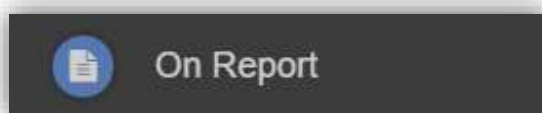
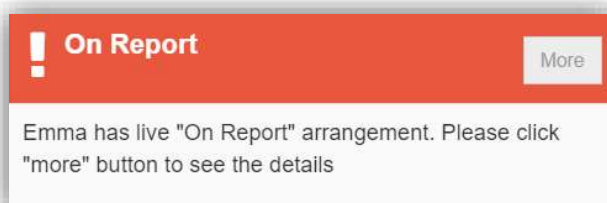


## On-Report

The **On-Report** option is accessible from both the **Menu Bar** and a **Widget**.



The **On Report** information is displayed on the **On Report Widget**.



Click on the **More** button to open the **On Report** page, all entries made by the **Staff** will be displayed here.

On Report

YOU ARE HERE: Dashboard > On Report

Live On Report from 10/02/2020 to 28/02/2020 (15 days) - Reason: Behaviour

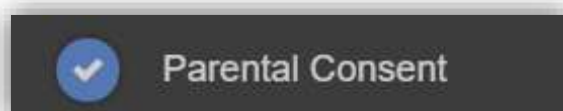
**Additional Comment** Needs to think of others

**Conclusive Comment**

Date	Period	Class	Subject	Teacher	Teacher Comment	Behaviour Rating	Signed By
17/02/2020	AM	10A		Ms C A.PrefLastName	Good work	★★★★☆	Mrs J Janice

## Parental Consent

The **Parental Consent** option is accessible only from the **Menu Bar**.



It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.

✓ Parental Consent

YOU ARE HERE: Dashboard > Parental Consent

Save

Parental Consent

	YES, I give consent	NO, I do not give consent
<b>School Displays</b> School Displays	<input type="radio"/>	<input type="radio"/>
<b>School Magazine</b> School Magazine	<input type="radio"/>	<input type="radio"/>
<b>School Website</b> School Website	<input type="radio"/>	<input type="radio"/>

\*Please call the school or visit reception to revoke any parental consent.

## Parents Evening

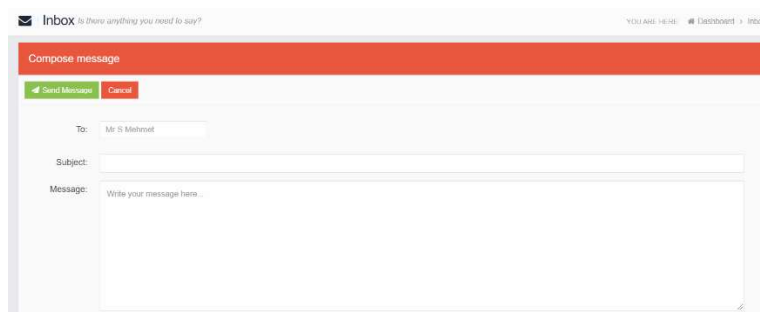
The **Parents Evening** option is accessible only from the **Menu Bar**.



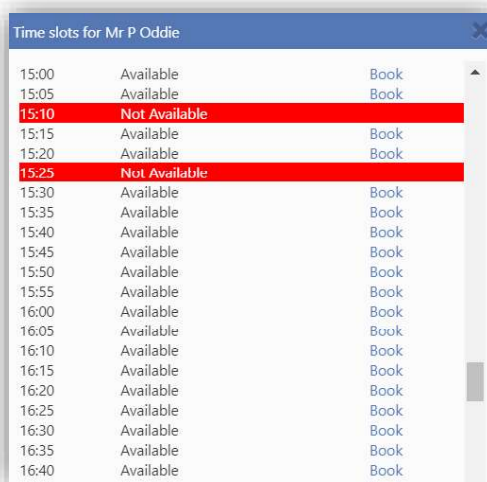
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.



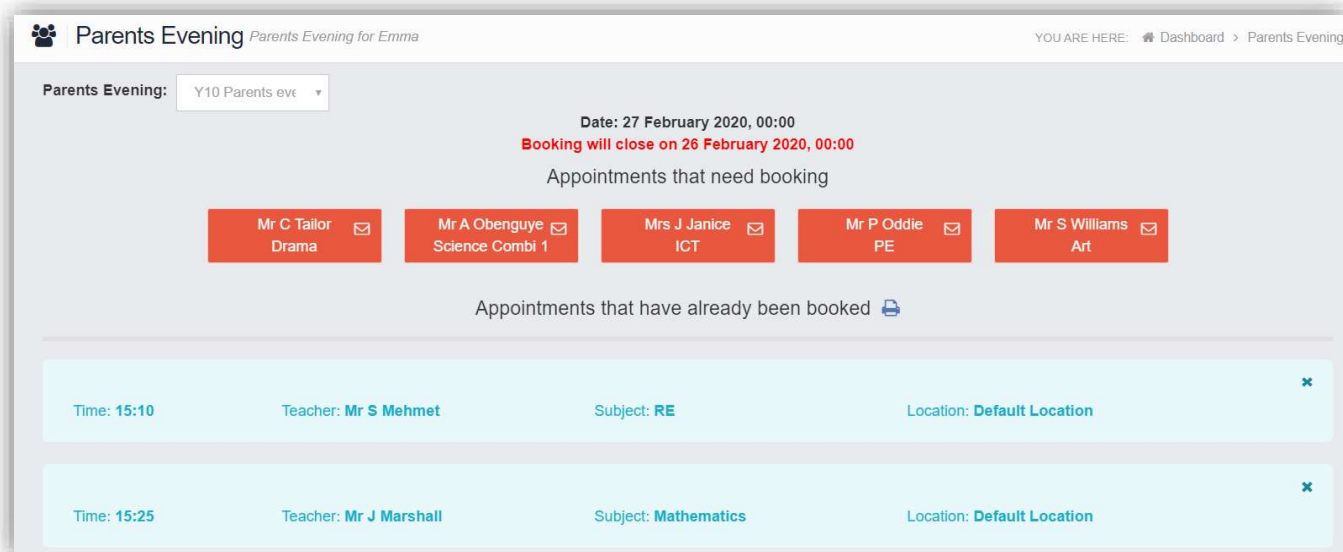
Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.



Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

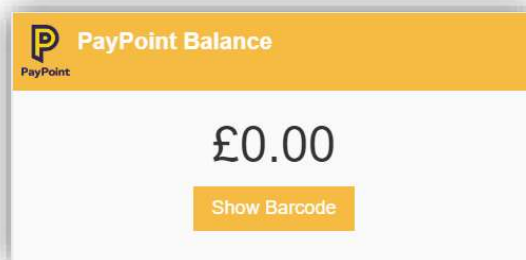


Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

**Note:** this option is only available if the school have the **Diary** module.

## PayPoint

The **PayPoint** option is accessible only as a **Widget**.

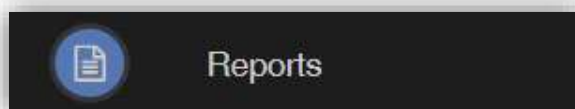


The **Widget** displays the current **PayPoint Balance**, clicking on the **Show Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.

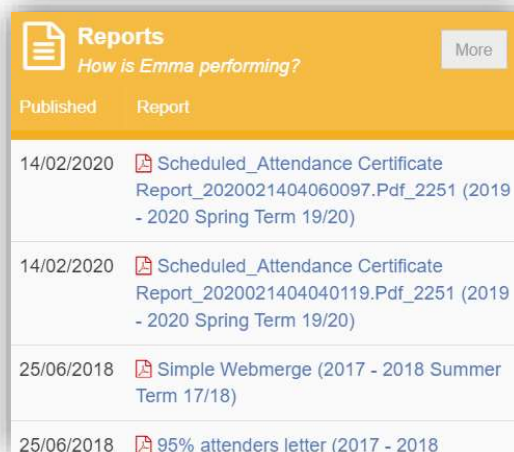


## Reports

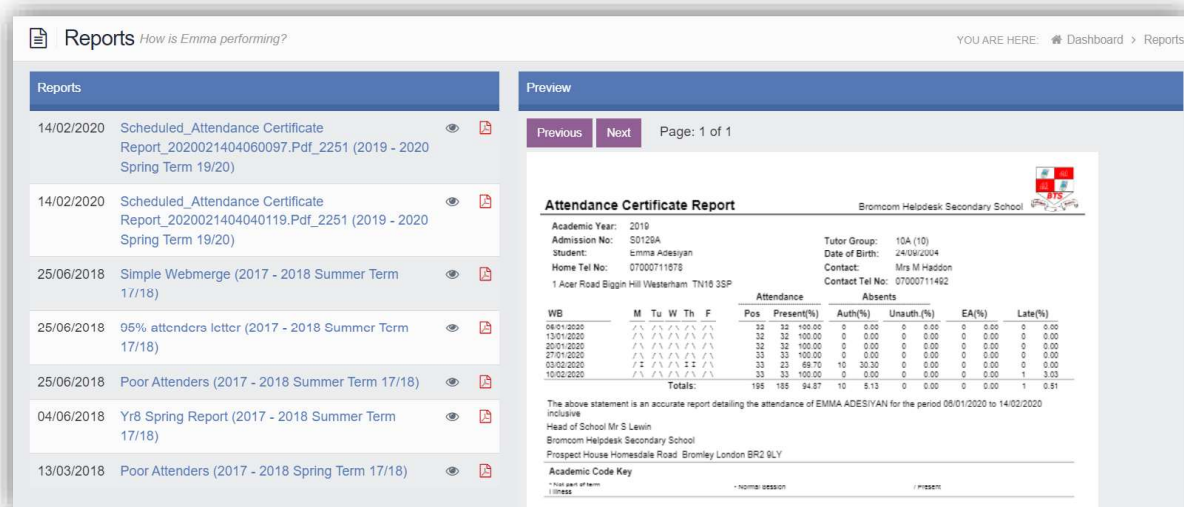
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the last 5 reports or letters that have been published by the school.



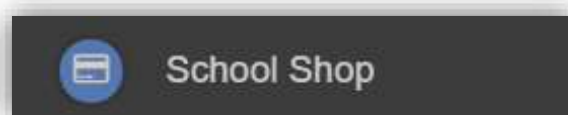
Click on the **More** button to open the **Report** page, which will list all **Reports** available.



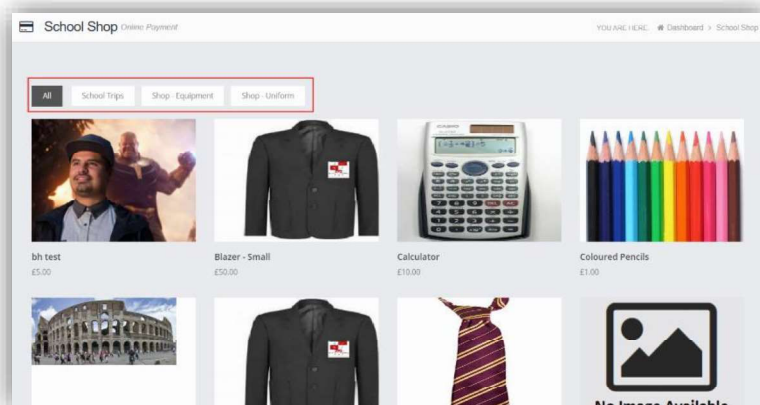
Click on the **Report** name to download it, the format of the **Report** will be displayed to the right. Click on the **Eye** icon to see a **Preview** of the **Report** on the right side of the page.

## School Shop

The **School Shop** option is accessible only from the **Menu Bar**.

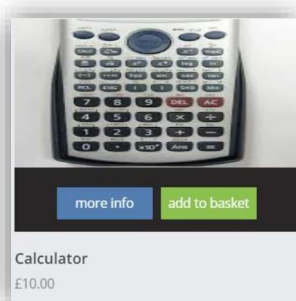


This is an **Online School Shop** and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school, so the following information is just an example.

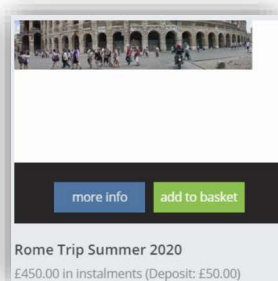


The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop-Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

To find out more about an item simply mouse over and click on the **More Info** button, this will display the information the school have created for the item.



Calculator Details	
Category	Shop - Equipment
Description	Calculator
Price	10.00 in instalments (Deposit: £0.00)



Rome Trip Summer 2020 Details

Category	School Trips																		
Description	Trip to Rome July 2020																		
Price	450.00 in instalments (Deposit: £50.00)																		
Instalments	There are 4 instalments for this product. <table><tr><th>Item</th><th>Amount</th><th>Due Date</th></tr><tr><td>Deposit</td><td>£50.00</td><td>28/02/2020</td></tr><tr><td>Instalment 1</td><td>£100.00</td><td>31/03/2020</td></tr><tr><td>Instalment 2</td><td>£100.00</td><td>30/04/2020</td></tr><tr><td>Instalment 3</td><td>£100.00</td><td>29/05/2020</td></tr><tr><td>Instalment 4</td><td>£100.00</td><td>30/06/2020</td></tr></table>	Item	Amount	Due Date	Deposit	£50.00	28/02/2020	Instalment 1	£100.00	31/03/2020	Instalment 2	£100.00	30/04/2020	Instalment 3	£100.00	29/05/2020	Instalment 4	£100.00	30/06/2020
Item	Amount	Due Date																	
Deposit	£50.00	28/02/2020																	
Instalment 1	£100.00	31/03/2020																	
Instalment 2	£100.00	30/04/2020																	
Instalment 3	£100.00	29/05/2020																	
Instalment 4	£100.00	30/06/2020																	

If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click on the **Add Deposit to Basket** or the **Add Full Amount to Basket** button.

Rome Trip Summer 2020

Would you like to pay deposit only or full amount ?

Cancel
Add Deposit to Basket
Add Full Amount to Basket

The **Shopping Basket** icon will show the number of items in the **Basket**, click on the **Basket** icon to display the items in it.

Shopping Basket

Calculator  
(Adesiyan Emma)

x1
£10.00
X

Rome Trip  
Summer 2020  
(Deposit)

x1
£50.00
X

Checkout 2 items - £60.00

To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The Items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.

Shopping Basket
Your shopping basket
YOU ARE HERE: Dashboard > Shopping Basket

Continue Shopping
Clear Basket
Checkout

Shopping Basket

Item Name	Quantity	Price	Action
Calculator (Adesiyan Emma)	1	£10.00	Remove
Rome Trip Summer 2020 (Deposit)	1	£50.00	Remove
Total Price:		£60.00	

To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

On clicking the **Checkout** button the payment page will be displayed, again what is displayed here is dependent on the school. Here payments can be made using **PayPoint** if there are sufficient funds or by **Card**, an **Offline Payment** option can be enabled by the school for payments to be made directly to the school, cash or cheque.


**Checkout** *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)

[Go Back](#) [Confirm & Pay](#)


### Order Summary

Item Name	Quantity	Price
Calculator (Adeslyan Emma)	1	£10.00
Rome Trip Summer 2020 (Deposit)	1	£50.00
<b>Total Price:</b>		<b>£60.00</b>




### Payment & Address Details

☐ Use PayPoint Balance (£0.00)  Insufficient Funds

☐ Offline Payment All of the products in your basket must be offline payments enabled, in order to use this option at checkout.

☒ Use New Card 

#### Payment Details

Card Number  Card Type    

Expiry  Date Month  Year

CVC/CVC2  ☐ Save card details for quick payment in the future

Card Holder's Name

#### Address Details

Address


City

Post Code

[Go Back](#) [Confirm & Pay](#)

Enter your payment details and click on the **Confirm & Pay** button, the payment will go through the **Secure Payment** process and when completed a **Confirmation** message will be given.

**Checkout** *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)



**Thank you. Your payment of £60.00 has been received.**

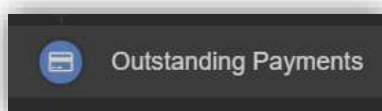
Order ID: 40007-0000109 | Transaction ID: 0A22A2F1-D3B1-FA81-DD1D-329F8F03C1D1

[Continue Shopping](#) [Print](#)



## Outstanding Payments

The **Outstanding Payments** option is accessible only from the **Menu Bar** and a **Widget**.



When items have been purchased from the **School Shop** and there is an outstanding amount, for instance a payment in **Instalments**, this will be displayed on the **Outstanding Payments Widget**.

Outstanding Payments			
Instalments			More
You have 4 outstanding instalments.			
Item	Amount	Due Date	
Rome Trip Summer 2020 Instalment 1	£100.00	31/03/2020	<a href="#">Add to Basket</a>
Rome Trip Summer 2020 Instalment 2	£100.00	30/04/2020	<a href="#">Add to Basket</a>
Rome Trip Summer 2020 Instalment 3	£100.00	29/05/2020	<a href="#">Add to Basket</a>
Rome Trip Summer 2020 Instalment 4	£100.00	30/06/2020	<a href="#">Add to Basket</a>

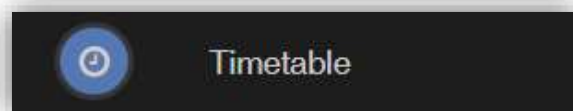
Clicking on the **More** button will display the full details. An **Instalment** can be paid by clicking on the **Add to Basket** button on either page, this can then be paid in the normal way.

Outstanding Payments Instalments				
YOU ARE HERE: <a href="#">Dashboard</a> > <a href="#">Outstanding Payments</a>				
Item	Total	Instalments	Next Payment Due	Next Payment Amount
Rome Trip Summer 2020 for Emma Adesiyen (Product)	£450.00	4	31/03/2020	£100.00
Instalment	Order Number	Amount	Status	Due Date
Deposit	40007-0000109	£50.00	Paid	28/02/2020
Instalment 1		£100.00	Not Due	31/03/2020
Instalment 2		£100.00	Not Due	30/04/2020
Instalment 3		£100.00	Not Due	29/05/2020
Instalment 4		£100.00	Not Due	30/06/2020



## Timetable

The **Timetable** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the timetabled sessions for the day highlighting the current session.

The screenshot shows a widget titled "Timetable" with a subtitle "What is Emma up to?". Below the title is a table with five columns: Period, Subject, Class, Teacher, and Time. The table lists sessions for the day, with the second session (Period 2, Mathematics, MA10/A1, Mr J Marshall, 10:16) highlighted in green. A "More" button is located in the top right corner of the widget.

Period	Subject	Class	Teacher	Time
AM	Tutor Group	10A		08:45
2	Mathematics	MA10/A1	Mr J Marshall	10:16
3	Science Combi 1	SCI10/A1	Mr A Obenguye	11:11
PM	Tutor Group	10A		12:45
4	ICT	IT10/A1	Mrs J Janice	13:00
5	Science Combi 1	SCI10/A1	Mr A Obenguye	13:55

Click on the **More** button to open the **Timetable** page, which will display the **Student Timetable** for the current week, the previous and future weeks can be viewed as well.

The screenshot shows the full "Timetable" page. At the top, there are navigation buttons: "< Prev", "This Week", and "Next >". To the right, it says "YOU ARE HERE: Dashboard > Timetable" and "Term 2 - Week 08 - 16/02/2020". The main content is a grid showing the timetable for the week from Sunday 16th Feb to Saturday 22nd Feb. The grid is organized by day and time slot (AM and PM). Each cell contains the period number, subject, class, and teacher. The current session (Period 2, Mathematics, MA10/A1, Mr J Marshall, 10:16) is highlighted in green.

Sunday 16th Feb	Monday 17th Feb	Tuesday 18th Feb	Wednesday 19th Feb	Thursday 20th Feb	Friday 21st Feb	Saturday 22nd Feb
	AM 10A Tutor Group Mr W Cranston	AM 10A Tutor Group	AM 10A Tutor Group	AM 10A Tutor Group		
	1 PE10/A1 PE Mr P Oddie		1 DR10/X10B Drama Mr C Tallor	1 HI10/X20B Withdrawal Group Mr W Cranston		
	2 SCI10/A1 Science Combi 1 Mr A Obenguye	2 MA10/A1 Mathematics Mr J Marshall	2 Re10/A1 RE Mr S Mehmet	2 SCI10/A1 Science Combi 1 Mr A Obenguye		
	3 PE10/A1 PE Mr D Thompson	3 SCI10/A1 Science Combi 1 Mr A Obenguye				
	PM 10A Tutor Group Mr R Lewis	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	
	4 MA10/A1 Mathematics Mr J Marshall	4 IT10/A1 ICT Mrs J Janice	4 MA10/A1 Mathematics Mr J Marshall	4 MA10/A1 Mathematics Mr J Marshall	4 SCI10/A1 Science Combi 1 Mr A Obenguye	
		5 SCI10/A1 Science Combi 1 Mr A Obenguye	5 Ar10/X10A Art Mr S Williams		5 Ar10/X10A Art Mr S Williams	