



Contact (Parent): Settings & Shortcuts User Guide (2017)

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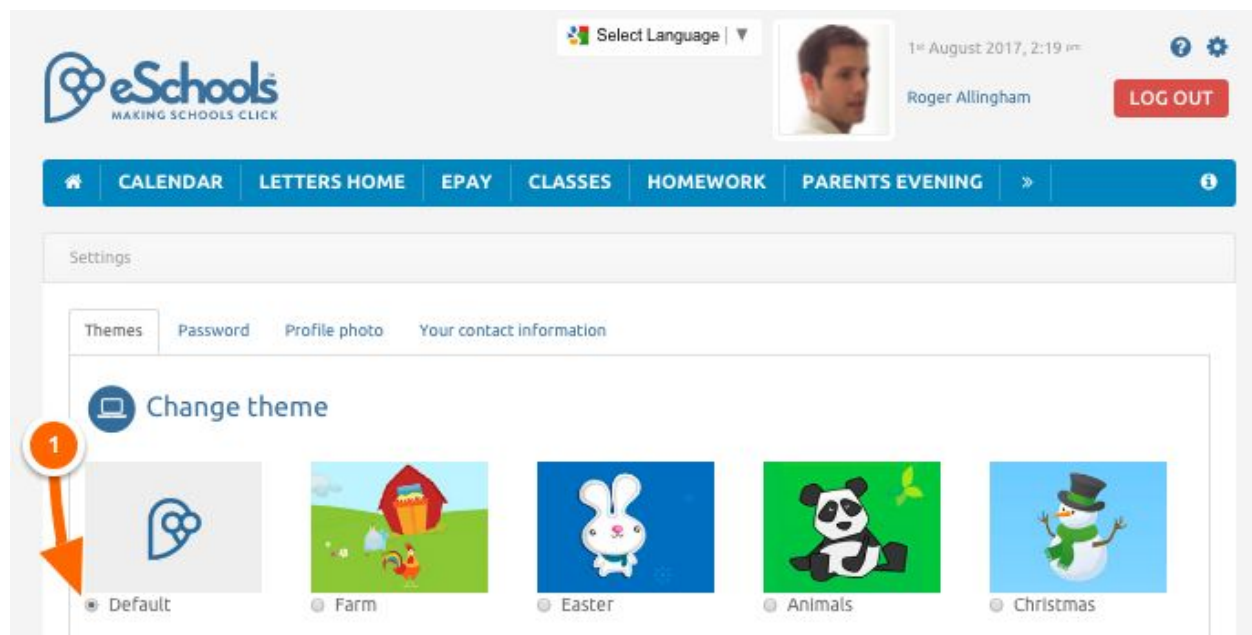
Settings

Personalize your platform by using the Settings function. Click on the Cog icon on the top right hand corner of the window. Here you can change your password and your profile photo. You can also add a colourful theme to your platform's background.

Pages and their definition:

- Themes – change the background of the platform with a colourful theme
- Password – change your password
- Profile Photo – change your profile photo
- Contact Details - update your contact details with your school

Features:



The screenshot shows the eSchools user interface. At the top, there is a header with the eSchools logo, a language selector, a user profile for Roger Allingham, and a 'LOG OUT' button. Below the header is a blue navigation bar with menu items: CALENDAR, LETTERS HOME, EPAY, CLASSES, HOMEWORK, and PARENTS EVENING. The main content area is titled 'Settings' and has four sub-tabs: Themes, Password, Profile photo, and Your contact information. The 'Themes' tab is active, showing a 'Change theme' button and a grid of five theme options: Default, Farm, Easter, Animals, and Christmas. An orange arrow with the number '1' points to the 'Default' theme option.

- Add a background theme – Click the 'Themes' tab to see a selection of background designs that you can apply to your platform. Click the checkbox beneath your chosen design to instantly apply the theme (1).

Select Language | ▼

1st August 2017, 2:19 pm

Roger Allingham

LOG OUT

CALENDAR LETTERS HOME EPAY CLASSES HOMEWORK PARENTS EVENING »

Settings

Themes Password Profile photo Your contact information

Change password

Current Password

New Password

Confirm New Password

SAVE

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3

- Change your password – Click the ‘Password’ tab, then enter a new password in the relevant field (2). Click the ‘Save’ button to complete the change. Your password does not have to be a mixture of letters and numbers but it is recommended you do use this combination. Once you have completed all the fields click on the ‘Save’ button (3).

Select Language | ▼

1st August 2017, 2:19 pm

Roger Allingham

LOG OUT

CALENDAR LETTERS HOME EPAY CLASSES HOMEWORK PARENTS EVENING »

Settings

Themes Password Profile photo Your contact information

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- Upload a new profile photo – If you wish to change this image, click the ‘Profile Photo’. Clicking the ‘Select a File’ button (4) will allow you to choose an image file from your machine’s browser. Once this is uploaded your new profile picture will automatically display.

Contact details

Please use the form below to inform the school of any changes to your contact information.

The image shows two side-by-side panels for contact details. The left panel, titled 'Current details', contains the following information: Name: Roger Allingham; Email address: roger@allingham.co.uk; Mobile telephone number: 01234 567890; Home telephone number; Work telephone number; and Address. A red circle with the number '5' is positioned over the name field. The right panel, titled 'New details', contains empty input fields for the same categories. Below the panels is a blue button labeled 'SEND NEW DETAILS TO SCHOOL'. A red circle with the number '6' is positioned above the button, with an orange arrow pointing from it to the button.

- Update your contact details with your school; you'll see the details that the school has for you in the panel on the left (5). If you need to change these, make any amendments to the panel on the right. Click on the button at the bottom to inform the school (6).

Shortcuts

Using the Shortcuts function at the bottom of each page of the platform, a user can quickly navigate to favourite pages. Clicking on a created shortcut will go directly to the page.

Pages and their definition:

- Add a Shortcut using the panel on any screen
- Edit Shortcuts – Remove any shortcut from the panel

Features:

- Add a particular page as a shortcut, by ensuring that the chosen page is on your screen then clicking on the 'Action' button on the Shortcuts panel (1). From the drop-down menu, select

- 'Add page as shortcut' and assign a name to it in the pop up window. The new Shortcut will
- Edit Shortcuts – To remove a shortcut, click on the 'Action' button and select 'Edit Shortcuts' from the drop-down menu. On the following page, remove a shortcut by clicking the delete button to right of each entry (2).

