PARENT MANUAL FOR THE CLASSEVIVA ELECTRONIC REGISTER

Summary

1 ACCESS

How to access the register:

- Go on the site www.icbagnatica.edu.it and click on "Registro elettronico"
- Digit the address https://web.spaggiari.eu in the browser.
- Through the app "Spaggiari famiglia" downloadable from your smartphone store

Log in with the credentials from the school: write username and password.

CHANGING USERNAME WITH YOUR EMAIL

If you want to log in with your e-mail, click on "associa mail" and write your email address, then click on "privacy". For further instructions click on "Guardate il video".
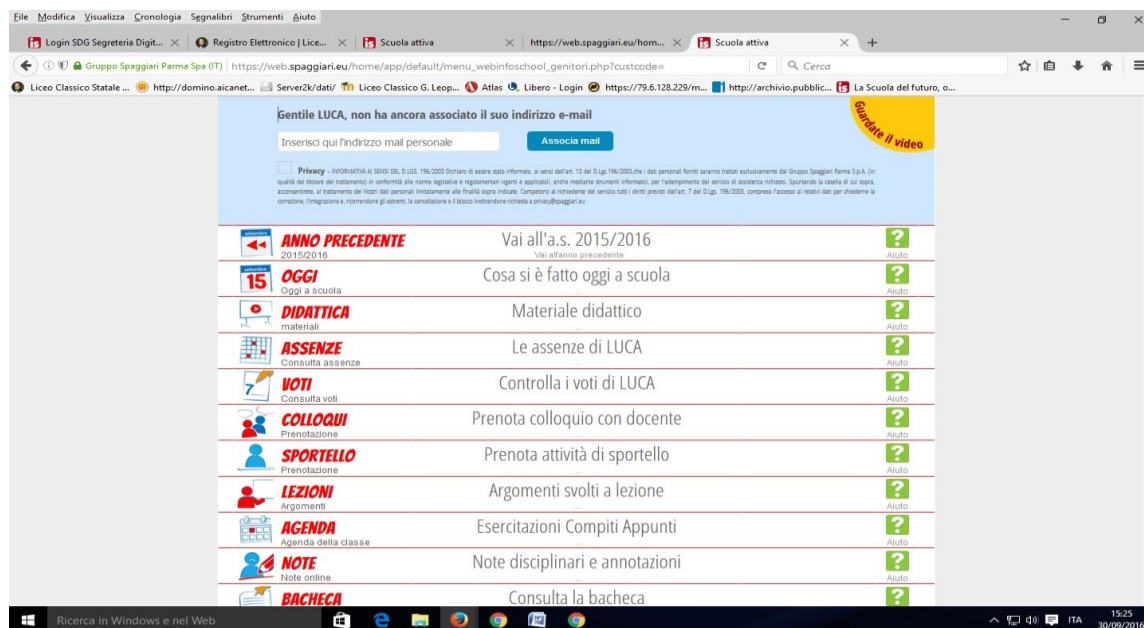
2 SCUOLA ATTIVA

You are in the parents' area

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2.1 OGGI (TODAY)

Click on "OGGI" if you want to check your children's school-attendance, their daily lessons and the subject of each lesson filled in by the teachers.

2.2 ATTENDANCE

In this section you will find the absence of your children, justified or to be justified.

2.3 VOTI (MARKS)

In this section you will find the marks of your children's tests.

The marks will only be visible 8 days after the teacher wrote them in the register.
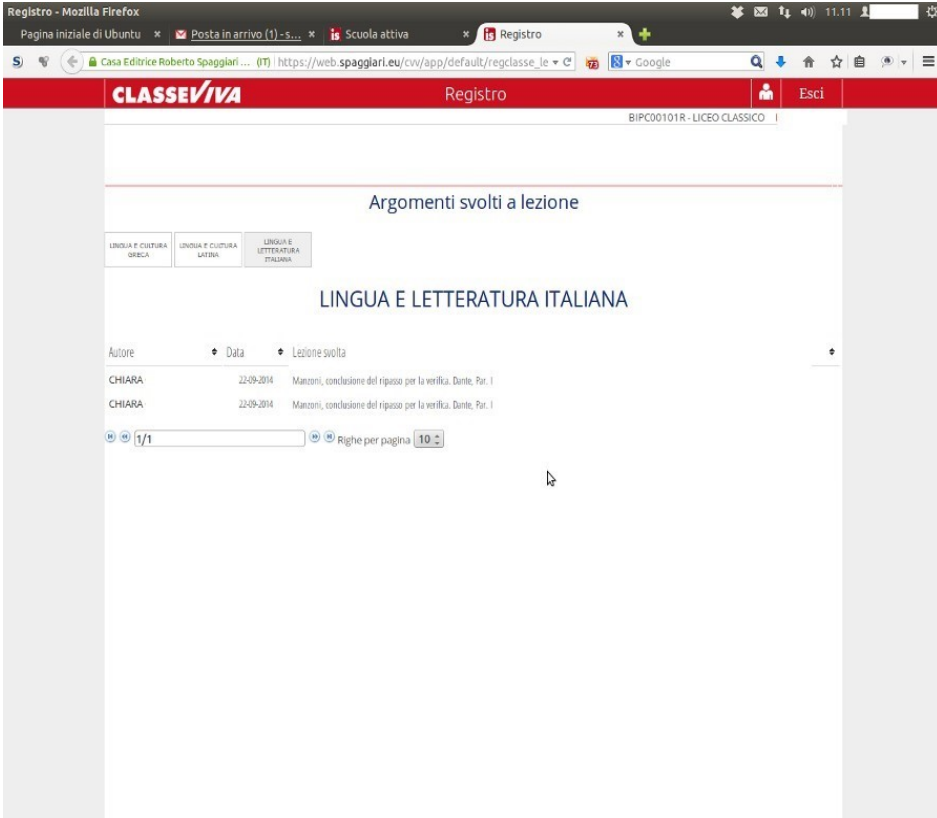
2.4 COLLOQUI (PARENT-TEACHER CONFERENCES) (section active only for secondary school parents when the teachers' conferences are available).

In the section "colloqui" you will find the schedule of the teachers and you can book any parent-teacher conferences.

You can book a conference up to 2 days before the date of the conference or you can cancel a conference you have already booked.

2.5 LEZIONI (LESSON)

In the section "lezioni" you can see the lessons held by the teachers.

2.6 AGENDA

In the section "agenda" you can find the tests and any other activity planned by the teachers (section mostly used by secondary school).

You can also see the assigned homework.

please note: the student's school diary is where students are required to take note of the homework and of school notices in order to stimulate their sense of responsibility.

You can filter your search per month, week or day.

2.7 NOTE (DISCIPLINARY NOTES) (section available only for secondary school)

In the section "note" you will find the disciplinary action taken by the teachers for unacceptable behaviour.

This section must be regularly checked by secondary school parents.

The notes must be read and confirmed vision by the parents (the coordinating teachers will check that the parents have read the notes).

2.8 BACHECA (NOTICE BOARD)

In the section "bacheca" you will find the communications and the newsletter from the head teacher staff (this function will be active starting from school year 2020/2021).

2.9 SCRUTINI (END OF TERM GRADING ASSIGNMENTS)

In the section "scrutini" parents can see the first term evaluation reports, download and print them.

The school will no longer print the first term reports, unless parents ask for it directly in the school office (you can see the timetable of the school office on the website).

After seeing the results of the report, parents are required to attend the parent-teacher conferences according to the calendar schedule that will be provided by the teachers. On this occasion they will have to sign the communication to show they have read the document.

Downloading the report does not replace the conferences with the teachers, which are an important instrument of communication between the school and the families.

It is the responsibility of the school to print the final report.

2.10 ACCOUNT

You can enter the section "account" on the starting page also by clicking the little man on the top right corner (white on red background next to the word "Esci").
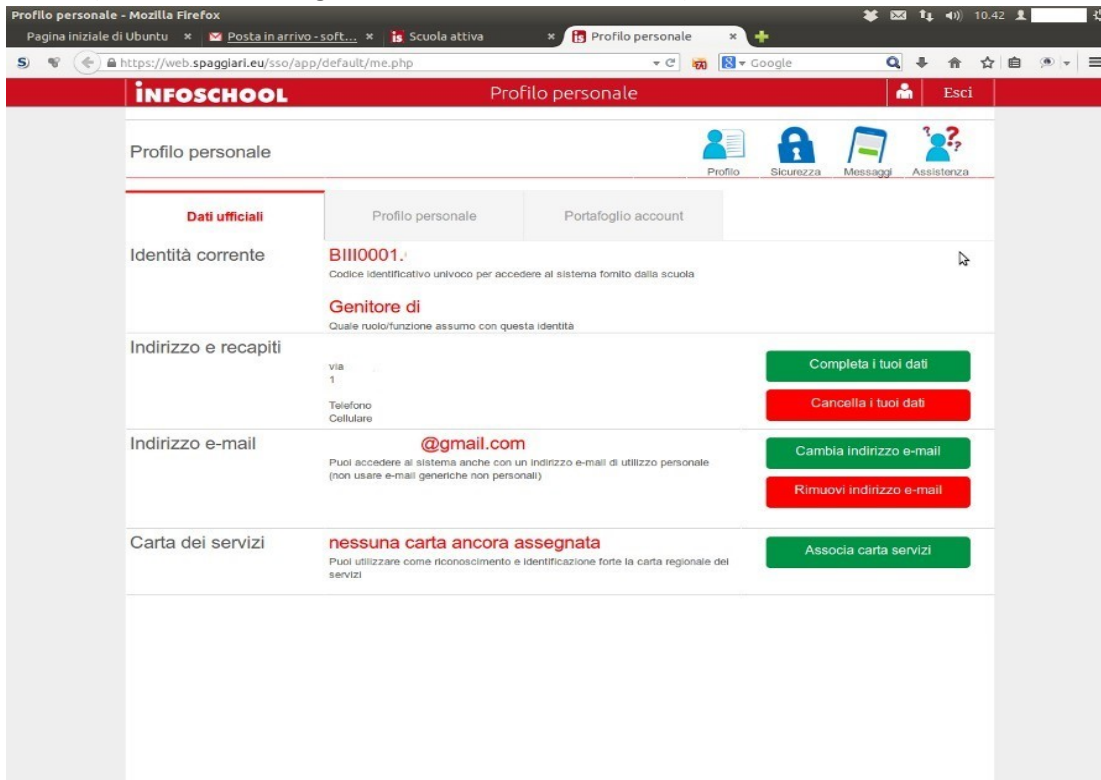
By clicking on "cambio password" you can change your access password.
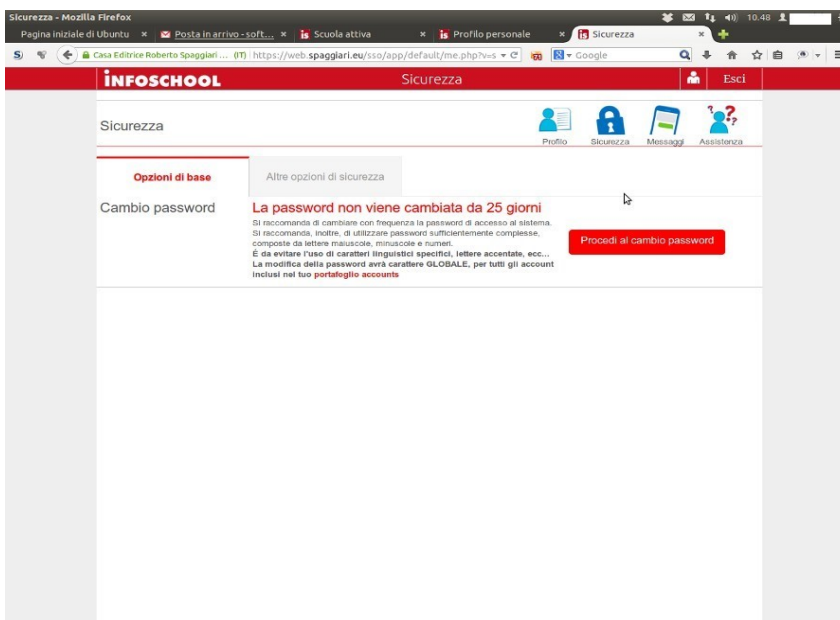
There are no other security options active at the moment.

ICONA MESSAGGI

This section is not active at the moment.

Come back to the main menu by clicking on scuola attiva.

2.11 ACCESS TO THE REGISTER IF YOU HAVE MORE THAN ONE CHILD

If you have more than one child you get more then one credential, ine different for every child in our school is possible to unify them to handle the register with a single access.

As a first step, you need to log in with any of the accounts, as explained in paragraph 1.

At the first access you are logged inside the register.

Associate the email with the account, as explained in paragraph 1.

MATCHING OF THE SECOND CHILD.

To match the second child you need to connect to the portal with the new set of provided credentials, when asked to enter the email address, you have to log in with the one you used for the first child.

The system detects that the entered address is already linked to another register and point out the possibility of unifying them by entering the password you had already created to access the register of the first.

The next time the system is accessed, it will allow you to choose the register you want to access from.

Furthermore, once you have entered by clicking on the little man on the upper right corner (white on a red background, next to the word exit) it will be possible to move from one register to another.
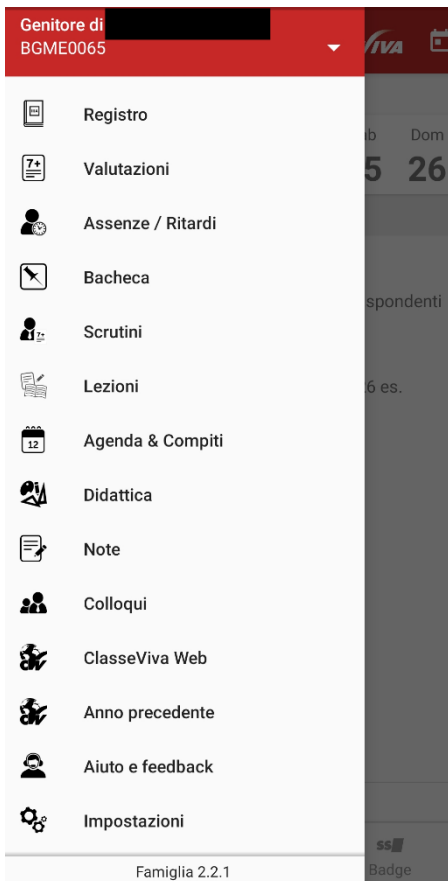
3 APP FOR TABLETS AND SMARTPHONES

YOU CAN DOWNLOAD "CLASSEVIVA FAMIGLIA" ON YOUR TABLETS AND SMARTPHONES

THE ACTIVE FUNCTIONS ARE THE SAME AS THE ONES EXPLAINED ABOVE.

YOU CAN ALSO ACTIVATE THE **NOTIFICATIONS**, A USEFUL FUNCTION TO GET AN ACOUSTIC MESSAGE WHEN NEW NOTES OR MARKS ARE ENTERED THE REGISTER.

TO ACTIVATE THEM ACCESS THE MENU AND SELECT "SETTINGS SELECT" ON THE PHRASE " **ABILITA NOTIFICHE**"