
Sycamore: For Families

Welcome to Sycamore at BJA!

This is BJA's first full school year in Sycamore. Thank you for your patience as we learn together.

Logging In

In short: use Sycamore school code 2947; family code, example: TES1234; or student code, example: TES1234-1. Use [browser](#) or Sycamore's app.

Step 1: pick your tool (or combination of tools)

- The Sycamore app is available on Apple's App Store and on Google Play.
- Or click the [Sycamore](#) button on the front page of BJA's website.

Step 2: log in

- BJA's school code (when needed): 2947
- Username
Family code: usually first 3 letters of last name followed by 4 numbers (ex: TES1234)
Student Code: family code, dash, number: (ex: TE1234-2)
- Password
- The password is initially set by Sycamore. You can change it under "My Organizer" after you log in on a browser.



Forgot your password? Use the **"Reset Your Password"** link on front page of Sycamore's website or app.

Enabling Pop-Ups on Browser

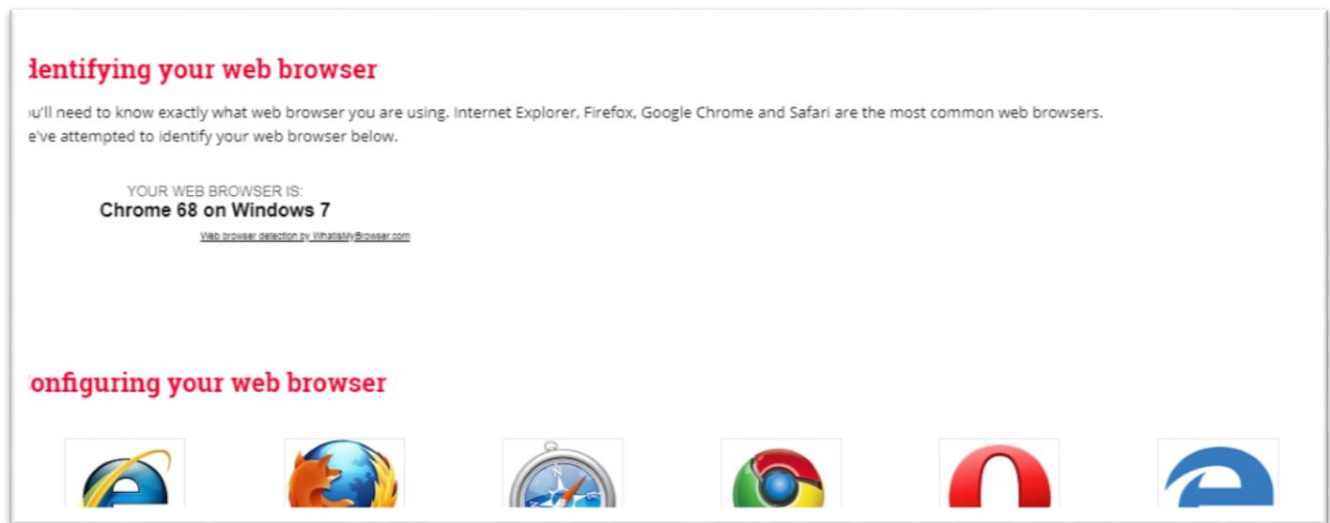
In short: be sure that pop-ups are not being blocked. Then close that welcome page.

You might be most familiar with pop-ups as annoying little ads that unexpectedly appear. Many browsers are set to not allow pop-ups to appear.

Sycamore uses pop-ups in most of the following areas—not for annoying ads, but so that you can get to additional pages of information without first leaving the original page.

Follow the Welcome Aboard instructions to ensure that you have all the correct settings for the specific browser that you plan on using to connect with Sycamore.

Please go through each step carefully; if you do not have your settings correct, you may not be able to view your Sycamore site correctly.



Click the blue “Got it, don’t show me this anymore” button on the upper right of the screen to make this screen go away.

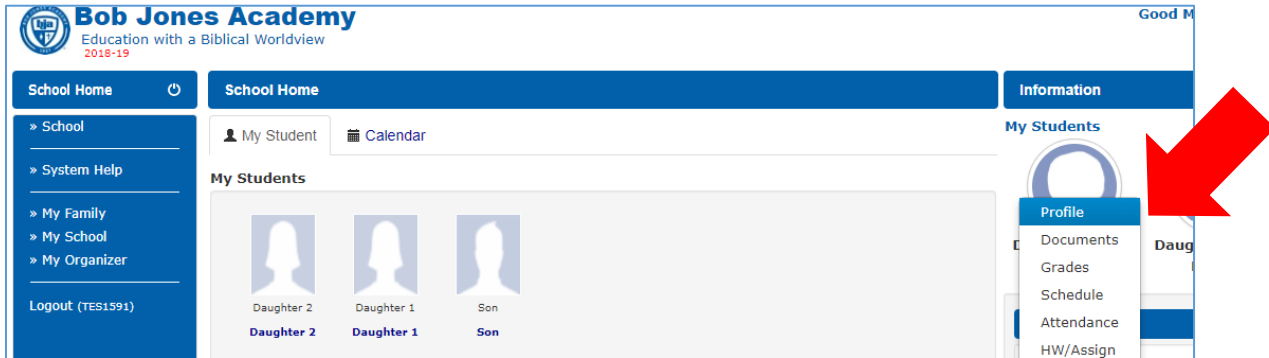
If you use multiple computers or browsers, each must be set up correctly. This information can be found again later in System Help | Welcome Aboard.

This process is not required on the app or on many mobile browsers.

Accessing My Student's Information

In short: hover over the round student photo to click for tab for desired information.

Sycamore uses a file/tab set-up for student information. Hover over it and then click the desired item for a student.



Once you have clicked on one of those, you can access each tab available along the top of the page.

My Student / Daughter 2

General Documents Grades Schedule Attendance

Information

Student Info

First: Daughter 2
 Middle:
 Last: Test Family
 Goes By:
 Birthday: Nov 12 2008
 Work:
 Cell:
 Email:
 URL:
School Info
 Code: TES1591-3
 ID: 1267151
 Ext ID: 0
 Status: Current
 Grade: 1st
 Advisor:
 Locker #:
 Combo #:
 Graduation: May 0

Upcoming

Current Assignments

Due	Title
07/05/2018	Test class.Kirsop
07/14/2018	Test Sycamore-Created Assign
07/14/2018	Another Assignment

Missing Assignments

Due	Title
07/06/2018	Biology II: Honors test (3)
07/12/2018	Classification Lab
07/12/2018	Lab 2 - Osmosis

Events

Date	Name



Highlights include:

General

URL field: HS chapel seat assignments
 Locker field: MS and HS lockers

Documents

Report cards
 HS transcripts

Grades

Current grades

Schedule

Current teachers/classes
 MS/HS class schedules

Attendance

Absences and tardies

HW/Assign

Class assignments for grades 6–12,
 sorted by date, teachers update by
 Friday for at least the next week

Individual Assignment Scores

In short: in the grades tab click the letter grade for the class to view individual assignment scores. In the app touch the student's name to see the class grade, then touch the grade to see assignment scores.

The set-up to find a student's individual assignment scores is not completely intuitive.

In the grades tab, the blue box shows the student's grade in the class. Click the grade to see the specific assignment grades.

My Student / Son

GeneralDocumentsGradesScheduleAttendance

Quarter 1

Numeric Grades

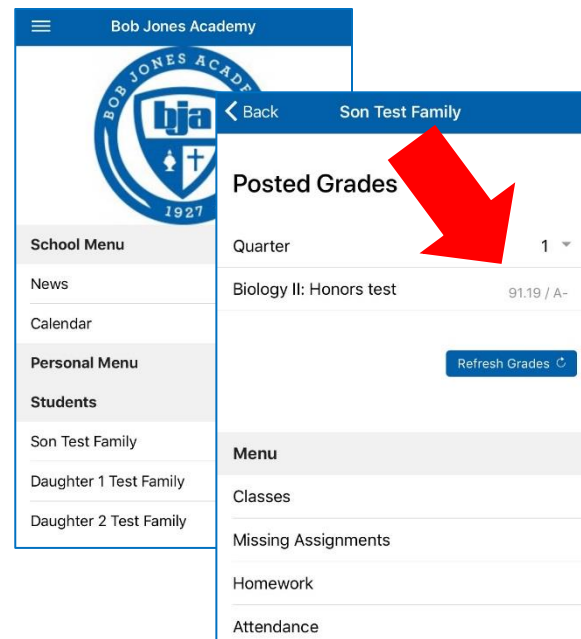
Class	Posted by	Subject	Posted	Number	Grade	Comments
Biology II: Honors test	Pinkston, William		08/02/2018 03:44AM	91.19	A-	

Due Date	Assignment	Score	Poss	x	Adjusted	%	Comments
All Assignments							
Quizzes							
06/28/18	Quiz 1A	2	5	x1	2	40.0	
06/29/18	Quiz 1B	5	5	x1	5	100.0	

In the app, touch your student's name to see overall grade for a class.

Touch the grade to see the 10 most recent assignments and their scores (not grade), example: Quiz 1: 20/25.

Use a browser to see older assignments and percentage grades for the assignments.



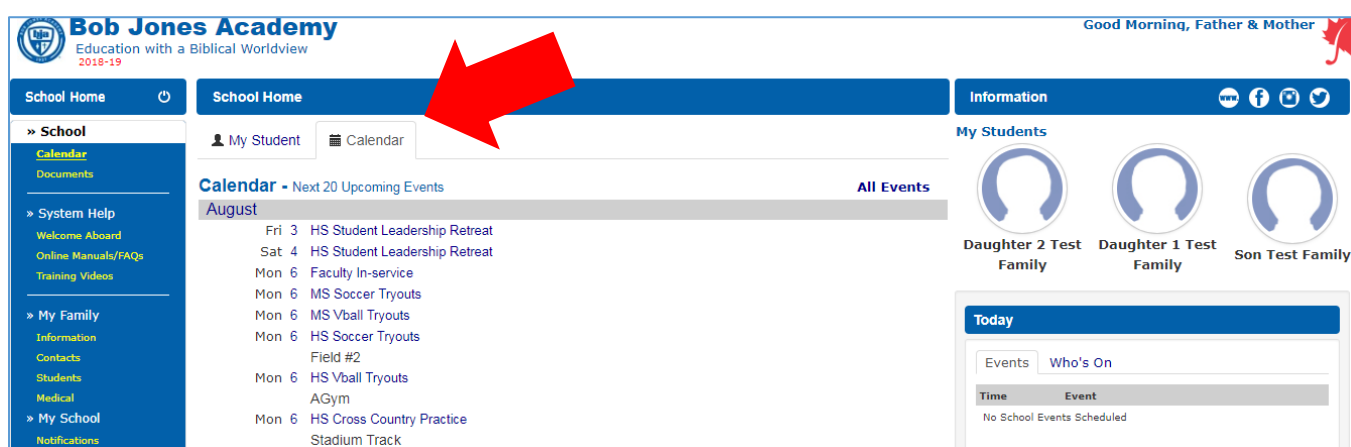
BJA Calendar

In short: access BJA's calendar from the front page of BJA's website or from the Calendar tab when you log into Sycamore.

BJA's school calendar is available in two places: from a "Calendar" button on the front page of BJA's website and from the "Calendar" tab in the center of the page after logging into Sycamore.

Select "All Events" to see the calendar by month.

With both locations of the calendar, you can view all events or, by selecting from a drop-down option, to narrow by level (ES, MS, HS or Schoolwide). You can also view by month or week, etc.



School Notification System

In short: when needed BJA will send an emergency notification text message to the phone number marked cell in Sycamore.

BJA sends text alerts to parents of current students in cases of, for example, school closure due to weather. Texts will be short. When more information is needed than the length of the text will allow, the text may refer you to email or BJA's website for more information.

Only cell phone numbers are used.

Due to system limitations, BJA is not using voice.

Although Sycamore enables families to change notification settings from their Sycamore login, BJA's processes in preparation for sending a notification will actually override those changes. If you do not want your cell phone number to be used for this purpose, please contact a school office for more information.