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## Faculty Update: #1

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Or maybe better, “things we have learned in the last week.”

### Faculty/Staff Receiving Emergency Notifications from BJA

*In short: use your name link to check for your cell number in Sycamore so you receive emergency notifications.*

You need to ensure that we have your cell phone number in the system so that you will receive emergency notifications—such as announcements that school is cancelled because of snow ice. (This replaces SchoolCast.)

These announcements will be made via text only (not voice).

**Step 1:** On the right sidebar of your School Home page, click the “Who’s On” tab then the blue link of your name. (Blue arrow)

**Step 2:** On the page that pops up, find the text box called “Cell,” and be sure that your cell number shows.

Note 1: Carrier doesn’t matter—a vestigial box.

Note 2: The process for the parent is completely different than for a BJA employee.

**Step 3:** If the number is missing or incorrect, ask one of these four people to take care of it: **Tami Bucholtz, Doris Ashcraft, Cindy Ferrier, Lisa Zydowicz.**



### Changing Your Status

*In short: use the smiley by your name to change the status Sycamore displays for you.*

Preamble: I wish Sycamore would get rid of this feature. But probably a number of other schools love it.

Since it’s there: click the smiley face (red arrow) and choose one of the pre-fab statuses or create your own.

Example above: LaDean’s says “OnLine”; mine is blank (I put a space in the do-it-yourself message field).

## Overriding Attendance

*In short: Super-easy to override attendance (fix your error ... or erase what the office has entered).*

To redo attendance, just resubmit it.

The GOOD: if you make a mistake (or if a student comes in a minute after you submitted attendance), you can just resubmit. What you did the first time is overridden.

The BAD: if you change what someone working in the office entered, you completely erase what they entered. Ouch. Sad face. What to do if you see something on your attendance screen and think it's not correct? Personal recommendation: contact the likely someone in the office to let them know/discuss.

## Copying News Articles, Calendar Events, and Documents Between Your Classes

*In short: using these features and don't want to re-enter them for each class? Let us know—we can help.*

If you have multiple classes and would like news articles, calendar events, and documents to be the same on each class, this might be for you.

ES: share between math and science, etc. [Parent can see the info from any of your classes.]

MS/HS: share between multiple sections of a course [Teacher enters once, it appears on all sections.]

If you would like those specific things (news articles, calendar events, documents) to flow between your classes, so that when you update one, all get updated, let us know, and we can set it up that way.

## Options for Extracurricular “Classes”

*In short: a feature helpful in communication for those who have extracurricular organizations.*

If you lead an extracurricular organization, you may be interested in having a “general class” for it. The general class is similar to your regular classes—but it's not graded. General classes have, for example, a calendar, class page, enable you to easily email the parents of students in the organization and, when it involves MS or HS, enable you to easily email the students as well. If you have an extracurricular group and are interested in the possibility of using this feature, please talk to Jenny (ES) or Esther (MS/HS) about it.

## Parents Getting Notifications of Absences/Tardies and Low/High Grades

*In short: parents can opt in for email notification of absences/tardies and low/high grades.*

Parents can opt in to be notified via email about absences/tardies and low grades/high grades. Parents set what qualifies as a low or high grade.

This feature was not included in [Sycamore4Families](#), which dealt only with essentials. But some families have explored and already opted in to this feature.

If parents ask you about it and something seems off about info in the notification, please let Esther know.

## MS/HS Student View—What May Matter for You

*In short: Class Home, assignment details, and attachments to assignments are quickly accessible to students.*

See [Sycamore4Students](#) to review basic information for MS/HS students about Sycamore.

Beyond that information, this may be helpful for you to know.

The screenshot shows the 'School Home' interface. At the top, there is a 'School Home' header. Below it are two buttons: 'My Classes' (with a person icon) and 'Calendar' (with a calendar icon). The 'My Classes' section displays a table of classes. A red arrow points to the 'English 9 A' row. Below this is the 'Overview' section, which includes a 'Homework by Week' button and a 'Current Assignments' table. A red arrow points to the 'English 9 A' header in the 'Current Assignments' table. Below that is a 'Missing Assignments' table, also with a red arrow pointing to its header. At the bottom, a blue bar contains the text 'Grade Book / Assignment - English 9 A', with a red arrow pointing to it.

Due	Title
<b>English 9 A</b>	
Q1 08/15/2018	Personal Poem
Q1 08/17/2018	Ch. 6 Worksheet 1
Q1 08/20/2018	Star-Spangled Banner Quiz
Q1 08/21/2018	Ch. 6 Worksheet 2
Q1 08/22/2018	Ch. 6 Worksheet 3

Due	Title
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The name of your class is a link to your Class Home where you can post information about your class. It's not as easy for parents to get to this page, but it's very easy for students. (Not quite as close to the surface on the app, where the student needs to make a few more selections to get to your Class Home.)

The title of the assignment is a link that takes the student to your Grade Book | Assignment entry. (Browser only—link not available via the app.)

You can include directions in the assignment. You can also include attachments.

The screenshot shows the 'Assignment - English 9 A' details page. It has a blue header with the text 'Grade Book / Assignment - English 9 A'. Below the header are two tabs: 'General' and 'Attachments'. The 'General' tab is active. It displays the following information: Semester: 1, Due Date: 08/20/2018, Unit: (dropdown), Subject: English 9 A, Title: Star-Spangled Banner Quiz. On the right side, there are several dropdown menus: Status: Current, Possible: 30 x1, Category: All Assignments, and Group: Poetry.