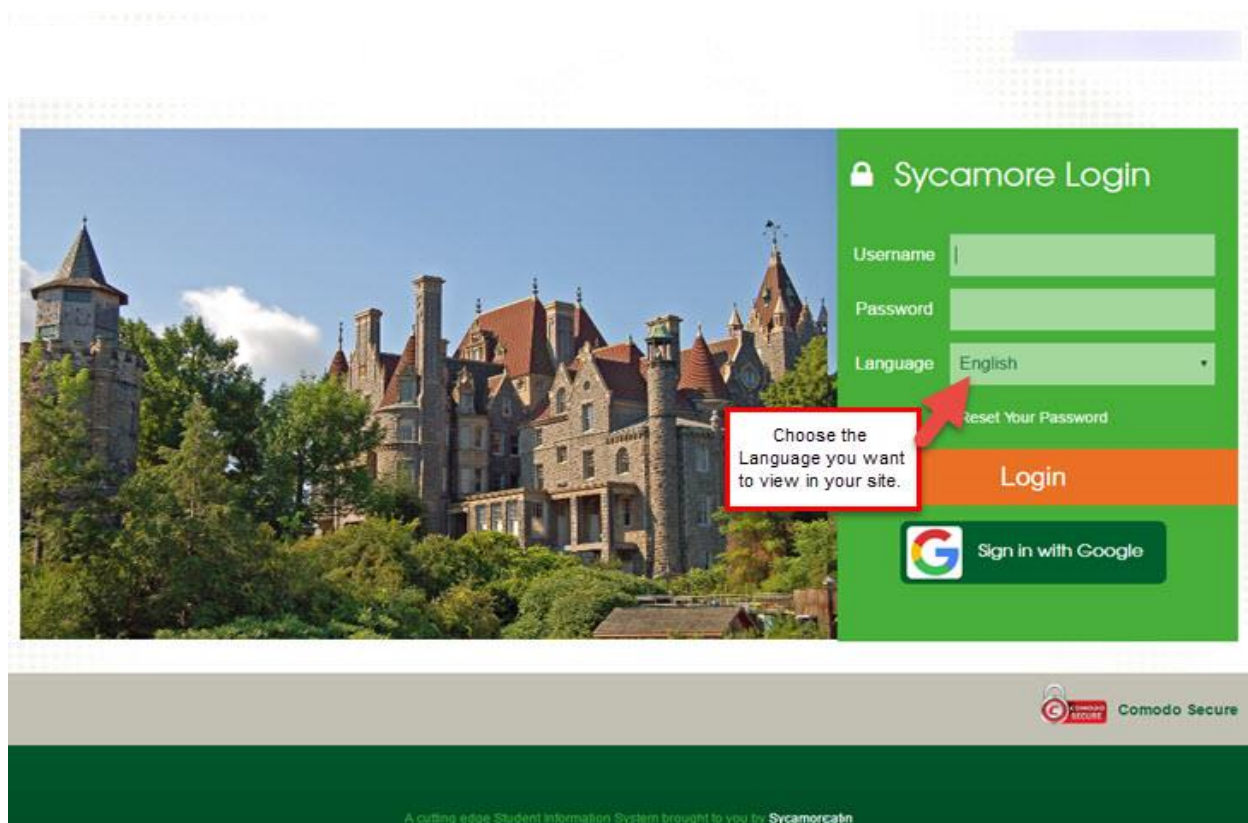


# Getting Started with Sycamore Education for Parents

## Logging into Sycamore School

PHCA will provide you with your login information for your school's Sycamore School account. Please watch your personal email for an invitation to log in to Sycamore. A school ID (PHCA school ID: 1111), username and password are required to access your school's online Sycamore School community (this information will be emailed to you through an invitation).



## Changing Your Sycamore Password

**If your password was newly activated or was reset by the school, you will be required to change your password upon logging in. You will not be able to access any other areas within Sycamore until this step is completed. You will receive an email confirming you made the change.**

When your school activated your account, a password was automatically generated for you. We suggest that you change your password to something that only you know and that is easy for you to remember. To do this, go to My Organizer (left menu), and click on password at the bottom of the list.

## General Navigation

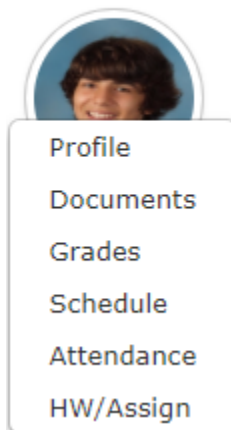
The homepage is where you land when you first login to Sycamore (IF you have okay'd the Welcome Aboard message and changed your password). Any time you want to get back to this page, you need to click on the Home link in the upper left menu.

**NOTE - you must first set up your computer (1. Say ok to the Welcome Aboard Message and 2. Change your password) before you will see the full Homepage. You cannot take advantage of ease to use functionality until you do so.**

The home page contains the following fields:

1. The **header** across the top displays your school name, logo and the current school year. Clicking on the logo may be a link to the school's public web site. In the top right, you will also see icons 🗉 with your students' names listed below or thumbnail photos for each of your current students. Clicking on an icon will open that student's profile. More information on this window is found in **Site Basics - Parents: My Family: Students**.
2. **Information - My Students** will show your students' names and if you put your mouse over their name, you will see a menu and be able to click to see Documents, Schedules, Grades, Attendance and/or Homework/Assignments.

Steve Clark



1. To the **left** is the Sycamore Education school site menu items.
2. The **center** section of the home page will list recent news articles, upcoming calendar events, uploaded documents or photos depending on which tab is on the top.
3. The last area on the homepage is a vertical display of boxes on the **right** of the page that offer information that pertains to the school, which may include: Link to school related webpages, Flash News, Today's Events, Staff Logged In, Documents, and Photos or Link Highlights. Also, in this area is a display of your Local Weather based on your school's zip code.

EXAMPLE:

The screenshot shows a school website dashboard. At the top right, it says "Good Morning, Aaron & Karen" with a red maple leaf icon. The main navigation bar includes "School Home" and "Information". A left sidebar lists various school-related links like "School", "Front Desk", "Info Center", "Comm Center", "Break Room", "System Help", "My Family", "My School", "My Accounting", "My Organizer", "Pass-A-Note", "Logout (bec1085)", and "Spirit Store". The main content area features "Headline News" with a table of articles, "Upcoming Events" for August, November, and December, and "Highlighted Photos". On the right, there's a "My Students" section with profiles for Mary Gald, Esther Beckner, and Nick Beckner. Below that is a "Today" section with tabs for "Events", "Who's On", and "Lunch", and a "Student Birthdays" table for July.

Title	Posted
This Week's News	Wed, Jun 08
Test Stuff	Tue, May 31
Testing 11 am release	Thu, May 19
Does Spell check work?	Fri, Apr 29
AR Widget	Tue, Mar 01
Testing Format	Mon, Jan 25
More font stuff	Mon, Jan 18
Testing fonts	Mon, Jan 11
Now single-double	Wed, Dec 16
New article - centering issue	Mon, Dec 07

Time	Event
No School Events Scheduled	

Student Birthdays		
July		
7th	cameron, arregon	PKK4
7th	Hamm, Lyona	Freshman
8th	Brown, Paul	K
9th	Talesman, Laurence	1st

## Accessing Class Pages


You can access your student's classroom web pages in two clicks. Hover over your student's photo or icon at top right to see a menu, then click on the Schedule item:

This screenshot is similar to the first one but shows a dropdown menu open over the profile of Esther Beckner. The menu options are "Profile", "Documents", "Grades", "Schedule", and "Attendance". The "Schedule" option is circled in red. The top right greeting says "Good Afternoon, Aaron & Karen".

You will then see your student's schedule; click on the name of a specific class to go into that class site:

My Student / Nick

General Documents Grades **Schedule** Attendance

List Matrix 

Class	Teacher	Room	Period	Start	Stop	N M T W T F S	Q1	Q2	Q3	Q4
<b>S1</b>										
Junior Science A (SCI301.1)	Madd, Marcus		E-1	08:10 am	08:55 am	● ● ● ● ● ● ● ● ● ●	✓	✓	✓	✓
Sycamore Education, 101 (SE, 101)	O'Ellis, Brock	144	E-3	10:00 am	10:55 am	● ● ● ● ● ● ● ● ● ●	✓	✓	✓	✓
Noteable Anarchists (HIS297.1)	Bohling, Jeremiah	C	E-3	10:00 am	10:55 am	● ● ● ● ● ● ● ● ● ●	✓	✓	✓	✓
Advanced Geometry (1)	Brewster, Punky		E-4	11:00 am	11:55 am	● ● ● ● ● ● ● ● ● ●	✓	✓	✓	✓
<b>S2</b>										
Junior Science A (SCI301.1)	Madd, Marcus		E-1	08:10 am	08:55 am	● ● ● ● ● ● ● ● ● ●	✓	✓	✓	✓
Sycamore Education, 101 (SE, 101)	O'Ellis, Brock	144	E-3	10:00 am	10:55 am	● ● ● ● ● ● ● ● ● ●	✓	✓	✓	✓
Noteable Anarchists (HIS297.1)	Bohling, Jeremiah	C	E-3	10:00 am	10:55 am	● ● ● ● ● ● ● ● ● ●	✓	✓	✓	✓
Advanced Geometry (1)	Brewster, Punky		E-4	11:00 am	11:55 am	● ● ● ● ● ● ● ● ● ●	✓	✓	✓	✓

## The Classroom Menu

The following is an overview of menu options a parent will have available to them as listed in order on the menu.

**Classroom:** The items on the menu under Classroom are News, Calendar, Documents and Photos. Tabs across the top function in the same way as at the school level but are specific to this class.

**Front Desk:** Click on Staff to get a listing of any teachers associated with the class. Click on the Pass-a-Note icon to pass them a note if this has been enabled for your school. Make sure that you enable the Pop-Ups in Pass-A-Notes. The Photos tab at the top will display the teacher's picture if the school office has uploaded it. Click on Students to view the photos of each student in the class. This is a great way to put a name with a face. Click on Directory for the class directory of families with students in this class. The Online Test will display any online tests associated with the classroom.

**Comm Center:** The communication center offers a Discussion board for the classroom. Discussion boards are started by teachers, but students and parents can add topics. This is a secure area that is accessed only by students or parents of students in this classroom.

**Instructional:** View the Curriculum and Online Tests (if any) that the teacher has created in the classroom.

**Dynamic windows** (displayed on the right side of the page)

Like the school home page, the windows on the right side of the classroom web page are dynamic and may change from time to time.

**Flash News:** Any news needing the attention of parents or deemed urgent may appear as a scrolling news article in the upper right corner.

**Teachers:** Any teachers or assistants associated with the class are listed here. You can Pass-a-Note to the individual by clicking on the Pass-a-Note icon to the right of their name.

**Students:** This lists the names of students in the class. This window can be collapsed by clicking on the minus sign in the box in the heading of the window.

**Current Assignments:** Any current assignments the teacher has assigned for this class are displayed with the due date. Click on the title in blue text for details of the assignment. Assignment due dates will also appear on the classroom calendar.

**Photo Highlights:** Any photo the teacher has chosen to highlight will be displayed. Multiple highlighted photos cycle through at random.

**Documents Highlights:** Any classroom document that your teacher would like you to have easy access to may be highlighted on the home page. It could be a field trip permission slip or school supply list, etc.

**Links:** Common website links for this classroom may be highlighted for your reference. For example, a science class might choose to highlight [www.discoverychannel.com](http://www.discoverychannel.com)

## **Ordering Lunches through Sycamore and General Lunch Information:**

All families interested in ordering hot lunches for their children are required to do so online. If your student is an everyday eater, you will be able to complete a "STANDING ORDER" form so your student can eat every day throughout the year. To order school lunch for your child and to check your "cafeteria" account balance, please follow the directions listed below.

- You can load money onto your student's lunch account by bringing payment to the school office.
  1. Order hot lunch by going to [www.sycamoreeducation.com](http://www.sycamoreeducation.com)
  2. Click "Login"
  3. Our School ID is 1111
  4. Enter your username and password
  5. In the column to the left, click "MY ACCOUNTING"
  6. Click "CAFETERIA"
    - a. To order lunches click "ORDERS"
    - b. Select the meal on the days you want your child/children to order hot lunch.
    - c. To submit your order, you MUST click the "UPDATE" tab in the top right corner before switching to a new page.
    - d. You also have the option to print the page if you would like to have a copy of what you ordered.
- To check your cafeteria family account balance, click "ACCOUNT"
- Please check this tab often to be sure your account stays positive. Families whose account has a negative balance of \$25.00 will not be allowed to charge lunch until the balance is paid.
- Your balance only reflects the lunches that have been received and not your pre-ordered lunches.
- This tab will also show if your child/children has had any "CHARGED" lunch.

If you have any questions regarding your lunch account or cafeteria questions, please contact Lyndsey Vanderpool @ [lvanderpool@plazaheightsacademy.com](mailto:lvanderpool@plazaheightsacademy.com)