



## Using the eSchools App(2016)

*Last modified: April 2016*

### **Using the eSchools app**

#### Introduction

eSchools have developed an app for smart phones which can help you keep up to date with notices and communications from the school as well as being able to monitor your child's attendance and homework on the move.

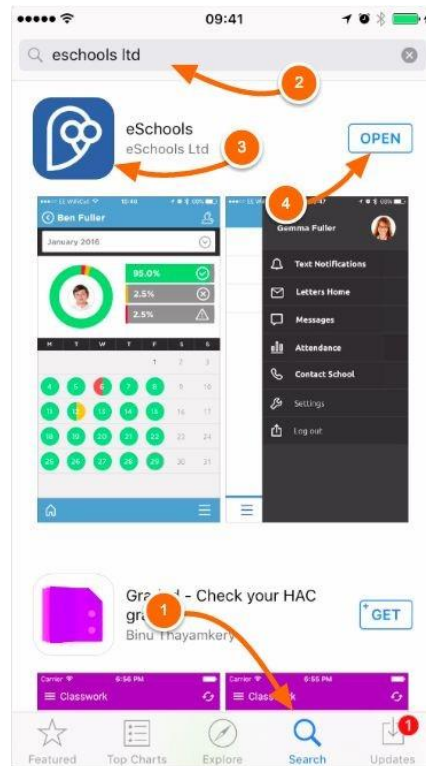
Before downloading the eSchools app, you will need your own unique username and password. These are distributed by your school, so if you do not have one or have forgotten it, please contact the school's administrator for these details.

## Downloading the app

The eSchools app is available for iPhones and Android devices and can be downloaded from either the App Store or Google Play.

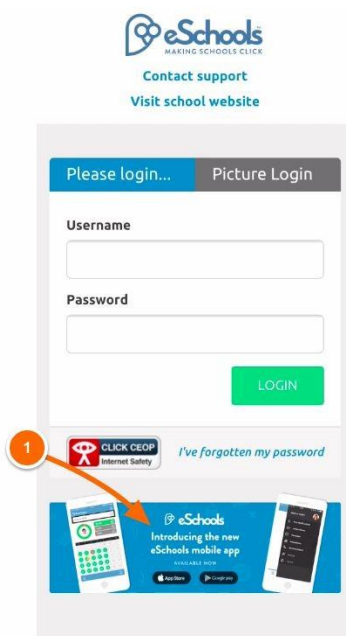


In the following example, you can see how the app can be downloaded from the App Store.

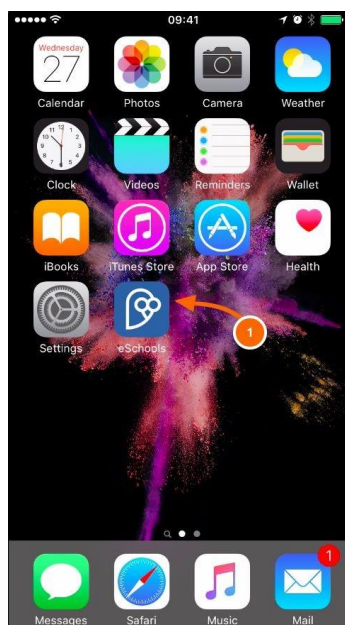


Click on the Search tool (1) and type “eSchools” or “eSchools Ltd.” into the search function to find the app (2). The app should be listed and can be identified by the eSchools logo (3). If it is the first time you have downloaded the app, click the button on the right hand side (4), initially this should state ‘+GET’, after downloading it will state ‘OPEN’.

Alternatively, you can navigate to your school’s login screen on your phone’s internet browser. Here, you’ll see a direct link to the app (1).

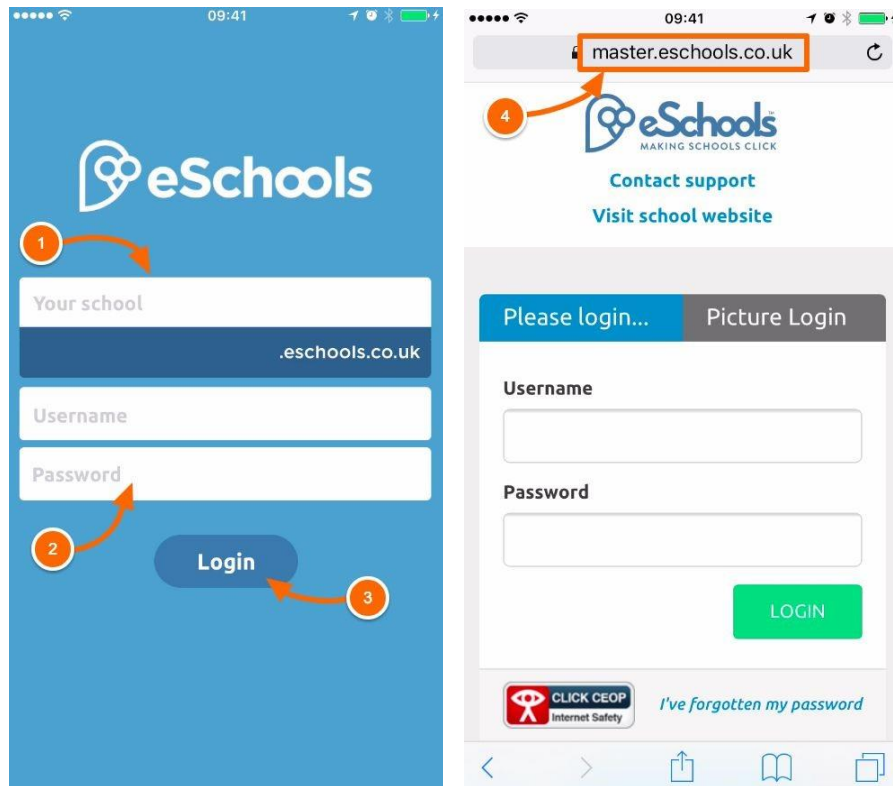


The app will add a shortcut to your home screen (1). Click here to open the app.



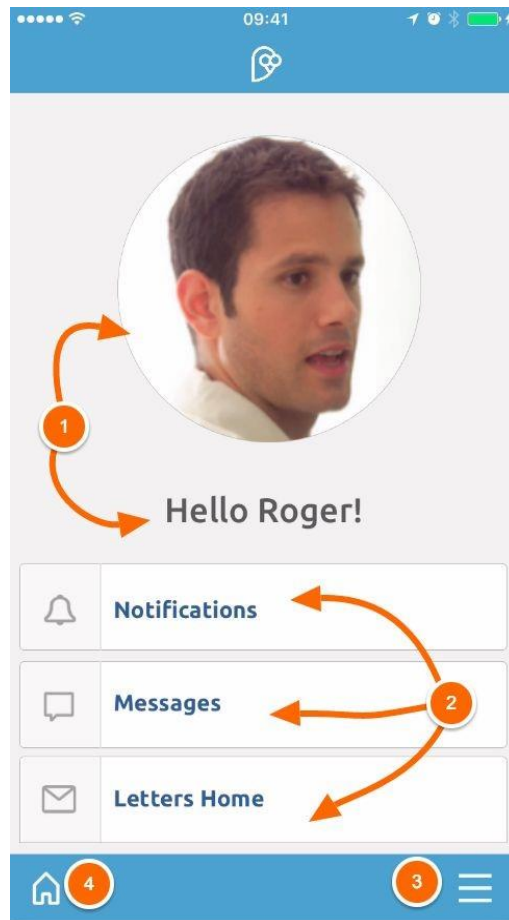
## Logging into the app

On the initial screen enter the name of the school (1) (if in doubt as to what this may be, navigate to your school's login screen on your phone's internet browser and use the name preceding the word **eschools** (4) including any hyphens if necessary. In this example the school name is **master**). **Our Schools Name is hardwick-pri.** Enter your username and password as issued by your school (2). Then click on the 'Login' button (3).



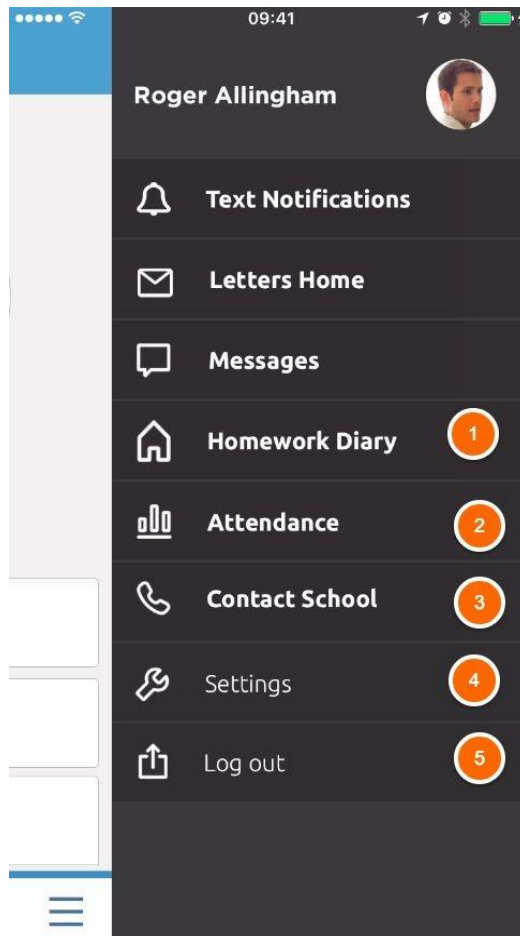
## Functions within the app

Once logged in, the home screen will display your name and profile picture (if added via the platform) (1). The home screen will display any messages, letters or notifications (2); click on these to see this correspondence in more detail. You can see more functions by clicking on the menu (3). From wherever you are in the app, you can quickly navigate to this screen by clicking on the 'home' icon (4).



## Additional functions on the menu screen

Within the menu, you will see a number of other functions; these include a link to your children's Homework diary (1) and Attendance (2). More information on these functions can be seen below. You can also see the school's contact details (3), change your notification settings (4) and log out of the app (5).



## Attendance

It is possible to see your child's attendance on the eSchools app (1). Here you will see authorised absences (in yellow) and unauthorised absences (in red). You can see the current month's attendance or see previous months by tapping the drop-down button (2). If you have a number of children at the school, toggle between them using the icon shown (3).



## Homework Diary

View your children's homework here (1). You will be able to see the names of the assignments and whether they are due or overdue. See more detail on the assignment by clicking on the title of it or the arrow parallel to it (2). If you have a number of children at the school, you can toggle between them using the icon shown (3).

