

THE SYCAMORE SURVIVAL GUIDE

For Online Access to Grades and School Information

HOW DO I GET STARTED?

- 1.) Using Internet Explorer or Firefox, go to **www.machebeuf.org**
- 2.) Click on “Sycamore Login” on the home page
- 3.) Input your Username and Password.
 - a. The system may ask you for our school id, which is 1177

To change your password: (Please do this immediately)

- 1.) Click on “My Organizer”
- 2.) Click on “Password” and follow instructions – be sure to write this down in a safe place!

PARENT/GUARDIAN INFORMATION

To find the Parent Manual (*which contains comprehensive instructions for navigating the system and Internet Settings information that is critical to having quality access*):

- 1.) ON the left, choose “System Help”, then “Manuals”
- 2.) Click on “Parents Manual”

To check grades:

- 1.) Click on “My Students” (left hand column)
- 2.) Select your student
- 3.) Click on the “Grades” tab
- 4.) Click on the letter grade button to receive detailed information

To view the assignment calendar (which some teachers supply information for):

- 1.) Click on “My Students”
- 2.) Select your student
- 3.) Click on the “Grades” tab
- 4.) Click on “Assignments” link (upper right hand corner)

Other Questions:

1. **What’s a “Pass-a-note”?** It’s a communication tool that will allow users to send messages to each other.
2. **Some features don’t seem to be working properly, what do I do?** There are two important areas where your internet settings may need to be changed. See the parent manual for detailed information about adding sycamoreeducation.com to your local intranet and allowing pop-ups from this site.
3. **How secure is this system that contains all of my personal information?** Please see the Parent Manual where the architects of the system detail the security in place.
4. **My Information is not correct, who do I contact?** E-mail corrections to sycamore@machebeuf.org
5. **I have more questions:** If you do not have your questions answered by the parent manual (or your tech-savvy BMHS student) please e-mail support issues to sycamore@machebeuf.org