
Sycamore: For Families

Welcome to Sycamore at BJA!

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

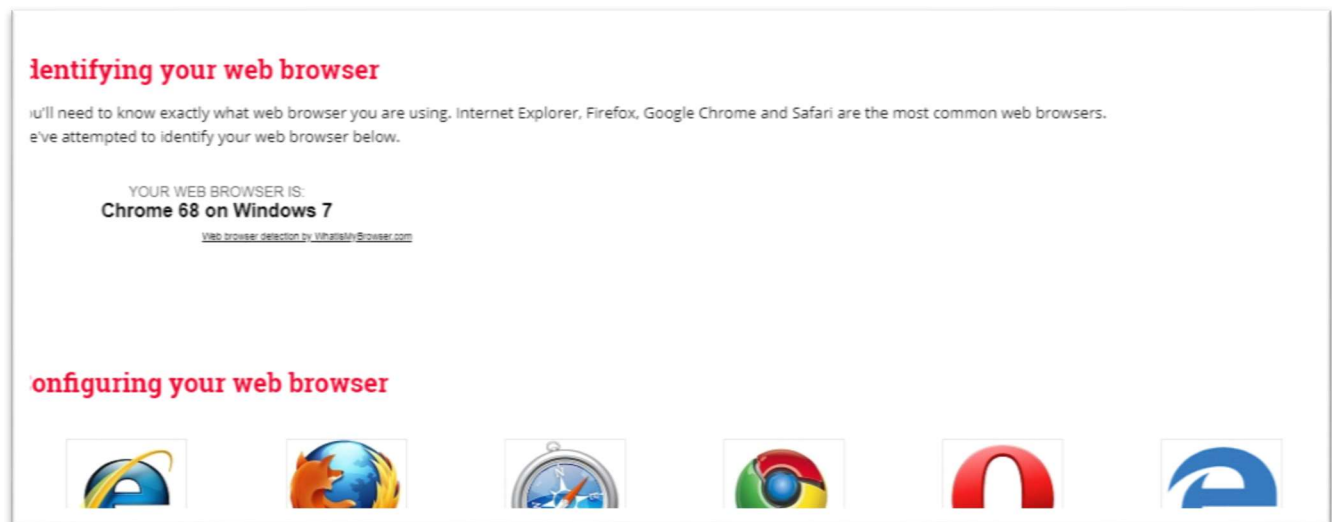
In short: be sure that pop-ups are not being blocked. Then close that welcome page.

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.

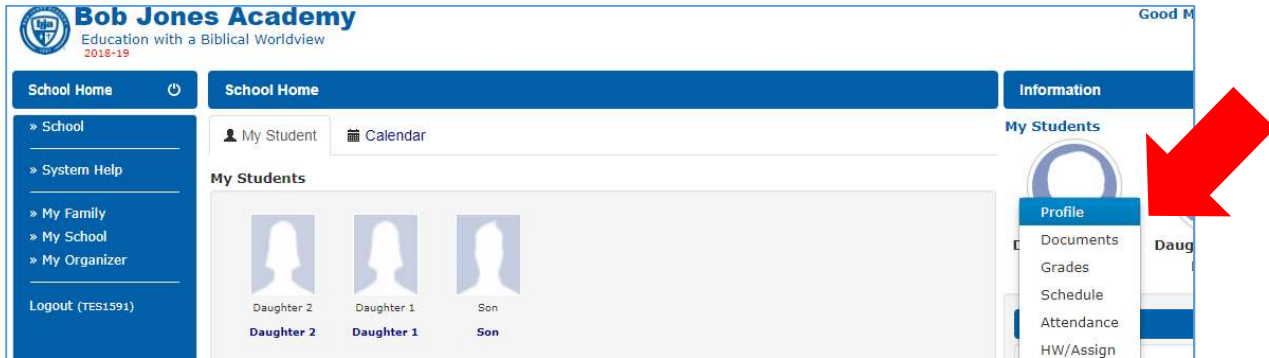
If you use multiple computers or browsers, each must be set up correctly. This information can be found again later in System Help| Welcome Aboard.

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**

General Documents **Grades** Schedule Attendance

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	%	Grade
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.

The screenshot shows the Bob Jones Academy website interface. On the left is a sidebar menu with a blue header containing a hamburger menu icon and the text 'Bob Jones Academy'. The menu items are: School Menu, News, Calendar, Personal Menu, Students, Son Test Family, Daughter 1 Test Family, and Daughter 2 Test Family. The main content area has a blue header with a back arrow and the text 'Son Test Family'. Below this, the 'Posted Grades' section is highlighted with a red arrow. It shows 'Quarter' with a score of '91.19 / A-'. A 'Refresh Grades' button is visible. Below the grades section is a 'Menu' section with links to 'Classes', 'Missing Assignments', 'Homework', and 'Attendance'.

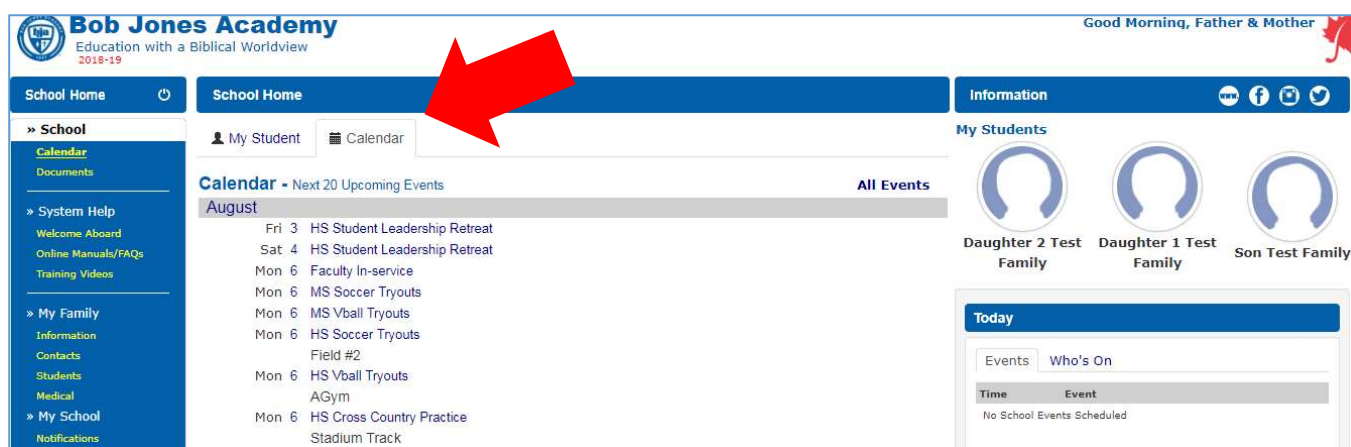
BJA Calendar

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.



The screenshot shows the Bob Jones Academy website interface. The top navigation bar includes "School Home" and "Calendar". A red arrow points to the "Calendar" tab. The left sidebar contains a "School" menu with "Calendar" highlighted. The main content area displays the "Calendar - Next 20 Upcoming Events" for August, with a list of events including "HS Student Leadership Retreat", "Faculty In-service", "MS Soccer Tryouts", "MS Vball Tryouts", "HS Soccer Tryouts", "HS Vball Tryouts", and "HS Cross Country Practice". The right sidebar shows "My Students" with profiles for "Daughter 2 Test Family", "Daughter 1 Test Family", and "Son Test Family". Below this is a "Today" section with tabs for "Events" and "Who's On", showing "No School Events Scheduled".

Time	Event
No School Events Scheduled	

K3–8 Hot Lunch

In short: find menus under Info Center|Cafeteria; find current balance and charges under My Accounting|Cafeteria|Account.

Aramark provides hot lunches for BJA students K3–grade 8.

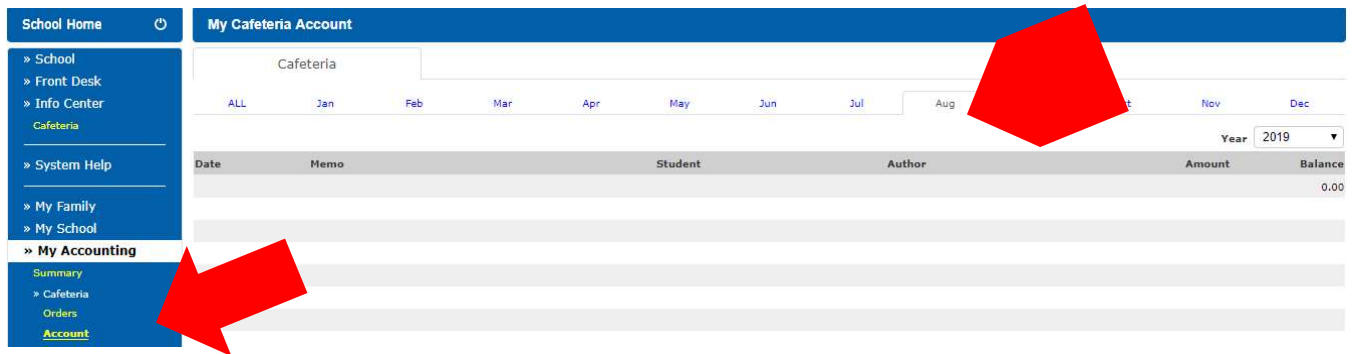
To find and print menus, select Info Center then Cafeteria. A print option is available.



The screenshot shows the Aramark website interface. On the left is a blue sidebar with navigation links: School Home, School, Front Desk, Info Center, Cafeteria, System Help, My Family, My School, My Accounting, Summary, Cafeteria, Orders, Account, My Organizer, and Logout (ELL1027). The main content area is titled 'Info Center / Cafeteria' and displays a calendar for August 2019. The calendar shows the menu for each day of the month. A red arrow points to the 'Info Center' link in the sidebar, and another red arrow points to the 'Cafeteria' link. A third red arrow points to the 'Print' button in the top right corner of the calendar area.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Hamburger Chips Baked Beans Applesauce	20 Chicken Fillet Macaroni & Cheese Broccoli Spiced Pumpkin Blondie	21 Salisbury Steak Mashed Potatoes Green Beans Oatmeal Raisin Cooke	22 Tacos Charro Beans Tortilla Chips Sugar Cookie	23 Bacon Pizza Tossed Salad Yogurt	24
25	26 Chicken Nuggets * Mashed Potatoes Corn Mandarin Oranges	27 Baked Hawaiian Ham Sandwich Tater Tots Peas Brownie	28 Swedish Meatballs Buttered Noodles Carrots Roll Pears	29 Frito Pie Corn Chocolate Chip Blondie	30 Pepperoni Pizza* Carrots Peaches	31

To see current balance (after it is transferred by hand from Aramark's website to Sycamore—please allow one full business day), and to see charges (which are visible in real time), select My Accounting then Cafeteria, then Account. Note that this is visible by month.



The screenshot shows the 'My Cafeteria Account' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'My Cafeteria Account' and shows a calendar for August 2019. A red arrow points to the 'My Accounting' link in the sidebar, and another red arrow points to the 'Account' link in the 'My Accounting' sub-menu.

Date	Memo	Student	Author	Amount	Balance
					0.00