engage

Award winning school management
software for independent schools

Engage School App
Parent Guide

This document describes how to install and use the Engage App.

The **Engage School App** is a free app available to download from the **Apple App Store** and the **Google Play Store**. Search for **Engage School App** to install. Push notification functionality is available within the App. A banner message will appear on your phone when new notices are received whether you are logged into the App or not.

Please note you must activate your **Parent Portal** account and have a **School Code** before you can log into the app. If you don't have a school code or have forgotten your Parent Portal user details please contact the school directly. If you change your password in the Parent Portal the app password is automatically updated. There is also a Remember Me option and when ticked your username and password are remembered.
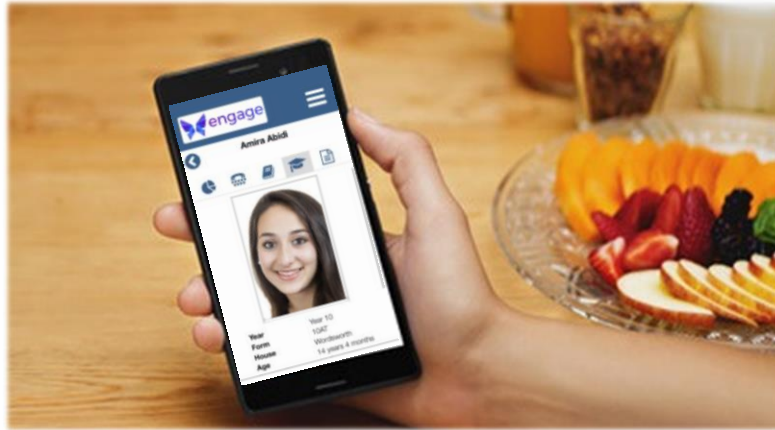

Table of Contents

Logging In

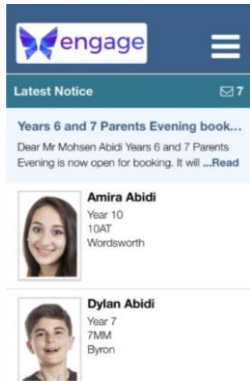You will be given a **School Code** by your school. Enter this and your **Parent Portal Username** and **Password**

Every time you log in after the initial setup you will just need to enter your **Parent Portal Username** and **Password**

Navigating the App
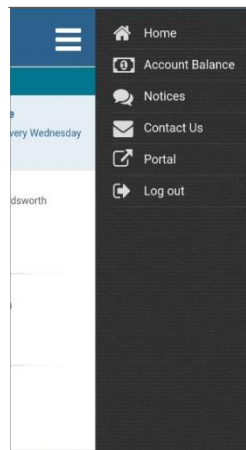
Home Screen

The **Home** screen displays a quick link to your latest **notice,** a list of the **children** that you are a **contact** for

Side Menu

The **Side Menu** is accessible using the menu icon located in the top right of the header bar or by swiping from the right of the screen, the side menu provides quick navigation around the app.

Home - will return you to the welcome screen.

Account Balance - provides a simple display of your outstanding balance.
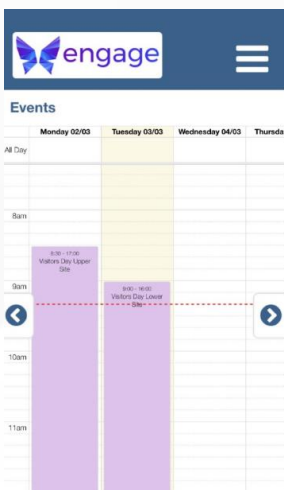
Notices - takes you to your notices

Contact Us - provides the contact details of the school

**Portal** - a link to the login page for the Parent Portal

Log Out

App Sections

Events/Calendar

The **calendar** displays all **events** contained within your **personal calendar** and the **school calendar**. The calendar focuses on the **current day and time**, pinch the screen to zoom in and out to display more information. The **red dotted line** indicates the current time. Use the side arrows to navigate between **weeks** and clicking on the **day** provides a more detailed view. Once in the **day** view use the side arrows to navigate between days. Click on the day name to return the **weekly** view. Clicking on an **event** will open a new screen providing extra **information** and there is the option to **'Add to Calendar'** which will **import** the event in your phones calendar.
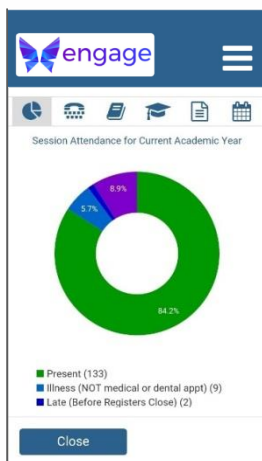
Child Details
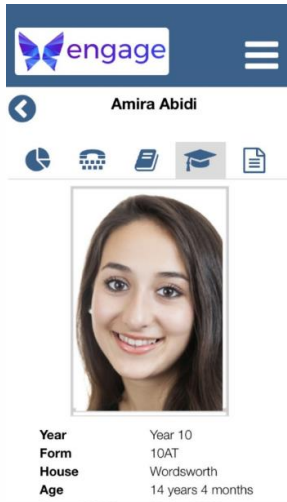
On the **Home** screen tap on a **child's name** to display their **pupil record.** This section includes;
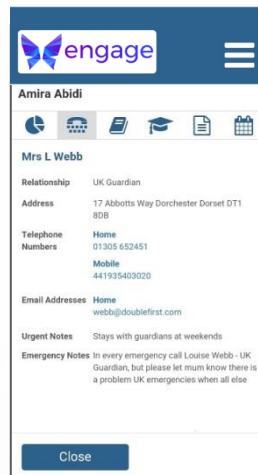
Attendance

Contact Details

Daybook

Pupil Details

Assessment Reports

Timetable

Attendance

Clicking on the **Attendance** icon will display the **attendance graphs** for the selected child. Swipe left or right to view the different graphs. Click on **sections** of the graphs to get **additional information**.
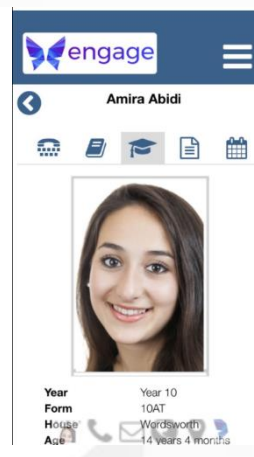
My Details

Clicking on the **My Details** icon will display your contact information. This section enables you to confirm that the school has the correct information stored for you. **Click-to-dial** is available with any **telephone number** displayed within the app and clicking on any **email address** will open your **email client** with the email address pre-populated

Daybook
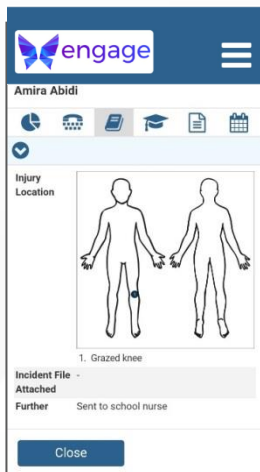
Clicking on the **Daybook** icon will load the **Daybook entries** for your child. Use this screen to track your **child's** progress, notes and any other information which the school enters into the **Daybook.** Use the **down arrow** to display the **type** and **date range filters** which can be used to search for **Daybook** entries.
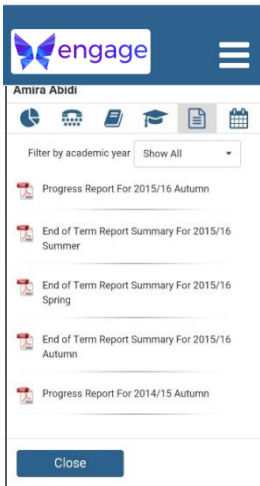
Pupil Details

Clicking on the **Pupil Details** icon will display your **child's** details.

Assessments

Clicking on the **Academic Reports** icon will display your child's **academic reports** as **pdf documents**. Use the **filter** to search by academic year.

Timetable

Clicking on the **Timetable** icon will display your child's timetable which will focus on the **current day and time**. The **red dotted line** indicates the current time. Pinch the screen to **zoom in and out** to display additional information. Use the **side arrows** to navigate between weeks and clicking on the day gives a more detailed view. Once in the **day** view use the side arrows to navigate between days. Click on the day name to return the **weekly** view. Clicking on an **entry** will open a new screen providing extra **information** and there is the option to **'Add to Calendar'** which will **import** the entry in your phones calendar.
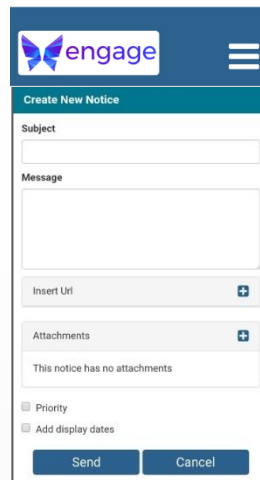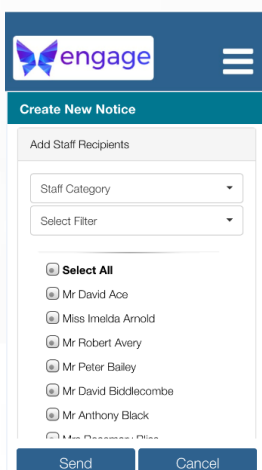
Notices

The **app icon** on your mobile's desktop will display the number of **unread** notices.
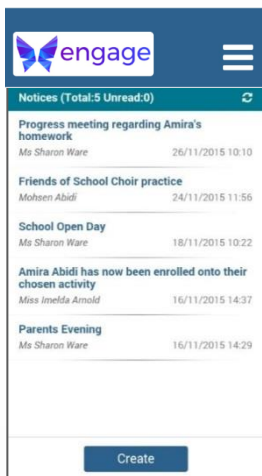

1. When you log into the app the number of **unread notices** is displayed on the **Notices** button. In the Notices section there is an overview within the header detailing the total notices, unread notices and a refresh icon. The **Portal** and **App** are synced so when a notice is read or deleted in one the same action occurs in the other.

2. The **Create** button opens up a blank notice ready for you to send. Simply type into the **Subject** and **Message** fields compose your notice. You can insert a **URL** and upload **attachments** from your mobile device. There are also options to mark as **Priority, Add Display Dates** and **is this an Event?**

3. Select the staff and/or parent **recipients**. You have the options to **Send** or **Cancel**.
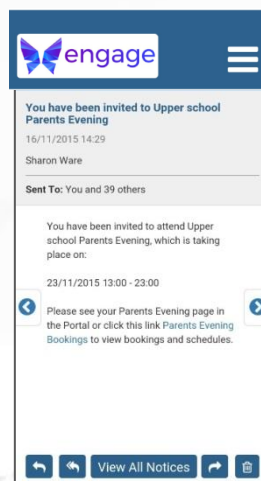
4. Click on a **notice** to view the full details. **Side arrows** allow you to scroll between messages. **Reply, Reply All, Forward, Delete** and **View All Notices** are at the bottom of the screen.