



PRESENTATION BROTHERS COLLEGE

OVERVIEW

Personalised App

- Your main touch point with the school - Presentation Brothers College, Cork App will be used for ALL main school communications.

Registration Process

- Parents – Verify email and mobile number
- Students – Verify email

Verification Process

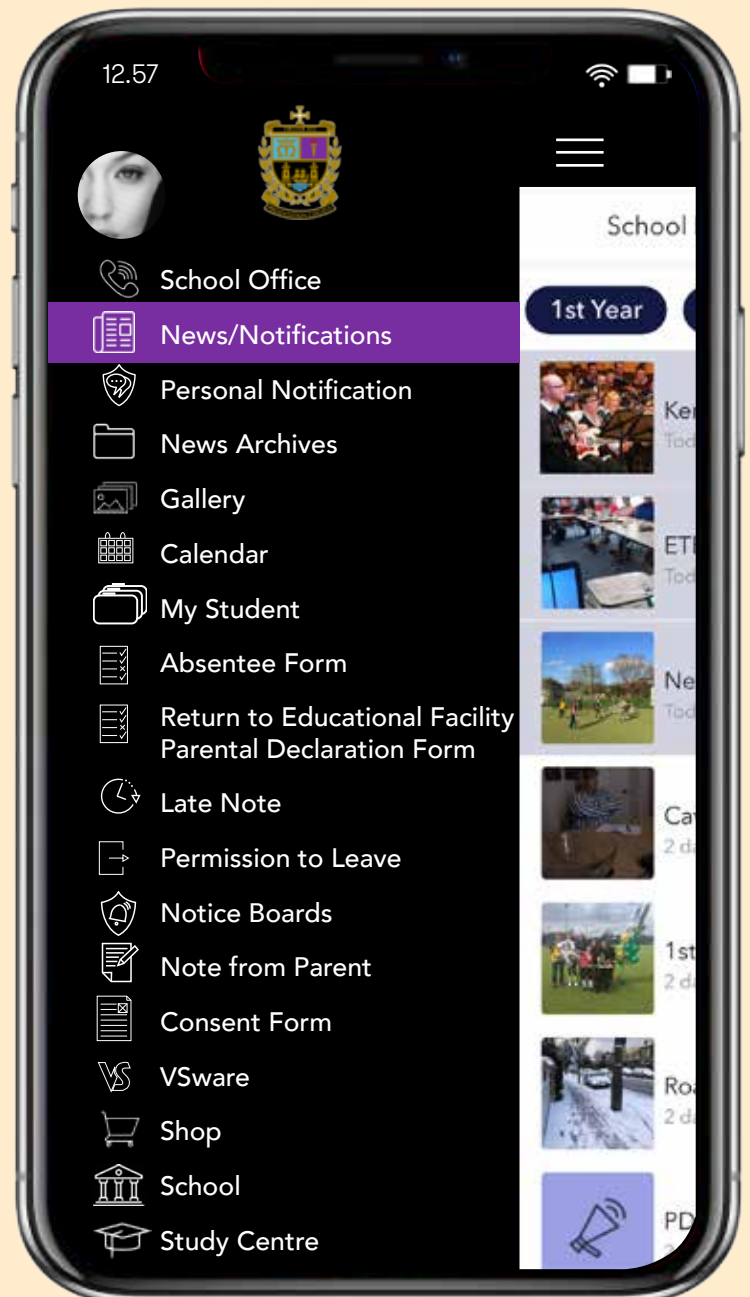
- Parents & Students are matched to the schools MIS system for verification. Only verified App users can gain access to App information/functions

Communications

- Personal Notifications
- Private Group Messaging
- Alerted News & Notifications
- Archived News & Notifications
- Calendar
- Gallery

Parental Student Functions

- Note from Parent
- Digital Attendance Forms
- Late Form
- Permission to Leave Early
- Consent Forms
- Seamless Access to third party systems (eg VSware, ePortal)



DOWNLOAD AND SETUP YOUR APP

1. DOWNLOAD YOUR APP

Search for:

'Presentation Brothers College, Cork' in –

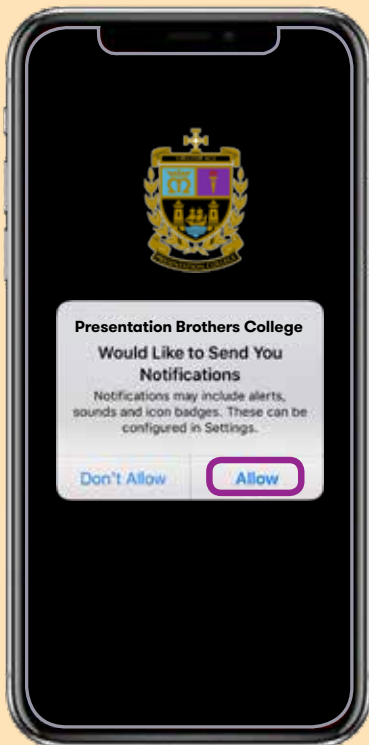


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2. ALLOW PUSH NOTIFICATIONS



1. Open Settings



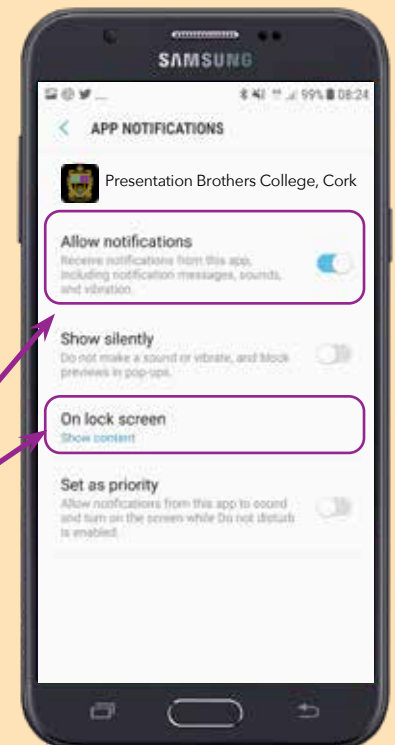
2. Open
Notification
Centre



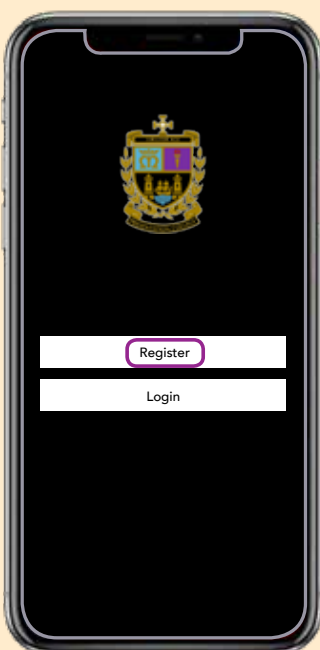
3. Select School
App icon



4. Select
preferences as
shown



3. REGISTER



When entering your Registration Details, please ensure that your name, email and mobile number (*students do not enter mobile number) entered on the App correspond with the details the school holds for you on our internal administration system.

Use any password of your choice.

REGISTRATION

Click button to set your school connection as:

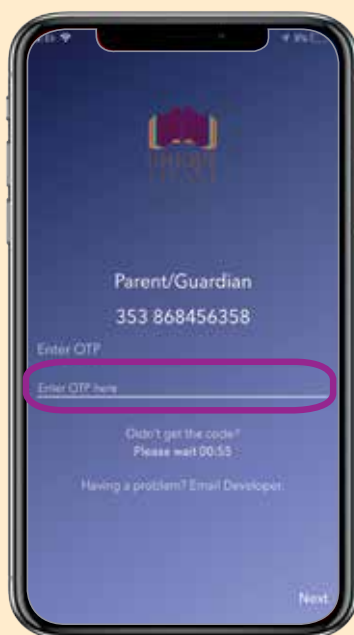
- Student
- Parent/Guardian
- Teacher/Staff
- Parent/Guardian & Teacher/Staff



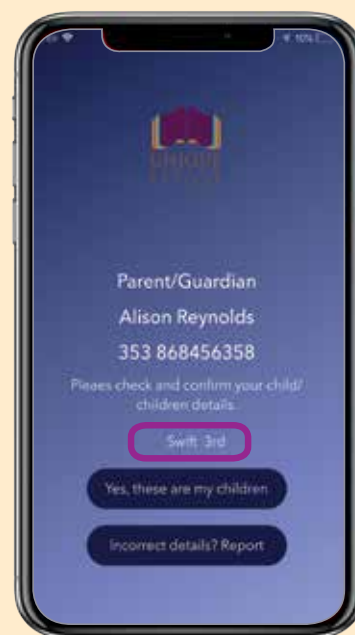
PARENT/GUARDIAN REGISTRATION



1. Input your mobile number (check **Country Code** is correctly set)



2. Enter OTP code that will be sent to your phone)



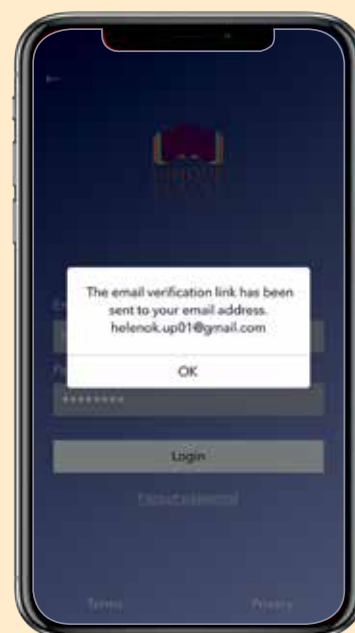
3. Confirm match with school's database record for your son(s)/daughter(s)



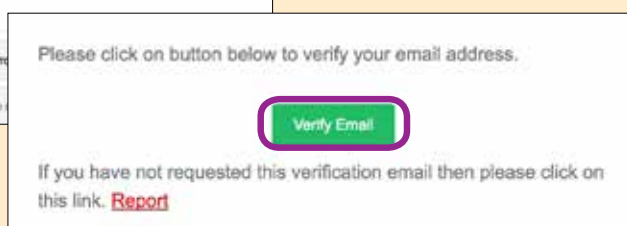
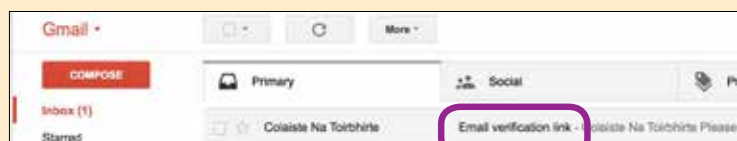
4. Enter email address



5. Login



6. Verify – a verification email will be sent to your email.



Click 'Verify Email' in the email

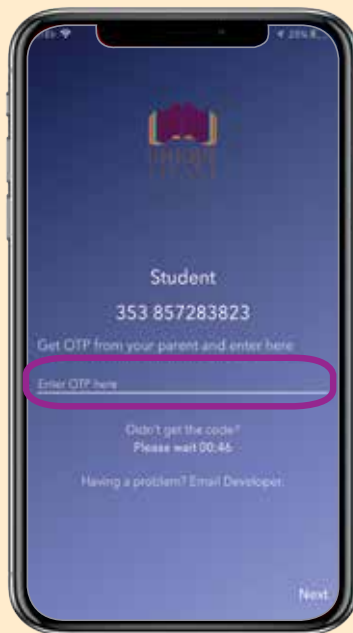
Can't find the verification email? – Check your junk mail

NB: As Parents have access to Student Reports, Absence and Permission forms, etc, it is essential that you keep your APP PASSWORD private.

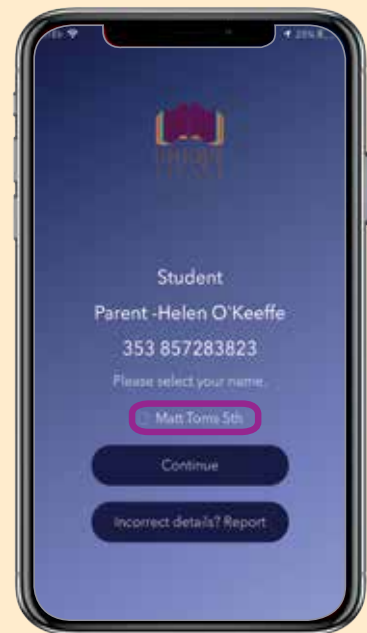
STUDENT REGISTRATION



1. Input your PARENT'S mobile number (**check Country Code is correctly set**)



2. Enter OTP code that will be sent to your PARENT'S phone)



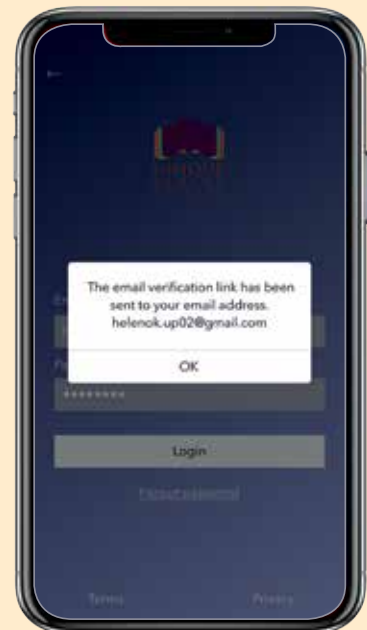
3. Confirm match with your parent name and your name



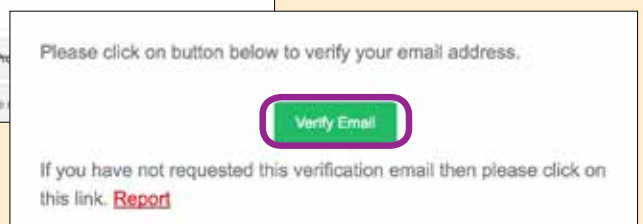
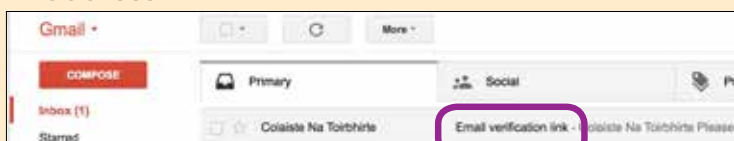
4. Enter YOUR OWN email address



5. Login



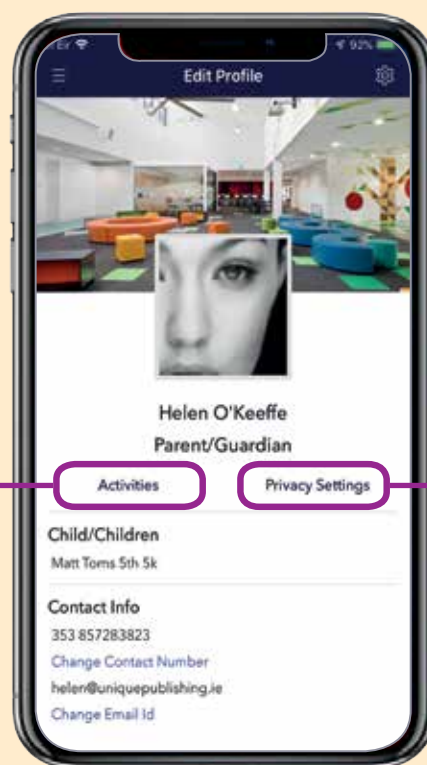
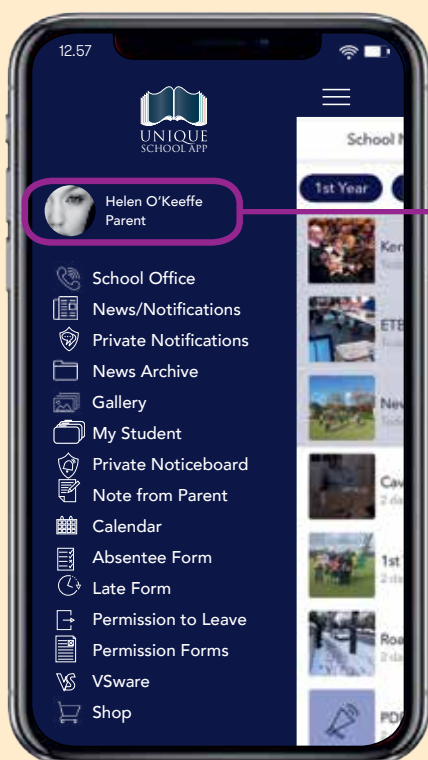
6. Verify – a verification email will be sent to YOUR email.



Click 'Verify Email' in the email

Can't find the verification email? – Check your junk mail

EDIT PROFILE

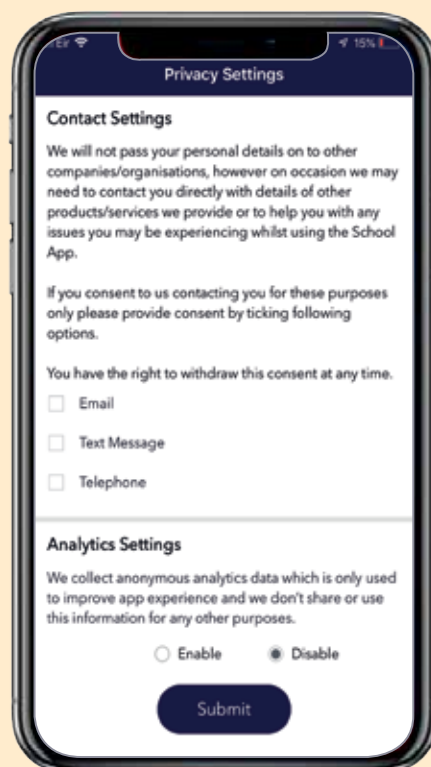
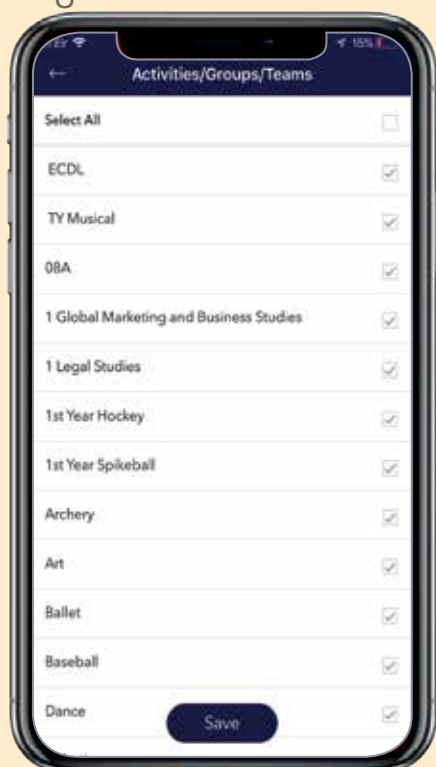


PROFILE ACTIVITIES

Select the **Activities** for which you wish to receive Alerted Notifications. By default all Activities are selected, so click off any that are not relevant to you.

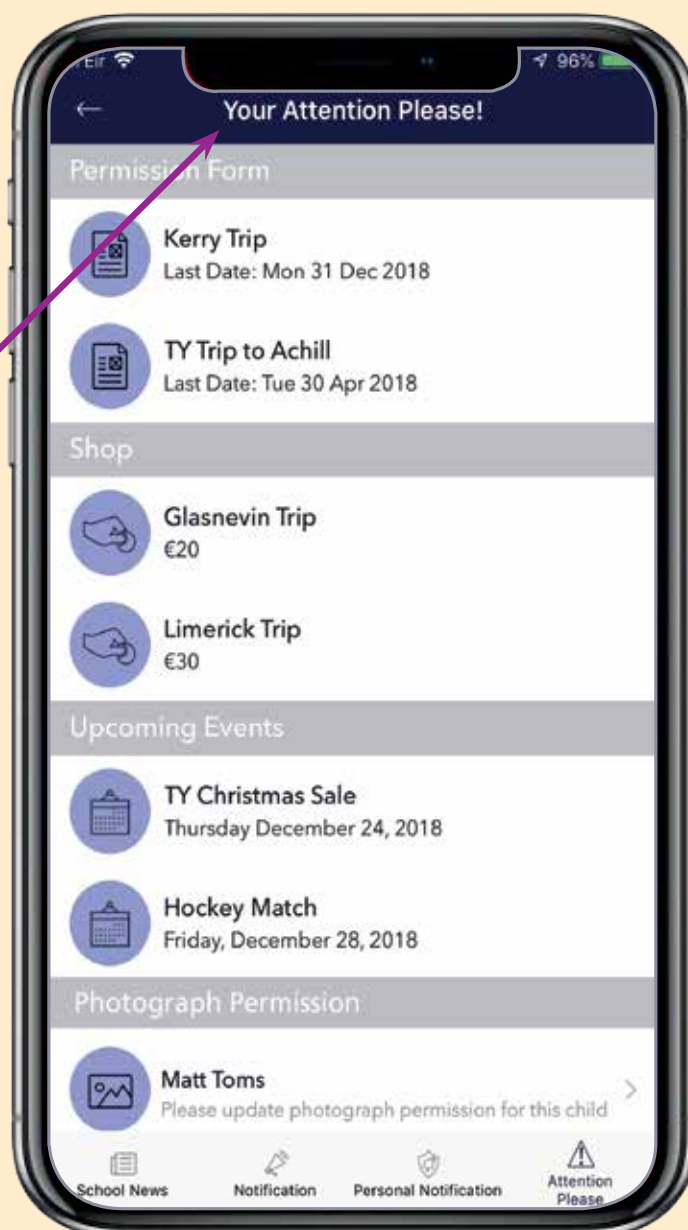
PRIVACY SETTINGS

Enter/update **contact consent** settings and analytic data.

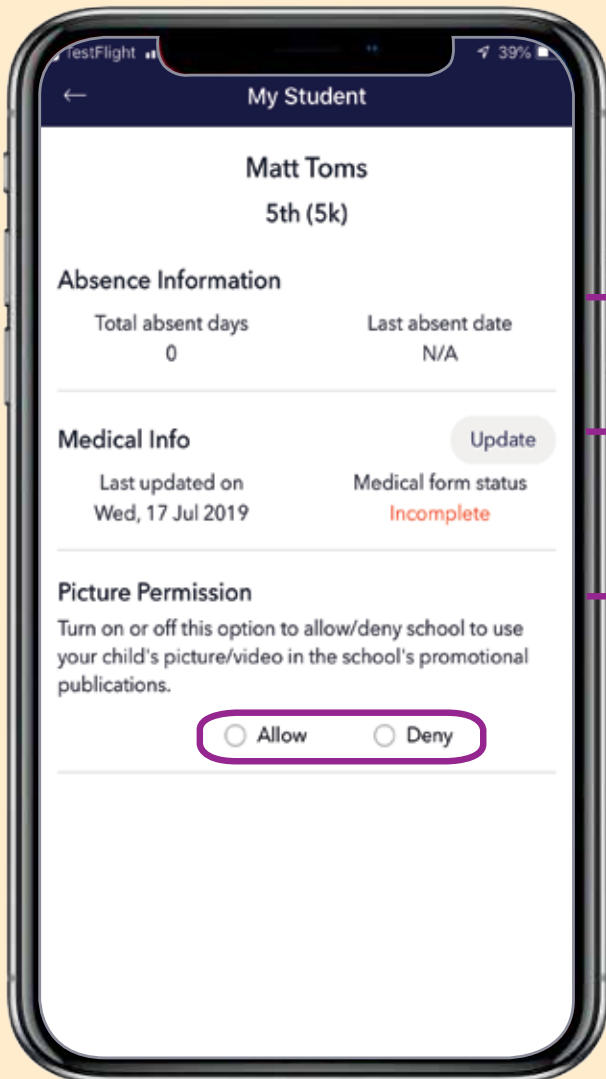


DASHBOARD ALERTS

Your App will open on the News & Notifications page. See 'Attention Please' on the bottom strap for a list of reminders about forms and permissions you need to submit, plus payments you need to make.



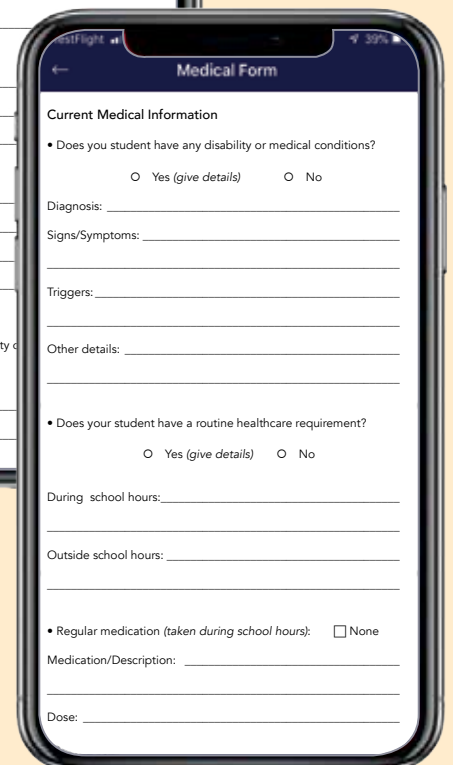
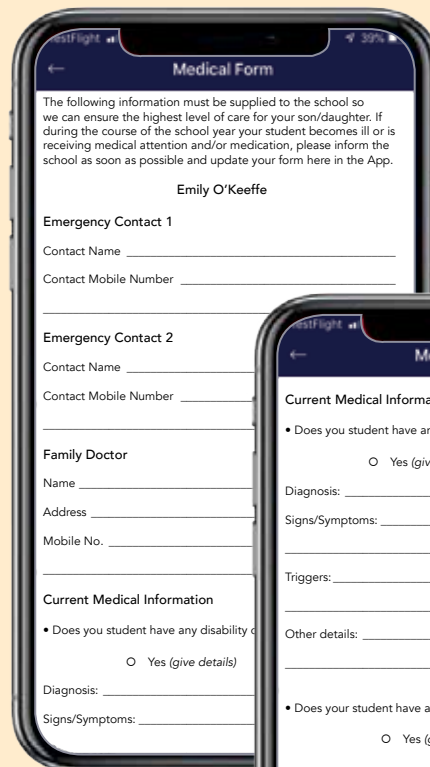
MY STUDENT



Shows number of Absentee Forms submitted and Last Absent Date

Enter/update Medical Information for your student

Grant/deny permission for use of your student's picture/video in school's promotional publications

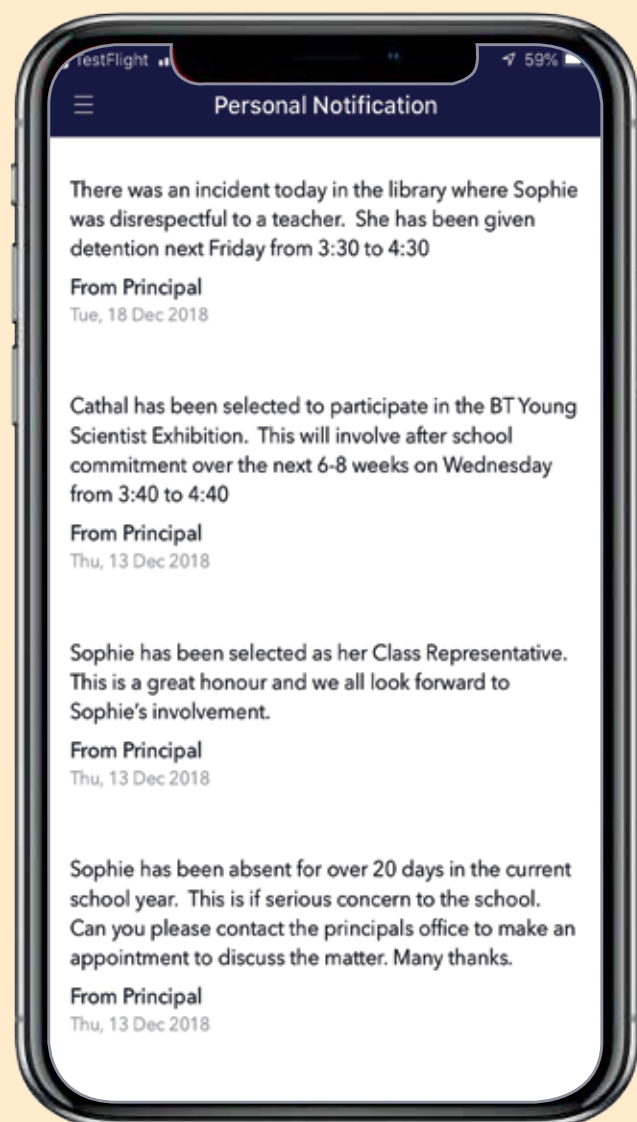


PRIVATE COMMUNICATIONS

No more Whats App!

Personal Notification

School can send private messages to individual parents.



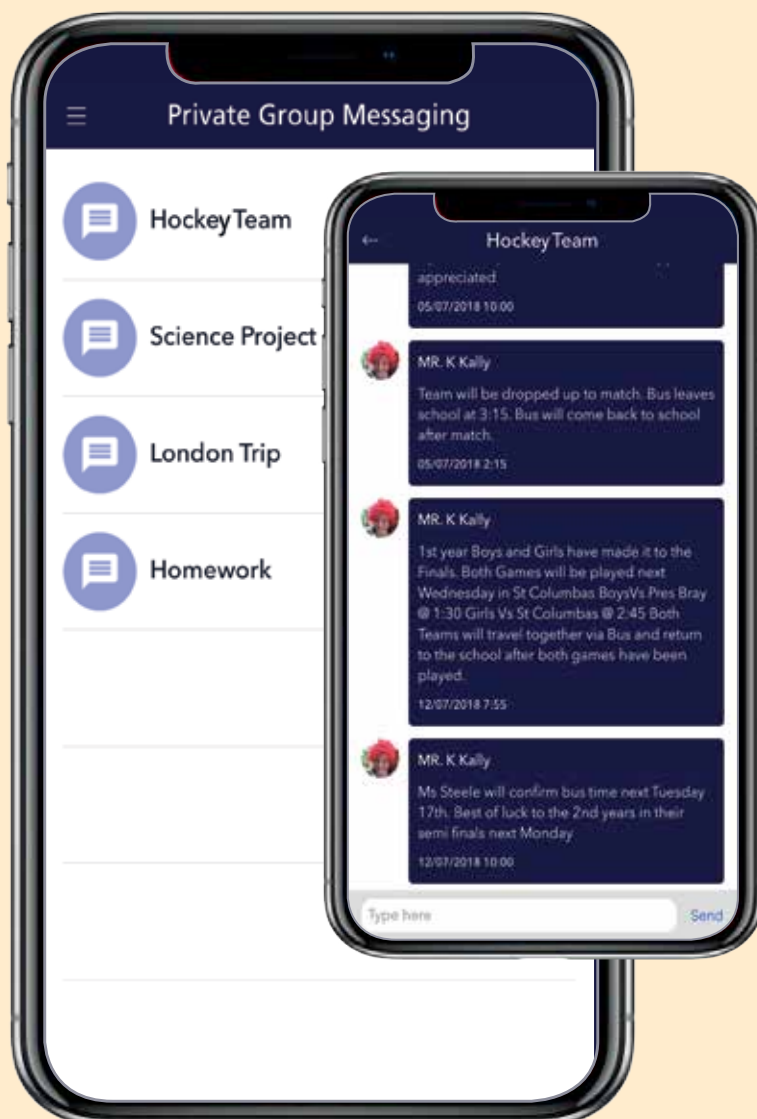
Private Group Messaging

Teachers & coaches can set up Groups for teams or activities. The teachers will then invite students and/or parents to the Group and only those who are invited can participate.

It allows for two way communications. So a coach can announce a match is taking place and a student can reply that they are available to play.

All conversations are recorded and cannot be deleted. This provides a fully secure, private space for communications which is controlled and overseen by the school.

Display name only is visible, email address and mobile numbers are not displayed.




ABSENTEE FORMS

Parents must use the Absentee Form in the App to report their student's absence to the school. This must be done on the date(s) of the absence.

Only parents who have been appropriately confirmed by the school can submit absences. You will also receive a confirmation email to your verified email address when you submit an absence.

The App also contains a full history of every Absentee Form submitted for your student. This history cannot be deleted by the App user.



The screenshot shows the 'Absentee form' app interface. The top bar is dark blue with the title 'Absentee form' and a hamburger menu icon. Below the title are two tabs: 'Absentee form' (selected) and 'History'. The form is divided into sections: 'Parent/Guardian', 'Student', and 'Absent'. Each section contains input fields for personal information, dates, and reasons. Annotations with arrows point to specific fields: 'Select student name' points to the 'Name' dropdown; 'Select date from drop down box' points to the 'From' date dropdown; 'Select date / 'not sure' from drop down box' points to the 'Until' date dropdown; and 'Select reason from drop down box and add further information as applicable' points to the 'Reason' dropdown.

12:57

Absentee form

Absentee form History

Parent/Guardian

First Name
James

Last Name
Mcmanus

Mobile no.
0872542559

Student

Name
Cathal Mcmanus

Year
1st

Class (Optional)
St. John's

Absent

From
26 April 2018

Until
27 April 2018

Reason
Sick

Select student name

Select date from drop down box

Select date / 'not sure' from drop down box

Select reason from drop down box and add further information as applicable

NOTE FROM PARENT & LATE FORM

The smartphone screen shows the 'Note From Parent' form. At the top, there are two tabs: 'Note From Parent' and 'History'. Below the tabs, the form is divided into sections: 'Student' with a dropdown menu for 'Name' showing 'Matt Toms'; 'For Attention of' with a dropdown menu for 'For Attention of'; a large text input area for 'Note'; a blue link 'Include signature here'; and a 'Parent/Guardian' section with the text 'Helen O'Keeffe' and '7/8/2019'. A dark blue 'Submit' button is at the bottom.

→ Select recipient from drop down list

→ Type in custom note

→ Click & sign using your finger

The smartphone screen shows the 'Late Form' form. At the top, there are two tabs: 'Late Form' and 'History'. Below the tabs, the form is divided into sections: 'Student' with a dropdown menu for 'Name' showing 'Matt Toms'; 'Late Note' with a dropdown menu for 'Arrival Date and Time' showing '2019-08-07 9:55 AM'; a dropdown menu for 'Reason'; a text input area for 'Further Details'; a blue link 'Include signature here'; and a 'Parent/Guardian' section with the text 'Helen O'Keeffe' and '7/8/2019'. A dark blue 'Submit' button is at the bottom.

→ Select reason from drop down list

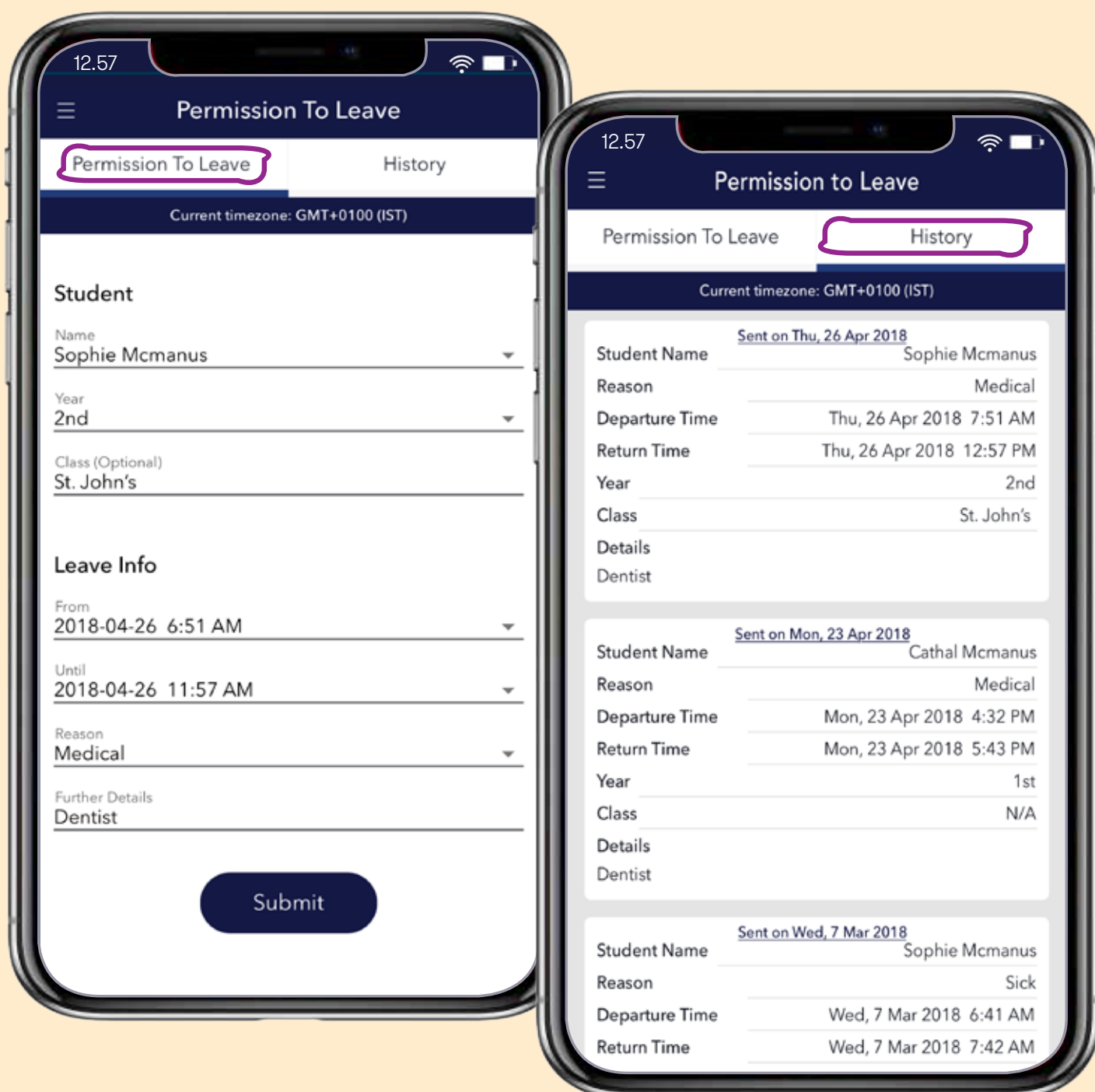
→ Type in further details as necessary

→ Click & sign using your finger

PERMISSION TO LEAVE EARLY

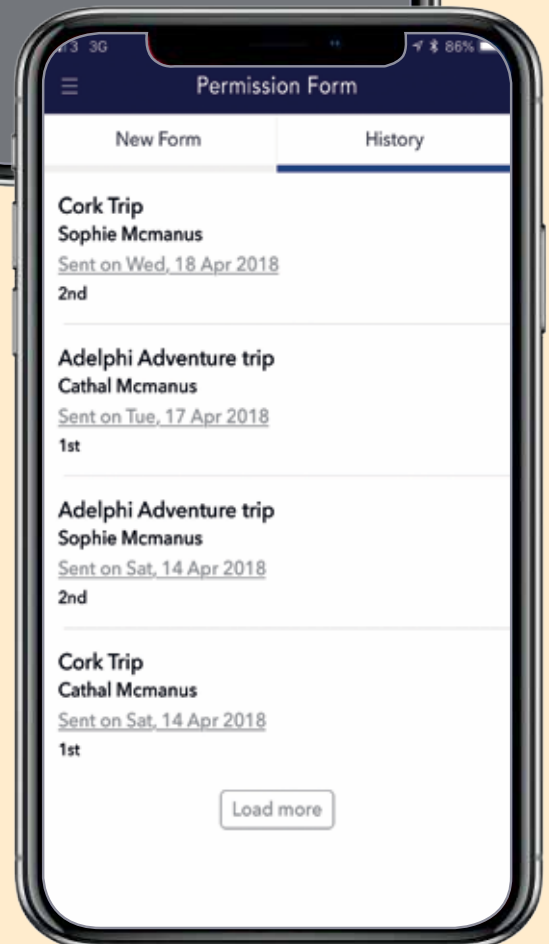
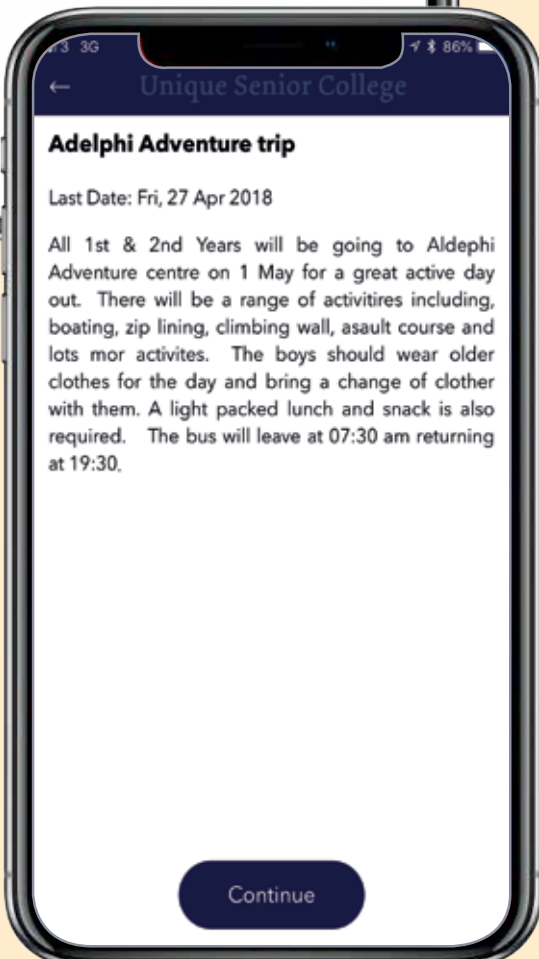
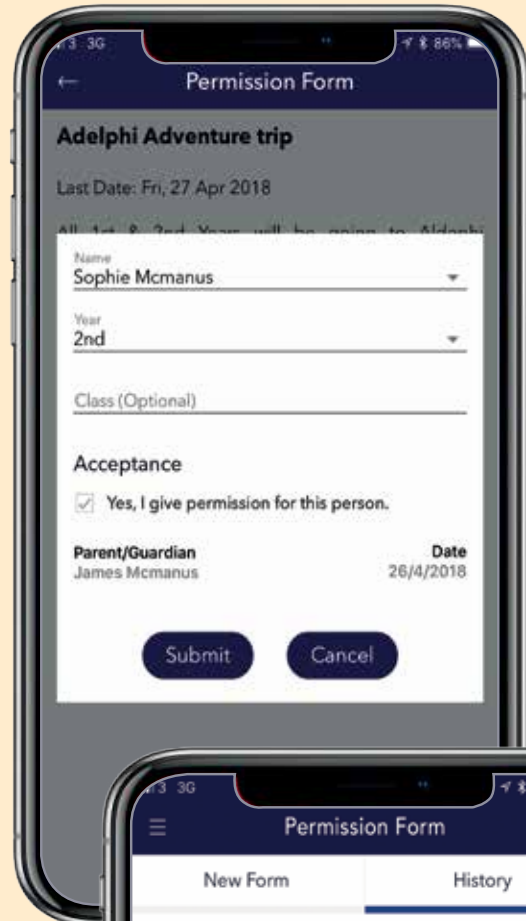
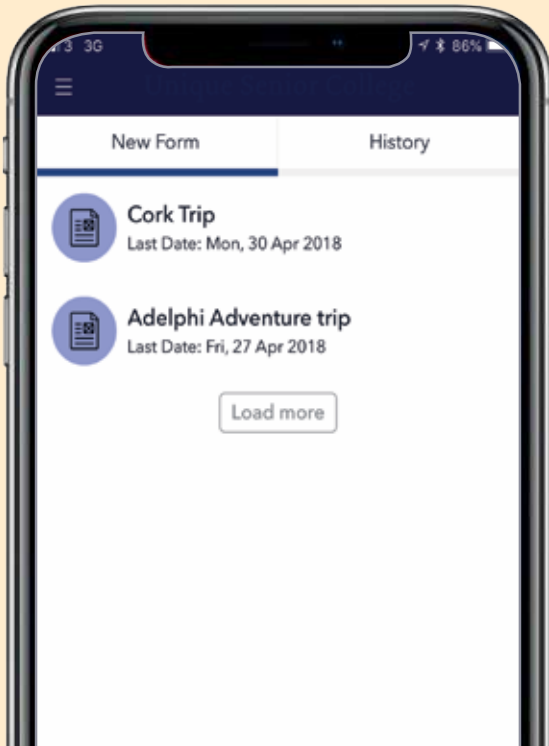
Parents must use the Permission to Leave Early in the App to notify the school that their student needs to leave (and return to) the school early. This must be done on the day in question. The student can then excuse themselves from class and the teacher can view the relevant Permission Note in their Teacher App. Only parents who have been appropriately confirmed by the school can submit Permission forms.

You will receive a confirmation email to your verified email address when you submit a form. The App also contains a full history of every Form sent for that device. This history cannot be deleted by the App user. A student will still need to be signed out from the school in the normal manner.



CONSENT FORMS

Parents will receive a Form in the App when the school needs permission for the students to attend a trip or event. These forms can be quickly and seamlessly returned.



PRESENTATION BROTHERS COLLEGE

