

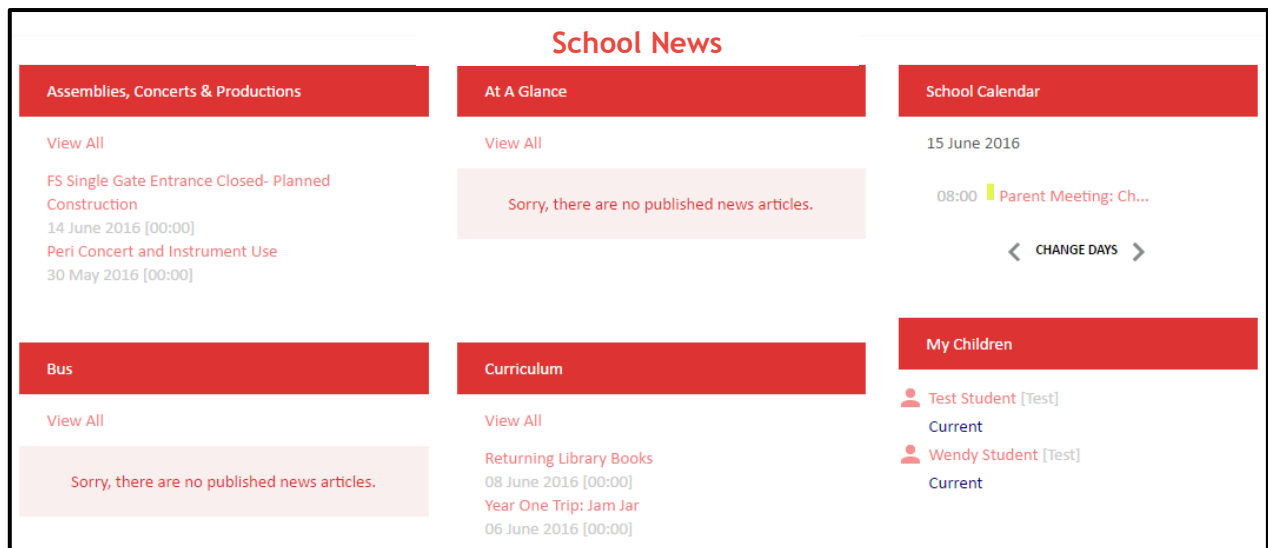
DESS Parent Portal Guide

This guide is intended to help familiarise you with the features of the Parent Portal and to let you know what information is available within each tab.



Home Tab

You will be directed to the “Home” tab each time you log into the Portal. This details today’s news, calendar events and the name(s) of your children at DESS.



School News:

This provides a view of the most recent “current” news events that have been published. News is stored within news type headings to make searching for news easier. You can select “View All” to display all current news within each news type.

School Calendar:

This provides an at-a-glance view of all calendar events taking place today. If you want to search the calendar for another date select “Change Days”. By selecting the event subject you are directed to the calendar where full details of the event are displayed.

My Children:

The names of your children at DESS together with the year group they are currently in is displayed. You can access student information by selecting the appropriate child.

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[School News](#)

[School Calendar](#)

The **School Communication** tab stores links to the School News and the School Calendar.

School News

Select this tab to view the school news. News is grouped within “news type” headings. The most recent news is displayed at the top within each heading. Older news is displayed below.

Useful News Links:

Allows you to filter on current news (News Home) or older news (Archived News). News type headings are identical in both views.

Latest News Stories:

Displays the latest news article regardless of the news type.

Latest Documents:

Displays documents for downloading which have been attached to current news. The documents can also be downloaded by accessing the individual news item.

School News View (Below)

School News

Assemblies, Concerts & Productions FS Single Gate Entrance Closed- Planned Construction Peri Concert and Instrument Use	At A Glance There are no active news items available.	<u>Useful News Links</u> News Home Archive News
Bus There are no active news items available.	Curriculum Returning Library Books Year One Trip: Jam Jar	
DESPA There are no active news items available.	DESS Newsletter There are no active news items available.	<u>Latest Documents</u> 📄 Sahem Initiative (1) 📄 The Squad - Summer Swim Schedule (0)
Dress Up Days There are no active news items available.	ECAs Internal and External ECAs	
General DESSC Annual Food Distribution Campaign Book Band - Book Amnesty	Letters from the Senior Leadership Team Message from Mr Gibbs: Amendment to the 2016-17 Academic Calendar	

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[School News](#)

[School Calendar](#)

School Calendar

Select this tab to view the calendar. The calendar can be displayed by day, week, month and by term. You can change the day, week, month or term by selecting the appropriate arrow to go forward or back.

View the Calendar:

Daily View
Weekly View
Monthly View
Termly View

Filter the Calendar:

By Categories
By Event - All Day or Timed Events

School Calendar View (below)

School Calendar

[Daily View](#) | [Weekly View](#) | [Monthly View](#) | [Termly View](#) [Set Default Calendars](#)

Monthly Calendar - June 2016

[<](#) **Change Month** [>](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Wed - 1st	Thu - 2nd	Fri - 3rd	Sat - 4th
			All Day - Year 6 SATs 08:30 - New FS2 Par... 13:00 - DESS Factor 14:30 - Swimming G... 15:00 - New FS1 Par...	All Day - Phase 1 an... All Day - Year 6 Leav... All Day - New Paren... All Day - Year 6 SATs 12:00 - Trutex Unifor...		
Sun - 5th	Mon - 6th	Tue - 7th	Wed - 8th	Thu - 9th	Fri - 10th	Sat - 11th

To view an individual calendar event, select the event to display the full details.

Thu - 9th June 2016

Date : 9-Jun-2016

Time : 08:15 - 09:00

Category : Parent Information

Location : Dance Studio

Description : FS2 Parent Meeting: Transition into Year One

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[Documents & Files](#)

[Website Links](#)

The **Resources** tab stores links to documents and files and website links.

Documents & Files


Select this tab to view published documents and files.

Latest Files: Displays the latest files by name and the date they were modified or uploaded.

Documents & Files

Latest Files | Document Tree | Search | History

Below are shown the latest files available to you that have been uploaded to the Parent Portal.

File Name	Description	Modified
 DESS Newsletter- Thursday 9th June 2016	-	9-Jun-2016 12:43


Document Tree: Files are grouped within folders for you to download.

Latest Files | **Document Tree** | Search | History

Below are shown the files grouped in folders that are available to you through the Parent Portal.

Portal Document Folders

- Academic Calendar
- Accounts
- Buses



Name	Size	Type	Date Modified
 Academic Calendar	-	Folder	12-May-2016 17:02

Search: You can search using a file name or scroll through all files.

Latest Files | Document Tree | **Search** | History

Use the feature below to search for files available through the Parent Portal.

Search Files:

File Name	Description	Modified
 DESS Newsletter- Thursday 9th June 2016	-	9-Jun-2016 12:43
 DESS Academic Calendar 2016-17	-	5-Jun-2016 10:13

History: This provides you with a record of the files you have downloaded.

Latest Files | Document Tree | Search | **History**

Listed below is the history of the files you have downloaded.

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[Documents & Files](#)

[Website Links](#)

Website Links

Select this tab to access links to useful websites used by DESS. Click the name of the website you would like to browse to open the website.

Website Links

Useful Websites

8 Bookmarks & Links

Parents' Evening System

ECA Booking System

DESS Website

DESC Website

KHDA Website

British Embassy (Dubai) Website

BSME Website

COBIS Website

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[DESS Bus - Apply](#)

[DESS Bus - Interest](#)

[DESS Instrumental - Interest](#)

The **On-line Forms** tab stores links to electronic forms.

You can select an on-line form to apply for the DESS bus service, request more information on the bus service or register your interest in the DESS instrumental programme.

Select the form you wish to submit, complete all the required fields then press submit. This will alert the relevant administrator to your communication and allow her to respond appropriately to your request.

On-Line Forms

Link to forms.

DESS Bus - Apply

If you would like to apply for a place(s) on the DESS Bus Service please complete this online form.

DESS Bus - Interest

If you would like further information on the DESS Bus Service please complete this online form.

DESS Instrumental - Interest

If you would like further information on the DESS Instrumental Programme please complete this online form.

Please see below a sample of the DESS Bus - Interest online form.

Dubai English Speaking School
Transport Services
Expression of Interest

If you would like more information on the DESS Bus Service, please complete the details below and the Bus Co-ordinator will respond to your enquiry.

Parents Details:

Father's Full Name: <input type="text"/>	Mother's Full Name: <input type="text"/>
Father's Mobile Number: <input type="text"/>	Mother's Mobile Number: <input type="text"/>
Father's Email Address: <input type="text"/>	Mother's Email Address: <input type="text"/>

Please provide the names of your child(ren) you are considering the bus service for.

Student Full Name [Add another response](#)

Where is Home:

Home Address: <input type="text"/>	Nearest Landmark: <input type="text"/>
Directions: <input type="text"/>	

When are you considering starting the service:

Please provide any additional information (if necessary):

[Need assistance with this form?](#)

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[Reporting My Child Absent](#)

[School Report](#)

The **Child Information** tab stores links to **Reporting My Child Absent** and **School Reports**

Reporting My Child Absent provides a link to an online form which will allow you to report your child absent due to illness. The School Reports tab allows you to download a copy of your child's published school reports.

School Reports:

Once your child's school reports have been published by DESS they will be available for you to download from the Parent Portal. You can select the report you want to download. If no reports are available a message will be displayed. You can access reports for all of your children attending DESS by using the dropdown arrow on the right.

Test's School Reports

[School Reports Home](#) | [School Reports](#)

Change Child: Test Student ▼

Listed below are all of the reporting cycles that have been published.

There are no published reports held within the ISAMS database.

Reporting My Child Absent:

You can select the link to the online form to report your child absent for medical reasons. This form can also be used to advise DESS staff that your child may be arriving late or leaving early to attend a medical appointment. Complete the relevant information and press submit to alert DESS staff to the absence.

Child Information

Options to view and manage Test's school profile are displayed below.

Change Child: Test Student ▼

[Reporting My Child Absent](#)

Used this form for reporting your child(ren) absent due to illness.

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[Family Contact Details](#)

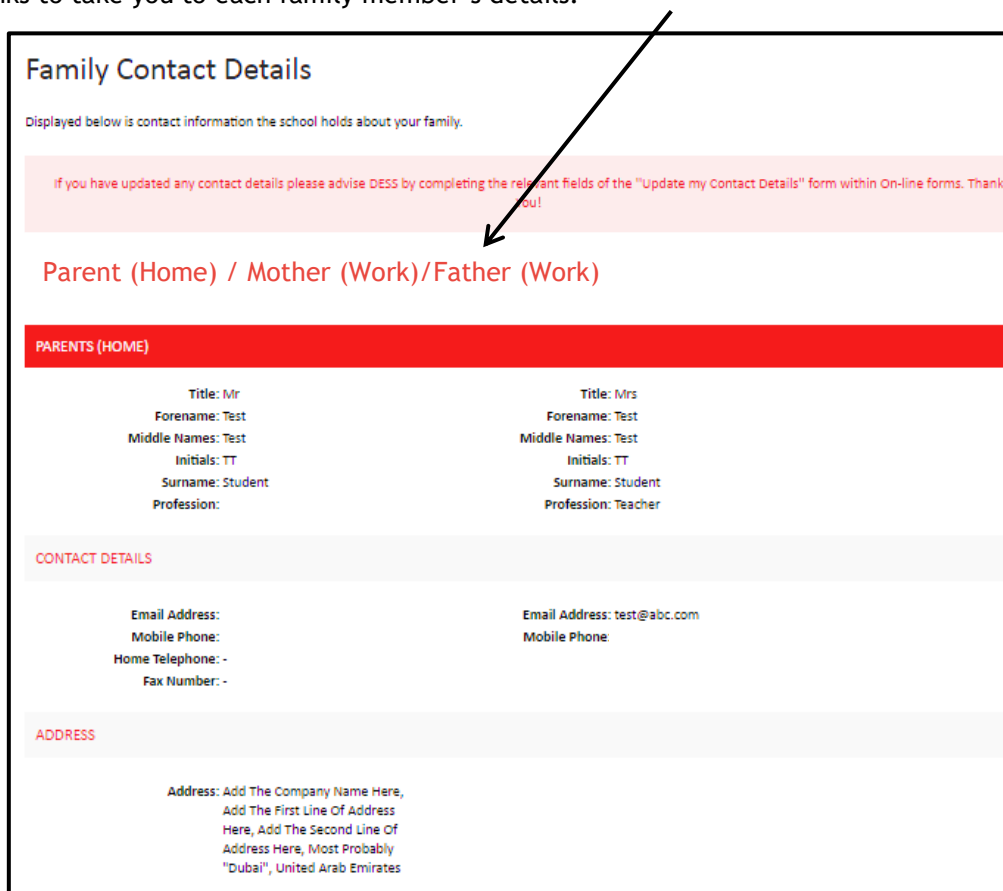
[Update My Contact Details](#)

The **Family Information** tab stores links to Family Contact Details and Update My Contact Details.

Family Information

Family Contact Details:

You can view the contact details DESS hold for your family. This may include your family contact information, work contact information and details of any person you have asked DESS to record as a local emergency contact. You can use the hyperlinks to take you to each family member's details.



Family Contact Details

Displayed below is contact information the school holds about your family.

If you have updated any contact details please advise DESS by completing the relevant fields of the "Update my Contact Details" form within On-line forms. Thank you!

Parent (Home) / Mother (Work)/Father (Work)

PARENTS (HOME)

Title: Mr	Title: Mrs
Forename: Test	Forename: Test
Middle Names: Test	Middle Names: Test
Initials: TT	Initials: TT
Surname: Student	Surname: Student
Profession:	Profession: Teacher

CONTACT DETAILS

Email Address:	Email Address: test@abc.com
Mobile Phone:	Mobile Phone:
Home Telephone: -	
Fax Number: -	

ADDRESS

Address: Add The Company Name Here,
Add The First Line Of Address
Here, Add The Second Line Of
Address Here, Most Probably
"Dubai", United Arab Emirates

Update My Contact Details:

If your contact details have changed you can complete the relevant part of the online form "Update My Contact Details", press submit to communicate this with DESS staff. Your record will then be updated.

[Update My Contact Details](#)

If any of your contact details have changed please complete this online form.

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[My Email Options](#)

[My Password](#)

The **My Account** tab stores links to allow you to update your Parent Portal login details. You can update your email (username), password and record the answer to a secret question to add further security to your account.

My Email Options

My Email Options:

Select the tab “E-Mail Options” to update your username. Update the email address then select “Save E-Mail” to complete the task.

My Account - E-Mail Options

[My Account](#) | [E-Mail Options](#) | [Password](#) | [Security Question](#) |

E-Mail Options

You can change your DESS Parent Portal e-mail address using the form below.

E-Mail Address:

Enter your e-mail address in the textbox above and click 'Save E-Mail' below.

* The fields in red are required.

Password:

You can change your DESS Parent Portal password by selecting the tab “Password”. Enter your current password, the new password and reconfirm your new password. Select Change My Password to complete the task.

My Account - My Password

[My Account](#) | [E-Mail Options](#) | [Password](#) | [Security Question](#) |

Password

You can change your DESS Parent Portal password using the form below.

Current Password:

New Password:

Confirm Password:

To change your password enter your current password followed by your new one - then confirm the new password.

* The fields in red are required.

Security Question:

You can set a security question for use throughout the Parent Portal. Select a question, provide the answer to the security question and reconfirm your answer before selecting save security question to complete the task.

My Account - Security Question

[My Account](#) | [E-Mail Options](#) | [Password](#) | [Security Question](#) |

Security Question

You can change your DESS Parent Portal security question using the form below. This security question is used throughout the DESS Parent Portal.

Security Question:

Security Answer:

Confirm Answer:

Select the question and enter and confirm the answer in the textboxes above and click 'Save Security Question' below.

* The fields in red are required.

Once you have finished browsing the DESS parent portal - select “**Log Out**” to leave the portal.

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