



Logging into Sycamore School

Your school administrator will provide you with your login information for your school's Sycamore School account. A school ID, user name and password are required to access your school's online Sycamore School community. The website address app.sycamoreschool.com/index.php?schoolid=2804 You may also select a Language to view the site in (English is the default). Make this URL a bookmark and then each day you can login directly to your site.

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. See [Welcome Aboard](#) for a help page on this. 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 at the bottom of the list.

Changing Your Household Information

The **Information | General tab** is where you will find your family's basic information. Your family code is at the top right. Family codes are system generated and consist of the first three letters of your last name followed by four numbers.


The screenshot shows a web interface for a family information system. On the left is a vertical red navigation menu with white text. The main area has a red header with 'Home' and a power icon, and a secondary red header with 'Family / BEC1085'. Below the header are tabs for 'General', 'Contacts', 'Students', and 'Medical', with an 'Update' button on the right. The 'General' tab is active, showing two main sections: 'Family Information' and 'School Information'. The 'Family Information' section includes fields for Name (Beckner, Aaron & Karen), Formal (Mr & Mrs Aaron Beckner), Mailing Address (1234 Sesame Street Ln O), City (Belton), State (MO), Zip (64012), Country (USA), and Phone (5555555555). The 'School Information' section includes Family Code (BEC1085), Messenger (Esther), Secret Word (bugsbunny), and an 'Online Family Directory' section with checkboxes for 'Exclude Phone', 'Exclude Cell Phone', 'Exclude Mailing Address', and 'Exclude Email Addresses'. A 'Billing Address' section is also present with fields for Name (Doug & Carrie Heffeman), Address (123 E 123rd St), City (Queens), State (NY), Zip (023433), Country (USA), and Phone.

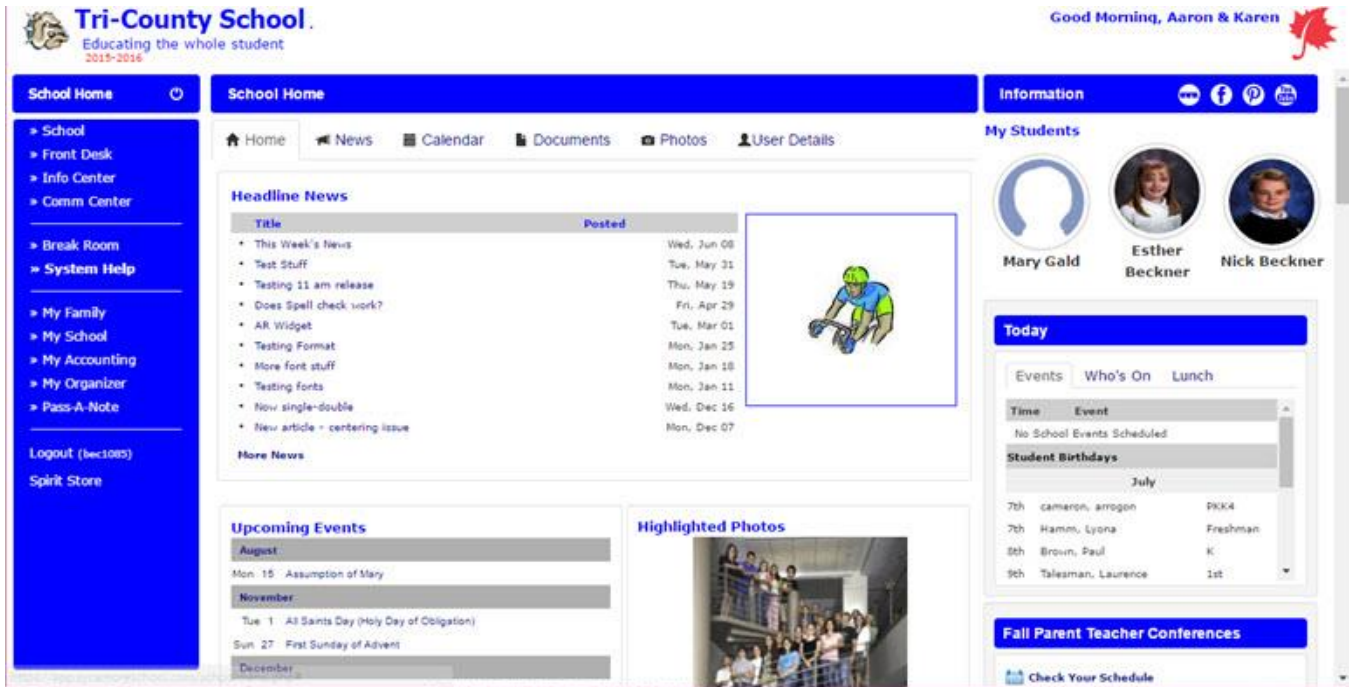
General Navigation

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 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. You can not take advantage of ease to use functionality until you do so.

The home page contains the following fields:

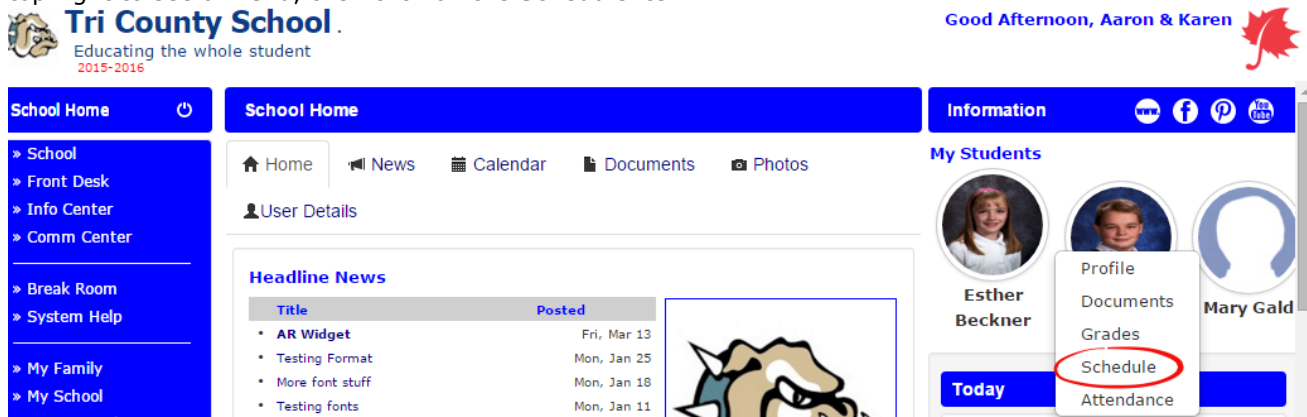
1. The **header** across the top displays your school name, logo and the current school year. Clicking on the logo may be a link to the school's public web site. In the top right, you will also see icons  with your students' names listed below or thumbnail photos for each of your current students. Clicking 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.



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:



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

Print

List Matrix

Class	Teacher	Room	Period	Start	Stop	N M T W T F S	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)	Brewster, 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)	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 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. 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 class room.

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

Family Directory

This is an alphabetical listing of the current families enrolled in your school. Included are the parent names, students associated with this family along with their grade, address, phone number, cell phone number, and email. As a family you can “opt out” of showing your phone number, cell phone number, address, and email from being listed in the public school directory. You can also choose to be completely removed from showing in the directory.

The screenshot shows a web application interface for a Family Directory. At the top, there is a navigation bar with "Front Desk / Family Directory" and a search bar labeled "Student Search". Below the search bar is a filter section "by Families" with a search input field and a "Find" button. A horizontal menu of letters from A to Z is visible, with 'U' highlighted. The main content area displays three family entries:

- Tester2, Mary**:
 - Mother: Mary Tester2 (C: *)
 - Little Tester2 (K)
- Testerson, Testy & Mothera**:
 - Address: 1234 Street Ave., Fremont, Ne 68025
 - Phone: (402) 555-5555
 - Father: Testy Testerson (1234 Street Ave. Fremont, Ne 68025; H: (402) 555-5555)
 - Mothera: Mothera Testerson (1234 Street Ave. Fremont, Ne 68025; H: (402) 555-5555)
 - Childa: Childa Testerson (B)
- Testing, Family**:
 - Family Testing
 - NonCurrent Test (K3)