

**Gulf English School**  
مدرسة الخليج الإنجليزية



## The Parents' Reference Guide to Skoolee

Making Everything Easier!!

**Parents Profile  
2025/2026**

## Table of Contents

<b>INTRODUCTION- Skoolee At A Glance .....</b>	<b>2</b>
<b>LOGIN.....</b>	<b>3</b>
<b>HOME PAGE .....</b>	<b>3</b>
<b>SETTING .....</b>	<b>4</b>
<b>PARENT – TEACHER COMMUNICATION.....</b>	<b>4</b>
<b>DASHBOARD .....</b>	<b>5</b>
<b>Favourites .....</b>	<b>5</b>
<b>Welcome Note .....</b>	<b>6</b>
<b>Alert .....</b>	<b>6</b>
<b>Calendar .....</b>	<b>6</b>
<b>APPOINTMENT REQUEST .....</b>	<b>7</b>
<b>STUDENT PROFILE .....</b>	<b>8</b>
<b>Grade Book Button .....</b>	<b>9</b>
<b>Attendance Button .....</b>	<b>9</b>
<b>Behaviour Button .....</b>	<b>10</b>
<b>Referrals Button.....</b>	<b>11</b>
<b>Assignments Button.....</b>	<b>11</b>
<b>Report Card Button.....</b>	<b>12</b>
<b>Timetable Button.....</b>	<b>12</b>
<b>Calendar Button.....</b>	<b>13</b>
<b>Medical Button .....</b>	<b>14</b>
<b>Resource by Subject Button.....</b>	<b>14</b>
<b>Resource by Class Section Button .....</b>	<b>15</b>
<b>ACCOUNT MANAGEMENT.....</b>	<b>15</b>
<b>COMPATIBILITY .....</b>	<b>15</b>
<b>SUPPORT.....</b>	<b>16</b>

## 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.

skoolee TOOLS



# The Parents' Reference Guide to Skoolee

## LOGIN

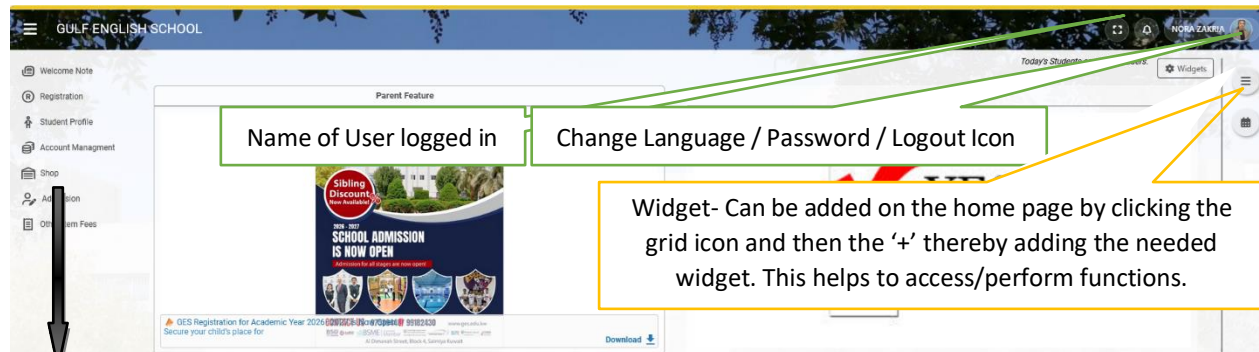
Parents can Login to the Skoolee portal with their username and password. Parents should take their Skoolee credentials at registration. Skoolee administrators can help parents to get their credential if lost.

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



Click to Login

## HOME PAGE



Name of User logged in      Change Language / Password / Logout Icon

Widget- Can be added on the home page by clicking the grid icon and then the '+' thereby adding the needed widget. This helps to access/perform functions.

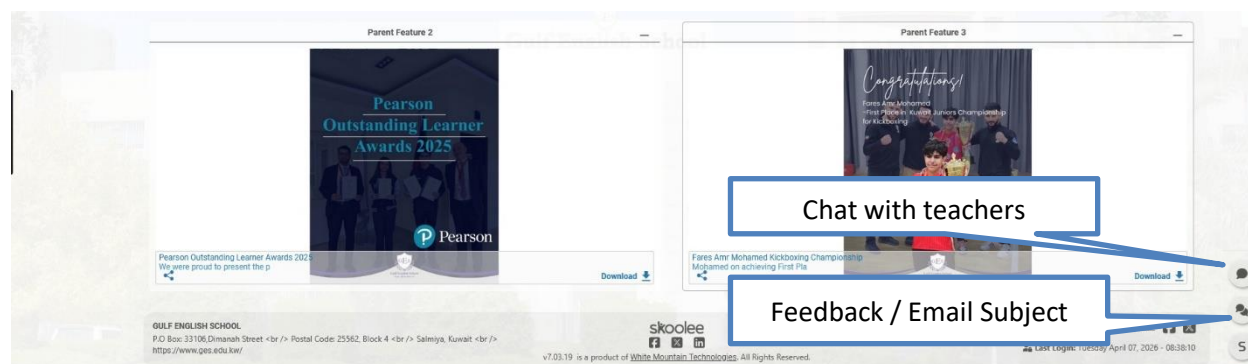
<ul style="list-style-type: none"> <li>☰ Welcome Note</li> <li>Ⓜ Registration</li> <li>👤 Student Profile</li> <li>📁 Account Management</li> <li>🏠 Shop</li> <li>👤 Admission</li> <li>📄 Other Item Fees</li> </ul>	<ul style="list-style-type: none"> <li>Confirm / Reject for the next AY continue</li> <li>Report Card / Assignments / Attendance...</li> <li>Account Details</li> <li>View / Order Uniform</li> <li>Add new child(Sibling)</li> <li>Any activities fees, EG: School excursion...</li> </ul>
---	---

## 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:

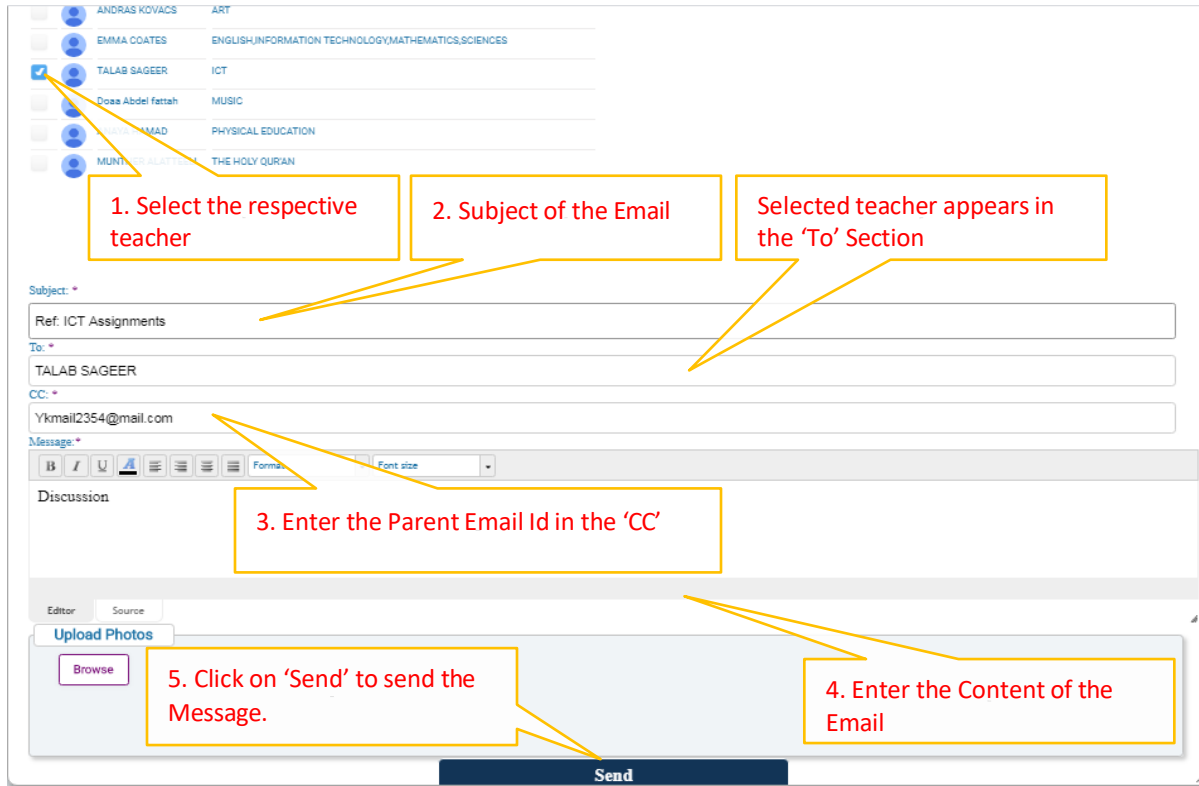


To access the communication section, click on 'Send Feed Back'. The mandatory details required for the communication process are as below:

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.

# The Parents' Reference Guide to Skoolee

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

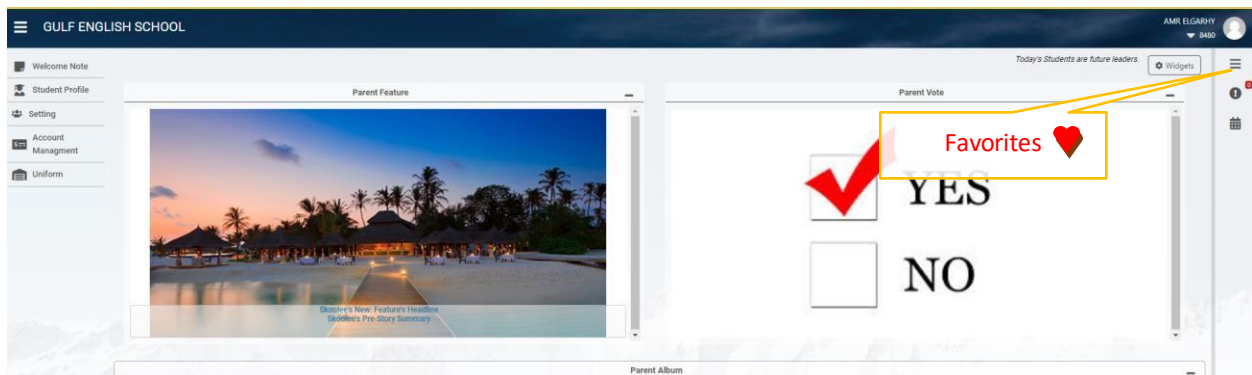


## DASHBOARD

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

### Favourites:

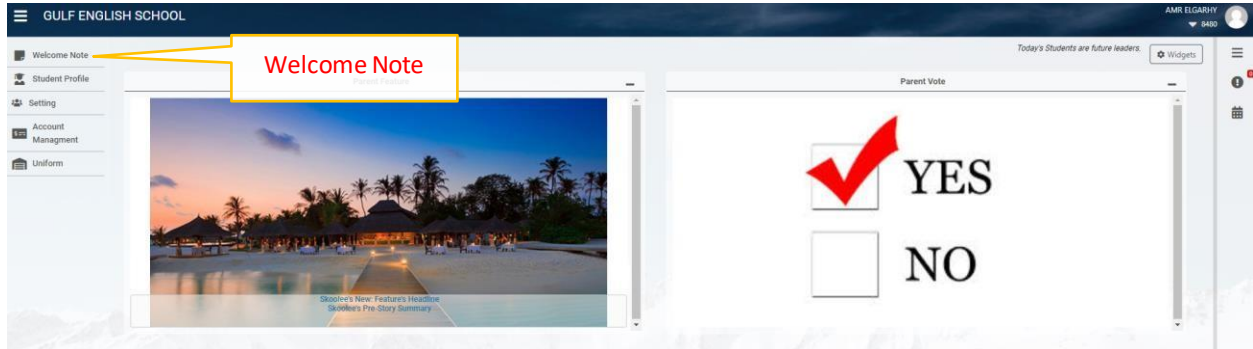
This shows the tabs that you have saved for easy use.



## The Parents' Reference Guide to Skoolee

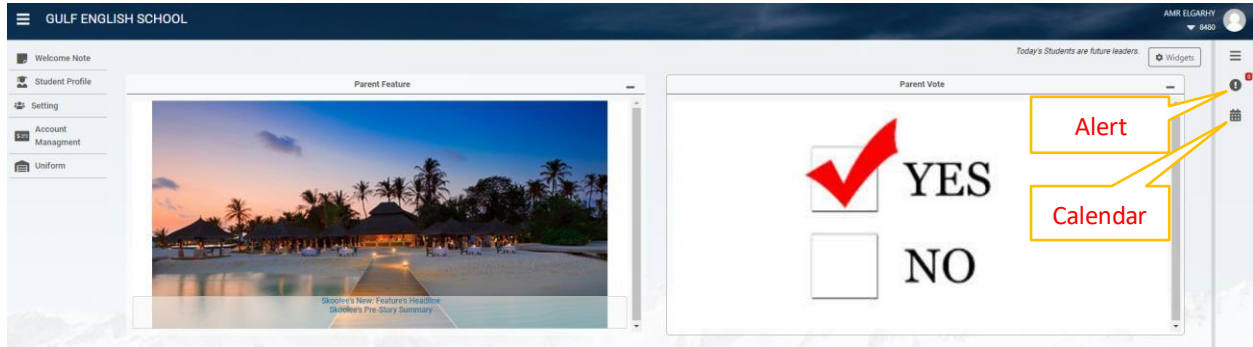
### Welcome Note:

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.



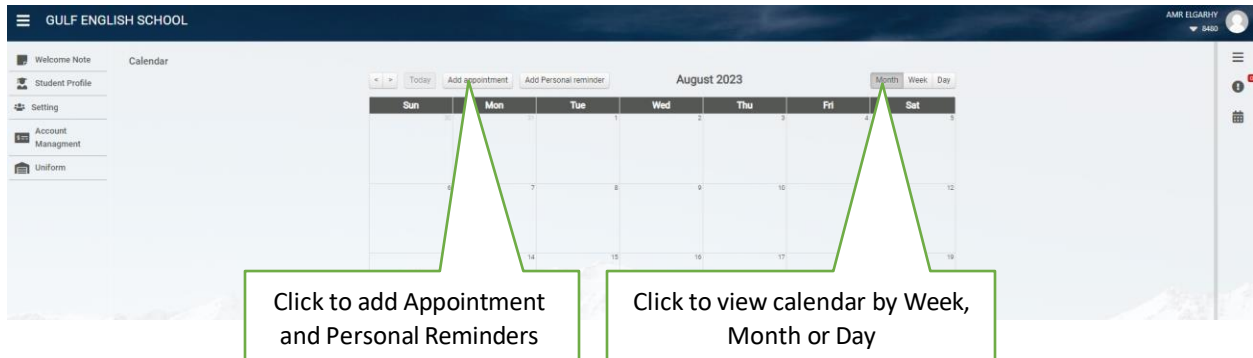
### Alert:

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



### Calendar:

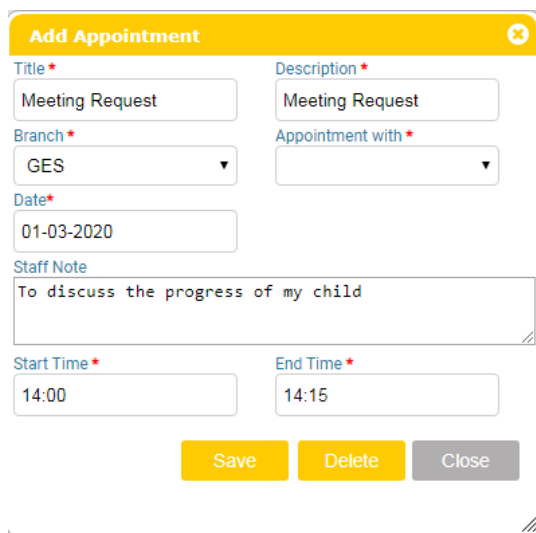
The Calendar helps to set appointments with teachers after which the communication is via the school registered email.



### APPOINTMENT REQUEST:

The Appointment request can be set as described Clockwise:

First click on the Add Appointment icon from the Calendar.

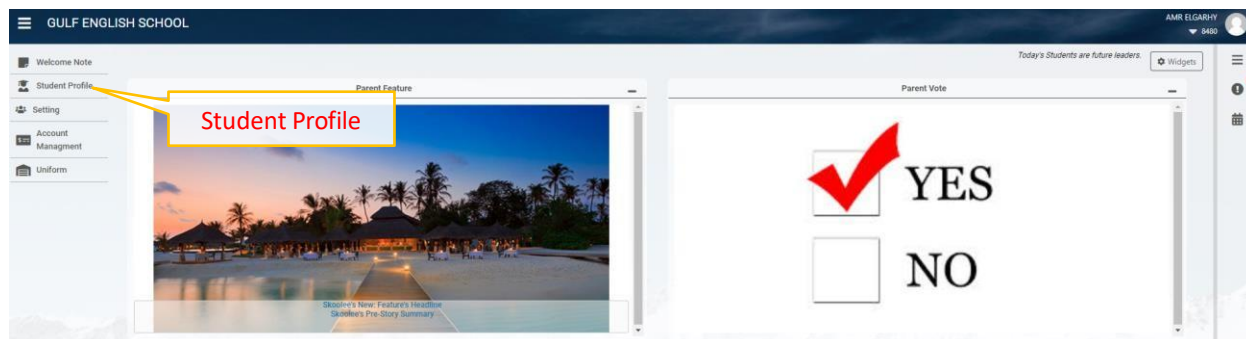


1. Enter the Meeting Title
2. Describe the meeting in short words
3. Appointment with, will list the teachers with which the parent wishes to have the appointment scheduled
4. Date of Appointment
5. Staff Note will send the purpose of the meeting in detail
6. End Time and Start Time schedules the time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

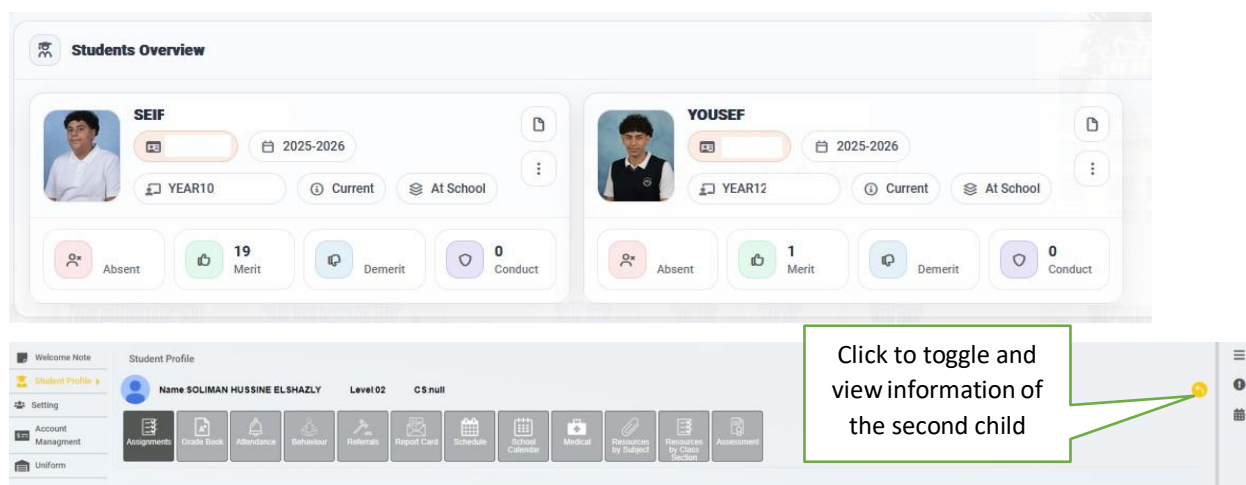
## STUDENT PROFILE


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:



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

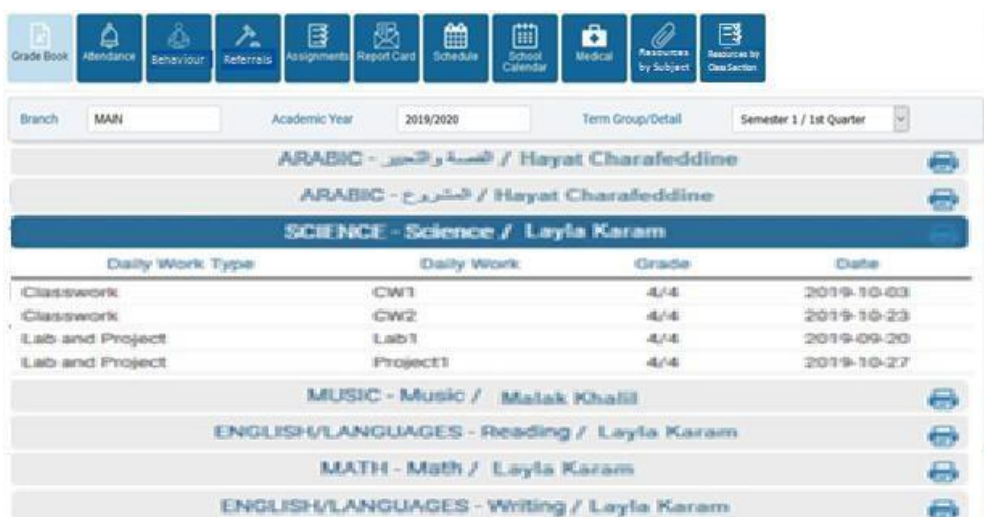
For accessing the child's academic modules. The method is clicking the child display picture and it guides to the below screen.



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

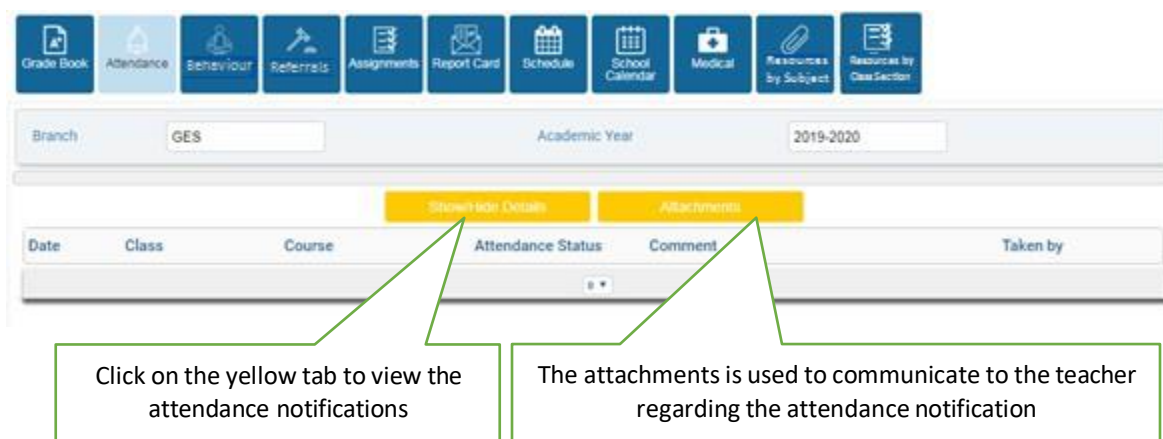
## Grade Book Button:

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.



## 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.



**Student Appraisal Attachments**

Name	Admin Note	Date	File To View
No records to view.			

**Add Upload Document**

Upload File \*  
 No file chosen Sick leave note upload

File Name \*  Date \*  Description

Parent Note

Administrator Note Note to the teacher

## Behaviour Button:

This section describes the child's Behaviour log.

Grade Book | Attendance | **Behaviour** | Referrals | Assignments | Report Card | Schedule | School Calendar | Medical | Resources by Subject | Resources by Class Section

Branch:  Academic Year:

Date	Class	Course	Conduct Type	Description	Given by
23-02-2020	GR 4	تربية منزلية	Inappropriate behaviour in class	لم يحفظ درس 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
10-10-2019	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.

## Referrals Button:

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

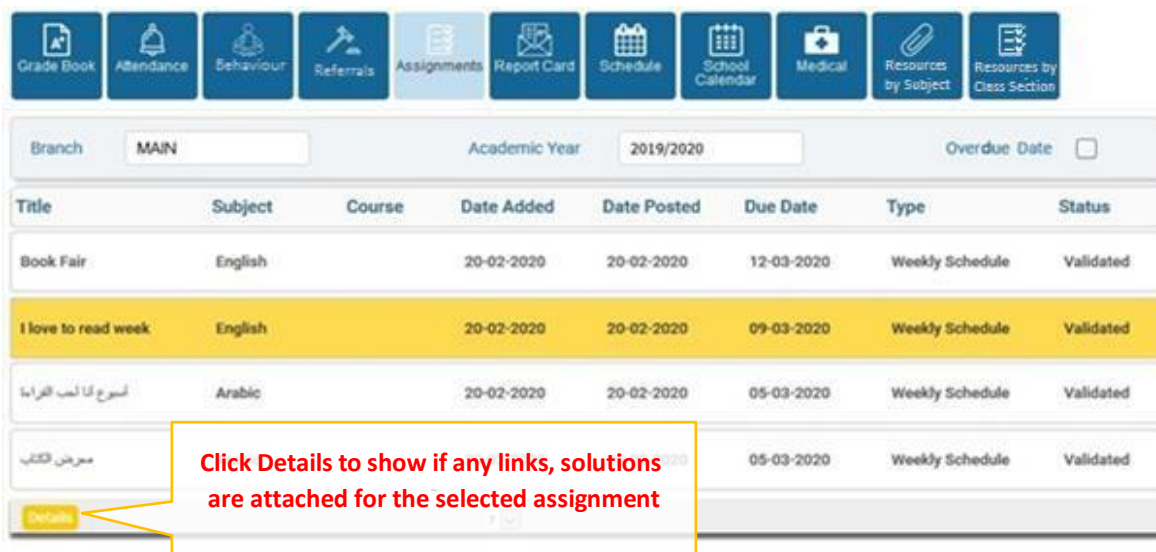


Date	Class	course	Reasons	Action	Start Date	End Date	Referred By	Type
10-02-2020	GR2		Fighting/Hitting- other students during recess and during transition. Warned many times but inappropriate behavior did not stop.	Detention- Calling parent	10-02-2020	10-02-2020	Maysa Mallo	Student Discipline
13-11-2019	GR2		بعدم يتكلم معي جدا	تخويفه ومكافئته بديه داخل الفصل	13-11-2019	13-11-2019	Norma Kloury	Student Discipline
31-10-2019	GR2		تحسن ملحوظ في الشراكه	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.



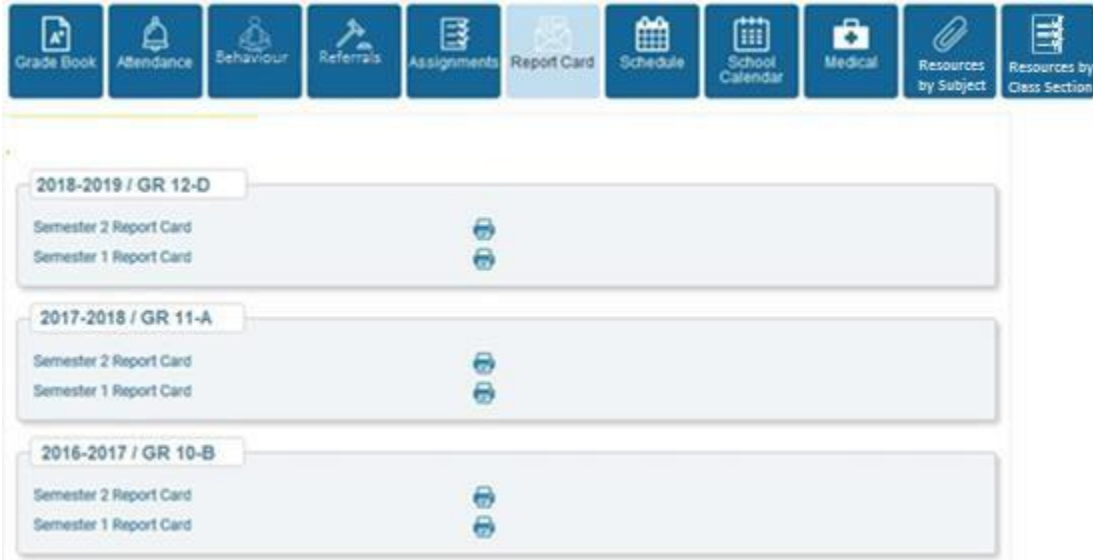
Title	Subject	Course	Date Added	Date Posted	Due Date	Type	Status
Book Fair	English		20-02-2020	20-02-2020	12-03-2020	Weekly Schedule	Validated
I love to read week	English		20-02-2020	20-02-2020	09-03-2020	Weekly Schedule	Validated
اسبوع لنا لنس القرايا	Arabic		20-02-2020	20-02-2020	05-03-2020	Weekly Schedule	Validated
معرض لكتاب					05-03-2020	Weekly Schedule	Validated

Click Details to show if any links, solutions are attached for the selected assignment

## The Parents' Reference Guide to Skoolee

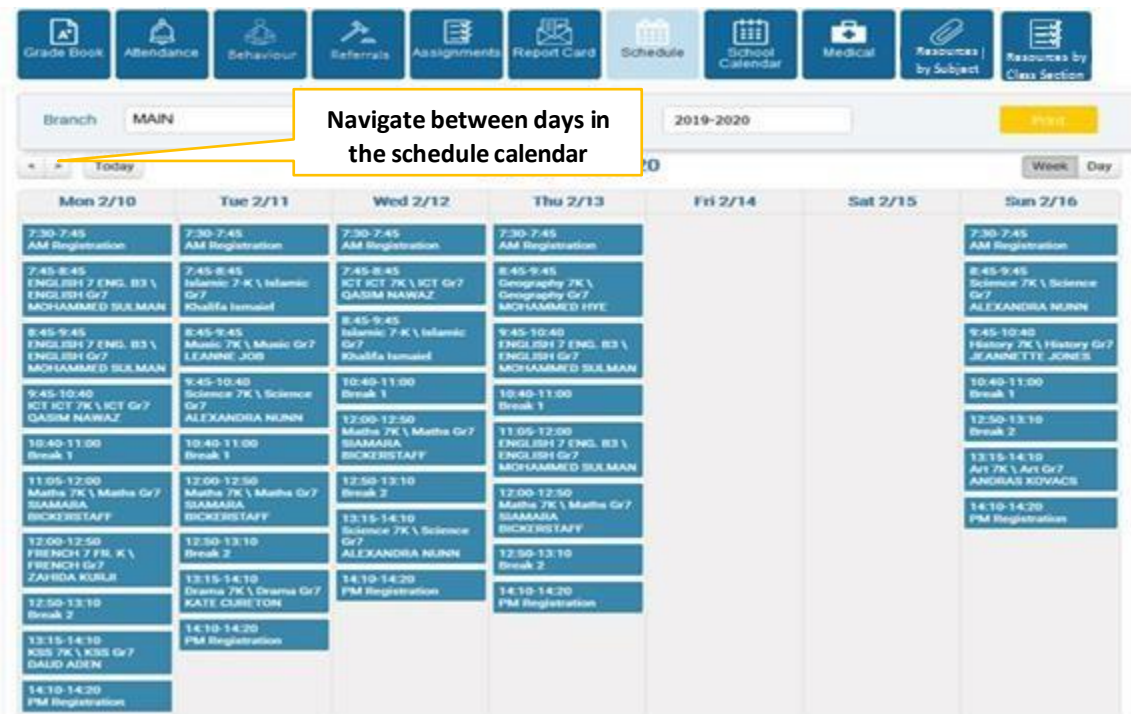
### Report Card Button:

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



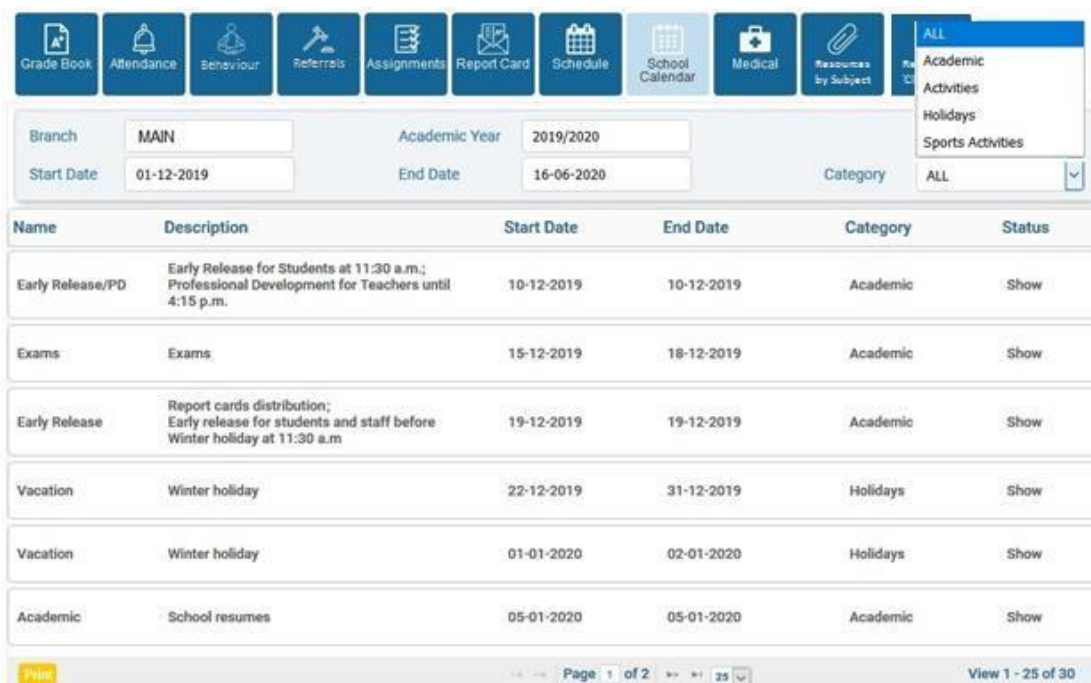
### Timetable Button:

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.




## Calendar Button:

Displays the school calendar based on the category types.



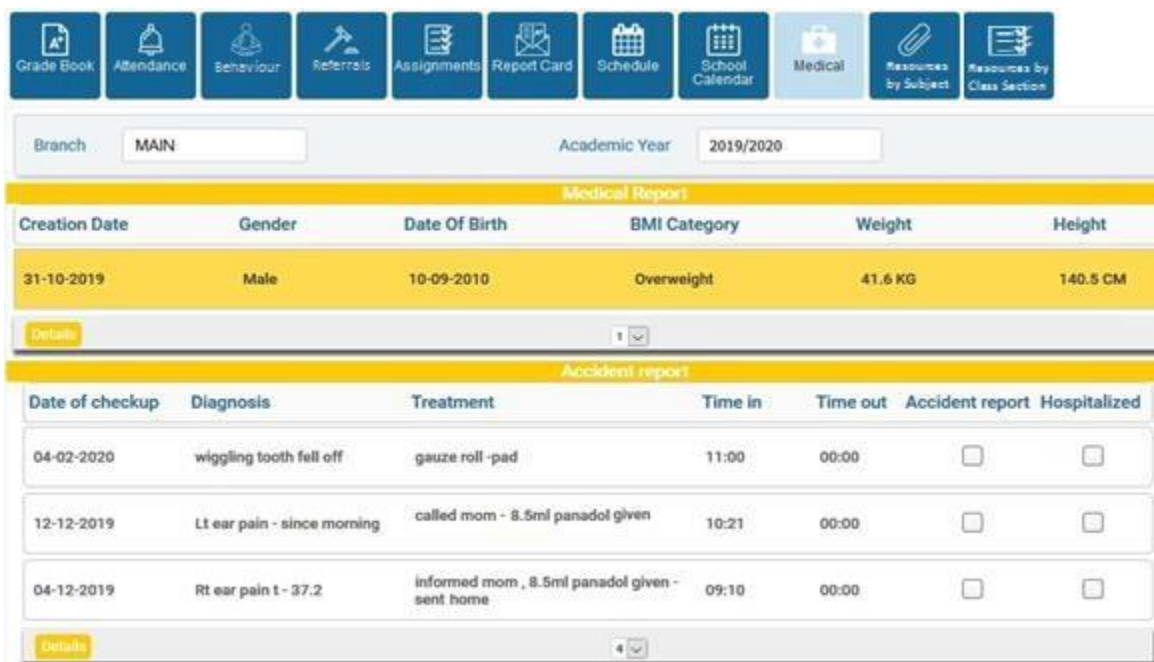
Name	Description	Start Date	End Date	Category	Status
Early Release/PD	Early Release for Students at 11:30 a.m.; Professional Development for Teachers until 4:15 p.m.	10-12-2019	10-12-2019	Academic	Show
Exams	Exams	15-12-2019	18-12-2019	Academic	Show
Early Release	Report cards distribution; Early release for students and staff before Winter holiday at 11:30 a.m	19-12-2019	19-12-2019	Academic	Show
Vacation	Winter holiday	22-12-2019	31-12-2019	Holidays	Show
Vacation	Winter holiday	01-01-2020	02-01-2020	Holidays	Show
Academic	School resumes	05-01-2020	05-01-2020	Academic	Show

Print icon at the bottom left. Page 1 of 2. 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  icon at the bottom left below the grid prints the calendar schedule.

## Medical Button:

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



Creation Date	Gender	Date Of Birth	BMI Category	Weight	Height
31-10-2019	Male	10-09-2010	Overweight	41.6 KG	140.5 CM

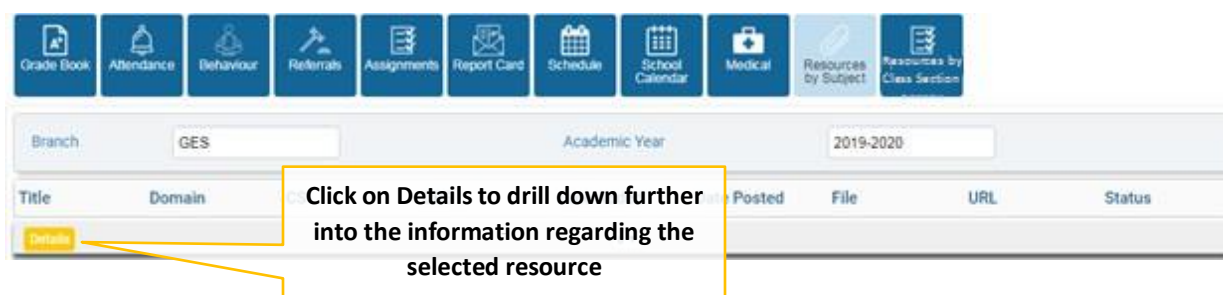
  

Date of checkup	Diagnosis	Treatment	Time in	Time out	Accident report	Hospitalized
04-02-2020	wiggling tooth fell off	gauze roll -pad	11:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>
12-12-2019	Lt ear pain - since morning	called mom - 8.5ml panadol given	10:21	00:00	<input type="checkbox"/>	<input type="checkbox"/>
04-12-2019	Rt ear pain t - 37.2	informed mom , 8.5ml panadol given - sent home	09:10	00:00	<input type="checkbox"/>	<input type="checkbox"/>

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:

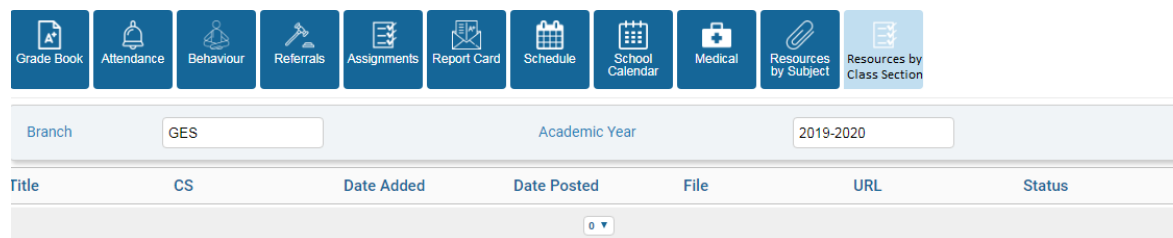
The resource by Class Section displays the resources that are shared by the teacher Subject wise.



Title	Domain	Posted	File	URL	Status
<a href="#">Details</a>					

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 [Details](#) button.

## Resource by Class Section Button:



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.

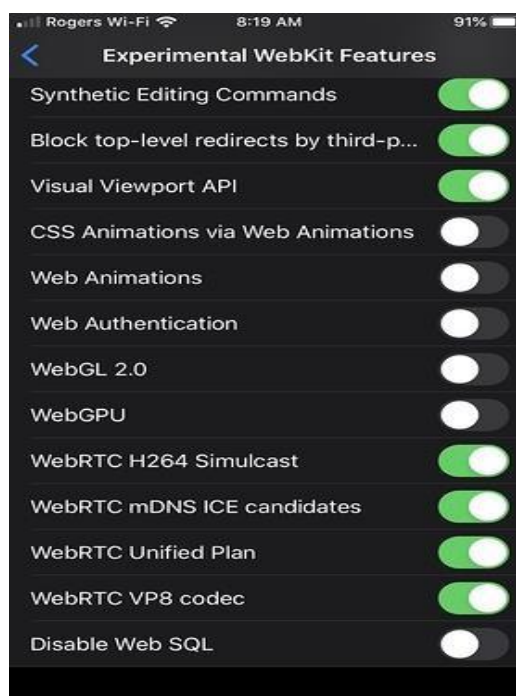


## COMPATIBILITY

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.

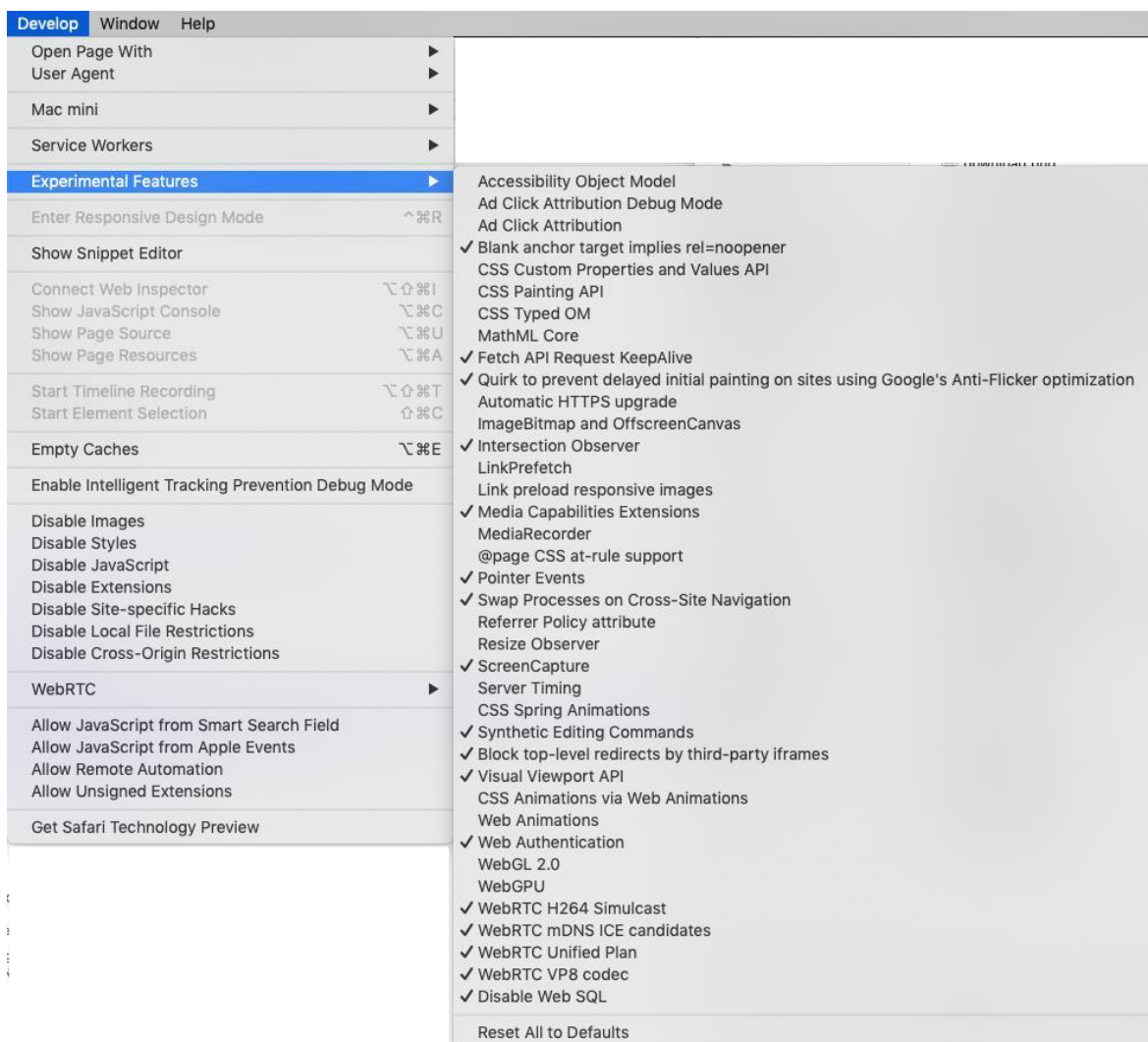
### For IOS Safari Browser (IPad OR iPhone):

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'



## SUPPORT

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

➤ **Mr. Yoosaf Kassim**  
**Email: [itsupport@ges.edu.kw](mailto:itsupport@ges.edu.kw)**  
**W**