

Sycamore Parent Tipsheet - 2022/23

Sycamore is currently in transition between an older “legacy” look and the more modern and responsive “3.0” edition. Use 3.0 as much as possible as this is the direction that Sycamore is moving towards for all tasks. This tipsheet will help you know how and when to use each version. The first half is how to use 3.0 and the second half is about how to use the Legacy version, which is still used in certain ways.

Use 3.0:

- On **any** device
- To read school and class news
- To check on homework
- To check the calendar
- To log your volunteer hours
- To use the family directory
- To view school documents
- For re-enrolment in the spring

Access 3.0 at [sycamore.school](https://app.sycamoreeducation.com/index.php?schoolid=2716)
School ID is **2716**

Legacy Works Well:

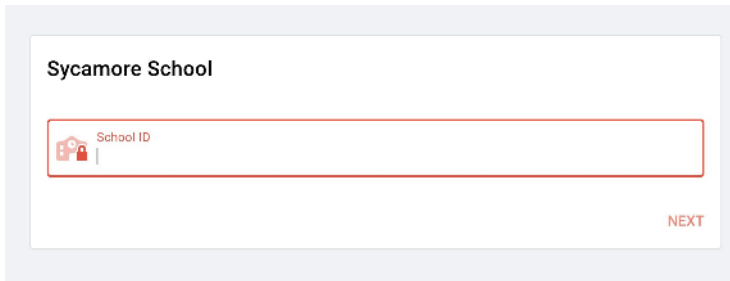
- When you are using a computer browser
- To view the classroom pages as a whole
- To book parent-teacher interviews
- To view volunteer opportunities

Access Legacy at
<https://app.sycamoreeducation.com/index.php?schoolid=2716>

If you have any questions or problems with using Sycamore, please contact Karlene Patrick at karlene.patrick@quelpccs.ca for support.

Using 3.0

Navigate to sycamore.school in a browser at sycamore.school.

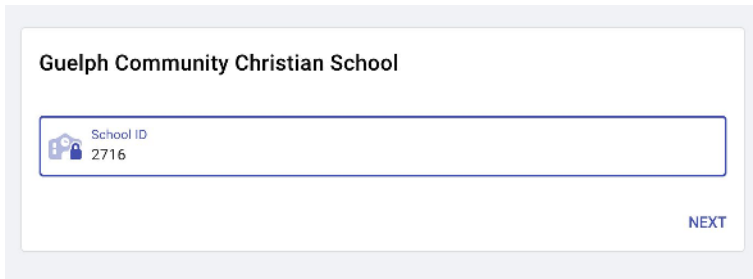


Sycamore School

School ID

NEXT

Enter the school code: 2716

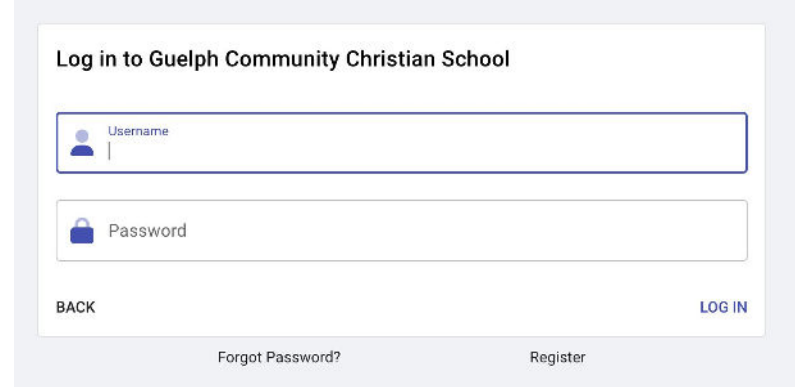


Guelph Community Christian School

School ID
2716

NEXT

Enter your login credentials.



Log in to Guelph Community Christian School

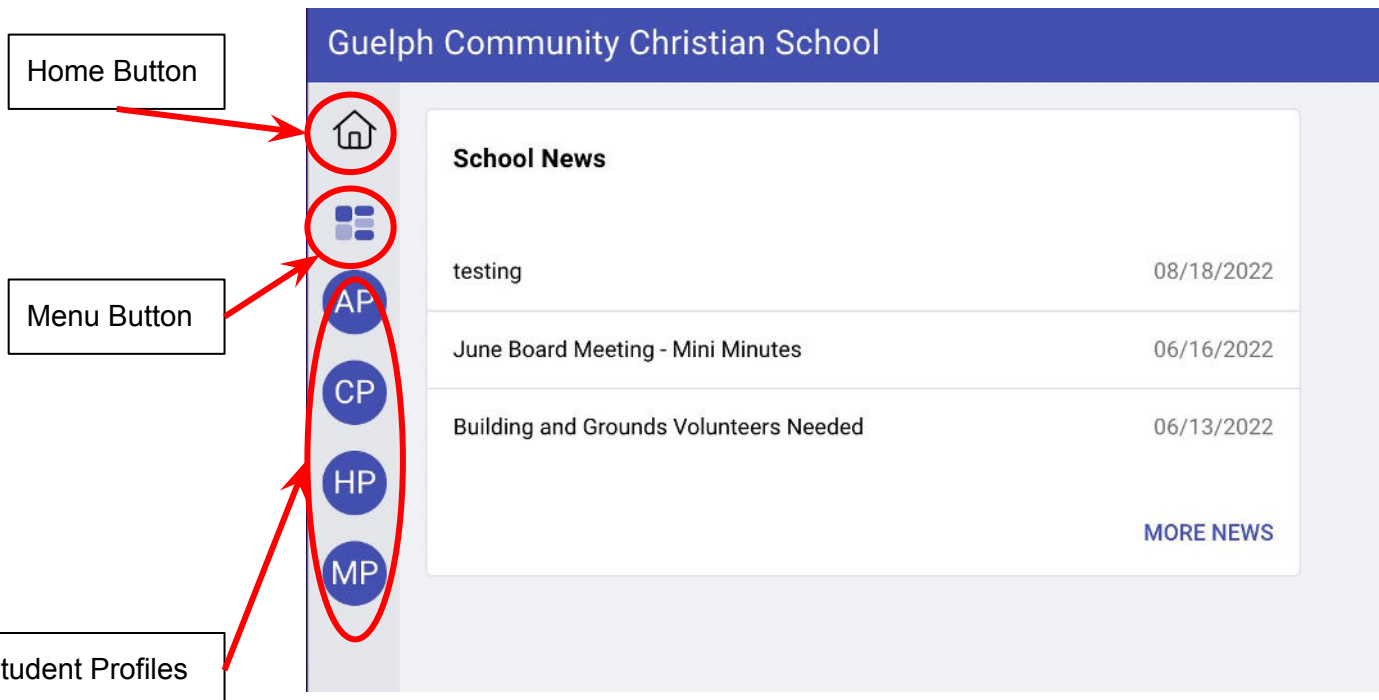
Username

Password

BACK LOG IN

Forgot Password? Register

You will then see the main home screen.



Home Button

Menu Button

Student Profiles

Guelph Community Christian School

School News

testing	08/18/2022
June Board Meeting - Mini Minutes	06/16/2022
Building and Grounds Volunteers Needed	06/13/2022

MORE NEWS

PRO TIP!

On an Android device you can download the link to look like an app on your phone. On an iPhone you can export the link from Safari to look like an app on your phone screen.

When you click the Menu button in 3.0

September 2022

View Type: Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 10 AM Back to Sc...	2	3
4	5	6 Day 1 First Day of Sch	7 Day 2	8 Day 3	9 Day 4 5:30 PM Back to S...	10
11	12 Day 5 3:45 PM Div Staff ...	13 Day 1	14 Digital Cit Day Day 2 7 PM Meet the Tea...	15 Day 3	16 Day 4 Terry Fox Day	17
18	19 Day 5	20 Day 1	21 Day 2 IEP Review Day	22 Day 3	23 Day 4	24
25	26 Day 5 3:45 PM Staff Mee...	27 Day 1	28 Day 2	29 Day 3 Soccer Tournamen	30	1

View the school calendar

- Calendar
- News
- Directory
- Documents

- Admissions
- Service Logs

Read the school news

School Class

School News

- June Board Meeting - Mini Minutes 06/16/2022
- Building and Grounds Volunteers Needed 06/13/2022
- Mabel's Labels Fundraiser! 08/14/2020

Read your child's class news

Community Christian School

School Class

Class News

- Oral, Reading, Writing 09/24/2015
- French and Art Website

Guelph Community Christian School

Employees Families

Search Employee Directory

- JB Mrs. Jodie Bomhof
Teacher
- VB Vanessa Bosscher
Bookkeeper
- Mrs. Melinda Bronsveld
Teacher
- Mrs. Jill Burton
Teacher
- JD Justin DeMoor
Principal
- Ms. Elaine Eshuis
Teacher

Mrs. Melinda Bronsveld
Teacher

melinda.bronsveld@guelphccs.ca

Access the staff directory

Guelph Community Christian School

Employees Families

Search Family Directory

Name here
Guelph, Ontario

Name here
Guelph, ON

Name here
Guelph, Ontario

Name here
Guelph, ON

Access the searchable family directory

- Calendar
- News
- Directory
- Documents

Admissions

Service Logs

Log your volunteer hours

Service Logs

Family Logs

Student Logs

Family Service Logs

NEW

New Service Log

Date *
08/19/2022

Time *
03:18 am

Opportunity *

Hours

Notes

Family Service Logs

NEW

New Parent Orientation
1 hours on 08/19/2022

Approved

You can view a list of your logs in the same place. Just do some adding to determine your total.

Guelph Community Christian School

School Class

Calendar
News
Directory
Documents

Admissions
Service Logs

Access school and class documents.

Search Documents

- GCCS_Volunteer_Handbook.pdf
- Volunteer Handbook Signing Page.pdf
- 2021 Bursary and Incentive Policy_Aproved_Feb 17 2021.pdf
- 2021 Tuition Payment Policy_Aproved _Feb 17 2021 (1).pdf
- June 2022 Calendar
- Back to School Files

AP
CP
HP
MP

The screenshot shows the top navigation bar with the school name and two tabs: 'School' and 'Class'. A sidebar on the left contains a menu with icons for Calendar, News, Directory, and Documents, and links for Admissions and Service Logs. A red arrow points from the 'Documents' icon in the sidebar to the 'Documents' link in the top navigation bar. Below the sidebar, there are four circular buttons labeled AP, CP, HP, and MP. The main content area features a search bar labeled 'Search Documents' and a list of document links, each with a PDF icon. A folder icon labeled 'Back to School Files' is also present.

Account
Log Out

Account

- Family Information
- Family Contacts
- Family Medical
- Notifications
- Personalization
- Security

Click on the little person icon to view your account details.

The screenshot shows a user profile icon in a circle on the left. A dropdown menu is open, containing 'Account' and 'Log Out'. A red arrow points from the 'Account' link to the 'Family Information' option in the 'Account' dropdown menu. The 'Account' dropdown menu is a vertical list of options: Family Information, Family Contacts, Family Medical, Notifications, Personalization, and Security.

STILL TO COME

Sycamore is finalizing the process to view homework in 3.0....details will be coming soon.

Entering Volunteer Hours

School Home



- » School
- » Front Desk
- » System Help
- » My Family
- » **My School**
- » Service Logs
- » Notifications
- » P/T Conference
- » My Accounting
- » My Organizer

1. Click on **My School**
2. Click on **Service Logs**
3. Click on **New Log** at the top right and a new window will pop up.
4. Choose the date you volunteered and the time. Choose the category of volunteering you participated in by clicking on the drop-down box titled **Opportunity**.
5. Record how many **hours** in total you volunteered on this occasion.
6. If it is helpful to provide some explanation or description, please enter it in the **Notes**
7. Click on **Submit** to save.
8. Once your submission has been approved, it will appear in your total volunteer hours.

My School / Service Logs / Service Log Record

Created:

Nar

Pending

Date 10/06/2016 Time 09 : 08 AM

Opportunity Select Opportunity Hours

Notes

Submit

Close

Parent Teacher Interview Scheduling

1. Click on **My School**
2. Click on **P/T Conference**
3. Choose a **Student** and an interview **Date**

- » My Family
- » **My School**
- » Service Logs
- » Notifications
- » P/T Conference
- » My Accounting
- » My Organizer

My School / P/T Conference / Parent Teacher Conferences

Availability

Student

[5]
»w [1]
[-1]

Date October 25, 2016

Book a conference below. Each conference will be

- A chart will appear with that teacher's schedule. Green means they are available and red means that they are not available.

***** It is highly recommended that you look at the schedule for each teacher you want to meet before you start booking appointments. You will want to book an appointment with the teacher who has the least availability so that you can try and arrange your other appointments around that first one that you book.**

Teacher	5:30pm	5:45pm	6:00pm	6:15pm	6:30pm	6:45pm	7:00pm	7:15pm	7:30pm	7:45pm	8:00pm
S. Wood											

- Click on the green timeslot that you want for the interview. You will be asked to confirm this choice in a popup window before it is actually booked.

Confirm Meeting

Do you want to confirm this meeting?

October 25th, 2016 at 6:15 pm with Mrs. Wood

Once confirmed, a meeting can only be canceled by contacting the teacher.

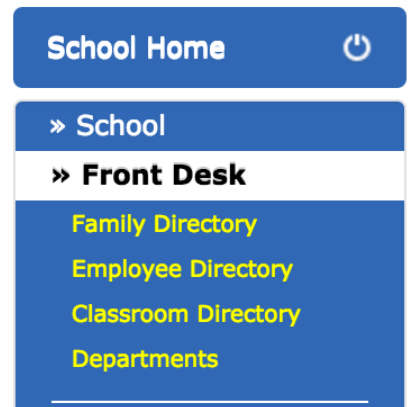
- Choose the next student from the drop-down and book their timeslot. The program will mark the previous time you booked for your first student in red on the chart so that you don't double-book yourself.
- Once you are done booking appointments, click on the blue **Summary** button at the top-right for a review of your bookings that you can also **Print** from the pop up window.
- If you make a mistake or need to reset your choices to try again, please contact the front office, office@guelphccs.ca or email Karlene Patrick at karlene.patrick@guelphccs.ca

P/T Conference / Parent Teacher Conferences

My Schedule		
Date	Student	Teacher
Tue Oct 25th		
6:15 pm	Daniel Patrick	Susanne Wood
6:30 pm	Matthew Patrick	Dawn Pinson

Accessing the Family Directory

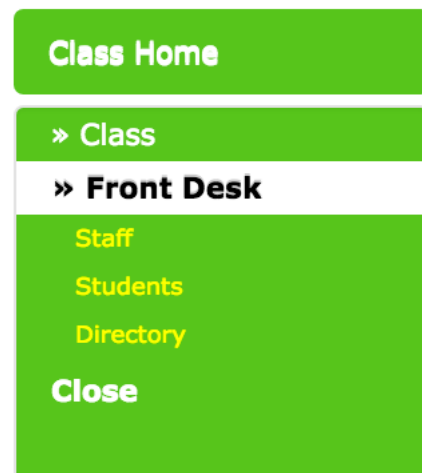
1. Log in to Sycamore
2. Click on **Front Desk** → **Family Directory**
3. The directory is organized alphabetically by last name. Choose the letter you want and find the family.
4. Or, you can look for a student's name in the **Student Search** field at the top right.
 - a. Type in the student's first name and a listing of all the families with a student of that name will appear.



Accessing the Classroom – News and Directory

A screenshot of a "Featured" section with a blue header. Below the header are four tabs: "Photos", "Documents", "Links", and "Classes". The "Classes" tab is selected. Below the tabs is a table with three columns: "Name", "Description", and "Activity".

Name	Description	Activity
*Grade 1	Grade 1 Homeroom	09/30/16
*Grade 2K	Grade 2K Homeroom	09/30/16
*Grade 2S	Grade 2S Homeroom	10/06/16
*Grade 3	Grade 3 Homeroom	09/30/16
*Grade 4	Grade 4 Homeroom	09/30/16
*Grade 5B	Grade 5B Homeroom	09/29/16
*Grade 5W	Grade 5W Homeroom	09/30/16
*Grade 6	Grade 6 Homeroom	10/01/16



1. Log in to Sycamore
2. Look to the Right Hand Sidebar and scroll down to **Featured**, which has a listing of the **Classes**.
3. Click on the Class Name you are looking for and a new window or tab will appear for that class.
4. **Classroom News** will be available in the centre of the screen
5. For photos of the students in this class, look at the Left Hand Sidebar and click on **Front Desk** and **Students**.
6. For the directory of families in this class, look at the Left Hand Sidebar and click on **Front Desk** and **Directory**.
7. A listing of the students and their parents/guardians along with home address and home number will be available to view and/or print.
8. *If you need an email, look in the **Family Directory** on the School Home page for that information.*
9. Close the window or tab to go back to the **School Home** page.

Accessing Student Homework

My Students



Carina Patrick

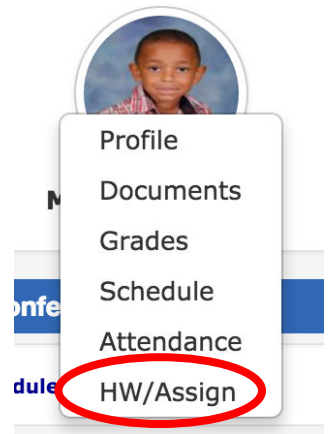


Matthew Patrick



Daniel Patrick

1. Log in to Sycamore
2. Look to the Right Hand Sidebar where your child's photo is located.
3. Hover your mouse over the face of your child and a menu will appear.
4. Click on **HW/Assign** and a new window will appear with the homework listings for that week.
5. Click **Print** to print it off for your fridge.
6. If you want to look at a previous or upcoming week, change the date and click **Go**.



Homework / Assignments

<https://app.sycamoreeducation.com/myhomework.php?lstaff=1&sid=1051417>

Matthew Patrick / Homework / Assignments

Week of Oct 02 2016

Sunday - Oct 02nd
No Homework or Assignments

Monday - Oct 03rd
*Grade 1
Homework:Language Arts
New Word Wall Words Introduced: it*, go, to, am, said, five, six (*word family word ie: pit, hit, lit etc.)
Homework:General
I still have not received family photos from all the grade one students. We will be using them today in class. Please be sure to send in a photo with your child

Tuesday - Oct 04th
School-wide
Homework:From the Office
Photo Retake Day

Wednesday - Oct 05th
School-wide
Homework:From the Office
Early Literacy Evening - 6:30PM

Thursday - Oct 06th
No Homework or Assignments

Friday - Oct 07th
School-wide
Homework:From the Office
Fall Fun Day! Grades 1 -8. Wear your team colour!
Homework:Grade 8 Fundraising
Lunch Box Orders: Pizza Pizza for those who ordered
*Grade 1

Accessing School News

The Sycamore school home page lists an overview of the news and events at the school. Click on the news titles to read more.

School Home

[Home](#) [News](#) [Calendar](#) [My Classes](#) [Documents](#)

Headline News

Title	Posted
• Order Your Spirit Wear Today!	Sun, Sep 09
• Violin Lessons @ GCCS	Tue, Sep 11
• Hotdogs & Hamburgers for Sale!	Tue, Sep 11
• Try Karate Free For a Month!	Tue, Sep 11
• Volunteer with Truck Needed!	Mon, Sep 10
• Volunteer Opportunity - Reading Program	Fri, Sep 07
• DIGITAL CITIZENSHIP DAY ~ Wednesday	Fri, Sep 07
• Cross Country Team	Fri, Sep 07
• Boys Soccer	Fri, Sep 07

More News

