St Dunstan's College

A guide to using the Parent Portal and iSAMS Parent App

What are the Parent Portal and iSAMS Parent App?

The College uses cloud-based secure software to manage the data we hold for each pupil. The system we use is called iSAMS. Parents are able to view relevant data via an online 'portal' which the College administers. The Parent Portal is essentially a website that you log in to in order to access information about your child, including their timetable, attendance record, rewards and sanctions record, school reports, the College calendar, lists of their teachers (including contact details), and important letters home.

iSAMS Parent is an app for your iPhone or Android phone which allows you quick access to the same information as is found on the Parent Portal.

Whether you prefer using a laptop or desktop computer, a smartphone, or a combination of these, one or both of these platforms will provide you with easy access to everything you need to know about your child's school life.

Getting started with the Parent Portal

All College parents will receive a Parent Portal activation letter by email containing information on how to log in for the first time, including their Registration Number and Registration Code. The Parent Portal is available online: https://stdunstans.parents.isams.cloud.

When you log in for the first time, you must register for the service using the Registration Number and Code contained in your activation letter. (See Figure 1 - registration link is shown in the red circle).

Once you've registered, you will be able to log in using your username (your email address) and password which you create upon registration. (See Figure 1 - log in area is shown in the green circle).
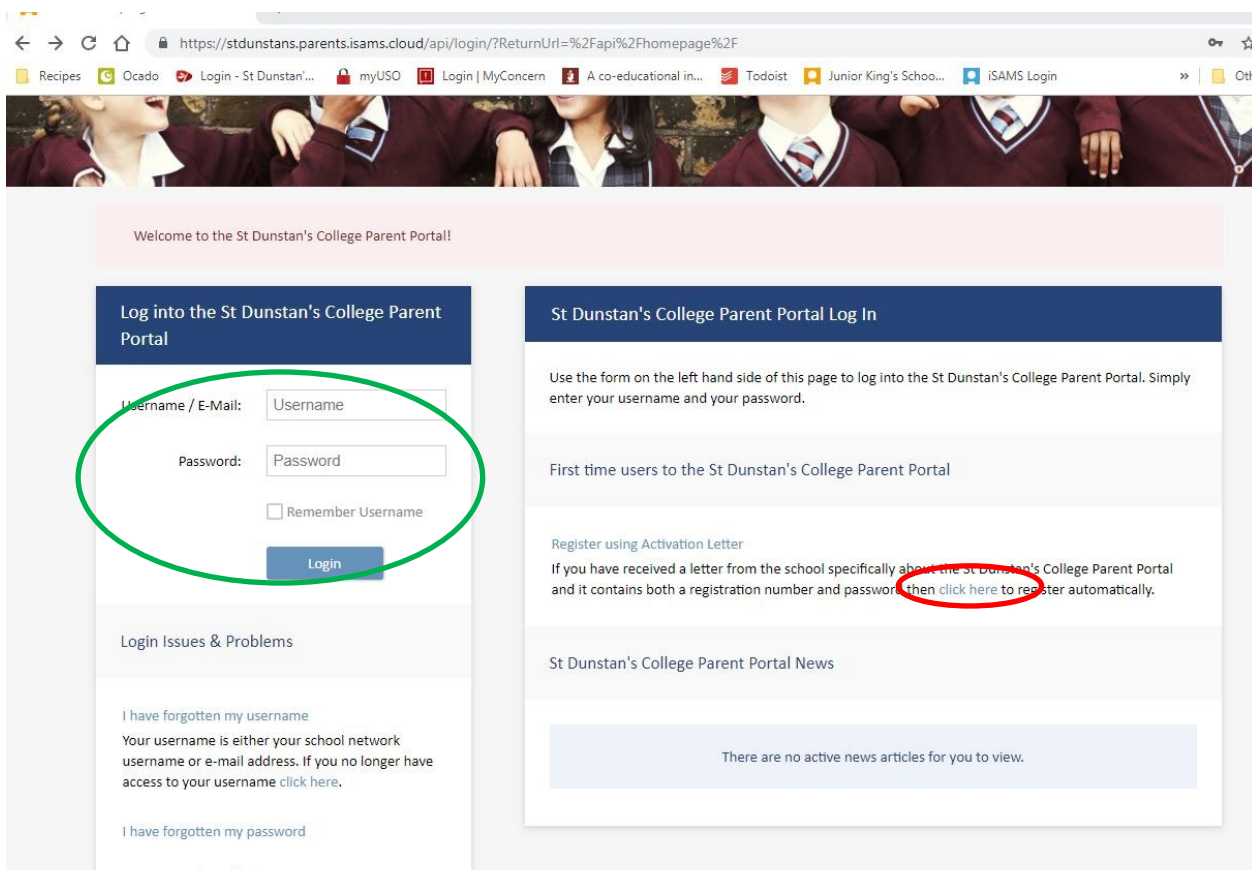

Figure 1: The *first time* you log in, you will need to enter your Registration Number and Registration Password, which are found in your activation letter (red circle). Once you have registered, you will always log in using your username (email address) and password (green circle).

The Parent Portal Homepage

Once logged in, you will find useful links, a 'snapshot' calendar of the days events, the latest documents that have been posted relevant to your child, a list of your children (you can access all of your children's records from one login, simply click the child's name here to view their data). You will also find useful links to Wisepay, St Dunstan's Sports, Schoolblazer and Tacklebag. Other links will be added as required.

Along the top of the homepage, you have a menu of options, including:

- 'Home', which returns you to the homepage
- 'Parent Details', where you can confirm or change your contact details
- 'Calendar', where you can access the full College Calendar of events and trips
- 'Pupil Info', where you can view your child's timetable, attendance record, detention record, record of rewards and sanctions and school reports.
- 'Communication', where you can access the Weekly Parent Bulletin, important documents and files (including letters home), and bookmarks and links.
- 'My Account', where you can manage your login details.

Accessing Learning and Attainment Scores and other reports

From the 'Pupil Info' tab along the top of the portal pages, Select 'School Reports'.

There are two options for viewing school reports: on-screen viewing (simplistic) and in a more formal downloadable format. Simply click on the magnifying glass icon to view the simple version, or on the pdf icon to download the formal version. (See Figure 2).

Figure 2: Click on Pupil Info (green circle) and select 'School Reports'. The magnifying glass icon will display a simple report view (red circle) and the pdf icon will download a formal, two-sided report (blue circle).

Accessing the Weekly Parent Bulletin and associated documents

A parent bulletin is published each Friday during term-time containing information about the week ahead and signposting parents to important letters from the school.

The Weekly Parent Bulletin can be accessed by selecting 'Weekly Parent Bulletin' from the 'Communication' menu at the top of the portal page. The bulletins are titled by date in the format YYYY.MM.DD.

In addition to appearing in the bulletin, all letters home are stored in the 'Documents & Files' section of the 'Communication' menu at the top of the portal page. From here, you can filter documents by category, relevance to your child, etc.

Letters home are normally archived each term, and important documents (for example, parents' handbooks and other guidance documents) are stored long-term.

Getting started with the iSAMS Parent App

Once you have registered for access to the Parent Portal (see 'Getting started with the Parent Portal' above), you will also have access to the iSAMS Parent App using the same login credentials.

You can download the for iPhone on the App Store and for Android on the Google Play Store.

Once installed on your phone, you will be asked to enter a school code. **The school code for St Dunstan's College is SDC.**

You will then be asked to log in. The username (email address) and password are the same as for the Parent Portal.

Finally, you will be asked to create a 4-digit passcode which will allow quick login on your device.

Navigating the iSAMS Parent App

Once logged in, the app will automatically display your Dashboard.

There are four menus available across the bottom of the Dashboard screen: Dashboard, My Children, Information and Settings (see Figure 3 below).
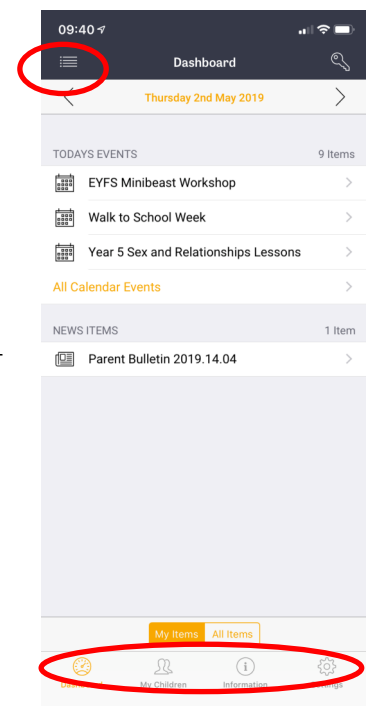
The Dashboard:

The Dashboard has a default view of today's calendar events and Weekly Bulletins (These appear under the title News Items). You can access more options by clicking on the menu icon in the top left corner of the screen (see Figure 3, right).

My Children:

The My Children area allows you to select which child you would like information for (if you have only one child in the school, you will only have one option).

This section allows you to see your child's timetable, contact their teachers, and view their Learning and Attainment Scores and Rewards and Sanctions.

Figure 3: Top left corner (circled) provides Dashboard options. Icons at bottom (circled) provide additional menu options.

Information:

The Information area contains a searchable College calendar, all Documents and Files (including letters home, access to the Weekly Parent Bulletin and links to useful sites such as WisePay, SDC Sports, SchoolBlazer, etc.
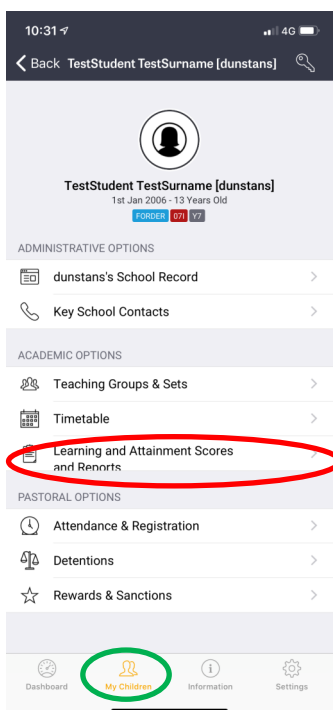
Accessing Learning and Attainment Scores and other reports from the iSAMS Parent App

Select the My Children menu from the options along the bottom of the Dashboard. From the next screen, select Learning and Attainment Scores and Reports (Figure 4). Tap on the report you'd like to view, and you will be brought to a screen-friendly view of the data (Figure 5). If you would like to download and view the pdf version of the full report, you can select this option at the top of the page (Figure 5). Tapping 'Download PDF Report' will produce the full-colour, double-sided report that has been published and printed in hardcopy for parents in the past (Figure 6).
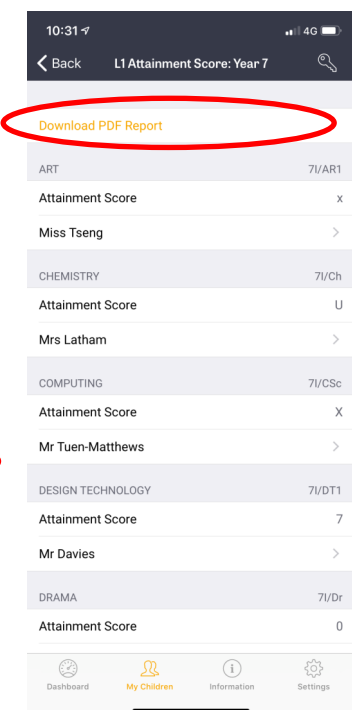
Accessing the Weekly Parent Bulletin and associated documents

You can view documents and letters at any time via the iSAMS parent App by selecting the Information menu from the bottom of the Dashboard Screen, and tapping View Parent Bulletin (Figure 7). Tapping the selected Bulletin will open it for reading.
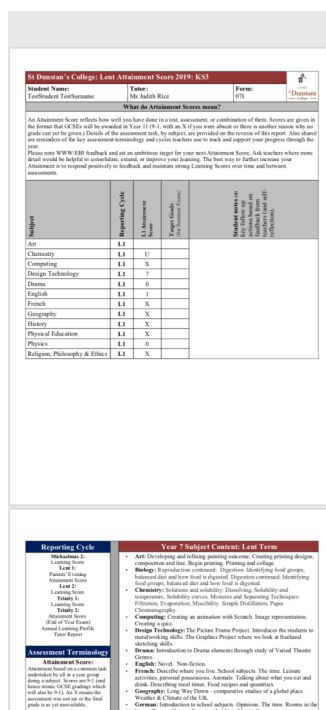
To view documents, including letters home, tap either the View Documents & Files or Latest Documents and Files option. If you know the name of the document, you can also tap Search Documents and Files.
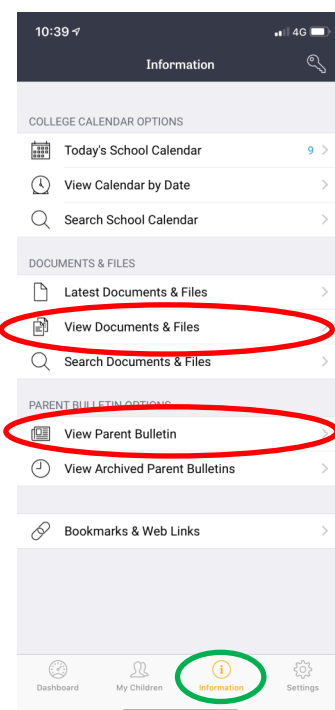

Figure 4: From the My Children menu (green circle), tap Learning and Attainment Scores and Reports (red circle).

Figure 5: From the screen-friendly view (shown), tap Download PDF Report (red circle)

Figure 6: Example of PDF view.

Figure 7: From the Information menu (green circle), tap View Parent Bulletin or View Documents and Files (red circles).