



## User Guide (2016)

*Last modified: September 2016*

# School website user guide

## Introduction

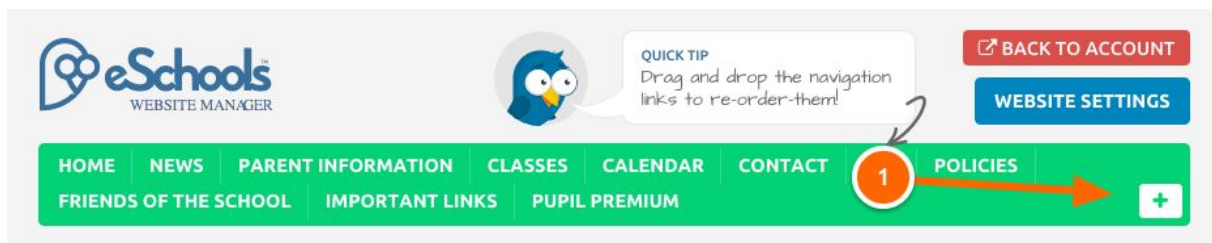
The eSchools Platform has a public facing website unique to your school. This is the ideal place to tell the public your news and present documents for the families of prospective pupils. The background of the website is specifically designed to your school's requirements (talk to your Account Manager to add or change your design).

Through the website's CMS (Content Management System), the school can add all content directly by clicking on the 'Manage Website' button.

The website is responsive to mobile devices and tablets, ensuring that the content is always displayed at it's best by automatically scaling to fit the screen.



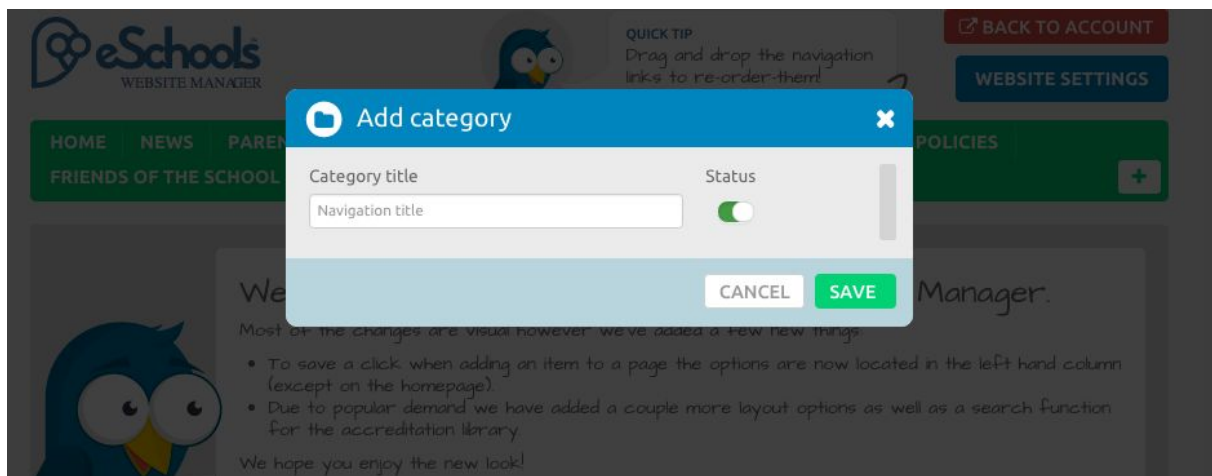
## Adding options to the navigation bar



### Navigation bar

You're able to add new options to the navigation bar along with re-ordering the option by clicking on the name of the category and dragging it from left to right.

Options can be added to the horizontal navigation bar that sits at the top of the page. To add a new option move your cursor to the bar - you will notice a green (+) button (1) appear on the far right. Click on this and a drop down menu will appear. Select from:

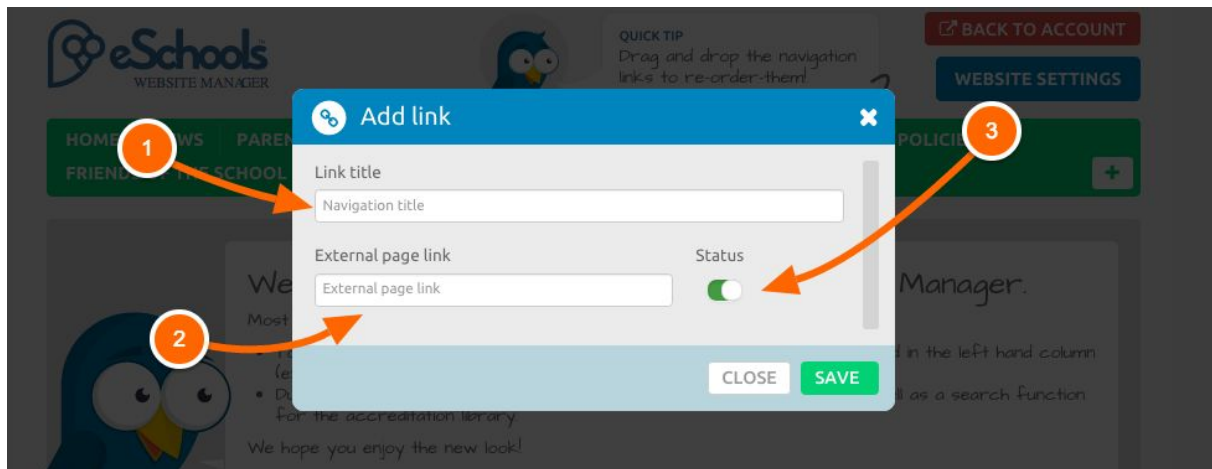


### Category

Add a new main section to your website by clicking Category whereby window will appear on your screen. Insert the name of the new category and click the 'Save' button.

You can also change the category, making it active or inactive by clicking the Status slide button. Your new category screen will instantly appear in the navigation bar.

If you wish to edit the options for the category in the future, click on the 'Action' option in the far right and then 'Edit category'. The option to delete the category can also be found though visiting the edit option.



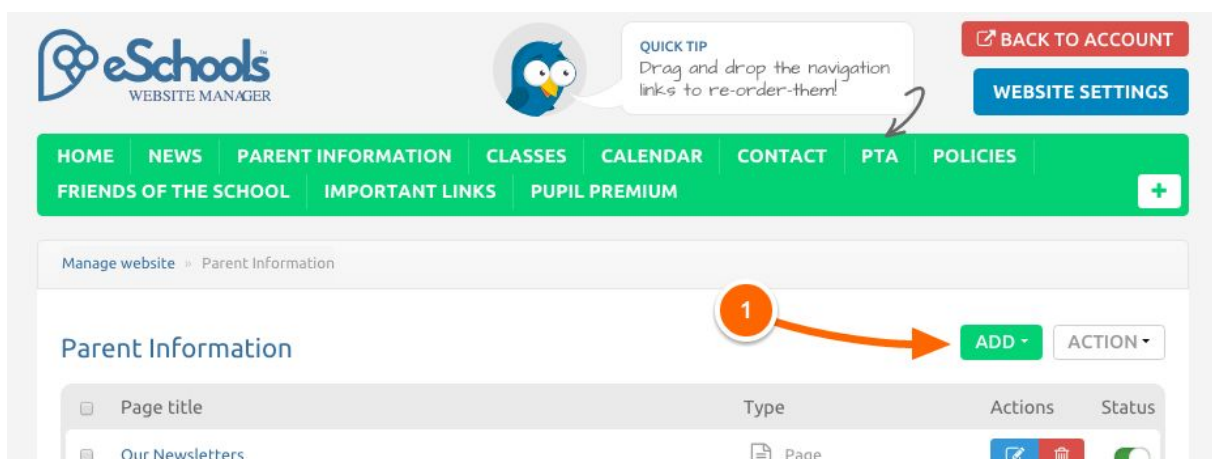
### External Link

Add a direct link to another website by clicking External Link whereby a new window will appear such as that above.

Add the title of the link as you'd like it to appear in the navigation bar (1) and then enter the website address in the bottom option (2). At any time you can make the External Link appear or hide through using the status option (3). When you have added the details above click the 'Save' button and the new addition will instantly appear on the navigation bar.

### Adding a sub-category

Once a Category has been created, you can add an unlimited amount pages or subcategories. From the navigation bar, click on the category you wish to add to content to and then click on the 'Add' button (1) on the right of the screen. A drop-down menu will appear with three options... Page, Sub-category and External link.



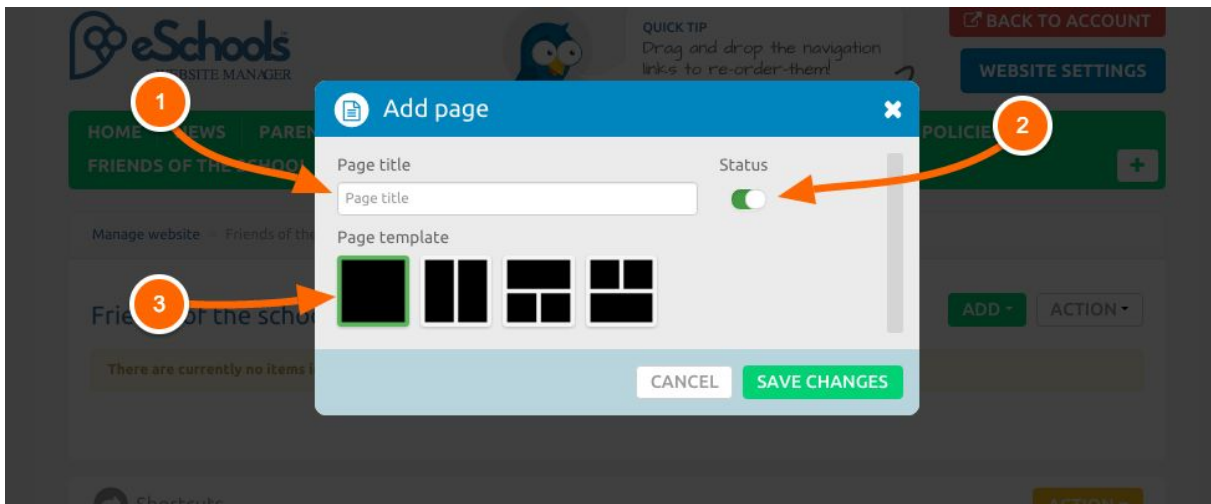
### Sub-Category

Divide your category further by selecting the option Sub-category. A new window will appear where you simply need to add the name of your Sub-Category and click the Save button. You can

also make the Sub-category active or inactive by clicking the 'Status' button. The inactive option will hide the content of on the live website and from your visitors.

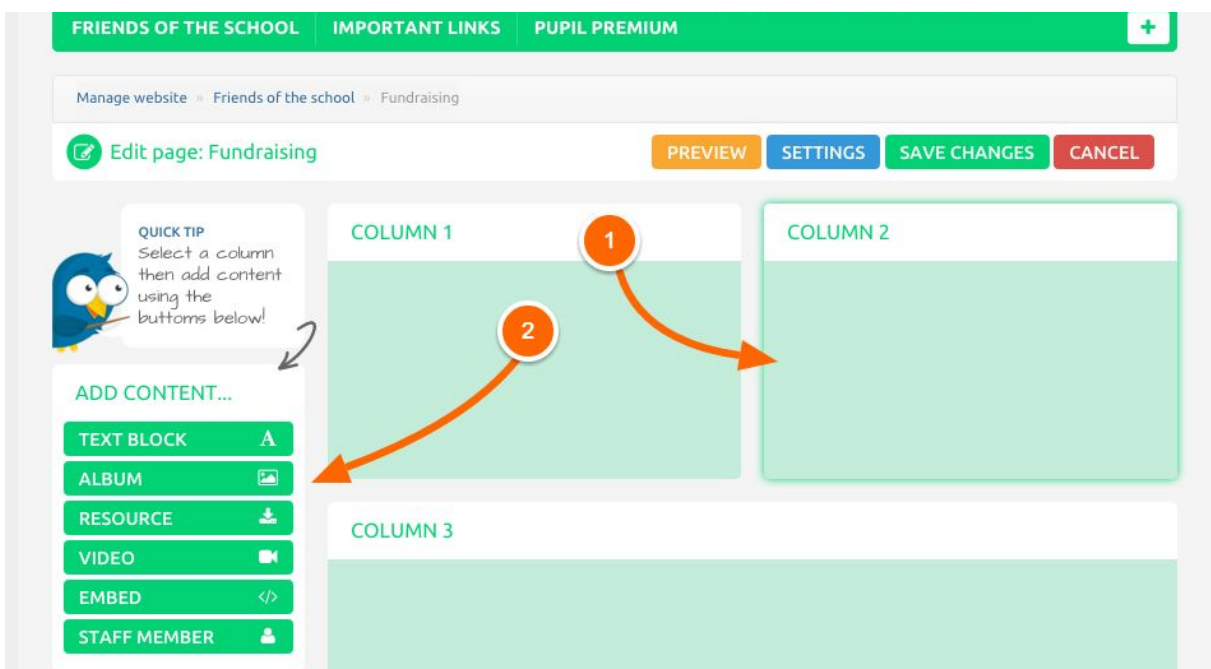
## Adding a new page

When you select the 'Page' option a window will appear on your screen. Add the page title (1) and select the layout of the page (2). You can also make the page active or inactive by clicking the Status button (3). Once you click 'Save changes' your new page will appear on the screen ready for you to add content.



## Add content to a page

Click on one of the columns to select it (notice the subtle glow which indicates that the column has been selected) (1), then add content via the menu on the left which covers different types of content (i.e. text, images, videos etc.) (2).



**Text** Add text to the page by selecting 'Text Block'. A new window with a text box will appear. Add your text and click the 'Save' button. You are given a number of options within the text box such as changing the size, colour and font of the text along with other common formatting options.

**Photos/Albums** Add individual images or scrolling galleries by selecting the 'Album' option. Once selected a new window will appear, click the 'Attach Images' button to select picture files from your computer or school drive. Images will be uploaded and automatically resized. From here you can add captions and web addresses to make your images link to external websites.

**Resource/Downloads** Add links or files for visitors to your site to download by selecting 'Resource'. Click 'Add Link' to add a link to an external website, adding the name of the link (how you would like it to appear on the web page) and the web address. Choose 'Add File' to upload a document from your computer or school drive. You can add multiple downloads through this option or just one.

**Video** Add a video clip by selecting the 'Video' option. Videos can be added in one of 3 ways... sourced from YouTube, Vimeo or uploaded from your computer or school drive.

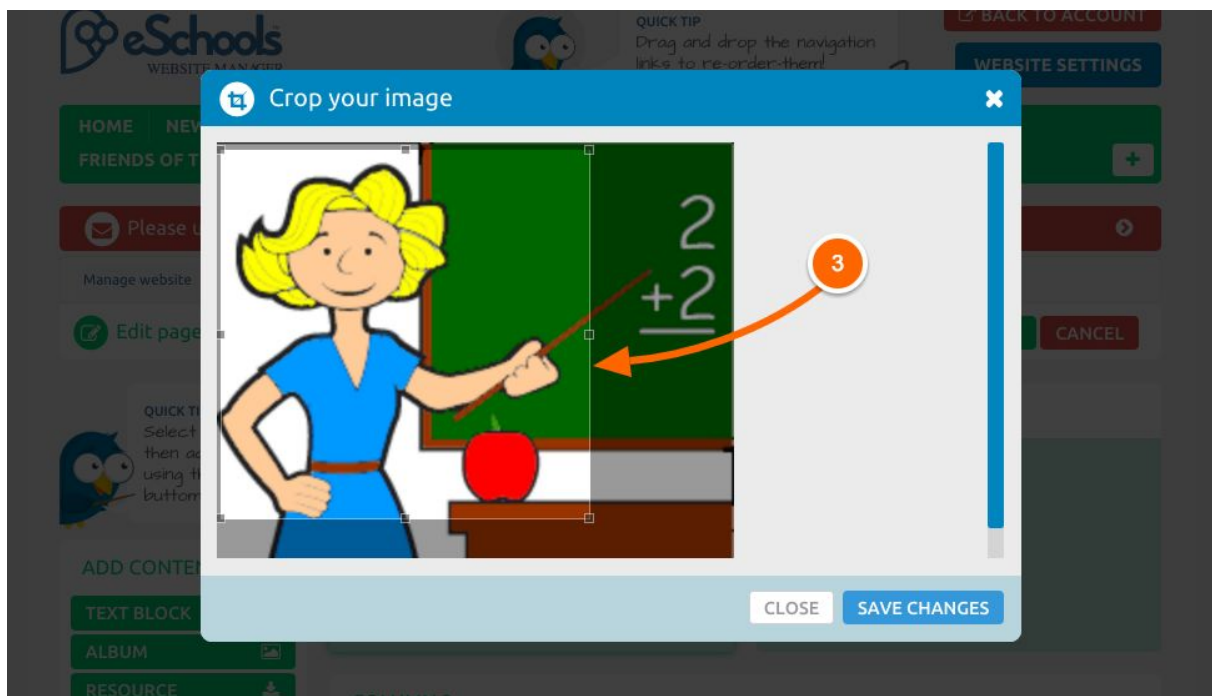
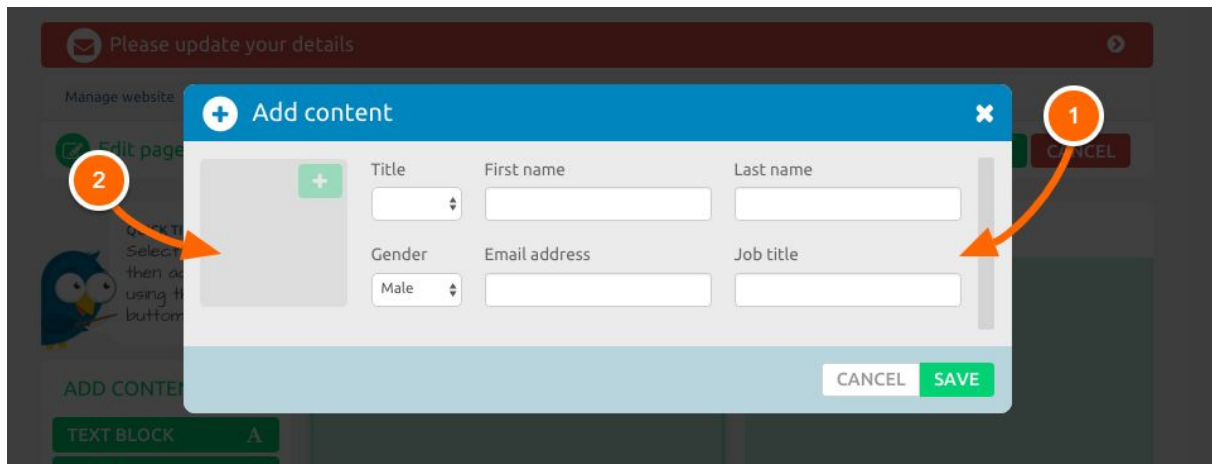
To add a video from Youtube.com or Vimeo.com, simply copy and paste the web address of the page you're viewing on the video website and then 'Save' button.

You can also upload direct from your machine by clicking the folder icon on the right of the filename field to select from your machine's browser. Click the 'Save' button to add the video to your web page. Please note that videos uploaded may take time to convert into a format that works on a web page. The eSchools system automatically gets to work as soon as the file is uploaded and will inform you when it is complete.

**PDF Viewer** Upload PDF documents to be viewed directly on the page rather than a resource

**Embed** Embed a video, game or additional element to your page by selecting the 'Embed' option. Copy from the external source and paste the code into the text box shown on the window which appears. Simply click the 'Save' button and the content will show on the screen.

**Staff member** (image on next page). If you would like to add a staff page to your school website, we have a special feature to help you do so... and it's an easy way to make the page look great! Simply fill in the fields on the subsequent pop-up window **(1)**. You can also add a teacher's photograph **(2)**, by clicking on the green '+' option. Choose the image you want to use and then you'll be taken to screen where you can crop the image to the right size **(3)**.



### Moving content around the page

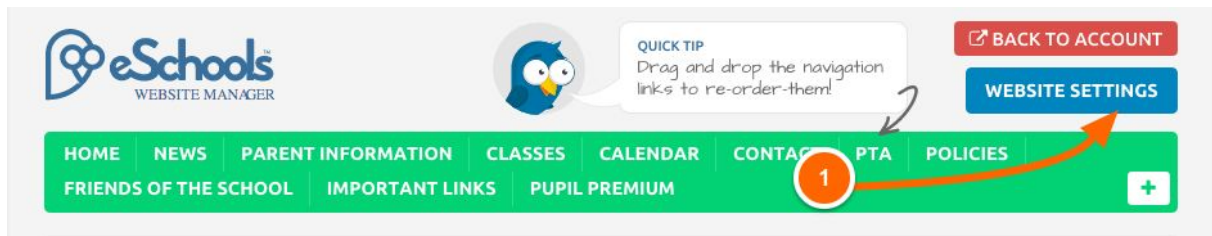
Once elements have been added to a page, they can be easily manoeuvred by simply clicking and dragging them into place.

### Preview Website

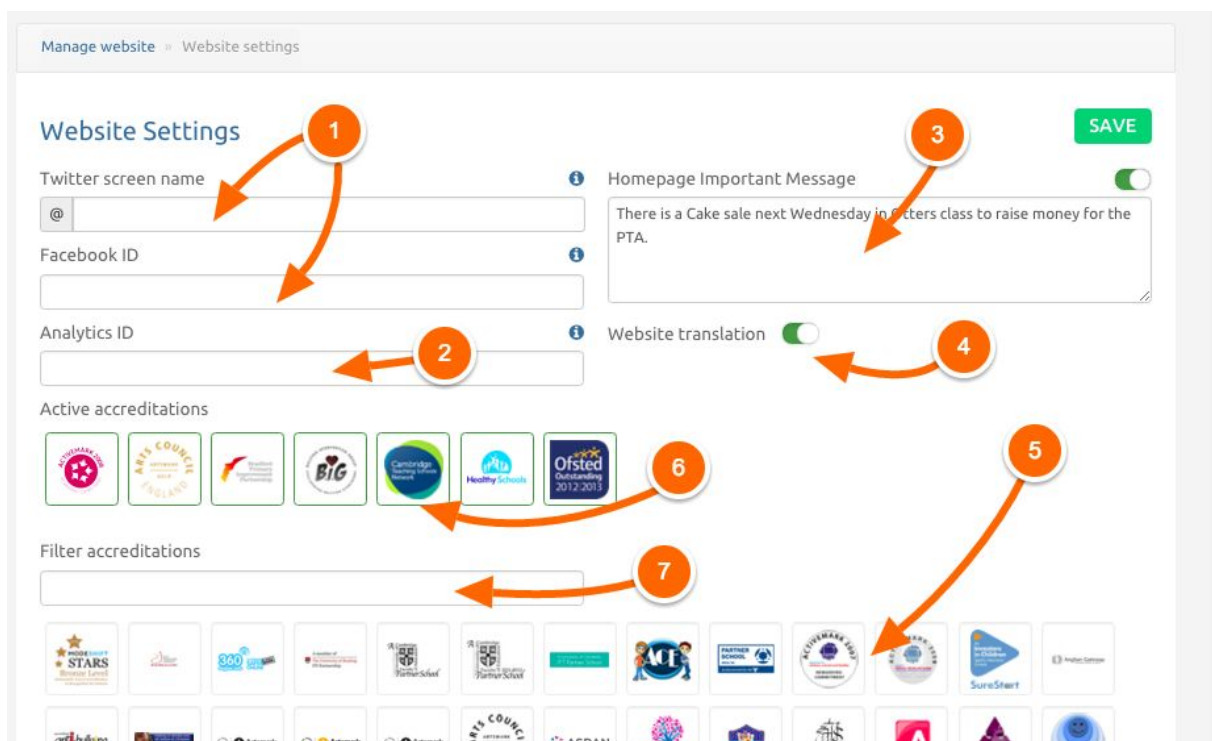
To see how the page will look for the public click the 'Preview Page' button on the right of the screen. This will open the public view of the website in a new window.

## Website Settings

Click Website Settings (1) in the top right corner of the window to access a number of options attached to your school website.



Within the website settings section you have the following options:



### (1) Turn on Social Media

Your school may have a Twitter feed or Facebook page that you would like to link to your website's Homepage. To add the Twitter feed, enter your Twitter Handle or follow the instructions via the (i) icon in the right of the Twitter box option and then select the 'Click here' link that appears. Follow the steps on the page that opens.

With Facebook, simply add the following bold section of your school's Facebook page:  
[www.facebook.com/\*\*your-school-name\*\*](http://www.facebook.com/<b>your-school-name</b>)

### (2) Track your website visitors

Google Analytics can record details on the traffic viewing your website and provide you with statistical data. If you would like to activate Google Analytics for your school website go to your



Google account and then find the code associated with tracking. To help you know what you're looking for, it will look something similar to **UA-12345678-9**.

### **(3) Add an Important Homepage Message**

If you need to add an important message to your Homepage ('School is closed due to severe weather' for example), type the text in the box. Ensure the Status button is checked, and click the 'Save' button at the bottom to activate.

### **(4) Turn on Website Translation**

The website translation tool adds the facility for the public to view your website in a different language. The tool will sit at the top of the website and you're able to select from the 80 languages available!

### **(5) Add Accreditation Logos**

Your school may have achieved a number of accreditations. Select the logos that you would like to add to the bottom of your website. When selected, these will appear in the Active Accreditations panel **(6)**. You can use the filter tool **(7)** to find accreditations quickly.

*Don't forget to click the 'Save' button in the bottom right of the page to make sure your changes are saved!*

## School website checklist (Ofsted)

On 9th of September 2016, the Department of Education released the latest set of guidelines of required items needed on your website.

This checklist is a guide to help you create the content portfolio for your school's website, and keep in line with Ofsted and DfE requirements. Your school website must include all the information below. The list of desirable content will help to enhance your website and make it useful for parents, teachers and pupils.

### Essential Information

1. Your school's name.
2. Your school's telephone number.
3. your school's postal address
4. The name of the member of staff who deals with queries from parents and other members of the public.
5. Publish your school's admission arrangements:
  - a) explaining how you will consider applications for every age group, including arrangements you have in place for selecting the pupils who apply.
  - b) Publish your oversubscription criteria (how you offer places if there are more applicants than places).
  - c) Publish an explanation of the process parents need to follow if they want to apply for their child to attend your school.
  - d) your arrangements for selecting the pupils who apply
  - e) Publish details of how parents can find out about your school's admission arrangements through your local authority.
6. Ofsted reports You must do one of the following: 1. Publish a copy of your school's most recent Ofsted report. OR 2. Publish a link to the webpage where users can find your school's most recent Ofsted report.
7. If you are a Key Stage 2 School, you must publish the percentage of key stage 2 pupils who achieved:
  - a) the expected standard or above in reading, writing and maths
  - b) average progress in reading, writing and maths
  - c) an average 'scaled score' in reading and maths
  - d) a high level of attainment in reading, writing and maths
8. If you are a Key Stage 4 School you must publish the following details from your school's most recent KS4 results:
  - a) Progress 8 score
  - b) Attainment 8 score
  - c) percentage of pupils who got a good pass in English and maths
  - d) percentage of pupils achieving the English Baccalaureate combination of subjects (this means pupils who got a GCSE grade C or above in English, maths, 2 sciences, a language, and history or geography)
  - e) student 'destinations' (the percentage of students who continue in education or training, or move on to employment at the end of 16 to 19 study)
9. You must include a link to the DfE school performance tables website.
10. You must publish the following information about your school's curriculum:
  - a) The content of the curriculum your school follows in each academic year for every subject.
  - b) The names of any phonics or reading schemes you are using in KS1.

- c) A list of the courses available to pupils at KS4, including GCSEs.
  - d) How parents or other members of the public can find out more about the curriculum your school is following
11. You should publish details of your school's behaviour policy.
  12. You must publish details of your school's complaints procedure, which must comply with Section 29 of the Education Act 2002.
  13. You must publish a strategy for the school's use of the pupil premium. You no longer have to publish a 'pupil premium statement'. For the current academic year, you must include:
    - a) your school's pupil premium grant allocation amount
    - b) a summary of the main barriers to educational achievement faced by eligible pupils at the school
    - c) how you'll spend the pupil premium to address those barriers and the reasons for that approach
    - d) how you'll measure the impact of the pupil premium
    - e) the date of the next review of the school's pupil premium strategy
    - f) For the previous academic year, you must include:
      - how you spent the pupil premium allocation
      - the impact of the expenditure on eligible and other pupils
      - Pupil premium funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents understand the school system.
  14. If your school has received year 7 literacy and numeracy catch-up premium funding, you must publish:
    - a) your funding allocation for the current academic year
    - b) details of how you intend to spend your allocation
    - c) details of how you spent your previous year's allocation
    - d) how last year's allocation made a difference to the attainment of the pupils who benefit from the funding
  15. If your school receives PE and sport premium funding, you must publish details of how your school spends this funding and the effect it has had on pupils' PE and sport participation and attainment
    - a) how much funding you received
    - b) a full breakdown of how you've spent the funding or will spend the funding
    - c) the effect of the premium on pupils' PE and sport participation and attainment
    - d) how you'll make sure these improvements are sustainable
  16. You must publish an SEN information report on your school's policy for pupils with SEN.
    - a) The report must comply with: section 69(2) of the Children and Families Act 2014, regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014
    - b) You can find details of what to include in schedule 1 of the Special Educational Needs and Disability Regulations 2014, and section 6 of the Special educational needs and disability code of practice: 0 to 25 years.
    - c) You must also publish the accessibility plan you've prepared in compliance with paragraph 3 of schedule 10 of the Equality Act 2010.
  17. You must publish your school's charging and remissions policies. The policies must include details of the activities or cases for which your school will charge pupils' parents and the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy.
  18. Your website should include a statement of your school's ethos and values.
  19. A page showing information on each of your school's governors, including:
    - a) business interests

- b) financial interests
- c) governance roles in other schools
- d) the structure and responsibilities of the governing body and committees

**If a parent requests a paper copy of the information on your school's website, you must provide this free of charge.**

### **Desirable Information**

1. Your Twitter feed.
2. Any after school clubs and extracurricular activities.
3. A uniform list, with contact details for local suppliers (and downloadable order form).
4. Downloadable permission slips for school trips.
5. A homework timetable, with handing in dates.
6. Secure area for Governors, with all policies and their review cycle, SDP, committee and minutes, links to Modern Governor or GEL e-learning logins, LA Governor Services.
7. NGA, training courses and contact details for the GB.
8. Spellings lists.
9. Information about the PTA or Parents Forum.
10. Gallery of children's work (perhaps on class pages).
11. Links to Local Authority Schools website, Direct.Gov Schools and the DfE home page.
12. The current week's lunch menu.
13. A feedback page for parents.
14. General guidance on showing children's photographs on the website.
15. FAQ page.
16. News feeds.
17. A domain name that makes sense to visitors, preferably one that ends in .sch.uk (these should be available free from your LEA)

# Platform user guide

## 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:
- New User Logins - generate slips detailing user login and password for easy distribution
- 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)

New User Logins - Any new users picked up from the synchronisation with the school MIS will appear here. Click on the ‘Generate User Logins’ button (1) to download a printable pdf of login details on easy to distribute slips.

Calendar – 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 (2). Event that you are attending are signified with a coloured dot on the calendar view and are listed beneath the calendar under ‘Forthcoming Events’ (3). Click on the ‘Calendar’ button (4) 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 - You can see your most recent messages on the dashboard on the right in the yellow panel. Click the ‘Messages’ button (5) to view your inbox, or the ‘New Message’ button (6) 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 (7).



Please update your details



### NEW UPDATES!

To help keep you up-to-date with the latest platform news, we've launched a dedicated page containing full details!

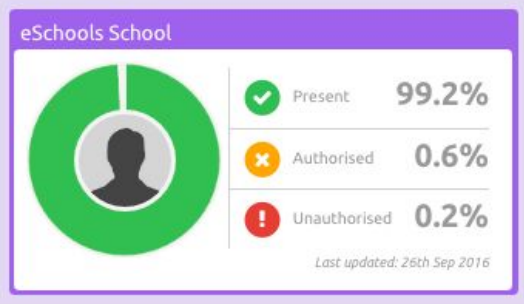
[UPDATES.ESCHOOLS.CO.UK](http://UPDATES.ESCHOOLS.CO.UK)

Inbox **5** MESSAGES **6** NEW MESSAGE

Recent messages

You do not have any messages

Attendance PRINT CLASS REGISTERS



New user logins **NEW** GENERATE USER LOGINS

93 new user logins **1**

26<sup>th</sup> Sep, 2016 CALENDAR

September 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Forthcoming events **3**

You do not have any upcoming events

Quick links **7**

You do not have any quick links

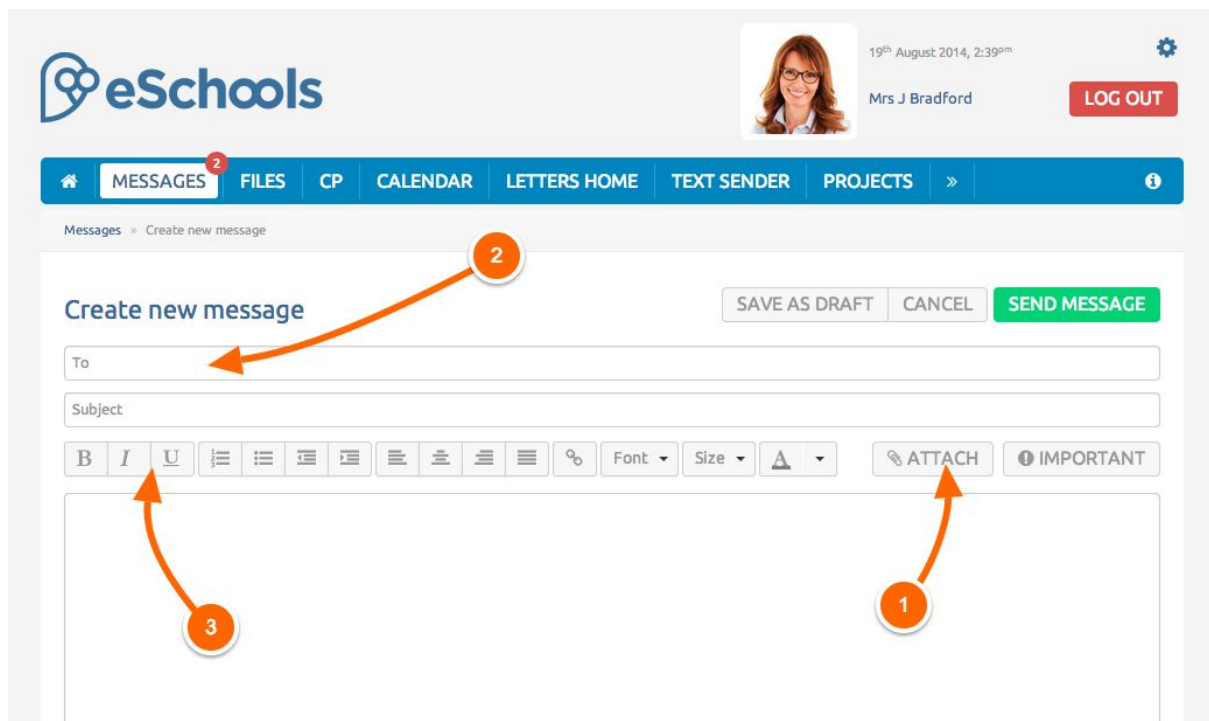
## Messages

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 field 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.



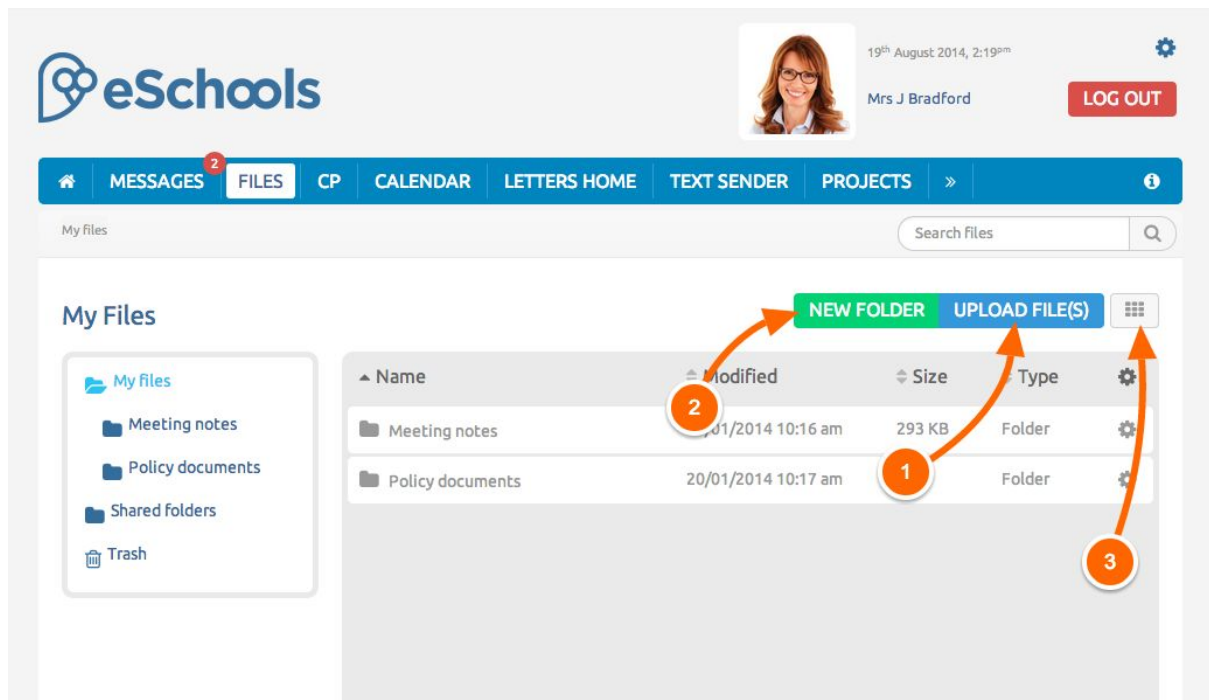
## Files

The file feature is an easy and safe way of saving important documents without the need for discs and memory sticks. Folders and subfolders 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:

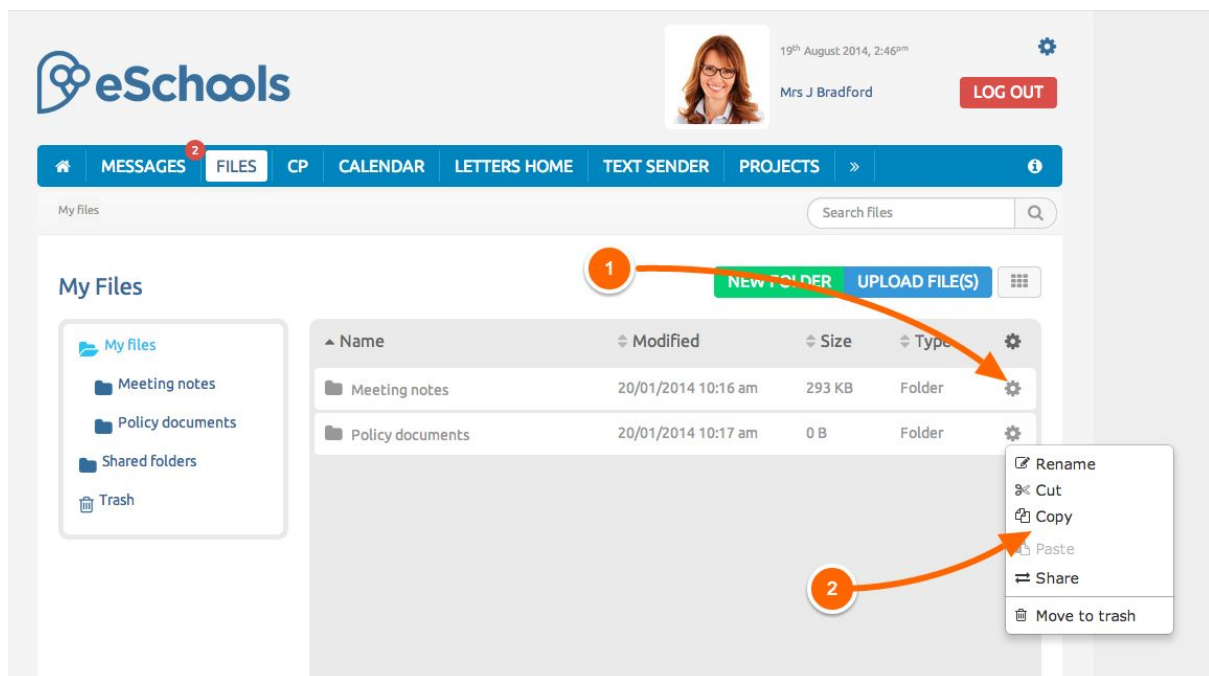
- My Files – Create and view your uploaded files/folders here.
- Shared Folders – Any files/folders that have been shared with you will appear here.
- Trash – Discarded files can be moved to Trash before being permanently deleted.
- New Folder – Create folders and subfolders here
- Upload File(s) – Upload 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 subfolder to it. You can create as many subfolders 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.

## CP (Control Panel)

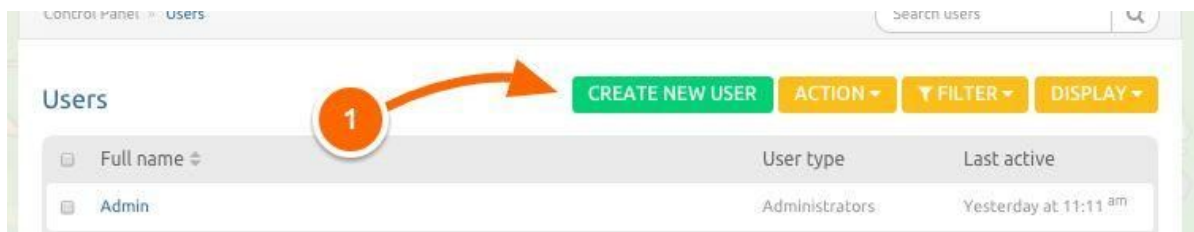
CP is a function primarily used by Administrators, giving them an overview of all users on the eSchools platform. Within CP you can see details on individual users, change modules for user types, create groups and white/blacklist words within the bad language filter.

### Pages and their definition:

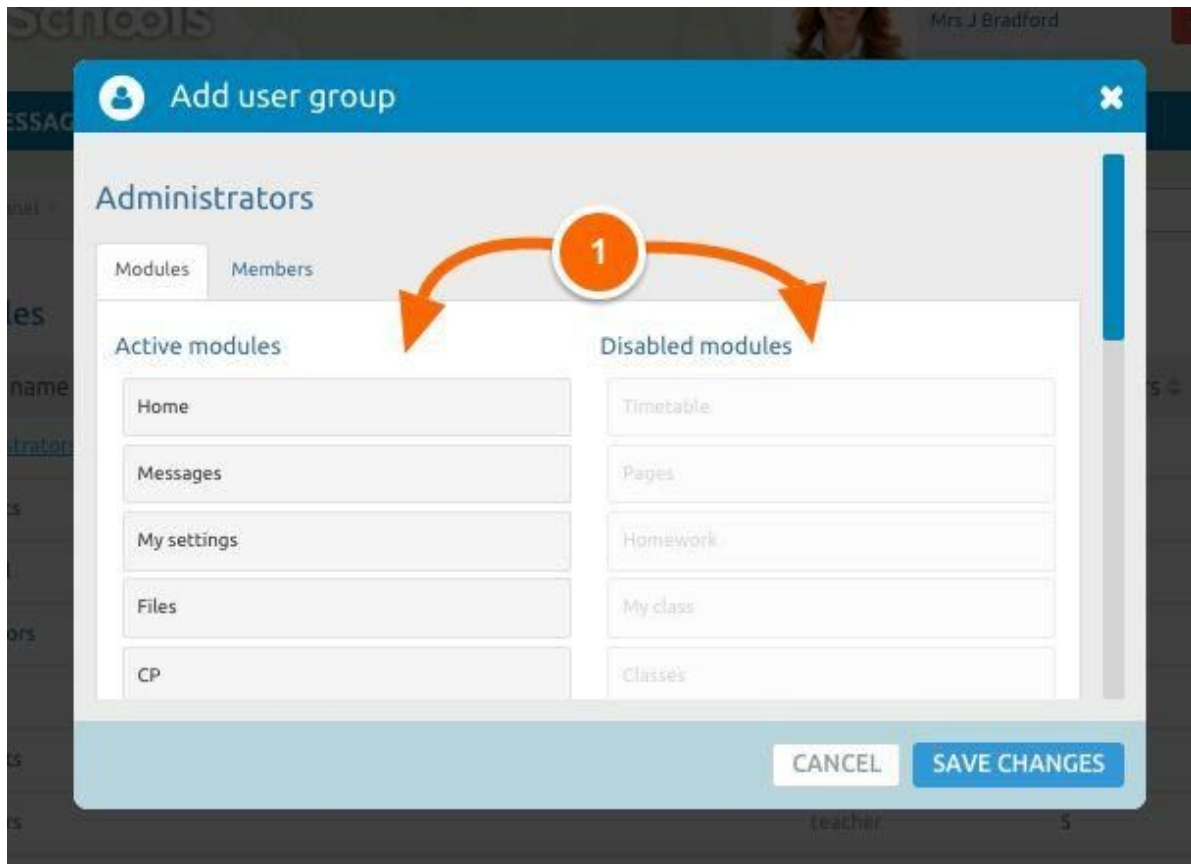
- Users – view details on individual users and add new users
- Modules – set functions for particular User Types
- Rooms – view Rooms entered into your school MIS
- Classes – filter users by specific classes
- Subjects – View codes for subjects (specifically for middle and secondary schools)
- Year Groups – Filter users by Year Group
- Groups – Create specific groups to assist with targeted communications
- Quicklinks – manage external links for User Types
- Language Filter – white/blacklist words from triggering the bad language alert

### Features:

- Users – Click on a name to view or change details in the resulting pop-up window. Be aware that your MIS will overwrite any changes made here so it always best to make changes in your MIS. These changes will automatically overwrite the information in eSchools. From here you can also join accounts for users who have multiple logins (a teacher who is also a parent for example). Most new users will also need to be added to your MIS, exceptions to this would include Governors and temporary staff. To add a new user click on 'Create New User' (1) and enter the details in the pop-up window.



- Modules – You may wish to restrict the number of functions available for your user types; for example you may not want to give the 'Files' function to Contacts. To do this click on a user type and on the resulting pop-up window, drag the modules from the Active to the Disabled column or vice versa to enable them (1).



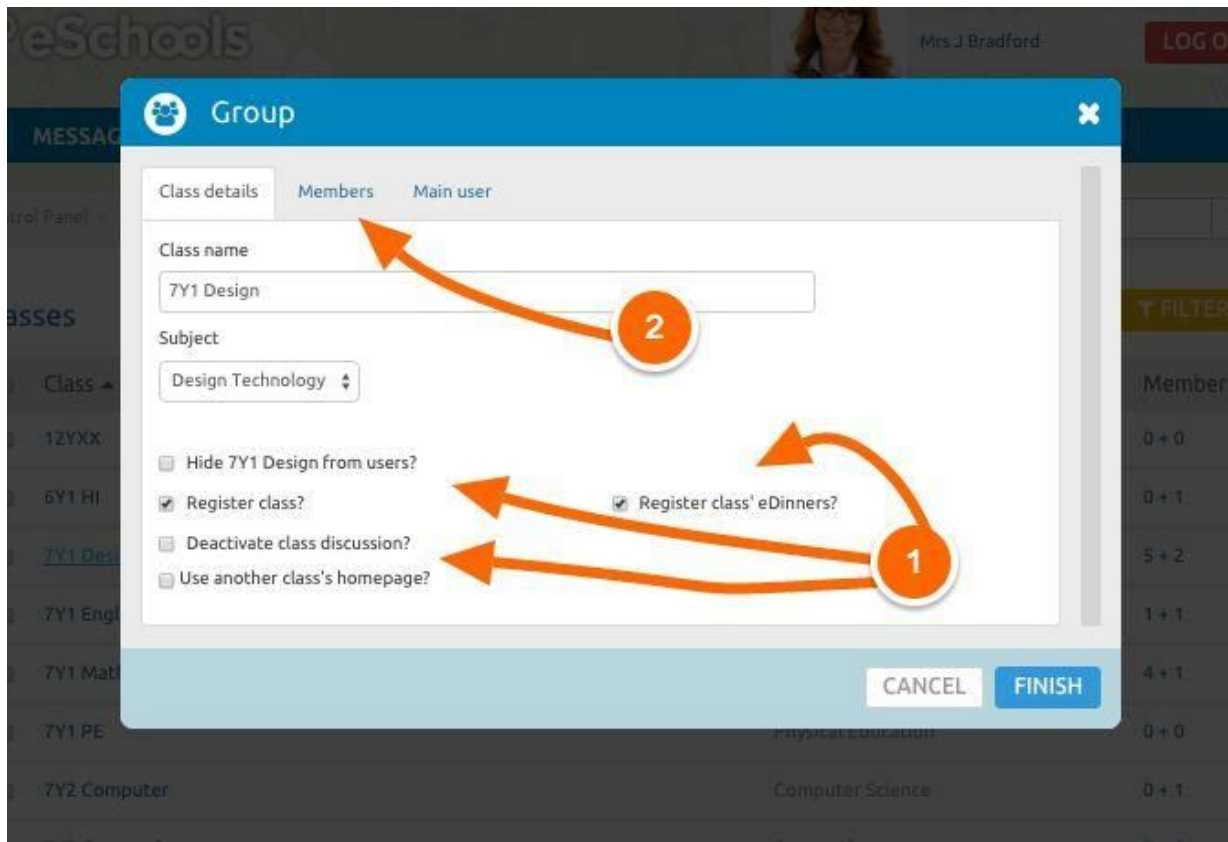
- Groups – Create your own specific groups by using this facility. Click ‘Create New Group’ and fill in the fields in the resulting pop-up window. These groups will be retained on the platform for use within the Calendar, Messages, Letters Home and Text Sender functions.
- Rooms and Subjects - Schools that use Timetables can use the listed subjects here and rooms either entered into SIMS or added to eSchools manually.
- Classes - view the members of each class on the class list. Looking at the column titled ‘Members’, you can see the number of students + Teachers (1).

Classes

CREATE NEW CLASS ACTION FILTER

Class	Subject	Members
7Y1 Design	Design	5 + 2
7Y1 English	English	1 + 1

Click on the name of the class to see more options. Here, you can deactivate discussions, apply attendance and dinner registers as well as share homepages and attach additional teachers (2).



- Quicklinks – add links to external websites on the dashboard of specific user types using Quicklinks. Click on the User Type in question and click the 'Add Quicklink' button (1) . Fill in the details to add this link to that user's dashboard (please note that Quicklinks for Students will appear on a secondary format dashboard).



- Language Filter – There are over 300 words currently stored in the language filter, but new words can be white/blacklisted. To allow a word, add it to the text box (1) within the 'Allowed Words' tab (2). To block a word add it to the text box within the 'Not Allowed Words' tab. Blocked words will automatically be asterisked out, and a message revealing the word will be sent to that pupil's teacher.

## Language Filter

You have been defaulted to the allowed words list. Please be aware that by clicking on **Not allowed words (bad language)**, profanity will be displayed without filtering.

Allowed words    Not allowed words (bad language)

1

2

ACTION ▾    Add a word...    +

You haven't added any allowed words.

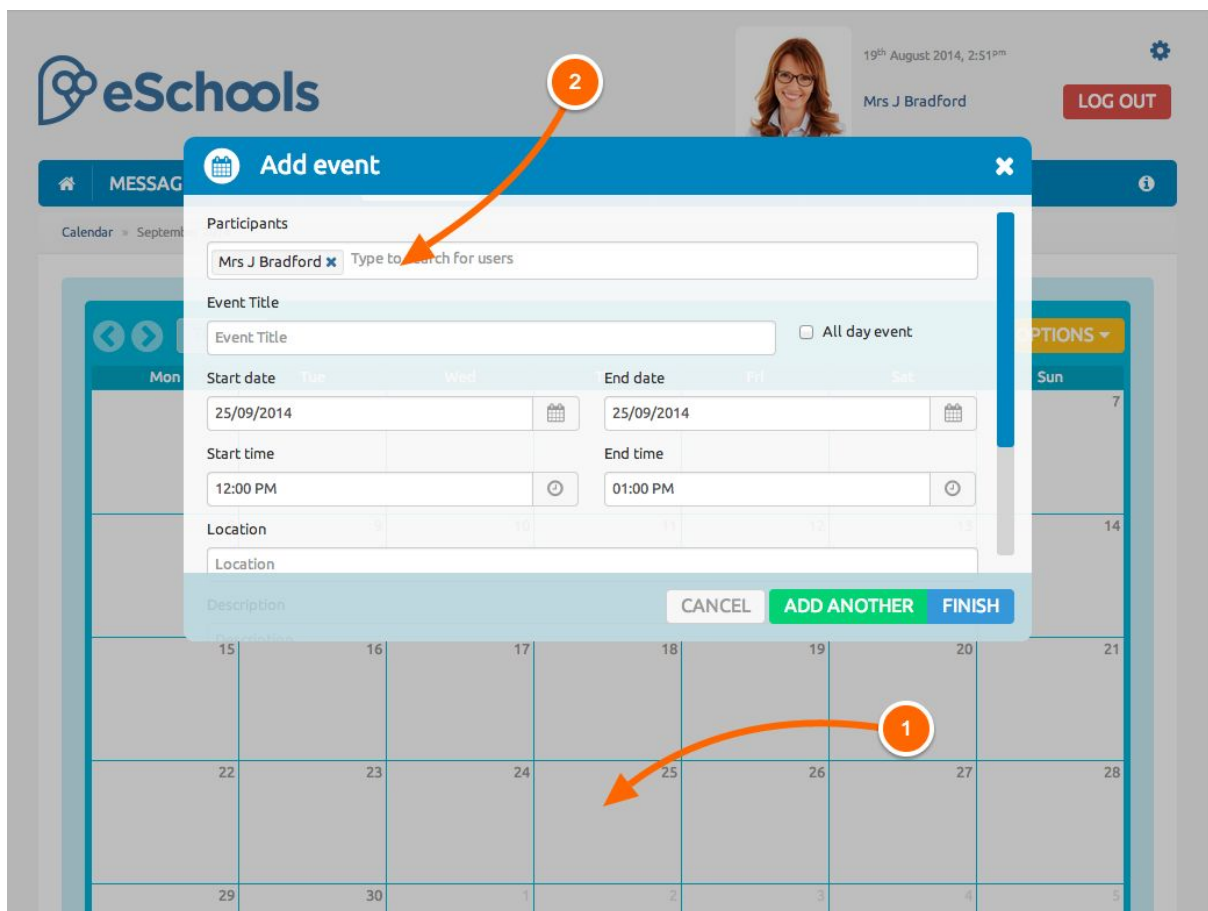
## Calendar

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.

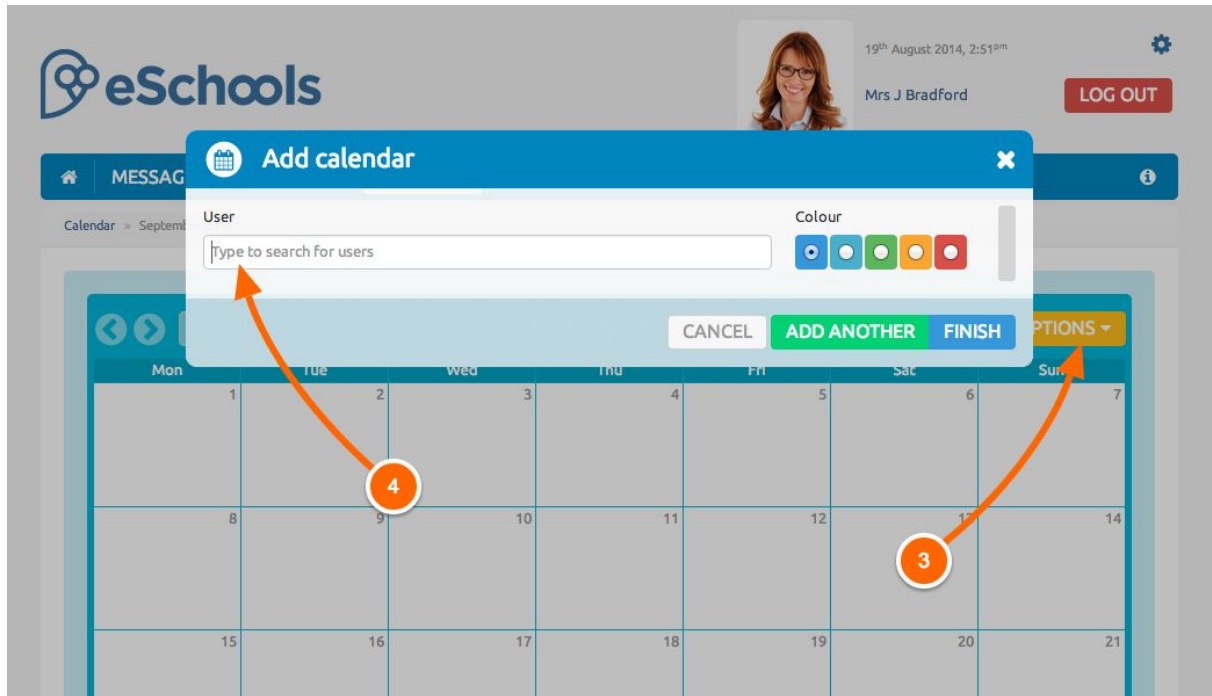
### Pages and their definition:

- 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 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).

Letters home » Create » Review

### Review recipients

Contact options:  Parental responsibility  Priority 1  Priority 2+ CANCEL SEND NOW

<input checked="" type="checkbox"/> Recipient name	Recipient type	Contact method
<input checked="" type="checkbox"/> Steven Powis	Contacts	Android
<input checked="" type="checkbox"/> Catherine Baldwin	Contacts	iOS
<input checked="" type="checkbox"/> Matthew	Teachers,Contacts	Android
<input checked="" type="checkbox"/> Roger Allingham	Contacts	iOS
<input checked="" type="checkbox"/> Timothy Cox	Contacts	example@email.co.uk
<input checked="" type="checkbox"/> Beth Allingham	Students	contact@email.co.uk

- 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 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 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:

The screenshot shows the eSchools Text Sender interface. At the top, there is a navigation bar with the following items: DASHBOARD, MESSAGES (with a red notification bubble), FILES, CP, CALENDAR, LETTERS HOME, TEXT SENDER (highlighted), PROJECTS, EPAY, and a right arrow. To the right of the navigation bar, there is a user profile for Mrs J Bradford, dated 19th August 2014, 3:38pm, and a red LOG OUT button. Below the navigation bar, the page title is 'Text Sender > Create'. The main content area is titled 'Compose text message'. At the top right of this area are three buttons: 'SAVE AS DRAFT', 'CANCEL', and 'SEND NOW'. Below the title, there is a 'Contacts' dropdown menu with a red arrow pointing to it labeled '1'. Below the dropdown is a table of recipients:

Recipients	Σ
<input type="checkbox"/> Teachers	0
<input type="checkbox"/> Students	0
<input checked="" type="checkbox"/> Contacts	5
<input type="checkbox"/> Governors	0
<input type="checkbox"/> Staff	0
<input type="checkbox"/> Administrator	0
Total selected	5

A red arrow labeled '2' points to the 'Contacts' row in the table. Below the table is a 'Characters left:' field showing '160'. To the right of the table is a text input field labeled 'Content of the text message' with a red arrow labeled '3' pointing to it. Above the text input field is a smaller input field labeled 'Give this text message a reference'.

- 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 4.2p or FREE as a notification if your recipients have downloaded the app. As texts are usually sent to urgently inform a parent, any app notification that has not been picked up after an adequate period of time, will THEN be sent as a text.

Text Sender » Create » Review

### Review recipients

Contact options:  Parental responsibility  Priority 1  Priority 2+ CANCEL SEND NOW

<input checked="" type="checkbox"/> Recipient name	Recipient type	Contact method
<input checked="" type="checkbox"/> Steven Powis	Contacts	Android
<input checked="" type="checkbox"/> Catherine Baldwin	Contacts	iOS
<input checked="" type="checkbox"/> Matthew	Contacts	Android
<input checked="" type="checkbox"/> Roger Allingham	Contacts	07928 827 287
<input type="checkbox"/> Beth Allingham	Contacts	No mobile number!
<input type="checkbox"/> Timothy Cox	Contacts	No mobile number!

- 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 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.

## eDinners

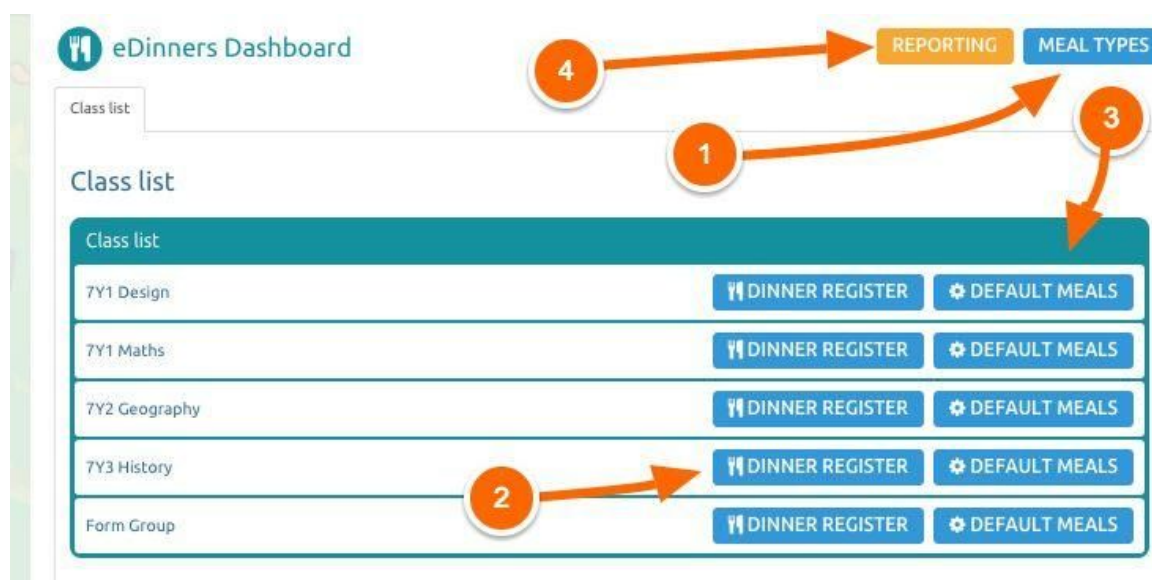
With eDinners, a teacher can take a dinner register alongside an attendance register. From the admin panel, you can set specific Meal Types, set default options for students and print off a report for kitchen staff. Schools with the ePay function will also be able to set eDinners as a cost for parents to pay for them online.

### Pages and their definition:

- Meal Types – Set new meals for the dinner register
- View Class Lists – see your classes lunch requirements
- View Top Debtors – see a list of the top debtors
- Reporting – Print a report for your Kitchen Staff

### Features:

- Meal Types – Click the ‘Meal Types’ button to add/edit specific types of meal to display on a dinner register. In the new window, view the current meal types listed; use the blue edit button on the right of each meal type to make changes (1). Delete meal types by clicking on the check box to the left of each one and clicking the ‘Delete Meal Type’ button. Click ‘Add Meal Type’ to add a new option to the list. Fill in the fields that appear in the pop-up window, including the Short Code field (this is how the meal type will display on a Dinner Register).



- View Registers by Class/Set Default Meals – On the eDinners dashboard, each class will be listed. From here you can see the current Dinner Register and set Default Meals. Click ‘Dinner Register’ to see a list of the students and their meal selection (2). You can amend choices, and see previous registers from here. To set default meals click the ‘Default Meals’ button (3). Here, you can set default meals quickly for children who regularly have the same option.
- Reporting – View a daily report for the dinners selected (4). You will see an overview calculating the numbers of each specific meal type chosen. For more information, check the ‘Include classes?’ box to see which students have selected which meal (1). Click the ‘Print Page’ button to print the report to go to your Kitchen Staff.

Reporting: 13/11/2015

Daily report

### Kitchen Report

Class	Total
7Y1 Design	0
7Y1 Maths	0
7Y2 Geography	0
7Y3 History	0
Form Group	0
<b>Total</b>	<b>0</b>

13/11/2015  Include classes? CANCEL PRINT PAGE

## Parents Evening Booking

The process of scheduling appointments for a Parents Evening is faster and easier using the eSchools platform. The Parents Evening Booking function is an easy way for parents to book appointments with teachers. Using the eSchools platform, parents can view available appointment slots, select a time and print a schedule. Teachers can actively see whom they are scheduled to meet and reminders can be sent to parents who have not yet scheduled a time.

Pages and their definition:

- Add Event – Set dates for Parent Evenings
- View/Edit/Delete Events – Manage your Parent Evening events
- View Current/Past Events – See previous or forthcoming Parent Evening events
- Generate Reports – print a schedule of your appointments
- Send Reminders – Remind parents to make an appointment via email or text

Parents evening

Please ensure you have booked your appointment. Parking is limited, so please use the car park in Bateman Street if you can.

EDIT EVENT GENERATE REPORT SEND REMINDER

Start End 4 Booked 0 Not booked 17

Keyword or reference

FILTER or Clear

All Booked Not booked 1

Pupil	Parent	Teacher	Class	Status	Date/Time	Options
James Allingham			7Y1 Engli...	Not Booked	-	[Edit]
Beth Allingham			Form Gro...	Not Booked	-	[Edit]
Beth Allingham		Maple		Not Booked	-	[Edit]
Cameron Bryant			7Y1 Design	Not Booked	-	[Edit]

### Features:

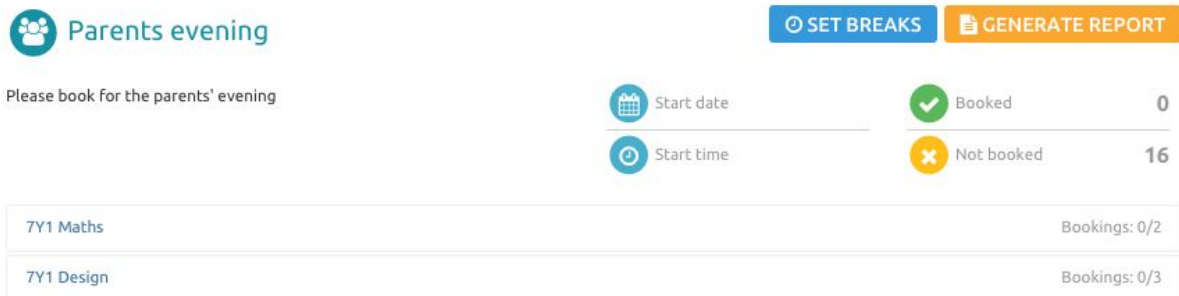
- Add Event – To add a new event that you require parents to book appointments for, click 'Add Event'. One event can take place over a number of days if you wish. Fill in the relevant details, selecting a layout – this can be either a 'table' view (ideal for Primary Schools) or accordion view (for secondary schools or students in multiple classes).
- View/Edit/Delete Events – On the initial Parents Evening Booking System window, your events will be listed. Click on these events to see further information on the students whose parents have been asked to book an appointment. Use the tabs to filter the names of those who have or haven't booked [1]. You can also manually enter a time on a parent's behalf by clicking on the blue edit button [2].
- Send Reminders – For Current Events listed on the initial page, or on the individual event

screen you will find the 'Send Reminder' button [3] . Click here to send a reminder to all parents who have not yet responded via email or text.

- Generate Reports – Admin users, Teachers and Parents can print a report listing their appointments using the 'Generate Report' button. For Admin Users this button appears at the top of each event screen [4].

## Setting Breaks

Teachers can set their own breaks when they log in. Simply click on the blue 'Set Breaks' button to reserve particular appointments so that parents cannot select them. These breaks can be released for parents at any time prior to the event. Please note that this button appears within Teacher logins only.



Parents evening

Please book for the parents' evening

SET BREAKS GENERATE REPORT

Start date	Booked	0
Start time	Not booked	16

7Y1 Maths	Bookings: 0/2
7Y1 Design	Bookings: 0/3



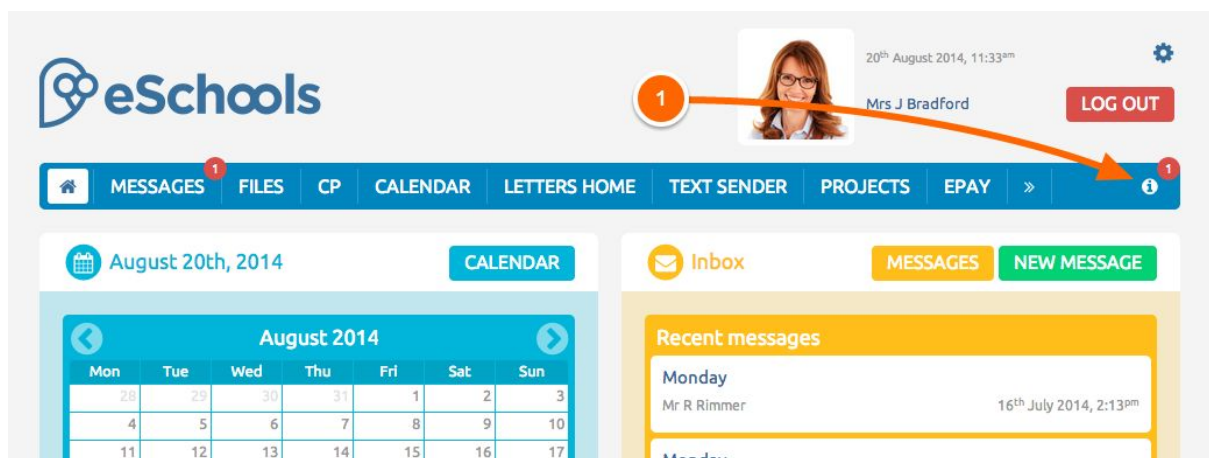
## Notifications

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.

Notifications

Events you're added to **1** Files shared with you **4** User login details **5** Homework submitted **2**

Event name	Event date/time	Added by
Website training session	08/09/2014 1:00 pm	Mr P Brown

© eSchools Privacy and Cookies Policy

- 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.

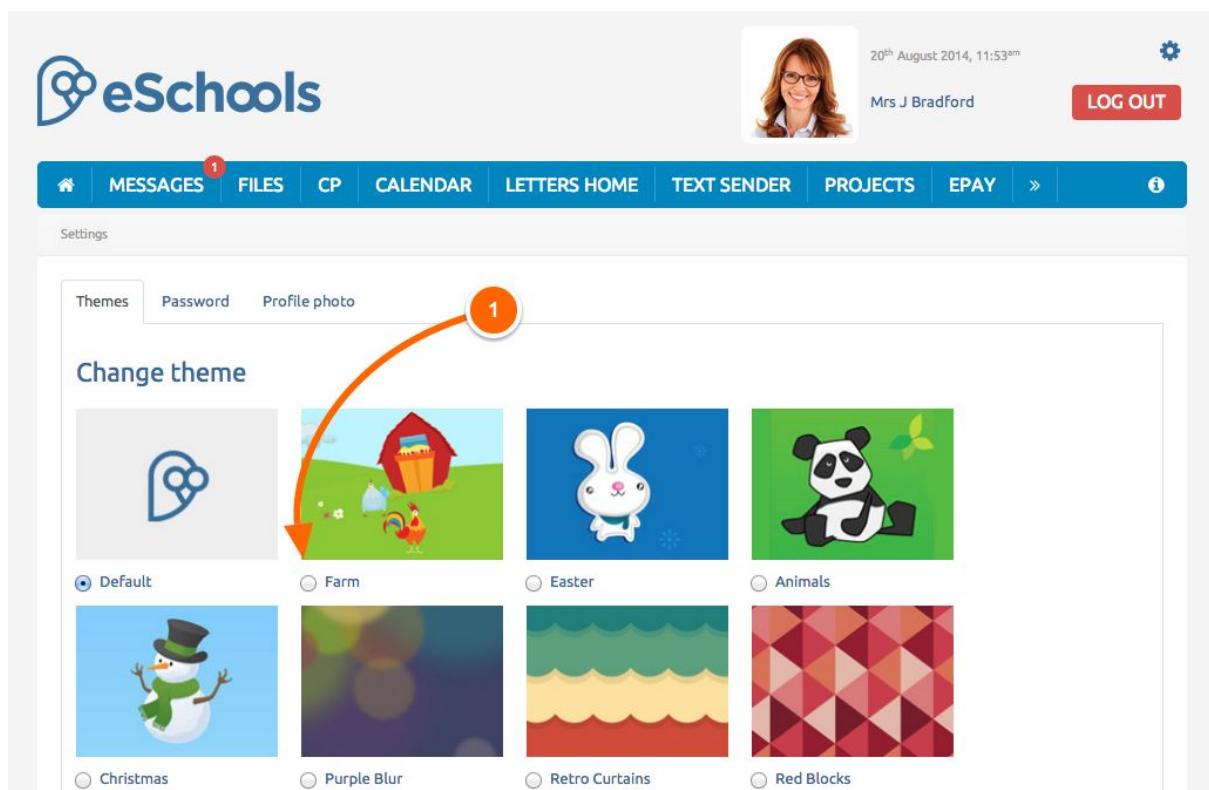
## Settings

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).

The screenshot shows the eSchools user interface. At the top left is the eSchools logo. To the right is a user profile for Mrs J Bradford, dated 20th August 2014, 11:55am, with a 'LOG OUT' button. Below this is a navigation bar with tabs: HOME, MESSAGES (with a red notification bubble), FILES, CP, CALENDAR, LETTERS HOME, TEXT SENDER, PROJECTS, EPAY, and a help icon. The 'Settings' section is open, showing three tabs: 'Themes', 'Password', and 'Profile photo'. The 'Password' tab is selected. It contains three text input fields: 'Current Password', 'New Password', and 'Confirm New Password'. An orange arrow labeled '2' points to the 'Current Password' field. Another orange arrow labeled '3' points to a green 'SAVE' button at the bottom right of the form. The footer includes '© eSchools' and a 'Privacy and Cookies Policy' link.

- 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).

The screenshot shows the eSchools user interface. At the top left is the eSchools logo. To the right is a user profile for Mrs J Bradford, dated 20th August 2014, 11:58am, with a 'LOG OUT' button. Below this is a navigation bar with tabs: HOME, MESSAGES (with a red notification bubble), FILES, CP, CALENDAR, LETTERS HOME, TEXT SENDER, PROJECTS, EPAY, and a help icon. The 'Settings' section is open, showing three tabs: 'Themes', 'Password', and 'Profile photo'. The 'Profile photo' tab is selected. It contains a small profile picture of Mrs J Bradford and a blue button labeled 'SELECT A FILE'. An orange arrow labeled '4' points to the 'SELECT A FILE' button. The footer includes '© eSchools' and a 'Privacy and Cookies Policy' link.

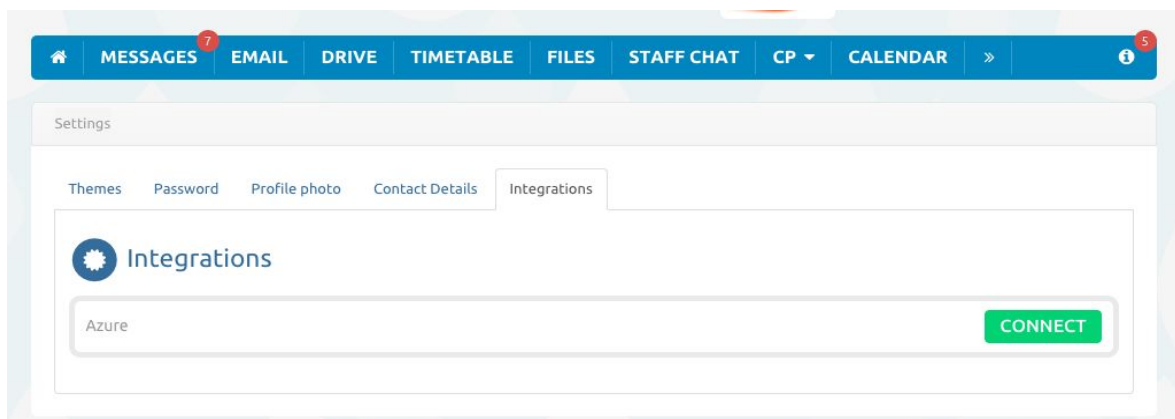
- Upload a new profile photo – Many schools add photographs of staff and pupils to their MIS system. If your school has individual photographs here, eSchools will automatically assign that image as a profile photo. If these images are not present, a generic silhouette will be assigned as your profile 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.

## Office 365 integration

Once eSchools have completed the set-up process your administrator will need to go to CP>Modules and enable the Email and Drive modules for the user groups you wish to give access to.

You will then need to connect your Office 365 account to your eSchools account.

1. Log into eSchools account
2. Go to settings (the cog icon in the top right hand corner of the screen)
3. Go to the tab named Integrations
4. Azure will be listed on the page. You will need to click connect and then enter your Office 365 username and password.



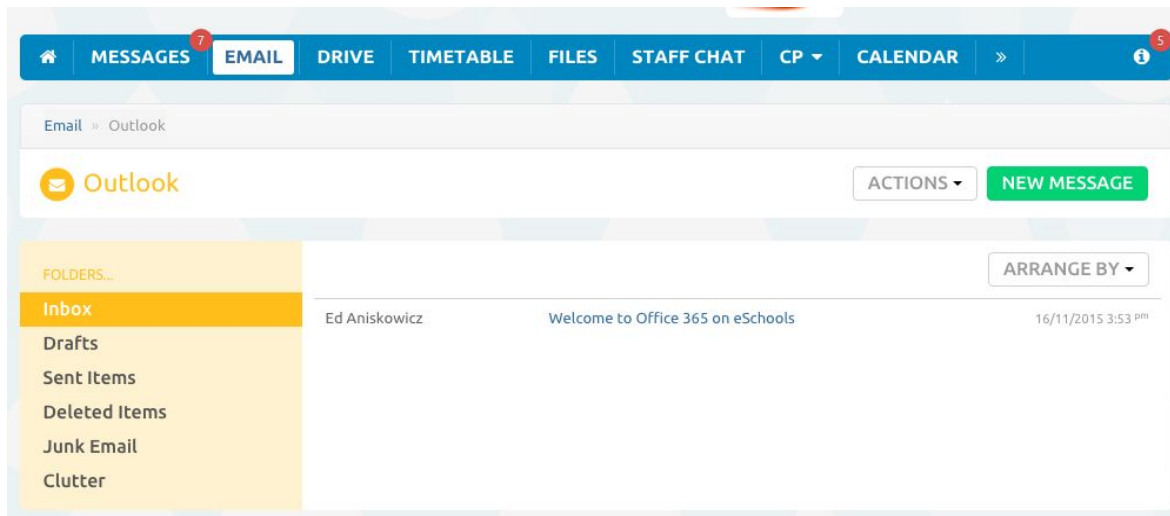
### Features

The integration doesn't offer all the features of the native Office 365 platform due to limitations in Microsoft's API however much of the key functionality for day-to-day use is there.

Here's a summary of the core functions:-

#### **Email**

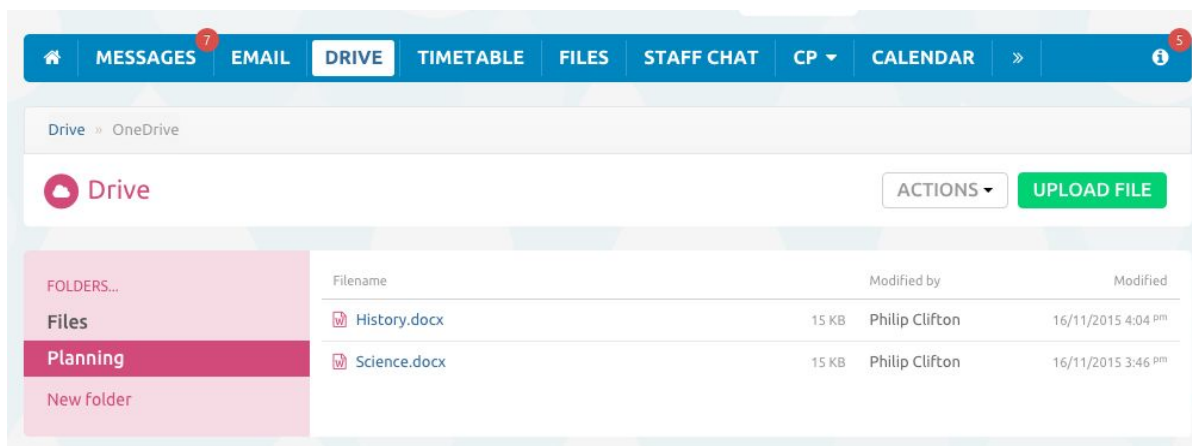
- Send, receive and forward emails
- Top 5 unread emails in the inbox will appear on the user's dashboard



### Drive

- Access all OneDrive files and folders\*
- Upload new files
- Create new documents and access OneDrive via the buttons that can be found by clicking 'Actions' (Microsoft online will open in a new tab)

\*If the file is a Powerpoint, Word or Excel compatible file will open in a new tab on Microsoft Online where the user will be able to edit the file. All other file types will download to the user's computer/device.



### Calendar

OneDrive events will appear on the user's eSchools calendar in a different colour. eSchools only reads the events and cannot write events into the Office 365 calendar therefore these Office 365 events can't be edited in eSchools.

**Please note eSchools cannot yet access group calendars as this option was not available at the time of development (That part of the API is currently being developed by Microsoft).**

## Additional functions

**ePay and Curriculum Content are two functions that are available to eSchools customers at an additional charge. Please contact your account manager for information on how to access these.**

### ePay

The ePay function allows you to record costs and for parents to make direct payments. This online payment facility makes the receiving of monies easier and secure. Parents can pay direct to the school, eliminating the need to send children into school with cash, the need to carry large amounts of change and the requirement to make additional trips to the bank. Schools that would like to set up an ePay account should contact their account manager for information on setting up a Merchant account.

Pages and their definition:

- View/Search Active Items – See your active items that parents are currently paying for
- View/Search Scheduled Items – See any items for parents to pay for in the future
- Add New Items – Add new items for parents to pay for
- Generate Report – see more details on the transactions your parents have made
- Quick View – see a Snapshot of your Items, the top 5 Items and a list of the top debtors

Features:

- View/Search Active Items – Click on the 'Active' button. Here you will see a list detailing the active items you need parents to pay for. Click on the name of an item to see more information. On this new window, you will be able to see the students assigned to that cost, whether they have paid, make a refund or delete the item completely. You can search for a particular item by adding a keyword or reference and clicking the 'Filter' button. Toggle between ePay and eDinners, using the relevant tab.
- View/Search Scheduled Items – Click on the 'Scheduled' button. Here you will see a list detailing the forthcoming items you need parents to pay for. Click on the name of an item to edit that item.
- Add New Items – To add a new item that you would like parents to pay for, click 'New Item'. In this new window, add individuals or groups of students within the 'To' field. Add a Title or reference for the cost. Fill in the fields for costs, start date for payments and due date. You will notice that you are able to specify if a parent can pay a single cost or pay in instalments. By choosing this option, you can then stipulate the amount of each payment. You may also add an attachment or some details within the text box. Click 'Save Item' to make this an active/scheduled item.
- Generate Report – Click on the 'Generate Report' button. On the pop-up window, select a start and end date; ePay will then generate a report on the transactions your parents have made. This will appear as a downloadable excel sheet.
- Quick View – On the initial ePay window you will see a Snapshot of your Items, which will give you an overview of payments and a list of the top debtors. □

## Curriculum Content

Teachers using eSchools have access to the Curriculum Content module and can download lesson plans and content for each module within. These can then be adapted and changed to suit the class.

- Click on the necessary 'Year' button and Term button to see the programme of Study Trackers.
- Click on any of these to download the relevant document. □ See the available units underneath.
- Click on these to see specific documents within the unit.



## Teacher Functions

### Attendance 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 Integriss*

#### 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:

The screenshot displays the 'eSchools' interface for taking an attendance register. At the top, the user is identified as Mr P Brown, logged in on 20th August 2014 at 2:07 PM. The navigation menu includes Messages (7), Timetable, Files, CP, Calendar, Register (active), Projects, and Classes (2). The main content area is titled 'Register (PM)' and features a countdown timer showing 'Register closes in 00:52:24'. Below the timer is a table with columns for 'Student', 'Status', and 'Notes'. The table lists four students: James Allingham, Beth Allingham, Jon Coleman, and Tracy Patterson. Each student row has a bar chart icon (2) and a drop-down menu (1) for status. The Notes column (3) has a text input field. At the bottom right, there are 'CANCEL' and 'SAVE REGISTER' buttons (4).

- 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 – *coming soon* (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).

## Simple Registers

Your teachers may find that the Simple Register tool saves even more time during registration. Within Simple Registers teachers can mark their students ‘present’ (green) or ‘absent’ (red). An absent mark transfers to the MIS as an ‘N’ mark (Reason not yet specified), which can then be changed directly on the school’s MIS by an administrator. Marks added to the MIS prior to an eSchools update (5pm) will carry across to the register for the following day, so if you know that a student will be absent for longer than a day, you can add these in and they will display (and cannot be edited) on a teacher’s simple register. Contact the eSchools team if you would prefer to use Simple Registers.

Register (AM) - Sycamore Register closes in Hours 00 Minutes 21 Seconds 39

Student	Status	Notes	eDinners
 Beth Allingham	 <input checked="" type="checkbox"/>	<input type="text"/>	FSM
 Lauren Cox	 <input type="checkbox"/>	<input type="text"/>	BM
 Gemma Fuller	 <input checked="" type="checkbox"/>	<input type="text"/>	BM
 Tracy Patterson	 <input checked="" type="checkbox"/>	<input type="text"/>	BM
 Lucie Richardson	 <input checked="" type="checkbox"/>	<input type="text"/>	BM

Register was last saved at 10:29 on 23/09/2016 CANCEL SAVE REGISTER

### Provision for Fire Drills and Power/Internet Loss

If you take the attendance register on eSchools, your register will send the attendance data into your MIS (eg. SIMs) at a dedicated time set for your school. If there is a fire drill, you need to have quick access to a physical fire register. This is also helpful on the rare occasions when you have a power cut or a loss of internet access.

Many of our schools do their attendance register on eSchools and then also have a laminated register, stored close to hand (ideally on a bright clipboard) that acts as the fire register. Please see the example below. Teachers can put a mark (X) next to the children that are absent on that given day. You can wipe it clean each week and start again.

.....  
.....

#### *Example of school fire register:*

**Name of Class** .....

**Name of Teacher** .....

**Week Beginning** .....

Name of Pupil	Mon	Tue	Wed	Thurs	Fri
Tracey Beaker					
Charlie Bucket					
Nancy Drew	X				
Harry Potter					
Alex Rider					
Tom Sawyer					
Ginny Weasley					
Matilda Wormwood					

## Timetable

Your school may use a daily timetable, which can be added to your school's MIS system. If this is the case the timetable will be pulled across to the eSchools platform. Classes that a particular student or teacher are assigned to will appear on an individual timetable.

### Pages and their definition:

- View timetable – See your timetable on a week by week basis
- View class details – view details on the class and the students in it.

### Features:

Period/Times	Mon	Tue	Wed	Thu	Fri
1 - 9:00am - 10:00am	7Y2 Geography RM02 GE	7Y1 PE RM8 PE	7Y1 Maths RM02 MA	7Y3 History RM13 HI	7Y2 Geography RM02 GE
2 - 10:00am - 11:00am	7Y1 Design RM3 DE	7Y1 Maths RM7 MA	7Y3 History RM4 HI	7Y1 English RM12 EN	7Y1 English RM7 EN
3 - 11:00am - 12:00pm	7Y1 Maths RM6 MA	7Y3 History RM6 HI	7Y1 English RM6 EN	7Y2 Computer RM8 CS	7Y2 Religious Stu RM8 RE
4 - 1:00pm - 2:00pm	7Y2 Geography RM7 GE	7Y1 Maths RM02 MA	7Y2 Computer RM7 CS	7Y2 Physics RM9 PH	7Y2 IT RM10 SS
5 - 2:00pm - 3:00pm	7Y2 Physics RM8 PH	7Y2 Geography RM3 GE	7Y2 Computer RM8 CS	7Y1 Maths RM02 MA	7Y2 Physics RM11 PH

- View timetable – The timetable displayed shows the current week's schedule with the ability to view future or past weeks by using the left and right arrows (1). Use the 'Today' button (2) to jump back to the present week. A daily view of your timetable will appear on your dashboard.
- View class details – Click on an individual class name (3) to see more details. A pop-up window will appear with information on the class. Click on the 'Students' tab to see the pupils attending that class.

## Classes overview

The overview page shows a list of all the classes you're attached to. If you're only attached to one class you will be redirected straight to the class management pages and you will not see this page.

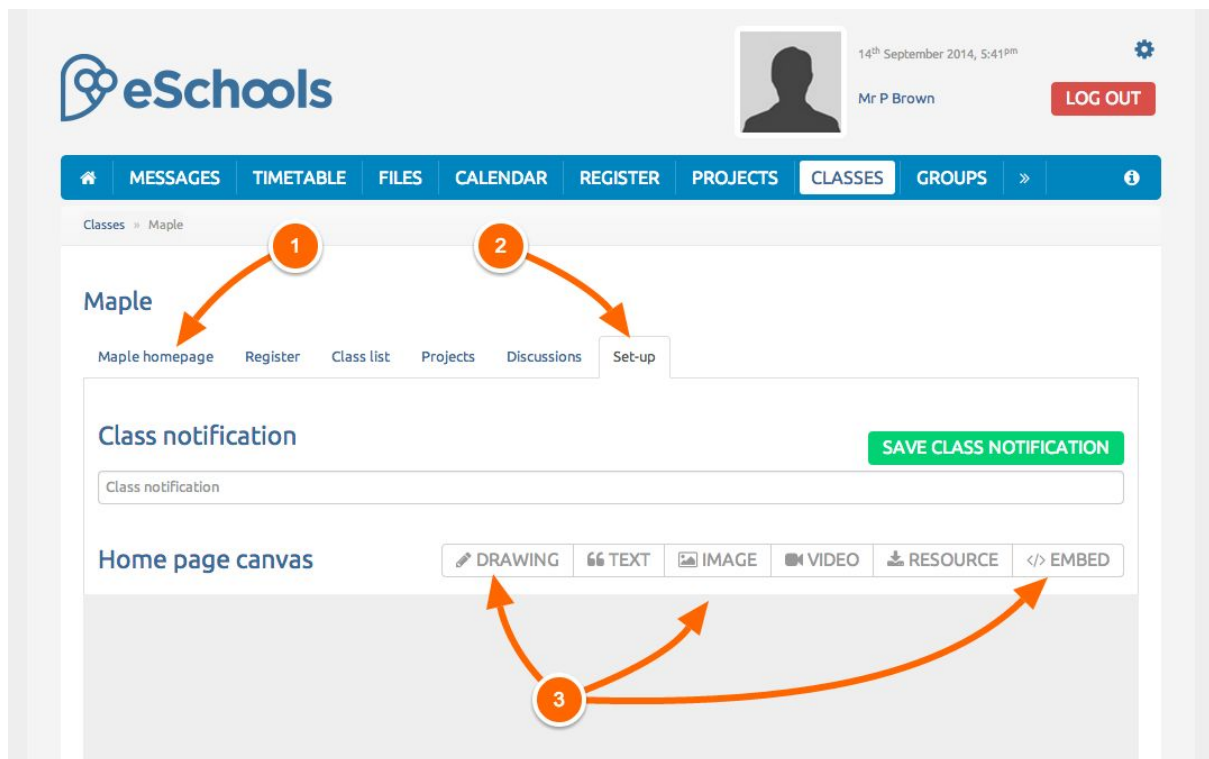
The picture of the main teacher will display in each of the panels (1) along with a quick link option (2) to take you to a certain section of the class management page. If you add a class notification (3) it will show on the class panel for both the teacher and student.

The screenshot displays the eSchools interface. At the top right, there is a user profile for Mr P Brown, dated 20<sup>th</sup> August 2014, 2:27<sup>pm</sup>, with a LOG OUT button. A navigation bar below contains links for MESSAGES, TIMETABLE, FILES, CP, CALENDAR, REGISTER, PROJECTS, and CLASSES. The main content area is titled 'Classes Overview' and shows a grid of class panels. Each panel includes the class name, the teacher's name (Mr P Brown), and a profile picture. The 7Y1 English panel features a notification: 'Don't forget your project folders!'. Three callouts are used to highlight specific features: (1) points to the teacher's profile picture in the 7Y1 Maths panel; (2) points to the menu icon in the 7Y2 IT panel; (3) points to the notification in the 7Y1 English panel.

## Creating your class homepage

The class homepage is presented to a pupil when they log into their eSchools account and is a good way of highlighting topics you are covering throughout the term and other additional useful information. Here's a guide to creating your class homepage.

First go to the 'Classes' option in the navigation bar. If you're only attached to one class you'll be taken straight away to a page which looks like that below. If you're attached to multiple classes you can choose which you would like to access.



The Homepage tab (1) is a preview of how pupils in your class will see their class homepage. To make changes to the homepage click on the 'Set-up' tab (2). In the Set-up tab you can add a Welcome Message and a Notification for the class

*NB. Welcome messages are a more permanent message that can last all term and is seen on the child's dashboard when they login. Notifications are important messages/information that are highlighted to the student when they login.*

There are a number of options to choose from when it comes to adding content to your class homepage. These options can be found on (3) and are listed in more detail below:

**Drawing:** Use the drawing tool to add blocks of colour, lines shapes etc. to the page.

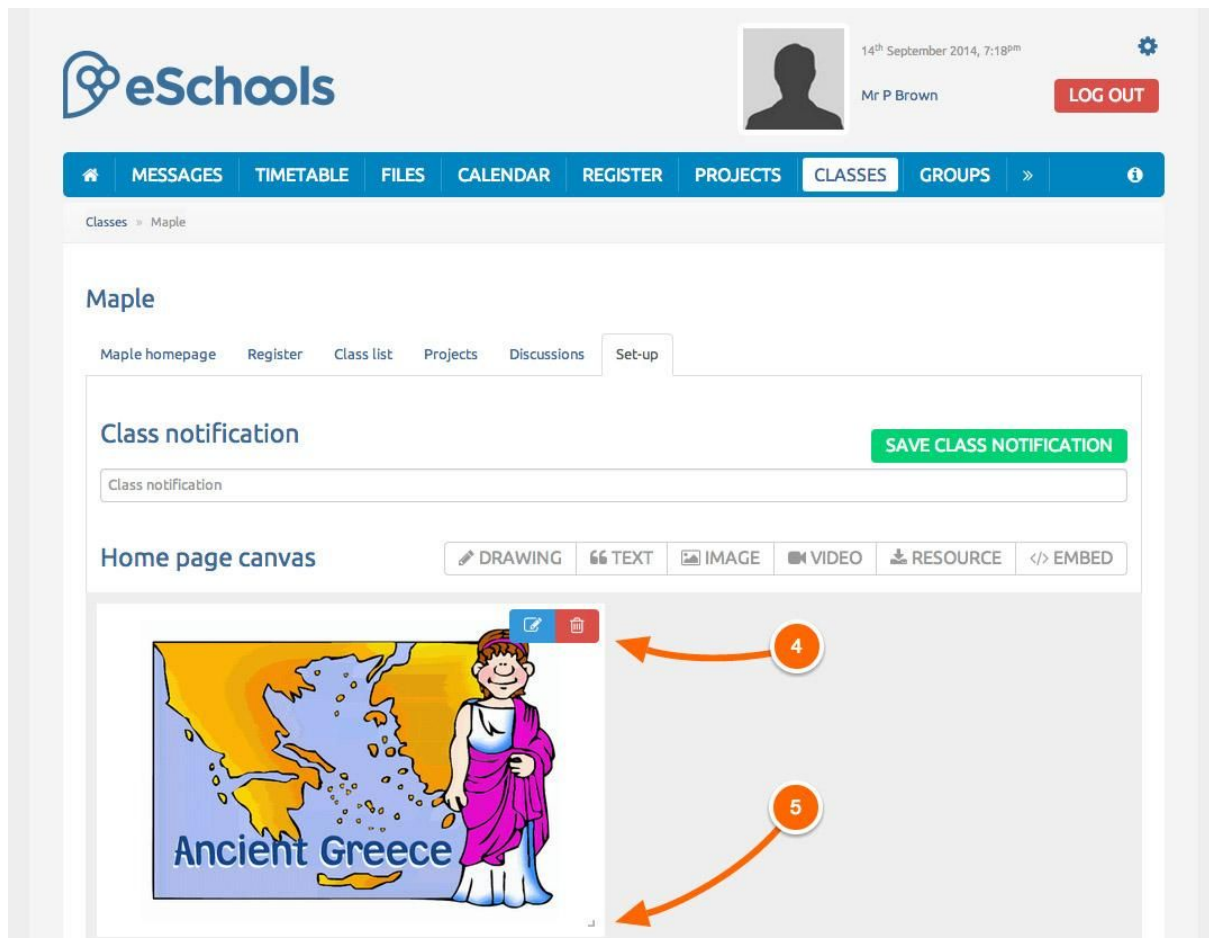
**Text:** The text tool allows you add text and hyperlinks to your homepage. You can change the font, size and colour of the text along with the usual options such as bold, italic, underline etc.

**Image:** add images, picture links or scrolling galleries by uploading images from your machine's browser

**Video:** Choose adding a YouTube or Vimeo video by pasting the URL of the YouTube or Vimeo page, or upload a video stored on your machine. If you upload a video it may take several minutes to turn into a video format that works on a website (this automatically happens behind the scenes on the eSchools platform).

**Resource:** add a link to an external website or a file to be downloaded.

**Embed:** add an embeddable video or learning tool by pasting the HTML code

The screenshot shows the eSchools user interface. At the top, there's a navigation bar with options like MESSAGES, TIMETABLE, FILES, CALENDAR, REGISTER, PROJECTS, CLASSES, and GROUPS. The user is logged in as Mr P Brown. The main content area is titled 'Maple' and has a 'Set-up' tab selected. Under 'Set-up', there's a 'Class notification' section with a text input field and a 'SAVE CLASS NOTIFICATION' button. Below that is the 'Home page canvas' section, which has a toolbar with icons for DRAWING, TEXT, IMAGE, VIDEO, RESOURCE, and EMBED. The canvas itself contains an image of a map of Greece and a cartoon figure. Two orange callout boxes with numbers 4 and 5 are pointing to the edit and delete icons on the image respectively.

**Editing content:** Hover over the item you wish to edit and then click the blue icon (4) that contains a pencil and square. This will then bring up a window where you can add more content or edit the content that's already there.

**Deleting content:** Hover over the item you wish to delete and then click the red icon (4) that contains a rubbish bin.

**Moving content:** All of the content you add to the canvas can be moved around by clicking and holding down on a panel and the dragging them around the canvas. You can also change the size of the panel by dragging the corner (5) in the direction you wish to increase or decrease in size.

- Class List – See a list of the pupils and teachers connected to the class by clicking on the ‘Class List’ tab. Students will appear on the left of the window and teachers or staff will appear as a list on the right. More options are available to you by clicking on the icons to the right of the pupils’ names. These are:
  - Login as Pupil – click on the Arrow icon to log into the platform as that pupil
  - View Attendance – Click on the graph icon to see more information on that pupil’s attendance
  - View Pupil’s Messages – Click on the Speech Bubble icon to see a pupil’s inbox
  - View Pupil’s Blogs - Pupils can create their own blogs using a similar template to the Class page function for teachers. These can be shared with the teacher only or with the class/group. To enable this tool, teachers need to be given the **Blogs** function. Please note Teachers cannot create a personal blog within this area, but can use **Projects** to create a blog style page.
  - View Pupil’s Files – click on the file icon to see any files that a pupil has uploaded to the eSchools platform
  - Change Pupil Password – Click on the cog icon, then fill in the fields on the pop-up screen to change a pupil’s password
  
- Discussions – Discussions are viewed by the whole class, and everyone has the opportunity to join in with the dialogue. Click on the ‘Discussions’ tab and add a comment to join a conversation or begin a new one by clicking ‘Add New Discussion’.
  
- Register/Projects – Click the ‘Register’ tab or the ‘Projects’ tab to go straight to these features for the class. (See **Register** page and **Projects** page for more information)



## Groups

Create areas for other groups such as after school clubs or sports activities. Within these areas you can set up a unique group page, begin discussions and assign projects, just as you can with classes. The initial Groups window will display your groups into chunky buttons, so that you can keep details for each group separate; perfect for teachers involved with multiple groups.

Pages and their definition:

- Homepage/ Set up – Create a homepage for your class
- Group List – See the teachers/students connected to the class
- Discussions – Engage your group in a discussion
- Projects – Quick link to the Projects set for your group

### Features:

- Homepage/ Set up – The 'Homepage' tab will display how the students will see their group homepage. To make changes to the homepage click on the 'Set-up' tab. Here, you can add a Welcome Message and a Notification (which appears for the student as highlighted text to denote an important message). The Home Page Canvas is what the student will see. Use the tools at the top of the canvas to add elements to your class page. These tools include:
  - Drawing – Use the drawing tool to add lines, shapes etc.
  - Text – Use the text tool to add text and hyperlinks to your homepage
  - Image – add images, picture links or scrolling galleries by uploading images from your machine's browser
  - Video – add videos, either via a YouTube or Vimeo URL or uploading a video stored on your machine
  - Resource – add a link to an external website or a file to be downloaded
  - Embed – add an embeddable video or learning tool by pasting the HTML code

All elements can be dragged around the canvas; so that you can layout your group homepage however you wish.

- Group List – See a list of the students and teachers connected to the class by clicking on the 'Group List' tab. Students will appear on the left of the window and teachers or staff will appear as a list on the right.
- Discussions – The whole group views Discussions, and everyone has the opportunity to join in with the dialogue. Click on the 'Discussions' tab and add a comment to join a conversation or begin a new one by clicking 'Add New Discussion'.
- Projects – Click the 'Projects' tab to go straight to these features for the group. (See **Projects** page for more information).

## Projects

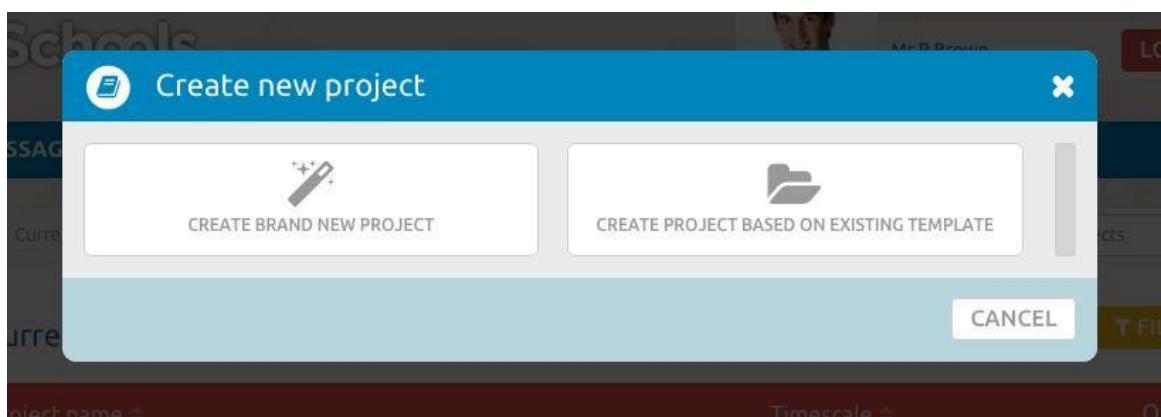
Teachers can use the Projects function to create topic folders for different classes. With Projects you can keep all of your resources in one place, assign work and quizzes to students, share projects with other staff or schools and receive and mark returning homework. Teachers can create as many topic folders as they wish, assigning them to the whole class or individuals – each one will be distinguishable by colour. Projects can be activated or deactivated ready to use in the future with a new class of students.

### Pages and their definition:

- Create Project – Create a new Project or Use a Project that has been shared with you
- Delete/Archive project – Remove a Project or archive it for future use □
- View Current/Archived Projects – View a list of current or archived projects
- Filter Projects – search for Projects by filtering
- Create Items – Create resources to add to your Project
- Delete/Copy/Filter Items – Edit the items within each Project folder

### Features:

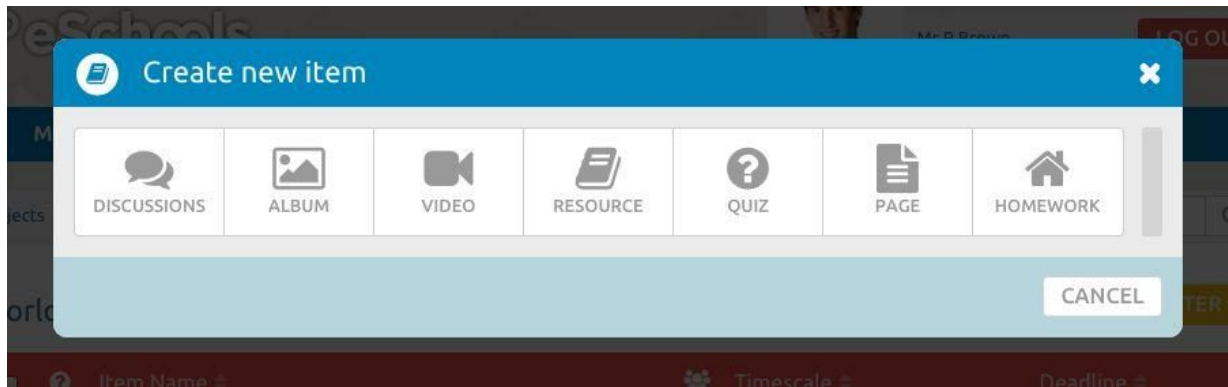
- Create Project – Click ‘Create Project’ to create a new project. You can choose to create a new project from scratch or use a project that has been shared on the eSchools platform.
  - Create Brand New Project – Click the wand icon to go through to the Create Project window. Fill in the details and click the ‘Finish’ button to create your project. You can choose to share your project within the school or with every school using the eSchools platform (see more on sharing below).
  - Create Project Based on Existing Template – Click the folder icon to see existing projects to use and edit; these projects have been shared by other teachers using the eSchools platform. In the Options column, click ‘View’ for a preview of the project and the items within it. This will open in a new window. If you wish to use the project, click the ‘Use’ button. From here you can edit the settings of the Project; click the ‘Finish’ button for the project to be listed in your Current Projects.



- Delete/Archive project – To delete a project or to move one to the Archived Project library, check the box on the left of the project in question and click the ‘Action’ button.
- View Current/Archived Projects – Toggle between Current and Archived projects by clicking on the buttons above your list of projects.
- Filter Projects – Search for projects assigned to different classes by using the ‘Filter’ button on

the right of the window.

- Create Items – Populate your project with items. For each item, you can opt to assign it to the whole class or select individuals within a class. There are a number of different item templates for you to use.



These are:

- Discussions – start a discussion relating to the project. All students assigned to the project will be able to contribute to the discussion
- Album – add an album of images by selecting them from your machine’s browser. Pictures will be resized automatically. You can add captions and external links to your pictures.
- Video – add a video, either from Vimeo or YouTube or by uploading one from your machine’s browser
- Resource – add an external link to another website or a file for students to download.
- Quiz – Create a multiple choice quiz for students to access on the platform
- Page – a page is a blank canvas that you can fill with elements related to the project; it’s a good way of introducing the project. Use the tools at the top of the canvas to add elements to your class page. These tools include:
  - Drawing – Use the drawing tool to add blocks of colour, lines shapes etc.
  - Text – Use the text tool to add text and hyperlinks to your homepage
  - Image – add images, picture links or scrolling galleries by uploading images from your machine’s browser
  - Video – add videos, either via a YouTube or Vimeo URL or uploading a video stored on your machine
  - Resource – add a link to an external website or a file to be downloaded.
  - Embed – add an embeddable video or learning tool by pasting the HTML code All elements can be dragged around the canvas, so that you can layout your classpage however you wish
- Homework – Create a task for your students to complete. A task can be ongoing or scheduled, so you can set a deadline. Add the task to the text box and specify how the student can submit their homework – by uploading a file, by adding their answer in a text box on the platform or by handing their answer in on paper. Clicking ‘Finish’ will take you through to a new screen dedicated to the homework you have created. Here you can see the students that you have assigned the homework to, click the ‘Content’ tab to edit the homework, click the ‘Set-up’ tab to edit the timescales of the homework or click ‘Members’ to change who the homework is assigned to.

NB. You can create homework unattached to any project using the Homework module on the

navigation bar

- Delete/Copy/Filter Items - Search for items within projects assigned to different classes by using the 'Filter' button on the right of the window. To delete or copy an item, check the box on the left of the item in question and click the 'Action' button.

## Homework

Create a homework quickly using the Homework function. Homework can be assigned to classes and attached to existing projects or you can create a completely independent homework. When a student completes homework, the panel on the dashboard will inform the teacher that there is a new assignment to mark.

### Pages and their definition:

- View Assignments – View all assignments created.
- View specific Assignments – View Homework, the students that it has been assigned to and the status of the homework on a per student basis.
- New Assignment – Create a new assignment for a class or group, either independently or attached to a project.

### Features:

- View existing Assignments – Any existing assignment will display in this table. Filter between Current and Completed assignments using the buttons (1). Delete or edit any assignment by checking the box by an assignment title and clicking the Action button (2). Click on the title of an assignment to see more details

<input type="checkbox"/>	Assignment title	Class	Project	Start date	Deadline
<input type="checkbox"/>	The Battle of Britain	7Y3 History	World War II	06/01/2014	10/01/2014
<input type="checkbox"/>	Empty Homework	7Y1 Maths	Test Creating Empty Elements	10/11/2014	30/11/2014
<input checked="" type="checkbox"/>	Van Gogh	Art Club	Modern Art	11/12/2014	19/12/2014
<input type="checkbox"/>	Simple Maths Homework	7Y1 Maths	N/A	11/12/2014	19/12/2014
<input type="checkbox"/>	Algebra worksheet	7Y1 Maths	N/A	12/12/2014	19/12/2014
<input type="checkbox"/>	Playing with numbers	7Y1 Maths	N/A	11/12/2014	25/12/2014
<input type="checkbox"/>	homework 1	7Y1 Maths	N/A	05/01/2015	07/01/2015
<input type="checkbox"/>	Creative Writing	Form Group	N/A	13/03/2015	19/03/2015
<input type="checkbox"/>	Science Homework	Form Group	N/A	13/03/2015	20/03/2015

- View specific Assignments – A list of students that the chosen Homework has been assigned to will appear. View the status of the Homework in the table, displaying 'Not Started', 'Submitted' or 'Marked' (1). Once a student has submitted Homework, it can be viewed by clicking on the student's name.



## Shortcuts

Using the Shortcuts function at the bottom of each page of the platform, a user can quickly navigate to favourite pages. Clicking on a created shortcut will go directly to the page.

Pages and their definition:

- Add a Shortcut using the panel on any screen
- Edit Shortcuts – Remove any shortcut from the panel

Features:

- Add a particular page as a shortcut, by ensuring that the chosen page is on your screen then clicking on the 'Action' button on the Shortcuts panel (1). From the drop-down menu, select 'Add page as shortcut' and assign a name to it in the pop up window. The new Shortcut will
- Edit Shortcuts – To remove a shortcut, click on the 'Action' button and select 'Edit Shortcuts' from the drop-down menu. On the following page, remove a shortcut by clicking the delete button to right of each entry (2).



## Distributing Logins to parents

With eSchools, parents are also entitled to a login, so they can keep up to date with their child's progress and receive updates from the school. Because the Parent login is behind a password protected server, it is a much safer environment to send information rather than posting things on your website, which can be seen by all members of the public. We encourage customers to distribute passwords to parents as this encourages all parties to use the platform and improves communications between contacts and schools.

Parents will also need a username and password with which to use the Parent App; use of the parent app will also save the school money when using the text sender service. See details on the Text Sender function for more information. Please note that parents only need one set of login details, irrespective of how many children they have at the school.

You may wish to roll out the eSchools platform to your users incrementally, ensuring that your teachers and administrators are comfortable with using it before distributing passwords to pupils and parents.

To assist you in distributing passwords, eSchools can quickly merge their login details to the following letter to announce the platform launch. These can be sent to you as a pdf file. Contact a member of the eSchools services team in order to edit the functions listed within the letter and to complete the merge.





Date:

Dear [NAME]

We have successfully launched the eSchools platform with our school and this letter includes information you'll need to login and access your account.

**1. Login details - Your individual login details are found below (please keep these safe and secure):**

Website address: [SCHOOL\_DOMAIN]  
School Name (for app): [SCHOOL\_APP\_NAME]  
Username: [USERNAME]  
Password: [PASSWORD]

**2. Features available - When you are logged in you will have access to the following:**

- Attendance: View your child's attendance for the current academic year.
- Letters home: You will have access to all current and previous letters sent through the eSchools platform.
- Calendar: Keep updated on all school events and events related to your child.
- Classes: View your child's class page to keep up to date with what's going on in class.
- Homework: View your child's homework tasks as well as teacher feedback on completed homework.
- Parents Evening Booking System: Book your parents evening appointments online.
- ePay: Our online payments system where you can pay for items either via PayPal or debit/credit card.
- Settings: The cog icon in the top right corner will enable you to change your password and even choose your own background theme! Please visit this section to check your contact details are correct.

**3. Communication tools**

eSchools provides our school with various ways to communicate with parents including email, text messages, and a new mobile app. We encourage you to download the app, as messages sent to this will reduce the school's costs. Search 'eSchools' to find the free app in either the Apple App Store (iPhone) or Google Play (Android) and use your login details above. In order to display alerts from the app on your lock screen please make sure you allow notifications.

If you have any questions, please check the FAQ's section before contacting the school. The FAQ's section can be found at [www.eschools.co.uk/parent-letter](http://www.eschools.co.uk/parent-letter) alongside a number of helpful videos.

We hope your child will enjoy using the platform, and that you find it an effective way of receiving communication and updates from our school. Please continue to check our website regularly for newsletters, club updates and new photos.

*Ref children: [LIST\_OF\_CHILDREN]*