



Legacy Christian Academy Online Student Information System **QUICK START TUTORIAL**

Sycamore Education is an interactive web-based application that allows parents to view a range of information about their child. This quick start tutorial will introduce you to the basic features of Sycamore Education.

Log In!

Navigate to the Legacy website at: <http://www.legacy-christian.com>

Choose your school: On the main page, two links are provided. Click on the Elementary site, or our Middle School site.



Enter your Username and Password in the fields below:



Change Your Password

Password – Sycamore automatically generates a password for you. Use the following to steps to change your password to something easier to remember.

1. At the main screen, click on “My Organizer”, then “Password”



2. The following screen appears. When completed, don't forget to click on Submit

Changing password -

Enter your Old Password:

Choose a New Password:

Now, Confirm New Password:

Enter your old password and then enter your choice for a new password. Be sure to click **Submit** when you're done.

The Homepage

The screenshot shows the Legacy Christian Academy Sycamore Education homepage. The header (1) includes the school logo, name, and year. The top right shows a greeting and student icons. The left sidebar (2) contains navigation links. The main content area (3) features news articles and a calendar. The right sidebar (4) includes flash news, school sites, and a daily schedule table.

Events	Who's On	Lunch
Time	Event	
No School Events Scheduled		

Student Birthdays		
28th	Simonson, Anna	Senior
28th	Jones, Ralph	7th
28th	Cosby, Vanessa	7th

Homepage - the homepage is where you land when you first login to Sycamore. Any time you want to get back to this page, you need to click on the Home link in the upper left menu.

The home page contains four different fields:

1. The header across the top displays your school name, logo and the current school year. In the top right, you will also see icons with your students' names listed below or thumbnail photos for each of your current students. Clicking on an icon will open that individual's "Student Dashboard".
2. To the left is the Sycamore Education school site menu
3. The center section of the home page will list recent news articles, upcoming calendar events, uploaded documents or photos depending on which tab is on the top.
4. The last area on the homepage is a vertical display of boxes on the right of the page that offer information that pertains to the school which includes what is for hot lunch for the day, student birthday's, and school wide events.

Student Information

Click on the student you want to get information on:



Student Dashboard – this is where you can take a quick glance as to what assignments your students have coming up, or that are missing. This area will also lead you to four other important areas called, “Documents”, “Grades”, “Schedule”, and “Attendance”.

My Student's Dashboard - Google Chrome

My Student's Dashboard

Baker, Todd [4]

General Documents Schedule Attendance

Information

Student Info

First: Todd
Middle:
Last: Baker
Goes By:
Birthday: Apr 01 2001
Work:
Cell:
Email:
URL:

School Info

Student Code: BAK1284-1
Enrollment: Current
Grade: 4th
Advisor: Sycamore Support
Locker #: 1234
Combo #: 23-34-32
Graduation: May 0 Graduated

Recent Documents

Due	Title
05/08/2011	4th Grade Chapter 15 quiz

Current Assignments

Due	Title
05/05/2011	4th Grade Chapter 15 questions

Missing Assignments

Date	Name
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Events

Update Close

Use the drop-down menu to select a different student

All due assignments will be listed here

Any missing assignments will be here

Grades Tab – when you click on this tab, you will see a list of the grades that have been posted in any classes this student is associated with. If you go to this page, and it is blank, no grades have been posted yet.

The grades listed are those that have been officially posted. If you click on the blue letter grade button, you will see a list of all assignment grades, some of which have not yet been posted so will not be a part of that average.

These are the posted grades. If you click on the letter grade button (B), you get a list of all assignments that have been graded but not necessarily posted.

Class	Teacher	Subject	Posted	Number	Grade	Comments
5th Grade	Teacher, Demo	Math	10/13/10 10:10 AM	90	A+	
5th Grade	Teacher, Demo	Engl			A+	
5th Grade	Teacher, Demo	Reli			A+	
5th Grade	Clark, Mary	Spa			B	
5th Grade Math	Kotter, Gabe				E	
Music	Mayes, John				A	Listens very well. Much talent.
5th Grade Music	Clark, Mary	Mus			A+	
Reading	Dalluge, Mark				E	
5th Grade Art	Clark, Mary	Art			E	
5th Grade PE	Clark, Mary	PE			P	

The status of an assignment is listed to the left with the key to that status below

Due Date	Assignment	Poss	x	Score	%	Comments
08/15/09	Math Review	20	x2	20	100.0	
M 08/20/09	Addition	50	x1	0		
08/25/09	Addition of whole numbers	100	x1	97	97.0	Much Improved
L 09/20/09	Pages 18-22	100	x1	80		
09/25/09	Pages 24-25	50	x1	45	90.0	
08/17/09	Math Review Test	50	x1	45	90.0	
E 09/13/09	Chapter 1 Test	100	x1	0		
10/15/09		100	x1	85	85.0	
10/10/09	Project	100	x1	89	89.0	
Quiz					15 %	
A 09/10/09		100	x1	0		
10/05/09		50	x1	40	80.0	

E/A Excused/Absent M/L Missing/Late

**Clicking on the school house will take you to the classroom home page for more information about that class, and activities.

Attendance Tab – here you will find out the number of tardies and absences of your student. The tardies and absent buttons give you the actual notes of you're your student was tardy or absent, including the description as to why.

The screenshot shows the 'Attendance' tab for student Esther Beckner. A red box highlights the '5th Grade' class name with the text: "Click on the class name to open the detailed view." Below this, a detailed view for '5th Grade : Beckner, Esther' is shown, including a summary table and a 'Q3 Detail Attendance Records' table.

	Q1	Q2	Q3	Q4	Total Days
Present	4.50	0	11.00	10.00	25.50
Absent	3.50		3.00	0.00	6.50
Tardy	0	0	2	1	3

Date	HR	Present	Excused	Unexcused	Tardy	Notes
M 2/23/09	✓	☒				
W 2/25/09	✓	☒				
T 2/26/09	✓	☒				
F 2/27/09	✓	☒				
M 3/2/09	✓	☒				
T 3/3/09	✓	☒				
W 3/4/09	✓	☒				
T 3/5/09	✓	☐				
F 3/6/09	✓	☒				
W 3/11/09	✓	☒				
T 3/17/09	✓	☐	✓		✓	
W 3/18/09	✓	☒				
T 3/19/09	✓	☒			✓	
F 3/20/09	✓	☐				

Schedule Tab – clicking here will allow you to see the classes that your student is currently enrolled in. Some classes have the time they will be in those classes (for Middle School students).

The screenshot shows the 'Schedule' tab for student Nick Beckner. It displays a list of classes and a detailed view of the student's weekly schedule.

Class	Teacher	Room	Period	Start	Stop	M	T	W	T	F	Q1	Q2	Q3	Q4
9th Grade Gym (PH8109)	Collins, Anita		1st	08:10 am	08:55 am	●	●	●	●	●	✓	✓	✓	✓
Chemistry 101 (SC100.1)	Smith, Janie	102	2nd	09:00 am	09:55 am						✓	✓	✓	✓
Junior Bible B (BIB301.2)			4th	11:00 am	11:55 am	●	●	●	●	●	✓	✓	✓	✓

Quarter	Monday	Tuesday	Wednesday	Thursday	Friday
1st	9th Grade Gym	9th Grade Gym	9th Grade Gym	9th Grade Gym	9th Grade Gym
3rd	Biology II - C	Biology II - C	Biology II - C	Biology II - C	Biology II - C
4th	Junior Bible B	Junior Bible B	Junior Bible B	Junior Bible B	Junior Bible B
	Biology II - A2	Biology II - A2		Biology II - A2	Biology II - A2
5th	English 12	English 12	English 12	English 12	English 12

Classroom Page – any time you see a red school house 🏠 you will be taken directly to the classroom web page. A new window will open that will take you to a new page within Sycamore Education for that class. This is a classroom home page. It is very similar to the school home page, but has customized content that pertains to that class. This includes news articles from teachers, and current assignments due, for this one particular class.

Legacy Christian Academy
Passing the Torch of Excellence 2011-2012

5th Grade
Ms. Thompson

Home

- Classroom
 - News
 - Calendar
 - Documents
 - Photo Albums
 - Favorites
- Front Desk
 - Staff
 - Students
 - Directory
- Comm Center
 - Discussions
- Instructional
 - Curriculum
 - Online Test

Home

News | Calendar | Documents | Photos

News - Last 10 News Articles [All News](#)

Trip to the Circus
We will be going on the annual 5th grade trip to the Circus on May 13. All students that want to go will need to get their permission slips signed and turned in by May5. The permission slips are being sent home with your students. If it gets lost, you can download the document found under the Documents tab (circus-permission.doc). Any parents that would like to go along may contact more...
Fri March 6th, 2009 12:00 PM Views: 4

Christmas Program
Girls will need to wear a nice skirt and blouse or a dress. Boys need to wear slacks and a collared shirt or sweater. No one should wear jeans, T-shirt, or tennis shoes. Band members and those playing piano prelude need to be at school by 6:30 and every one else needs to be at school by 6:45. more...
Mon December 1st, 2008 12:00 PM Views: 0

[More News](#)

Teachers

- Brewster, Punky
- Kotter, Gabe
- Thompson, Jenna

Students Count: 19

Current Assignments

Due	Title
May 19	Mammals
Apr 11	Page 122
Apr 15	Church History Quilt
Apr 15	P. 15
Apr 15	Pop Quiz
Apr 19	Chapter Review
Apr 23	Point Sheets
Jun 12	Review Sheet
Apr 24	test
Apr 28	Drop Box Test
May 12	Math: page 12
Jun 15	Weekly Quiz
Mar 29	Chapter Review

Photo Highlights

Planetarium

Document Highlights

Filename
PermissionSlip
ezed

Links

MSN

Technical Help

Having issues?

If you are require technical help, please do not contact Sycamore Support. Please ask someone at the front desk, or you can contact Mr. Astrera via email at astrera@legacy-christian.com.