

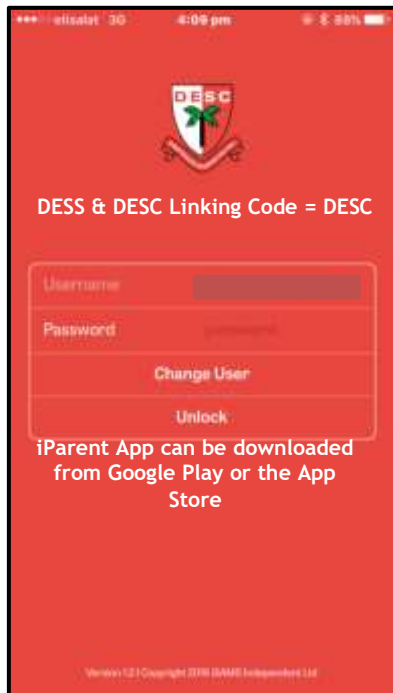
DESSC App Guide

This guide is intended to help familiarise you with the features of the iParent App and to guide you between the navigation tabs.

Home Tab

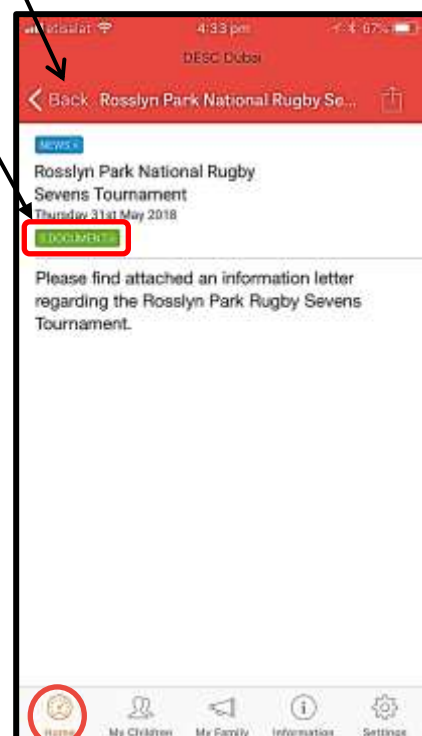
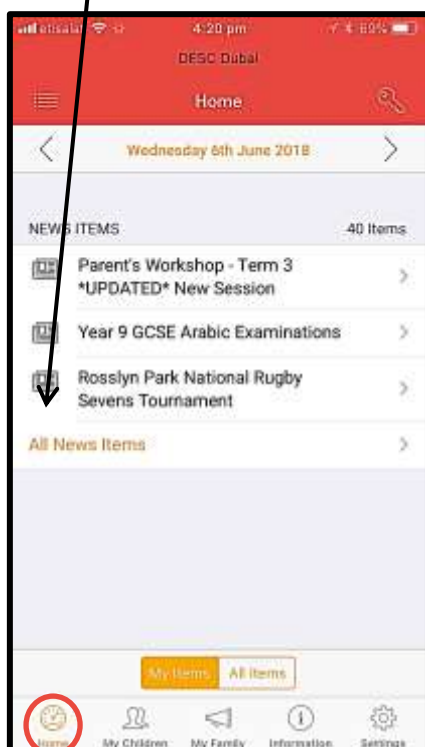
1. Once you have downloaded the app you can start to browse between the different screens. If you have elected to “remember me” you will require the 4 digit passcode or your Touch ID to unlock the screen each time you log in.

2. You will be taken to the “Home” screen when you open the app. The Home screen displays the current news items. “My Items” displays relevant to your child’s year group(s) or “All Items” allow you to view all news.



3. To view a news entry select > on the right of the relevant article. “Rosslyn Park etc.” displays the article in full along with any documents for downloading, or website links. The <Back arrow takes you back to the “Home” screen.

4. News items, calendar events and bulletins are displayed in the same way. Select > on the right of the article to display this in full. Where appropriate any links to document(s) or website links are displayed. Select “<Back” to return to the Home screen.

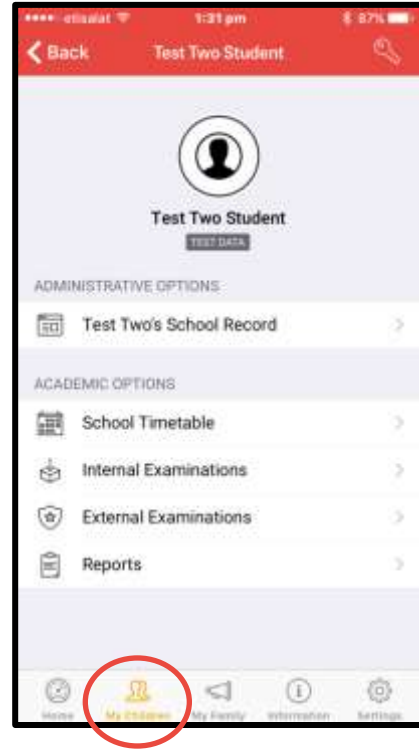


My Children

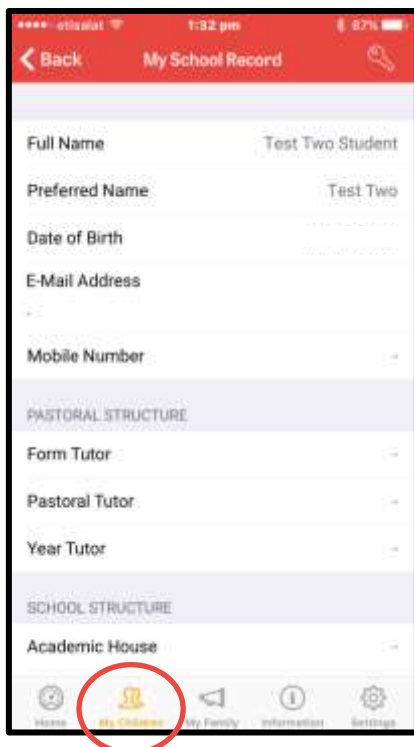
5. "My Children" tab displays the photograph and name(s) of your children. Select > beside each child takes you to administrative options to view their profile or academic options to view their timetable (DESC), Academic Reports (DESS & DESC) and examination information (DESC).



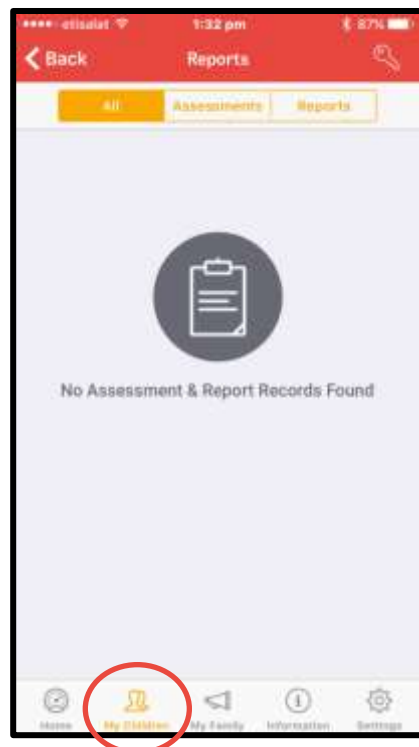
6. The administrative option allows you to view the full profile of each of your children. Selecting the academic option allows you to view and download the school timetable (DESC), academic reports (DESS & DESC), and where applicable examination information. Select > beside the relevant title to take you to the next screen.



7. The student profile can be displayed by selecting the administrative options as per the example student below (Test Two Student).



8. The Academic Options allows you to view Internal/External Examinations (where applicable), your DESC child(s) timetable and academic reports for all students. Within Reports you should view "All" to download all reports published for your child. In the case below there are no published reports for this student.



My Family

9. "My Family" tab displays "My Contact Details". Select > beside "Update My Contacts" to view your family contact details. To change contact details visit the Parent Portal and submit the online form "Update My Contact Details" accessed within "Family Information" tab.



10. The Contacts are displayed for your family. In the case below there is a Parent contact and a Company contact. Selecting > next to each contact will allow you to view the full details for that contact type.



11. The full Parents contact details are displayed below. This includes the home/work location, relationship, salutation, address, and contact details for each contact. If the address or contact details are incorrect please see point 9.above to update your records.

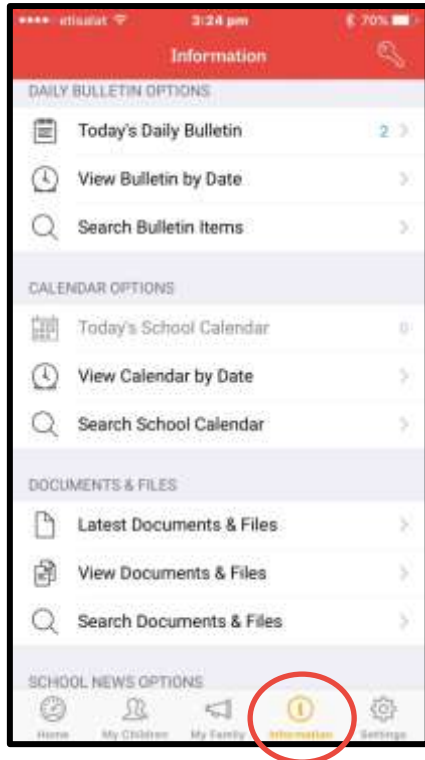


12. Below is a view of the Company details.

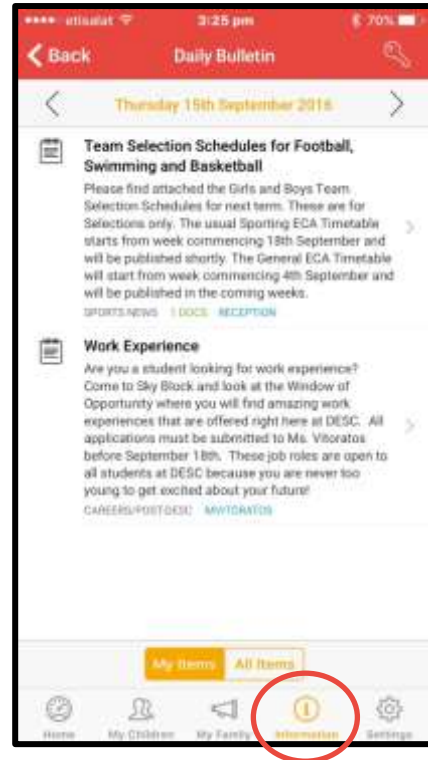


Information

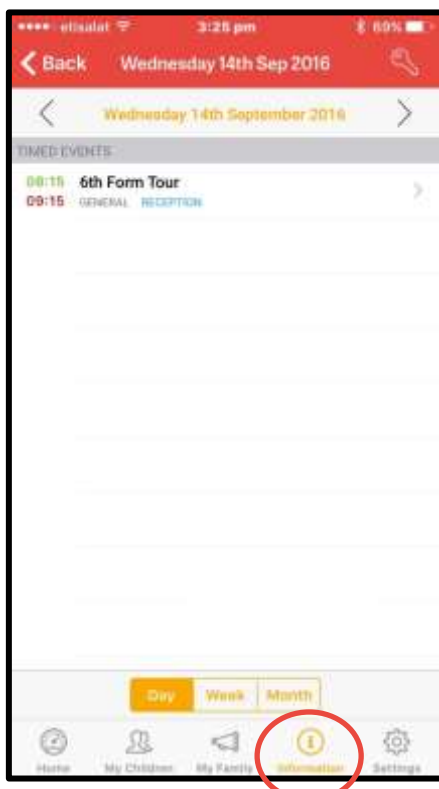
13. The “**Information**” tab is where you can view and search for daily bulletins, calendar events, documents & files, school news and useful websites, (useful websites is visible below the school news options).



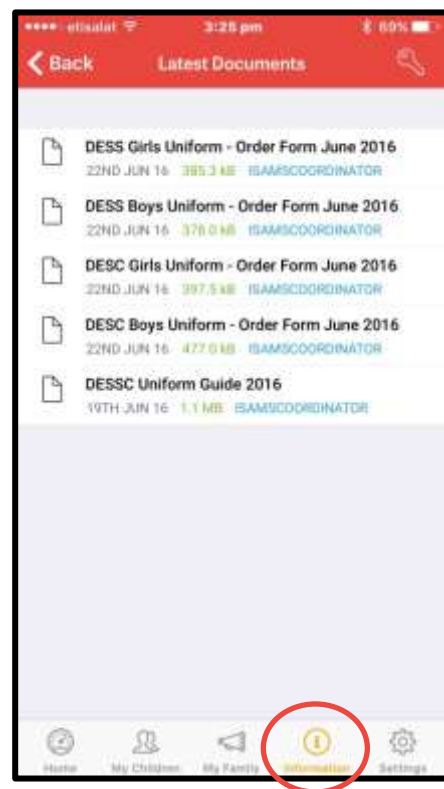
14. **Daily Bulletins** can be viewed by today, date or bulletin title. Select > beside the view option to display the required bulletin(s). Today's Daily Bulletin view (below) allows using < and > arrows to search on past or future dates. You can select to view “My Items” relevant to your child's year group or “All Items”.



15. **Calendar Options** include today's calendar entries, viewing by date or searching by title. Select > beside the view option to display the required calendar event(s). View by date is displayed below. Using < and > arrows to view past or future dates.



16. **Documents & Files** allows you to view and download a range of useful documents including the academic calendar, school fee structure and uniform guide. Viewable by subject folders, document title and latest document(s) as below.

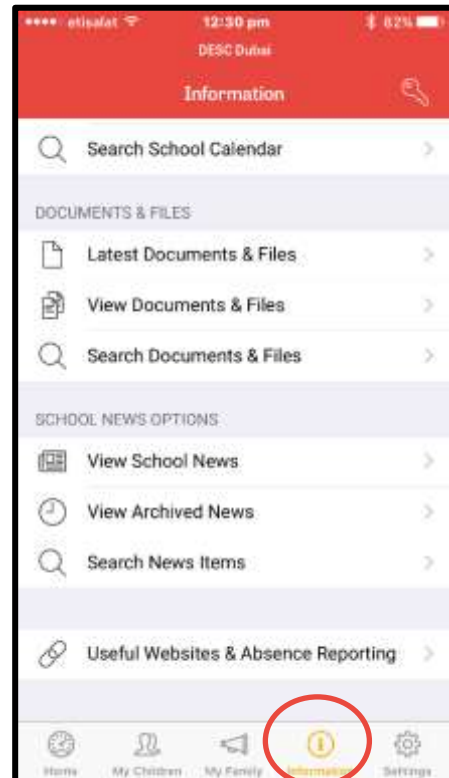


Information (continued)

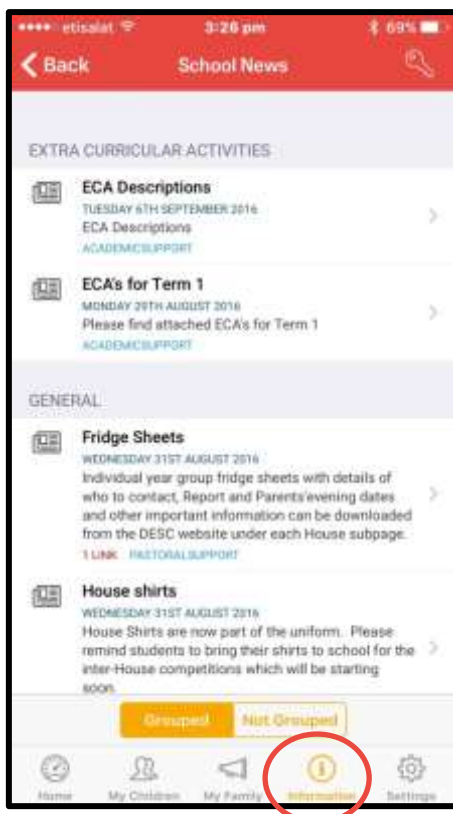
17. Browse Documents via **View Documents & Files** displays subject folders. Open the relevant folder to view and/or download the required document(s).



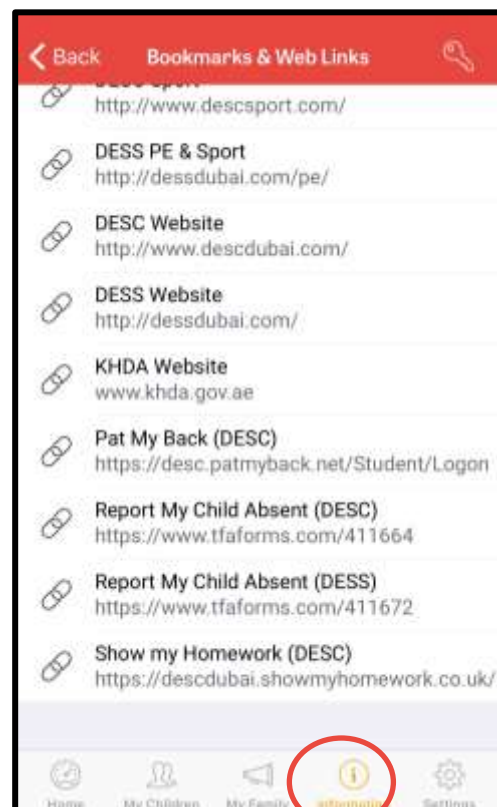
18. The "Information" tab below shows the options available within **School News** and **Useful Websites**. These were not displayed re point 13, above.



19. **School News** Options include current news, archive news view or search by news subject. Current news can be grouped by category, or not grouped and displayed by date order. Select > beside a news article to view the content. News attachments can be viewed and downloaded.

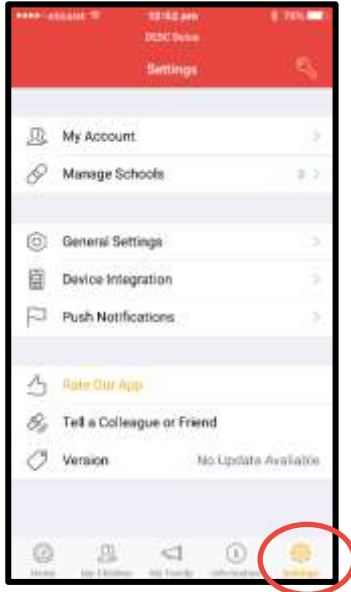


20. Select > beside **Useful Websites** displays all DES and DESC useful websites. Select either the title or > beside the website link to access the website.

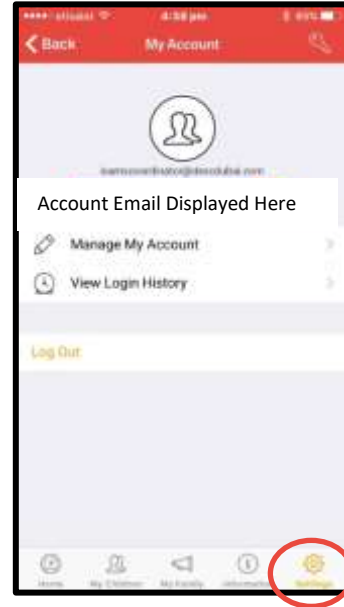


Settings

21. Settings allow you to view your account, Manage Schools, review General Settings, Device Integration and Push Notifications. You can also Rate the App or Tell a Colleague or friend about it.



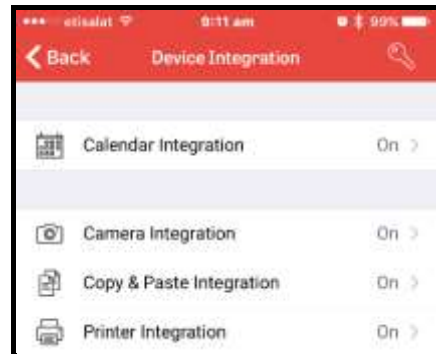
22. Within My Account you can view your email details, view your login history and select "Log Out". Changing your username or password must be done via the Parent Portal.



23. The general settings offer you information about the app. If you select any reset option you will be required to link your device again. The DESSC linking code is DESC.



24. Device Integration is turned on for the areas displayed below. These are controlled by the app administrator.



25. Push Notifications allows you to receive alerts relating to the different modules. Parents can switch on/off alerts by module or for all.

