

## Initial Login and Setup Instructions

1. There will be an email in your inbox with an invitation from Sycamore to log in to your parent account. Follow the link provided.
2. Enter your login information that was provided in the email.
3. Follow the steps to set up your internet browser to allow popups from Sycamore. **This is one of the most important steps in setting up your account.** Once you have completed the setup click on the blue button at the top right that says “Got it. Do not show this to me again.”. *You will need to do this step on any new computer/device that you use to access Sycamore via the website.*
4. Change your password and click the blue button at the top right that says “Submit.”
5. You’re done the initial setup!

It is ideal to log in to Sycamore on a computer but you can access Sycamore from any device that has access to an internet browser like Chrome, Firefox, Internet Explorer, etc. Just type in [app.sycamoreeducation.com](http://app.sycamoreeducation.com), enter your School ID (3040), your username and password and you are in!

## Verifying your Family Information

Once you have set yourself up in Sycamore, take some time to verify that your personal information is accurate and up-to-date.

1. Click on **My Family**.
2. **Information** contains your main family information that will show up in the directory like your address and phone number. After you change any information, click **Update** at the top right to save it.
3. **Contacts** are the parents and other authorized people you want the school office to be aware of. Click on each blue name to verify their information. You can also add a new contact by clicking the blue button at the top right – “**New Contact**”. Please notify the office if someone is an emergency contact, authorized pickup or both.
4. Click on **Students** to verify your children’s info – click on each blue name.
5. **Medical** is where you can let us know your doctor’s name and number.

School Home 

» School

» **Front Desk**

» System Help

» **My Family**

Information

Contacts

Students

Medical

» My School

» My Organizer

Logout (pat1197)

## Entering Volunteer Hours

» My Family

» My School

Service Logs

Notifications

P/T Conference

» My Organizer

1. Click on **My School**
2. Click on **Service Logs**
3. Click on **New Log** at the top right and a new window will pop up.
4. Choose the date you volunteered and the time. Choose the category of volunteering you participated in by clicking on the drop-down box titled **Opportunity**.
5. Record how many **hours** in total you volunteered on this occasion.
6. If it is helpful to provide some explanation or description, please enter it in the **Notes**
7. Click on **Submit** to save.
8. Once your submission has been approved, it will appear in your total volunteer hours.

My School / Service Logs / Service Log Record

Created:

Name Patrick, Karlene Pending

Date 12/08/2016 Time 01 : 27 PM

Opportunity Select Opportunity Hours

Notes

Submit Close

## Parent Teacher Interview Scheduling

1. Click on **My School**
2. Click on **P/T Conference**
3. Choose a **Student** and an interview **Date**

» My Family

» My School

Service Logs

Notifications

P/T Conference

» My Organizer

My School / P/T Conference / Parent Teacher Conferences

Availability

Student ✓ Date November 29, 2016

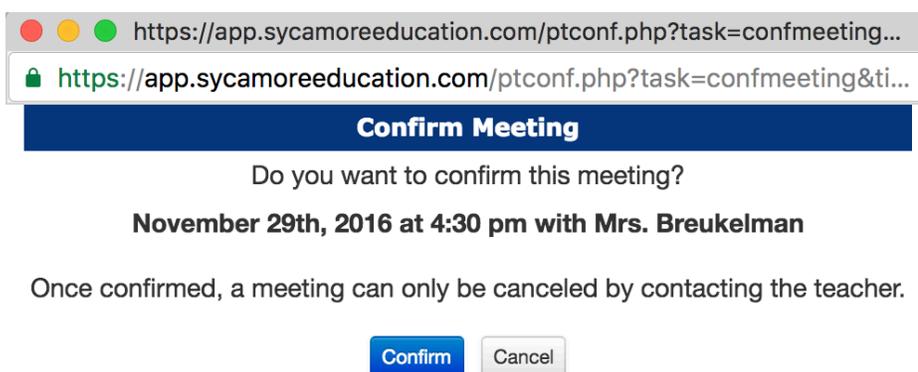
Book a conference below. Each conference will be 10 minutes. Green indicates an available time.

- A chart will appear with that teacher's schedule. Green means they are available and red means that they are not available.

**\*\*\* It is highly recommended that you look at the schedule for each teacher you want to meet before you start booking appointments. You will want to book an appointment with the teacher who has the least availability so that you can try and arrange your other appointments around that first one that you book.**

| Teacher       | 4:00pm | 4:10pm | 4:20pm | 4:30pm | 4:40pm | 4:50pm | 5:00pm | 5:10pm | 5:20pm | 5:30pm | 5:40pm | 5:50pm | 6:00pm | 6:10pm | 6:20pm | 6:30pm | 6:40pm | 6:50pm | 7:00pm | 7:10pm | 7:20pm | 7:30pm |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| D. Breukelman | Red    | Red    | Red    | Green  | Red    | Red    | Red    | Green  | Green  | Red    | Green  | Green  | Red    | Green  | Red    | Green  | Red    | Red    | Red    | Red    | Red    | Green  |

- Click on the green timeslot that you want for the interview. You will be asked to confirm this choice in a popup window before it is actually booked.



- Choose the next student from the drop-down and book their timeslot. The program will mark the previous time you booked for your first student in red on the chart so that you don't double-book yourself.
- Once you are done booking appointments, click on the blue **Summary** button at the top-right for a review of your bookings that you can also **Print** from the pop up window.
- If you make a mistake or need to reset your choices to try again, please contact the front office, [trinity@tcsonline.ca](mailto:trinity@tcsonline.ca) or email Karlene Patrick at [karlene.patrick@tcsonline.ca](mailto:karlene.patrick@tcsonline.ca).

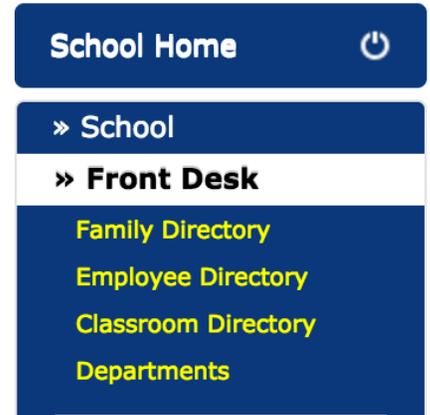
**P/T Conference / Parent Teacher Conferences**

**My Schedule**

| Date                | Student      | Teacher           |
|---------------------|--------------|-------------------|
| <b>Tue Nov 29th</b> |              |                   |
| 4:30 pm             | John Patrick | Doreen Breukelman |

## Accessing the Family Directory

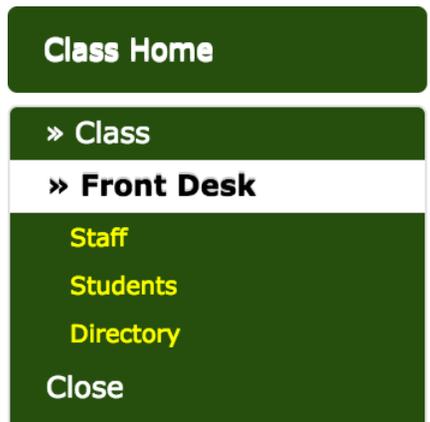
1. Log in to Sycamore
2. Click on **Front Desk** → **Family Directory**
3. The directory is organized alphabetically by last name. Choose the letter you want and find the family.
4. Or, you can look for a student's name in the **Student Search** field at the top right.
  - a. Type in the student's first name and a listing of all the families with a student of that name will appear.



## Accessing the Classroom Directory

A screenshot of a "Featured" section with a dark blue header. Below the header are four tabs: "Photos", "Documents", "Links", and "Classes". The "Classes" tab is selected. Below the tabs is a table with three columns: "Name", "Description", and "Activity". Each row starts with a small house icon. The table lists classes from "CK" to "Grade 5".

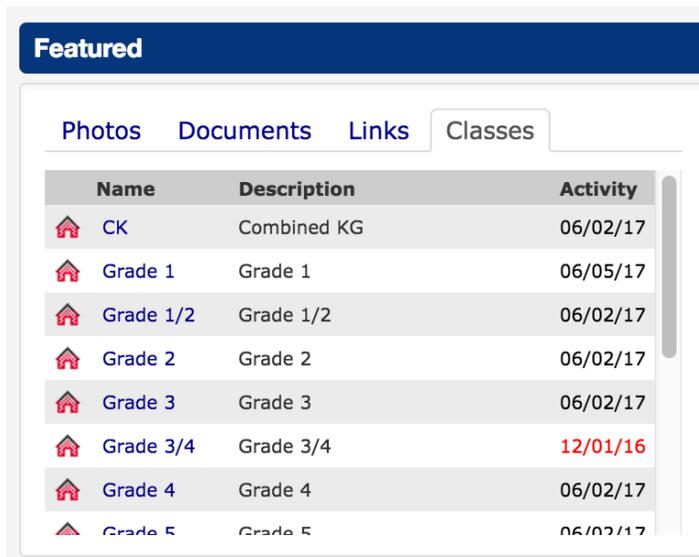
| Name      | Description | Activity |
|-----------|-------------|----------|
| CK        | Combined KG | 12/01/16 |
| Grade 1   | Grade 1     | 12/01/16 |
| Grade 1/2 | Grade 1/2   | 12/01/16 |
| Grade 2   | Grade 2     | 12/01/16 |
| Grade 3   | Grade 3     | 12/01/16 |
| Grade 3/4 | Grade 3/4   | 12/01/16 |
| Grade 4   | Grade 4     | 12/01/16 |
| Grade 5   | Grade 5     | 12/01/16 |



1. Log in to Sycamore
2. Look to the Right Hand Sidebar and scroll down to **Featured**, which has a listing of the **Classes**.
3. Click on the Class Name you are looking for and a new window or tab will appear for that class.
4. For photos of the students in this class, look at the Left Hand Sidebar and click on **Front Desk** and **Students**.
5. For the directory of families in this class, look at the Left Hand Sidebar and click on **Front Desk** and **Directory**.
6. A listing of the students and their parents/guardians along with home address and home number will be available to view and/or print.
7. *If you need an email, a document has been posted on the class page or you can also look in the **Family Directory** on the School Home page for that information.*
8. Close the window or tab to go back to the **School Home** page.

## Accessing Class News, Calendar, Photos and Documents

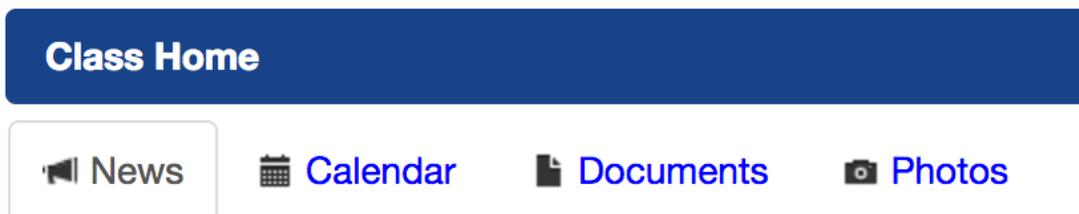
1. Log in to Sycamore
2. Look to the Right Hand Sidebar and scroll down to **Featured**, which has a listing of the **Classes**.



The screenshot shows a 'Featured' section with a navigation bar containing 'Photos', 'Documents', 'Links', and 'Classes'. The 'Classes' tab is active, displaying a table with the following data:

| Name      | Description | Activity |
|-----------|-------------|----------|
| CK        | Combined KG | 06/02/17 |
| Grade 1   | Grade 1     | 06/05/17 |
| Grade 1/2 | Grade 1/2   | 06/02/17 |
| Grade 2   | Grade 2     | 06/02/17 |
| Grade 3   | Grade 3     | 06/02/17 |
| Grade 3/4 | Grade 3/4   | 12/01/16 |
| Grade 4   | Grade 4     | 06/02/17 |
| Grade 5   | Grade 5     | 06/02/17 |

3. Click on the Class Name you are looking for and a new window or tab will appear for that class.
4. You will see 4 tabs in the centre of your screen:



- a. The **News** tab contains the Classroom News and Information.
  - i. Click on each News Title to read the complete text.
  - ii. When you click on the title, a new window will appear. You can print or email the article from the buttons at the top right of this window.



- b. The **Calendar** tab contains a list of upcoming events. Clicking on the event name will provide any extra information that may have been provided.

## Calendar - Next 10 Upcoming Events

### June

Fri 9 District Field Day

Wed 14 Fun Day

Fri 16 African Lion Safari

Fri 23 Term 3 Report Cards - LAST DAY OF SCHOOL!

### Calendar / Event

General

Notes

Attendees

Created By: Natalya Geleyense

Class

Title

Brief   Internal  External

Date

Time  This is an **untimed** event (All Day Event)

Starts at:  :

Duration

Period

Repeat  This event does not repeat

Every

End Date

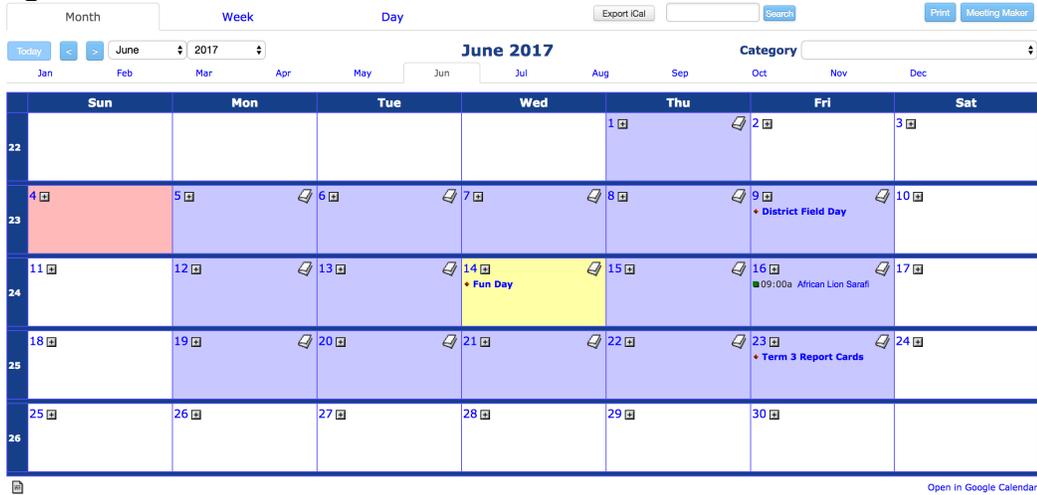
Location  [Map](#)

or Facility

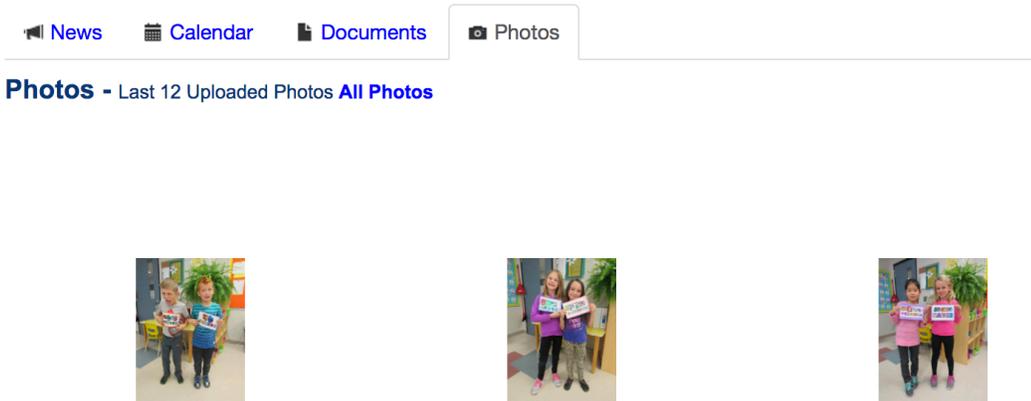
Category

Exposure

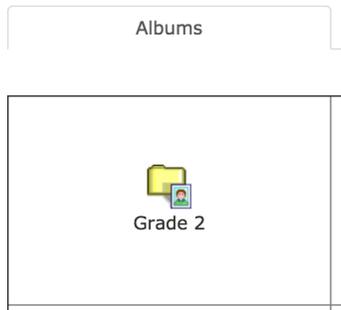
In order to see the full month in a traditional calendar view, just click on **All Events** at the top right. In the full month view it is also possible to print the calendar with the blue print button at the top right.



c. The **Photos** tab may contain photos. Click on the photo for a larger view.



Click on **All Photos** to see all of the photo albums for this class.



d. The **Documents** tab provides a list of any documents that the teacher has added to the classroom page. Click on the document title to open it.

**Documents** - Last 10 Uploaded Documents [All Documents](#)

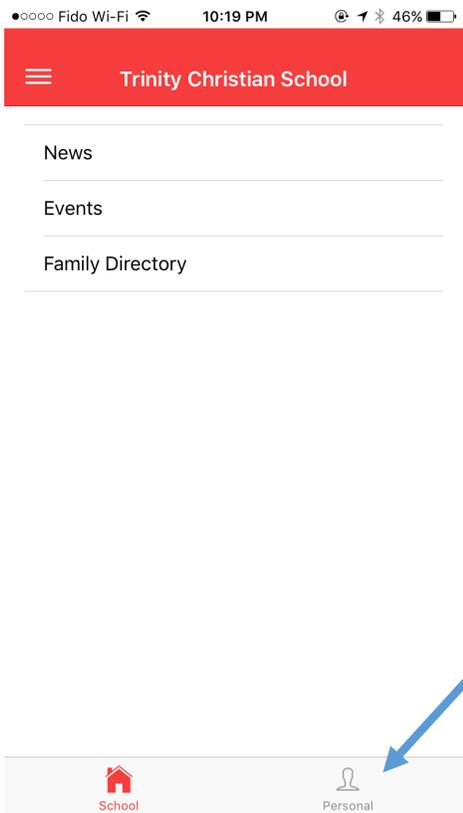
| Filename                           | Internal | Folder | Date       |
|------------------------------------|----------|--------|------------|
| Grade 2 Track & Field Students.PNG |          |        | 06/02/2017 |
| GuelphDistrictTandFLetter2017.docx |          |        | 06/02/2017 |
| Grade 2.pdf                        |          |        | 12/01/2016 |
| Grade 2 Parent Email Addresses     |          |        |            |

Click on **All Documents** to see all of the documents that have been added to the classroom page.

Classroom Drive Folder: 1 Files: 3

| Filename   | Date/Time             | Size   | Owner   |
|--|-----------------------|--------|---|
| Attachments <span style="float: right;"><a href="#">Details</a></span> |                       |        |   |
| Grade 2 Track & Field Students.PNG                                     | Jun 02, 2017 12:18 PM | 17 KB  | Natalya Geleynse <span style="float: right;"><a href="#">Details</a></span> |
| GuelphDistrictTandFLetter2017.docx                                     | Jun 02, 2017 12:15 PM | 692 KB | Natalya Geleynse <span style="float: right;"><a href="#">Details</a></span> |
| Grade 2.pdf  | Dec 01, 2016 03:59 PM | 76 KB  | Karlene Patrick <span style="float: right;"><a href="#">Details</a></span>  |

## Accessing Class News with the App



Log in to the Sycamore School: Home app. The first screen features News, Events and the Family Directory for the whole school.

Click on the Personal button at the bottom to see your personal student information.

Current Student Lily Abela

- Classes
- Missing Assignments
- Homework

Click on the name drop-down to choose which student's information you would like to check.

Click on **Classes** to get to the homeroom class for the chosen student.

Daylong  
Grade 2  
Grade 2

Click on the name of the homeroom class.

Class News



Click on **Class News**.

Graded Assignments

Homework

Missing

Spirit Day



Posted on June 2nd 2017, 12:26:00 pm

June 5 - 9 Weekly News Update

Posted on June 2nd 2017, 11:36:00 am

A list of class “news articles” will appear. Click on the heading of each news article to read it.

 Back

News Article

# June 5 - 9 Weekly News Update

## June 5-9

Coming Up:

- School of Music Recitals - Thursday and Friday, June 8 & 9
- Trinity Fun Day - Wednesday, June 14
- Trinity Community Barbeque (5:00-7:00) - Wednesday, June 14
- African Lion Safari - Friday, June 16
- Awards Assembly - Wednesday, June 21
- Graduation - Thursday, June 22
- Third Term Report Cards - Friday, June 23

**African Lion Safari:** On Friday, June 16, Grade 1, 1/2 and 2 are heading to African Lion Safari for our year end class trip! John and Jessica Linde are accompanying our class as chaperones. Stay tuned for information about what to bring on this exciting day.



School



Personal