

Sycamore Education – A Parent Guide

<https://app.sycamoreeducation.com>

School ID: 2108

Username: _____

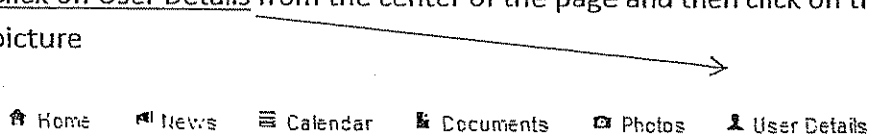
Password: welcome (please change after logging in)

You should be prompted to change your password at login, but you may change it at anytime under My Organizer. Unfortunately, you cannot change your username.


The 1st time you log into Sycamore, you will need to set up your browser on each computer you will be consistently using. This is the Welcome Aboard message that you see when entering Sycamore. It helps Sycamore run smoothly. Follow the directions on the screen. If you choose to do the Welcome Aboard at another time, you can find it again under System Help on the left.

Accessing Your Child's Class Information:

Click on User Details from the center of the page and then click on their child's name/ portrait picture



Home News Calendar Documents Photos User Details

Your child's classes will appear below. Click on the  to go into that classroom. After September 9th we will be posting grades for MS/HS. Elementary will be posting mid-terms and final grades unless indicated otherwise by the classroom teacher. Explore the classroom site as explained by your teacher.

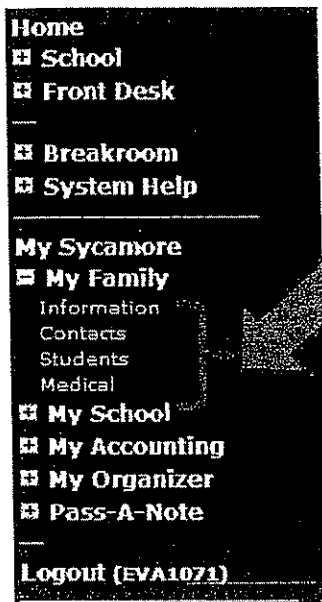
Tour of the left side of the Menu:

Front Desk – check out our Family Directory – we will not be handing out a family directory this year as it is at your fingertips under FRONT DESK on the left.

Info Center - The Cafeteria Menu is posted under the Info Center. You can print it out by printing in landscape view.

Break Room – Enjoy posting ads under the Classified Ads. If you want them to be advertised on the top level of Sycamore, be sure to highlight that on your ad. Your ad will be approved before it is posted. Let's promote our family businesses and needs.

System Help - Visit the Welcome Aboard message to customize your settings. Check out the Online manuals and videos to help you become an avid parent user.



UPDATING and MAKING SURE YOUR INFORMATION IS CURRENT:

Once you are on the Homepage, go under +My Family and into each of the yellow subcategories to update your information.

Always HIT UPDATE after changing anything on a page.

When under CONTACTS, you may want to have a family member added that is not listed. Perhaps you may want to add your grandmother and grandfather with email addresses and phone number. Go to NEW CONTACT in upper right corner and add the information. Click update after you make changes.

Any BLUE link is live and takes you somewhere, so if you go into STUDENTS, we would love your child's cell number or email address if he/ she has one. Please click update after you make changes.

Medical information is important - - save us some steps and take the time to enter it. Click update when you are finished.

TURNING ON AND OFF TEXT MESSAGING:

Under +My School, you can turn on or turn off text messaging. Presently, all users are enabled.



Go to Notifications, and select your PARENT and then enable or disable text messaging.

Select Parent

Enabled

Email

SMS Select Phone Number Choose Carrier

SMS Email

Voice Select Phone Number

Notification List

All Parents
Notification to all parents

Fall JV Volleyball
Announcements for Fall JV Volleyball

Important: You need to select the SMS cell number and Choose a Carrier if you want text messaging.

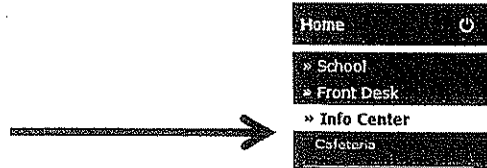
Lastly, you can see the Notification List. Choose which text messaging groups you would like to be a part of and know that this list will probably grow as we get started.

My Accounting – On the left hand side, check out your tuition/ cafeteria balance
My Organizer – On the left hand side, change your password and be sure to save

Sycamore Education Cafeteria Ordering Instructions

Viewing the Monthly Menu

When you log into Sycamore, on the left hand side menu bar, you can find the monthly food menu under the *Info Center*.



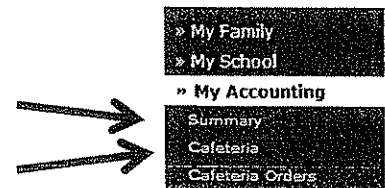
By clicking on the word *Cafeteria*, it will bring up the calendar view. We will not be serving food in August so you will need to go to the September calendar. You can print the calendar in the top right with the *PRINT* button. You will want to change your printout to *LANDSCAPE* instead of *PORTRAIT* so your entire menu is printed.

Ordering Food for the Month

We are asking parents to order one month in advance as we have in the past to ensure we have the correct quantity. Ordering time will be open until 5 days before the next month begins. An email will be sent out to remind you that the order period is closing for that month.

To order your child's food, go to the left menu bar under My Accounting.

The *Summary link* will tell you your accounting information. We are recommended that parents pay an extra \$15.00 to your cafeteria account so you can always have a balance if your child forgets his/her lunch. You will be notified when your balance is low.



The *Cafeteria link* shows you a balance of what your child has ordered. Daily A La Carte orders by Middle and High School students like hot pretzels will not be part of this tally area.

How to Preorder Meals

To pre-order the meals your child would like, go to **Cafeteria Orders** and use the drop-down arrow in each box for each child. Select the quantity in the small box to the left. Click the Update button to submit the orders and get a current total for the lunches you have ordered. Meal Orders are the entrees.

How to Preorder A la Carte Items

To pre-order A la Carte items for your child, click on the blue A la Carte tab at the top. It will open a window with the list of items available. Put the number of items you would like to the left of the item. When you have finished with everything that your child would like, click on the Update button. The number of items ordered will display on the button and the total of all items for all students will display in red in the lower right corner.

Name	Price
01 Big Breakfast	\$7.00
0 Apple Pie	\$2.50
0 Apple Turnover	\$3.50
0 Baked Potato 55oz	
0 Banana	
0 Big Breakfast	
0 Biscuits and Gravy	\$1.75
0 Cheddar Cheese	\$2.50
0 Curl 'ems	\$1.00
0 Curls-a-roos	\$1.75
0 Eggs Benedict	\$4.75
0 Fried Calamari	\$4.75

Making Payment to Grace Academy

Be sure that you total both the Meal Orders and the A la Carte Orders to ensure that you have an adequate balance in your account. We are asking that you consider adding an additional \$15 balance to your order per semester for the times when students forget to bring their lunches.