
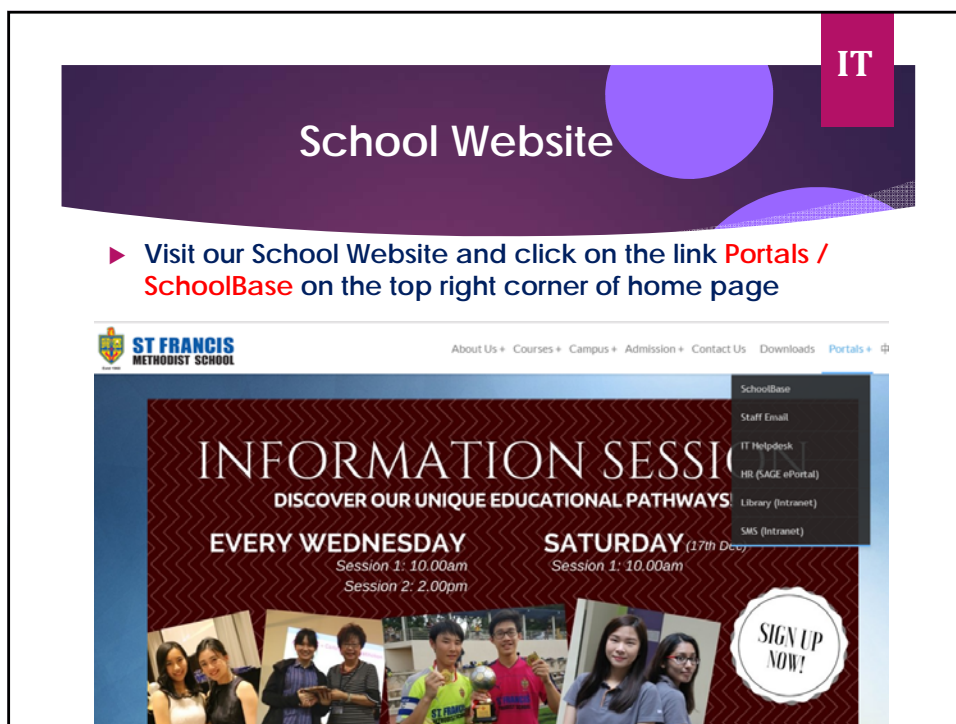


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 **ST FRANCIS
METHODIST SCHOOL**
Est'd 1960
Possibilities to Realities
where no one is left behind

SCHOOLBASE USER GUIDE FOR PARENTS

12 MAY 2017



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School Website

► Visit our School Website and click on the link **Portals / SchoolBase** on the top right corner of home page




The screenshot shows the school website's navigation menu with the following items: SchoolBase, Staff Email, IT Helpdesk, HR (SAGE ePortal), Library (Intranet), and SMS (Intranet). The main banner features the text: "INFORMATION SESSION DISCOVER OUR UNIQUE EDUCATIONAL PATHWAYS EVERY WEDNESDAY (Session 1: 10.00am, Session 2: 2.00pm) SATURDAY (17th Dec, Session 1: 10.00am) SIGN UP NOW!"

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Login Page

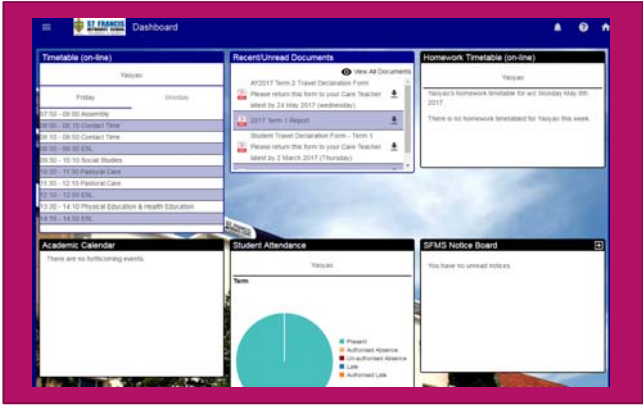
▶ Schoolbase login page opens. Type Domain : **SFMS**,
Username: **Student Roll No (2017-0010P)** & Password: **sfms1234**



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Schoolbase Homepage

▶ You will see Schoolbase home page.



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Schoolbase Homepage Options

Zhan, Bingyu
Dashboard

- ▶ Click on the icon **Home** any time to come back to homepage.
- ▶ Click on the icon **Help** for online help
- ▶ Click on the icon **Logout** to log out from the Schoolbase
- ▶ Click on the icon to view all the options

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Schoolbase Gadgets in Homepage

Timetable (on-line)

Time	Subject
07:50 - 08:00	Assembly
08:00 - 08:10	Contact Time
08:10 - 08:50	Contact Time
08:50 - 09:30	Mathematics
10:00 - 10:40	Pastoral Care
10:40 - 11:20	Pastoral Care
12:00 - 12:40	Chinese
12:40 - 13:20	Science

- ▶ In Homepage, **timetable(online)** section displays the current timetable for the day

Recent/Unread Documents

Document	
Year End Examination - 2015	
Year End Examination - 2015	
2015 Term 3 CA Progress	

- ▶ In Homepage, **Recent/Unread Documents** section displays all the documents uploaded by School which are unread. E.g. Progress Reports, Documents uploaded by Student Services etc.

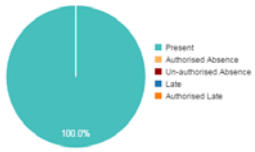
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Schoolbase Gadgets in Homepage

Student Attendance

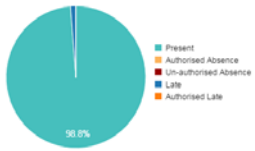
Yacqao

Term



100.0%

Year



98.0%

- ▶ **Student Attendance Gadget will display the attendance of the student in pie chart for the current term and current academic year.**

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Common Documents

Common Documents

- ▶ **This option includes general documents published for information for all students, parents and guardians, letters and other communication sent to targeted group of parents and students' school reports.**
- ▶ **Available for current year and previous years.**
- ▶ **This includes**
 - ▶ Lost and Found Form
 - ▶ Course Withdrawal or Transfer form
 - ▶ Subjects Add or Drop Form
 - ▶ Mid Year / Year End Timetables
 - ▶ Progress Reports for Various Terms

Filters

All Unread

Current Academic Year

Previous Academic Year

All

Type:

Any

Child:

Any

Search:

Clear

> AY2017 Term 2 Travel Declaration Form Please return this form to your Care Teacher latest by 24 May 2017 (wednesday) New

Child: Deng Yaoyao Type: Common Docs

> 2017 Term 1 Report New

Child: Deng Yaoyao Type: Reports

> Student Travel Declaration Form - Term 1 Please return this form to your Care Teacher latest by 2 March 2017 (Thursday). New

Child: Deng Yaoyao Type: Common Docs

> Year End Examination 2016 New

Child: Deng Yaoyao Type: Reports


SchoolBase® Copyright 2017 | SBO Version: 2017.03.16.4 Build: 2017.03.21 12:13 UTC | SB Version: 2017.03.16.4

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Homework (E-learning)

Homework

- ▶ Using this option, you will be able to see the work that teachers are planning for current term
- ▶ Notes, Assignments, Previous Question Papers will be uploaded here (E-Learning).



Homework – E-learning

Filter by date



dd/mm/yyyy - or - [View Current Deadlines](#)

Currently viewing homework with future deadlines

Deadline: 19 Jan 17 - 00:00

Subject: IT Skills
Period: 13.20
Teacher: Sri Ganesh Yuwen Raman
Homework Information Please download.


Attached Files


 S1 T1 W1.doc (29.5 KB) 

This piece of homework requires online submission:


+ Upload New File(s)

Submitted Files

 He Shukun-Sec1A.docx (13.61 KB) ✖



Acadmemic Timetable

 Timetable

▶ To view the current and active timetable of the student.

Week	Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	7.50	Mr. Khoo Jian Kuan Jared Assembly 03-02	Mr. Khoo Jian Kuan Jared Assembly 03-02	Mr. Khoo Jian Kuan Jared Assembly 03-02	Mr. Khoo Jian Kuan Jared Assembly 03-02	Mr. Khoo Jian Kuan Jared Assembly 03-02
1	8.00	Mr. Khoo Jian Kuan Jared Contact Time 02-02	Mr. Khoo Jian Kuan Jared Contact Time 02-02	Mr. Khoo Jian Kuan Jared Contact Time 02-02	Mr. Khoo Jian Kuan Jared Contact Time 02-02	Mr. Khoo Jian Kuan Jared Contact Time 02-02
1	8.10	Mrs. A. Kamali Vijay Social Studies 02-02	Mr. Heng Tee Wee Mathematics 02-02	Kathy Yee Yusi Visual & Performing Arts 02-04	Mr. Heng Tee Wee Mathematics 02-02	Mr. Khoo Jian Kuan Jared Contact Time 02-02
1	8.50	Mr. Heng Tee Wee Mathematics 02-02	Mr. Khoo Jian Kuan Jared Chapel 01-02	Kathy Yee Yusi Visual & Performing Arts 02-04	Mr. Heng Tee Wee Mathematics 02-02	On Hallan Chinese 02-02
1	9.30					
1	10.00	Mr. Sri Ganesh Yuwen Raman IT Skills 03-12	Mr. Khoo Jian Kuan Jared ESL / Language Arts 02-02	Mrs Goh Chee Choong Science 04-06		
1	10.40	Mr. Sri Ganesh Yuwen Raman IT Skills 03-12	Mr. Khoo Jian Kuan Jared ESL / Language Arts 02-02	Mr Wang Kee Siang Science* 02-02		
1	11.20					
1	12.00	On Hallan Chinese 02-02	Mrs. A. Kamali Vijay Social Studies 02-02	Mr. Heng Tee Wee Mathematics 02-02	Mrs. A. Kamali Vijay Social Studies 03-01	Mr. Heng Tee Wee Mathematics 02-02
1	12.40	On Hallan Chinese 02-02	Mrs. A. Kamali Vijay Social Studies 02-02	Mr. Khoo Jian Kuan Jared ESL / Language Arts 02-02	Mrs. A. Kamali Vijay Social Studies 03-01	Mr. Heng Tee Wee Mathematics 02-02
1	13.20		Mrs Goh Chee Choong Science 02-02	Equia Tio Jr. Nanouliada Physical Education & Health Education 01-02	Mrs Goh Chee Choong Science 02-02	Mr. Khoo Jian Kuan Jared ESL / Language Arts 02-02

Export to PDF
←

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Attendance

View Attendance

- ▶ This option display the student absence report.
- ▶ Late for Assembly will also be displayed in this section.

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Merit & Demerit Points

Rewards & Sanctions

- ▶ This option display the merit and demerit points

Reward	Cause	Date Given	Given By	Qty	Notes
Merit - Reliability		08 May 17	Lin Jinyu	1	Yao Yao has been a responsible Art Representative.

Sanction	Cause	Date Given	Date Served	Given By	Qty	Notes
Minor - Late Coming		17 Feb 17		Lee Jia Wei, Reuben	1	
Minor - Late Coming		16 Feb 17		Lee Jia Wei, Reuben	1	

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Contact us

- ▶ We appreciate your feedback to improve our system.
- ▶ If you have doubts or face any difficulty, please feel free to email to jieyang@sfms.edu.sg