eSchools user guide (2014)

Last modified: August 2014

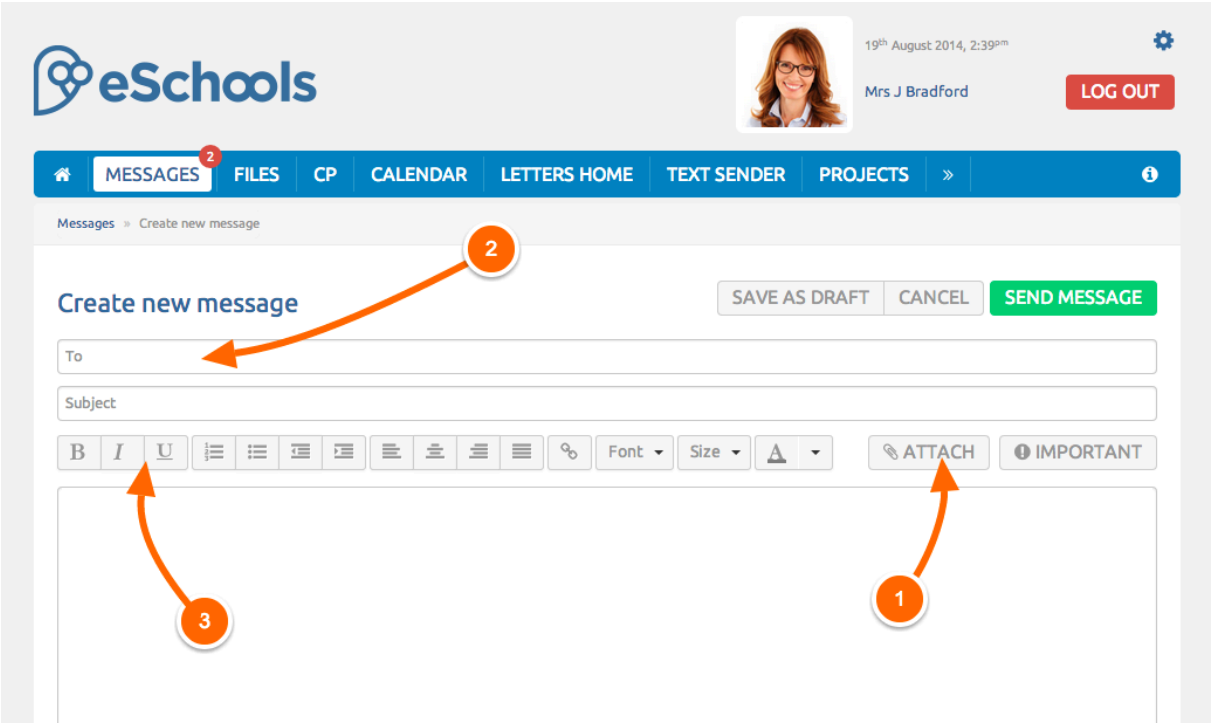
Messages

The messages feature works in a similar way to emails but is an internal system within the eSchools platform. Messages can be used to communicate with anyone else at your school that has access to an eSchools account. You're also able to customize the settings to restrict certain users from messaging each other (i.e. only allow students to message other students in their class or year group).

Pages and their definition:

- Inbox – The inbox is a collection of all messages you've received.
- Starred – Messages you have chosen to separate out into their own list.
- Drafts – Messages that you have created and have saved but are yet to be sent.
- Sent – Messages that have been sent by you to another user or group of users.
- Trash – Messages you have deleted.
- Create message – A new message you're able to send or save as a draft.
- View and reply – A message that you have received from another user and you're able to reply to.

Features:



- Adding attachments – To add an attachment to a new message or message reply simply click on **(1)** and then browse through the local files on your machine. The maximum file upload limit is 100MB for documents, 320MB for videos.

- Sending messages to groups of users – To send a message to a group of users (i.e. a class, year group or a custom made group) click on the filed marked **(2)** and begin typing the name of the group. All groups of users matching the text you enter will appear on the screen. Click on the desired group and either add another user or user group or continue to the next step of adding the subject of your new message.

- Changing the formatting of your new message or message reply – You are able to change the formatting (i.e. the font, size of text, colour, bold etc.) by choosing any of the options from **(3)**.

- Report a message – Students are able to report a message by clicking the button the 'Report' button when viewing a message if they feel that the content or nature of the message is inappropriate. When reporting a message they're asked to type in the reason for this, which will be sent, along with the message content, to their main teacher.

- Bad language filter – When students send new messages or reply to a message, all text the send is passed through the eSchools bad language filter. If any bad language is detected, it's automatically filtered out and hidden from the recipient(s) and a bad language notification is sent to the student's main teacher.

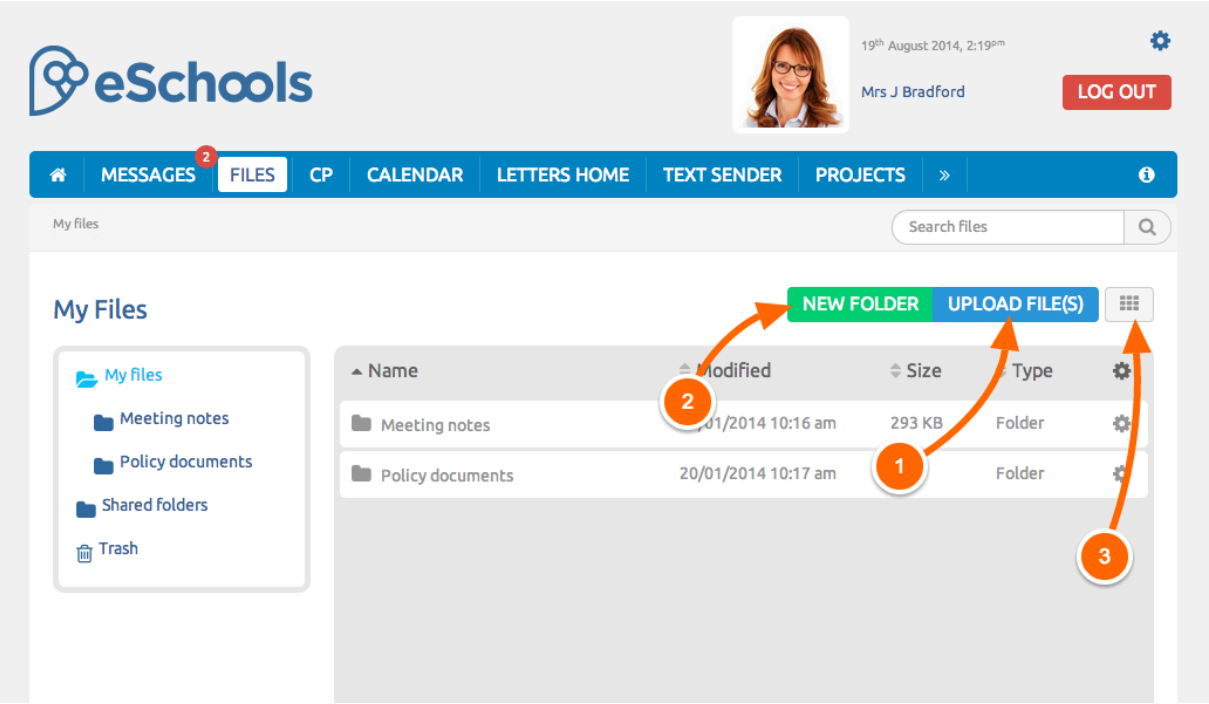
Files

The file feature is an easy and safe way of saving important documents without the need for discs and memory sticks. Folders and sub-folders can be created to easily retrieve your files. You can also share your files with other groups of users or anyone else at your school that has access to an eSchools account.

Pages and their definition:

- My Files – Create and view your uploaded files/folders here.
- Shared Folders – Any files/folders that have been shared with you will appear here.
- Trash – Discarded files can be moved to Trash before being permanently deleted.
- New Folder – Create folders and subfolders here
- Upload File(s) – Upload the file from your machine onto the platform
- Change View – view your files/folders as a list or as icons

Features:

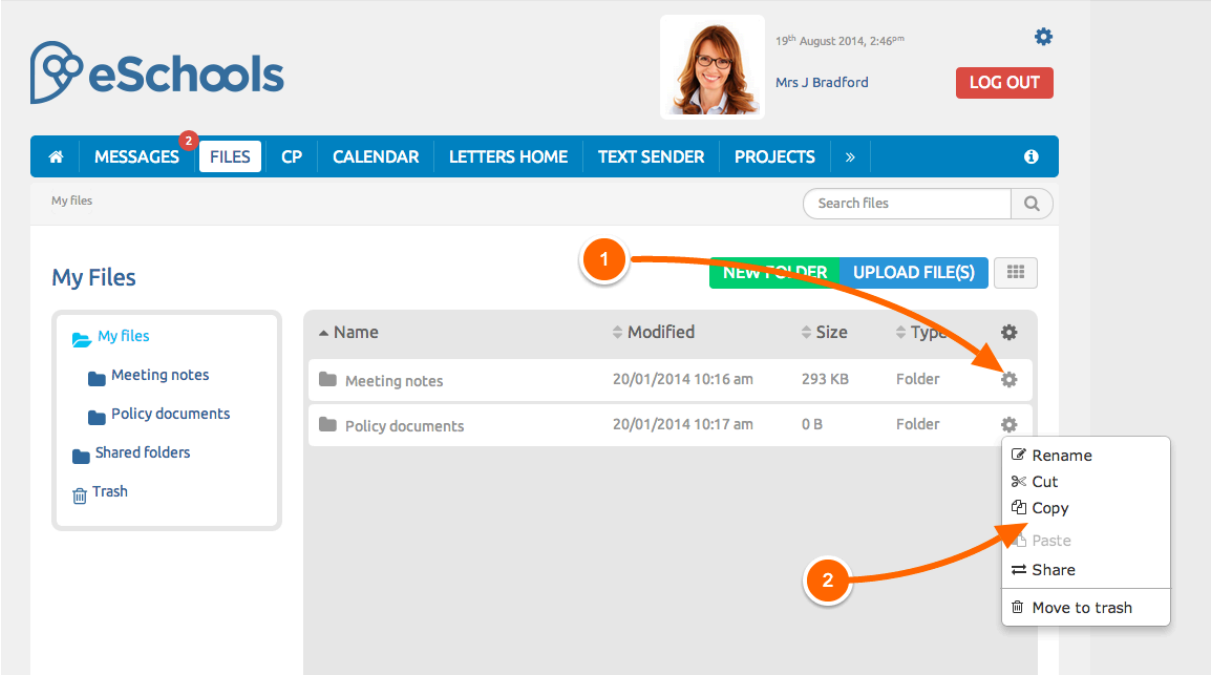


- Adding a file – To add a file simply click on 'My Files' **(1)** then click 'Upload Files'. This will allow you to select from the local files on your machine. The maximum file upload limit is 100MB for documents, 320MB for videos.

- Adding a folder – To add a folder simply click on 'New Folder' **(2)** and add the name of your new folder in the pop-up window. You will notice that your new folder will appear in the column on the left.

- Changing how your files are displayed – You can choose how you view your files (either as a list or as icons) by clicking the 'Change View' button **(3)**.

- Adding a sub-folder – To add a sub-folder, click on the main folder that you wish to add sub folder(s) to (this folder is called a 'parent folder'). Then click 'New Folder' to add a sub-folder to it. You can create as many sub-folders as you wish by repeating this process.



- Editing or Sharing a file or folder – To edit or share, select the file/folder you wish to change by either right clicking the name of it or clicking on the cog icon **(1)**. From here, you are able to Rename, Cut, Copy and Share the file as well as moving it to Trash. When selecting Share, you can type in the name(s) of users or groups you wish to share the file with. From there you decide the level of access they have to those files (whether it is 'View Only', 'Add & Edit' or 'Hide'). Folders that others have shared with you will appear in the 'Shared Files' folder in the left column. If a file has been shared with you, you will receive a notification in the top navigation bar.

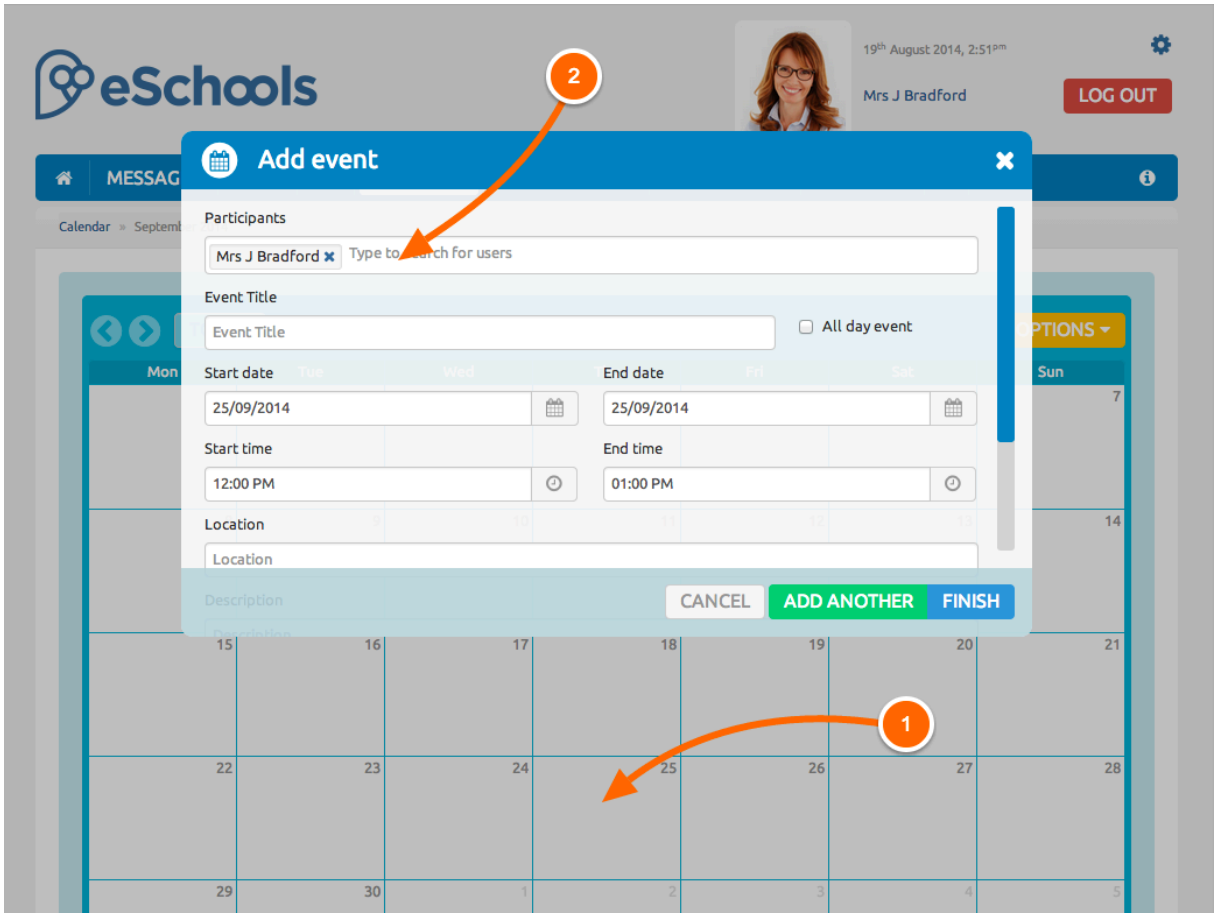
Calendar

Add your events to the calendar and share them with groups or individuals using the eSchools platform. You can also use this facility to add events to your eSchools website. View the calendars of other platform users to make diarizing for events easy.

Pages and their definition:

- Add Event – Create and view your uploaded files/folders here.
- Add Calendar – Any files/folders that have been shared with you will appear here.

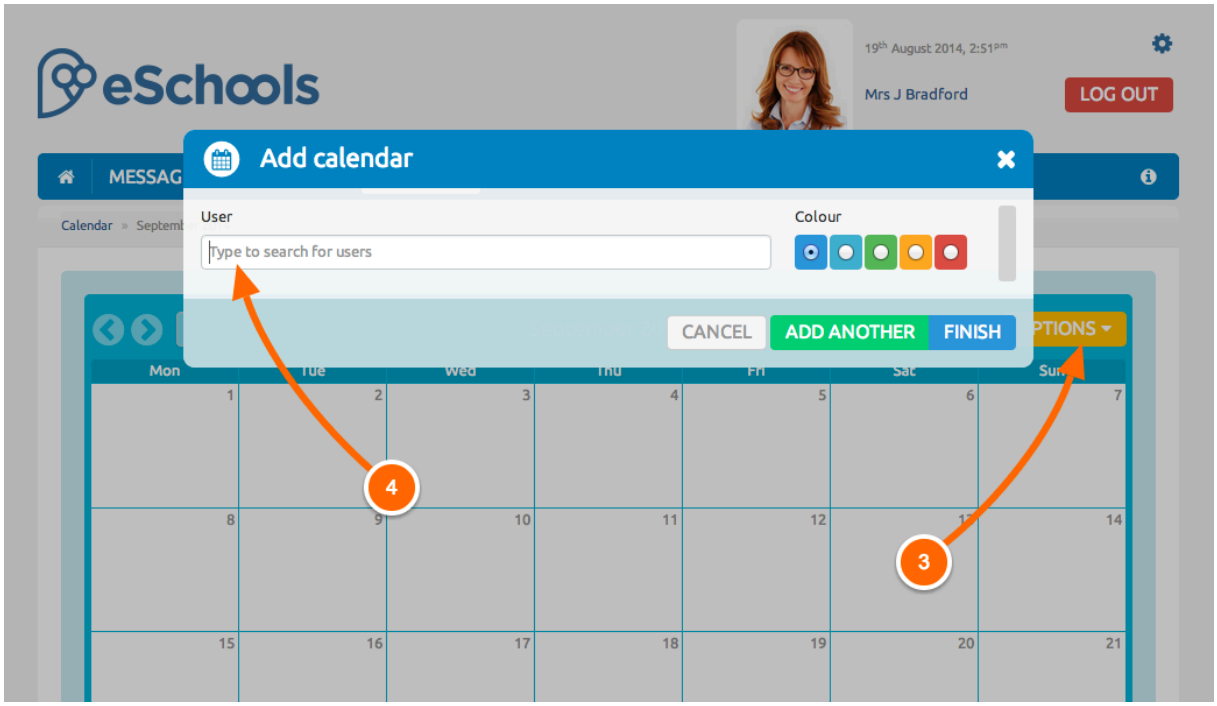
Features:



- Adding an event – To add an event click on the relevant date on the calendar that the event will take place. Then simply fill in the fields on the pop-up window **(1)**. This event will then appear on the calendar of anyone added as a participant.

- Adding an event to your website – To add your event to display on the website in addition to other calendars, add 'Website' to the Participants field **(2)**.

- Editing an event – To edit an event on your calendar, click on the event and then click the 'Edit' button on the pop-up window. You will only be able to edit certain events.



- Adding/removing a calendar – You can see a colleague's events on your calendar to assist when inviting them to an event. To see a colleague's events click 'Options' then 'Add Calendar' **(3)**. In the pop-up window type in the name of the person whose calendar you wish to see, choosing a colour to differentiate between their events and yours **(4)**. To remove their events from your calendar go back to 'Options' and remove them from the drop-down menu.

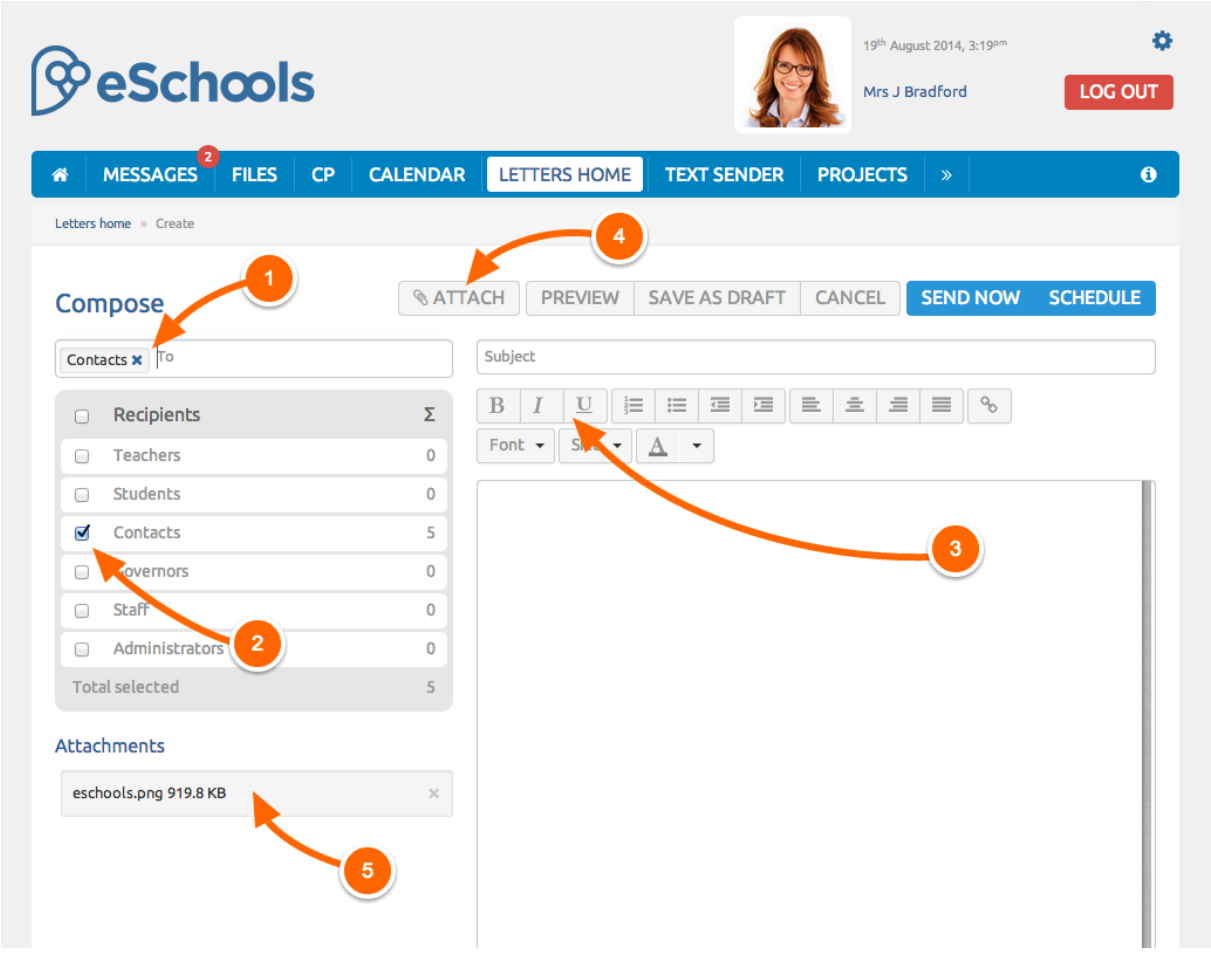
Letters Home

The Letters Home feature enables the school to keep in touch with parents with messages direct to their email inboxes or on the platform when they login. Parents who have downloaded the free Parent App will also receive the message on their mobile or tablet devices. This function takes contact information directly from the school's MIS, automatically updating your eSchools platform on a regular basis. Letters Home can be sent to individuals or groups of users.

Pages and their definition:

- Compose – Title and write your message, select participants and use the formatting tools
- Attach – Add attachments to your message
- Preview/ Save As Draft/ Cancel – Preview or cancel your message or save it as a draft for future use
- View Saved/Sent/Scheduled/Trash folders – View previous Letters Home and the participants they went to
- Review & Send – Edit who your message goes to on the review screen
- Schedule – Automatically send messages on a future date using the 'Schedule' button

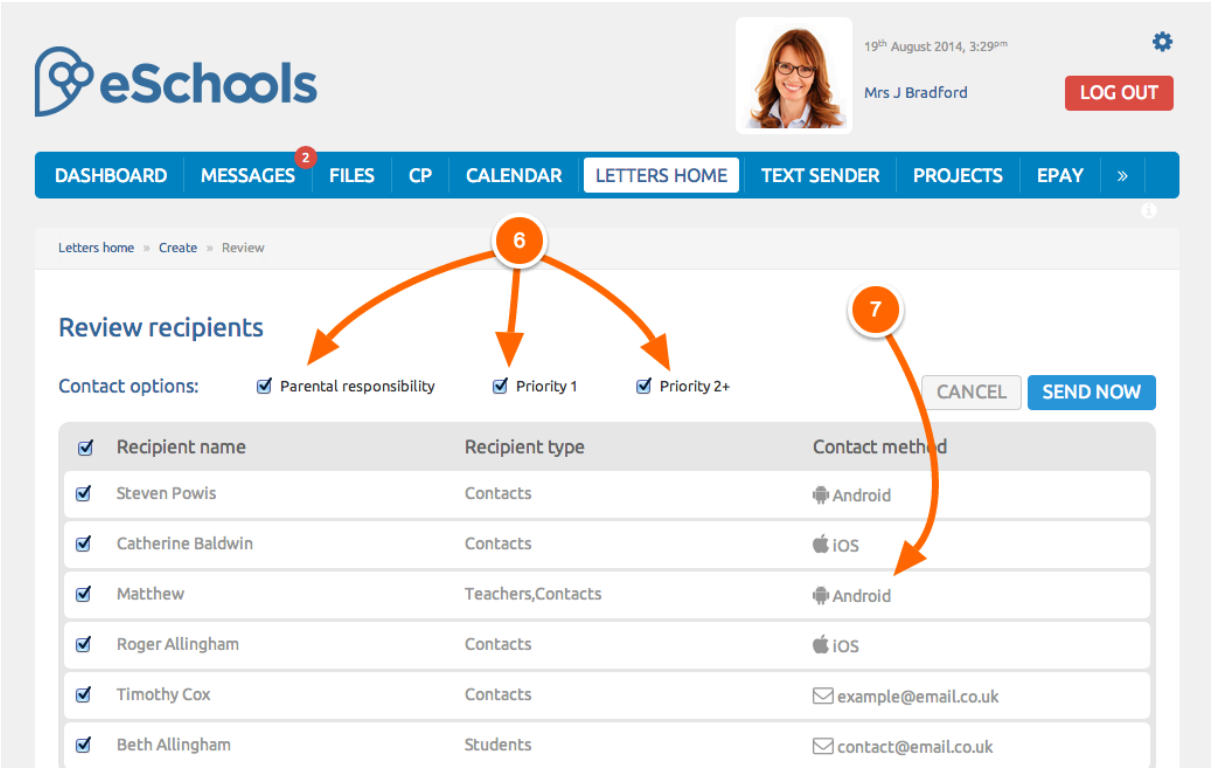
Features:



- Compose your Letter Home – Add the names of the individuals or groups that you would like the letter to go to **(1)** and then select the types of users attached to the recipients you'd like to

receive the letter home (2). When writing your letter you are able to change the formatting (i.e. the font, size of text, colour, bold etc.) by choosing any of the options from (3). Preview, cancel and save the message for future use by using the tools at the top.

- Attach Files – To attach a file simply click on 'Attach' (4). This will allow you to select from the local files on your machine. The maximum file upload limit is 100MB for documents, 320MB for videos. Once they're attached they will appear in (5).



- Review, Send or Schedule – Click 'Send Now' or 'Schedule' to choose a date and time for your message to be sent. 'Send Now' will take you through to the Review Screen. From here you can quickly view and edit the list of recipients, or filter them by responsibility and priority (6). You can also see the method in which the recipient will receive the Letter Home (7). Recipients without the Parent App or an email address will still be able to see the Letter Home by logging into the platform.

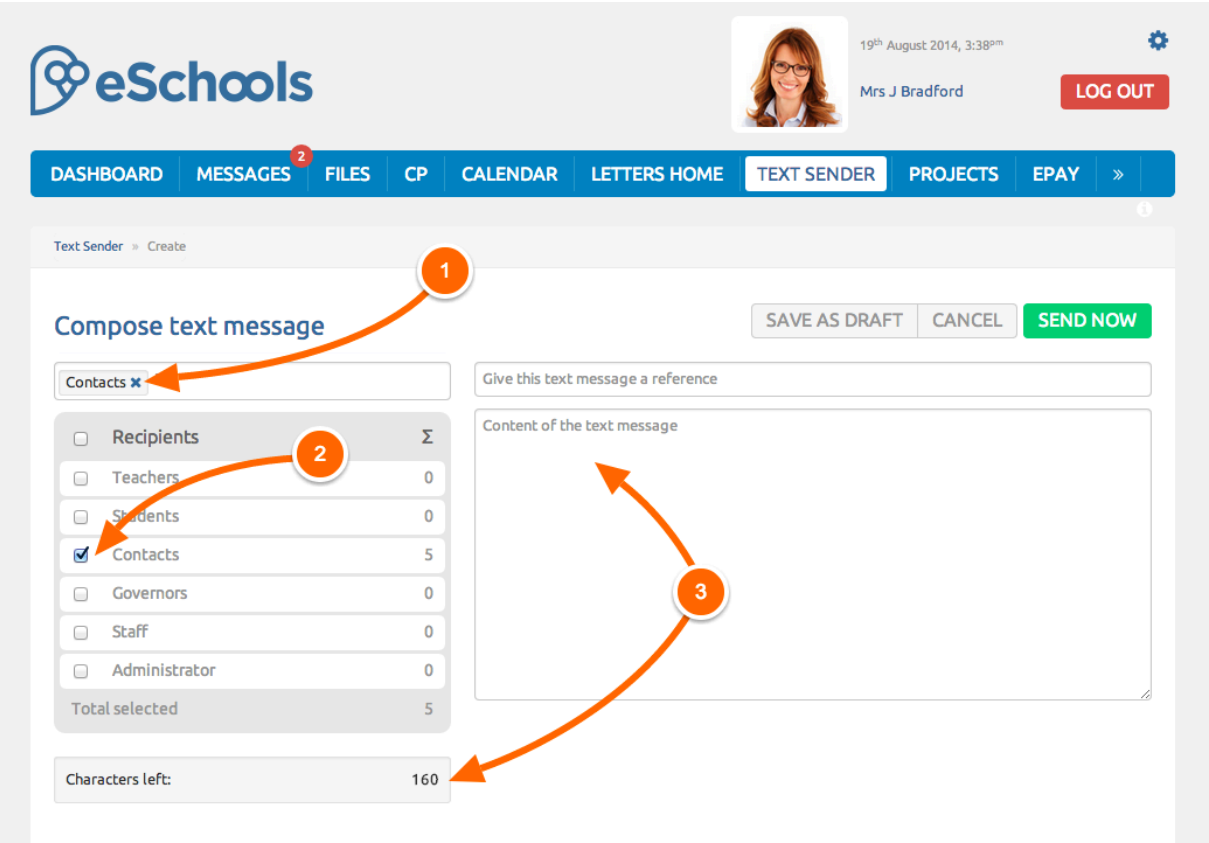
Text Sender

Send texts to parents' mobiles directly using the Text Sender function. Parents who have downloaded the free Parent App will receive the message on their mobile or tablet devices, saving the school the cost of the text. This function takes contact information directly from the school's MIS, automatically updating your eSchools platform on a regular basis. Letters Home can be sent to individuals or groups of users.

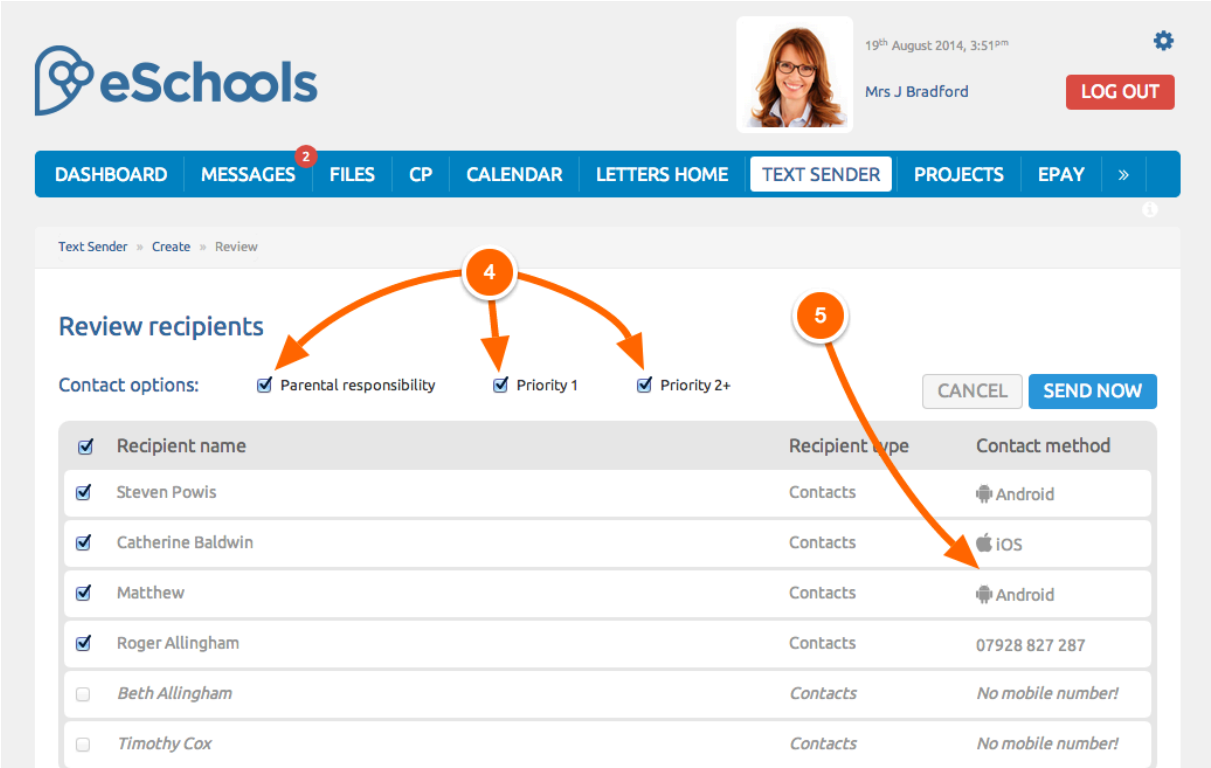
Pages and their definition:

- Compose – Title and write your message, select participants and use the formatting tools
- Save As Draft/ Cancel – Preview or cancel your message or save it as a draft for future use
- Create templates – Create text templates to reuse again and again.
- View Saved/Sent/ Trash folders – View previous texts and the participants they went to
- Review & Send – Edit who your message goes to on the review screen

Features:



- Compose your text message – Add the names of the individuals or groups that you would like the text to go to **(1)** and then select the types of users attached to the recipients you'd like to receive the text message **(2)**. When writing your text you have 160 characters in which to write your message **(3)** the characters remaining will count down as you type. Cancel or save the message for future use by using the tools at the top. The cost per text is 3.5p or 3p if you use the app.



- Review and Send – Click 'Send Now' which will take you through to the Review Screen. From here you can quickly view and edit the list of recipients, or filter them by responsibility and priority **(4)**. You can also see the method in which the recipient will receive the text message **(5)**. Recipients without the Parent App or an email address will still be able to see the text message by logging into the platform.

- Create Templates – To create a template for repeated use, click 'Templates' on the initial Text Sender screen. Click 'Create New Template' and then compose your message in the pop-up window.

Dashboard

After logging onto the platform you will arrive at the dashboard, where you will find many of the features you may need on a day to day basis, such as the calendar, you Inbox and the school attendance. In addition, quick links to external websites can be added to the dashboard. Selected functions for your user type can be found along the navigation bar (see further for more information on these).

Pages and their definition:

- Calendar – see the current month and any forthcoming events at a glance
- Inbox – see recent messages
- Attendance – see an overview of the school's attendance
- Quick links – have links to external websites added to your dashboard

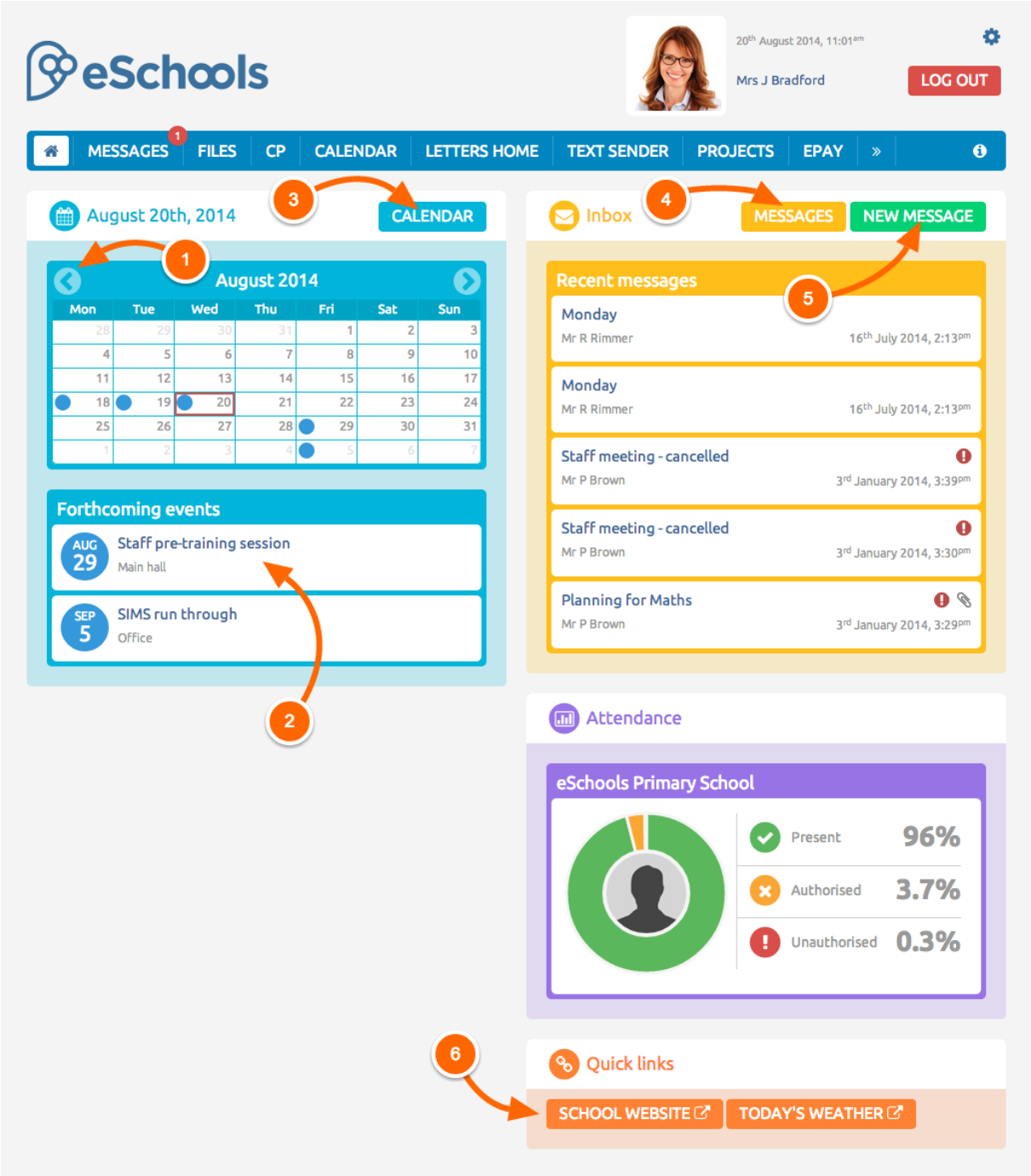
Features:

(Please see next page for the dashboard image)

- Calendar summary – The next 30 days events are available for you to see on the dashboard at a glance along with the ability to view previous or forthcoming months using the arrows **(1)**. Event that you are attending are signified with a coloured dot on the calendar view and are listed beneath the calendar under 'Forthcoming Events' **(2)**. Click on the 'Calendar' button **(3)** to manage events and see the full view of this module (see **Calendar** page for more information). Your daily timetable may also be present if your school uses this feature (see **Timetable** page for more information).

- Messages summary - You can see your most recent messages on the dashboard on the right in the yellow panel. Click the 'Messages' button **(4)** to view your inbox, or the 'New Message' button **(5)** to begin composing a new message (see **Messages** page for more information).

- Access Quick Links – Quick Links can be added via the CP function which is usually managed by the school administrator (see **CP** page for more information). Click on the links available to go directly to the website provided **(6)**.


eSchools
20th August 2014, 11:01am
Mrs J Bradford
LOG OUT
MESSAGES
1
FILES
CP
CALENDAR
LETTERS HOME
TEXT SENDER
PROJECTS
EPAY
August 20th, 2014
CALENDAR
August 2014
Mon Tue Wed Thu Fri Sat Sun
Forthcoming events
AUG 29
Staff pre-training session
Main hall
SEP 5
SIMS run through
Office
Inbox
MESSAGES
NEW MESSAGE
Recent messages
Monday
Mr R Rimmer
16th July 2014, 2:13pm
Monday
Mr R Rimmer
16th July 2014, 2:13pm
Staff meeting - cancelled
Mr P Brown
3rd January 2014, 3:39pm
Staff meeting - cancelled
Mr P Brown
3rd January 2014, 3:30pm
Planning for Maths
Mr P Brown
3rd January 2014, 3:29pm
Attendance
eSchools Primary School
Present 96%
Authorised 3.7%
Unauthorised 0.3%
Quick links
SCHOOL WEBSITE
TODAY'S WEATHER
1
2
3
4
5
6

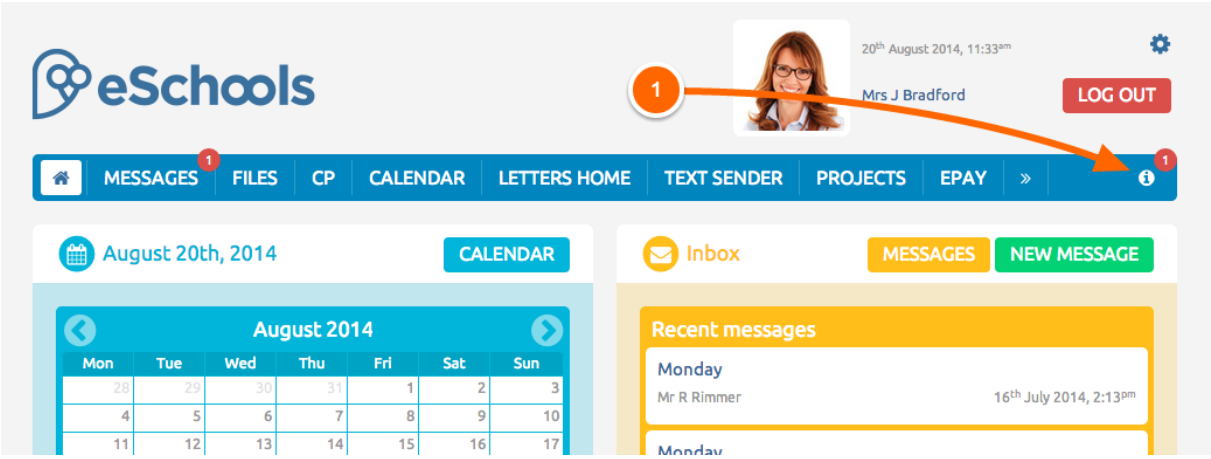
Notifications

The Notifications function will keep you informed of correspondence within the platform. Here you will see Events that you have been added to by others and Files that have been shared with you. Teachers will also be notified of Homework once it has been submitted. Admin staff can see new users and their passwords if these have been added to your school's MIS (Management Information System).

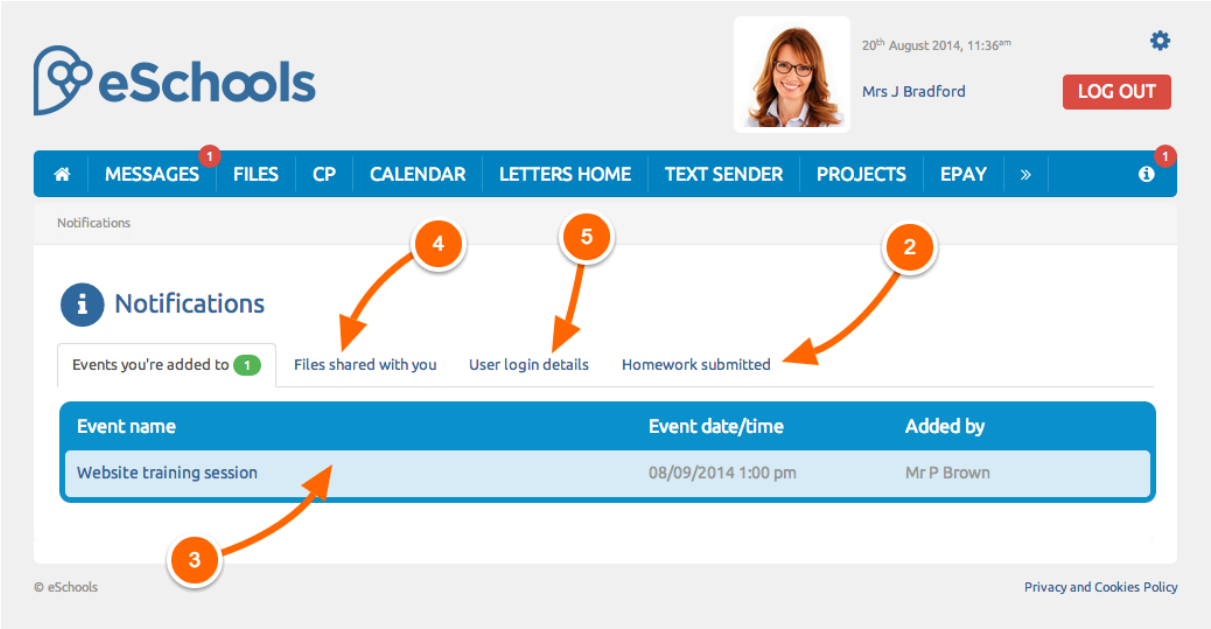
Pages and their definition:

- View Notifications – See your new notifications
- Homework Submitted – Teachers can see the status of homework set
- Events you're added to – See events that a colleague has invited you to
- Files shared with you – See files a colleague has shared with you
- User login details – see details of any new user added to the school's MIS

Features:



- View Notifications – Click on the 'i' icon on your navigation bar to see your Notifications; a new notification will be highlighted as a number by this icon **(1)**. Once the icon has been clicked, a drop down menu will appear with your most recent notifications. Click 'View all Notifications' at the bottom of this menu for more information.



- Homework Submitted – Teachers will have a specific homework tab. Submitted homework will appear here **(2)**.

- Events you're added to – A list of events that you have been added to will appear in the tab **(3)**.

- Files shared with you – Any files or folders that have been shared with you will be listed in the tab **(4)**.

- User login details – New users added to the school's MIS (i.e. SIMS, Integris) such as pupils, teachers or contacts will be automatically added to your eSchools Platform. To find their new usernames and passwords click on the tab **(5)**. You will be able to download an excel sheet. This tab is usually only available to administrators.

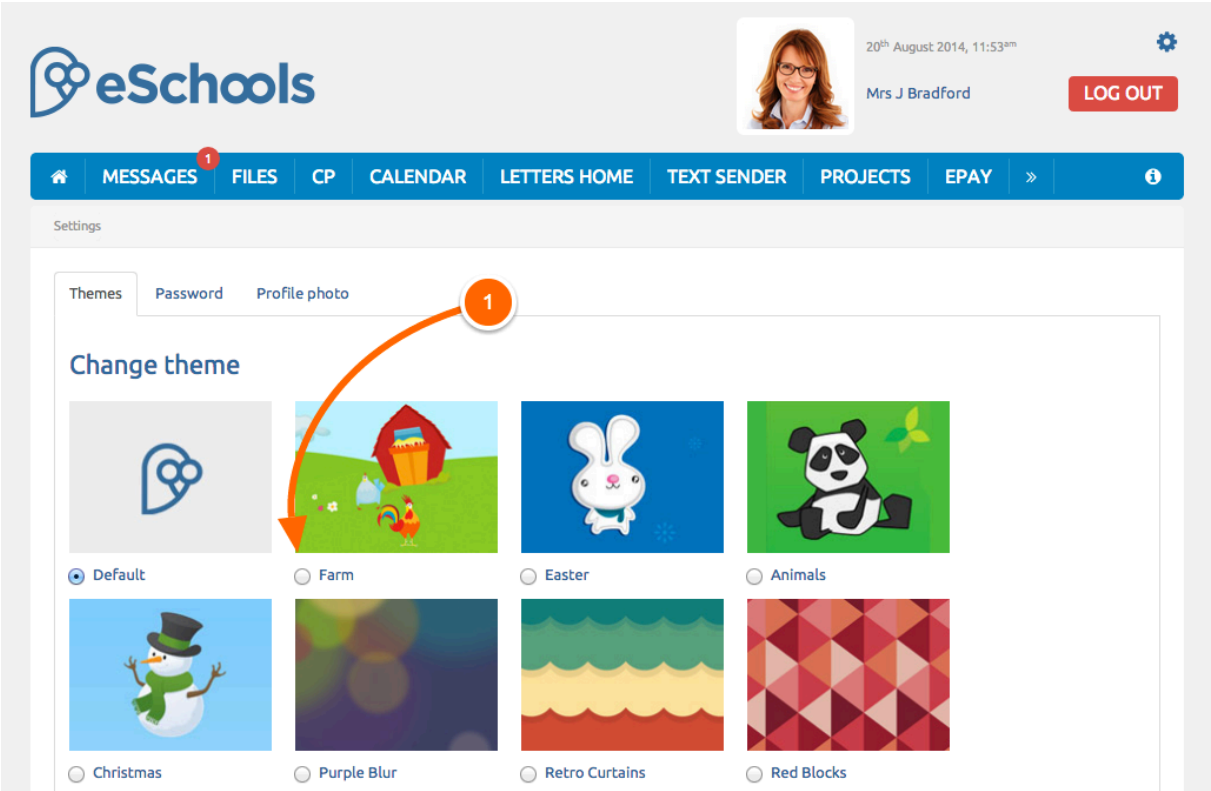
Settings

Personalize your platform by using the Settings function. Click on the Cog icon on the top right hand corner of the window. Here you can change your password and your profile photo. You can also add a colourful theme to your platform's background.

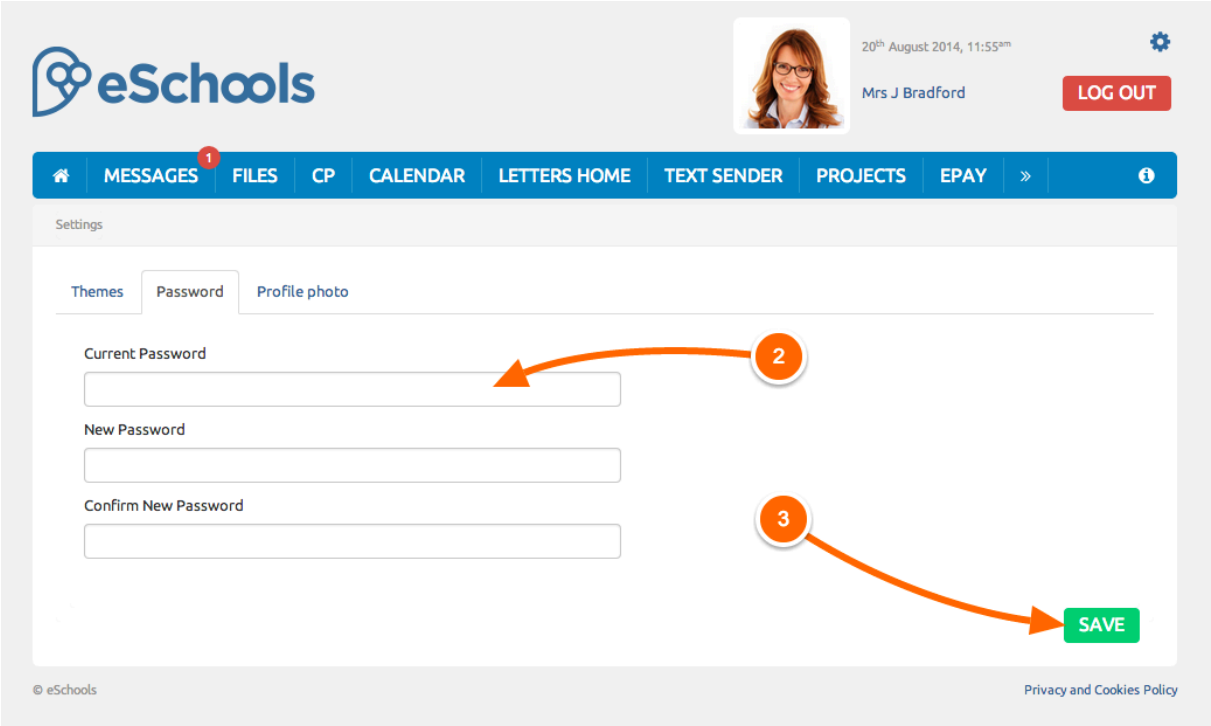
Pages and their definition:

- Themes – change the background of the platform with a colourful theme
- Password – change your password
- Profile Photo – change your profile photo

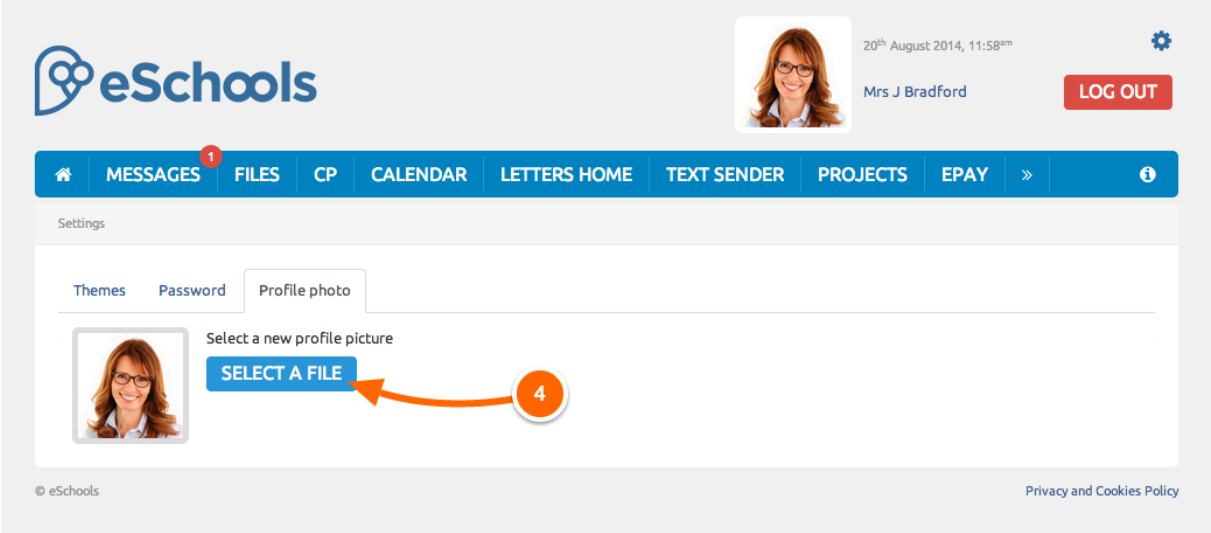
Features:



- Add a background theme – Click the 'Themes' tab to see a selection of background designs that you can apply to your platform. Click the checkbox beneath your chosen design to instantly apply the theme **(1)**.



- Change your password – Click the 'Password' tab, then enter a new password in the relevant field **(2)**. Click the 'Save' button to complete the change. Your password does not have to be a combination of letters and numbers but it is recommended you do use this combination. Once you have completed all the fields click on the 'Save' button **(3)**.



- Upload a new profile photo – Many schools add photographs of staff and pupils to their MIS system. If your school has individual photographs here, eSchools will automatically assign that image as a profile photo. If these images are not present, a generic silhouette will be assigned as your profile image. If you wish to change this image, click the 'Profile Photo'. Clicking the 'Select a File' button **(4)** will allow you to choose an image file from your machine's browser. Once this is uploaded your new profile picture will automatically display.

Register

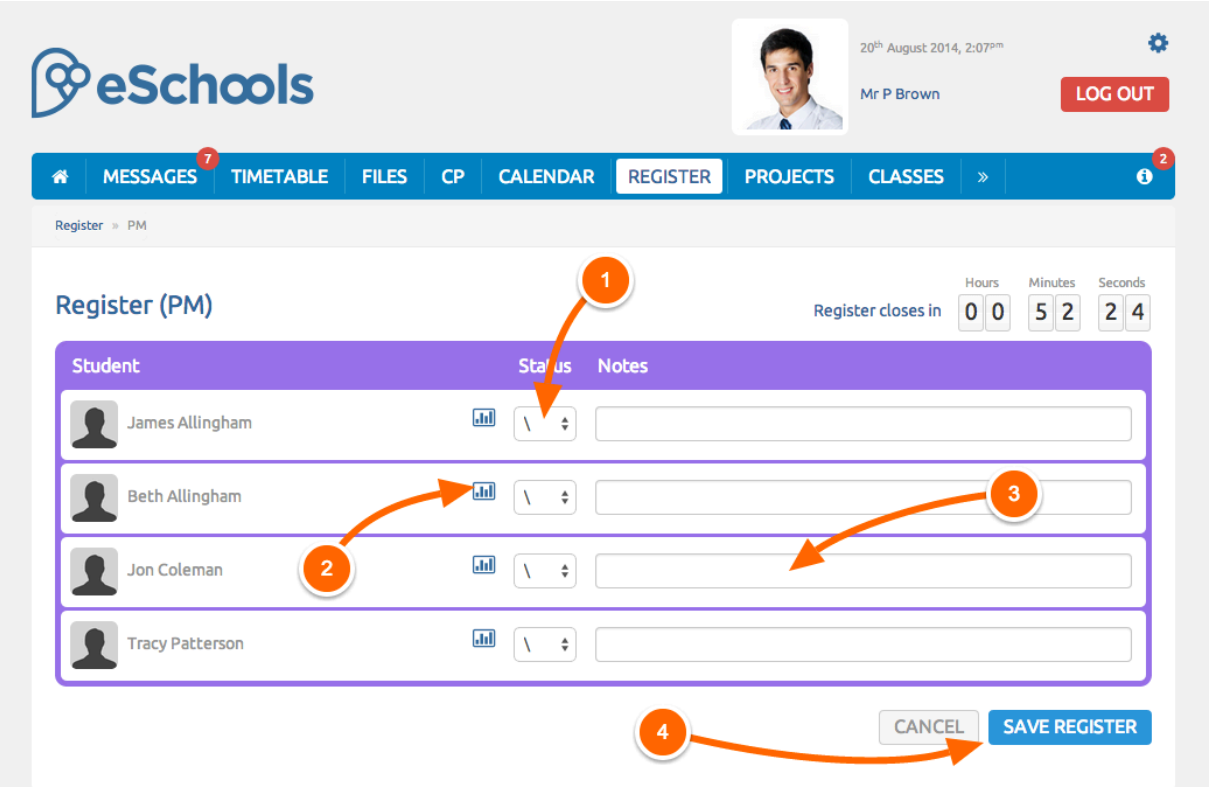
Save time by taking your register electronically on the eSchools platform. This data will populate your school's MIS system* automatically. To activate your registers please inform eSchools of the opening and closing times of your morning and afternoon registers. This generates a countdown so that late children cannot be marked as present.

**excludes Integris*

Pages, features and their definition:

- Take the attendance register – mark a child present or absent.
- View Individual Attendance – see a pupil's attendance on a month-by-month basis.
- Add Notes – Add specific notes relating to the pupils' attendance.

Features:



- Change Status of Pupil Attendance – Pupils can be marked as present as a default, making the taking of attendance much quicker for teachers. If necessary, the registers can be blank for teachers who would prefer to mark students individually. To change an attendance mark, click the drop-down menu in the 'Status' column **(1)** and choose the relevant code/symbol.

- View Individual Attendance – Click on the bar chart symbol **(2)** to see an individual's attendance. A pop-up window will appear showing you their attendance on a month-by-month basis. Click the left and right arrow buttons to see information on previous months.

- Add Notes – Add information on a particular child's attendance in the notes column **(3)**.

- Cancel/Save register – Click the cancel button at the bottom of the window to reset the page or click save register **(4)**. The information will then populate the school's MIS automatically when the register closes. It is important to note that unless you save the register at least once the information will not be saved (you can edit and save the register as many times as you like while the register is open).