eSchools
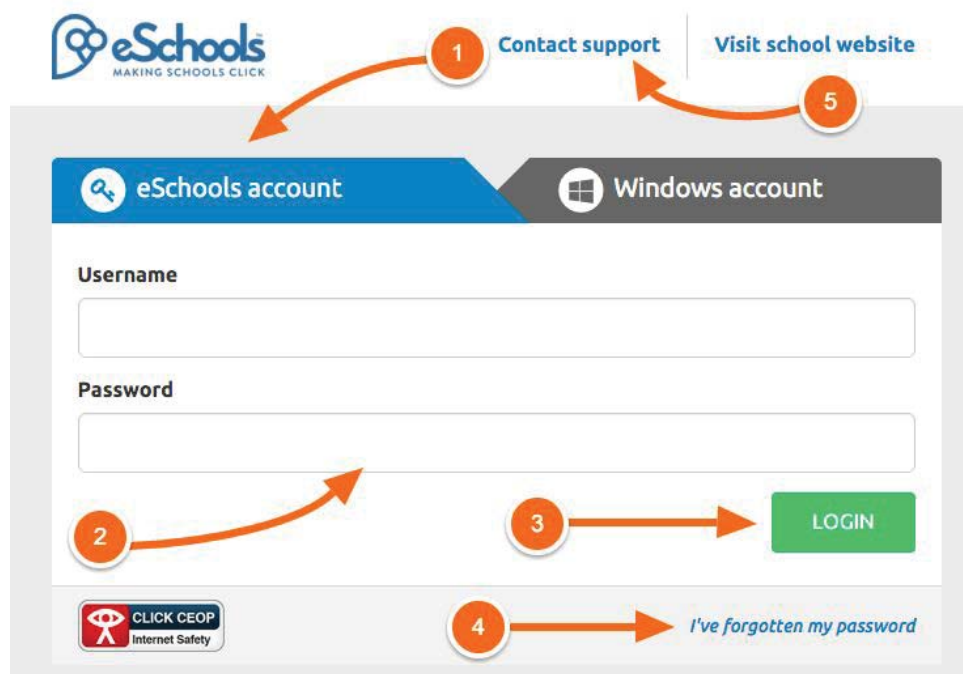
Contact User Guide (2015)

Logging In

Use the 'log in' button on the school website to reach the eSchools platform login screen. The location of this changes from school to school, but it usually found in the top right hand corner.

Ensure that the 'eSchools account' tab is highlighted in blue by clicking on it (1) , then enter your username and password into the fields below (2), your school will have sent these details to you. Click the 'login' button (3) to enter the platform. If you have forgotten your password click the link at the bottom (4). You can contact our support team using the link at the top (5). Please note that within the eSchools platform, you will only see information on your children, and you will only need one set of login details, no matter how many children you have at the school.

The Dashboard

On the dashboard you will see your functions listed along the navigation bar (1), there is also a link to your calendar where you can see any forthcoming events for you or your children (2). Your child's attendance will appear on the right (3) and you can toggle between the attendance of any children that you have at the school by using the 'select pupil' button (4). Your school may wish to direct your attention to other websites using the 'Quick links' area on the right.

The Calendar

By clicking on the calendar tab on the navigation bar, you can see more detail on the events assigned to you or your children. See the events displayed on your calendar (1); click on the event to see more details. View the calendar on a monthly, weekly or daily basis by clicking on the buttons here (2). Print your calendar view using the printer icon (3).

Letters Home

By clicking on the Letters Home tab, you will see any letter send to you by your school's Office administrator. Click on the title of the letter (1) to see more.

Classes

Click on Classes to see details on what your children are studying. All of the classes that all of your children are attached to will appear here. Click on the name of the class or the menu in the left corner of each panel (select 'Homepage') to see what's going on in the class.

Homework

Monitor your children's progress by clicking on the Homework tab. Here, you can toggle between current and past homework (1). View all homeworks set for any children all in one place (2). Click on the name of the homework to see more details, teacher's comments and grades (3). You can also see the status of the homework - marked, handed in or overdue (4).

Parents Evening

You can book an appointment to see your child's teacher(s) using the eSchools platform. Click on the Parents Evening tab, then click on the title of the evening or View Event Bookings (1).


Once inside, you can book individual appointments for your children by clicking on their name (1). Once your bookings have been made you can generate a report, listing who you are due to see during the event (2).


Select an appropriate time from the available slots in the pop-up window. If a slot appears in grey, it has already been taken. Once you have selected an appointment time, it will appear in green. Save to return to the main Parents Evening screen.
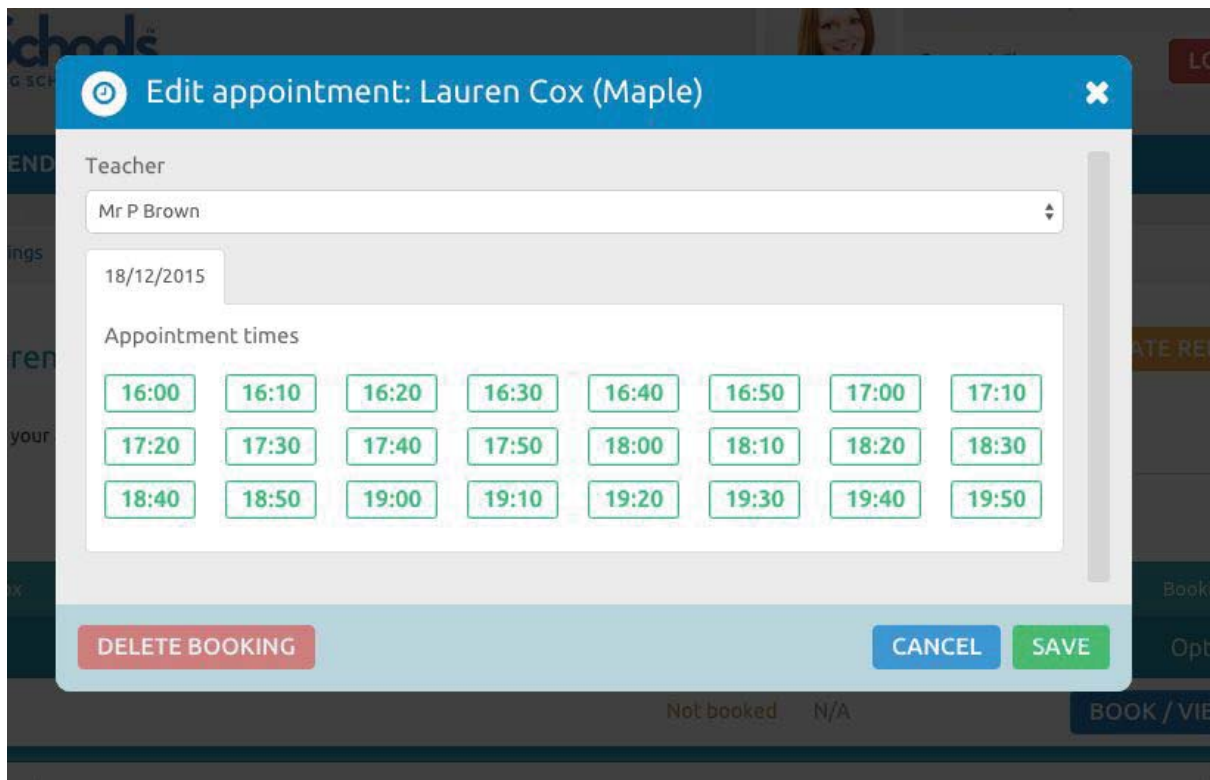
You can change your appointment at any time upto the date of the event, although some appoints might have already been taken by this stage!

Groups

If your children are part of a group, club or sports team, you can see what is happening by clicking on the Groups tab.
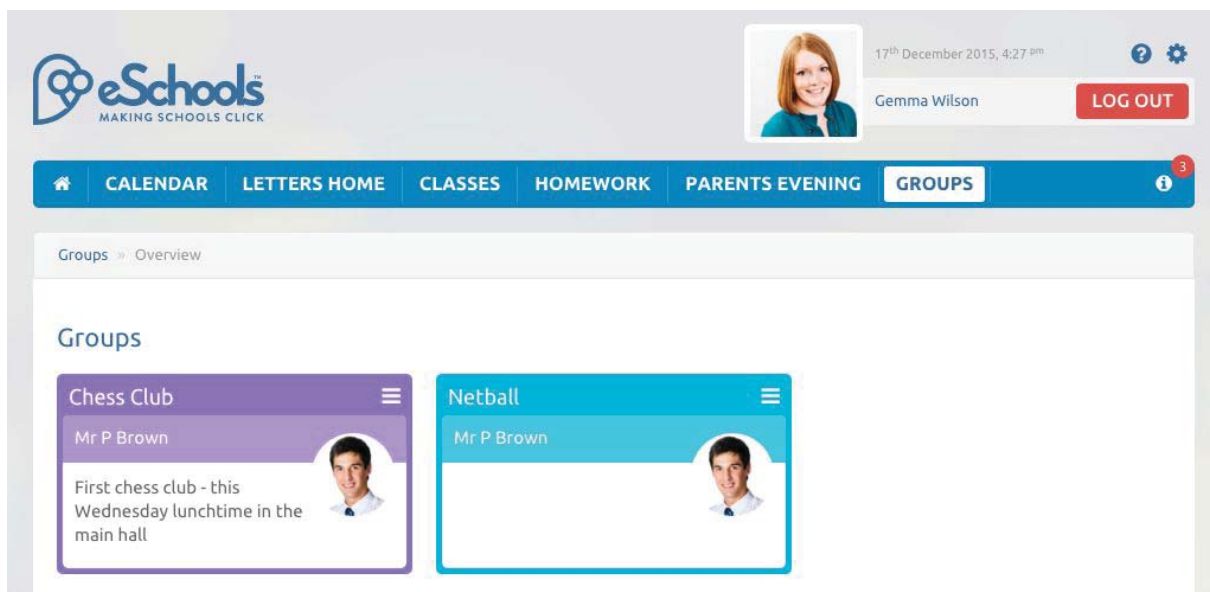
Settings

Click on the cog icon (1) in the top corner of the screen to change your settings. Here you can change your password, update your contact details and even change your background theme!