

# eTAP















## SCHOOL MANAGEMENT SYSTEMS

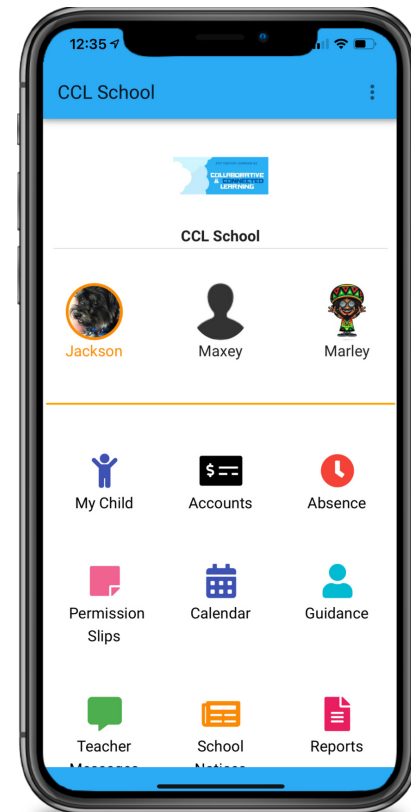


Getting started with the  
eTAP Parent App



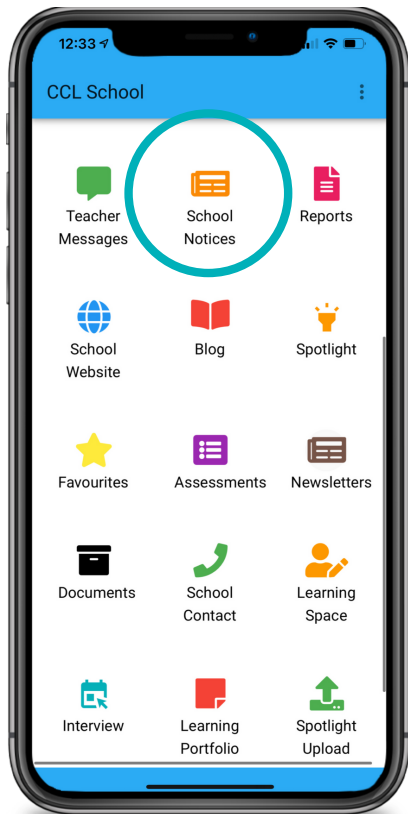
# Functionality

-  Sending Push Notifications
-  Sharing Parent/Caregiver Reports
-  Permission Forms
-  School Calendar
-  Sending Teacher Messages
-  Uploading Learning with Spotlight
-  Absences
-  Schools Contacts
-  Student/Caregiver Information
-  Accounts & Tax Receipts
-  How to get the app working for your school
-  Changing Passwords and Restricting Access
-  Classroom Blog/Classroom Feed
-  Caregiver Interviews





# ✨ Sending Push Notifications



Go to Notices on your main screen. If you do not see this, email the help desk to have them activate this for you.

1. Add the notice information in the field below and remember to select "Publish to @school to "Whole School"
2. Choose the duration you want the message to last for.
3. Then click on APP Push and select "Send notification to parents @school Mobile APP"
4. To send, click "Save this notice"
5. Please note that notices to specific groups must be sent through @ School and the Notices button there. They will then notify only those that you have selected from the Subgroup.

1

**Return to Menu** Pupil details Admin tools My eTAP Pupil lists One Plan/Markbook Attendance

Hub

Welcome message | About us | Documents | Assessments publish | Access logs | User setup | All published messages | Permission Slips

**1) Choose a Message or Customer report by clicking on a grey submit button**

**Users Messages**

Create: New message | New homework

224	Mouthguard	8	0	0	0	Add File
223	Bainesse test	1	0	0	0	Add File
222	Camp notice	1	0	0	0	Add File
221	Test for Boulcott	1	0	0	0	Add File
220	St Jo practice	1	0	0	0	Add File
219	Bring your togs for swim after practice	20	0	0	0	Add File
218	practice tonight at 5pm the park	2	0	0	0	Add File

Bamm RUBBLE Hub 1 Y3
Fred ANDREWS Hub 1 Y3
George ADAMS Hub 1 Y3
Gloria Phoenix RALPH Hub 1 Y3
Jackson MCFARLANE Hub 1 Y3
Joe COCHET Hub 1 Y3
Mary MCFARLANE Hub 1 Y3
Milly SMITH Hub 1 Y3
Minnie MOUSE Hub 1 Y3
Ozzie MCFARLANE Hub 1 Y3
Sue ALLEN Hub 1 Y3
Toby HERD Hub 1 Y3
Tom JOHNSON Hub 1 Y3

3

2

Notice:

From: Andy McFarlane

Tags: ☐ Important ☐ Our achievements ☐ Event ☒ Publish to @school site to "Whole School"

Future Start: 2019 - 06 - 30 | Expire On: 2019-07-02

APP Push Notification ☐ Send notification to parents @school Mobile APP

**Save this notice**

Add a Smiley If you need to! No Smiley! 😊 🌟 🤖 😢 😡 😭 😏 😘 😗 😙 😚 😛 😜 😝 😞 😟 😠 😡 😢 😣 😤 😥 😦 😧 😨 😩 😪 😫 😬 😭 😮 😯 😰 😱 😲 😳 😴 😵 😶 😷 😸 😹 😺 😻 😼 😽 😾 😿 😫

@school only ☐ Show this week only Show last week only Entered today Today and unexpired Show calendar

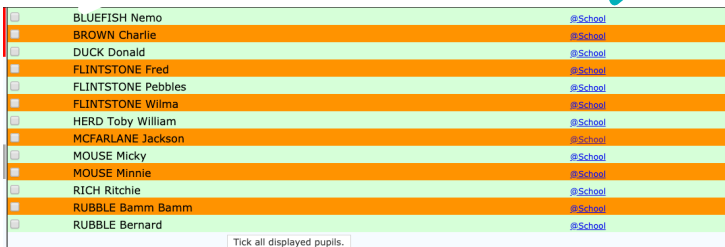
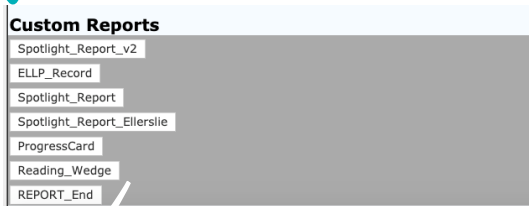
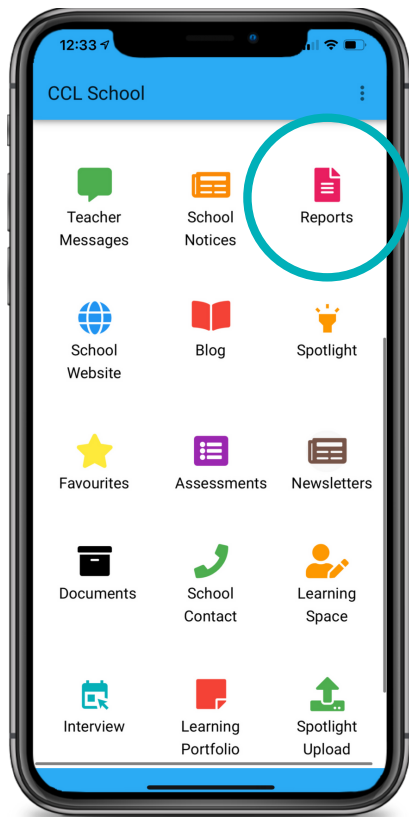
**OR Include expired notices:** Show this week Show this month Show last two months Show last three months Show whole 2019



# ✦ Publishing Caregiver/Parent Reports

Go to @school Setup on your main screen.

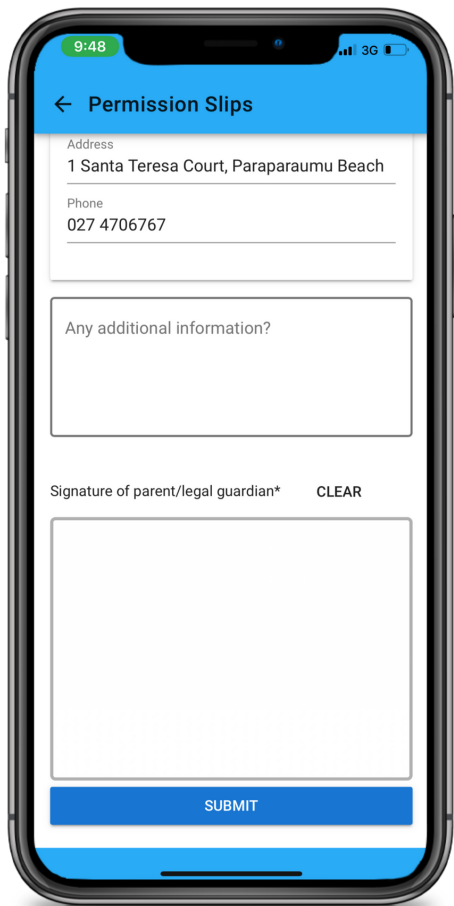
1. Scroll to the bottom until you see the portion of the screen then select the report you want to publish to the APP.
2. Choose the duration you want the report to last for. The final option is forever in the right hand menu of the date range.
3. Then select the class or group from the drop down menu above and hit "this group" button.
4. Then tick those you want to publish to or "Tick all displayed pupils"



2) Enter dates to set the from and to dates tick beside pupils who will see Spotlight\_Report\_v2, then click the 'save..' grey submit button

A screenshot of the 'Spotlight\_Report\_v2' configuration screen. It shows fields for 'Available from:' and 'Available until:' with date pickers set to 2019-06-30. Below these fields is a button labeled 'Publish to @school for pupils ticked'.





## You can make permission forms



These have the ability for the person filling it in to add details to this section. There is no facility for multiple-choice questions at this stage as some other school apps and some school permission systems already do.

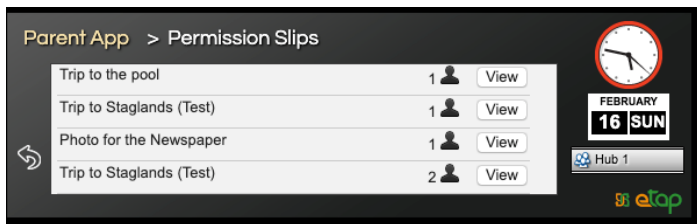
Teachers can then access the information about who is attending and the extra details from the learner hub in the Parent App section under Permission Slips and for setting up forms they are under @ school setup from the green screen.

You can even make subgroups from the permissions that are given.


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[Pupil details](#)
[Pupil lists](#)
[Guidance](#)
[Attendance Register](#)
[Admin tools](#)
[Sickbay](#)
[Request Help](#)

[Back to Permission Slips](#)
[Create Subgroup from these responses](#)

Date Signed	Room	Pupil	Caregiver Signed	Signature	Additional Information	Permission
2021-07-27 10:39am	Hub 1	Troy BLACK	Skip Black			No
2021-07-27 10:38am	Hub 1	Jackson MCFARLANE	Andy McFarlane		extra info from parent goes here	Yes



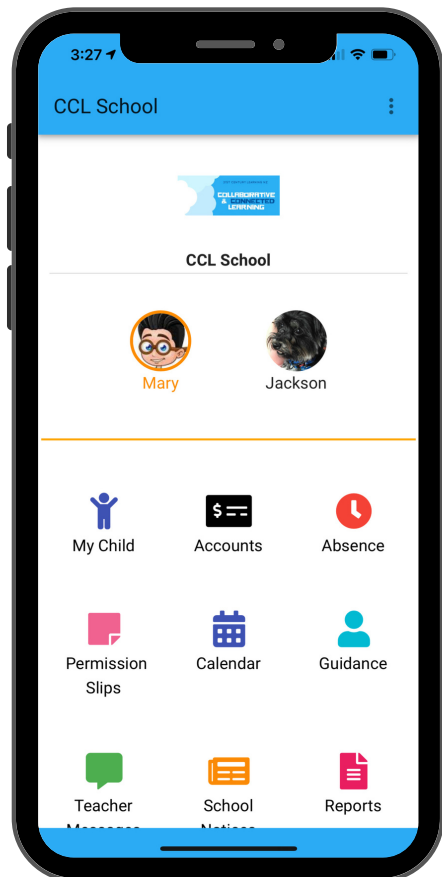
Test Permission Form					
Date Signed	Room	Pupil	Caregiver Signed	Signature	Additional Information
2019-11-01 4:42pm	Hub 1	Toby William HERD	Angela +64212648534	<a href="#">View Signature</a>	Yes I can be a parent help. I will come on the bus.
2019-10-24 9:23am	Hub 1	Jackson MCFARLANE	Andy McFarlane	<a href="#">View Signature</a>	Yes can help





## ★ Sending Teacher Messages

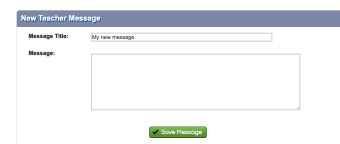
Teachers can send messages to the Parent APP directly from the Learner Hub. Just head to your Learner Hub and click on "Parent App". If you do not see this, please contact the help desk or your ETAP coach.



\* Remember that you can change group by clicking the grey box under the date on the board.

1. Click on the + symbol

2. A message box will appear so type your message.



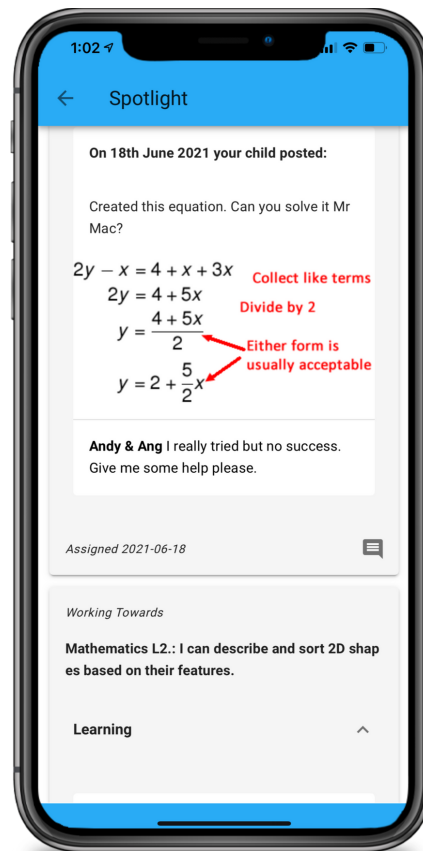
3. Click on the message once saved from the list in on the board.

4. Click on the date range and the students bubbles of who needs to get the message.

5. When you click each students bubble, the message you selected sends and the black shilloette # should increase.



# Sharing Learning in Spotlight

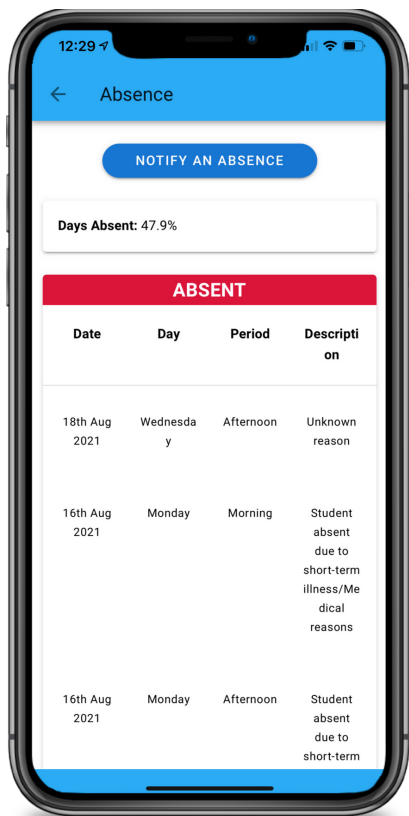


Spotlight on Learning is our new live reporting system that enables schools to share learning in a meaningful and more immediate way to parents/caregivers. Its ability to develop student agency in learning is a key development concept for us at ETAP.

Your coach has further information about this function and how teachers can make effective use of Spotlight is all part of the professional development associated with this ETAP functionality.

For further information, please contact your coach.





## ★ Absences

Parents/Caregivers have live access to their children's attendance records. They can notify your school of absence directly from the app. The system allows them to email directly from their phone.

\* Please note that absences will only show for the current year and any comments that administrators have made against a student record in absences will show. We can preview this with you.

## ★ School Contacts & Other Important Connections

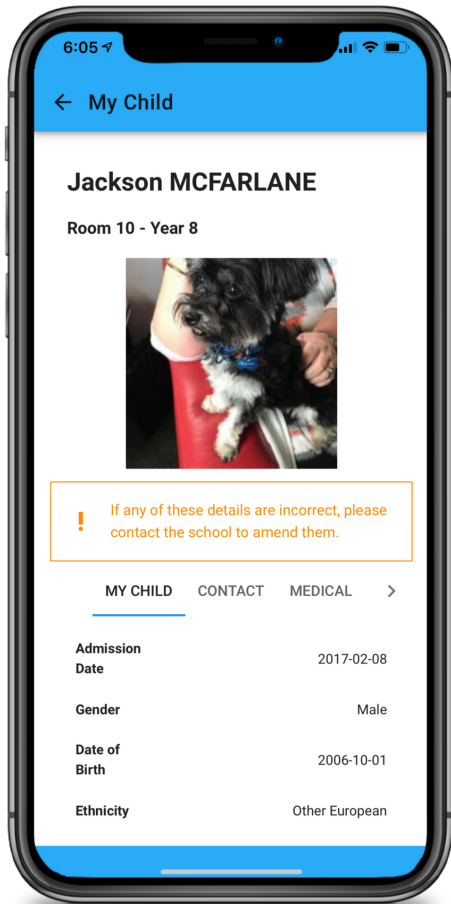
We can embed your school website and other important links such as



\*Please be aware the ETAP APP forwards the user to the external link, and does not log them in. They will need to have access to the user name and password accordingly.

Contact your coach for further information. We can also link to your school sites for sports draws or notices that have been posted on websites.





## ✦ Student Details & Caregiver Information

Student details are checked and reviewed by Parent/Caregivers. They cannot edit information but the message clearly details for them to contact the school office. We can show a variety of information here so please ask your coach to assist you.

Parent Caregiver details are contained within the ETAP parent app and this means that if caregivers do not reside at the same address, the system will not allow them to see each other's contact details.

We can also publish transport information for schools that need bus details listed or user names that might be stored for students such as their Google information or library user info.



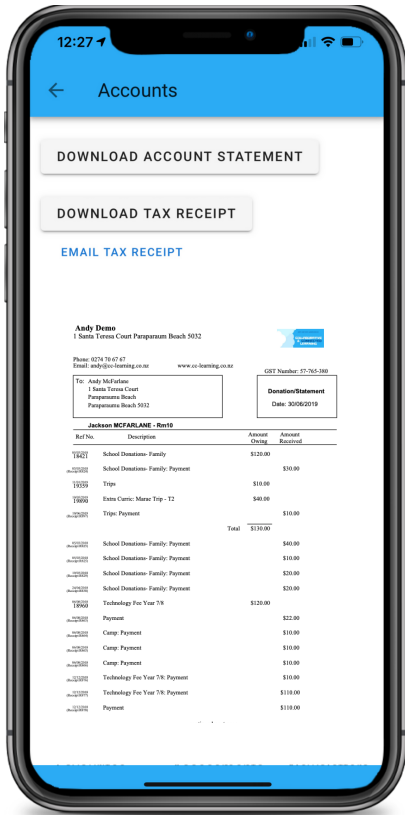
## Accounts and Tax Statements

Invoice/Donation Statements can be downloaded in two clicks along with tax receipts for IRD. This means that you no longer have to send these out as a printed batch if you choose not to.

Links to Kindo accounts do exist and as a valued ETAP business partner, parents can pay and use the functions of Kindo, right from their ETAP APP.

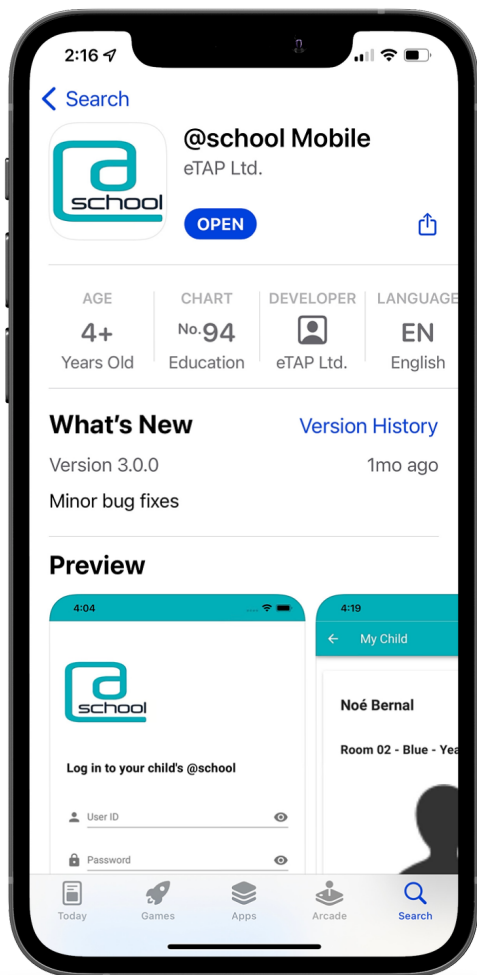
Should your team require more information, please contact your coach or the ETAP help desk for further information.

ETAP also links to Kindo and provide a link on the ETAP APP directly to Kindo.



**kindo.**  
the online shop that makes every payment easy





## E-mailing App Instructions for Parents

To deploy the APP to your parents, please contact your ETAP coach. This needs our technical guidance and advice.

Parents can download the APP from Google Play or the Apple App store.



Just search for @school Mobile. During the deployment process, parents/caregivers will be emailed instructions on how to log in. This process will need to be discussed with your school administration team for all new enrolments to ensure your process is updated and easy for those responsible.

Your coach is the expert in this area so please use their knowledge and guidance.

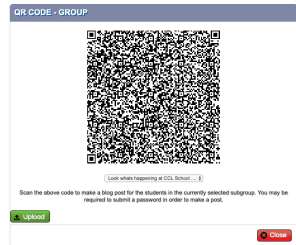
We have a video to help parents logging in. Just ask us and we will send you the link.



## Blog/Classroom Feed


This brand new feature is just going to live with schools soon so that teachers can share the excitement of learning with parents/caregivers directly from the ETAP APP.

Posts can be easily published via QR code and individual team or whole school messages can be sculpted in the new BLOG publishing engine.



**Manage Blog uploads**  
☒ Published ☒ Unpublished





















**Filter Options:**  
☒ Published ☒ Unpublished

**From:** 2020-01-01  
**To:** 2020-02-16  
**Blog:** Look whats happen 

**Go**  
**Preview**

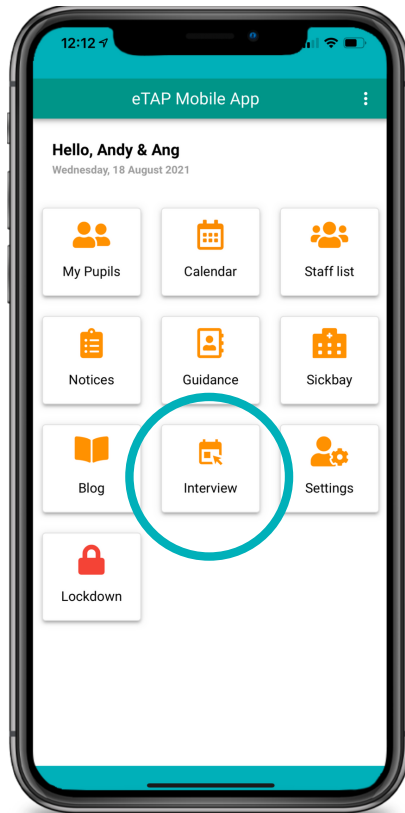
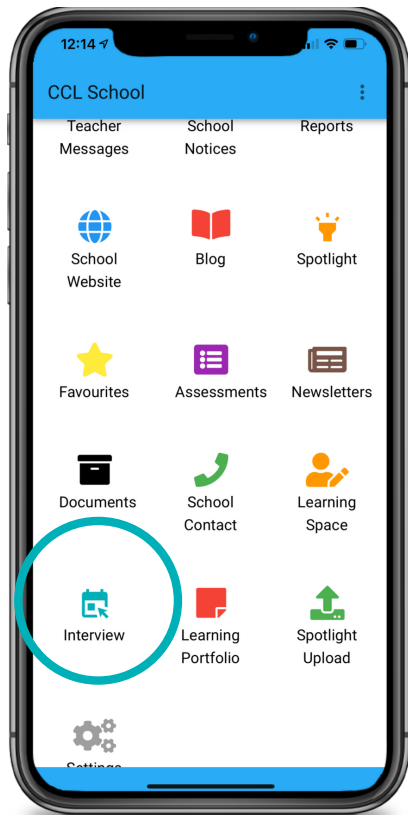
**Posted on:** 04:36 PM - 16th February 2020  
**Delete Blog Post**

**COLLABORATIVE & CONNECTED LEARNING**  
**Save To Unlocked Pupils**  
Pupils in **Green** have already been published.

Bamm RUBBLE				
Fred ANDREWS				
George ADAMS				
Gloria Phoenix RALPH				
Jackson MCFARLANE				

You can blog also from the Teacher App





## Parent Interviews

Parent interviews and managing them is available to all schools through the @School app. For information about how to get up and running see the tutorial page in the app by heading to @School Setup and then clicking on the grey tab at the top called Parent Interviews. Click on the small info icon and you will be able to see the following tutorials.



### Tutorial Page

Creating Interview from @school setup

Creating Interview from eTAP Teacher App

Interview from @school/parent app

## The Management Screen

CREATE NEW INTERVIEW CURRENT INTERVIEW ALL INTERVIEW

Event Name

Event Description

Location



# Changing Passwords and Restricting Access







1. To turn on access for parents when new students enrol, please click the Access dropdown below and click yes.
2. Then click Save All Changes. Make sure you click the Select button at the right-hand side too.
3. Then scroll to the bottom of the page and click on the Email APP setup. Then choose the option the arrow is showing you called "Email login details to all users with access enabled"

**User type:** ☐ Aunt ☐ Caregiver 1 ☐ Caregiver 2 ☐ Doctor ☐ Emergency Contact1 ☐ Emergency Contact2 ☐ Pickup 1 ☐ Pickup 2 ☐ Friend ☐ Grandmother ☐ Guardian ☐ Au pair ☐ Other ☐ Step father ☐ Step mother ☐ Uncle ☐ Caregiver

**Enrolled Between:**  to

[Generate Yes Access CSV File](#) [Generate No Access CSV File](#)

[Turn on access for all / Turn off access for all](#)

<b>Nemo BLUEFISH</b>					
<b>Email addresses, from general screen: bluee@orcon.net.nz</b>					
Jeremy	Father	Email: bluee@orcon.net.nz	User ID: 9001/1741/6571	Access: NO  Password: <input type="password"/>	Select: 
<b>Charlie BROWN</b>					
<b>Donald DUCK</b>					
<b>Fred FLINTSTONE</b>					
<b>Email addresses, from general screen: suemcdnz@icloud.com</b>					
<b>Wilma FLINTSTONE</b>					
<b>Pebbles FLINTSTONE</b>					
<b>Toby Herd</b>					
<b>Email addresses, from general screen: heringcows@cow.co.nz</b>					
Angela	Mother	Email: angela@cc-learning.co.r	User ID: 9001/1739/6560	Access: YES  Password: <input type="password"/>	Emailed: 2019-06-23 19:53:41 Select: 
Tony	Father	Email: heringcows@cow.co.nz	User ID: 9001/1739/6564	Access: NO  Password: <input type="password"/>	Select: 
<b>Jackson MCFARLANE</b>					

**Parent App Setup**

Hi, (auto generated):

Collaborative and Connected Learning is committed to providing the best service possible.

To this end, you now have the ability to securely view information about your child through the school parent APP - including assessment, learning, guidance, reports, account statements and attendance information and much more! This will include push notifications that are important for you and your family.

Please visit Google Play or the Apple App store and search for the orange icon called @School. This is ETAP New Zealand's app for schools that is secure and plays a vital part in your communication with your child's school. Click on the link below to access your child's information and login. You will be asked to enter your password which must be changed once you have logged on for the first time.

User ID: (auto generated)

Password: (auto generated, password will be hidden in email if user has changed the password)

**The link in the email will time out in ONE WEEK**

You will have to resend a new email with a new link if it times out and the parent still wants to log on. This does not apply once the parent has logged on for the first time. -There is no timeout after the parent has logged on. Please click on the link to access @School App:

[https://www.atschool.co.nz/external/email\\_login\\_form.php](https://www.atschool.co.nz/external/email_login_form.php) (auto generated)

Thank you!  
@school

[Turn on access for all / Turn off access for all](#) [Generate CSV File](#)

1. To turn on access for parents when new students enroll, please click the Access dropdown below and click yes.
2. Then click Save All Changes. Make sure you click the Select button at the right-hand side too.
3. Then scroll to the bottom of the page and click on Email APP setup. Then choose the option the arrow is showing you called "Email login details to all users with access enabled"