Sycamore: For Students

Welcome to Sycamore at BJA!

Logging In

In short: use Sycamore school code 2947; student code, example: TES1234-1. Use <u>browser</u> or Sycamore's app.

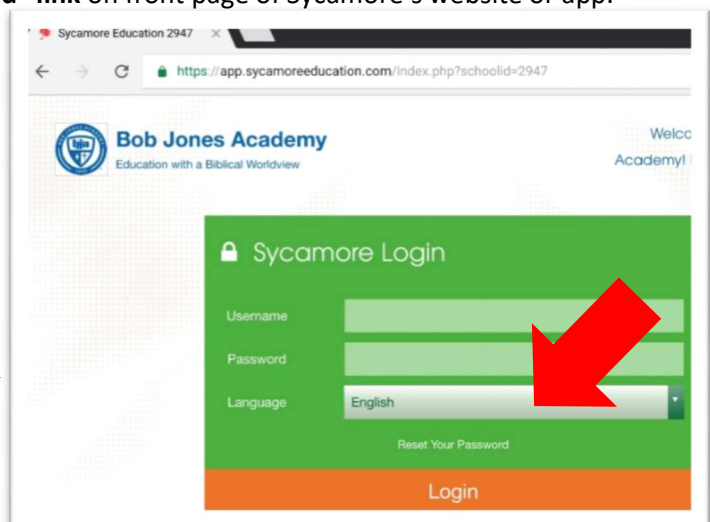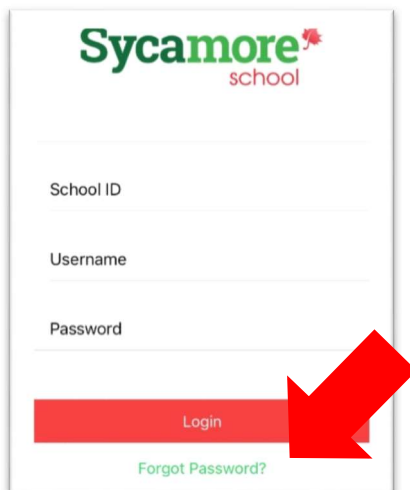**Step 1: pick your tool (or combination of tools)**

- 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
- **Student Code:** family code (usually the first 3 letters of last name followed by 4 numbers), 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.
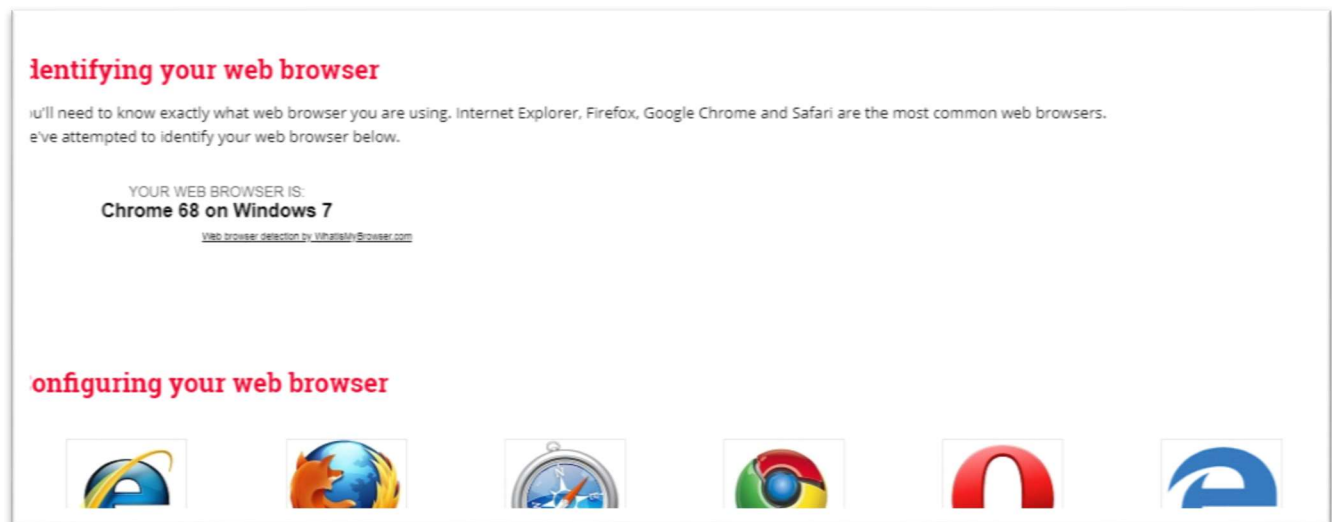
Enabling Pop-Ups on Browser

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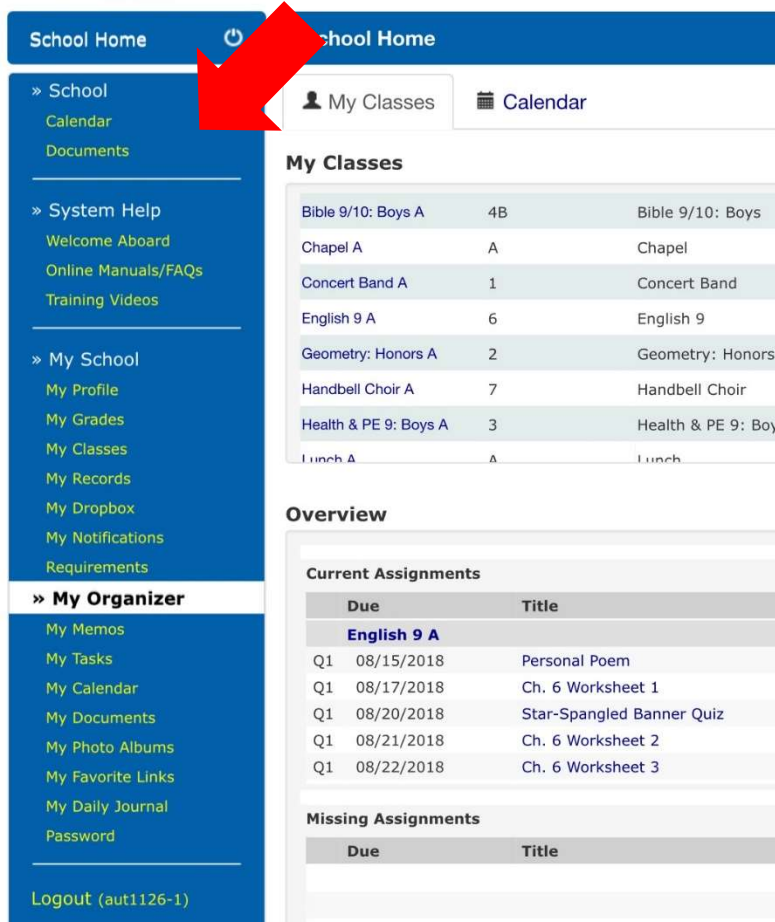
If you use multiple computers or browsers, each must be set up correctly. This information can be found again later in System Help| Welcome Aboard.

This process is not required on the app or on most (all?) mobile browsers.

Accessing My Information

In short: use the sidebar to quickly access grades (My School|My Grades) and other useful information.

Access most of what you need from the sidebar. Click the white words, and the yellow ones will appear underneath.

Sidebar highlights include:

School

Calendar (also see below)—BJA calendar

System Help

Welcome Aboard—for help with pop-up blockers

My School

My Grades—shows your current overall grades for your classes

My Records—Report cards and HS transcript

Requirements—requirements for graduation and what you have completed so far (does not show what you're enrolled in)

My Organizer

My Calendar—one way to view your upcoming assignments

Access more of what you need in the center panel.

School Home

👤 My Classes   📅 Calendar

My Classes

Bible 9/10: Boys A	4B	Bible 9/10: Boys
Chapel A	A	Chapel
Concert Band A	1	Concert Band
English 9 A		English 9
Geometry: Honors A	2	Geometry: Honors
Handbell Choir A	7	Handbell Choir
Health & PE 9: Boys A	3	Health & PE 9: Boys
Lunch A	A	Lunch

Click the blue link for the name of the class to see the *Class Home* page where a teacher may have posted announcements or documents.

Overview   [Homework by Week]

Click *Homework by Week* to choose different weeks to see assignments already scheduled for those dates.

Current Assignments

	Due	Title
	English 9 A	
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

Missing Assignments

Due	Title

Click the blue link for the name of the assignment to see how many points it's worth and any insturctions or attachments the teacher may have included with the assignment.

If the teacher marks an assignment as missing, it will appear here.

Individual Assignment Scores

In short: in sidebar under My School|My Grades, click the letter grade for the class to view individual assignment scores. In the app touch the overall grade to see assignment scores.

The set-up to find your individual assignment scores is not completely intuitive.

In the browser, the blue box shows your grade in the class. Click the grade to see the specific assignment grades.

Quarter 1						
Numeric Grades						
Class	Posted by	Subject	Posted	Number	Grade	...ents
Biology II: Honors test	Pinkston, William		08/02/2018 03:44AM	91.19	A-	

Due Date	Assignment	Score	Poss	x	Adjusted	%	Comments
All Assignments							
Quizzez							
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, you can see your overall grade in the class when you log in. Touch the overall grade to see the 10 most recent assignments and their scores (not grade), example: Course Syllabus Quiz: 8/10.

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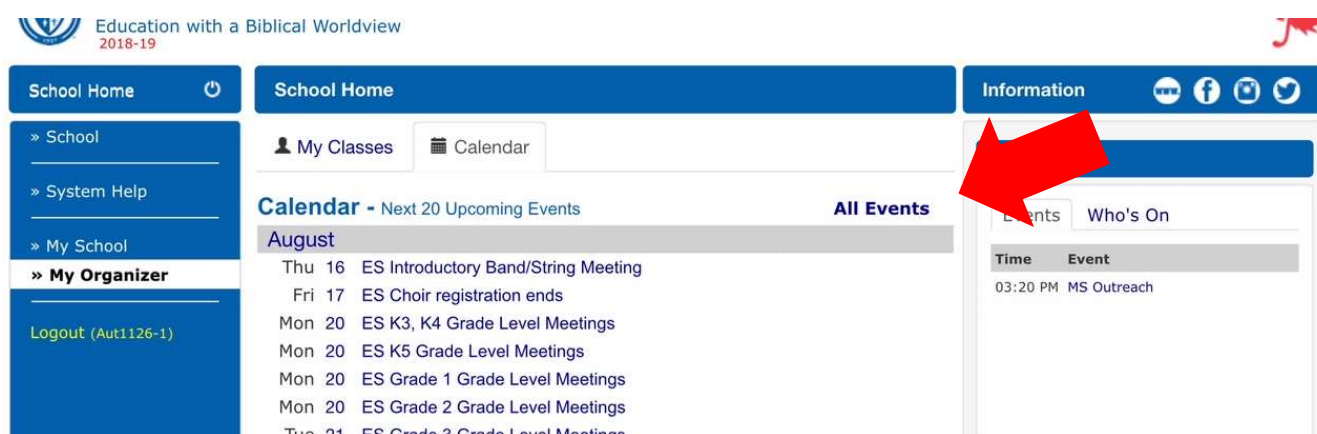
BJA Calendar

In short: access BJA's calendar from the front page of BJA's website, from the Calendar tab when you log into Sycamore, or from the sidebar (School|Calendar).

BJA's school calendar is available in several places: from a Calendar button on the front page of BJA's website and, after logging into Sycamore, from both the sidebar (School|Calendar) and the Calendar tab in the center of the page.

From the center tab calendar 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.