Gulf English School

مدرسة الخليج الإنجليزية

The Parents' Reference Guide to Skoolee

Making Everything Easier!!

Parents Profile
2021/2022

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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.

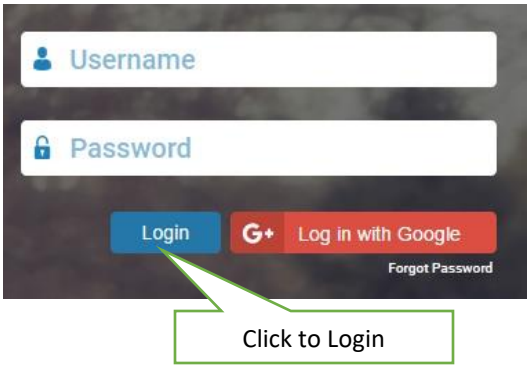
Parents can:

- 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.

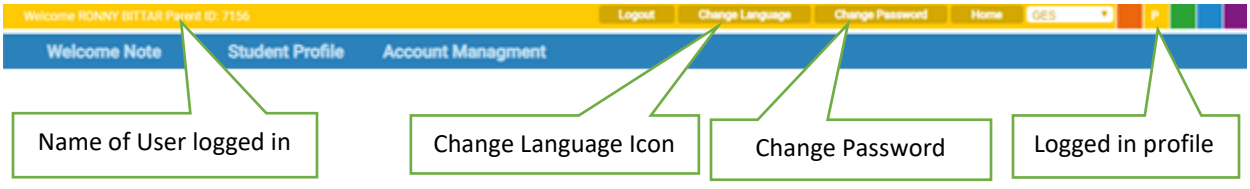
LOGIN

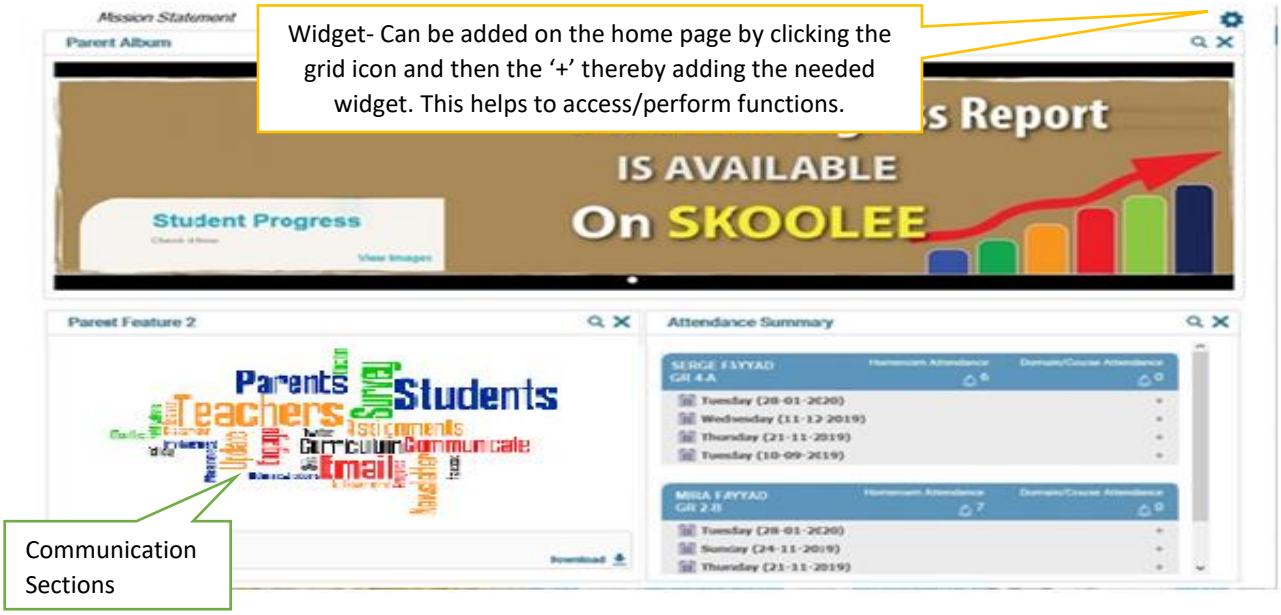
Parents can Login to the Skoolee portal with their username and password. Parents should take their Skoolee credentials at registration. Skoolee administrators can help parents to get their credential if lost.

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



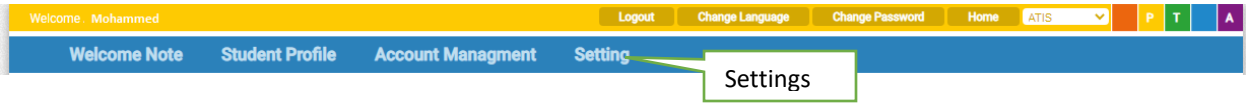
HOME PAGE





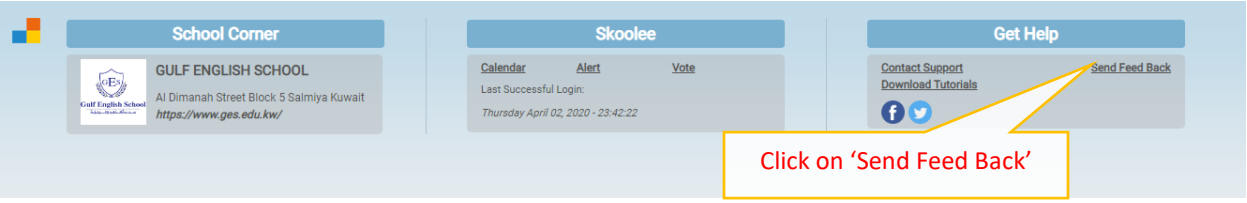
SETTING

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.

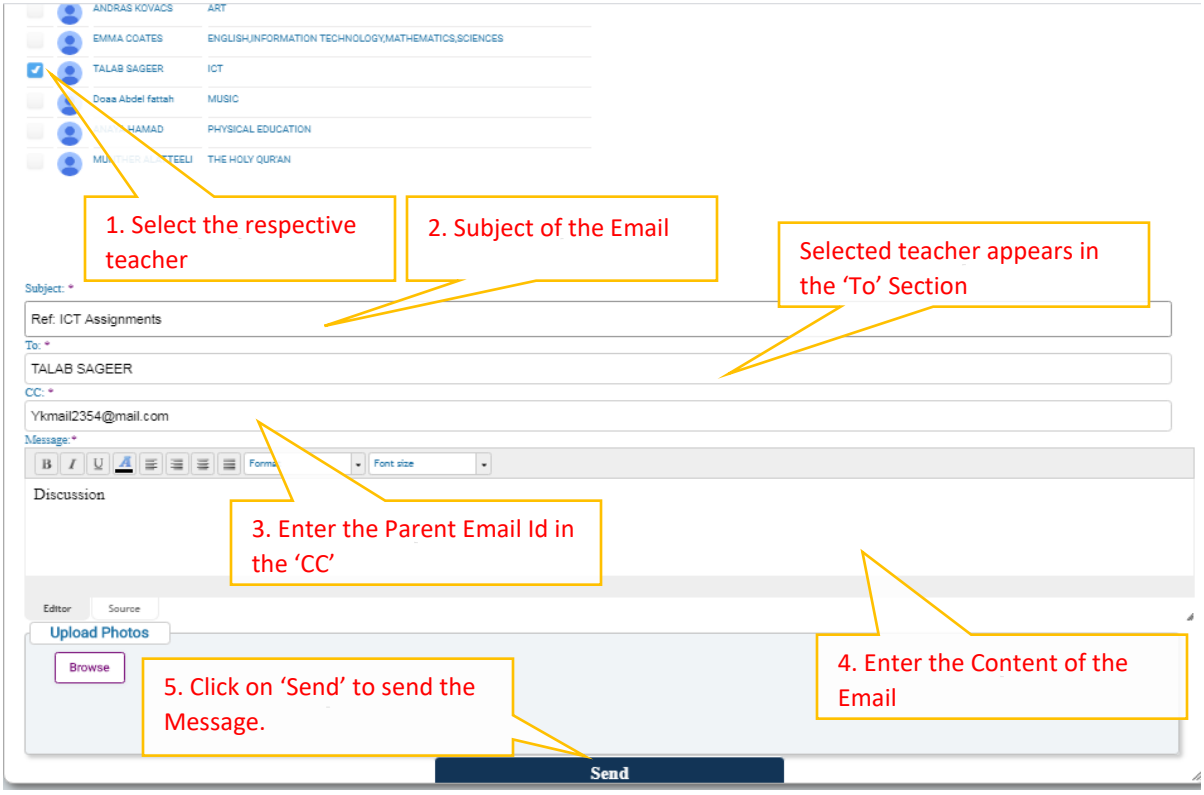
2. Subject – Enter the Subject of the Email.

3. CC- Parent Email should be entered in the 'CC' Section.

4. Message - Content of the Email.

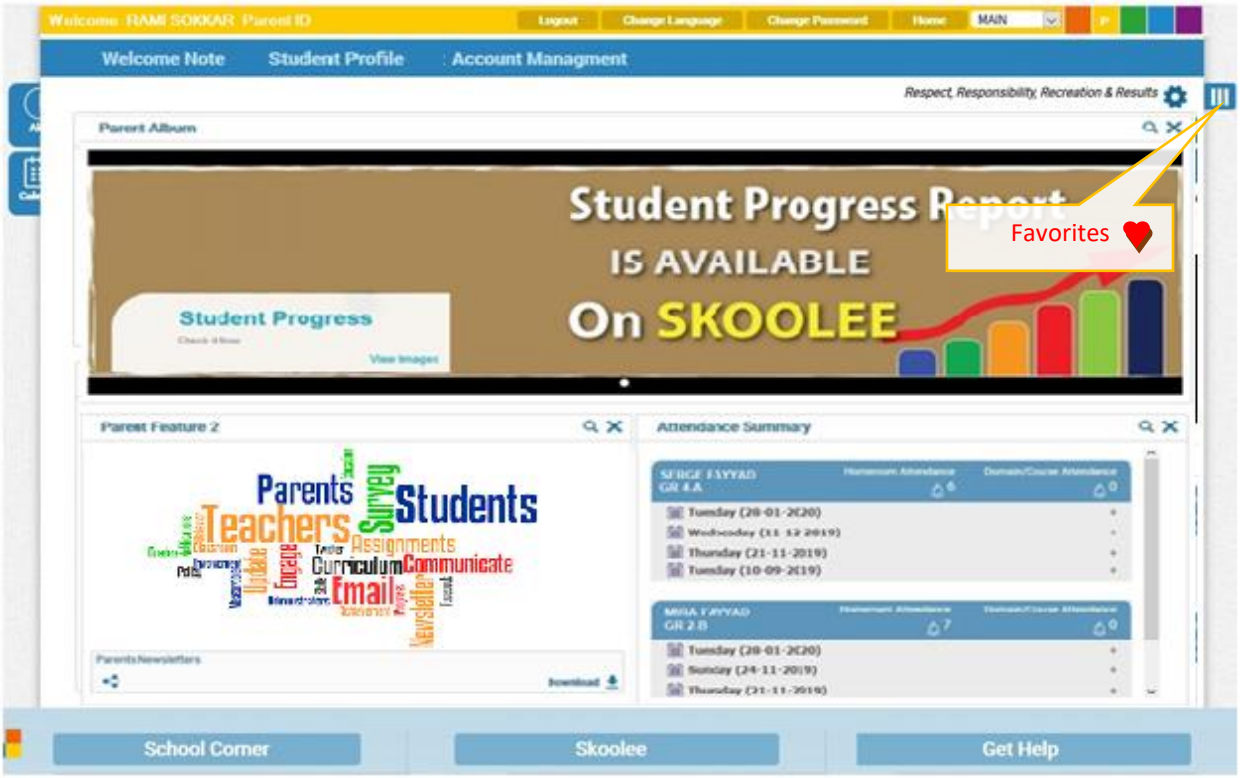
5. Send - Click Send to send email to the teacher.

Once the teachers responds 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.

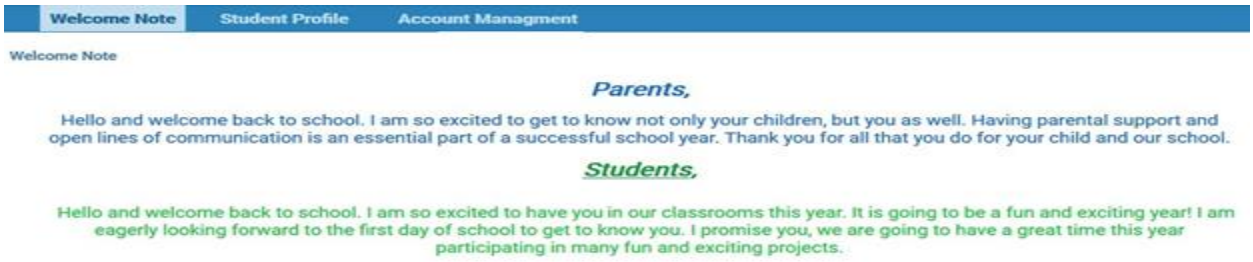


Favourites:

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

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.

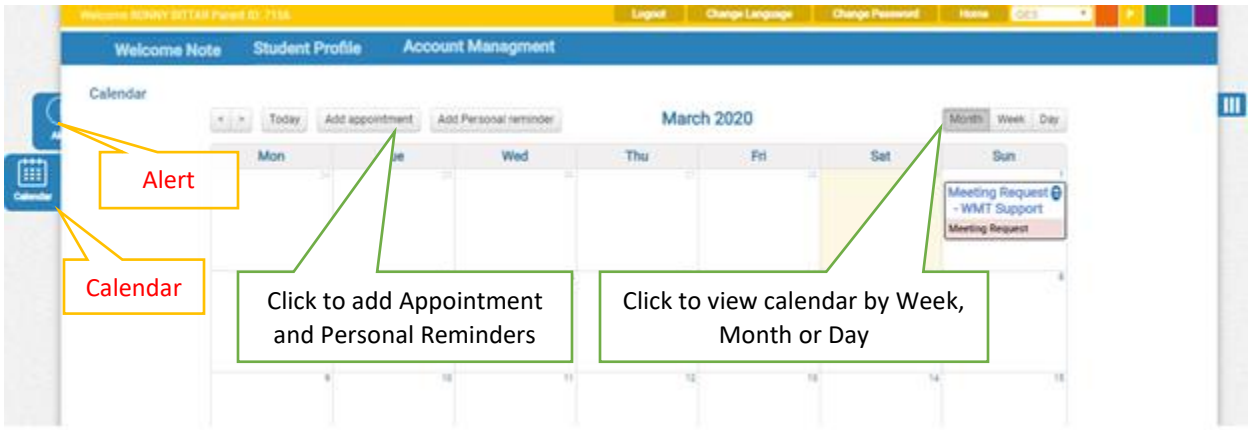


Alert:

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

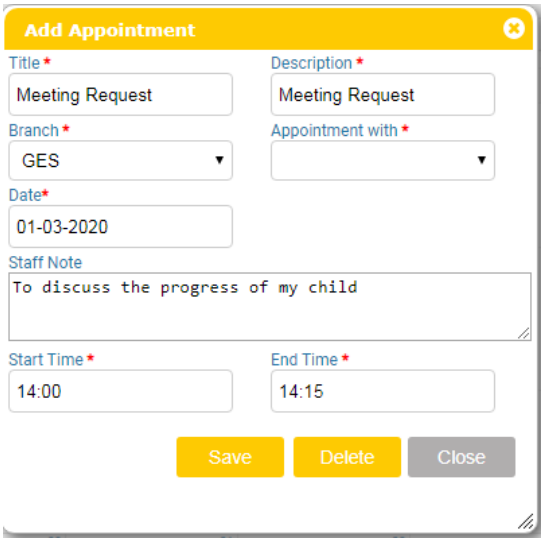
Calendar:

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



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. The colour coding on each tab will be grey until corresponding information is posted on the profile of the child, the colour will then change to the below:

Blue indicates **Grade Notification**
Purple indicates **Attendance Notification**
Green indicates **Conduct Notification**
Red indicates **Discipline Notification**
Yellow indicates Medical Notification

There are 2 ways of accessing the child's academic modules. One method is clicking the child display picture and it guides to the below screen. The second is on clicking one of the 5 colour coded tabs.

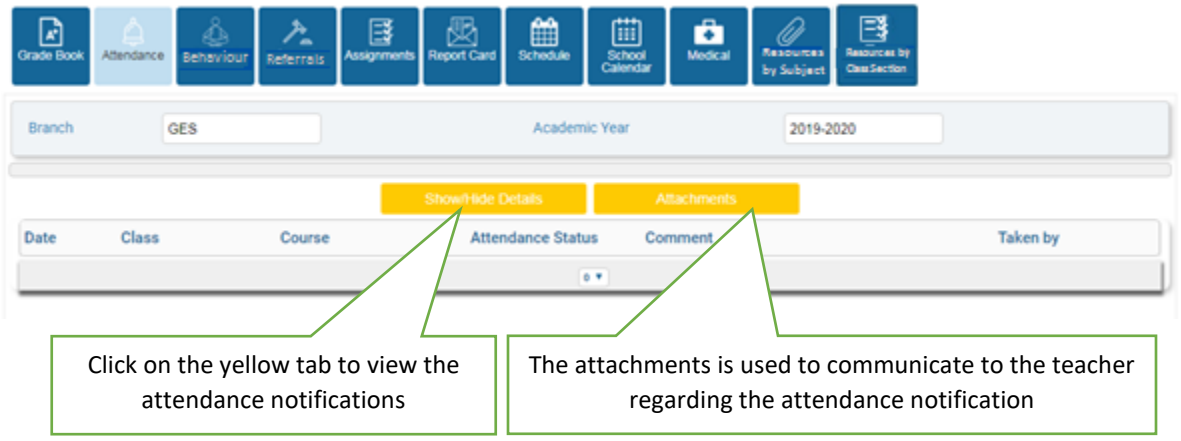
If there are more than one child the right upper icon will toggle between the siblings as shown. The curved arrow next to it allows to navigate to the student profile page.

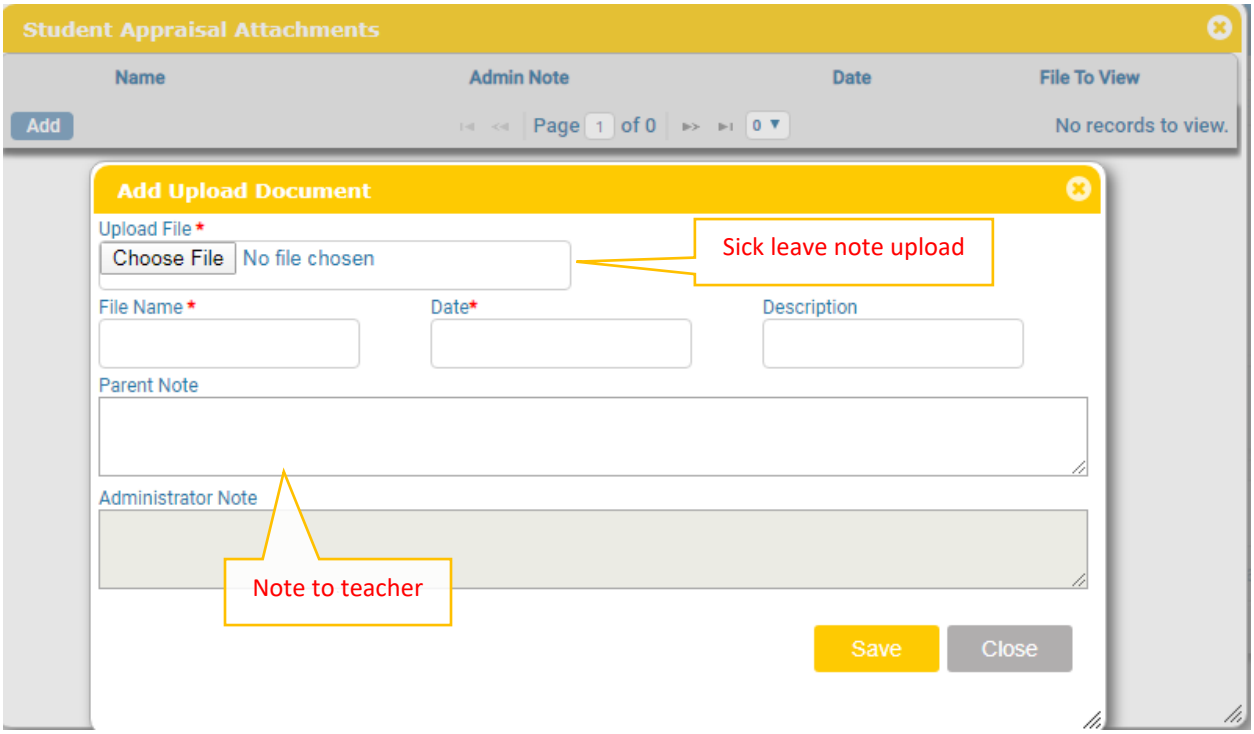
Grade Book Button:

The Grade Book is a Blue 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:

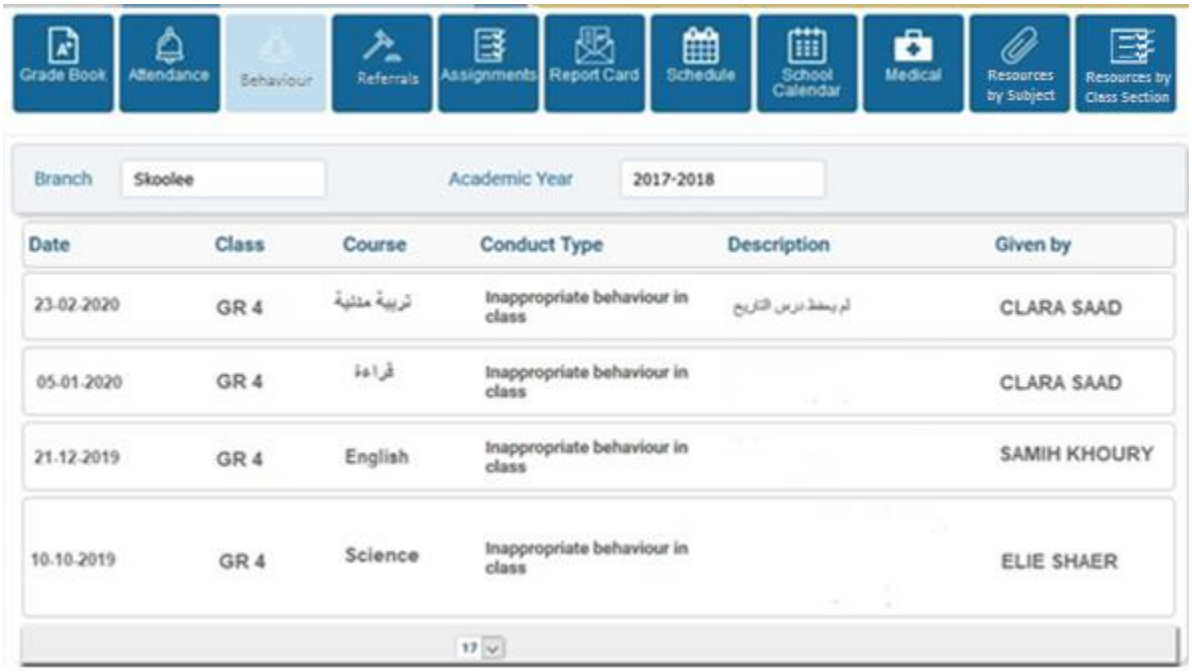
The Attendance shows the status of attendance like Absent, Unexcused Absence, Late. Etc. The attachment tab (as shown in the immediate below) is used to see or send a note substantiating the absence with a sick leave note. A note to the teacher can also be sent in this section as shown in the below 2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





Behaviour Button:

This section describes the child's Behaviour log.



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.

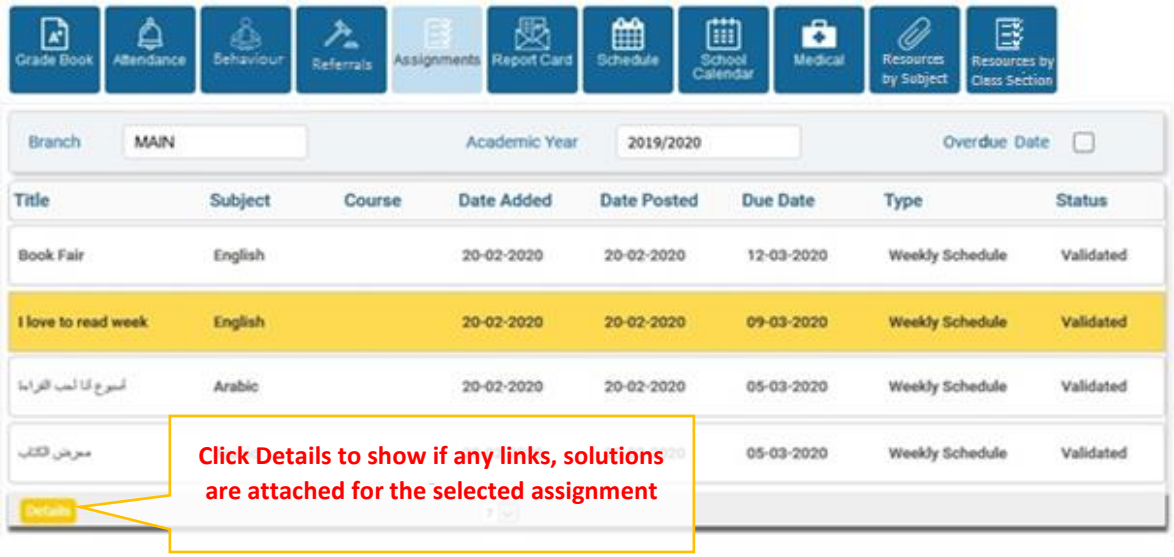
Referrals Button:

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

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.

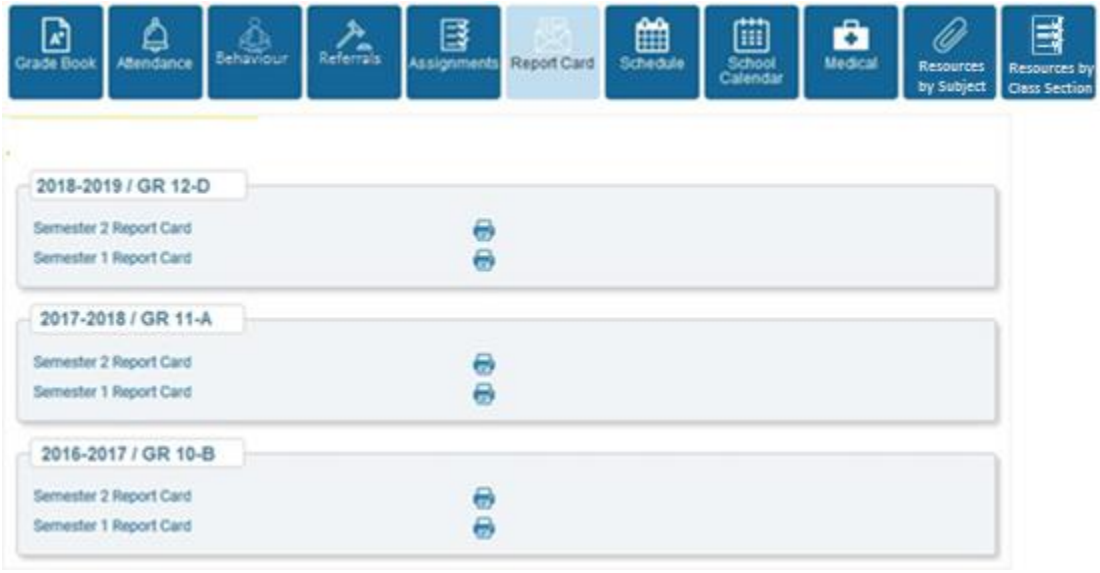
Assignments Button:

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.



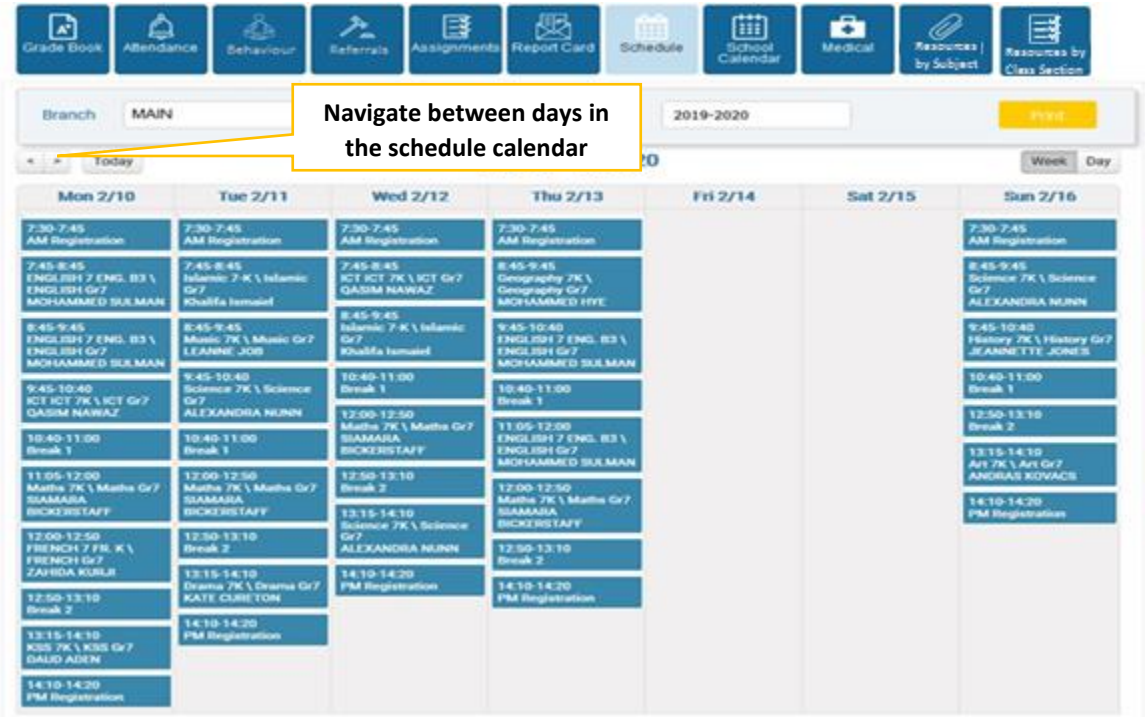
Report Card Button:

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



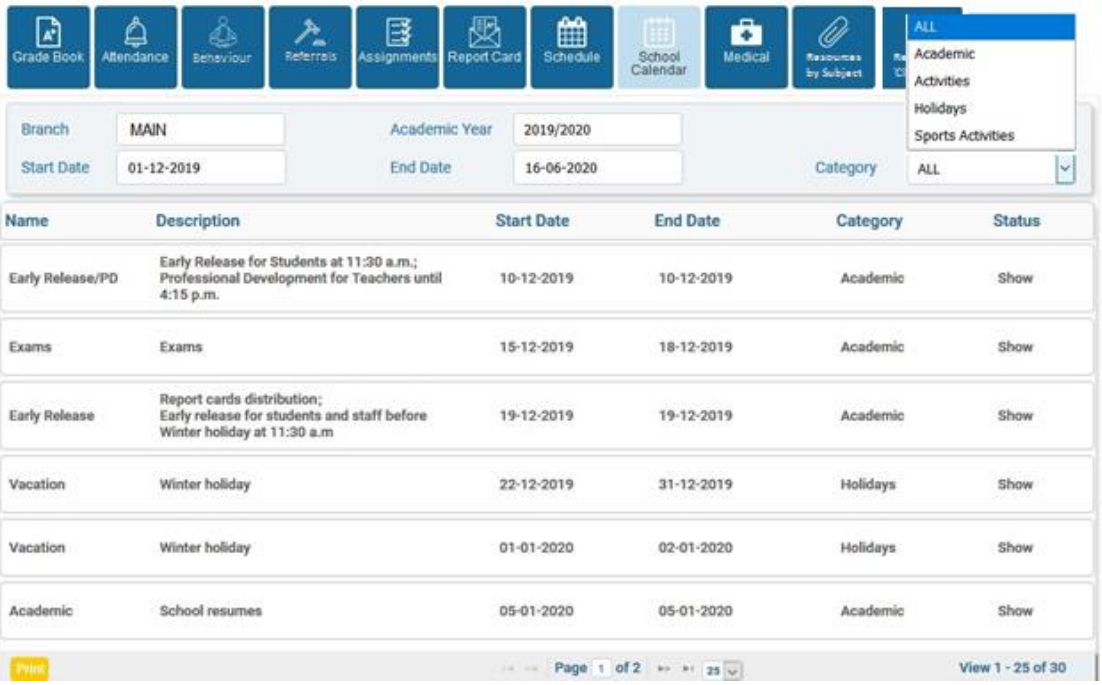
Timetable Button:

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:

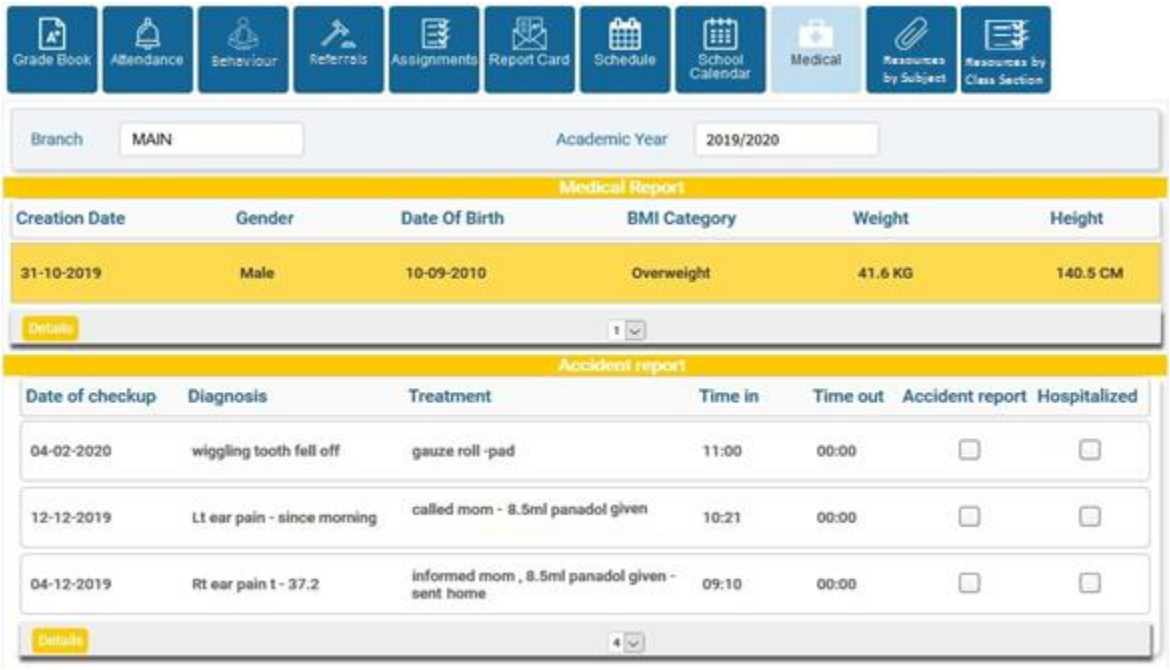
Display's the school calendar based on the category types.



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 Print icon at the bottom left below the grid prints the calendar schedule.

Medical Button:

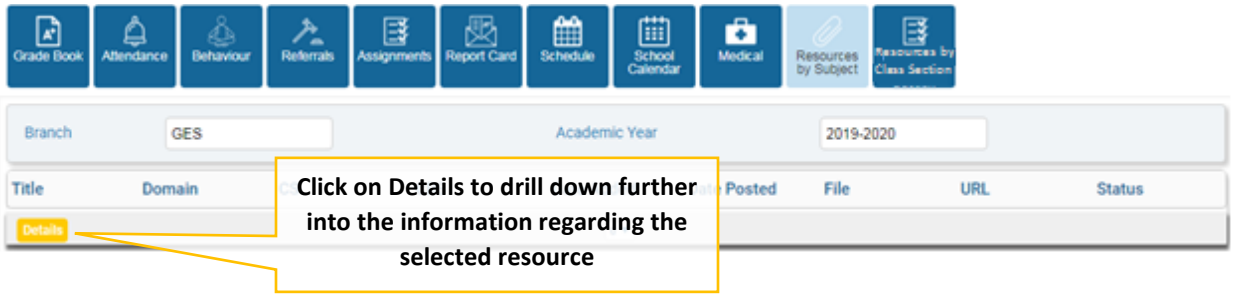
The medical section displays medical records of your child as shown below.



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.

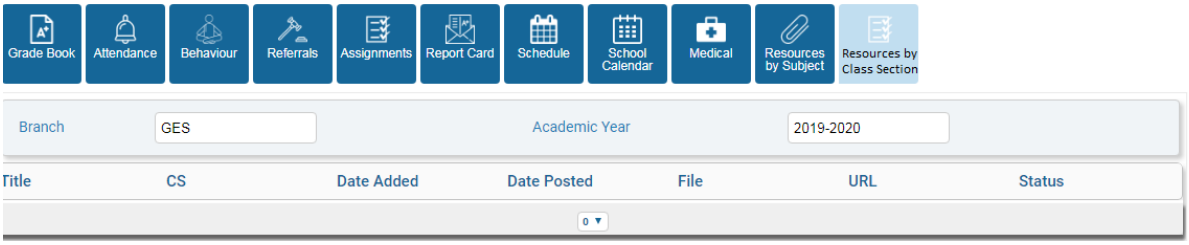
Resource by Subject Button:

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



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:

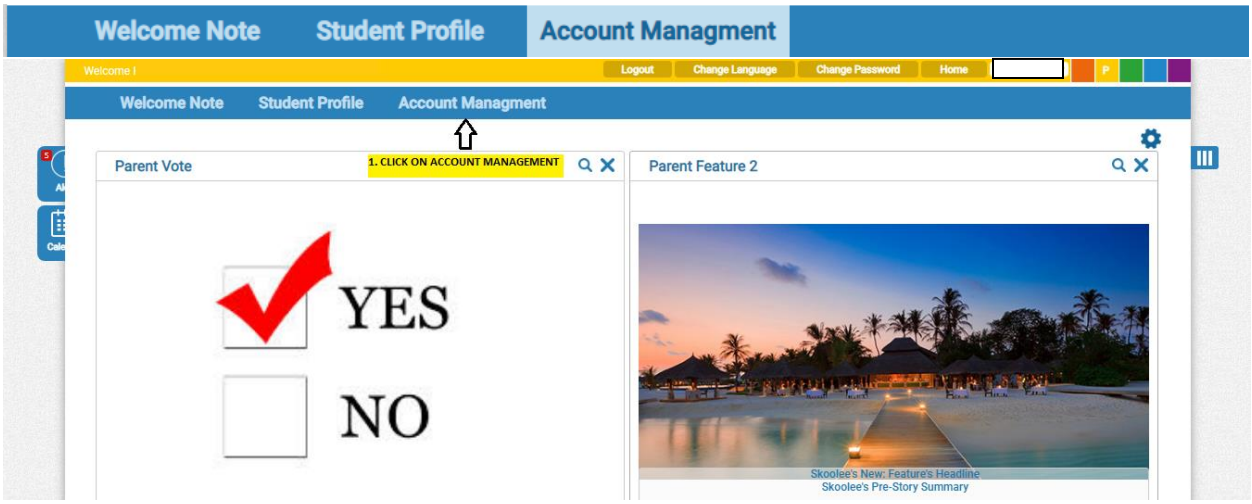


The resource by Class Section displays the resources that are shared by the teacher Class section wise. The File cell contains the file to download for the respective resources. The URL contains the link to the material in the internet. The status cell indicates the status of the material which if validated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

ACCOUNT MANAGEMENT

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

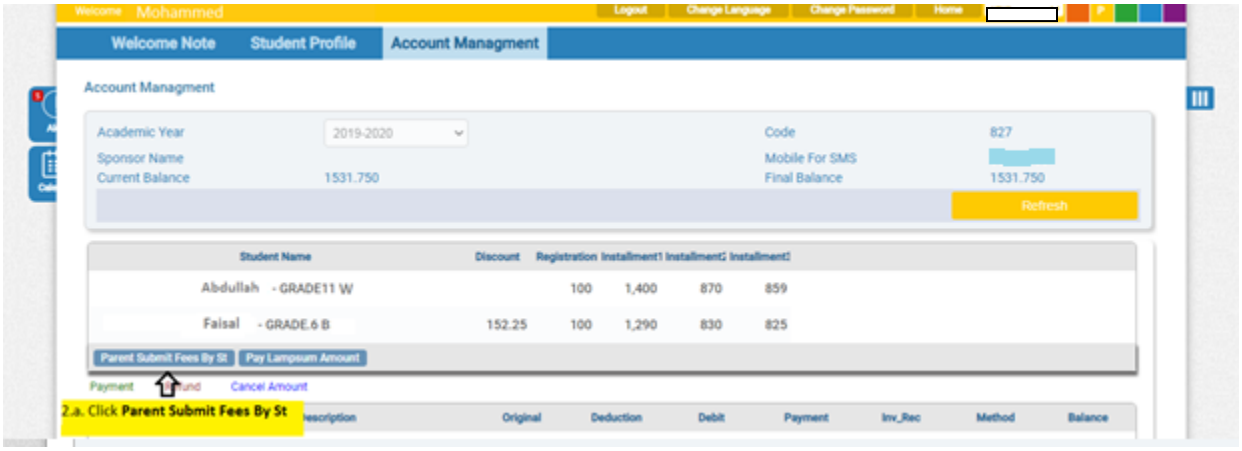
1. Click on Account Management

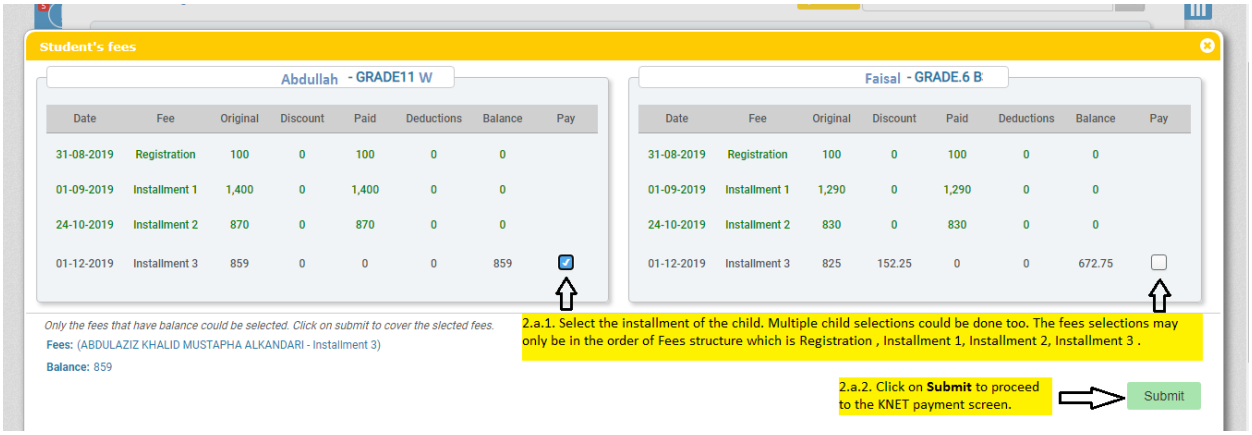


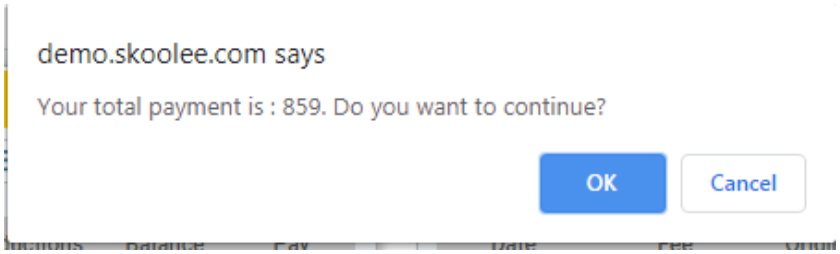
2. There are two options available for paying student fees as below:

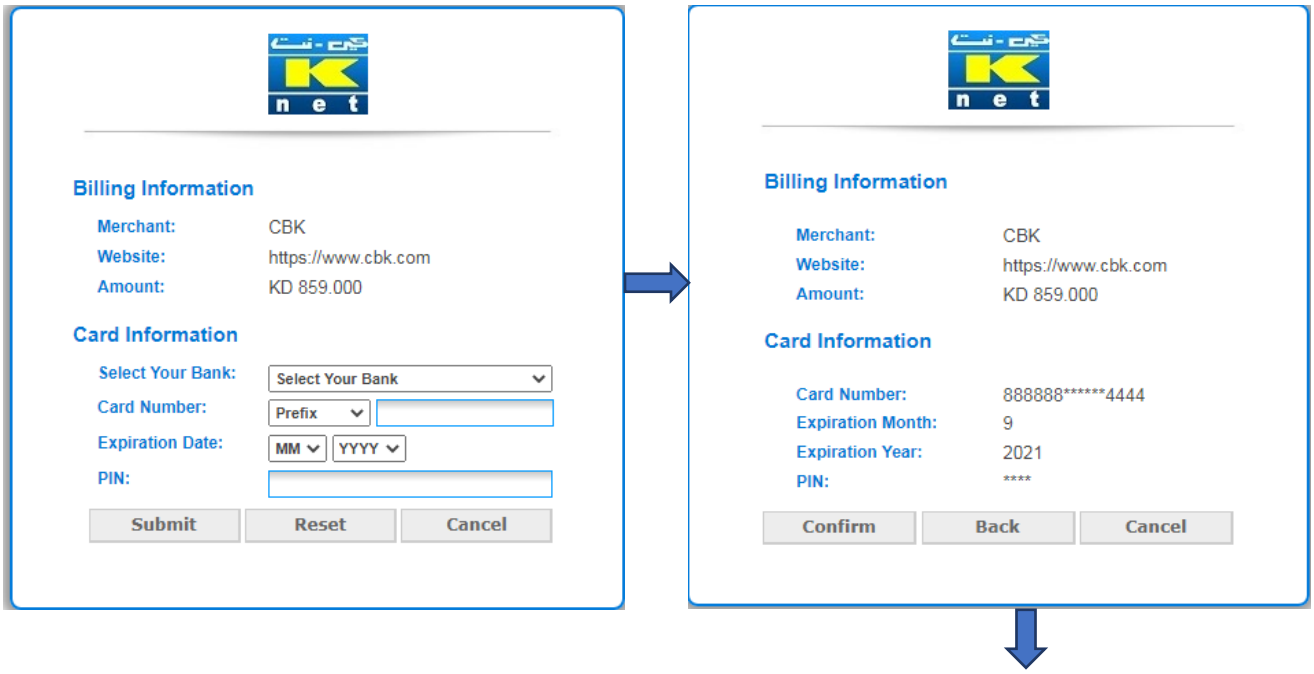
OPTION 1:

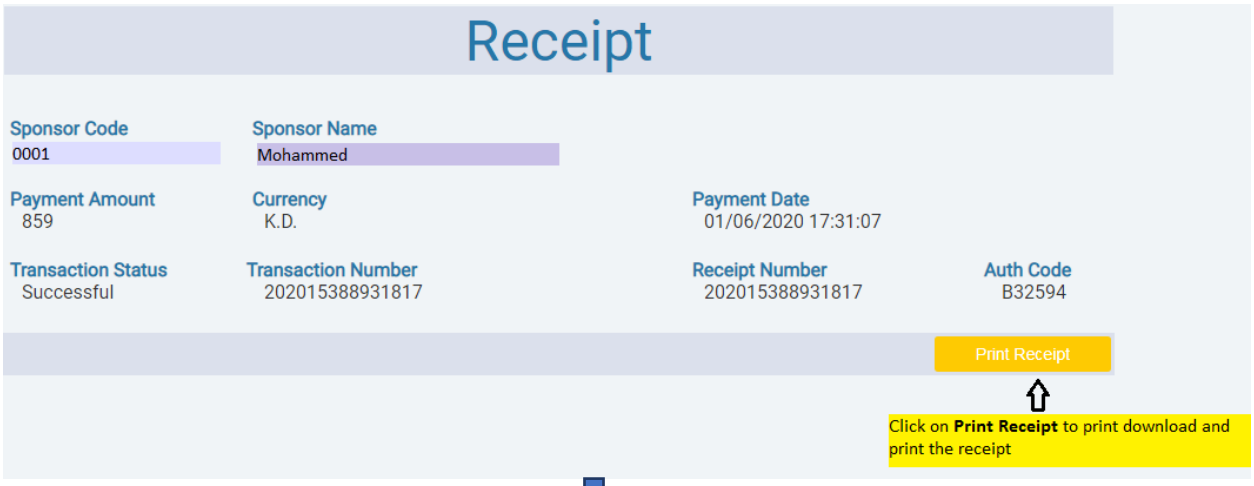
2.a. The first option is Clicking on **Parent Submit Fees By st**- On clicking this option, the parent has to pay the fees installment wise.

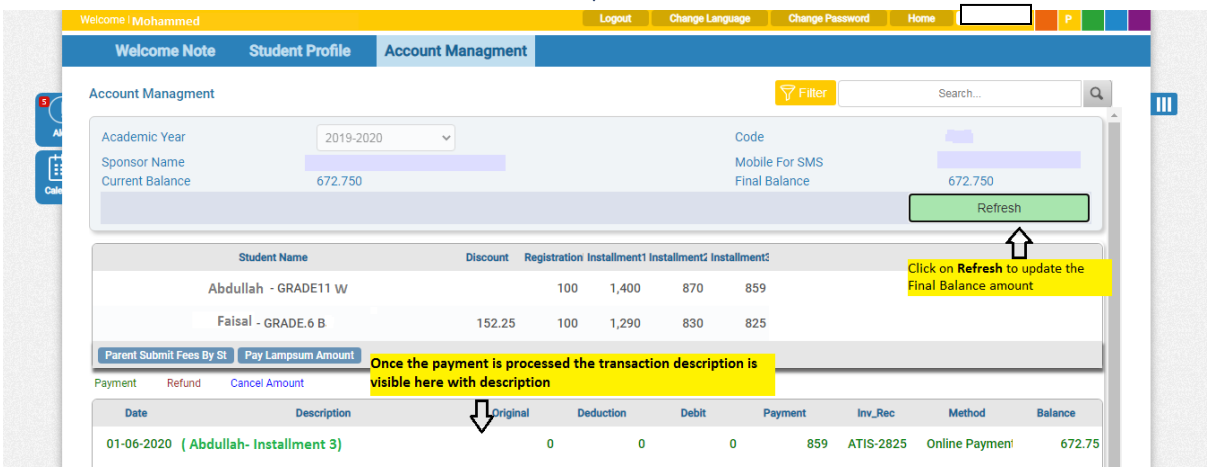






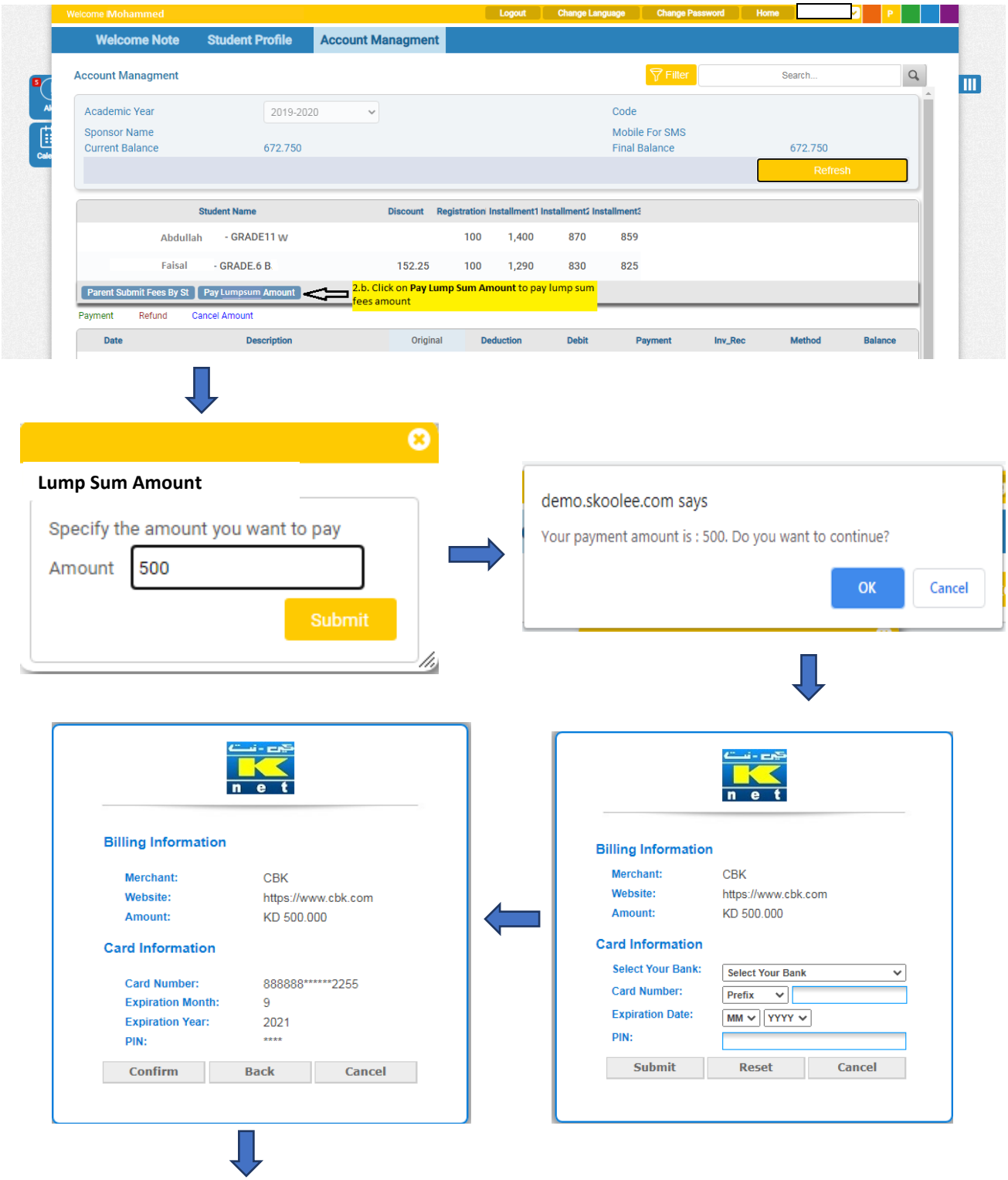

Billing Information
Merchant: CBK
Website: https://www.cbk.com
Amount: KD 859.000
Card Information
Select Your Bank: Select Your Bank
Card Number: Prefix
Expiration Date: MM YYYY
PIN:
Submit Reset Cancel
Billing Information
Merchant: CBK
Website: https://www.cbk.com
Amount: KD 859.000
Card Information
Card Number: 888888******4444
Expiration Month: 9
Expiration Year: 2021
PIN: ****
Confirm Back Cancel

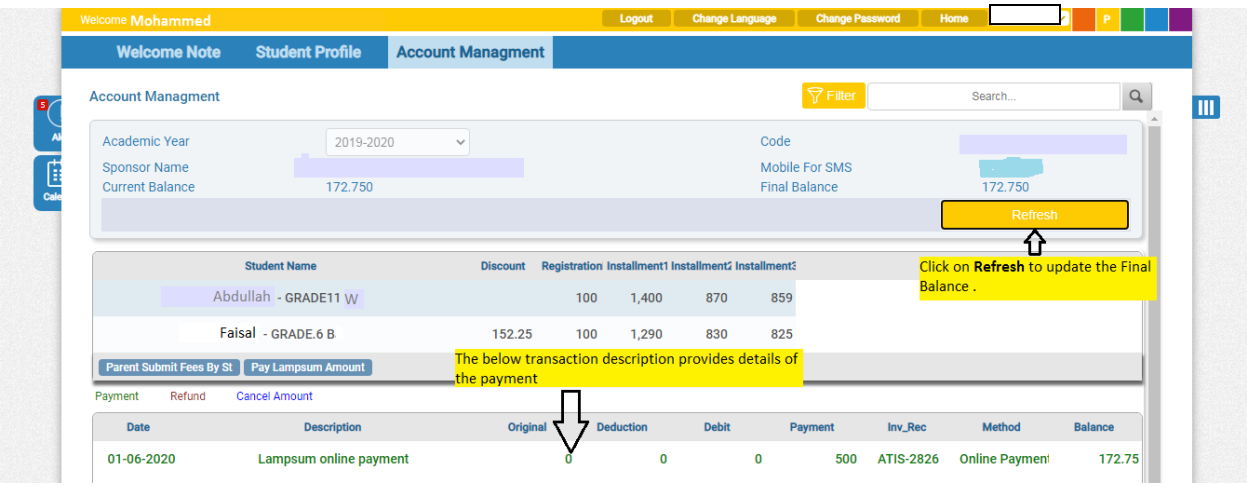

Receipt
Sponsor Code 0001
Sponsor Name Mohammed
Payment Amount 859
Currency K.D.
Payment Date 01/06/2020 17:31:07
Transaction Status Successful
Transaction Number 202015388931817
Receipt Number 202015388931817
Auth Code B32594
Print Receipt
Click on Print Receipt to print download and print the receipt


Welcome ! Mohammed
Logout Change Language Change Password Home
Welcome Note Student Profile Account Managment
Account Managment
Filter Search...
Academic Year 2019-2020
Sponsor Name
Current Balance 672.750
Code
Mobile For SMS
Final Balance 672.750
Refresh
Click on Refresh to update the Final Balance amount
Student Name Discount Registration Installment1 Installment2 Installment3
Abdullah - GRADE11 W 100 1,400 870 859
Faisal - GRADE.6 B 152.25 100 1,290 830 825
Parent Submit Fees By St Pay Lampsum Amount
Payment Refund Cancel Amount
Once the payment is processed the transaction description is visible here with description
Date Description Original Deduction Debit Payment Inv_Rec Method Balance
01-06-2020 (Abdullah- Installment 3) 0 0 0 859 ATIS-2825 Online Payment 672.75

OPTION 2:

2.b. The second option of fees payment is by Clicking on **Pay Lump Sum Amount** as shown below:

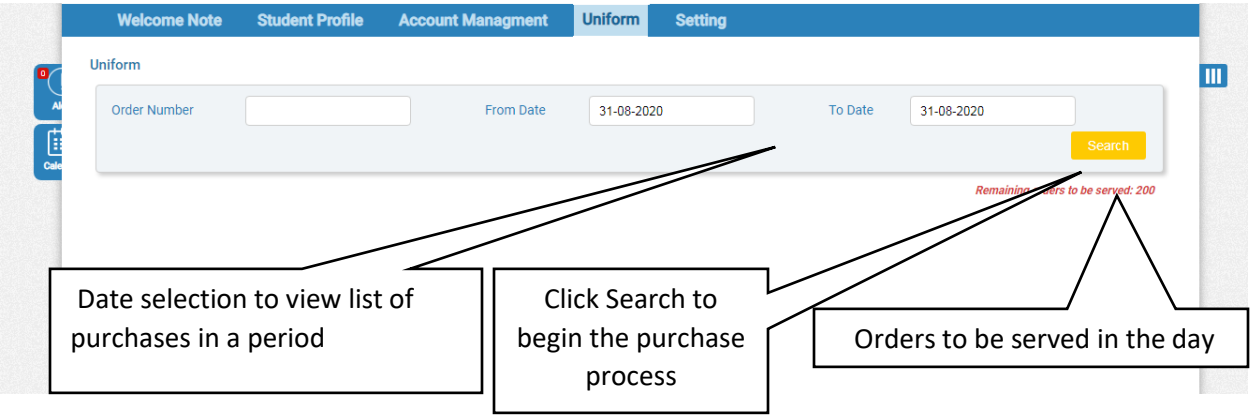




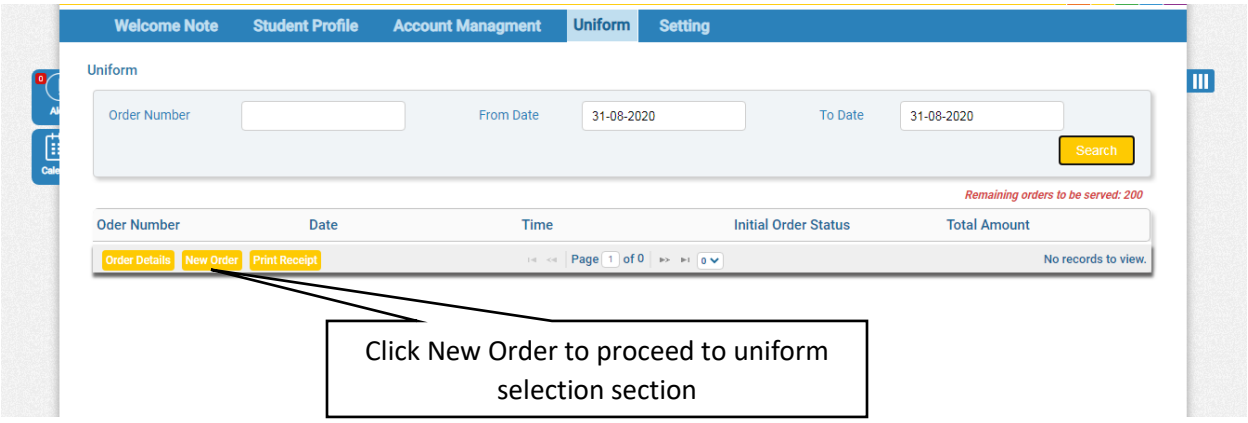
UNIFORM

The process of online uniform purchase is a user friendly, easy to use user process. The below steps details the process of placing an order.

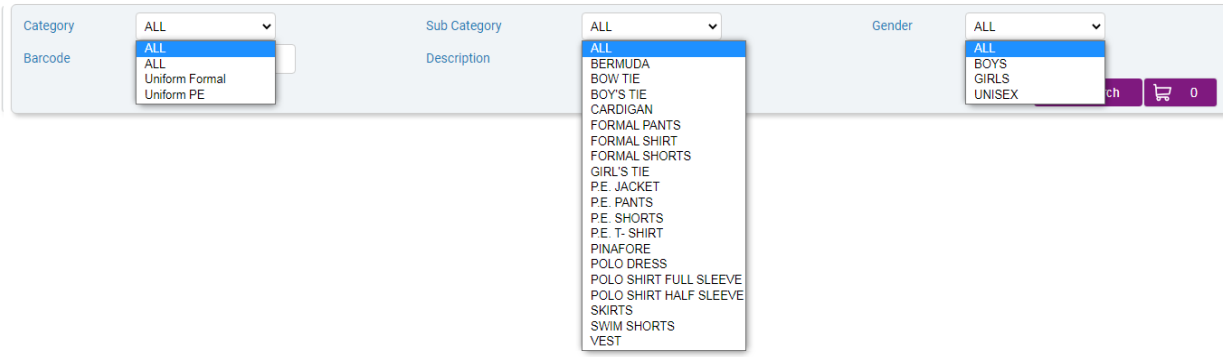
1. Click on the Uniform Tab on the top blue bar of the portal (Next to Account Management) and click on search as shown below .



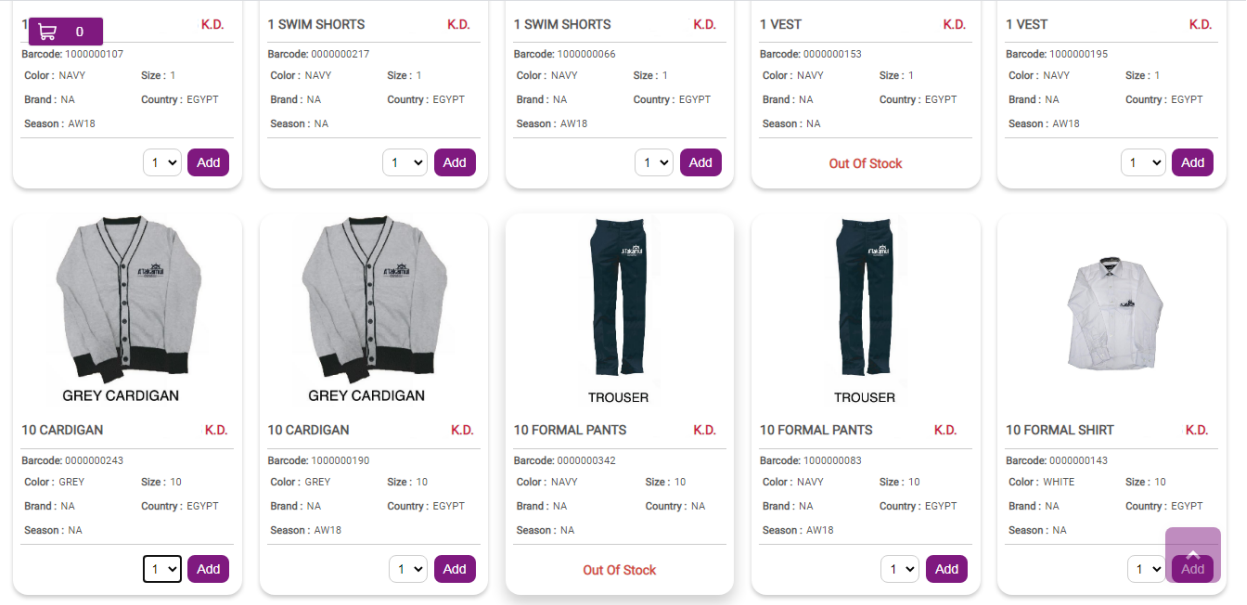
2. Click New Order to proceed to the uniform's selection section.



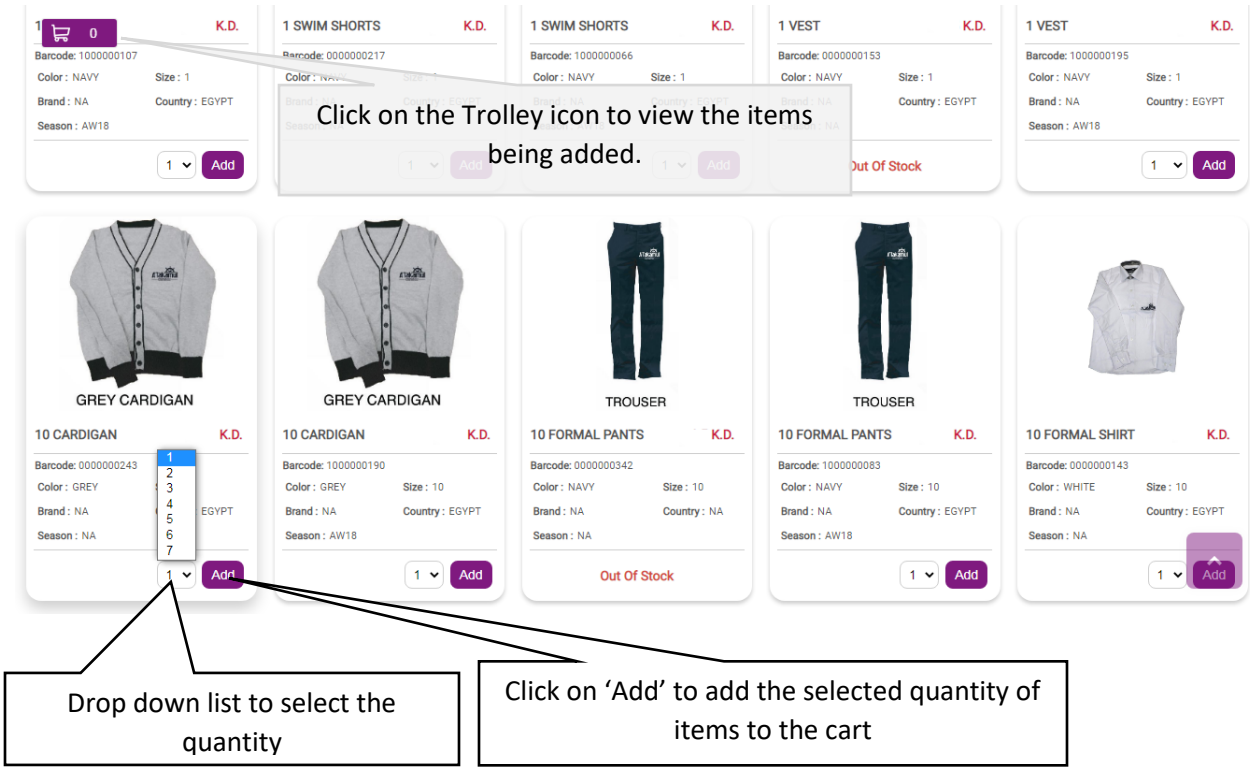
3. There is the facility to drill down the selection to the level of Category, Sub Category and Gender.



4. On selecting the Category, Sub Category and the Gender and clicking Search, the corresponding uniforms will be displayed in the display area as shown below.

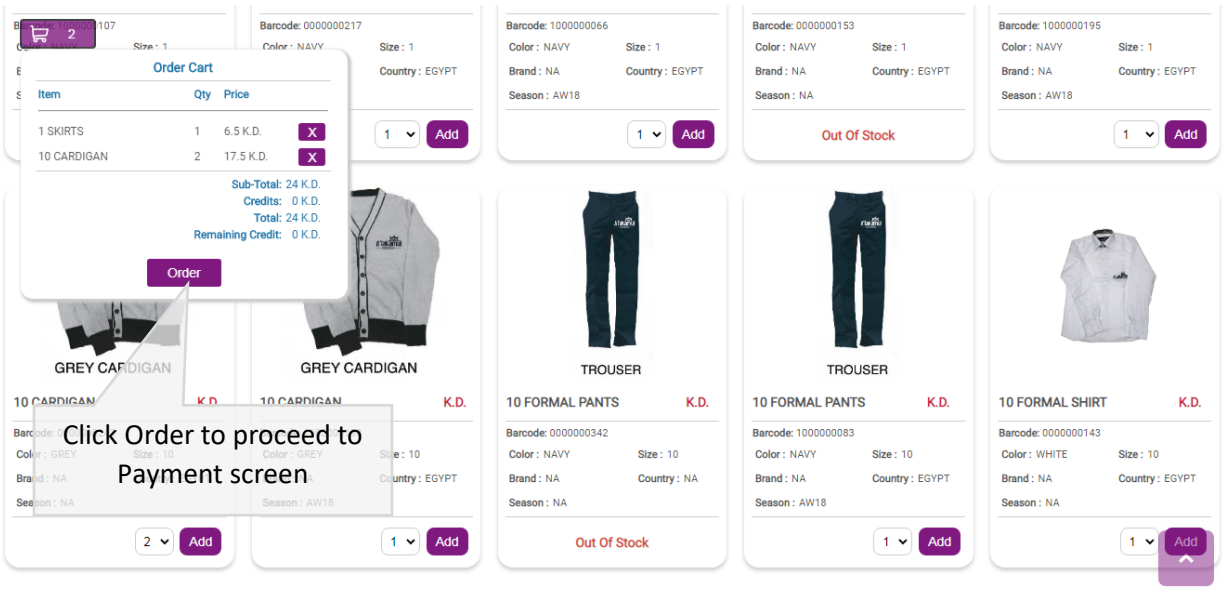


5. The item quantity can be selected and click on Add to add to cart. The Trolley icon (cart) indicates the items present in the cart.

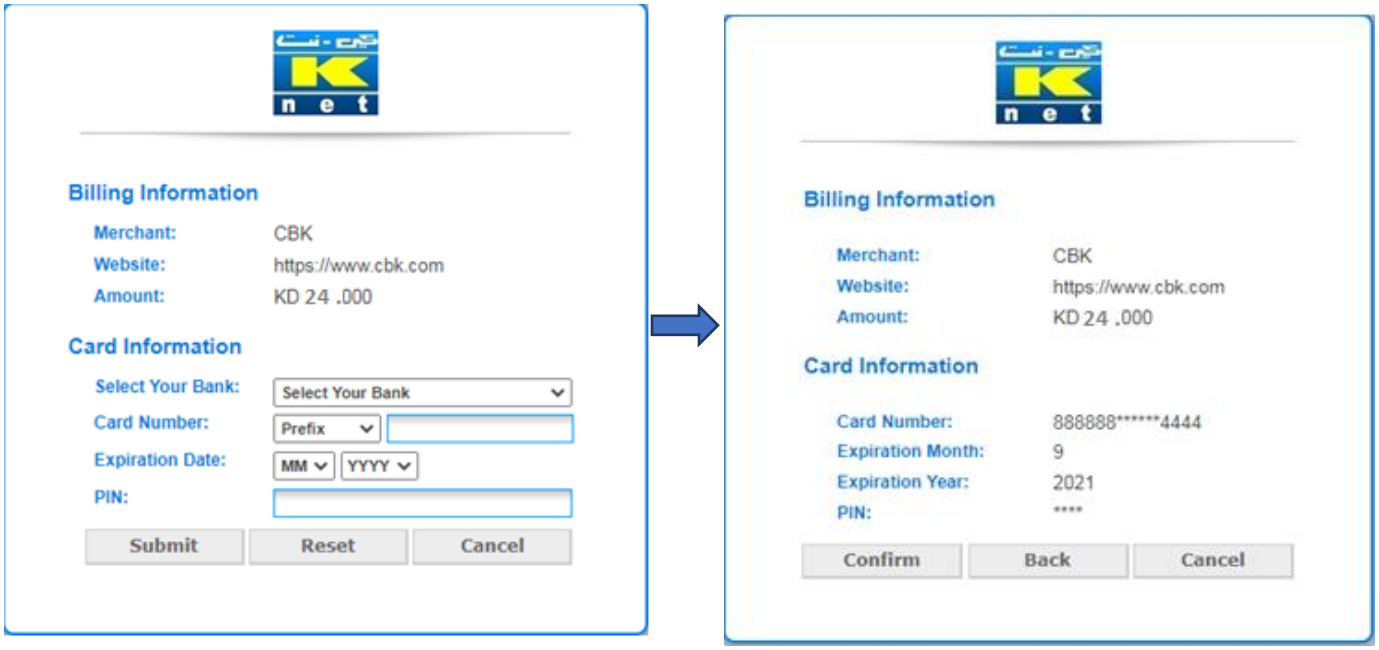


6. Click on the cart to verify the item. Items may be deleted by clicking on the [X] next to the item.

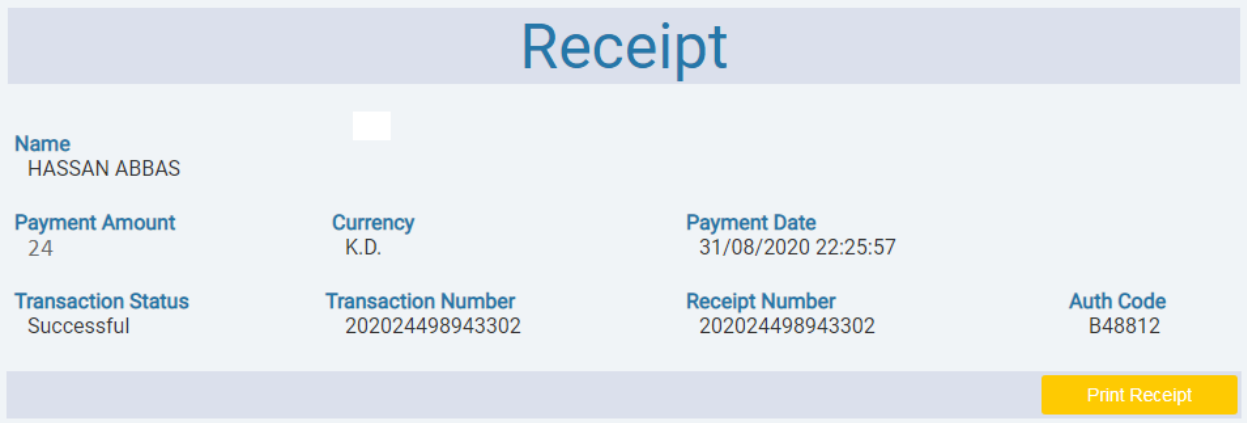
7. Click on Order to proceed to payment screen.



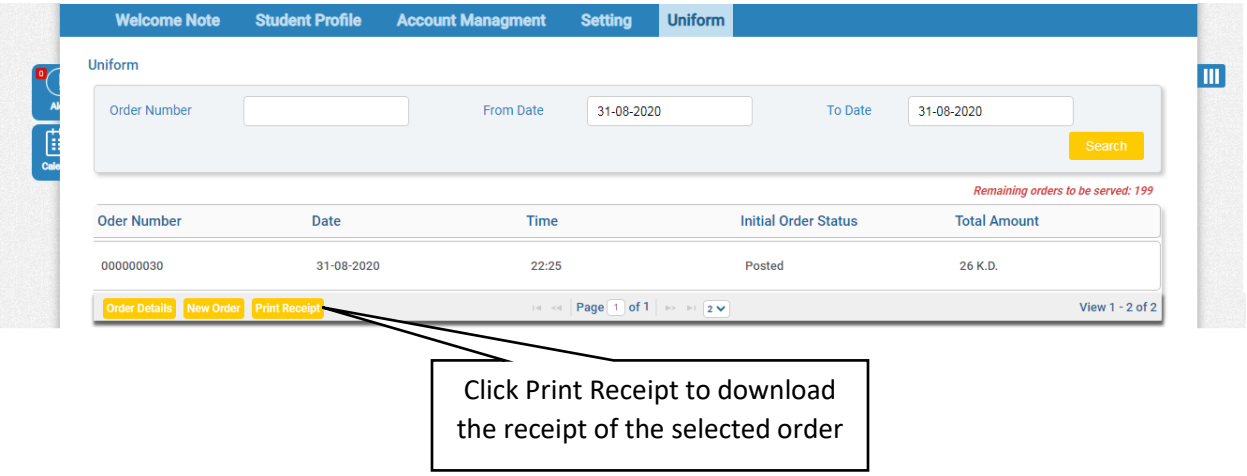
8. Complete the payment process



9. Receipt confirmation is obtained indicating the status of the transaction.



10. Once paid return back to the Uniform main page and click on search to view the order placed under your name as shown below. The Print Receipt downloads the receipt for submission once the order is processed by the school's uniform department.



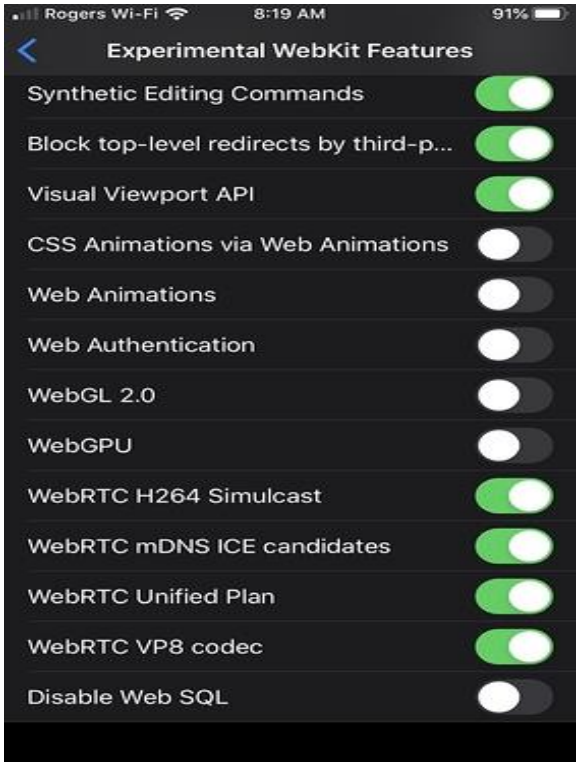
11. Once the School Uniform department receives the order and is processed , the parent may come to the school to collect the order upon confirmation.

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 .

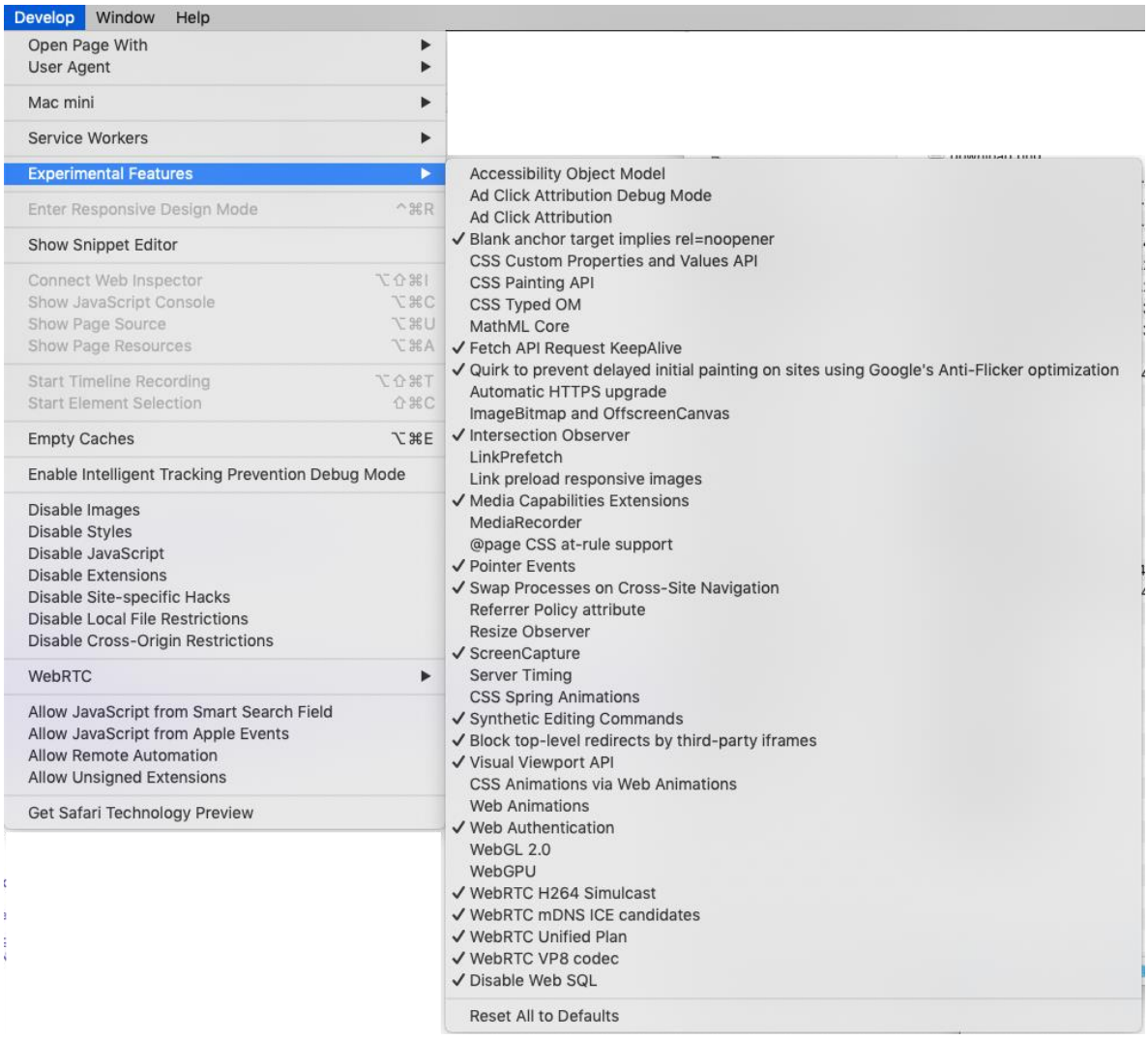
For IOS Safari Browser (IPad OR IPhone):

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 MK (IT Specialist)**
  Email: ykassim@ges.edu.kw