

Version 1 September 2022-2023

Smartschool for parents



www.smartschool.be

SMART SCHOOL

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I. 1^{ste} Registration to Smartschool

1. Surf to <https://mariagaard.smartschool.be>

ATTENTION, there is also a school with the address mariagaarde.smartschool.be. Check whether you see our Mariagaard logo.



2. The first time you log in, you must request a password. To do so, click on 'Forgotten password'.

A login form with three input fields: "Gebruikersnaam", "Wachtwoord", and "Wachtwoord vergeten?". Below the fields is a blue button labeled "Aanmelden". A red arrow points from the top right towards the "Wachtwoord vergeten?" link.

3. Please complete the following information:

The user name is your son or daughter's email address.
It is structured as follows:

Voornaam.naam@mariagaard.be

In the e-mail address field, enter **your own private e-mail address** (that you entered when registering).

Then click on "request password".

You will then receive an e-mail with the possibility to set a password:

Wachtwoord vergeten?

Vul je gebruikersnaam en e-mailadres in om een nieuw wachtwoord aan te vragen.

Gebruikersnaam

E-mailadres

Wachtwoord aanvragen

(If you do not receive this mail, please contact the ICT service at ict@mariagaard.be).



Click on the link and then enter a password:

 Wijzig je wachtwoord

Gebrowsersnaam:

Nieuw wachtwoord:

Herhaal nieuw wachtwoord:

Type a password that meets the following requirements (an upper case letter, lower case letter, number and a special character).

This password is also the password you must use to log on to the Smartschool App. (see below)

4. User agreement:

Gebruikersovereenkomst

Over Smartschool

Deze overeenkomst ("Gebruikersovereenkomst") wordt gesloten voor het gebruik van Smartschool tussen

- 1) de Gebruiker; en
- 2) Smartbit bvba, Hoogstraat 13, 3670 Meeuwen-Gruitrode, België, met ondernemingsnummer BE0479.803.174, RPR Tongeren, hierna "Smartbit" genoemd.

Wij beantwoorden graag uw vragen en/of opmerkingen omtrent Smartschool. Ons contacteren kan steeds via de contactinformatie die je vindt op www.smartschool.be/contact.

1 Waarom deze Gebruikersovereenkomst

Als Gebruiker wordt er van jou verwacht dat je Smartschool conform bepaalde regels gebruikt, en krijg je bovendien niet automatisch toegang tot alle functionaliteiten van Smartschool. Smartbit wenst je via deze weg te informeren van de plichten die op jou als Gebruiker rusten, vastgelegd in deze Gebruikersovereenkomst en de [Verklaring Bescherming van persoonsgegevens](#) binnen Smartschool (samen de "Voorwaarden").

Neen, ik ga niet akkoord Overslaan (mogelijk tot 2018-08-28) Ja, ik ga akkoord

First, scroll all the way down. The 'Yes, I agree' button will now light up. Click on it to confirm.

Type a password that meets the conditions described in the box.

This password is also the password you must use to log on to the Smartschool App. (see below)

5. Log into Smartschool

From now on, please register with the following data:

Surf to mariagaard.smartschool.be

Username: e-mail address of son or daughter

Password: the password you have just set up

Smartschool distinguishes between the different co-accounts on the basis of this password.

So don't log on with your son's or daughter's password! After all, parents have other possibilities within the Smartschool environment than pupils.

II. Navigating in Smartschool

From the home screen of Smartschool you can click through to the different parts in different ways.

A. The menu bar

At the top of the home screen is the menu bar:



A brief overview of the functions of this menu:

- **Start:** The "back to home" key. Click on it and you will be taken to the start page.
- **Go to:** A pull-down menu with the links to all parts of Smartschool.
- **Subjects:** A direct link to the subject courses.
- **Messages:** The internal communication platform. Within this section Messages can be received and sent to anyone who has a Smartschool account (staff, pupils and parents).
- **Notifications:** Notifications are sent when changes are made to the system.
This way, Smartschool keeps you up to date with all the latest news.
- **Search:** Want to get to a file or a message without lots of clicks? Type Here is a quick search term.
- **Manual:** A very complete and up to date wiki. Everything is here step by step
described step by step or explained in short videos.

B. The 'Go to' menu

Via the 'go to' menu you can easily navigate to everything in Smartschool. Many of these links will be discussed further in the manual. Here is an overview:

	Berichten	communication between teachers, parents and pupils
	Fotoalbum	photos of activities
	Intradesk	all administrative files for pupils and staff
	Planner	weekly planning and school calendar
	Leerlingvolgsysteem	all pupil data: reports, absences, ...
	Lesrooster	your schedule is filled in automatically
	Mijn kinderen	Link several children to this account
	Oudercontact	Scheduling of parent contact moments
	Schoolagenda	your digital school diary
	Resultaten	The marks of all tests and examinations

III. SmartschoolApp

With the Smartschool App you stay involved with your school, even when you are on the road. The App is optimised for both phones and tablets and offers great value. Thanks to the push notifications, you are always up to date with your new messages. The Smartschool App is available for iOS (iPhone, iPad, iPod Touch) and Android smartphones/tablets.

You can download this app from the following page:

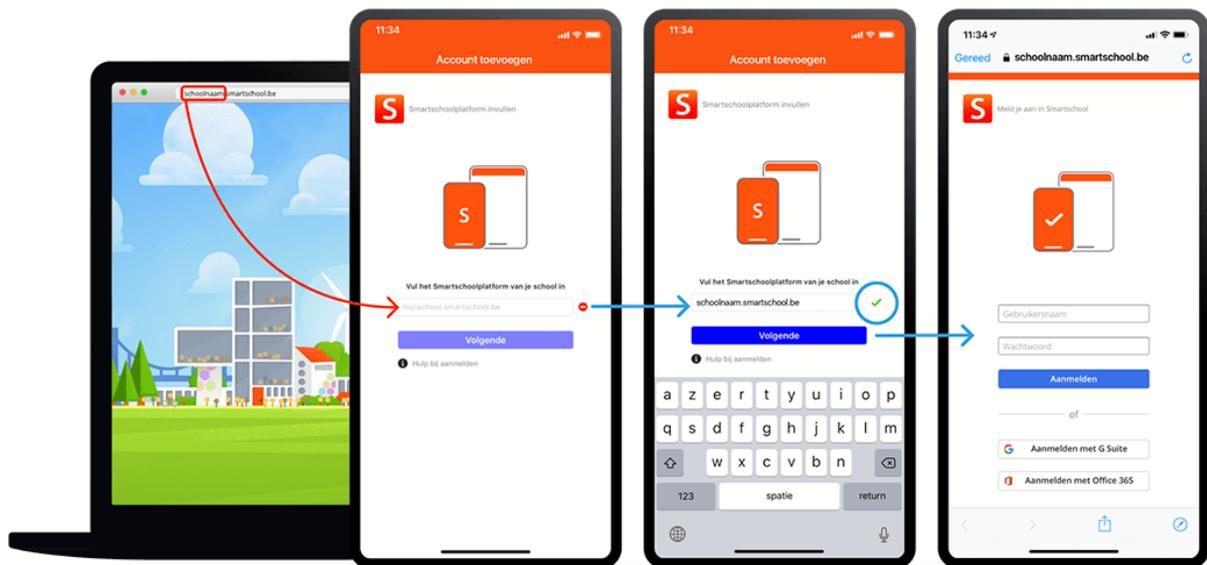
<http://www.smartschool.be/apps/app/>

Add account

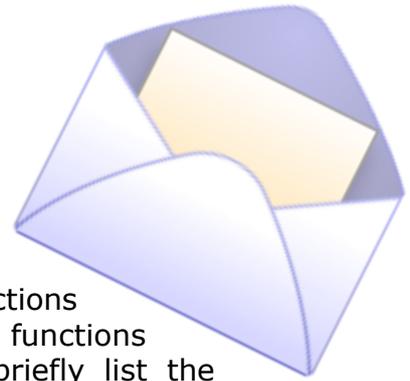
When you open the Smartschool App for the first time, you need to fill in 3 things:

- Platform
- User name
- Password

The platform of your school can be found in the address bar of your browser when you surf to Smartschool. In our case, mariagaard.smartschool.be. It suffices to type in the part before 'smartschool.be'. It is not necessary to add https or www.



IV. Messages



Smartschool has an extensive messaging system. Through this system you can reach everyone who is a member of the Smartschool platform.

You can compare it to an internal mail system. All the functions of a classic mail programme, supplemented with handy functions tailored to teachers and administrative staff. Let us briefly list the possibilities:

A. Recipients through a selection

- Click on the green plus sign.
- Make a selection of the desired persons via the user structure.
- Click on the blue disk to save this selection.

Certain groups or classes are followed by a prohibition sign. These cannot be selected.

B. Recipients by name

- Type in (part of) a pupil or group/class name.
- A search list is displayed starting from two characters. In this search list you can indicate the desired persons.

V. School calendar

A. Toolbar

Explanation of the icons in the toolbar:



B. View lesson subject, tasks and tests

	maandag 16/3	dinsdag 17/3	woensdag 18/3	donderdag 19/3	vrijdag 20/3
	NED, JANSEN Katrien, C9 Boekbespreking voorbereiden	ENG, JANSEN Saskia, C8 Grammar: repetition of tenses	NED, JANSEN Katrien, C9 Boekbespreking: presentaties	WISK, JANSEN Anja, C4 Hoeken: oefeningen afwerken en uitdieping maken (p. 82-83)	WW, JANSEN Nick, B10
	WW, JANSEN Nick, B10 Proefverslag: Hoe stel ik dit op?	WISK, JANSEN Anja, C4 Hoeken: even grote hoeken tekenen (passer)	ENG, JANSEN Saskia, C8 Grammar: repetition of tenses	FRANS, JANSEN Vanessa, ... On ne sait jamais! - Groeswerk	WISK, JANSEN Anja, C4 Verschuivingen: inleiding
	GESCH, JANSEN Ariane, B8 Romeinen en Galliërs: opdracht A	FRANS, JANSEN Vanessa, ... On ne sait jamais! - Groeswerk	LAT, JANSEN Guy, C3 Daedalos en Icaros: vertaling	AARD, JANSEN Tom, B8 1 Landschap en landschapselementen Nieuwje lezen voor de les	LO, JANSEN Jeroen, H2 Volleybal - bovenhandse opslag
	NED, JANSEN Katrien, C9 Boekbespreking voorbereiden	NAWE, JANSEN Nick, B10 Voortplanting p. 72-75	WISK, JANSEN Anja, C4 Hoeken: de bissectrice van een hoek + tekenen (passer)	PO, JANSEN Dennis, B6 Creatief met metaal	LAT, JANSEN Guy, C3 Daedalos en Icaros: vertaling

A green folder is a moment when an assignment or test has been placed in the calendar.

A yellow folder is the deadline for a task.

A red folder is the moment of a test.

You can click on these icons to read all the details.

The digital school diary as an official document

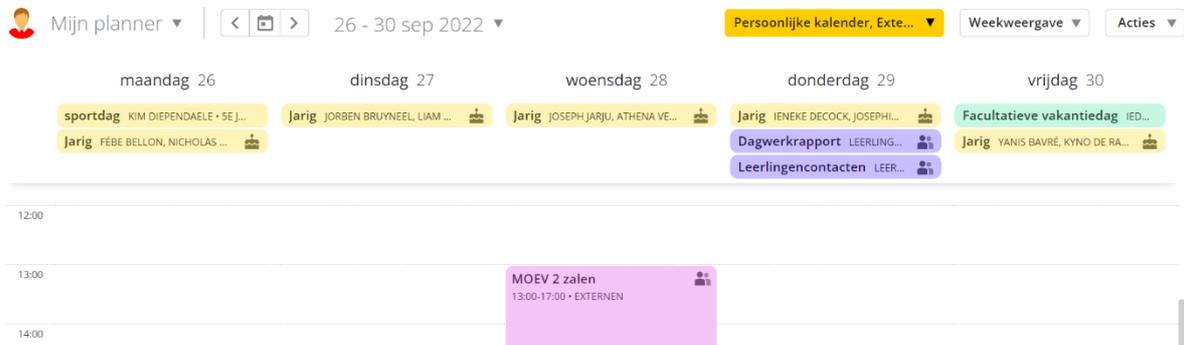
- Students check their Smartschool daily (messages and calendar). It can also be consulted via the app on a smartphone.
- All tasks, tests and other assignments are completed by the teacher in the digital school calendar before or during the lesson. There are no tests or assignments in Smartschool that have not been announced in class. There are also no tests, tasks or assignments announced via messages. There is a special 'tasks and tests calendar' that can be consulted. It's handy if you can call it up with a single click. No need to hesitate, it is always up-to-date!
- When an assignment has been completed incorrectly or incompletely, this is corrected and communicated to the pupils as soon as possible. This communication takes place before 5 pm if the assignment is meant for the next school day. Anything communicated via Smartschool after 5pm on Friday is not supposed to be read over the weekend, neither by pupils nor by teachers.

The paper school diary as a planning tool

- The paper school diary also serves as a means of communication with parents in the first grade.
- All assignments are set by the teacher during the lesson. It is clearly agreed when the assignment must be handed in and through which channel (online or not).

VI. Planner

In the calendar you will find all planned activities that apply to you and your son or daughter.



Click on an activity to see all the details.

VII. Results



When you open the Results module as a pupil or parent, you automatically get a list of all the results. Here you will find both traditional evaluations (with grades) and project evaluations where goals were assessed. By default you will see the results of all courses for the current school year. Via the filter options you have the possibility to consult your results for a specific course or a specific period.

Resultaten | Huidig schooljaar ▾

Alle vakken ▾ | Alle periodes ▾

april 2022

- Herhalingstoets maandag 25 april 2022 [WISKUNDE] [DWS]
- Herhalingstoets berekeningen vrijdag 22 april 2022 [WISKUNDE] [DWS]

maart 2022

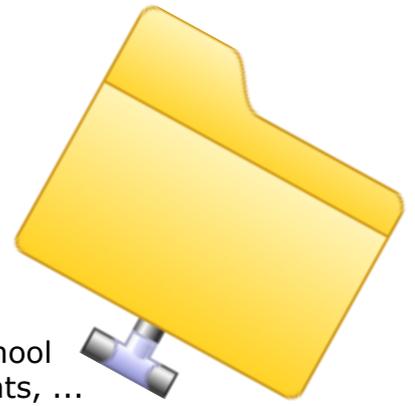
- 74% EX. Getallenkennis donderdag 31 maart 2022 [WISKUNDE] [EXAMENS PASEN]
- 56% EX. Meetkunde donderdag 31 maart 2022 [WISKUNDE] [EXAMENS PASEN]
- Paasexamen woensdag 30 maart 2022 [NEDERLANDS] [EXAMENS PASEN]

Herhalingstoets

25 maandag 25 april 2022 | Wiskunde | DWS | Pieter-Jan De Rave | 1A

	Zwak	Ornvoldoende	Goed	Uitstekend
Wiskunde				
Hoofdrekenen				
2.1 Vermenigvuldigen en delen	Vermenigvuldigen en delingen worden niet correct berekend.	Je maakt nog veel fouten bij vermenigvuldigen en delingen.	Vermenigvuldigen en delen doe je grotendeels correct, op enkele foutjes na. Soms sla je een stap over.	Je vermenigvuldigt en deelt steeds correct met de aangeleerde stappen.
PIETER-JAN DE RAVE Let erop dat je geen stappen overslaat. Katerinal! Neem je tijd om je werk na te lezen.				
2.2 Rekenvolgorde	De rekenvolgorde wordt nooit toegepast.	Vaak wordt de rekenvolgorde niet correct toegepast.	De rekenvolgorde wordt meestal correct toegepast.	De rekenvolgorde wordt steeds volledig gerespecteerd.
PIETER-JAN DE RAVE Blijf de volgorde van bewerkingen toepassen! Als je haakjes ziet staan, moet er al een balletje gaan rinkelen!				
2.3 Afronden	Je rondt je resultaten nooit correct af.	De afronding is in veel gevallen nog niet correct.	De afronding is meestal correct.	Je rondt je resultaten steeds correct af.

VIII. Intradesk



Intradesk is a separate module for exchanging files at the school level. It offers powerful possibilities: letters, manuals, documents, ... can be exchanged between management, teachers and pupils.

IX. General terms Smartschool

A. Notifications

1. What are "Notifications"?

Via 'Notifications' you are always informed about new items in Smartschool.

Have you received a new message?

Has a new evaluation been added to your points book in Results?

Was a new file submitted in the upload zone?

Smartschool lets you know!

You can be notified of new items in Smartschool in three ways: notifications in the browser, notifications via the Smartschool App and by email.

2. Notifications in the browser

When a new item is available, Smartschool will show a notification. All notifications are collected in a list. You can open this list by clicking on the 'Notifications' button in the top right corner of the navigation bar. When you receive one or more new notifications, a blue circle will appear with the number of new notifications.





Novelties are kept in this list for 10 days. After that they are automatically deleted from this list. You can of course delete this list yourself via "Delete all".

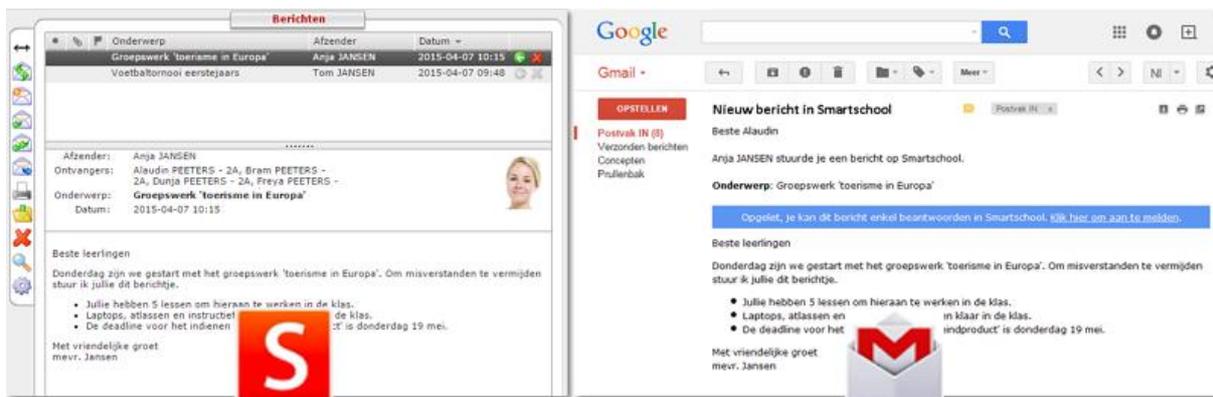
3. Notifications via the Smartschool App

When a new item is available, Smartschool will show a notification on your mobile device if you have the Smartschool App installed.



4. E-mail

When a new item is available, Smartschool will send an email to your email address. When emailing a new message (from the Messaging module), the school can choose to show the full content or just the sender with possibly the subject.



5. How do you set up "Notifications"?

At the top left of your screen is your name. Click on it and then choose '**Notification**'. Here you can set up which items you want to be informed about and how Smartschool is allowed to report this.

Indicate per module whether you want to receive a notification. You also have to indicate how you want to be notified.

Is the icon coloured? Then the notification is enabled. Is it white? Then the notification is switched off. Some options are not selectable.

Items per module

			Melding in de browser	Melding in Smartschool App	E-mail
	= uitgeschakeld		= ingeschakeld		
	Berichten	Nieuw bericht ontvangen			
	Documenten	Nieuw bestand beschikbaar			

Algemene instellingen

Meldingen via de Smartschool App op iOS, Android en Windows
Ik wil meldingen via de Smartschool App ontvangen op deze dagen:
 Maandag Dinsdag Woensdag Donderdag Vrijdag Zaterdag Zondag

De hele dag
 Enkel tussen en

 Berichten, meldingen in de browser en e-mails blijft u altijd ontvangen. Er gaat geen informatie verloren.

Beperk berichtgeving
 Stuur geen meldingen via de Smartschool App en geen e-mails wanneer ik in Smartschool actief ben in de browser.

When you check this option, Smartschool will not send notifications via the Smartschool App and/or emails about new items, as long as you are logged into Smartschool. When you are logged out, notifications will be sent via the Smartschool App and/or emails.

X. Appointments Smartschool Mariagaard

1. Smartschool is a digital learning platform that offers access via the Internet to a learning environment in which you can exchange subject-related information, files, etc. with teachers. It also offers the perfect opportunity for individual guidance of students with shortcomings in specific course components. You can also find all course evaluations and reports on smartschool.
2. The applicable ICT regulations also apply to the use of Smartschool.
3. During the first week of September, every student of Mariagaard gets a username and a password for the use of Smartschool. When you log in to Smartschool for the first time you have to digitally sign the user agreement and change your password. Also fill in your email address in case you lose your password, this is under the "profile" button. All personal data that you want to share with the other Smartschool users can be entered here.
4. Parents get direct access to Smartschool via a co-account. That means that they have the same user name and the same reading and usage rights as the pupil. They see the same as the pupil, except for the module "my documents" and the "messages module". These are private for parents and pupils.
For this reason, parents and pupils have a separate password. Parents are informed of this in a letter at the beginning of the school year.
Additional co-accounts for step-parents, grandparents or foster parents can always be requested free of charge at info@mariagaard.be.
5. Every student/parent is responsible for his/her own password which he/she can change at any time under "Profile". If you forget your password, you can request a new one via the start-up screen of Smartschool. Choose a good password and be careful with it! It must remain strictly personal and ensure that the communication between you is correct and reliable.
6. To prevent misuse, you are responsible for keeping your personal data confidential. If you notice that your password is known or used by others, you should change it immediately and report this to your smart school administrator. It is forbidden to steal or misuse passwords: this is legally equivalent to theft and can be prosecuted. Hacking or stalking via smartschool is absolutely inadmissible. Misuse leads to immediate removal from the e-learning platform and possibly also to order or disciplinary measures.
7. By logging in to Smartschool, you automatically accept the terms of use. All information on Smartschool is only accessible via the learning platform, i.e. only users with a valid password can consult this information.
8. You get a storage space at your disposal to keep your own documents within Smartschool. Don't forget to clean up this module once in a while to keep the overview. Those who take up too much data volume will be contacted by us. It goes without saying that you are not allowed to use this part of Smartschool to exchange illegal copyrighted files or files that are not directly related to school purposes, e.g. music or film files.
9. For participation in forums and other communication in Smartschool, you have to stick to the general rules of "netiquette": respect for the opinion of others, decent and correct use of language, and respect of the discussion topic (staying on topic). These rules also apply to sending messages in the Messages section. Certainly do not send personal

messages to large groups of users ('spamming') and limit the content to school and professional purposes.

Please note that you can never post anonymously or with an alias in the forum or message system. Smartschool itself states your first and last name with every message. So think carefully before you send or upload something.

10. If you do not comply with the above rules, you will receive a message that your account is disabled and that logging in is no longer possible. You will have to take the initiative yourself to get access to Smartschool again through the management.
11. The new pupils receive a short Smartschool training in the course of September. The manual they receive contains all the necessary information for a smooth start.
12. We expect you to log on to Smartschool daily and to consistently follow your digital school calendar, evaluations, messages, subject-related tasks, Students who do not have internet at home report this to their mentor or the GOK-coordinator. Every afternoon students can use a computer lab. This way everyone gets the chance to make optimal use of Smartschool.