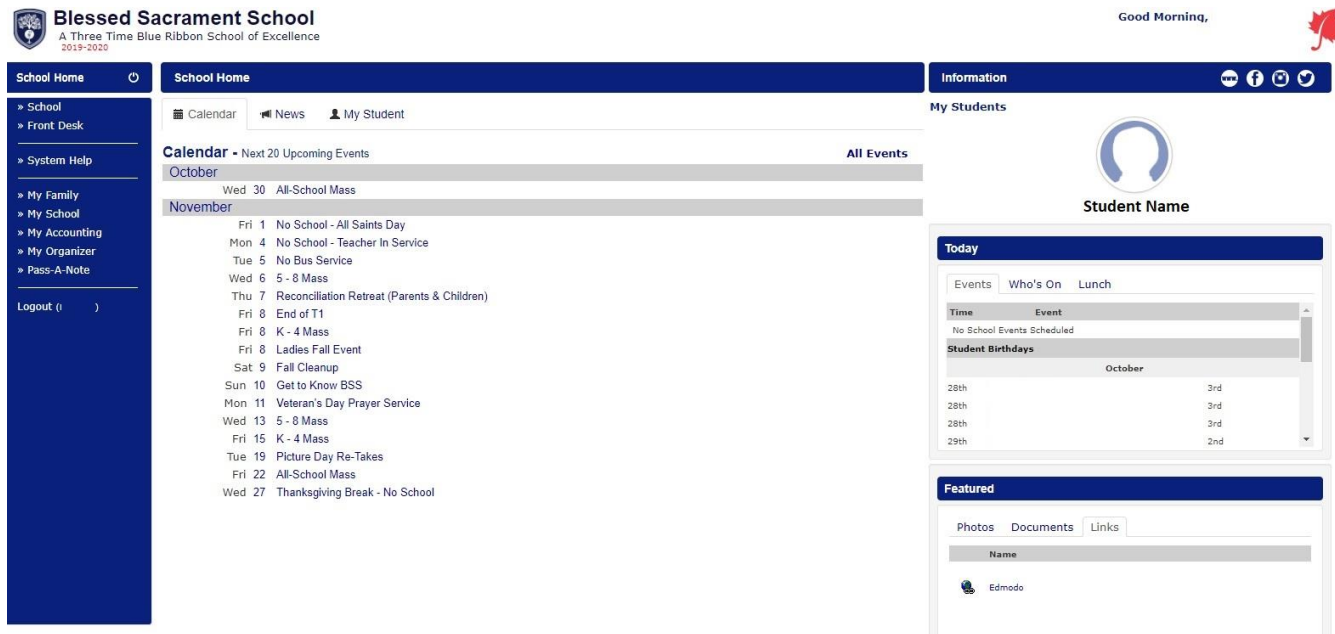


Accessing Student Discipline Log on Sycamore

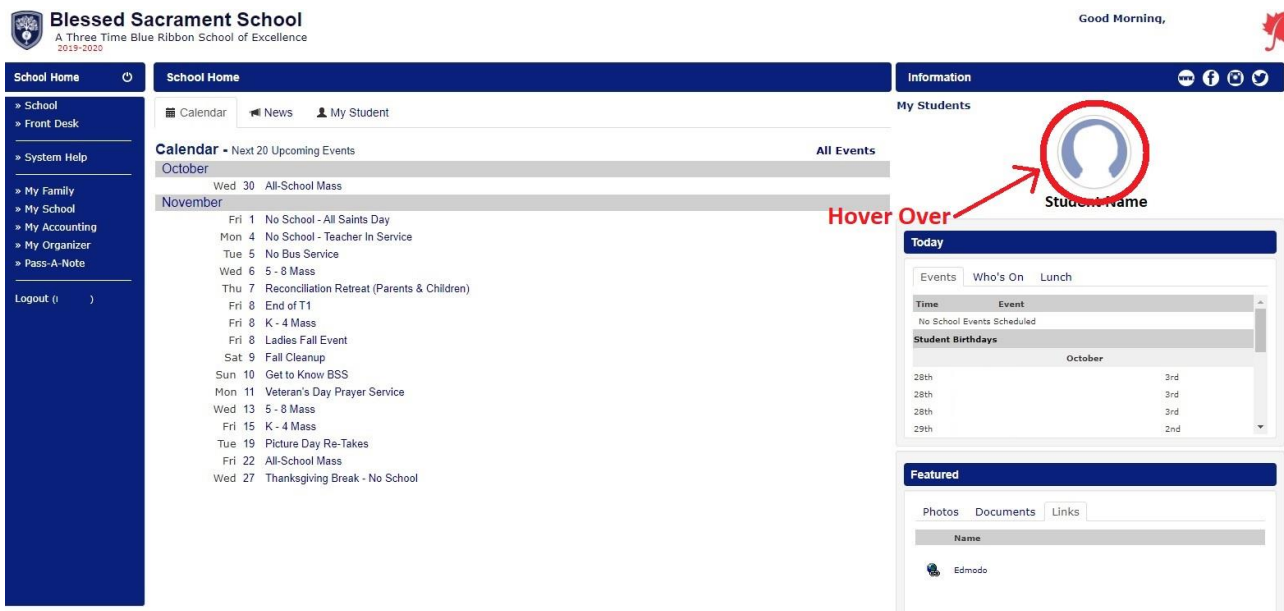
This is how to access student discipline records on Sycamore. See below for instructions.

- 1. When you log into Sycamore, you should see a screen like the one below with your student's name and silhouette at the top right.**



The screenshot shows the Sycamore dashboard. At the top right, it says "Good Morning," followed by a red leaf icon and a silhouette of a person's head and shoulders. Below the silhouette is the text "Student Name". The dashboard includes a navigation menu on the left, a central calendar section, and a right-hand panel with "My Students" and "Today" sections.

- 2. Hover over the student silhouette at the top right. Another menu will appear.**



This screenshot is identical to the previous one, but with a red circle and arrow pointing to the student silhouette. The text "Hover Over" is written in red next to the arrow. The text "Student Name" is also visible below the silhouette.

3. Click 'Profile' on the menu that appears.

Blessed Sacrament School
A Three Time Blue Ribbon School of Excellence
2019-2020

Good Morning,

School Home Information My Students

Calendar - Next 20 Upcoming Events All Events

November

Wed 13	5 - 8 Mass
Fri 15	K - 4 Mass
Tue 19	Picture Day Re-Takes
Fri 22	All-School Mass
Wed 27	Thanksgiving Break - No School

2. Click 'Profile'

Profile

Documents

Grades

Schedule

Attendance

HW/Assign

Today

Events Who's On Lu

Time	Event
No School Events Scheduled	

Student Birthdays

November	
15th	8th
16th	Kindergarten

Employee Birthdays

November	
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Featured

Photos Documents Links

Name
Edmodo

4. A new window will pop up. Click on 'Discipline' at the right side of the window.

My Students Dashboard - Google Chrome

app.sycamoreschool.com/mystudent.php?sid=1347031&task=

My Student /

General Documents Grades Schedule Attendance

Information

Student Info

First:

Middle:

Last:

Goes By:

Birthdays: Mar

Work:

Cell:

Email:

URL:

School Info

Code:

ID:

Ext ID:

Status:

Grade:

Advisor:

Locker #:

Combo #:

Graduation:

Upcoming

Due	Title
S...	< >
S...	< >
S...	< >

Missing Assignments

Due	Title
-----	-------

Events

Date	Name
------	------

Profile

HW / Assign

Calendar

Discipline

Medical

Services Logs

3. Click 'Discipline'

5. A new window will pop up. Any disciplinary items (referrals) will appear in the list at the top of the new window.

The screenshot shows a web browser window displaying a discipline record for a student. The main window is titled "My Student / Discipline Record" and contains several sections: "Student Info", "Discipline Logs", "Victim Logs", and "Detentions". A red circle highlights the "Discipline Logs" table, which has columns for "Date", "Violation", and "Points". Overlaid on this table is the text "Any Disciplinary Items Will Appear Here".

The background window shows the "My Student" dashboard with a sidebar menu and a calendar. The sidebar menu includes options like "School Home", "School", "Front Desk", "System Help", "My Family", "My School", "My Accounting", "My Organizer", "Pass-A-Note", and "Logout". The calendar shows the month of November.