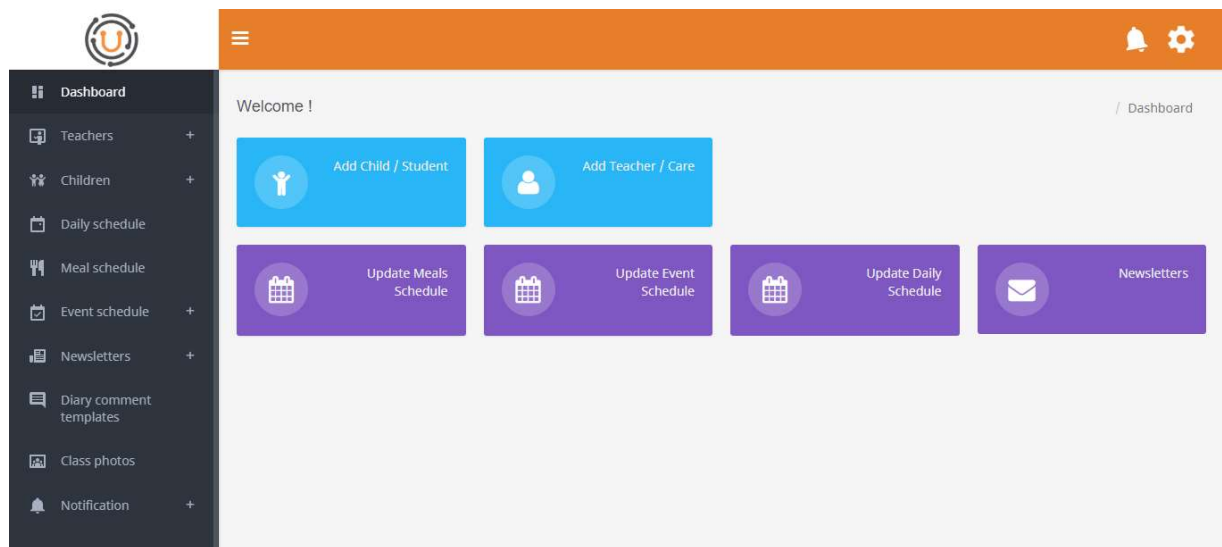


1. To access 'School Admin' (as a school principle) go to this URL:
<http://umbilically.com/schooladmin/>
username: (supplied to you in the email)
password: (supplied to you in the email)

2. Once you are logged in you will see the following screen:



- a. Teachers – Manage schools teachers
 - b. Children – Manage school children
 - c. Daily schedule – Manage daily class schedule
 - d. Meal schedule – Manage class meals schedule
 - e. Event schedule – Manage school events schedule
 - f. Newsletters – Create newsletters
 - g. Dairy comment templates – easily create templates that teachers can use to send parents personalized messages
 - h. Class photos – Turn photo approval functionality on / off
 - i. Notification – Send push notification to parents and teachers
3. Firstly, lets add the teacher profiles. The fields that are marked with (*) are mandatory. For this, click on 'Teachers' -> 'Add Teacher' (see image below).

The screenshot shows the 'Add carer/teacher' form. The left sidebar contains a menu with 'Teachers' selected. The form fields are:

- Name Of carer/teacher(*)
- Email (*)
- Password(*)
- Confirm Password(*)
- Profile image: Choose File | No file chosen
- Save button

- Now we need to add children. We can either add multiple children by downloading an xls (MS excel) file, completing it with children's details and then upload it by selecting the 'Choose File' button and then clicking 'Upload'. Remember that you will need to upload each class separately. Alternatively we can add a single child via the web interface (see screenshot below).

The screenshot shows the 'Add Children' form. The left sidebar contains a menu with 'Children' selected. The form is divided into two sections:

- ADD CHILDREN:**
 - Teacher / Carer: Select teacher
 - Upload CSV / XLS(*): Choose File | No file chosen. Includes buttons for 'download CSV template' and 'download XLS template'.
 - Upload button
- ADD SINGLE CHILD:**
 - Name Of Child(*)
 - Parent / Guardian Name(*)
 - Email (*)

(please note the child profile image is optional and can always be added later by the parent through the App).

- Next we add the 'Daily Schedule'. This are the activities that the children at the school partake in throughout the day (see screenshot below). Here you can either download a template file, populate it and the upload it or you can add the daily schedule row by row using the web interface provided.

- Next we can add the 'Meal Schedule' in much the same way that we have done with the 'Daily Schedule'.

- Next we add a school events as follows. You can add the events for the whole year in advance.

The screenshot shows a web application interface with a dark sidebar on the left containing navigation options like Dashboard, Teachers, Children, Daily schedule, Meal schedule, Event schedule, Add New, Show / Edit, Newsletters, Diary comment templates, and Class photos. The main content area is titled 'Add Event schedule' and contains the following form fields:

- Name of Event (*)
- Date of Event (*)
- Start Time of Event (*) (set to 12:00AM) and End Time of Event
- Cover Charge
- Notes
- A green 'Save' button

8. Next we add a 'School Newsletter'. Here you can either upload a PDF file or manually create a newsletter using the form below:

The screenshot shows the same web application interface as above, but the main content area is titled 'Add News letter'. The form includes the following fields:

- Teacher / Carer (dropdown menu set to 'All teachers')
- Upload Pdf News letter(*) section with a 'Choose File' button, 'No file chosen' text, and 'File size: maximum of 2Mb. Type file allow: pdf' note. A green 'Upload' button is below.
- Theme of the week (*) (text area)
- Song of the week (text area)
- News of the week (*) (text area)

Now that we have added the information as a 'School Principle' let's login to our mobile App as a 'Teacher' first and then we will have a look at the 'Parent' view of the App.

9. Click on your 'Umbilically™' App icon which can be downloaded from Google Play Store.
10. Now we login with the above Teacher's credentials:
 - a. Email Address: (the one you added above)
 - b. Password: (the one you added above)
11. We will see our 'Home' screen of the app that has the following functionality:
 - a. Diary – here the teacher can complete the daily diary for each child
 - b. Parent / Teacher chat – communication with child's parents
 - c. Photos – teacher can take and share photos of the children with the parents in real time

- d. Pickup – here Teacher can chat if a child in his/her class is being picked up from school by anyone other than the child's parents. Only the children who's 'Pickup' information was already completed by the parent will be displayed here.
- e. Medicine – same as with the pickup, Teacher can see if he/she needs to administer any medication to any child in his/her class. If none of the children need medication then the app will show 'no data found';
- f. Absenteeism Tracker – this section can be completed by either the parent or the teacher. If the child is not at school and the parents have not specified why on the 'Absenteeism Tracker' then the teacher and also mark the child as 'Absent'.
- g. Homework – complete this section if you want to inform the parents of any homework that needs to be completed.

Also, the teacher can do the following by clicking on the 'Menu' button on the top right and going into 'Settings':

- a. Update his/her photo
- b. Disable / Enable 'Remember Me' which is set as on by default. Meaning the user of the app does not have to login each time. The app will store the login credentials.
- c. Disable / Enable 'Push Notification'
- d. Change their 'Password'
- e. Update their 'Email' address
- f. View 'Terms and Conditions'
- g. Log Out

Note: If the teacher in questions is a baby class teacher, switch 'Baby Teacher' functionality ON in the teacher profile.

12. Next, let us 'Logout' as a 'Teacher' and login as a 'Parent':

- a. Logout as a Teacher (in Teacher profile in the main menu).
- b. Put in the parent email address as you created it in the dashboard
- c. Now a unique verification code is sent to the parent email address - you will need to input this verification code in order to proceed.
- d. Once in you will see a 'child select' screen. In case there are siblings, they will then be displayed on this screen and the 'Parent' can then select the child that the parent wants to view the profile for.
- e. Once logged in, you will see the 'Home' screen with the following features:
 - i. Diary – where the parent can view their child's digital diary
 - ii. Parent / Teacher chat
 - iii. Schedule and Event – where the parent can view 'Daily' schedule / 'Meals' schedule / school 'Events' schedule
(try adding more data on the web backend as the principle to see how it looks on the app.)
 - iv. Photos – here the parent can view the photos taken and posted by the teacher
 - v. Pickup – here the Parent can specify if the child is being picked up from school by a relative or a friend

- vi. Medicine – here the parent can specify if the Teacher needs to administer any medication to the child while the child is at the school
- vii. Absenteeism Tracker – here the parent can specify if the child will be absent from school, on which days and for which reason
- viii. Extra Mural Activities – here the parent can view the different extra mural activities offered by the school
- ix. Newsletter – here the parent can view the school newsletters