

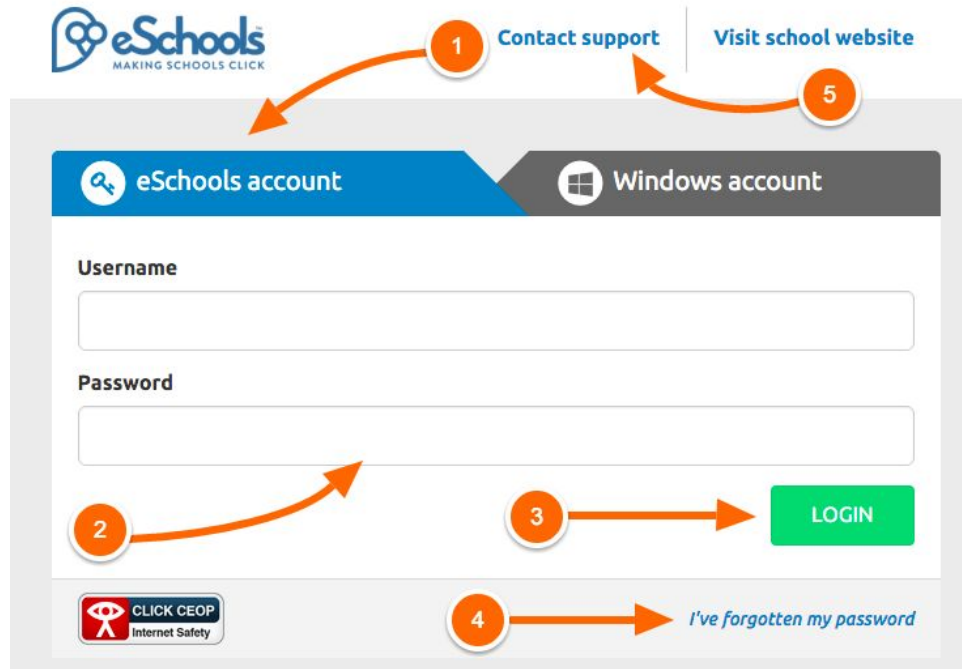


## Contact User Guide (2015)

*Last modified: December 2015*

## Logging In

Use the 'log in' button on the school website to reach the eSchools platform login screen. The location of this changes from school to school, but it usually found in the top right hand corner.



Ensure that the 'eSchools account' tab is highlighted in blue by clicking on it (1), then enter your username and password into the fields below (2), your school will have sent these details to you. Click the 'login' button (3) to enter the platform. If you have forgotten your password click the link at the bottom (4). You can contact our support team using the link at the top (5). Please note that within the eSchools platform, you will only see information on your children, and you will only need one set of login details, no matter how many children you have at the school.

## The Dashboard

On the dashboard you will see your functions listed along the navigation bar (1), there is also a link to your calendar where you can see any forthcoming events for you or your children (2). Your child's attendance will appear on the right (3) and you can toggle between the attendance of any children that you have at the school by using the 'select pupil' button (4). Your school may wish to direct your attention to other websites using the 'Quick links' area on the right.

The screenshot shows the eSchools platform interface. At the top left is the eSchools logo with the tagline 'MAKING SCHOOLS CLICK'. To the right of the logo is a navigation bar with tabs: CALENDAR, LETTERS HOME, CLASSES, HOMEWORK, PARENTS EVENING, and GROUPS. A red circle with the number '1' points to the CALENDAR tab. In the top right corner, there is a user profile for Gemma Wilson, a 'LOG OUT' button, and the date and time: 17<sup>th</sup> December 2015, 12:22 PM. Below the navigation bar is a blue banner with a blue owl character and the text 'I'm here to help. I'm a new addition to your eSchools platform and will be updating you on new features and important information :)'.

Below the banner is a calendar for December 2015. A red circle with the number '2' points to the calendar. The calendar shows the days of the month, with the 17<sup>th</sup> highlighted. A red circle with the number '3' points to a printer icon in the top left corner of the calendar. To the right of the calendar is an 'Attendance' section for a pupil named Rachael Smith. A red circle with the number '4' points to the 'SELECT PUPIL' dropdown menu. The attendance summary shows: Present 0%, Authorised 0%, and Unauthorised 0%. Below this is a button that says 'View your child's detailed attendance'. At the bottom right, there is a 'Quick links' section with a red circle with the number '5' pointing to it. The text below the quick links says 'You do not have any quick links'.

## The Calendar

By clicking on the calendar tab on the navigation bar, you can see more detail on the events assigned to you or your children. See the events displayed on your calendar (1); click on the event to see more details. View the calendar on a monthly, weekly or daily basis by clicking on the buttons here (2). Print your calendar view using the printer icon (3).

Calendar » December 2015

December 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30 4:00pm Parents evening	1 1:00pm Last day for Y6 trip money	2	3	4 8:30am Y4 walk to school day	5	6
7	8	9	10	11 Festive parade	12	13
14	15	16	17 End of term	18	19	20
21	22	23	24	25	26	27

## Letters Home

By clicking on the Letters Home tab, you will see any letter send to you by your school's Office administrator. Click on the title of the letter (1) to see more.

Letters home » Letters home

**IMPORTANT:** We're currently in the process of moving over to the new eSchools mobile app. During this period, app notifications will be unavailable.

Letters home

Subject	Received date
Payment required for week ending 3/11	Today at 2:10 pm
New Message	Today at 2:09 pm
Newsletter 4	Today at 2:08 pm

## Classes

Click on Classes to see details on what your children are studying. All of the classes that all of your children are attached to will appear here. Click on the name of the class or the menu in the left corner of each panel (select 'Homepage') to see what's going on in the class.

The screenshot shows the eSchools interface. At the top, the user is logged in as Gemma Wilson on 17<sup>th</sup> December 2015, 3:24 PM. The navigation bar includes 'CALENDAR', 'LETTERS HOME', 'CLASSES', 'HOMEWORK', 'PARENTS EVENING', and 'GROUPS'. The 'CLASSES' section is active, showing an overview of classes. Three class panels are displayed: '7Y1 Design' (purple) by Mr R Smith with a message 'Don't forget your PE kit for Friday!'; '7Y3 History' (blue) by Mr P Brown; and 'Form Group' (yellow) by Mr P Brown. An orange arrow labeled '1' points from the 'CLASSES' tab to the '7Y3 History' class panel.

## Homework

Monitor your children's progress by clicking on the Homework tab. Here, you can toggle between current and past homework (1). View all homeworks set for any children all in one place (2). Click on the name of the homework to see more details, teacher's comments and grades (3). You can also see the status of the homework - marked, handed in or overdue (4).

The screenshot shows the eSchools interface with the 'HOMEWORK' tab selected. The user is logged in as Gemma Wilson on 17<sup>th</sup> December 2015, 3:53 PM. The navigation bar includes 'CALENDAR', 'LETTERS HOME', 'CLASSES', 'HOMEWORK', 'PARENTS EVENING', and 'GROUPS'. The 'HOMEWORK' section is active, showing a list of completed homework. A toggle switch is set to 'CURRENT HOMEWORK'. An orange arrow labeled '1' points to the toggle switch. An orange arrow labeled '2' points to the 'Homework' header. An orange arrow labeled '3' points to the 'The Battle of Britain' homework entry. An orange arrow labeled '4' points to the 'Overdue' status of the 'The Battle of Britain' homework entry.

Date Set	Pupil	Homework details	Deadline	Status
06/01/2014	Lauren Cox	<b>The Battle of Britain</b> Class 7Y3 History, World War II	10/01/2014	MARKED
06/01/2014	Rachael Smith	<b>The Battle of Britain</b> Class 7Y3 History, World War II	10/01/2014	Overdue
13/03/2015	Lauren Cox	<b>Science Homework</b> Class 7Y3 History, World War II, Class Form ...	20/03/2015	Overdue
13/03/2015	Lauren Cox	<b>Creative Writing</b> Class 7Y3 History, World War II, Class Form ...	19/03/2015	Overdue

## Parents Evening

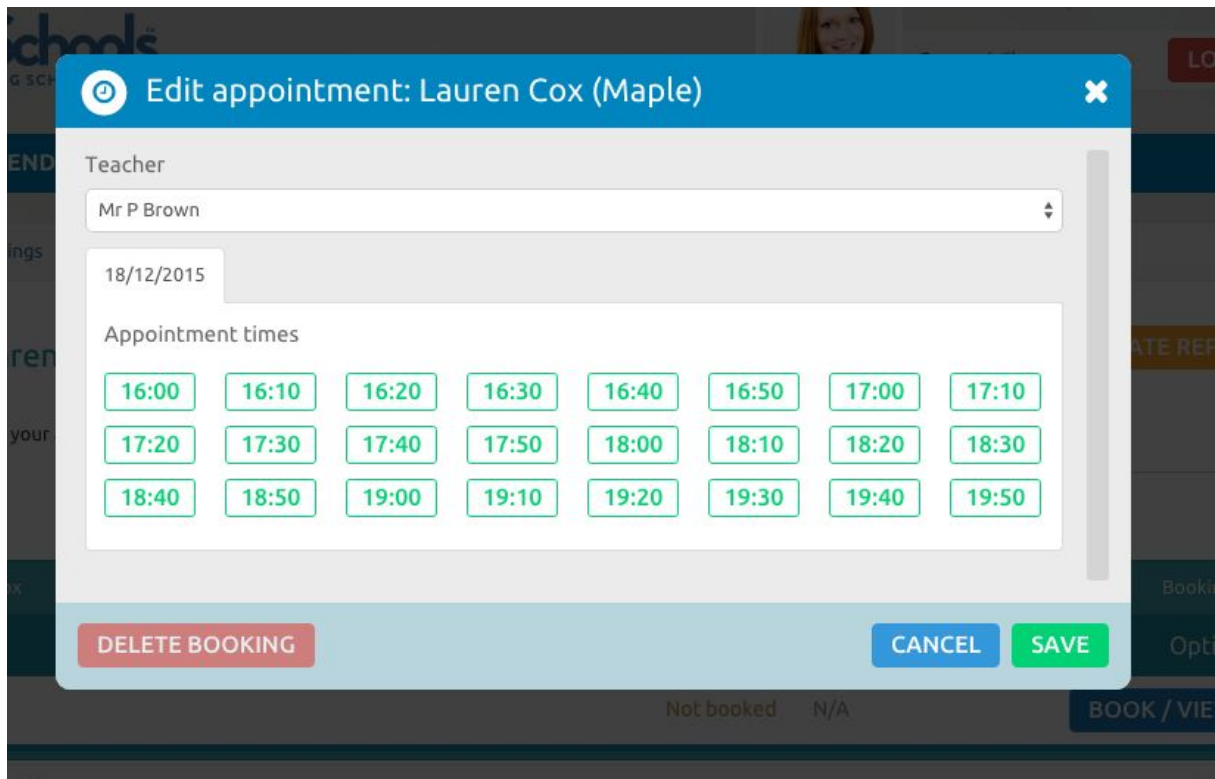
You can book an appointment to see your child's teacher(s) using the eSchools platform. Click on the Parents Evening tab, then click on the title of the evening or View Event Bookings (1).

The screenshot shows the eSchools platform interface. At the top, the eSchools logo is on the left, and the user's profile (Gemma Wilson) and a 'LOG OUT' button are on the right. A navigation bar contains tabs for 'CALENDAR', 'LETTERS HOME', 'CLASSES', 'HOMEWORK', 'PARENTS EVENING', and 'GROUPS'. The 'PARENTS EVENING' tab is selected. Below the navigation bar, the page title is 'Parents' Evenings'. The main content area is titled 'Parents' Evening Booking System'. A yellow box highlights the 'Next event' section, which includes the date '18/12/2015, 4:00 pm - 8:00 pm', the text 'Parents evening Please book your appointment', a countdown timer showing '00:23:55:09', and a 'VIEW EVENT BOOKINGS' button. An orange arrow labeled '1' points from the 'VIEW EVENT BOOKINGS' button to the 'Parents evening' text.

Once inside, you can book individual appointments for your children by clicking on their name (1). Once your bookings have been made you can generate a report, listing who you are due to see during the event (2).

The screenshot shows the 'Parents evening' section of the eSchools platform. The page title is 'Parents evening' with the text 'Please book your appointment'. Below this is a list of children: 'Lauren Cox' and 'Rachael Smith', each with a 'Bookings: 0' status. An orange arrow labeled '1' points to the name 'Lauren Cox'. To the right of the list is a 'GENERATE REPORT' button. An orange arrow labeled '2' points from the 'GENERATE REPORT' button to a summary table. The table has two rows: 'Start date' with a green checkmark and '0' bookings, and 'Start time' with a yellow 'X' and '2' bookings.

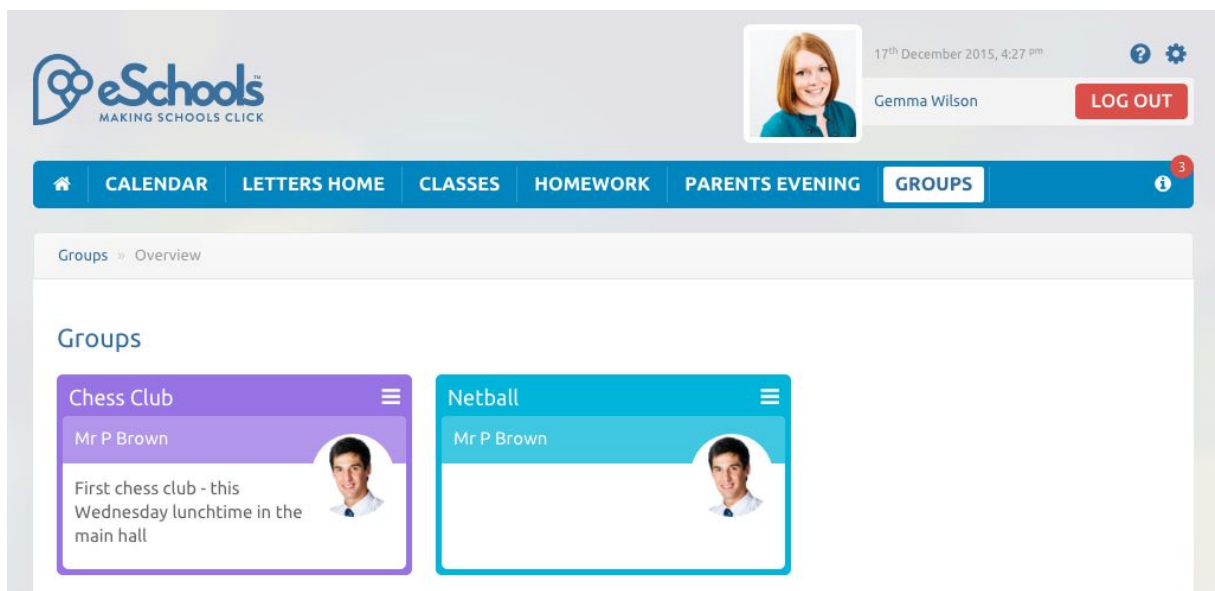
Select an appropriate time from the available slots in the pop-up window. If a slot appears in grey, it has already been taken. Once you have selected an appointment time, it will appear in green. Save to return to the main Parents Evening screen.



You can change your appointment at any time upto the date of the event, although some appoints might have already been taken by this stage!

## Groups

If your children are part of a group, club or sports team, you can see what is happening by clicking on the Groups tab.



## Settings

Click on the cog icon (1) in the top corner of the screen to change your settings. Here you can change your password, update your contact details and even change your background theme!

The screenshot shows the eSchools user interface. At the top left is the eSchools logo with the tagline 'MAKING SCHOOLS CLICK'. On the top right, there is a user profile for Gemma Wilson, dated 17<sup>th</sup> December 2018, with a 'LOG OUT' button. A navigation bar below the header contains links for CALENDAR, LETTERS HOME, CLASSES, HOMEWORK, PARENTS EVENING, and GROUPS. The 'Settings' page is open, showing three tabs: 'Themes', 'Password', and 'Your contact information'. A large orange circle with the number '2' is positioned over the 'Themes' tab, with arrows pointing to it from the top right. Below the tabs, the 'Change theme' section displays a grid of theme options, each with a radio button and a label: Default, Farm, Easter, Animals, Christmas, and several other abstract patterns. The 'Default' theme is currently selected.