
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. For limitations with the app, see each area below.
- 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

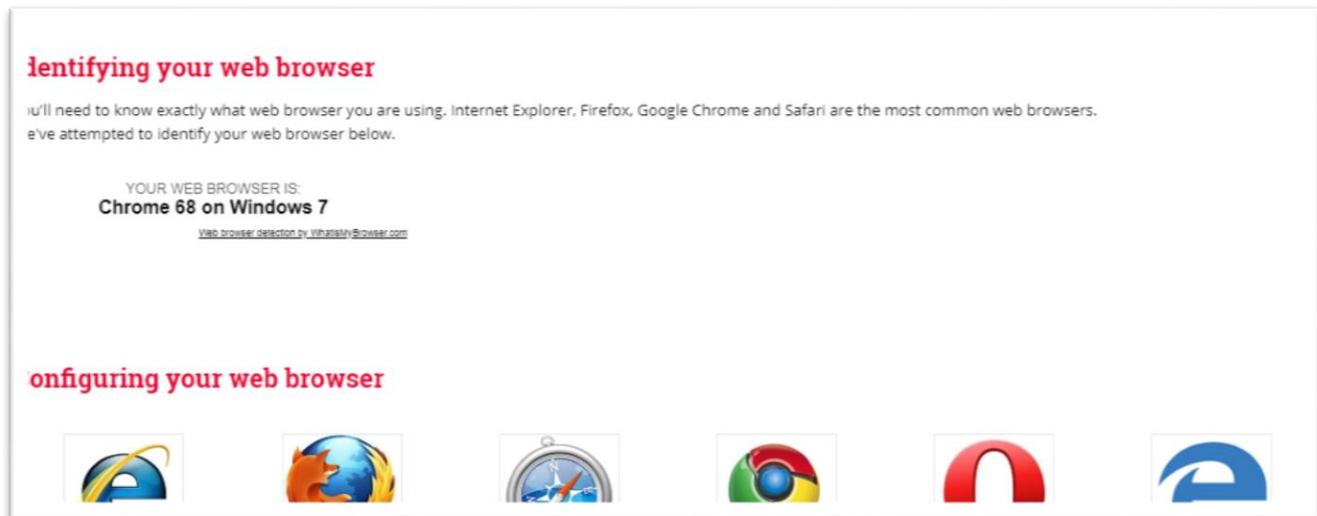
In short: be sure that pop-ups are not being blocked. Then close that welcome page.

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 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.

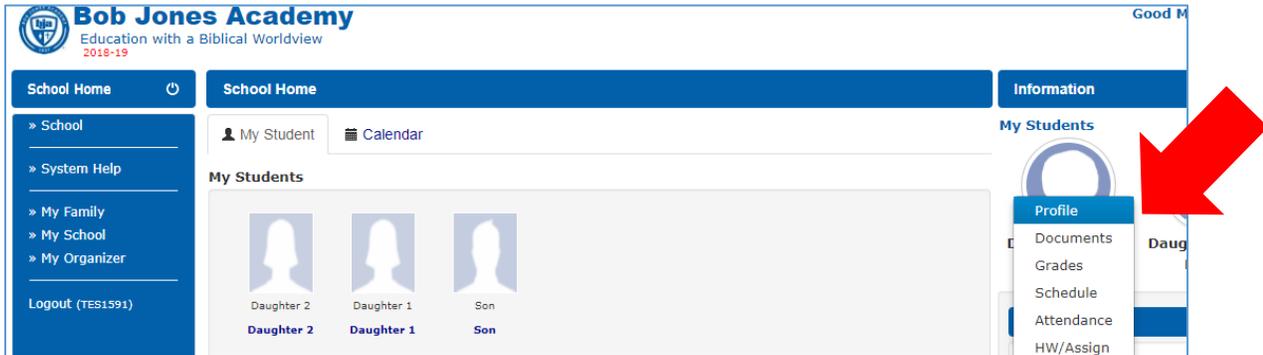
If you use multiple computers or browsers, each must be set up correctly. This information can be found again later in System Help| Welcome Aboard.

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)
07/06/2018	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 mobile app interface for Bob Jones Academy. The top navigation bar includes a hamburger menu icon, the school name 'Bob Jones Academy', and a 'Back' button. Below the navigation bar is the school's logo and the text '1927'. The main content area is titled 'Son Test Family' and features a 'Posted Grades' section. This section displays a dropdown for 'Quarter' set to '1' and a list item for 'Biology II: Honors test' with a score of '91.19 / A-'. A 'Refresh Grades' button is located below the list. On the left side, there is a 'School Menu' with options for 'News', 'Calendar', 'Personal Menu', and 'Students'. The 'Students' menu is expanded, showing 'Son Test Family', 'Daughter 1 Test Family', and 'Daughter 2 Test Family'. At the bottom, there is a 'Menu' section with options for 'Classes', 'Missing Assignments', 'Homework', and 'Attendance'. A red arrow points to the 'A-' grade in the 'Posted Grades' section.

BJA Calendar

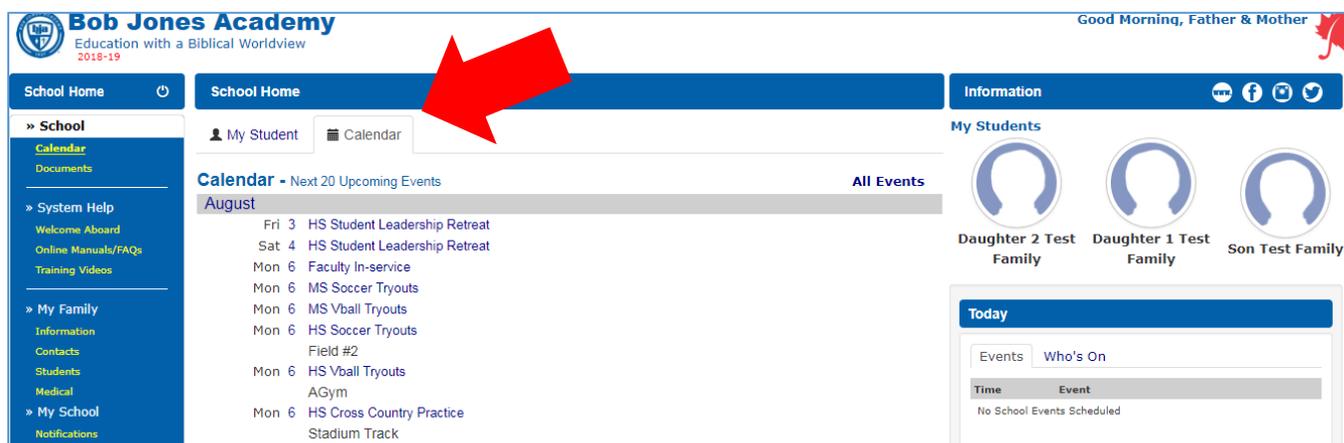
In short: access BJA's calendar from the front page of BJA's website or from the Calendar tab when you log into Sycamore.

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 browser 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.

In the app, you can sort by month or day; you cannot sort by level.



The screenshot displays the Bob Jones Academy website interface. At the top left is the logo and name "Bob Jones Academy" with the tagline "Education with a Biblical Worldview" and the year "2018-19". At the top right is the greeting "Good Morning, Father & Mother" and a red maple leaf icon. Below the header is a navigation bar with "School Home" and "Information" tabs. A "Calendar" tab is highlighted in the center, with a red arrow pointing to it. On the left is a sidebar menu with categories: "School" (Calendar, Documents), "System Help" (Welcome Aboard, Online Manuals/FAQs, Training Videos), "My Family" (Information, Contacts, Students, Medical), and "My School" (Notifications). The main content area shows "Calendar - Next 20 Upcoming Events" with a sub-tab for "All Events". The events are listed for August:

Date	Event
Fri 3	HS Student Leadership Retreat
Sat 4	HS Student Leadership Retreat
Mon 6	Faculty In-service
Mon 6	MS Soccer Tryouts
Mon 6	MS Vball Tryouts
Mon 6	HS Soccer Tryouts
Mon 6	Field #2
Mon 6	HS Vball Tryouts
Mon 6	AGym
Mon 6	HS Cross Country Practice
Mon 6	Stadium Track

On the right side, there are "My Students" profiles for "Daughter 2 Test Family", "Daughter 1 Test Family", and "Son Test Family". Below that is a "Today" section with tabs for "Events" and "Who's On", showing "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. Menus are also available in the app.

Meals

August 2019 Sep 2019

	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	Chicken Fillet Macaroni & Cheese Broccoli Spiced Pumpkin Blondie	Salisbury Steak Mashed Potatoes Green Beans Oatmeal Raisin Cooke	Tacos Charro Beans Tortilla Chips Sugar Cookie	Bacon Pizza Tossed Salad Yogurt	
20							
21							
22							
23							
24							
25							
26		Chicken Nuggets * Mashed Potatoes Corn Mandarin Oranges	Baked Hawaiian Ham Sandwich Tater Tots Peas Brownie	Swedish Meatballs Buttered Noodles Carrots Roll Pears	Frito Pie Corn Chocolate Chip Blondie	Pepperoni Pizza * Carrots Peaches	
27							
28							
29							
30							
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. This information is not available in the app.

My Cafeteria Account

Cafeteria

ALL Jan Feb Mar Apr May Jun Jul Aug Nov Dec

Year 2019

Date	Memo	Student	Author	Amount	Balance
					0.00

6–12 Discipline Log

In short: find discipline information in student's general tab, under profile photo.

Middle and high school discipline logs are available in Sycamore. Click the discipline button underneath the student's profile picture in his general tab to see this information.

My Student / Son

General Documents Grades Schedule Attendance

Information **Upcoming** **Profile**

Student Info **Current Assignments** [Print](#)

First: Son
Middle: 1
Last: Test Family
Goes By:
Birthday: Nov 10 2001
Work:
Cell:
Email: stestfamily@bjalearn.net
URL: Left Section, Row A, Seat 5

Due Title

Missing Assignments [Print](#)

Due Title

18 Y 2 M

[HW / Assign](#)
[Calendar](#)
[Discipline](#)

The log includes date, violation, whomever submitted the violation, and number of discipline points. Discipline points are also totaled by quarter. At BJA discipline points accumulate by semester. See BJA's Student & Parent Handbook for details about the discipline process. The information is visible in Sycamore for the full school year.

Discipline Logs

Date	Violation	Author	Points
09/28/19	1 Did Not Respond	Baker, Esther	5
11/28/19	2 Absence	Baker, Esther	25
01/28/20	3 Cheating	Baker, Esther	25
		Total Points	55

Click the violation to see more information about the violation.

Name Son Test Family

Date 01/28/2020 04:17 PM

Author Esther Baker Created: 01/28/2020 04:17 PM

Violation Administration : Cheating **Pts** 25

Stealing another's answer and lying about the source of information. Academic penalty and/or 25-50 discipline points.

Victim

Description

Flew a drone with a camera over a picnic table where teacher was writing test.

In the app the discipline log shows only the violation, date, author, and discipline points.