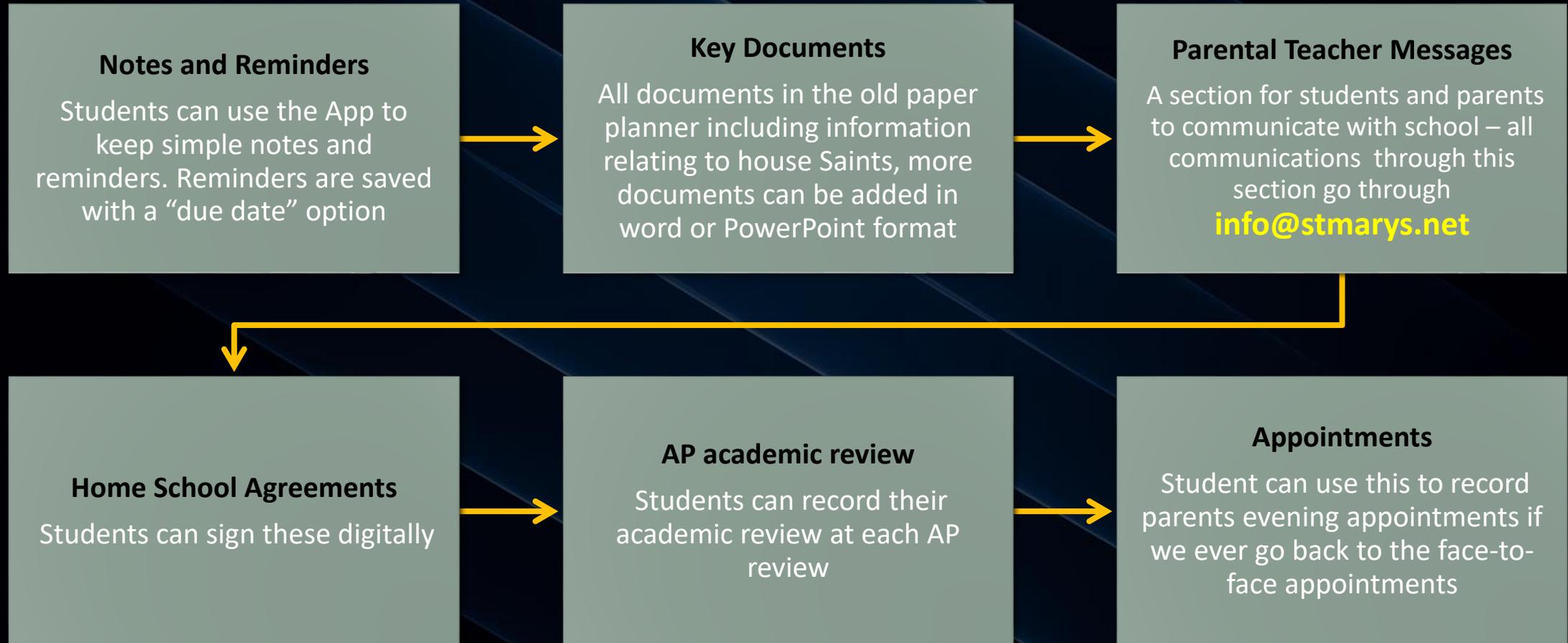
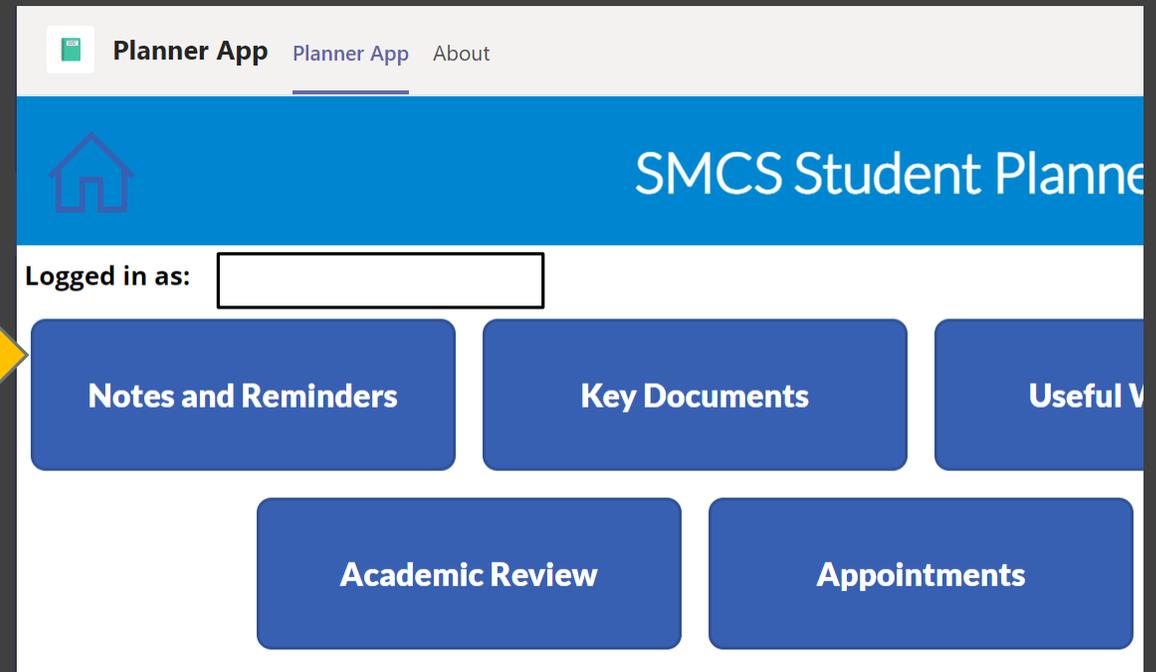
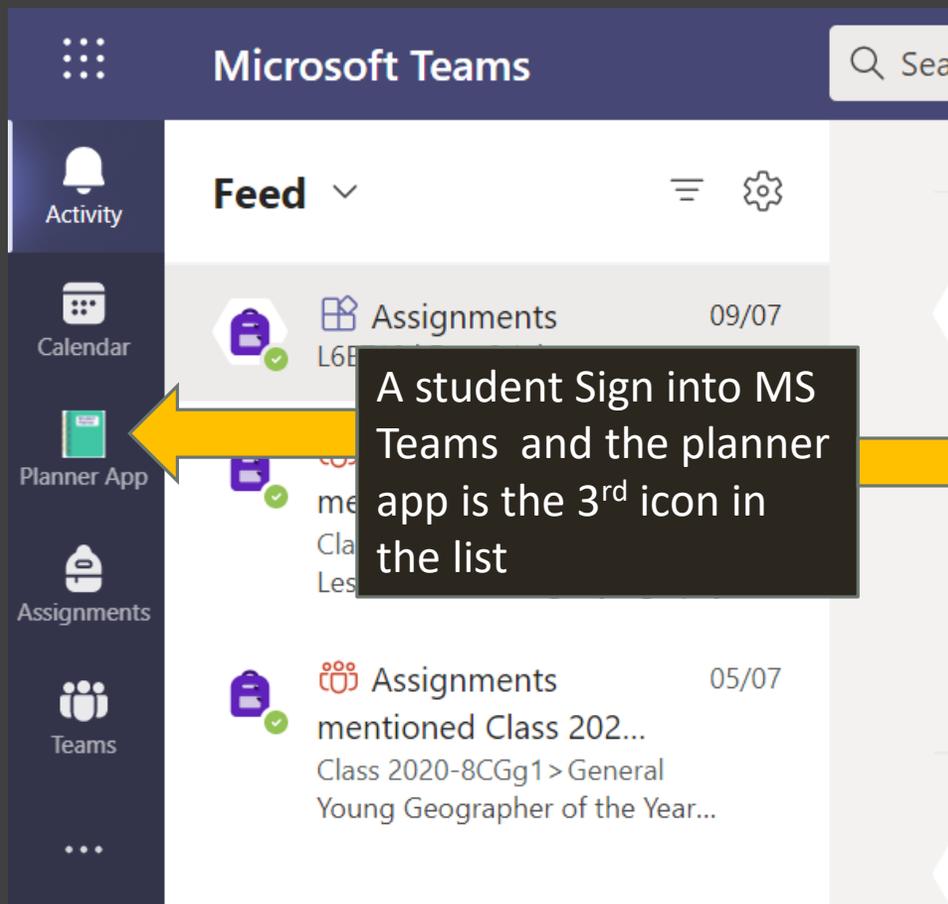


# Features of the Student Digital Planner

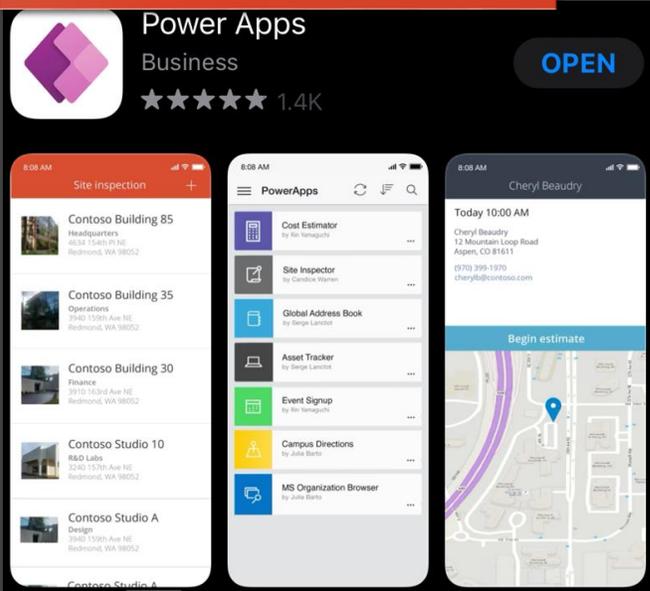


# How to get the Planner App via MS Teams

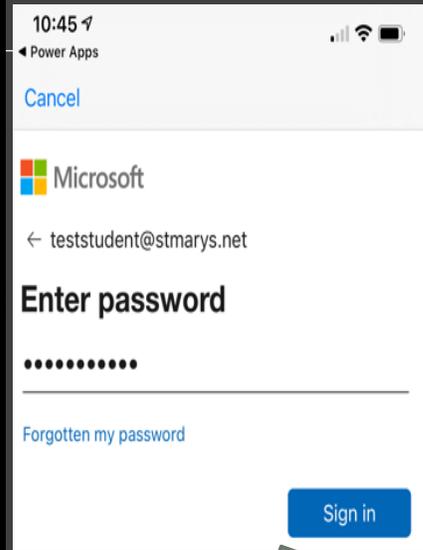


# How to get the Planner App on a Mobile Device

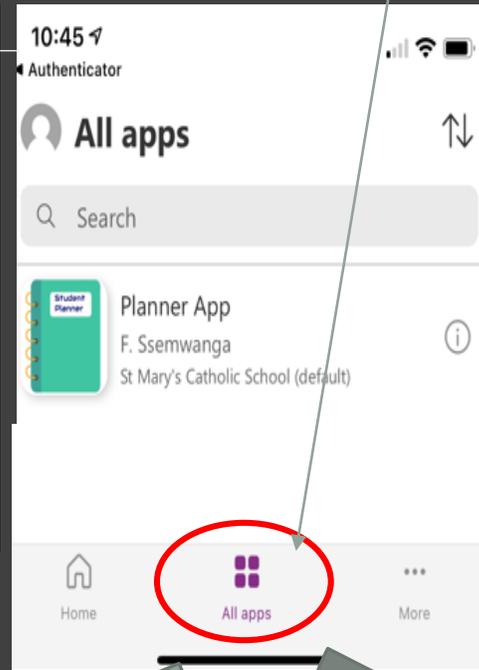
1. Search for the "Power Apps" on APP or Play Store and Install It



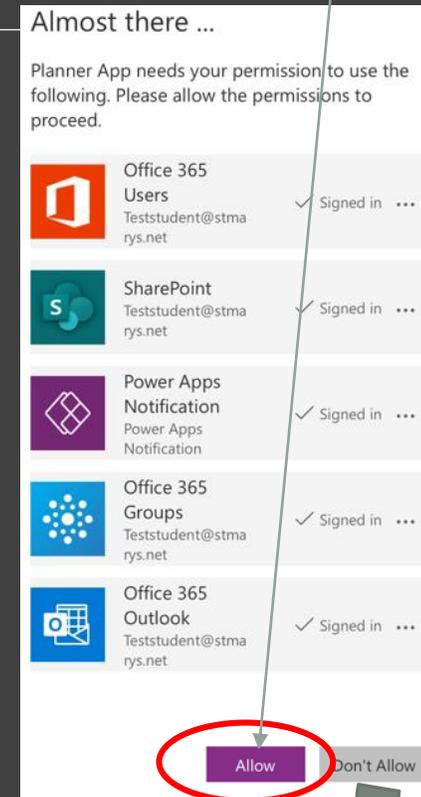
2. Sign into the "Power Apps" App using your St Marys Email address



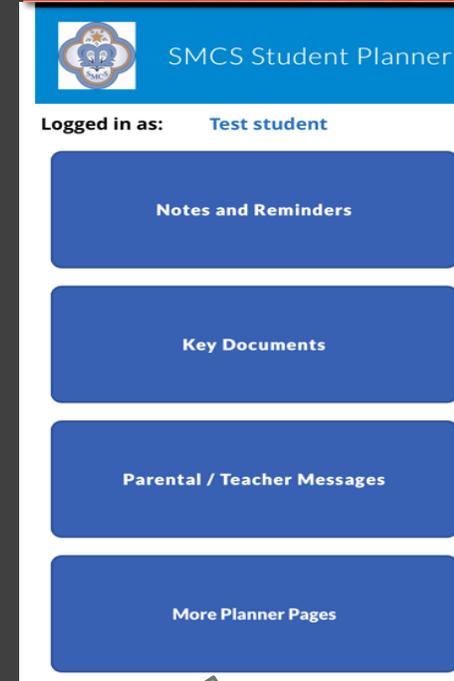
3. Choose All Apps and then Planner App



4. Allow all Permissions



5. Now use the App



# Permission Slip – if a student needs to collect from school during school times

Send a message to school

From: Parent Recipient: School

Message Category: Permission Slip

Send

Type Message Detail Here:

Normal | B | / | U | | |

Johny has a planned hospital appointment today. i will pick him up at 12:00pm.

Relation: Mother

\* Parental Email: fssemwanga@gmail.com

Teacher & Parental Messages

Approve Off

Search Student Name, ID or Message detail

Origin: Parent Recieipient: School

Details: i need to collect for scheduled absence at 10

Date Created: 23/07/2021 10:54

Seen / Approved: ✓

Seen / Approved by: F. Ssemwanga

Approval Date: 23/07/2021 10:55

Student ID: 19D.Ssemwanga@stmarys.net

Teacher & Parental Messages

Approve On

Search Student Name, ID or Message detail

Origin: Parent Recieipient: School

Details: Johny has a planned hospital appointment today. i will pick him up at 12:00pm.

Date Created: 23/07/2021 20:15

Seen / Approved: X ✓

Approval Date:

Student ID: 19D.Ssemwanga@stmarys.net

Message Category: Permission Slip

Teacher & Parental Messages

Approve Off

Search Student Name, ID or Message detail

Origin: Parent Recieipient: School

Details: Johny has a planned hospital appointment today. i will pick him up at 12:00pm.

Date Created: 23/07/2021 20:15

Seen / Approved: ✓

Seen / Approved by: F. Ssemwanga

Approval Date: 24/07/2021 10:43

Copy of Parental Message Sent via the Student Planner App

Inbox

19D.Ssemwanga 23 Jul to fssemwanga@gmail.com

Message Category: Permission Slip

Johny has a planned hospital appointment today. i will pick him up at 12:00pm.

Sender's Relation to the Student: Mother  
Parental EMail: fssemwanga@gmail.com  
Student ID: 19D.Ssemwanga@stmarys.net  
Even when replying to a direct email, all emails from parents should be sent to info@stmarys.net .

Approved Permission Slip via Student App

FS You To info@stmarys.net 10:43

Message Category: Permission to Leave School

Johny has a planned hospital appointment today. i will pick him up at 12:00pm.

Parental EMail: fssemwanga@gmail.com

Relation to Student: Mother

Student ID: 19D.Ssemwanga@stmarys.net

Approved Status: Yes

Approved by: F. Ssemwanga

Time of Approval: 24/07/2021 10:43

## How it works:

1. A parent chooses the **correct** message category on the messaging page, writes and sends the message
2. Parent gets a copy of the message via their email
3. **Child requests their Learning Coodinator or SLT member to approve**
4. SLT member / Learning coordinator uses the approve button, can search for a message to approve using child's ID or message details. School Reception is notified automatically.
5. Parent gets a copy of the approved permission slip.
6. The student is collected from reception by the guardian
7. Approved messages remain in the App

# Student – Teacher Messages

Send a message to school

From: Student Recipient: Teacher

Message Category: Other

Send

Type Message Detail Here:

Normal - **B** / U |

| | ...

Maths Test

Can you let us know what topics we should revise for next week's test?

\*Teacher Concerned:

Mr Antwi

Message via the Student Planner App

This message was sent with Low importance

19D.Ssemwanga  
Sat 24/07/2021 11:21  
To: info@stmarys.net

Message Category: Other  
Message Details:  
Maths Test  
Can you let us know what topics we should revise for next week's test?

Teacher Concerned: Mr Antwi  
Student ID: 19D.Ssemwanga@stmarys.net

Teacher & Parental Messages

Type Message detail or Category

Origin: Student Recipient: Teacher  
Details:  
Maths Test  
Can you let us know what topics we should revise for next week's test?

+

+

+

Sent Date: 24/07/2021 11:21  
Student ID: 19D.Ssemwanga@stmarys.net  
Message Category: Other

## How it works:

1. A Student chooses the correct message category on the messaging page, writes and sends the message
2. The message is sent to [info@stmarys.net](mailto:info@stmarys.net) from where it is forwarded to the teacher
3. All Student teacher messages remain in the app – students are able to delete such messages

# Messaging 3 – Teacher-Student