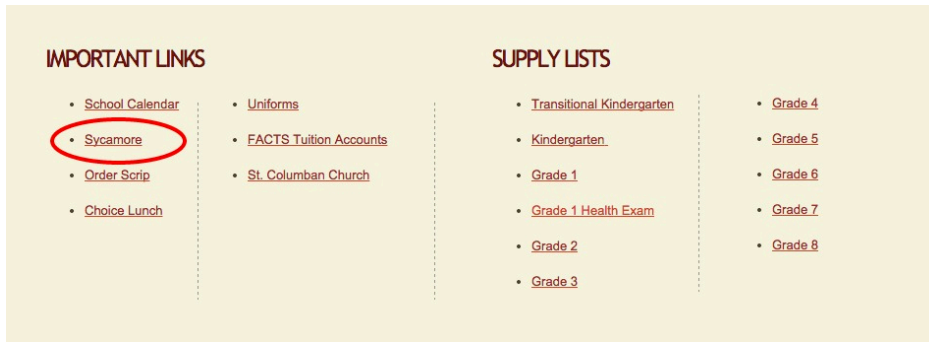


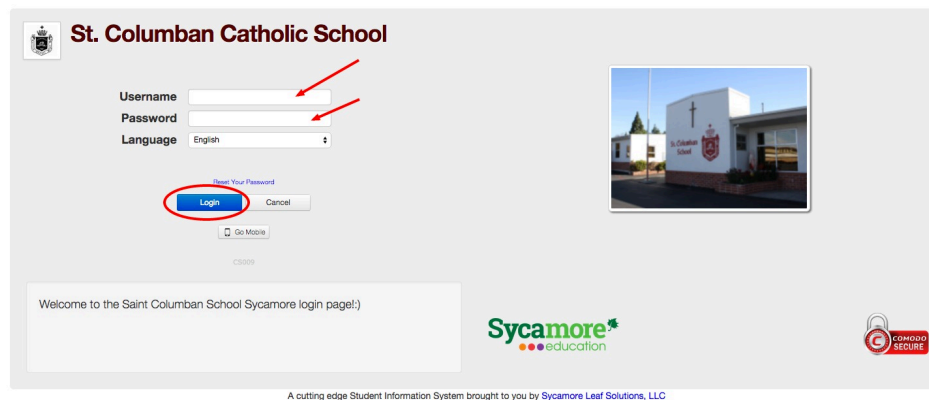
Sycamore Quick Reference Guide

New Parents will be receiving an email with log in and password information.
Returning parents will use the same login and password as last year.
If you did not receive the email or you have forgotten your login information, please contact the school office.

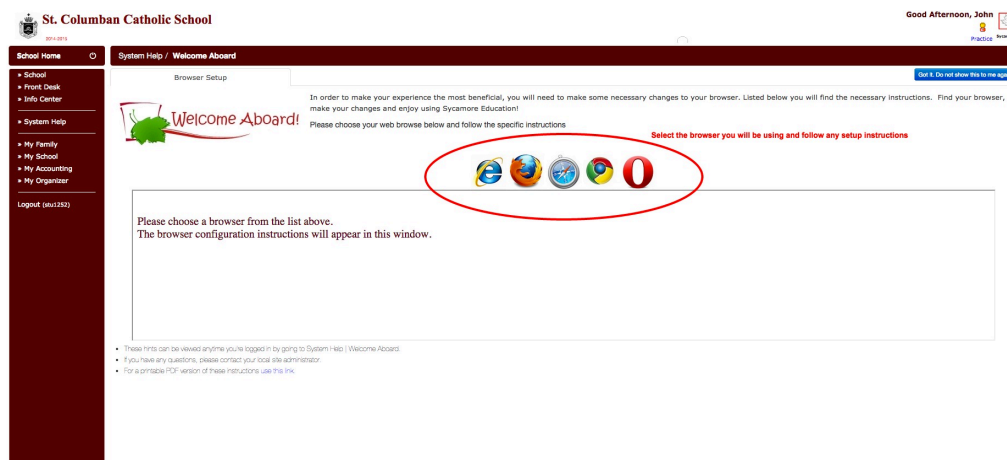
To access Sycamore go to the school website at www.saintcolumbanschool.com and click on Sycamore in the Important Links at the bottom of the page.



Enter your username and password and click on login.



New users will be prompted to change your password and set up your browser. Click on the browser you will be using and follow any instructions. This will ensure that the pop up windows work properly.



To check your child's grades, please select My Family.

The screenshot shows a web dashboard titled "School Home". On the left is a dark red sidebar with a list of navigation links: "School", "Front Desk", "Info Center", "System Help", "My Family", "My School", "My Accounting", "My Organizer", and "Logout (stu1252)". A red arrow points to the "My Family" link. The main content area has a top navigation bar with "Home", "News", "Calendar", "Documents", and "Photos". Below this is a "Headline News" section with a table of newsletter titles and dates, followed by a "More News" link. At the bottom is an "Upcoming Events" section.

Title
Newsletter May 27
Newsletter May 20
Newsletter May 6
Newsletter April 29
Newsletter April 8
Newsletter April 1
Newsletter March 25
Newsletter March 18
Newsletter March 11
Newsletter March 4

Then Select Students.

This screenshot shows the "St. Columban Catholic School" dashboard for the 2014-2015 school year. The layout is similar to the previous one, but the sidebar has additional links under the "My Family" section: "Information", "Contacts", "Students", and "Medical". A red arrow points to the "Students" link. The "Headline News" section contains the same list of newsletters as the first screenshot.

Title
Newsletter May 27
Newsletter May 20
Newsletter May 6
Newsletter April 29
Newsletter April 8
Newsletter April 1
Newsletter March 25
Newsletter March 18
Newsletter March 11
Newsletter March 4

Next click on the code of the student you wish to view.

School Home 2014-2015

Family / STU1252

General Contacts Students

Code	Name
STU1252-1	Student, Practice

All your students will be listed here.
Click on the code of the student you wish to view

» School
» Front Desk
» Info Center
» System Help
» My Family
Information
Contacts
Students
Medical
» My School

Click on grades and a current listing of your child's grades will appear. You can then click on a particular grade to see specific assignments.

My Students / Student / General / Practice

General Documents Grades Schedule Attendance

Information

Student Info

First: Practice
Middle:
Last: Student
Goes By:
Birthday:
Work:
Cell:
Email:
URL:

School Info

Code: STU1252-1
ID: 952418

Upcoming

Current Assignments

Due Title

Missing Assignments

Due Title