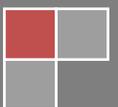


2019/2020

# The Parents' Reference Guide to

# SKOOLEE

Making Everything Easier!!





# Table of Contents

|  |           |
|--|-----------|
| <b>INTRODUCTION</b> .....                        | <b>2</b>  |
| <b>LOGIN</b> .....                               | <b>3</b>  |
| <b>WELCOME SCREEN</b> .....                      | <b>3</b>  |
| <b>CALENDAR BUTTON</b> .....                     | <b>4</b>  |
| CALENDAR .....                                   | 4         |
| <b>STUDENT DASHBOARD</b> .....                   | <b>5</b>  |
| NOTIFICATION COLOR CODE:.....                    | 5         |
| <b>STUDENT PROFILE</b> .....                     | <b>6</b>  |
| PROFILE TABS DEFINITIONS: .....                  | 6         |
| GRADEBOOK .....                                  | 7         |
| ATTENDANCE .....                                 | 8         |
| DISCIPLINE TAB.....                              | 8         |
| WEEKLY SCHEDULE TAB .....                        | 8         |
| REPORT CARD, TRANSCRIPT, CREDIT EARNED TAB.....  | 9         |
| ACTIVITY REGISTRATION & PAYMENT.....             | 9         |
| <i>To Cancel Registration</i> .....              | 10        |
| <i>To Pay for an Activity</i> .....              | 10        |
| CONTACT TEACHERS .....                           | 12        |
| USING PARENT TEACHER CONFERENCE (PTC) TOOL ..... | 13        |
| DOWNLOAD / PRINT YOUR BOOKING SCHEDULE.....      | 14        |
| <b>FAMILY INFORMATION</b> .....                  | <b>15</b> |
| VIEW FAMILY INFORMATION .....                    | 15        |
| UPDATE FAMILY INFORMATION .....                  | 16        |
| <b>SKOOLEE MOBILE APP</b> .....                  | <b>17</b> |
| <b>SUPPORT</b> .....                             | <b>18</b> |

## Introduction

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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:

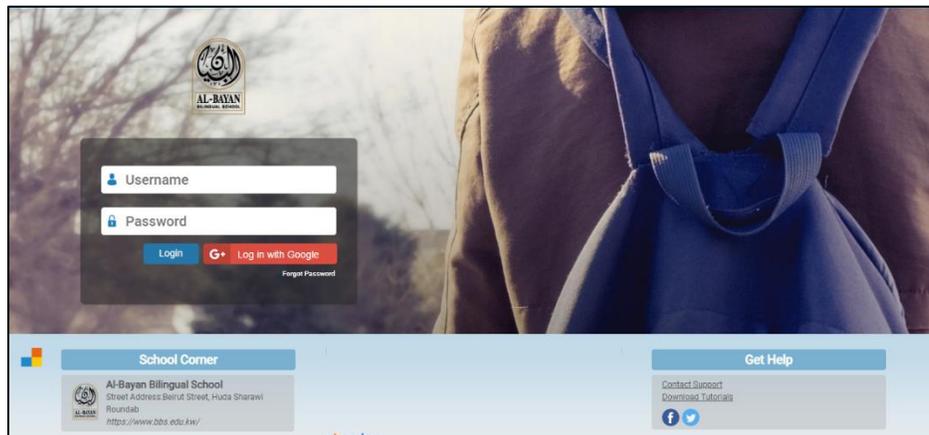
- Access their children's grades by assignment, exam, and term course.
- Monitor their children's conduct and attendance records.
- View their children's course schedules.
- Keep up with what is happening in school with announcements, news, and school events and holidays.
- Keep up-to-date with a combined 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: <https://skoolee.bbs.edu.kw/skoolee>
2. Enter your Username and Password.
3. Press the "Login" Button.



## Welcome Screen

**Navigation bar**

**Announcements Notifications & Newsletters Gadget**

**Use this bar to:**

- Logout
- Change Password
- Return to Home

**Slideshow Gadget**

**Parent Album**

**BBS Promotion 2017-2018**

**Tribes Community Agreements**

**Attendance Summary**

| ABDULAZIZ ALKASBI      | Homeroom Attendance | Demerit/Course Attendance |
|------------------------|---------------------|---------------------------|
| Thursday (28-02-2019)  |                     |                           |
| Wednesday (27-02-2019) |                     |                           |
| Monday (19-02-2019)    |                     |                           |
| Thursday (14-02-2019)  |                     |                           |
| Thursday (07-02-2019)  |                     |                           |
| Monday (04-02-2019)    |                     |                           |
| Monday (14-01-2019)    |                     |                           |
| Thursday (19-12-2018)  |                     |                           |
| Monday (18-11-2018)    |                     |                           |
| Thursday (09-10-2018)  |                     |                           |
| Wednesday (03-10-2018) |                     |                           |

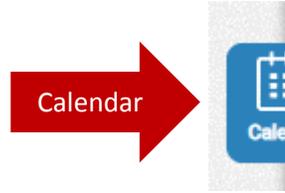
**School Corner**

**Skoolee**

**Get Help**

## 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:

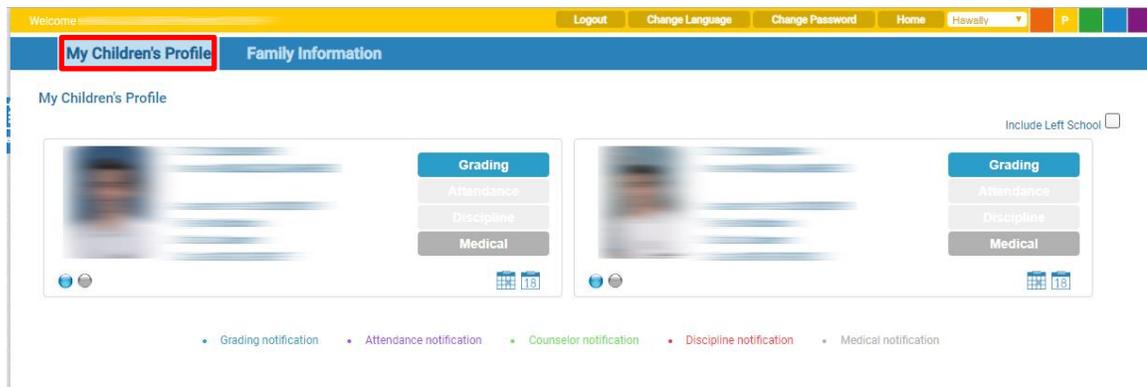


| November 2015 |     |  |   |   |   |     | Month | Week | Day |
|---------------|-----|--|---|---|---|-----|-------|------|-----|
| Sun           | Mon | Tue  | Wed   | Thu   | Fri   | Sat |       |      |     |
| 1             | 2   | 3  | 4<br>Progress reports (Gr. 1-12); PTC 6-8 PM (N-12)<br>Progress reports (Gr. 1-12); PTC 6-8 PM (N-12) | 5<br>Gr. N-12 PTC 9-2 PM; no school for students<br>Gr. N-12 PTC 9-2 PM; no school for students | 6<br>NESA Fall Training, UAE<br>NESA Fall Training, UAE | 7   |       |      |     |
| 8             | 9   | 10   | 11  | 12  | 13  | 14  |       |      |     |
| 15            | 16  | 17<br>Early release day for students<br>Early release day for students | 18<br>PD Day; no school for students<br>PD Day; no school for students                                | 19<br>School Holiday<br>School Holiday  | 20  | 21  |       |      |     |
| 22            | 23  | 24   | 25  | 26  | 27  | 28  |       |      |     |

## 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.



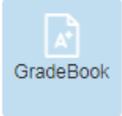
### Notification Color Code:

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:

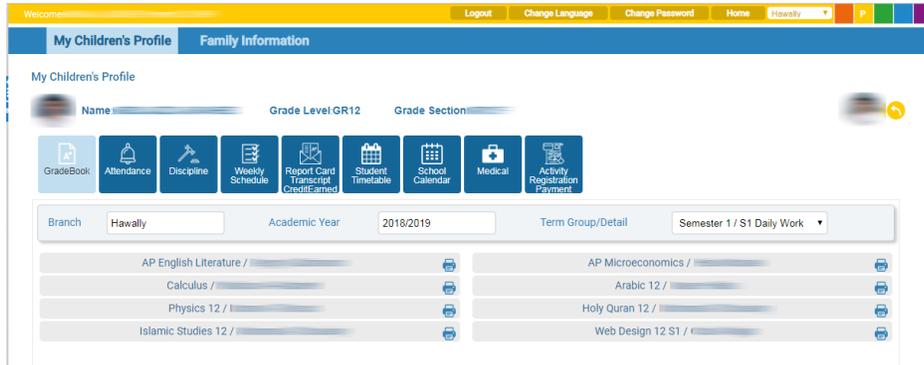
|  |   |
|--|---|
|  <p>GradeBook</p>                                     | Use this tab to <b>View</b> the <b>gradebook</b> for daily assignments, quizzes, projects... etc. of your child. Note that teachers have the control to show/un-show the grades to parents.     |
|  <p>Attendance</p>          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

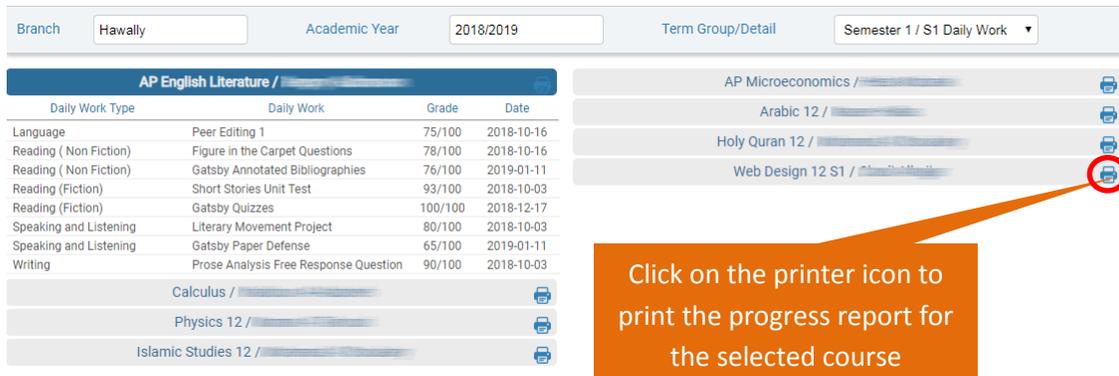
Click on **"Gradebook"**.

1- Select the **"Term Group/Detail"**.

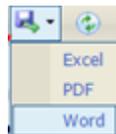


2- Click on the course name to see the grades details.

3- Click on the printer icon to print the grade progress report for a selected course.



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

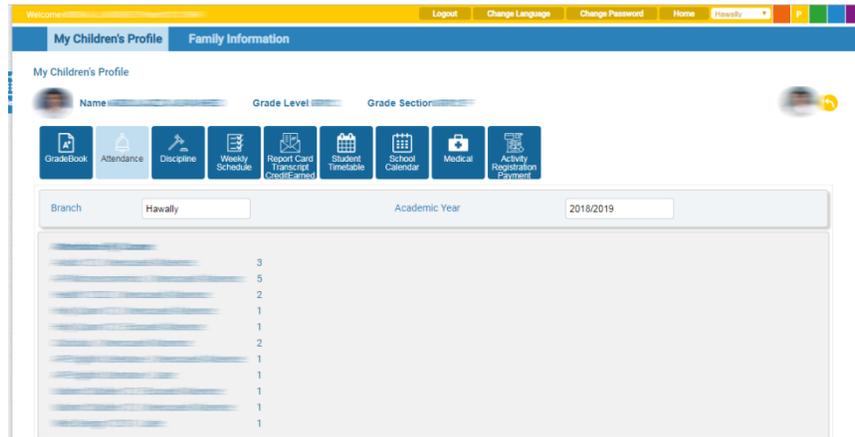


| AL-Bayan Bilingual School  |                        | مدرسة البيان ثنائية اللغة |          |            |         |         |
|--|------------------------|---------------------------|----------|------------|---------|---------|
| <b>Student Progress Report</b>   |                        |                           |          |            |         |         |
| <b>S2 Daily Work:GR11 F</b>  |                        |                           |          |            |         |         |
| <b>Grade Summary</b>   | Earth Science 11/12 B2 | 100%                      | A+       |            |         |         |
| <b>Summary Item</b>  | <b>Grade</b>           |                           |          |            |         |         |
| Overall Grade  | 100%                   | A+                        |          |            |         |         |
| Category:Tests (40%)   |                        |                           |          |            |         |         |
| Category:Labs (15%)  | 100%                   | A+                        |          |            |         |         |
| Category:Quizzes (20%)   |                        |                           |          |            |         |         |
| Category:Projects (20%)  |                        |                           |          |            |         |         |
| <b>Grade Scale:</b> A+=97, A>=93, A>=90, B+=87, B>=83, B>=80, C+=77, C>=73, C>=70, D+=67, D>=63, D>=60, F>=0 |                        |                           |          |            |         |         |
| <b>S2 Daily Work Assignments</b>   |                        |                           |          |            |         |         |
| #  | Date                   | Type                      | Category | Assignment | Score   | Grade   |
| 1  |                        | Project                   | Projects | Projects   |         |         |
| 2  | 04.02                  | Project/Lab               | Labs     | Energy     | 100/100 | 100% A+ |
| 3  | 04.02                  | Quiz                      | Quizzes  | Energy     |         |         |
| 4  |                        | Test                      | Tests    | Tests      |         |         |
| powered by skoolee   |                        |                           |          |            |         |         |
| Tue, March 5, 2019   |                        |                           |          |            |         |         |
| 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.

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**).

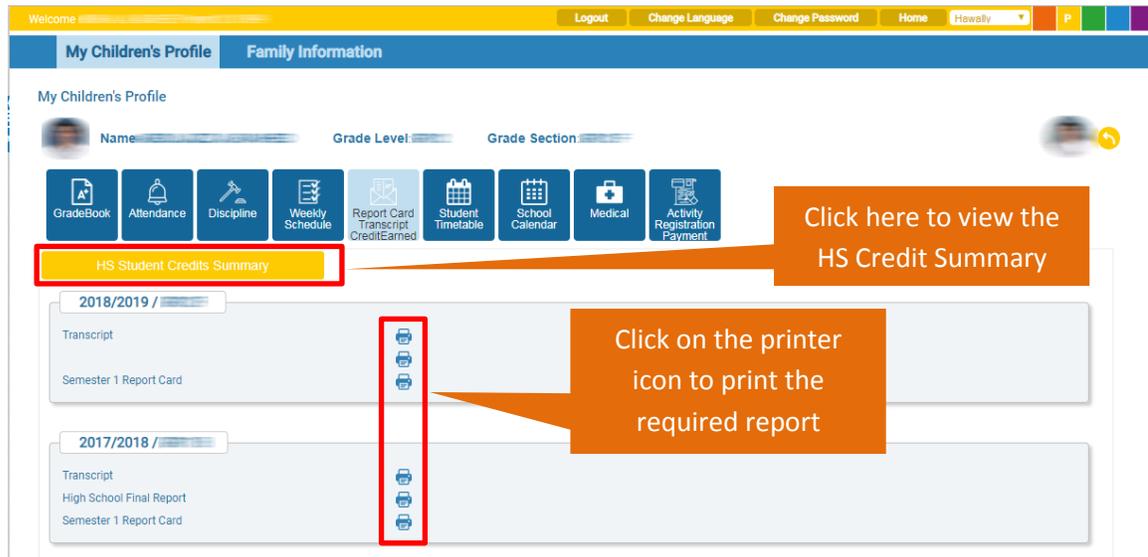
- 1- Select the required course.
- 2- Click on **"Details"** button (or double click on the required course)
- 3- Click on **"View"** button to open the weekly schedule.

| Title                 | Subject | Class | Course | Date Added | Date Posted | Due Date   | Type            | 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       |         |       |        | 28-02-2019 | 28-02-2019  | 07-03-2019 | Weekly Schedule | Validated |
| social studies ( 25 ) |         |       |        | 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 |

## 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

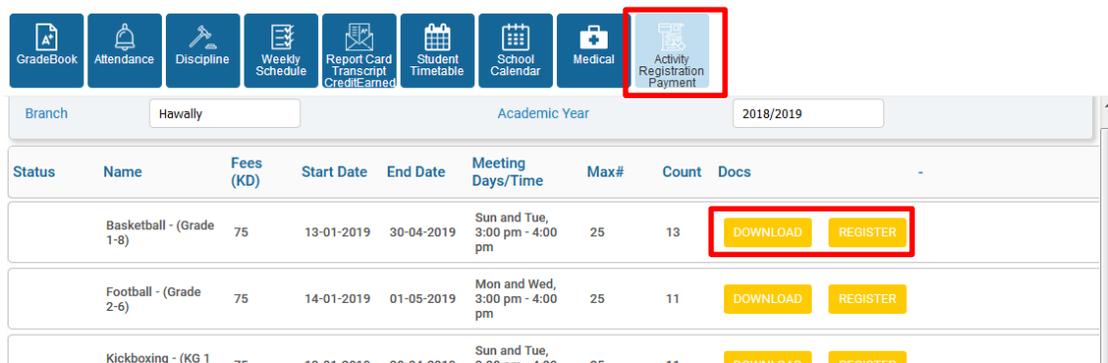


## Activity Registration & Payment

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.

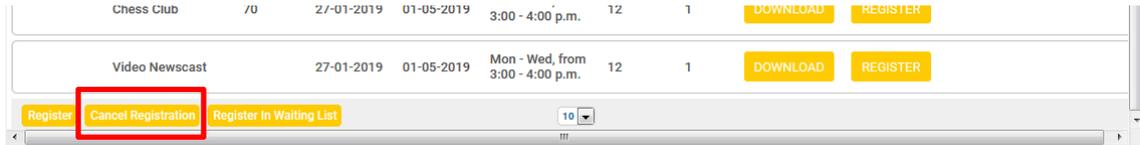


| Status | Name                     | Fees (KD) | Start Date | End Date   | Meeting Days/Time              | Max# | Count | Docs              |
|--------|--------------------------|-----------|------------|------------|--------------------------------|------|-------|-------------------|
|        | Basketball - (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 pm - 4:00 pm | 25   | 11    | DOWNLOAD REGISTER |

## To Cancel Registration

Follow these steps to cancel an activity registration:

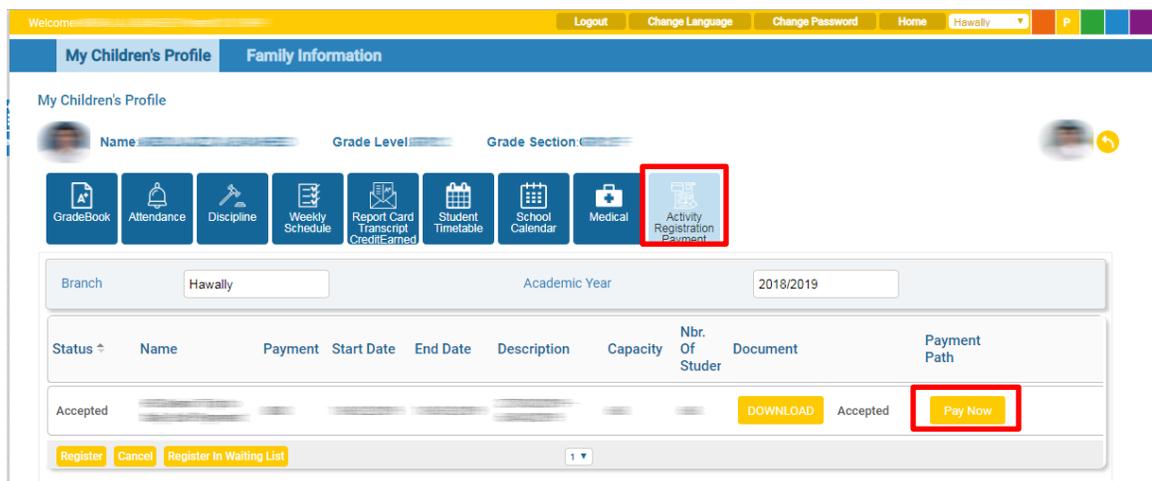
- 1- Select the activity you need to cancel
- 2- Click on **Cancel Registration** button on the bottom of the list



## 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.





## Activity Registration Confirmation

Activity:

Duration:

Amount:

Meeting Time:

Description:

|                |                      |
|----------------|----------------------|
| PAREN T N AME  | <input type="text"/> |
| PAREN T CODE   | <input type="text"/> |
| PAREN T EM AIL | <input type="text"/> |
| STUDEN T N AME | <input type="text"/> |
| STUDEN T CODE  | <input type="text"/> |
| GRADE          | <input type="text"/> |

### الأحكام والشروط:

. رسوم الدفع غير قابلة للاسترداد.  
على أولياء الأمور حضور اللقاء التوجيهي لما قبل السفر (سيتم تحديد موعد اللقاء لاحقاً).

### Terms & Conditions:

- Payments are not refundable.
- Parents should attend the Pre-Departure Orientation (Date to be announced).

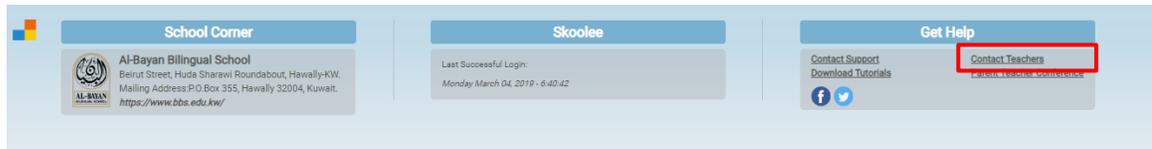
I have read and agree to the above terms & conditions.

Proceed

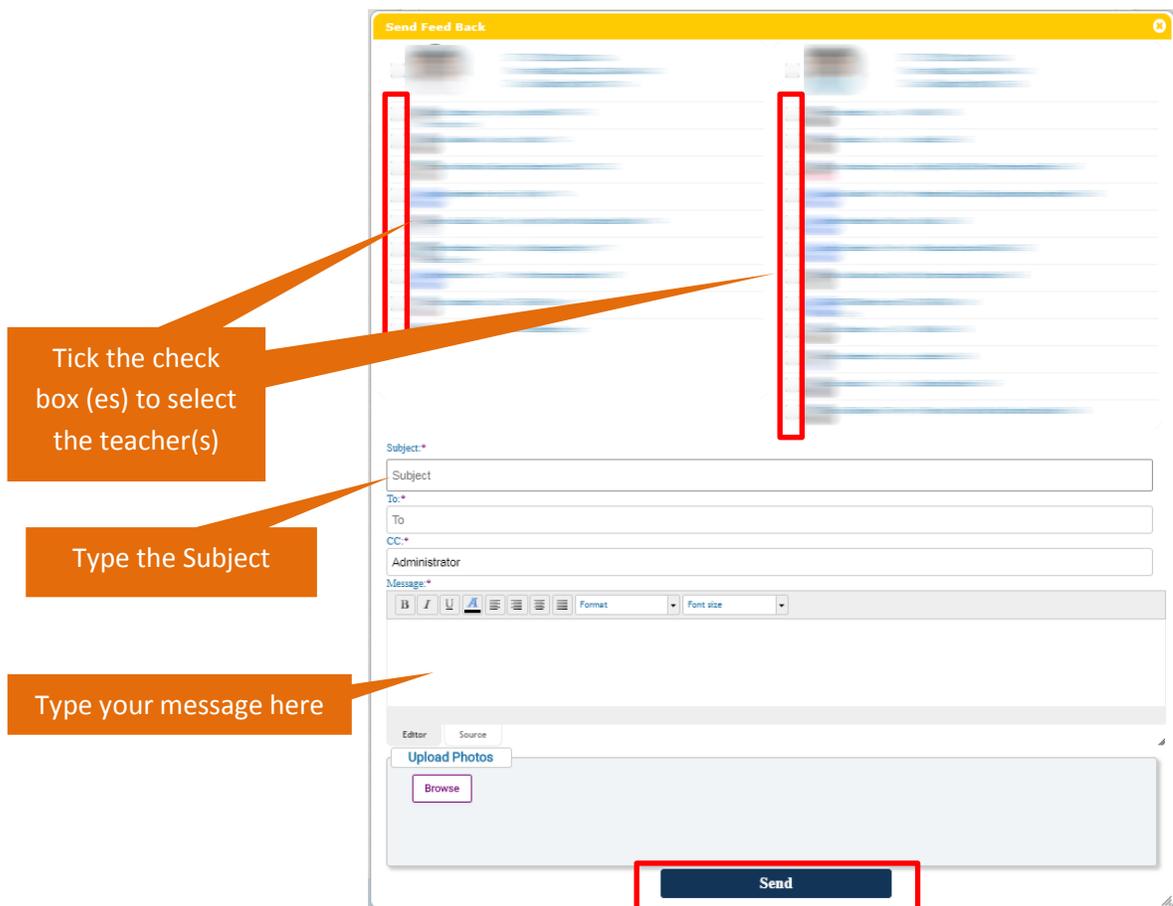
## Contact Teachers

Follow these steps to contact your children's teachers:

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



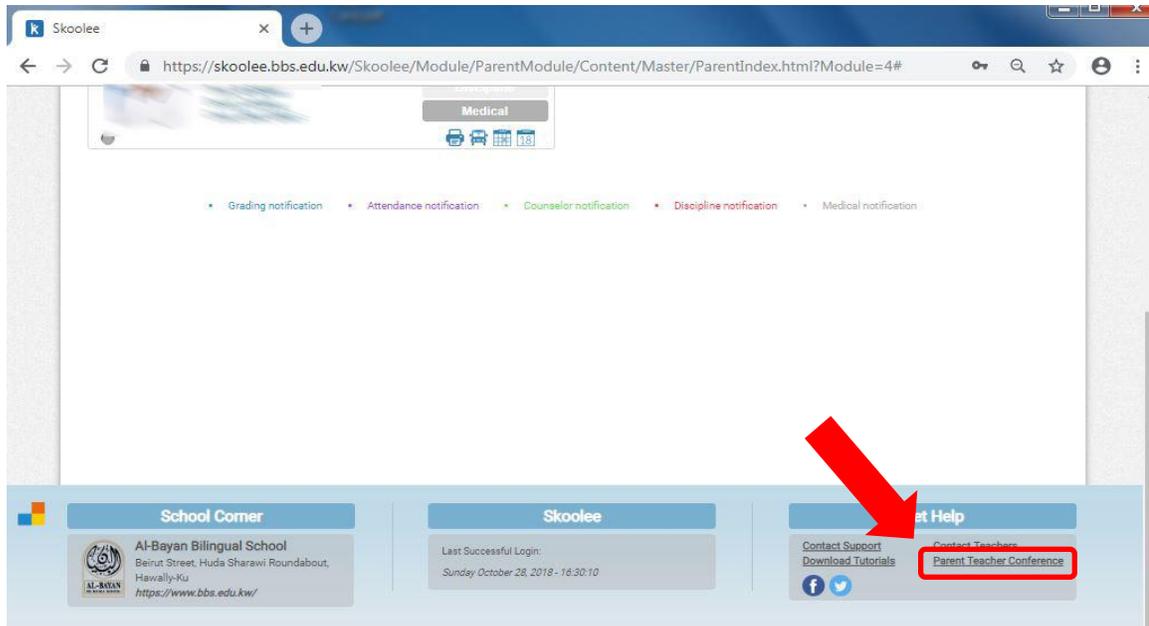
- 2- Tick the checkbox of the required teacher



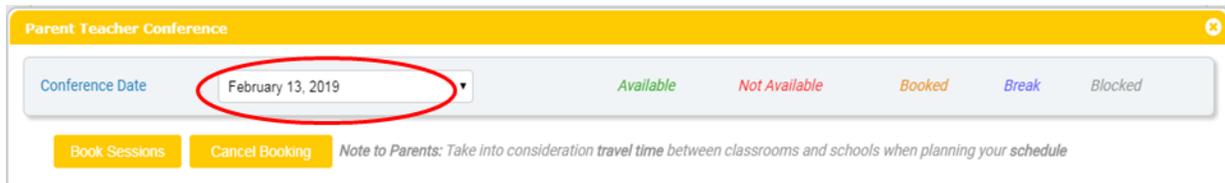
- 3- Type the subject
- 4- Type the message
- 5- Click on **Send** button

## Using Parent Teacher Conference (PTC) Tool

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



- 2- Select the date from the **Conference Date** menu



- 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

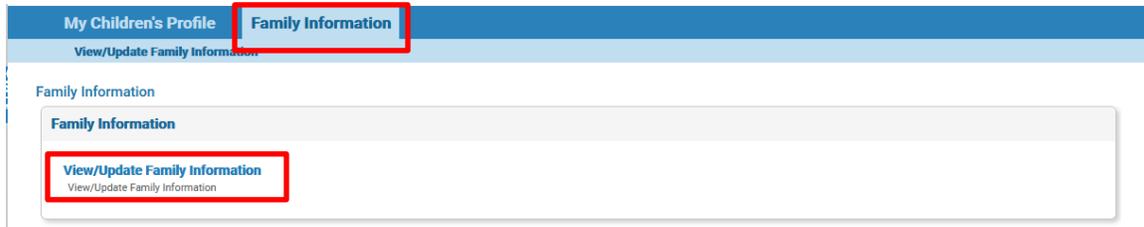


## Family Information

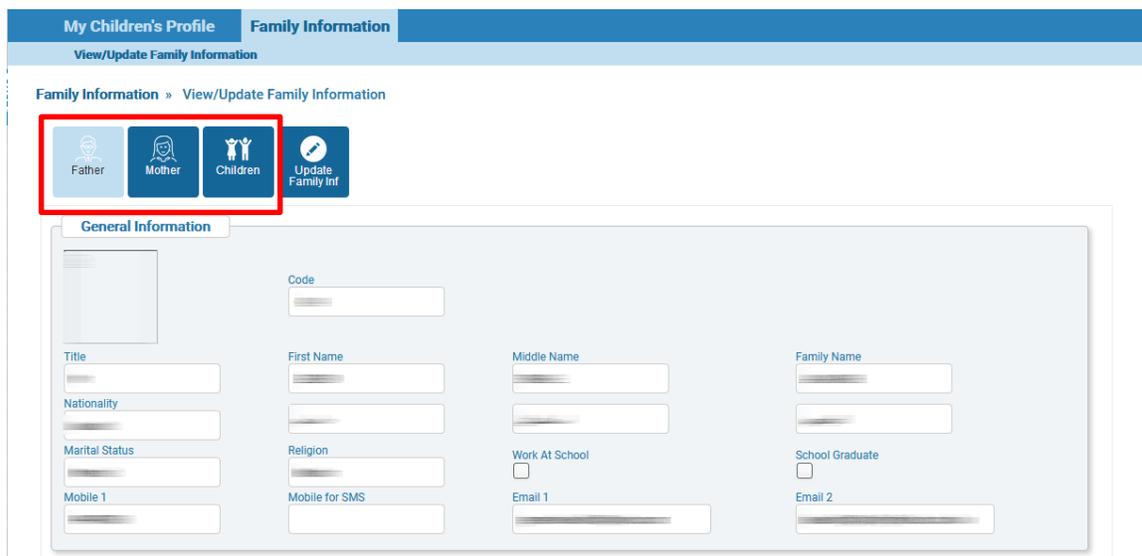
### View Family Information

Use the Family Information dashboard to view your information.

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



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



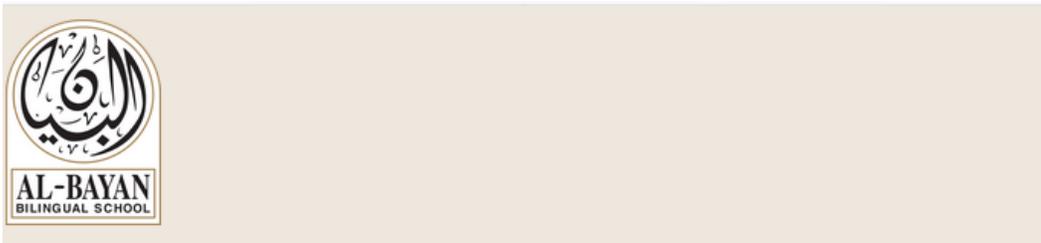
## Update Family Information

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 for both logins "Profile Update" and "Online Tuition Payment" is the same.
- For inquiries, please contact 22275020/1/2.

# Skoolee Mobile App

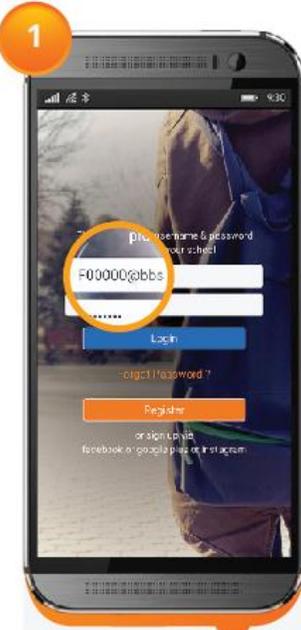
**Search for and Install Skoolee app from Apple Store (iOS) or Google Play (Android)**



GET IT ON  
**Google Play**

Download on the  
**App Store**

**1**



Type your Username followed by @bbs e.g. F00000@bbs

**2**



Click on the Skoolee icon (k) in the top-right corner

**3**



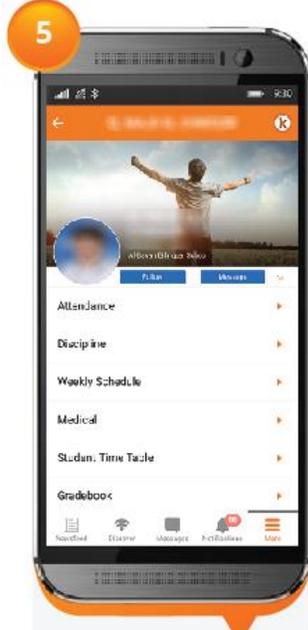
Click on the Al-Bayan Bilingual School Logo

**4**



Click on your child's name to see his/her profile

**5**



Click on the desired tab, e.g. Attendance, Weekly Schedules, Grade Book...

# Support

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For More Information or support, send an Email to the Education Technology Department [etm@bbs.edu.kw](mailto:etm@bbs.edu.kw) or contact us:

- **Ms. Lamia El-Khoury** (Education Technology Manager)
  - Email: [lamia.elkhoury@bbs.edu.kw](mailto:lamia.elkhoury@bbs.edu.kw)
  - Tel: 2227 5000, Ext: 7855
- **Mr. Fouad El-Chmouri** (Education Technology System Administrator)
  - Email: [fouad.elchmouri@fawsec.com.kw](mailto:fouad.elchmouri@fawsec.com.kw)
  - Tel: 2227 5000, Ext: 7856
- **Ms. Rana Al-Khateeb** (Education Technology Administrator)
  - Email: [rana.alkhateeb@fawsec.com.kw](mailto:rana.alkhateeb@fawsec.com.kw)
  - Tel: 2227 5000, Ext: 7857