SchoolSpeak

Your School and You

User Guide
for Parents of
[[School]]

[[Contact details of SchoolSpeak administrator]]

SchoolSpeak web address:

SchoolSpeak email address:

SchoolSpeak administrator(s):

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Welcome to SchoolSpeak

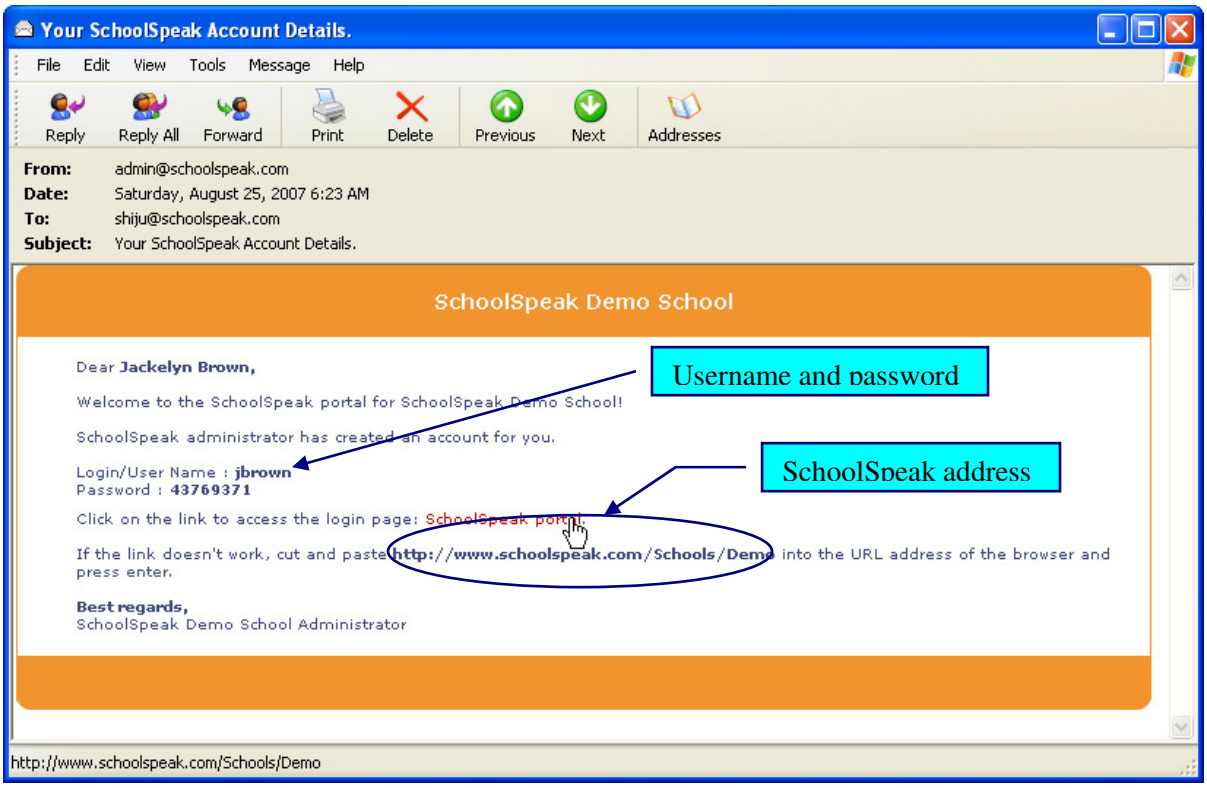
SchoolSpeak is a web solution for all school communication – school and class room announcements, newsletters, weekly envelopes, school and class calendar, lunch menu, class schedule, teacher pages, homework, online grades, signup sheets etc.

> *Each school can customize SchoolSpeak to their needs. The colors of your SchoolSpeak pages, availability of certain features like email, and content on SchoolSpeak will be determined by your school and will be different from the sample screens shown in this document.*
>
> *SchoolSpeak web service is constantly updated based on feedback from users and with new features. The page layout and features of the pages can be different from sample screens shown on this page.*

Only parents, teachers, school administrators and students have access to the SchoolSpeak account of your school. You will need a user name and password to login to SchoolSpeak.

Registering with SchoolSpeak

When you are added to SchoolSpeak, you will receive a user name and password in an email (see below) from your school's SchoolSpeak email address.



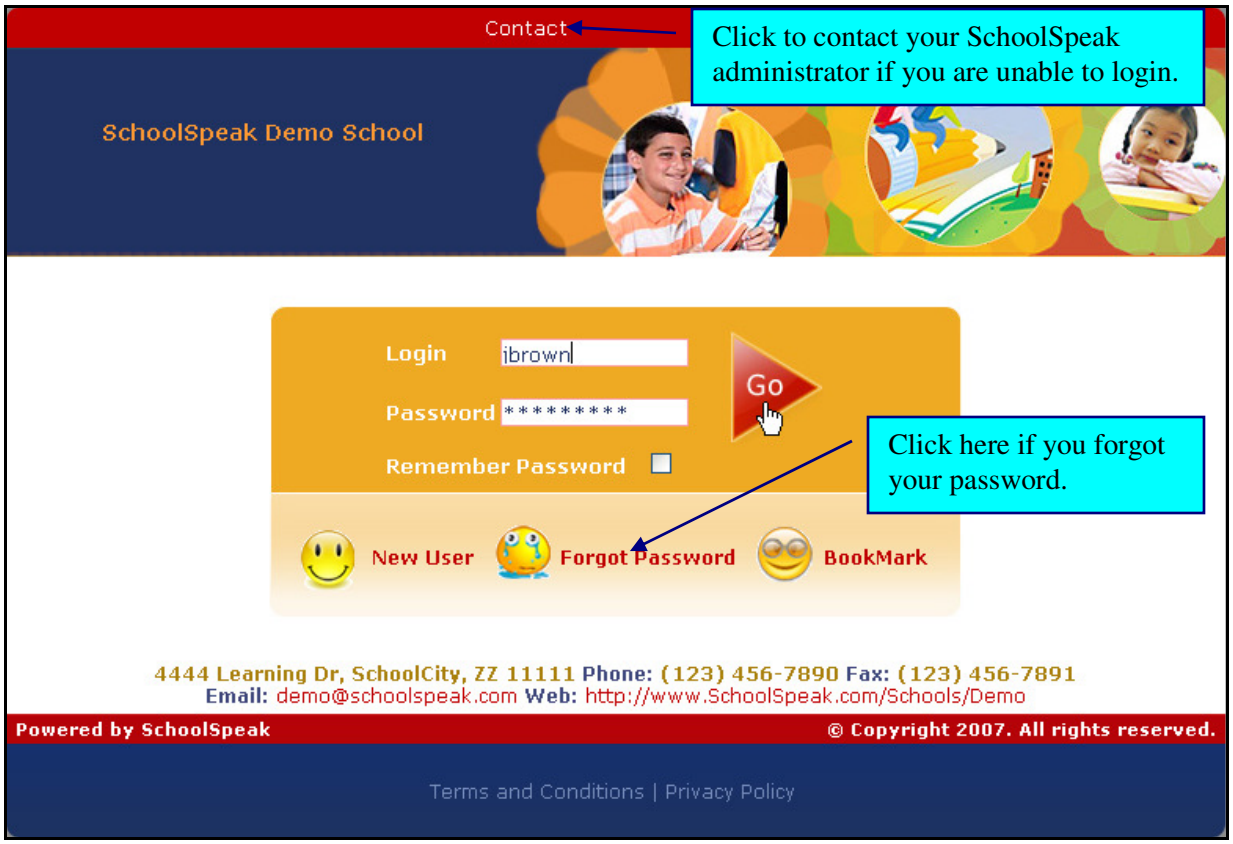
- Remember to add your school's SchoolSpeak email address to your safe sender list as you will receive future school communication from this email.

  Do not share your password with anyone including your children. You have different privileges than your child. For example, only parents can 'sign' grades. If your child logs in as the parent, the student will be able to "sign" for you, without your knowledge.

  Each parent can have their own user account.

Login to SchoolSpeak

Open browser to SchoolSpeak address received in the welcome email (by clicking on the SchoolSpeak portal link in the email or copying and pasting the SchoolSpeak address to browser address bar.) A login page will open on the browser.



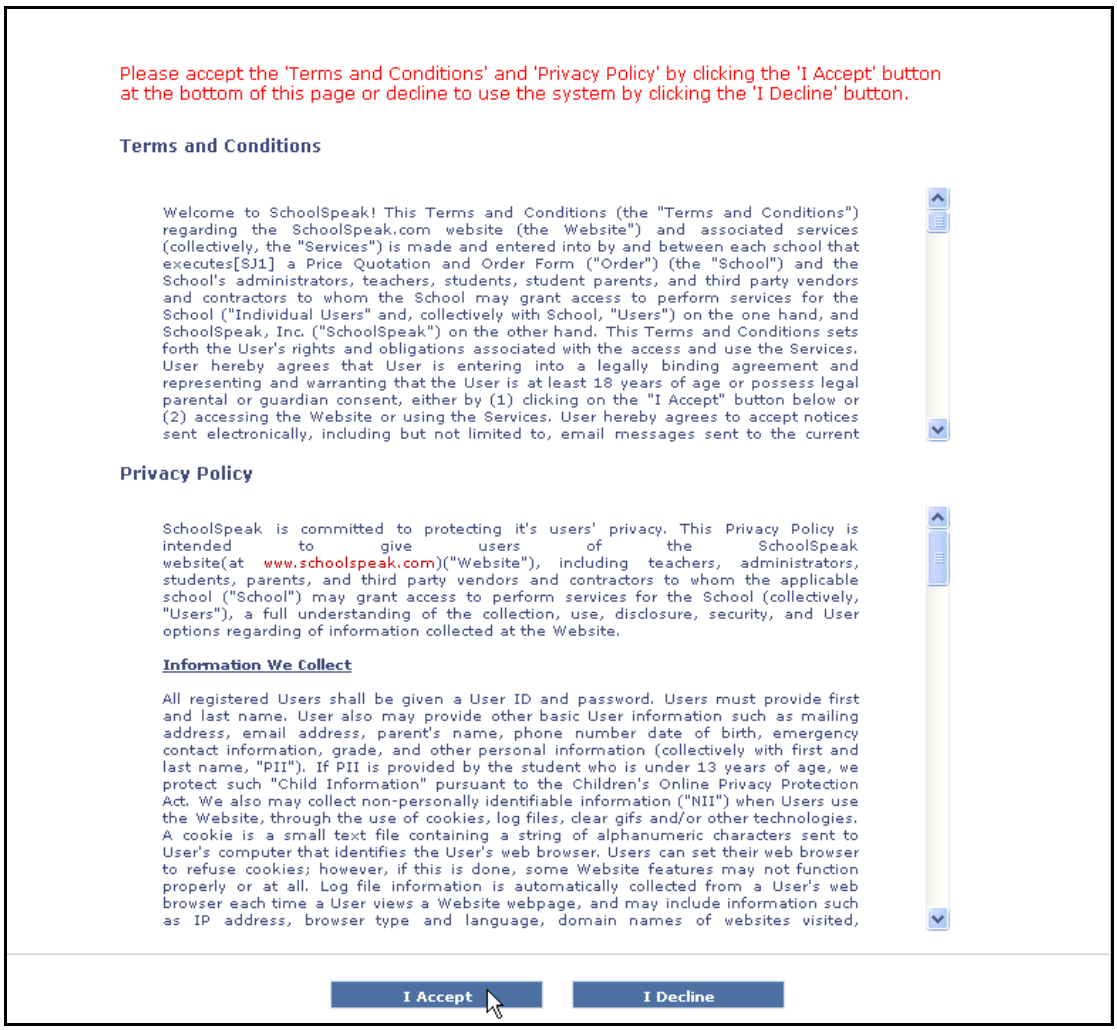
- Enter 'Login' and 'Password' and click 'GO'

Note down your username and email registered with SchoolSpeak. If you forget your password, click on 'Forgot Password' link on the login page. You can get a new password sent to you by email after providing your login name and email registered with SchoolSpeak.

If you have difficulties with logging in or have a question on SchoolSpeak, click on the 'Contact' link above to send an email to your SchoolSpeak administrator.

When you login for the first time, the system will ask you to review and accept SchoolSpeak Terms and Conditions and Privacy Policy.

- Review them and click 'I Accept' or 'I Decline' button at the bottom of the page.



You will not be allowed to use the system unless you agree to the Terms and Conditions and Privacy Policy by clicking the 'I Accept' button.

Terms and Conditions and Privacy Policy will be updated periodically as laws and SchoolSpeak service change. You will be asked to review and accept them again after such updates.

In addition to SchoolSpeak Terms and Conditions and Privacy Policy, your school may ask you to accept the school's Terms and Conditions and Email Policy.

Parent(s) need to sign a Parent Consent Form and a SchoolSpeak Privacy Policy in order to enable login for students younger than 13 years.

Home Page

The first page after you login is your home page. Your home page has a quick summary of information relevant for you today. You can view details for any day by changing the view dates to that day. The home page is personalized to each user. You will find sections with communication from the school office (to all parents) and each of your child's grades.

Next page has a sample home page for a parent with students in 1st and 4th grade.

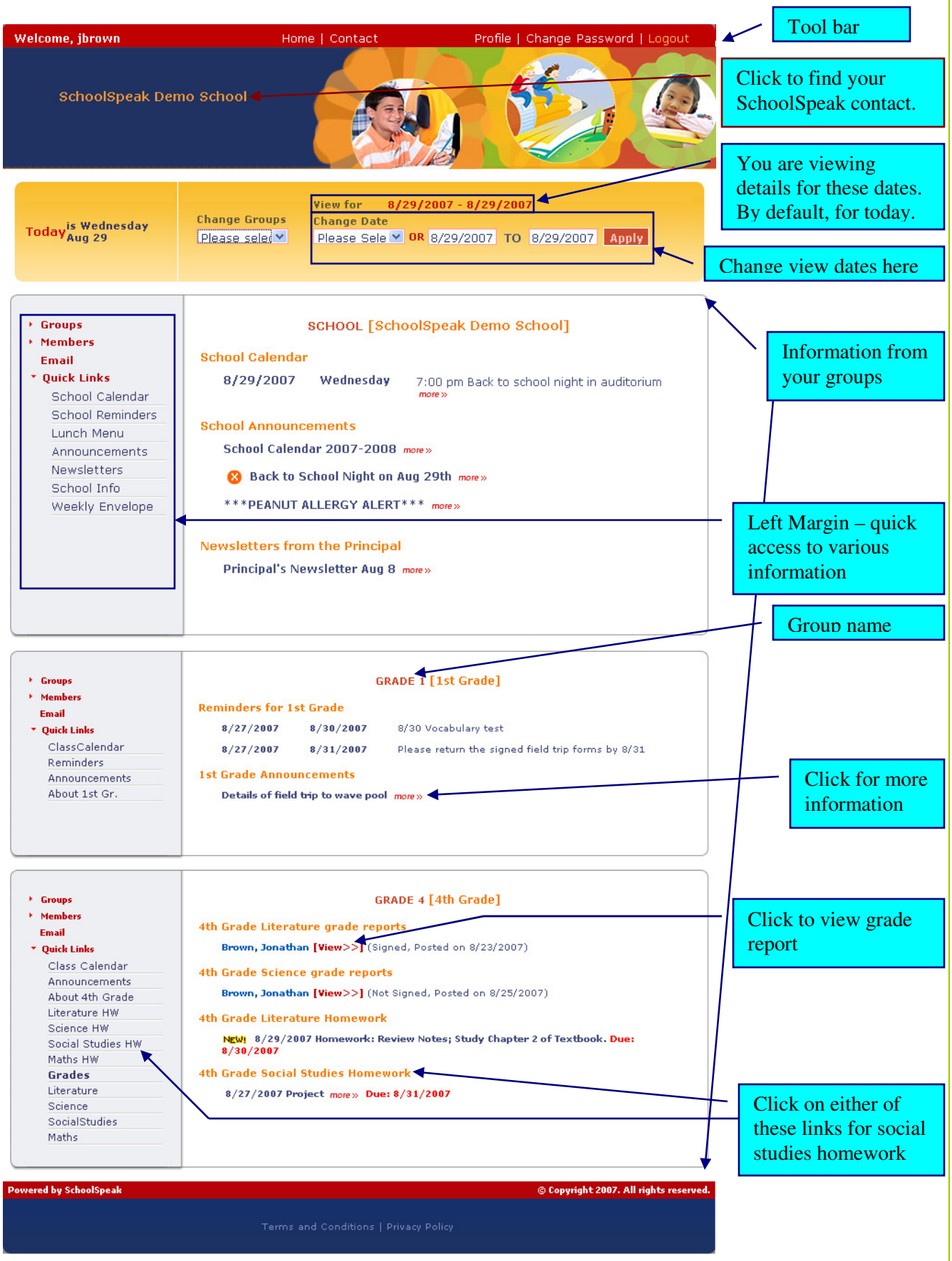
All pages have a similar structure. On the top of every page is a 'tool bar'.

Welcome, jbrown	Identifies the logged in user (you) by login name.
Home	Click to return to your home page.
Contact	Click to send a message to your SchoolSpeak administrator.
Profile	Click to view your profile.
Change Password	Click to change your password.
Logout	Logout from SchoolSpeak.

Your school name is below the toolbar. Click on the school name to find a contact in case you need to talk to someone regarding SchoolSpeak.

View for	The content on the page are for the dates indicated.
Change groups	Select a group from the drop down to go to its home page.
Change Date	Change the view dates by selecting from the drop down or entering a date range and clicking the 'Apply' button.

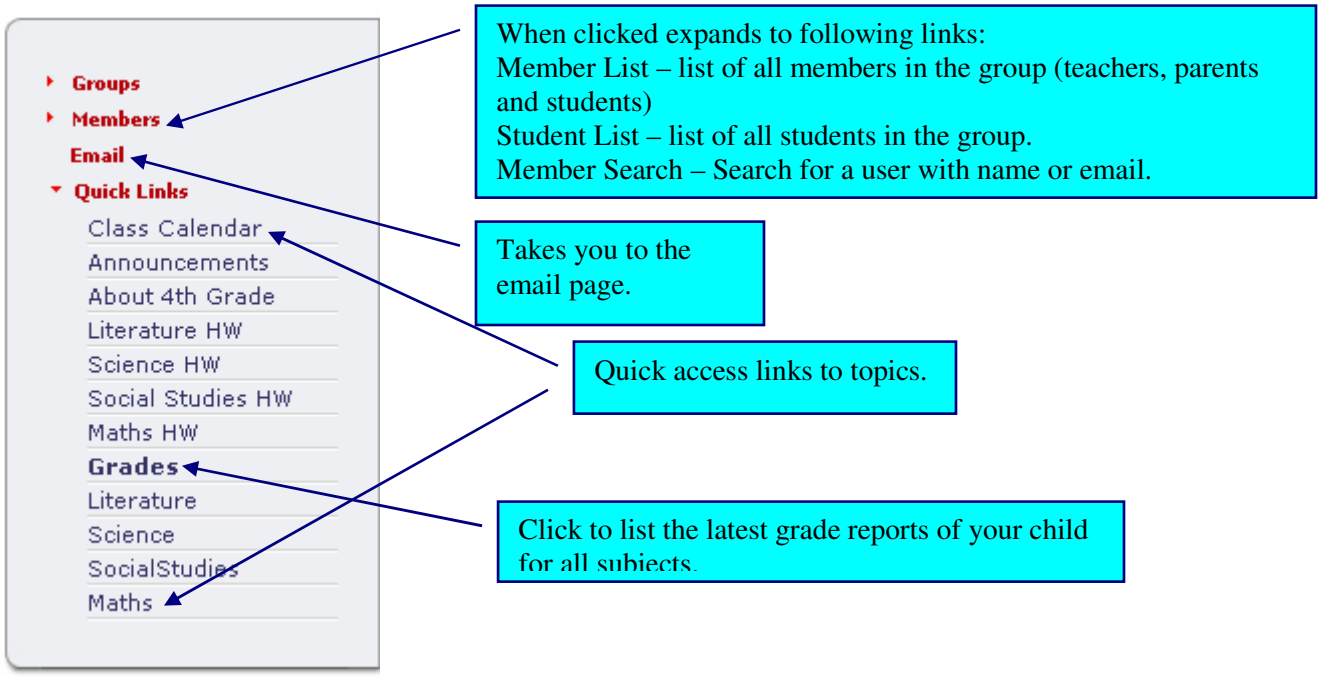
If you are using a shared computer, remember to log out.
The view dates will be retained when you come back to the home page during the same browsing session.


Welcome, jbrown
Home | Contact
Profile | Change Password | Logout
SchoolSpeak Demo School
Today is Wednesday Aug 29
Change Groups
Please select
View for 8/29/2007 - 8/29/2007
Change Date
Please Select
OR 8/29/2007 TO 8/29/2007
Apply
Groups
Members
Email
Quick Links
School Calendar
School Reminders
Lunch Menu
Announcements
Newsletters
School Info
Weekly Envelope
SCHOOL [SchoolSpeak Demo School]
School Calendar
8/29/2007 Wednesday 7:00 pm Back to school night in auditorium more »
School Announcements
School Calendar 2007-2008 more »
Back to School Night on Aug 29th more »
PEANUT ALLERGY ALERT more »
Newsletters from the Principal
Principal's Newsletter Aug 8 more »
Groups
Members
Email
Quick Links
ClassCalendar
Reminders
Announcements
About 1st Gr.
GRADE 1 [1st Grade]
Reminders for 1st Grade
8/27/2007 8/30/2007 8/30 Vocabulary test
8/27/2007 8/31/2007 Please return the signed field trip forms by 8/31
1st Grade Announcements
Details of field trip to wave pool more »
Groups
Members
Email
Quick Links
Class Calendar
Announcements
About 4th Grade
Literature HW
Science HW
Social Studies HW
Maths HW
Grades
Literature
Science
SocialStudies
Maths
GRADE 4 [4th Grade]
4th Grade Literature grade reports
Brown, Jonathan [View>>] (Signed, Posted on 8/23/2007)
4th Grade Science grade reports
Brown, Jonathan [View>>] (Not Signed, Posted on 8/25/2007)
4th Grade Literature Homework
NEW! 8/29/2007 Homework: Review Notes; Study Chapter 2 of Textbook. Due: 8/30/2007
4th Grade Social Studies Homework
8/27/2007 Project more » Due: 8/31/2007
Powered by SchoolSpeak
© Copyright 2007. All rights reserved.
Terms and Conditions | Privacy Policy
Tool bar
Click to find your SchoolSpeak contact.
You are viewing details for these dates. By default, for today.
Change view dates here
Information from your groups
Left Margin – quick access to various information
Group name
Click for more information
Click to view grade report
Click on either of these links for social studies homework

! Check what is coming up in the days ahead. For example, a test scheduled for Friday will show up only if Friday is in view dates.

Below the date selector is the content from each of your groups.

One the left is the 'Left Margin' with quick access to various tools and topics.



To the right of the left margin is the content area. It displays information for the date range selected. The homepage usually displays summary information. If all relevant information of an item is not displayed on the home page, there will be a more » or [View>>] link next to it. Click on this link to get more details on that item.

Following indicators are used on the home page:

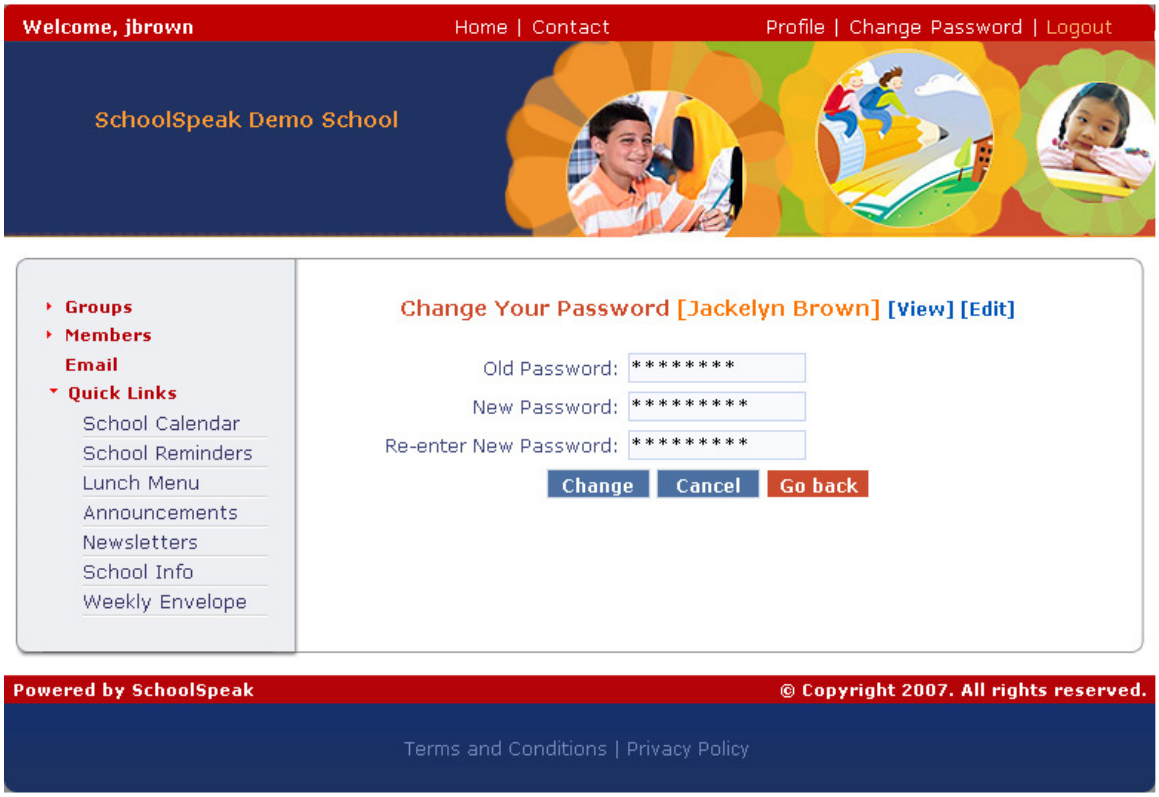
NEW!	Means that the item was published in last 24 hours.
UPDATED!	Means that the item was updated in last 24 hours.
	Means that the item is not relevant after next 24 hours. E.g. a homework due today.

! Some content like 'Teacher Pages' don't have summary messages on the home page. An administrator may disable summary messages for resources with static content like a class schedule. Also a topic may not have any summary messages for the view dates selected. The 'Quick Links' on the left margin takes you directly to the resource.

First Steps After You Login

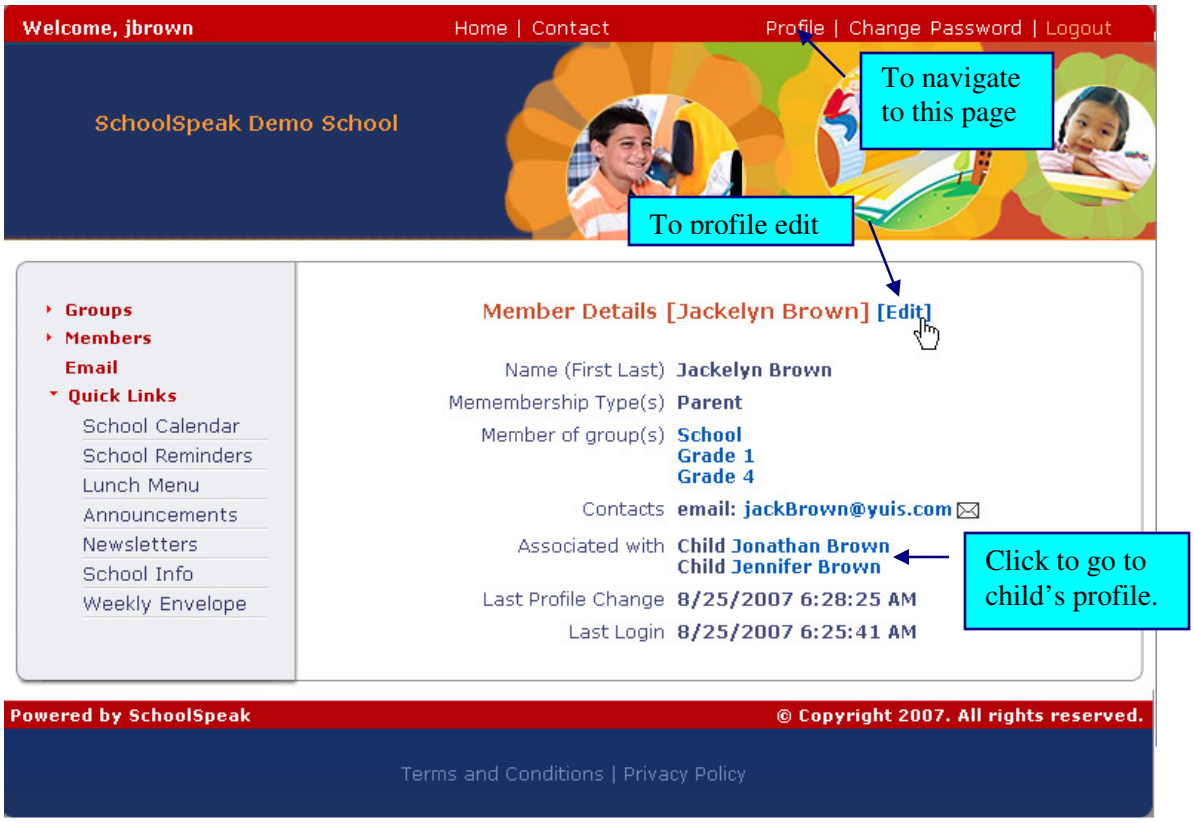
Once you login, please complete following steps:

1. Change your password to something you can remember. Click 'Change Password' link on the top of the page to access the password change page.



2. Review your profile and that of each of your child. You can access profile by clicking the profile link on the top of the page.

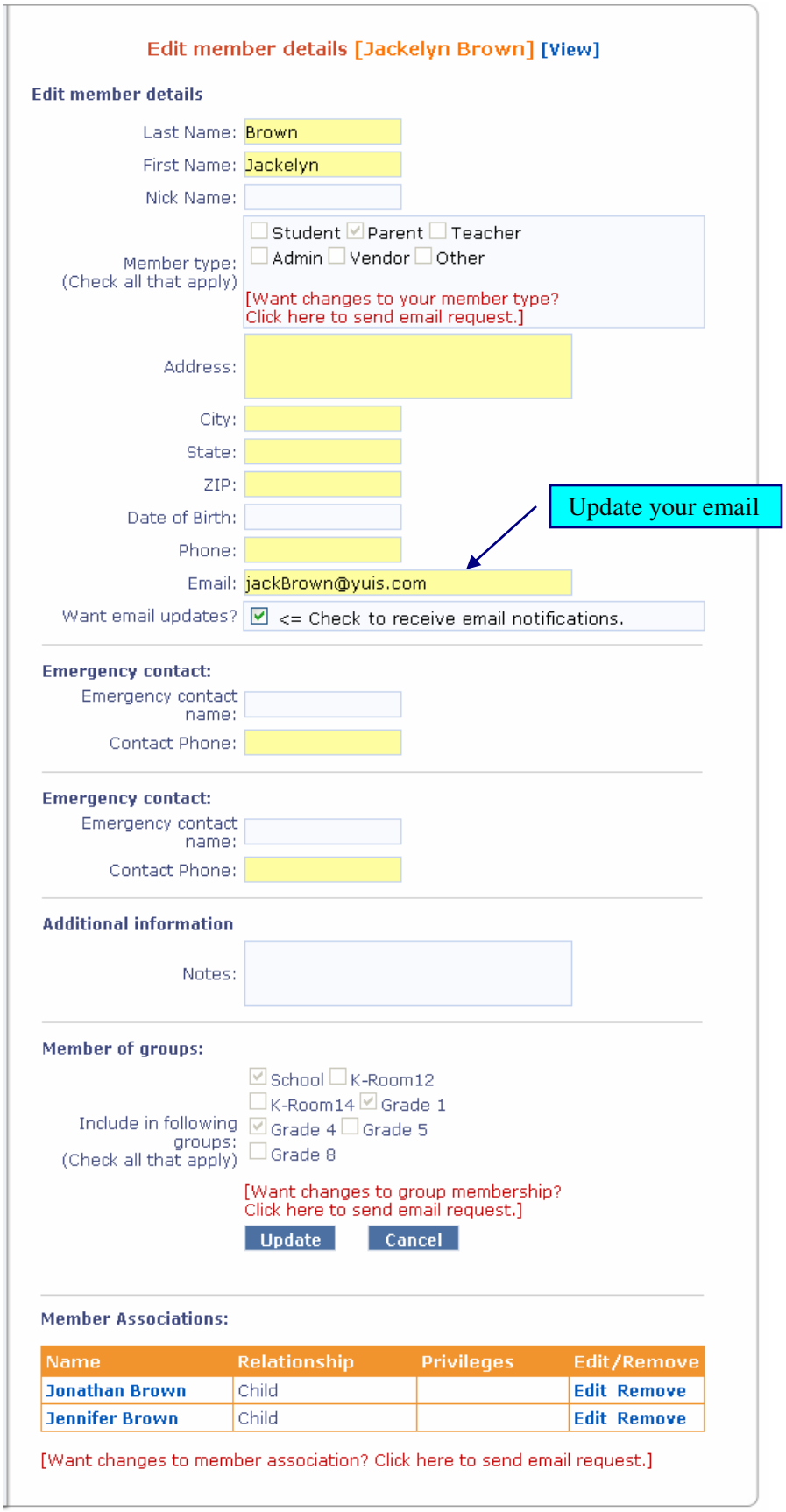
   - Your member type should have 'Parent'
   - Your member groups should have the group representing the whole school and grades of each of your children.
   - You need to be associated with each of your children in the school and they need to be associated with you in order for you to view their grades.



3. Update your profile. Click on **[Edit]** link next to your name to go to profile edit page. (See sample screen on next page.)

   You cannot edit your member type, group membership and member associations. To update these, click on the link below them to send a detailed email to your SchoolSpeak administrator. Make corrections to any other information and click on 'Update' button.

   You can update your email on this page.

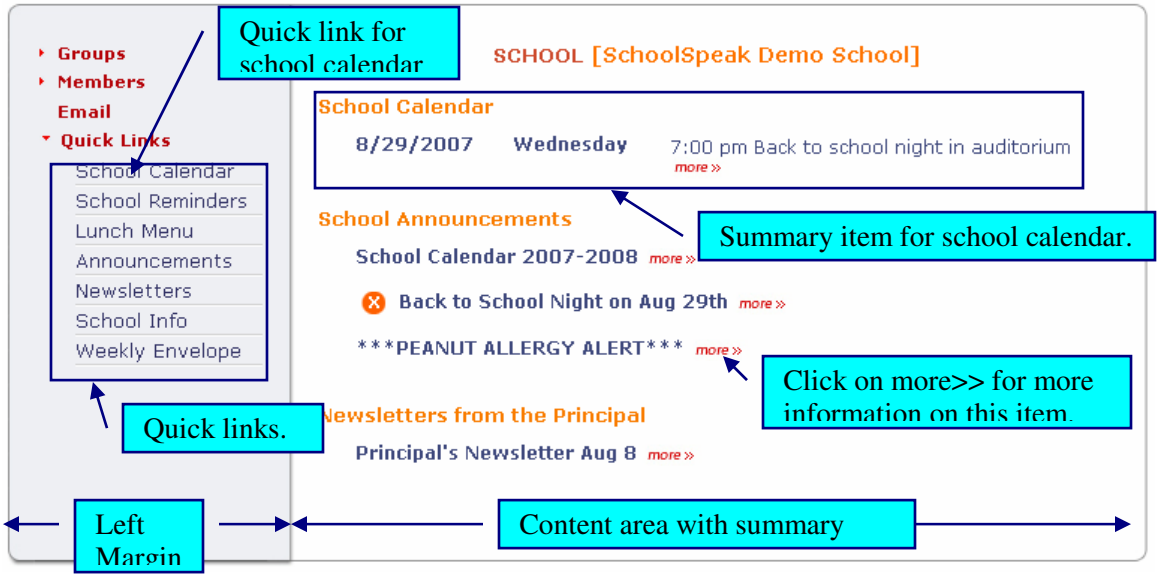

Edit member details [Jackelyn Brown] [View]
Edit member details
Last Name: Brown
First Name: Jackelyn
Nick Name:
Member type: (Check all that apply)
Student Parent Teacher
Admin Vendor Other
[Want changes to your member type? Click here to send email request.]
Address:
City:
State:
ZIP:
Date of Birth:
Phone:
Email: jackBrown@yuis.com
Update your email
Want email updates? <= Check to receive email notifications.
Emergency contact:
Emergency contact name:
Contact Phone:
Emergency contact:
Emergency contact name:
Contact Phone:
Additional information
Notes:
Member of groups:
Include in following groups: (Check all that apply)
School K-Room12
K-Room14 Grade 1
Grade 4 Grade 5
Grade 8
[Want changes to group membership? Click here to send email request.]
Update
Cancel
Member Associations:
Name
Relationship
Privileges
Edit/Remove
Jonathan Brown
Child
Edit Remove
Jennifer Brown
Child
Edit Remove
[Want changes to member association? Click here to send email request.]

Navigating Through the SchoolSpeak Resources

SchoolSpeak has various resources for managing calendars, reminders, web pages, bulletins, homework, grade reports, signup sheet etc. This section describes how to navigate through these resources.

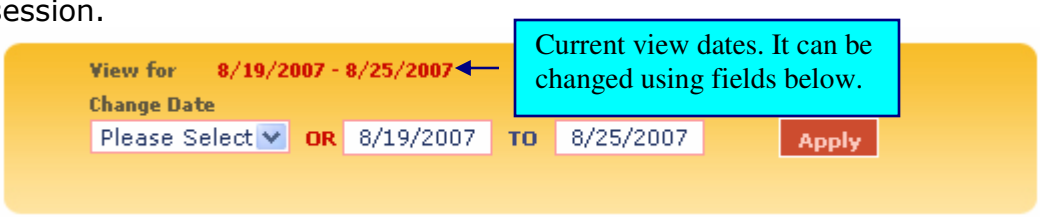
You will find a 'Quick Link' on the left margin for each of the resources (topics.) If the topic has any relevant information for the view date, a summary item is usually displayed on the content area (for example calendar events for the dates being viewed.) If there is more information related to the summary item, a **more>>**, **[view>>]** or **go>>** link will be present. You can click on these links to get more information.

However, some content like 'Teacher Pages' don't have summary messages on the home page. Also an administrator may disable summary messages for resources with static content like a class schedule.

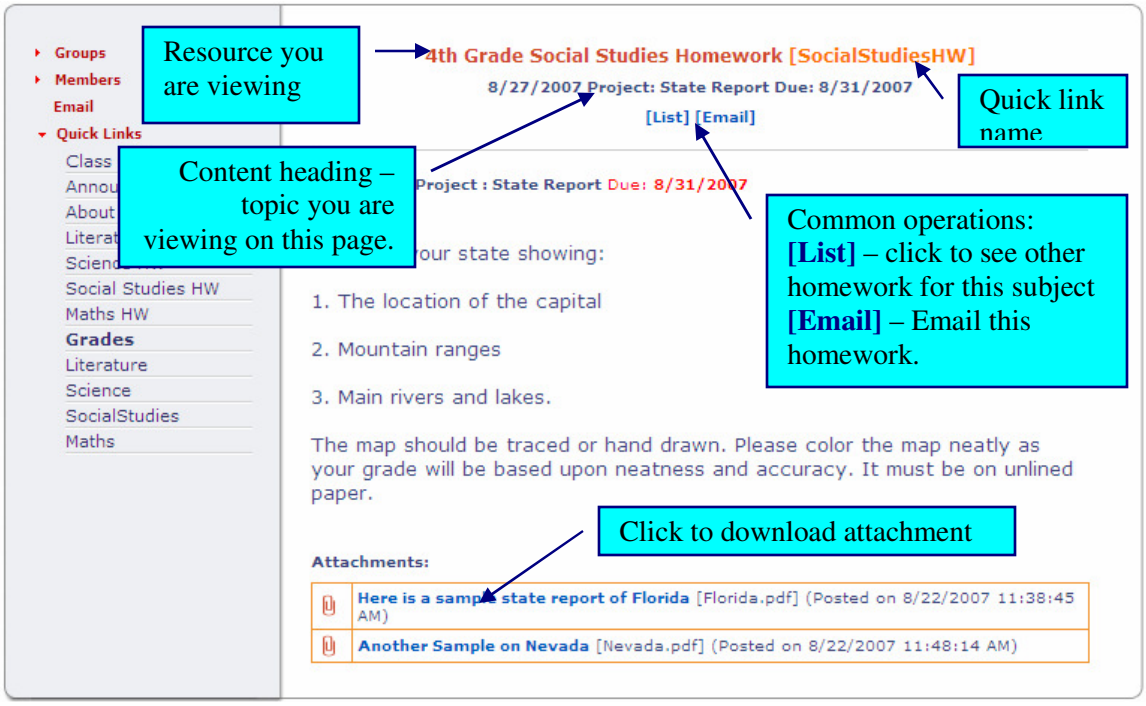


You can check on a resource, for example school calendar, at any time by clicking its quick link on the left margin. 'Home' link on the top of the page will take you back to the home page.

Many pages display information based on view dates you specify. If you see the following in a page, make sure you select the view dates appropriately. For example, view homework for this week. The date selection will be retained for same type of resources (e.g. all homework) for that login session.



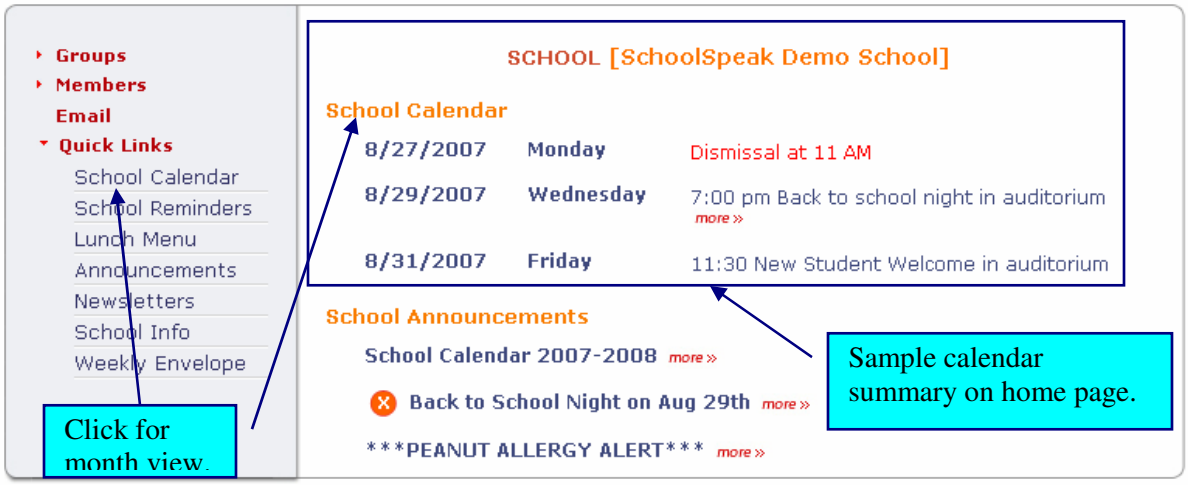
Every inner page has a heading in the content area that identifies the information on the page. You will find few links to common operations under the heading.



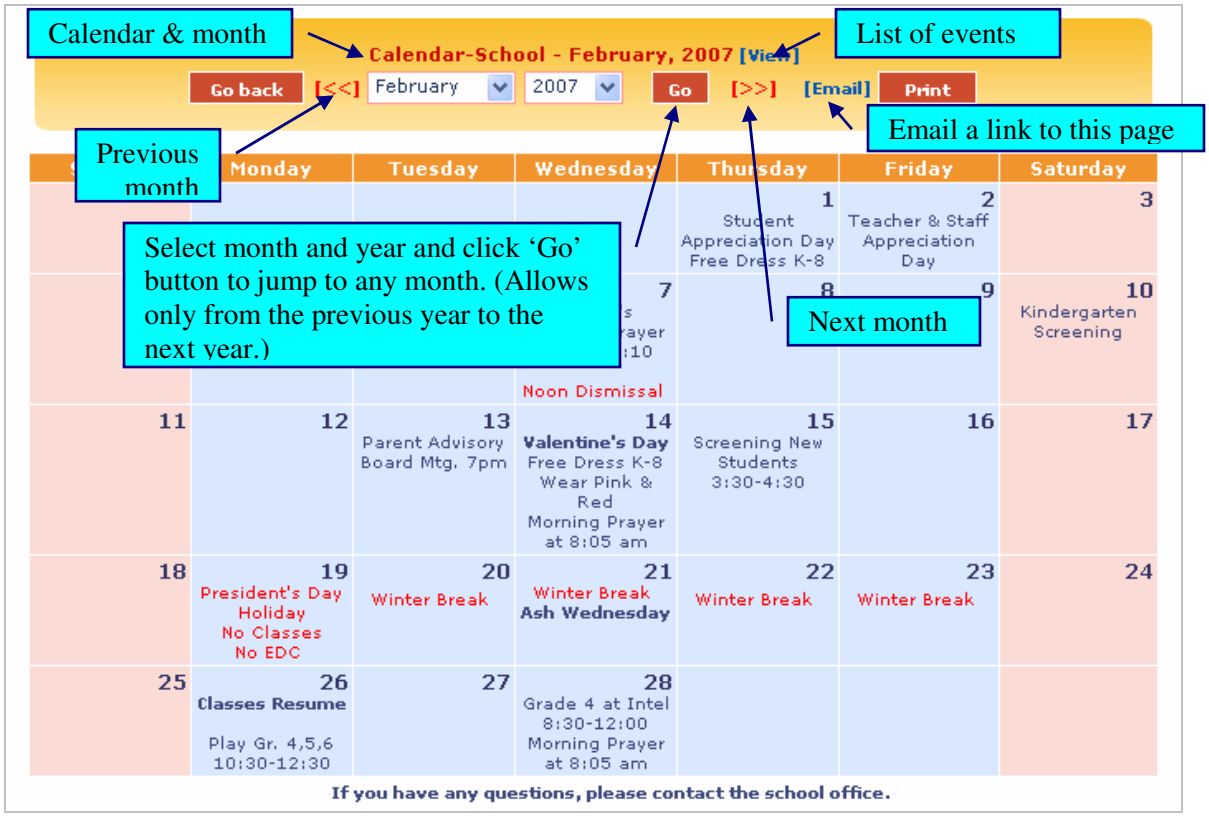
The content also has links that you can click to perform various operations. The above example has links to attachments that you can click to download the attached file.

Calendar

Calendar resource is used for school, class and team calendars, class schedule, lunch menu etc.



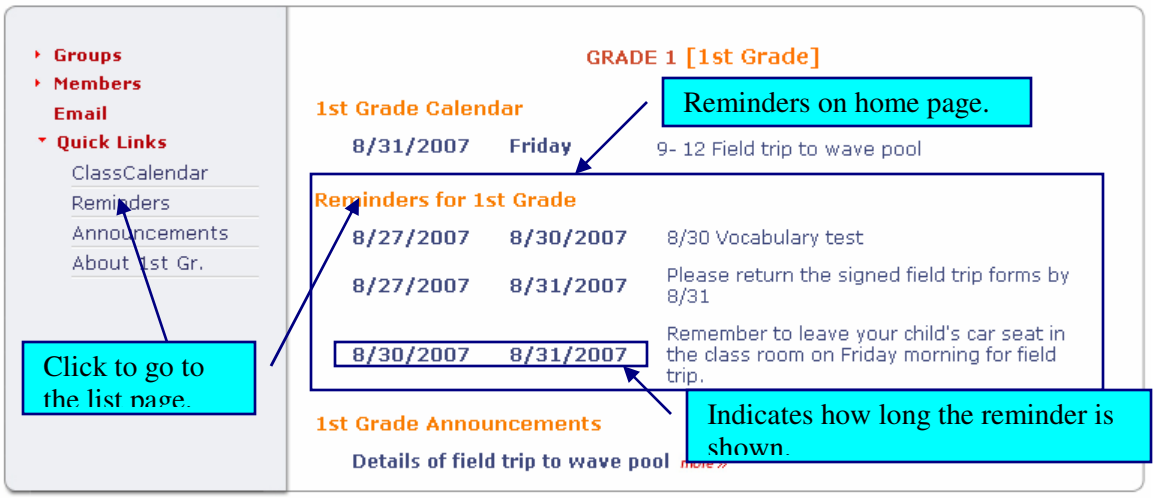
Click on the quick link for a monthly calendar view shown below.



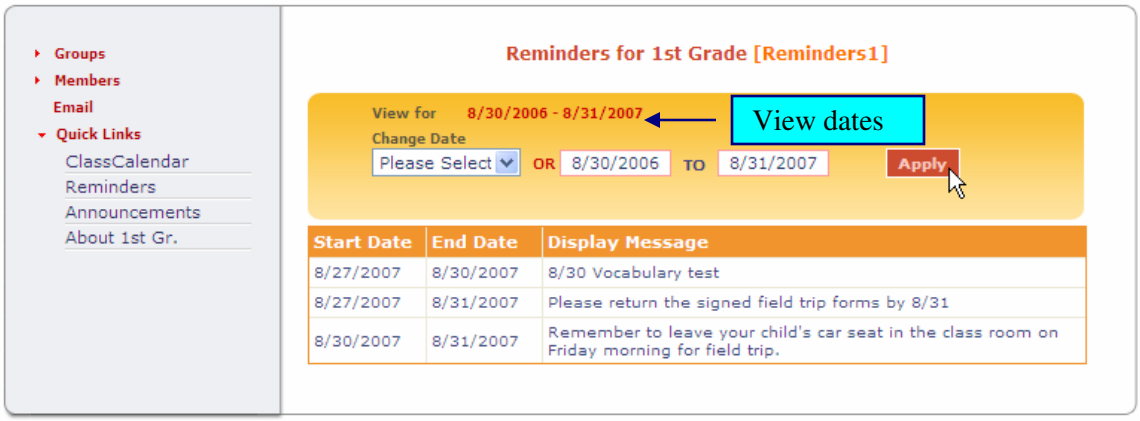
[View] – Click to go to the list page - allows listing calendar events for a selected range of dates.

Reminder

Reminders are for displaying a message every day for a period of days. For example, set a reminder about a test on Friday throughout the entire week.



List page lists reminders for a given range of days.



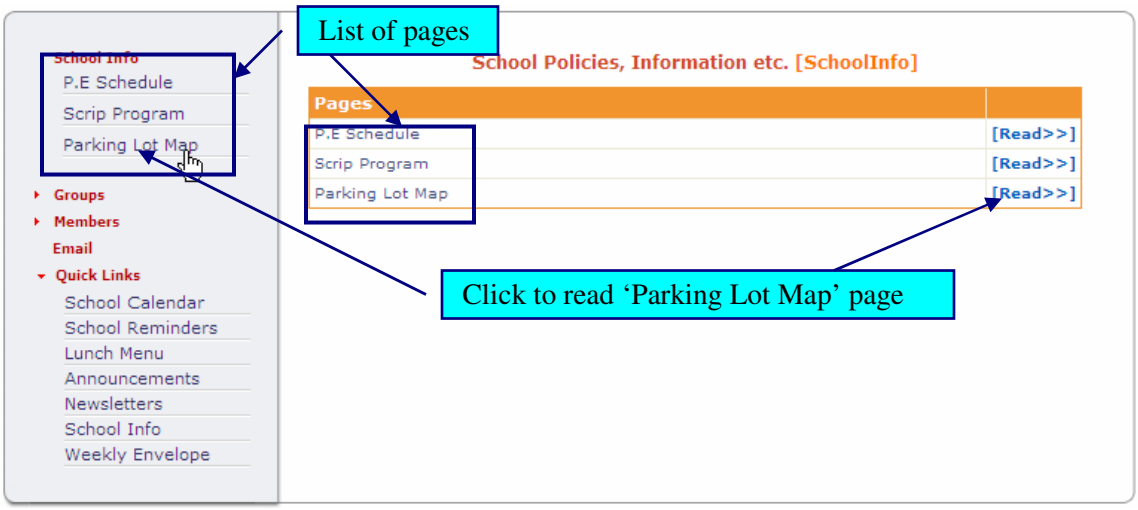
Web Pages

Unlike most of the other resources, web pages do not hold date relevant information. They are for posting static information that is relevant for a long period of time. For example Teacher pages – about teacher, about class room, grade and homework policy, field trips during the school year etc.

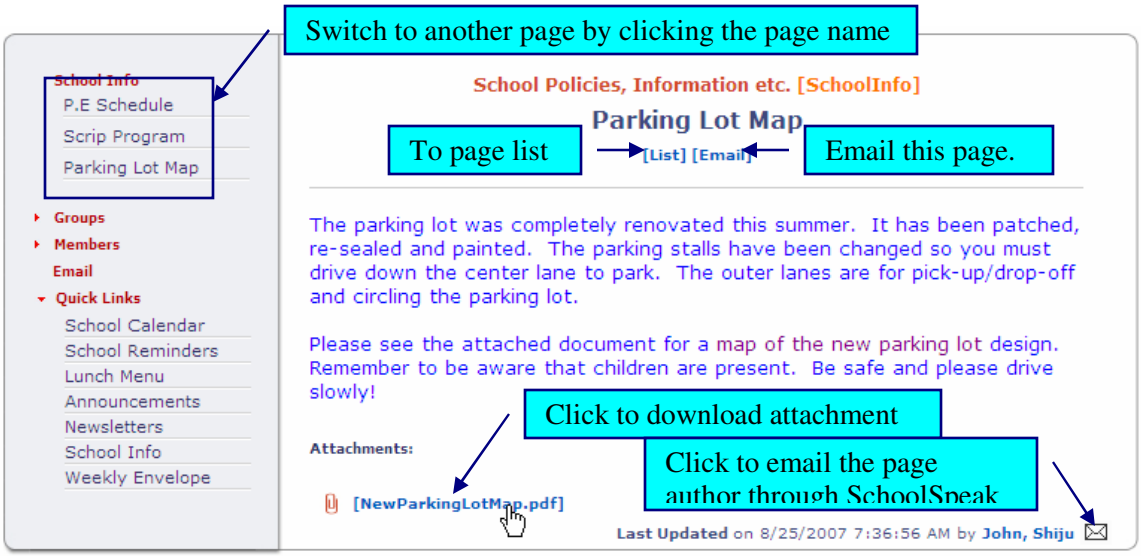
!Web pages don't show up on the home page content area. You will need to click the quick link to access them.

The behavior of the left margin is different with web pages. When you view a web page resource (by clicking its quick link,) the list of pages under it will show up on the top of the left margin. You can click on this page list to easily navigate between pages.

Click on the web page quick link to go to the page list. If the web page resource has only one page, you will be taken directly to that page.

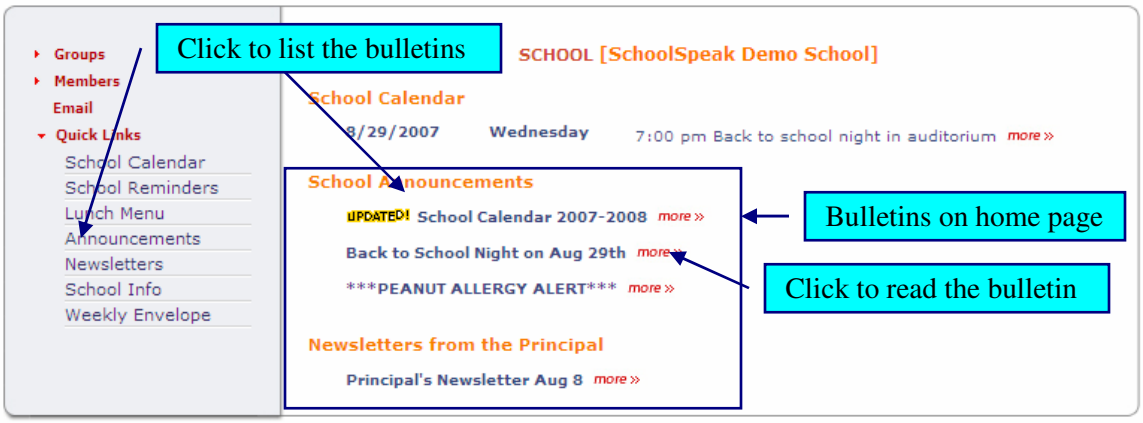


Click on the page link on the left margin or **[Read>>]** to view a page.

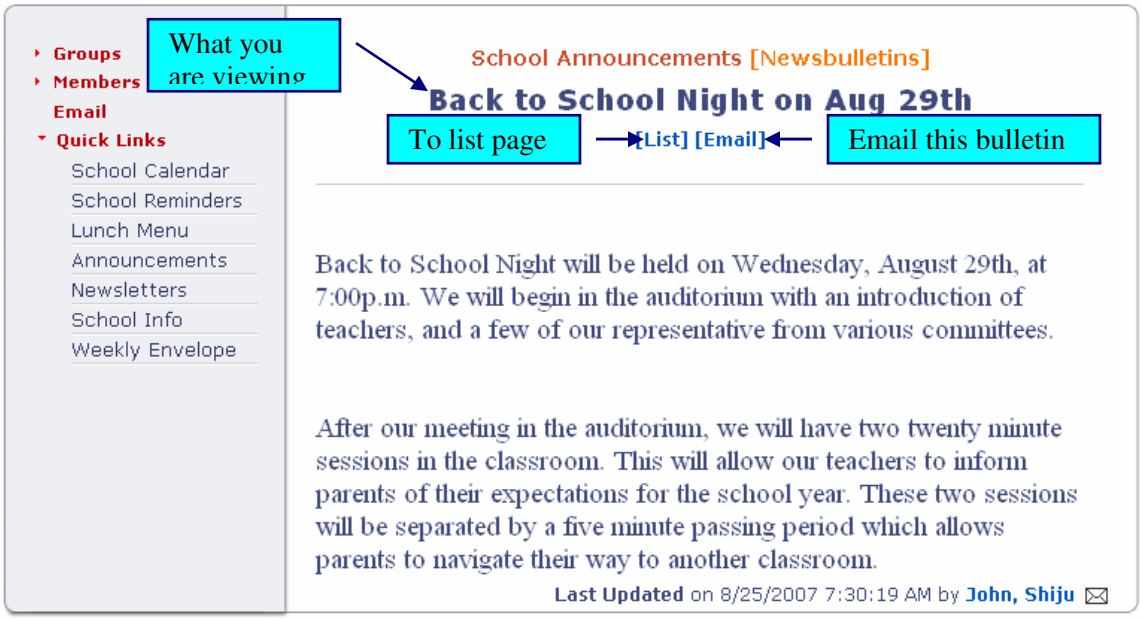


Bulletins

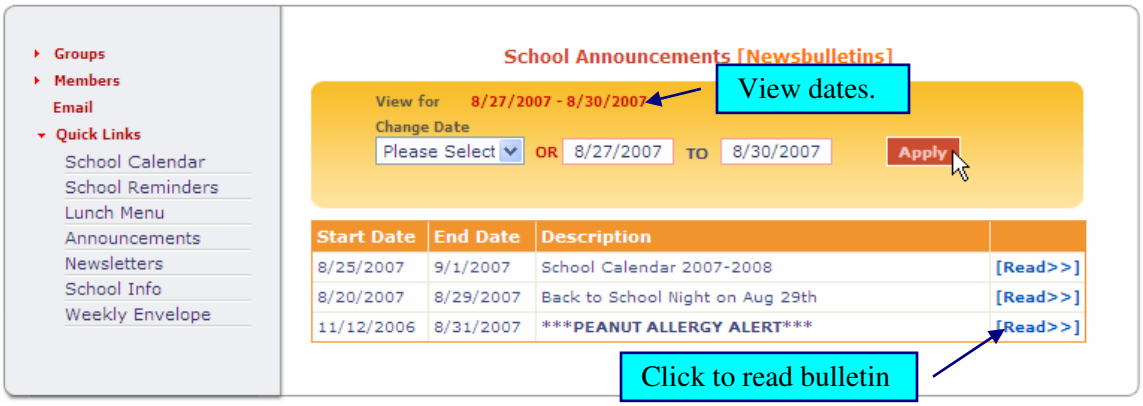
Bulletins are for time relevant information – school, class room announcements, news letters etc.



Click on the **more>>** link next to the bulletin on home page to read it.

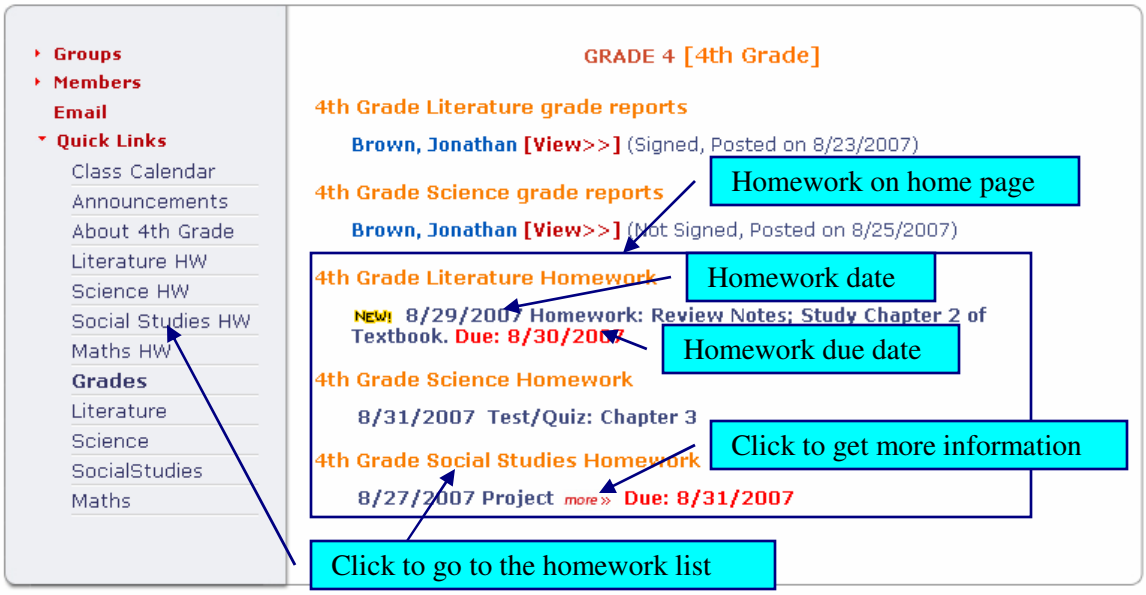


Clicking on the bulletin quick link takes you to the list page.

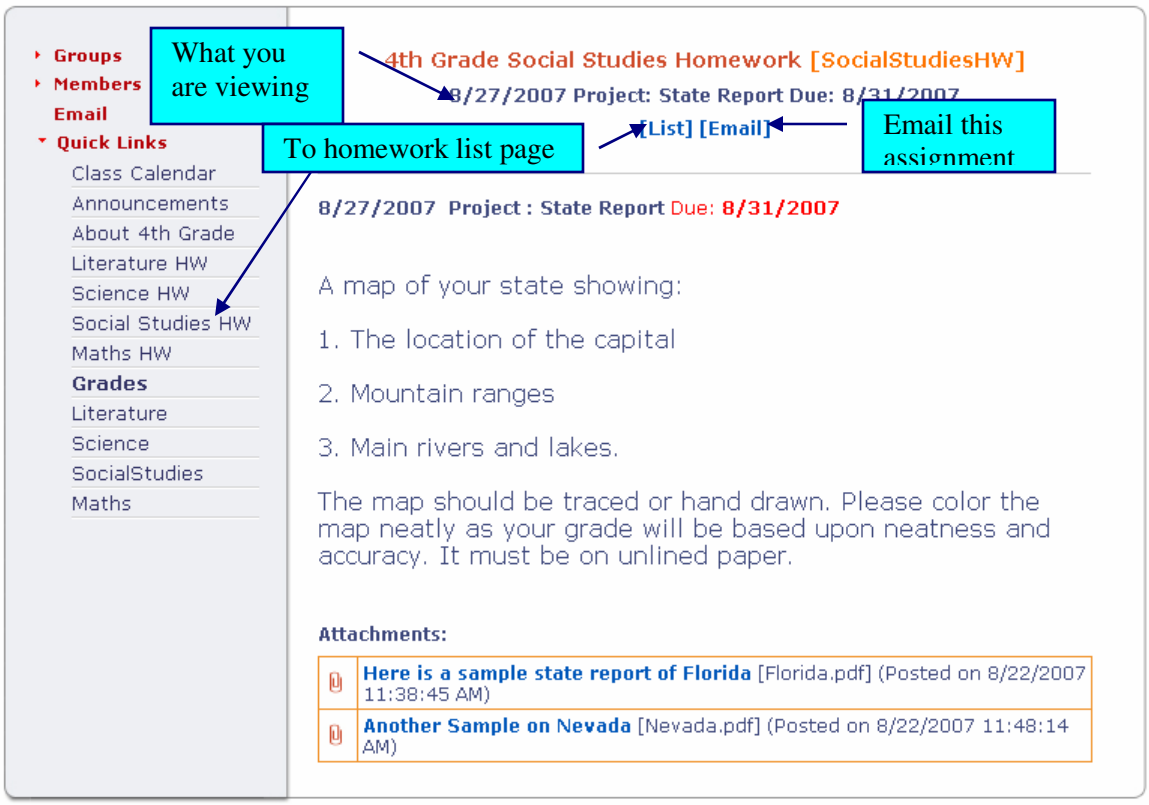


Homework

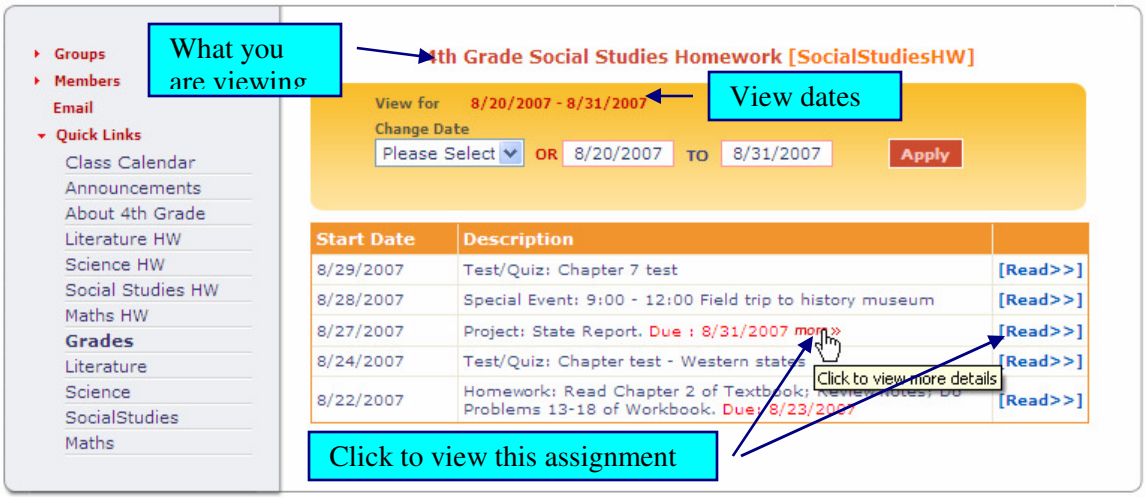
Teachers can post homework and projects using the homework resource.



Click on **more>>** to read the assignment details.

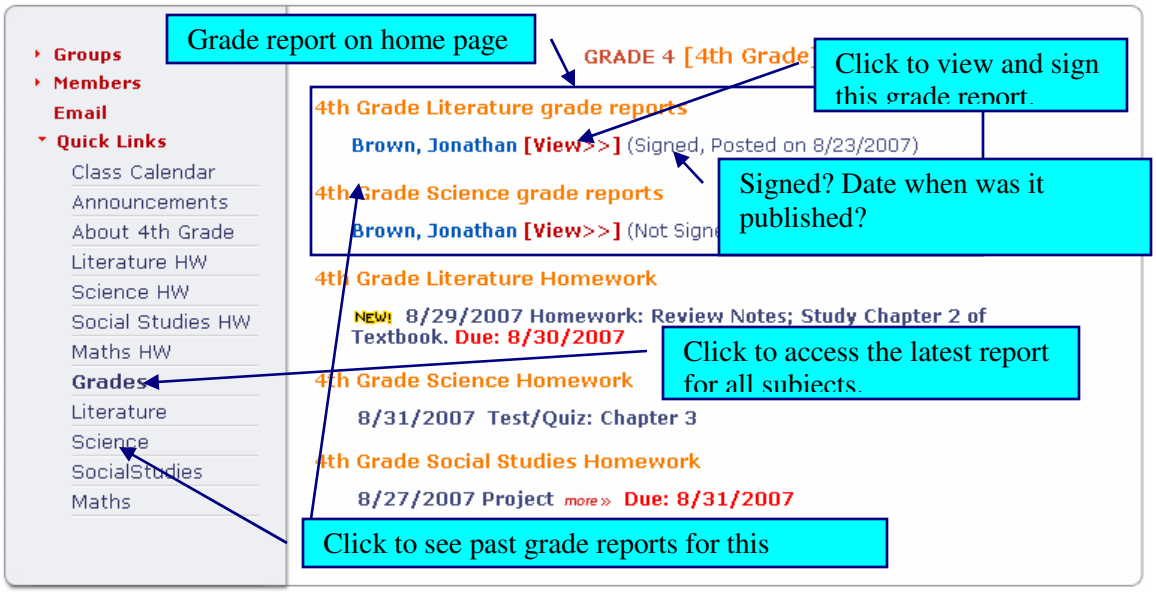


Click on the quick link to go to the homework list page.



Grade Reports

Teachers publish student grade report using this resource.

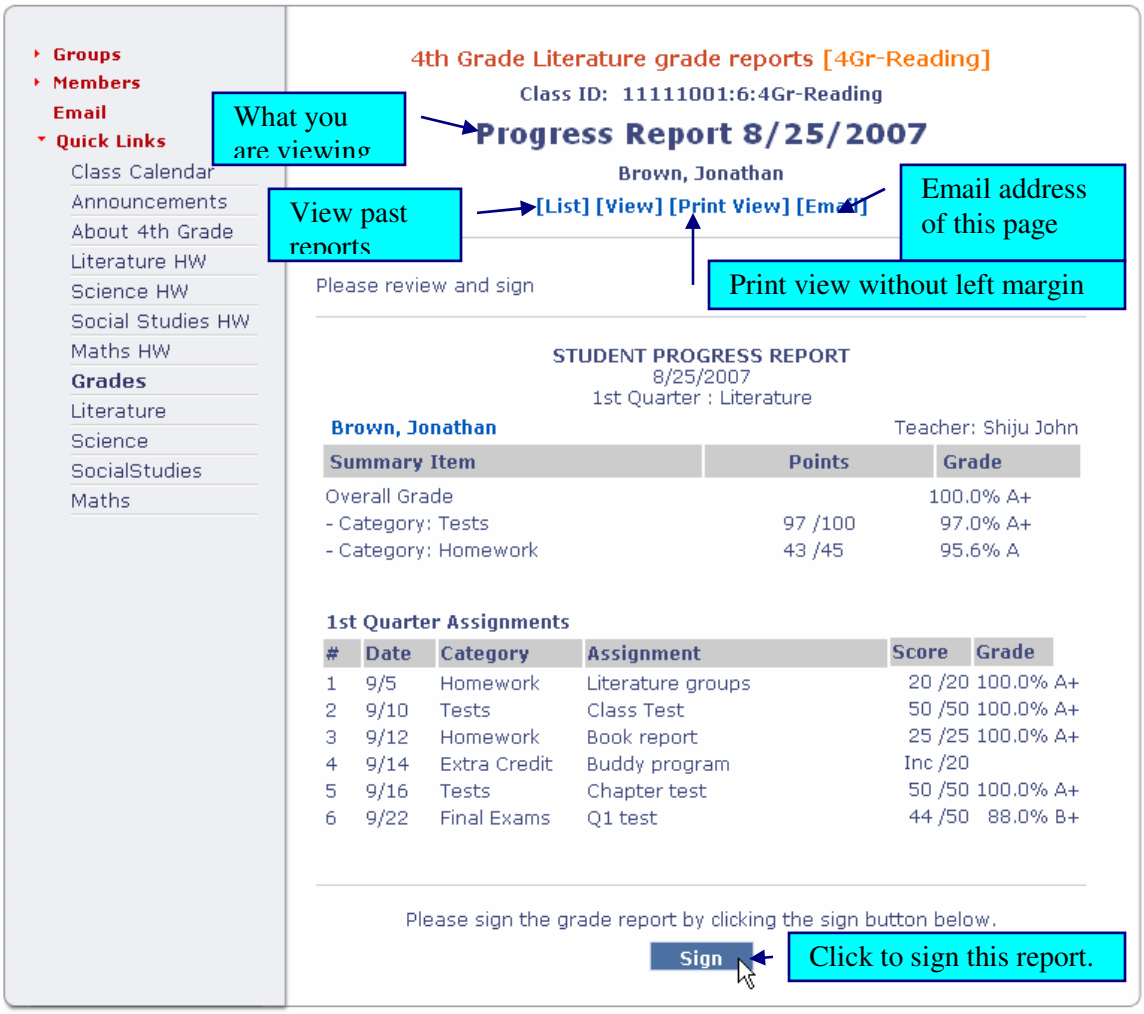


If you have more than one student in a grade, all the students will be listed on the home page for quick access to their grade reports. Click on **[View>>]** next to the student name to review and sign the grade report.

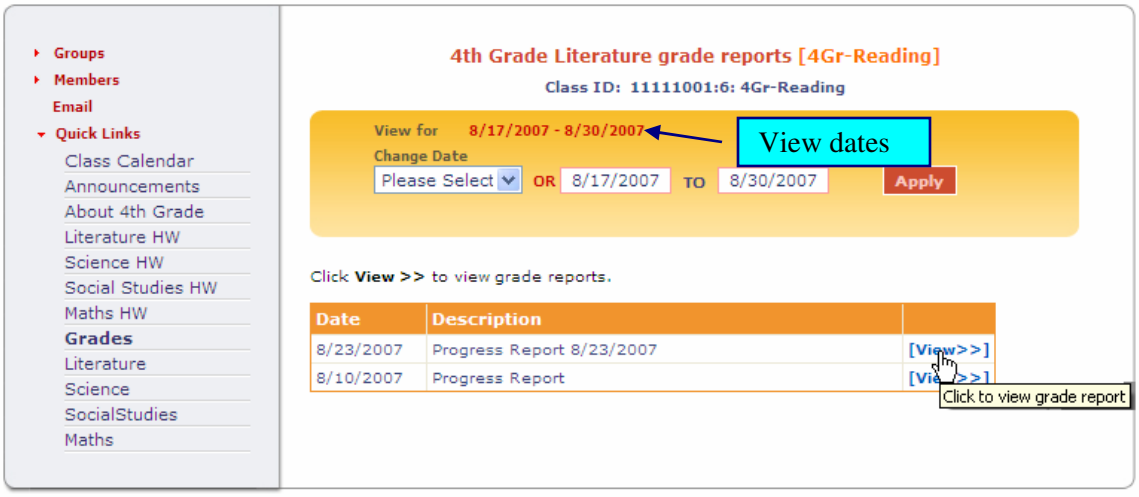
Both parents can sign a grade report. Teachers can see when you reviewed or signed your grade report.

!Only teachers and parents can see a student's grade report. You need to be associated with your child as a parent (father, mother or guardian) and your child needs to be associated with you as a child for you to view your child's grade reports. So it is important that you

review your and child's profile and request any necessary corrections.

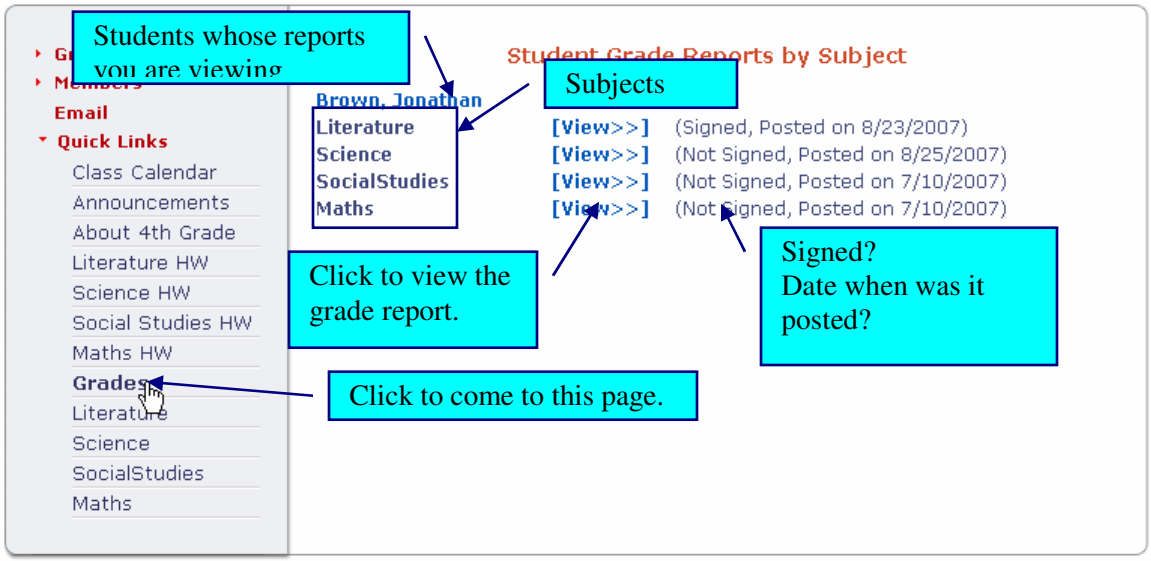


Click on the quick link to access past grade reports for the subject.



Click on 'Grades' on left margin to view your child's latest grade per subject.

If you have more than one child in the grade, you will be presented with the names of each child. Click on one child to proceed.

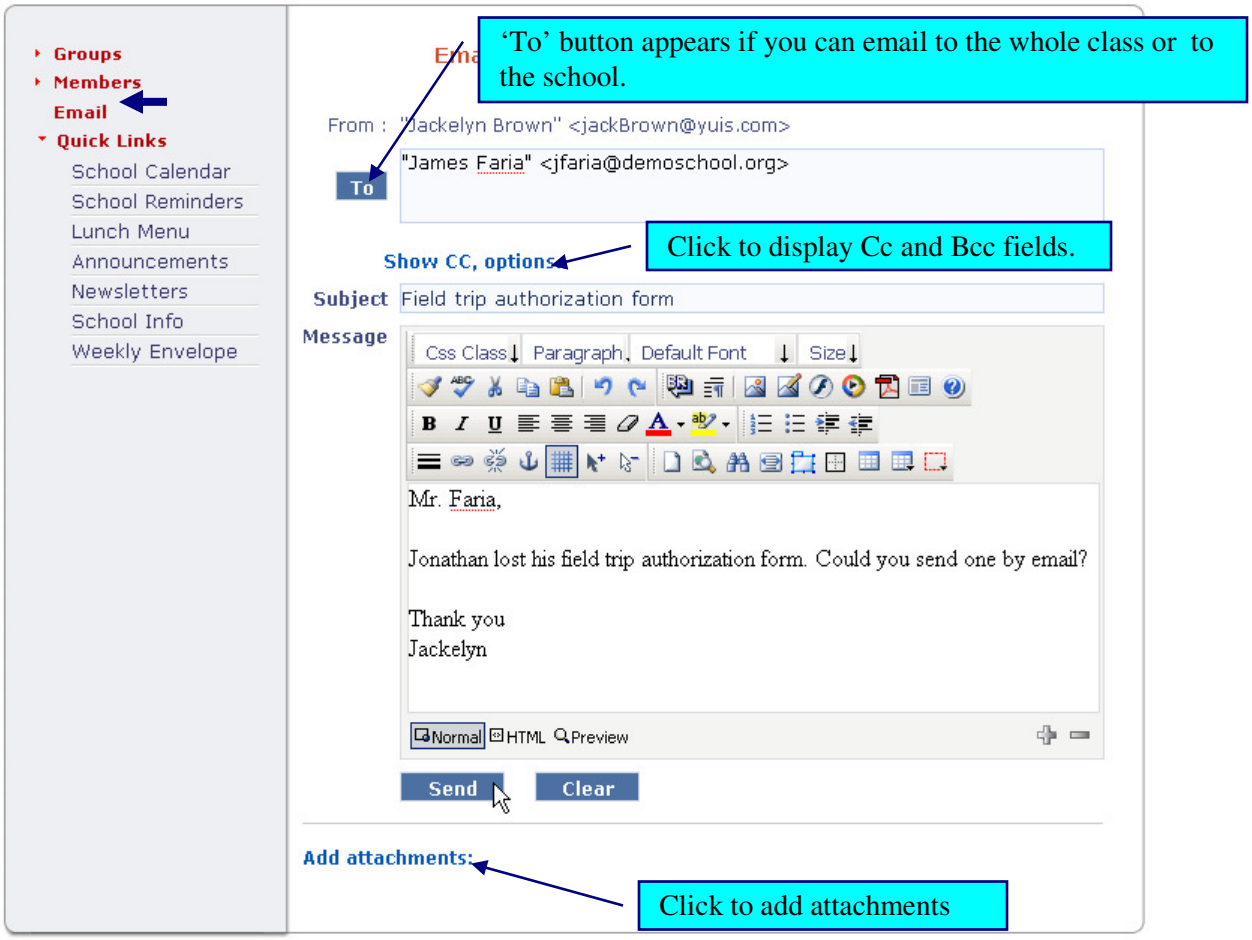


Common Operations

Email

SchoolSpeak email facility may not be available to all parents.

Click on 'Email' link on the left margin and it takes you to the email page.



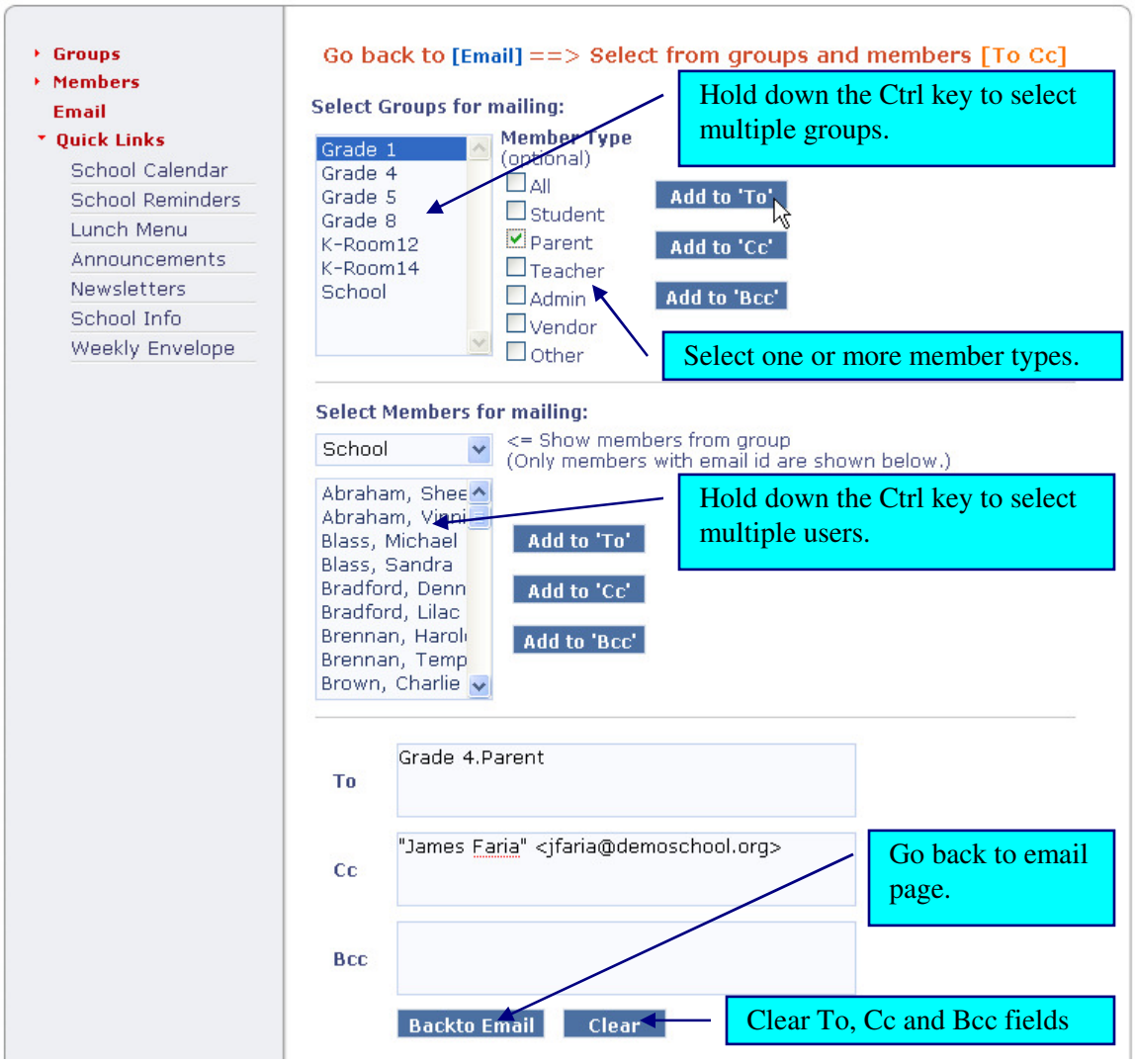
Enter email address, subject and message and click 'Send' button to send the email.

! Sending email can take few seconds or minutes. Do not click the 'Send' button more than once.

You can reveal the 'Cc' and 'Bcc' fields by clicking the '**Show CC, options..**' link.

Click on 'Add attachments:' if you want to attach files. Click on the 'Browse' button to select the file from you computer and then click 'Upload' button.

If you can email to whole class or school, the 'To' button appears. Click on this button to select groups and individual users to email.



On this page you can select groups and members for emailing. You will only see groups you have permission to email to.

To email to groups, under 'Select groups for mailing' select one or more groups from the list, check one or more member types and click the corresponding button to add them to 'To', 'Cc' or 'Bcc' fields.

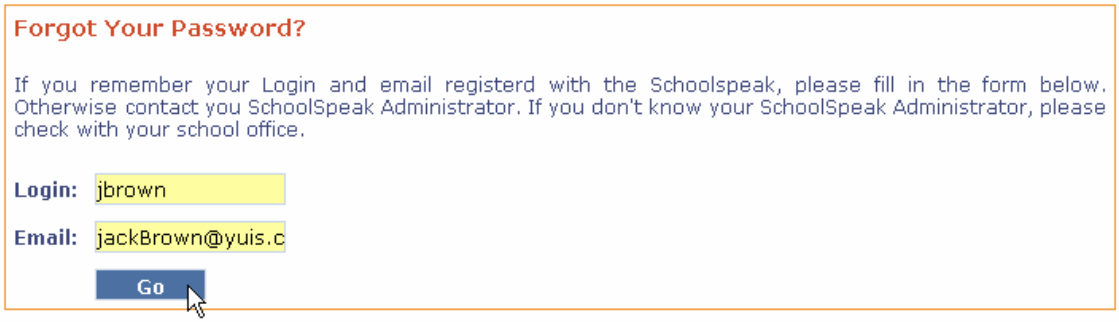
To add users to email, under 'Select Members for mailing'

- From the drop down select the group where you can find the members
- Select one or more users and add click the corresponding button to add them to 'To', 'Cc' or 'Bcc' fields.

Go back to the email by clicking the 'Back to Email' button.

Forgot password

Note down your login name and email registered with SchoolSpeak. If you forget your password, click on 'Forgot Password' link on the login page.



Enter your login name and email registered with SchoolSpeak and click on the 'Go' button. If your login name and email matches, a password will be sent to your email.

Contact SchoolSpeak administrator

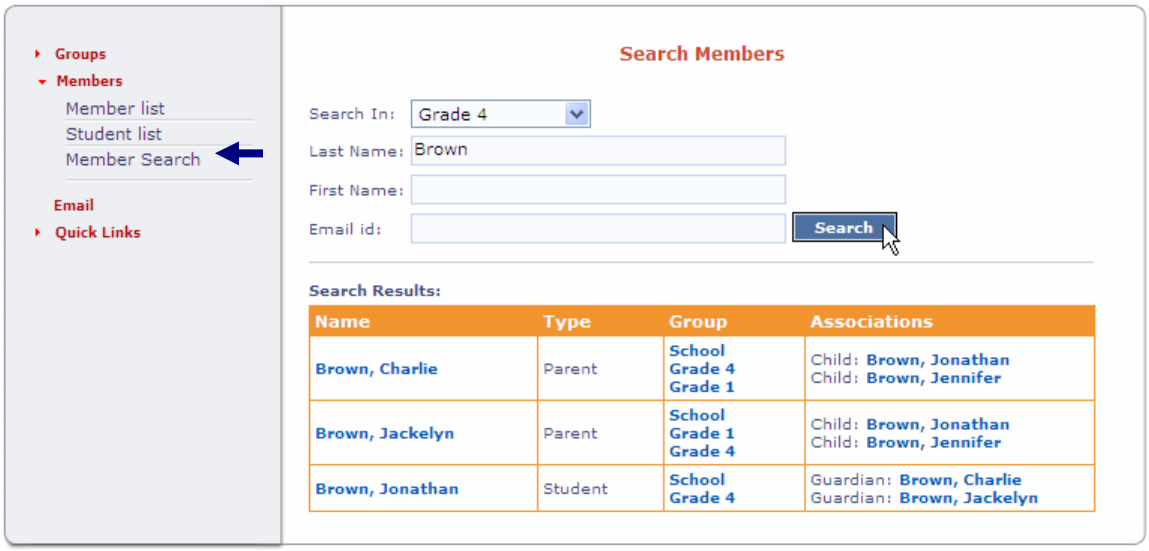
Click on the 'Contact' link on the top of the page and following form appears.

Enter your contact details, a detailed message and click on the 'Send' button to send an email to your SchoolSpeak administrator(s).

Member search

You can quickly find any user in the school using their name or email.

- Expand '**Members**' on left margin by clicking it.
- Click '**Member Search**'
- Select the group of the member you are looking for from the drop down next to 'Search In:'. This step is optional and you can leave this drop down to 'All Members'
- Input the values you want to search for in fields last name, first name and email and click 'Search' button. All these fields are optional.



The page will display all the users matching the given criteria. You can click on the names to see the user's profile and their contact details.

You may not have access to all information in user's profile.