

App School Off Manual for Extracurriculars and AMPAs

Welcome to Technological Innovation in Education with the School Off app

The app is available in 3 Languages: English, Spanish and Catalan. The app detects the language of your mobile and is automatically displayed in the language.

HOME and AGENDA / CHAT

If you are a parent, on the Home screen in addition to the Notifications, it is displayed: the hourly availability of the teachers, the Schedule and the School Day Menu (if filled in) and the Calendar of Events, in which we will also add the Student Assistance.

The agenda is personal for each student. If you have more than one child in the School, change the agenda from the arrow at the top of the side menu.

To access the calendar of days gone by, click on the calendar in the upper right, choose the day and month, and click OK.

The app saves a photo of the agenda of the day to be able to consult the information at any time, but it is not possible to modify it.

The student's agenda is accessed by: The Principal, the Teachers associated with the student's class and the parents invited to access the student's profile.

The profile of Principal and Teacher are responsible for filling in the data of the personal agenda of the student.

The mothers & fathers visualize here all the information of the day reported by the Educator and can also write to the teacher in the Chat.

The agenda contains the chat for real-time communication between the parents of the student and the Educator. If you do not click on SAVE, the message will not be sent. This is a review measure and security in shipping.

At the end of the course, the Agenda and the photos of the student can be printed in PDF from the App.

HELP

In Help you can consult the Privacy Policy and the Terms and conditions of use of the App.

It is very important to read and review these documents. School Off is a secure, controlled app and complies with the Personal Data Protection Laws.

From this screen you can also contact Technical Support to resolve any technical questions about the app:

* Send a **chat to Technical Support**

You will always receive an answer in less than 24 hours!

GALLERY

The photos and videos are displayed by all the families in the class, and for security reasons, it is not possible to download or take the photos of the app, except for schools that have authorized it. School Off is a safe and controlled platform.

Photos and videos taken during the day appear directly on the screen. The rest of the photos are automatically saved in folders per months.

COMMUNICATIONS

Here you will receive class or individual communications from the student. Communications may contain links and attached documents.

The communication will appear on the initial communications screen. If you click on the communication, the complete message is displayed, you can download the attachments and open the links.

MY SCHOOL

In Information you will find the general information of the School and you can call directly from the app.

In Documents you can view and download the PDFs with the general information of the School.

You can also download the PDF of the Schedule and the Menus offered by the School.

You will receive meeting requests or excursion information. You will confirm assistance or authorize the excursion with just one click.

You will also receive end-of-quarter evaluations, and you can check the list of services and activities offered by the center in the Services Catalog.

HEALTH

The information in health is personal for each student. In Medication parents inform the medication that the student must take during school hours. ** Remember that it is not legal to give medication to a student if the teacher or the principal has not received the medical prescription in paper format with The signature of the medical practitioner.

In Medical history, family members report illnesses and special care: intolerances, allergies ... This information helps to get to know children better and promotes specialized care and attention.

We hope you enjoy using School Off App and find it useful. We are at your disposal for any questions or suggestions for improvement.

Team Childcare On

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