




Using School Loop At Washington Open

Table of Contents

- 1 Summary 4
 - 1.1 What Is This Document? 4
 - 1.2 What Is School Loop? 4
 - 1.3 Abbreviations 4
- 2 Registering On School Loop 4
 - 2.1 Requirements 4
 - 2.2 Registration Process 4
 - 2.3 Adding More Students To Your Account 5
 - 2.4 Forgot Password? 5
- 3 Main Portal Page 5
 - 3.1 Blue Top Bar 6
 - 3.1.1 Your Portal  6
 - 3.1.2 Washington Open Elementary 6
 - 3.1.3 LoopMail 6
 - 3.1.4 My Calendar 6
 - 3.1.5 Logout 6
 - 3.1.6 Help  7
 - 3.1.7 Account Settings  7
 - 3.1.8 Classrooms 7
 - 3.1.9 Groups 7
 - 3.2 Academics Tab 7
 - 3.2.1 Classrooms 7
 - 3.2.2 Current Assignments 7
 - 3.2.3 Attendance Tab (Optional Setting For The School) 7
 - 3.3 Calendar 8
 - 3.3.1 Basic Navigation 8
 - 3.3.2 Filtering Using Show Me 8

3.3.3	Adding Events.....	8
3.3.4	Using Various Calendar Views.....	8
3.3.5	Printing The Calendar.....	9
3.4	Right Side Panes.....	9
3.4.1	My Students	9
3.4.2	My Discussions.....	9
3.4.3	News.....	9
4	Classroom Page.....	9
4.1	Home Tab.....	10
4.1.1	Weekly Calendar	10
4.1.2	Basic Navigation	10
4.1.3	Course News	10
4.1.4	Bulletin Board.....	11
4.2	Curriculum Tab.....	11
4.3	Locker Tab.....	11
4.4	Calendar Tab	11
4.4.1	Basic Navigation.....	11
5	LoopMail	11
5.1	Left Pane	12
5.1.1	Inbox.....	12
5.1.2	Sent	12
5.1.3	Current Archive	12
5.1.4	Historical Archive	12
5.1.5	Folder Actions	12
5.2	Right Pane	12
5.3	Reading Email.....	13
5.4	Sending Email - New Message Window.....	14
5.4.1	Insert Link.....	14
5.4.2	Insert Picture From Album.....	15
6	Calendar	15
6.1	Basic Navigation.....	16
6.2	Filtering Using Show Me	16

6.3	Adding Events	16
6.4	Using Various Calendar Views.....	16
6.5	Printing The Calendar.....	16
7	Groups.....	16
7.1	About Groups.....	17
7.2	Creating Groups	17
7.3	Group Portals	17
7.3.1	Discussions.....	18
7.3.2	Projects	18
7.3.3	Calendar	18
7.3.4	News.....	18
7.3.5	Toolbox – Locker	19
8	FAQ.....	19
8.1	General.....	19
8.1.1	What content is public and what content is inside of School Loop only?	19
8.2	LoopMail	20
8.2.1	How do I turn off emails?.....	20
8.2.2	Emailing The Learning Management Team	20
9	Revision History	20

1 Summary

1.1 What Is This Document?

This document describes the basics of how to use School Loop (SL) at Washington Open (WO). In addition to information about how to use various SL features there is also a Frequently Asked Questions (FAQ) section that can help answer any additional questions that you may have when using the site.

If you have questions or suggestions regarding this document or SL please contact the webmaster at [this](#) URL.

1.2 What Is School Loop?

With a SL account, you may access details about your child's classes and assignments. In addition, SL will automatically send a daily update to your personal email.

SL is safe and secure because all members publish in their own names. All information you provide is kept private, including your email address.

1.3 Abbreviations

The following abbreviations will be used in this document.

Abbreviation	Long Form	Notes
FAQ	Frequently Asked Questions	
LM	LoopMail	Internal School Loop mail service.
LT	Learning Team	Group of SL users related to the student. Used by LM.
SL	School Loop	
URL	Uniform Resource Locator	Defines a website location.
WO	Washington Open	Our school.

2 Registering On School Loop

Registering a student on SL is easy and only takes a minute or two. If you have any questions about this process please contact the front office at (408) 423-3900 or contact the webmaster at [this](#) URL.

2.1 Requirements

To register on the site you need your students ID number. Your students ID number is on the yellow flyer sent home in your student's Wednesday envelope or handed out by your teacher.

2.2 Registration Process

This section details how to register a student. **You need the child's student ID number to complete the registration form.** If you have questions about this process please contact Judy or Mary in the front office at 408-423-3900.

1. Open the school website at <http://www.washington-open.org>. Find the Register Now button next to the Login button in the upper left.

2. Click on the Register Now button.
3. Click the link for Parent Registration.
4. Complete the form.
5. Click the Register button.
6. You are now registered!

The first time you will be asked to read and acknowledge a User Agreement. After accepting the User Agreement you will be logged into SL.

2.3 Adding More Students To Your Account

Once logged in you can add other children to your account if they also attend WO. **To add a student you will need their student ID number.** Click the Add Student link on the upper right of the portal homepage.

2.4 Forgot Password?

If you forget your password it can be retrieved through the site. Go to the main WO homepage and click on the Login button on the upper left. Just under the login dialog is a link called "Forgot Password?". Click on that link and follow the provided instruction to retrieve your password.

3 Main Portal Page

The main portal page is the screen that is opened when first logging into SL (see below). It is separated into various sections that will be covered below.

SCHOLARSHIP

Parent Registration

This is parent or afterschool professional registration form.
Additional students? Add them once logged in

Your First Name

Your Last Name

Choose a login name (no spaces or special characters)

Email address (For school use only)

Phone number

Student ID Number

What is the first letter of the student's first name?
(for example, the student's name is Sarah, type the letter s)

What is the first letter of the student's last name?
(for example, if the student's last name is Lee, type the letter l)

Choose a password (minimum 6 characters with at least 1 digit)

Confirm password

3.1 Blue Top Bar

The top bar has critical links that can be used to access the main WO website and various areas of SL.

3.1.1 Your Portal

Returns the user to the main portal page.

3.1.2 Washington Open Elementary

The school name is actually a drop down menu with links directly to the main WO site. The pages on this list are high-level ones with lots of great content and links to details about the school. This is really handy when you want to jump immediately into various areas of the WO site.

3.1.3 LoopMail

This button takes the user to the detailed LM page. This will be discussed in detail in another section.

3.1.4 My Calendar

This button takes the user to the detailed Calendar page. This will be discussed in detail in another section.

3.1.5 Logout

Logs the user out of SL.

3.1.6 Help

Opens SL help. The help content provided by SL is fairly deep. There is a Search feature as well as a Self Help website and a way that a user can submit a Help Ticket to SL. The Self Help site includes links to common topics, links to various Tips & Tricks, and the ability to browser help by Subject.

3.1.7 Account Settings

Opens a page where the user can set their name, change their password, change their login name, change their email address, set their language, and adjust email settings. The email setting can be changed to suppress daily emails and to prevent automatic login from links in delivered emails. After making changes make sure to hit the Submit button.

3.1.8 Classrooms

This drop down lists the classrooms where the student is a member. At WO students are in only one classroom for the entire day so only one entry will be listed. The Class Sites link takes a user to the internal classroom page.


3.1.9 Groups

This drop down has links to take the user to help about Groups and access to any Groups where they are a member. This will be discussed in detail in another section.



3.2 Academics Tab

The top of the larger left pane is split into two areas called Academics and Calendar. The Academics tab is split into two sections called Classrooms and Current Assignments.

3.2.1 Classrooms

This area shows the classroom information for the student. There are links the classroom site (aka an internal classroom web page). There is also a link () to email the student's teacher and their Learning Team. The Email Learning Team (LT) sends a LoopMail to the teacher plus all parents attached to the student account. This can be handy when a parent wants to contact everyone who is associated with a particular student.

3.2.2 Current Assignments

This section shows assignments that the teacher has entered for the student. Links will be provided to any details as appropriate. There is a checkbox that can be marked when the task is completed. If the triangle on the left side of an entry () is selected the entry will be expanded for easy viewing. There is also a link on the right () that can be used to download and *.ics file that can be used to add the assignment to a calendar application like Microsoft Outlook.

3.2.3 Attendance Tab (Optional Setting For The School)



Allows review of the child's attendance as recorded in SL. As a default the view shows the child's attendance for the last week. Below the table is a Legend for reading the various attendance results.

Hit All Attendance to show the attendance from various periods of the school year. After opening attendance details you can return using Hide This Week (for Show This Week) or My Portal in the top bar (for All Attendance).

3.3 Calendar

The Calendar pane allows a user to review the schedule for the student. The top section is used for basic navigation, filtering, and other actions related to the calendar. The bottom half of the pane shows the resulting view. In general school events will have an orange bar. Group events will have a green bar. Red events are assignments.

3.3.1 Basic Navigation

The top bar on the Calendar pane contains simple navigation controls. The default view for the pane is the current week. By hitting  and  the view goes up and back in 1 week increments.

3.3.2 Filtering Using Show Me

The Show Me drop down acts as a filter for the calendar view. By selecting individual entries the user can change which dates they want to see on the calendar. The available options are:

- Work (Assign Date)
- Work (Due Date)
- General Events
- My Group Events




To make a change select the entry then hit Submit. Note that this setting is NOT permanent. It must be set each time that user logs into the system.

3.3.3 Adding Events

The Add Events drop down is used to add Events to the calendar. When adding Events the user is also given the ability to ask that the Event be added to the Homepage. If this checkbox is selected then the webmaster gets a notification that there is an Event to be reviewed. If accepted the Event will appear on the main WO school calendar and appear on the WO home page.

3.3.4 Using Various Calendar Views

There are three calendar views that can be referenced from the calendar pane.

- The first icon () shows only the current day. The navigation controls move in 1 day increments.
- The second icon () shows the current week. The navigation controls move in 1 week increments.
- The third icon () shows the current month. The navigation controls move in 1 month increments.

3.3.5 Printing The Calendar


The printer icon opens the dashboard and current calendar view in a new browser tab in a printer friendly format. This is a handy way to print out the school calendar for a given time period.

3.4 Right Side Panes

3.4.1 My Students

The My Students pane shows the current students for a given parent user. If you have more than one child in the school hit the Add Student link to add additional students from the school. Only students from WO can be added to the portal view.

3.4.2 My Discussions


The My Discussions pane shows open discussions in SL groups where the user is a member. The title of the Discussion is a link to the entry in the group. New Topic () can be used to start a discussion directly from the portal page. After clicking on New Topic the user is shown a list of their groups. When a group is selected they are given a dialog to start the topic.

3.4.3 News

This pane shows news that the user can access. Every parent at WO has access to the school wide news that is posted by the webmaster. This is the same news that shows on the main WO site. If there is news from an individual classroom that would also be shown in this pane. The name of each article can be clicked to view details.

There are two actions on the News pane.

3.4.3.1 Add News

The Add News () button allows the user to submit News entries to any groups where they are members or the main home page. When adding News the user is also given the ability to ask that the News be added to the Homepage. If this checkbox is selected then the webmaster gets a notification that there is a News article that needs to be review. If accepted the News article will appear on the main WO school news column and appear on the WO home page.

3.4.3.2 View All News

This buttons opens a wide news reader view that allows the user to see the Headline plus the first couple of lines of each entry in a long table view. All active news articles that the user can see will be shown.

4 Classroom Page

The Classroom page contains several sections related to the class. At WO we have only one period so there will be only one of these per student.

4.1 Home Tab

Contains general information about the student's classroom.

4.1.1 Weekly Calendar

A small weekly calendar that details assignments for the class. The default view is a 1 week calendar that shows the schedule for the student. The top bar is used for basic navigation, filtering, and other actions related to the calendar. The bottom half of the pane shows the resulting view.


This section shows assignments that the teacher has entered for the student. Links will be provided to any details as appropriate. If the triangle on the left side of an entry (▶) is selected the entry will be expanded for easy viewing. There is also a link on the right (📅) that can be used to download and *.ics file that can be used to add the assignment to a calendar application like Microsoft Outlook.

4.1.2 Basic Navigation

The top bar on the Calendar pane contains simple navigation controls. The default view for the pane is the current week. By hitting ◀ and ▶ the view goes up and back in 1 week increments.

4.1.3 Course News

The first panel on the right side is called Course News. This section contains news that relates to the classroom only.


This section contains assignments that have been given to the student. In the upper right corner of each assignment is an icon () that allows the assignment to be added to a calendar that supports *.ics files (i.e. Microsoft Outlook).

4.1.4 Bulletin Board

The right side of the Classroom tab is a place where teachers can post information that they think might be important to communicate to the students or parents. It can contain pictures or videos.

4.2 Curriculum Tab

This section shows assignments that have been delivered to the student. If an entry in the left pane is selected details are displayed in the right pane.

The right pane has details on the assignment at the top. Under the description of the assignment are tabs where Discussions can be held. In the upper right corner of each assignment is an icon () that allows the assignment to be added to a calendar that supports *.ics files (i.e. Microsoft Outlook).

4.3 Locker Tab

This tab contains a list of files that have been made available by the teacher. These could be related to assignments, release forms, etc.



4.4 Calendar Tab

A monthly calendar that details assignments for the class. The default view is a 1 month calendar that shows the schedule for the student. The top bar is used for basic navigation, filtering, and other actions related to the calendar. The bottom half of the pane shows the resulting view. In general class events will have a blue dot.

If a calendar entry is clicked then more details will be displayed about this entry. This provides a fast way to view event details over a month long period.

4.4.1 Basic Navigation

The top bar on the Calendar pane contains simple navigation controls. The default view for the pane is

the current month. By hitting  and  the view goes up and back in 1 month increments. The Today button takes the user back to the current month and day.

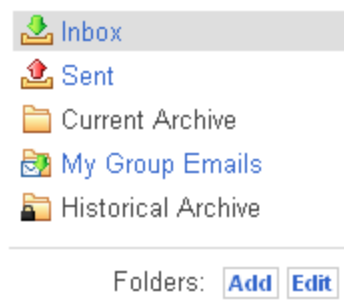
5 LoopMail

LoopMail (LM) can be accessed by clicking on the LoopMail icon near the top menu bar. LM is SL's internal email. It is used to communicate with anyone who is a member of SL and SL Groups for the school. A big advantage to using LM is that all email is secure and cannot be sent anonymously. Thus you will know that it is safe to read and that the person listed under "Sender" is really the person who sent it.

The top of the window shows the currently selected folder and has a small link to LM help. The SL help for LM is actually pretty great. If you have questions click on the link for LM help before contacting the school webmaster.

5.1 Left Pane

The left pane is the primary way of navigating through LM. When an entry in the left pane is hit the right pane updates to show the appropriate emails. For example, when Sent is selected the LM emails which have been sent by the user are displayed in the right pane.



5.1.1 Inbox

The Inbox folder contains all of the users's currently active emails. Select this folder to see all of the current emails.

5.1.2 Sent

The Sent folder contains everything that was sent out by the user. Select this folder to see everything that the user sent in the past.

5.1.3 Current Archive

This folder contains everything from the current school year that the user has archived. Select the folder to show the archives from the current year.

5.1.4 Historical Archive

This folder contains everything that the user has archived from previous school years. Select this folder to show older archives.

5.1.5 Folder Actions

At the bottom of the left pane are links that allow a user to create folders that they can use for organizing their emails. For example, they can create a folder called "Chess Club" to contain emails from that user group.

5.2 Right Pane

The right pane is used for displaying lists of emails from a particular folder. At the top of the list of emails is a link to create a new message. There is also a drop down list titled, "Move Selected:". This drop down can be used to move emails into folder.

The headers for the list of emails can be selected to adjust the sorting for the table. This is a fast way to find all emails from a particular Sender. Also note that just to the left of “Date” there is a checkbox. This is a fast way to check all of the email in the current list.

If an email is **bold** then it has not been read. If the image is in regular text it has already been read. Clicking on the Subject opens the email for reading.

At the bottom of the list of emails is a small navigation widget. This can be used to move through the various page of emails.

[New Message](#)

Move Selected: ▼ Lookup:

<input type="checkbox"/>	Date ▼	Sender	Subject
<input type="checkbox"/>	5/15/13 10:06 AM	Judy Kusa	Wednesday Bulletin and more
<input type="checkbox"/>	5/8/13 4:50 PM	Erika L George	Re: Overnight Date Confirmation
<input type="checkbox"/>	5/8/13 12:04 PM	Judy Kusa	Survey update
<input type="checkbox"/>	5/8/13 10:43 AM	Judy Kusa	Wednesday Bulletin
<input type="checkbox"/>	5/1/13 8:31 AM	Judy Kusa	Wednesday Bulletin & More
<input type="checkbox"/>	4/26/13 10:07 AM	Judianne Ganschow	Re: Faculty Directory Updated TWICE

Showing 1 to 6 of 6 [17 Selected] Page:

5.3 Reading Email

When an email Subject is selected the right pane changes to one that is used for reading email. If there are any file attachments they will be shown at the bottom of the email body. This pane allows the following common email functions:

- New Message – Move to the New Message window.
- Move To Archive – Archive the current message in a folder.
- Reply – Reply to the sender only.
- Reply All – Reply to everyone listed under “From”.
- Forward – Open the current message in a New Message window.
- Older – Move to the next oldest email.
- Newer – Move to the next newest email.
- Return to list – Return to the current list of emails.
- Print View – Print the current email.



5.4 Sending Email - New Message Window

When sending emails the New Message window opens. This window allows a user to enter their email then send it. Users also have the ability to attach files or post links to external websites.

The “To:” field icon ([To:](#)) is a hyperlink. If that is pressed a list of SL users is displayed. This is a great way to email someone at the school when you may not know their external email address. This list of users is extensive and can really help users find the proper target for their email.

SL has the concept of a Learning Management Team (LMT). This is a list of user comprised of the students teachers plus any relevant personnel. To email the LMT it is best to use the link at the top of the Schedule pane on the main Portal page.

The main message body field is where the message is written. This toolbar for the main body field includes a LOT of options for use when constructing the email. Two of these toolbar icons have special SL support. The two that will be discussed at in a small pane with four small icons. The first (Insert Link) and third (Insert Picture From Album) toolbar icons in this small screen shot will be discussed.



5.4.1 Insert Link

Insert links allows an end user to do the following.

- WWW – Allows the user to insert a link to an external site.
- Lockers – Allows the user to insert a link to a file that it present in one of the SL Lockers. (Lockers are placed where files and assignments can be stored.)
- Site Map – Allows the user to insert a link to one of the WO website pages.
- Mail To – Allows the user to insert a link to an email address.
- User Sites – Allows the user to insert a link to sites created by individual users. This is where links to internal classrooms can be found.

5.4.2 Insert Picture From Album

This feature allows a user to select a picture from a SL Album where they have access. (Albums are where pictures are stored on SL.)

6 Calendar

My Calendar is accessed by clicking on the link at the top of the main portal page. The default view is a 1 month calendar that shows the schedule for the student. The top bar is used for basic navigation, filtering, and other actions related to the calendar. The bottom half of the pane shows the resulting view. In general school events will have an orange bar. Group events will have a green bar. A red bar signifies an assignment.



If the mouse is moved over an entry then more details will be displayed about this entry. This provides a fast way to view event details over a month long period. If the name of an entry is clicked then complete details for the entry are provided.

The screenshot displays a web-based calendar for 'John Taber' in September 2014. The interface includes a top navigation bar with 'LoopMail' and 'My Calendar' buttons, and a user profile section for 'John Taber' with 'Logout' and 'Classrooms'/'Groups' links. The calendar grid shows events for each day of the month. A detailed view of the 'Technology Committee Meeting' on September 10th is shown, with the following details:

- Technology Committee Meeting**
- Posted by: Webmaster RM
- Location: Room 15
- Start Time: 7:00 PM
- Contact: Judianne Ganschow
- End Time: 8:00 PM

The meeting description states: 'All Classroom Technology Committee reps should to attend. This is time for you to complete monthly computer updates, clean projectors, and get information about technology on campus.'

6.1 Basic Navigation

The top bar on the Calendar pane contains simple navigation controls. The default view for the pane is the current month. By hitting  and  the view goes up and back in 1 month increments.

6.2 Filtering Using Show Me

The Show Me drop down acts as a filter for the calendar view. By selecting individual entries the user can change which dates they want to see on the calendar. The available options are:

- Work (Assign Date)
- Work (Due Date)
- General Events
- My Group Events




To make a change select the entry then hit Submit. Note that this setting is NOT permanent. It must be set each time that user logs into the system.

6.3 Adding Events

The Add Events drop down is used to add Events to the calendar. When adding Events the user is also given the ability to ask that the Event be added to the Homepage. If this checkbox is selected then the webmaster gets a notification that there is an Event to be reviewed. If accepted the Event will appear on the main WO school calendar and appear on the WO home page.

6.4 Using Various Calendar Views

There are three calendar views that can be referenced from the calendar pane.

- The first icon () shows only the current day. The navigation controls move in 1 day increments.
- The second icon () shows the current week. The navigation controls move in 1 week increments.
- The third icon () shows the current month. The navigation controls move in 1 month increments.

6.5 Printing The Calendar

The printer icon opens the dashboard and current calendar view in a new browser tab in a printer friendly format. This is a handy way to print out the school calendar for a given time period.

7 Groups

Groups are entered by clicking on the link on the top left side of the main portal page. The initial screen that opens shows a list of Groups where the user is a member. The name of the Group is a hyperlink

that opens the Group portal page. There are also controls for creating new Groups and looking up existing Groups where the user is a member. (Only Staff members can create Groups.)

The top of the window says Group Web Sites then has a small link to Group help. The SL help for Groups is actually pretty great. If you have questions click on the link for Group help before contacting the school webmaster.

7.1 About Groups

Groups are used to collaborate and share information with other SL users. Only WO staff members can create groups. Users who are part of Groups need to be cautious because Groups can be school wide or district wide. District wide groups could involve several schools and many users.

7.2 Creating Groups

Staff members can create Groups. If you would like to create a school wide SL Group find a staff member to act as a sponsor. They can create the Group and get everyone invited.

7.3 Group Portals

The main group portal is divided into 3 main columns. The left column is used for Discussions and Project. The center column shows the Group calendar and news. The final column shows a Toolbox that may include a Locker.

Washington Open Elementary | John Taber | Logout | ? | Settings

LoopMail | My Calendar | Classrooms | Groups

WO Web Team

DISCUSSIONS

[New](#)

- Started Updating SL Docs
WO Web Team
Replies: 1 - 8/25/14
- Weekly bulletin topics for
website news feed
WO Web Team
Replies: 2 - 8/25/14
- RSS feeds request from WO
parent
WO Web Team
Replies: 3 - 8/22/14
- Yearly Checks Done - My To Do
List
WO Web Team
Replies: 5 - 8/18/14
- Still Going Through Yearly
Checks
WO Web Team
Replies: 1 - 8/11/14

[View All/Unsubscribe](#)

CALENDAR

[Add Events](#)

Sunday	8/24/14
Monday	8/25/14
Tuesday	8/26/14
Wednesday	8/27/14
Thursday	8/28/14
Friday	8/29/14
Saturday	8/30/14

TOOLBOX

LOCKER

[Add](#) Drag & Drop files here

- Backing Up The Main Resource
Locker - Webmasters ONLY.docx
4/1/14 - John Taber
- Washington Open Website
Guidelines.doc
4/1/14 - John Taber
- Washington Open Website
Guidelines.pdf
4/1/14 - John Taber
- Yearly Checklist For Reviewing
the WO Website - Used By
Webmasters Only - Do Not Post
Publically.docx
4/1/14 - John Taber

[Table view](#)

PROJECTS

[Add](#)

No projects posted

NEWS

[Add News](#)

No news posted

© 2013-2014 | Powered by School Loop | Contact | Privacy Notice | User Agreement

7.3.1 Discussions

Discussions are essentially email threads which are started from inside of a given Group. To read a given discussion simply click on the Subject. This will open a pane that can be used for reading the details.

At the top of the Discussions pane are links for New Topics and View All. New Topics starts a new discussion thread. View All shows all discussions in an email list format. This allows them to be more easily viewed and arranged. If you want to turn off email notifications related to a particular Group this is done from this dialog.



7.3.2 Projects

Group Projects are essentially blog posts that can be used to collect information around a given activity. For example, the Chess Club has a yearly tournament. Someone in the Chess Club group creates a Project called Chess Club Tournament. Now other members of the Group can add details, attach files, etc. It helps collect all of the information around that activity.

7.3.3 Calendar

The Calendar pane allows a user to review the schedule for the Group. The top section is used for basic navigation, filtering, and other actions related to the calendar. The bottom half of the pane shows the resulting view. In general school events will have an orange bar. Group events will have a green bar.

7.3.3.1 Basic Navigation




The top bar on the Calendar pane contains simple navigation controls. The default view for the pane is the current week. By hitting  and  the view goes up and back in 1 week increments.

7.3.3.2 Adding Events

The Add Events drop down is used to add Events to the Group calendar.

7.3.3.3 Using Various Calendar Views

There are three calendar views that can be referenced from the calendar pane.

- The first icon () shows only the current day. The navigation controls move in 1 day increments.
- The second icon () shows the current week. The navigation controls move in 1 week increments.
- The third icon () shows the current month. The navigation controls move in 1 month increments.

7.3.3.4 Printing The Calendar

The printer icon opens the dashboard and current calendar view in a new browser tab in a printer friendly format. This is a handy way to print out the Group calendar for a given time period.

7.3.4 News

This pane shows news for the Group. The name of each article can be clicked to view details.

7.3.4.1 Add News

The Add News button allows the user to submit News entries to the Group.

7.3.4.2 View All News

This buttons opens a wide news reader view that allows the user to see the Headline plus the first couple of lines of each entry in a long table view. All active news articles that the user can see will be shown.

7.3.5 Toolbox – Locker

The Locker is a place where files or links can be shared with other members of the Group. Once files are added to a Locker they may be referenced in emails or on any editable field on the site.

Clicking on the name of the Locker item opens it or downloads it as appropriate. At the top of the Locker are two buttons.

7.3.5.1 Add Resources

Hit Add Resources to add files, links (aka URLs), folders, or zipped folders to a locker. After selecting a given drop down menu item a wizard will start to guide the user through the process of creating the item.

7.3.5.2 View All

This opens a large display that shows more items in the Locker. Use this if there are a lot of items present and you are looking for a particular entry.

8 FAQ

This section contains miscellaneous questions that have been asked by various SchoolLoop users. This includes parents, staff, and teachers. In most of these examples the information is already presented above. In these cases the material is being repeated as a matter of convenience.

8.1 General

8.1.1 What content is public and what content is inside of School Loop only?

At a high-level everything that a parent can access in SL is not exposed on the general website. This includes Groups, Class Site pages (see below), etc.

Exceptions arise if the parent is given special permission as a webmaster assistant, the user is a staff member or teacher, or the user is taking the role of the classroom gatekeeper. These positions allow users to make modifications that CAN affect the exposed WO website. Note that even in these situations there are often webmaster approvals needed for the information to be posted on the site. These approvals are done by the webmaster and potentially webmaster assistant.

Some confusion has arisen due to the exposed classroom pages on the WO website. The exposed classroom pages are the ones with names like “Room 6”, “Room 2”, etc. These public sites are maintained by the classroom gatekeeper. The classroom gatekeeper is provided data from the

individual classroom coordinators. This data may be cleaned up or sanitized based on guidelines for website content that are provided by the webmaster.

There are also internal SL Class Site pages. These private pages have names like “Gr.2-Rm.2”, etc. These pages are NOT exposed to the public. In other words, course pages are only available inside of SL and act as private Groups.

8.2 LoopMail

8.2.1 How do I turn off emails?

Open the main Portal page. In the upper right click on Account Management. This opens a page where the user can set their name, change their password, change their login name, change their email address, set their language, and adjust email settings. The email setting can be changed to suppress daily emails and to prevent automatic login from links in delivered emails. After making changes make sure to hit the Submit button.

To stop Group related emails open the Group portal page. At the top of the Discussions pane are links for New Topics and View All. View All shows all discussions in an email list format. If you want to turn off email notifications related to a Group this is done from this dialog.

8.2.2 Emailing The Learning Management Team

SL has the concept of a Learning Management Team (LMT). This is a list of user comprised of the students teachers plus any relevant personnel. To email the LMT it is best to use the link at the top of the Academics tab on the main Portal page.

9 Revision History

This section tracks the various revisions of this document.

Updated On	Updated By	Details
3/25/13	John Taber	Initial release.
4/23/13	John Taber	<ul style="list-style-type: none"> Incorporated set of changes from Judianne. These included several direct comments plus updates from the latest registration document. Several minor cleanups.
5/20/13	John Taber	<ul style="list-style-type: none"> Over the last month SL has done a dramatic change to the UI. Updated the document for these UI changes.
8/28/14	John Taber	<ul style="list-style-type: none"> Several updates to incorporate changes made to the main portal UI. This included changing the ordering of several sections and replacement of most of the screen shots.
9/4/14	John Taber	<ul style="list-style-type: none"> Add the new Classroom page to the document. This adds an entirely new set of functionality to SL.
9/16/14	John Taber	<ul style="list-style-type: none"> Performed a detailed redline pass. Made small updates and tweaks to many sections. Added clarifying screen shots when appropriate.

Updated On	Updated By	Details
8/25/15	John Taber	<ul style="list-style-type: none">Updated for the 2015-2016 school year. SL changes the basic UI and is using different terms.