

Mariagaard

SMARTSCHOOL FOR PARENTS





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1 1ST REGISTRATION

1.1 LOGIN SCREEN

- Go to <https://mariagaard.smartschool.be>

PLEASE NOTE: there is also a school with the address mariagaarde.smartschool.be. Please check that you can see our Mariagaard logo.



- You can log in using the details we have sent you.
Did you not receive your login details?

Then follow the steps under '**Forgotten** password' or send an email to ict@mariagaard.be.

1.2 TERMS OF USE

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").

First, scroll all the way down.

The '*Yes, I agree*' button will now light up. Click on it to confirm.



1.3 NEW PASSWORD

Wijzig je wachtwoord

Gebruikersnaam: t@mariagaard.be

Nieuw wachtwoord:

Herhaal nieuw wachtwoord:

Enter a password that meets the following requirements (one uppercase letter, one lowercase letter, one number and one special character).

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

1.4 LOGGING IN

From now on, you will log in with the following details:

- Go to <https://mariagaard.smartschool.be>

Username: your son or daughter's email address

Password: the password you just set

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

So be sure not to log in with your son or daughter's password!

Parents have different options within the Smartschool environment than pupils.



2 FORGOTTEN PASSWORD

Have you forgotten your password or not received your login details?

Click on '*Forgotten your password?*'.

Gebruikersnaam

Wachtwoord

 [Wachtwoord vergeten?](#)

Aanmelden

Fill in the following details:

The username is **your son or daughter's email address**.

This is structured as follows:

Voornaam.naam@mariagaard.be

In the email address field, enter **your own private email address** (the one you provided during registration).

Then click on 'Request password'.

Wachtwoord vergeten?

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

Gebruikersnaam

E-mailadres

Wachtwoord aanvragen



You will then receive an email with the option to set a password:
(if you do not receive this email, please contact the IT department at ict@mariagaard.be).



3 SMARTSCHOOL APP

3.1 DOWNLOAD

The Smartschool App allows you to stay connected to your school, even when you are on the move. The app is optimised for both phones and tablets and offers great added value. Thanks to push notifications, you will always be aware of 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/>

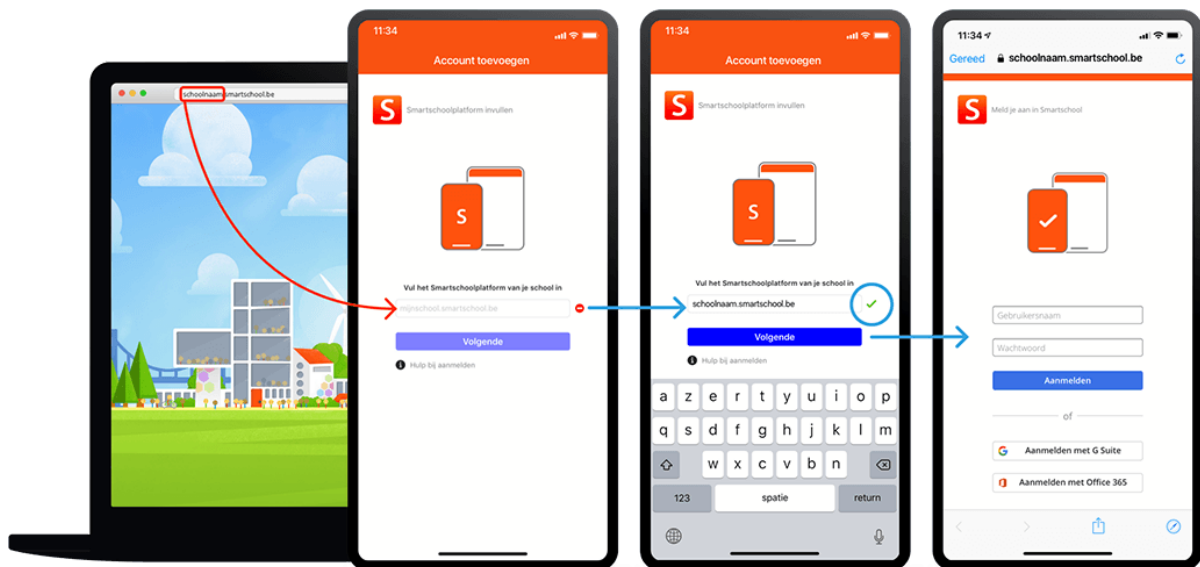


3.2 ADD ACCOUNT

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

- Platform
- Username
- Password

You can find your school's platform in the address bar of your browser when you visit Smartschool. In our case, it is **mariagaard.smartschool.be**. There is no need to add https or www.



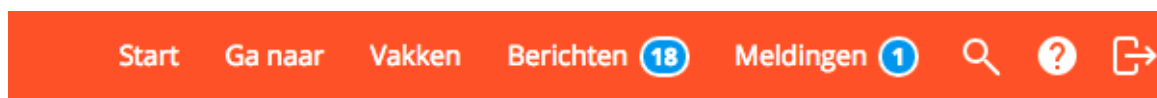


4 NAVIGATING SMARTSCHOOL

From the Smartschool home screen, you can click through to the various sections in different ways.

4.1 MENU BAR

The menu bar is located at the top of the home screen:












A brief overview of the functions of this menu:

- **Start:** The 'back home' button. Click on this and you will always be taken to the home page.
- **Go to:** A drop-down menu with links to all sections of Smartschool.
- **Subjects:** A direct link to the subject courses.
- **Messages:** The internal communication platform. Within this section, you can messages can be sent and received to anyone who has a Smartschool account (staff, pupils and parents).
- **Notifications:** Notifications are sent when there are changes to the system. This is how Smartschool keeps you informed of all the latest developments.
- **Search:** Want to find a file or message without lots of clicks? Type a search term here.
- **Manual:** A comprehensive and up-to-date wiki. Everything is described step by step step by step or explained in short videos.



4.2 GO TO

The 'Go to' menu allows you to navigate easily to everything in Smartschool. Many of these links are 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	digital school diary, weekly schedule and school calendar
	Leerlingvolgsysteem	all pupil data: reports, absences, etc.
	Lesrooster	your timetable is filled in automatically
	Mijn kinderen	link multiple children to this account
	Oudercontact	Schedule parent-teacher meetings
	Resultaten	The marks for all tests and examinations



5 MESSAGES

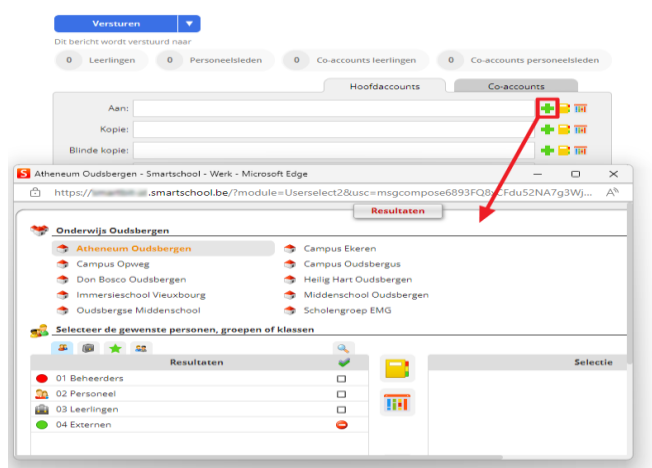
Smartschool has a comprehensive messaging system. This system allows you to reach everyone who is a member of the Smartschool platform.

You can compare it to an internal email system. It has all the features of a traditional email programme, plus useful features tailored to teachers and administrative staff. Here is a brief summary of the possibilities:

5.1 RECIPIENTS VIA A SELECTION

- Click on the green plus sign.
- Select the desired persons via the user structure.
- Click on the blue diskette to save this selection.

Certain groups or classes are marked with a prohibition sign. These cannot be selected.





5.2 RECIPIENTS BY NAME

- Enter (part of) the name of a pupil or group/class.
- A search list will be displayed after two characters.
You can select the desired persons from this search list.

6 PLANNER

From the 2023-2024 school year onwards, Mariagaard will use the Planner in Smartschool for the timetable, scheduling homework and tests, and planning class activities.





Click on an activity to view all the details.

Pupils have the option of adding items to this planner themselves. They can also tick off tasks and test preparations. This helps them to bring more structure to their schoolwork.

6.1 THE DIGITAL SCHOOL DIARY AS AN OFFICIAL DOCUMENT

- Pupils check their Smartschool (messages and Planner) every day. This can also be consulted via the app on a smartphone.
- All tasks, tests and other assignments are entered into the digital school diary by the teacher before or during the lesson. No tests or tasks that have not been announced in class will appear in Smartschool. Tests, tasks or assignments will not be announced via messages either. There is a special 'tasks and tests calendar' that can be consulted. It's handy to be able to access it with just one click. You'll never have to wonder again, because it's always up to date!
- If an assignment has been completed incorrectly or incompletely, this will be corrected as soon as possible and communicated to the pupils. This communication will take place before 5 p.m. if the assignment is intended for the following school day. Anything communicated via Smartschool after 5 p.m. on Friday is not expected to be read during the weekend, either by pupils or by teachers.

6.2 THE PAPER SCHOOL DIARY AS A PLANNING TOOL

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



7 RESULTS

When you open the Results module as a pupil or parent, you will automatically see a list of all results. Here you will find both traditional assessments (with marks) and project assessments in which goals were assessed. By default, you will see all results for all subjects for the current school year. Using the filter options, you can view your results for a specific subject or a specific period, for example.



Resultaten

Doelen

Rapporten

Resultaten

Huidig schooljaar ▼

Alle vakken ▼ Alle periodes ▼

april 2022

Herhalingstoets

maandag 25 april 2022

WISKUNDE DW5

Herhalingstoets berekeningen

vrijdag 22 april 2022

WISKUNDE DW5

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

maandag 25 april 2022 Wiskunde DW5 Pieter-Jan De Rave 1A

	Zwak	Onvoldoende	Goed	Uitstekend
Wiskunde				
Hoofdrekenen				
2.1 Vermenigvuldigen en delen	Vermenigvuldigingen en delingen worden niet correct berekend.	Je maakt nog veel fouten bij vermenigvuldigingen 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.
<p>PIETER-JAN DE RAVE</p> <p>Let erop dat je geen stappen overslaat. Katerinal Neem je tijd om je werk na te lezen.</p>				
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.
<p>PIETER-JAN DE RAVE</p> <p>Blijf de volgorde van bewerkingen toepassen! Als je haakjes ziet staan, moet er al een belletje gaan rinkelen!</p>				
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.



8 NOTIFICATIONS

8.1 WHAT ARE 'NOTIFICATIONS'?

Notifications keep you informed of new items in Smartschool.

Have you received a new message?

Has a new evaluation been added to your report card in Results?

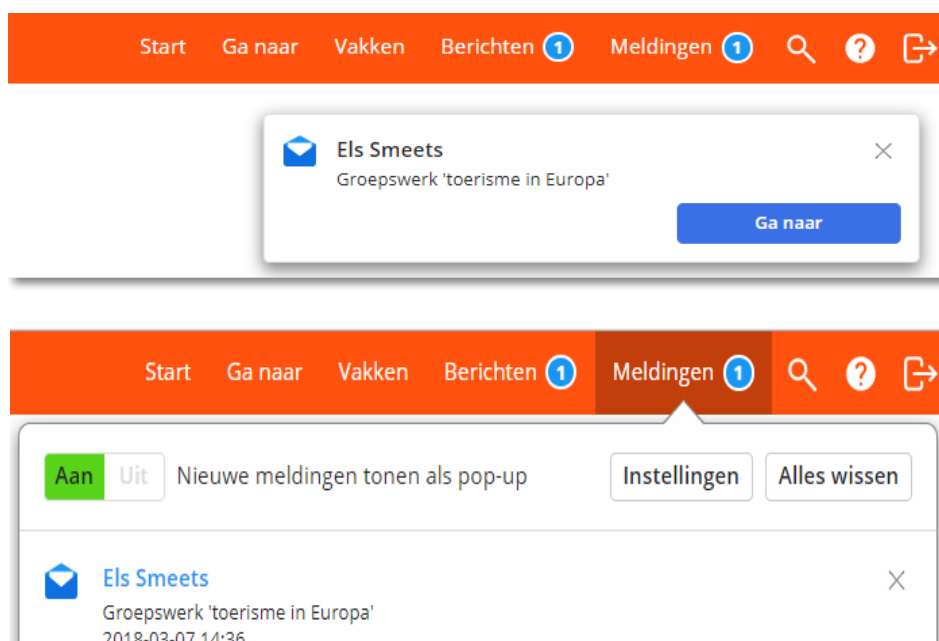
Has a new file been submitted in the upload zone?

Smartschool will let you know!

There are three ways to be notified of new items in Smartschool: notifications in the browser, notifications via the Smartschool App and by e-mail.

8.2 NOTIFICATIONS IN THE BROWSER

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



New items are kept in this list for ten days. After that, they are automatically removed from the list. You can, of course, clear this list yourself by clicking on 'Clear all'.



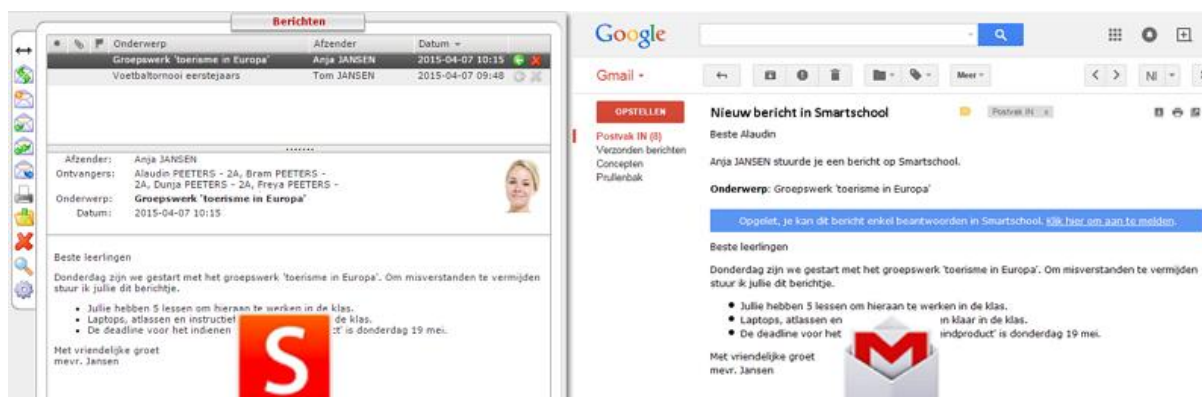
8.3 NOTIFICATIONS VIA THE SMARTSCHOOL APP

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



8.4 EMAIL

When a new item is available, Smartschool will send an e-mail to your e-mail address. For e-mails containing new messages (from the Messages module), the school can choose to display the full content or just the sender and, if applicable, the subject.





8.5 HOW DO YOU SET UP 'NOTIFICATIONS'?

Your name is displayed at the top left of your screen. Click on it and then select **'Notifications'**. Here you can set which items you want to be notified about and how Smartschool should notify you.

Indicate for each module whether you want to receive notifications. You can also specify how you want to receive these notifications.

Is the icon coloured? Then the notification is enabled. Is it white? Then the notification is disabled. Some options cannot be selected.

Items per module

		Melding in de browser	Melding in Smartschool App	E-mail
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 tick this option, Smartschool will not send notifications via the Smartschool App and/or emails for new items as long as you are logged into Smartschool. When you log out, notifications will be sent via the Smartschool App and/or emails.



9 SMARTSCHOOL MARIAGAARD AGREEMENTS

1. Smartschool is a digital learning platform that provides internet access to a learning environment where you can exchange subject-related information, files, etc. with teachers. It also offers the perfect opportunity for individual guidance for students who are struggling with specific course components. You can also find all evaluations per subject and reports on Smartschool.
2. The applicable ICT regulations also apply to the use of Smartschool.
3. During the first week of September, every Mariagaard student will be assigned a (non-changeable) username and password for using Smartschool. When you log in to Smartschool for the first time, you must digitally sign the user agreement and change your password. You should also enter your email address in case you lose your password, under the 'profile' button. You can enter any personal details you wish to share with other Smartschool users here.
4. Parents have direct access to Smartschool via a co-account. This means that they have the same username and the same reading and usage rights as the pupil. They see the same things as the pupil, except for the 'my documents' module and the 'messages' module. These are private for parents and pupils.
That is why parents and pupils have separate passwords. 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 be requested free of charge at any time via info@mariagaard.be
5. Each pupil/parent is responsible for their own password, which they can change at any time under 'Profile'. If you forget your password, you can request a new one via the Smartschool start screen. Choose a good password and be careful with it! It must remain strictly personal and ensure that communication between users 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, change it immediately and report this to your Smartschool administrator. It is forbidden to steal or misuse passwords: this is legally equivalent to theft and can be prosecuted. Hacking and stalking via Smartschool are absolutely unacceptable. Abuse will result in immediate removal from the electronic learning platform and possibly also disciplinary measures.
7. By logging into 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. To participate in communication on Smartschool, you must adhere to the general rules of 'netiquette': respect for the opinions of others, decent and correct language use. These rules also apply to sending messages in the Messages section. Do not send personal or unsolicited messages to large groups of users ('spamming') and limit the content to school and subject-related purposes.



Please note that you can never send messages anonymously or using an alias via the messaging system. Smartschool itself displays your first name and surname with every message. So think carefully before you send or upload anything.


9. If you do not comply with the above rules, you will receive a message stating that your account has been disabled and that you can no longer log in. You will then have to take the initiative yourself to regain access to Smartschool via the management.
10. We expect you to log in to Smartschool every day and to consistently follow your digital school diary, evaluations, messages, etc. Students who do not have internet access at home should report this to their mentor or the GOK coordinator.

10 CONTACT

If you have any questions or problems, please contact the ICT coordinator or:

Mariagaard

Oosterzelesteenweg 80, 9230 Wetteren

 09 365 73 00

 info@mariagaard.be

 www.mariagaard.be