



Parent Assistant

User Manual

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1. Introduction

1.1 Product Description

Parent Assistant offers parents the ability to view student information from anywhere in which they have access to the internet. This open, yet secure, distribution of information serves to improve the effectiveness of parental involvement in student education.

Through **Parent Assistant** parents and/or guardians are granted access to view student demographic information, medical information, citizenship details, parent/emergency contact/sibling details, as well attendance, school holidays, and academic information. A messaging feature also allows parents to view the messages sent to them by the student's teacher or other staff users.

1.2 Key Benefits

- Increased home-school communication
- Real-time student progress reporting (seven days a week, 24 hours a day)
- Increased parent involvement
- Universal and secure data access
- Parent access to up-to-date student information without high administrative overhead



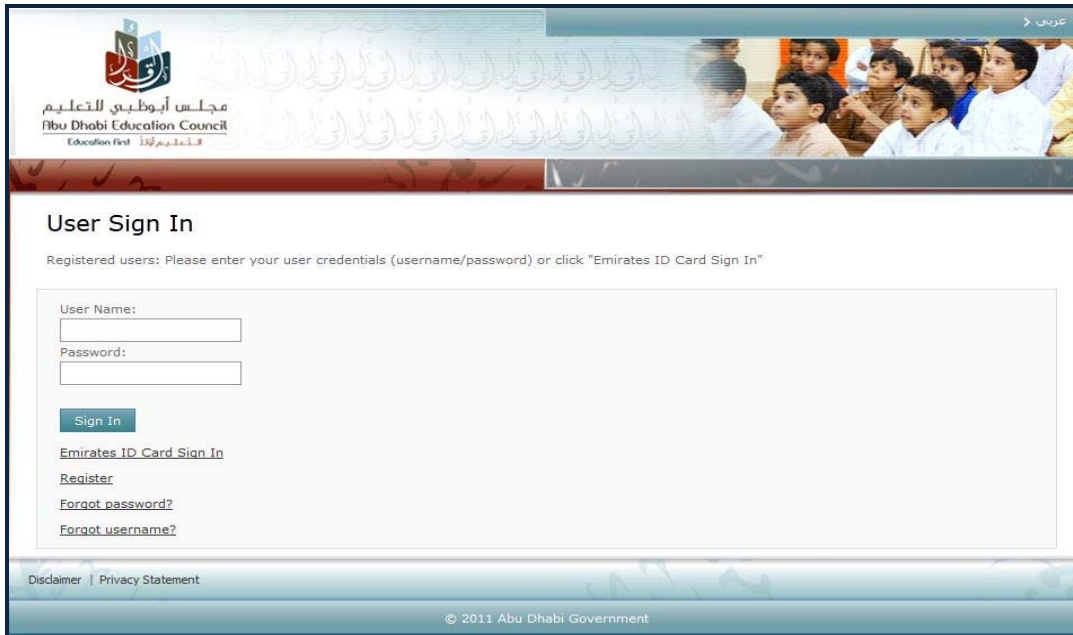
Note: In order to access **Parent Assistant**, the **parent** needs to use the **Emirates Identity Card (ID)**.



2. Registering using the Emirates ID / Sign in / Exit

2.1 Registering using the Emirates ID

- Click on the **Parent Assistant** link on **ADEC** website: www.adec.ac.ae
The link opens the following screen:

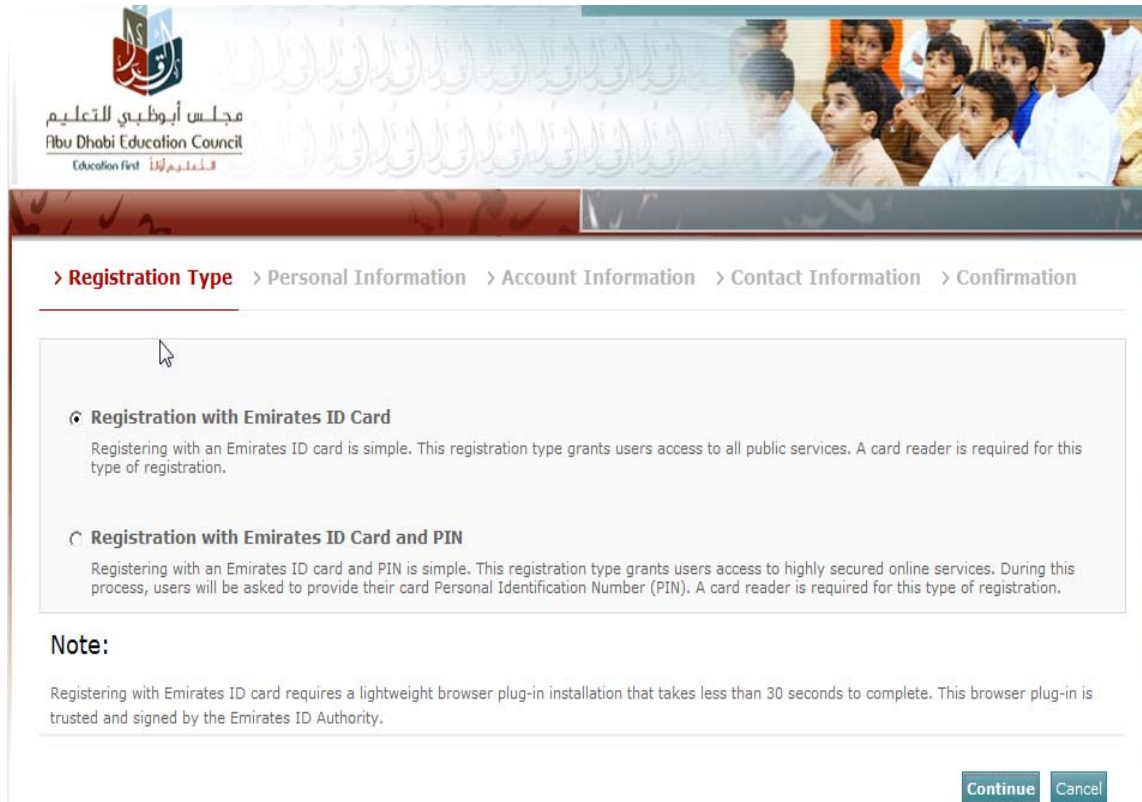


Note: If you **don't have** a username and password, please click on the **Registration with Emirates ID Card**, option .

Steps for registration:

1- Registering:

- Click **register**
- Click **register with Emirates ID Card**



> **Registration Type** > Personal Information > Account Information > Contact Information > Confirmation

☒ **Registration with Emirates ID Card**
Registering with an Emirates ID card is simple. This registration type grants users access to all public services. A card reader is required for this type of registration.

☐ **Registration with Emirates ID Card and PIN**
Registering with an Emirates ID card and PIN is simple. This registration type grants users access to highly secured online services. During this process, users will be asked to provide their card Personal Identification Number (PIN). A card reader is required for this type of registration.

Note:
Registering with Emirates ID card requires a lightweight browser plug-in installation that takes less than 30 seconds to complete. This browser plug-in is trusted and signed by the Emirates ID Authority.


Continue **Cancel**



Note: If you know your Emirates ID Pin number, you can register By clicking on **Registration with Emirates ID card and PIN** ,option.

2- Personal Information:

- Plug in the **Smart Card Reader** in the Computer/Laptop
- Insert **ID card** in the smart Card Reader
- The card information appears on the screen
- The system confirms the validity of the ID card



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> عربي

> Registration Type > **Personal Information** > Account Information > Contact Information > Confirmation

Register With Card

Please enter Your ID card into Your card reader and click "Register" to proceed.


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> عربي


> Registration Type > **Personal Information** > Account Information > Contact Information > Confirmation

Personal Information

First Name (English)	First Name (Arabic)
Middle Name (English)	Middle Name (Arabic)
Third Name (English)	Third Name (Arabic)
Fourth Name (English)	Fourth Name (Arabic)
Date of Birth (dd/mm/yyyy)	
Nationality	
Marital Status	
Gender	



3- Account Information:



- Enter the contact details such as **mobile number, email address and security question** (these information help parents to retrieve their **password if forgotten**)
- With the help of an administration person, choose a **username and password**
- Click on **Confirm**




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[Registration Type](#) > [Personal Information](#) > [Account Information](#) > [Contact Information](#) > [Confirmation](#)

Account Information

User Name* 
 

Password* 
 Confirm Password* 
 password is valid

Secret Question* 
 Secret Question Answer* 

[Back](#) [Continue](#) [Cancel](#)

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Note:

Your username can contain:

- Letters (a-z).
- Numbers (1-9).
- Underscores that are not the first character of the username (_).

It may NOT contain the following characters:

- @, &, ', (,), <, or > Spaces or tabs.
- Elements that imply an email or web address (for example, xyz.com), including but not limited to .com, .net, .org, .edu, or any variation of such (for example, _com or -com).

Your password must have:

- A string of characters of any alphanumeric combination.
- At least eight characters long.
- At least one special character and one number.


4- Contact Information:

- Enter the your **Contact Information**
- Choose your preferable type of contact
- Click on **I acknowledge and agree to the Terms and Conditions** after you read it

[> Registration Type](#) > [Personal Information](#) > [Account Information](#) > [Contact Information](#) > [Confirmation](#)

Contact Information

Street Name and Street Number <input type="text"/>	Mobile* <input type="text" value="0501999999"/>
Additional Address Information <input type="text"/>	Home Phone <input type="text"/>
P.O. Box <input type="text"/>	Work Phone <input type="text"/>
ZIP Code <input type="text"/>	Fax Number <input type="text"/>
City <input type="text"/>	Email <input type="text"/>
State / Emirate <input type="text"/>	Website <input type="text"/>

Preferred Notification Channel* 

☒ Mobile
☐ Email
☐ Both

☒ I acknowledge and agree to the [Terms and Conditions](#) Moreover, here you will find our [Privacy Policy](#)



Note:

All fields with the following sign “*” are mandatory fields

5- Confirmation:

- o Click on **Confirm** after finishing reading the information

> **Registration Type** > **Personal Information** > **Account Information** > **Contact Information** : **Confirmation**

Account Information

User Name
 adectest
 Secret Question
 What is your favourite city?
 Secret Question Answer
 ابوظبي

Contact Information

Street Name and Street Number
 الشوارع
 Mnhila
 0501999999
 Preferred Notification Channel
 Mobile

Please read the information you provided carefully. Click "confirm" to confirm your information and complete the registration process

[Back](#) [Confirm](#) [Cancel](#)

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> **Registration Type** > **Registration Data** > **Additional Information** > **Confirmation**

Your registration has been completed successfully.

[Continue](#)

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Note:

Please click **LOG OUT** when the registration is completed and **LOG IN** again using the **Username** and **Password**

2.1 Sign in

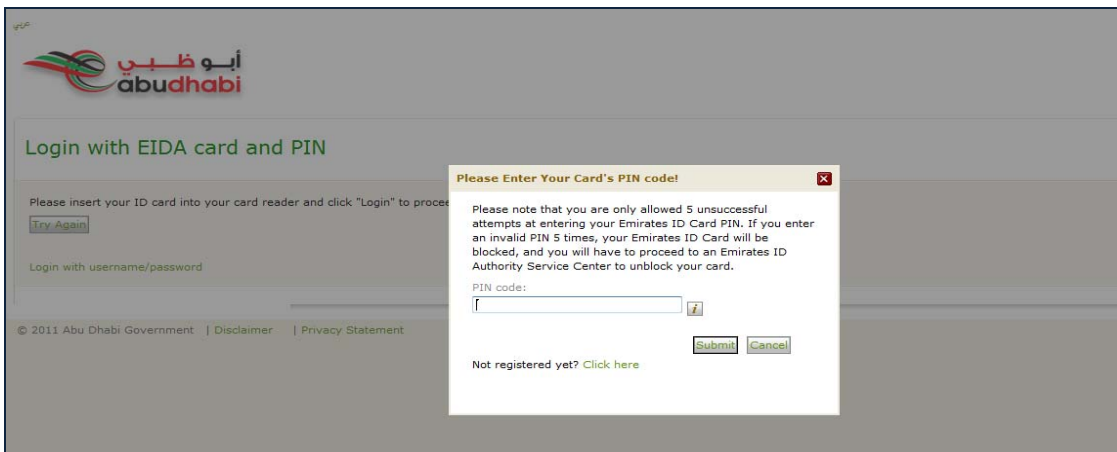
- To **sign in**, you can use one of **two ways**
 - 1- Enter **username and password** and click sign in

The screenshot shows the 'User Sign In' page of the Abu Dhabi Education Council Parent Assistant. The page has a header with the council's logo and name in Arabic and English, and a navigation link for 'عربي' (Arabic). Below the header, the main content area is titled 'User Sign In'. It contains a message for registered users: 'Registered users: Please enter your user credentials (username/password) or click "Emirates ID Card Sign In"'. There is a form with two input fields: 'User Name:' and 'Password:', both highlighted with a red border. Below the form is a 'Sign In' button. Further down, there are links for 'Emirates ID Card Sign In', 'Register', 'Forgot password?', and 'Forgot username?'. At the bottom of the page, there is a footer with 'Disclaimer | Privacy Statement' and '© 2011 Abu Dhabi Government'.

2- Click on **Emirates ID Card Sign In**,



- Plug in the Card Reader in the Computer/Laptop
- Insert ID in the smart card.
- Enter your **ID PIN number**



- Click on **Confirm**

- The following Security Confirmation screen (see note below) appears:

Please enter the child/children **pupil number ID** then please press Submit.

Security Confirmation

The Security Confirmation screen requires the parent user (you) to submit the pupil number for one of your children. If you do not have this information, please contact your child's school. This process is only required the first-time a parent logs in and is necessary to validate the parent/child relationship submitted against the parent/child relationship found at the school. If the pupil number submitted is not found at the school, the user will not be able to access Parent Assistant. Please enter the pupil number for one of your children:

41955

Submit Exit



Note:

- In case of **forgetting or losing** the pupil number, please contact the school administration.
- The process of entering the pupil number in the Security Confirmation screen **happens once** when accessing the portal for the first time.

2.2 Exit

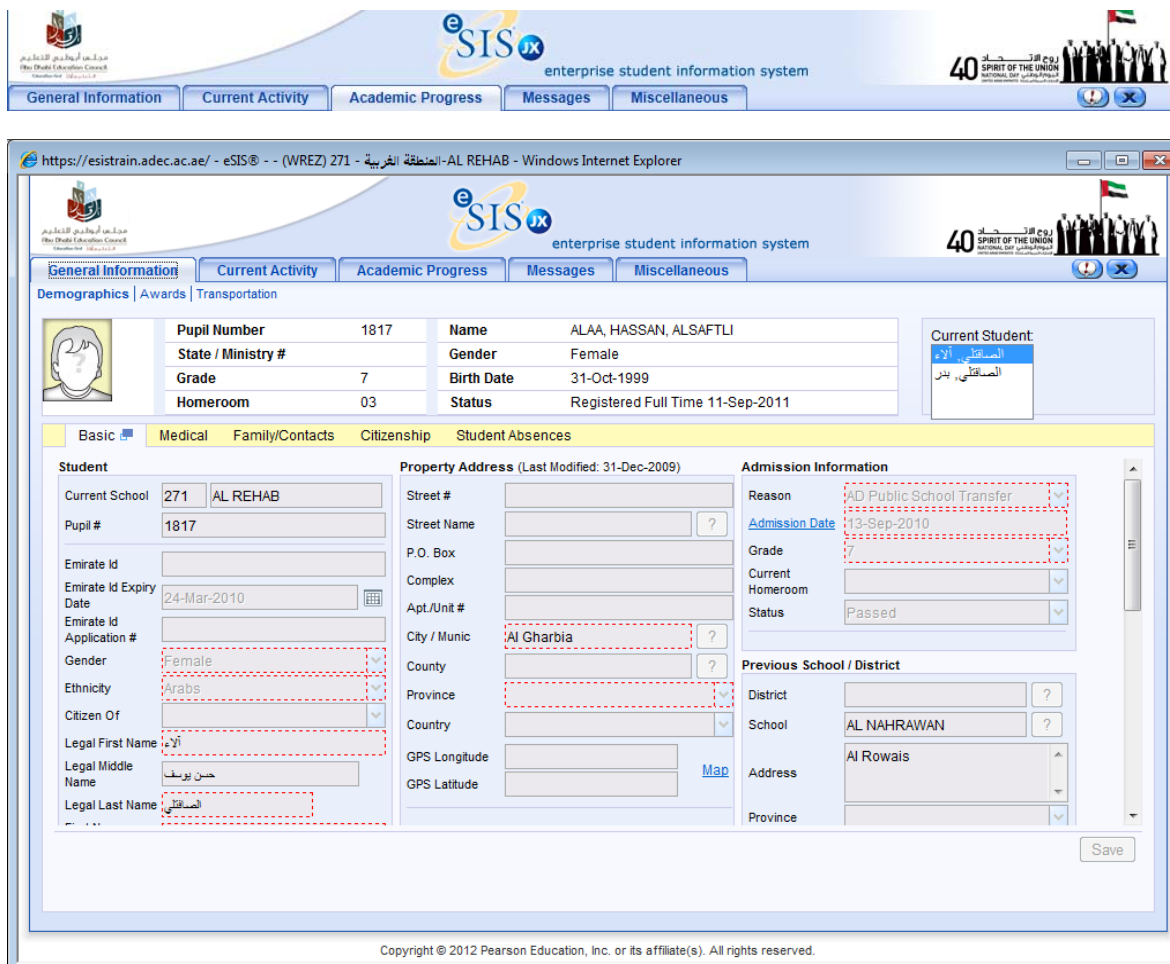
- To **exit** the Security Confirmation screen, click on the **EXIT** button.

3. Main Screen

The **Parent Assistant** main screen consists of several screens as the following:

- General Information: Demographics, Awards and Transportation
- Current Activity: Program Assignments
- Academic Progress: Curriculum History, Standard Tests
- Messages: Internal Messages
- Miscellaneous: School

At the top right corner, the Language button (English to Arabic and Arabic to English) and the Exit button can be found.



The screenshot displays the eSIS Parent Assistant interface. At the top, there is a navigation bar with tabs: General Information, Current Activity, Academic Progress, Messages, and Miscellaneous. The main content area is titled "General Information" and includes sub-tabs: Demographics, Awards, and Transportation. The "Demographics" sub-tab is active, showing a student profile for ALAA, HASSAN, ALSAFTLI. The profile includes fields for Pupil Number (1817), State / Ministry #, Grade (7), Homeroom (03), Name, Gender (Female), Birth Date (31-Oct-1999), and Status (Registered Full Time 11-Sep-2011). Below the profile, there are tabs for Basic, Medical, Family/Contacts, Citizenship, and Student Absences. The "Basic" tab is selected, showing fields for Current School (271 AL REHAB), Pupil # (1817), Emirate Id, Emirate Id Expiry Date (24-Mar-2010), Application #, Gender (Female), Ethnicity (Arabs), Citizen Of, Legal First Name (ألاء), Legal Middle Name (حسن يوسف), and Legal Last Name (الصفاتي). To the right of these fields are sections for Property Address (Last Modified: 31-Dec-2009) and Admission Information. The Admission Information section includes Reason (AD Public School Transfer), Admission Date (13-Sep-2010), Grade (7), Current Homeroom, Status (Passed), and Previous School / District (AL NAHRAWAN, Al Rowais). A "Save" button is located at the bottom right of the form.

4. General Information

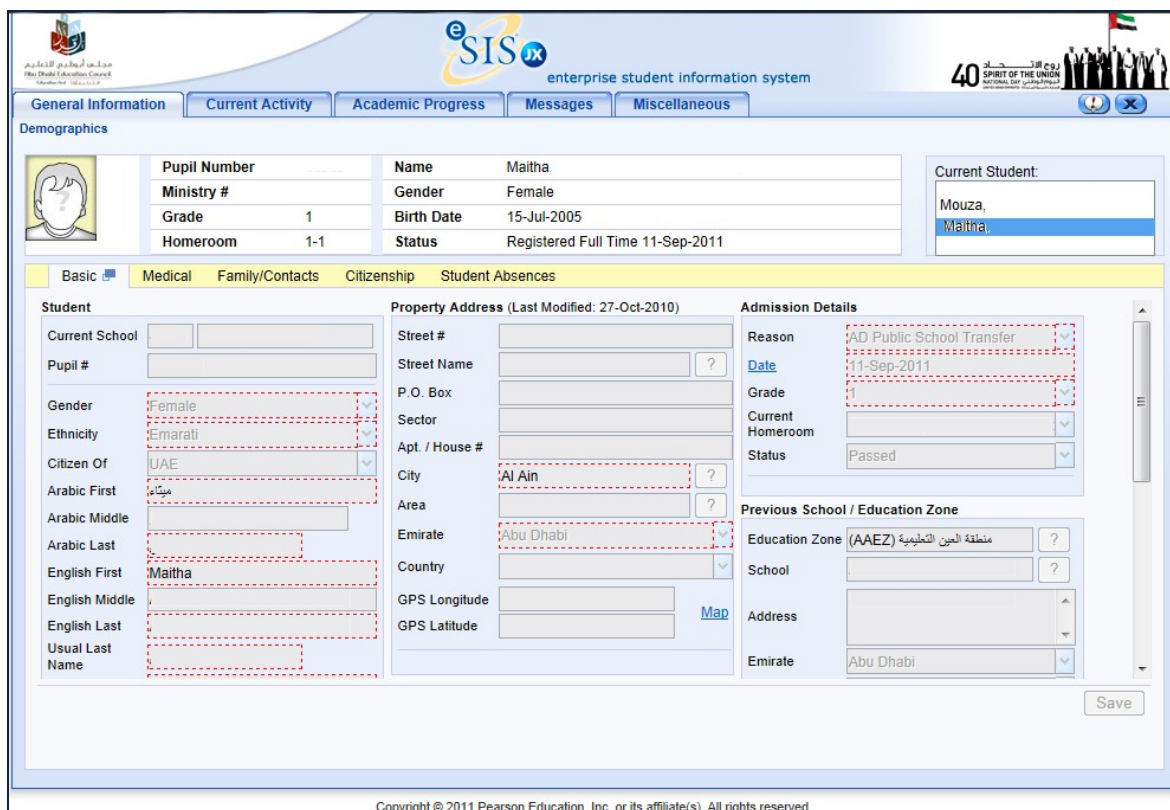
4.1 Demographics

The **Demographics** tab of Parent Assistant contains the following key student demographic information sub-tabs:

- Basic Demographics (Student, Property Address, Admission Details, Previous School/Education Zone)
- Student Absences (Total Days Present, Membership Days, Lates, Authorized, Excused/unexcused Absences, Total)
- Medical (Medical Information, Screening, Allergies and Health Conditions, Medication)
- Citizenship (Citizenship, Language Information)
- Family and Contact Details (Parents, Emergency Contacts, Siblings)

4.1.1 Basic

The **Basic** screen contains important demographic information regarding current and previous schools and school admission details; the student's identifying details such as name, age, gender, and ethnicity as well as contact information such as phone numbers, property, and mailing address details.



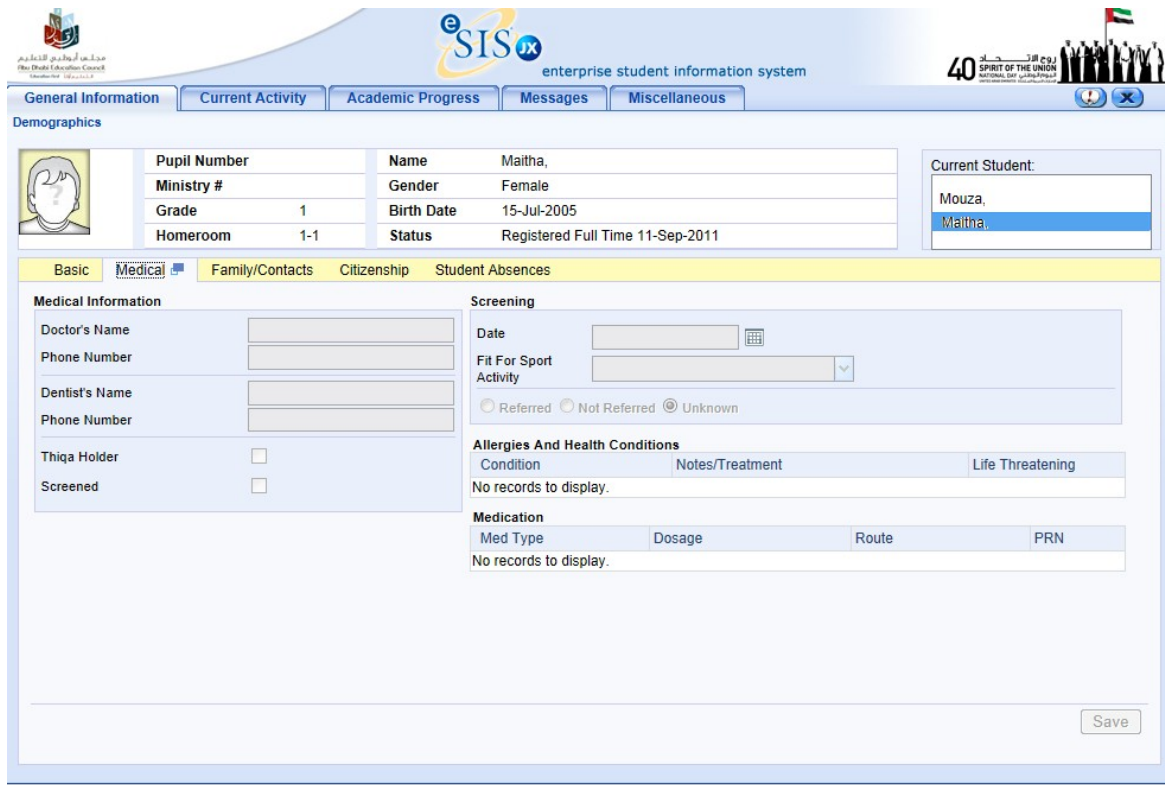
The screenshot shows the 'Basic' tab of the 'Demographics' section in the eSISx Parent Assistant. The interface includes a header with the Abu Dhabi Education Council logo and the eSISx logo. Below the header are tabs for 'General Information', 'Current Activity', 'Academic Progress', 'Messages', and 'Miscellaneous'. The 'Demographics' tab is active, showing a student profile for 'Maitha'. The profile includes fields for Pupil Number, Ministry #, Grade (1), Homeroom (1-1), Name (Maitha), Gender (Female), Birth Date (15-Jul-2005), and Status (Registered Full Time 11-Sep-2011). A 'Current Student' dropdown shows 'Mouza, Maitha'. Below the profile are tabs for 'Basic', 'Medical', 'Family/Contacts', 'Citizenship', and 'Student Absences'. The 'Basic' tab is active, showing fields for Student Information (Current School, Pupil #, Gender, Ethnicity, Citizen Of, Arabic First, Arabic Middle, Arabic Last, English First, English Middle, English Last, Usual Last Name), Property Address (Street #, Street Name, P.O. Box, Sector, Apt. / House #, City, Area, Emirate, Country, GPS Longitude, GPS Latitude), Admission Details (Reason, Date, Grade, Current Homeroom, Status), and Previous School / Education Zone (Education Zone, School, Address, Emirate). A 'Save' button is at the bottom right. The footer contains the copyright notice: 'Copyright © 2011 Pearson Education, Inc. or its affiliate(s). All rights reserved.'

4.1.2 Medical

The **Medical** tab contains the student's medical information. Here you can view general information about your student, including serious allergies or conditions, and any special requirements that the school has on record regarding them.

The screen consists of the following sections:

- Medical information (Doctor's name, Dentist Name, Phone Number, Thiqa Holder, Screened)
- Screening (Date, Fit for Sport Activity)
- Allergies and health conditions (Condition, Notes, Treatments, Life Threatening)
- Medication (Med Type, Dosage, Route, PRN)



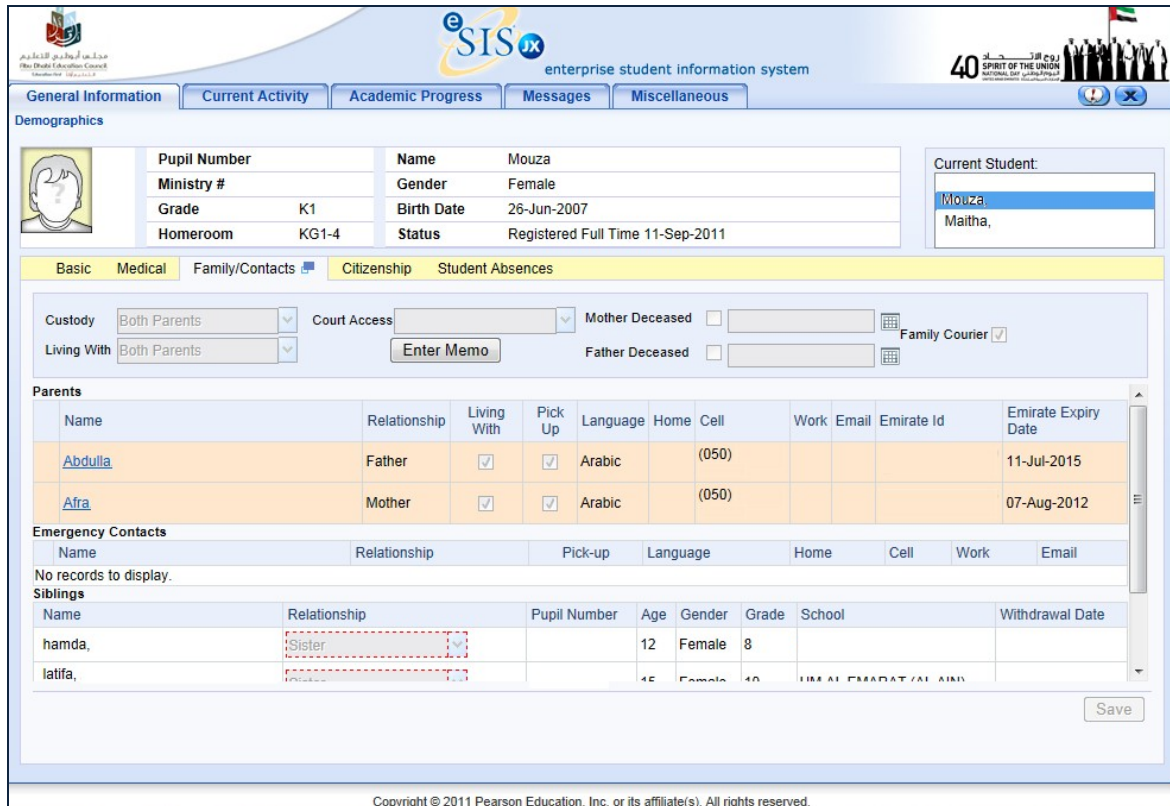
The screenshot shows the 'eSISx enterprise student information system' interface. The 'Medical' tab is selected under the 'Demographics' section. The student's name is 'Maitha'. The 'Current Student' dropdown shows 'Mouza, Maitha'. The 'Medical Information' section includes fields for Doctor's Name, Phone Number, Dentist's Name, Phone Number, Thiqa Holder (checkbox), and Screened (checkbox). The 'Screening' section includes a Date field, a Fit For Sport Activity dropdown, and radio buttons for Referred, Not Referred, and Unknown. The 'Allergies And Health Conditions' section has a table with columns for Condition, Notes/Treatment, and Life Threatening, showing 'No records to display.' The 'Medication' section has a table with columns for Med Type, Dosage, Route, and PRN, also showing 'No records to display.' A 'Save' button is at the bottom right.

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4.1.3 Family / Contacts

The **Family/Contacts** screen contains detailed demographic information about the following individuals related to the student:

- Parents (contact details)
- Emergency Contacts (contact details)
- Siblings (contact details)



eSISx enterprise student information system

40 روح الامم
SPIRIT OF THE UNION
NATIONAL DAY celebrations
الاحتفال باليوم الوطني

General Information | Current Activity | Academic Progress | Messages | Miscellaneous

Demographics

Pupil Number: [] Name: Mouza
 Ministry #: [] Gender: Female
 Grade: K1 Birth Date: 26-Jun-2007
 Homeroom: KG1-4 Status: Registered Full Time 11-Sep-2011

Current Student: Mouza, Maita,

Basic | Medical | Family/Contacts | Citizenship | Student Absences

Custody: Both Parents Court Access: [] Mother Deceased: []
 Living With: Both Parents Enter Memo: [] Father Deceased: [] Family Courier: [x]

Parents

Name	Relationship	Living With	Pick Up	Language	Home	Cell	Work	Email	Emirate Id	Emirate Expiry Date
Abdulla	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Arabic	(050)					11-Jul-2015
Afra	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Arabic	(050)					07-Aug-2012

Emergency Contacts

Name	Relationship	Pick-up	Language	Home	Cell	Work	Email
No records to display.							

Siblings

Name	Relationship	Pupil Number	Age	Gender	Grade	School	Withdrawal Date
hamda,	Sister		12	Female	8		
latifa,	Sister		15	Female	10	EMIR AL FARADAT / AL AIN	

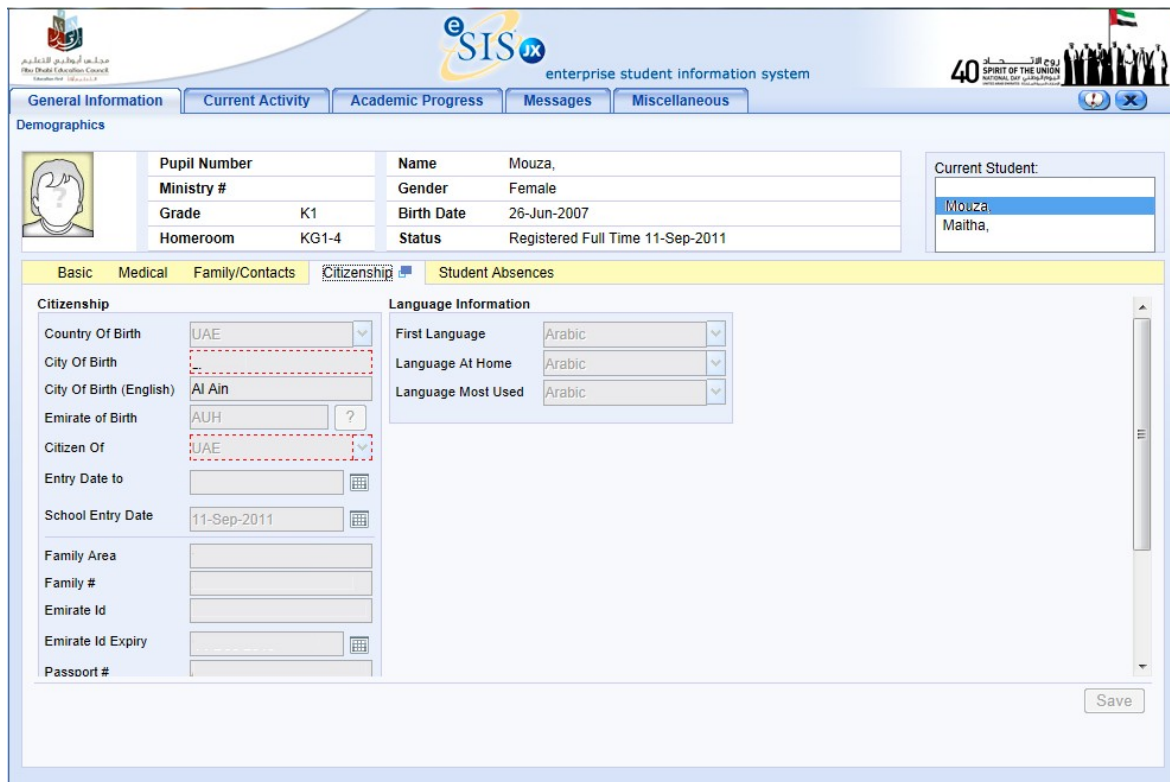
Save

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4.1.4 Citizenship

The **Citizenship** tab displays details regarding your student's citizenship, and consists of the following sections:

- Citizenship (Country of Birth, City of Birth, Emirate of Birth, Citizen of, Entry Date To, School Entry Date)
- Language Information (First Language, Language At Home, Language Most Used)



The screenshot shows the eSISx Parent Assistant interface. At the top, there are navigation tabs: General Information, Current Activity, Academic Progress, Messages, and Miscellaneous. The 'General Information' tab is selected, and the 'Demographics' section is active. Below this, there is a 'Current Student' dropdown menu showing 'Mouza' and 'Maltha'. The 'Citizenship' tab is selected, and it displays two main sections: 'Citizenship' and 'Language Information'.

Citizenship Section:

Country Of Birth	UAE
City Of Birth	
City Of Birth (English)	Al Ain
Emirate of Birth	AUH
Citizen Of	UAE
Entry Date to	
School Entry Date	11-Sep-2011
Family Area	
Family #	
Emirate Id	
Emirate Id Expiry	
Passport #	

Language Information Section:

First Language	Arabic
Language At Home	Arabic
Language Most Used	Arabic

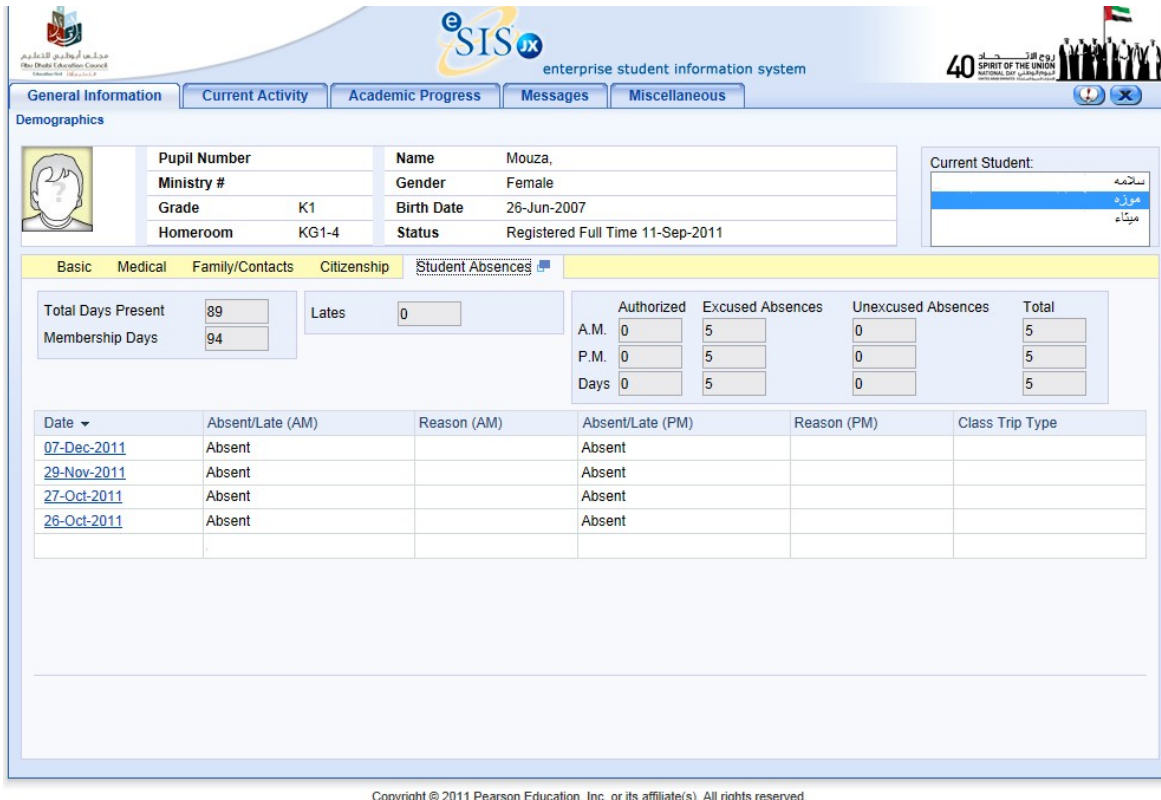
At the bottom right of the form, there is a 'Save' button.

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4.1.5 Student Absences

The **Student Absences** screen provides an overview of your student's attendance to date, including counts and/or totals of days present at school, lates, and authorized/excused/ unexcused absences from school.

The screenshot below shows the overview of the student's attendance record presenting also the reasons for the absences.



eSIS JK
 enterprise student information system

General Information | Current Activity | Academic Progress | Messages | Miscellaneous

Demographics

Pupil Number: [] Name: Mouza,
 Ministry #: [] Gender: Female
 Grade: K1 Birth Date: 26-Jun-2007
 Homeroom: KG1-4 Status: Registered Full Time 11-Sep-2011

Current Student:

Basic | Medical | Family/Contacts | Citizenship | **Student Absences**

Total Days Present: 89 Lates: 0
 Membership Days: 94

	Authorized	Excused Absences	Unexcused Absences	Total
A.M.	0	5	0	5
P.M.	0	5	0	5
Days	0	5	0	5

Date	Absent/Late (AM)	Reason (AM)	Absent/Late (PM)	Reason (PM)	Class Trip Type
07-Dec-2011	Absent		Absent		
29-Nov-2011	Absent		Absent		
27-Oct-2011	Absent		Absent		
26-Oct-2011	Absent		Absent		


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4.2 Awards

The **Awards** tab of the General Information screen contains information about the awards that the student received. Each award has the following information:


- Received Date
- Recommended By
- School
- Award Category
- Award Description
- Award Received
- Monetary Value
- Amount
- On Transcript

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 enterprise student information system

General Information | Current Activity | Academic Progress | Messages | Miscellaneous

Demographics | **Awards** | Transportation



Pupil Number	1817	Name	ALAA, HASSAN, ALSAFTLI
State / Ministry #		Gender	Female
Grade	7	Birth Date	31-Oct-1999
Homeroom	03	Status	Registered Full Time 11-Sep-2011

Current Student:

المصطفى، إلاء

Student Awards

Received Date	Recommended By	School	Award Category	Award Description	Award Received	Monetary Value	Amount	On Transcript
01/02/2012	MUNA, MAREI, AL REDHA	AL REHAB	Student of the Year	Best One	Free books for the next academic year	<input type="checkbox"/>		<input type="checkbox"/>


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4.3 Transportation

The **Transportation** tab of the General Information screen contains the following information:


- **Main Mode of Transportation** (Am, PM Transportation, Lift Required, Restraint Required, Distance to School, Driver's License #, Memo/Notes...)
- **Busing Information** (Route, Bus#, Stop#, Stop Type, Time.....)
- **Student Vehicle** (Make, Model, Year, Color, License, Parking)
- **Alternate Addresses** (Address Type, Out Of District Transportation Reason, Street#, Street Name, Apt#, Municipality, GPS, Contact Name, Contact Phone)

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 enterprise student information system

General Information | Current Activity | Academic Progress | Messages | Miscellaneous

Demographics | Awards | **Transportation**



Pupil Number	1817	Name	ALAA, HASSAN, ALSAFTLI
State / Ministry #		Gender	Female
Grade	7	Birth Date	31-Oct-1999
Homeroom	03	Status	Registered Full Time 11-Sep-2011

Current Student:

المصطفى، ألاء

المصطفى، بدر

Transportation

Main Mode Of Transportation

AM Transportation	---	Distance to school	34.0	<input checked="" type="checkbox"/> Monitor Required
PM Transportation	---	Driver's License #	23141231	<input checked="" type="checkbox"/> License Revoked
Lift Required	---	Memo / Notes	test 123	<input checked="" type="checkbox"/> Metro Bus Pass
Restraint Required	---			Accommodations

Busing Information

Route #	Bus #	Stop #	Stop Type	Time	M	T	W	T	F	S	S	Route Start Date	Route End Date	Stop Description
1			Drop Off	07:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			test 12

Student Vehicle

Make	Model	Year	Color	License #	Parking #
bmw	7s	2020	pink	100000	none

Alternate Addresses

Address Type	Out of District Transportation Reason	Street #	Street Name	Apt #	Municipality	GPS Longitude	GPS Latitude	Contact Name	Contact Phone
No records to display.									

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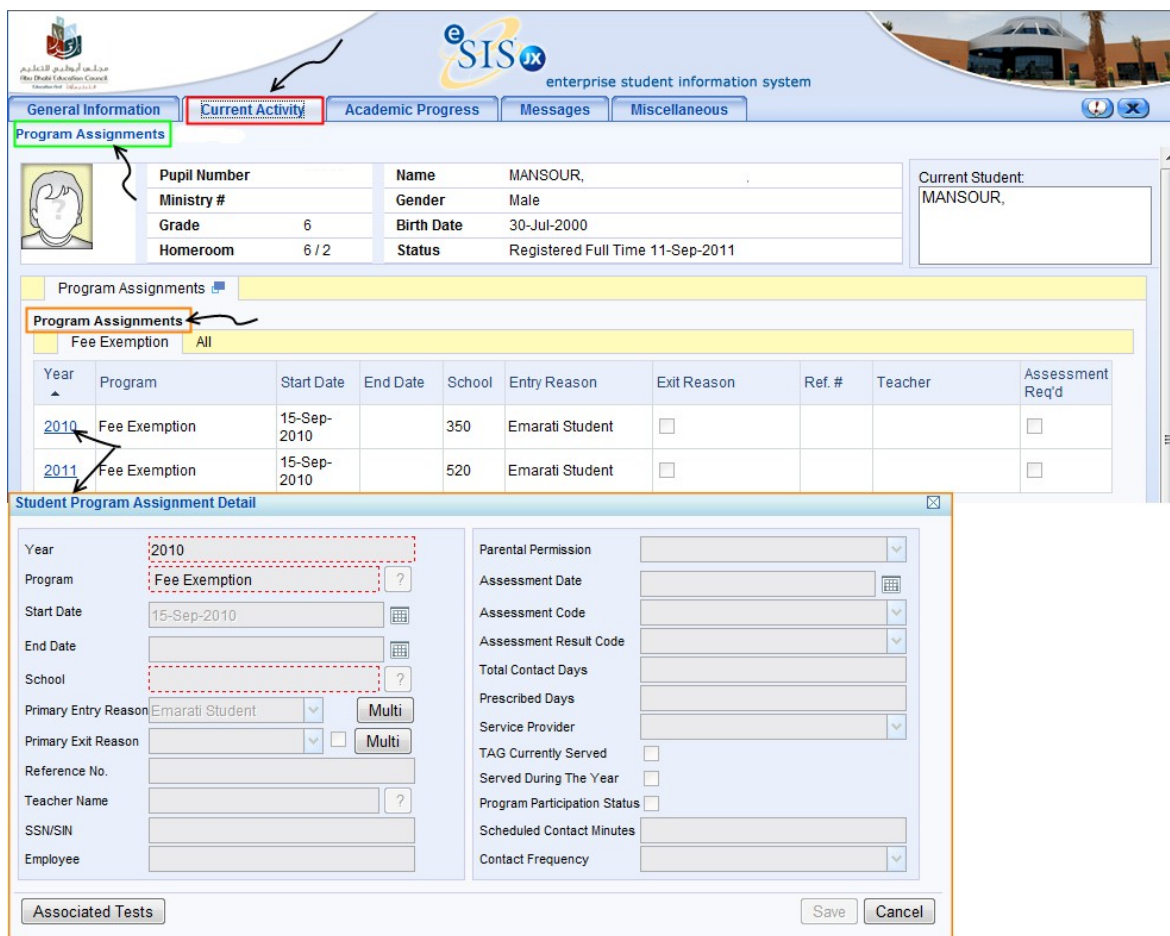
5. Current Activity

The **Current Activity** screen consists of Program Assignments

5.1 Program Assignments

5.1.1 Program Assignments

This tab lists all of the **programs** to which a student has been assigned along with associated program details such as start and end dates, and the school attended for the selected program.



The screenshot displays the eSIS Parent Assistant interface. The 'Current Activity' tab is selected, and the 'Program Assignments' sub-tab is active. A table lists the student's program assignments for the years 2010 and 2011, both for 'Fee Exemption' at schools 350 and 520 respectively. Below the table, the 'Student Program Assignment Detail' form is shown, with fields for Year (2010), Program (Fee Exemption), Start Date (15-Sep-2010), and other details. The 'Parental Permission' section on the right includes fields for Assessment Date, Code, and Result Code, as well as checkboxes for TAG status and participation.

Year	Program	Start Date	End Date	School	Entry Reason	Exit Reason	Ref. #	Teacher	Assessment Req'd
2010	Fee Exemption	15-Sep-2010		350	Emarati Student	<input type="checkbox"/>			<input type="checkbox"/>
2011	Fee Exemption	15-Sep-2010		520	Emarati Student	<input type="checkbox"/>			<input type="checkbox"/>

Student Program Assignment Detail

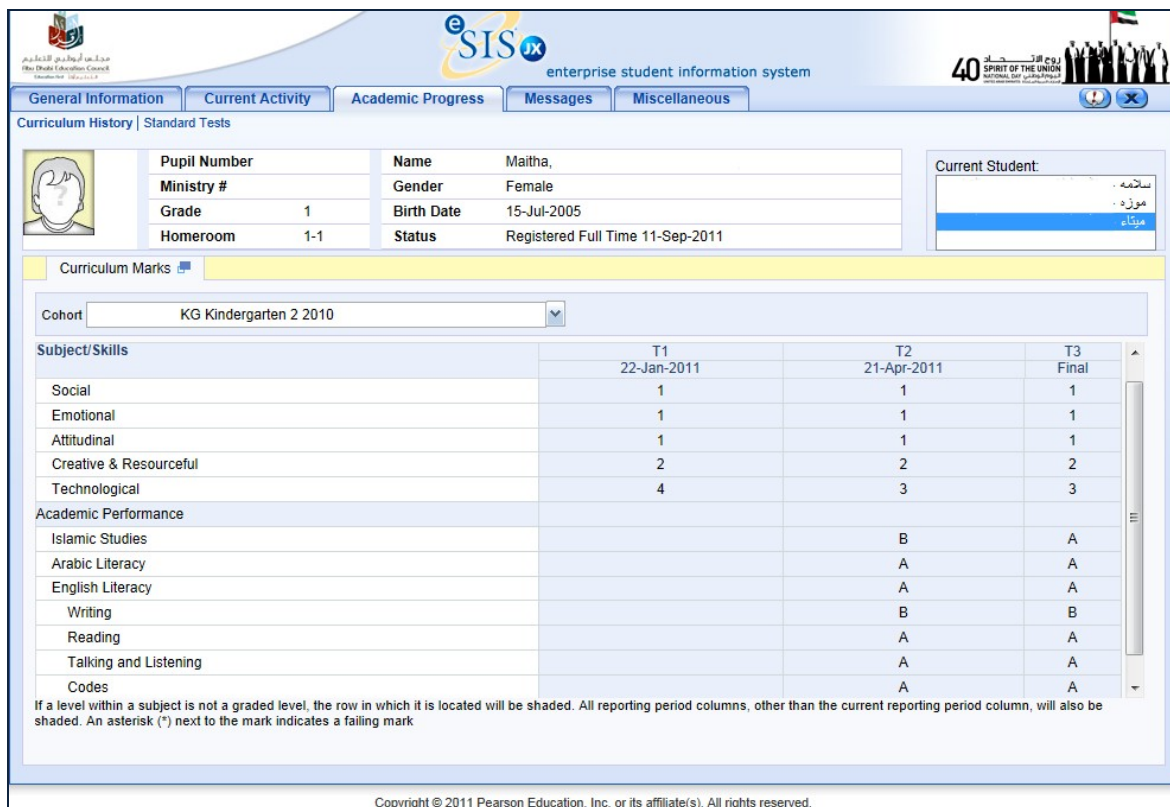
Year: 2010
 Program: Fee Exemption
 Start Date: 15-Sep-2010
 End Date:
 School:
 Primary Entry Reason: Emarati Student
 Primary Exit Reason:
 Reference No.:
 Teacher Name:
 SSN/SIN:
 Employee:
 Parental Permission:
 Assessment Date:
 Assessment Code:
 Assessment Result Code:
 Total Contact Days:
 Prescribed Days:
 Service Provider:
 TAG Currently Served:
 Served During The Year:
 Program Participation Status:
 Scheduled Contact Minutes:
 Contact Frequency:
 Associated Tests:
 Save Cancel

6. Academic Progress

The **Academic Progress** screen consists of Curriculum History and Standard Tests

6.1 Curriculum History

The **Curriculum History** tab allows you to view a student's curriculum marks for the current school year broken out by curriculum subjects and reporting periods. All levels that are not graded will be grayed out on the screen.



The screenshot shows the 'eSISx enterprise student information system' interface. The 'Academic Progress' tab is selected, and the 'Curriculum History' sub-tab is active. The student's information is displayed at the top, including Pupil Number, Ministry #, Grade, Homeroom, Name, Gender, Birth Date, and Status. The 'Current Student' dropdown is set to 'Maitha'. Below this, the 'Curriculum Marks' section shows a table of marks for the cohort 'KG Kindergarten 2 2010'. The table has columns for Subject/Skills, T1 (22-Jan-2011), T2 (21-Apr-2011), and T3 (Final). The subjects listed are Social, Emotional, Attitudinal, Creative & Resourceful, Technological, Academic Performance, Islamic Studies, Arabic Literacy, English Literacy, Writing, Reading, Talking and Listening, and Codes. The marks are as follows:

Subject/Skills	T1 22-Jan-2011	T2 21-Apr-2011	T3 Final
Social	1	1	1
Emotional	1	1	1
Attitudinal	1	1	1
Creative & Resourceful	2	2	2
Technological	4	3	3
Academic Performance			
Islamic Studies		B	A
Arabic Literacy		A	A
English Literacy		A	A
Writing		B	B
Reading		A	A
Talking and Listening		A	A
Codes		A	A

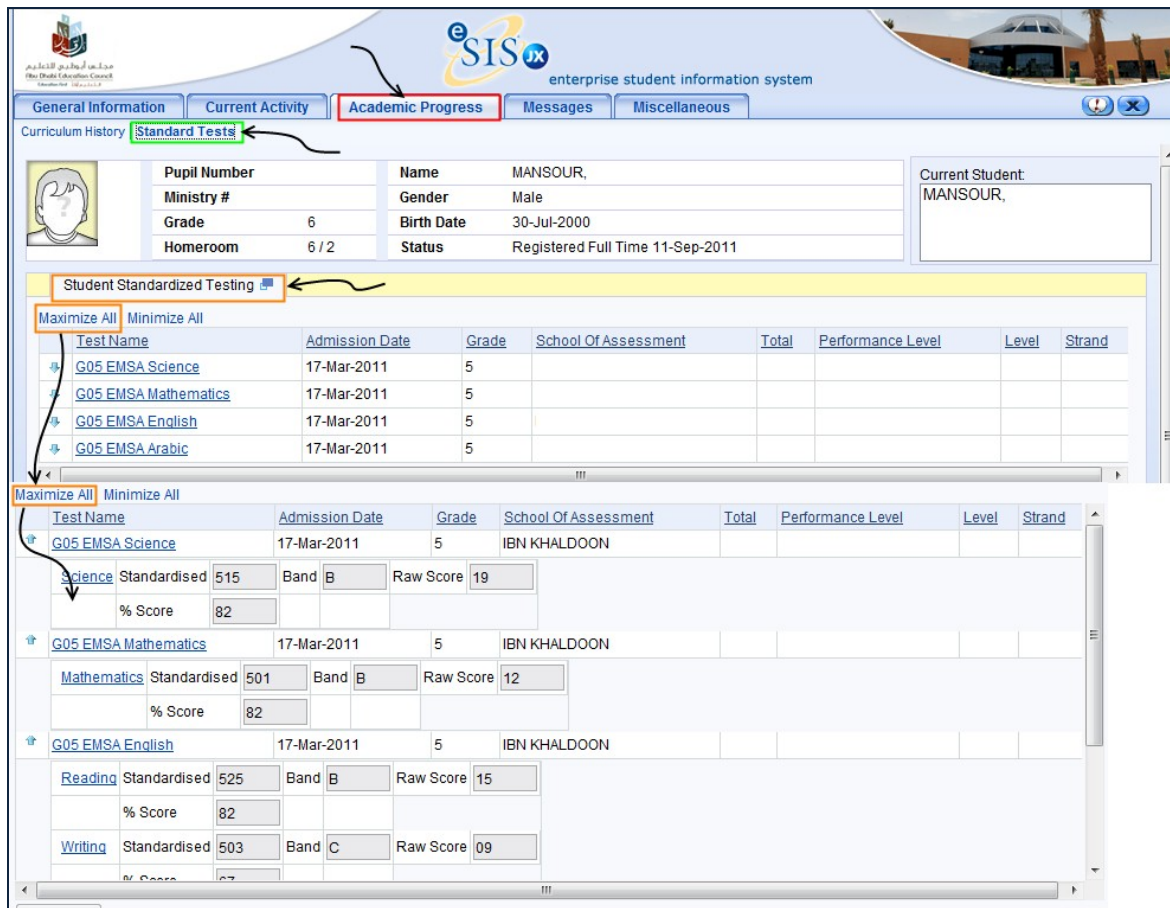
If a level within a subject is not a graded level, the row in which it is located will be shaded. All reporting period columns, other than the current reporting period column, will also be shaded. An asterisk (*) next to the mark indicates a failing mark.

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6.2 Standard Tests

6.2.1 Student Standardized Testing

This tab displays the **Student Standardized Testing** screen, which allows users to view standardized tests recorded for a student. The current standardized test in the schools is EMSA (English, Math, Science and Arabic).



Curriculum History: [Standard Tests](#)

Student Standardized Testing

Test Name	Admission Date	Grade	School Of Assessment	Total	Performance Level	Level	Strand
G05 EMSA Science	17-Mar-2011	5					
G05 EMSA Mathematics	17-Mar-2011	5					
G05 EMSA English	17-Mar-2011	5					
G05 EMSA Arabic	17-Mar-2011	5					

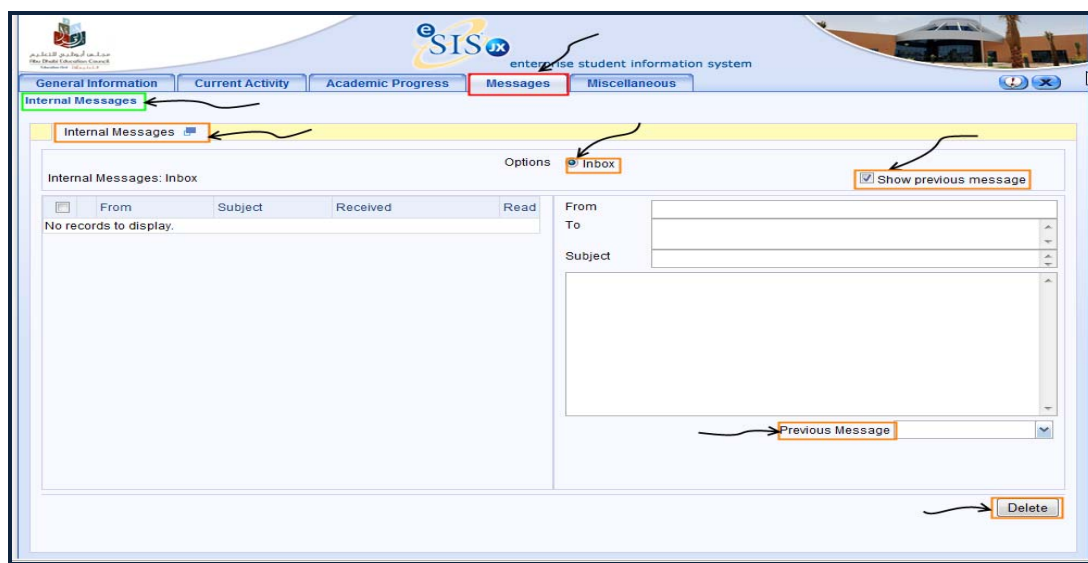
Test Name	Admission Date	Grade	School Of Assessment	Total	Performance Level	Level	Strand
G05 EMSA Science	17-Mar-2011	5	IBN KHALDOON				
Science	Standardised	515	Band B	Raw Score	19		
	% Score	82					
G05 EMSA Mathematics	17-Mar-2011	5	IBN KHALDOON				
Mathematics	Standardised	501	Band B	Raw Score	12		
	% Score	82					
G05 EMSA English	17-Mar-2011	5	IBN KHALDOON				
Reading	Standardised	525	Band B	Raw Score	15		
	% Score	82					
Writing	Standardised	503	Band C	Raw Score	09		
	% Score	67					

7. Messages

7.1 Internal Messages (Reading Messages)

The **Internal Messages** screen allows the parent to read the messages sent by the school administration/pupil teacher to the parent. To access the messages, please follow the below steps:

- Select **Inbox** from the Options at the top of the screen.
- Any new received messages appear in the Inbox on the left side of the screen in bold.
- Select a message. It will display on the right hand side of the Messages screen.
- **Previously** read messages appear with a check mark under the Read column and are not in bold. To mark any of these messages as 'unread' select the message from the list and remove the check mark.
- The **Show Previous Messages** option will default as unchecked. To view all previous messages related to the current message, check this box. A Previous Messages drop-down field will display at the bottom of the screen and defaults to the most recent message.
- To select a different message, click the drop-down and select an alternate date/time from the list. The message that was sent or received on the selected date/time will replace the current message on the screen for the user to view.
- To return to the current message, select it from the Previous Message drop-downfield.
- When the user moves to the next message, the read message no longer displays in bold and the read indicator will now appear checked for the message.



7.2 Deleting Messages

- Select a message from the Inbox by checking the box to the left of it and clicking the Delete button.
- An alert message will display to warn the user that the message will be permanently deleted.
- To delete the message from the list, select **Yes**. To cancel this action select **No**.

8. Miscellaneous

8.1 School


8.1.1 School Schedule

- The **School Schedule** screen displays a calendar view and a list view of the days during the school year for which there are no classes in session, such as holidays, staff development days, and school closings.
- The School field defaults to the school belonging to the currently selected student, but may be changed to select another school to which the user has students actively enrolled.
- At the bottom of both the Calendar and List Views are two count fields, Total Non-School Days and Total School Days.

- Calendar View

- Select the **Current year** radio button to view the current school year calendar for the selected School, or select the **Next** radio button to view the calendar for the next school year.
- The **calendar view** of School Schedule displays one 12-month period at a time. The 12-month period that displays is determined by the school's schedule start date. If the school schedule is greater than twelve months in length, click in the grey header where the 12-month period is identified to select an alternate month/year combination. This selection must fall within the current school schedule. For dates that fall outside of the schedule the numbering displays in grey and for dates that fall within the schedule they display in black.

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School

School Schedule

School: AL REHAB School Year: 11/09/2011 - 19/07/2012

Year 2011 ☒ Current ☐ Next

☒ Calendar View ☐ List View

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
2	3	4	5	6	7	8	30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
25	26	27	28	29	30	31	29	30	31	1	2	3	4	26	27	28	29	1	2	3	25	26	27	28	29	30	31
1	2	3	4	5	6	7	5	6	7	8	9	10	11	4	5	6	7	8	9	10	1	2	3	4	5	6	7
8	9	10	11	12	13	14	12	13	14	15	16	17	18	11	12	13	14	15	16	17	8	9	10	11	12	13	14
15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	19	20	21	22	23	24	15	16	17	18	19	20	21
22	23	24	25	26	27	28	26	27	28	29	1	2	3	25	26	27	28	29	30	31	22	23	24	25	26	27	28
29	30	31	1	2	3	4	4	5	6	7	8	9	10	1	2	3	4	5	6	7	29	30	1	2	3	4	5


Total Non-School Days: 9 / Total School Days: 255

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List View

- List View** is the default view when accessing the School Schedule screen. The List View displays a listing of all Non-School Days for the selected School and School Year. Select the Next radio button to view the list of Non-School Days for the next school year.

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40 روح الامم
 SPIRIT OF THE UNION
 ACTIONS OF THE UNION
 ROHUL UMMUH

General Information | Current Activity | Academic Progress | Messages | Miscellaneous

School

School Schedule

School: AL REHAB School Schedule: School Year: 11/09/2011 - 19/07/2012

Year: 2011 ☒ Current ☐ Next

☐ Calendar View ☒ List View

Non School Days [Add] [Delete] Month: All

Date	Reason	Day
05/11/2011	Mount Arafat Day	Saturday
06/11/2011	Eid Al Adha	Sunday
07/11/2011	Eid Al Adha	Monday
08/11/2011	Eid Al Adha	Tuesday
26/11/2011	Hijri New Year	Saturday
02/12/2011	National Day	Friday
03/12/2011	National Day	Saturday
04/02/2012	Prophet's Birthday	Saturday
18/06/2012	Isra and Mi'raj	Monday

Total Non-School Days: 9 / Total School Days: 255

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Attention :When finishing browsing the “Parent Assistant”, please click on “X” in the top right corner on the screen to exit from the system. This is a security procedure .