

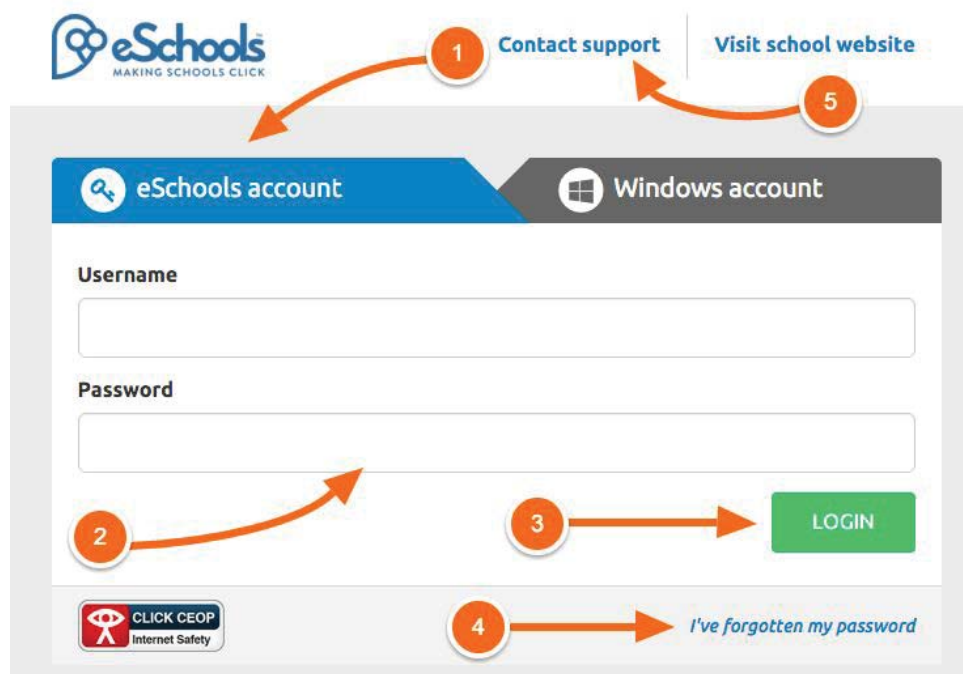


Contact User Guide (2015)

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, the date and time '17th December 2015, 12:22 pm', and a 'LOG OUT' button. Below the navigation bar, there is a blue owl character with a speech bubble that says 'I'm here to help' and a message: 'I'm a new addition to your eSchools platform and will be updating you on new features and important information :)'. Below this is a calendar for December 2015, with a red circle '2' pointing to the calendar icon. The calendar shows dates from 30 to 31. To the right of the calendar is an 'Attendance' section for a pupil named Rachael Smith. A red circle '3' points to a printer icon. The attendance section shows a 'SELECT PUPIL' dropdown, a profile picture placeholder, and three status categories: Present (0%), Authorised (0%), and Unauthorised (0%). Below this is a 'Quick links' section with a red circle '5' pointing to the section header, which displays 'You do not have any quick links'. A red circle '4' points to the 'Attendance' header.

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 17th 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 visible: '7Y1 Design' (purple) by Mr R Smith with a reminder '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 to the 'CLASSES' tab and the class panels.

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 17th December 2015, 3:53 PM. The 'Homework' section is active, showing a table of completed homework. The table has columns for 'Date Set', 'Pupil', 'Homework details', 'Deadline', and 'Status'. There are four rows of homework assignments. An orange arrow labeled '1' points to the 'CURRENT HOMEWORK' and 'PAST HOMEWORK' toggle. 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	The Battle of Britain Class 7Y3 History, World War II	10/01/2014	MARKED
06/01/2014	Rachael Smith	The Battle of Britain Class 7Y3 History, World War II	10/01/2014	Overdue
13/03/2015	Lauren Cox	Science Homework Class 7Y3 History, World War II, Class Form ...	20/03/2015	Overdue
13/03/2015	Lauren Cox	Creative Writing 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, there is a user profile for Gemma Wilson, logged in on 17th December 2015, 4:05 PM. The navigation menu includes CALENDAR, LETTERS HOME, CLASSES, HOMEWORK, PARENTS EVENING (highlighted), and GROUPS. The main content area is titled "Parents' Evenings" and features a "Parents' Evening Booking System" section. A yellow box highlights the "Next event" details for 18/12/2015, 4:00 PM - 8:00 PM. The text "Parents evening" is highlighted with a red arrow and a circled "1", pointing to a "VIEW EVENT BOOKINGS" button. A countdown timer shows "Booking is open and closes in: 00 Days, 23 Hours, 55 Minutes, 09 Seconds".

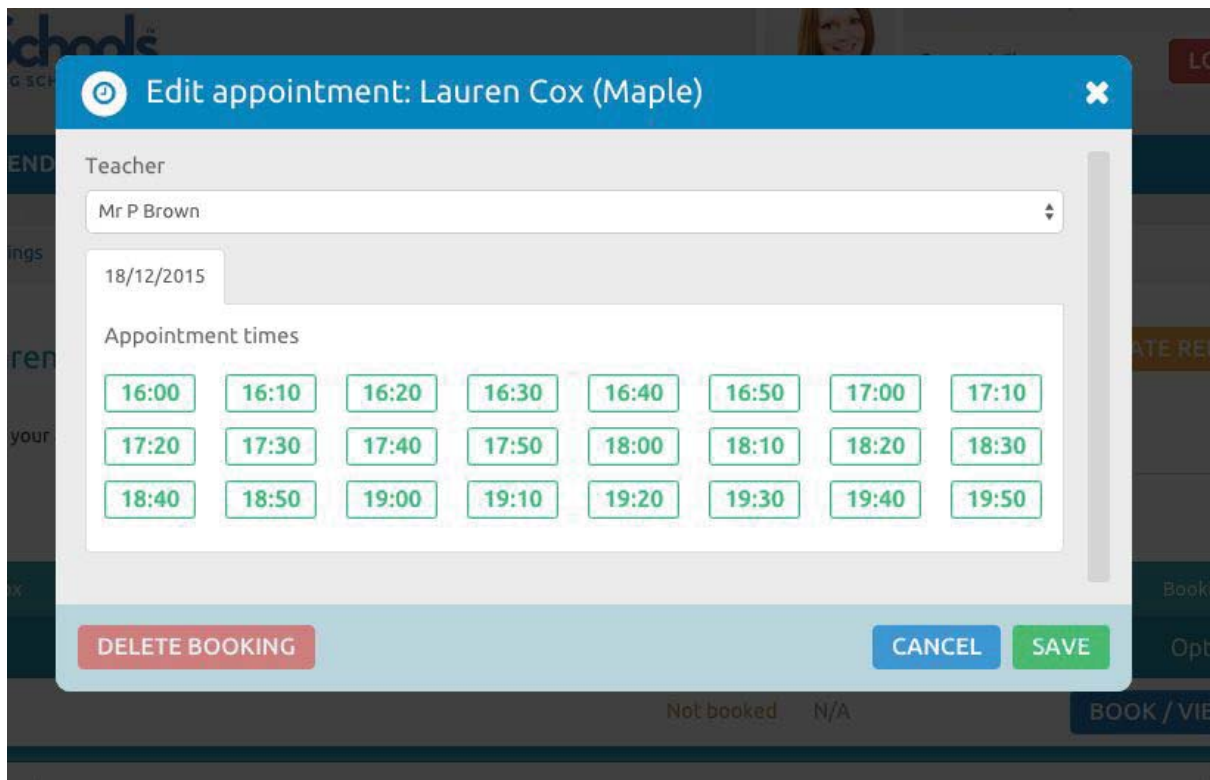
Once inside, you can book individual appointments for your children by clicking on their name (1). Once your bookings have been made you can generate a report, listing who you are due to see during the event (2).

The screenshot shows the "Parents evening" booking screen. The text "Please book your appointment" is displayed. A red arrow and a circled "1" point to the name "Lauren Cox" in a list of children. To the right, there is a "GENERATE REPORT" button. Below this, there are two filters: "Start date" and "Start time". A red arrow and a circled "2" point to the "GENERATE REPORT" button. The filter results are shown as follows:

Filter	Booked	Not booked
Start date	0	2
Start time	0	2

The list of children includes "Lauren Cox" and "Rachael Smith", both with "Bookings: 0".

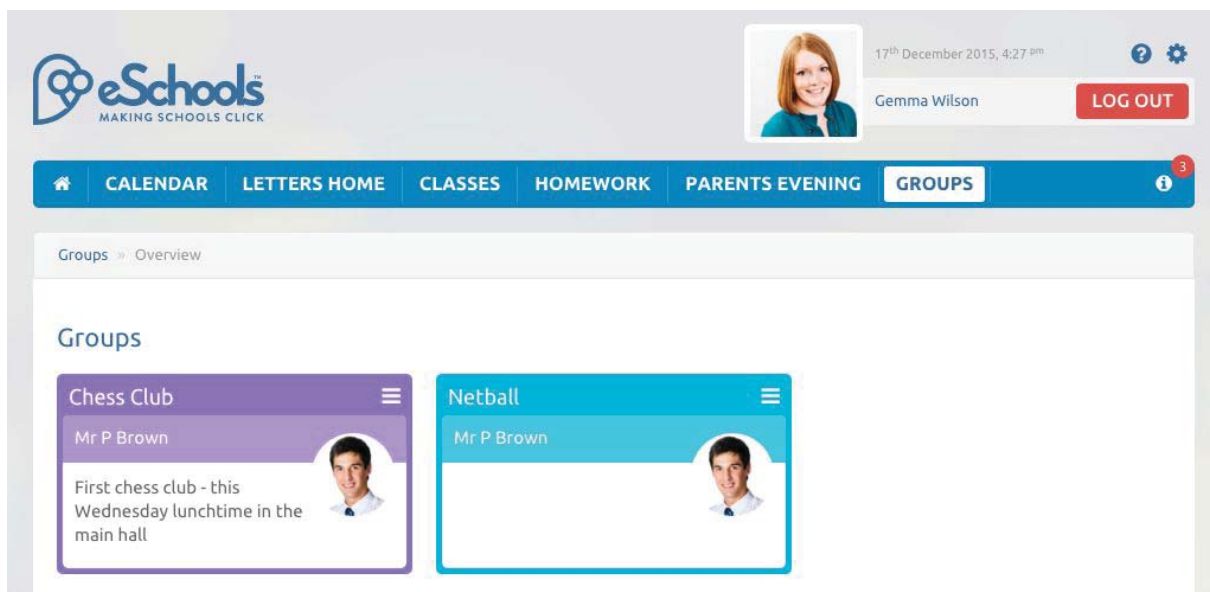
Select an appropriate time from the available slots in the pop-up window. If a slot appears in grey, it has already been taken. Once you have selected an appointment time, it will appear in green. Save to return to the main Parents Evening screen.



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 17th 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 Arsenal.