

2016/2017

The Parents' Reference Guide to **SKOOLEE**

Making Everything Easier!





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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. Students are given access to their Skoolee Login in 5th grade.

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.

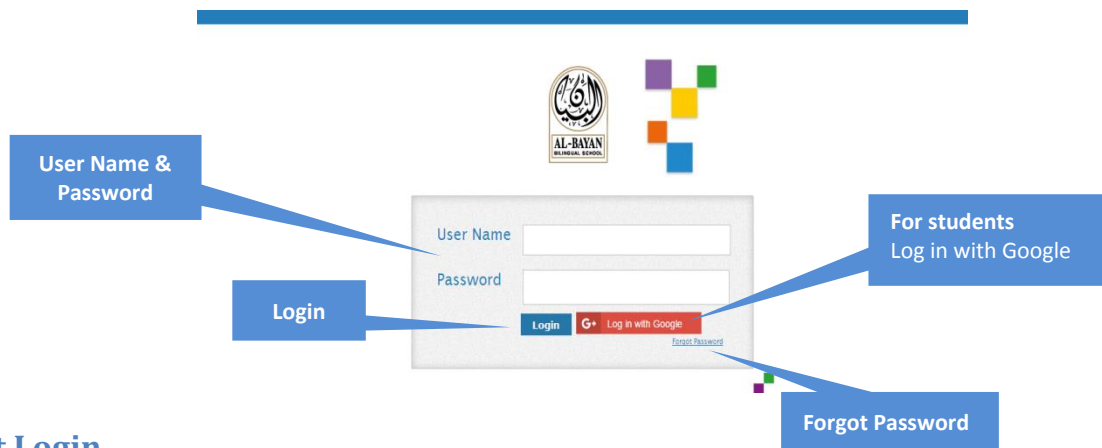


Login

Users should use their own username and password to log into Skoolee's portal. Parents are given their Skoolee credentials at registration. Parents can contact a Skoolee administrators if you lose your credentials.

To Log in:

1. Visit this URL: <https://skoolee.bbs.edu.kw/skoolee>
2. Enter your "User Name" and "Password".
3. Press the "Login" button.



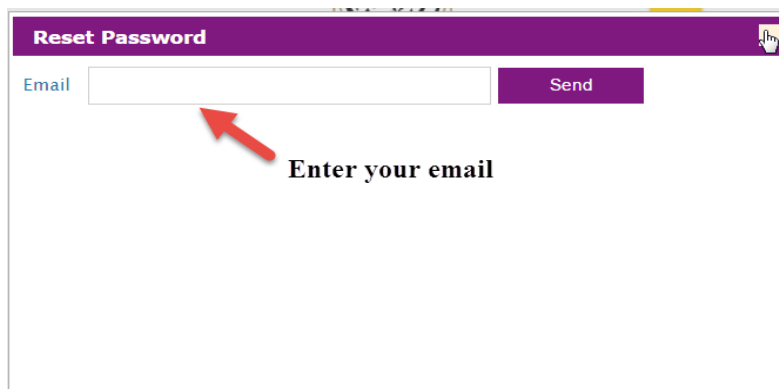
First Login

The first time you log into Skoolee, the system will force you to change your password. Your new password should be **9 characters** long with a **capital letter**, and a **number**.

Forgot Password

If you forget your password, you can click on [Forgot Password](#) to reset your password:

- A new screen will pop up as shown below.
- Enter the email address on your BBS school profile and click on **Send**



Welcome Screen



My Children's Profile

Family Information

Alerts & Calendar

Announcements & Newsletters Gadget

Use this bar to:

- Log out
- Change Password
- Return to Home

Favorite

Navigation bar

Slideshow Gadget

Notifications & Voting Gadget

Single Sign On (SSO)
username@student.bbs.edu.kw

Single Sign On (SSO)
2016/2017

October 2016

YES

Alerts & Calendar Buttons

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

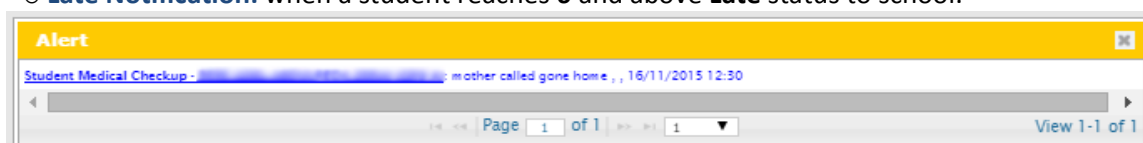


Alerts

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

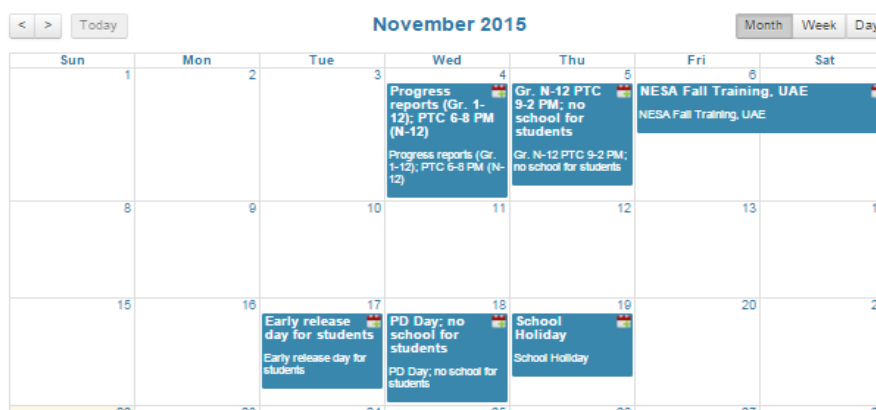
Attendance Notification Criteria

- **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:



Favorite Button

On the right hand side of Skoolee homepage you can find the “**Favorite**” button as shown below:



Favorite

- To pin your favorite pages, do the following steps:
 - 1- Go to the page that you would like to pin for example: Family Information >> Children
 - 2- Click on the favorite button 
 - 3- A new screen will open and show the name of your chosen page
 - 4- Click **Save**

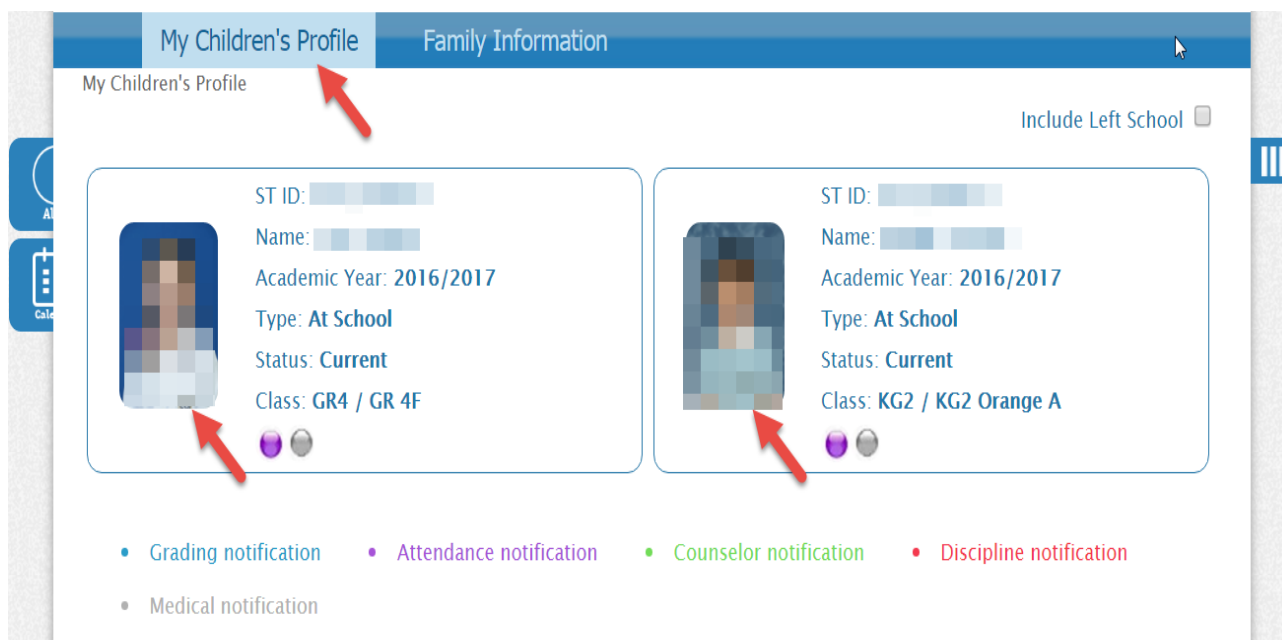
 You can now access this page directly from the Welcome Screen as shown below



Student Dashboard

To open the student 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.



Notifications

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

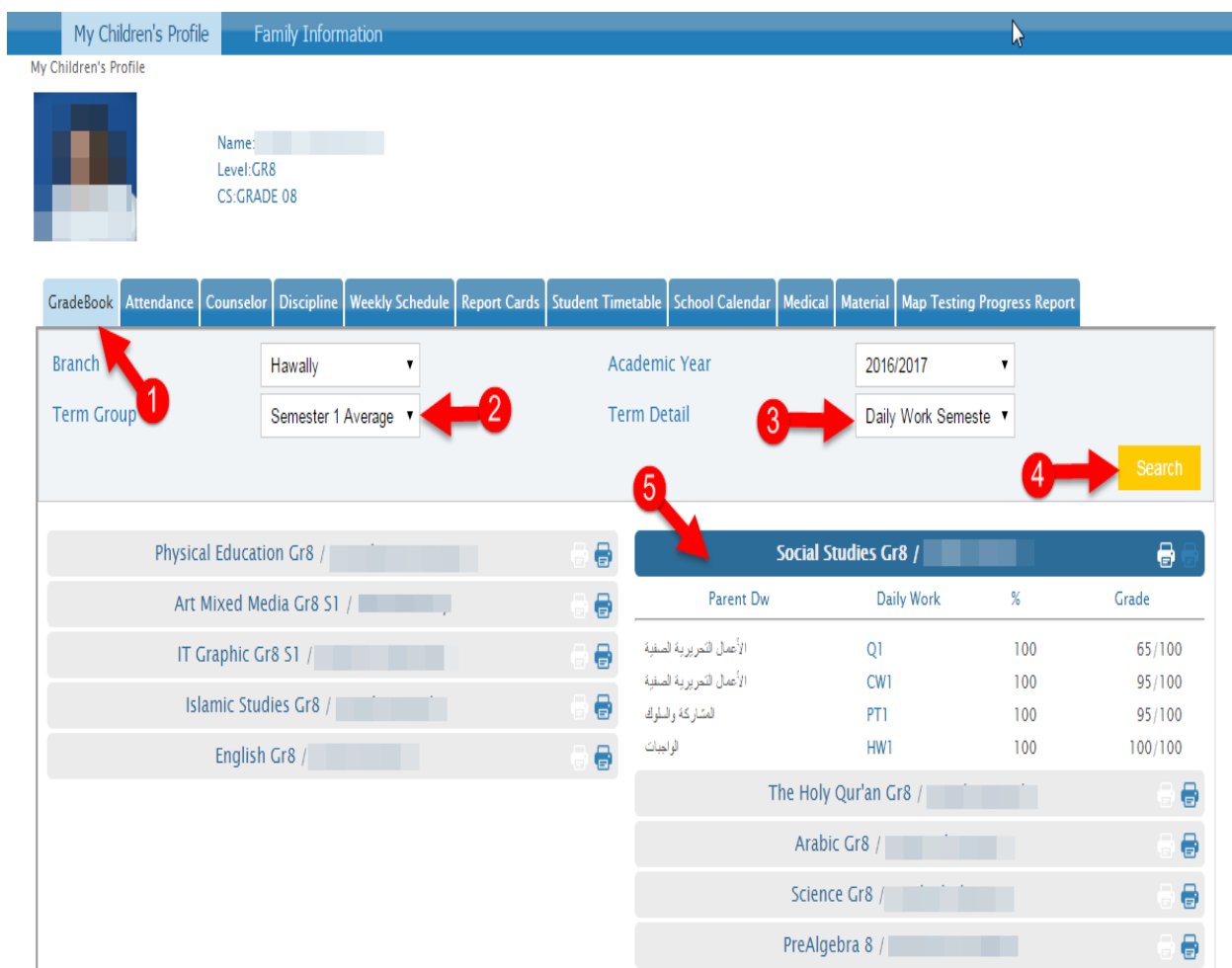
- **Grading notification (Blue).**
- **Attendance notification (Purple).**
- **Counselor notification (Green).**
- **Discipline notification (Red).**
- **Medical notification (Gray).**

Student Profile

Gradebook

A gradebook is an electronic tool that allows teacher to enter students' grades of all assessments, quizzes, tests for each term. Parents can see the grades of their children if permitted by 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*).

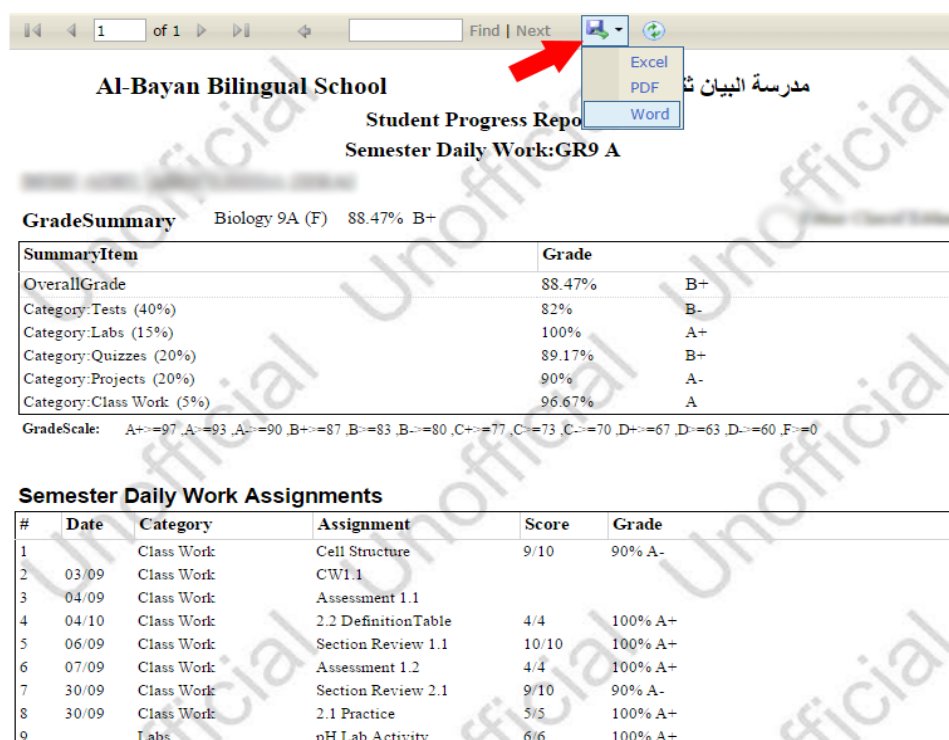


The screenshot shows the Skoolee Gradebook interface. At the top, there are tabs for "My Children's Profile" and "Family Information". Below this, a student profile is shown with a photo and details: Name: [redacted], Level: GR8, CS: GRADE 08. A row of navigation tabs includes "GradeBook", "Attendance", "Counselor", "Discipline", "Weekly Schedule", "Report Cards", "Student Timetable", "School Calendar", "Medical", "Material", and "Map Testing Progress Report". The "GradeBook" tab is selected. Below the tabs, there are dropdown menus for "Branch" (Hawally), "Term Group" (Semester 1 Average), "Academic Year" (2016/2017), and "Term Detail" (Daily Work Semeste). A yellow "Search" button is on the right. Red arrows and numbers 1-5 indicate the steps: 1 points to the "GradeBook" tab, 2 points to the "Term Group" dropdown, 3 points to the "Term Detail" dropdown, 4 points to the "Search" button, and 5 points to the "Social Studies Gr8" course entry in the list. The course list includes Physical Education Gr8, Art Mixed Media Gr8 S1, IT Graphic Gr8 S1, Islamic Studies Gr8, English Gr8, Social Studies Gr8, The Holy Qur'an Gr8, Arabic Gr8, Science Gr8, and PreAlgebra 8. The "Social Studies Gr8" entry is expanded, showing a table of grades.

Parent Dw	Daily Work	%	Grade
الأعمال التحريرية الصفية	Q1	100	65/100
الأعمال التحريرية الصفية	CW1	100	95/100
المشاركة والبطوك	PT1	100	95/100
الواجبات	HW1	100	100/100

- **Step (5):** The screenshot shows the grades after clicking on the course title:
- The  button gives you the option to **Print/View** the report

- The report will be opened on a new tab as follows:



Al-Bayan Bilingual School
Student Progress Report
Semester Daily Work: GR9 A

GradeSummary Biology 9A (F) 88.47% B+

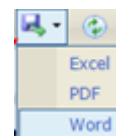
SummaryItem	Grade
OverallGrade	88.47% B+
Category: Tests (40%)	82% B-
Category: Labs (15%)	100% A+
Category: Quizzes (20%)	89.17% B+
Category: Projects (20%)	90% A-
Category: Class Work (5%)	96.67% A

GradeScale: 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

Semester Daily Work Assignments

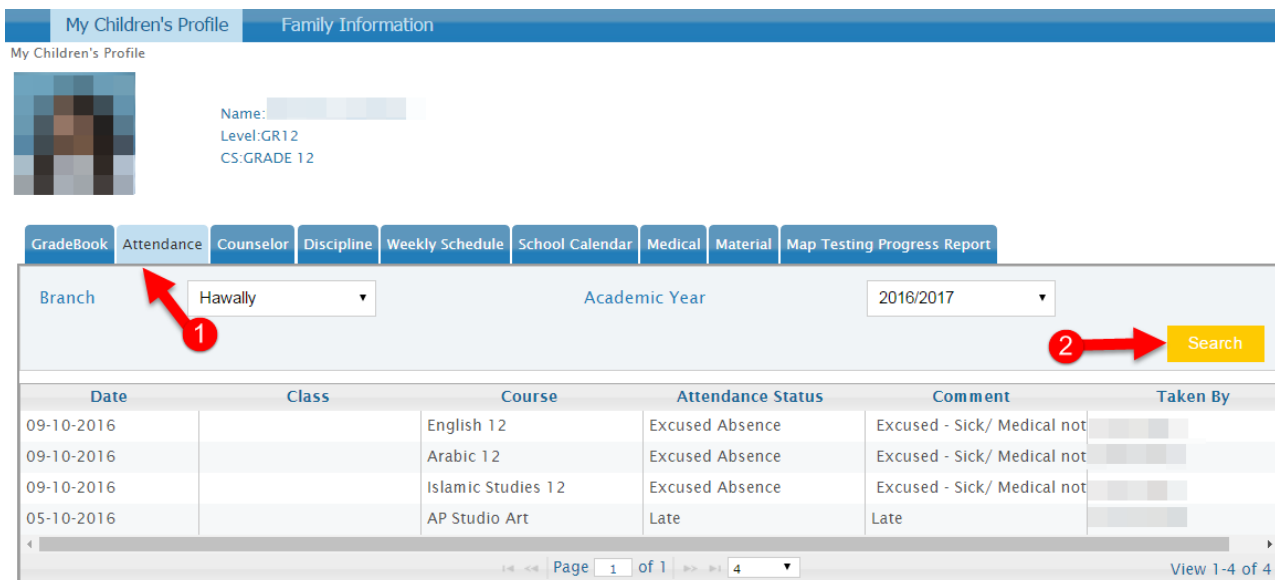
#	Date	Category	Assignment	Score	Grade
1		Class Work	Cell Structure	9/10	90% A-
2	03/09	Class Work	CW1.1		
3	04/09	Class Work	Assessment 1.1		
4	04/10	Class Work	2.2 DefinitionTable	4/4	100% A+
5	06/09	Class Work	Section Review 1.1	10/10	100% A+
6	07/09	Class Work	Assessment 1.2	4/4	100% A+
7	30/09	Class Work	Section Review 2.1	9/10	90% A-
8	30/09	Class Work	2.1 Practice	5/5	100% A+
9		Labs	pH Lab Activity	6/6	100% A+

- 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:



My Children's Profile Family Information

My Children's Profile

Name: [Redacted]
 Level: GR12
 CS: GRADE 12

GradeBook Attendance Counselor Discipline Weekly Schedule School Calendar Medical Material Map Testing Progress Report

Branch: Hawally Academic Year: 2016/2017 Search

Date	Class	Course	Attendance Status	Comment	Taken By
09-10-2016		English 12	Excused Absence	Excused - Sick/ Medical not	
09-10-2016		Arabic 12	Excused Absence	Excused - Sick/ Medical not	
09-10-2016		Islamic Studies 12	Excused Absence	Excused - Sick/ Medical not	
05-10-2016		AP Studio Art	Late	Late	

Page 1 of 1 View 1-4 of 4

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).

My Children's Profile

Name: [Redacted]
Level: GR8
CS: GRADE 08

GradeBook Attendance Counselor Discipline **Weekly Schedule** Timetable School Calendar Medical Material Map Testing Progress Report

Branch: Hawally Academic Year: 2016/2017 Over Due Date: ☐

1 **2** Search

Title	Subject	Class	Course	Date Added	Date Posted	Due Date	Type	Status
Schedule 8			Arabic Gr8 F	24-10-2016	26-10-2016	03-11-2016	Weekly Schedule	Validated
English 8 DEF Week			English Gr8 F (E)	26-10-2016	27-10-2016	03-11-2016	Weekly Schedule	Validated
جدول التربية الإسلامية			Islamic Studies Gr8	26-10-2016	27-10-2016	03-11-2016	Weekly Schedule	Validated
Science week 9			Science Gr8 F	27-10-2016	27-10-2016	03-11-2016	Weekly Schedule	Validated
Social Studies w9			Social Studies Gr8 F	27-10-2016	27-10-2016	03-11-2016	Weekly Schedule	Validated
Pre-Algebra_wk 9			Pre-Algebra 8DEF (D)	27-10-2016	27-10-2016	03-11-2016	Weekly Schedule	Validated

3 **4** Double Click on a record to view/ download the attachment

Page 1 of 1 View 1-6 of 6

Note: You can choose to go with either **Step(3)** or **Step(4)**: Highlight the record then click on **Details**

Step(5): Click on **view**.

Assignment Details

Weekly Schedule: Pre-Algebra_wk 9

Detail:

Posted Date: 27-10-2016 Due Date: 03-11-2016 Solution Date:

Assignment Document

Name	File	Added Date	Is Solution
Pre-Algebra_wk 9	5 view	27-10-2016	☐

Student Timetable Tab

Shows the Student weekly timetable as per the school schedule.

GradeBook Attendance Counselor Discipline Weekly Schedule **Student Timetable** School Calendar Medical Material Map Testing Progress Report

Branch: Hawally Academic Year: 2016/2017 Print

Oct 31 — Nov 6 2016 Week Day

Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Sun 11/6
7:20-8:10 English Gr8 F (D) Erum Qureshi MS-04	7:20-8:10 Social Studies Gr8 F Sajida Alattar MF-18	7:20-8:10 Arabic Gr8 F Samar Al-Essawi MS-09	7:20-8:10 English Gr8 F (D) Erum Qureshi MS-04			7:20-8:10 Social Studies Gr8 F Sajida Alattar MF-18
8:15-8:20 Homeroom	8:15-8:20 Homeroom	8:15-8:20 Homeroom	8:15-8:20 Homeroom			8:15-8:20 Homeroom
8:25-9:15 Islamic Studies Gr8 F Areeah Smoudi MS-08	8:25-9:15 Science Gr8 F Farah El Chamaa S1-03	8:25-9:15 English Gr8 F (D) Erum Qureshi MS-04	8:25-9:15 Islamic Studies Gr8 F Areeah Smoudi MS-08			8:25-9:15 Science Gr8 F Farah El Chamaa S1-03
9:20-10:10 Computer Graphic Programming Gr8 S1 (A Day) Sulha Abu Dawoud MF-28	9:20-10:10 Pratigahra RDEF (D) Domnica Cimpran HS-06	9:20-10:10 Gr8 Health & Fitness Gr8 S1 (C Day) Carol-Ann Murray MS-05	9:20-10:10 Computer Graphic Programming Gr8 S1 (A Day) Sulha Abu Dawoud MF-28			9:20-10:10 Pratigahra RDEF (D) Domnica Cimpran HS-06
10:10-10:55 First Recess	10:10-10:55 First Recess	10:10-10:55 First Recess	10:10-10:55 First Recess			10:10-10:55 First Recess
10:40-11:30 Pratigahra RDEF (D) Domnica Cimpran HS-06	10:40-11:30 Islamic Studies Gr8 F Areeah Smoudi MS-08	10:40-11:30 Science Gr8 F Farah El Chamaa S1-03	10:40-11:30 Pratigahra RDEF (D) Domnica Cimpran HS-06			10:40-11:30 Arabic Gr8 F Samar Al-Essawi MS-09
11:35-12:25 Eng.WW 8 DEF (W-E) Cavin Epps MF-35/MS-23	11:35-12:25 English Gr8 F (D) Erum Qureshi MS-04	11:35-12:25 Physical Education Gr8EF (C) Cornelia Bistriceanu MC-16	11:35-12:25 English Gr8 F (D) Erum Qureshi MS-04			10:40-11:30 Ar. WW 8F Hamza Daib MF-39

School Calendar Tab

Shows the school events and holidays.

My Children's Profile Family Information

My Children's Profile

Name: [Redacted]
Level: GR8
CS: GRADE 08

GradeBook Attendance Counselor Discipline Weekly Schedule Timetable **School Calendar** Medical Material Map Testing Progress Report

Branch: Hawally Academic Year: 2016/2017

Start Date: 28-08-2016 End Date: 15-06-2017

Category: ALL Search

Name	Description	Start Date	End Date	Category	Status
1st day for 6-12 stude	1st day for 6-12 students; orientation day for	28-08-2016	28-08-2016	Academic	Show
First day for KG/ES stu	First day for KG/ES students	29-08-2016	29-08-2016	Academic	Show
Orientation day for PN	Orientation day for PN/NSY	30-08-2016	30-08-2016	Academic	Show
Staggered entry begin	Staggered entry begins for NSY	31-08-2016	31-08-2016	Academic	Show
Staggered entry begin	Staggered entry begins for PN	05-09-2016	05-09-2016	Academic	Show
Full days begin for NS	Full days begin for NSY	07-09-2016	07-09-2016	Academic	Show
Arafat & Eid Al Adha h	Arafat & Eid Al Adha holiday (Approximately	09-09-2016	17-09-2016	Holidays	Show
Full days begin for PN	Full days begin for PN	21-09-2016	21-09-2016	Academic	Show
Islamic New Year holid	Islamic New Year holiday (Tentative)	02-10-2016	02-10-2016	Holidays	Show

Note: Step(4): You can filter by category (Holiday, Academic, Activities).

Medical Tab

Shows the medical and accident reports (if any).

My Children's Profile



Name
Level: GR4
CS: GRADE 04

GradeBook
Attendance
Counselor
Discipline
Weekly Schedule
School Calendar
Medical
Material
Map Testing Progress Report

Branch
Academic Year

Medical Report

Creation Date	Gender	Date Of Birth	Blood Type	Height	Weight
22-11-2015	Female			KG	CM

Details Page 1 of 1 View 1-1 of 1

Accident report

Date of checkup	Diagnosis	Treatment	Time in	Time out	Accident report	Hospitalized
25-09-2016	nasal pain - home injury	reparil	12:20	00:00	☐	☐

Details Page 1 of 1 View 1-1 of 1

Material

Shows uploaded resources (if any).

Map Report

The student goal setting sheet will be posted on Skoolee (to be announced).

Report Card Tab

Shows the unofficial report cards. (The unofficial report cards will be posted on Skoolee after the paper distribution of the official report cards).

My Children's Profile
Family Information

My Children's Profile



Name
Level: GR5
CS: GRADE 06

GradeBook
Attendance
Counselor
Discipline
Weekly Schedule
Report Cards
Student Timetable
School Calendar
Medical
Material
Map Testing Progress Report

Branch
Academic Year

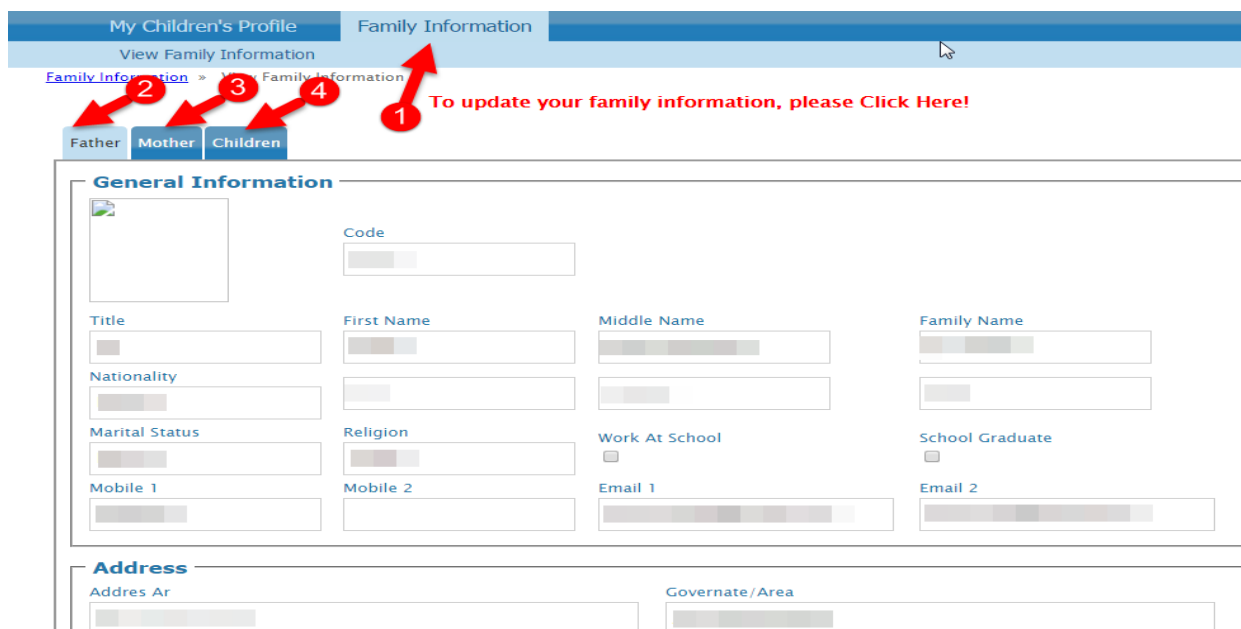
Class section

Semester 1
Semester 1 => Progress Report

Family Information

To view the Family Information, follow these steps:

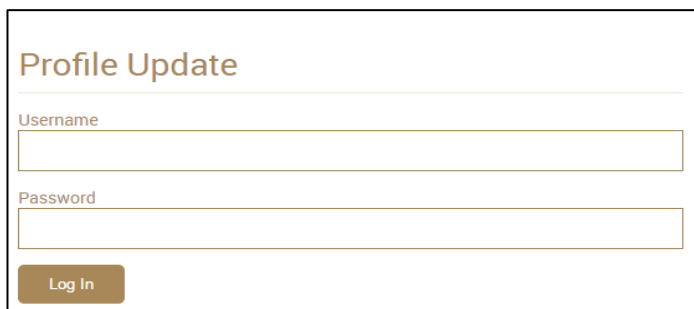
- 1- Click on the **"Family Information"** button to view the Father, Mother or Children screens.



The screenshot shows the Skoolee interface. At the top, there are two tabs: "My Children's Profile" and "Family Information". Below the "Family Information" tab, there is a navigation bar with three buttons: "Father", "Mother", and "Children". A red arrow labeled "1" points to the "Family Information" tab. A red arrow labeled "2" points to the "Father" button. A red arrow labeled "3" points to the "Mother" button. A red arrow labeled "4" points to the "Children" button. A red arrow labeled "1" points to a red text link that says "To update your family information, please Click Here!". Below the navigation bar, there is a "General Information" section with various input fields for personal details. Below that is an "Address" section with input fields for address and location.

To update your Family Information:

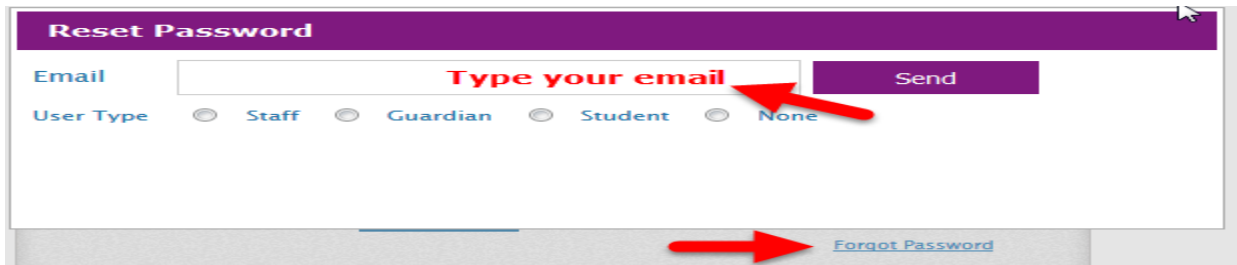
- 1- Click on: **To update your family information, please Click Here!**
- 2- This link will take you to the "Profile Update Login" page
- 3- Enter your username and password (given by the Registrar's Office) and update your information.



The screenshot shows the "Profile Update" login page. It has a title "Profile Update" in orange. Below the title, there are two input fields: "Username" and "Password". At the bottom left, there is a brown button labeled "Log In".

Troubleshooting

1. Using “**forgot password**” option in case you’re facing a Login problem related to your username and password.



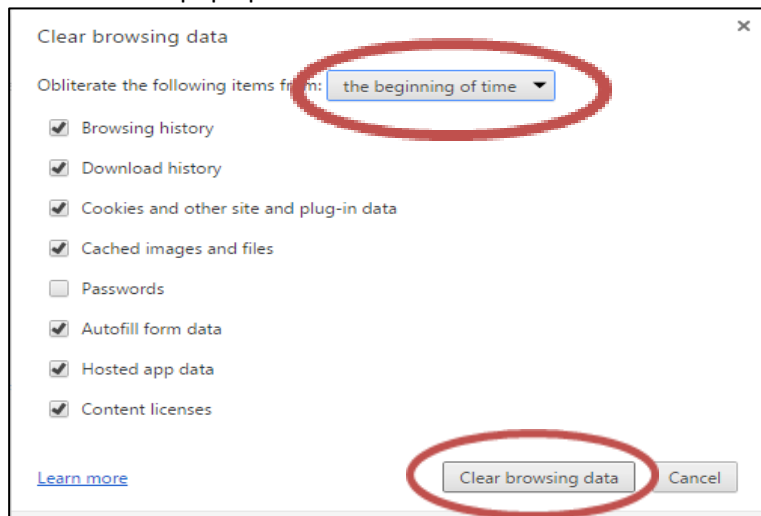
You need to provide the same **email** address given to the registrar office. Your new credential will be sent to this email.

- ✚ **Note:** the password will not be reset and sent to the user, If the email is not matching the email in your Skoolee profile.

2. Clearing the Browser Data is needed when a major update has been applied on the application.

Steps to clear your Chrome Brower:

- Open **Google Chrome**
- **For Windows users:** Press **CTRL + Shift + Delete**
- **For Mac users:** Press **CTRL + Command + Delete**
- A window will pop up as shown below.



- Tick all items except (**Passwords**) then choose the beginning of time from the drop list as shown in the screenshot.
- Click on **Clear browsing data** Button
- Close Chrome and log into Skoolee.

Support



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

- **Ms. Lamia El-Khoury** (Learning Management Systems Coordinator)
 - Email: lamia.elkhoury@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