

DESSC Parent Portal Guide

This guide is intended to help familiarise you with the features of the Parent Portal and to let you know what information is available within each tab.



Home Tab

You will be directed to the “Home” tab each time you log in to the Portal. This details today’s bulletins, calendar events and the name(s) of your child(ren) at DESS / DESC.

Today's Daily Bulletin

[View All](#) | [View Relevant](#)

Library Books
- Misc News [Mrs R Halloran]

Please return all library books in the week beginning Sunday 12th. Do check bags, lockers, rooms and bookshelves at home for library books. Look for the DESC stamp and barcode.

Sahem - Collaboration Food Drive Initiative
- Charity News [Mr A Tkaczuk]

From Sunday 19th to Wednesday 22nd June DESC will be running the Sahem Dry Food Donation Initiative along side the Royati Society in order to help needy families in Dubai.
In front of reception there will be boxes for you to donate. Please donate
Canned food, macaroni, grains, oil (1.8L max), sugar (2kg max), flour (5kg max) or rice (5 kg max). Your help with this is greatly appreciated.

School Calendar

14 June 2016

(All Day) Year 10 R2 Report ...
(All Day) EXAMINATIONS: Aud...

< CHANGE DAYS >

My Children

- Test Two Student [Test Data]
Current
- Test Student [Test Data]
Current

Today's Daily Bulletin:

This displays information on today’s daily bulletins. You can “**View All**” bulletins or only those relevant to the year group your children are in “**View Relevant**”.

School Calendar:

This provides an at-a-glance view of all calendar events taking place today. If you want to search the calendar for another date select “**Change Days**”. By selecting the event subject you are directed to the calendar where full details of the event are displayed.

My Children:

The names of your children at DESS and/or DESC together with the year group they are currently in is displayed. You can access their student information by clicking on the name of your child.

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HOME/SCHOOL COMMUNICATION/ON-LINE FORMS/RESOURCES/STUDENT INFORMATION/FAMILY INFORMATION/
SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT

School News
School Bulletins
School Calendar

The **School Communication** tab stores links to the School News, School Bulletins and the School Calendar.

School News

Select this tab to view DESSC news. News is grouped within “news type” headings (DESS, DESC or DESSC). The news is displayed in date order, the most recent at the top within each heading.

Useful News Links:

Allows you to filter on current news (News Home) or older news (Archive News). News type headings are identical in both views.

Latest News Stories:

Displays the latest news article(s) regardless of the news type.

Latest Documents:

Displays documents for downloading which have been attached to news items. The documents can also be downloaded by accessing the individual news item and downloading the attachment from the latest documents tab.

School News View (below)

The screenshot shows the 'School News' page layout. On the left, there are three news type categories: 'Dubai English Speaking School (DESS)', 'Dubai English Speaking College (DESC)', and 'Dubai English Speaking School & College (DESSC)'. Arrows point from these categories to a central 'News Types' label. On the right, there are three main sections: 'Useful News Links' with links for 'News Home' and 'Archive News'; 'Latest Documents' with links for 'Summer Reading - English Set Texts', 'Letter from the Deputy Headteacher', 'General', 'Term One choices', and 'Exam information includes'; and 'Latest News Stories' with a link for 'English Set Texts August 2016 (D)' (English Set Texts August 2016.pdf (217.98 Kb)).

School Bulletins:

Select this tab to view the daily bulletins. You can “View All” or “View Relevant” to your child’s year group. Only bulletins for the current date are displayed.

The screenshot shows a 'Daily Bulletin - Wednesday 6 June 2018'. At the top, there are links for 'View All' and 'View Relevant'. Below this is a section titled 'PERFORMING ARTS NEWS' with a musical note icon. The main content of the bulletin is: 'KS3 Night at the Movies Tickets! Mr R Lynch'. To the right of this, it says: 'FREE Tickets are now available for our final event of the year on Wednesday 27th June from Mrs Gemlik in the Performing Arts office in F Block! Location - FF3 Time - Doors open at 5.30pm'.

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HOME/SCHOOL COMMUNICATION/ON-LINE FORMS/RESOURCES/STUDENT INFORMATION/FAMILY INFORMATION/
SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT

School News
School Bulletins
School Calendar

School Calendar

Select this tab to view the calendar. The calendar can be displayed by day, week, month and by term. You can change the day, week, month or term by selecting the appropriate arrow to go forward or back.

View the Calendar:

Daily View
Weekly View
Monthly View
Termly View

Filter the Calendar:

By Categories
By Event - All Day or Timed Events

School Calendar View (below)

School Calendar

Daily View | Weekly View | Monthly View | Termly View Set Default Calendars

All Calendars ▼ All Categories ▼ All Subcategories ▼ All Events ▼

Monthly Calendar - June 2018

< **Change Month** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					Fri - 1st	Sat - 2nd
Sun - 3rd	Mon - 4th	Tue - 5th	Wed - 6th	Thu - 7th	Fri - 8th	Sat - 9th
Sun - 10th	Mon - 11th	Tue - 12th	Wed - 13th	Thu - 14th	Fri - 15th	Sat - 16th

08:30 - Music Trans... All Day - Ext Al Fitr... All Day - Year B Spa... All Day - Year B Spa...

To view an individual calendar event select the event to display the full details.

Tue - 5th June 2018

Date : 5-Jun-2018

Time : 08:00 - 08:30

Category : General

Location : Islamic Room

Description : Quran for Parents Workshop

Notes : By sign up only

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HOME/SCHOOL COMMUNICATION/**ON-LINE FORMS**/RESOURCES/STUDENT INFORMATION/FAMILY INFORMATION/
SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT

[Report My Child Absent - DESC](#)
[Report My Child Absent - DESS](#)
[Apply for the DESC Bus Service](#)
[Apply for the DESS Bus Service](#)
[Interest in DESS or DESC Instrumental Programme](#)

The **On-line Forms** tab stores links to electronic forms.

You can select an on-line form to report your child absent due to illness, apply for the DESC or DESS bus service or register your interest in the DESS or DESC instrumental programme.

Select the form you wish to submit, complete all the required fields then press submit. This will alert the relevant administrator to your communication and allow her to respond appropriately to your request.

On-Line Forms

Displayed below are links to online forms for absence reporting, interest in the music service and applying for the DESS and/or DESC bus service.

Report My Child Absent - DESC
If your child is not in college due to illness/medical appointment.

Report My Child Absent - DESS
If your child is not in school due to illness/medical appointment.

Apply for the DESC Bus Service
I would like to apply for a place(s) on the DESC Bus Service.

Apply for the DESS Bus Service
I would like to apply for a place(s) on the DESS Bus Service.

Interest in DESS or DESC Instrumental Programme
If you would like further information on DESC or DESS Instrumental Tuition please complete this form.

Please see below a sample of the DESSC Instrumental - Interest form.

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Instrumental Music Service

Expression of Interest

If you would like more information on the Instrumental Music Service, please complete the details below and the Instrumental Co-ordinator will respond to your enquiry.

Parent(s) Information:

Parent Name: *

Parent Contact Number: *

Parent Email Address: *

Please provide the information below:

Student Information:

Full Name of Student: *

Class/Tutor Group:

Branch of DESSC: * DESS DESC

Instrumental Information:

Instrument: * Current Grade: *

Own Instrument: * Loan Instrument: *

Current Teacher's Name: Number of Lessons Per Week Required: *

Please provide any additional information (if necessary):

*Please note this is a request for instrumental tuition only.
The Music Department will contact you regarding availability.*

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HOME/SCHOOL COMMUNICATION/ON-LINE FORMS/RESOURCES/STUDENT INFORMATION/FAMILY INFORMATION/SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT

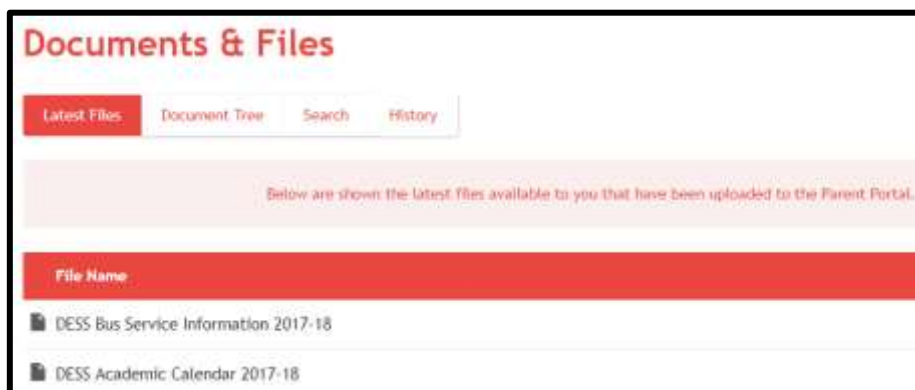
Documents & Files
Website Links

The **Resources** tab provides links to documents and files section and website links.

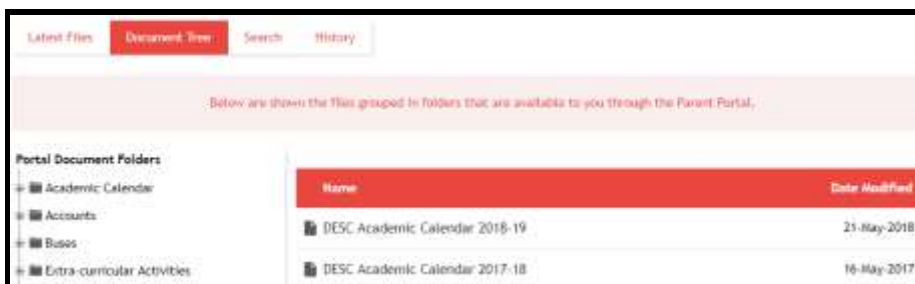
Documents & Files

Select this tab to view published documents and files.

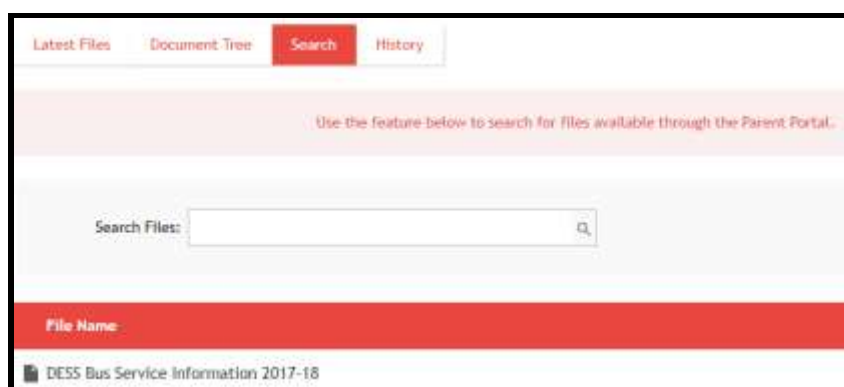
Latest Files: Displays the latest files by name and the date they were modified or uploaded.



Document Tree: Files are grouped within folders for you to download.



Search: You can search using a file name or scroll through all files.



History: This provides you with a record of the files you have downloaded.



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HOME/SCHOOL COMMUNICATION/ON-LINE FORMS/**RESOURCES**/STUDENT INFORMATION/FAMILY INFORMATION/SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT

Documents & Files

Website Links

Website Links

Select this tab to access links to useful websites used by DESSC. Click the name of the website you would like to browse to open the website.

Website Links

Useful Websites

[British Embassy \(Dubai\) Website](#)

[BSME Website](#)

[COBIS Website](#)

[DESC Sport](#)

[DESS PE & Sport](#)

[DESC Website](#)

[DESS Website](#)

[KHDA Website](#)

[Pat My Back \(DESC\)](#)

[Report My Child Absent \(DESC\)](#)

[Report My Child Absent \(DESS\)](#)

[Show my Homework \(DESC\)](#)

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HOME/SCHOOL COMMUNICATION/ON-LINE FORMS/RESOURCES/**STUDENT INFORMATION**/FAMILY INFORMATION/SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT

- Internal Exams (DESC)
- Public Exams (DESC)
- School Reports(DESS & DESC)
- School Timetable (DESC)

The **Student Information** tab stores links to Internal Exams, Public Exams, School Reports and the School Timetable.

This allows you to view and export exam information (DESC), published school reports (DESS & DESC) and a timetable for each of your children (DESC). You can change the child by selecting from the drop-down list. Click on the relevant heading to take you to that page.

Internal Examinations:

Internal exam entries and results can be viewed for GCSE/A Level students. NB. This module is closed when not in use.

Internal Examinations

Displayed below are options available so you can view key information about Test Two's internal examinations. Change Child: Test Two Student ▾

View Test Two's Examination Entries
Use this option to view all the internal exams Test Two has been entered in for.

View Test Two's Examination Results
Use this option to view the published results for all Test Two's internal examinations.

Public Examinations:

Public exam entries and the exam timetable can be viewed for students sitting public exams. NB. This module is closed when not in use.

Public Examinations

Displayed below are options available so you can view key information about Test Two's public examinations. Change Child: Test Two Student ▾

View Test Two's Examination Entries
Use this option to view all the public exams Test Two has been entered for.

View Test Two's Examination Timetables
Use this option to view Test Two's public exam timetable from the exams Test Two has been entered for.

School Reports:

Reports come in two formats "Reports" and "Assessments". DESS publish reports via the Reports tab, DESC publish reports via the reports and assessment tabs. .

Test Two's School Reports

[School Reports Home](#) | [School Reports](#) | [School Assessments](#) Change Child: Test Two Student ▾

Listed below are all of the reporting cycles that have been published.

There are no published reports held within the iGAMS database.

Timetable:

Your child's DESC timetable can be viewed, exported or printed. The timetable will display the subjects your child is studying on any given day/time. (This is not in use at DESS).

Timetable

[View Timetable](#) | [Print Timetable](#) | [Export Timetable](#) Change Child: Test Two Student ▾

Student Timetable T Student

P	Sunday	Monday	Tuesday	Wednesday	Thursday
Period 1	[08:50 - 09:30]	[08:50 - 09:30]	[08:50 - 09:30]	[08:50 - 09:30]	[08:50 - 09:30]
Period 2	[09:30 - 10:10]	[09:30 - 10:10]	[09:30 - 10:10]	[09:30 - 10:10]	[09:30 - 10:10]
Period 3	[10:30 - 11:10]	[10:30 - 11:10]	[10:30 - 11:10]	[10:30 - 11:10]	[10:30 - 11:10]
Period 4	[11:10 - 11:50]	[11:10 - 11:50]	[11:10 - 11:50]	[11:10 - 11:50]	[11:10 - 11:50]
Period 5	[12:10 - 12:50]	[12:10 - 12:50]	[12:10 - 12:50]	[12:10 - 12:50]	[12:10 - 12:50]
Period 6	[12:50 - 14:00]	[12:50 - 14:00]	[12:50 - 14:00]	[12:50 - 14:00]	[12:50 - 14:00]

Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/ON-LINE FORMS/RESOURCES/STUDENT INFORMATION/FAMILY INFORMATION/SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT

Family Contact Details
Update My Contact Details

The **Family Information** tab stores links to Family Contact Details and Update My Contact Details.

Family Information

Family Contact Details:

You can view the contact details DESSC hold for your family. This may include your family contact information, work contact information and details of any person you have asked DESSC to record as a local emergency contact.

Family Contact Details

Displayed below is contact information the school holds about your family.

If you have updated any contact details please complete the relevant fields of form "Update my Family Details." Once you submit the form the database will be amended accordingly. The form is available within the current tab Family Information.

Parents (Home) | Company (Home)

PARENTS (HOME)

Title: Mr	Title: Mrs
Forename: Test	Forename: Test
Middle Names:	Middle Names:
Initials: T	Initials: T
Surname: Student	Surname: Student
Profession:	Profession:

CONTACT DETAILS

Email Address: Isamscoordinator@descdubai.com	Email Address: Isamscoordinator@descdubai.com
Mobile Phone: 971505135593	Mobile Phone: 971505135593
Home Telephone:	
Fax Number:	

ADDRESS

Address: Company And PO Box,
Residential Address Line 1,
Residential Address Line 2,
Dubai, United Arab Emirates

COMPANY (HOME)

Update My Contact Details:

If your contact details change, you can complete the relevant part of the online form "Update My Contact Details" and press submit for DESSC staff to update your records.

Update My Contact Details
If your contact details have changed please complete the relevant section of this online form.

Click on the link "**Update My Contact Details**" to access the online form.

Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/ON-LINE FORMS/RESOURCES/STUDENT INFORMATION/FAMILY INFORMATION/SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT

School Fee Invoices

The **School Fee Invoices** tab is a link to view any School Fee Invoices that have been sent to your portal account.

School Fee Invoices

Providing the school fee invoices are emailed to the same email address that is used for the parent portal account (portal username) the invoices are added to the family portal account and are displayed within the School Invoice tab. You are able to download these for reference at any time.

Invoices

Listed below are the latest invoices available to you within ISAMS.



Invoice Date

Invoice Number

Name

Cycle

Download

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HOME/SCHOOL COMMUNICATION/ON-LINE FORMS/RESOURCES/STUDENT INFORMATION/FAMILY INFORMATION/SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT

My Email Options
My Password
My Security Question

The **My Account** tab stores links to allow you to update your Parent Portal login details. You can update your email (username), password and record the answer to a secret question to add further security to your account.

My Email Options

My Email Options:

Select the tab “E-Mail Options” to update your username. Update the email address then select “Save E-Mail” to complete the task.

Password:

You can change your DESSC Parent Portal password by selecting the tab “Password”. Enter your current password, the new password and reconfirm your new password. Select Change My Password to complete the task.

Security Question:

You can set a security question for use throughout the Parent Portal. Select a question, provide the answer to the security question and reconfirm your answer before selecting save security question to complete the task.

Once you have finished browsing the DESSC parent portal - select “Log Out” to leave the portal.

Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/ON-LINE FORMS/RESOURCES/STUDENT INFORMATION/FAMILY INFORMATION/SCHOOL FEE INVOICES/MY ACCOUNT/LOG OUT