

Site Basics - Parents: Setting up Your Computer

If your school has invited you to log into your school's Sycamore site, this manual will help you understand what is available.

Logging In

The website address www.sycamoreeducation.com/index.php?schoolid=xxxx (changing xxxx to your school's number) goes to the special login screen for your school. If you do not use the "schoolid=xxxx" in the URL, you will go to a generic login screen that will also require you to enter your school's schoolid, a 4 digit code. You may also select a Language to view the site in (English is the default). The mobile icon provides the link for you to login with your mobile device.

Tri-County School
Home of the Fighting Bulldogs

Username

Password

Language

[Forgot Your Password?](#)

Choose the Language you want to view the site in.

Greetings visitor!
Welcome to Sycamore Education and
Tri-County District School!

Powered By [Sycamore Leaf Solutions, LLC](#)

Note: If you do not have your Username and Password, contact the school’s front office. Sycamore Leaf Solutions cannot supply you with this information for security reasons.

When your school activated your account, a password was automatically generated for you. If you want to change that password, go to **My Organizer (left menu)| Password.**

My Organizer / Utilities / Password Submit

Password

Enter your **Old Password**

Choose a **New Password**

Now, **Confirm New Password**

Enter your old password and then enter your choice for a new password. Be sure to click **Submit** when you're done

Common guidelines for choosing good passwords are designed to make passwords less easily discovered by intelligent guessing:

- Include numbers, symbols (except '/',*), upper and lowercase letters in passwords
- Password length should be 8 characters or longer.
- Avoid any password based on repetition, dictionary words, letter or number sequences, usernames, relative or pet names, or biographical information (eg, dates, ID numbers, ancestors names or dates, ...).

Great Password Examples

Sept2808\$.Susan53.	Jelly22fish&	\$Sm3llycat\$
%Warcrafter77@	=Suzuk1r1der=	.DoctorH0use.	#adams@ndler=
(ILoveMyPiano1)	[1HateLiver@ndOnions]	.MyPuppyLikesCh33s3l	.JulieLovesHans4ever.

Setting up your computer

If you haven't already done so, please go step by step through the Welcome Aboard message (found in **System Help | Welcome Aboard**). It will ensure that you have all the correct settings for the specific browser that you plan on using to connect with Sycamore, and that Java is updated on your computer. Please go through each step carefully; if you do not have your settings correct, you may not be able to view your Sycamore site correctly. If you use multiple computers, each computer must be set up correctly.

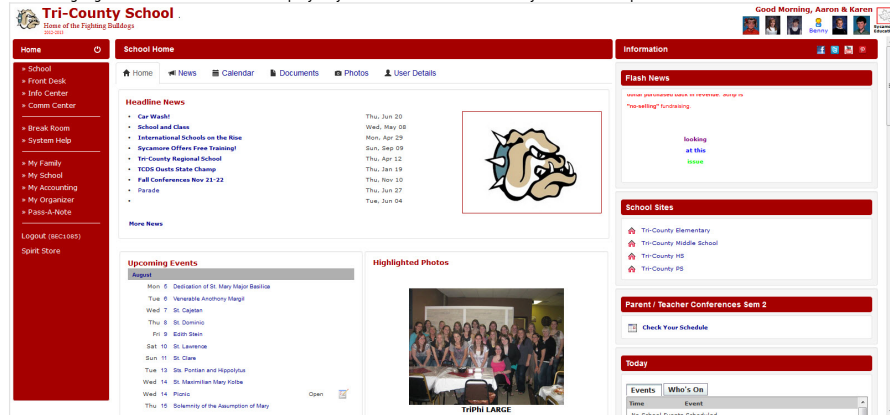
Site Basics - Parents: Navigating the Site

Homepage

The homepage is where you land when you first login to Sycamore. Any time you want to get back to this page, you need to click on the Home link in the upper left menu.

The home page contains four different 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. To the **left** is the Sycamore Education school site menu.
3. 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.
4. 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: 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.



Overview of Left: Sycamore Education Menu Options



Following is a quick overview of the menu options a parent has on their Sycamore Education home page. Those marked in **Orange** are highlighted in more detail later in this manual. **Note:** Some of these items may or may not be viewable based on permissions set by the school.

- **Home:** Takes you back to the main home page in Sycamore Education school site. Power icon logs you out of the site.
- **School:** Contains information pertinent to your school: **News, Calendar, Documents, Photo Albums** and Favorites (links to web sites the school would like you to know about).
- **Front Desk:** Contains a Family Directory that includes families and students in the school (unless parents have opted out of this feature), an Employee Directory, Classroom Directory, Departments that staff members are in and Facility information, if provided.
- **Info Center:** Allows you to view the books in the Library, the Cafeteria menu for the month (with the ability to print it), Databases available, any Online Forms the school has created, Event Registration area for signing up for school activities, and a Knowledgebase that may have answers to commonly asked school-related questions.
- **Comm Center:** Includes a list of Blogs and Discussions that could have input by school employees, students, and parents.
- **Breakroom:** Allows you to place **Classified Ads** for items you'd like to sell. The school office must approve the ad before it is available for viewing and will only display after school hours.
- **System Help:** Contains instructions relating to use of Sycamore Education

Information above the dotted line relates to the school.

Information below the dotted line is family or personal information.

- **My Family** (see [My Family](#) & [My Family: Students](#)): Contains general family information, contacts assigned to the family, students in the family and medical information
- **My School** (see [My School](#)): Contains information on Service Logs, any Notifications setup by the school, Sports Teams, P/T Conference section and the **Enrollment** (see manual page My School: Enrollment) section.
- **My Accounting** (see [My Accounting](#)): Contains information on any financial accounts used by your school. This is where you will order lunches for your students (if this is used by your school).
- **My Organizer:** Allows you to create and store Blogs and change your password.
- **Pass-A-Note (PAN)** (see [Pass-A-Note](#)): Includes an Inbox and Outbox, a list of Employees and Families you can pass-a-note to, and an options area where you can personalize your PANs if this is allowed by your school.
- **Logout:** Allows you to click here to log out. If your student has a login, you will need to logout for them to be able to login with the same browser.

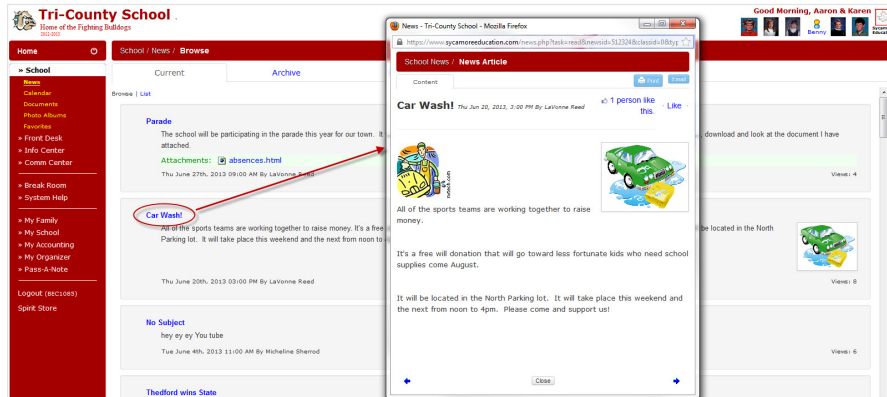
Center Section: Tabs Across the Top

The tabs displayed across the top may vary depending on how your school has chosen to set them up. For the following menu, the tabs are School Overview (displays headline news, upcoming events and highlighted photos), School News, School Calendar, School Documents, School Photos and Student Details (for your enrolled students)

School News

Click on the News tab. The most recent news articles the school has created are displayed. Click on **All News** link. To view any articles not displayed, click on the blue arrow at the top.

This list shows a brief synopsis of each article. To read the article in full, click on the article headline (blue font) or if the article is too long, click the word **..more** at the end of the text. The article will open in a new window. If you want to print, click on the print icon. If there are documents attached to the article, they will display in this view and can be downloaded by clicking on the name or icon.





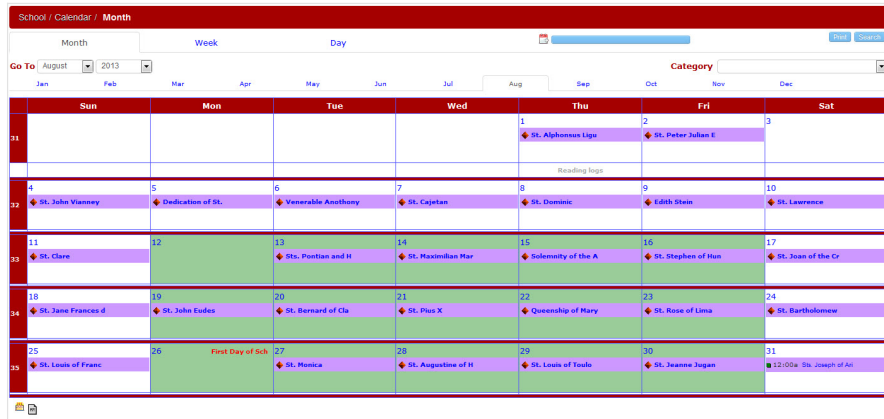
Reading a News Article

If comments about the news article are allowed, you can click on the comments tab to add your comments.

School Calendar

When you click on the Calendar tab across the top of the Sycamore Education homepage, you get a listing of school events. Click on the name of the event for more information. Click on the **All Events** link in the upper right. This will show an entire month's worth of events. You can view the previous month by clicking the month name on the top left or go to the next month by clicking the month's name on the top right. Jump to a different month and year using the drop-down box in the top right corner. The calendar is color coded by quarters or trimesters as defined when the school year was created. Each school day is the color of the quarter it is in. If there is a half-day, the day will show up with a lighter color background. **Note:** Some monitors will not show much of a distinction in the lighter color. You can view an entire day's worth of events by clicking the date or you can view just one event by clicking the event name.

If you click on the birthday cake icon  at the bottom of the page, you can view all of the students' and employees' birthdays for that month and print them. If you click on the paper icon , you can view all events for that month.

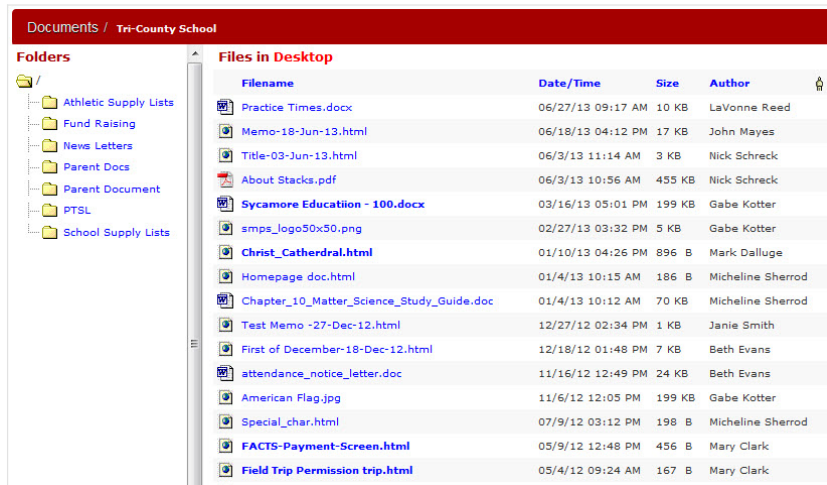


The screenshot shows a web-based calendar for August 2013. The interface includes navigation tabs for Month, Week, and Day, and a 'Go To' dropdown menu set to August 2013. The calendar grid shows days of the week from Sunday to Saturday. Events are listed for various dates, including St. John Vianney, Dedication of St., Venerable Anthony, St. Cajetan, St. Dominic, Edith Stein, St. Lawrence, St. Clare, Sts. Pionian and H., St. Maximilian Mar., Solemnity of the A., St. Stephen of Hun., St. Joan of the Cr., St. Jane Frances d., St. John Eudes, St. Bernard of Cla., St. Pius X, Queenship of Mary, St. Rose of Lima, St. Bartholomew, St. Louis of Franc., First Day of Sch., St. Monica, St. Augustine of H., St. Louis of Toul., St. Jeanne Jugan, and St. Joseph of Ar.

School Documents

Clicking on the Document tab across the top will display the uploaded documents with the most recently uploaded at the top. Click on **All Documents** to display all available school documents.

Documents and graphic files can be viewed from here. There may be multiple folders that can be opened containing documents specific to that folder. For example, there may be a folder named Monday Memos. Clicking on that folder or the name of the folder will open all the Monday Memos that have been uploaded into that folder. The file name, time, date the file was last saved, file size, the person who authored the document, and comments added regarding that file are all displayed.



The screenshot shows a 'Documents / Tri-County School' interface. On the left is a 'Folders' sidebar with items like Athletic Supply Lists, Fund Raising, News Letters, Parent Docs, Parent Document, PTSL, and School Supply Lists. The main area is titled 'Files in Desktop' and contains a table with columns for Filename, Date/Time, Size, and Author.

Filename	Date/Time	Size	Author
Practice Times.docx	06/27/13 09:17 AM	10 KB	LaVonne Reed
Memo-18-Jun-13.html	06/18/13 04:12 PM	17 KB	John Mayes
Title-03-Jun-13.html	06/3/13 11:14 AM	3 KB	Nick Schreck
About Stacks.pdf	06/3/13 10:56 AM	455 KB	Nick Schreck
Sycamore Education - 100.docx	03/16/13 05:01 PM	199 KB	Gabe Kotter
smps_logo50x50.png	02/27/13 03:32 PM	5 KB	Gabe Kotter
Christ_Cathedral.html	01/10/13 04:26 PM	896 B	Mark Dalluge
Homepage.doc.html	01/4/13 10:15 AM	186 B	Micheline Sherrod
Chapter_10_Matter_Science_Study_Guide.doc	01/4/13 10:12 AM	70 KB	Micheline Sherrod
Test Memo -27-Dec-12.html	12/27/12 02:34 PM	1 KB	Janie Smith
First of December-18-Dec-12.html	12/18/12 01:48 PM	7 KB	Beth Evans
attendance_notice_letter.doc	11/16/12 12:49 PM	24 KB	Beth Evans
American Flag.jpg	11/6/12 12:05 PM	199 KB	Gabe Kotter
Special_char.html	07/9/12 03:12 PM	198 B	Micheline Sherrod
FACTS-Payment-Screen.html	05/9/12 12:48 PM	456 B	Mary Clark
Field Trip Permission trip.html	05/4/12 09:24 AM	167 B	Mary Clark


(if an HTML file) or download this document to your local hard drive. To view a file click on the file name. A dialogue box will pop up that will prompt you to either view

When viewing a document you can print it out by doing a right mouse click on the document and then select the Print option or click the printer icon at the top of the window.

School Photos

Clicking on the Photos tab across the top of the homepage will bring up a photo album of the most recently updated photos.

To view photos that the school may have organized into individual albums, click on the All Photos link.

Click once on any album  to open a graphic display of what photos are in that album.

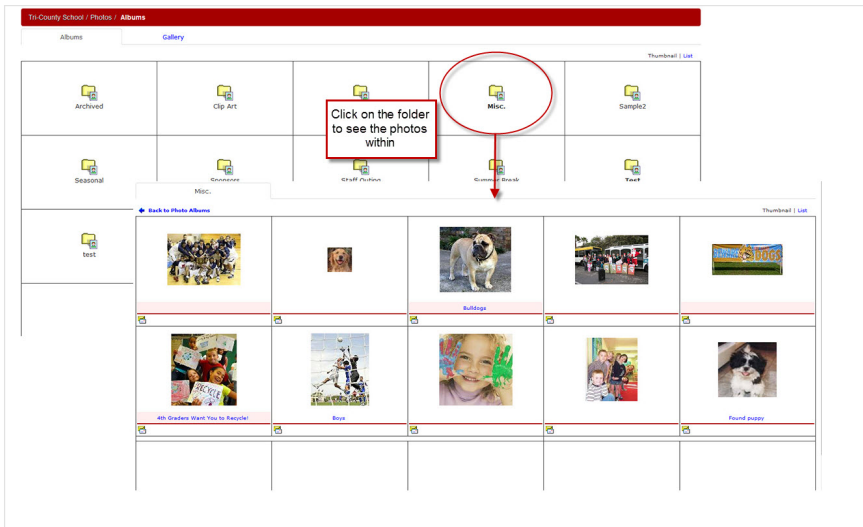


Photo names appear beneath the photo. Any photo name highlighted in light pink indicates that this photo has been highlighted on the school home page. Highlighted photos are displayed randomly each time the page is refreshed. You can email any photo to someone by clicking on the envelope icon beneath the photo. Clicking on the photo will open a new window with a larger view of that photo.

Clicking on the word "List" in the upper right hand corner will display a text list of the photos that have been uploaded and it includes the photo size, the name of the person who uploaded the photo, the date and time it was uploaded and the photo title.

Right Side: Homepage

Information displayed on the right side of the screen is dynamic and may change based on what options the school is utilizing. **Not all of these items may be used at your school.**



- **Flash News:** Contains news deemed urgent or needing the attention of parents. It will appear as a scrolling news article in the upper right corner.
- **School Sites:** Links to any school sites that have been setup.
- **Parent Teacher Conferences:** When parent-teacher conferences are available to sign up for appointments, you can get to them from this link. They are also available under **My Sycamore | My School | P/T Conference**.
- **Today | Events:** Lists any school events as listed on the calendar and student and/or staff birthdays. Ages are not listed.
- **Today | Who's On:** Shows any staff members or families that are currently logged into Sycamore Education. A yellow smiley face beside the name indicates an active login, a gray smiley face means they are logged in but not currently doing anything in the system.
- **Today | Lunch:** Displays the lunch menu.
- **Sponsors:** Displays any paid advertisements. If there is more than one, it will scroll through all the ads.
- **Site Spotlight:** Easy access to any site the school wants to display for each access.
- **Sports News (not showing):** Displays any sports highlights if your school uses the Athletic Director.
- **Featured | Photos:** Displays any picture the school has chosen to display. Multiple photos may cycle through at random each time the page is refreshed.
- **Featured | Documents:** Lists any documents the school has chosen to highlight. To open, click on the document.
- **Featured | Links:** Displays links to commonly used web sites or web sites of interest.
- **Featured | Classes:** Lists classes that are being highlighted. Click on the school house icon or the name of the class to get more information.
- **Highlighted Classified Ads:** Displays any classified ad that a school chooses to highlight from those that have been entered either by the school or by a parent.
- **Online Forms:** Displays the available forms that you can complete and submit online. Click on the form or form name to open it.
- **Paypal Payments:** If the school uses PayPal, this shows the items available for PayPal payment.
- **Polling:** Includes any online polls the school may have created to acquire feedback from parents.
- **Weather:** Shows the current weather conditions based on the zip code of the school. This is automatically updated each hour.

Site Basics - Parents: My Family

When you click on My Family, the following menu will show.



When you click on any of the menu items, four tabs (General, Contacts, Students, Medical) are available in the middle section, allowing you to get to each area by either clicking on the tab or by clicking on the menu to the left.

Information Menu/General Tab

Here 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.

ee who has been designated to be your family's messenger so the office knows which student to send notes home with. If a "secret word" is utilized at your school, it is displayed here. If your school allows this information to be changed by families, you can fill in the new information in the boxes and click on the 'Update' button at the top right. You will need to contact your school office to change your messenger.

Contacts Menu / Contacts Tab

This shows a list of individuals who have been designated by you to be associated with your student(s). The name of the person, the relationship to the student, a home, work, and cell phone number are listed. Names highlighted in pink are the primary contacts for

Family / **BEC1085**
New Contact

General
Contacts
Students
Medical

+ Name	Primary	Relationship	Home Phone	Work Phone	Cell Phone
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Beckner, Karen	<input checked="" type="checkbox"/>	Mother	(816) 555-1236	(555) 444-4441	(402) 253-1948
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Beckner, Aaron	<input checked="" type="checkbox"/>	Father	555-5236	(555) 444-4445	(402) 253-1947
<input checked="" type="checkbox"/> <input type="checkbox"/> Bearce, Jill	<input checked="" type="checkbox"/>	Stepmother			
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Gupton, Susie	<input checked="" type="checkbox"/>	Stepmother	(714) 840-1221	(949) 705-1829	(562) 416-4863
<input type="checkbox"/> <input type="checkbox"/> Beamer, Jim	<input checked="" type="checkbox"/>		(555) 666-8285		
<input type="checkbox"/> <input type="checkbox"/> Cambell, Jimmy		Guardian	(402) 111-1111		
<input type="checkbox"/> <input type="checkbox"/> Heims, Shelli		DayCare Provider	(515) 279-8972		
<input type="checkbox"/> <input type="checkbox"/> Niccoli, Joe		Close Friend	(734) 485-5063	(734) 332-6401	(734) 646-6961
<input type="checkbox"/> <input type="checkbox"/> Aslan, Melissa		Stepmother			

this student. Under the red-cross icon you will find a check mark beside

the name of the people to contact should there be a medical emergency with your student(s).

Secondary contacts are listed as well. A secondary contact comes into play if more than one family shares the child. The non-primary family is listed as a secondary contact.

To add or delete a contact you will need to contact the school, but you can update them if the school allows it. You may also add a new contact by clicking on the 'New Contact' button, if allowed by the school. You will need to notify the school if you want this contact to be listed as an emergency contact, authorized pickup and/or an additional primary guardian so these settings can be changed.

Students/Students Tab - See **Site Basics - Parents: My Family: Students**

Medical/Medical Tab

You can view your student's medical contact information from this screen. The family physician, dentist, insurance information and comments are noted here. Please contact the school office if any of this information needs to be updated.

Site Basics - Parents: Students

My Students: Listing of all students at My Family - Students

Here you will find a listing of all students that are associated with your family code. It lists student code, student name, check mark in a box if the student is current for the present school year, date of birth, age, and grade. When you click on the student's code, a new window will open with information on that student. More on individual student's information is found in the next section.

My Students: Individual student information

When you click on **My Family | Students | student's code**, the student's profile will open in a new window. Following is an example of a high school student's profile.

The screenshot shows the 'My Students Dashboard' for a student named Esther. The dashboard is divided into several sections:

- Information:** Student Info (First: Esther, Middle: Lindsay, Last: Beckner, Goes By: Esty, Birthdate: Sep 04 2001, Work: , Cell: (612) 392-5969, Email: glen@sycamoreleaf.com, URL:), School Info (Student Code: BEC1085-4, Enrollment: Current, Grade: 5th).
- Upcoming:** A table listing current assignments with columns for Due date and Title.

Due	Title
08/20/2010	Addition
08/21/2010	Math Review Test
09/13/2010	Chapter 1 Test
08/01/2012	Pope Quiz
08/15/2012	Lunch
- Missing Assignments:** A table listing missing assignments with columns for Due date and Title.

Due	Title
Q1 09/20/2010	Pages 18-22
Q1 09/10/2010	Chapter 1 Quiz
Q1 08/25/2010	Addition of whole numbers
Q1 08/15/2010	Math Review
- Events:** A table with columns for Date and Name.
- Recent Documents:** A list of documents, including '2012-2013 Grade Card - Q4'.
- Profile:** A section on the right showing a photo of the student and the text '11 Y 11 M'.
- Buttons:** Homework, Library, Discipline, Service Logs.

Two callout boxes with red arrows point to the 'Upcoming' and 'Missing Assignments' tables, stating: 'All due assignments will be listed here.' and 'All missing assignments will be listed here.' respectively.

If a teacher has entered any homework into their lesson plans, clicking on the blue 'Homework' button will display the homework assignments. The blue 'Library' button will show a list of books checked out to the student. If any discipline logs have been created for the student, parents will be able to view them by clicking on the blue 'Discipline' button. The blue 'Service Logs' button will display a list of service log records.

Individual Student/General tab

This area displays basic personal information on your student. It includes a listing of the student's basic information plus a listing of current and missing assignments. The school office may choose to upload the student's photo, however this is optional. Your school may also include the student's email address and cell phone number. If any of this information needs updating, please contact your school office. There is a calendar icon in the top right corner. This will include classroom assignments and events. You can move quickly to another student by using the drop-down menu at the top.

If your school has configured for you to view these areas, clicking on the 'Discipline' button will get you information on this student's discipline logs and detentions. The 'Service Logs' button will give information on this student's service logs.

Individual Student | Documents tab

This is where documents for your student are accessed. Past attendance records and grade cards can be found here. Click on the **Name** of the document in blue text to open or save this document to your local computer.

Individual Student | Grades tab

If your school allows grades to be viewable by parents, when you click on this tab you will see a list all of the grades that have been posted in any classes the student is associated with. If you log on this page and it is blank, no grades have been posted yet.

For elementary grades, each subject, possibly from the same classroom will be listed. The class, teacher, subject, date the grade was posted, number and letter grade as well as any comments will be shown.

The grades listed are those that have been officially posted. If you click on the letter grade button, you will see a list of all assignment grades, some of which have not yet been posted so they will not be a part of that average.

These are the posted grades. If you click on the letter grade button (B), you get a list of all assignments that have been graded but not necessarily posted.

The status of an assignment is listed to the left with the key to that status below

E/A Excused/Absent M/L Missing/Late

Class	Teacher	Subject	Posted	Number	Grade	Comments
5th Grade	Kotter, Gabe	Music	03/05/09 09:29 AM			
5th Grade Math	Thompson, Jenna		10/09/10 03:10 PM	50		
Trimester 2						
5th Grade	Teacher, Demo	Math	10/13/10 10:10 AM	90	A	
5th Grade	Teacher, Demo	Eng			A	
5th Grade	Teacher, Demo	Reli			A	
5th Grade	Clark, Mary	Spa			B	
5th Grade Math	Kotter, Gabe				B	
Music	Mayes, John				B	Listens very well. Much talent.
5th Grade Music	Clark, Mary	Mus			A	
Reading	Dalluge, Mark				E	
5th Grade Art	Clark, Mary	Art			E	
5th Grade PE	Clark, Mary	PE			F	
Trimester 1						
5th Grade	Teacher, Demo	Math	10/13/10 10:13 AM	84	B	Good Work
5th Grade	Dalluge, Mark	English	06/28/10 02:40 PM	100		
5th Grade	Teacher, Demo	Science	10/13/10 10:16 AM	90		
5th Grade	Dalluge, Mark	History	06/28/10 02:40 PM	85		

Due Date	Assignment	Pos	x	Score	%	Comments
					15%	
06/15/09	Math Review	20	x2	20	100.0	
08/20/09	Addition	50	x1	0		
08/25/09	Addition of whole numbers	100	x1	97	97.0	Much Improved
09/20/09	Pages 18-22	100	x1	80		
09/23/09	Pages 24-25	50	x1	45	90.0	
	Test				40%	
08/17/09	Math Review Test	50	x1	45	90.0	
09/13/09	Practice Test	100	x1	0		
10/15/09		100	x1	85	85.0	
	Project				10%	
10/10/09		100	x1	89	89.0	
	Quiz				15%	
09/10/09		100	x1	0		
10/05/09		50	x1	40	80.0	

Buttons at the top: The Assignments button opens a calendar to view when assignments are due. The Summary button gives a view of the overall grade for each class (if your school has viewable grades), including each quarter, final and semester grade. The requirements button shows the credits required for each category and the courses that have been applied to that requirement.

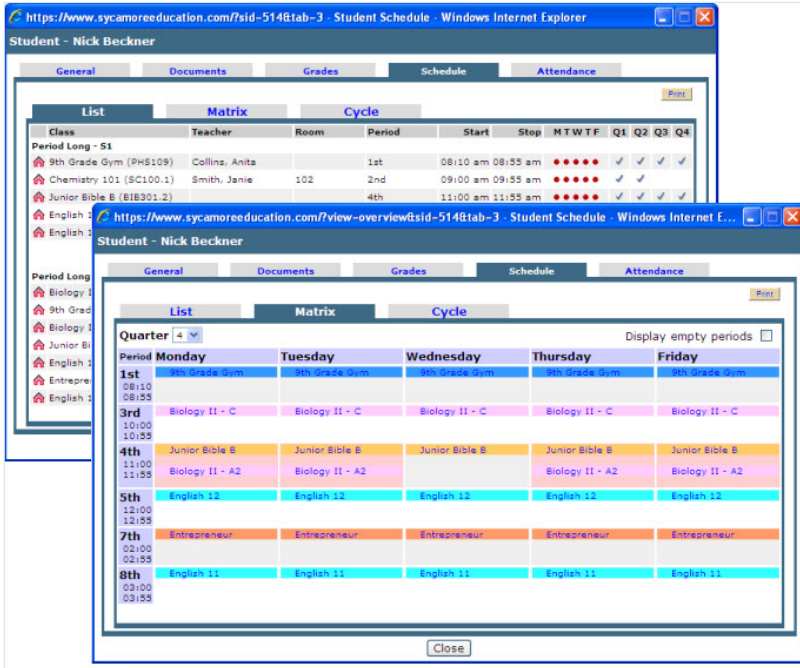
Clickable icons: Clicking on the school house will take you to the classroom website for more information about that class and its activities (see manual page **Classroom Web Page**). To view a detailed listing of the grades associated with a specific class, click on the grade icon to the far right of the class.

In the Detailed View (elementary student) the due date, assignment name, possible points, total Score, percentage and comments for assignments will be listed.

If the class is set up with different weights depending on the category, those categories and their respective weights will display in the solid header bar for each section. Also, any assignments with a unique status will be listed with the "key" to that status listed at the bottom.

Individual Student/Schedule tab

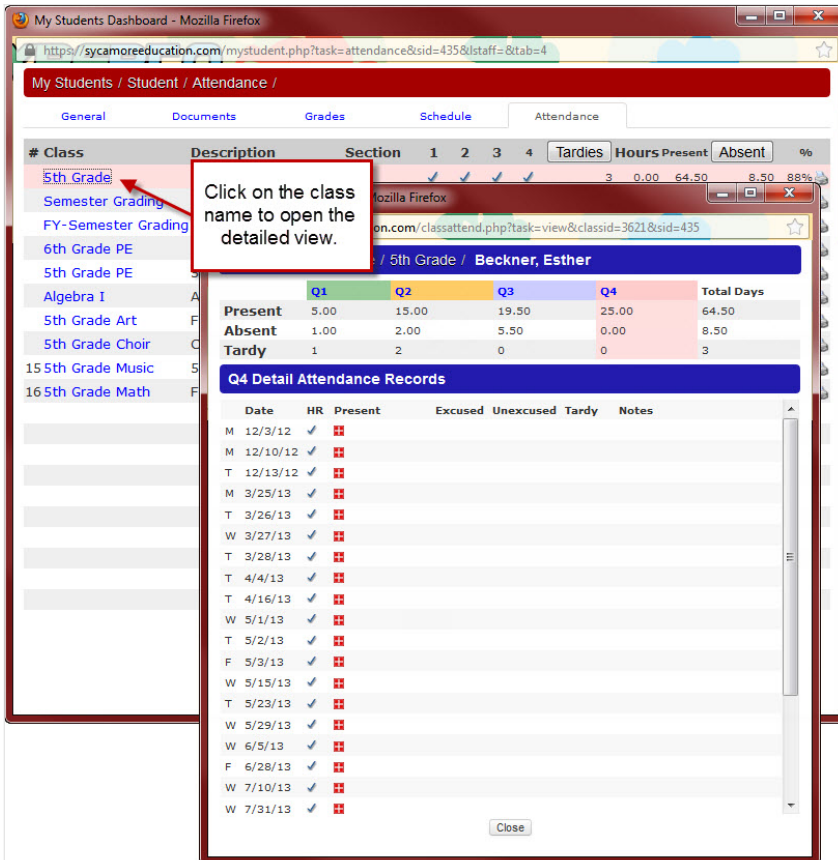
This gives a detailed list of the student's daily schedule. It lists class, teacher, room number, period of the day, time, what days of the week the class meets, and what quarters the class is held. You also have the ability to open the classroom website by clicking on the schoolhouse icon (more information on this in the manual page **Classroom Web Page**). Following is an example of what a high school student's schedule might look like (List and Matrix views shown).



You can print this schedule by clicking on the 'Print' button in the upper right.

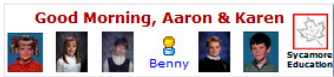
Individual Student/ Attendance tab

Here you will find the student's classes and descriptions of the classes. The Tardies and Absent buttons gives you their respective quarter, date, and class name. Clicking the name of the class will open a detailed listing of the student's attendance for that class. Often students may be enrolled in multiple classes and those may be listed, depending on school policy. Only one class should be marked as the Attendance Mgr (checked HR). That attendance is what will show on the report card. The following is an example of an attendance record for an elementary student.



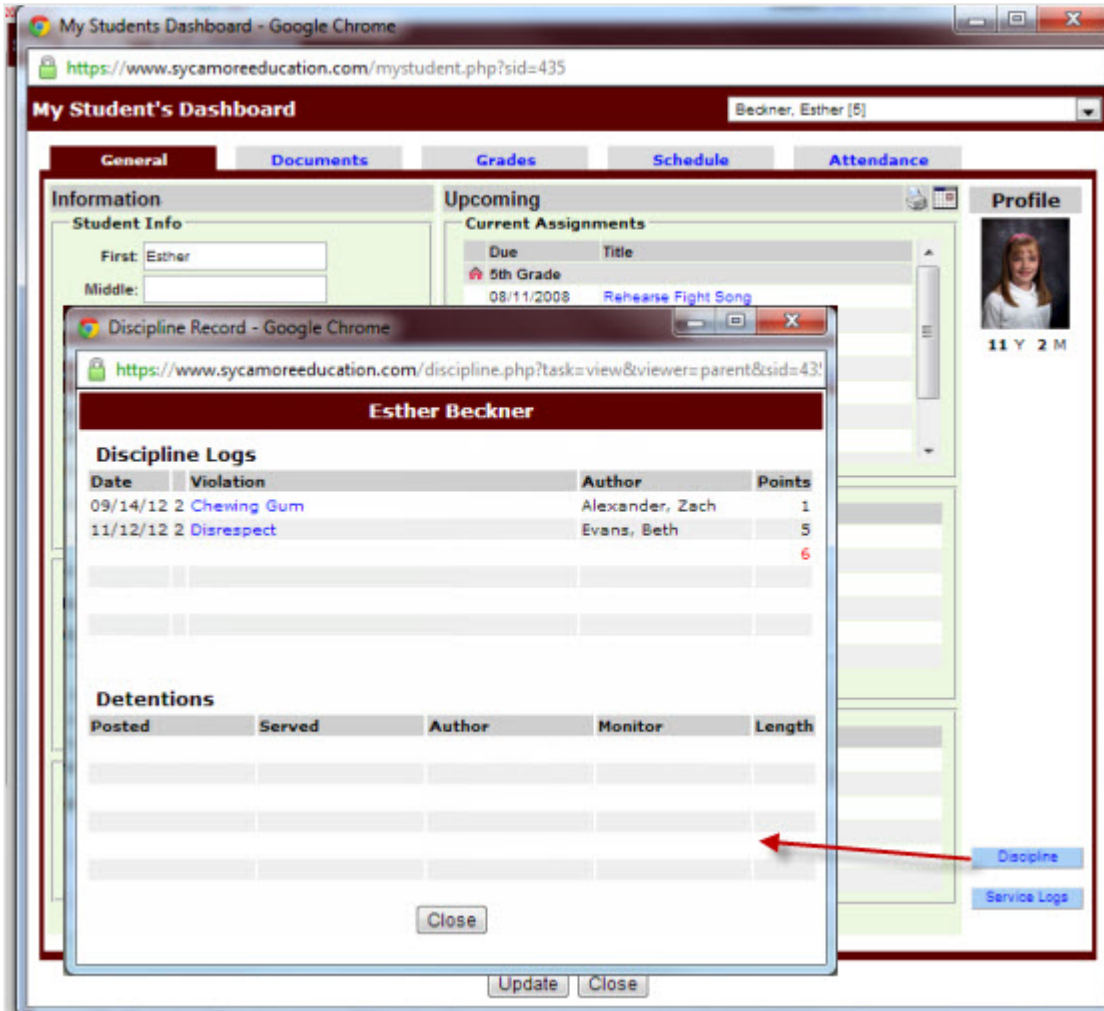
Use the scroll bar at the right to view more days. The date is listed on the left followed by a red square divided into fourths. A square that is not filled in with red indicates an absence. Half filled in would indicate the student was gone for half the day. The red check marks may indicate excused, unexcused, or a tardy, with any notes regarding attendance for that following day.

For a shortcut right to your student's information click on the student icon in the upper right hand corner of your school's homepage. It takes you right to that student's General tab. You can navigate to the other tabs from there. Or if your school is using the New Home Page version click on the student tab.



Discipline Manager - Parents' View of Discipline Issues

If the school has configured the site to show Student Discipline under **Site Admin | Configuration | Family Options**, then the parents are able to see their student's discipline logs and detentions by clicking on the student profile and clicking on the 'Discipline' button. Clicking on any blue violation link will open it up to provide more details.



When the discipline log item is created, the staff person can select to PAN to parents by checking the "Send PAN to Family". When the parent next logs in, they will see the type of PAN shown below.


Pass•A•Note™ Wed Apr 06 04:15 PM

From: Gabe Kotter

To: Aaron & Karen Beckner - (Delivered)

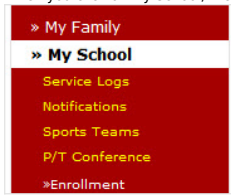
Subject: Discipline Log

Author: Gabe Kotter
Student: Beckner Nick
Violation: Talking Back
Description: This is the third time that Nick was disrespectful in Study Hall.

[Forward](#) [Reply](#) [Delete](#) [Close](#) 

Site Basics - Parents: My School

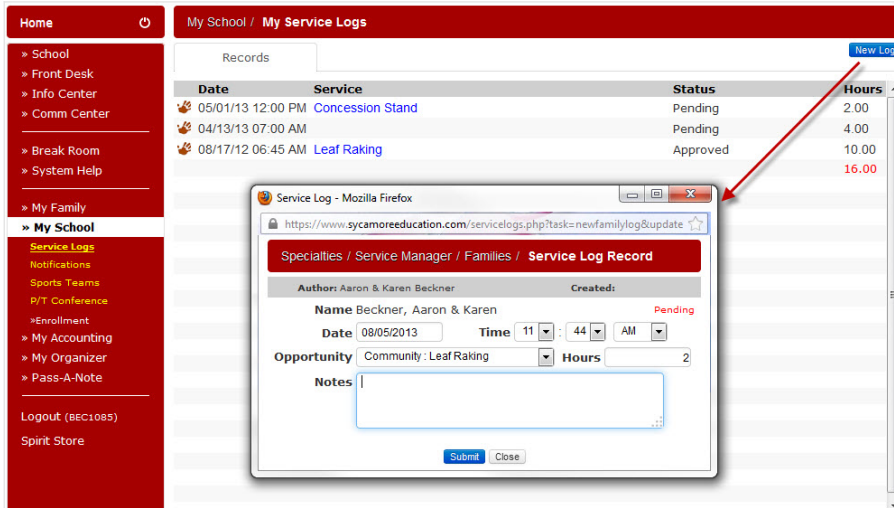
When you click on My School, the following menu will show.



The first four items will be covered in this chapter. Enrollment is covered in the next page.

Service Logs

Many schools require a certain amount of volunteer hours to be served each year. The Service Logs section enables a family to submit their service time online.



The service manager who oversees this data will then be able to track your service work, approve your hours and total the number of hours you have volunteered or served. This also allows you to monitor your own family or student hours served and the status of those hours.

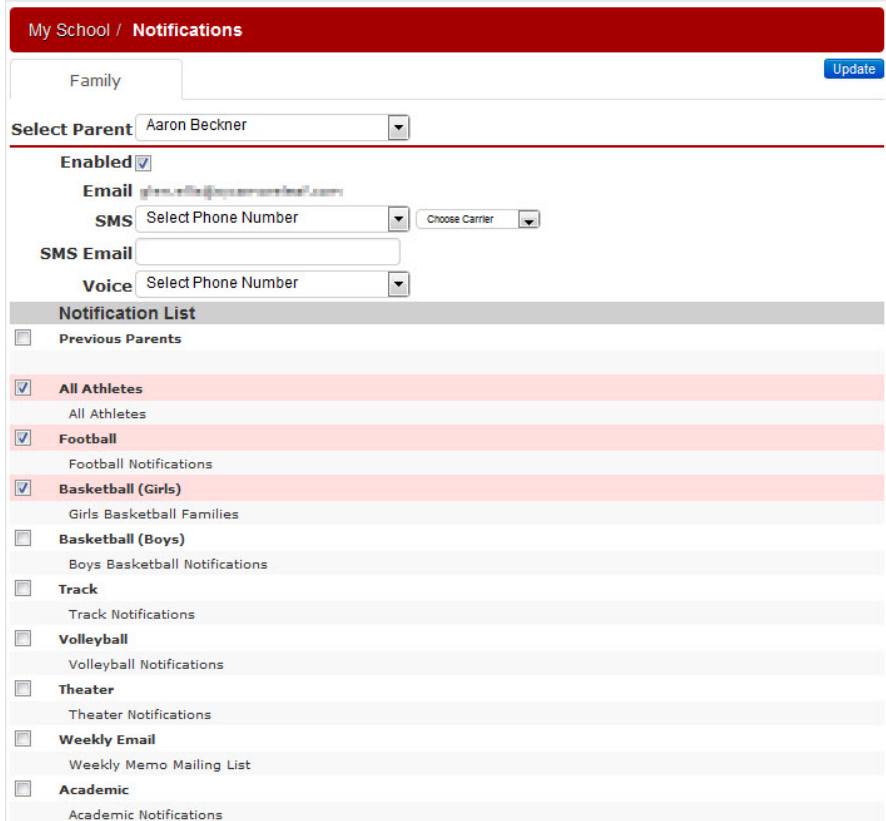
Click on the 'New Log' button in the upper right hand corner to enter your information for the service you have provided. Use the drop-down box to select the school-defined "Opportunity" or service you rendered.

You can view previous service logs by clicking on the hand print icon.

The service logs can be edited by clicking on the name service in blue and then clicking the Update button. Changes can be made as long as the service log record is still in pending status. Once the service log has been approved, the editing capabilities will be removed.

Notifications

If your school is using notification lists for sending messages to groups of people, then you may be able to select which lists you would like to be a part off, plus will show which ones you currently are in.



Sports Teams

If your school is using the Athletic Director module and your students are involved in a sports team, the sports teams for each student will be listed. When you click on the team icon, it will take you into that sport's site. They function very similar to the classroom where you can get information about events and news for the sport.

P/T Conference

If your school is using this feature, you will be able to sign up for conferences for each of your students. Choose the date and the student. If the date has been locked you will see a red Locked at the top. If you don't see that, then you can click on the time frame and which teacher is available to schedule with. Once you confirm the time, you will need to contact the school if you need to change it.

Site Basics - Parents: My School Enrollment

When contacted by your school that it is time to re-enroll your students for the next school year, you will be able to enroll your students under **My Sycamore | My School | Enrollment | Online Form**. Make sure to follow the instructions the school provides.

CAUTION: Set aside enough time to complete this process. If you stop in the middle and leave the page, you will not be able to come back and complete it.

My School | Enrollment | Documents

Any documents that your school wants you to have access to will be listed here as well as the last page of the form. Click on the blue link name to open the document.

My School | Enrollment | Online forms My School

Below are the series of data input pages that you will go through for re-enrollment, the pages will be pre-inhabited with the current year's data, but you will have the option to edit, delete and add most of the information.

Start Page

Read the information provided by the school, put a check in the "I have fully read and accept the content of this message" and then click on the 'Next' button. Your Family Code and login should already be filled in.

Tri-County Regional School

Start
Step 1
Step 2
Step 3
Step 4
Step 5
Completed

2012-2013 School Year

Welcome to the enrollment process for the school year 2010-2011.
Please fill out an application for enrollment.

Doing so does not mean you are already **accepted** into the school.

You can use [Tuition Paypal](#) to make payments.

Check [Google](#) website for [information](#).

I have fully read and accept the content of this message

Current families wishing to re-enroll should choose this option.

Re-Enroll

Family Code

Password

Step 1

This screen is used to edit contacts and add additional contacts. Click on the 'Add Contact' button in order to add another contact to this family.

Tri-County Regional School

Start Step 1 Step 2 Step 3 Step 4 Step 5 Completed

Student(s) Information

Beckner, Aaron & Karen (BEC1085)

	Student Name	Current	New	DOB	Classes	Medical
X	Edit Beckner, Nick	Junior	Senior	09/25/1964	Edit	Edit
X	Edit Beckner, Jonas	Freshman	Sophomore	04/12/1993	Edit	Edit
X	Edit Beckner, Bridnett	7th	8th	01/01/1999	Edit	Edit
			6th	09/04/2001	Edit	Edit
			6th	01/06/2000	Edit	Edit
			4th	04/13/2001	Edit	Edit

Student Information

First

Middle

Last

Nick

Gender

Birthdate

Current Grade

New Grade

Email

Available Classes for 2012-2013

Nick Beckner

- Junior Science B Junior Science B
- Junior Science C Junior Science C
- Plants, Places & People Plants, Places & People
- Senior Science A Senior Science A
- Senior Science B Senior Science B
- Senior Science C Senior Science C
- Sophomore Science A Sophomore Science A
- Sophomore Science B Sophomore Science B
- Sophomore Science C Sophomore Science C

Business

- Accounting 101 Accounting 101
- Business & the Internet Business & the Internet
- Business & the Internet Business & the Internet
- Business & the Internet Exploring Business
- Business Ethics Business Ethics
- Business Management Business Management
- Business Management3 Business Management3
- Entrepreneur Entrepreneur
- Intermediate Accounting Intermediate Accounting
- Intermediate Accounting Intermediate Accounting

[Update](#) [Close](#)

Student Medical Information

Nick Beckner

Asthma Bladder/Kidney

Diabetes Hemophilia

Seizures Sicklecell

Deafness Sight Impairment

ADD / ADHD

If any of the above are checked, please provide an explanation and possible treatments.

Comments

Allergies

Medication

No Health Issues

[Update](#) [Cancel](#)

Step 3

Make any changes needed to the family medical and dentist information. When you click on the 'Next' button, the information will be updated.

Tri-County Regional School

Start Step 1 Step 2 **Step 3** Step 4 Step 5 Completed

Family Medical Information

Beckner, Aaron & Karen (BEC1085)

Physician Information

Name

Phone

Address

City State Zip

Preferred Hospital

Dentist Information

Name

Phone

Address

City State Zip

Insurance Information

Company

Plan ID Group #

[Previous](#) [Next](#)

Step 4

Edit additional family information, including publishing permissions and family statistics. The School Directory options will allow family information to be displayed in the online directory available to all the school's families within Sycamore Education (in the **School Site| Front Desk| Family Directory**). The second portion of the screen is used to gather family statistics.

Tri-County Regional School

Start Step 1 Step 2 Step 3 Step 4 Step 5 Completed

Additional Family Information

Beckner, Aaron & Karen (BEC1085)

School Directory

- Please DO NOT publish my family's telephone number
- Please DO NOT publish my family's address
- Please DO NOT publish my family's contact email address

Payment Plan

County

Neighborhood
What neighborhood do they live

Church
Family Church

PreviousNext

Step 5

This screen allows you to verify items you have input. There is a 'Print Verification' button that will allow you to print out this information if needed. **Caution:** Make sure your information is correct. Once you click 'Next' on this screen, you will not be able to go back and correct your information. You will need to call the school for any changes.

Tri-County Regional School

[Start](#)
 [Step 1](#)
 [Step 2](#)
 [Step 3](#)
 [Step 4](#)
 Step 5
 [Completed](#)

Enrollment Verification

Beckner, Aaron & Karen (BEC1085)

Family Contacts

+ Name	Primary	Relationship	Home	Work	Cell
<input checked="" type="checkbox"/> Beckner, Karen	<input checked="" type="checkbox"/>	Mother	(816) 555-1236	(555) 444-4441	(402) 253-1948
<input checked="" type="checkbox"/> Beckner, Aaron	<input checked="" type="checkbox"/>	Father	555-5236	(555) 444-4445	(402) 253-1947
<input checked="" type="checkbox"/> Bob, Billy	<input checked="" type="checkbox"/>	Grandfather	(555) 555-5555	ddd	(402) 253-1949
<input type="checkbox"/> Bearce, Jill	<input type="checkbox"/>	Stepmother			
<input checked="" type="checkbox"/> Niccoli, Joe	<input checked="" type="checkbox"/>	Close Friend	7344855063	7343326401	7346466961
<input checked="" type="checkbox"/> Heims, Shelli	<input type="checkbox"/>	DayCare Provider	515 279-8972		
<input type="checkbox"/> Beamer, Jim	<input type="checkbox"/>		555-666-8285		

Students

Student Name	Grade	DOB
Beckner, Nick 12th Grade Bible	Senior	09/25/1964
Beckner, Jonas 5th Grade Math	Sophomore	04/12/1993
Beckner, Bridgett	8th	01/01/1999

[Previous](#)
 [Print Verification](#)
 [Complete](#)

Completed

Any final instructions from your school will be listed here, including any documents that they want you to download dealing with admissions. Also, if you provided a family email address, an email message will be sent to you as a confirmation. The documents listed will also be under **My School | Enrollment | Documents**.

Tri-County Regional School

Start **Step 1** **Step 2** **Step 3** **Step 4** **Step 5** **Completed**

If email addresses were supplied, you will receive a confirmation email.

Admissions Documents

Document Name	Comments	
Benefits of SycamoreEd1.doc	Sycamore Education Benefits	Download
FeatureList.pdf	Feature List	Download
Tuition and Fee list.pdf	List of tuition plans and fees	Download
Book list.pdf	Book list by grade	Download
1-Import-Export-FieldCheck.xls	checking order of documents	Download
514 Juices.doc	juice	Download

[Close](#)

My Accounting

In a parents Login, in their My Accounting area they can see information on:

- [Summary](#) - to see balances for each Family Account (and Childcare and Cafeteria if your school uses those), list of recent Invoices, Billing Setups and Payment Methods you have created (if your school uses Payjunction).
- [Childcare](#) - Display Check In/ Out times by month and Account transactions (charges/ payments) by month.
- [Cafeteria](#) - Orders for the recent lunch cycle and Account transactions (charges/ payments) by month.
- [My eFunds](#) - Select an item to purchase/ pay for with your e~Funds account if your school uses this.
- [My Payments](#) - Select an item to purchase/ pay for if your school uses Paypal and/or Payjunction.

My Accounting | Summary

In this area you can do the following:

- [Summary](#) - View the balances of each of your family accounts, childcare account and cafeteria account and make payments (if your school uses PayJunction).
- [Invoices](#) - View all unpaid Invoices, and pay them with PayPal if your school uses this feature.
- [Billing](#) - View all bills that have been set up for your family for monthly charges.
- [Payment Methods](#) - If your school uses PayJunction, you can set up your payment methods entering either bank account or credit card account information (depending on what your school allows).

Summary

This area will display the balance that you have in each family account (the accounts you are charged against), childcare account (if your school uses this area) and the cafeteria account.



All family accounts and the childcare account are credit accounts: charges are positive and payments are negative; if there is a positive balance, that means you owe money for that account. The Cafeteria account is a debit account: payments are positive and charges made against it are negative; if there is a positive balance, that means there is still money available in your account for your child's lunches.

My Accounting / My Account

Summary **Invoices** Billing Payment Methods [Super Statement](#)

Accounts

Account	Description	Balance	
Childcare12	Childcare 12	-494.07	
Donation	Donation	910.66	Payment
Tuition 10	Tuition 2010-2011	-1074.00	
Tuition 12	Tuition 2012-2013	-100.00	
Tuition 13	Tuition 2013-2014	29110.54	Payment
Cafeteria state orders	Cafeteria state orders	-49.20	
Miscellaneous	Miscellaneous Charges	-44.70	
Tuition 2013-14	Tuition 2013-14	238.46	Payment
		28497.69	

Childcare Account

Account	Description	Balance	
Childcare	Childcare Account	47.97	Payment

Cafeteria Account

Account	Description	Balance	
Cafeteria	Cafeteria Account	356.87	Payment

At any time you can click the Super Statement button to create a [Super Statement](#) PDF report with the information on this window.

In order to see a ledger, click on the blue name link for one of the accounts to view the account ledger:

My Accounting / Miscellaneous

Miscellaneous [Statement](#)

All Jan Feb Mar **Apr** May Jun Jul Aug Sep Oct Nov Dec

Year

Date	Memo	Student	Amount	Balance
				-42.93
04/17/14	Simple	Esther	1.77	-41.16
04/18/14	Beckner, Aaron & Karen : Credit Card : VISA	Esther	-1.77	-42.93
04/28/14	PARKING	Jonas	40.00	-2.93
04/28/14	PARKING	Nick	40.00	37.07

[Close](#)

Click on the blue Statement button to get a PDF of the [Account Summary](#).

For accounts where you owe money (all family accounts and the Childcare account that have positive balances), if your school uses PayJunction and you have a payment method created (see [Payment Methods](#)), you can pay off your balance.

My Accounting / My Account / **Make Payment**

Family Beckner, Aaron & Karen

Account Tuition 13

Payment Method Choose Method

Amount

I understand that the amount entered above will be withdrawn from the selected Payment Method today.

Make Payment
Cancel

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My Accounting | Summary

Invoices

Any time charges are made to your account, an invoice may be created. You can see the list of your Invoices on the Invoice tab.

My Accounting / My Account

Summary
Invoices
Billing
Payment Methods

Invoices - Outstanding

Invoice #	Memo	Due	Paid	30+	60+	90+	Total
7448	Family Charge	07/01/2014					238.46
7443	Charges for January	01/31/2014					1.77
7437	Charges for January	01/31/2014					240.00
7416	Charges for June	06/30/2014					240.00
7349	Charges for April	04/01/2014					240.00
7344	Childcare Charges: January	01/31/2014					101.22
7315	Charges for March	03/10/2014					1.77
7314	Charges for March	03/10/2014					240.00
7286	Charges for February	02/10/2014					240.00

Click on the Invoice # or printer icon to view a [PDF of the Invoice](#). If your school uses Paypal, you will see PayPal icon at the far right that will allow you to pay for this invoice via PayPal.

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My Accounting | Summary

Billing

If your school sets up billing plans and makes monthly or periodic charges, you can see those bills here. It will tell you the monthly/ periodic total made, which months it will be charged, and what the yearly total is.

My Accounting / My Account																
Summary		Invoices		Billing		Payment Methods										
Billing																
Label	Start	Stop	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly	Yearly
Tuition - Maria	07/12	06/14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	240.00	2880.00
Tuition - Nick's	07/10	06/11	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	400.00	4800.00
Simple	06/13	05/14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1.77	21.24
General	09/13	08/14	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	0.00	0.00

My Accounting | Payment Methods

If your school has an agreement with PayJunction to allow parents to pay instantly, then you will use this area to set up your payment options with either Bank account or Credit Card account information, depending on what your school allows. You can set up as many payment methods as you desire.

Setting up Payment Methods

Click on the blue Add Method button [Add Method](#).

Use the Credit Card tab (if available) to enter that information:

The screenshot shows a web form titled "My Accounting / Summary / Payment Method". At the top, there are two tabs: "Credit Card" (which is selected) and "eCheck". Below the tabs, the form contains several input fields: "Credit Card #" (a text box), "Expire" (two dropdown menus, the first labeled "Choose" and the second "Year"), "CVS" (a text box), and "Name On Card" (a text box). At the bottom of the form, there are two buttons: "Accept" (in blue) and "Close" (in grey).

Use the eCheck tab to add either a person or company checking or savings accounts:

The screenshot shows the same web form titled "My Accounting / Summary / Payment Method". At the top, there are two tabs: "Credit Card" and "eCheck" (which is selected). Below the tabs, the form contains several input fields: "Account Type" (a dropdown menu with "Checking Account" selected), "Type" (a dropdown menu with "Consumer Account" selected), "Account #" (a text box), "Routing #" (a text box), and "Name on Account" (a text box). At the bottom of the form, there are two buttons: "Accept" (in blue) and "Close" (in grey).

My Accounting| Childcare

For parents who use the Childcare feature of their school's Sycamore site, you can get the following information here:

- **Check In/ Out** - displays the check in/out date/ time data by student listed by month
- **Account** - displays actual charges by month for childcare

My Accounting | Childcare | Check In/Out

In this section you will see a list of all of your children's usage of your school's childcare. It will be the check in/out times with elapsed time listed by student in a given month.

The screenshot shows a web interface for 'My Accounting / Childcare'. It features a green header bar with the page title. Below the header, there are two tabs: 'Check In/Out' (active) and 'Account'. A navigation bar contains buttons for each month from 'ALL' to 'Dec', with 'Jun' selected. To the right of the month buttons is a 'Year' dropdown menu set to '2014'. Below this is a table with the following data:

Date	Student	Clock In	Clock Out	Time
06/20	Beckner, Jim	08:01 AM	08:44 AM	43 min
06/23	Beckner, Esther	01:30 PM	04:47 PM	03 hr 17 min

My Accounting | Childcare Care | Account

In this section you will see all payments made to your School's childcare area listed by student within a given month or year.

The screenshot shows the 'My Accounting / Childcare' interface. At the top, there are tabs for 'Check In/Out' and 'Account', and a 'Make Payment' button. Below the tabs are month selection buttons from 'ALL' to 'Dec', with 'Jun' selected. A 'Monthly Statement' button is on the left, and a 'Year' dropdown menu is on the right, set to '2014'. The main area contains a table with the following data:

Date	Memo	Student	Author	Amount	Balance
					54.85
06/02/14	Beckner, Aaron & Karen : Childcare : Credit Card : VISA			-1.50	53.35
06/03/14	Beckner, Aaron & Karen : Childcare : Credit Card : VISA			-1.60	51.75
06/03/14	Beckner, Aaron & Karen : Childcare : Credit Card : VISA			-1.70	50.05
06/03/14	Beckner, Aaron & Karen : Childcare : Credit Card : VISA			-1.80	48.25
06/04/14	Beckner, Aaron & Karen : Childcare : Credit Card : VISA			-1.50	46.75

If you have a balance over \$0.00 and your school uses Payjunction and you have created a [payment method](#), you will see a blue Make Payment [Make Payment](#) button at the top right of this window:

The screenshot shows the 'My Accounting / Childcare / Make Payment' form. It includes the following fields and options:

- Family:** Beckner, Aaron & Karen
- Account:** Childcare
- Payment Method:** Choose Method (dropdown menu)
- Amount:** (text input field)
- I understand that the amount entered above, plus the appropriate convenience fee, will be withdrawn from the selected Payment Method today.
- Convenience Fees Apply:** Credit Card: 3.5% or Electronic Check: \$0.50

On the monthly list view windows, you will see a Monthly Statement [Monthly Statement](#) button. Click on that to create a PDF of this month's childcare financial activity. See [example](#).

On the ALL tab to view list of year's activity, click on the Yearly Statement [Yearly Statement](#) button to create a PDF for the year's childcare financial activity. See [example](#). This report is often used to verify total amount of childcare expenses paid for a calendar year for Federal Tax purposes

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My Accounting| Cafeteria

If your school uses the Cafeteria are, you can get the following information:

- **Lunch Orders** - if your school allows online ordering, you can order meals and/or a la carte items for your students
- **Account** - displays order charges and payments in your Cafeteria account

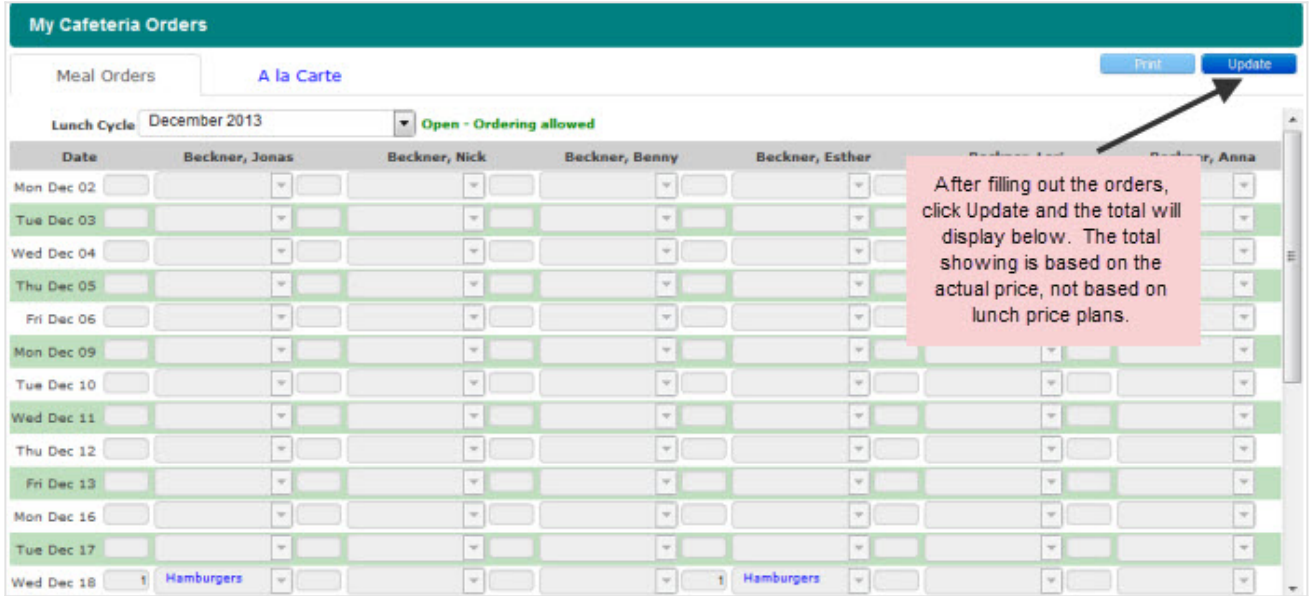
Ordering by Parents

If a cycle is set up and open for orders, parents can order lunches for their students by logging into their site.

To order meal items

Go to My Accounting | Cafeteria | Orders | Meal Orders tab.

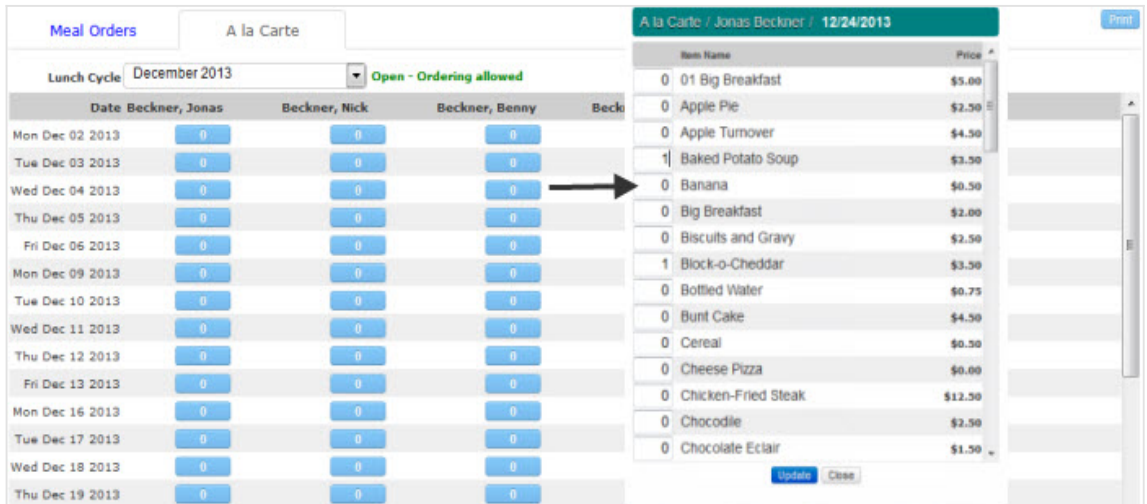
1. Enter the quantity of meals to be ordered.
2. Select meal from drop-down.
3. Update when complete.
4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.





To order A la Carte

Go to My Accounting | Cafeteria | Orders | A la Carte tab.

1. Parents can click on blue count button to view list of available a la carte items.
2. Once window is open, parents can enter the quantity of meals for each student.
3. Update when complete.
4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.



 Only "Family 1" families can order for their children. If your children are in a split family and you do not see their names on the order list, please contact your school to rectify this if you are going to be the one making orders.

 Parents are unable to order food from the menu on the same day; orders close at 12 GMT the night before.

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My Accounting | Cafeteria | Account

Use this area to view your transactions (students' orders/ charges and your payments) in the Cafeteria area of Sycamore; you can view by month or by year. Click the Make Payment [Make Payment](#) button to pay into your Cafeteria account from this window.

Please note that the Cafeteria account is a Debit account, unlike the other Sycamore accounts that are credit accounts. In the cafeteria ledgers payments are positive (money entered that can be spent on the cafeteria) and charges are negative.

My Cafeteria Account												
Cafeteria					Make Payment							
ALL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
											Year	2014
Date	Memo	Student	Author	Amount	Balance							
					365.29							
02/25/14	Lunch Order - Cheese Pizza	Esther	Micheline Sherrod	-0.30	364.99							
02/25/14	Apple Pie	Esther	Gabe Kotter	-0.38	364.61							
02/25/14	Big Breakfast	Esther	Gabe Kotter	-0.30	364.31							
02/25/14	Chocodile (exempt)	Esther	Gabe Kotter	-2.50	361.81							
06/02/14	Beckner, Aaron & Karen : Cafeteria : : Credit Card : VISA		Aaron & Karen Beckner	20.00	358.77							
06/04/14	Beckner, Aaron & Karen : Cafeteria : : Credit Card : VISA		Aaron & Karen Beckner	2.00	360.77							

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My Accounting | My e~Funds

If your school has an e~Fund for Education account set up, they may have items that you can pay if you have an e~Funds account set up as well.

e~Funds Payments

Your school can set up specific payments that you can pay purchase/ pay into if you have your own e~Funds account created.

The screenshot shows a web interface with a dark blue header containing the text "My Accounting / My eFunds". Below the header, there are two tabs: "Payments" and "Transactions", with "Transactions" being the active tab. To the right of the tabs is a blue button labeled "Create eFunds Account". Below the tabs is a table with two columns: "Name" and "Details". The table contains three rows of items:

Name	Details
Bulldog Hoodies	Dark Blue Bulldog Hoodies
Spring Play	Oklahoma
Tuition Payment	Tuition Payment 2010-2011

To create your e~Fund, click on the Create eFunds Account button to go the [e~Funds - Create an Account](#).

To purchase an item, click on the blue name hyperlink.

The screenshot shows a purchase form titled "eFunds / Bulldog Hoodies". At the top left is the "Sycamore education" logo, and at the top right is a bulldog mascot icon. The form contains the following fields and controls:

- Family:** Beckner, Aaron & Karen
- Student:** A dropdown menu.
- Name:** Bulldog Hoodies
- Description:** Dark Blue Bulldog Hoodies
- Details:** A text area with the instruction "Please specify what size(s) in Memo field."
- Memo:** A text area for additional notes.
- Count:** A dropdown menu set to "1".
- Amount:** A text box showing "10.00".
- Tax:** A text box showing "0.00".
- Total:** A text box showing "10.00".
- Buttons:** "Submit" and "Cancel".

You will need to select a student, add any info requested in the Memo field, select the quantity and then submit. From there you will go to your e~Funds account window to complete the payment.

You can view your payments under the Transactions tab:

My Accounting / My eFunds													
Payments		Transactions											
ALL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
											Year	2015	▼
Date	Label		Status	Amount									
03/26/15 01:57 PM	Bulldog Hoodies		PENDING	20.00									
				0.00									

Your e~Fund payments will be viewable on the school side as well.

My Accounting | My Payments

If your school has a Paypal and/or Payjunction account set up, they may have items that you can pay.

PayPal

Your school can set up specific payments that you can pay purchase/ pay into if you have your own Paypal account created.

Name	Details
Cafeteria Account Payments	Payment for your cafeteria account
Childcare Account Payments	
Donations	Free will donations to our school
Parking Passes	Parking Passes needed by students to park in student parking...
Raffle Tickets	Raffle Tickets
Sports Fees Payment	Spring Sports Fees Payment
Tee Shirts	School Tee Shirts sales. Please mention size in memo area.
Test paypal	This is a test description that should be displayed correctl...
Tuition 2011-2012	Tuition payments

Click on the blue Payment name link to purchase or pay into a specific area. From that window you will click Pay Now button at the bottom to get into your PayPal account to complete the transaction.

Amount	0.00
Tax	0.00
Total	0.00

The History tab will show you the list of PayPal payments you have made sorted by month/ year.

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My Accounting | My Payments

PayJunction

If your school uses PayJunction to receive payments, you can make payments for specific items the school has created here.

The screenshot shows the 'My Accounting / My Payments' page. At the top, there are tabs for 'PayPal' and 'PayJunction'. Below these are tabs for 'Payments' and 'History'. A table lists several payment items:

Name	Details
Donate	Please donate to our school
Oklahoma	The Play Saturday Nov 12, @ 7:00
Raffle Tickets - 2013 Mustang	2013 Ford Mustang will be raffled off on Nov 27 at 7:00 pm.
test 6789012345678901234567890	These are test instructions.
Tuition Scholarship Fund	2013-2014 Tuition Scholarship Fund This fund is set a sid...

Click on a payment name to purchase that item. You will need to enter your payment method here, even if you already have a Payment Method created.


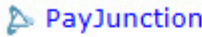
The screenshot shows the 'PayJunction / Payment' form for the 'Oklahoma' item. The form includes the following fields:

- First Name:** Aaron & Karen
- Last Name:** Beckner
- Address:** (empty)
- City:** (empty)
- State:** (dropdown menu)
- Zip:** (empty)
- Phone:** (empty)
- Email:** (empty)
- Description:** The Play Saturday Nov 12, @ 7:00
- Memo:** (empty)
- Amount:** 1 (dropdown) 12.00
- Total:** 12.00
- Payment Method:** Credit Card (selected), eCheck (ACH)
- Credit Card #:** (empty)
- Expire:** Choose (dropdown) Year (dropdown)
- CVS:** (empty)

There is a checkbox for 'I understand that the amount entered above will be withdrawn from the selected Payment Method.' and a 'Required Fields' legend. At the bottom are 'Submit' and 'Cancel' buttons.








The History tab will allow you to review all payments made through PayJunction (from these payment items as well as payments throughout your Sycamore site).

My Accounting / My Payments

 PayPal  PayJunction


Payments History

Year 2013

Date	Status	Paypal Payment	Memo	Amount
 05/01/13 02:15 PM	PENDING		Invoice: 7001	25.00
 03/18/13 10:48 AM	PENDING		Invoice: 6789	25.00
 03/11/13 03:20 PM	PENDING		Invoice: 6789	25.00
 03/11/13 02:04 PM	PENDING		Invoice: 7001	25.00
 03/11/13 01:50 PM	PENDING			25.00
 03/11/13 01:49 PM	PENDING			25.00
 03/11/13 01:49 PM	PENDING			25.00

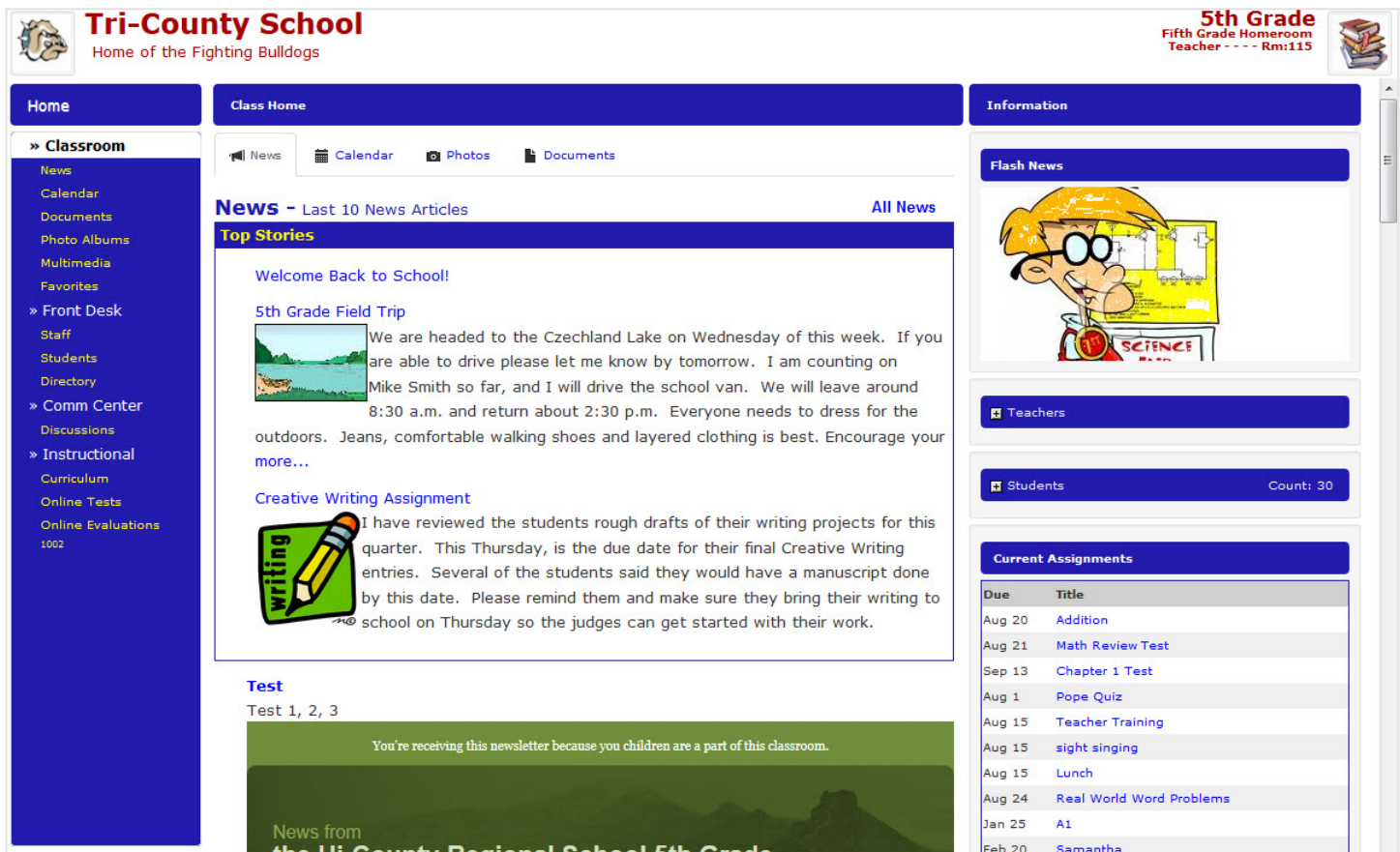
[^ Back to Top](#)

Site Basics - Parents: Classroom Web Page

To access your student's classroom web pages, open your student's profile by either clicking on the icon , or thumbnail photo of your student, at the top of the web page or going to **My Family | Students** and click on your student's code. Any classes your student is associated with can be accessed by clicking on the schedule tab. An elementary grade student may have only one class listed while junior and senior high school students will have multiple classes listed. If assignments have been given in the classroom, you will be able to get to their classroom on the General tab.

Note: You will only be able to access the classroom information for those classes your student is associated with.

Click on the red school house icon to go directly to the classroom web page. A new window will open that takes you to a new page within Sycamore Education for that class. This is a classroom home page. It is very similar to the school home page, but has customized content that pertains to that class.



Tri-County School
Home of the Fighting Bulldogs

5th Grade
Fifth Grade Homeroom
Teacher ---- Rm:115

Home

Classroom

- News
- Calendar
- Documents
- Photo Albums
- Multimedia
- Favorites
- » Front Desk
- Staff
- Students
- Directory
- » Comm Center
- Discussions
- » Instructional
- Curriculum
- Online Tests
- Online Evaluations
- 1002

Class Home


News Calendar Photos Documents

News - Last 10 News Articles [All News](#)


Top Stories

Welcome Back to School!

5th Grade Field Trip

 We are headed to the Czechland Lake on Wednesday of this week. If you are able to drive please let me know by tomorrow. I am counting on Mike Smith so far, and I will drive the school van. We will leave around 8:30 a.m. and return about 2:30 p.m. Everyone needs to dress for the outdoors. Jeans, comfortable walking shoes and layered clothing is best. Encourage your [more...](#)

Creative Writing Assignment

 I have reviewed the students rough drafts of their writing projects for this quarter. This Thursday, is the due date for their final Creative Writing entries. Several of the students said they would have a manuscript done by this date. Please remind them and make sure they bring their writing to school on Thursday so the judges can get started with their work.

Test

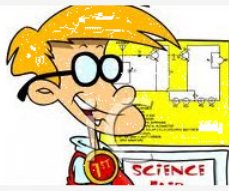
Test 1, 2, 3

You're receiving this newsletter because you children are a part of this classroom.

News from the Hi County Regional School 5th Grade

Information

Flash News



Teachers

Students Count: 30

Current Assignments

Due	Title
Aug 20	Addition
Aug 21	Math Review Test
Sep 13	Chapter 1 Test
Aug 1	Pope Quiz
Aug 15	Teacher Training
Aug 15	sight singing
Aug 15	Lunch
Aug 24	Real World Word Problems
Jan 25	A1
Feb 20	Samantha

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.

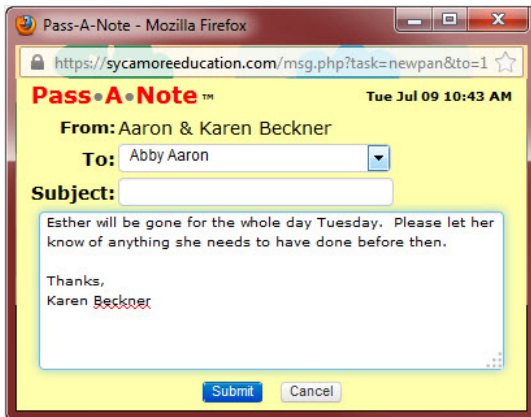
Dynamic windows (displayed on the right side of the page)

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

Site Basics - Parents: Pass-A-Note

The Pass-a-Note™ feature (or PAN as it is often abbreviated) provides a quick and effective means of communication with faculty, staff, administration, and even other parents. Pass-a-Notes are less obtrusive than Instant Messaging and provide better feedback than using email for communication. They have proven to be one of Sycamore Education's most popular features. **Note:** PAN's may be disabled by your school.



The screenshot shows a web browser window titled "Pass-A-Note - Mozilla Firefox". The address bar contains the URL "https://sycamoreeducation.com/msg.php?task=newpan&to=1". The page header displays "Pass-A-Note™" and the date/time "Tue Jul 09 10:43 AM". The form fields are as follows:

- From:** Aaron & Karen Beckner
- To:** Abby Aaron (selected from a dropdown menu)
- Subject:** (empty text box)
- Message:** Esther will be gone for the whole day Tuesday. Please let her know of anything she needs to have done before then.
- Signature:** Thanks, Karen Beckner

At the bottom of the form are "Submit" and "Cancel" buttons.

Pass-a-Notes may be used to PAN the front office to tell them your child will be absent, you can PAN your child's teacher to get clarification on homework assignments, or you can use them to communicate for any other reason.

On the left menu, click on Pass-a-Note. The following options will appear. The first four will also be shown as tabs in the center section.

- **Inbox:** This is a mailbox area for all PANs received from others. The headings along the top give the date received, who it is from, if you have read it, and the subject. Click on the box next to the Pass-a-Note to enter a check mark if you wish to delete or archive the Pass-a-Notes. To delete or archive all Pass-a-Notes in your inbox click on the blue check mark at the top. You can also do this by using the Purge Inbox button.
- **Outbox:** Accessible from the menu or from the tab across the top, this is a mailbox area for PANs that you have sent. The headings along the top give you the date sent, who it was sent to, whether it was delivered, read or, deleted by the recipient. This provides feedback for you to know that your communication was received, unlike email that leaves you unsure if the recipient ever read it. Pass-a-Notes that you have sent can be deleted or archived in the same manner previously described.
- **Employees:** This will open a list of all faculty members or volunteers at your school. Click on the Pass-a-Note icon by the name to compose the note.
- **Families:** This opens a list of all families that have been set up with login permissions and works just like the Employee section.
- **Options:** This allows you to change how your PANs are handled. More information below.

Sending a Pass-A-Note

There are two avenues you can use to Pass-a-Note to a faculty member.

If the member is logged in you can click the Pass-a-Note icon next to their name on the Sycamore Education home page (found on the right menu under the **Today section | Who's On** tab). A new window will open so you can compose your note (Subject required) and click Submit. It will be sent to their computer and pop-up on their screen in three minutes or less.

Please keep in mind that just because the Outbox may indicate it has been delivered; it may not always be convenient for the teacher or administrator to respond immediately.

If the recipient is not currently logged into the system you will need to:

1. Open Pass-a-Note on the menu.
2. Click on Employees.
3. Click on the yellow Pass-a-Note icon to the left of the name.
4. The Pass-a-Note window will open for you to begin your note.
5. Enter a Subject. This is required.
6. Tab down to the text box and type your message.
7. Click on the 'Submit' button and the recipient will then receive it the next time they are logged into Sycamore Education.

Pass-A-Note

While in Sycamore Education, if someone sends you a note, the PAN will pop-up on your screen only if you are logged in and have allowed pop-ups from Sycamore. If you are working in other Windows programs and Sycamore Education is not right in front of you on the screen, a box labeled Pass-a-Note may be displayed along the bottom menu bar where other sites or documents are minimized.

After reading your PAN, click on the Close, or Delete button at the bottom. We recommend that you delete PANs whenever possible so that your Inbox does not become full of old Pass-a-Notes. You can also Forward this PAN on to someone else or Reply to the sender using the buttons at the bottom. To print the Pass-a-Note click on the printer icon in the bottom right corner.

Note: If you are unable to see the buttons at the bottom, you can still tab to them. If unable to see them, you possibly have not set up your browser to work with Sycamore

Note: Super Users of Sycamore Education, generally the administrator or office manager, may have access to and be able to read any Pass-a-Notes sent within their school's Sycamore Education community. Just as email used within a corporation is deemed the property of a company, Pass-a-Notes may be monitored by school administration. Sycamore Leaf Solutions trusts administrators to be honest and use discretion so as not to abuse this authority. Likewise, we encourage all users of the system to use good judgment when using this form of communication.

Options

In **Pass-A-Note | Options** you can select options on how you want to send and receive PANs. If you check Instant Notification, it requires that your Java is up-to-date. Click on the blue link to make sure it is current. You can upload a WAV file to play when PANs come in as well as change the color and add your signature.

To have PAN's forwarded to an email address include the email address and make sure this is checked. They will also continue to pop up at your next login if that is how you Receive PAN's unless you click on the Close button.

Remember to click on the 'Update' button in the upper right-hand corner when finished.

Site Basics - Parents: Tools and FAQs

Tools Breakroom

If your school has enabled these features, parents can use their school Sycamore Education site for Classified Ads and Blogs (web logs).

Breakroom | Classified Ads

Classified ads work like an online bulletin board where you can post items for sale or services to render. Parents can create an ad but the school office must first approve it before it will be posted to your school's Sycamore Education community.

To place a classified ad, go to Breakroom on the Menu and click on Classified Ads.

The screenshot shows a web interface for 'Classified Ads'. At the top, there is a red navigation bar with 'Breakroom / Classified Ads' and a 'Place an Ad' button. Below this are tabs for 'Browse', 'Categories', and 'My Ads'. The main content area is divided into two sections:

- Animals/Cats:** Posted January 28 2013. Title: Testing. Contact: Brock Ellis. Price: \$50. Description: tests.
- Automobiles/Cars:** Posted June 28 2013. Title: 1972 Pinto For Sale. Contact: Gabe Kotter. Price: \$0. Description: Ya, it is still running, barely :)

A large cardboard box icon is positioned to the right of the 'Animals/Cats' listing.

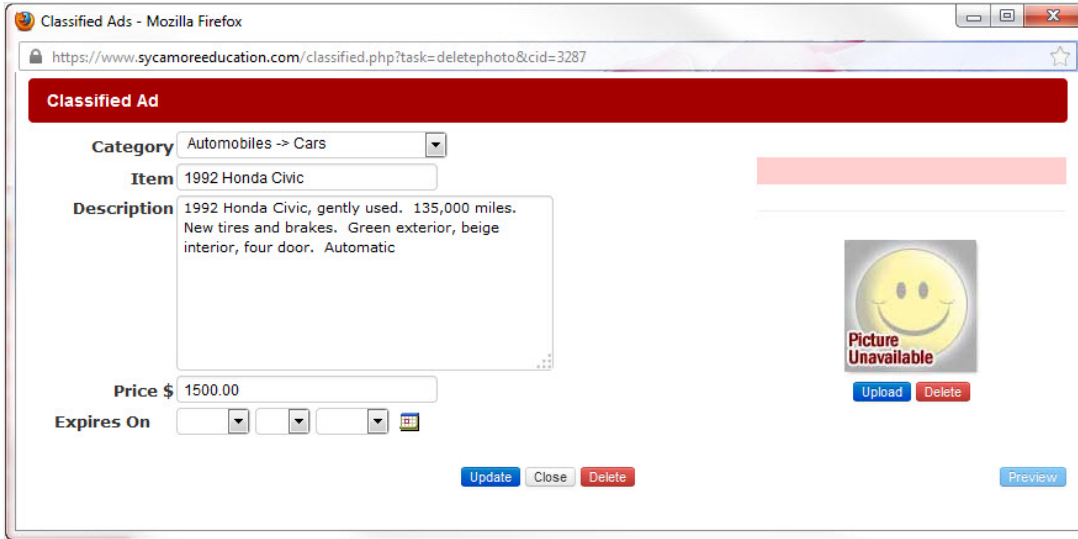
Click on the button in the top right corner that says 'Place an Ad.'

The screenshot shows a browser window titled 'Classified Ads - Mozilla Firefox' with the URL 'https://sycamoreeducation.com/classified.php?task=new'. The form is titled 'Classified Ad' and contains the following fields:

- Category:** A drop-down menu with 'Select Category' as the current selection.
- Item:** A text input field.
- Description:** A large text area for the ad's details.
- Price \$:** A text input field for the price.
- Expires On:** Three drop-down menus for month, day, and year, followed by a calendar icon.

At the bottom of the form are 'Add' and 'Close' buttons.

A new window will open allowing you to select your ad's category from the drop down box, give the item a name and then tab down for the description. Price must be entered as a numeric value. Choose the date you would like the ad to expire from the drop-down boxes for the month day and year, or click on the calendar icon to select the date. Once finished click the 'Add' button.

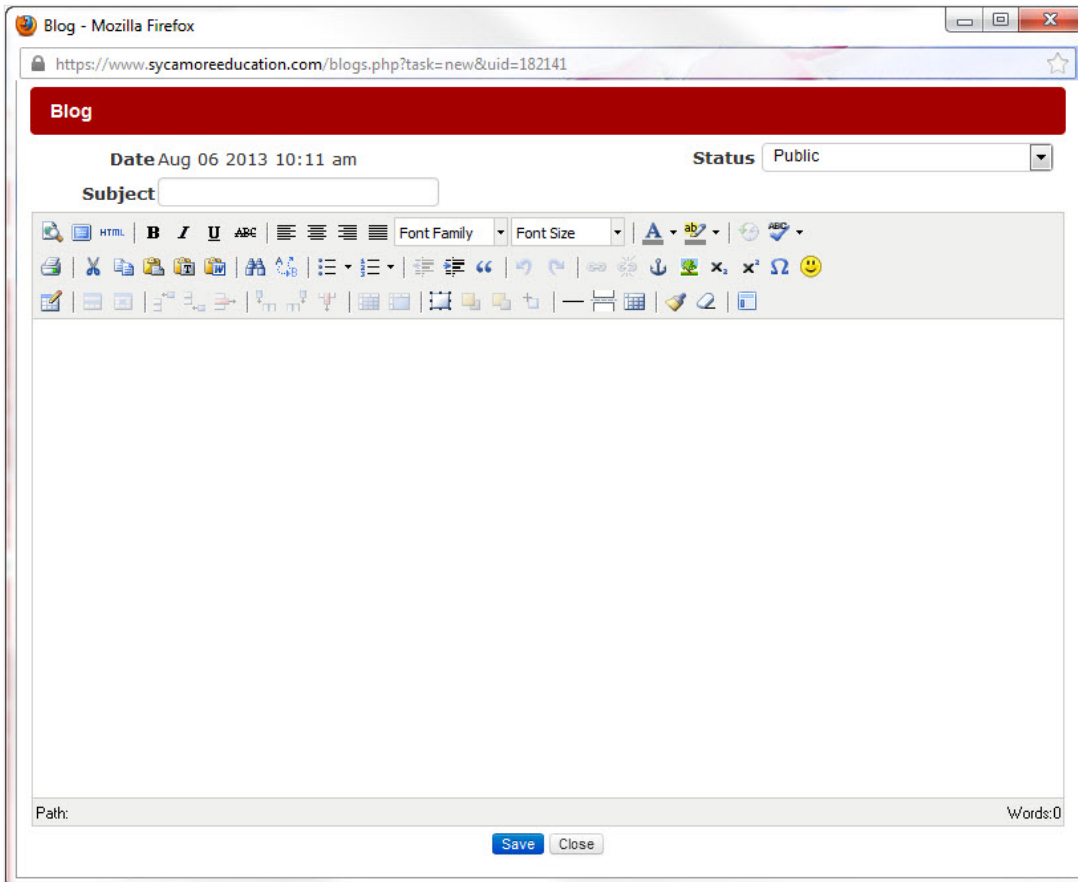


Once the ad has been submitted, you may go back and edit it or upload a photo to accompany the ad by going to the My Ads tab at the top of the screen. Click on the pencil icon to edit your ad. To upload a photo, click the 'Upload' button. You can then browse your computer for the photo you want to use. Click on the magnifying glass icon to see what your ad will look like.

When the school office has approved your ad, a green check mark will appear to the left of your listing. The school office may choose to highlight certain classified ads on the home page.

My Organizer | My Blogs

You may create a blog (a web log) by clicking on New Blog at top right.



Create a subject, and enter content. Your blog entry can then be viewed by the school in **Comm Center| Blogs**. Other parents and school staff will be able to make comments to your entry by clicking on Add Comment.

The screenshot shows a web application interface with a red header and a sidebar on the left. The main content area displays a blog post titled "My Vacation" by Jenna Thompson, posted on Monday, April 20, 2009. The post text reads: "The first day of my vacation was quite the adventure. Would you like to hear about it? Well, someone took the bait for telling my story. I guess I should have given a better intro....good point Beth." A red circle highlights the "Add Comment" button in the top right corner of the blog post. Below the blog post, a Mozilla Firefox browser window is open, displaying a "New Blog Comment" form. The browser window title is "New Blog Comment - Mozilla Firefox" and the address bar shows the URL "https://www.sycamoreeducation.com/blogs.php?task=comment&blogid=40". The form has a red header "Blog / New Comment" and a rich text editor with various formatting options. At the bottom of the form, there is a "Path:" label and a "Words:0" counter. The "Save" and "Close" buttons are visible at the bottom of the form.

My Organizer - Password

You may change your family login password here. Examples of good passwords are given.

FAQs

Is Sycamore Education a secure system?

Yes, when you connect to <https://www.SycamoreEducation.com>, any vital information will be transferred to your browser via a secure connection when you use the Secure login feature (not all schools mandate that a secure connection be used). Check with your school office on this. Sycamore Education also has a security feature that requires a user name and password to enter into individual schools. No one outside of your school community can have access to your school information. When your school subscribes to Sycamore Education, you are using an application created by a company that is grounded in integrity. We will not release your school information for any purpose.

What system requirements are necessary to use Sycamore Education?

A browser connected to the Internet is the minimum requirement. To fully benefit from all that Sycamore Education offers all faculty, staff and parents should have the latest versions of Internet Explorer, Mozilla Firefox, Google Chrome, or Safari. Make sure you have set up your browser to work with Sycamore (see manual page **Parents: Setting up Your Computer**).

Does Sycamore Education offer support?

Yes, although Sycamore Education was created to be easy to use there still may be questions we have inadvertently failed to address in this user's guide. If you have questions, please contact your school office. If they do not know the answer, the school's Sycamore Education Super User may contact us. **Note:** We do not accept support email or phone calls from parents.

Where is our school's information stored?

Sycamore Education stores all information on our servers in a professional data center, maintained by Sycamore Leaf Solutions, LLC. Generator powered back-up, Internet redundancy, nightly back-ups and armed-guard security all work to insure your data stays safe. Using Sycamore Education servers saves your school the time and added expense of purchasing hardware, software, and staff costs. We protect your data better than your school can.

Can parents use Sycamore Education if they don't have a computer or Internet access at home?

Yes. Often times, parents have access to the Internet at work, or know someone with Internet access. Libraries offer this service for free and some local businesses offer it for a fee, such as copy centers, large bookstores, or coffee shops.