

SKOOLBAG – Parent Guide

STEP 1. Installation of App. Use the Information below to install the app on your phone or tablet device by following these instructions:

For iPhone and iPad users:



1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install".
4. The app is FREE to download.
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.

For Android users:

You must first have signed up with a Google Account before installing the app.



1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.

Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows 8.1 Phone and Windows 8.1 or 10 device users:



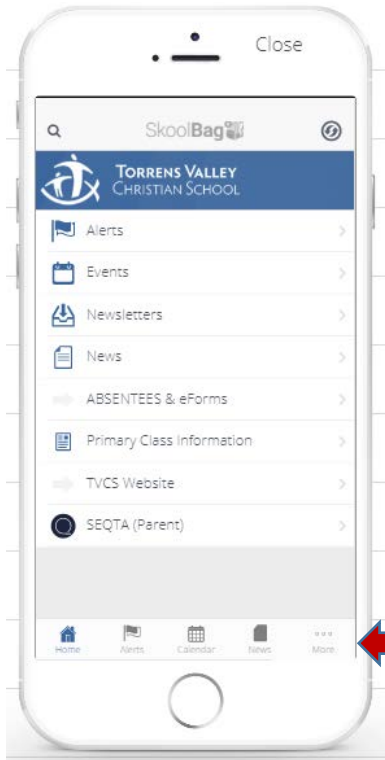
1. Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note:

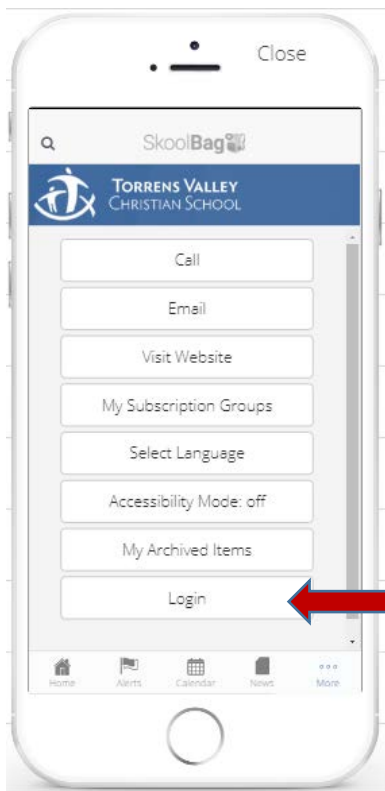
The Skoolbag Windows App is for 8.1 version Windows Phones, or Windows 8.1 and 10 devices.

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STEP 2. Registration. To register on Skoolbag App to access class pages.

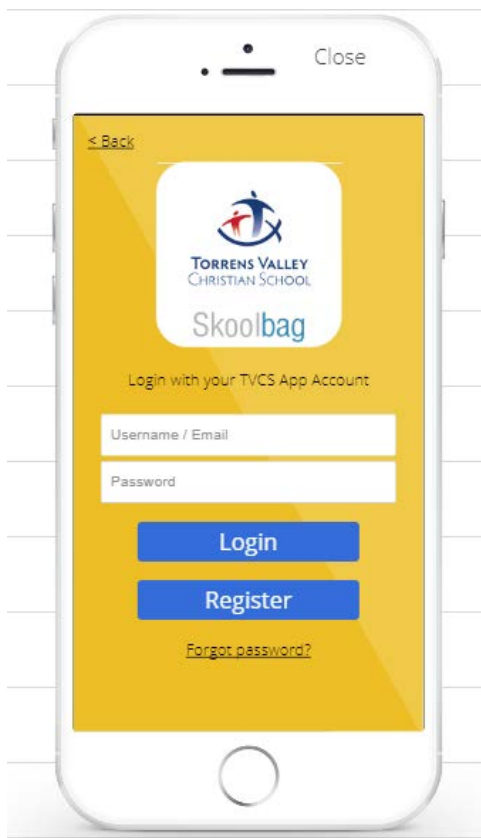


From the Home page, select **More**



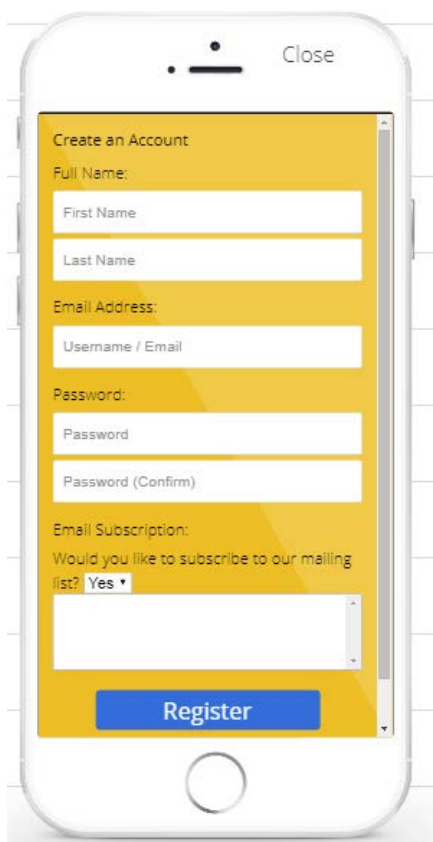
Select **Login**

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Enter your email and Password

Select **Register**



Fill in details

Email Subscription

‘Would you like to subscribe to our mailing list’

Yes or **No** will not change school Outlook emails to parents. Clicking **Yes** will give more options for the classroom teacher to communicate with you. Most classroom communication will be through the App except for parents who are not registered with Skoolbag, who will receive an email instead,

Click: **Register**

Congratulations!

Registration complete

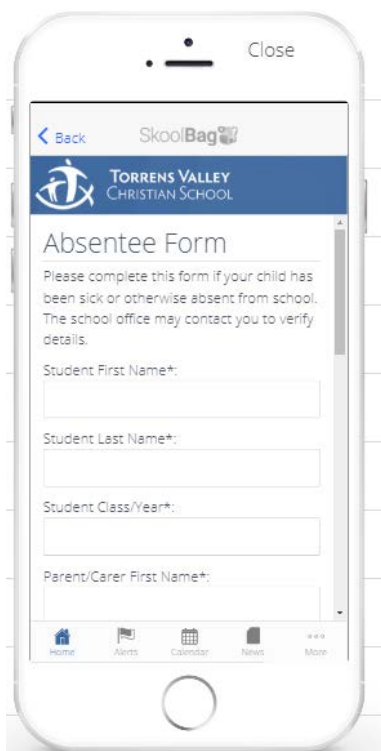
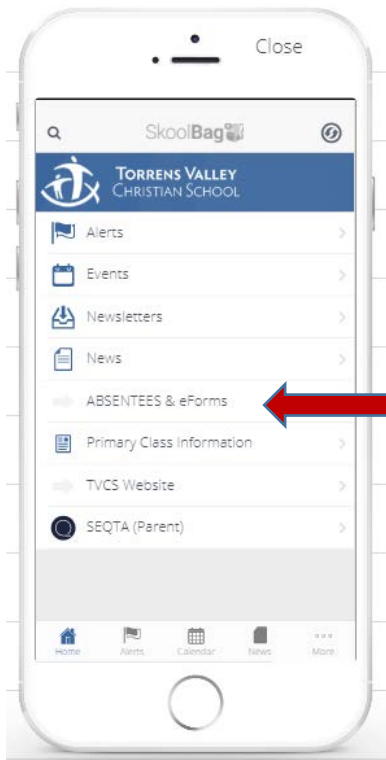
The school will receive the Registration request and authorize access to class pages. This may take a couple of days to process.

Parents will then see their class page on the home page of the Skoolbag App and will receive and can respond to notifications.

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Absentees & Late arrivals

Parents can notify the school of any student Absentees or Late arrivals through the App.

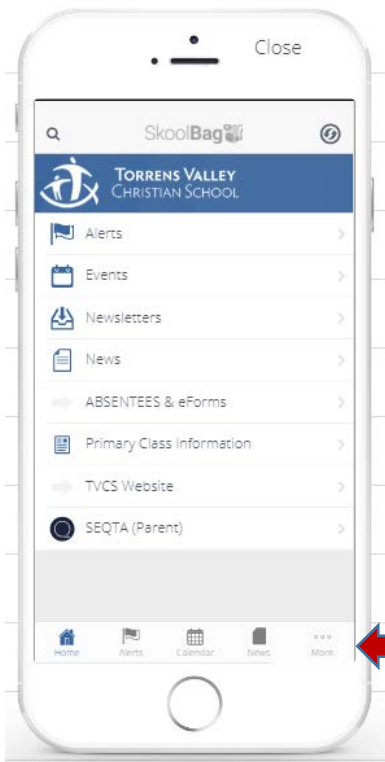


Fill in the details including dates away or late arrival, reason for absence and provide an electronic signature.

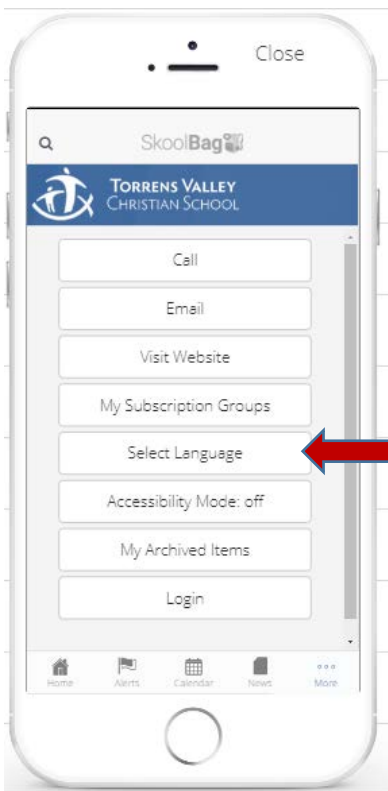
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Languages

Parents can select preferred language for messages. (Only messages are converted, attached pdfs will not be converted).



From the Home page, select **More**



Select **Select Language**



Select Language