Parents & Guardians
Guide to CORE

Revised July 2023
St. Andrew’s - Sewanee School uses a Student Information System and Learning Management System called CORE, which is run by the Blackbaud Corporation.

CORE is where all schedules, homework, grades, and information are located.

To login to CORE, use the links from the Parents pages at sasweb.org

OR bookmark this web address: SASWEB.MYSCHOOLAPP.COM
Login Screen at sasweb.myschoolapp.com

Enter the email address used to enroll your child. This email address is your Username and will be referred to as the “Blackbaud ID.”

Note: Each parent or guardian needs their own individual email address for access.
FORGOT YOUR LOGIN?

Click on the ‘Forgot login or First time logging in?’ link
FORGOT YOUR LOGIN PASSWORD?

Enter the email address used to enroll your child, check the Password box, and click Send.

If the email address has changed or is unknown, check both the Username and Password boxes, and click Send.

If there is an issue, email David Deutsch at ddeutsch@sasweb.org for help.
If your access has been reset and/or you get this message

If you get an email from St. Andrew’s - Sewanee School that looks like the one below, click the ‘Accept Invitation’ button.

St. Andrew’s - Sewanee School

Hello Abby,

St. Andrew’s - Sewanee School is ready for you to login via Blackbaud Services using this email address as your username.

With this invitation, you will create and use a Blackbaud ID to connect with St. Andrew’s - Sewanee School.

Accept Invitation

Thank You!
Select Confirm to indicate the email address.

Note: If a second window pops up and asks you to choose your account, click on the one with your correct email address.

St. Andrew's - Sewanee School manages the domain for alincoln@hotmail.com

To sign in through the identity provider and enable your organization to manage your access, confirm the email address.

Otherwise, use a different email address.

Confirm email address

Confirm
Use a different email address
You may also receive an email that asks you to confirm your address is correct. It is safe to click ‘Confirm’ in this message.
GET AN ERROR?

If you get an error message similar to the one below, don’t panic!

Open a new browser tab, type in **sasweb.myschoolapp.com** and then enter your sasweb email address as the Username.

![Error Message and Web Authentication](image-url)
Are you repeatedly getting errors after resetting a password or confirming a new email address?

If yes:
You might need to clear your browser’s cache. Search the internet for instructions on how to do this for your particular browser (Safari, Edge, Chrome, Firefox, etc.)

If that doesn’t solve the problem, contact ddeutsch@sasweb.org
AFTER LOGGING IN, WHAT CAN PARENTS/GUARDIANS DO IN CORE?
Parents will start on this ‘Recent Activity’ page. It will show recently posted Assignments, Announcements, or News.

On the upper left, you will see your child’s name or a drop-down menu to select information about one of your children.

You will also tabs for Resources and the Calendar.
On the Calendar page, use the menu at left to customize the options to show Assignments (shown in blue) and Courses (shown in green) for each child at SAS.

Please note that school events are currently only posted on the sasweb.org website.
On the upper left, you will see your child’s name or a drop-down menu to select information about a child.
Look over each child’s Contact Card information.

Edit the information using the pencil icon or send updates to studentinfo@sasweb.org.
A child’s ‘Progress’ page shows Performance, Conduct, Attendance, and Course information.

Report Cards will appear at the Mid-quarter and end of Quarter in the Performance Block.

The Conduct panel shows infractions and consequences. The Attendance Summary shows classes missed, not days.

Under Courses, click on each course title to see the Bulletin Board, Topics, and Assignments for a class.
Under Files, an ‘Academic Planning Worksheet’ may be provided. That worksheet is used to monitor the courses completed and to plan for future course enrollments to meet SAS graduation requirements.
When you click on a Course title from the Progress page, you will land on the class ‘Bulletin Board’ where basic information about the course and the syllabus will be posted.
Teachers will post readings, links, weekly outlines for specific units in class Topics pages.

Parents can also see student Assignments, but grades will only be available to Parents on a schedule provided in the Handbook for Students & Parents.
This is an example of a Student Assignment page. Instructions are on the left and a place to attach files or type in responses is at the right. Students need to click ‘Submit Assignment’ when the work is complete!
In this example Homework assignment you can see the Student has attached a .pdf file and has received a green ‘Completed’ status.
Sometimes, Students might not have something to submit online, but instead can mark an Assignment as ‘Completed’ once it is finished, so it will be cleared off the Assignment Center list. Or it can be marked as ‘In Progress’ so the Student and the teacher know that it is not yet completed. This might be useful for larger projects!
The Schedule tab will show the Class, Advisory, and Afternoon Program schedule.
Students will be trained how to use CORE in their classes.

If you or your child needs help logging into CORE or using the features in CORE, contact David Deutsch at ddeutsch@sasweb.org.