Logging in

This document describes how to install and use the Engage App. The Engage School App is a free app available to download from **the Apple App Store** and the **Google Play Store**. Search for **Engage School App** to install. Push notification functionality is available within the App. A banner message will appear on your phone when new notices are received whether you are logged into the App or not.

Logging In

School ID: BIS987
Enter this and your Parent Portal Username and Password

Every time you log in after the initial setup you will just need to enter your Parent Portal Username and Password
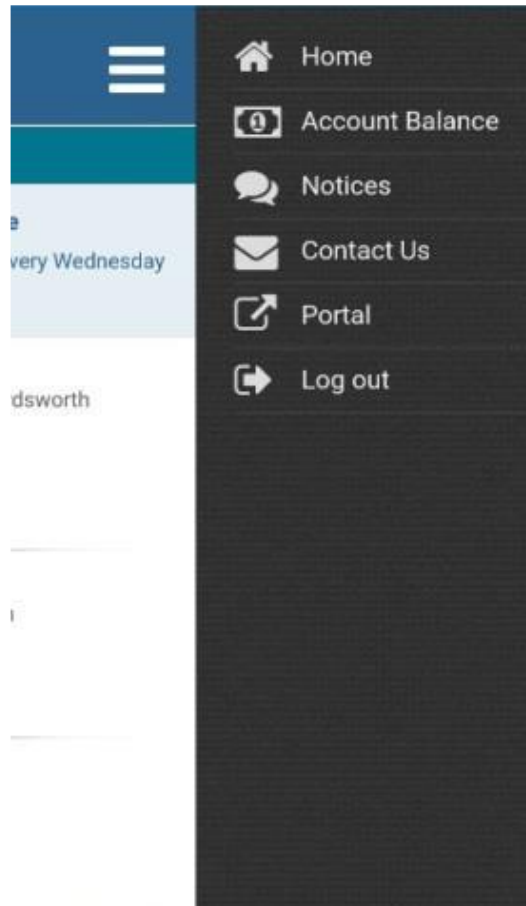
Navigating the App

Home Screen
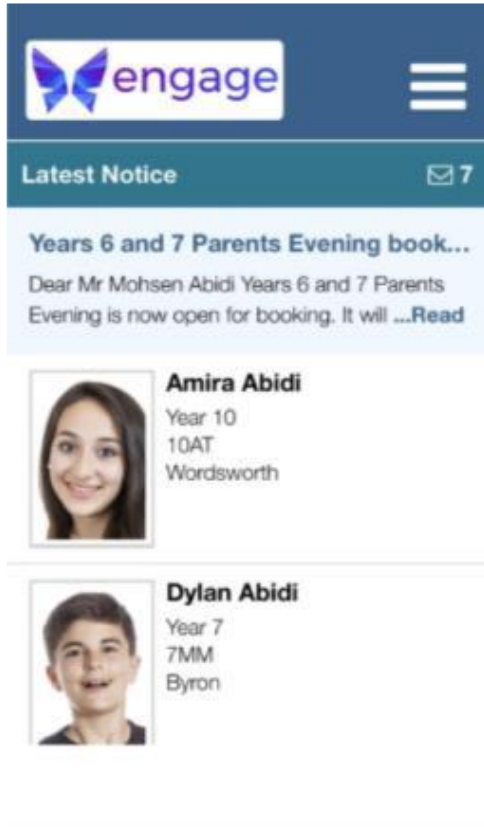
The Home screen displays a quick link to your latest notice, a list of the children that you are a contact for.

Side Menu

The Side Menu is accessible using the menu icon located in the top right of the header bar or by swiping from the right of the screen, the side menu provides quick navigation around the app.

Home will return you to the welcome screen.

Account Balance provides a simple display of your outstanding balance.
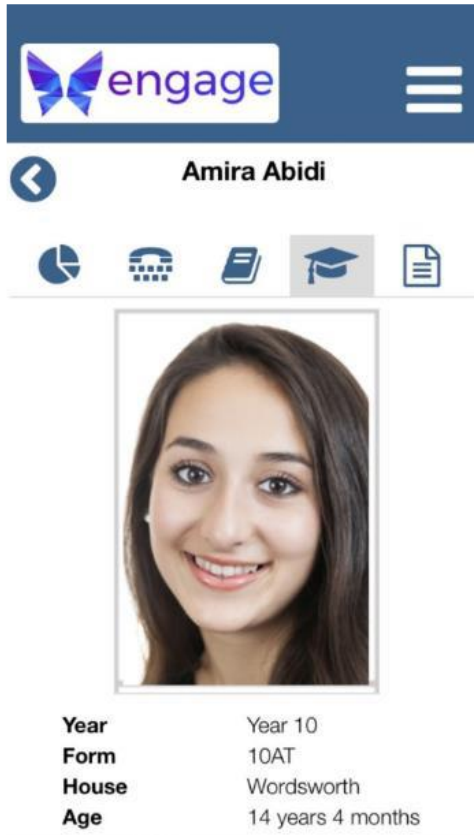
Notices takes you to your notices

Contact Us provides the contact details of the school

Portal a link to the login page for the Parent Portal

Log Out

App Sections

Child Details

On the **Home** screen tap on a child's name to display their pupil record. This section includes;

Attendance

Contact Details

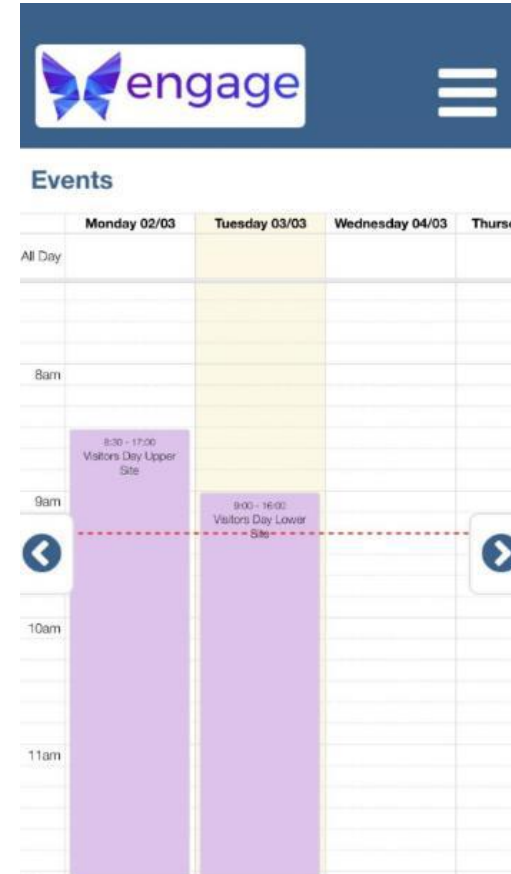Daybook

Pupils Details

Assessment Reports

Timetable

Events/Calendar Screen

The **calendar** displays all events contained within your personal calendar and the school calendar. The calendar focuses on the **current day and time**, pinch the screen to zoom in and out to display more information. The **red dotted line** indicates the current time. Use the side arrows to navigate between **weeks** and clicking on the **day** provides a more detailed view. Once in the day view use the side arrows to navigate between days. Click on the day name to return the weekly view. Clicking on an **event** will open a new screen providing extra information.

App Sections

Attendance
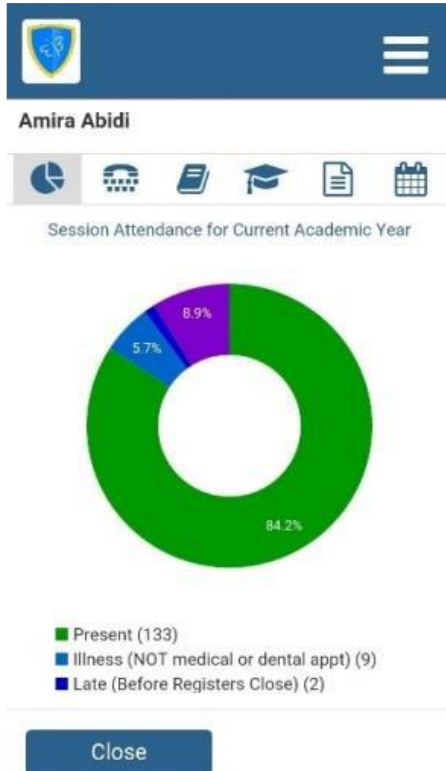
Clicking on the **Attendance** icon will display the **attendance graphs** for the selected child. Swipe left or right to view the different graphs. Click on sections of the graphs to get **additional information**

My Details

Clicking on the **My Details** icon will display your contact information. This section enables you to confirm that the school has the correct information stored for you. Click to dial is available with any telephone number displayed within the app and clicking on any email address will open your email client with the email address pre-populated.

App Sections

Assessments
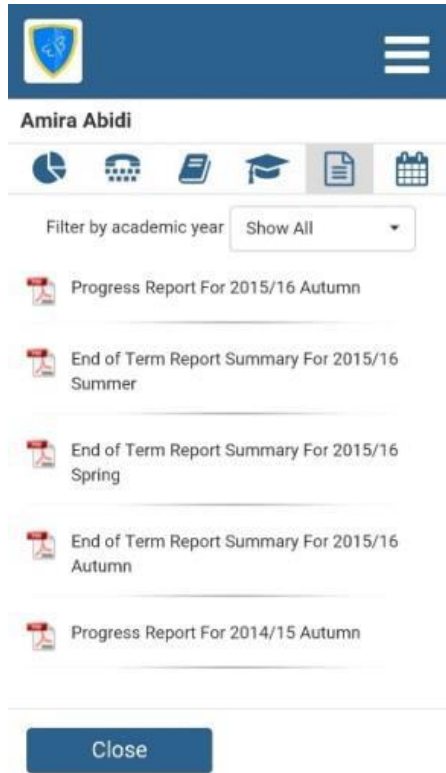
Clicking on the **Academic Reports** icon will display your child's **academic reports as pdf documents** . Use the **filter** to search by academic year.

Timetable

Clicking on the **Timetable icon** will display your child's timetable which will focus on the current day and time . The **red dotted line** indicates the current time. **Pinch** the screen to **zoom in and out** to display additional information. Use the side arrows to navigate between weeks and clicking on the day gives a more detailed view. Once in the day view use the side arrows to navigate between days. Click on the day name to return the weekly view. Clicking on an entry will open a new screen providing extra information.

App Sections

Notices

The app icon on your mobile's desktop will display the number of unread notices.
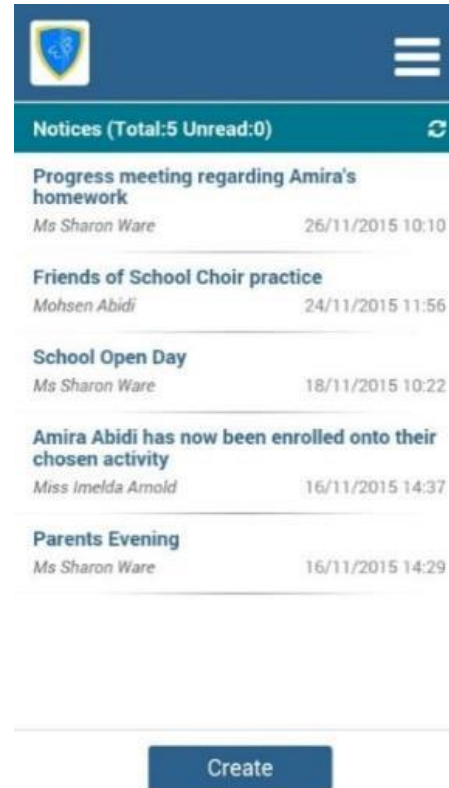
When you log into the app the number of **unread notices** is displayed on the **Notices** button. In the Notices section there is an overview within the header detailing the total notices, unread notices and a refresh icon. The **Portal and App** are synced so when a notice is read or deleted in one the same action occurs in the other.

Helpdesk – support@bisak.org

You can contact BISAK helpdesk for issues with the parent or pupil portal by sending an email to support@bisak.org .