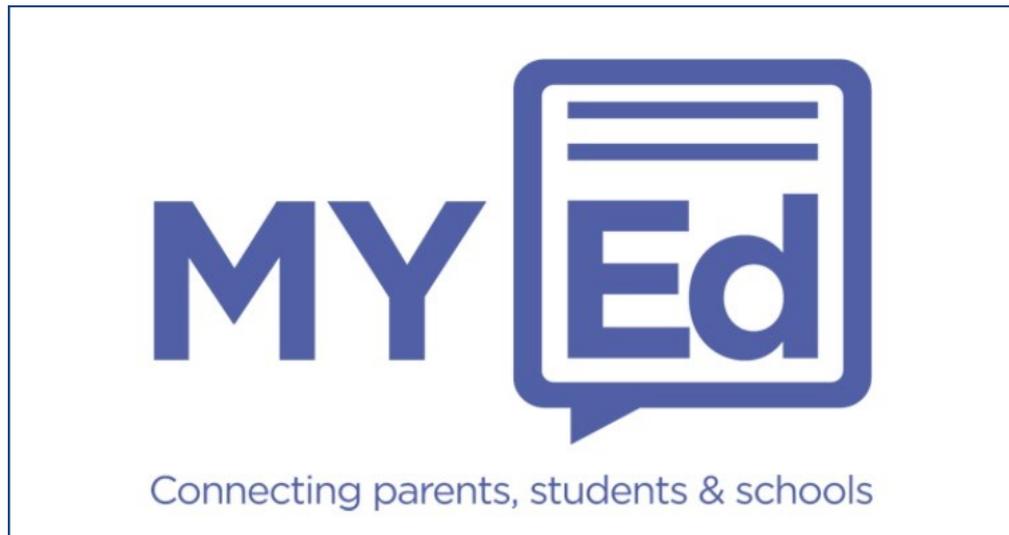




# Plymstock School MYEd User Guide





**When you have downloaded the MyEd App it will take 24 hours for your child(ren) to be linked to this account. You can still view the details on Page 4 but the 'My Students' area will not be available until the accounts have been linked.**



Connecting parents, students & schools

SELECT A SCHOOL

Plymstock School

SELECT

**When the app opens you are required to  
select a school.**

When you enter the school details, the next screen to appear will show you the following icons:

**Key Dates:** Link to the school calendar

**Contacts:** Provides contact details for various departments.

**Payments:** Link to Parent Pay

**Resources:** Provides links to various areas of useful information for Parents.

**Term Dates:** Takes you to the school website detailing school term dates.

**Headteacher:** Headteacher's Blog

**Homework:** Link to Show My Homework

**Twitter:** Link to Plymstock Twitter updates

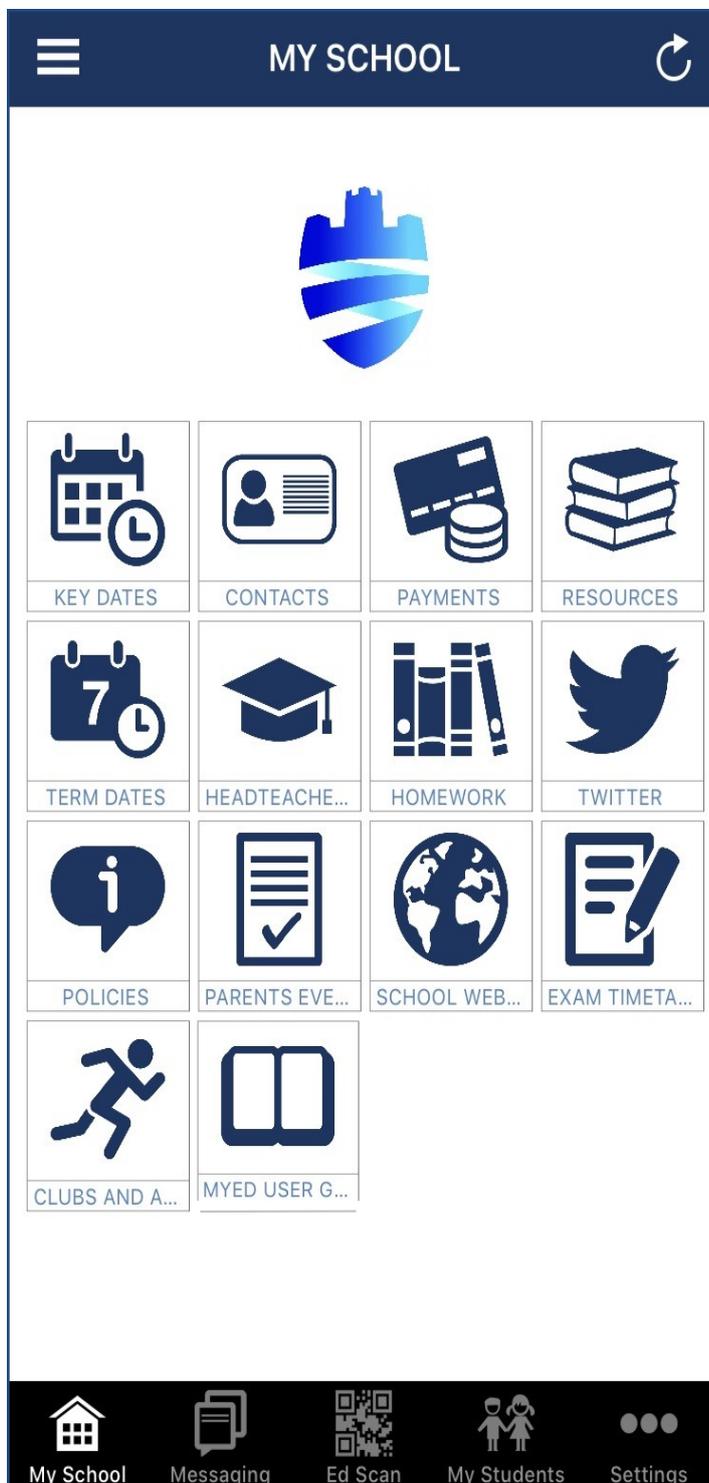
**Policies:** Provides school policy information

**Parents Eve:** Link to Parents' Evening Booking system

**School Web:** Link to school website

**Exam Timetable:** Whole school exam timetable (when it becomes available)

**Club & Activities:** Provides information on all school clubs and activities taking place for the academic year



## MESSAGING

● Plymstock School 10.Dec.18 11:16  
Plymstock School  
Welcome to My Ed

● Absence Hotline 10.Dec.18 11:16  
Plymstock School  
Please use this message window to report absence.

● Plymstock School 25.Jun.18 11:55  
Plymstock School  
SPONSORED WALK - FRIDAY 29 June. Thank you to those of you

● **Progress Checks** 30.Nov.18 11:52  
*Plymstock School*  
Y12 & Y13 Progress Checks and Parents Evening instructions are now available on your ConnectED A...

● **RTL** 04.Dec.18 09:26  
*Plymstock School*  
Dear Mr . , Please be aware that has been sent to the Improvement Room. she will be the...

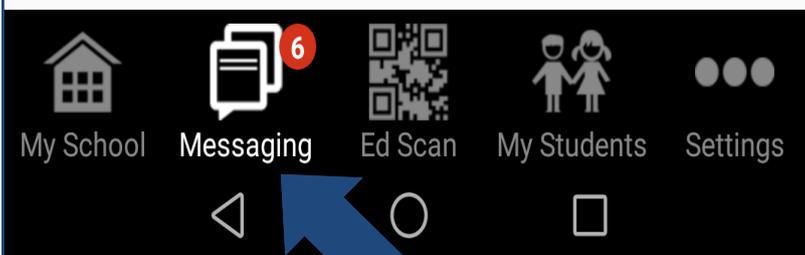
**Welcome:** This is the welcome message for the app. You can message the school directly from this message.

**Absence Hotline:** Here you can message the school directly to advise if your child is absent. This message will go to our Attendance Officer.

This is where all messages will come in from the Main School– they are threaded messages so you can scroll back through to see all previous messages sent. You can reply to this message too.

**Progress checks:** All messages regarding progress checks will sit in this folder. You can reply directly to our Data Manager regarding the Progress Checks.

**RTL:** If your child has been issued with an RTL, a message will go directly into this folder. You can reply to this message which will be sent to the RTL Department.



**When a new message is sent from the School you will receive a notification here**



When a Progress Check report message is sent, there will be a blue hyperlink (Digital Document) which is the link to open up the Progress Check—there will be no attachment to the message, you will need to ensure you click on this link to open the report.

These Progress Checks are stored within your App—please see page 14 for further details.



100%	 ☆	 ☆	
ATTENDANCE	ABSENCE	TIMETABLE	ACHIEVEMENTS
			
FORMS	BEHAVIOUR	DOCUMENTS	EXAMS

**Next, if you click on the 'My Students' icon you will be taken to the above screen which holds details specific to your child(ren).**



				
My School	Messaging	Ed Scan	My Students	Settings

# MY STUDENTS



Student's Name

SELECT



Student's Name

SELECT

**If you have more than one child at Plymstock, you can view them individually.**



My School



Messaging



Ed Scan



My Students



Settings



**Attendance** : A snapshot of your child's attendance.

**Absence:** Here you will see any unexplained absences– you can click on them to provide a reason which will then be submitted to the school to update accordingly.

**Timetable:** Complete subject timetable for your child.

**Achievements:** Any merits awarded will be shown here.

**Forms:** School consent forms can be provided and submitted to the school electronically.

**Behaviour:** Any behaviour notes will be shown here.

**Documents:** All Progress checks are kept here.

**Exams:** Student specific exam time (when it becomes available).

Student's Name 

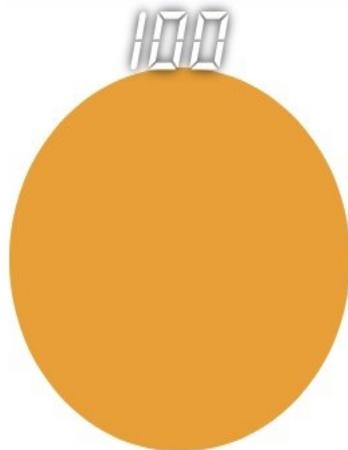


100%	 ☆	 ☆	
ATTENDANCE	ABSENCE	TIMETABLE	ACHIEVEMENTS
		 A+	
FORMS	BEHAVIOUR	DOCUMENTS	EXAMS

This data was last updated 29/11/18

 My School  Messaging  Ed Scan  My Students  Settings

ATTENDANCE MARKS 100%



- Attendance
- Authorised
- Unauthorised
- Unexplained

LATE MARKS



- After
- Before

**Attendance/late marks are taken at morning registration (8.45am) and period 4 (12.20pm).**



My School



Messaging



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My Students



Settings

# ACHIEVEMENTS

FRIDAY 09 NOV 18

Merit

THURSDAY 08 NOV 18

Merit

TUESDAY 06 NOV 18

Merit

excellent effort in class

MONDAY 05 NOV 18

Merit

TUESDAY 18 SEP 18

Merit



My School



Messaging



Ed Scan



My Students



Settings

# TIMETABLE

## MONA:1 - ENGLISH

09:00 > 10:00

Ms M G Robinson

## MONA:2 - MATHEMATIC

10:00 > 11:00

Miss K A Marshall

## MONA:3 - SCIENCE

11:20 > 12:20

Mr S J Farrant

## MONA:4 - PHYSICAL E

12:20 > 13:20

Mr P J Steward

## MONA:5 - IT APPLIED

14:10 > 15:10

Mrs R E R Swan

## MONB:1 - MATHEMATIC

09:00 > 10:00

Miss K A Marshall

## MONB:2 - ETHICS, PHIL AND CULT

10:00 > 11:00

Mrs D S Slade

## MONB:3 - DESIGN AND TECHNOLOGY

11:20 > 12:20

Miss E J Pring

## MONB:4 - PHYSICAL E

12:20 > 13:20

Mr P J Steward



My School



Messaging



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My Students



Settings

# BEHAVIOUR

**MONDAY 15 OCT 18**

RC-2 Missing Key School Equipment

**THURSDAY 06 SEP 18**

RC-2 Missing Key School Equipment



My School



Messaging



Ed Scan



My Students



Settings

**201718 Y12 AUTUMN CONNECTED**

08 Nov 2017  
VIEW REPORT

**201718 Y12 PEBS CONNECTED**

07 Mar 2018  
VIEW REPORT

**CONNECTED TEST**

07 Mar 2018  
VIEW REPORT

**201718 Y12 SPRING CONNECTED**

21 Mar 2018  
VIEW REPORT

**201718 Y12 SUMMER CONNECTED**

16 Jul 2018  
VIEW REPORT



My School



Messaging



Ed Scan



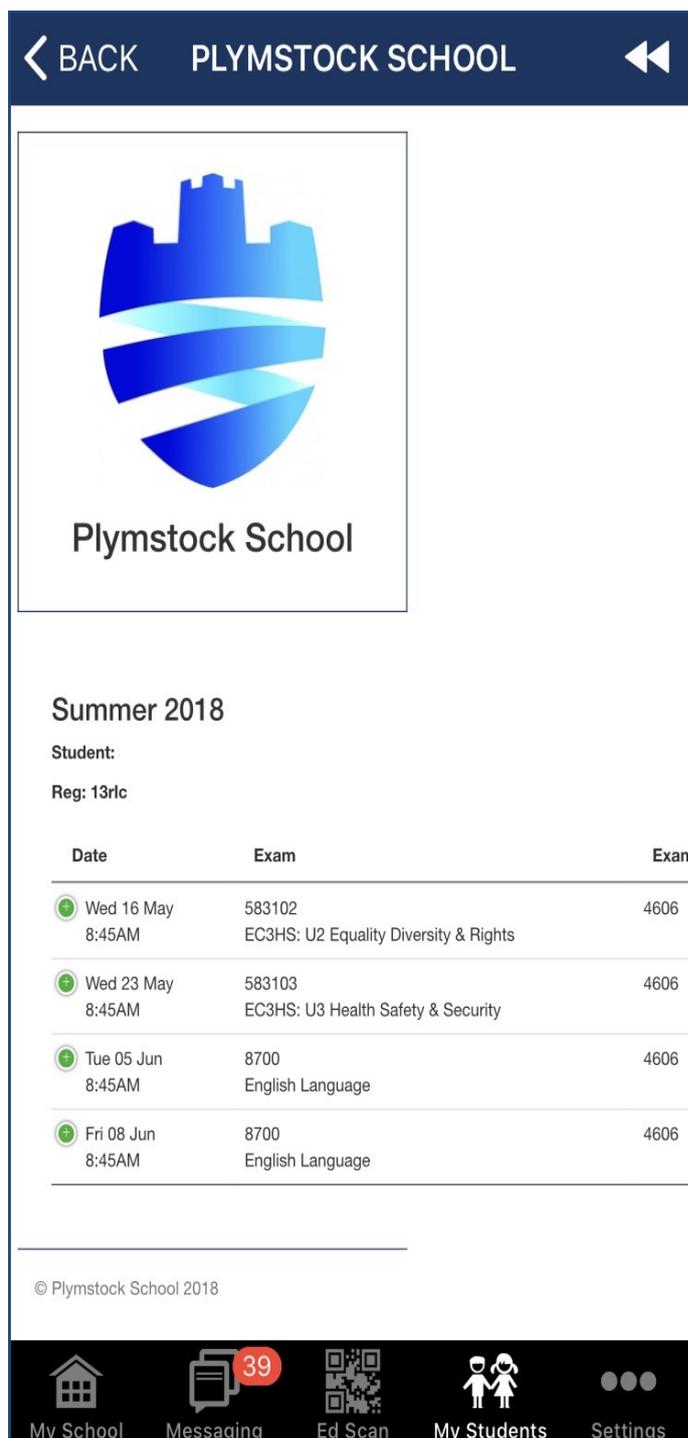
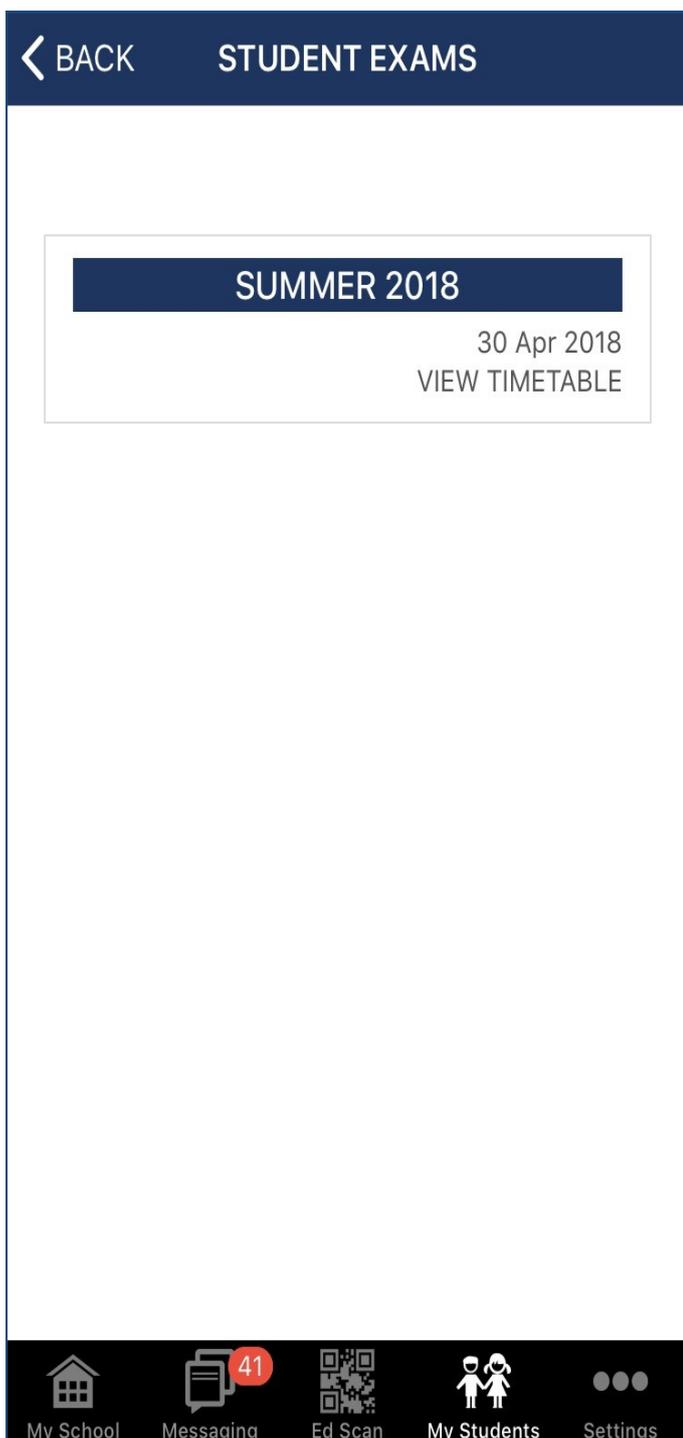
My Students



Settings

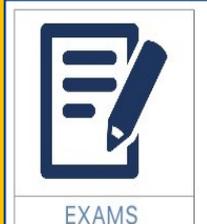
**All progress checks are held within the Documents section. You can go back and view all previous progress checks here.**





**Exams:** A complete breakdown of each exam is provided here. These are not issued electronically to the students, but you can screen shot this view and send this to them. All students will receive a paper copy.

**NB: this will only appear when they become available**



## Frequently Asked Questions:

### 1) What if you change your phone or phone number?

If you change your phone, please install the MyEd App to the new phone and follow the instructions to set up your account. If you have kept your phone number, it will take 24 hours for the accounts to be activated. If you have changed your phone number as well, please provide your new details to the School so that your details can be linked to your account. (If you are experiencing problems with your phone not linking to your children, sometimes clearing your phone caches or the MyEd app cache history helps resolve this issue).

### 2) What if the progress check doesn't open?

The progress check link will be sent to you via an email or MyEd app message (as shown on page 6) . If this doesn't work you can copy this link by highlighting the whole text e.g. <https://myeds.co/dd/khukwmp6vjst4n46p0bx> and pasting it into your web browser-a PDF document should open or appear as a download to open.

### 3) What happens if MyEd App becomes inactive?

If you start to receive SMS messages from the School it is because you don't have the MyEd App or your App has become inactive. If you open the app again, or if you re-install the app the system will start sending in-app messages to you.

**Please ensure that you keep your contact details up to date with us to ensure that you are receiving all the school information we send out.**