

# The Parents' Reference Guide to Skoolee

Making Everything Easier!!

Parents Profile 2023/2024

# Table of Contents

INTRODUCTION- Skoolee At A Glance
LOGIN
HOME PAGE
SETTING
PARENT – TEACHER COMMUNICATION
DASHBOARD
Favourites:
Welcome Note:6
Alert:
Calendar:
APPOINTMENT REQUEST:
STUDENT PROFILE
Grade Book Button:9
Attendance Button:9
Behaviour Button:
Referrals Button:11
Assignments Button:
Report Card Button:
Timetable Button:
Calendar Button:13
Medical Button:
Resource by Subject Button:14
Resource by Class Section Button:15
ACCOUNT MANAGEMENT15
COMPATIBILITY15
SUPPORT16



# INTRODUCTION- Skoolee At A Glance

Skoolee is a School Management, Student Information and Learning Management System, built to suit GES requirements. It communicates Grades, Attendance, Behaviour, Referrals, Assignments, Report cards, Schedules, School calendar, Medical info, Resources by Subject, Resources by Class Section and other dynamic information among students, parents, teachers and school administration.

Skoolee accommodates both languages: English and Arabic. Every staff member as well as parents and students have their own profile with different permissions and privileges to access Skoolee.

#### Parents can:

- Access their children's grades by reports and exams.
- Monitor their children's behaviour and attendance records.
- View their children's time table.
- Keep up with what is happening in school with announcements, news, school events and holidays.
- Keep up to date with a combined personal and school-wide online calendar.



2



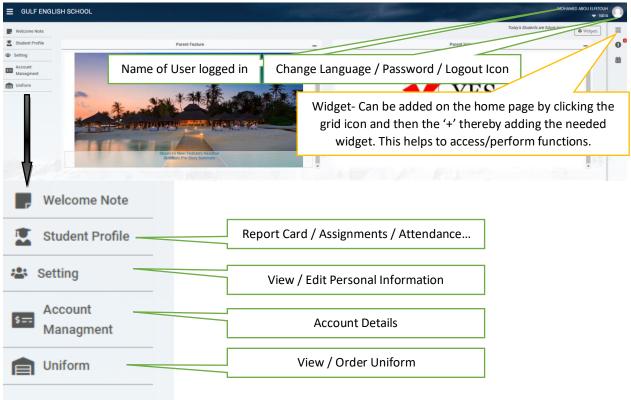
# LOGIN

Parents can Login to the Skoolee portal with their username and password. Parents should take their Skoolee credentials at registration. Skoolee administrators can help parents to get their credential if lost.

- 1. Visit this URL: <u>http://ges.skoolee.com</u>
- 2. Enter your Username and Password.
- 3. Press the "Login" Button.



# HOME PAGE





# SETTING

The setting tab allows the parent to verify the information provided to the school. Any changes to the personal information (Name, Email, and Contact Information) may be done in this section. This will enable the parent to stay updated to any information posted by the school

# PARENT – TEACHER COMMUNICATION

This section describes the process through which the parent could communicate with the teacher. This section is present at the bottom right of the home page as shown below:



To access the communication section Click on 'Send Feed Back'. The mandatory details required for the communication process are as below:

1. Select the teacher who needs to be communicated with. Multiple teacher selections are allowed. The selected teacher appears in the 'To' Section.

- 2. Subject Enter the Subject of the Email.
- 3. CC- Parent Email should be entered in the 'CC' Section.
- 4. Message Content of the Email.
- 5. Send Click Send to send email to the teacher.

Once the teachers respond to the email it will appear in the Email account provided by the parent in the CC section.

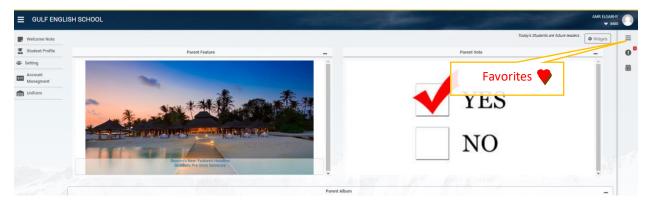
ANDRAS KOVACS ART		
EMMA COATES ENGLISH, INFORMATION TECHNOLOGY,	MATHEMATICS, SCIENCES	
TALAB SAGEER ICT		
Doas Abdel fattah MUSIC		
PHYSICAL EDUCATION		
MUNT CRALATTECH THE HOLY QUR'AN		
1. Select the respective teacher	2. Subject of the Email	Selected teacher appears in the 'To' Section
Subject: *		
Ref: ICT Assignments		
To: *		
TALAB SAGEER CC: *		
Ykmail2354@mail.com		
Message:*		
	nt size •	
Discussion 3. Enter the	Parent Email Id in the 'CC'	
Editor Source Upload Photos Browse 5. Click on 'Send' to s Message.	send the	4. Enter the Content of the
		Email
	Send	

# DASHBOARD

This section describes the different options that are used to help parents with one click options.

# Favourites:

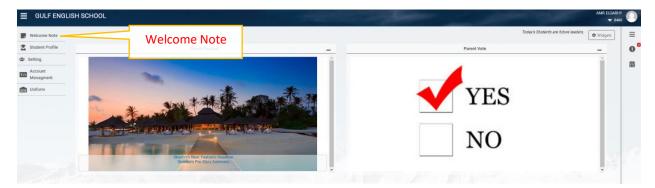
This shows the tabs that you have saved for easy use.





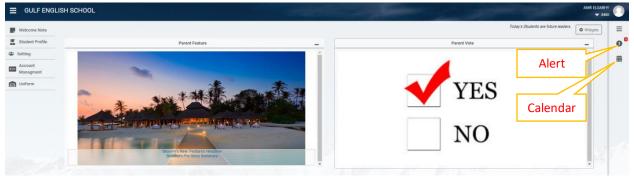
# Welcome Note:

The welcome note section is used by the school to display notes for the parents. All notes posted by the school will be visible here.



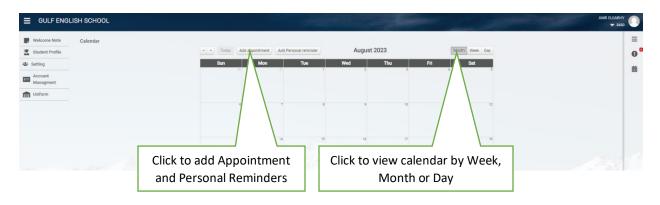
# Alert:

Alert icon towards the top left of the dashboard indicates any time the teacher sends a notification.



# Calendar:

The Calendar helps to set appointments with teachers after which the communication is via the school registered email.





# **APPOINTMENT REQUEST:**

The Appointment request can be set as described Clockwise: First click on the Add Appointment icon from the Calendar.

Title *	Description *	
Meeting Request	Meeting Request	
Branch *	Appointment with *	
GES	•	•
Date*		
01-03-2020		
Staff Note		
To discuss the	progress of my child	
To discuss the	progress of my child	
To discuss the Start Time *	progress of my child End Time *	
Start Time *	End Time *	

- 1. Enter the Meeting Title
- 2. Describe the meeting in short words
- 3. Appointment with, will list the teachers with which the parent wishes to have the appointment scheduled
- 4. Date of Appointment
- 5. Staff Note will send the purpose of the meeting in detail
- 6. End Time and Start Time schedules the time with the teacher.

Parents should note that an appointment request is sent to the teacher's calendar where depending on their availability the teacher has the option of decline or accept.



# STUDENT PROFILE

The student profile guides the parent into the complete profile of their child, which includes: grades, attendance, conduct, demerit, assignments, report card, schedule, school calendar, medical and materials distinguished as blue buttons. To access this page, click on the Student Profile on the left part of the blue bar as shown below:

	SCHOOL	AMR ELGARHY ▼ 8460	
Welcome Note		Today's Students are future leaders.	=
Student Profile	Parent Feature	Parent Vote	00
🛎 Setting	Student Profile	i (	曲
Account Managment			
Uniform	and the second second	YES	
	The second	NO	
		NO	
	Skoblers Previr Healdton Healdton		
	Bacero New Feature Heading	NO	

Clicking the student Profile displays the features that define the child's academic status.

Students			Include Left School
SOLIMAN HUSSI	NE ELSHAZLY		
	Student ID:	20210212	
	Academic Year:	2023-2024	
	Туре:	At School	
	Status:	Current	
	Class:	YEAR.2	
0 Absent	0 Merit 0 Demerit	0 Conduct	

For accessing the child's academic modules. The method is clicking the child display picture and it guides to the below screen.

Welcome Note	Student Profile	Click to toggle and		≡
Student Profile  Setting	Soliman Hussine ELSHAZLY Level 02 CS null	view information of	<u> </u>	0- #
Account Managment	Assignment Caste Baok Attendance Berhaniour Referentia Report Cast Schedule Cated Report Cast Schedule Cated Report Cast Schedule Cated Report Schedule Report	the second child		
Duiform				

If there are more than one child the right upper icon will toggle between the siblings as shown. The curved arrow next to it <sup>So</sup> allows to navigate to the student profile page.

8



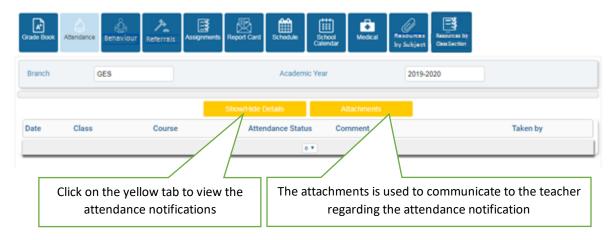
# Grade Book Button:

The Grade Book button which on clicking shows the below screen with subjects. On clicking the subject blue bar it expands to view the respective work within the subject. The print icon on the right of the corresponding subject prints the grade book.

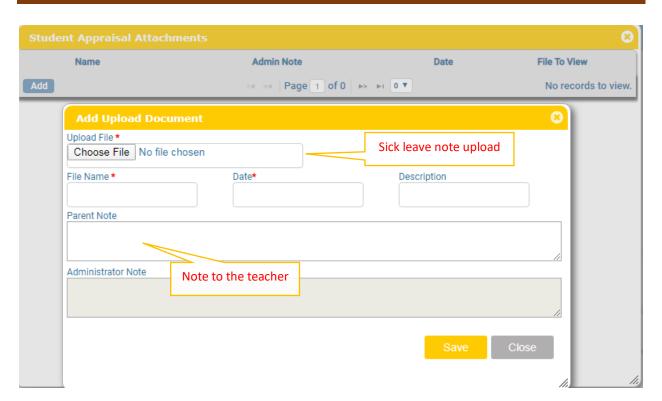
rade Book Attendance Behaviour	Analymments Report Card Schedule	School Medical Resources de	E3 Abirton by a Sector
Branch MAIN	Academic Year 2019/2020	Term Group/Detail	Semester 1 / 1st Quarter
	ARABIC - مسة والأحور -	# / Hayat Charafeddin	
	ARABIC - الستريخ	/ Hayat Charaleddine	0
	SCIENCE - Science	e / Layla Karam	a
Daily Work T	Type Daily V	Work Grade	Date
Classwork	CW1	4/4	2019-10-03
Classwork	GW2	4/4	2019-10-23
Lab and Project	Lab1	4/4	2019-09-20
Lab and Project	Project1	4/4	2019-10-27
	MUSIC - Music /	Malak Khalil	0
1	ENGLISH/LANGUAGES -	Reading / Layla Kara	m 🖶
	MATH - Math /	Layla Karam	8
	and the second statement of the second statement of the second statement of the	- Writing / Layla Karan	• 🖨

# Attendance Button:

The Attendance shows the status of attendance like Absent, Unexcused Absence, Late. Etc. The attachment tab (as shown in the immediate below) is used to see or send a note substantiating the absence with a sick leave note. A note to the teacher can also be sent in this section as shown in the below 2 picture.







#### **Behaviour Button:**

This section describes the child's Behaviour log.

Branch Skool			Academic Year 2017-201		
Date	Class	Course	Conduct Type	• Description	Given by
23-02-2020	GR 4	تريية متنية	Inappropriate behaviour in class	لم ينقذ برس التاريخ	CLARA SAAD
05-01-2020	GR 4	قراءة	Inappropriate behaviour in class		CLARA SAAD
21-12-2019	GR 4	English	Inappropriate behaviour in class		SAMIH KHOURY
0.10.2019	GR 4	Science	Inappropriate behaviour in class		ELIE SHAER

The Behaviour log mentions the date, subject, description of the child's behaviour and the name of the person who recorded the entry in Skoolee.

Gulf English School



# **Referrals Button:**

This section as shown below shows when a positive or negative referral is awarded to the child.

Branch	MAIN		Academic Year		2019/2020		
Date	Class cou	urse Reasons	Action	Start Date	End Date	Referred By	Туре
10-02-2020	GR2	Fighting/-titting-other students during rocess and during transition. Warned many times but inappropriate behavior did not stop.	Detention- Calling parent	10-02-2020	10-02-2020	Maysa Mallo	Student Discipline
13-11-2019	GR2	وتقدم بشكل جود جدا	تنغل ومكافكه بهيه داهل المنل	13-11-2019	13-11-2019	Norma Kloury	Student Discipline
31-10-2019	GR2	تسن مليريد في البلزاد	Celebrating his improvement in behavior	31-10-2019	31-10-2019	Maysa Mallo	Student Discipline

It has the date of the recorded positive/negative referral; the reason for such a record; the action taken in that regard by the school, the start and end date of the action and the teacher who recorded the referral.

# Assignments Button:

The Assignment section records all the details of the assignment for the student. The Title is the name of the project. The Subject is the subject for which the assignment is recorded. The date fields are the added, posted and due dates of the assignment. The type differentiates between a weekly, project, etc. The status validated confirms that the assignment is validated by the teacher and the students may now work on it. On clicking the assignment and on clicking **Details**, it will show if any attachments, links or solutions are linked to this assignment.

Branch MAIN			Academic Year	2019/2020		Overdue Da	te 🗌
Title	Subject	Course	Date Added	Date Posted	Due Date	Туре	Status
Book Fair	English		20-02-2020	20-02-2020	12-03-2020	Weekly Schedule	Validated
I love to read week	English		20-02-2020	20-02-2020	09-03-2020	Weekly Schedule	Validated
أسوع قالعب الترابية	Arabic		20-02-2020	20-02-2020	05-03-2020	Weekly Schedule	Validated
سرجن فكتب	Click Deta	uils to show	if any links, so	lutions	05-03-2020	Weekly Schedule	Validated



# Report Card Button:

The report card section helps the parent to view the report term wise. The printer icon serves to print the associated report card.

Grade Book Attendance Behaviour	Referrais Assignments Report Ca	nd Schedule School Calendar	Medical	Resources by Subject	Resources b Gass Section
2018-2019 / GR 12-D					6
Semester 2 Report Card	0				
Semester 1 Report Card	0				
2017-2018 / GR 11-A					
Semester 2 Report Card	0				
Semester 1 Report Card	0				
2016-2017 / GR 10-B					
Semester 2 Report Card	0				
Semester 1 Report Card	0				

# Timetable Button:

The timetable section portrays the weekly timetable in case the child has one as shown below. The cells in the grid display the period's duration, course of the period, class and the instructor. In short each cell describes the information for that time duration.

Grade Book ABend		Referrats	nda Report Card	Schedule	School alendar	Medical	Resources   by Subject	Resources by Class Section
Branch MAI	N	Navigate betw the schedule	-	2019-20	20			Week Day
Mon 2/10 2:30-7:45 AM Registration	Tue 2/11 230-245 AM Recommune	Wed 2/12	Thu 2/13	Fri 2	/14	Sat 2/	7.5	Sun 2/16
7.45-8.45 ENGLIH 7 ENG. B3 \ ENGLISH G/7 MOHAMMED BULMAN	7:45:0:45 Islamic 7:K \ Islamic G/7	7.45 8.45 ICT ICT 7K \ ICT Gr7 QASIM NAWAZ 8.45-9.45	E 45-9.45 Geography 7K \ Geography Gr7 MCF1AMMED HYE				8.4 50 07	5-9:45 mice 7K \ Science
8:45-9:45 ENGLIDH 7 ENG. 03 \ ENGLIDH G/7 MOHAMMED SLR MAN	8:45-9:45 Manic 7K \ Manic Gr7 LEANNE JOB 9:45-10:40	Islamic 7-K \ Islamic Gr7 R0slifa Ismaiel 10:40-11:00	9:45-10:40 ENGLISH 7 ENG. 83 ENGLISH G/7 MCHAMMED SOLM				10.	5-10:40 lony 7K \ History Gr7 JONETTE JONES 40-11:00
9:45-10:40 RCT ICT 7K \ ICT Gr7 QASIM NAWAZ 10:40-11:00 Break 1	Science 7K \ Science Gr7 ALEXANDRA NUNN 10:40 11:00 Break 1	Break 1 12:00-12:50 Maths 7K \ Moths Gr7 SIAMARA BICKERISTAFF	10:40-11:00 Break 1 11:05-12:00 ENGLISH 7 ENG. 83 ENGLISH Gr7	100			12:	ah 1 50-13:10 ah 2 15-14:19
11:05-12:00 Maths 7K \ Maths Gr7 SLAMARA BICR28SLAFF	12:00-12:56 Matha 7K \ Matha Gr7 StAMARA BICKERSTAFF	12:50-13:10 Break 2 13:15-14:10 Balance 7K \ Science	MICHAMMED SULM 12:00-12:50 Maths 7K 1 Maths G SIAMASIA DICKERSTATY				141	7K \ Art Gr7 bitAs KOVACS 10-14:20 Registration
12:00-12:50 FILENCH 7 FB, K \ FILENCH G/7 ZAHIDA KURLI 12:50-13:10	12:50-13:10 Break 2 13:15-14:10 Drama 7K \ Drama Gr7 KATE CUBETON	Gr7 ALEXANDRA NUNN 14.10-14.20 PM Registration	12.50-13.10 Break 2 14.10-14.20 PM Begistration					
13:15:14:10 K05:75:1 K05:07 DAUD ADEN 14:10:14:20 PM Registration	14:10-14:20 PM Registration		history and and					



# **Calendar Button:**

Display's the school calendar based on the category types.

Branch	MAIN	Academic Year	2019/2020		by Subject (C)	Activities Holidays Sports Activities ALL	
Start Date	01-12-2019	End Date	16-06-2020		Category		
Name	Description	S	tart Date	End Date	Category	Status	
Early Release/Pl	Early Release for Stu Professional Develop 4:15 p.m.		0-12-2019	10-12-2019	Academic	Show	
Exams	Exams	1	15-12-2019 18-12-2019		Academic	Show	
Early Release Report cards distribution Early release for students Winter holiday at 11:30 a		lents and staff before 1	9-12-2019	19-12-2019	Academic	Show	
Vacation	Winter holiday	2	2-12-2019	31-12-2019	Holidays	Show	
Vacation	Winter holiday	្ទ	1-01-2020	02-01-2020	Holidays	Show	
Academic	School resumes	0	5-01-2020	05-01-2020	Academic	Show	
Print			- Page 1 of 2	40 41 25 U		View 1 - 25 of 30	

It displays the description of the events, duration of the event and category. Depending on the category selected the grid below will populate (as shown). The branch is the school. The 'start date' and 'end date' is the filter to display the calendar events. The content is the bottom left below the grid prints the calendar schedule.



# Medical Button:

The medical section displays medical records of your child as shown below.

			School Calendar		y Subject Class Secto	an l
Branch MAIN	4	Academic Year	2019/2020			
		Medical Report				
Creation Date	Gender	Date Of Birth BMI Ca	itegory	Weig	Height	
31-10-2019	Male	10-09-2010 Overwe	Overweight		41.6 KG	
Detaile		1 🗵				
Date of checkup	Diagnosis	Accident report Treatment	Time in	Time out	Accident report	Hospitalized
04-02-2020	wiggling tooth fell off	gauze roll -pad	11:00	00:00		
12-12-2019 Lt ear pain - since morning		called mom - 8.5ml panadol given	10:21	00:00		0
04-12-2019	Rt ear pain t - 37.2	informed mom , 8.5ml panadol given - sent home	09:10	00:00		

It has the child's Medical Report. In addition, the accident report shows the date of Check-up, Diagnosis, Treatment, Duration at the School clinic and a check box indicating if the child was referred to hospital. In general, the medical condition details any daily incident report for which the medical department of the school may/will notify the parents once it occurs.

# Resource by Subject Button:

The resource by Class Section displays the resources that are shared by the teacher Subject wise.

Grade Book Attendar	ce Behaviour	Referrats	Assignments	Report Card	Schedule	School Calendar	Medical		esoures by las Section	
Branch	GES				Academ	ic Year		2019-202	20	
Title C	omain		the info		n regard	further ing the	Posted	File	URL	Status

The File cell contains the file to download for the respective resources. The URL contains the link to the material in the internet. The status cell indicates the status of the material which if validated means is accessible. To scroll down further on the material, select the material and click on button.



#### Resource by Class Section Button:

Grade Book A	ttendance	Referrals Assignme	ents Report Card	Schedule	School Calendar	Medical		Resources by Class Section	
Branch	GES			Academ	ic Year		2019-20	20	
Title	CS	Date Ad	ded	Date Poster	đ	File		URL	Status
				0	•				

The resource by Class Section displays the resources that are shared by the teacher Class section wise. The File cell contains the file to download for the respective resources. The URL contains the link to the material in the internet. The status cell indicates the status of the material which if validated means is accessible.

# ACCOUNT MANAGEMENT

The Account Management selection displays the account profile of the child within the family.

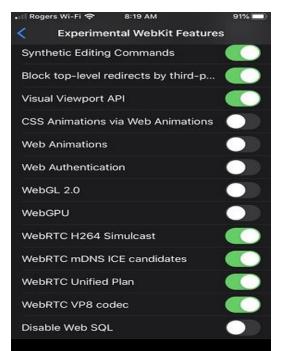


# COMPATIBILITY

While Skoolee works seamlessly on Windows Operating System with Chrome and Firefox. For Apple devices with IOS 13 and above the below settings needs to be applied in Safari browser in order to use Skoolee.

#### For IOS Safari Browser (IPad OR IPhone):

- 1. Settings >>Safari >>Advanced
- 2. Experimental Features >>Disable Web SQL (at the bottom)





# For Safari Browser (Desktop):

1. Turn on the Developer's menu: Safari Preferences >> Advanced >> check "Show Development menu in menu bar"

2. On the Developer's menu, select Experimental Features. Uncheck 'Disable Web SQL'

Open Page With Jser Agent	*	
Mac mini	•	
Service Workers	•	
Experimental Features	•	Accessibility Object Model
Enter Responsive Design Mode	^%R	Ad Click Attribution Debug Mode Ad Click Attribution
Show Snippet Editor		✓ Blank anchor target implies rel=noopener CSS Custom Properties and Values API
Connect Web Inspector Show JavaScript Console Show Page Source Show Page Resources	1第位プ 3第プ U第プ A第プ	CSS Painting API CSS Typed OM MathML Core
Start Timeline Recording Start Element Selection	T第合プ 3第令	<ul> <li>Quirk to prevent delayed initial painting on sites using Google's Anti-Flicker optimization Automatic HTTPS upgrade ImageBitmap and OffscreenCanvas</li> </ul>
Empty Caches	₹₩E	✓ Intersection Observer LinkPrefetch
Enable Intelligent Tracking Prevention De	ebug Mode	LinkPretetch Link preload responsive images
Disable Images Disable Styles Disable JavaScript Disable Extensions Disable Site-specific Hacks Disable Local File Restrictions Disable Cross-Origin Restrictions		MediaRecorder @page CSS at-rule support ✓ Pointer Events ✓ Swap Processes on Cross-Site Navigation Referrer Policy attribute Resize Observer ✓ ScreenCapture
WebRTC	•	Server Timing
Allow JavaScript from Smart Search Fiel Allow JavaScript from Apple Events Allow Remote Automation Allow Unsigned Extensions	d	CSS Spring Animations ✓ Synthetic Editing Commands ✓ Block top-level redirects by third-party iframes ✓ Visual Viewport API CSS Animations via Web Animations
Get Safari Technology Preview		Web Animations Veb Authentication WebGL 2.0 WebGPU VebRTC H264 Simulcast VebRTC mDNS ICE candidates VebRTC Unified Plan VebRTC VP8 codec Visable Web SQL
		Reset All to Defaults

# SUPPORT

For More Information or any support, use the following contact:

Mr. Yoosaf MK (IT Specialist) Email: <u>ykassim@ges.edu.kw</u>