

Version 1 September 2023-2024

Smartschool for parents



www.smartschool.be

SMART SCHOOL

I. 1STE REGISTRATION AT SMARTSCHOOL	3
II. NAVIGATING IN SMARTSCHOOL	6
III. SMARTSCHOOL APP	8
IV. MESSAGES	9
V. PLANNER (NEW!)	10
VI. RESULTS	12
VII. INTRADESK	13
VIII. GENERAL CONCEPTS SMARTSCHOOL	13
IX. SMARTSCHOOL MARIAGAARD APPOINTMENTS	16

I. 1st registration on Smartschool

1. Visit <https://mariagaard.smartschool.be>

ATTENTION, there is also a school with the address mariagaarde.smartschool.be. Please check if you see our Mariaagaard logo.



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

A login form with two input fields: "Gebruikersnaam" and "Wachtwoord". Below the password field is a link "Wachtwoord vergeten?" with a lock icon. A blue button labeled "Aanmelden" is at the bottom. A red arrow points from the right side of the form to the "Wachtwoord vergeten?" link.

3. Complete the following details:

The user name is your son or daughter's e-mail address.

This is structured as follows:

Voornaam.naam@mariagaard.be

In the e-mail address field, now enter **your own private e-mail address** (the one you entered when you registered).

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 e-mail with the option of setting a password: (if you do not receive this e-mail, contact the ICT department at ict@mariagaard.be).



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.

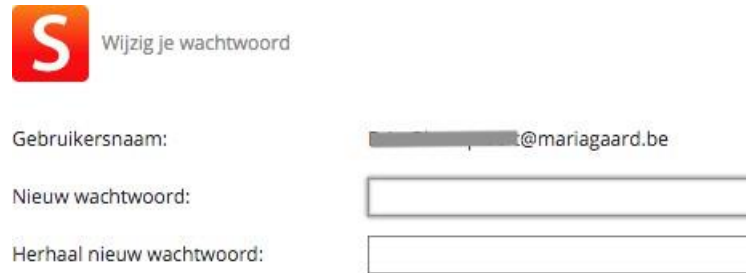
Wij beantwoorden graag uw vragen en/of opmerkingen omtrent Smartschool. Ons contacteren kan steeds via de contactinformatie die je vindt op www.smartschool.be/contact.

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").

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

Click on the link and then enter a password:



Wijzig je wachtwoord

Gebruikersnaam: t@mariagaard.be

Nieuw wachtwoord:

Herhaal nieuw wachtwoord:

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

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

5. Logging into Smartschool

Henceforth, please register with the following details:

Surf to mariagaard.smartschool.be

Username: son or daughter's e-mail address Password:

the password you have just set up

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! After all, parents have other options within the Smartschool environment than students.

II. Navigating in Smartschool

From Smartschool's home screen, you can click through to the different sections 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 home" button. Click this and you will always be taken to the home page.
- **Go to:** A drop-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 everyone who has a Smartschool account (staff, pupils and parents).
- **Notifications:** Notifications are sent when changes are made to the system. This is how Smartschool brings you up to date with all the latest.
- **Search:** Want to search for a file or message without many clicks? Quickly type a search term here.
- **Manual:** A very complete and up-to-date wiki. Everything is described or explained here step by step in short videos.

B. The 'Go to' menu

Using the 'go to' menu, you can easily navigate 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 planning and school calendar
	Leerlingvolgsysteem	all student data: reports, absences, , ...
	Lesrooster	your schedule is filled in automatically
	Mijn kinderen	link several children to this account
	Oudercontact	Scheduling parent contact moments
	Resultaten	The marks of all tests and exams

III. SmartschoolApp

The Smartschool App keeps you involved in your school even when you are on the go. Optimised for both phones and tablets, the App offers great added value. Thanks to push notifications, you are always aware of 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:

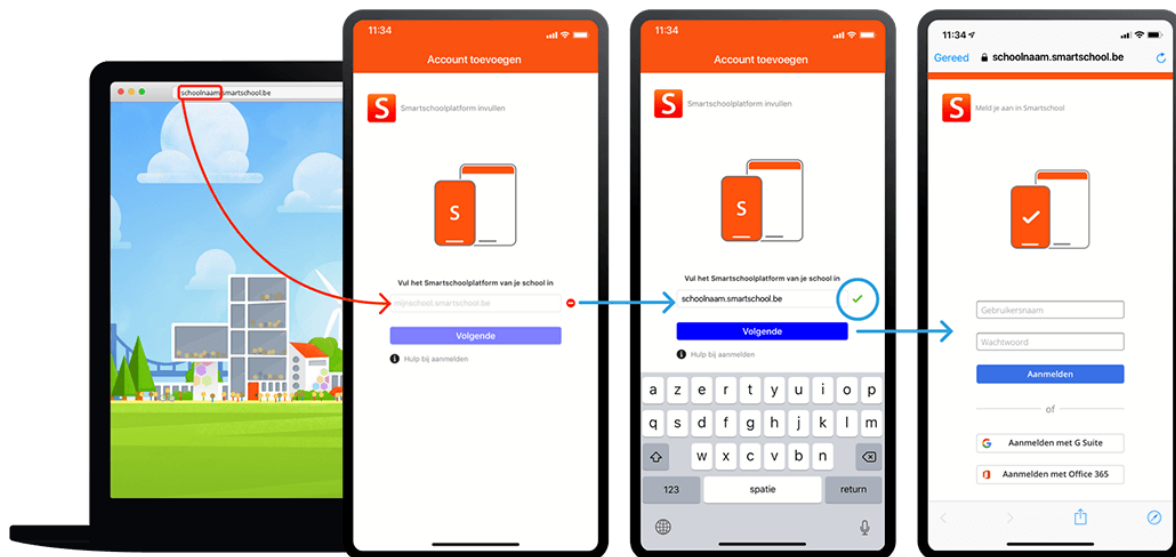
<http://www.smartschool.be/apps/app/>

Add account

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

- Platform
- Username
- Password

Your school's platform can be found in the browser's address bar when you surf to Smartschool. In our case mariagaard.smartschool.be. All you have to do is type the bit before 'smartschool.be'. There is no need to add https or www.



IV. Messages



Smartschool has an extensive messaging system. Through this system, you can reach anyone 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 by handy functions tailored to teachers and administrative staff. We briefly list the possibilities:

A. Recipients by selection

- Click on the green plus sign.
- Make a selection of the desired people via the user structure.
- Click the blue diskette 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.
- Starting from two characters, a search list is displayed. In this search list, you can indicate the people you want.

V. Planner (NEW!)

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



Click on an activity to see full details.

Students have the option to add their own items to this planner. In addition, they can tick off tasks and preparations for tests. In this way, they bring more structure to their schoolwork.

The digital school diary as an official document

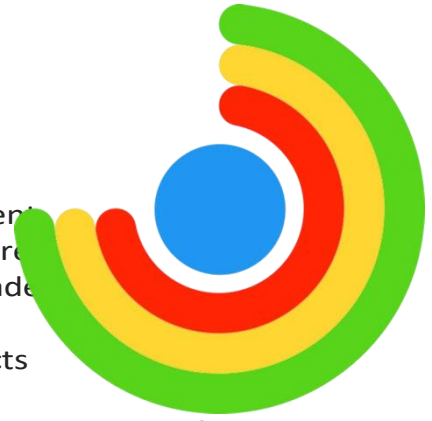
- Students check their Smartschool (messages and Planner) daily. This can also be accessed via the app on a smartphone.
- All tasks, tests and other assignments are completed by the teacher in the digital school diary in advance or during class. No tests and tasks enter Smartschool that have not been announced in class. No tests, tasks or assignments are announced via messages either. There is a special 'tasks and tests calendar' that can be consulted. Handy if you can always access it via one click. You never have to hesitate, it is always up-to-date!
- If an assignment has been completed incorrectly or incompletely, this will be rectified and communicated to students as soon as possible. This communication is done before 5pm if the assignment is due by the next

school day is intended. Anything communicated via Smartschool after 5pm on Friday is not supposed to be read during the weekend, either by students or teachers.

The paper school diary as a planning tool

- In the first grade, 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 is due and through which channel (online or not).

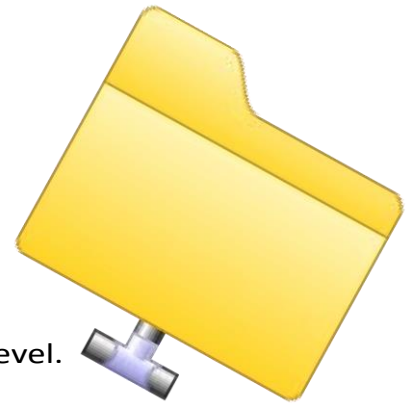
VI. Results



When you open the Results module as a student or parent you automatically get a list containing all the results. Here you will find both traditional evaluations (with grades) as well as project evaluations where goals were assessed. By default, all results of all subjects for the current school year. Via the filter options you have the option to view your results for e.g. a specific subject or period.

	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.
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 belletje 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.

VII. Intradesk



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

VIII. General terms Smartschool

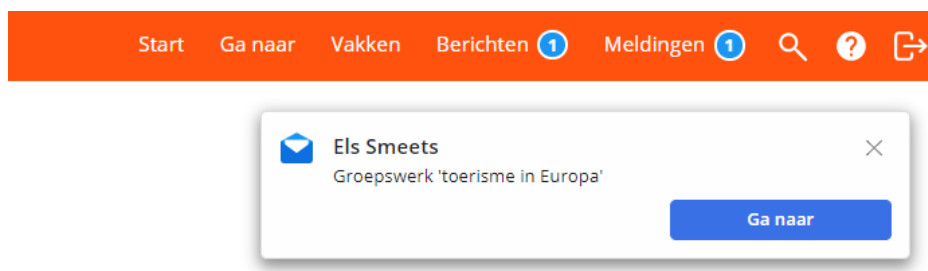
A. Notifications

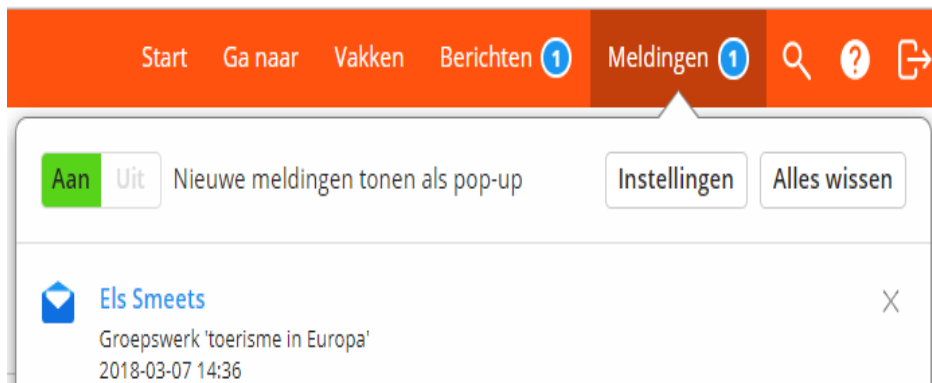
1. What are 'Notifications'?

Via 'Notifications' you always stay 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 area? 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 display a notification. All notifications are collected in a list. You can open this list by clicking the 'Notifications' button at the top right of the navigation bar. If you receive one or more new notifications, a blue circle appears showing the number of new notifications.





Novelties are kept in this list for 10 days. After that, they are automatically removed from this list. You can of course empty this list yourself via 'Clear all'.

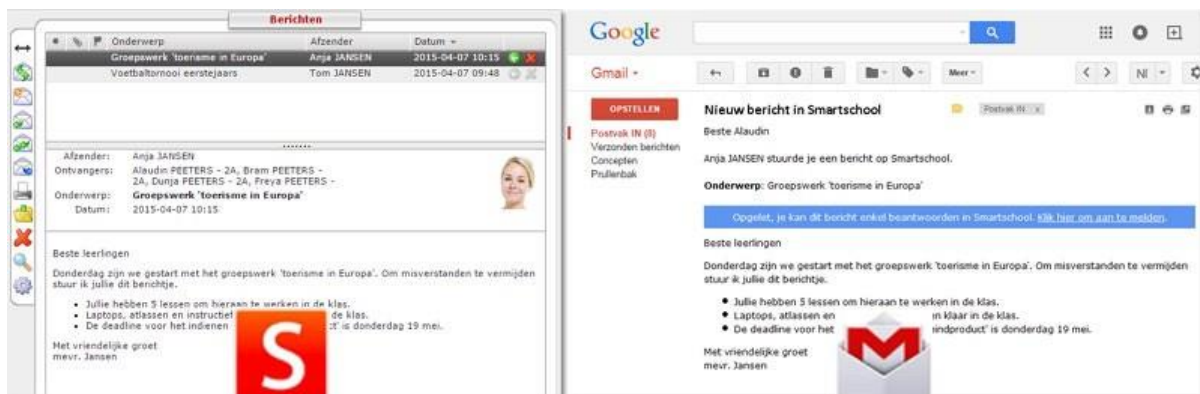
3. Notifications via the Smartschool App

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



4. Email

When a new item is available, Smartschool will send an e-mail to your e-mail address. When emailing a new item (from the Messages module), the school can choose to show the full content or just the sender with the subject if necessary.



5. How do you set up 'Notifications'?

At the top left of your screen is your name. Click on that and then choose 'Notification'. Here you can set which items you want to be notified of and how Smartschool is allowed to report them.

For each module, indicate whether you want to receive a notification. When doing so, you immediately indicate the way in which you want this notification. Is the icon coloured? Then the notification is enabled. Is it white? Then the notification is disabled. 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 on new items as long as you are logged into Smartschool. Once you have logged out, notifications will still be sent via the Smartschool App and/or emails.

IX. Appointments Smartschool Mariagaard

1. Smartschool is a digital learning platform that provides 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 counselling of students with deficits in specific course components. You can also find all course evaluations and reports on smartschool.
2. The current ICT regulations also apply to the use of Smartschool.
3. During the first week of September, every Mariagaard student will be assigned a username and password (which cannot be changed) to use Smartschool. When you log into Smartschool for the first time, you must digitally sign the user agreement as well as change your password. Also enter your e-mail address in case you lose your password, this under the "profile" button. Any personal details you wish to share with other Smartschool users can be entered here.
4. Parents access Smartschool directly through a co-account. That is, they have the same username and the same reading and usage rights as the pupil. They see the same as the p u p i l , except as regards 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 via a letter at the beginning of the school year. Additional co-accounts for step, grand or foster parents can always be requested free of charge at info@mariagaard.be
5. Each student/parent is responsible for his/her own password which he/she can change at any time under "Profile". Those who forget their password request a new password via the Smartschool start-up screen. Choose a good password and be careful with it! It must remain strictly personal and ensure correct and reliable communication between you.
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 as well as stalking via smartschool are absolutely inadmissible. Abuse will lead to immediate removal from the electronic 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 a c c e s s this information.
8. You will be provided with a storage space to keep your own documents within Smartschool. Remember to clear this module from time to time to keep an overview. Those who take up too much data volume will be contacted by us. It goes without saying that you must not use this part of Smartschool to exchange illegal copyrighted files or those that are not directly related to school purposes, e.g. music or film files.
9. For participation in forums and other communications in Smartschool, you will abide by the general rules of "netiquette": respecting the opinions of others, using decent and correct language, and respecting the discussion topic (the

supposedly staying on topic). These rules also apply to sending messages in the Messages section. Definitely do not send personal messages to large groups of users ('spamming') and limit the content to school and subject purposes.

Please note that you can never post anonymously or with an alias in the forum or via the messaging system. Smartschool itself mentions your first and last name with every message. So think carefully before sending or uploading anything.

10. If you do not comply with the above rules, you will receive a message that your account has been disabled and that login is no longer possible. You will then have to take the initiative yourself to regain access to Smartschool via the management.
11. The new students will receive a short Smartschool training during September. The manual they receive contains all the necessary information to get off to a smooth start.
12. We expect you to log in to Smartschool daily and thus consistently follow up on your digital school calendar, assessments, messages, subject-related tasks, Students who do not have internet access at home report this to their mentor or the GOK coordinator. Every afternoon, students can visit a computer lab. This gives everyone a chance to make full use of Smartschool.