

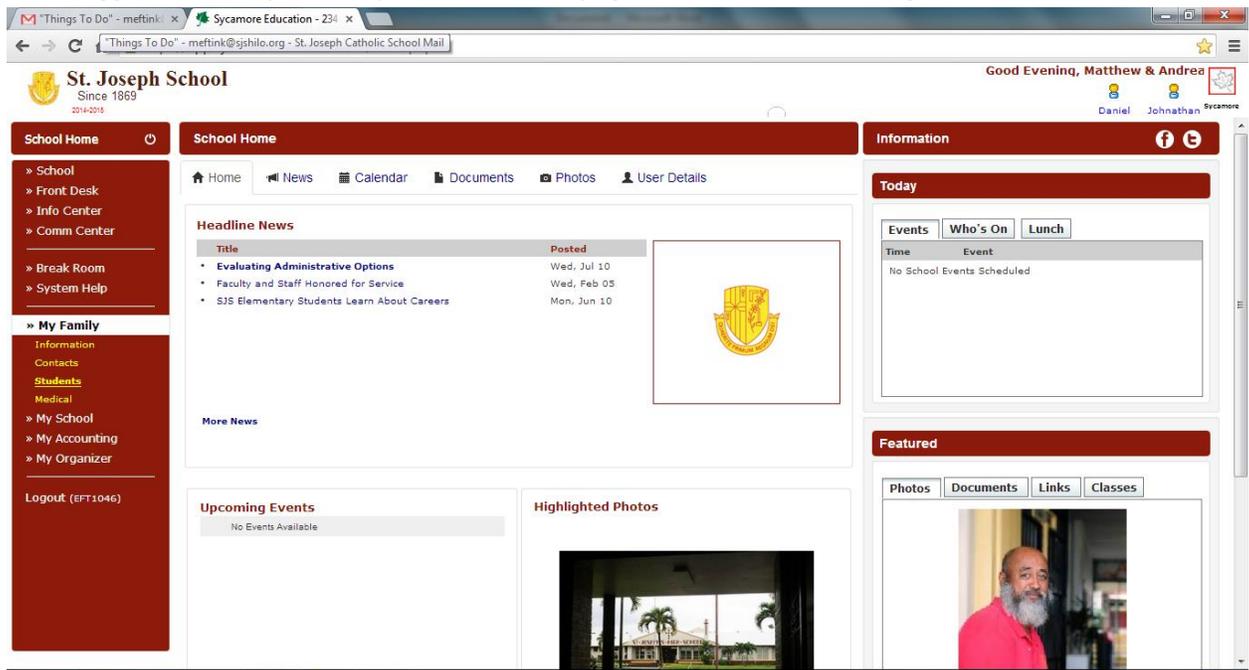
Parent's Guide to Sycamore

This document is intended to help you become familiar with viewing your children's grades and class information using the St. Joseph School's new school management software (Sycamore).

- Log into sycamore. At the beginning of summer you should have received an email from regarding an invitation to join Sycamore. If you no longer have that email or wish me to resend the invitation please email sycamoresupport@sjsילו.org with the name of one of children included in the email. I will resend out the invitation at that point. (If you have not logged into sycamore it will ask you change your password). The url for sycamore is <https://app.sycamoreeducation.com/index.php?schoolid=2345>

To View the student handbook

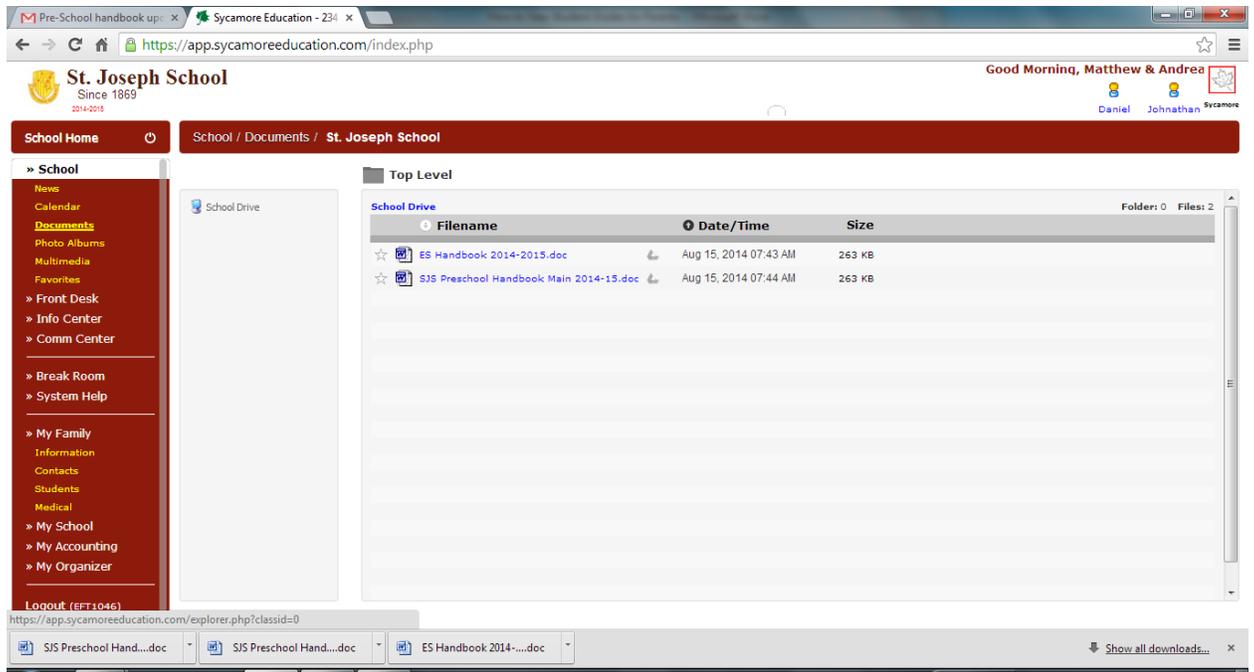
1. Once logged on into Sycamore you should see a page similar to the following:



The screenshot shows the Sycamore Education website interface for St. Joseph School. The page is titled "St. Joseph School" and includes a navigation menu on the left with options like "School Home", "School", "Front Desk", "Info Center", "Comm Center", "Break Room", "System Help", "My Family", "Information", "Contacts", "Students", "Medical", "My School", "My Accounting", "My Organizer", and "Logout (EFT1046)". The main content area is divided into several sections: "School Home" with a sub-menu (Home, News, Calendar, Documents, Photos, User Details), "Headline News" with a table of news items, "Upcoming Events" (No Events Available), "Highlighted Photos" (a photo of the school building), "Information" (Today, Events, Who's On, Lunch), and "Featured" (Photos, Documents, Links, Classes). The "Headline News" table is as follows:

Title	Posted
• Evaluating Administrative Options	Wed, Jul 10
• Faculty and Staff Honored for Service	Wed, Feb 03
• SJS Elementary Students Learn About Careers	Mon, Jun 10

2. On the left hand side you see a menu item labeled School, if you click on that you should see a sub-level menu item labeled documents. By selecting documents you will see 3 handbooks Junior/Senior High School (Under review), Elementary, and Preschool. Select the one that is appropriate to you and you can download and view the handbook.



To View Grades

1. On the left hand side you should see a menu item labeled MyFamily, if you click on that you should then see Students. When you click this you should see a list of all your children that are enrolled in St. Joseph.

St. Joseph School
Since 1869
2014-2015

Good Evening, Matthew & Andrea
Daniel Johnathan Sycamore

School Home Family / EFT1046

General Contacts Students Medical

Code	Name	DOB	Age	Grade
EFT1046-2	Eftink, Daniel	06/19/2005	9 Years 2 Months	4th
EFT1046-1	Eftink, Johnathan	12/18/2002	11 Years 8 Months	6th

My Family
Information
Contacts
Students
Medical
My School
My Accounting
My Organizer
Logout (EFT1046)

2. Selecting one child you can see a page like this, on the General tab will tell you what the students current assignments are, and any missing assignments, as well as upcoming events.

My Students Dashboard - Google Chrome
 https://app.sycamoreeducation.com/mystudent.php?sid=812120

My Students / Student / General / Daniel

General Documents Grades Schedule Attendance

Information

Student Info

First: Daniel
 Middle:
 Last: Eftink
 Goes By:
 Birthday: Jun 19 2005
 Work:
 Cell:
 Email:
 URL:

School Info

Code: EFT1046-2
 ID: 812120
 Ext ID: 3211013
 Status: Current
 Grade: 4th
 Advisor:
 Locker #:
 Combo #:
 Graduation: May 0

Upcoming

Current Assignments [Print](#)

Due	Title
08/07/2014	Computer 4 (9)
08/14/2014	Typing Master Lesson 1
08/14/2014	Wiki Front Page / Previous Yea...
08/06/2014	P E 4 (36)
08/06/2014	8/6/14 Daily Grade

Missing Assignments

Due	Title

Events

Date	Name

Profile



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[HW / Assign](#)

[Calendar](#)

[Library](#)

[Service Logs](#)

Close

- If you select the Grades tab you will see the current grades for any subjects that have posted grades.

My Students Dashboard - Google Chrome
https://app.sycamoreeducation.com/mystudent.php?task=grades&sid=812120&lstaff=&tab=2

My Students / Student / Grades / Daniel

General Documents Grades Schedule Attendance

Summary Requirements Print

Quarters 1

Numeric Grades

Class	Posted by	Subject	Posted	Number	Grade	Comments
4th Grade Homeroom	Burian, Theresa		08/07/14 05:18 PM	100.0	NA	

Close

(2:00)

To View Homework Assignments

1. From a student's general tab you see all the current assignments, below that is any assignments that are marked as late or missing for the student. This is a convenient way to see what your child is current assigned and what is late.

My Students Dashboard - Google Chrome
 https://app.sycamoreeducation.com/mystudent.php?sid=812119&lstaff=&tab=0

My Students / Student / General / **Johnathan**

General Documents Grades Schedule Attendance

Information

Student Info

First: Johnathan
 Middle:
 Last: Eftink
 Goes By:
 Birthday: Dec 18 2002
 Work:
 Cell:
 Email:
 URL:

School Info

Code: EFT1046-1
 ID: 812119
 Ext ID: 3211006
 Status: Current
 Grade: 6th
 Advisor:
 Locker #:
 Combo #:
 Graduation: May 0

Upcoming

Current Assignments [Print](#)

Due	Title
08/14/2014	Computer 6 (11)
08/14/2014	New Grade Banner
08/14/2014	Front Page Banner for Wiki
08/14/2014	Student Wiki Previous Year Upd...
08/14/2014	Typing Master Lesson 1
08/14/2014	P E 6 (38)

Missing Assignments

Due	Title

Events

Date	Name

Profile

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[HW / Assign](#)
[Calendar](#)
[Library](#)
[Service Logs](#)

Close

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Homeroom Events

1. Sometimes a teacher will add what is going on for the entire week, so parents can have an overview of the upcoming week. To see that over view, go to the students homeroom, by selecting the Schedule Tab, and down at the bottom you will see the homeroom. Click on the school house icon.

My Students Dashboard - Google Chrome

https://app.sycamoreeducation.com/mystudent.php?task=schedule&sid=812120&lstaff=&tab=3

My Students / Student / Schedule /

General Documents Grades Schedule Attendance

List Matrix

Print

Art 4 (4)	Franklin, Lisa	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Computer 4 (9)	Sumida, Miri	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Math 4 (25)	Burian, Theresa	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
P E 4 (36)	Quesenberry, Ryan	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Reading/Language Arts 4 (48)	Burian, Theresa	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Religion 4 (55)	Arima, Rena	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Science 4 (61)	Moreau, Ingrid	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Social Studies 4 (67)	Burian, Theresa	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
S2						
Art 4 (4)	Franklin, Lisa	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Computer 4 (9)	Sumida, Miri	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Math 4 (25)	Burian, Theresa	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
P E 4 (36)	Quesenberry, Ryan	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Reading/Language Arts 4 (48)	Burian, Theresa	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
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Science 4 (61)	Moreau, Ingrid	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
Social Studies 4 (67)	Burian, Theresa	4TH	08:00 am	2:30 pm	●●●●●●●●	✓✓✓✓
General						
4th Grade Homeroom	Burian, Theresa	0			●●●●●●●●	✓✓✓✓

Close

- You should see the front page for homeroom. The center section will contain News of what is going on that week.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** 'Inbox (28) - meftink@sjsh...', 'Sycamore Education - 234...', '4th Grade Homeroom'.
- Address Bar:** <https://app.sycamoreeducation.com/classindex.php?classid=204928&type=3>
- Page Header:**
 - St. Joseph School Since 1869
 - 4th Grade Homeroom Burian
- Navigation Menu (Left):**
 - » Class
 - » Front Desk
 - » Comm Center
 - » Instructional
 - Close
- Main Content Area:**
 - Class Home:** News, Calendar, Documents, Photos
 - News:** Last 10 News Articles (All News), No News Available
 - Information:**
 - Teachers:** Burian, Theresa (New Employee)
 - Students:** Count: 19

Student Name	Grade
Nicolas Isaias A.	4th
Vanessa A.	4th
Riley B.	4th
Taylen B.(Taylen)	4th
Tiffany C.	4th
Jessica C.	4th
William C.	4th
Éva C.(Éva)	4th
Aldyn C.	4th
Daniel E.	4th
Blayden-James G.	4th
Evan K.	4th
Kaylee K.	4th
Anthony M.	4th
Taryll M.	4th
Zion M.	4th
Cesar Diego Kun R.(Cesar)	4th
Lehia S.	4th
Kendrick M.	4th

- Some teachers will do things a little different. Your specific teacher can help you navigate those differences.