
Sycamore: School Home Overview

Get started with Sycamore’s home page—and some preparation necessary to use Sycamore successfully.

Logging In

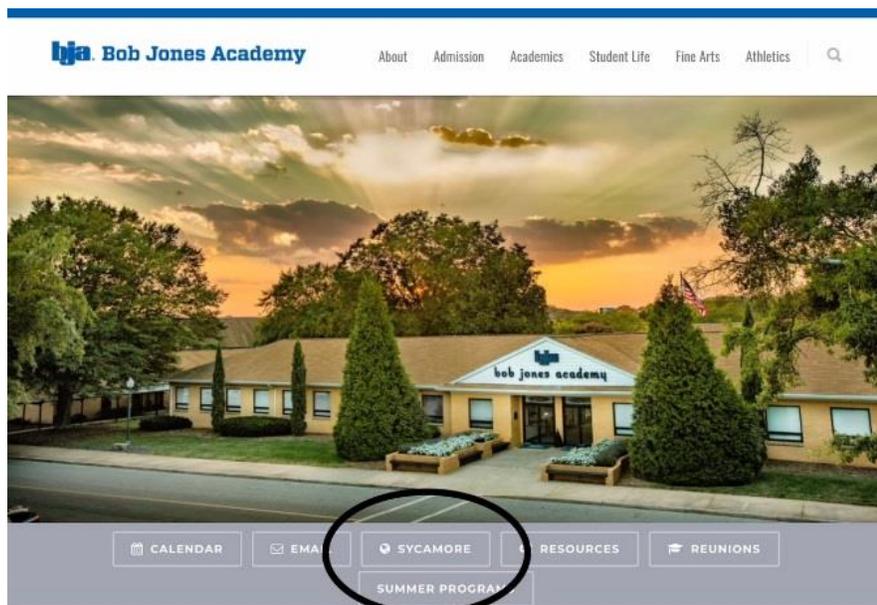
Using your Sycamore username and password—and BJA’s School ID, 2947—you can log in several ways.

At Sycamoreeducation.com, you’ll need to enter the school ID.

Or use this link, which includes the school ID:

<https://app.sycamoreeducation.com/index.php?schoolid=2947>

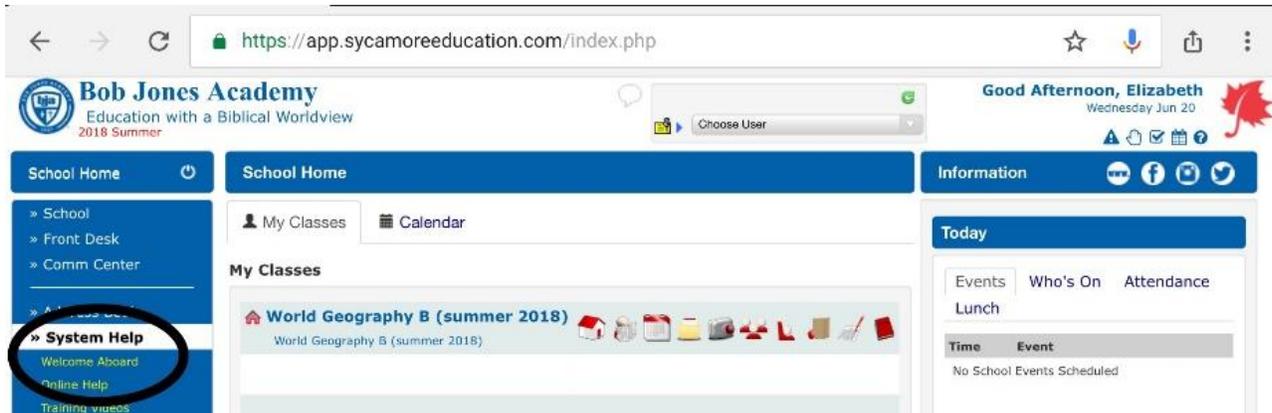
Or use the link available on the front page of BJA’s website, which includes the school ID:



Enable pop-ups

Sycamore uses pop-ups. A lot. The first time you use Sycamore on a computer or browser, you need to enable them. The first time you log in, Sycamore displays a page to show you how to enable pop-ups on different browsers. After you've clicked the button that tells that screen that you're all set, you can still get to that information. It's under System Help|Welcome Aboard. (See below.)

Tip: if you click something and nothing seems to happen, check to see if the problem is that pop-ups haven't been enabled.

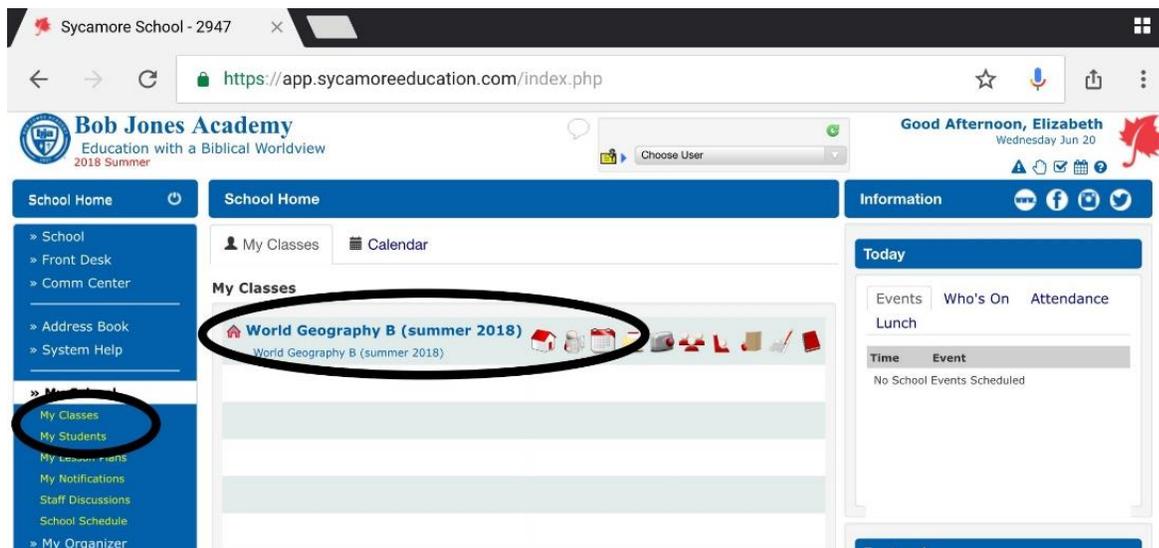


Go to your classes

Ready to get to your gradebook? Again, there are several options.

Click your class on the center panel.

Or on the left sidebar click My School | My Classes.



You should now see two tabs in your browser: School Home and Class Home.

Tip: Nothing happen? Are your pop-ups enabled? (See Enable pop-ups above.)

Take attendance—quickly

You can take attendance from Class Home. Or you can skip that process. Sycamore gives several shortcuts to get to attendance so that you don't have to "go to your classes" to take attendance.

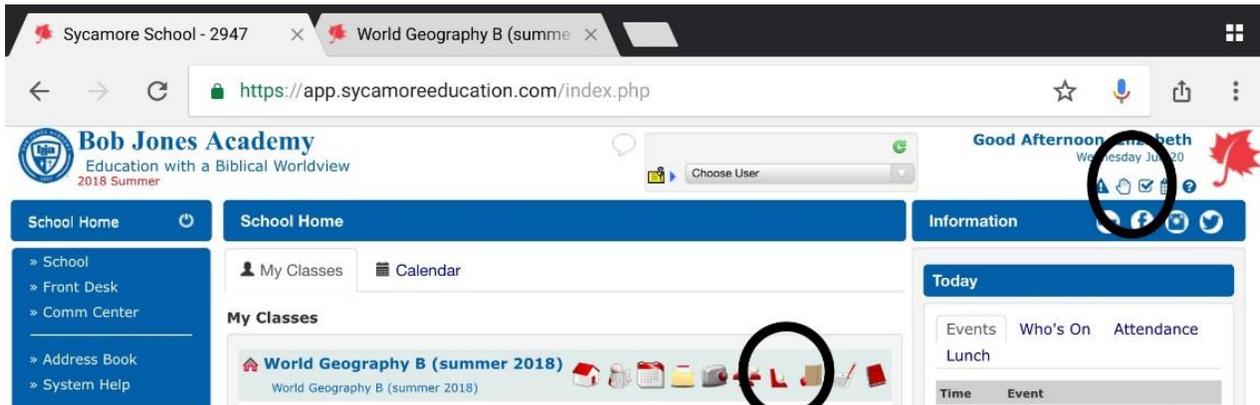
Shortcuts

Option 1: At the top of the School Home page, click the hand.

Option 2: In the center of the School Home page, click the raised hand icon in the center.

Option 3: Use Sycamore's app, available in Google Play or Apple's App Store.

Tip: If you don't want to be tied to your computer—or to use it for other things while you're teaching—using the app for attendance might come in pretty handy.



Optional items on School Home

Other items on School Home are not so critical to getting started in the system. Some things to know about what available—or why it's not available at BJA:

- School|Calendar: the "public" calendar that's also available from the front page of BJA's website; can be sorted by school level (ES, MS, HS, Schoolwide)
- School|Documents: includes helpful documents for BJA faculty—like these PDF's
- Front Desk|Family Directory: not enabled at BJA (gives way too much information to all families about other families and their children)
- Front Desk|Facility: required to schedule MS and HS classes in their classrooms; not used for other purposes
- Address Book|By Lastname: contact information is updated only for "current" families, who are highlighted in pink; other contact information may be out of date
- System Help: includes lots of helpful training information
- My School|My Classes: shows both semesters of your classes, not just the current semester
- My School|School Schedule: see what MS and HS classes are taught during what hours
- My Organizer|Password: change your Sycamore password here
- Pass-A-Note: has been disabled for parents because it would create another place teachers (and parents) would need to frequently check to see if a message had been sent.