

staffroom

## INTRODUCING NEW MODULES

### THE INTOUCH PORTAL



The InTouch portal is a website that students and parents can use to see information about their family and school.

### Share With Parents & Students

The screenshot shows a user interface for a school management system. At the top, there is a 'Dashboard' header with a user profile for 'Donette' and 'Markus Acevedo'. Below this, the main content is divided into two columns. The left column is titled 'MY DIARY' and shows the date 'TUESDAY, 14 JUNE'. Underneath, there is a 'TODAY' section with a 'View Calendar' button and a list of lessons: 'Lesson - Mathematics' (06:00), 'Lesson - Natural Sciences and Technology' (07:00), 'Lesson - English Home Language' (08:00), and 'Lesson - Life Skills' (10:00). Below that is an 'UPCOMING' section with a list of events: 'Term Holidays' (Saturday, 25:05), 'Netball vs BB High School' (Thursday, 18:05), and 'Netball vs BB High School' (Thursday, 23:05). The right column is titled 'ANNOUNCEMENTS' and contains several notices: 'Test Announcement: Donnete' (25th May 2018 10:53), 'This is a general announcement' (19th May 2018 13:57), 'Cake Sale' (13th May 2018 13:03), 'Sports fixtures against Grovo High School' (9th May 2018 14:01), and 'All grade 6 students' (9th May 2018 13:55).

Schools can use the portal to share useful information with families about their children and about activities at the school. Your school can use the InTouch portal as a convenient way to help keep parents and students up to date with a variety of information, including:

- School announcements
- Upcoming events
- Calendar and timetable information
- Student demographic information
- Student journals
- Correspondence sent to family members
- Homework tasks
- Student behaviour
- Copies of term reports

### Your School Has Control

The InTouch portal is a separate website from a school's Staffroom site and a school can control what information they wish to share with their parents and students on the portal. Schools are able to do simple branding of their InTouch portal site so that their school's portal reflects the branding of the school.

### Targeted Information for Families

The information that family members see on the InTouch portal is tailored to their family:

Parents only see information about their children

Parents only announcements and events for grades, classes and groups that their children participate in

Students only see events and information for grades, classes and groups that they participate in.

The Staffroom OnTime module allows your school to easily create calendars and timetables for important school events.

## ONTIME

The screenshot shows the Staffroom OnTime interface for user Efren Abbott (8.SG.2016). The interface includes a navigation menu on the left with options like 'Edit', 'Journal', 'Documents & Files', 'Marks', 'Homework', 'Timetable', 'RECORDS', 'Attendance', and 'Academic Transcript'. The main content area displays a weekly timetable for Monday through Friday, organized into four periods. Each period lists subjects and classrooms, such as 'Afrikaans First Additional Language Classroom BCR' and 'English Home Language Classroom BCR'.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Period 1</b> 08:00 - 09:00	Afrikaans First Additional Language Classroom BCR	English Home Language Classroom BCR	Mathematics Classroom BCR	Technology Classroom BCR	English Home Language Classroom BCR
<b>Period 2</b> 09:00 - 10:00	Creative Arts Classroom BCR	Afrikaans First Additional Language Classroom BCR	Creative Arts Classroom BCR	Natural Sciences Classroom BCR	Technology Classroom BCR
<b>Period 3</b> 11:00 - 12:00	Social Sciences Classroom BCR	Economic Management Sciences Classroom BCR	Economic Management Sciences Classroom BCR	Mathematics Classroom BCR	Afrikaans First Additional Language Classroom BCR
<b>Period 4</b> 12:00 - 13:00	Mathematics Classroom BCR	Life Orientation Classroom BCR	English Home Language Classroom BCR	Life Orientation Classroom BCR	

Calendars and timetables created in OnTime are saved in Staffroom and can then be shared with school staff, parents and students in a variety of ways. Each staff member, parent or student gets their own custom calendar which only includes information about the events that apply to them!

### Some of the benefits:

- Easily create calendars or timetables for classes, subject groups, or extra mural groups
- Staff members, parents and students only see events that apply to them in their custom calendar
- Quickly and easily find out where any student or staff member is at any time by looking at their calendar in their profile
- Share calendars with school staff, parents and students:
  - Within Staffroom
  - Using the InTouch portal
  - Using compatible calendar clients like Microsoft Outlook on computers, tablets and mobile phones
  - Updates to events are automatically included in everyone's calendars and timetables
- Manage the booking of rooms and other resources for your events and easily see when these are booked and available

Staffroom **calendars and timetables** work with all of your existing classes, assessment groups and other groups. When you create a calendar or timetable for a group the events are automatically included in the group members own calendars and timetables

Parents and students can view school calendar and timetable information in the InTouch portal or in any client that supports iCal format feeds e.g. Microsoft Outlook, Google Calendars, and smartphone calendar apps. Updates to events are automatically included in everyone's calendars and timetables.