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.
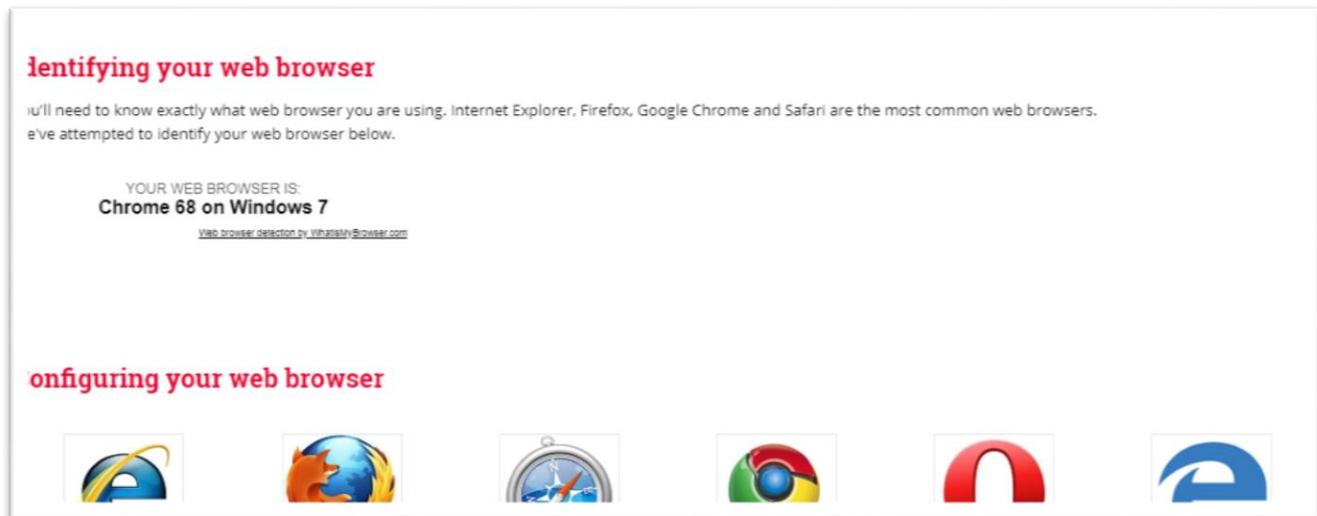
Enabling Pop-Ups on Browser

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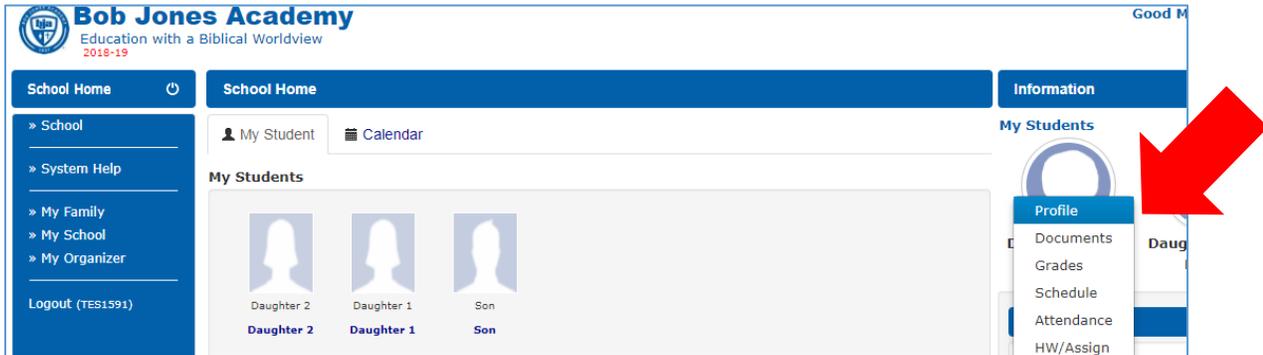
If you use multiple computers or browsers, each must be set up correctly. This information can be found again later in System Help| Welcome Aboard.

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.

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	Gra...	...mments
Biology II: Honors test	Pinkston, William		08/02/2018 03:44AM	91.19	A-	

Due Date	Assignment	Score	Poss	x	Adjusted	%	...
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, 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.
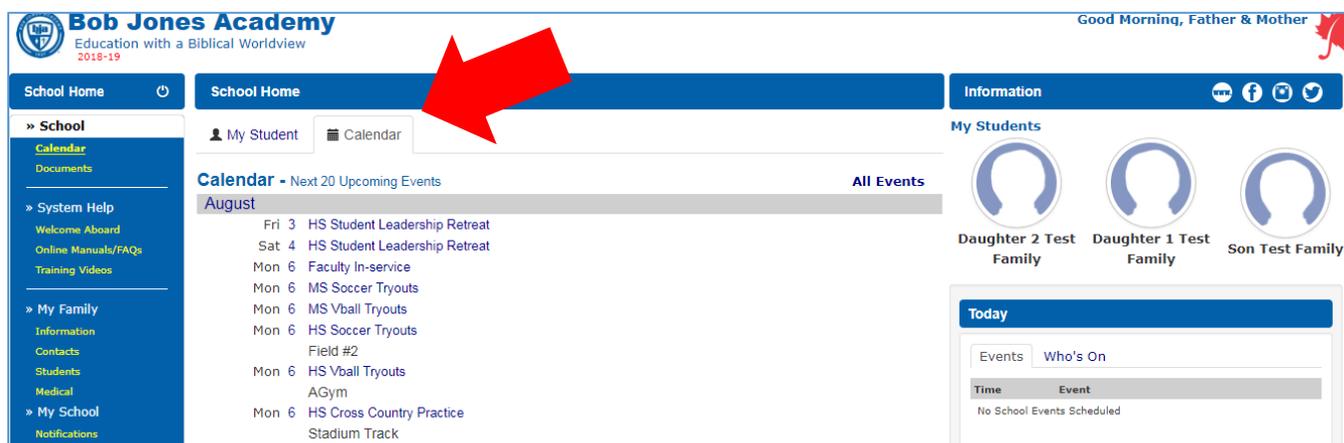
BJA Calendar

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 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.

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.

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.

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.

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.

Click the violation to see more information about the violation.

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