2019/2020

The Parents' Reference Guide to SKOOLEE

Making Everything Easier!!



Education Technology Department Al-Bayan Bilingual School - BBS 2019/2020





Table of Contents

INTRODUCTION
LOGIN3
WELCOME SCREEN
CALENDAR BUTTON
CALENDAR
STUDENT DASHBOARD
NOTIFICATION COLOR CODE:
STUDENT PROFILE
Profile Tabs Definitions:
GRADEBOOK
Attendance
DISCIPLINE TAB
WEEKLY SCHEDULE TAB
Report Card, Transcript, Credit Earned Tab
ACTIVITY REGISTRATION & PAYMENT
To Cancel Registration
To Pay for an Activity
Contact Teachers
USING PARENT TEACHER CONFERENCE (PTC) TOOL
Download / Print Your Booking Schedule
FAMILY INFORMATION
VIEW FAMILY INFORMATION
UPDATE FAMILY INFORMATION
SKOOLEE MOBILE APP17
SUPPORT18



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 be provided with Skoolee credentials at registration. Skoolee administrators can reset parents' passwords if needed.

- 1. Visit this URL: <u>https://skoolee.bbs.edu.kw/skoolee</u>
- 2. Enter your Username and Password.
- 3. Press the "Login" Button.





Welcome Screen





Calendar Button

On the left side of the Skoolee homepage you can find the "Calendar" button as shown below:



Calendar

• Click on the calendar button [to view school events and holidays as shown below:

< > Today		N	lovember 201	15	M	onth Week Day
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
			Progress Reports (Gr. 1- 12); PTC 6-8 PM (N-12)	Gr. N-12 PTC 🛛 🗮 9-2 PM; no school for students	NESA Fall Trainin NESA Fall Training, UA	g, UAE 🚟 E
			Progress reports (Gr. 1-12); PTC 6-8 PM (N- 12)	Gr. N-12 PTC 9-2 PM; no school for students		
8	9	10	11	12	13	14
15	18	17 Early release H day for students Early release day for students	18 PD Day; no R school for students PD Day; no school for students	19 School 😁 Holiday School Hollday	20	21
22	22	24	25	28	27	20



Student Dashboard

To open the student's profile, follow these steps:

- 1- Click on "My Children's Profile" button to open the student dashboard.
- 2- Click on the image of your child to open his/her profile.

elcome	Logout Change Language C	hange Password Home Hawally Y
My Children's Profile Family Informa	ation	
My Children's Profile		
		Include Left School
	Grading	Grading
and a	Attendance	Attendance
	Discipline	Discipline
	Medical	Medical
	II II 🕒 💭	18

Notification Color Code:

The colored buttons indicate a post of a new notification. The color refers to the following types:

- BLUE: Grading notification.
- PURPLE: Attendance notification.
- GREEN: Counselor notification.
- **RED: Discipline notification.**
- GREY: Medical notification.



Student Profile

Profile Tabs Definitions:

GradeBook	Use this tab to View the gradebook for daily assignments, quizzes, projects etc. of your child. Note that teachers have the control to show/un-show the grades to parents.
Attendance	Use this tab to View the attendance of your child. Note that attendance is updated every Thursday.
Discipline	Use this tab to View your child's discipline records . Note that disciplinary notification letter, warning letter, suspension letter given to your child can be seen in this tab.
Weekly Schedule	Use this tab to View the weekly schedule that is posted every Thursday by the Pre-School, Elementary and Middle school teachers.
Report Card Transcript CreditEarned	Use this Tab to View report cards, transcripts and credit earned report for HS students . Note that report cards are published online only after the distribution of report cards.
Student Timetable	Use this Tab to View your child's time table .
School Calendar	Use this Tab to View the School calendar.
Medical	Use this tab to View the medical reports and the medical daily visit notes posted by the School nurse.
Activity Registration Payment	Use this tab to View, Register and Pay for after school activities, trips & events posted by the Student Life Department.



Gradebook

A gradebook is an electronic tool that allows teacher to enter students' grades of all assessments, quizzes, and tests for each term. Parents can see the grades of their children if permitted by teacher. Please follow these steps to view the online posted grades.

Click on "Gradebook".

1- Select the "Term Group/Detail".

lcome			Logout	Change Language Change	Password Home Hawally	Y P
My Chil	ldren's Profile	Family Information				
Av Children's	e Profile					
Na	me	Grade Level:0	R12 Grade Section			
_						
GradeBook	Attendance Dis	scipline Weekly Report Card	Student School Medic			
		Schedule Transcript CreditEarned	Timetable Calendar	Registration Payment		
Branch	Hawally	Academic Yea	2018/2019	Term Group/Detail	Semester 1 / S1 Daily Work	•
	AP Engli	ish Literature /	-	AP Microecon	omics /	8
	Ca	lculus /	8	Arabic 1	2/	
	Ph	nysics 12 / I		Holy Quran 12 /		
	Islamic S	Studies 12 /		Web Design	12 S1 / Careford	

- 2- Click on the course name to see the grades details.
- 3- Click on the printer icon to print the grade progress report for a selected course.

Branch	Hawally	Academic Year	20	18/2019	Term Group/Detail	Semester 1 / S1 Daily Work 🔹	
	AP	English Literature /	1	-	AP Microeconom	nics /	6
Daily Wor	rk Type	Daily Work	Grade	Date	Arabic 12 /	Concernence of the second	8
Language Reading (Non Fi	iction)	Peer Editing 1 Figure in the Carpet Ouestions	75/100 78/100	2018-10-16 2018-10-16	Holy Quran 12 /	Monard All St Shickers	8
Reading (Non Fi	iction)	Gatsby Annotated Bibliographies Short Stories Unit Test	76/100	2019-01-11 2018-10-03	Web Design 12	S1 /	
Reading (Fiction) Speaking and Lis) stening	Gatsby Quizzes Literary Movement Project	100/100 80/100	2018-12-17 2018-10-03			
Speaking and Lis Writing	stening	Gatsby Paper Defense Prose Analysis Free Response Question	65/100 90/100	2019-01-11 2018-10-03	Click on the print	or icon to	
		Calculus /		e	Click on the print		
		Physics 12 /		-	print the progress	report for	
	Isla	mic Studies 12 /		e	the selected of	course	

- The report will open in a new tab.
- You can use the save icon to export the file to Excel, Word or PDF.

ы	٢
	Excel
	PDF
	Word

Al-Bay	an Bilingual Scho	ol	ن ثنائية اللغة	مدرسة البيار
		Student Progress Re S2 Daily Work:GRI	port 1 F	RICIO
Grade Summar	Earth Science 11/12	B2 100% A+		Contractor
Summary Item		G	rade	0
Overall Grade	N	10	0% A+	1.
Category:Tests (40%)				
Category:Labs (15%)		10	0% A+	
Category:Quizzes (20 Category:Projects (20	%)		S.	.0
Grade Scale: A+>=97 S2 Daily Work	,A>=93 ,A>=90 ,B+>=87 ,B> Assignments	=83 ,B->=80 ,C+>=77 ,C>=73 ,C	Score	D->=60 ,F>=0
1 Project	Projects	Projectz	Store	Grade
2 04/02 Project/I	ab Labs	Energy	100/100	100% A+
3 04/02 Ouiz	Ouizzes	Energy	100100	
4 Test	Tests	Tests		
		-	2	
p@wered by SKO	dee	Tue, March 5, 20	19	Page 1 of 1



Attendance

The attendance screen displays the student total absences and late in each subject for Middle & High School and displays the total absences and late per day for Elementary & Pre-School.

> My Children's Profile Family My Children's Profile Hordica 2018/2019 Branch

A Show/Hide Details button is available for parents to view their children's attendance details.

Discipline Tab

To view discipline records and all discipline related information (if any).

Weekly Schedule Tab

To view & download the weekly schedule uploaded weekly by teachers (not applicable for HS).

- 1- Select the required course.
- 2- Click on "Details" button (or double click on the required course)
- 3- Click on "View" button to open the weekly schedule.

GradeBook Attendan	ce Discipline	Weekly Schedule Transcript CreditEame	d Student Timetable d	tt hool endar	+ edical Activity Registral Payme	/ ion nt		Chec arcl	k this b nived sc	ox to see hedules
Branch	lawally		Academic Year		2018/2019		01	ver Due Date		
Title	Subject	Class	Course		Date Added	Date Posted	Due Date	Туре	Status	
Arabic 26					28-02-2019	28-02-2019	08-03-2019	Weekly Schedule	Validated	
English 7CD Week 6					28-02-2019	28-02-2019	07-03-2019	Weekly Schedule	Validated	
IS.S24					19-02-2019	28-02-2019	07-03-2019	Weekly Schedule	Validated	
Math week 24					27-02-2019	28-02-2019	07-03-2019	Weekly Schedule	Validated	
SCIENCE WEEK 25	Clic	ck on Detai	ls then		28-02-2019	28-02-2019	07-03-2019	Weekly Schedule	Validated	
social studies (25)		veekly sche	edule		28-02-2019	28-02-2019	07-03-2019	Weekly Schedule	Validated	
Week 26					28-02-2019	03-03-2019	07-03-2019	Weekly Schedule	Validated	
Details				7 💌						



Report Card, Transcript, Credit Earned Tab

Use this tab to view the following:

- Report cards for current and previous years.
- Transcripts
- HS Credits Earned Summary report



Activity Registration & Payment

Use this tab to View, Register and Pay after school activities, trips & events posted by the Student Life Department.

To register in an activity, follow these steps:

- 1- Click on Activity Registration, payment tab.
- 2- Click on Register button for the required activity
 - To view more details about the activity click on **Download** button.

GradeBook	Attendance	e Weekl Schedu	y Report Ca Transcrip CreditEarr	ard Student Timetable	School Calendar	Medical	Activity Registration Payment				
Branch	Hawally				Academic	Year		2018/2019			
Status	Name	Fees (KD)	Start Date	End Date	Meeting Days/Time	Max#	Count	Docs		-	
	Basketball - (Grade 1-8)	75	13-01-2019	30-04-2019	Sun and Tue, 3:00 pm - 4:00 pm	25	13	DOWNLOAD	REGISTER		
	Football - (Grade 2-6)	75	14-01-2019	01-05-2019	Mon and Wed, 3:00 pm - 4:00 pm	25	11	DOWNLOAD	REGISTER		
	Kickboxing - (KG 1	75	13-01-2019	30-04-2019	Sun and Tue, 3:00 nm - 4:00	25	11		REGISTER		



To Cancel Registration

Follow these steps to cancel an activity registration:

- 1- Select the activity you need to cancel
- 2- Click on Cancel Registration button on the bottom of the list

		Chess Club	70 27-	-01-2019	01-05-2019	3:00 - 4:00 p.m.	12	1	DOWNLOAD	REGISTER	
	_	Video Newscast	27-	-01-2019	01-05-2019	Mon - Wed, from 3:00 - 4:00 p.m.	12	1	DOWNLOAD	REGISTER	
•	Register	Cancel Registration	Register In Waiting Lis	st		10 •					•

To Pay for an Activity

To pay for an activity, follow these steps:

- 1- Click on Pay Now button next to the required activity.
- 2- A confirmation form will pop up on the screen.
- 3- Accept the terms & conditions by ticking the checkbox "I have read and agree to the above terms & conditions."
- 4- Click on **Proceed** button
- 5- Fill up your K-Net details and Click on Submit.
 - Once the payment is successfully completed, a receipt will be generated for you to keep as a reference.
 - Print **Receipt** option will be available on Skoolee after refreshing the page.

come	est Photos da antis				Loj	jout Cha	ange Language	e Change Passw	lord	Home Hawally	• P
My Children	s Profile	amily Info	rmation								
v Children's Profi	le										
			Create Laws		Orada Castian (
Name			Grade Leve		Grade Section:	_					
A	å 🏂	B	檿	Ê	l ∰	÷	圜				
GradeBook Atten	idance Discipline	e Weekly Schedul	e Report Ca Transcrip	rd Student t Timetable	School Calendar	Medical	Activity egistration				
			GreditLam	301	<u> </u>						
Branch	Hawally				Academic 1	/ear		2018/2019			
							Nbr.			Payment	
Status 🗘 Na	ame	Payment	Start Date	End Date	Description	Capacity	Of Studer	Document		Path	
Accepted	Silver (110		0-642-010-548	0.00000000	119.27019.00	((- 1000 million -	DOWNLOAD	Accented	Pay Now	
Accepted			048-0079	-69-29.75	- 199701-199- - 199701-199		-	DOWNLOAD	Accepted	Pay Now	



	AL-BAYAN BILINGUAL SCHOOL				
Activity:	Activity Registration Confirmation				
Duration:	-committee - contraction - committee				
Amount:	3823032D				
Meeting Time:	1770322302955366423020955				
Description:	Historian Indicatoria and Prayment				
PAREN T N AM	ΛE				
PAREN T COD	E				
PAREN TEM					
STUDEN T N	ME				
STUDEN T CC	DE				
GRADE	(1997)127				
		الأحــكام والشروط:			
	يهي لما قبل السفر (سيتم تحديد مو عد اللقاء لاحقاً).	. رسوم الدفع غير قابلة للاسترداد. على أولياء الأمور حضور اللقاء التوج			
Terms & Co	onditions:				
 Payments ar Parents shou 	e not refundable. d attend the Pr e-Departure Orientation (Date to be announced).				
✓ I ha ve read a	nd agr ee to the abo ve terms & conditions.				



Contact Teachers

Follow these steps to contact your children's teachers:

1- From the bottom right corner of Skoolee homepage, click on **Contact Teachers** link

School Corner	Skoolee	Get H	elp
Al-Bayan Bilingual School Beirut Street, Huda Sharawi Roundabout, Hawally-KW. Mailing Adress P.O.Box 355, Hawally 32004, Kuwait. https://www.bbs.edu.kw/	Last Successful Login: Monday March 04, 2019 - 6:40:42	Contact Support Download Tutorials	Contact Teachers Parent Teacher Conference

2- Tick the checkbox of the required teacher



- 3- Type the subject
- 4- Type the message
- 5- Click on Send button



Using Parent Teacher Conference (PTC) Tool

1- From the bottom right corner of Skoolee homepage, click on the Parent Teacher Conference link

Sko	olee	× 🔁		Carlos Carlos				
\rightarrow	C	https://skoolee.bbs.edu.kw/Sk	oolee/Module/ParentModule/Content/Master/Pa	arentIndex.html?Module=4#	Q	☆	Θ	
			Medical					
		Grading notification	strendance notification • Counselor notification • Discipl	ine notification Medical notification				
		School Corner	Skoolee	et Help				
	CO) M-RMAN	Al-Bayan Bilingual School Beirut Street, Huda Sharawi Roundabout, Hawaliy-Ku https://www.hbs.actu.kw/	Last Successful Login: Sunday October 28, 2018 - 18:30:10	Contact Support Download Tutorials	obere her Conf	erence		

2- Select the date from the Conference Date menu

-	Parent Teacher Confer	епсе							8
	Conference Date	February 13, 2019).	Available	Not Available	Booked	Break	Blocked	
	Book Sessions	Cancel Booking No.	te to Parents: Take into consid	leration travel time betwee	n classrooms and scho	ols when planning	your schedule		

- 3- On the PTC grid, click on the green boxes that reflect your preferred timings to meet with your children's teachers.
 - Color Coding:
 - Green: Available Time.
 - Red: Not Available Time.
 - Orange: Your booked sessions.
 - Blue: Teachers' Break Time
 - Gray: Blocked by Admin
- 4- Click on **Book Sessions** button to book your timings



The Parents' Reference Guide to Skoolee



5- Put the mouse over the teacher's name to show the courses taught by this teacher.



6- To cancel any reservation, select the orange box and click on Cancel Reservation button



Download / Print Your Booking Schedule

- 1- Click on the Print button
- 2- The Schedule will be downloaded on your device as PDF file.
- 3- Print your Schedule if a printer is attached to your device or email it to yourself or even take a picture with your mobile camera.

Conference Date		•	Available	Not Available	Reserved	Break	Blocked by admin
Print	Cancel Booking	Note to Parents: Take into consider	ration travel time bet	ween classrooms and	schools when plar	nina vour se	hedule



Family Information

View Family Information

Use the Family Information dashboard to view your information.

- 1- Click on Family Information button
- 2- Click on View/Update Family Information link

	My Children's Profile	Family Information
	View/Update Family Informa	
F	amily Information	
	Family Information	
	View/Update Family Informa	tion
	View/Update Family Information	

3- You will be able to check the Father, Mother and Children information

My Children's Profile	Family Information		
View/Update Family Information	tion		
ly Information » View/Up	date Family Information		
Father Mother Chil	dren Update Family Inf		
General Information			
	Code		
ïtle	First Name	Middle Name	Family Name
-			
lationality			
and the second se			
Narital Status	Religion	Work At School	School Graduate
(TRANSPORT			
Nobile 1	Mobile for SMS	Email 1	Email 2



Update Family Information

To update your information, follow these steps:

- 1- Click on Family Information button
- 2- Click on View/Update Family Information link
- 3- Click on Update Family Info. button



- 4- You will be re-directed to the parent portal in BBS website.
- 5- Insert your BBS username and password.
- 6- Change the information as needed and save the changes.



Profile Update

Username	
Password	
Log In	
NOTES:	
 The username and password f Tuition Payment" is the same. 	or both logins "Profile Update" and "Online

• For inquiries, please contact 22275020/1/2.



Skoolee Mobile App



Al-Bayan Bilingual School - BBS | Skoolee Mobile App 17



Support



For More Information or support, send an Email to the Education Technology Department <u>etm@bbs.edu.kw</u> or contact us:

- Ms. Lamia El-Khoury (Education Technology Manager)
 - o Email: lamia.elkhoury@bbs.edu.kw
 - Tel: 2227 5000, Ext: 7855
- Mr. Fouad El-Chmouri (Education Technology System Administrator)
 - o Email: fouad.elchmouri@fawsec.com.kw
 - Tel: 2227 5000, Ext: 7856
- Ms. Rana Al-Khateeb (Education Technology Administrator)
 - o Email: rana.alkhateeb@fawsec.com.kw
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