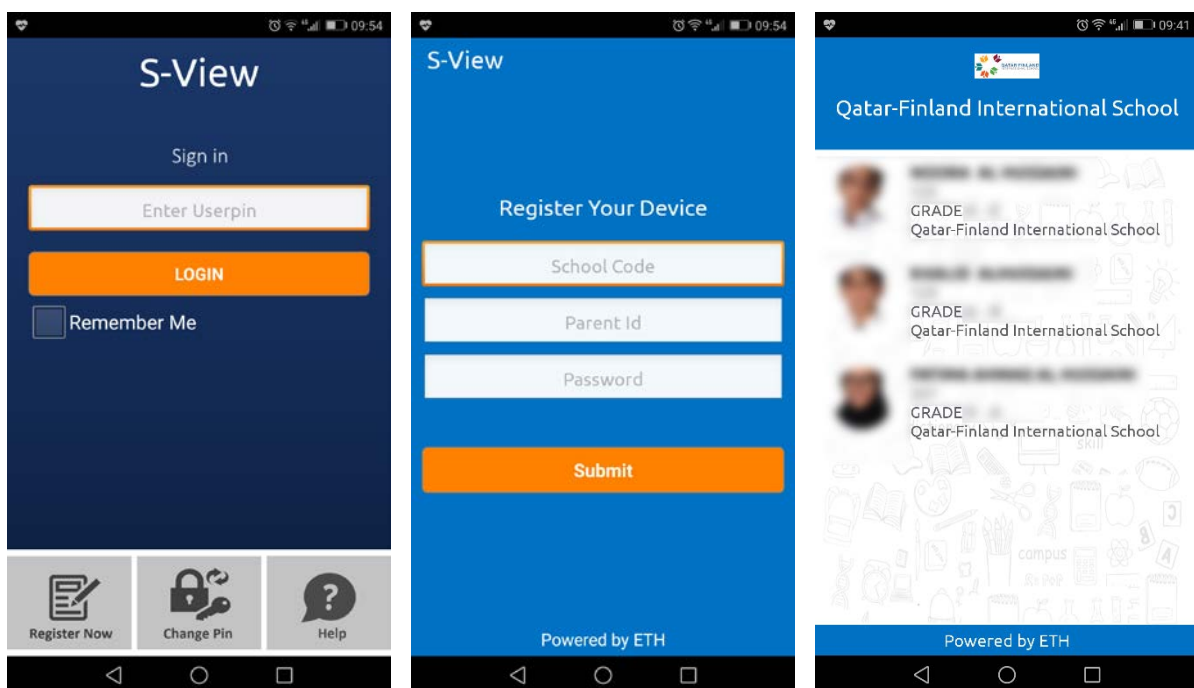


Digital Campus Parent Portal – user guide

The Q.F.I. School uses a Parent Portal as the main source of communication between the school and the parents. The Parent Portal can be accessed through a mobile app and via a website. This document will explain how to set up, open and use the Parent Portal.

Part 1: Parent Portal mobile app

We will first look at the mobile version. The app is called **Digital Campus S-View** and is available for [Android](#) and [iOS](#). When you open the app for the first time, it will ask for permission to access the phone. This is required as your unique phone identifier (IMEI code) is going to be linked to your parent account. The app is not using any personal information from your phone.



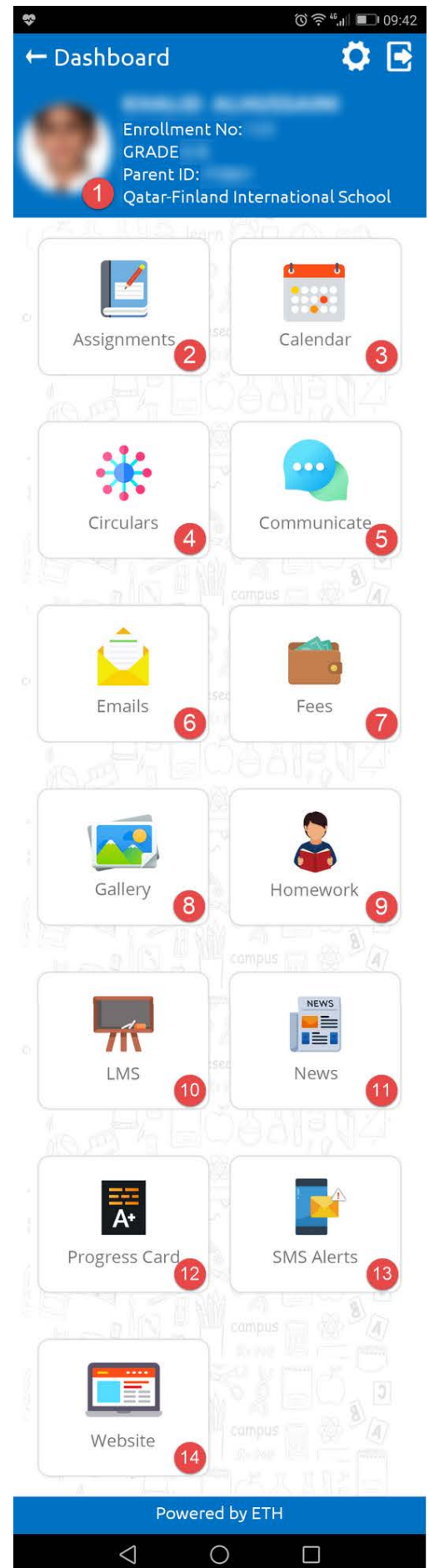
First, click on [Register Now] and enter the school code (qfis) and the username and password that you received from the school. Press [Submit] and you will be asked to set a personal pin code or password. This will be used to open the app on your phone from there on. Even if you change the password on the Parent Portal website, the pin code or password to open the app will stay the same.

After you log in, you should see the dashboard that has all your children that are in the Qatar-Finland International school. If this is not the case, it is probably because they are not under the same Parent Id. Please contact IT support at ictsupport@qfischool.com or the Admission Office to have this fixed.

To continue, click on the picture of the student you want to see more information about. It will open the screen you can see on the next page.

On the student page, you can see:

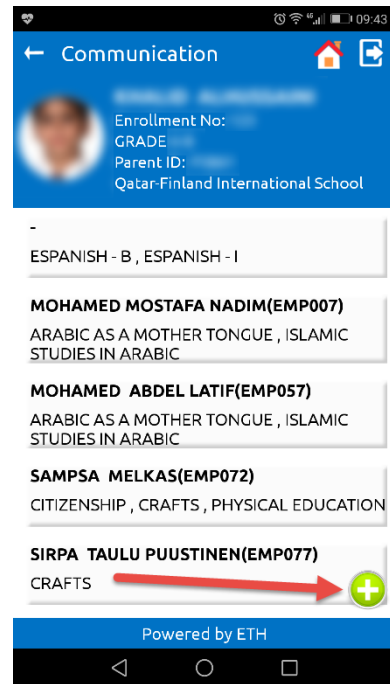
1. **Student Profile** – See the personal details of the student, more about this later.
2. **Assignments** – Here you can see any assignments for your child. Note that not all teachers are using this.
3. **Calendar** – This is the school calendar. You can find the school vacations here, as well as events such as the principal's morning coffee.
4. **Circulars** – This is where you can find weekly letters. If you have multiple kids in the school, you will need to go to each child's page to see the different weekly letters.
5. **Communication** – Here you can send messages to the teachers of your child. More about this later.
6. **Emails** – Here you can see all emails that have been send by the school.
Note: you will only see emails that have been send from the student management system, but not emails that a teacher or staff member sends from their personal email account to you.
7. **Fees** – If there are any fees that are still due, you will be able to see them here.
8. **Gallery** – This is currently not being used by the school.
9. **Homework** – Here you can see any homework for your child. Note that not all teachers are using this.
10. **LMS** – This is a Learning Management System that we are currently not using.
11. **News** – This is similar to Circulars (weekly letters), but this is information from the school administration.
12. **Progress Card** – Here you can find the report cards.
13. **SMS Alerts** – Here you can see all SMS messages that have been send to you from the system.
14. **Website** – Opens the Q.F.I. School website in a new browser window.



Communication

When you click on the Communication icon, you will see a list of teachers that teach your child. When you click on a teacher's name you will see messages that have already been sent between you and the teacher. If there are none, an error message saying "no communication" is shown.

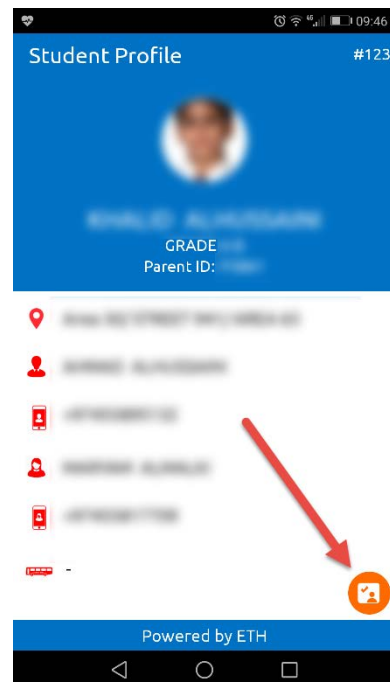
If you want to send a new message to a teacher, click on the green '+'-sign in the lower right corner of the screen. This will load the same list of teachers that teach your child. If you now click on a teacher's name you will see an email like screen with a subject line and windows for the message.



Student Profile

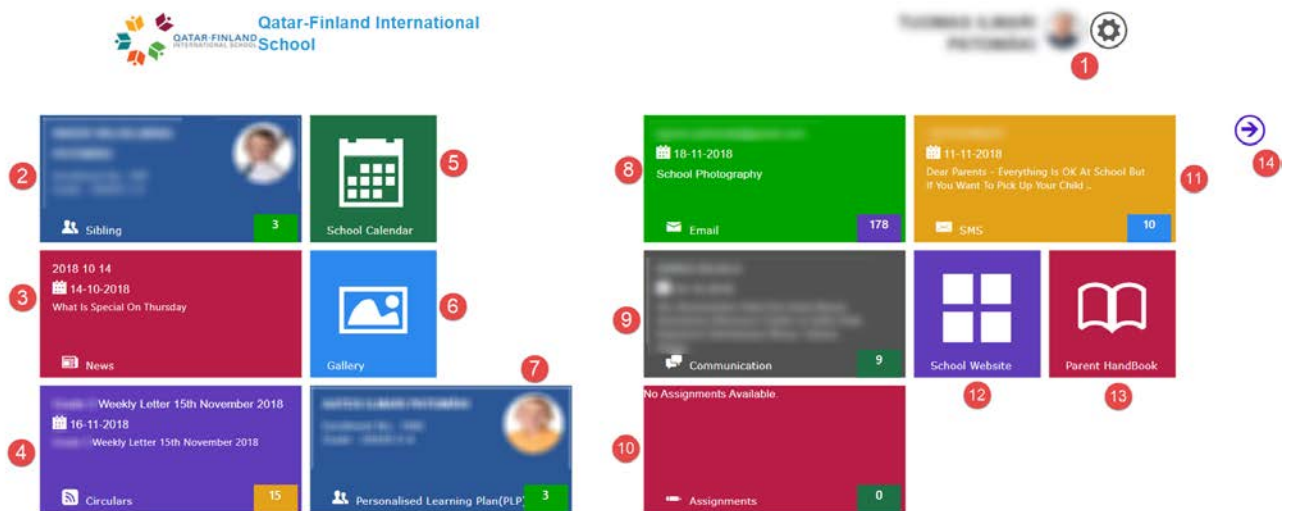
When you click on the student's picture, it opens the student profile. Here you can find the personal details, such as home address, the names and phone numbers of the father and mother, and the email address of the student.

This is also the page where you can find the attendance. To see it, click on the orange icon in the lower right corner of the screen.



Part 2: Parent Portal website

The PP can also be accessed from a web browser. Go to <https://qfisict.ethdigitalcampus.com/QFIS/> and sign in with your Parent Id and password you received from the school. If it is the first time you sign in, you will be required to change your password. You cannot continue without doing so. After you sign in, you will see the following home screen:



1. Main member name and picture, plus access to the menu, more about this later.
2. **Student details** - personal details of the student, more about this later.
Note, if you have multiple children in the school, click on the number in the lower half of this tile to select a different child.

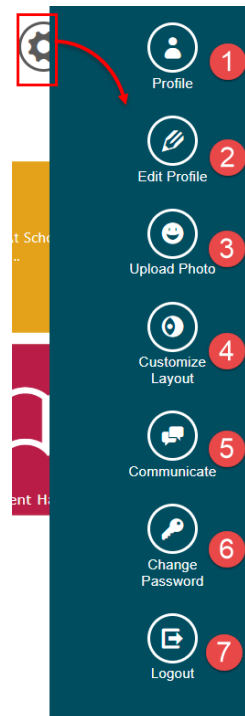


3. **News** – information from the school.
4. **Circulars** – Weekly letter. To read the weekly letter of a different child, select the child first in tile number 2.
5. **School calendar** - shows school events and vacations.
6. **Gallery** – we are currently not using this.
7. **Personal Learning Plan** – more about this later.
Note the PLP is only available on the website, not on the mobile app.
8. **Email** - shows all the emails that were sent from the system to you as a parent.
Note: you will not see individual emails here that were sent by teachers.
9. **Communication** – you can send messages to the teachers of your child.
10. **Assignments** – we are currently not using this.
11. **SMS** - shows all the SMS messages that have been send to you as a parent.
12. **School website** – opens the school website in a new browser window.
13. **Parent Handbook** – a quick link to the parent handbook in pdf format.
14. If your screen is not wide enough to see all tiles on the screen, you can use these arrows to scroll left and right.

Menu

Clicking on the cog wheel in the upper right corner opens the menu.

1. See your personal details as a parent
2. Edit your personal details
Here you can edit the personal details of the father, mother and guardian, such as email address, mobile phone number and home address. You can also set who will act as the main member of the family.
3. Upload a picture that will be shown on the main menu
4. Here you can rearrange the order of the tile on your screen
5. Send a message to a teacher or staff member
6. Change your password. This password is used to access the website and to register new phones. Note that changing the password has no effect on phones that are already registered. The pin code to open the app will stay the same after you set a new password.
7. Sign out from the Parent Portal website



Student details

When you click on student details (item 2 on the previous page) you will be able to do the following:

Student Profile	1
Edit Student Profile	2
Attendance Report	3
Report Card	4
Teachers List	5
Pending Certificates	6
Due Fees Report	7
Medical History	8

Personal Details

CLICK IMAGE TO EDIT PHOTO		CLICK HERE TO EDIT CONTACT INFORMATION	
		<p>ID: [ID] GENDER: F DOB: [DOB] (PH): +974 [PH] ADDR: [ADDR]</p>	
GENERAL			
Admission Date	[Admission Date]	Roll No.	[Roll No.]
Grade	[Grade]	Admission Grade	GRADE [Grade]
School House	[School House]	Fee Category	[Fee Category]
Blood Group	[Blood Group]	Birth Place	[Birth Place]
Nationality	[Nationality]	Mother Tongue	[Mother Tongue]
Religion	[Religion]	ESIS/MOE Reg No	[ESIS/MOE Reg No]
MOE Reg Date	-	Qatar ID number	[Qatar ID number]
CPR Valid Upto	-	Passport No.	[Passport No.]
Passport Valid Upto	-	Visa No.	0
Visa Valid Upto	-		
CONTACT DETAILS			

1. See the personal details of the student.
2. Edit the personal details of the student.
3. See the attendance report of the student.
4. See all report cards since term 2 of academic year 2017/2018. Older report cards were made from a different system and we are not able to show them here.
5. Show a list of all teachers that teach this student. You will be able to send messages to the teachers from that list.
6. If there are any missing documents needed by the school, you will be able to see them here.
7. If there are any pending fees, you will be able to see them here.
8. If the student has a medical history, you will be able to see it here.

Personal Learning Plan

The teachers will create a personal learning plan for all students. This PLP can only be accessed on the Parent Portal website and not through the mobile app. If you have multiple students in the school, select the student you wish to see the PLP for in the same way as you did with the Student Details. You will then see a screen like this:

Personalised Learning Plan

ACADEMIC YEAR: 2018-2019 (1) | TERM: TERM 1 (2) | SUBJECTS: All (3) | Search (4)

Student Name: [REDACTED] | GR. No.: [REDACTED] | Class Name: [REDACTED]

ENGLISH | EXCELLENT | GOOD | SATISFACTORY | FAIR | POOR

LANGUAGE EXPRESSION, WRITTEN ✓

FOLLOW-UP

DIFFERENTIATION AND SUPPORT FROM SCHOOL
Attends to the English group for advanced students twice a week. 15-10-2018

OBJECTIVES
Deepening her English skills on writing. 15-10-2018

HOW DO I ACHIEVE THIS

SUPPORT FROM PARENTS
[REDACTED] (5)

MATHEMATICS | EXCELLENT | GOOD | SATISFACTORY | FAIR | POOR

1. Select the academic year from the list, i.e. 2017-2018.
2. Select the term from the list, i.e. Term 1.
3. Select a specific subject from the list or just select All.
4. Click on Search to show the results.
5. Here is where you can fill in what you will do as a parent to support the student to reach the goals set by the teacher.

Edit your personal details

You can edit the information we have in our system (item 2 from the Menu). Most fields are optional, but it is important we have your current email address and mobile phone number, so we will be able to contact you.

Father | Mother | Guardian | Active Member | Father | Mother | Guardian | Update (3)

FATHER'S INFORMATION

Name: First Name * [REDACTED] | Middle Name [REDACTED] | Last Name [REDACTED]

1. Jump to the section of Father, Mother or Guardian.
2. Set who acts as the main member, the one who deals most with student affairs.
3. After you have updated your personal information, be sure to press [Update] to save any changes you have made.

If you have further questions, please contact ictsupport@qfiskool.com.