

# Parents' Reference Guide to Skoolee



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## INTRODUCTION- Skoolee At A Glance

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Skoolee is a School Management, Student Information and Learning Management System, built to suit ATIS requirements. It communicates grades, attendance, conduct, demerit, assignments, report cards, schedules, school calendar, medical, Resources by Subject, Resources by Class Section and other dynamic information among students, parents, teachers and school administration.

Skoolee accommodates both English and Arabic languages. Each staff member as well as parents and students have their own profile with different permissions and privileges to access Skoolee.

### Parents can:

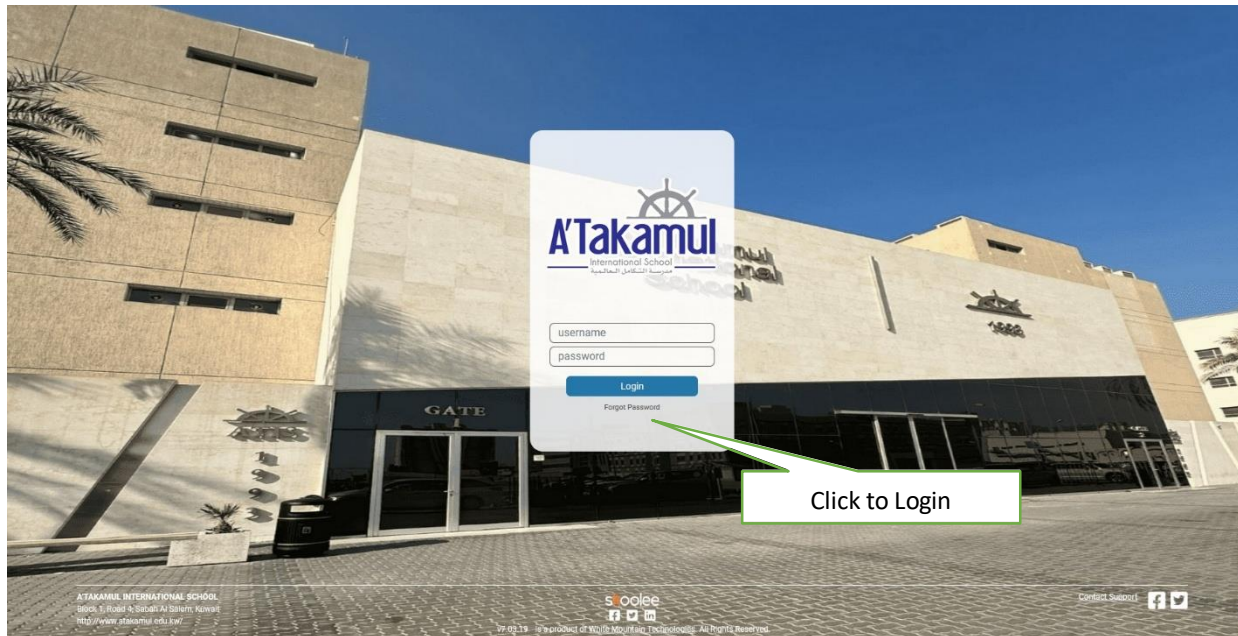
- Access their children's grades by report, exam, and term course.
- Monitor their children's conduct and attendance records.
- View their children's course schedules.
- Keep up with what is happening in school with announcements, news, school events and holidays.
- Keep up to date with a combined personal and school-wide online calendar.



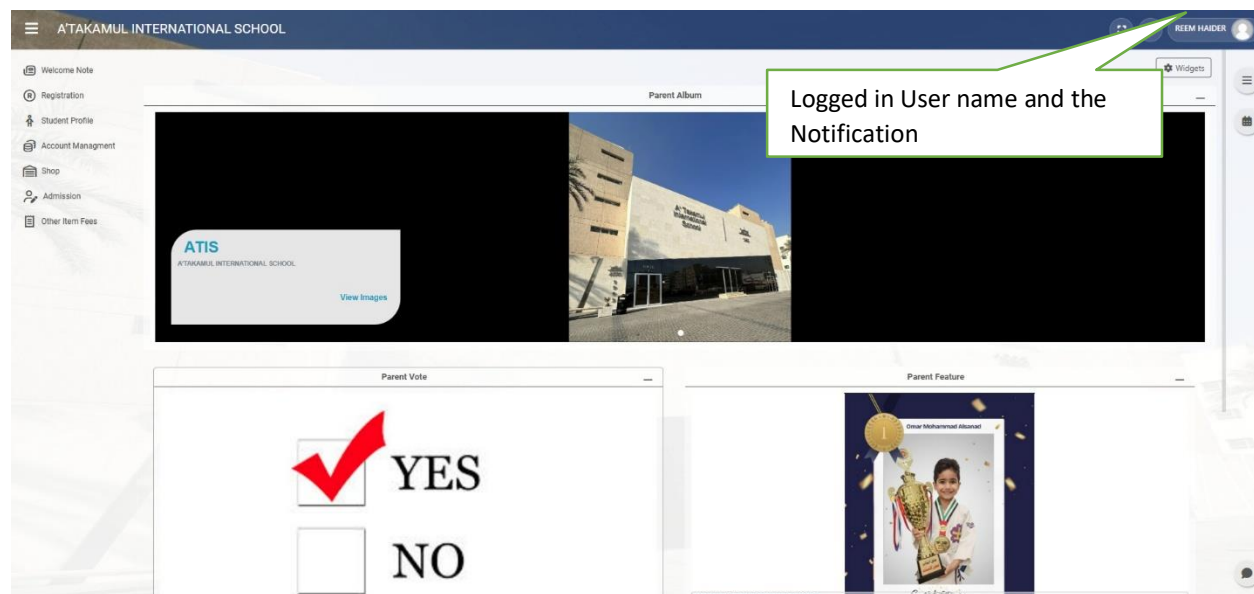
## LOGIN

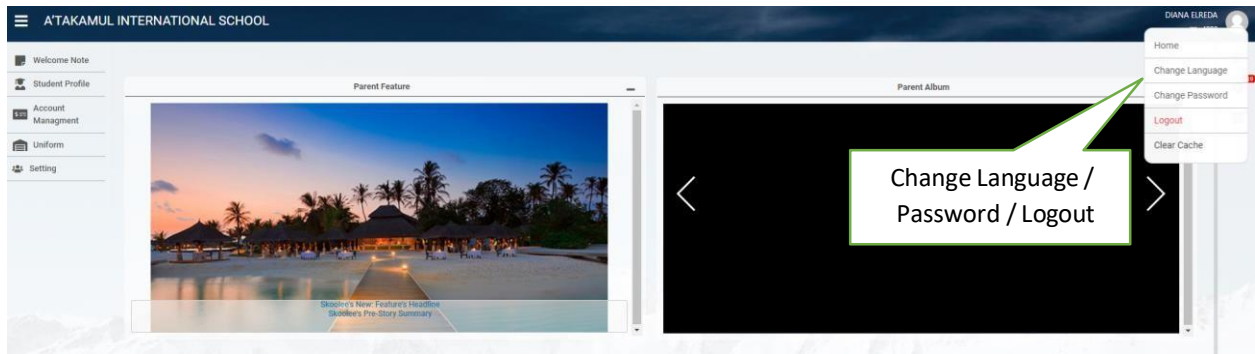
Users can Logon to the Skoolee portal with their username and password. Parents should take their Skoolee credentials at registration. Skoolee administrators can help parents get their credential if lost.

1. Visit this URL: <http://atis.skoolee.com>
2. Enter your Username and Password.
3. Press the **“Login”** Button.



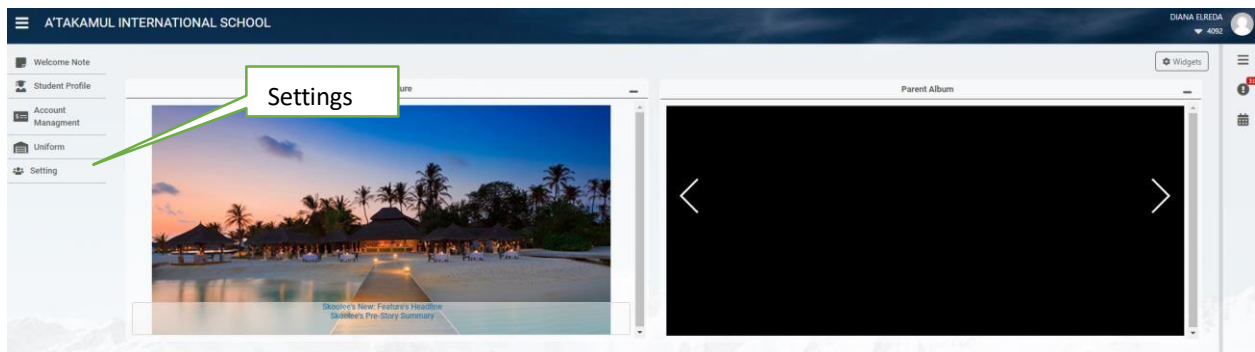
## HOME PAGE

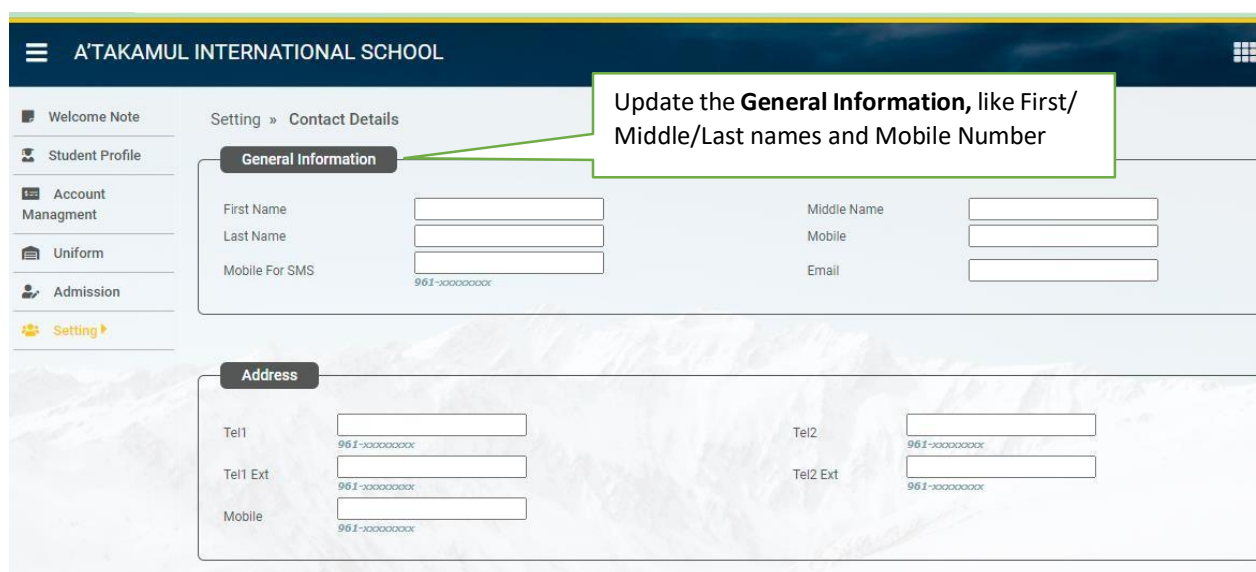
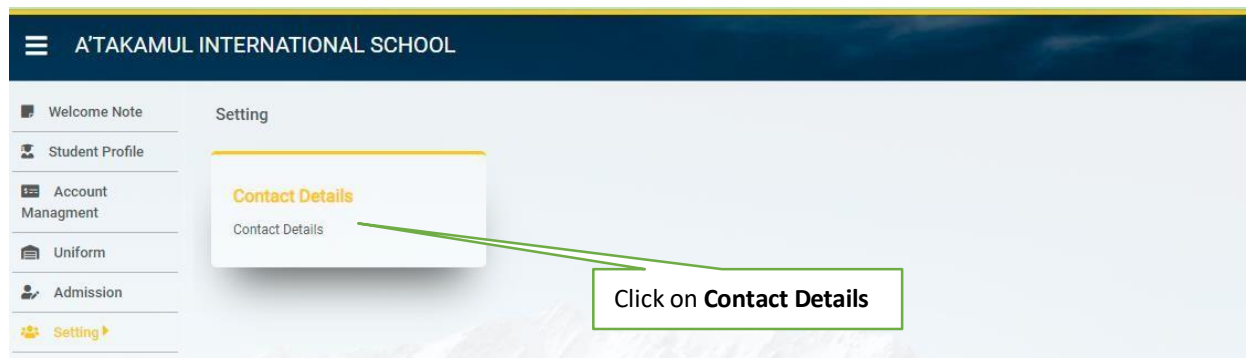




### SETTING

The setting tab allows the parent to verify the information provided to the school. Any changes to the personal information (Name, Email, and Contact Information) may be done in this section. This will enable the parent to stay updated to any information posted by the school.





## PARENT – TEACHER COMMUNICATION

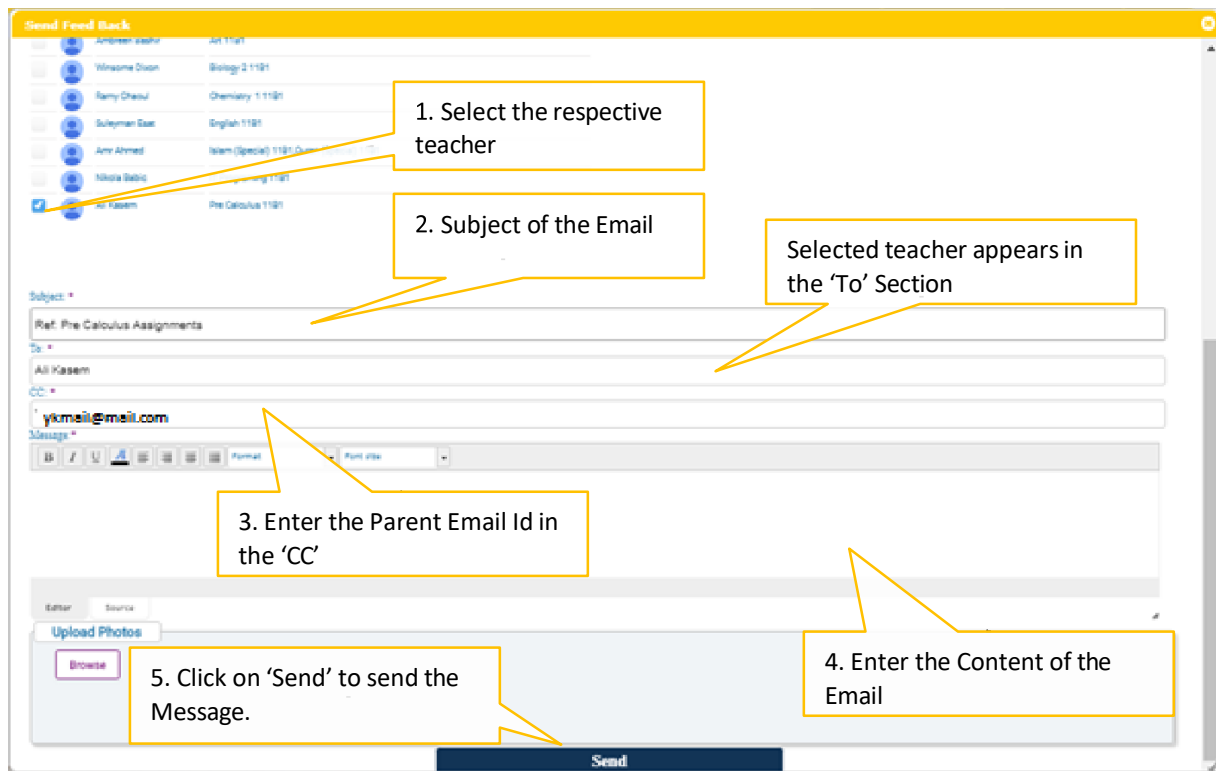
This section describes the process through which the parent could communicate with the teacher. This section is present at the bottom right of the home page as shown below:



To access the communication section, click on 'Send Feed Back'. The mandatory details required for the communication process are as below:

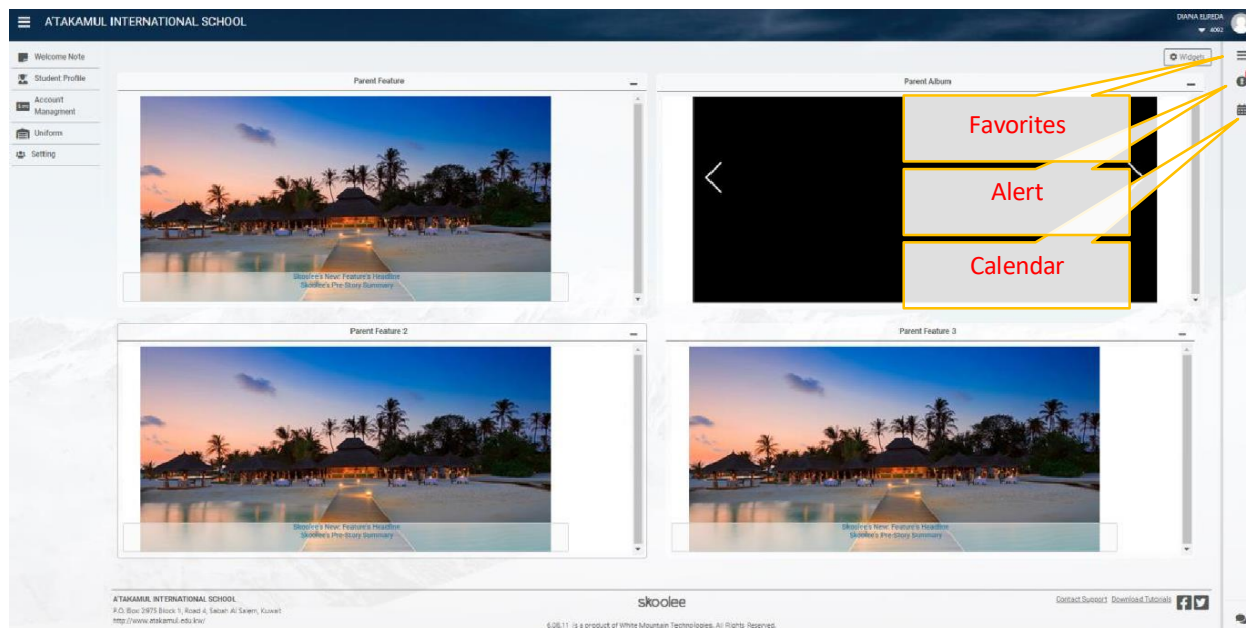
1. Select the teacher who needs to be communicated with. Multiple teacher selections are allowed. The selected teacher appears in the 'To' Section.
2. Subject – Enter the Subject of the Email.
3. CC- Parent Email should be entered in the 'CC' Section.
4. Message- Content of the Email.
5. Send- Click Send to send email to the teacher.

Once the teachers respond to the email it will appear in the Email account provided by the parent in the CC section.



## DASHBOARD

This section describes the different options that are used to help parents with one click options.



### Alert:

Alert icon towards the top left of the dashboard indicates any time the teacher sends a notification.

### Calendar:

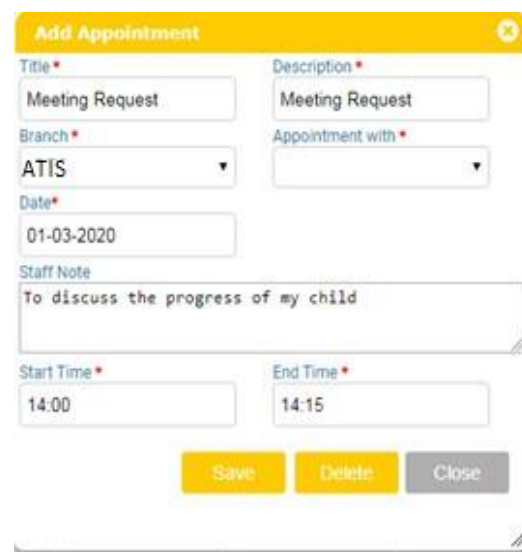
The Calendar helps to set appointments with teachers after which the communication is via the school registered email.

The Appointment request can be set as described Clockwise:

First click on the Add Appointment icon from the Calendar.

1. Title: Enter meeting title.
2. Description: Describe the meeting in short words
3. Branch: ATIS
4. Appointment: Choose date
5. Staff Note: Write the purpose of the meeting
6. Start Time and End Time: Request a time.

Parents should note that an appointment request is sent to the teacher's calendar where depending on availability the request could be accepted or declined and the response will be sent as an alert and email to the parent.



## WELCOME NOTE

The welcome note section is used by the school to display notes for the parents.

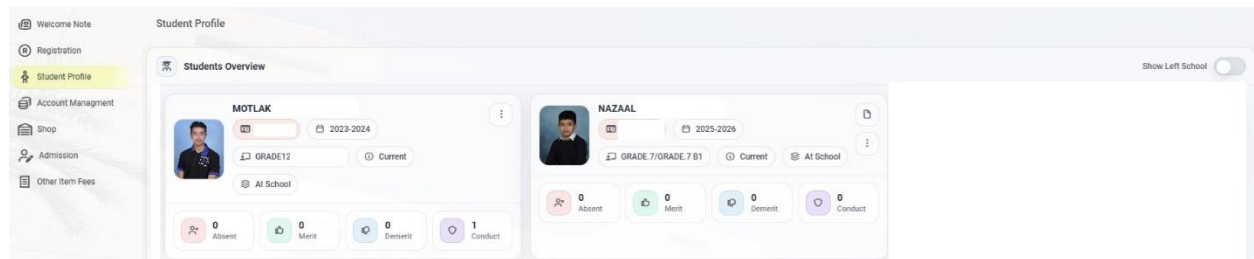


All general notes posted by the school will be visible here.

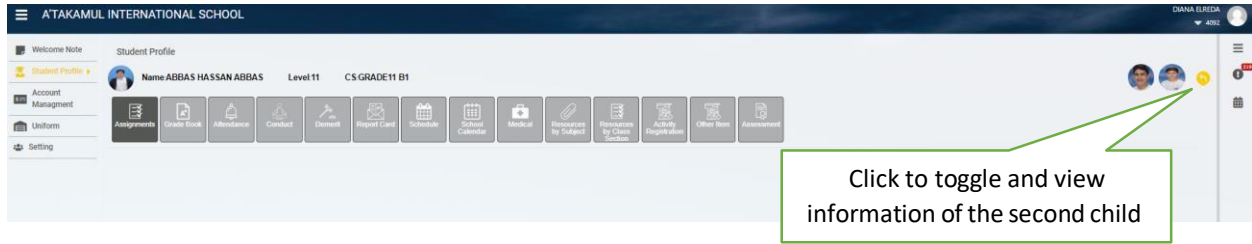
## STUDENT PROFILE

The student profile guides the parent into the complete profile of their child which includes grades, attendance, conduct, demerit, assignments, report card, schedule, school calendar, medical and materials distinguished as blue buttons. To access this page, click on 'Student Profile' on the left part of the blue bar as shown below:

'Student Profile' displays the features that define the child's academic status.



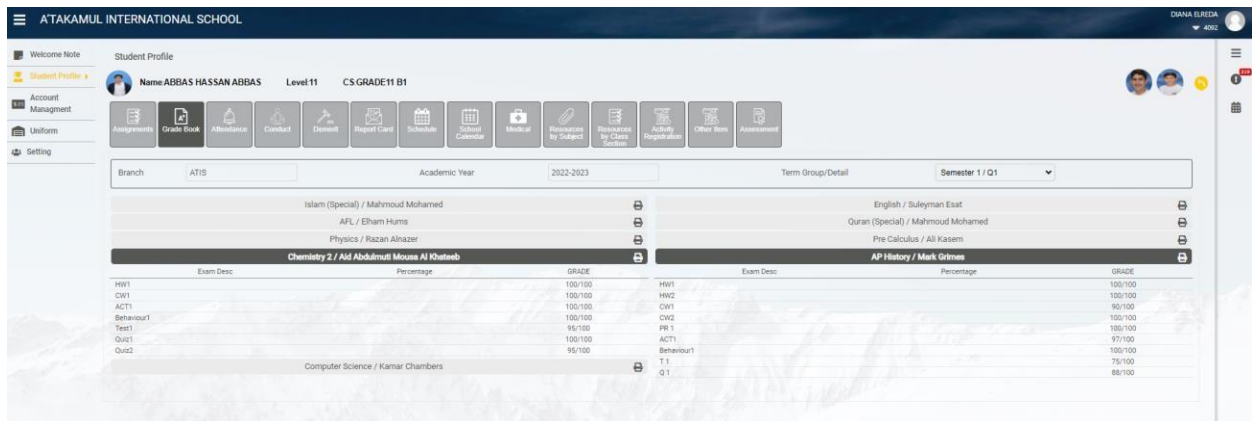
For accessing the child's academic modules. To clicking the child, display picture which will take you to the screen below.



If you have more than one child the upper right icon will toggle between the siblings. The curved arrow next to it allows navigation to the student profile page.

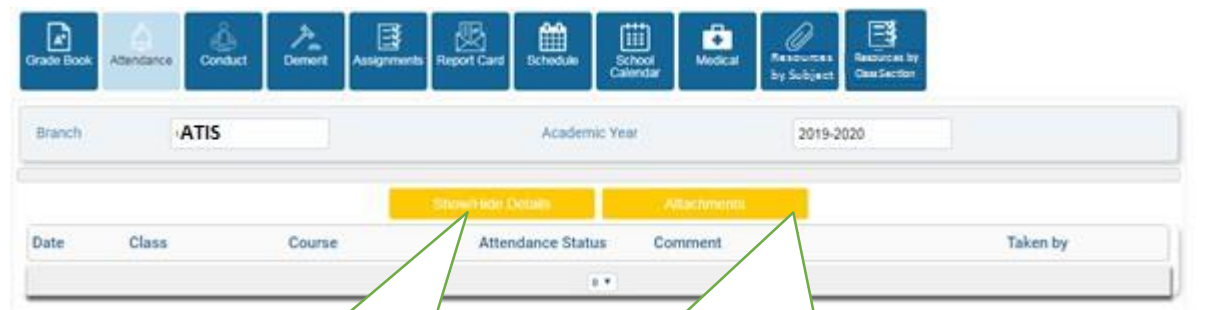
**Grade Book Button:**

Clicking the blue 'Grade Book' button displays the screen below screen. Clicking the blue subject bar will expand the respective work within the subject. The print icon on the right of the corresponding subject prints the grade book.



**Attendance Button:**

The Attendance shows absence, unexcused absence, late, late with an excuse. The attachment tab shown below is used to see or send notes justifying the absence with a sick note. A note to the teacher could also be sent in this section as shown in picture number 2 below.



Click on the yellow tab to view the attendance notifications

The attachments is used to communicate to the teacher

**Student Appraisal Attachments**

Name	Admin Note	Date	File To View
No records to view.			

**Add Upload Document**

Upload File \*  
 No file chosen Sick leave note upload

File Name \*  Date\*  Description

Parent Note

Administrator Note  
 Note to teacher

**Conduct Button:**

This section describes the child’s conduct. The conduct log displays date, course, type of conduct, description of conduct and by whom it was recorded.

Branch 
Academic Year

Date	Class	Course	Conduct Type	Description	Given by
23-02-2020	GR 4	تربية مدنية	Inappropriate behaviour in class	لم يحفظ درس التاريخ	CLARA SAAD
05-01-2020	GR 4	قراءة	Inappropriate behaviour in class		CLARA SAAD
21-12-2019	GR 4	English	Inappropriate behaviour in class		SAMIH KHOURY
10-10-2019	GR 4	Science	Inappropriate behaviour in class		ELIE SHAER

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Demerit Button:

The section shown below exhibits when merit or demerit is awarded to the child.

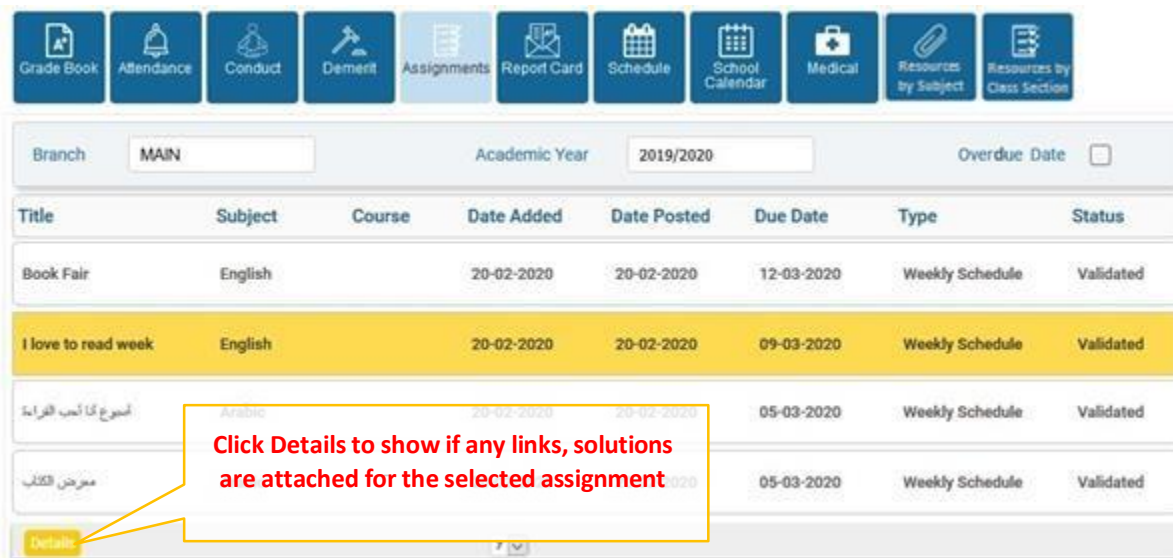


Date	Class	course	Reasons	Action	Start Date	End Date	Referred By	Type
10-02-2020	GR2		Fighting/Hitting- other students during recess and during transition. Warned many times but inappropriate behavior did not stop.	Detention- Calling parent	10-02-2020	10-02-2020	Maysa Mallo	Student Discipline
13-11-2019	GR2		بعدم بشكل جيد جدا	تحذير ومكافأة بهدف دأمل الفصل	13-11-2019	13-11-2019	Norma Kfoury	Student Discipline
31-10-2019	GR2		تحسن ملحوظ في السلوك	Celebrating his improvement in behavior	31-10-2019	31-10-2019	Maysa Mallo	Student Discipline

Demerit section contains the date of recorded demerit/merit, the reason for such a record, the action that was taken by the school, the start and end date of the action and the teacher who entered the log.

Assignments Button:

The section records all the details of the assignments for the student.



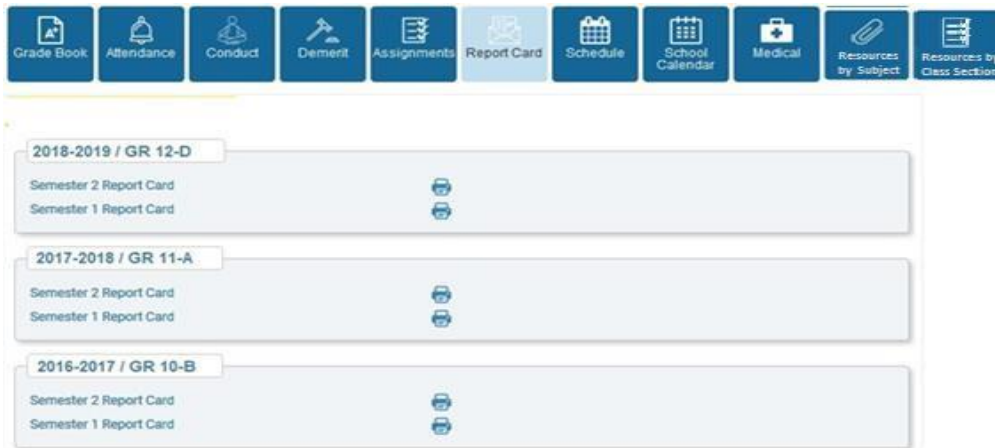
Title	Subject	Course	Date Added	Date Posted	Due Date	Type	Status
Book Fair	English		20-02-2020	20-02-2020	12-03-2020	Weekly Schedule	Validated
I love to read week	English		20-02-2020	20-02-2020	09-03-2020	Weekly Schedule	Validated
أسبوع كنا نحب القراءة	Arabic		20-02-2020	20-02-2020	05-03-2020	Weekly Schedule	Validated
معرض الكتاب					05-03-2020	Weekly Schedule	Validated

Title is the name of the project. The Subject is the subject for which the assignment is recorded. The date added is the date that the assignment was prepared. The posted date is the date the assignment was posted. The due date is the date when the assignment should be submitted by the student. The type differentiates between a weekly, project, etc. The status validated

confirms that the assignment is validated by the teacher and the students may now work on it. By clicking **Details** it will show if any attachments are attached for this assignment, links to download pertaining to the assignment and if the teacher has provided an answer key for the assignment.

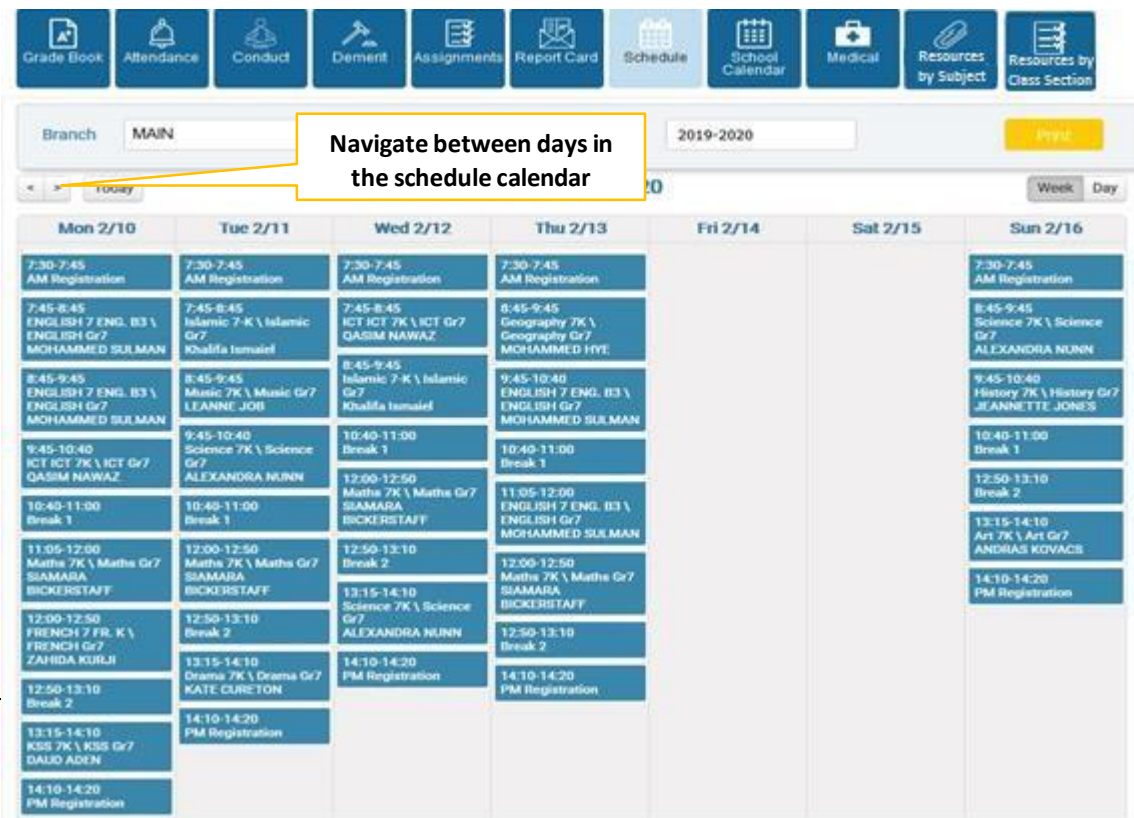
**Report Card Button:**

The report card section helps the parent view the report for each term. The printer icon serves to print the report card.



**Schedule Button:**


The schedule section portrays the weekly schedule as shown below. The cells in the grid display the period's duration, course of the period, class and the instructor.

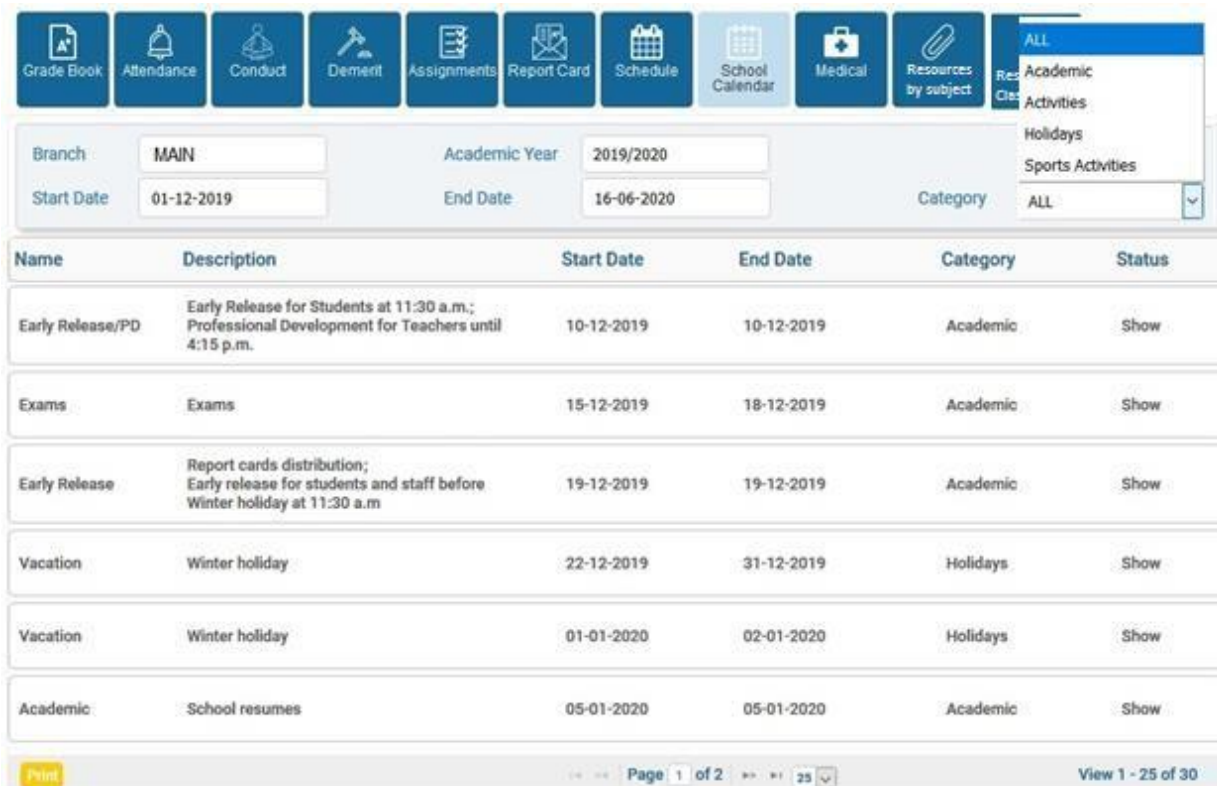


Calendar Button:

Calendar button shows the description of the events, duration of the event and category.

Depending on the category selected the grid will populate as shown below. The branch is ATIS.

The start date and end date is a filter that displays the calendar events. The  icon at the bottom left below the grid prints the calendar schedule.

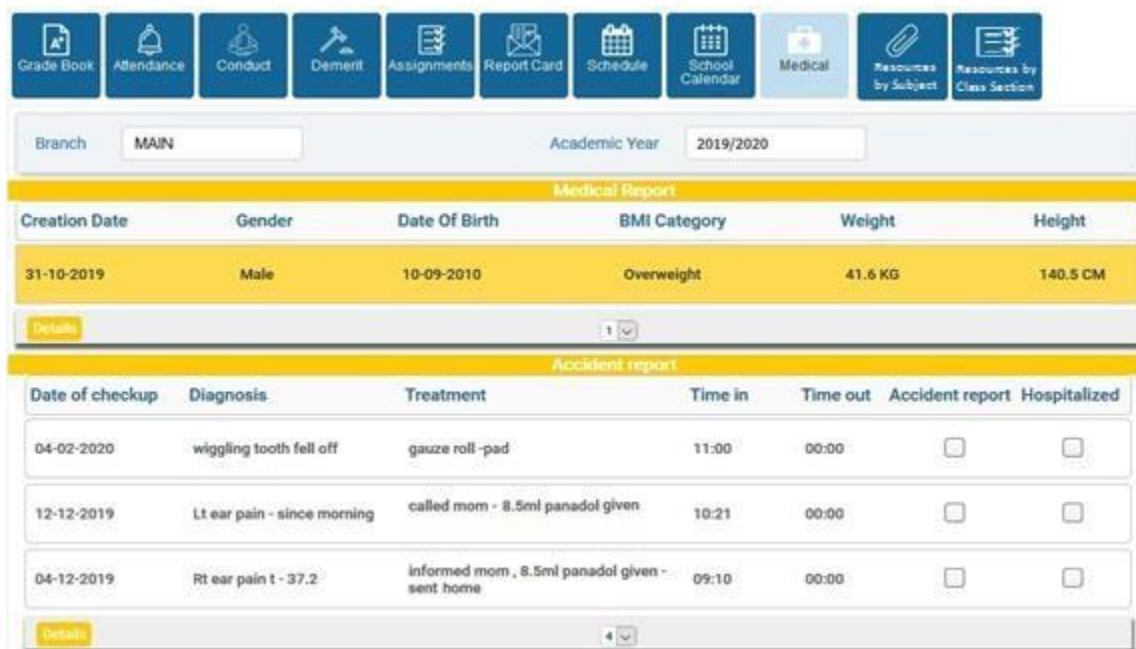


Name	Description	Start Date	End Date	Category	Status
Early Release/PD	Early Release for Students at 11:30 a.m.; Professional Development for Teachers until 4:15 p.m.	10-12-2019	10-12-2019	Academic	Show
Exams	Exams	15-12-2019	18-12-2019	Academic	Show
Early Release	Report cards distribution; Early release for students and staff before Winter holiday at 11:30 a.m	19-12-2019	19-12-2019	Academic	Show
Vacation	Winter holiday	22-12-2019	31-12-2019	Holidays	Show
Vacation	Winter holiday	01-01-2020	02-01-2020	Holidays	Show
Academic	School resumes	05-01-2020	05-01-2020	Academic	Show



Medical Button:

The medical section displays medical records of the child as shown below.



The screenshot shows the 'Medical' section in the Skoolee interface. At the top, there is a navigation bar with icons for Grade Book, Attendance, Conduct, Demerit, Assignments, Report Card, Schedule, School Calendar, Medical, Resources by Subject, and Resources by Class Section. Below this, there are filters for Branch (MAIN) and Academic Year (2019/2020). The 'Medical Report' table has columns for Creation Date, Gender, Date Of Birth, BMI Category, Weight, and Height. The 'Accident report' table has columns for Date of checkup, Diagnosis, Treatment, Time in, Time out, Accident report, and Hospitalized.

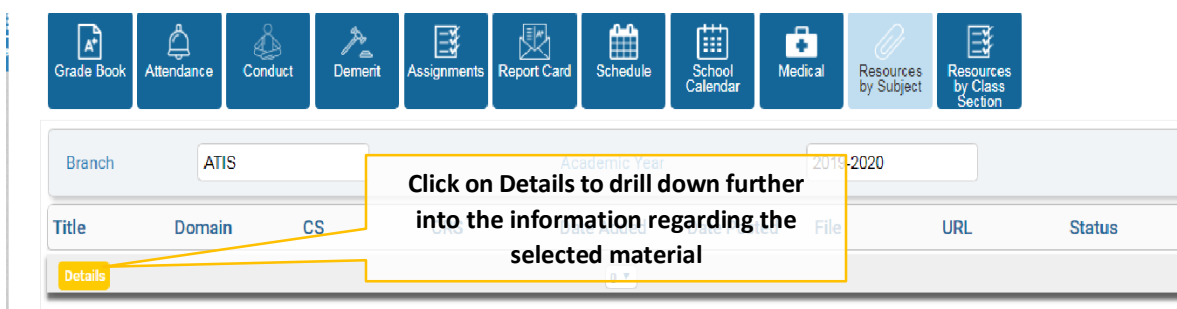
Creation Date	Gender	Date Of Birth	BMI Category	Weight	Height
31-10-2019	Male	10-09-2010	Overweight	41.6 KG	140.5 CM

Date of checkup	Diagnosis	Treatment	Time in	Time out	Accident report	Hospitalized
04-02-2020	wiggling tooth fell off	gauze roll - pad	11:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>
12-12-2019	Lt ear pain - since morning	called mom - 8.5ml panadol given	10:21	00:00	<input type="checkbox"/>	<input type="checkbox"/>
04-12-2019	Rt ear pain t - 37.2	informed mom , 8.5ml panadol given - sent home	09:10	00:00	<input type="checkbox"/>	<input type="checkbox"/>

It contains accident reports with the date of check-up, diagnosis, treatment, duration at the school clinic and a checkbox indicating if the child was referred to the hospital. In general, the medical condition or any incident report during the school day will be recorded.

Resources by Subject Button:

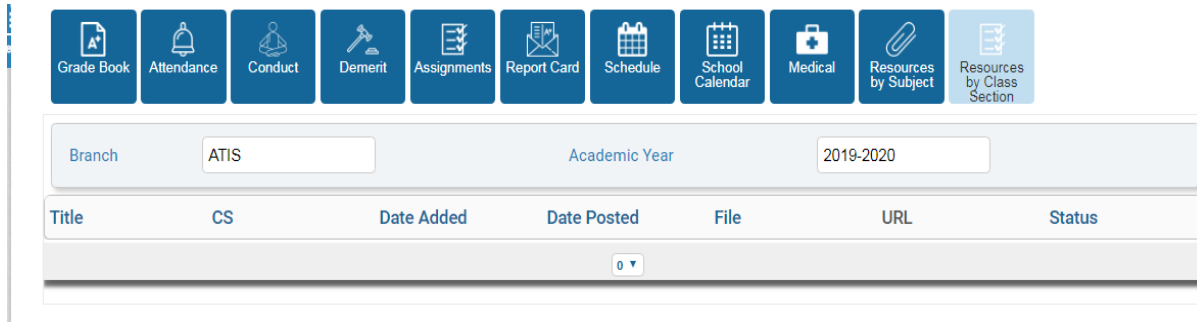


The screenshot shows the 'Resources by Subject' section in the Skoolee interface. It features a navigation bar with icons for Grade Book, Attendance, Conduct, Demerit, Assignments, Report Card, Schedule, School Calendar, Medical, Resources by Subject, and Resources by Class Section. Below the navigation bar, there are filters for Branch (ATIS) and Academic Year (2019-2020). A table displays resource information with columns for Title, Domain, CS, File, URL, and Status. A yellow callout box highlights the 'Details' button and contains the text: 'Click on Details to drill down further into the information regarding the selected material'.

The resource by Subject displays the resources that are shared by the teacher Subject wise. The 'File' cell contains the file to download for the respective material. The 'URL' cell contains the link to the material. The 'Status' cell indicates if materials are validated. For more details on the material, select 'material' and click on **Details** button.

Resources by Class Section Button:

The resource by Class Section displays the resources that are shared by the teacher Class section wise. The File cell contains the file to download for the respective resources. The URL contains the link to the material in the internet. The status cell indicates the status of the material which if validated means is accessible.

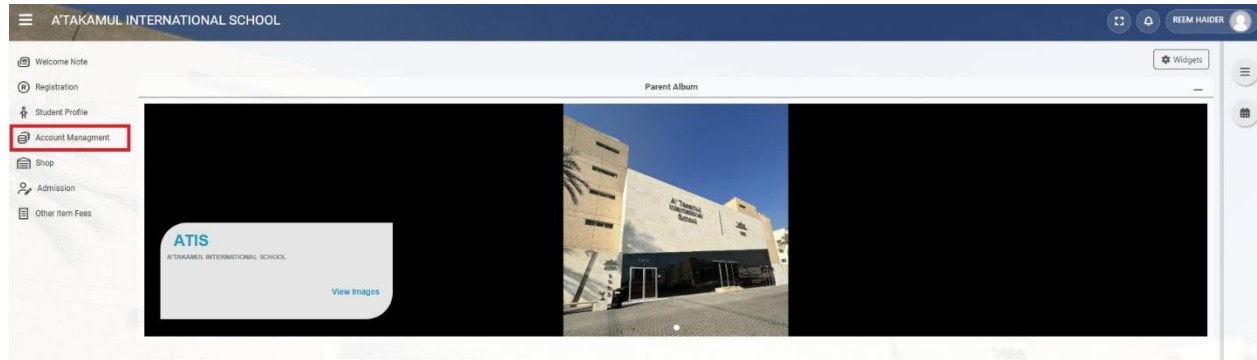


The screenshot shows a navigation bar with buttons for: Grade Book, Attendance, Conduct, Demerit, Assignments, Report Card, Schedule, School Calendar, Medical, Resources by Subject, and Resources by Class Section. Below this is a filter section with 'Branch' set to 'ATIS' and 'Academic Year' set to '2019-2020'. A table with the following columns is displayed: Title, CS, Date Added, Date Posted, File, URL, and Status. The table currently shows 0 items.

ACCOUNT MANAGEMENT- (ONLINE FEE PAYMENT-E PAYMENT)

The Account management selection displays the account profile of the children within the family.

- 1. Click on Account Management

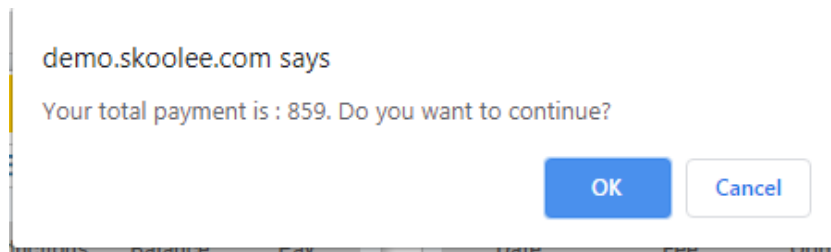
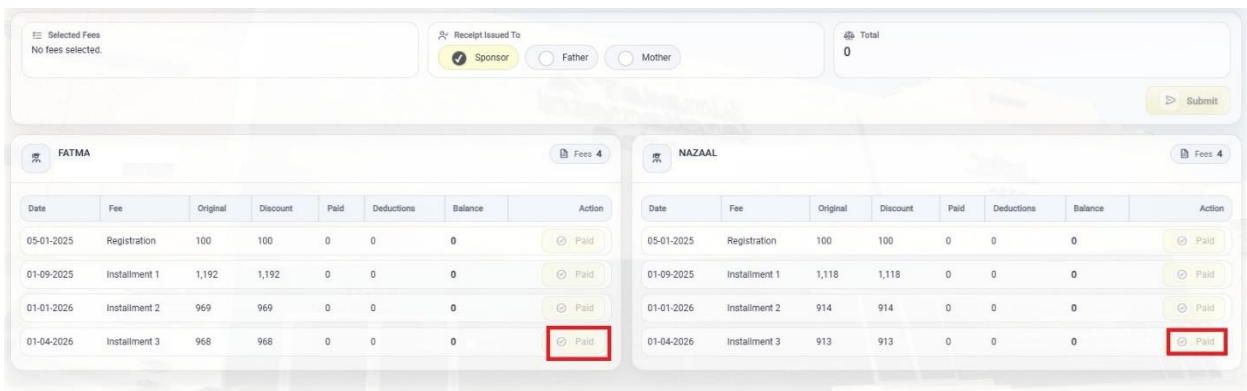
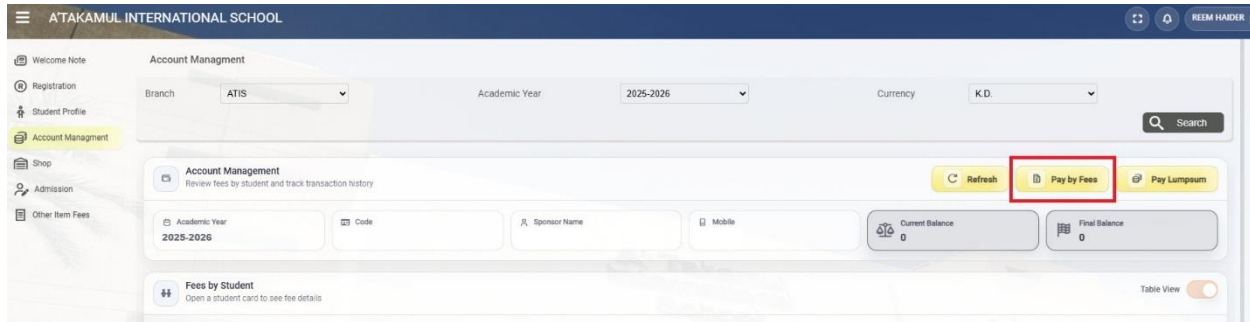


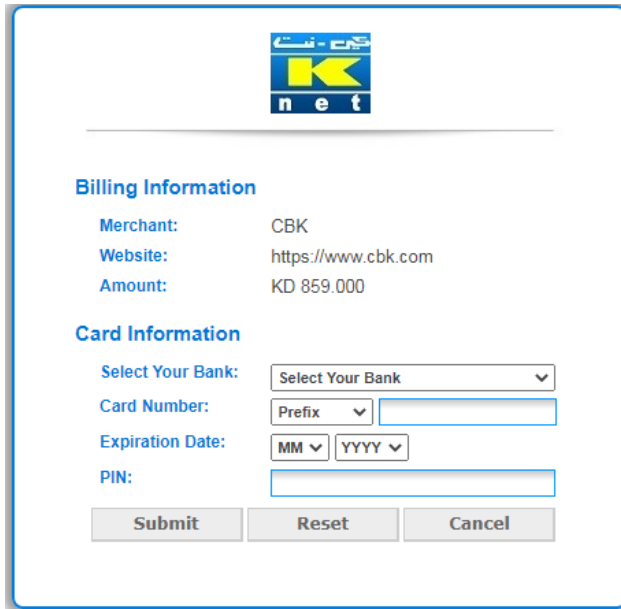
The screenshot shows the parent portal interface for A'Takamul International School. The top navigation bar includes the school name and a user profile for 'REEM HAIDER'. A sidebar menu on the left lists various options: Welcome Note, Registration, Student Profile, Account Management (highlighted with a red box), Shop, Admission, and Other Item Fees. The main content area is titled 'Parent Album' and features a large image of the school building. A 'View Images' link is visible in the bottom right corner of the image area.

2. There are two options available for paying student fees as below. **Always ensure first the Academic year is selected correctly for payment.**

**OPTION 1:**

2.a. The first option is Clicking on **Pay by Fees** - On clicking this option, the parent has to pay the fees instalment wise.





**Billing Information**

Merchant: CBK  
 Website: https://www.cbk.com  
 Amount: KD 859.000

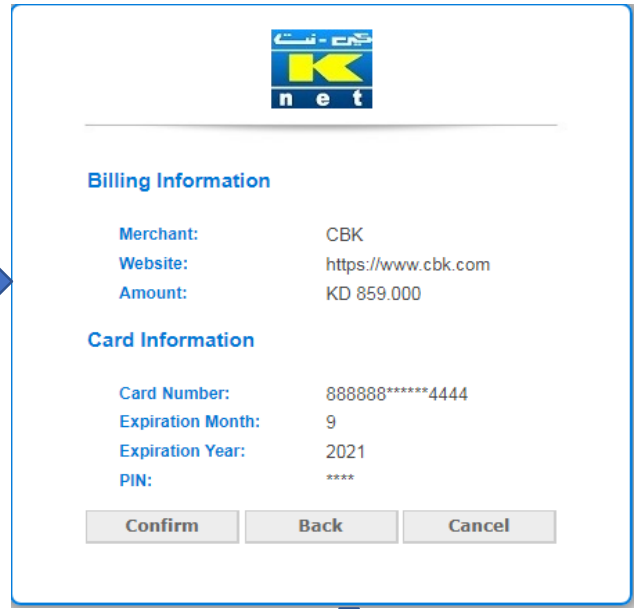
**Card Information**

Select Your Bank:

Card Number:

Expiration Date:

PIN:



**Billing Information**

Merchant: CBK  
 Website: https://www.cbk.com  
 Amount: KD 859.000

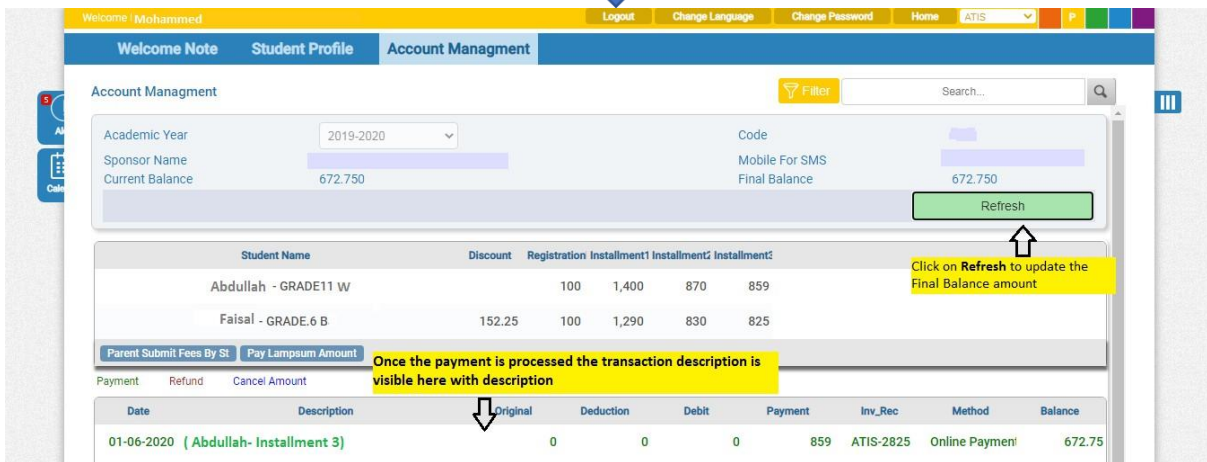
**Card Information**

Card Number: 888888\*\*\*\*\*4444  
 Expiration Month: 9  
 Expiration Year: 2021  
 PIN: \*\*\*\*

## Receipt

<b>Sponsor Code</b> 0001	<b>Sponsor Name</b> Mohammed		
<b>Payment Amount</b> 859	<b>Currency</b> K.D.	<b>Payment Date</b> 01/06/2020 17:31:07	
<b>Transaction Status</b> Successful	<b>Transaction Number</b> 202015388931817	<b>Receipt Number</b> 202015388931817	<b>Auth Code</b> B32594

Click on **Print Receipt** to print download and print the receipt



Account Management

Academic Year: 2019-2020 | Code: [redacted]  
 Sponsor Name: [redacted] | Mobile For SMS: [redacted]  
 Current Balance: 672.750 | Final Balance: 672.750

Student Name	Discount	Registration	Installment1	Installment2	Installment3
Abdullah - GRADE11 W		100	1,400	870	859
Faisal - GRADE.6 B	152.25	100	1,290	830	825

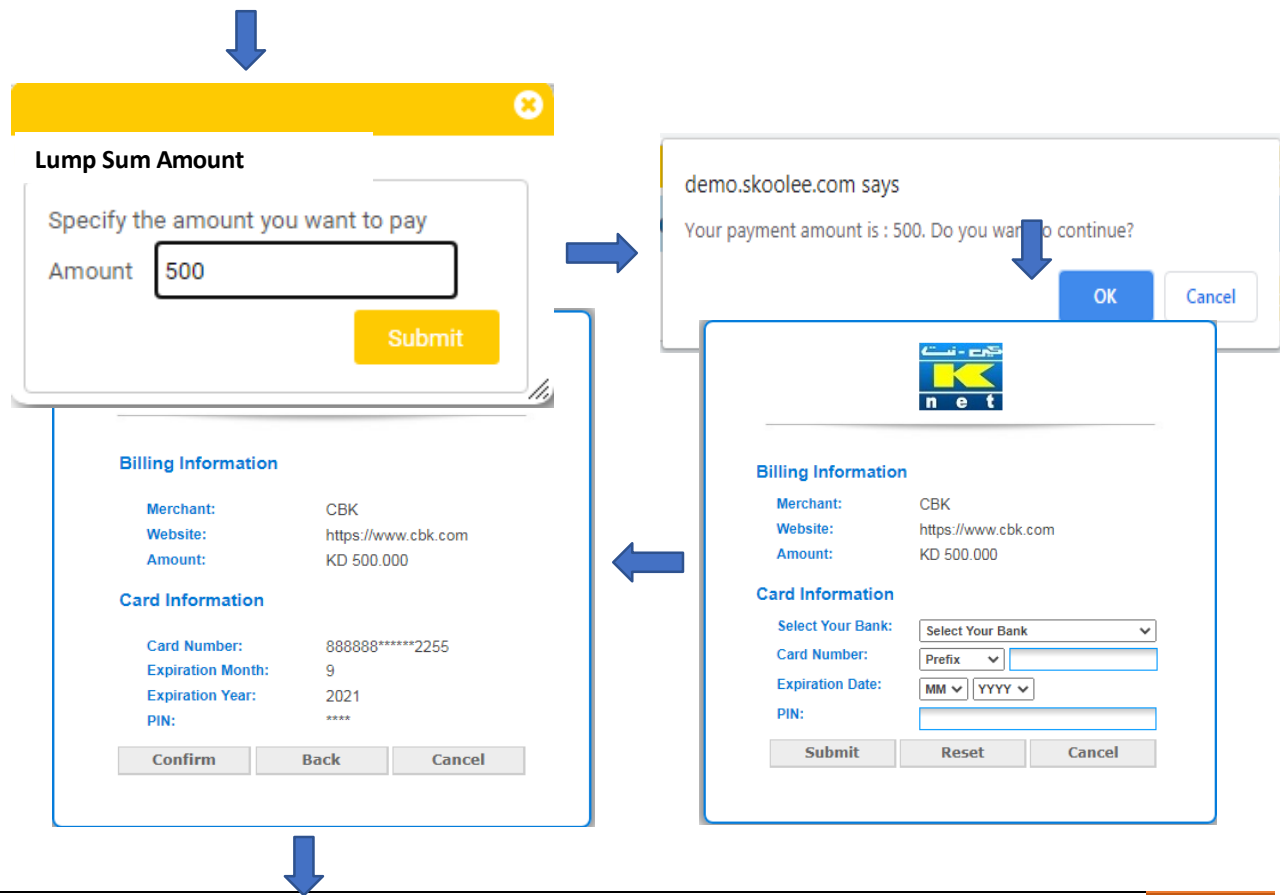
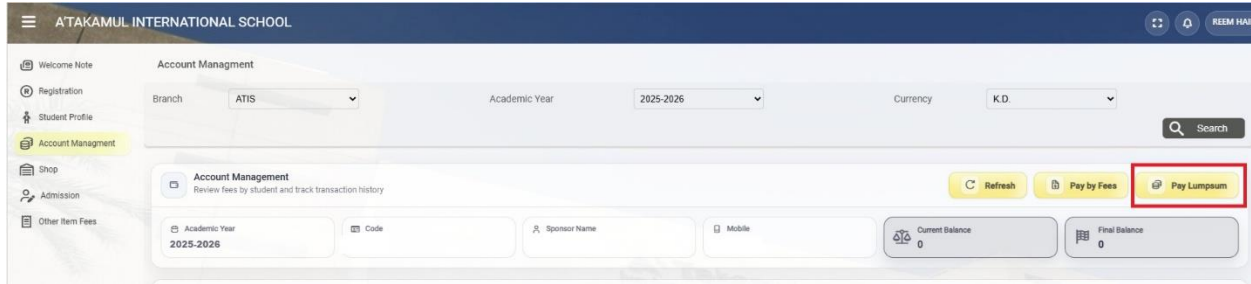
Click on **Refresh** to update the Final Balance amount

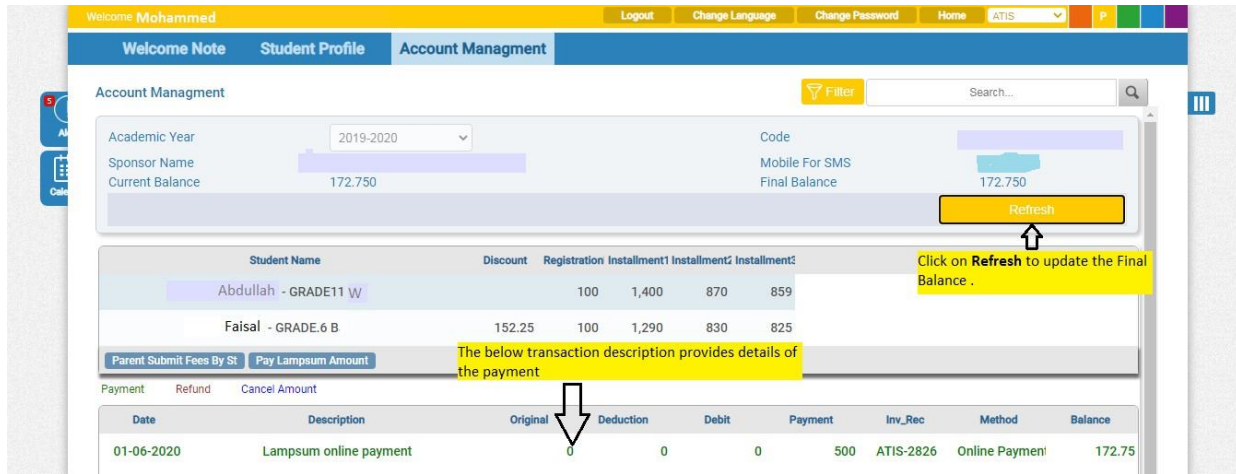
Once the payment is processed the transaction description is visible here with description

Date	Description	Original	Deduction	Debit	Payment	Inv_Rec	Method	Balance
01-06-2020	(Abdullah- Installment 3)	0	0	0	859	ATIS-2825	Online Payment	672.75

**OPTION 2:**

2.b. The second option of fees payment is by Clicking on **Pay Lumpsum** as shown below:





The screenshot shows the 'Account Management' section of the Skoolee portal. It includes a 'Refresh' button and a table of student accounts with columns for Student Name, Discount, Registration, and Installments. Below this is a table of transactions with columns for Date, Description, Original, Deduction, Debit, Payment, Inv\_Rec, Method, and Balance.

Student Name	Discount	Registration	Installment1	Installment2	Installment3
Abdullah - GRADE11 W		100	1,400	870	859
Faisal - GRADE.6 B	152.25	100	1,290	830	825

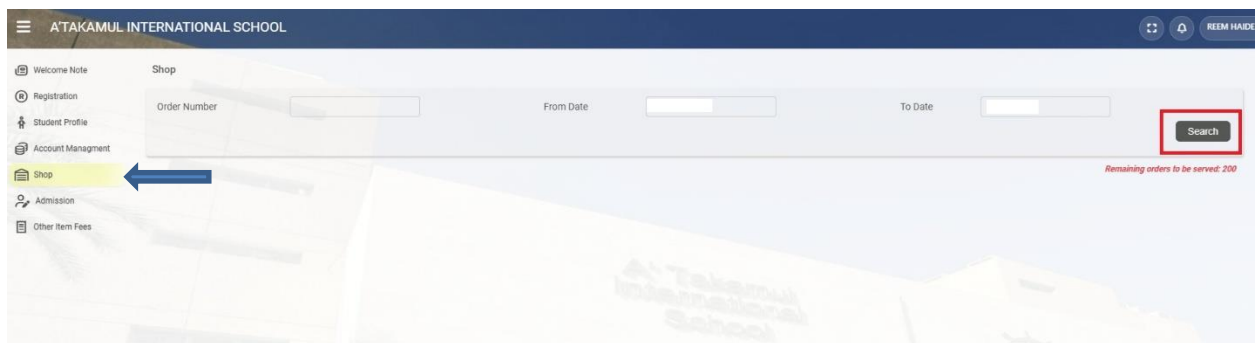
  

Date	Description	Original	Deduction	Debit	Payment	Inv_Rec	Method	Balance
01-06-2020	Lampsum online payment	0	0	0	500	ATIS-2826	Online Payment	172.75

## UNIFORM

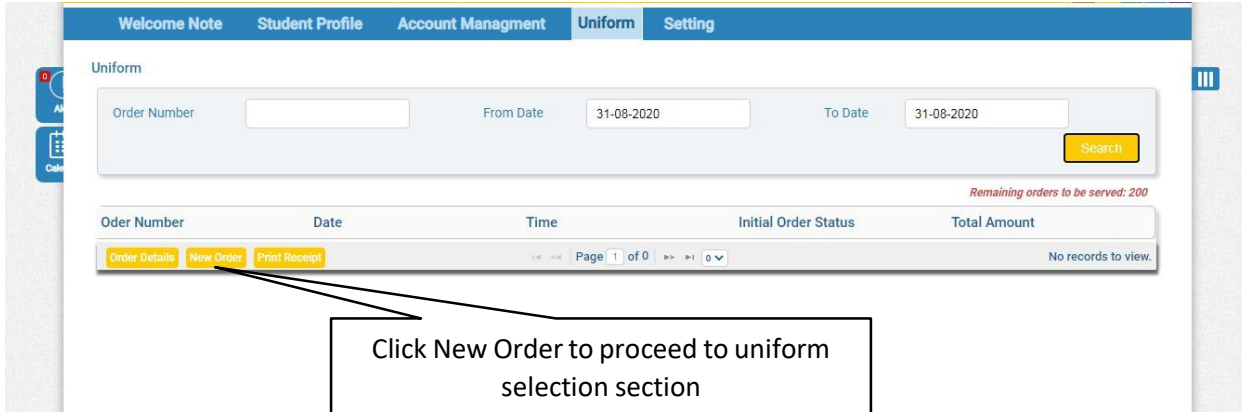
The process of online uniform purchase is a user friendly, easy to use user process. The below steps details the process of placing an order.

1. Click on the Shop Tab on the top blue bar of the portal (Next to Account Management) and click on search as shown below .

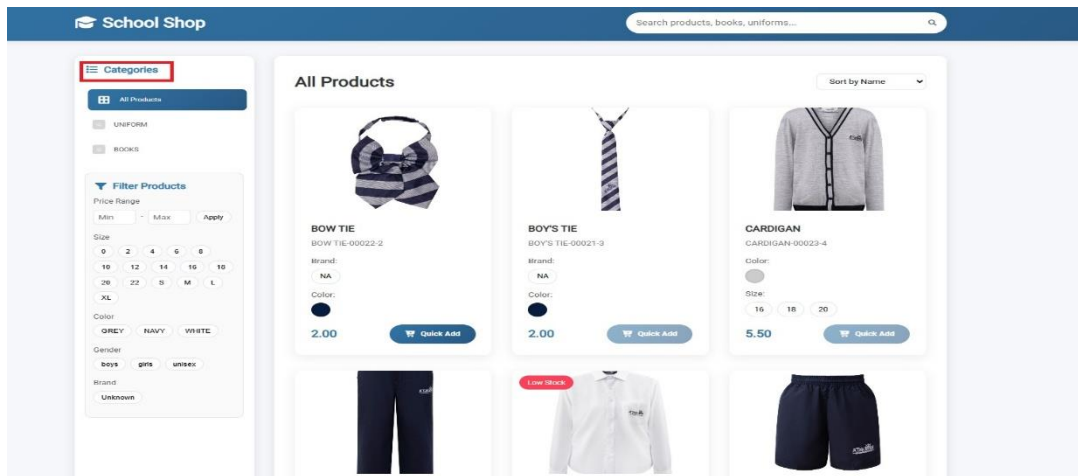


The screenshot shows the 'Shop' page of the A'Takamul International School portal. It features a search bar with a 'Search' button highlighted by a red box. A blue arrow points to the 'Shop' tab in the left sidebar.

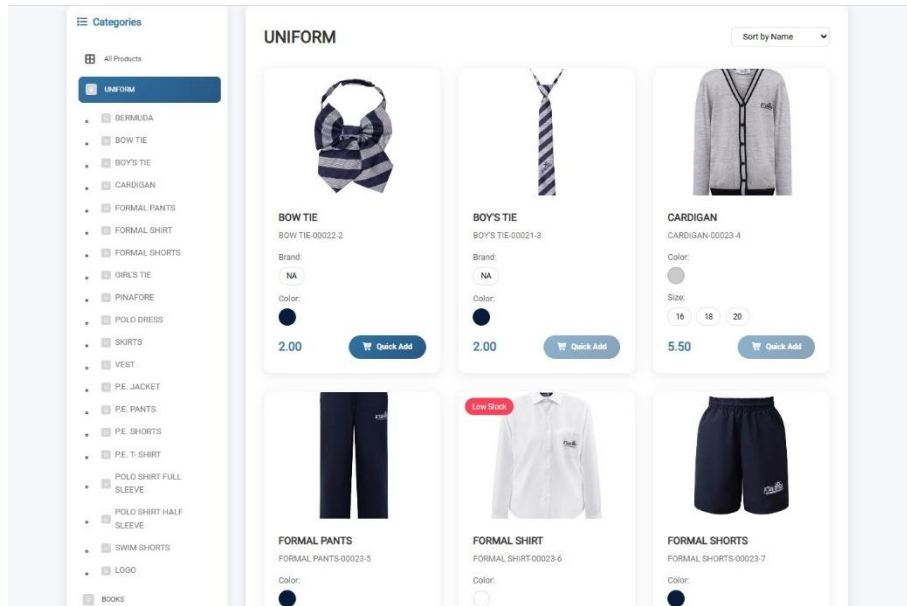
2. Click New Order to proceed to the uniform's selection section.



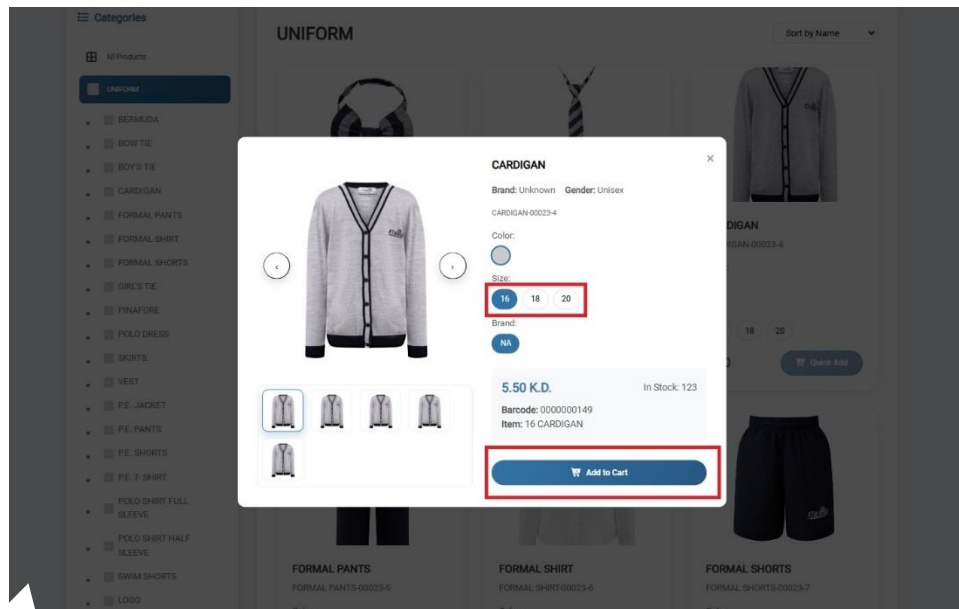
3. There is the facility to drill down the selection to the level of Category, Sub Category and Gender.



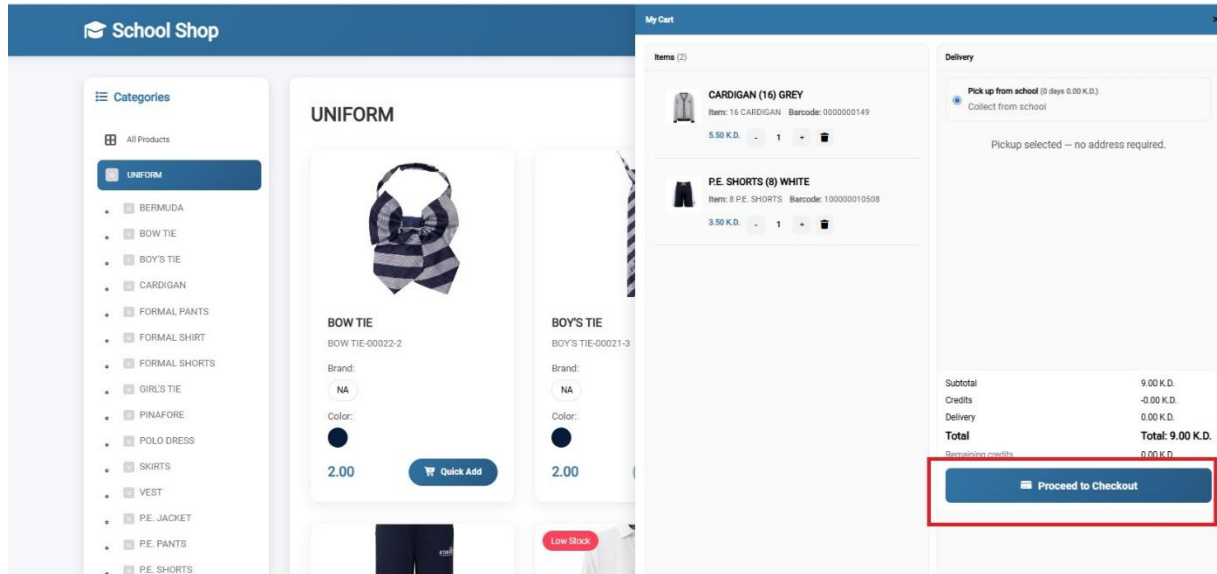
4. On selecting the Category, Sub Category and the Gender and clicking Search, the corresponding uniforms will be displayed in the display area as shown below.



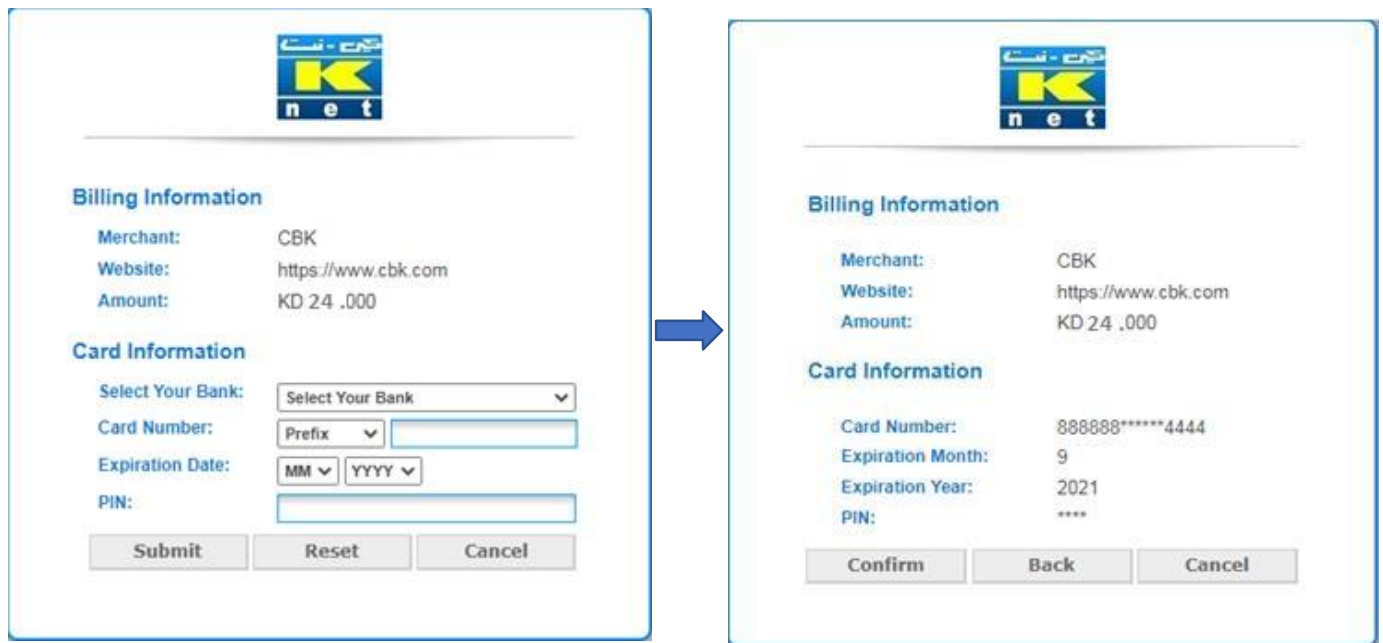
5. The item quantity can be selected and click on Add to cart. The Trolley icon (cart) indicates the items present in the cart.



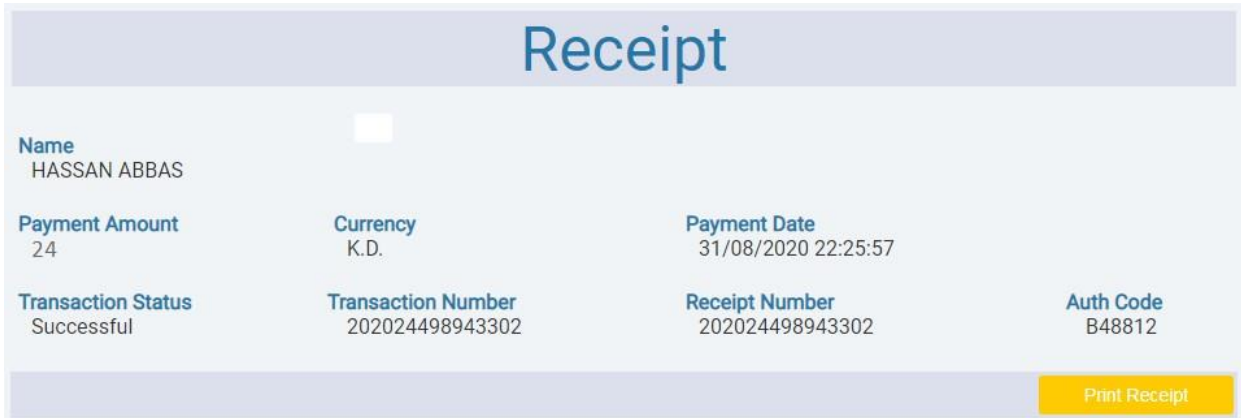
6. Click on the cart to verify the item. Items may be deleted by clicking on the Delete icon next to the item.
7. Click on Order to proceed to payment screen.



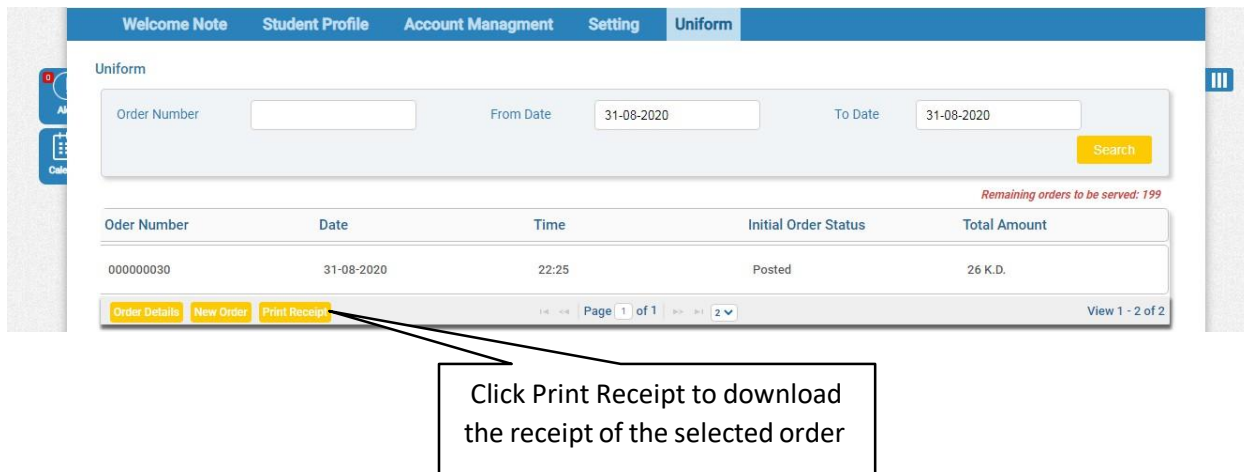
8. Complete the payment process



9. Receipt confirmation is obtained indicating the status of the transaction.



10. Once paid return back to the Uniform main page and click on search to view the order placed under your name as shown below. The Print Receipt downloads the receipt for submission once the order is processed by the school's uniform department.



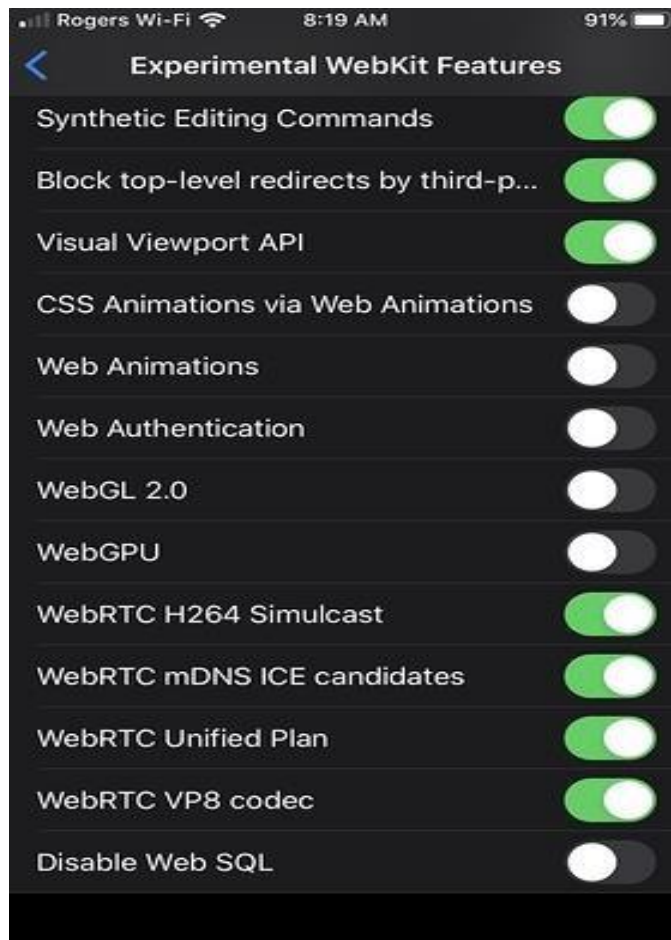
11. Once the School Uniform department receives the order and is processed , the parent may come to the school to collect the order upon confirmation.

## COMPATIBILITY

While Skoolee works seamlessly on Windows Operating System with Chrome and Firefox. For Apple devices with IOS 13 and above the below settings needs to be applied in Safari browser in order to use Skoolee .

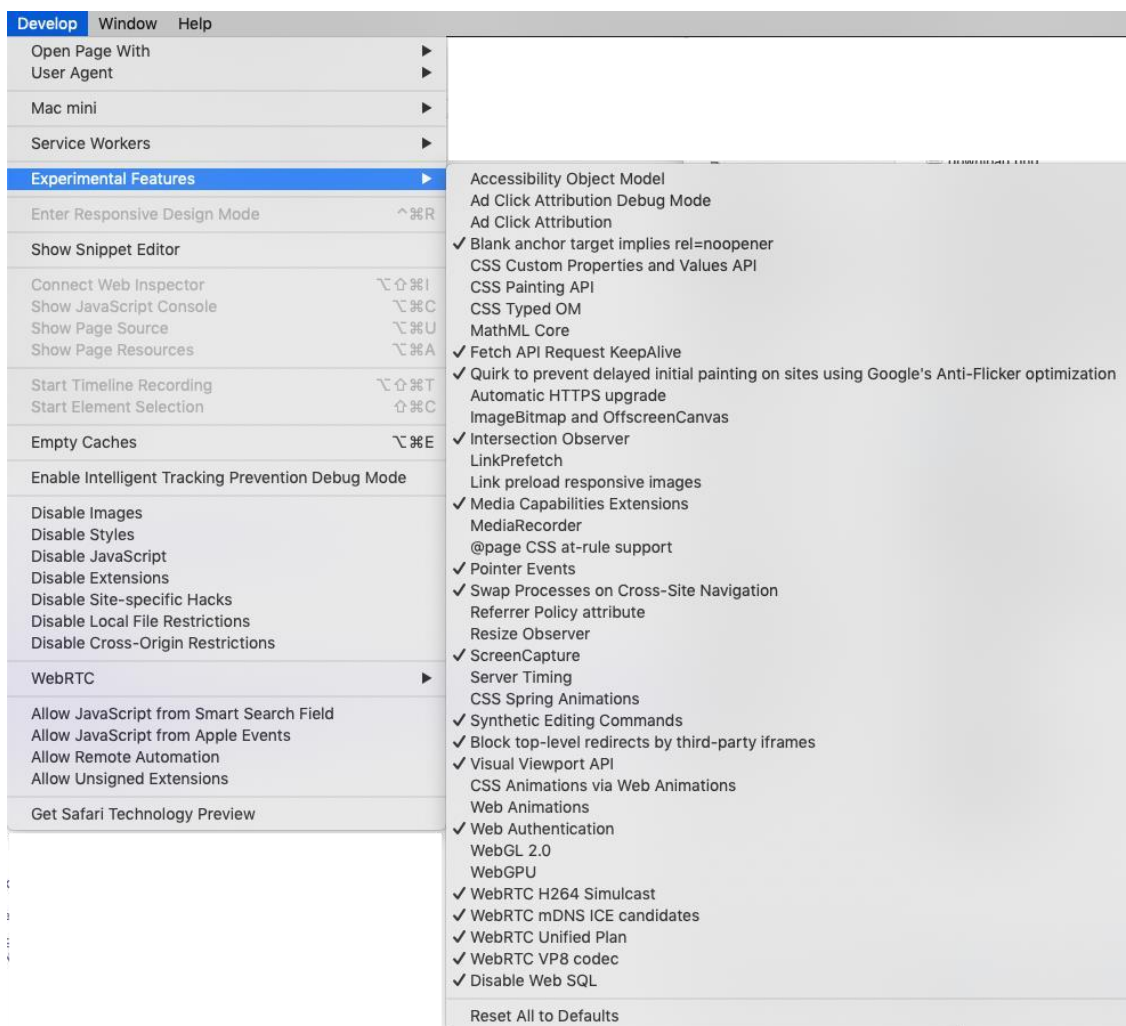
### **For IOS Safari Browser (IPad OR iPhone):**

1. Settings >>Safari >>Advanced
2. Experimental Features >>Disable Web SQL (at the bottom)



## For Safari Browser (Desktop):

1. Turn on the Developer's menu: Safari Preferences >> Advanced >> check "Show Development menu in menu bar"
2. On the Developer's menu, select Experimental Features. Uncheck 'Disable Web SQL'



## SUPPORT

For More Information or any support, use the following contact:

➤ [skoolee@atakamul.edu.kw](mailto:skoolee@atakamul.edu.kw)