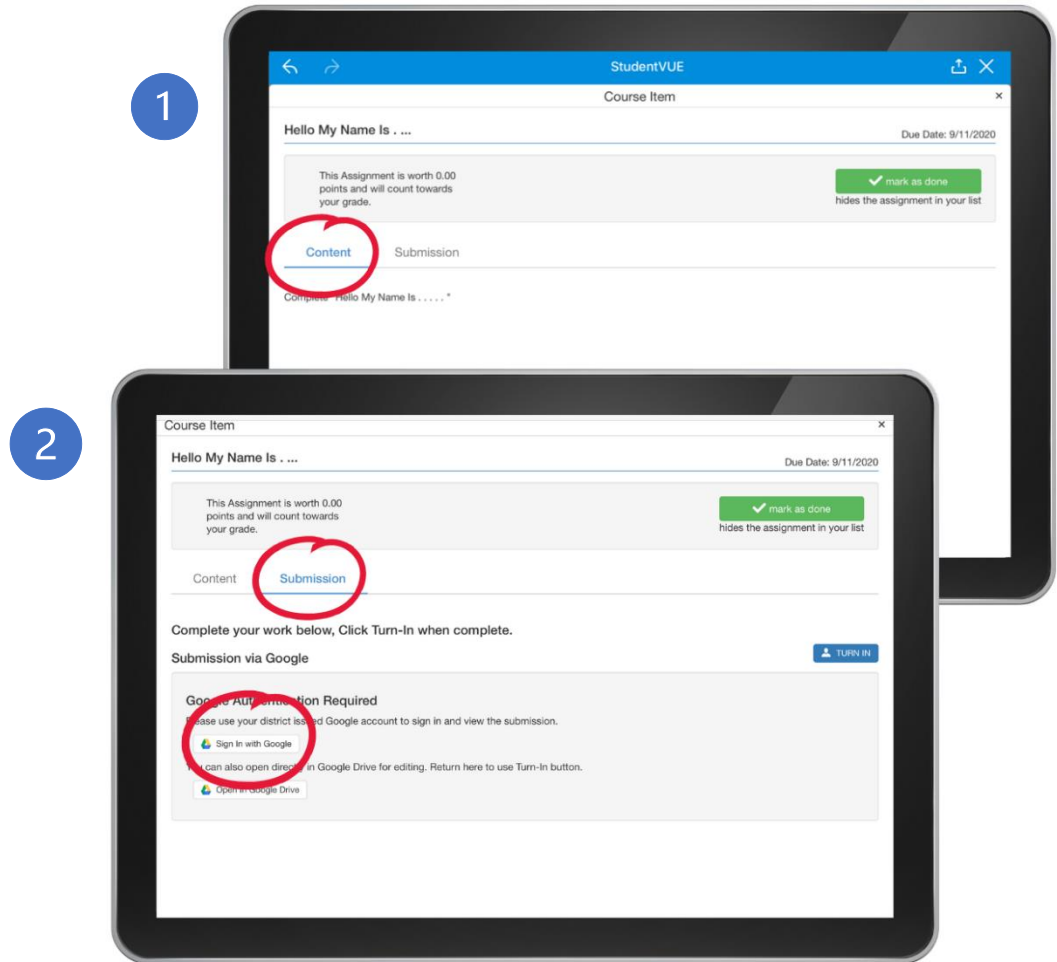
## Google Submissions

First, you will see **assignment details**, **instructions**, and **resources**, such as **files** and **videos**, displayed under the **Content** tab.

If your teacher has requested that you complete an assignment online, you will see a **Submission** tab next to the Content tab.

If you are not signed into your Google account, tap or click the **Sign In with Google** button.

The next page will show you how to sign into your Google account.



# GRADE BOOK

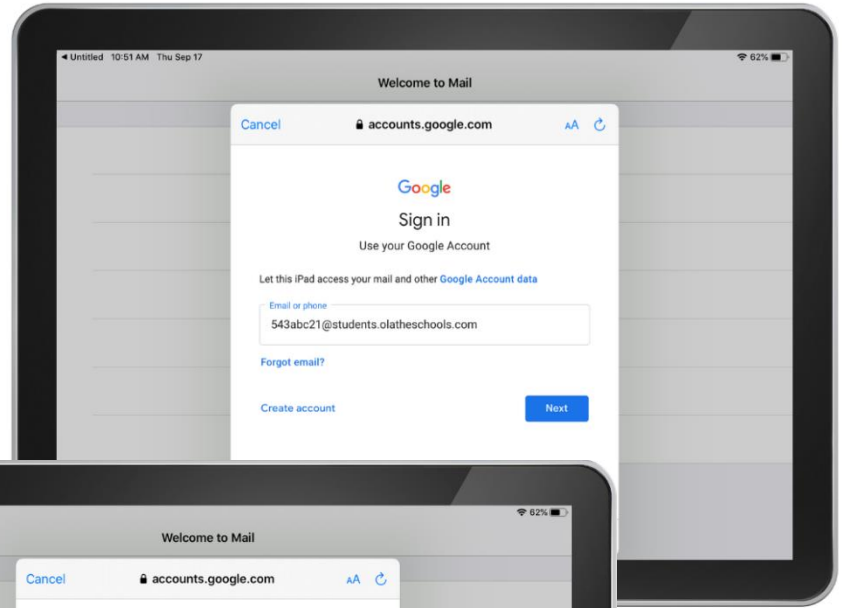
## Google Submissions

To sign into your Google account:

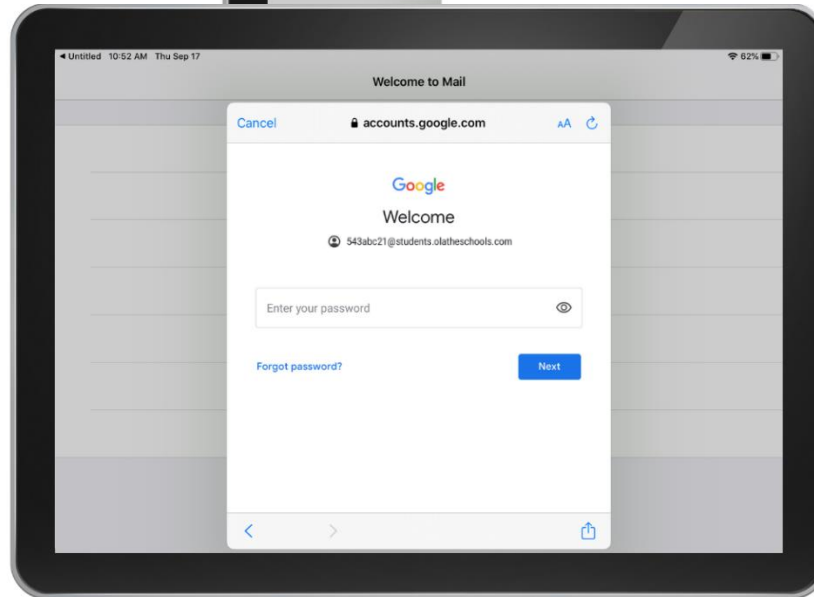
1. Enter your student Gmail address:  
networkID@students.olatheschools.com
2. Enter your network password

**NOTE:** If you do not know your network ID or password, please contact your school for help.

1



2



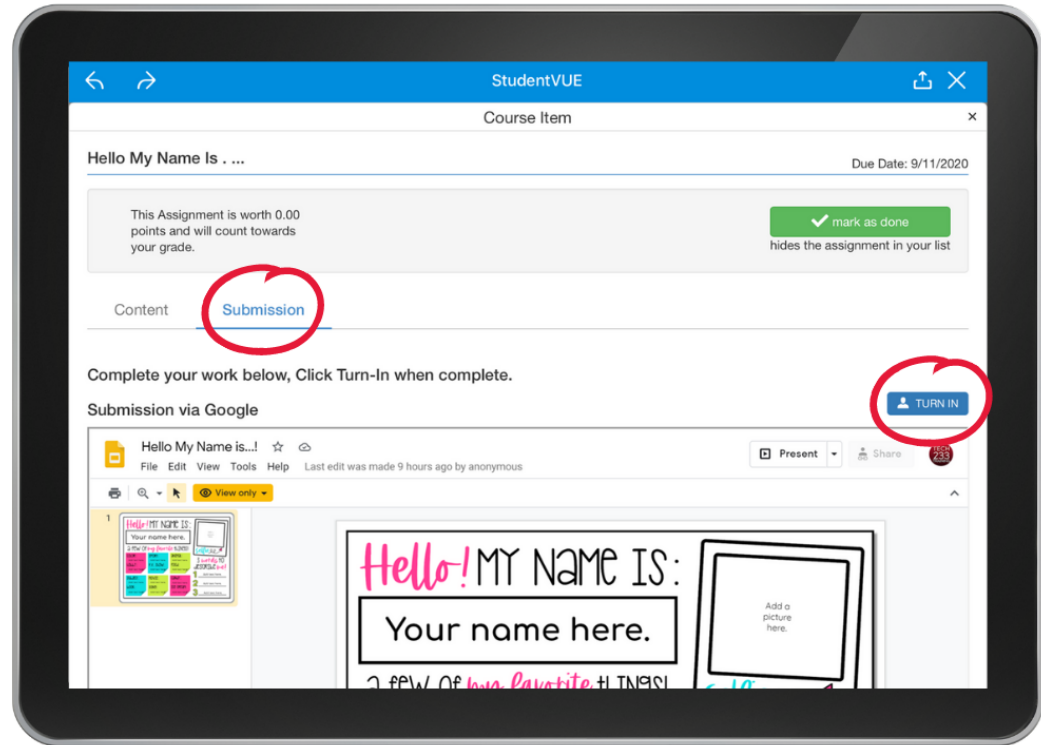
# GRADE BOOK

## Google Submissions

Once you are signed in, you will see the template provided by your teacher.

To complete your work, simply edit the template provided, then click the blue **Turn In** button.

Click or tap the **Mark as Done** button to hide the assignment in your list.



# GRADE BOOK

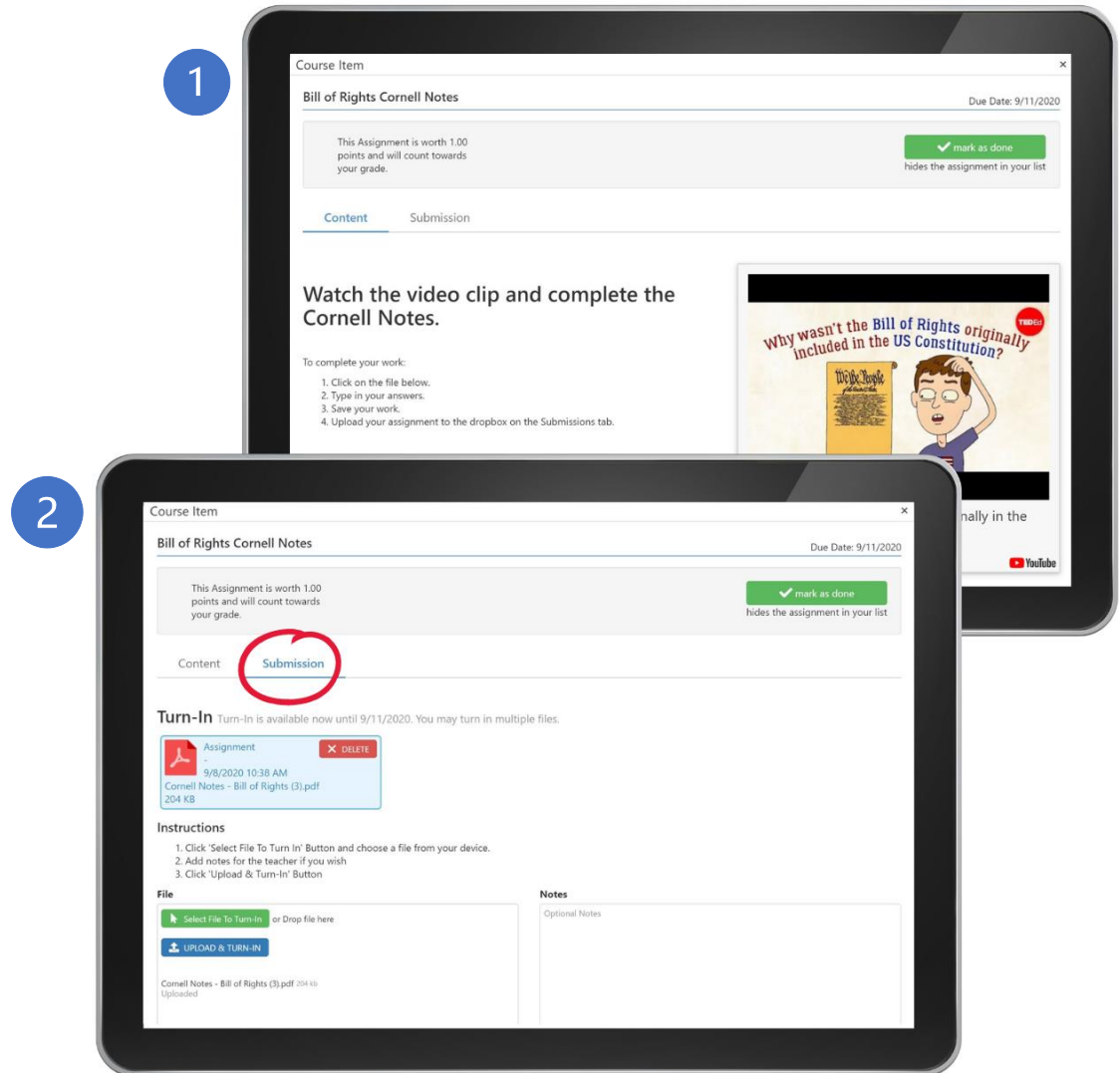
## Dropbox Submissions

In some cases, you might be asked to upload other types of files.

Click on the **Submission** tab to upload your work. Here, you will see a set of instructions:

1. Click or tap the **“Select File to Turn In”** button and choose a file from your device
2. Add notes for the teacher if you wish
3. Click or tap the **“Upload & Turn-In”** Button

Click or tap the **Mark as Done** button to hide the assignment in your list.





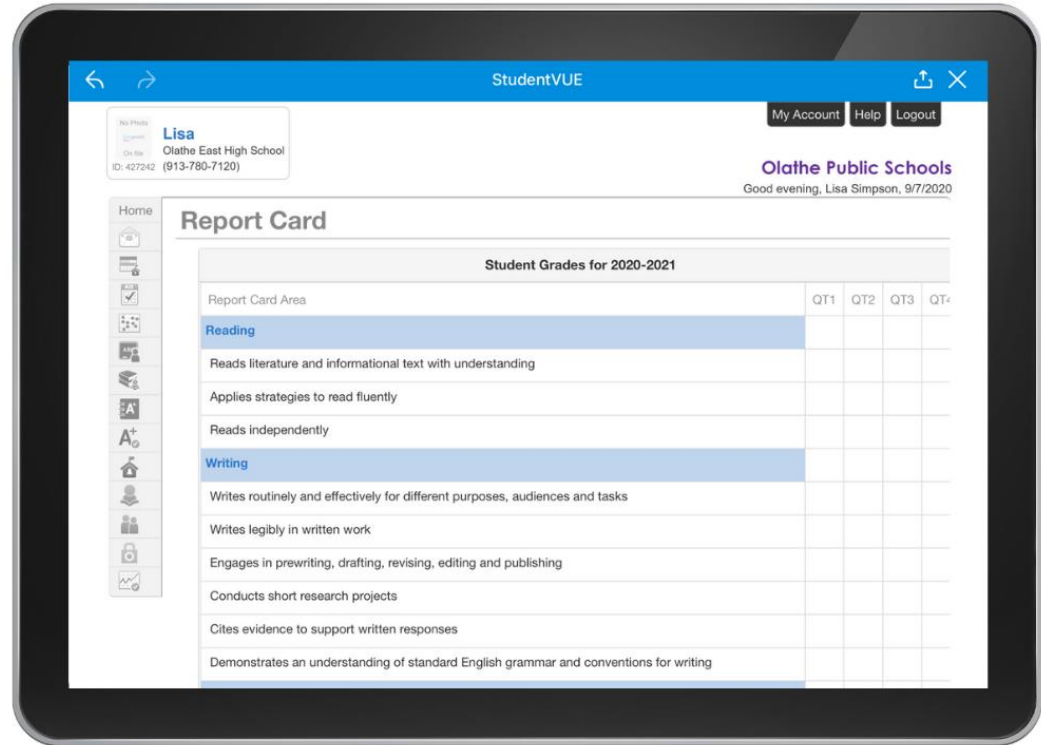
# REPORT CARD

Students can access their report card on the **Report Card** tab.

Elementary students will see grades displayed by subject area.

Middle and High School report cards are organized by class schedule.

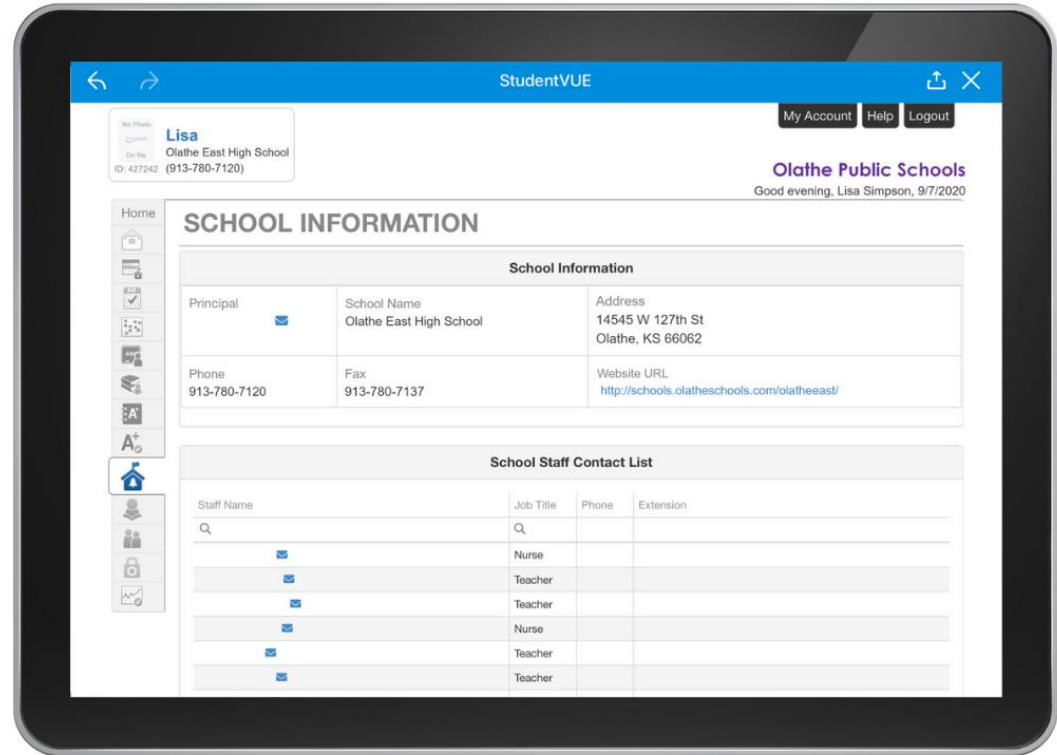
Be sure to use the scroll bar at the bottom of the page to locate the most recent grading period.



# SCHOOL INFORMATION

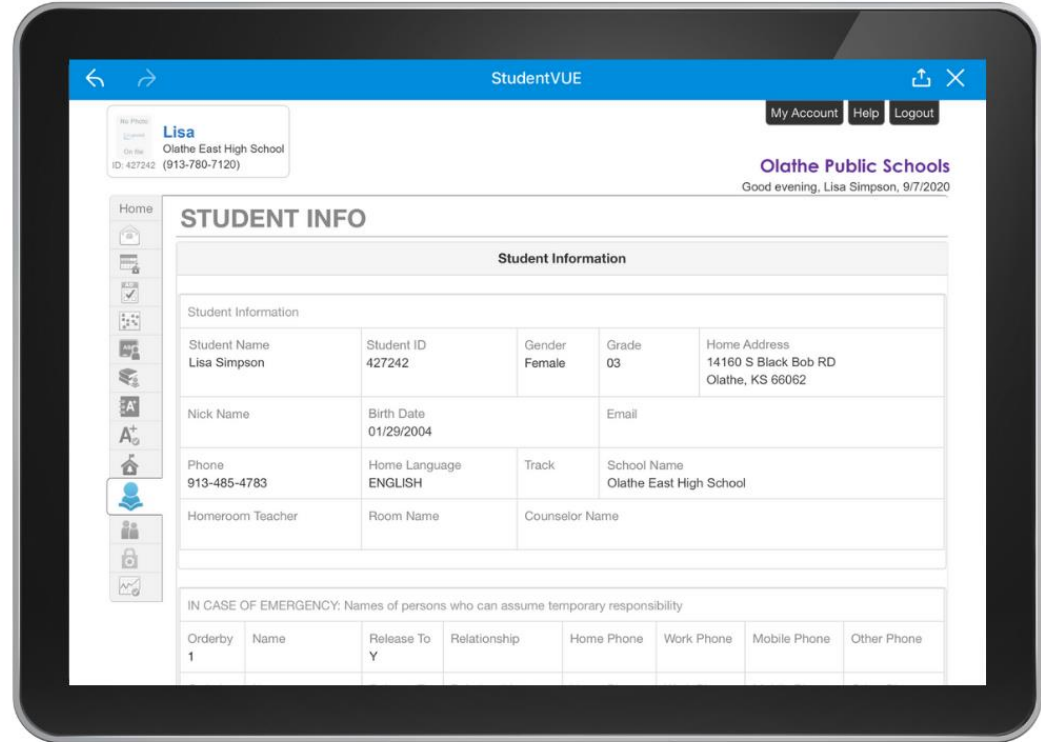
The **School Information** tab will display your school's address, phone number, and website, along with a school contact list.

Click on any name with a blue envelope next to it to contact a staff member through StudentVUE.



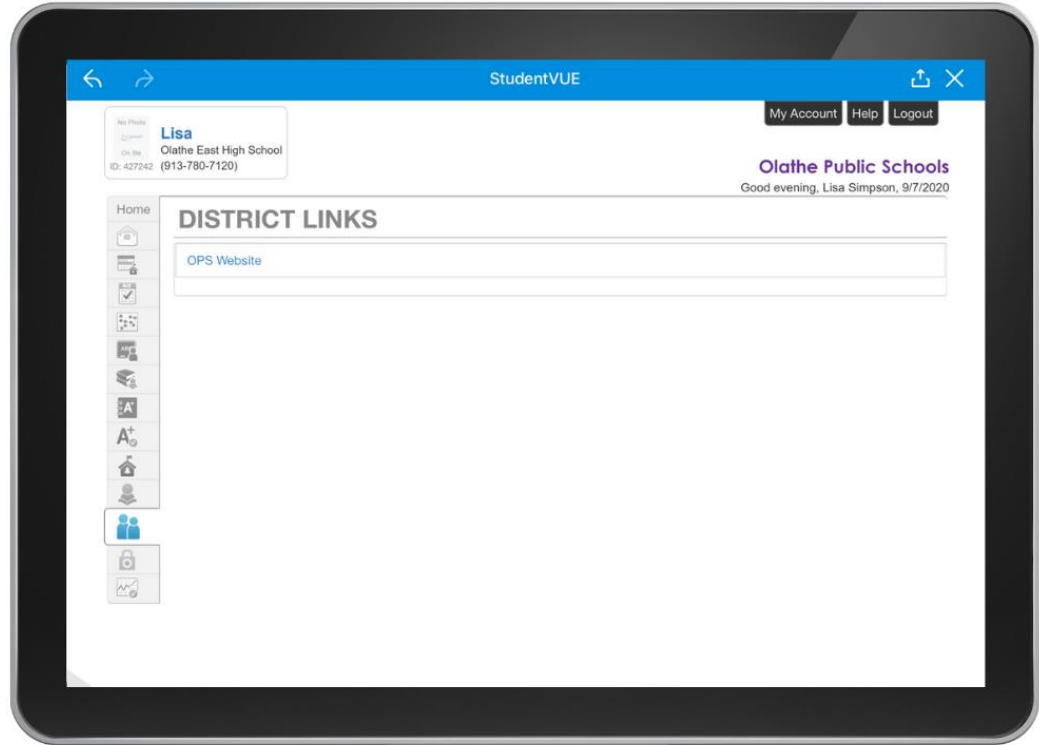
# STUDENT INFO

The **Student Info** tab will display a summary of your **basic information**, as well as your **locker number** and **combination** if a locker has been assigned to you.



# DISTRICT LINKS

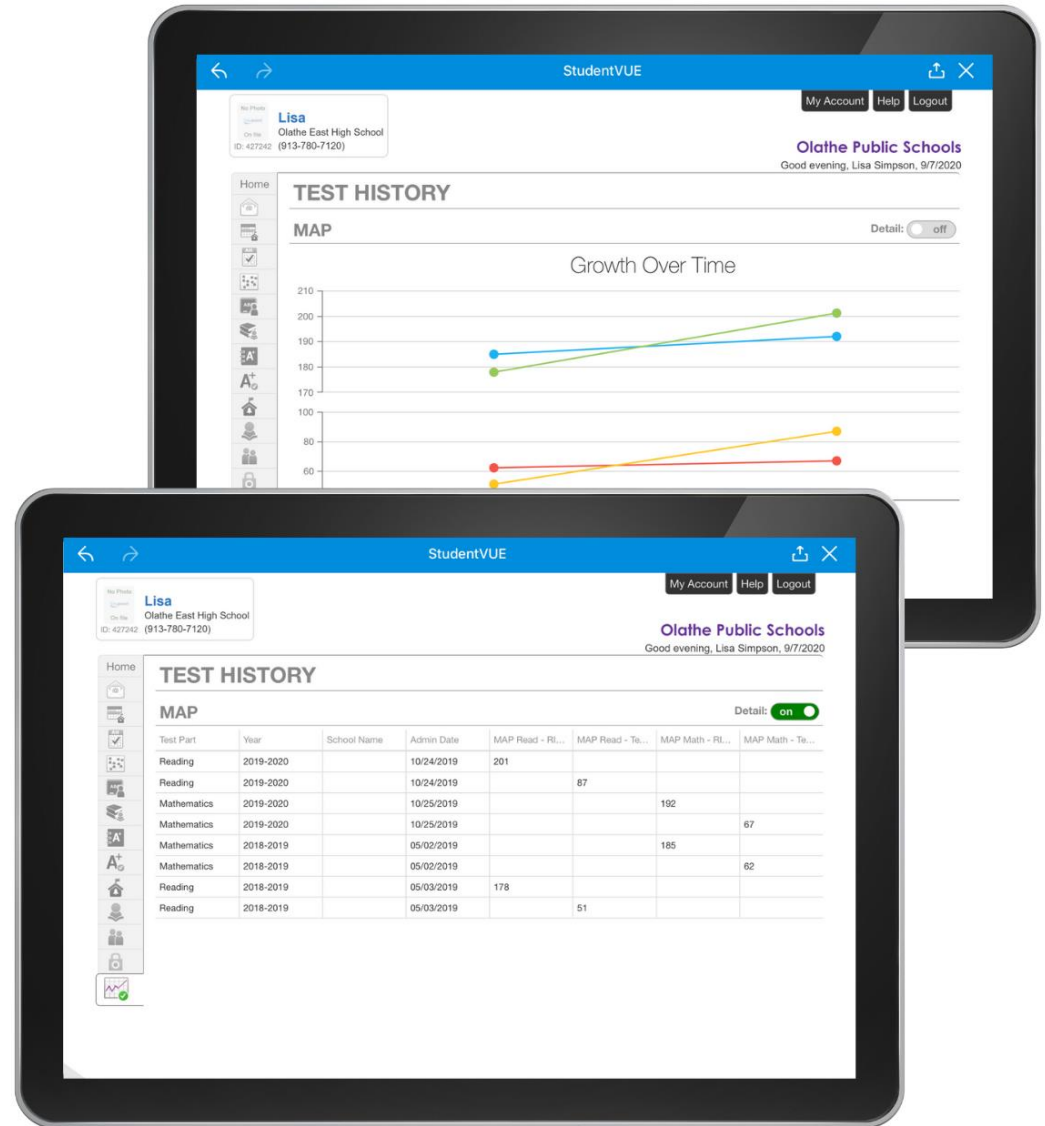
The **District Links** tab connects students with frequently used websites, such as the Olathe Public Schools district website.



# TEST HISTORY

The **Test History** tab displays your **MAP Assessment** scores and growth over time.

Toggle the **Detail** button to the “on” position to view assessment history such as category, dates, and scores.



# Additional Resources

Click on any topic for additional information.

[Resources for Families](#)

[Resources for Students](#)

[Student Technology Resources](#)