

SchoolSpeak

Your School and You

User Guide for Parents of [[School]]

[[Contact details of SchoolSpeak administrator]]

SchoolSpeak web address:

SchoolSpeak email address:

SchoolSpeak administrator(s):

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Welcome to SchoolSpeak

SchoolSpeak is a web solution for all school communication – school and class room announcements, newsletters, weekly envelopes, school and class calendar, lunch menu, class schedule, teacher pages, homework, online grades, signup sheets etc.

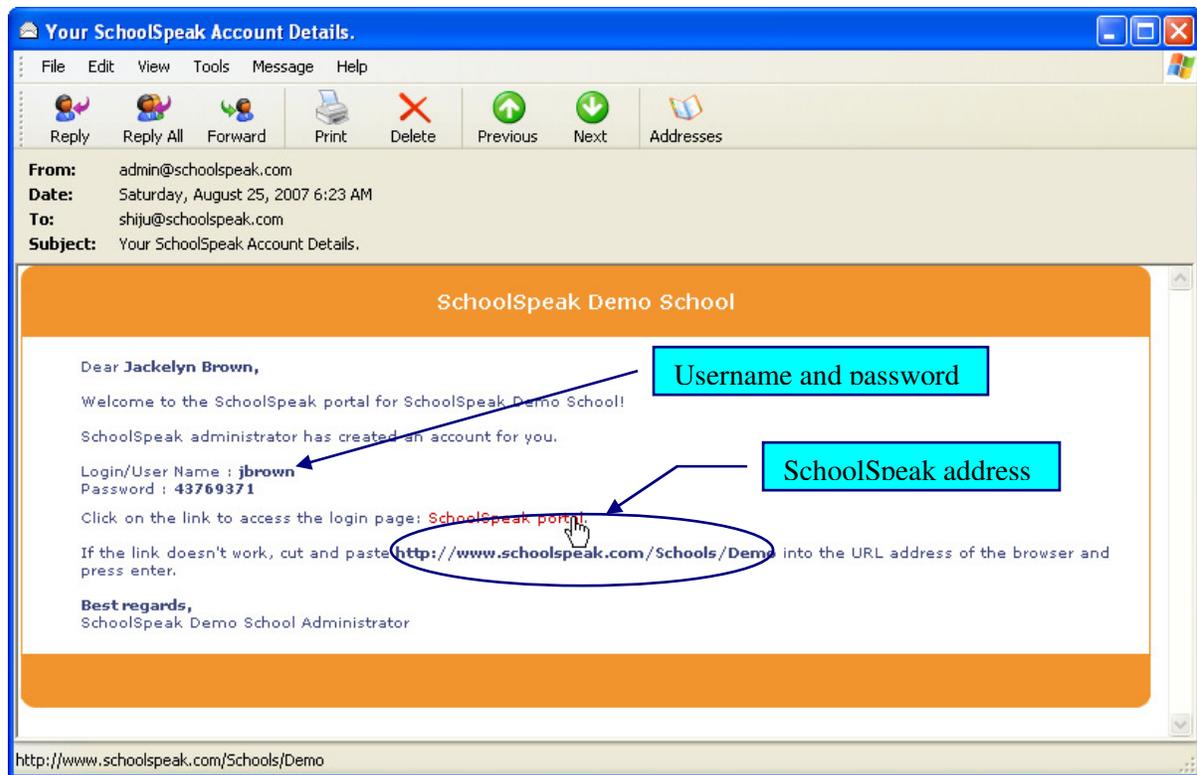
Each school can customize SchoolSpeak to their needs. The colors of your SchoolSpeak pages, availability of certain features like email, and content on SchoolSpeak will be determined by your school and will be different from the sample screens shown in this document.

SchoolSpeak web service is constantly updated based on feedback from users and with new features. The page layout and features of the pages can be different from sample screens shown on this page.

Only parents, teachers, school administrators and students have access to the SchoolSpeak account of your school. You will need a user name and password to login to SchoolSpeak.

Registering with SchoolSpeak

When you are added to SchoolSpeak, you will receive a user name and password in an email (see below) from your school's SchoolSpeak email address.



- Remember to add your school's SchoolSpeak email address to your safe sender list as you will receive future school communication from this email.

Do not share your password with anyone including your children. You have different privileges than your child. For example, only parents can 'sign' grades. If your child logs in as the parent, the student will be able to "sign" for you, without your knowledge.

Each parent can have their own user account.

Login to SchoolSpeak

Open browser to SchoolSpeak address received in the welcome email (by clicking on the SchoolSpeak portal link in the email or copying and pasting the SchoolSpeak address to browser address bar.) A login page will open on the browser.

The screenshot shows the SchoolSpeak login interface. At the top, there is a red navigation bar with a 'Contact' link. Below this is a blue header area with the text 'SchoolSpeak Demo School' and a colorful graphic of children. The main content area is white and contains a yellow login box. Inside the login box, there are fields for 'Login' (containing 'ibrownl') and 'Password' (containing '*****'). A red 'Go' button is to the right of the password field. Below the password field is a 'Remember Password' checkbox. At the bottom of the login box are three links: 'New User' with a smiley face icon, 'Forgot Password' with a sad face icon, and 'BookMark' with a smiley face icon. A blue callout box points to the 'Forgot Password' link with the text 'Click here if you forgot your password.' Another blue callout box points to the 'Contact' link with the text 'Click to contact your SchoolSpeak administrator if you are unable to login.' At the bottom of the page, there is a red footer bar with contact information: '4444 Learning Dr, SchoolCity, ZZ 11111 Phone: (123) 456-7890 Fax: (123) 456-7891 Email: demo@schoolspeak.com Web: http://www.SchoolSpeak.com/Schools/Demo'. Below the footer bar is a dark blue bar with the text 'Powered by SchoolSpeak' and '© Copyright 2007. All rights reserved.' At the very bottom, there is a dark blue bar with the text 'Terms and Conditions | Privacy Policy'.

- Enter 'Login' and 'Password' and click 'GO'

Note down your username and email registered with SchoolSpeak. If you forget your password, click on 'Forgot Password' link on the login page. You can get a new password sent to you by email after providing your login name and email registered with SchoolSpeak.

If you have difficulties with logging in or have a question on SchoolSpeak, click on the 'Contact' link above to send an email to your SchoolSpeak administrator.

When you login for the first time, the system will ask you to review and accept SchoolSpeak Terms and Conditions and Privacy Policy.

- Review them and click 'I Accept' or 'I Decline' button at the bottom of the page.

Please accept the 'Terms and Conditions' and 'Privacy Policy' by clicking the 'I Accept' button at the bottom of this page or decline to use the system by clicking the 'I Decline' button.

Terms and Conditions

Welcome to SchoolSpeak! This Terms and Conditions (the "Terms and Conditions") regarding the SchoolSpeak.com website (the "Website") and associated services (collectively, the "Services") is made and entered into by and between each school that executes[§1] a Price Quotation and Order Form ("Order") (the "School") and the School's administrators, teachers, students, student parents, and third party vendors and contractors to whom the School may grant access to perform services for the School ("Individual Users" and, collectively with School, "Users") on the one hand, and SchoolSpeak, Inc. ("SchoolSpeak") on the other hand. This Terms and Conditions sets forth the User's rights and obligations associated with the access and use the Services. User hereby agrees that User is entering into a legally binding agreement and representing and warranting that the User is at least 18 years of age or possess legal parental or guardian consent, either by (1) clicking on the "I Accept" button below or (2) accessing the Website or using the Services. User hereby agrees to accept notices sent electronically, including but not limited to, email messages sent to the current

Privacy Policy

SchoolSpeak is committed to protecting it's users' privacy. This Privacy Policy is intended to give users of the SchoolSpeak website(at www.schoolspeak.com)(("Website")), including teachers, administrators, students, parents, and third party vendors and contractors to whom the applicable school ("School") may grant access to perform services for the School (collectively, "Users"), a full understanding of the collection, use, disclosure, security, and User options regarding of information collected at the Website.

Information We Collect

All registered Users shall be given a User ID and password. Users must provide first and last name. User also may provide other basic User information such as mailing address, email address, parent's name, phone number date of birth, emergency contact information, grade, and other personal information (collectively with first and last name, "PII"). If PII is provided by the student who is under 13 years of age, we protect such "Child Information" pursuant to the Children's Online Privacy Protection Act. We also may collect non-personally identifiable information ("NII") when Users use the Website, through the use of cookies, log files, clear gifs and/or other technologies. A cookie is a small text file containing a string of alphanumeric characters sent to User's computer that identifies the User's web browser. Users can set their web browser to refuse cookies; however, if this is done, some Website features may not function properly or at all. Log file information is automatically collected from a User's web browser each time a User views a Website webpage, and may include information such as IP address, browser type and language, domain names of websites visited,

You will not be allowed to use the system unless you agree to the Terms and Conditions and Privacy Policy by clicking the 'I Accept' button.

Terms and Conditions and Privacy Policy will be updated periodically as laws and SchoolSpeak service change. You will be asked to review and accept them again after such updates.

In addition to SchoolSpeak Terms and Conditions and Privacy Policy, your school may ask you to accept the school's Terms and Conditions and Email Policy.

Parent(s) need to sign a Parent Consent Form and a SchoolSpeak Privacy Policy in order to enable login for students younger than 13 years.

Home Page

The first page after you login is your home page. Your home page has a quick summary of information relevant for you today. You can view details for any day by changing the view dates to that day. The home page is personalized to each user. You will find sections with communication from the school office (to all parents) and each of your child's grades.

Next page has a sample home page for a parent with students in 1st and 4th grade.

All pages have a similar structure. On the top of every page is a 'tool bar'.



Welcome, jbrown	Identifies the logged in user (you) by login name.
Home	Click to return to your home page.
Contact	Click to send a message to your SchoolSpeak administrator.
Profile	Click to view your profile.
Change Password	Click to change your password.
Logout	Logout from SchoolSpeak.

Your school name is below the toolbar. Click on the school name to find a contact in case you need to talk to someone regarding SchoolSpeak.



View for	The content on the page are for the dates indicated.
Change groups	Select a group from the drop down to go to its home page.
Change Date	Change the view dates by selecting from the drop down or entering a date range and clicking the 'Apply' button.

If you are using a shared computer, remember to log out. The view dates will be retained when you come back to the home page during the same browsing session.

Tool bar

Click to find your SchoolSpeak contact.

You are viewing details for these dates. By default, for today.

Today is Wednesday Aug 29

Change Groups [Please select]

View for 8/29/2007 - 8/29/2007

Change Date [Please select] OR 8/29/2007 TO 8/29/2007 [Apply]

Change view dates here

- Groups
- Members
- Email
- Quick Links
 - School Calendar
 - School Reminders
 - Lunch Menu
 - Announcements
 - Newsletters
 - School Info
 - Weekly Envelope

SCHOOL [SchoolSpeak Demo School]

School Calendar

8/29/2007 Wednesday 7:00 pm Back to school night in auditorium [more >>](#)

School Announcements

School Calendar 2007-2008 [more >>](#)

⊗ Back to School Night on Aug 29th [more >>](#)

PEANUT ALLERGY ALERT [more >>](#)

Newsletters from the Principal

Principal's Newsletter Aug 8 [more >>](#)

Information from your groups

Left Margin – quick access to various information

Group name

- Groups
- Members
- Email
- Quick Links
 - ClassCalendar
 - Reminders
 - Announcements
 - About 1st Gr.

GRADE 1 [1st Grade]

Reminders for 1st Grade

8/27/2007	8/30/2007	8/30 Vocabulary test
8/27/2007	8/31/2007	Please return the signed field trip forms by 8/31

1st Grade Announcements

Details of field trip to wave pool [more >>](#)

Click for more information

- Groups
- Members
- Email
- Quick Links
 - Class Calendar
 - Announcements
 - About 4th Grade
 - Literature HW
 - Science HW
 - Social Studies HW
 - Maths HW
- Grades
 - Literature
 - Science
 - SocialStudies
 - Maths

GRADE 4 [4th Grade]

4th Grade Literature grade reports

Brown, Jonathan [\[View>>\]](#) (Signed, Posted on 8/23/2007)

4th Grade Science grade reports

Brown, Jonathan [\[View>>\]](#) (Not Signed, Posted on 8/25/2007)

4th Grade Literature Homework

NEW! 8/29/2007 Homework: Review Notes; Study Chapter 2 of Textbook. Due: 8/30/2007

4th Grade Social Studies Homework

8/27/2007 Project [more >>](#) Due: 8/31/2007

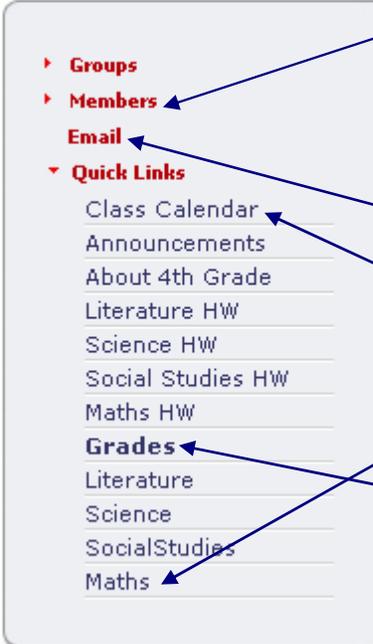
Click to view grade report

Click on either of these links for social studies homework

! Check what is coming up in the days ahead. For example, a test scheduled for Friday will show up only if Friday is in view dates.

Below the date selector is the content from each of your groups.

On the left is the 'Left Margin' with quick access to various tools and topics.



The screenshot shows a vertical menu on the left side of a page. The menu items are: Groups, Members, Email, Quick Links (with a dropdown arrow), Class Calendar, Announcements, About 4th Grade, Literature HW, Science HW, Social Studies HW, Maths HW, Grades (with a dropdown arrow), Literature, Science, Social Studies, and Maths. Four callout boxes with blue borders and black text point to specific items: 1. A box pointing to 'Members' and 'Email' explains that clicking expands to Member List, Student List, and Member Search. 2. A box pointing to 'Email' explains it takes you to the email page. 3. A box pointing to 'Quick Links' explains it provides quick access to topics. 4. A box pointing to 'Grades' explains it lists the latest grade reports for all subjects.

When clicked expands to following links:
Member List – list of all members in the group (teachers, parents and students)
Student List – list of all students in the group.
Member Search – Search for a user with name or email.

Takes you to the email page.

Quick access links to topics.

Click to list the latest grade reports of your child for all subjects.

To the right of the left margin is the content area. It displays information for the date range selected. The homepage usually displays summary information. If all relevant information of an item is not displayed on the home page, there will be a **more >>** or **[View>>]** link next to it. Click on this link to get more details on that item.

Following indicators are used on the home page:

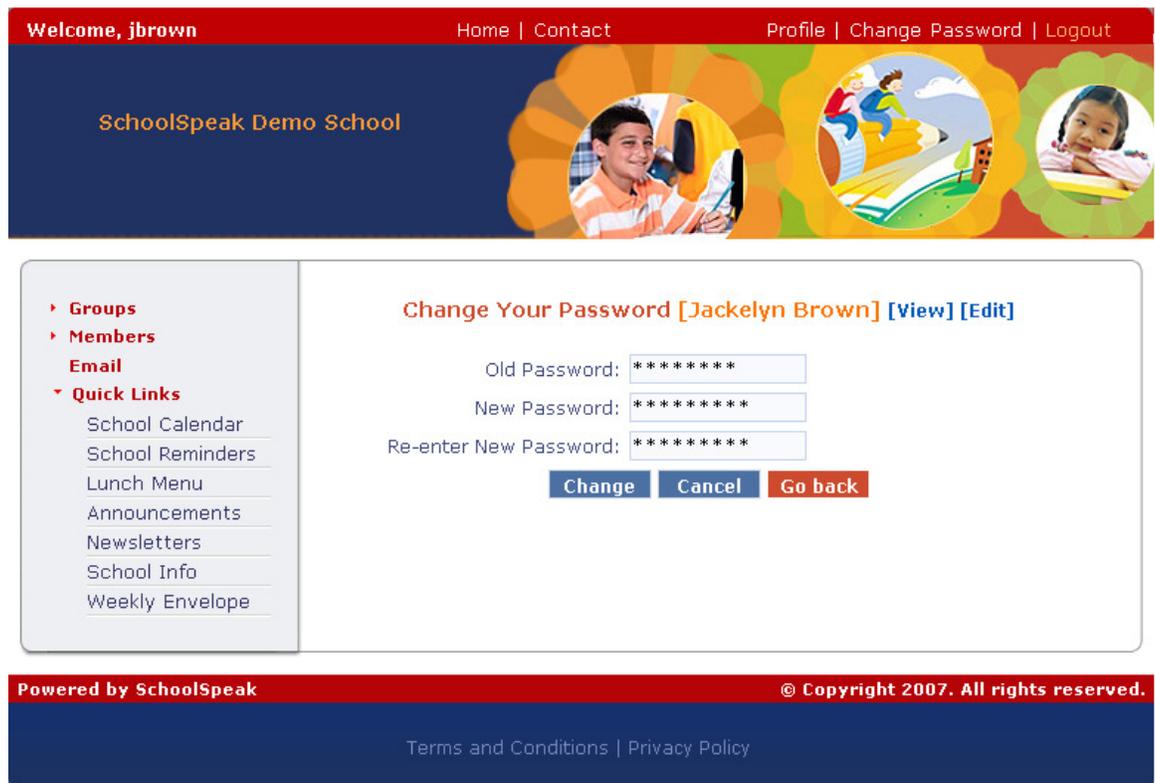
NEW!	Means that the item was published in last 24 hours.
UPDATED!	Means that the item was updated in last 24 hours.
	Means that the item is not relevant after next 24 hours. E.g. a homework due today.

! Some content like 'Teacher Pages' don't have summary messages on the home page. An administrator may disable summary messages for resources with static content like a class schedule. Also a topic may not have any summary messages for the view dates selected. The 'Quick Links' on the left margin takes you directly to the resource.

First Steps After You Login

Once you login, please complete following steps:

1. Change your password to something you can remember. Click 'Change Password' link on the top of the page to access the password change page.



The screenshot displays the SchoolSpeak user interface. At the top, a red navigation bar contains the text "Welcome, jbrown" on the left, and "Home | Contact" and "Profile | Change Password | Logout" on the right. Below this is a dark blue header with "SchoolSpeak Demo School" on the left and three circular images on the right: a boy, a child running, and a girl. A left sidebar lists navigation options: "Groups", "Members", "Email", and "Quick Links" (with sub-items: School Calendar, School Reminders, Lunch Menu, Announcements, Newsletters, School Info, Weekly Envelope). The main content area is titled "Change Your Password [Jackelyn Brown] [View] [Edit]". It contains three password input fields: "Old Password: *****", "New Password: *****", and "Re-enter New Password: *****". Below the fields are three buttons: "Change" (blue), "Cancel" (blue), and "Go back" (red). At the bottom, a red footer bar says "Powered by SchoolSpeak" and "© Copyright 2007. All rights reserved.", with a dark blue bar below it containing "Terms and Conditions | Privacy Policy".

2. Review your profile and that of each of your child. You can access profile by clicking the profile link on the top of the page.
 - Your member type should have 'Parent'
 - Your member groups should have the group representing the whole school and grades of each of your children.
 - You need to be associated with each of your children in the school and they need to be associated with you in order for you to view their grades.

The screenshot shows a user profile page for Jackelyn Brown. At the top, a red navigation bar contains the text "Welcome, jbrown" on the left and "Home | Contact Profile | Change Password | Logout" on the right. Below this is a dark blue header with "SchoolSpeak Demo School" on the left and a colorful graphic of children on the right. A callout box "To navigate to this page" points to the "Profile" link in the navigation bar. Below the header is a sidebar with a grey background containing a menu: "Groups", "Members", "Email", and "Quick Links" (with sub-items: School Calendar, School Reminders, Lunch Menu, Announcements, Newsletters, School Info, Weekly Envelope). The main content area is titled "Member Details [Jackelyn Brown] [Edit]" with a callout "To profile edit" pointing to the "[Edit]" link. The details include: Name (First Last) Jackelyn Brown; Membership Type(s) Parent; Member of group(s) School Grade 1 Grade 4; Contacts email: jackBrown@yuis.com; Associated with Child Jonathan Brown Child Jennifer Brown (with a callout "Click to go to child's profile."); Last Profile Change 8/25/2007 6:28:25 AM; Last Login 8/25/2007 6:25:41 AM. At the bottom, a red footer bar says "Powered by SchoolSpeak" and "© Copyright 2007. All rights reserved." Below that, a dark blue bar contains "Terms and Conditions | Privacy Policy".

3. Update your profile. Click on **[Edit]** link next to your name to go to profile edit page. (See sample screen on next page.)

You cannot edit your member type, group membership and member associations. To update these, click on the link below them to send a detailed email to your SchoolSpeak administrator. Make corrections to any other information and click on 'Update' button.

You can update your email on this page.

Edit member details [Jackelyn Brown] [View]

Edit member details

Last Name:

First Name:

Nick Name:

Member type: Student Parent Teacher
(Check all that apply) Admin Vendor Other
[\[Want changes to your member type? Click here to send email request.\]](#)

Address:

City:

State:

ZIP:

Date of Birth:

Phone:

Email:

Update your email

Want email updates? <= Check to receive email notifications.

Emergency contact:

Emergency contact name:

Contact Phone:

Emergency contact:

Emergency contact name:

Contact Phone:

Additional information

Notes:

Member of groups:

School K-Room12
 K-Room14 Grade 1
Include in following groups: Grade 4 Grade 5
(Check all that apply) Grade 8

[\[Want changes to group membership? Click here to send email request.\]](#)

Member Associations:

Name	Relationship	Privileges	Edit/Remove
Jonathan Brown	Child		Edit Remove
Jennifer Brown	Child		Edit Remove

[\[Want changes to member association? Click here to send email request.\]](#)

Navigating Through the SchoolSpeak Resources

SchoolSpeak has various resources for managing calendars, reminders, web pages, bulletins, homework, grade reports, signup sheet etc. This section describes how to navigate through these resources.

You will find a 'Quick Link' on the left margin for each of the resources (topics.) If the topic has any relevant information for the view date, a summary item is usually displayed on the content area (for example calendar events for the dates being viewed.) If there is more information related to the summary item, a **more>>**, **[view>>]** or **go>>** link will be present. You can click on these links to get more information.

However, some content like 'Teacher Pages' don't have summary messages on the home page. Also an administrator may disable summary messages for resources with static content like a class schedule.

The screenshot shows the SchoolSpeak interface for a school named 'SCHOOL [SchoolSpeak Demo School]'. On the left is a 'Left Margin' containing a 'Quick Links' menu with items: School Calendar, School Reminders, Lunch Menu, Announcements, Newsletters, School Info, and Weekly Envelope. A blue box labeled 'Quick link for school calendar' points to the 'School Calendar' link. The main 'Content area with summary' displays a 'School Calendar' entry for 8/29/2007 (Wednesday) at 7:00 pm: 'Back to school night in auditorium' with a 'more >>' link. Below this is a 'School Announcements' section with items: 'School Calendar 2007-2008' (more >>), 'Back to School Night on Aug 29th' (more >>), and '***PEANUT ALLERGY ALERT***' (more >>). A blue box labeled 'Summary item for school calendar.' points to the first announcement. Below the announcements is a 'Newsletters from the Principal' section with 'Principal's Newsletter Aug 8' (more >>). A blue box labeled 'Click on more>> for more information on this item.' points to the 'more >>' link of the allergy alert. At the bottom, a blue box labeled 'Left Margin' points to the left sidebar, and another blue box labeled 'Content area with summary' points to the main content area.

You can check on a resource, for example school calendar, at any time by clicking its quick link on the left margin. 'Home' link on the top of the page will take you back to the home page.

Many pages display information based on view dates you specify. If you see the following in a page, make sure you select the view dates appropriately. For example, view homework for this week. The date selection will be retained for same type of resources (e.g. all homework) for that login session.

The screenshot shows a date selection interface. It features a 'View for' field displaying '8/19/2007 - 8/25/2007'. A blue box labeled 'Current view dates. It can be changed using fields below.' points to this field. Below it is a 'Change Date' section with a 'Please Select' dropdown menu, an 'OR' separator, two date input fields containing '8/19/2007' and '8/25/2007', a 'TO' separator, and an 'Apply' button.

Every inner page has a heading in the content area that identifies the information on the page. You will find few links to common operations under the heading.

Resource you are viewing → 4th Grade Social Studies Homework [SocialStudiesHW]

8/27/2007 Project: State Report Due: 8/31/2007

[List] [Email] **Quick link name**

Content heading – topic you are viewing on this page. Project : State Report Due: 8/31/2007

Common operations:
[List] – click to see other homework for this subject
[Email] – Email this homework.

your state showing:

1. The location of the capital
2. Mountain ranges
3. Main rivers and lakes.

The map should be traced or hand drawn. Please color the map neatly as your grade will be based upon neatness and accuracy. It must be on unlined paper.

Click to download attachment

Attachments:

	Here is a sample state report of Florida [Florida.pdf] (Posted on 8/22/2007 11:38:45 AM)
	Another Sample on Nevada [Nevada.pdf] (Posted on 8/22/2007 11:48:14 AM)

The content also has links that you can click to perform various operations. The above example has links to attachments that you can click to download the attached file.

Calendar

Calendar resource is used for school, class and team calendars, class schedule, lunch menu etc.

Click for month view. → School Calendar

SCHOOL [SchoolSpeak Demo School]

School Calendar

8/27/2007	Monday	Dismissal at 11 AM
8/29/2007	Wednesday	7:00 pm Back to school night in auditorium more »
8/31/2007	Friday	11:30 New Student Welcome in auditorium

School Announcements

School Calendar 2007-2008 [more »](#) **Sample calendar summary on home page.**

Back to School Night on Aug 29th [more »](#)

PEANUT ALLERGY ALERT [more »](#)

Click on the quick link for a monthly calendar view shown below.

Calendar & month → **Calendar-School - February, 2007 [View]** → **List of events**

Go back <<< February 2007 Go >>> [Email] Print

Previous month → <<< **Next month** → >>>

Select month and year and click 'Go' button to jump to any month. (Allows only from the previous year to the next year.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Student Appreciation Day Free Dress K-8	2 Teacher & Staff Appreciation Day	3
		7 Morning Prayer at 8:10	8	9	10 Kindergarten Screening
11	12	13 Parent Advisory Board Mtg. 7pm	14 Valentine's Day Free Dress K-8 Wear Pink & Red Morning Prayer at 8:05 am	15 Screening New Students 3:30-4:30	17
18 President's Day Holiday No Classes No EDC	19 Winter Break	20 Winter Break	21 Ash Wednesday	22 Winter Break	23 Winter Break
25 Classes Resume Play Gr. 4,5,6 10:30-12:30	26	27	28 Grade 4 at Intel 8:30-12:00 Morning Prayer at 8:05 am		

If you have any questions, please contact the school office.

[View] – Click to go to the list page - allows listing calendar events for a selected range of dates.

Groups

- Members
- Email
- Quick Links
 - Calendar-School
 - SchoolReminders
 - HotLunch
 - Newsbulletins
 - SchoolInfo
 - Principal-News
 - EaglesEye
 - WedsEMail
 - Fundraising

School Calendar [Calendar-School] [CalendarView] → **To month view**

View for 2/7/2007 - 2/19/2007 → **View dates**

Change Date
Please Select OR 2/7/2007 TO 2/19/2007 Apply

2/7/2007	Wednesday	Fr. Jim's Birthday Prayer Service 8:10 Noon Dismissal
2/10/2007	Saturday	Kindergarten Screening
2/13/2007	Tuesday	Parent Advisory Board Mtg. 6pm
2/14/2007	Wednesday	Valentine's Day Free Dress K-8 Wear Pink & Red
2/15/2007	Thursday	Screening New Students 3:30-4:30
2/19/2007	Monday	President's Day Holiday No Classes No EDC

Reminder

Reminders are for displaying a message every day for a period of days. For example, set a reminder about a test on Friday throughout the entire week.

GRADE 1 [1st Grade]

1st Grade Calendar

8/31/2007 Friday 9- 12 Field trip to wave pool

Reminders on home page.

Reminders for 1st Grade

8/27/2007	8/30/2007	8/30 Vocabulary test
8/27/2007	8/31/2007	Please return the signed field trip forms by 8/31
8/30/2007	8/31/2007	Remember to leave your child's car seat in the class room on Friday morning for field trip.

1st Grade Announcements

Details of field trip to wave pool [more](#)

Indicates how long the reminder is shown.

List page lists reminders for a given range of days.

Reminders for 1st Grade [Reminders1]

View for 8/30/2006 - 8/31/2007 View dates

Change Date

Please Select OR 8/30/2006 TO 8/31/2007 Apply

Start Date	End Date	Display Message
8/27/2007	8/30/2007	8/30 Vocabulary test
8/27/2007	8/31/2007	Please return the signed field trip forms by 8/31
8/30/2007	8/31/2007	Remember to leave your child's car seat in the class room on Friday morning for field trip.

Web Pages

Unlike most of the other resources, web pages do not hold date relevant information. They are for posting static information that is relevant for a long period of time. For example Teacher pages – about teacher, about class room, grade and homework policy, field trips during the school year etc.

!Web pages don't show up on the home page content area. You will need to click the quick link to access them.

The behavior of the left margin is different with web pages. When you view a web page resource (by clicking its quick link,) the list of pages under it will show up on the top of the left margin. You can click on this page list to easily navigate between pages.

Click on the web page quick link to go to the page list. If the web page resource has only one page, you will be taken directly to that page.

The screenshot shows a sidebar on the left with a 'School Info' section containing links for 'P.E Schedule', 'Scrip Program', and 'Parking Lot Map'. A blue box labeled 'List of pages' points to a table with the following content:

Pages	
P.E Schedule	[Read>>]
Scrip Program	[Read>>]
Parking Lot Map	[Read>>]

A blue box labeled 'Click to read 'Parking Lot Map' page' points to the 'Parking Lot Map' row in the table.

Click on the page link on the left margin or **[Read>>]** to view a page.

The screenshot shows the 'Parking Lot Map' page. A blue box labeled 'Switch to another page by clicking the page name' points to the 'Parking Lot Map' link in the sidebar. The page title is 'Parking Lot Map' with links for '[List]' and '[Email]'. A blue box labeled 'To page list' points to the '[List]' link, and another labeled 'Email this page.' points to the '[Email]' link. The main content includes a paragraph about the renovated parking lot and a paragraph about an attached map design. A blue box labeled 'Click to download attachment' points to the attachment link '[NewParkingLotMap.pdf]'. Another blue box labeled 'Click to email the page author through SchoolSneak' points to an email icon. At the bottom, it says 'Last Updated on 8/25/2007 7:36:56 AM by John, Shiju' with an email icon.

Bulletins

Bulletins are for time relevant information – school, class room announcements, news letters etc.

SCHOOL [SchoolSpeak Demo School]

8/29/2007 Wednesday 7:00 pm Back to school night in auditorium [more >>](#)

School Announcements

UPDATED! School Calendar 2007-2008 [more >>](#)

Back to School Night on Aug 29th [more >>](#)

PEANUT ALLERGY ALERT [more >>](#)

Newsletters from the Principal

Principal's Newsletter Aug 8 [more >>](#)

Click on the **more>>** link next to the bulletin on home page to read it.

School Announcements [Newsbulletins]

Back to School Night on Aug 29th

[To list page](#) → [List](#) [Email](#) ← [Email this bulletin](#)

Back to School Night will be held on Wednesday, August 29th, at 7:00p.m. We will begin in the auditorium with an introduction of teachers, and a few of our representative from various committees.

After our meeting in the auditorium, we will have two twenty minute sessions in the classroom. This will allow our teachers to inform parents of their expectations for the school year. These two sessions will be separated by a five minute passing period which allows parents to navigate their way to another classroom.

Last Updated on 8/25/2007 7:30:19 AM by John, Shiju ✉

Clicking on the bulletin quick link takes you to the list page.

School Announcements [Newsbulletins]

View for 8/27/2007 - 8/30/2007 [View dates.](#)

Change Date
Please Select OR 8/27/2007 TO 8/30/2007 [Apply](#)

Start Date	End Date	Description	
8/25/2007	9/1/2007	School Calendar 2007-2008	[Read>>]
8/20/2007	8/29/2007	Back to School Night on Aug 29th	[Read>>]
11/12/2006	8/31/2007	***PEANUT ALLERGY ALERT***	[Read>>]

[Click to read bulletin](#)

Homework

Teachers can post homework and projects using the homework resource.

This screenshot shows a sidebar on the left with navigation options: Groups, Members, Email, and Quick Links. The Quick Links section includes Class Calendar, Announcements, About 4th Grade, Literature HW, Science HW, Social Studies HW, and Maths HW. The main content area is titled 'GRADE 4 [4th Grade]' and lists homework reports for Literature, Science, and Social Studies. Callout boxes point to various elements: 'Homework on home page' points to the '4th Grade Literature grade reports' section; 'Homework date' points to the date '8/29/2007' in the '4th Grade Literature Homework' entry; 'Homework due date' points to the due date '8/30/2007'; 'Click to get more information' points to the 'more >>' link; and 'Click to go to the homework list' points to the 'Social Studies HW' link in the sidebar.

Click on **more>>** to read the assignment details.

This screenshot shows the details of a homework assignment. The sidebar on the left has a callout box 'What you are viewing' pointing to the 'Social Studies HW' link. The main content area shows the title '4th Grade Social Studies Homework [SocialStudiesHW]' and the assignment details: '8/27/2007 Project: State Report Due: 8/31/2007'. Callout boxes point to 'To homework list page' (pointing to the '[List]' link), 'Email this assignment' (pointing to the '[Email]' link), and 'What you are viewing' (pointing to the 'Social Studies HW' link in the sidebar). The assignment description includes a list of requirements: '1. The location of the capital', '2. Mountain ranges', and '3. Main rivers and lakes.' Below the description, there is an 'Attachments' section with two PDF files: 'Here is a sample state report of Florida [Florida.pdf]' and 'Another Sample on Nevada [Nevada.pdf]'. The sidebar also has a callout box 'To homework list page' pointing to the 'Social Studies HW' link.

Click on the quick link to go to the homework list page.

What you are viewing → 4th Grade Social Studies Homework [SocialStudiesHW]

View for 8/20/2007 - 8/31/2007 → **View dates**

Change Date
Please Select OR 8/20/2007 TO 8/31/2007 Apply

Start Date	Description	
8/29/2007	Test/Quiz: Chapter 7 test	[Read>>]
8/28/2007	Special Event: 9:00 - 12:00 Field trip to history museum	[Read>>]
8/27/2007	Project: State Report. Due : 8/31/2007 more>>	[Read>>]
8/24/2007	Test/Quiz: Chapter test - Western states	[Read>>]
8/22/2007	Homework: Read Chapter 2 of Textbook; Review Notes; Do Problems 13-18 of Workbook. Due: 8/23/2007	[Read>>]

Click to view this assignment → [Read>>] (for 8/22/2007)

Click to view more details → [more>>](#) (for 8/27/2007)

Grade Reports

Teachers publish student grade report using this resource.

Grade report on home page → GRADE 4 [4th Grade]

Click to view and sign this grade report. → [View>>] (Signed, Posted on 8/23/2007)

Signed? Date when was it published? → (Signed, Posted on 8/23/2007)

Click to access the latest report for all subjects. → **NEW!** 8/29/2007 Homework: Review Notes; Study Chapter 2 of Textbook. Due: 8/30/2007

Click to see past grade reports for this → [View>>] (Not Signed)

If you have more than one student in a grade, all the students will be listed on the home page for quick access to their grade reports. Click on **[View>>]** next to the student name to review and sign the grade report.

Both parents can sign a grade report. Teachers can see when you reviewed or signed your grade report.

!Only teachers and parents can see a student's grade report. You need to be associated with your child as a parent (father, mother or guardian) and your child needs to be associated with you as a child for you to view your child's grade reports. So it is important that you

review your and child's profile and request any necessary corrections.

The screenshot shows a web interface for a student progress report. On the left is a sidebar with navigation links: Groups, Members, Email, Quick Links, Class Calendar, Announcements, About 4th Grade, Literature HW, Science HW, Social Studies HW, Maths HW, Grades, Literature, Science, SocialStudies, and Maths. The main content area is titled "4th Grade Literature grade reports [4Gr-Reading]" with "Class ID: 11111001:6:4Gr-Reading". The report is for "Brown, Jonathan" and is dated "8/25/2007". Below the title are links: "[List] [View] [Print View] [Email]". A callout box "What you are viewing" points to the report title. Another callout "View past reports" points to the "[List]" link. A callout "Email address of this page" points to the "[Email]" link. A callout "Print view without left margin" points to the "[Print View]" link. The report content includes a "STUDENT PROGRESS REPORT" for "Brown, Jonathan" by "Teacher: Shiju John". It shows an "Overall Grade" of 100.0% A+ and a breakdown by category: Tests (97/100, 97.0% A+) and Homework (43/45, 95.6% A). Below this is a table of "1st Quarter Assignments" with columns for #, Date, Category, Assignment, Score, and Grade. At the bottom, there is a "Sign" button and a callout "Click to sign this report." pointing to it.

4th Grade Literature grade reports [4Gr-Reading]
Class ID: 11111001:6:4Gr-Reading
Progress Report 8/25/2007
Brown, Jonathan
[List] [View] [Print View] [Email]

Please review and sign

STUDENT PROGRESS REPORT
8/25/2007
1st Quarter : Literature

Brown, Jonathan Teacher: Shiju John

Summary Item	Points	Grade
Overall Grade		100.0% A+
- Category: Tests	97 /100	97.0% A+
- Category: Homework	43 /45	95.6% A

1st Quarter Assignments

#	Date	Category	Assignment	Score	Grade
1	9/5	Homework	Literature groups	20 /20	100.0% A+
2	9/10	Tests	Class Test	50 /50	100.0% A+
3	9/12	Homework	Book report	25 /25	100.0% A+
4	9/14	Extra Credit	Buddy program	Inc /20	
5	9/16	Tests	Chapter test	50 /50	100.0% A+
6	9/22	Final Exams	Q1 test	44 /50	88.0% B+

Please sign the grade report by clicking the sign button below.

Sign Click to sign this report.

Click on the quick link to access past grade reports for the subject.

4th Grade Literature grade reports [4Gr-Reading]
Class ID: 11111001:6: 4Gr-Reading

View for 8/17/2007 - 8/30/2007 **View dates**

Change Date
Please Select OR 8/17/2007 TO 8/30/2007 **Apply**

Click **View >>** to view grade reports.

Date	Description
8/23/2007	Progress Report 8/23/2007
8/10/2007	Progress Report

Click to view grade report

Click on 'Grades' on left margin to view your child's latest grade per subject.

If you have more than one child in the grade, you will be presented with the names of each child. Click on one child to proceed.

Students whose reports you are viewing

Student Grade Reports by Subject

Subjects

Brown, Jonathan

Literature [View>>] (Signed, Posted on 8/23/2007)
 Science [View>>] (Not Signed, Posted on 8/25/2007)
 SocialStudies [View>>] (Not Signed, Posted on 7/10/2007)
 Maths [View>>] (Not Signed, Posted on 7/10/2007)

Click to view the grade report.

Signed? Date when was it posted?

Click to come to this page.

Grades

Common Operations

Email

SchoolSpeak email facility may not be available to all parents.

Click on 'Email' link on the left margin and it takes you to the email page.

The screenshot shows the SchoolSpeak email interface. On the left is a navigation menu with 'Email' selected. The main area contains a form for composing an email. Annotations include:

- A blue box pointing to the 'To' field: "To" button appears if you can email to the whole class or to the school.
- A blue box pointing to the 'Show CC, options' link: Click to display Cc and Bcc fields.
- A blue box pointing to the 'Add attachments:' link: Click to add attachments.

The email form includes fields for 'From', 'To', 'Subject', and 'Message'. The 'Message' field contains a rich text editor with a toolbar and the following text: "Mr. Faria, Jonathan lost his field trip authorization form. Could you send one by email? Thank you Jackelyn". At the bottom are 'Send' and 'Clear' buttons.

Enter email address, subject and message and click 'Send' button to send the email.

! Sending email can take few seconds or minutes. Do not click the 'Send' button more than once.

You can reveal the 'Cc' and 'Bcc' fields by clicking the '**Show CC, options..**' link.

Click on 'Add attachments:' if you want to attach files. Click on the 'Browse' button to select the file from you computer and then click 'Upload' button.

If you can email to whole class or school, the 'To' button appears. Click on this button to select groups and individual users to email.

The screenshot shows a web interface for selecting email recipients. On the left is a sidebar with navigation links: Groups, Members, Email, and Quick Links (School Calendar, School Reminders, Lunch Menu, Announcements, Newsletters, School Info, Weekly Envelope). The main area is titled "Go back to [Email] ==> Select from groups and members [To Cc]".

Select Groups for mailing: A list of groups (Grade 1, Grade 4, Grade 5, Grade 8, K-Room12, K-Room14, School) is shown next to a "Member Type (optional)" section with checkboxes for All, Student, Parent (checked), Teacher, Admin, Vendor, and Other. Callouts include: "Hold down the Ctrl key to select multiple groups." pointing to the group list, and "Select one or more member types." pointing to the checkboxes. Buttons for "Add to 'To'", "Add to 'Cc'", and "Add to 'Bcc'" are visible.

Select Members for mailing: A dropdown menu is set to "School". Below it is a list of members (Abraham, Shee, Abraham, Vini, Blass, Michael, Blass, Sandra, Bradford, Denn, Bradford, Lilac, Brennan, Harol, Brennan, Temp, Brown, Charlie). Callouts include: "Hold down the Ctrl key to select multiple users." pointing to the member list, and "Go back to email page." pointing to the "Backto Email" button. Buttons for "Add to 'To'", "Add to 'Cc'", and "Add to 'Bcc'" are visible.

To: Grade 4.Parent

Cc: "James Faria" <jfaria@demoschool.org>

Bcc:

Buttons at the bottom: "Backto Email" and "Clear". A callout "Clear To, Cc and Bcc fields" points to the "Clear" button.

On this page you can select groups and members for emailing. You will only see groups you have permission to email to.

To email to groups, under 'Select groups for mailing' select one or more groups from the list, check one or more member types and click the corresponding button to add them to 'To', 'Cc' or 'Bcc' fields.

To add users to email, under 'Select Members for mailing'

- From the drop down select the group where you can find the members
- Select one or more users and add click the corresponding button to add them to 'To', 'Cc' or 'Bcc' fields.

Go back to the email by clicking the 'Back to Email' button.

Forgot password

Note down your login name and email registered with SchoolSpeak. If you forget your password, click on 'Forgot Password' link on the login page.

Forgot Your Password?

If you remember your Login and email registered with the SchoolSpeak, please fill in the form below. Otherwise contact your SchoolSpeak Administrator. If you don't know your SchoolSpeak Administrator, please check with your school office.

Login:

Email:

Enter your login name and email registered with SchoolSpeak and click on the 'Go' button. If your login name and email matches, a password will be sent to your email.

Contact SchoolSpeak administrator

Click on the 'Contact' link on the top of the page and following form appears.

Contact Us

Use the following form to send a message to SchoolSpeak admin of SchoolSpeak Demo School

Name:

Phone:

E-mail:

Subject:

Message:

Enter your contact details, a detailed message and click on the 'Send' button to send an email to your SchoolSpeak administrator(s).

Member search

You can quickly find any user in the school using their name or email.

- Expand '**Members**' on left margin by clicking it.
- Click '**Member Search**'
- Select the group of the member you are looking for from the drop down next to 'Search In:'. This step is optional and you can leave this drop down to 'All Members'
- Input the values you want to search for in fields last name, first name and email and click 'Search' button. All these fields are optional.

Search Members

Search In:

Last Name:

First Name:

Email id:

Search Results:

Name	Type	Group	Associations
Brown, Charlie	Parent	School Grade 4 Grade 1	Child: Brown, Jonathan Child: Brown, Jennifer
Brown, Jackelyn	Parent	School Grade 1 Grade 4	Child: Brown, Jonathan Child: Brown, Jennifer
Brown, Jonathan	Student	School Grade 4	Guardian: Brown, Charlie Guardian: Brown, Jackelyn

The page will display all the users matching the given criteria. You can click on the names to see the user's profile and their contact details.

You may not have access to all information in user's profile.

Member Details [Charlie Brown]

Name (First Last) **Charlie Brown**

Membership Type(s) **Parent**

Member of group(s) **School Grade 1
Grade 4**

Contacts **Phone : 123-456-7890
email: cbrown@yyis.com**

Click to send email using your email program

Click to send email using SchoolSpeak