

SIS and Technology Information



Hello parents,

Please read this whole document about technology and emergency information as there is a sign off form at the end of it. This year we are implementing a Student Information System (SIS) called Sycamore. The main goal of the initiative is to collect information more efficiently and to more easily share that information. If you have a child at the high school, you are more familiar with SIS; they use one called Skyward.

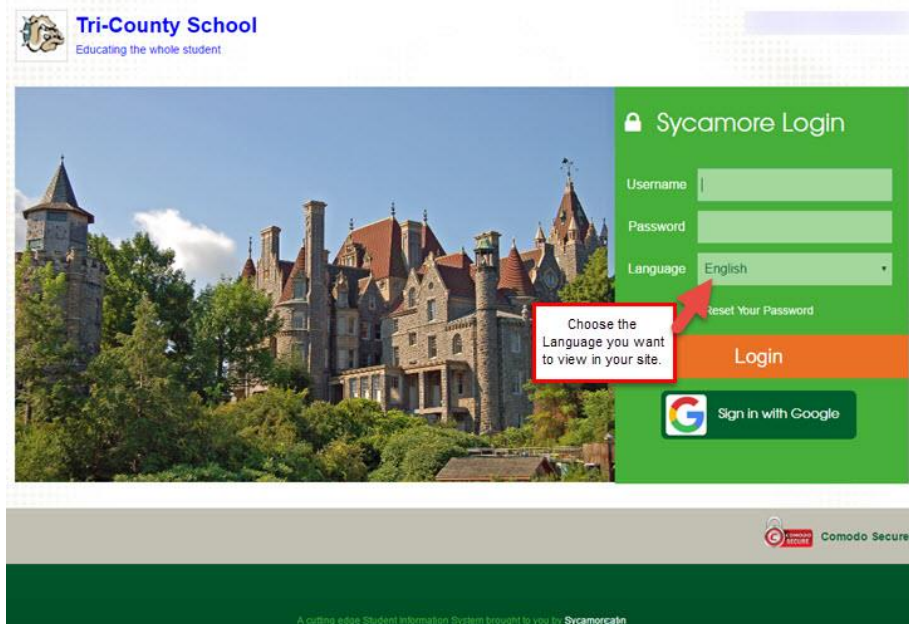
There are internal and external aspects to the SIS. At least initially, it will be used more internally as we move some of our information from a paper copy version to Sycamore. Staff will be able to look up student information easier and see important information they weren't able to see before, such as class schedule and, in some cases, missing assignments which will be helpful in the middle school study halls. Staff will take attendance and lunch orders online and in grades 7 and 8 will be keeping grades online. Thus staff, students and parents in those grades will be able to see more information than in other grades. Sycamore will also be used to monitor check in and check out of after care. We will start with a paper copy sign out process like previous years with Mrs. Lang entering that information, but plan to move to parents signing out on Sycamore.

We plan on seeing what works well and what doesn't and then moving forward based on that. Sycamore is continuing to update their SIS as well. For example, right now there is the ability to e-sign your child's report card. My hope is that they can extend that ability to other forms. We will monitor the use of Sycamore with our Monday folders and Discipline Checks as well as other forms. We plan on using many of the old forms this year, but as I said, we will monitor. If you have input, please contact me or attend our Home and School meetings to discuss. This year, we will be doing more basic things with the SIS.

If you are a returning family, some of the forms in this Back to School packet, such as the Emergency Form, require you to just login to Sycamore and sign off that the information is correct rather than filling out a whole new form. On this sheet, you are given cards which are your login information (top left) and your children's' (top right). Do not share your login information with your child. There are different views based on whether you are a parent, staff, student or administrator. As a parent, you can modify your demographic information and opt in to parental notifications. Other items are read only and include seeing your student's attendance, discipline records, schedule and grades (again largely for grades 7 and 8). I have also attached some information that will help you navigate through the SIS. It will tell you how to log in, access information, opt in to notifications (optional) and verify and update information. After which, there is information about Chromebooks and G Suite we purchased and then the sign off sheet. Of you have any questions, please contact the school.

Logging into Sycamore School

You have been provided with your login information on the 1st page. If you have already logged in before August 26th, the password is blank. If you logged in after the 26th, the password on the cards is your old one, ignore. If you have not logged in yet, the password in the card is the one that you will be prompted to change when you login the first time. A school ID (3871), user name and password are required to access the Sycamore School community. The website address is: app.sycamoreschool.com/index.php?schoolid=3871



If you are a new user, there are two things you should do right away so that you can full navigation in your Sycamore school site:

1. Follow the Welcome Aboard directions to set up your browser. You will need to do this for each computer and browser you use. This process lets your browser know that app.sycamoreeducation.com and app.sycamoreschool.com are trusted sites for you.
2. Change your password to one that is secure. Once you change it, it will also be encrypted, making it more secure.

Changing Your 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.

The Super User at your school cannot look up your password for you in case you forget it (for security reasons), but they can change it for you.

If you use the Reset Your password link and respond to the email that you verify the request is from you, there will be a new computer generated password that you will receive with the second email. In order to change this, you will need to log in with the temporary password then go to My Organizer| Password to change it. The temporary password is the one you will enter in the "Old password" field.

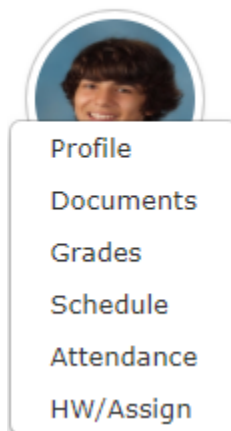
The homepage is where you land when you first login to Sycamore (IF you have okay'd the Welcome Aboard message and changed your password). Any time you want to get back to this page, you need to click on the Home link in the upper left menu.

NOTE - you have to 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.

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 will 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.
2. **Information - My Students** will show your students' names in blue and if you click on 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.

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:

Tri County School
Educating the whole student
2015-2016

Good Afternoon, Aaron & Karen

School Home

Information

My Students

- Esther Beckner
- Mary Gald
- Profile
- Documents
- Grades
- Schedule**
- Attendance

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	NMTWTFs	Q1	Q2	Q3	Q4
S1										
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)	Brevster, Punky		E-4	11:00 am	11:55 am	●●●●●○	✓	✓	✓	✓
S2										
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)	Brevster, Punky		E-4	11:00 am	11:55 am	●●●●●○	✓	✓	✓	✓

Tri County School
Educating the whole student

Sycamore Education, 101 [SE, 101]
Sycamore Education, 101
Mr. O'Ellis - - - Full Year - Rm:144

Class Home

Class Home

Information

News - Last 10 News Articles

Free Training Sessions are a HIT!

Sycamore Education offers free training to schools

Sycamore Education, the provider of the first 100% cloud based student information and school management system, is learning that doing new things often has a learning curve. "It's been a learning experience, that's for sure. So many new obstacles, but also so many new opportunities," said Brock Alexander, an employee [more...](#)

Zoo Visit Friday

This Friday, the class will be visiting the zoo. Please turn in permissions slips.

Thu October 1st, 2015 10:00 AM

Teachers

- Aardvark, Alan OnLine
- Adkins, Brett OnLine
- Allison, Adri OnLine
- Alvarez, Tommy OnLine
- Dallage, Mark Meeting
- Freund, Sam OnLine
- Henrickson, Jamie OnLine
- Henrickson, Taylor OnLine
- Jones, Chris OnLine
- Kotter, Gabe (Mr K) Trainin'
- Lueders, Lynette OnLine
- O'Ellis, Brock (brock@) Classroom
- Reents, Brittney OnLine
- Ronhovde, Jon OnLine
- Schreck, Nick (Nick) Classroom
- Smith, Janie Testing
- Sycamore, Joe OnLine

The Classroom Menu

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

- **School:** 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 particular 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. The Photos tab at the top will display the teacher's picture if the school office has uploaded it. Ignore information in the Information Center and Break Room. System Help can give you information on how to use the system.

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

Similar to 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

Parent Notifications

Primary family contacts can opt-in to email notifications. The notification types are attendance and grades (please note grades 7 and 8 are the only 2 that are required to have grades this year) and will be sent once per day. Each notification will include relevant activity from the last 24 hours. These notifications will be sent out at a specific time designated by the school. Access this in your **My Family | Contacts** by clicking on the Primary Contact name.

School Home

- » School
- » Front Desk
- » Info Center
- » Comm Center

- » Break Room
- » System Help


- » My Family**

 - Information
 - Contacts**
 - Students
 - Medical

Family / AAR1706

General
Contacts
Students

		+	♦	Name	Primary	Relationship
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Aaron, Sam	<input checked="" type="checkbox"/>	Father
<input checked="" type="checkbox"/>				Aaron, Cheri		
<input checked="" type="checkbox"/>				Balbiani, Tyler		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Balbiani, Juliana		Aunt



Click on Primary Contact name

On the contact profile, go to the Notifications tab and select the notifications you would like. **Posted Grade** refers to the posted average grade for a class, not an individual assignment grade.

Aaron, Sam

General
Messaging
Notifications

Attendance

Send me a notification when my student is absent.

Send me a notification when my student is tardy.

Grades

Send me a notification when my students' posted grade is lower than %

Send me a notification when my students' posted grade is higher than %

Daily email notifications NOT Activated

Updating Information

Under My Family/Information, you can update such things as your address.

Under My Family/Contacts, you can update emergency contact and authorized pick up information.

Under My Family/Medical you can update medical information. In the comments section, please put any information about allergies or medical alerts. **If you update the medical page please contact the school.**

In all 3 cases make sure to click the blue update button in the top right corner.

Family / BEC1085

General Contacts Students Medical Update

Physician Physician
Address Dr Address
Address
City Drs City
State
Zip
Phone Dr Phone

Dentist The Dentist
Address Dentist Address
Address
City
State
Zip
Phone

Insurance Information
Company Family
Plan Family Plan
Group 22222222222222

Hospital Family's Hospital

Comments

In addition to Sycamore, we have purchased Chromebooks and GSuite for student use. The students can use the Chromebooks at school only but have access to GSuite and Google Docs in and out of school. Their username is generally 1st letter of first name and whole last name@stmarysmarathon.org. If there is a person with the same last name and 1st letter their username will be slightly different. The students will be resetting their password so you can help them choose a good one; it needs to be 8 characters. Please tell them not to share their new password. Students in grades 5 – 8 will be using these devices the most for such activities as Internet searches, lab reports, AR tests and papers while students in younger grades will have less exposure. Students can share docs only with their teachers and do not have access to e-mail through these accounts.

SIS Information and Emergency Form Signature

____ I have logged into Sycamore and have verified through the instructions on the previous page of this letter, that the address, contact information and medical information is correct.

____ I have logged into Sycamore and updated either my address, contact information and/or medical information which is now correct. Furthermore, I have notified the school that I have updated this info.

____ I have not been able to log in to Sycamore and will fill out and return the Emergency Form to the Main Office. The Emergency Form can be found on our website/parent's page/forms <http://www.stmarysmarathon.org/EmergencyForm.pdf>.

Parent Signature

Date

Parent Signature

Date