Hello and welcome to MyEd. Before we can get on with viewing information about your school and students, we first need to download the app.

On Android devices, locate the Play Store and search for "myed." The top result should be an app called MyED published by Results Squared LTD, that's us! The app is free so download and install it on your device.

For Apple devices, if you enter the App Store and type "myed" in to the search bar you should find similar results. Press Open and then Install and soon enough MyEd will be on your home screen.

Once you have downloaded, installed and opened the app, you will be faced with this screen. Before we can allow you to see any student or school information, we need to ascertain which school(s) and student(s) you can view. Initially, use this box to search for either the school name or your postcode.

MY Ed

Connecting parents, students & schools

SELECT A SCHOOL

maltravers   **Search**

Maltravers Academy LIVE

SELECT

For example, if you were to type in the name of one of our test schools, Maltravers, the school would display like this. Simply press select next to the relevant school and we can proceed to the next step. Searching for your own postcode will bring up participating schools from nearby.

YOUR DETAILS

Joe Bloggs

0794664830

username@email.com

Link Account

On the next screen, MyEd will ask you to fill in your full name, mobile phone number and email address. This information will be cross referenced with the school's records to see if you are a listed parent or guardian for one of their students.

Once you have filled this in, press Link Account. If the information checks out, you will receive a text message with a security code. Enter the code when prompted and you're in!

If you do not receive a text message, please contact the school.

This is your MyEd app home screen. This is the page you will see when you open MyEd. It contains tools and information that the school have put in place for you to access. Here you can see various sections such as Key Dates, Contacts and News along with links to Payments and various social media sites.

Within any of these sections, pressing My School will bring you back to this page.
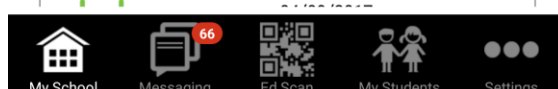

In the Key Dates section, you will see a chronological list of upcoming school holidays and closures. To add them to your device's calendar in order to set alarms or reminders, just press "ADD TO MY CALENDAR."

New Key Dates will be added as the year goes on, so make sure to keep an eye on this page.

CONTACTS

MISS HELEN SMITH
Absence Manager
helen.smith@resultssquared.com
0114 2250301

MISS KATIE HILL
School Nurse
katie.hill@resultssquared.com
0114 2250301

MRS ZOE ROEBUCK
Pupil Welfare Officer
zoe.roebuck@resultssquared.com
0114 2250301

MR TIM CROPPER-WILLIAMS
Head of Year 7
tim.cropper@resultssquared.com
0114 2250301

MR MATTHEW SMITH
Headteacher
matthew.smith@resultssquared.com
0114 2250301

This is the Contacts screen. Here is where the various email addresses and phone numbers for the school are listed.

Phone numbers and email addresses listed can be pressed.

Pressing on an email address will take you to your device's email app with the chosen email address already set as the recipient.

Pressing on a phone number will dial the number in question, ready for you to call or add to contacts.

My School | Messaging | 66 | Ed Scan | My Students | Settings

NEWS

BBC NEWS
11TH JANUARY 2017
VIEW CONTENT

CHRISTMAS FAYRE
5TH DECEMBER 2016
VIEW CONTENT

DRAMA WORKSHOP
5TH DECEMBER 2016
VIEW CONTENT

INFORMATION

SCHOOL UNIFORM
6TH NOVEMBER 2015
VIEW CONTENT

HOMEWORK FAQ'S
6TH NOVEMBER 2015
VIEW CONTENT

MESSAGE FROM THE HEADTEACHER
6TH NOVEMBER 2015
VIEW CONTENT

In both the News and School Info sections, you will be presented with a list of articles. Each of these articles, when pressed, will open within the app. Some may be PDFs containing a school newsletter; others may be a YouTube video of a school event as well as any number of other things the school may choose to list here.

Both of these sections will adapt and change as the school year progresses.
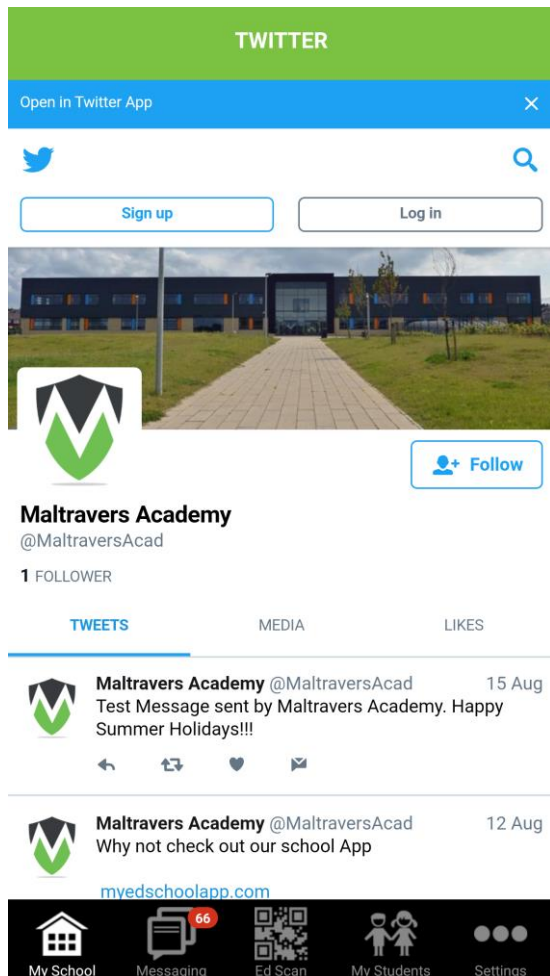
Social media links may well be added to MyEd by the school. This will allow you to stay up to date with all the latest posts from your child's school on Twitter, Facebook, Instagram and many others.

The MyEd app will not post on your behalf, nor will it allow anyone here or at the school access to your accounts.

This is the Maltravers Academy's policies screen. This is where the school can post all of the latest rules and policies binding students, staff and parents.

MESSAGING

|	
🔵 **Salendine Nook Academy Trust** Salendine Nook Academy Trust	24.Apr.17 13:55
Welcome to My Ed	
🔵 **Absence Hotline** Salendine Nook Academy Trust	24.Apr.17 13:55
Please use this message window to report absence.	
🔵 **The Sholing Technology College** The Sholing Technology College	24.Apr.17 13:55
Welcome to My Ed	
🔵 **Absence Hotline** The Sholing Technology College	24.Apr.17 13:55
Please use this message window to report absence.	
Higham Lane School Higham Lane School	24.Apr.17 13:55
Welcome to My Ed	
🔵 **Absence Hotline** Higham Lane School	24.Apr.17 13:55
Please use this message window to report absence.	
🔵 **St Josephs Catholic Primary School, SWF** St Josephs Catholic Primary School, SWF	24.Apr.17 13:55
Welcome to My Ed	
🔵 Absence Hotline	24.Apr.17 13:55

My School — Messaging (65) — Ed Scan — My Students — Settings

As you may well have noticed, there is a black bar running along the bottom of each MyEd screen displaying five options. The first of which, My School, we have just explored. The second, Messaging, is displayed here.

On this screen, messages sent to you from the school will be displayed. These are not text messages nor emails but in-app messages. You can directly reply to the school by pressing on a message…
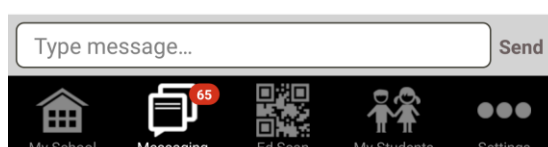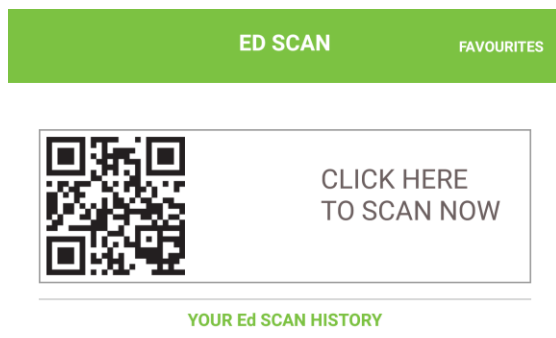
HIGHAM LANE SCHOOL

Welcome to My Ed

24.Apr.17 13:55
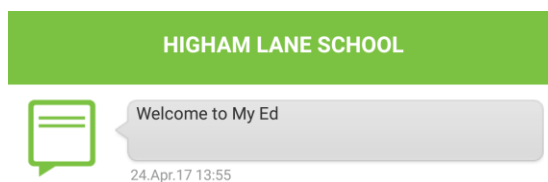
…and drafting your reply. Once you have finished simply press Send and your message will be received by one of the staff members at the school.

Messages that appear here may well be an automated absence message, sent by our system, to say that your child is absent. If this is the case, simply draft a response explaining the absence and the school will be notified.

Similarly, it may be a message notifying you of an upcoming event or school closure. Messages can contain links to resources, articles, media and forms for you to fill in.
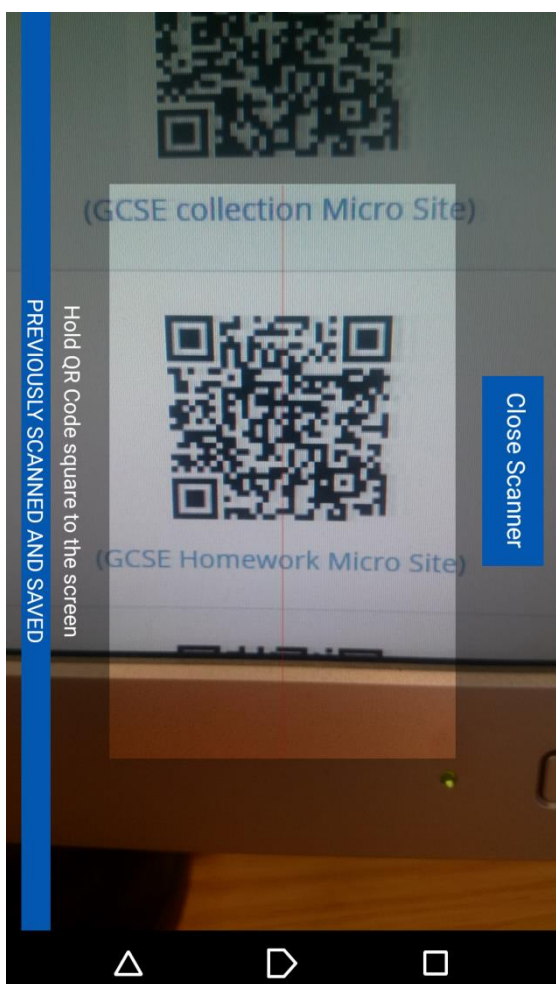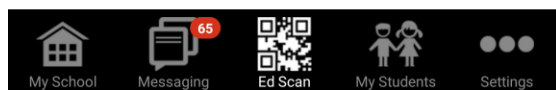
If you allow them, push notifications will be sent to your device when a message is received.

Type message… Send

My School — Messaging (65) — Ed Scan — My Students — Settings

CLICK HERE
TO SCAN NOW

YOUR Ed SCAN HISTORY

The next tab across is called Ed Scan. Should the school send out a letter or other communication with a QR code on it, you can use the camera on your device to scan it.

QR codes are black and white patterns organised in a square that can be used as a placeholder for information. MyEd can read these and display the information contained, as shown below.

My School   Messaging   Ed Scan   My Students   Settings

(GCSE collection Micro Site)

PREVIOUSLY SCANNED AND SAVED

Hold QR Code square to the screen

Close Scanner

(GCSE Homework Micro Site)

Press "CLICK HERE TO SCAN NOW" and MyEd will switch to your camera. Simply position the QR code within the highlighted area and MyEd will read the information and store it instantly. When done, just press Close Scanner.
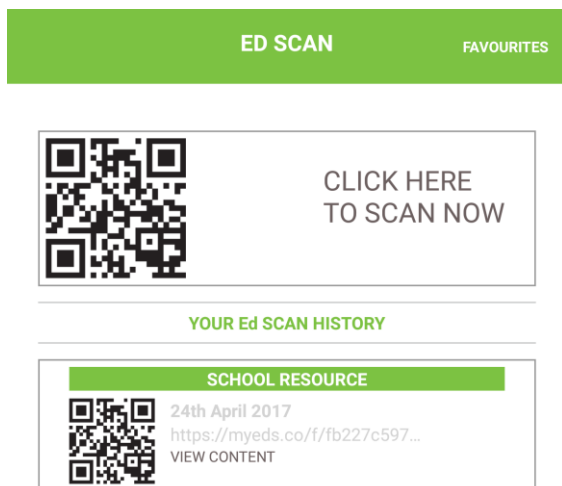
Once you have scanned a QR code and closed the scanner, the information contained can be seen in the section labelled Your Ed Scan History. To view the information, press View Content.
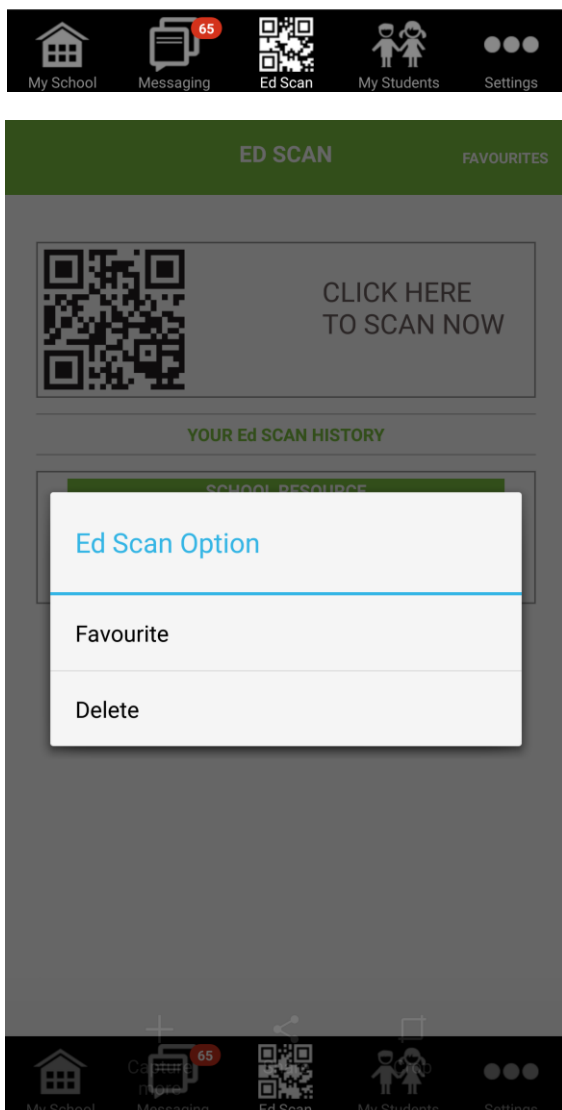
Pressing holding on any given Ed Scan will bring up these options. You can add it to your favourites if you wish to have it stored for future reference or delete it if it is of no interest to you. Your favourites can be accessed using the button in the top right hand corner.

MALTRAVERS ACADEMY

98.09%
ATTENDANCE

ABSENCE

28
TIMETABLE

ACHIEVEMENTS

FORMS

BEHAVIOUR

SHOW MY HOMEW...

REPORTS

EXAM TIMETABLES

This data was last updated 23/04/17

My School   Messaging 65   Ed Scan   My Students   Settings

The next tab across is My Students. From here you can view your child's Attendance, Absences, Timetable, Achievements, Forms and Behaviour among other things the school may choose to include. Let's have a browse.

ATTENDANCE

ATTENDANCE MARKS 98.09%

Attendance
Authorised

1.91%

98.09%

LATE MARKS

After
Before
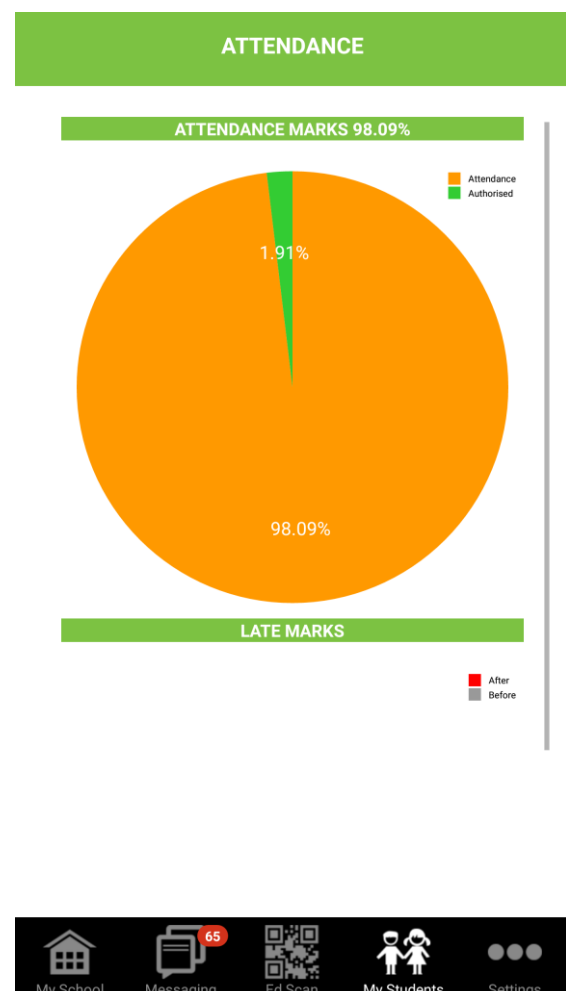
Within the Attendance section, various graphs will be displayed showing your child's attendance marks as well as any lates or unexplained absences. This is a quick and easy way to view your child's overall attendance figures.

My School   Messaging 65   Ed Scan   My Students   Settings

ABSENCE

Where you see any red unexplained absence, please contact the school with a reason for the absence. This helps keep our records up to date.

FRIDAY 03 MAR 17

AM
Authorised Absence

Illness

TUESDAY 11 OCT 16

PM
Authorised Absence

Illness

MONDAY 19 SEP 16

AM
Authorised Absence

Illness

PM
Authorised Absence

Illness

FRIDAY 16 SEP 16

PM
Authorised Absence

Illness

My School | Messaging 65 | Ed Scan | My Students | Settings

If you press Absence, a list of occurrences of your child missing school will be displayed. Each of these can be pressed in order for you to draft a message to the school explaining the reasons for the absence, as displayed below.

ABSENCE - TUESDAY 11 OCT 16

In order to keep our records up to date, please enter the reason for your childs absence in the box below and click send.

Lizzie Albion
Tuesday 11 Oct 16

Send

Alternatively, please click the call button to speak to us.

Call

My School | Messaging 65 | Ed Scan | My Students | Settings

From here you can either type in a message containing the name of the student, date of the absence and reasoning behind it, or you can press call and be put through to the school absence line.

TIMETABLE

MON:1 - ENGLISH
09:15 > 10:15	Mrs F Turner

MON:2 - FRENCH
10:15 > 11:15	Mr M Konchalski

MON:3 - TECHNOLOGY
11:35 > 12:35	Miss G Ratcliffe

MON:4 - TECHNOLOGY
12:35 > 13:35	Miss G Ratcliffe

MON:5 - MATHEMATICS
14:30 > 15:30	Mr C Jones

TUE:1 - MATHEMATICS
09:15 > 10:15	Mr C Jones

TUE:2 - ENGLISH
10:15 > 11:15	Mrs F Turner

TUE:3 - SCIENCE
11:35 > 12:35	Ms B Peters

TUE:4 - SCIENCE

My School | Messaging 65 | Ed Scan | My Students | Settings

The Timetable tab, quite simply, shows your child's weekly schedule of lessons, complete with timeslot and the teachers' name.

ACHIEVEMENTS

TUESDAY 29 NOV 16
Extra-curricular Activity

Gave up free time to guided guest around the school and answer questions.

MONDAY 03 OCT 16
Gold Award

Great work making staff aware of a broken window and ensuring no one was hurt by or stepped in the broken glass

WEDNESDAY 21 SEP 16
Excellent Effort

Extra effort put into research and producing work beyond the level required.

TUESDAY 06 SEP 16
Outstanding Work

Well written homework with a good rang of words.

The Achievement section displays all the behaviour awards granted to your children. It shows the date, the type of award and a brief write up of why it was awarded.

My School | Messaging 65 | Ed Scan | My Students | Settings

MALTRAVERS ACADEMY

FORMS

GENERIC SCHOOL TRIP

VIEW FORM

Once you have pressed on Forms, you will directed to a screen displaying any and all forms that the school have sent your way, ready to be filled in. They will only last for a set amount of time so be sure to submit them promptly. Filling them in is really quite simple…

My School | Messaging | Ed Scan | My Students | Settings

< BACK GENERIC SCHOOL TRIP

The trip will cost £1,600 and includes:
All accomodation fees
All meals, snacks and drinks,
Laundered towels
All transport

Do you grant permission for Emmanuel Sanderson TO ATTEND?
Yes ☐
No ☐

Of paramount importance to our school is the safety and well-being of all our pupils. With that in mind, please answer the questions below:
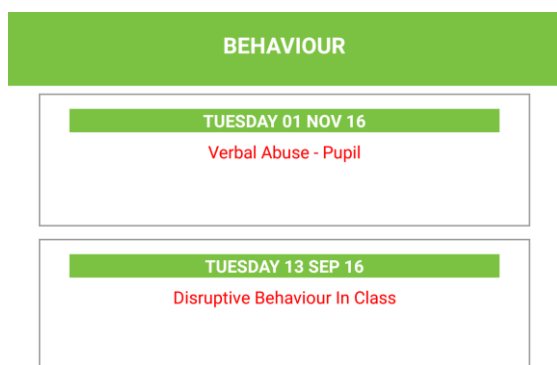
Does Emmanuel Sanderson have any allergies that we should be aware of?
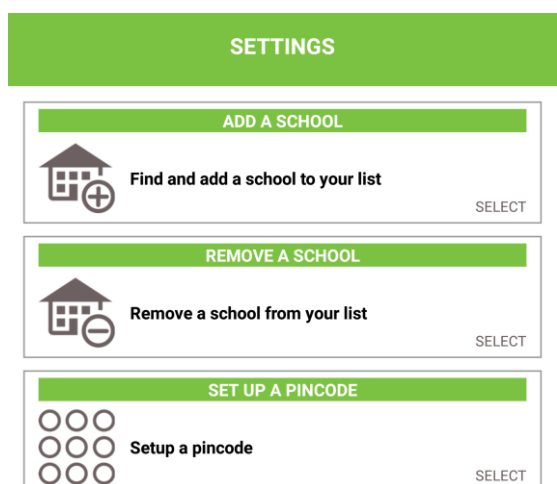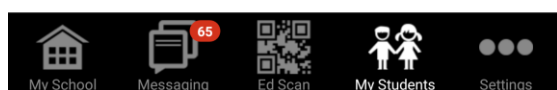Yes ☐
No ☐
If you answered Yes, please provide

…simply tap the name of the form to open it. Any radio buttons can be selected or deselected with a press and there may well be text boxes for you to fill in. Once you have finished, simply press Submit and the school will receive your response.

My School | Messaging | Ed Scan | My Students | Settings

BEHAVIOUR

TUESDAY 01 NOV 16
Verbal Abuse - Pupil

TUESDAY 13 SEP 16
Disruptive Behaviour In Class

The Behaviour section will display brief details of any rule breaking or indiscretions your child has been involved in. No great detail will be had here, this is merely a tool for you to stay on top of your child's behaviour.

My School   Messaging 65   Ed Scan   My Students   Settings

SETTINGS

ADD A SCHOOL
Find and add a school to your list

SELECT

REMOVE A SCHOOL
Remove a school from your list

SELECT

SET UP A PINCODE
Setup a pincode

SELECT

Finally, it's the Settings Screen. Here you can add or remove schools. You're not too likely to need this but, should your child move school or should another child of yours enrol at another MyEd school, here is where you would add them.

From here you can also set up a pin code if you want to make sure your child cannot access MyEd in case it is on a device you allow them access to. To do that simply press Set Up a Pincode and type in a four digit code of your choice before pressing done.

So, there we have it. We've been through MyEd in its entirety and, with any luck, you should be good to go.

My School   Messaging 65   Ed Scan   My Students   Settings