

eSchoolPLUS Family App

This document is intended for users of the eSchoolPLUS Family app 1.0.

Getting Started

This section covers what you need to know when your district is getting ready to roll out the eSchoolPLUS Family app for students and guardians.

What are the features of the eSchoolPLUS Family app?

The features of the eSchoolPLUS Family Mobile App are:

- Available for both iOS and Android platforms.
- Supports both phones and tablets.
- Secures data both on your device and in transit.
- Easy to download.
- Supports searching for district by geographic location or name.
- Displays current HAC alerts in the app.
- Allows news messages to be displayed to all users, initiated at the building or district level.
- Supports links to additional resources from the mobile app as defined by the building.
- Provides navigation to select the student to display for families with multiple students.
- Displays student alerts as notifications within the app.

What student information can you see in the eSchoolPLUS Family app?

The following information is available within the app:

- Home screen includes current assignments and events.
- Calendar of events and assignments. Including the ability to 'save' an individual event to a local calendar.
- Classwork including assignments, scores, details, and attachments.
- Schedule for today and full year.
- Attendance for daily or class attendance information.
- Fees amounts and totals.
- Transportation information including the methods, stops, and other pertinent information.
- Grade reporting for current year progress reports and report cards.
- Student activity information can be optionally displayed.

What does a user need to run the eSchoolPLUS Family app?

To use the app to access student information, the user needs:

- A supported device. The app was developed for iOS and Android devices. Currently supported:
iOS
7.1+ (iPhone, iPad, iPod Touch) and Android 4.0.3 (Ice Cream Sandwich)+.
- Your school district name or a nearby zip code in order to search for and select your district. If searching by zip code or a GPS location, the value entered must be within 100 miles of your school district.
- A username and password for Home Access Center.
- Internet access. Either WiFi or the carrier's cellular network can be used.
- A data plan for the device or WiFi access.

Finally, the user needs to download and install the app. Here's where to get the app for free:

- For iPad, iPod Touch, and iPhone, use App Store.
- For Android devices, use Google Play Store app.
- For Kindle Fire and Fire phones, use Amazon App Store.

To quickly find the app, search for eSchoolPLUS.

How is data secured on the device?

Limited data is cached on the device while it is in use. It is only available to the eSchoolPLUS Family app itself, and is encrypted using the AES 256 standard.

How is data secured over the air?

All communication between the device and the server will be done via HTTPS.

Using the eSchoolPLUS Family App

This section covers what you need to know to help your students and guardians make the most out of the eSchoolPLUS Family app.

Select Your School District

The first time you open the eSchoolPLUS Family app, you'll need to select the district. You can search for the district by name and state or by location.

- To search by district name:
 1. Tap **District Name/State**.
 2. Enter the district's name in District Name.
 3. Select the school district's state.
 4. Tap **Search**.
- To search for districts near a zip code:
 1. Tap **Enter Your Zip Code**.
 2. Enter the zip code.
 3. Tap **Search**. Then, tap the district's name to open the Login screen.

Log into eSchoolPLUS Family App

The username and password for Home Access Center and the eSchoolPLUS Family app are the same. If you do not have a username and password, contact the school district.

1. Enter your Home Access Center username.
2. Enter password.

Tip: Save your user name so you don't have to enter it next time. Use the Preferences option to turn on the Save Username setting.

Retrieve a Forgotten Password

Use Home Access Center if you have forgotten your password. Home Access Center allows you to reset your password after answering challenge questions.

iOS Menu Icons

The following image illustrates the menu icons that display on an iOS device:

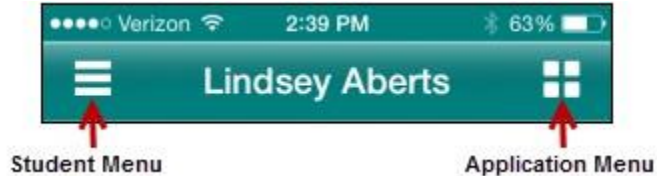


Figure: Menu icons on iOS device

Student Menu	Tap to display a list of other students you can access. Then, tap a student name to switch who is displayed.
Application Menu	Tap to display the options to view student information, change your preferences, or logout.

Android Menu Icons

The following image illustrates the menu icons that display on an Android device:

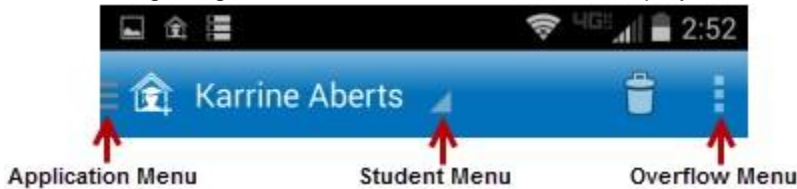


Figure: Menu icons on Android device

Application Menu	Tap to display the options to view student information.
Student Menu	Tap to display a list of other students you can access. Then, tap a student name to switch who is displayed.
Overflow Menu	Tap to display options to change your preferences or logout.

Select Student

If you have access to multiple students, you can quickly switch the student in view.

The student list is in different locations on iOS and Android devices.

For iOS devices














1. Tap Student menu on right.
2. Tap student you want to display. The student's Home screen displays.

For Android devices

1. Tap student's name to display a list of your other students.
2. Tap student you want to display. The student's Home screen displays.

Navigate the eSchoolPLUS Family App


1. Tap application menu.
2. Tap the option to display. The list of options that follows includes all options that can be displayed on the menu, and may include options that you do not have on your menu.

	Home. Displays school news, events, and assignments for today and tomorrow. Icons displays to allow quick navigation to other screens. If there are no news items, events, or assignments for today and tomorrow, two rows of icons display.
	Notifications. Displays student alerts for the student.
	Attendance. Displays student's attendance calendar.
	Calendar. Displays a calendar of the student's events and assignments.
	Classwork. Displays the student's class assignments in a week view.
	Fees. Displays the student's fees that have a balance due or credit applied.
	Progress Report. Displays the student's progress grade information.
	Report Card. Displays the student's grade information.
	Resources. Displays links to other resources that you might find helpful.
	Schedule. Displays the student's schedule.
	Activities. Displays the student athletic or club activities for the current school year.
	Transportation. Displays the student's transportation information.
	Preferences. Displays options to change your student alert subscriptions and email address. Also, includes an option to save your username. On Android devices, this option displays on the overflow menu instead of the application menu.




Logout. On Android devices, this option displays on the overflow menu instead of the application menu.


View Attendance

1. Tap  **Attendance**.
2. To move back or forward a month, use the arrow buttons above the calendar.
3. Tap a date to see attendance detail.
4. Tap **X** to close the day's attendance.


View Event and Assignment Calendar

1. Tap  **Calendar**.
2. To move back or forward a month, use the arrow buttons above the calendar.
3. Tap date to display the list of events or assignments below the calendar.
4. Tap an event or assignment to display more details.
5. To add it to your device's calendar, tap **Add to Personal Calendar**.
6. Tap **X** to close the event or assignment.


View List of Upcoming Events and Assignments

1. Tap  **Calendar**.
2. Tap **List**.
3. Tap **Today**.

View Classwork

1. Tap  **Classwork**.
2. Tap class to view.
3. To move back or forward a week, use the arrow buttons above the list of assignments.
4. Tap an assignment to view additional information.
5. To add it to your device's calendar, tap **Add to Personal Calendar**.
6. Tap **X** to close the assignment.
7. To select another class, tap device's Back button.

Open Additional District Resources

1. Tap  **Resources**.
2. Tap link to open it in the web browser.

Change Alert Subscriptions

Alert subscriptions can be changed from the Preferences screen of the app. Use the Receive Notification field to select subscription options for an alert. For Attendance and Discipline alerts, you can limit the alert so you are only notified for specific types.


1. Tap menu on right.
2. Tap **Preferences**.
3. For an alert, select the options for your subscription. In the Receive Notification field, select None (to not subscribe to alert), Push Notification, Both (to receive a push notification on your mobile device and an email), or Email.
4. On an iOS device, tap **Done**, then **Save**.

Alert subscription changes are saved immediately on Android devices. There is no save option.

View Student Alert Notifications

Student alerts for attendance, discipline, classwork, progress report, report card, and immunization information display as notifications within the app. Your subscriptions determine which alerts you will get for the student.

The Notifications option includes a badge to show the number of unread notifications.

1. From menu, tap  **Notifications**. On the Notifications screen, unread notifications display in bold text.
2. Tap a notification to view it.
3. Then:
 - To close the notification, tap Back. The notification is marked as read.
 - To delete the notification, tap Delete. Tap Delete on the *Do you really want to delete this notification?* pop-up.

Android and iOS devices display different options to close and delete a notification.

- On an Android device, use the device's Back button to close the notification. The Delete option displays as a trashcan icon at the top of the screen.
- On an iOS device, **Back** and **Delete** buttons display as options on the screen.


Change Email

If the district allows students or guardians to update the email address in Home Access Center, then the email address can be updated from the eSchoolPLUS Family app.

The option to change the email address is in different locations on iOS and Android devices.

For iOS devices

1. Tap application menu.

2. Tap  **Preferences** option.
3. Tap email address.
4. Change the email address.
5. Tap **Done**.
6. Tap **Save** at the top of the screen.

For Android devices

1. Tap overflow menu on right.
2. Tap **Preferences**.
3. Tap email address.
4. In pop-up, change the email address.
5. Tap **Save**.

You cannot use the app to remove an email address. The app will not save changes if an existing email address is deleted.

Log Out of eSchoolPLUS Family App

The Log Out option is in different locations on iOS and Android devices.

- For iOS devices**
1. Tap application menu.
 2. Tap **Logout**.

For Android devices

1. Tap overflow menu on right.
2. Tap **Logout**.