Shia Ithna'asheri Madressa

Parent Portal Guide

A COMPREHENSIVE GUIDE OF FEATURES AVAILABLE TO PARENTS FOR ENROLMENT, UPDATING PROFILE, COMMUNICATING WITH TEACHERS, AND MUCH MORE!

WELCOME

Shia Ithna'asheri Madressa

Click here to go to the Homepage

- Welcome to the S I Madressa Parent Portal. The Portal is a platform that allows the Madressa to build the Parent-Teacher-Admin communication and allow parents to be more involved in their child(ren)'s Islamic Education and Learning.

- This tutorial will show you how to navigate the portal and use the features.

1. Login

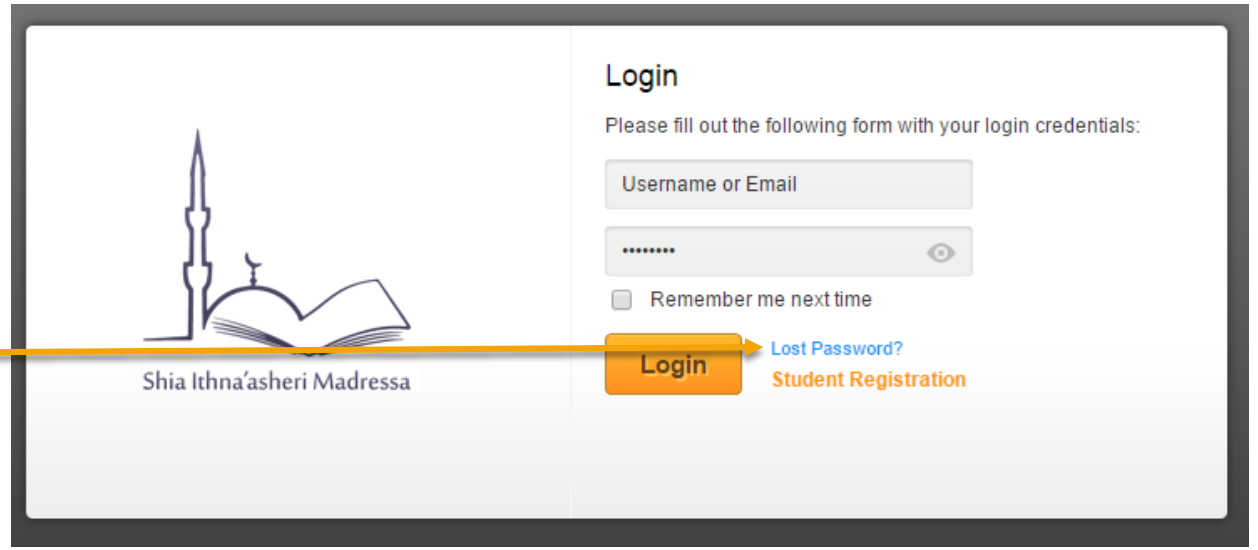
Click here to go to the Homepage

In your web browser go to: http://sis.madressa.net

You will see a Login screen. Login with the username and password that were provided to you.

If you have not received the email with your login details, or if your login details were not stated correctly (and you cannot login) then click 'Lost Password' to reset your password. Your username will be the email address you registered with us.

For any further assistance please contact admin@madressa.net



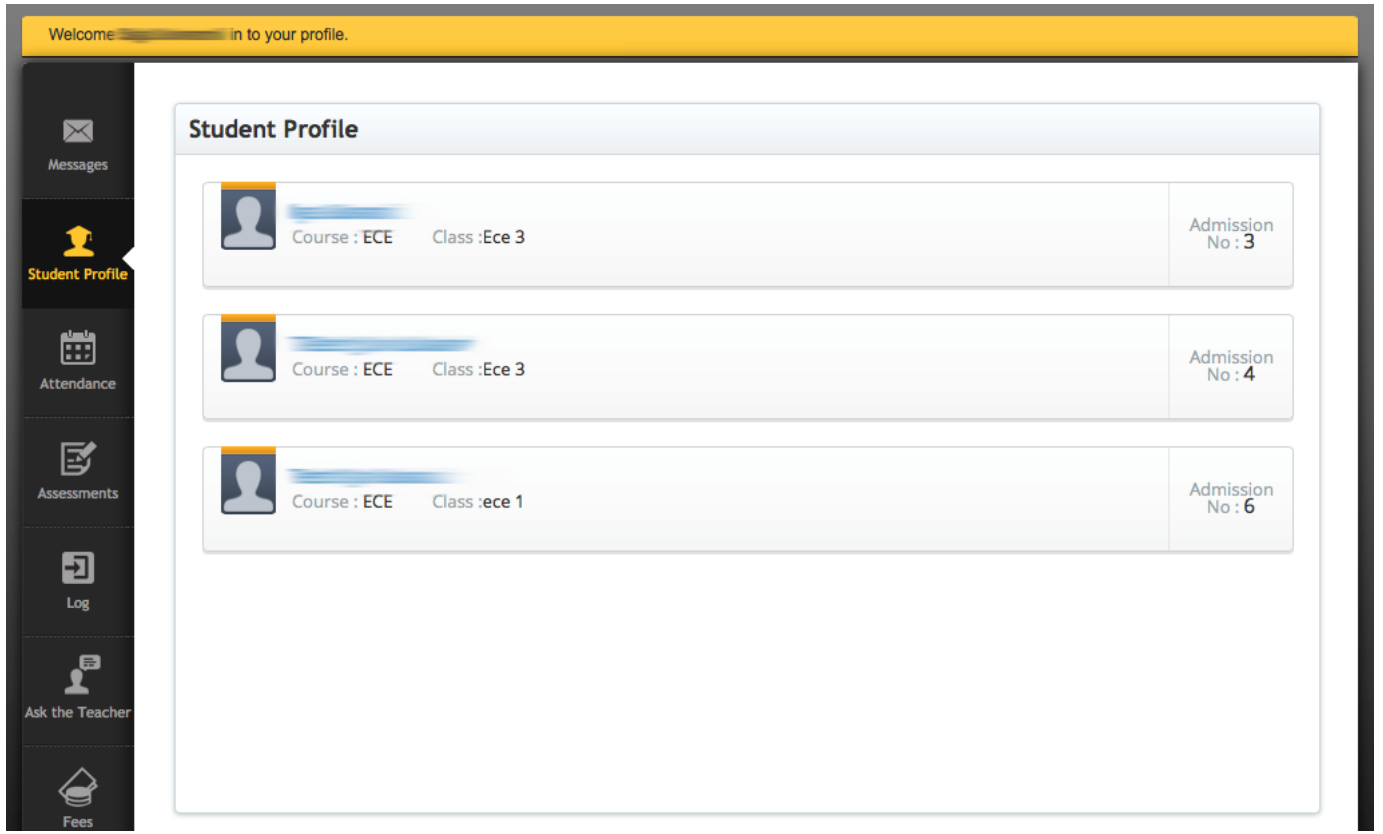
Homepage

Shia Ithna'asheri Madressa

Click here to go to the Homepage

When you have logged in successfully you will see your homepage, which will show you, by default, the student Profile of your child(ren)

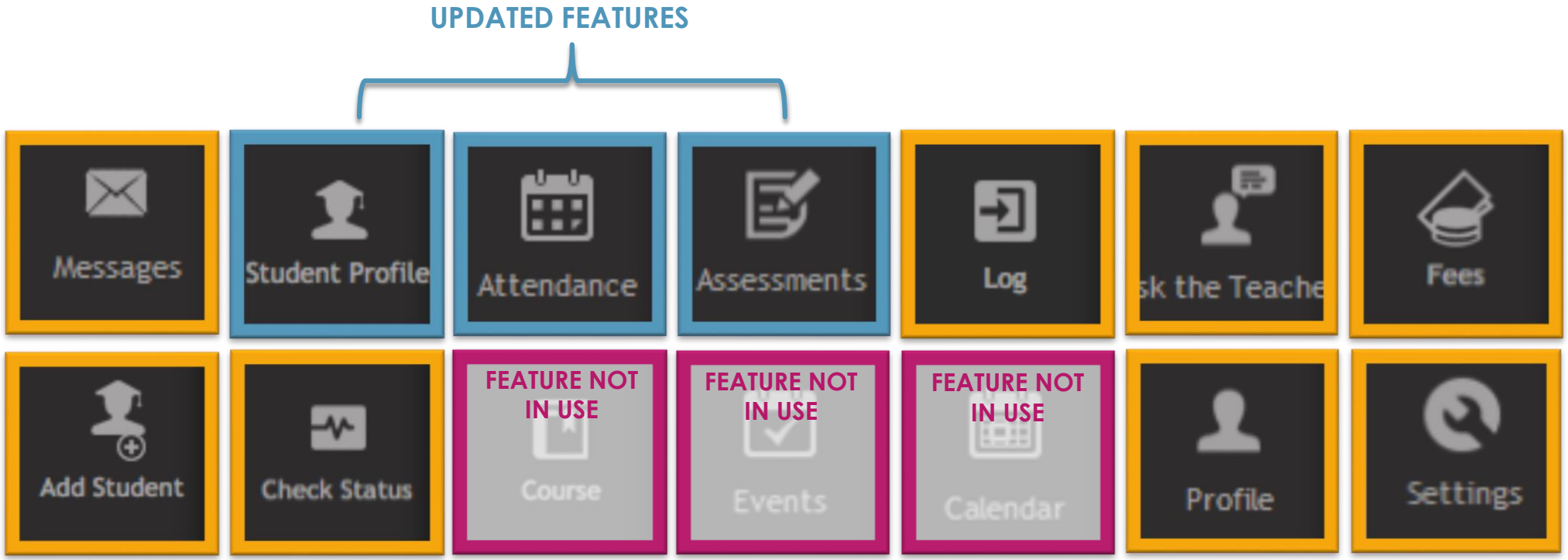
On the left side menu you will see several features available to you. On the next slide, we shall explain the relevance of these icons

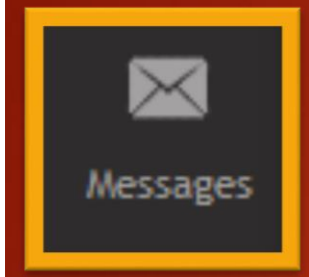


Parent's Features

Click here to go to the Homepage

We shall walk through each of the features below with you and explain their purpose and how you can maximise the use of this feature.





Messages

Shia Ithna'asheri Madressa
Click here to go to the Homepage

The first icon on your left-side menu is 'Messages'

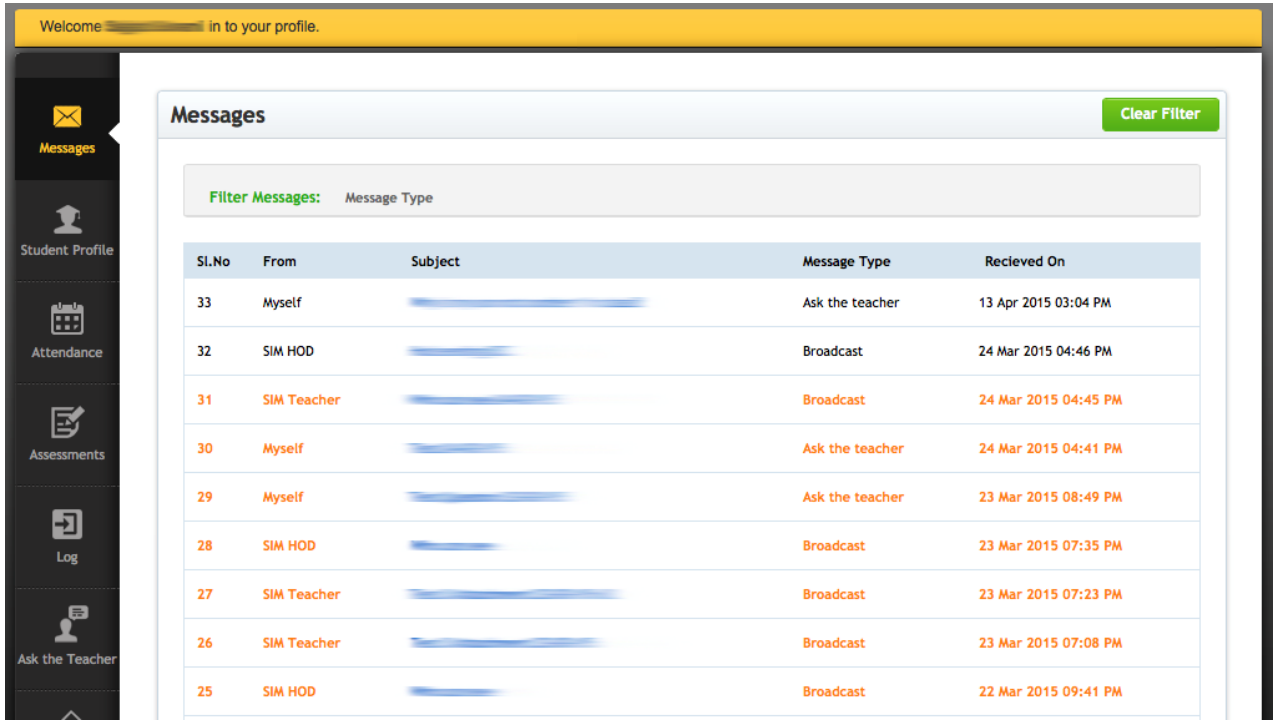
Here you can view messages that have been received by you as well as questions that you, as a parent, have asked teachers of your child(ren). This feature will be shown later in this tutorial.

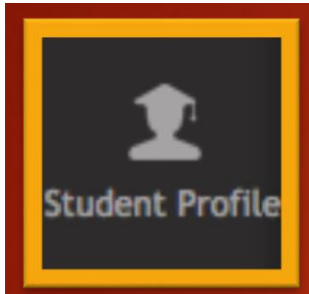
Those messages highlighted in **orange and are bold** have not yet been viewed and are considered 'new messages'.

You can also see weekly email that has been sent from the administration.

Messages sorted in DESC order

You can filter for specific type of messages (and then Clear the Filter to see all messages again). Click on a message subject to view it.



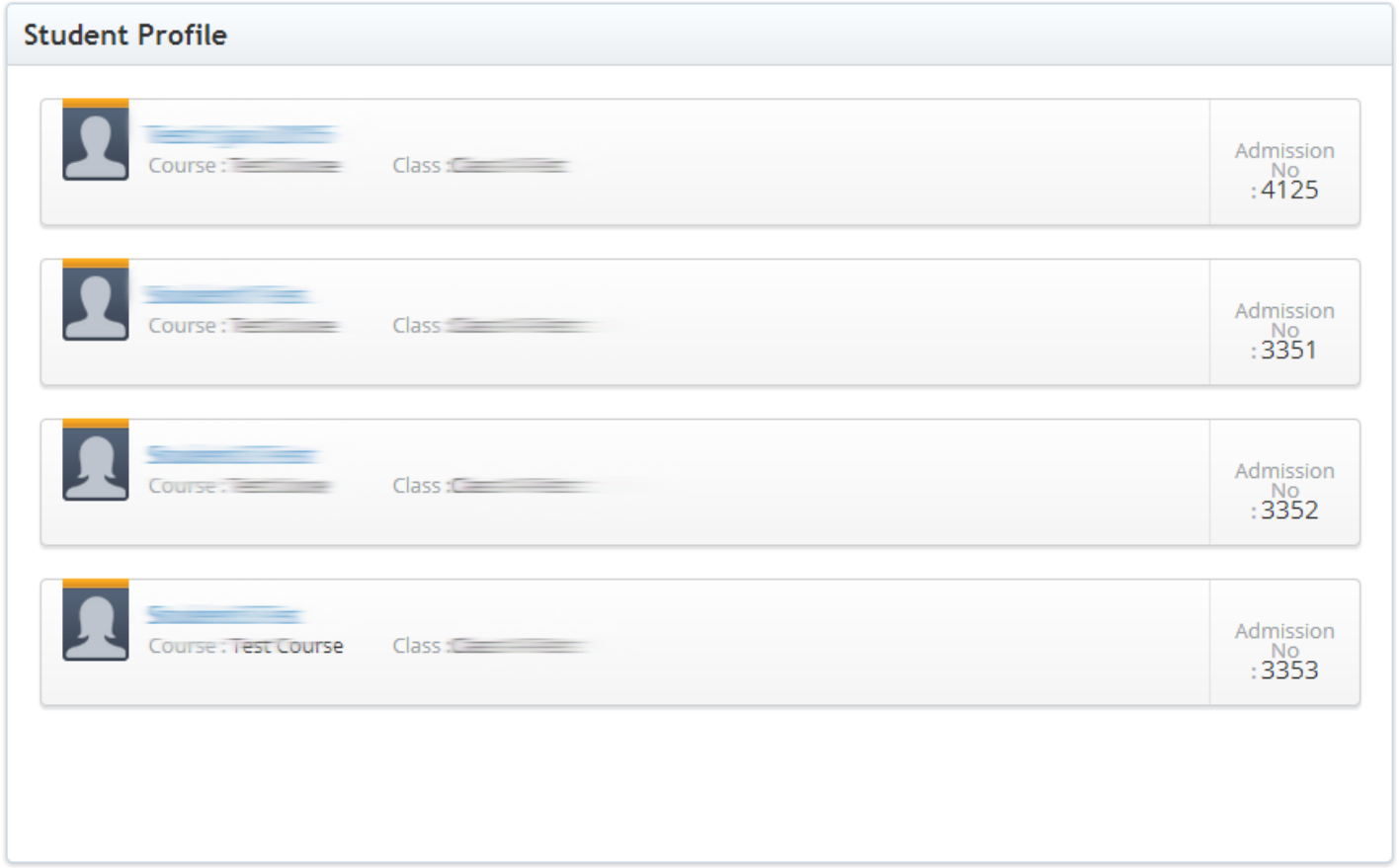


Student Profile (Updated Feature)

Click here to go to the Homepage

The student profile…

- Lists the child(ren) you have that are **registered** at the S I Madressa.
- Clicking on each individual student brings up their student profile.
- Basic details are provided of your child's registration record that the administration has in their database.

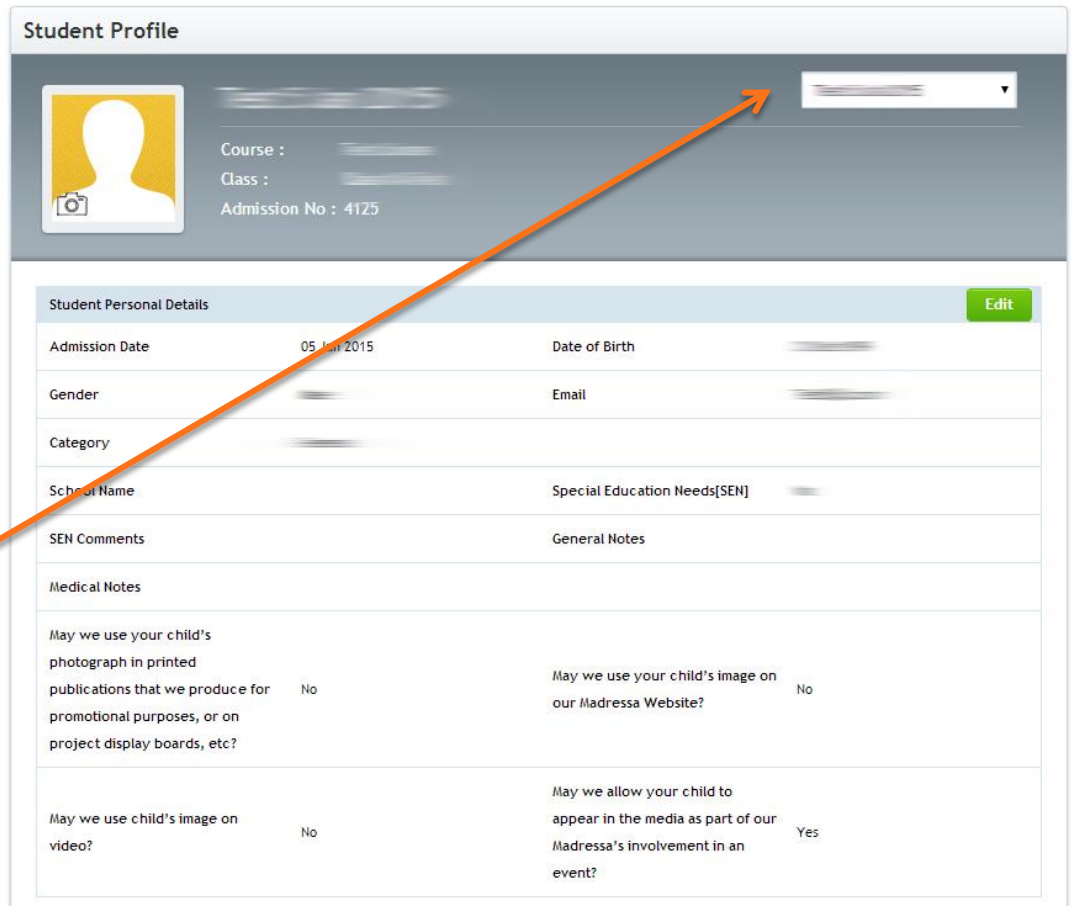


Student Profile (Updated Feature)

Click here to go to the Homepage

When you click on the student…

- You will see the profile of your student:
  - You can update/add image of your child
  - Personal Details: Here if you click **edit** you can update any Special Education Needs, General Notes, or Medical Notes and the school they attend.
  - In this section you can also change your preference for the **Madressa Photo & Video Policy Consent**
- You can switch the profile of the child you want to view at any time from the drop down menu in the top right corner.



Student Profile

Click here to go to the Homepage

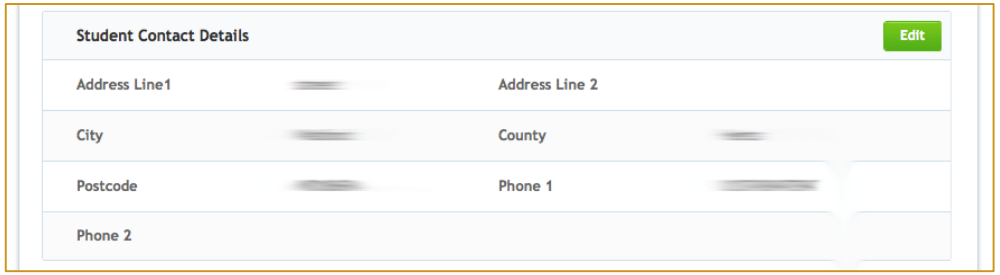
The student profile…

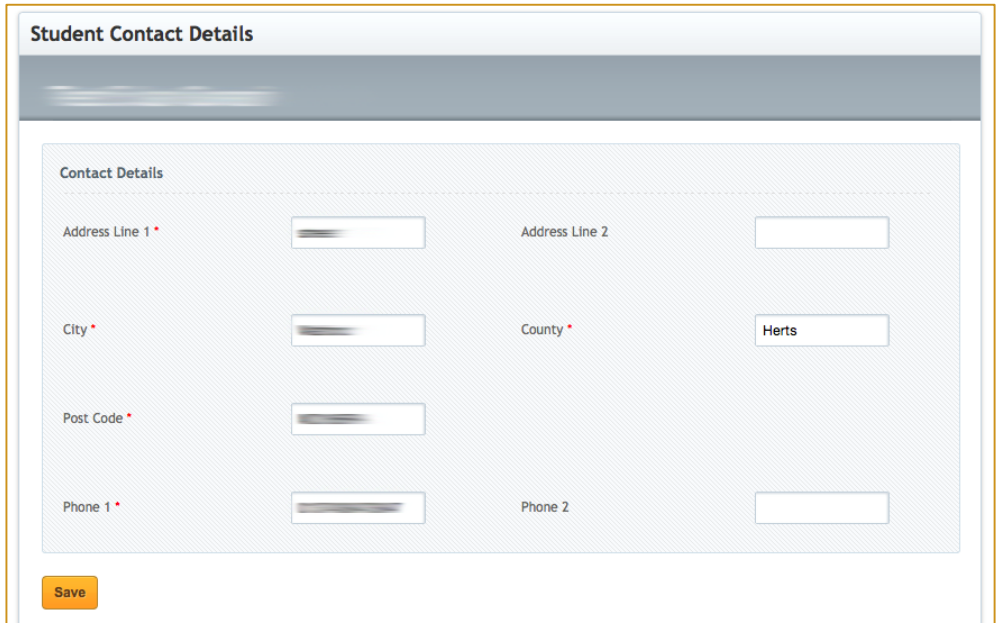
- On the same profile, if you scroll down, you will see a section titled:

STUDENT CONTACT DETAILS

- Here, should the child's address or contact details change at any time, you should click 'edit' and update with the new details.

- It is imperative that the S I Madressa has the most up to date record for parents and children on file.





Click here to go to the Homepage

Student Profile

The student profile…

- On the same profile, if you scroll down, you will see a section titled:

PARENT/GUARDIAN (1/2) CONTACT DETAILS

- Similar to the Student Contact Details, Parent Details are also listed here. The details you change in 'Parent/Guardian' contact details will be reflected in the profile of your other students as well.

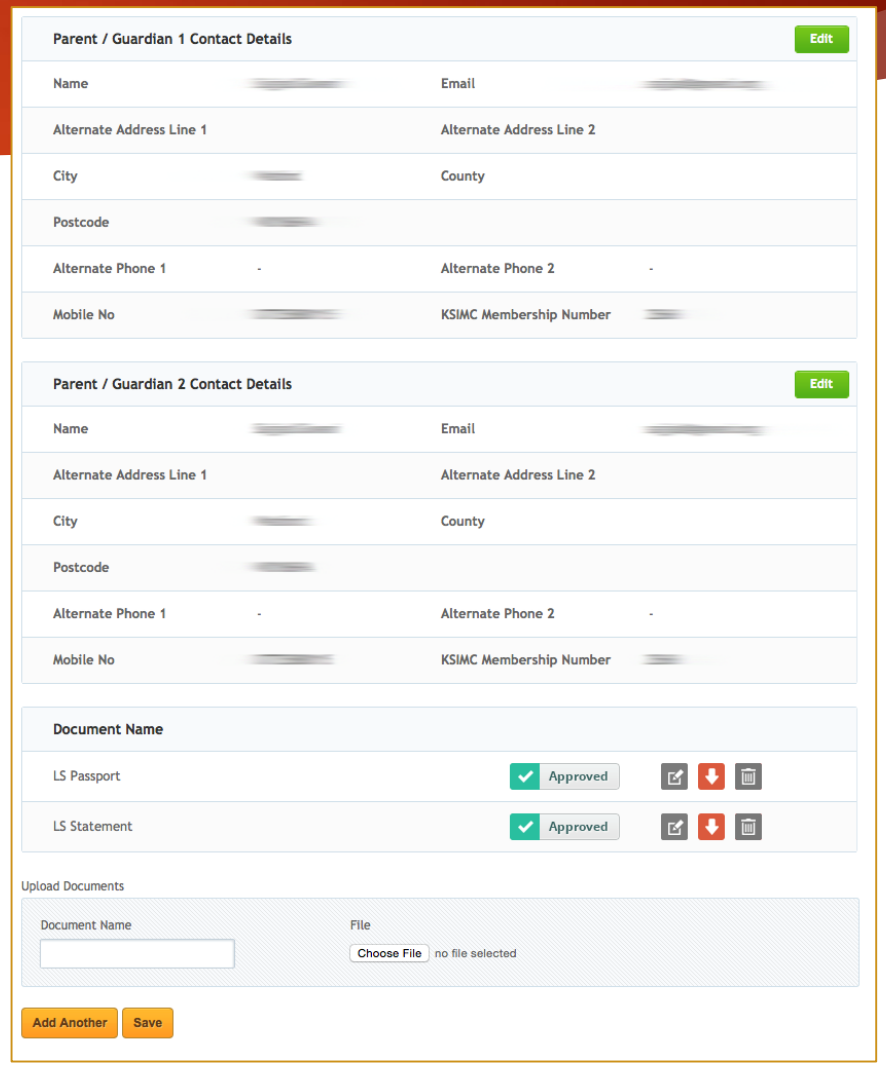
PLEASE NOTE:

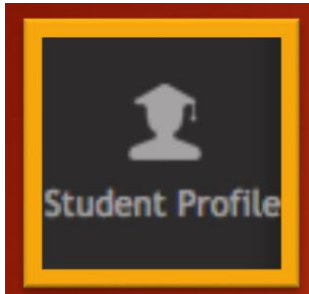
Details must be up to date here at all times. Should your email address, mailing address, or contact number change, update immediately so that you may continue to receive communications.

If you have a KSIMC Membership number, ensure we have it on file by updating it here.

- If your child is part of our Special Education Needs Department, you may see documents such as their Learning Support Passport.

- Should you need to upload any documents, for our reference or upon administrative request, you may do so here.





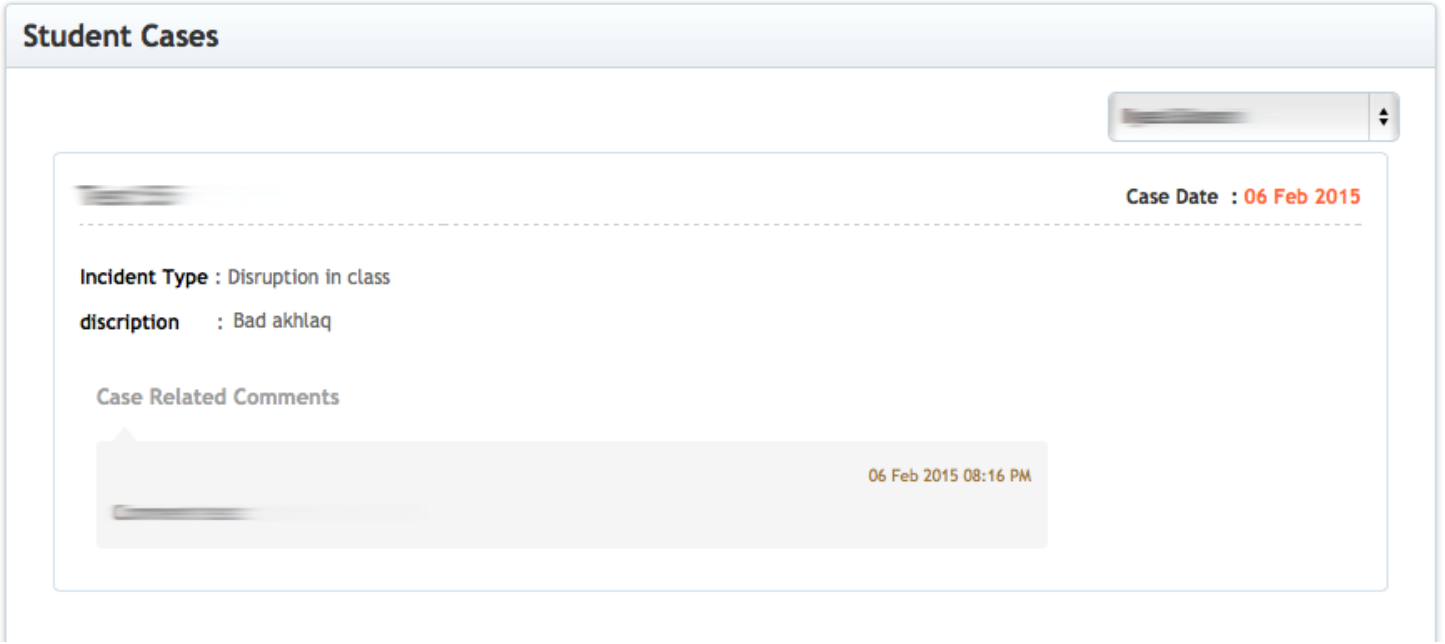
Student Profile

Shia Ithna'asheri Madressa
Click here to go to the Homepage

On your student profile you will also see a 'View Case Details' button

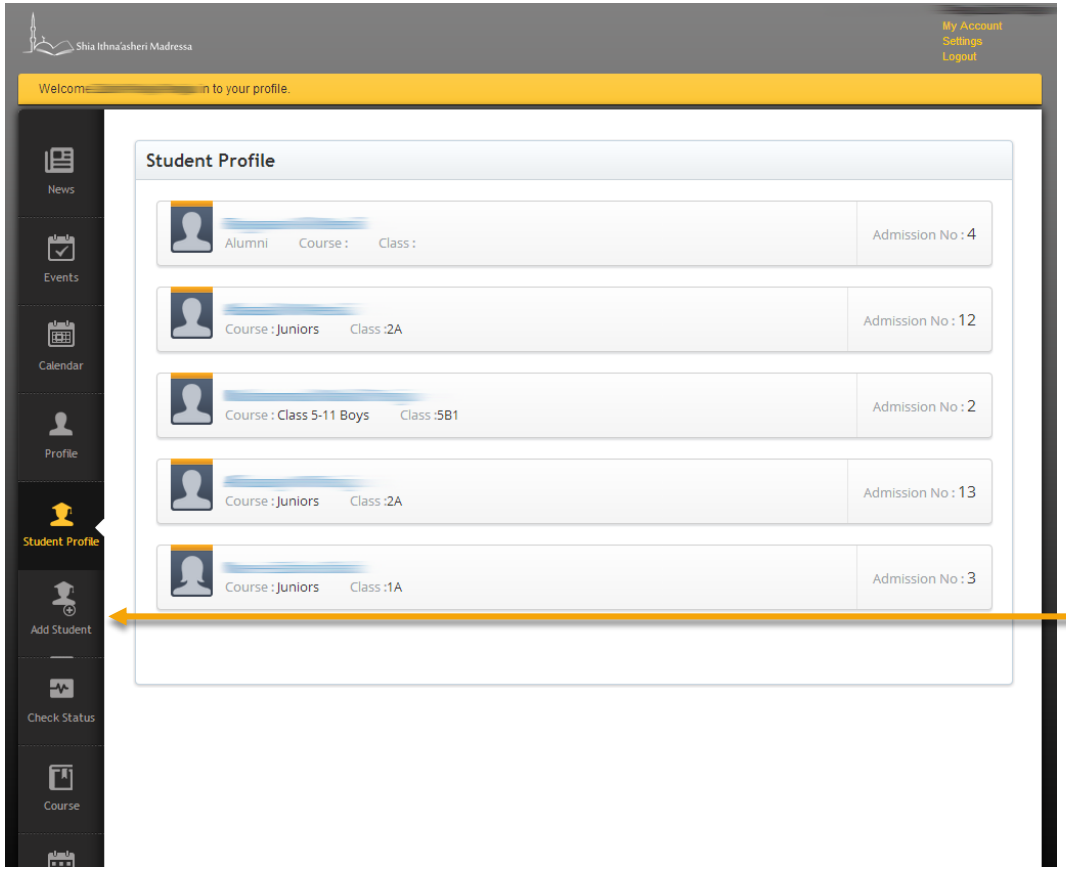
Should there be any incident/cases submitted by the administration, you will see these here.

They will look like the image on the right.



Registering new Student

Click here to go to the Homepage



This is the screen you will see once you login:

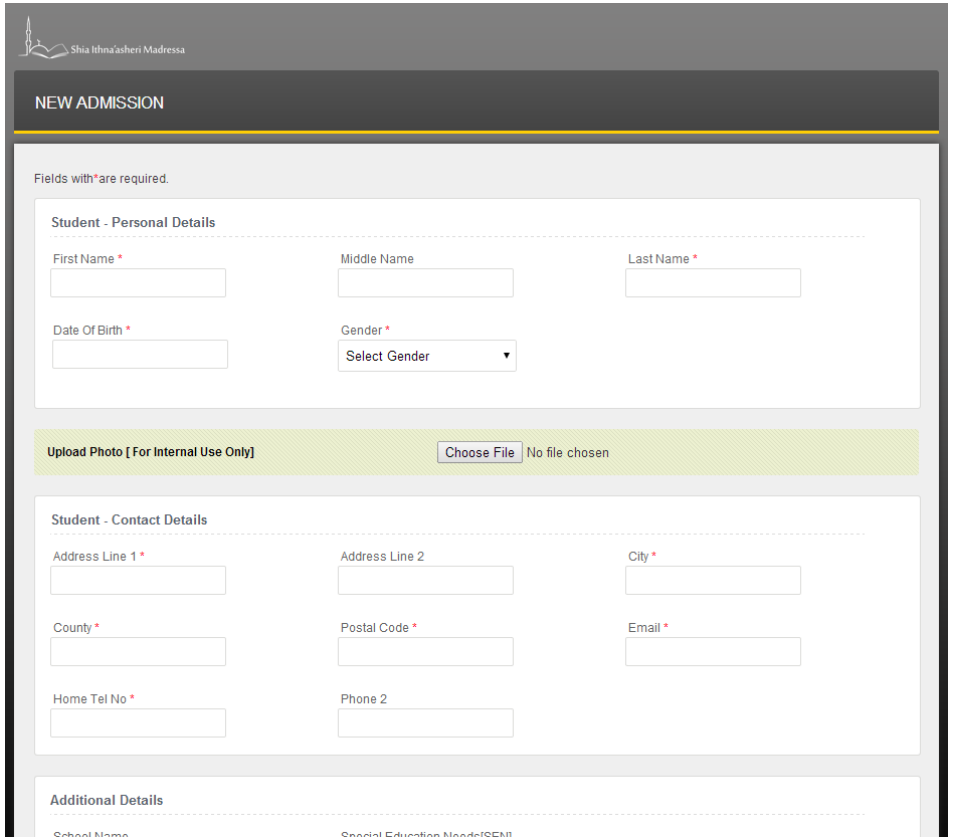
1. On the left hand side there will be a menu allowing you to select what you would like to do
2. Your homepage screen will show you a list of your existing students

To add a new student to the Madressa, click on 'Add Student'.

Registering new Student

Completing the form

Click here to go to the Homepage



You will then be redirected to a form that looks like the one on the left.

Please ensure you take the time to fill out the form **correctly.**

All fields marked with an * (asterisk) must be completed.

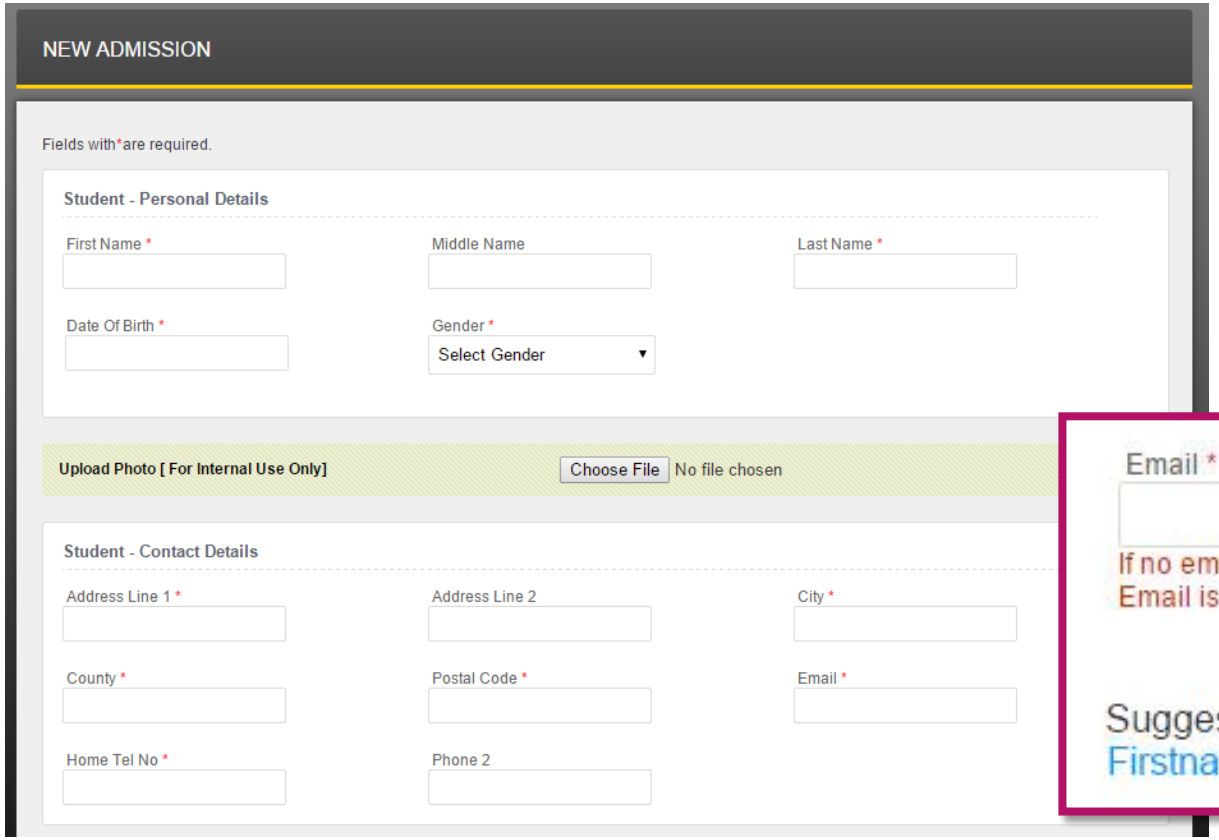
As you are an existing parent/guardian, some fields such as the address and parent/guardian details may already be filled.

However please ensure all fields have the **correct information**.

Registering new Student

Student Details

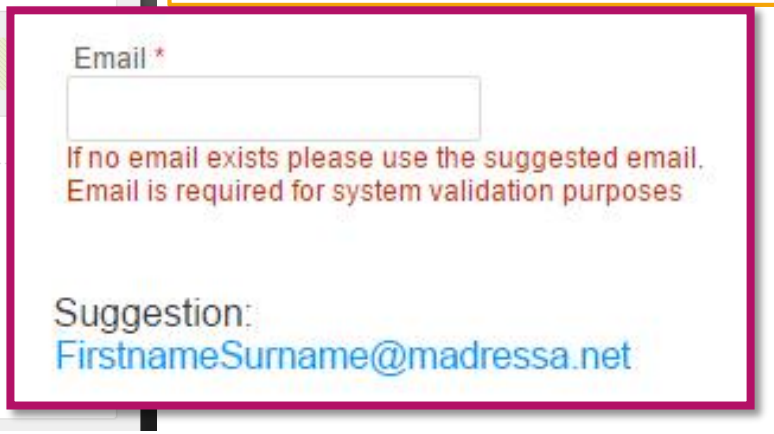
Click here to go to the Homepage



In the section titled 'Student – Contact Details', you will come across a mandatory field for the student's email address.

Here you will see a suggestion made for the email to be the student's First Name and Surname '@madressa.net'. Please note that this **does not** actually create an e-mail address. Rather, this email acts as a username to validate the student in our database.

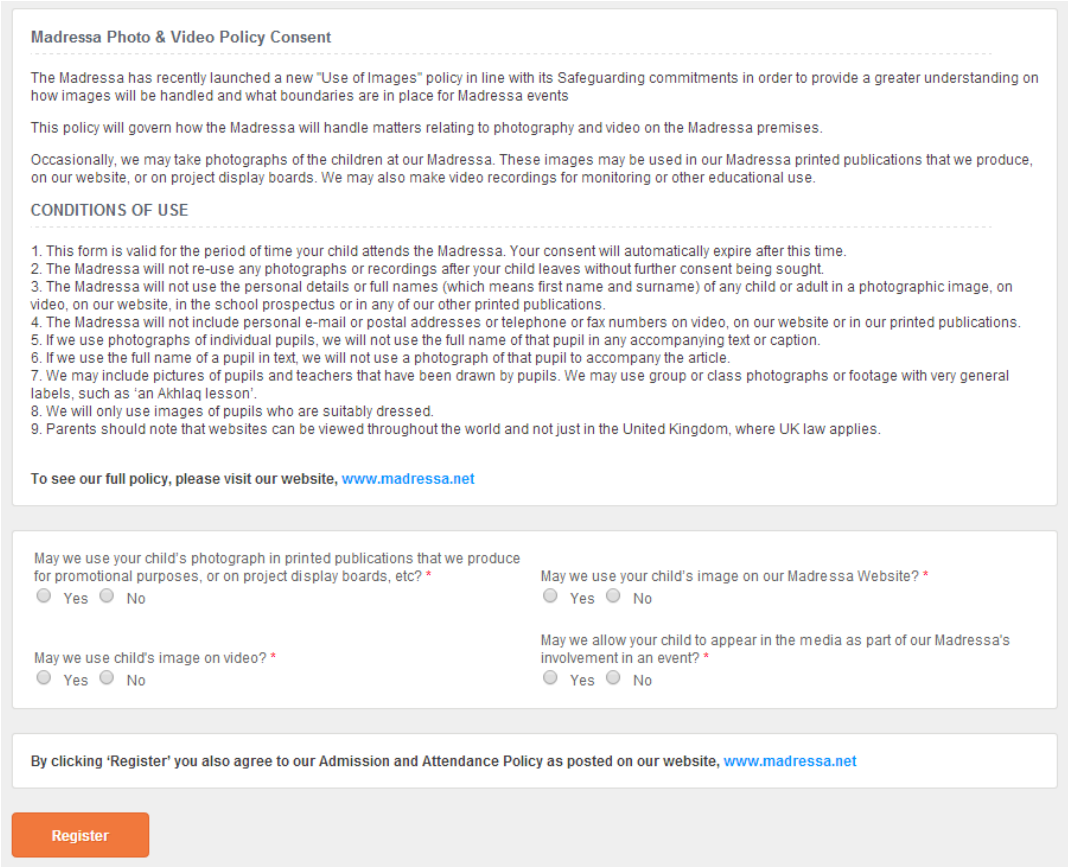
Please note: Providing a photo of your child(ren) is mandatory for internal record purposes.



Registering new Student

Additional Queries

Click here to go to the Homepage



Madressa Photo & Video Policy Consent

The Madressa has recently launched a new "Use of Images" policy in line with its Safeguarding commitments in order to provide a greater understanding on how images will be handled and what boundaries are in place for Madressa events

This policy will govern how the Madressa will handle matters relating to photography and video on the Madressa premises.

Occasionally, we may take photographs of the children at our Madressa. These images may be used in our Madressa printed publications that we produce, on our website, or on project display boards. We may also make video recordings for monitoring or other educational use.

CONDITIONS OF USE

1. This form is valid for the period of time your child attends the Madressa. Your consent will automatically expire after this time.
2. The Madressa will not re-use any photographs or recordings after your child leaves without further consent being sought.
3. The Madressa will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications.
4. The Madressa will not include personal e-mail or postal addresses or telephone or fax numbers on video, on our website or in our printed publications.
5. If we use photographs of individual pupils, we will not use the full name of that pupil in any accompanying text or caption.
6. If we use the full name of a pupil in text, we will not use a photograph of that pupil to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels, such as 'an Akhlaq lesson'.
8. We will only use images of pupils who are suitably dressed.
9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

To see our full policy, please visit our website, www.madressa.net

May we use your child's photograph in printed publications that we produce for promotional purposes, or on project display boards, etc? *
Yes No

May we use your child's image on our Madressa Website? *
Yes No

May we use child's image on video? *
Yes No

May we allow your child to appear in the media as part of our Madressa's involvement in an event? *
Yes No

By clicking 'Register' you also agree to our Admission and Attendance Policy as posted on our website, www.madressa.net

Register

For this section, please read the details **thoroughly** and see the Conditions of Use.

Select either 'Yes' or 'No' for the questions presented.

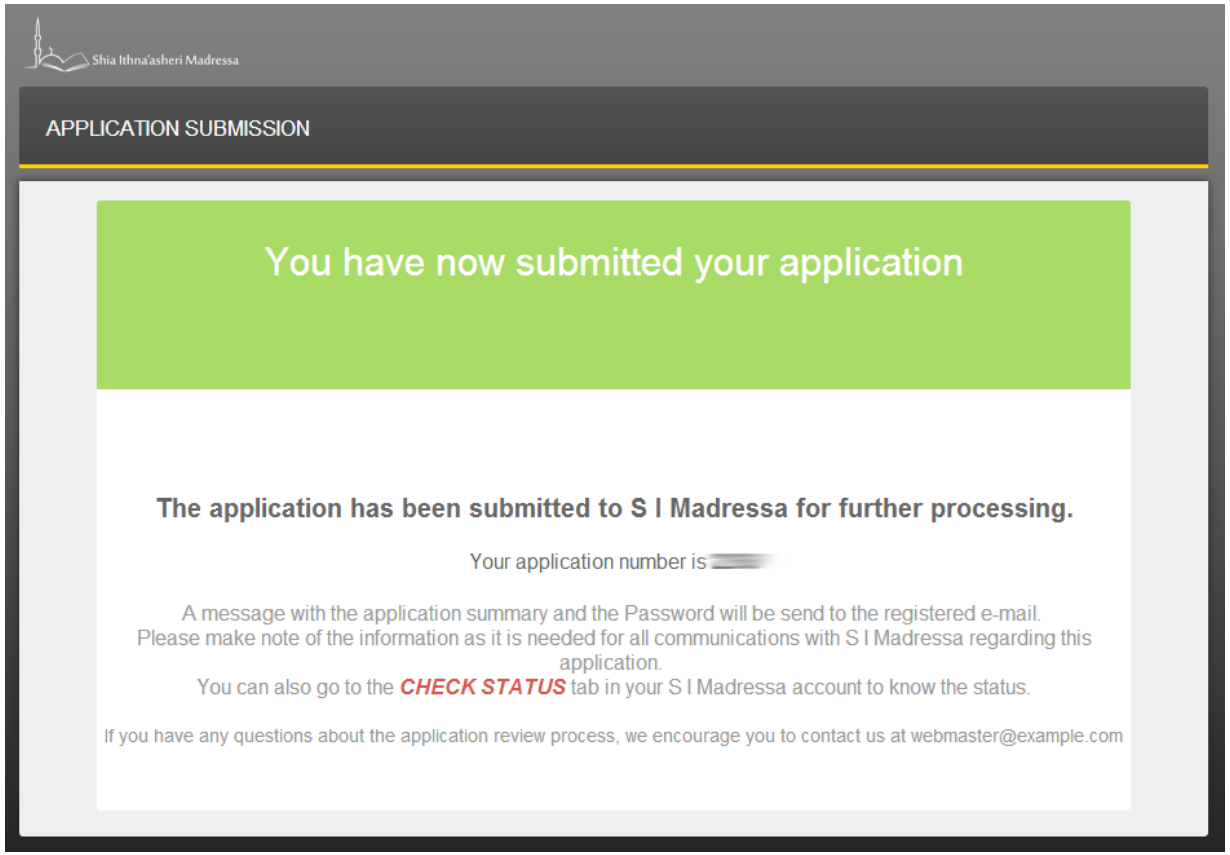
This information will be stored in our database and referred to when we take photos and/or video, and showcase them either on our website or in publications for the duration that your child as at the Madressa.

Registering new Student

Submitted application

Shia Ithna'asheri Madressa

Click here to go to the Homepage



Upon completing the application, you will see the following notification.

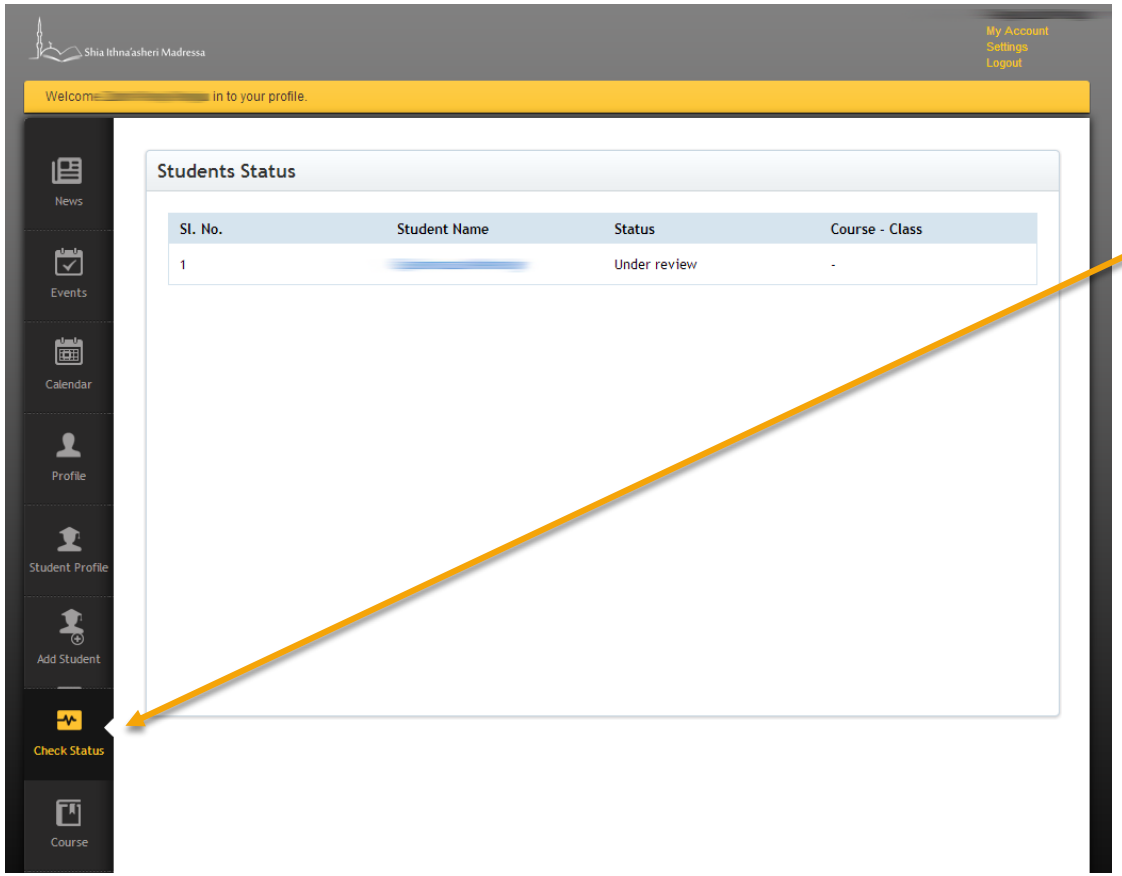
This notification indicates that the S I Madressa Administration team has received your application and it is now under review.

You will receive an email stating that your application has been sent.

Registering new Student

Checking Status of Registered Student

Click here to go to the Homepage

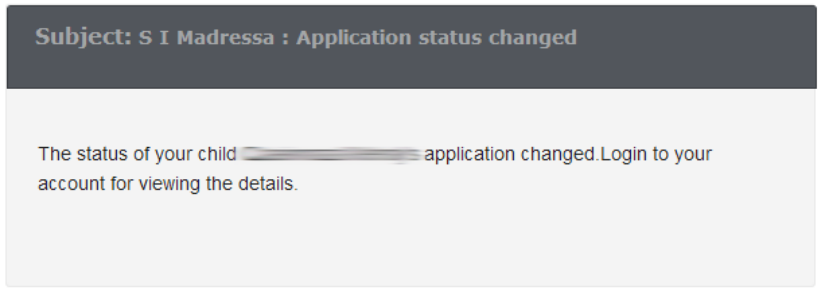


As an existing parent/guardian, you can check the status of the application you submitted via your portal once you login.

You will have received an email if your application was submitted successfully.

Click **check status** on the left hand side menu.

Once the status of your child's application changes, you will receive an email like the one below.



Registering new Student

Application Approval

Shia Ithna'asheri Madressa

Click here to go to the Homepage

- One of two things will happen once the application you have submitted for your child has been approved:
  - Under **Check Status** the Status for the Child you submitted an application for will show as **Approved.**
  - The Child will now show up on your homepage when you login and see a list of your children who are in the Madressa.

IMPORTANT

YOU HAVE NOT ENROLLED YOUR CHILDREN FOR THE YEAR. THEY WILL 'EXIST' IN THE MADRESSA DATABASE BUT ARE NOT CONSIDERED ENROLLED FOR THE YEAR UNTIL THE FEES HAVE BEEN PAID.

Follow the next Steps to Pay for your Children at the Madressa.

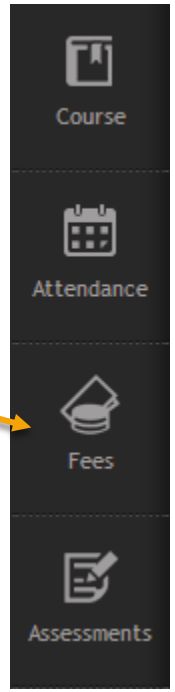
FEES PAYMENT (ENROLLING STUDENT)

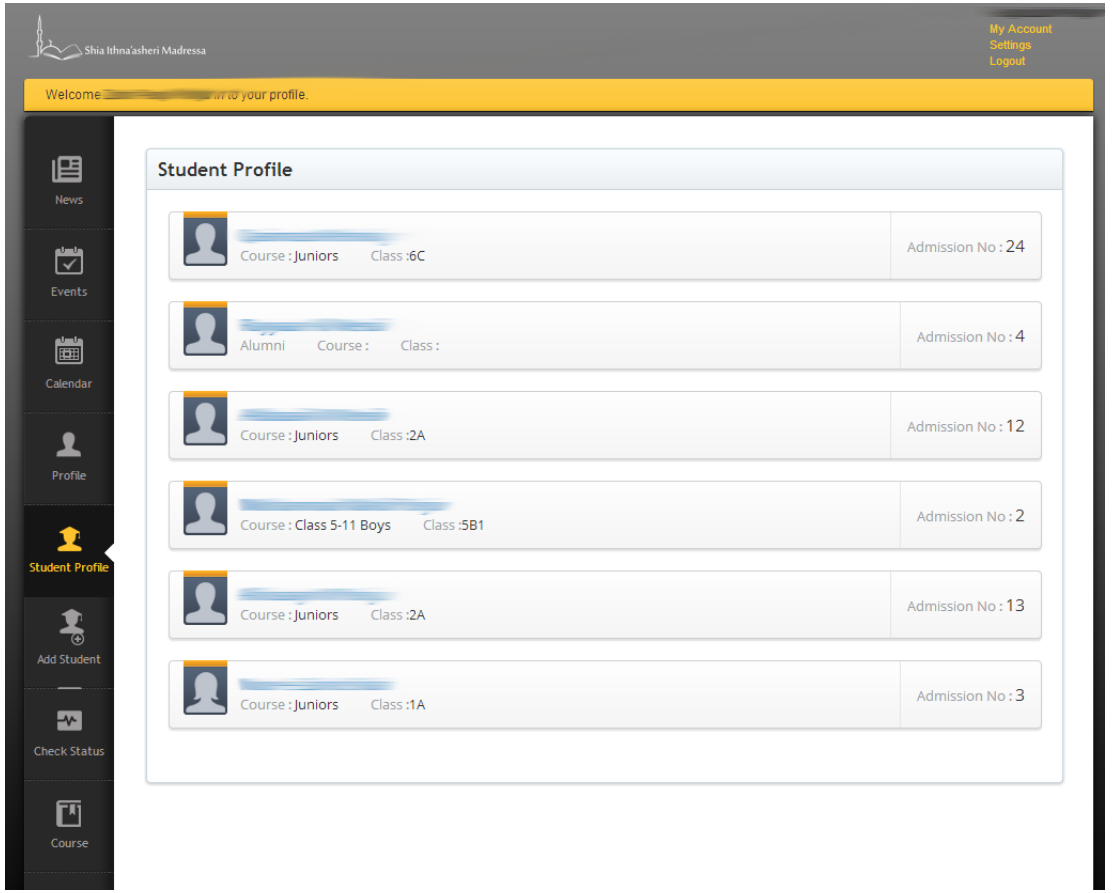
Shia Ithna'asheri Madressa
Click here to go to the Homepage

- You have not enrolled your children for the year yet! They will 'exist' in the Madressa database but are not considered enrolled for the year until the fees have been paid.

Back at the homepage of the portal you will see a list of your children in the Madressa.

On the left hand side menu click on **'Fees'**





ENROLMENTS & Fees

Shia Ithna'asheri Madressa

Click here to go to the Homepage

- The following features are only applicable during the Enrolment process and you may have already used it for paying fees for previous years and Adding additional children to Madressa

Fees - Donations

Click here to go to the Homepage

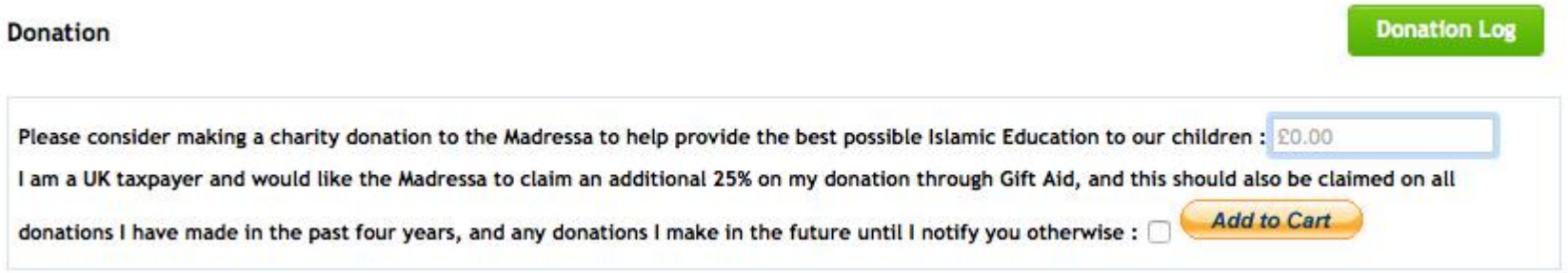
Imam Jafar Sadiq (A) says that: "Everything has a key, and the key to sustenance is charity."

A new feature added on the Parent Portal is 'Donations'. The S I Madressa relies on your contributions to proceed with it's weekly classes. Your donation(s) will go towards learning tools, student manuals, and assisting our students and teachers in other ways.

The amount you donate is entirely up to you. Click 'Add to Cart' once you have input the amount you would like to donate.

Like the fees payment, you will be taken through a payment process and then redirected back to the Parent Portal.

Thank you for your Contribution!



Fees

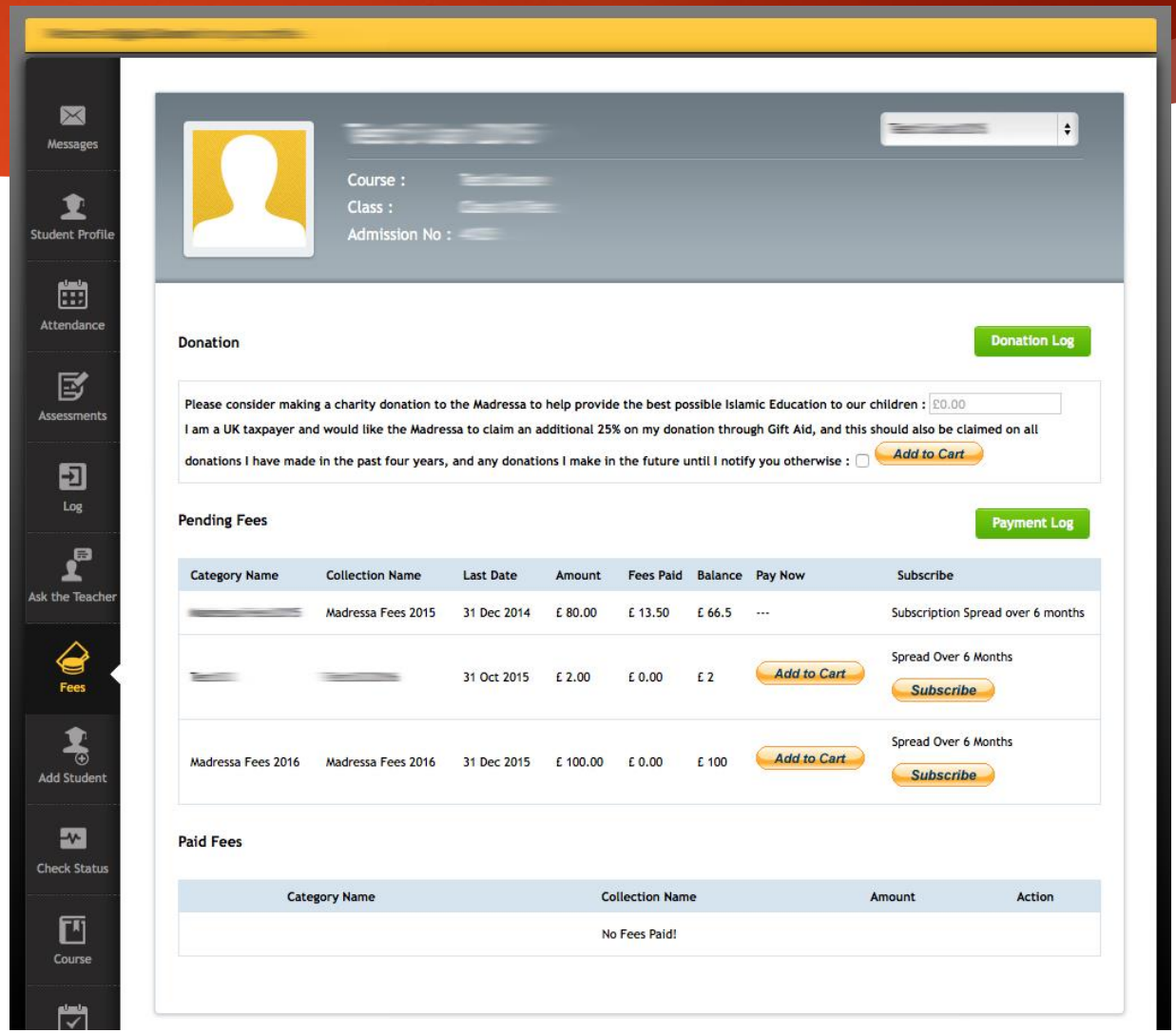
Shia Ithna'asheri Madressa
Click here to go to the Homepage

The Fees section let's you pay a new subscription for your child or make a donation towards S I Madressa.

For any outstanding fees, you will have two options:

1. Pay the full amount per child

2. Pay your child(ren)'s fees over 6 months



Fees

Click here to go to the Homepage

OPTION 1 - Pay the Full Payment:

1. Click 'Add to Cart' to add the student and proceed to payment

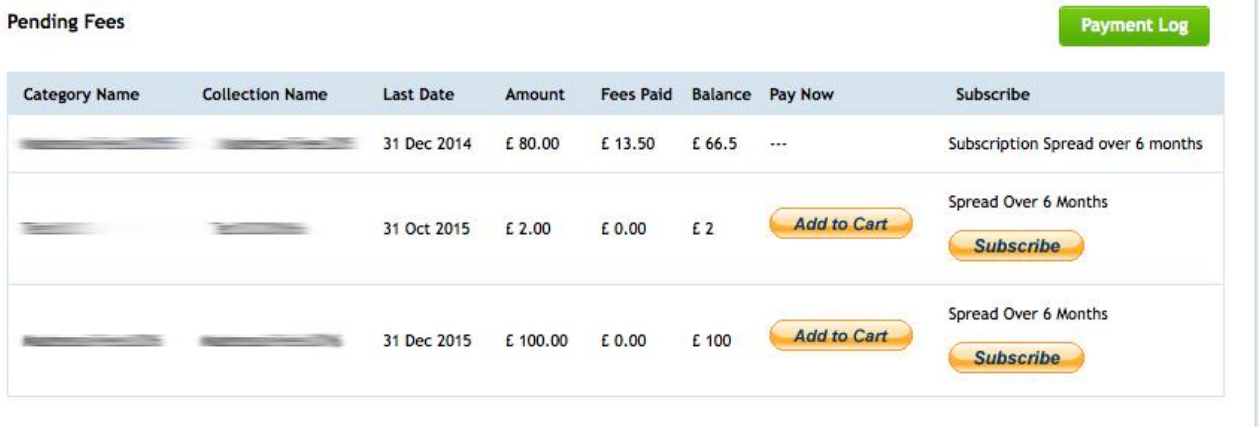
If you have more than one child in the Madressa, select the first child that you will be paying for from the Dropdown Menu on the top right.

Then click 'Add to Cart' to add that Child's fees payment to the Cart. An external screen will load adding the payment to the cart. In the top dropdown menu select the next child you wish to pay for and click 'Add to Cart'.

Follow on to the next step on the external page (which shows your cart) when you have added all fees payments to cart.

OPTION 2 – Pay in Installments

2. Click 'Subscribe' if you wish to pay your fees in Instalments (spread over 6 months)



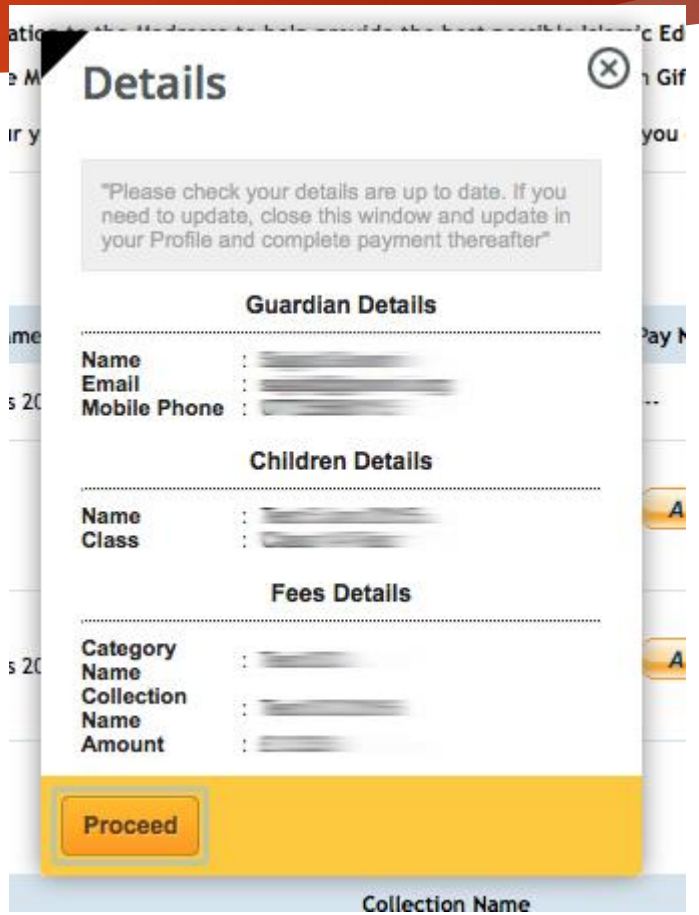
Fees

Click here to go to the Homepage

Regardless of the option you choose, a pop-up screen will show 'Guardian Details', 'Children Details' and 'Fees Details'

Please ensure that ALL Details shown are up to date. If your details are NOT up to date, please use the 'x' at the top of the dialogue box to return to the fees page, go to your profile and update the details.

Click the Proceed Button



Upon Clicking Proceed a New Tab will open for Your cart/payment. On this tab you may continue to add Subscriptions/payments for other children. However, to update your cart click 'Update' on the second tab.

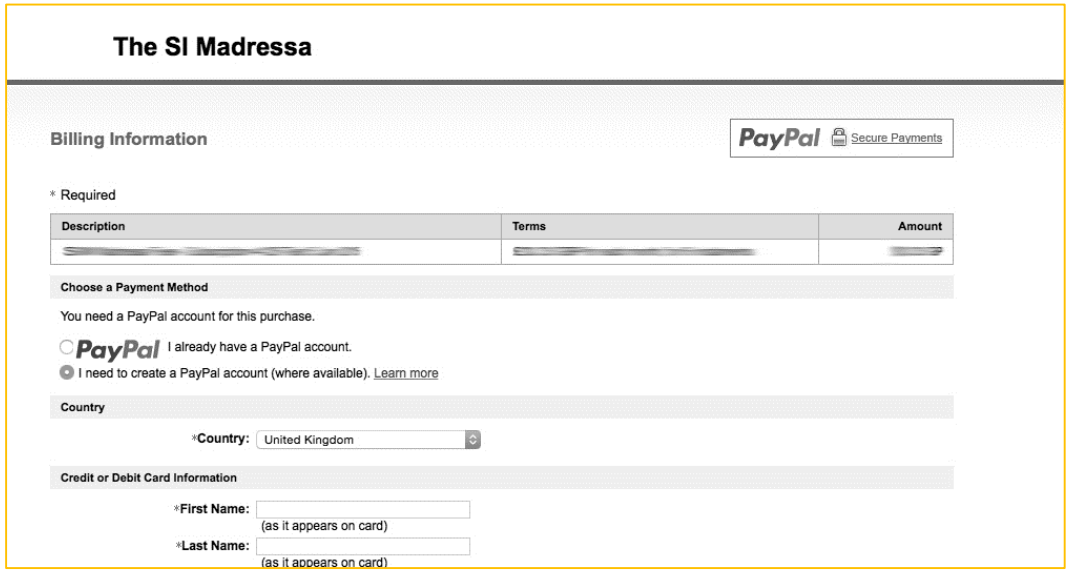
Fees

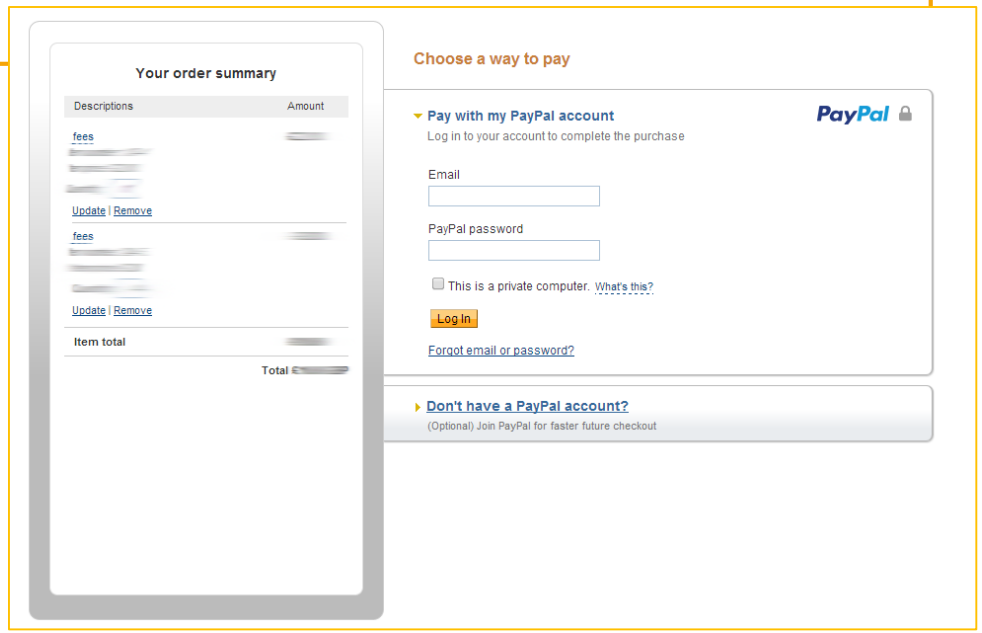
Click here to go to the Homepage

You will be taken to an external payment screen. (The details required on the screen may vary depending on whether you have selected 'add to cart' full payment, or a subscription).

Here you can pay via your Paypal Account or Via Credit Card.

Once you have completed the details, you will be redirected Back to the Parent Portal.

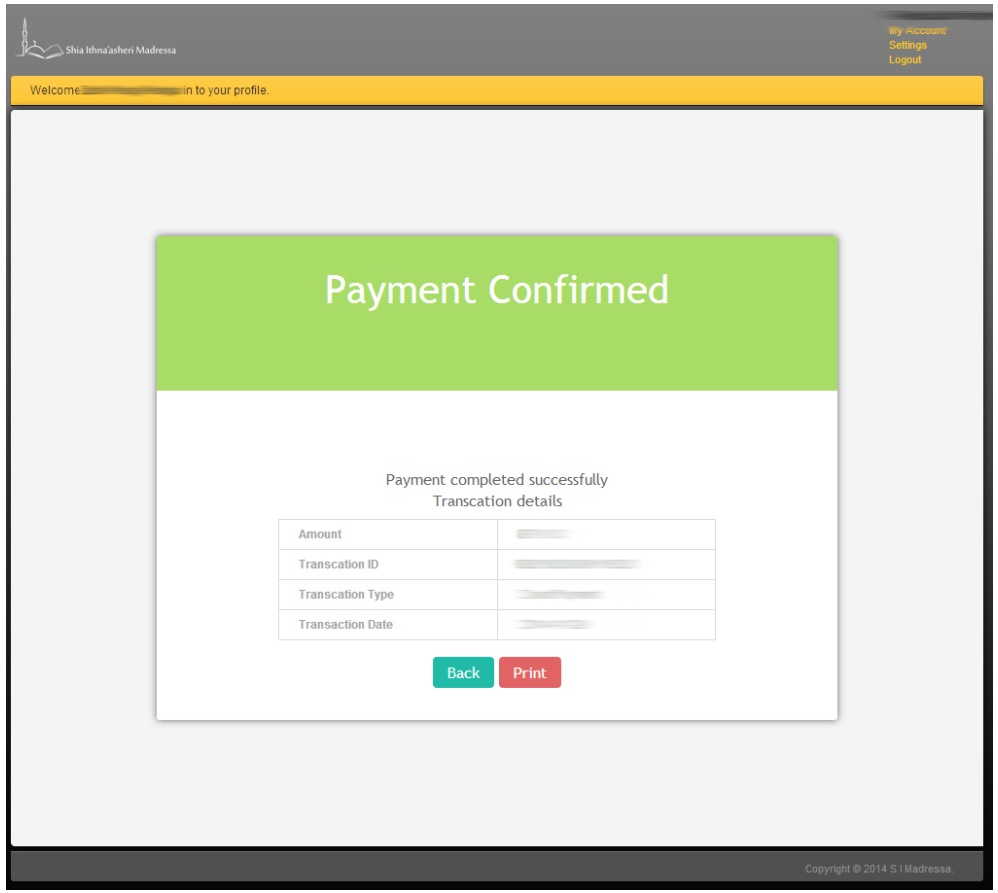




Fees

Payment Receipt

Click here to go to the Homepage



Upon completing payment, you will see the following 'Payment Confirmed' screen.

When you go to the fees section you will see similar below each child that you have paid for, showing that fees have been paid (and you can print a receipt).

Paid Fees

Category Name	Collection Name	Amount	Action
[redacted]	[redacted]	[redacted]	Print Receipt

FEES

Options

Shia Ithna'asheri Madressa

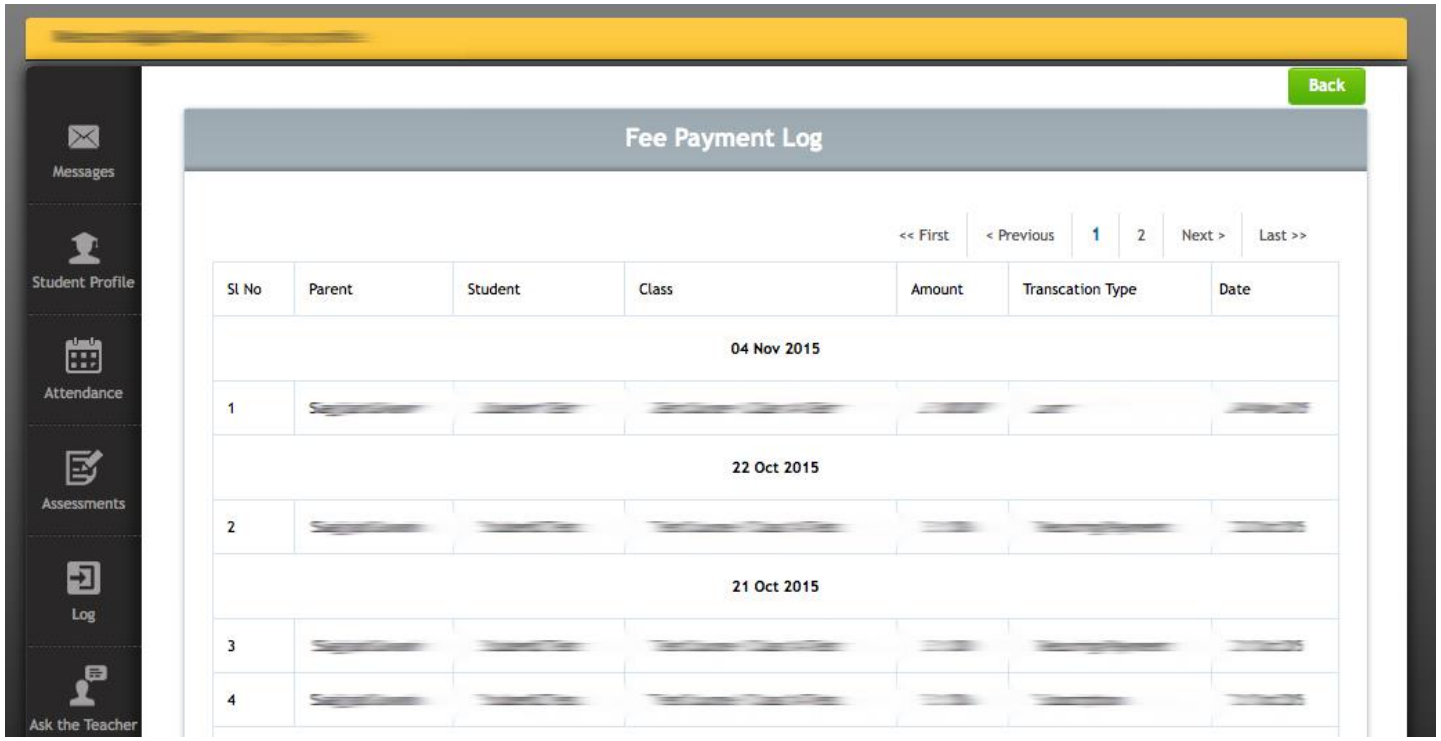
Click here to go to the Homepage

- You will **need to complete the payment step for each child** via the Parent Portal individually.
- If you are setting up a subscription, the Parent Portal **will still show fees as Subscribe Spread over 6 months**.
- As payments come in per month, your balance will be updated on the Fees section of the Parent Portal

Fees

Click here to go to the Homepage

Your ‘Fees Payment Log’ which you can access from the main fees screen will show you a log of all your payments.



Attendance (Updated Feature)

Click here to go to the Homepage

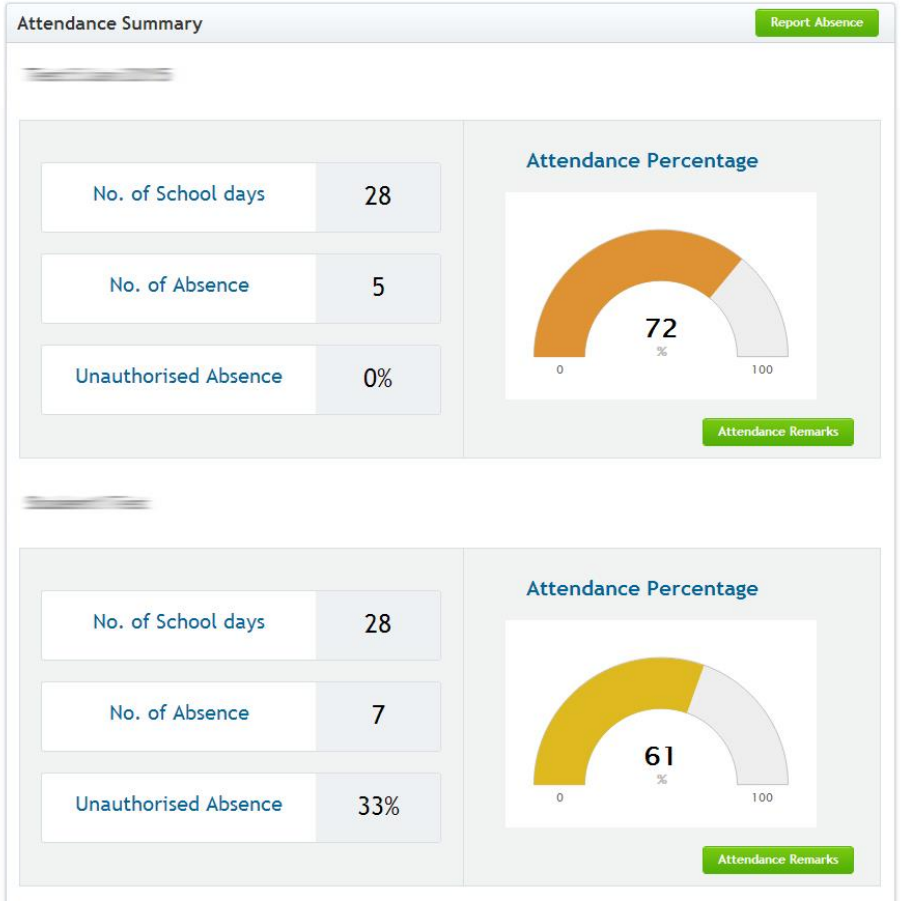
Here you can view an attendance summary for all your children

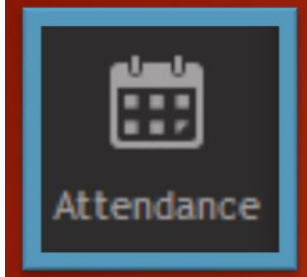
In a stacked format, each child's attendance will be displayed. This will show the total number of sessions we have had at the Madressa (No. of School days)

The '**No. of Absence**' displays the number of times the child was absent from the Madressa.

'**Unauthorised Absence**' determines how many of these absences were without a valid reason **(authorised and unauthorised absences explained in the following slides).**

NOTE: S I Madressa will review attendance each term to see that the minimum requirements, as stated by the attendance policy, are maintained by each student.



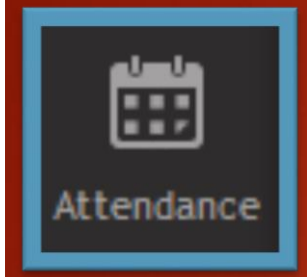


Attendance (Updated Feature)

Click here to go to the Homepage

A table at the end of the Attendance Summary page shows your children and their recorded absences, the reason for these absences, and the status (authorised, or unauthorised)

Student Name	Date	Reason	If reason is 'Other',	Status
[redacted]	27 Sep 2015	Illness		Authorised Absence
[redacted]	27 Sep 2015	Travel(excluding holiday)		Authorised Absence
[redacted]	27 Sep 2015	Travel(excluding holiday)		Authorised Absence
[redacted]	20 Sep 2015			Authorised Absence
[redacted]	20 Sep 2015	Updated note		Authorised Absence
[redacted]	20 Sep 2015	Other	Family holiday to Turkey	Authorised Absence



Recording Absence (New Feature)

Click here to go to the Homepage

Selecting the 'Report Absence' button at the top of the Attendance Summary will allow you to report the absence of your child(ren).

You will then see a page like the one shown on the right.

1. Select the Date (multiple dates can be selected) and then click outside the calendar pop up once selected.

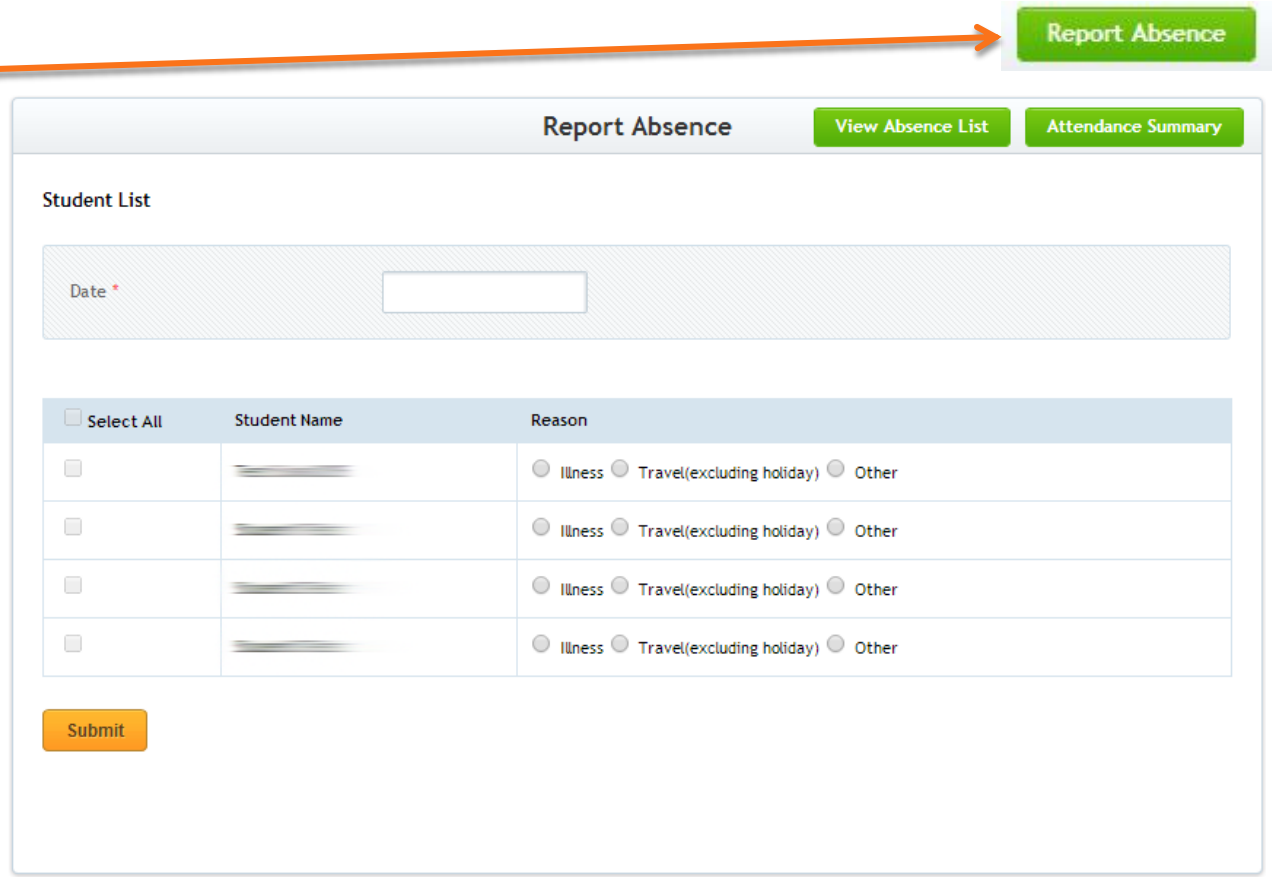
2. Select the students for whom you wish to report the absence for the given dates.

3. Select the reason.

IMPORTANT:
If you select 'Illness' or 'Travel (excluding holiday)' your child(ren)'s absence will automatically be marked as AUTHORISED.

If you select 'Other' the absence type will be 'Pending' which will then be reviewed and determined by the administration.

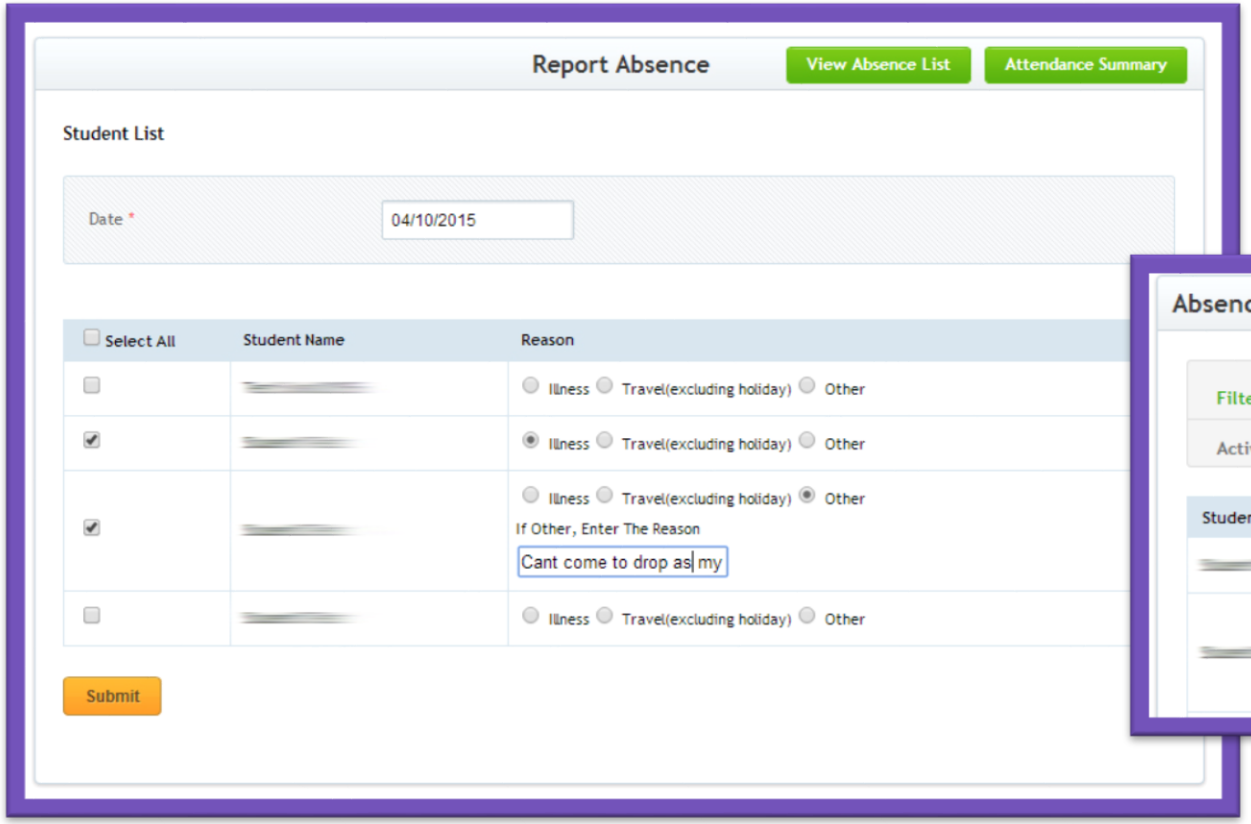
Email notifications will be sent as the status is updated.

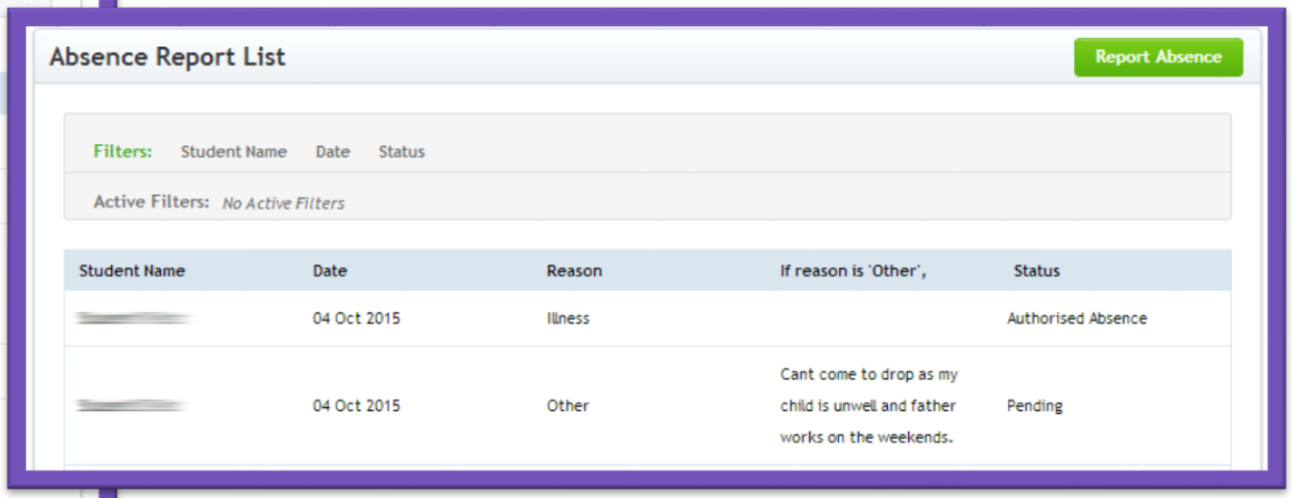


Recording Absence (New Feature)

Click here to go to the Homepage

Here is an example of reporting an absence and the page you will see when you click 'submit'





Assessments (Updated Feature)

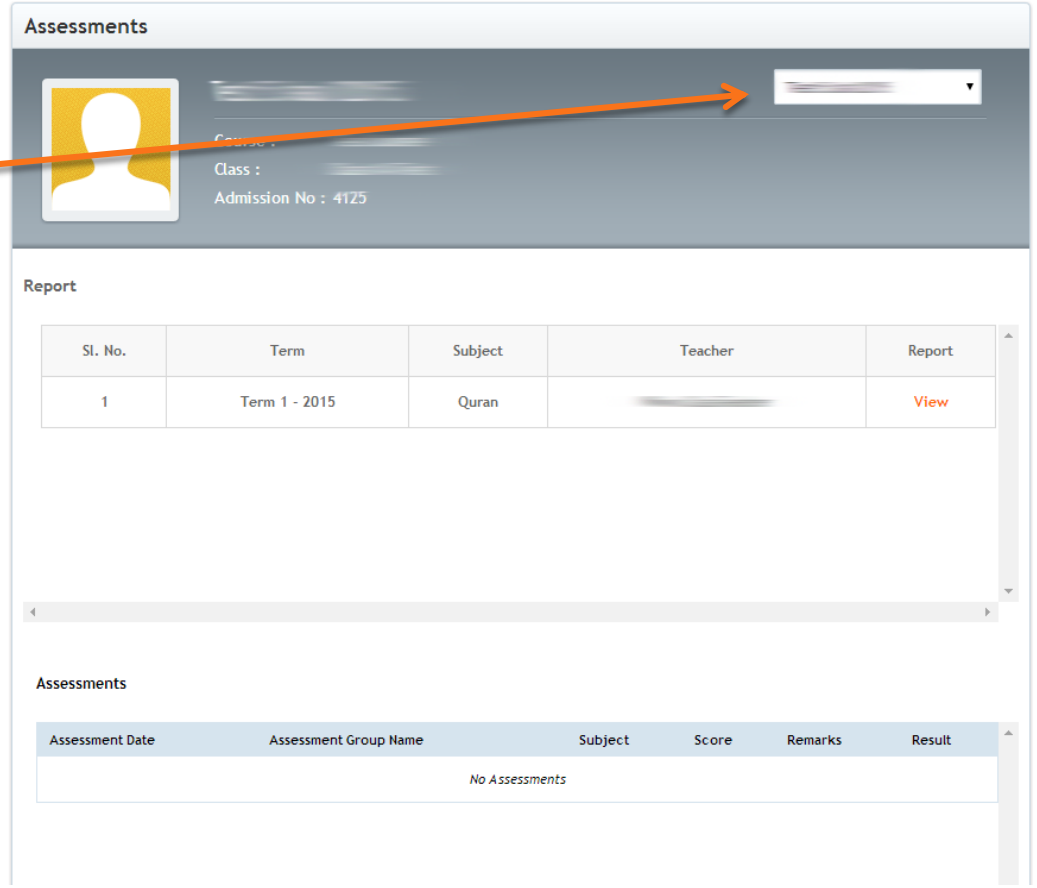
Click here to go to the Homepage

Here you can view the assessment summary and report cards for your child, over the course of the year

Should you wish to view the assessment summary for another one of your children, change the name from the drop down menu at the top right corner.

Currently this student has not sat any assessments, hence there are no records to display.

However, a report card has been written for this student, which you can view by clicking 'View' under the 'Report' Column.



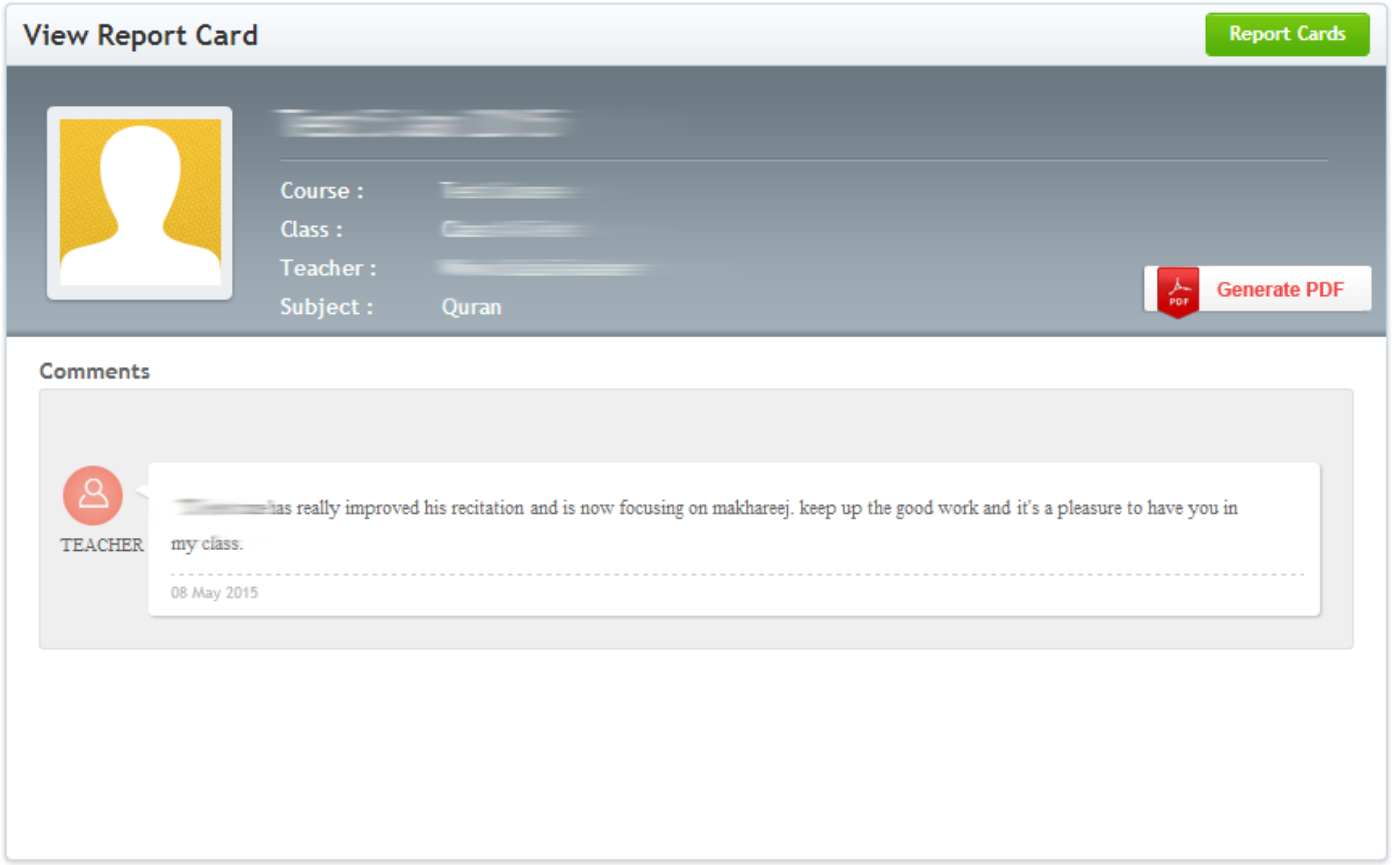
Assessments (Updated Feature)

Click here to go to the Homepage

Viewing the Report Card will show you the comments that teachers have made with regards to your child in that specific subject for that specific term.

You may Generate a PDF of the report card by clicking the 'Generate PDF' button shown on the right of the student's details.

Clicking on the 'Report Cards' button on the top right will take you back to the assessment summary.



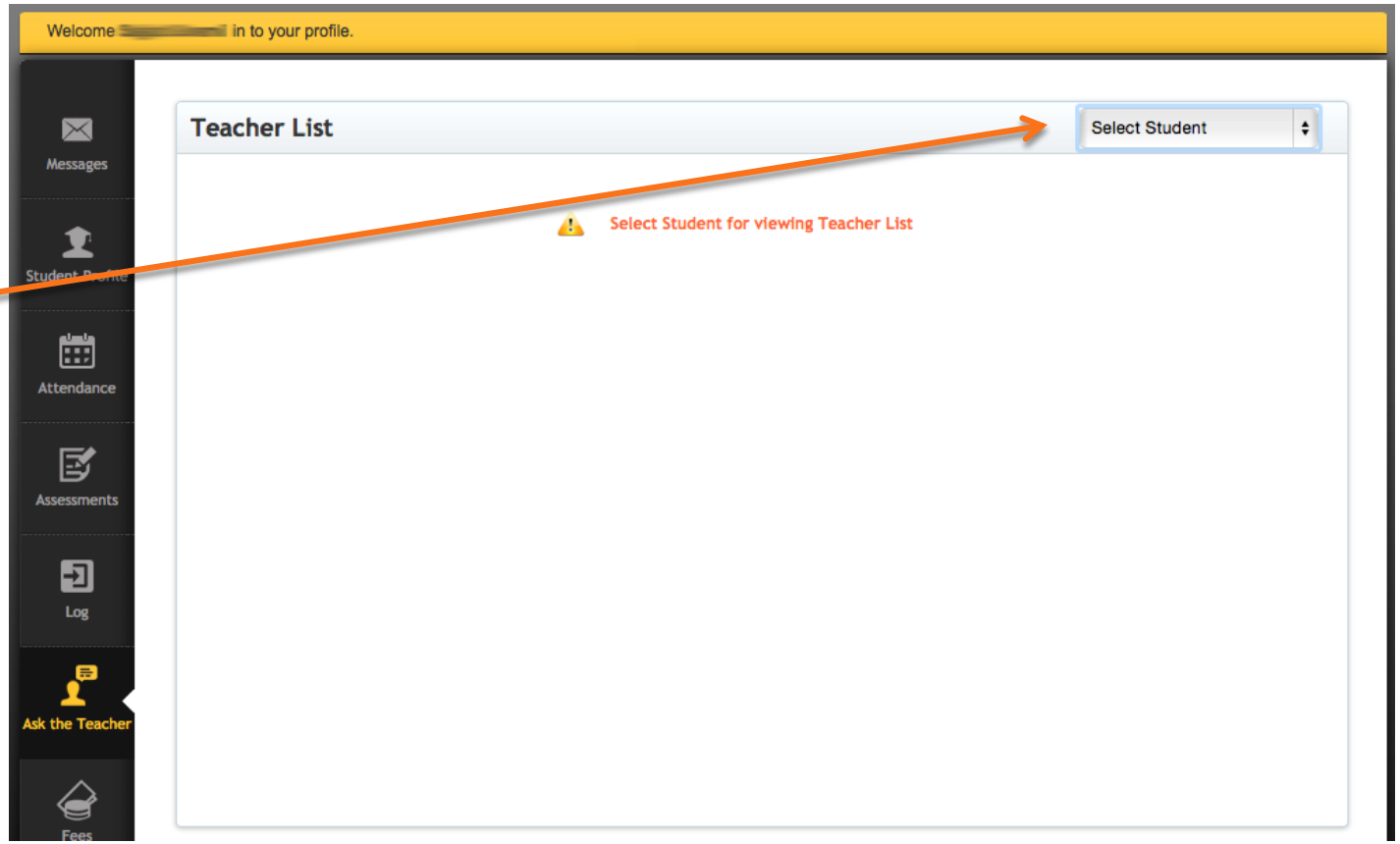
Ask the Teacher

Click here to go to the Homepage

This feature is a key feature of the Parent Portal, building communication between the Administration, Parents, and Teachers.

Click on 'Ask the Teacher' from the Left Features menu.

You will first be asked to select a student from the top right drop down menu.



Ask the Teacher

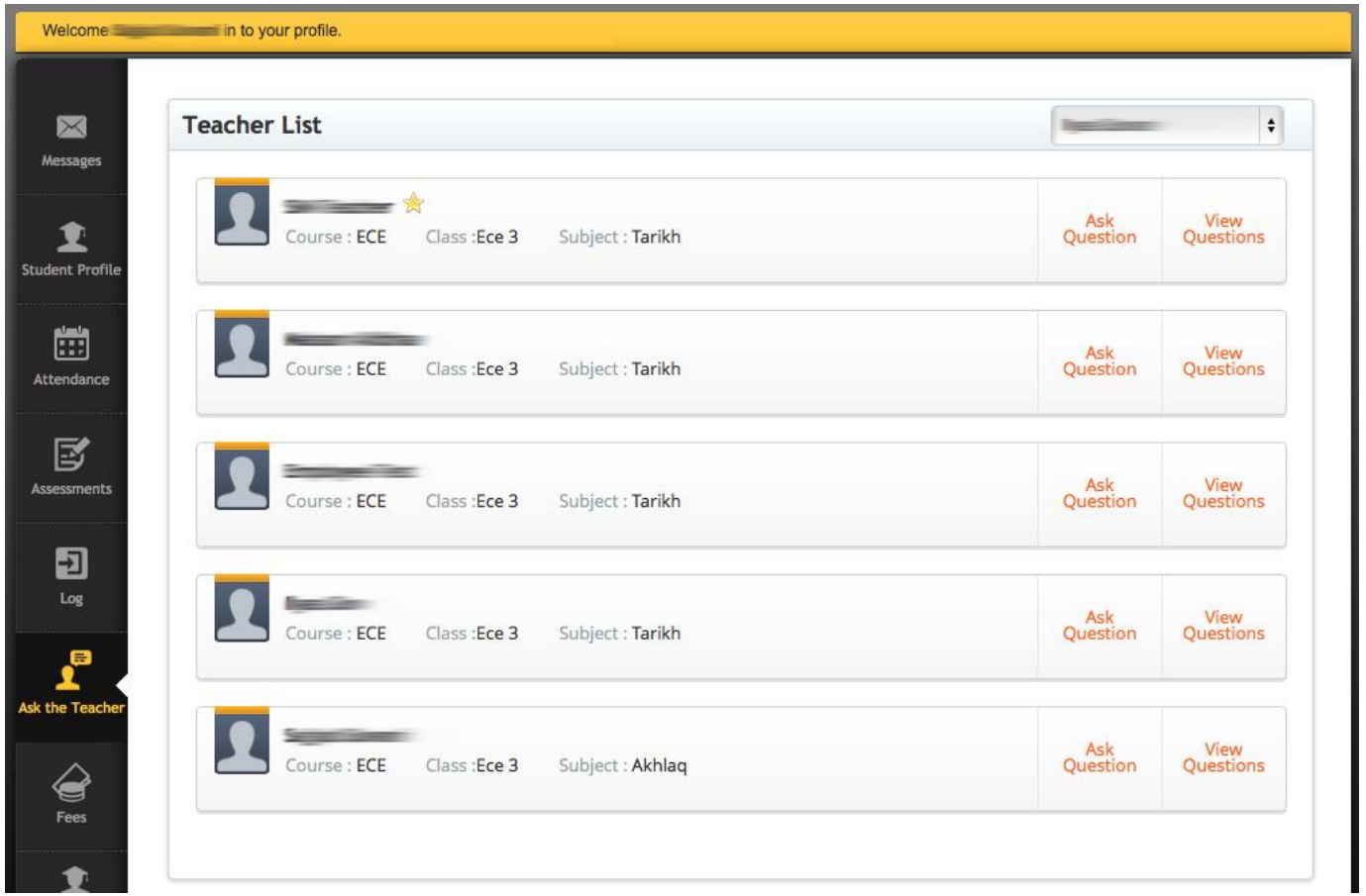
Click here to go to the Homepage

Once you have selected your child's name, you will see a list of teachers that teach that child.

You can, at this time, ask any of them a question or view questions that you have asked them previously.

WHEN WILL YOU USE THIS FEATURE?

- There are several occasions for when this feature is ideal:
  - If you were absent on Parent's Day, you could request a progress update from the teacher for your child
  - Should there be an incident, you can discuss it with the teacher
  - If your child was absent and missed an assignment or some classwork/homework you can request the teacher to send it to you.



Ask the Teacher

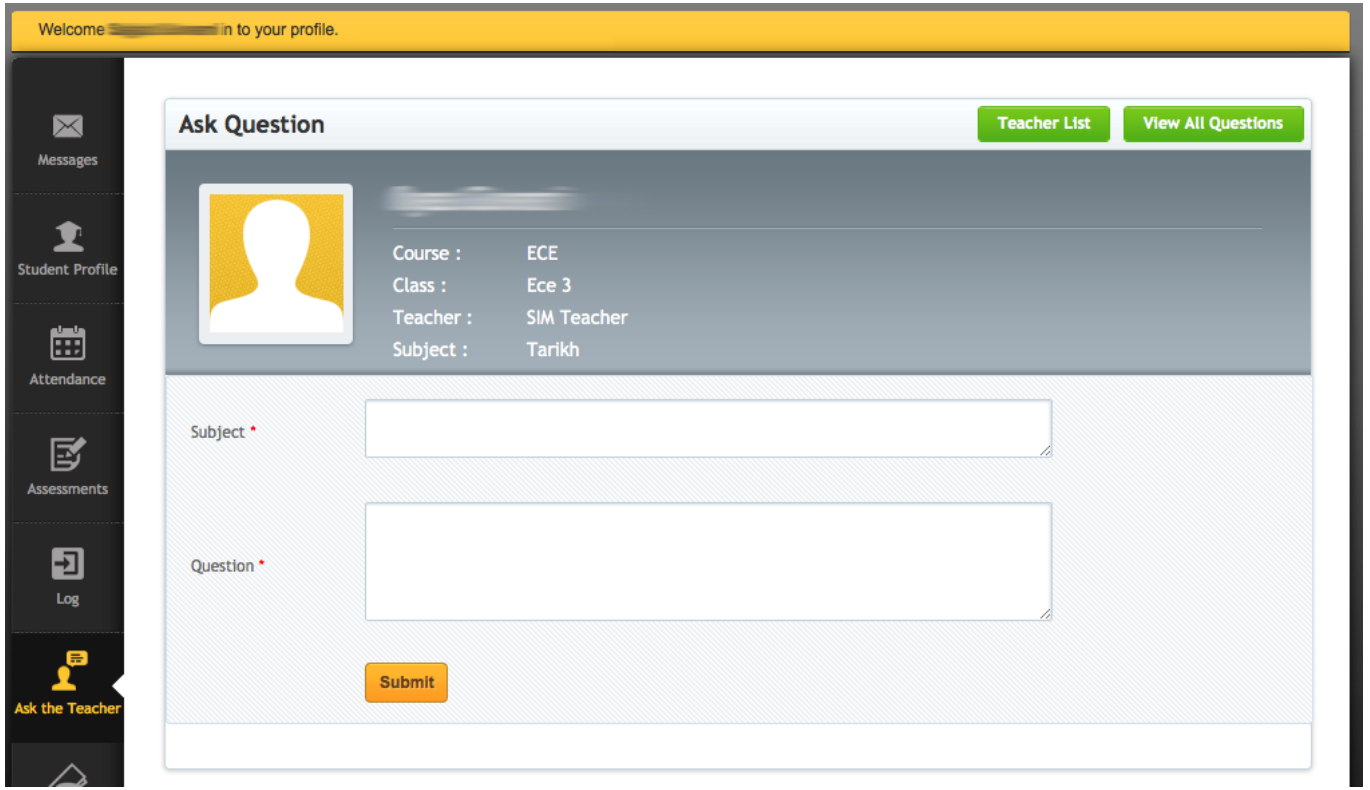
Click here to go to the Homepage

Click on 'Ask Question' to come to the screen show on the right.

Here you can state the Subject of your question (e.g. Absent on May 10, 2015 – Classwork/Homework Request)

You can then ask your question in detail.

Click 'Submit' once you have completed.



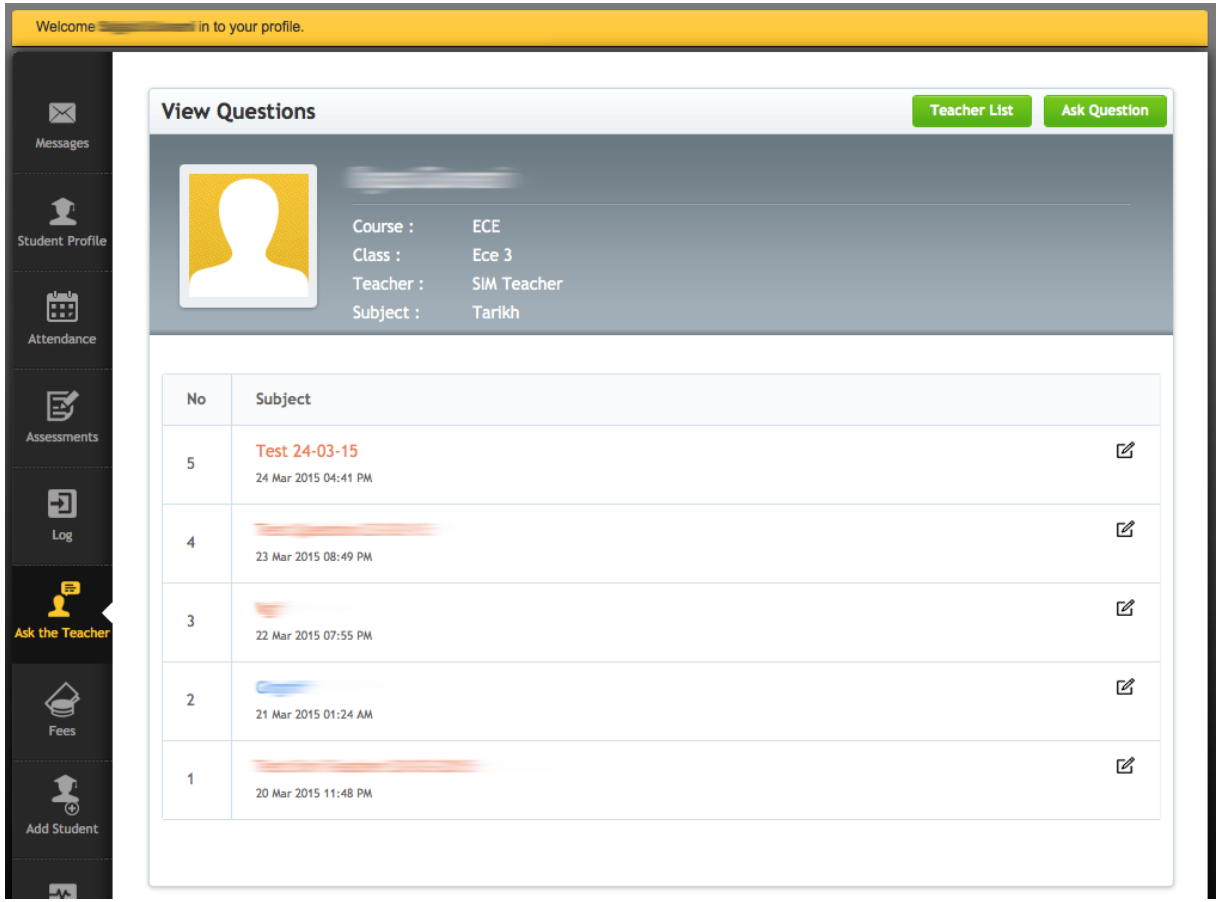
Ask the Teacher

Click here to go to the Homepage

Upon completion, you will see a list of the questions you previously asked the teacher for that subject.

When the teacher replies your comment, you will receive a notification via email.

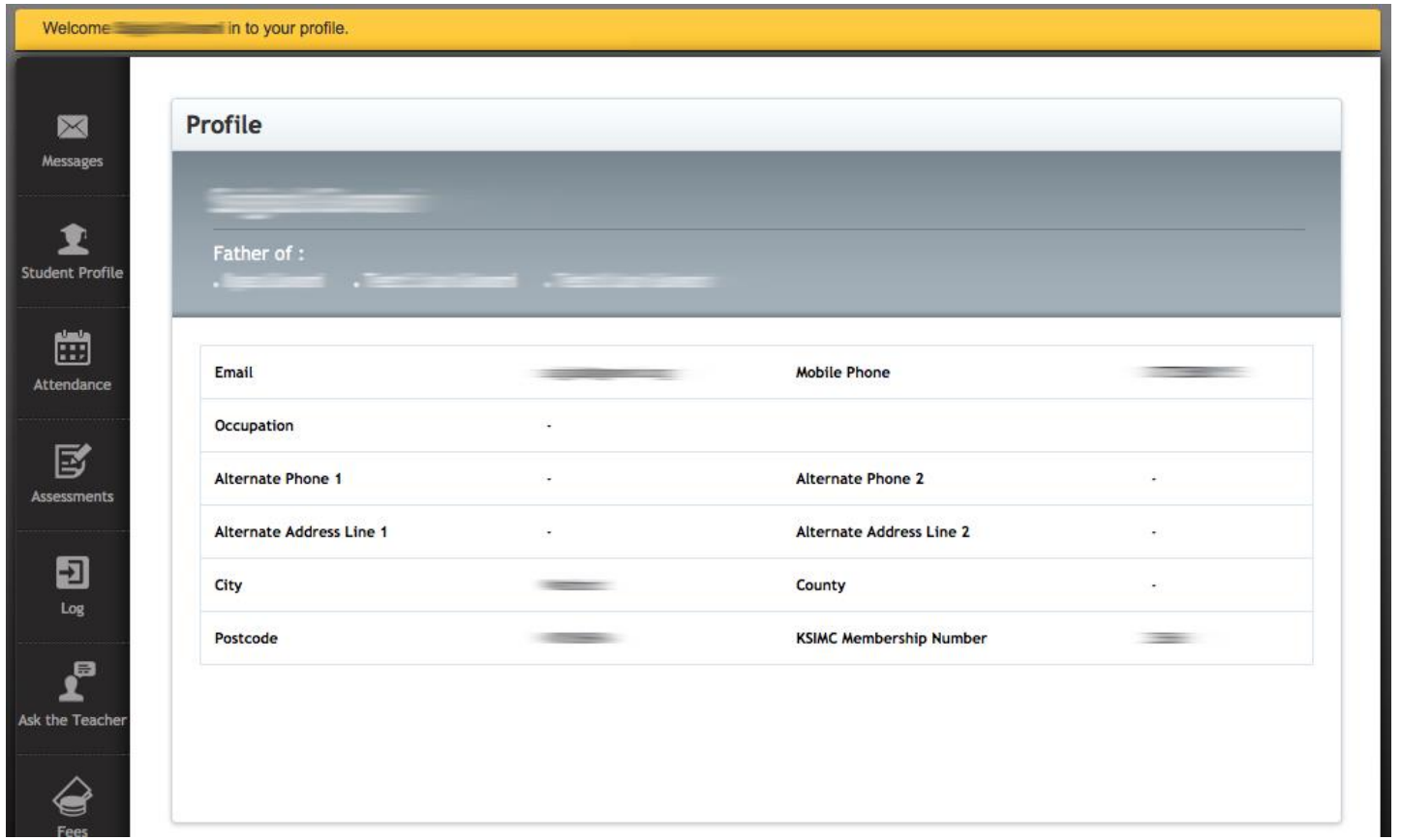
Upon receipt, you can login to your Parent Portal and navigate to the 'Ask the Teacher' feature and view the response.

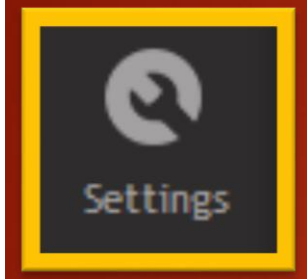


Parent Profile

Click here to go to the Homepage

The Profile feature shows you your profile that is on file with the administration at the S I Madressa





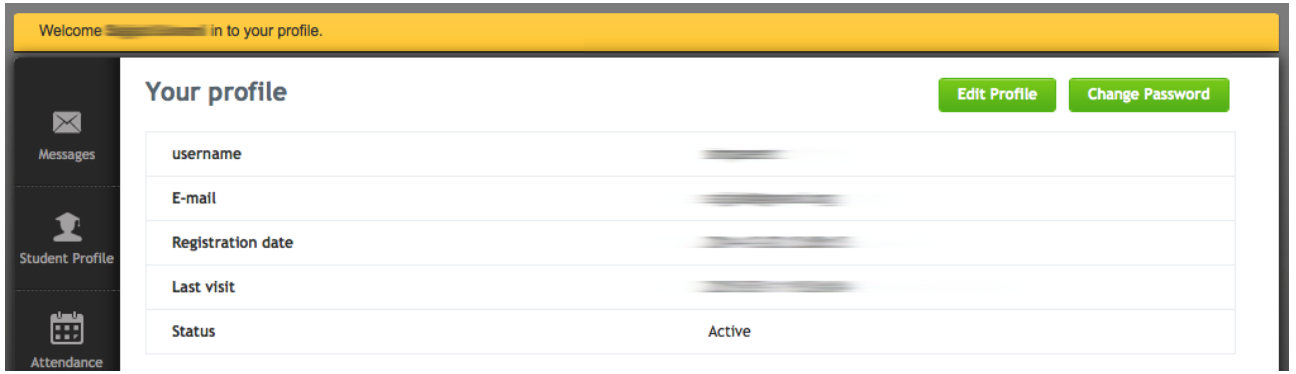
Settings

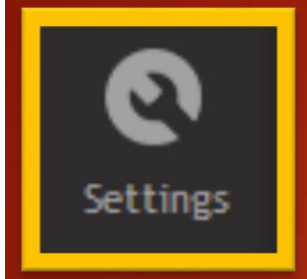
Shia Ithna'asheri Madressa
Click here to go to the Homepage

The settings feature allows you to change the following:

- Username (for login to the Parent Portal)
- Password
- Email address

Please ensure that if you are to change your username/password for the portal, you have noted them somewhere safe to ensure successful login.





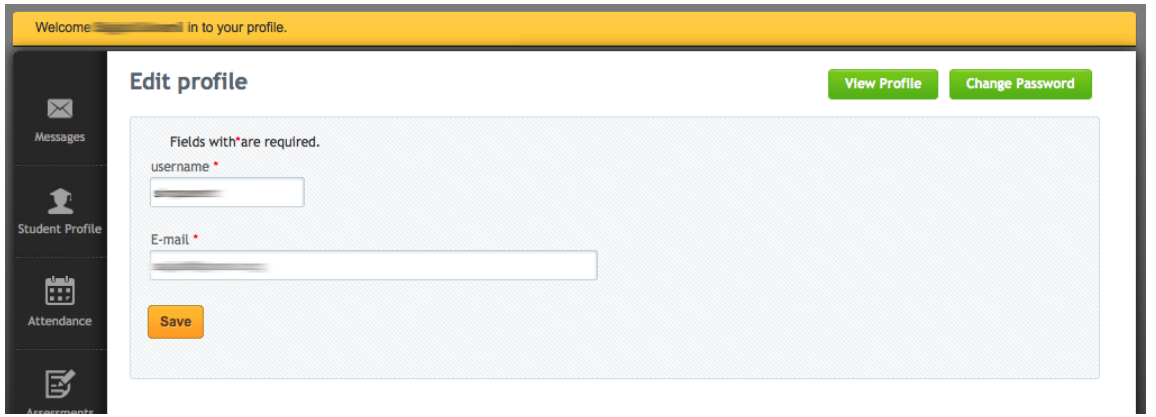
Settings

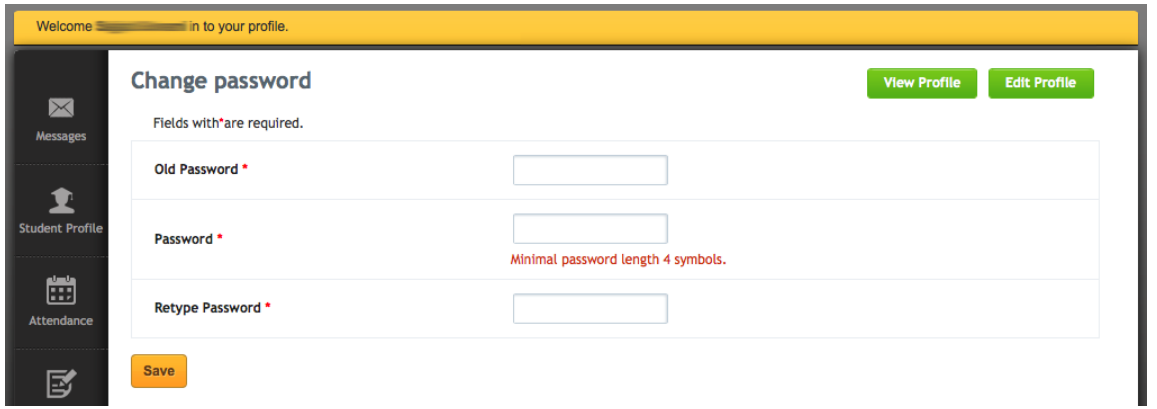
Shia Ithna'asheri Madressa
Click here to go to the Homepage

Once you have logged in you can change your password by going to 'Settings' in the left side menu.

Click 'Edit Profile' or 'Change Password' to make the necessary changes in your settings.

You will see a screen like the one on the right:





Shia Ithna'asheri Madressa

Click here to go to the Homepage

For questions and queries please contact admin@madressa.net