

Quick Start Guide for St. Andrew Parents



Welcome to SchoolSpeak!

SchoolSpeak brings all the school information and tools you need in one place and it is optimized for viewing on your mobile device!

This software enables us to use one tool for many things; pizza ordering, report service hours, volunteer sign-ups, order tickets to various events, order spirit wear and other items, get class lists and the student directory, report cards, progress reports and even homework!

We want you to use SchoolSpeak to access the information you need at any time, from anywhere!

SchoolSpeak is updated regularly so check back daily for new information and updates!

Getting Started

You will receive an email from "standrew20902@gmail.com" with your unique user id and password. Keep this information handy as you will need it each time you log into SchoolSpeak. Each adult family member receives his/her own account but you are tied together as a family in SchoolSpeak.

When you first log-in, you should see your Homepage. This is where you will find a quick summary of information relevant for you today, logically organized into sections. The top will contain school-wide information and as you scroll down, you will see relevant class and club information.

We use the information in SchoolSpeak for emergency and regular notification so it is very important you review your profile to ensure accurate information is listed.

How to use SchoolSpeak

- The Homepage is organized into two columns – the left margin and white content area. The white content area shows any relevant information for the date selected. The left margin is for quick action links. For example, if the school calendar has an event listed for today, it will show up in the content area. You can access the full school calendar at any time by clicking it on the left margin.
- Most of the pages in SchoolSpeak, by default, display information for today. You will find options on the top of the page to change viewing dates. For example, you can view homework from last week activities in the future by changing the viewing date.
- Using SchoolSpeak is easy – when you see the **More ▶** icon you can click to get more information about that item.
- Use the browser back button or the "Home" link on the top of the page to go back.
- Your session will not time out so please be sure you log off if you use a shared computer.

Do this first, please

When you log in for the first time, please review your family profile for accuracy.

1. On your homepage, click the "edit my profile" link on the top right of the page
2. Review and change, as needed, your address, phone numbers and email addresses
3. Once completed, click "update" toward the bottom of the page
4. You will not be able to change the groups you are a member, if there is an error and your student was not placed in the correct homeroom, please email standrew20902@yahoo.com

Sample Homepage screen shot for a parent with students in Kindergarten and 3rd Grade

The screenshot shows the homepage for Saint Andrew Apostle School, featuring a navigation menu on the left and a main content area with news and announcements. Callouts provide the following information:

- Go to Homepage:** Points to the 'Home | Contact' link in the top navigation bar.
- Remember to log out from shared computers:** Points to the 'Logout' link in the top navigation bar.
- Quickly navigate to an area:** Points to the 'Please select' dropdown menu.
- Go to the all school student and parent directory:** Points to the 'Members' link in the left sidebar.
- Go to the student and parent directory for only this class/grade:** Points to the 'Members' link in the left sidebar for a specific class.
- View homework listed for this grade:** Points to the 'Homework' link in the left sidebar.
- Click either link to enter the page for the specific topic:** Points to the 'SAAC \$75 Invoice' link in the main content area.
- Update contact information for you and your family:** Points to the 'SAAC \$75 Invoice' link.
- Messages will be shown for today but you can select any date/week/month:** Points to the 'Messages for Jul 31, 2014' dropdown menu.
- All information of classes in one place:** Points to the entire left sidebar menu.

Tricks and Tips

- SchoolSpeak works best while using Safari, Chrome and Internet Explorer browsers. It tends to get stuck using Firefox.
- Did you click too many times and get “lost” inside an area? Click the “Home” button at the top of the page and it will re-set to your homepage
- SchoolSpeak accepts payments via PayPal or Vanco. You do not have to set up an account with PayPal to use it; you always have the option to pay via credit card through PayPal. Vanco is a bank to bank transfer system.
- Do you have an announcement for the weekly KIK newsletter? Deadline is at noon every Wednesday. Email your item to lesliezarrelli@yahoo.com