The Parents’ Reference Guide to SKOOLEE
Making Everything Easier!!
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>LOGIN</td>
<td>3</td>
</tr>
<tr>
<td>WELCOME SCREEN</td>
<td>3</td>
</tr>
<tr>
<td>ALERTS AND CALENDAR BUTTONS</td>
<td>4</td>
</tr>
<tr>
<td>ALERTS</td>
<td>4</td>
</tr>
<tr>
<td>Attendance Notification Criteria</td>
<td>4</td>
</tr>
<tr>
<td>CALENDAR</td>
<td>4</td>
</tr>
<tr>
<td>STUDENT DASHBOARD</td>
<td>5</td>
</tr>
<tr>
<td>NOTIFICATIONS</td>
<td>5</td>
</tr>
<tr>
<td>STUDENT PROFILE</td>
<td>6</td>
</tr>
<tr>
<td>GRADEBOOK</td>
<td>6</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>8</td>
</tr>
<tr>
<td>COUNSELOR TAB</td>
<td>8</td>
</tr>
<tr>
<td>DISCIPLINE TAB</td>
<td>8</td>
</tr>
<tr>
<td>WEEKLY SCHEDULE TAB</td>
<td>8</td>
</tr>
<tr>
<td>REPORT CARD TAB</td>
<td>8</td>
</tr>
<tr>
<td>SCHOOL CALENDAR TAB</td>
<td>8</td>
</tr>
<tr>
<td>MEDICAL TAB</td>
<td>8</td>
</tr>
<tr>
<td>MATERIAL</td>
<td>8</td>
</tr>
<tr>
<td>SUPPORT</td>
<td>9</td>
</tr>
</tbody>
</table>
Introduction

Skoolee is a **School Management and Student Information System**, customized to suit BBS requirements since 2013. Skoolee communicates attendance, grades, alerts, medical records, weekly schedule, newsletters, report cards, transcripts 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 assignment, exam, and term course.
- Monitor their children’s conduct and attendance records.
- View their children’s course schedules.
- Keep up with what is happening in school with announcements, news, and school events and holidays.
- Keep up-to-date with a combined personal and school-wide online calendar.
Login

Users should use their own username and password to login to Skoolee’s portal. Parents will take their Skoolee credentials at registration. Skoolee administrators can help parents to get their credentials if lost.

1. Visit this URL: http://skoolee.bbs.edu.kw/skoolee
2. Enter your Username and Password.
3. Press the “Login” Button.

Welcome Screen

Use this bar to:  
- Logout  
- Change Password  
- Return to Home

Navigation bar

Announcements & Newsletters Gadget

Notifications & Voting Gadget

Slideshow Gadget
Alerts and Calendar Buttons

On the left side of the Skoolee homepage you can find the “Alerts” and “Calendar” buttons as shown below:

**Alerts**
- Alerts show a table of attendance records, medical and discipline reports. Click on the Alerts button to view alerts.

**Attendance Notification Criteria**
- **MS-HS**:
  - **Absences Notification**: when a student reaches 3 and above Unexcused Absences in a course.
  - **Late Notification**: when a student reaches 3 and above Late status for a specific period.
- **ES**:
  - **Absences Notification**: when a student reaches 3 and above Unexcused Absences to school.
  - **Late Notification**: when a student reaches 6 and above Late status to school.

**Calendar**
- Click on the calendar button to view school events and holidays as shown below:
Student Dashboard

To open the student profile, follow these steps:

1- Click on "Student Profile" button to open the student dashboard.

2- Click on the image of your child to open his/her profile.

Notifications
The colored circle (◯) below the student profile picture indicates a post of a new notification. The color refers to the following types:

- **Grading notification** (Blue).
- **Attendance notification** (Purple).
- **Counselor notification** (Green).
- **Discipline notification** (Red).
- **Medical notification** (Yellow).
Student Profile

Gradebook

A gradebook is an electronic tool that allows teachers to enter students’ grades of all assessments, quizzes, tests for each term. Parents can see the grades of their children if permitted by the teacher. To view the grade report, follow these steps:

1. Click on “Gradebook”.
2. Select the “Term Group”.
3. Select the “Term Detail”.
4. Press “Search”.
5. Click on the course to see its grades (the course list shows the course name, code/teacher name).

- The screenshot below shows the grades after clicking on the course title:

- The “More Actions” button gives you the option to view the report and print it.

![Gradebook Screenshot](image-url)
• The report will be opened on a new tab as follows:

![Image of a progress report]

- You can use the save icon to export the file to Excel, Word, or PDF.
**Attendance**

The attendance list shows the absences and late status of the student:

<table>
<thead>
<tr>
<th>Date</th>
<th>Class</th>
<th>Course</th>
<th>Attendance Status</th>
<th>Comment</th>
<th>Taken By</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-10-2015</td>
<td>Arabic 9</td>
<td>Unexcused Absence</td>
<td></td>
<td>Unexcused-signed from</td>
<td></td>
</tr>
<tr>
<td>20-10-2015</td>
<td>English 9</td>
<td>Unexcused Absence</td>
<td></td>
<td>Unexcused-signed from</td>
<td></td>
</tr>
<tr>
<td>20-10-2015</td>
<td>Algebra 1</td>
<td>Unexcused Absence</td>
<td></td>
<td>Unexcused-signed from</td>
<td></td>
</tr>
<tr>
<td>20-10-2015</td>
<td>Computer Applications</td>
<td>Unexcused Absence</td>
<td></td>
<td>Unexcused-signed from</td>
<td></td>
</tr>
<tr>
<td>17-09-2015</td>
<td>PE</td>
<td>Unexcused Absence</td>
<td></td>
<td>Unexcused</td>
<td></td>
</tr>
<tr>
<td>17-09-2015</td>
<td>French 1</td>
<td>Unexcused Absence</td>
<td></td>
<td>Unexcused</td>
<td></td>
</tr>
</tbody>
</table>

**Counselor Tab**

Shows the counselor reports (if any).

**Discipline Tab**

Shows the discipline reports (if any).

**Weekly Schedule Tab**

Shows the weekly schedule uploaded by teachers (not applicable for high school).

**Report Card Tab**

Shows the report cards with the printing option (not active yet).

**School Calendar Tab**

Shows the school events and holidays.

**Medical Tab**

Shows the medical and accident reports (if any).

**Material**

Shows uploaded resources (if any).
Support

For More Information or any support, Use one of the following contacts:

- **Ms. Lamia El-Khoury** (Learning Management Systems Coordinator)
  - Email: itc@bbs.edu.kw
  - Tel: 2227 5000, Ext: 804

- **Mr. Fouad El-Chmouri** (System Administrator)
  - Email: Fouad.elchmouri@fawsec.com.kw
  - Tel: 2227 5000, Ext: 812

- **Ms. Rana Al-Khateeb** (LMS Coordinator Assistant)
  - Email: itcassistant@fawsec.com.kw
  - Tel: 2227 5000, Ext: 808