SABIS® Parent
Mobile App

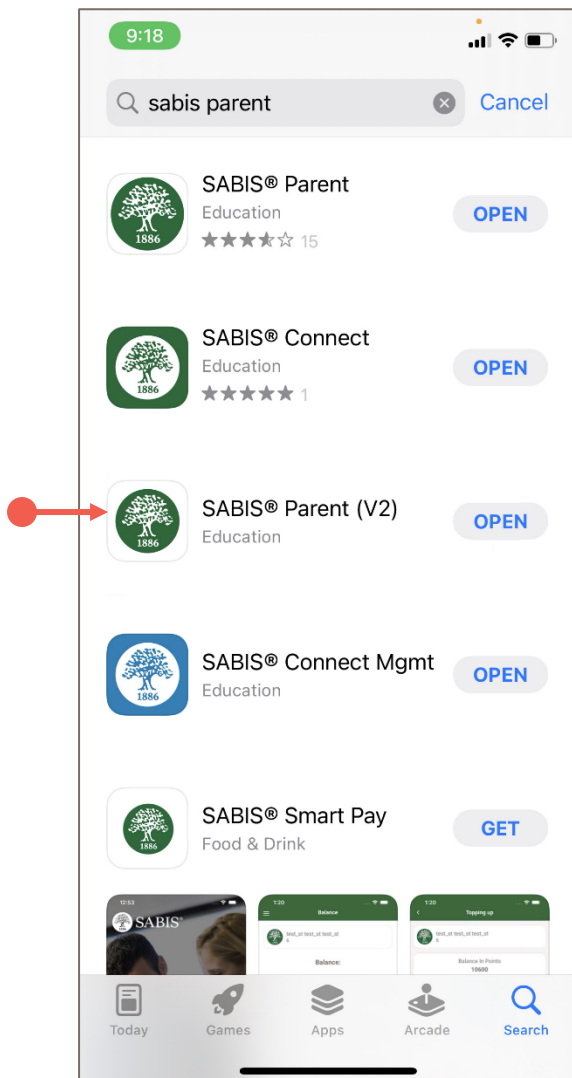## User Guide
V. 1.0

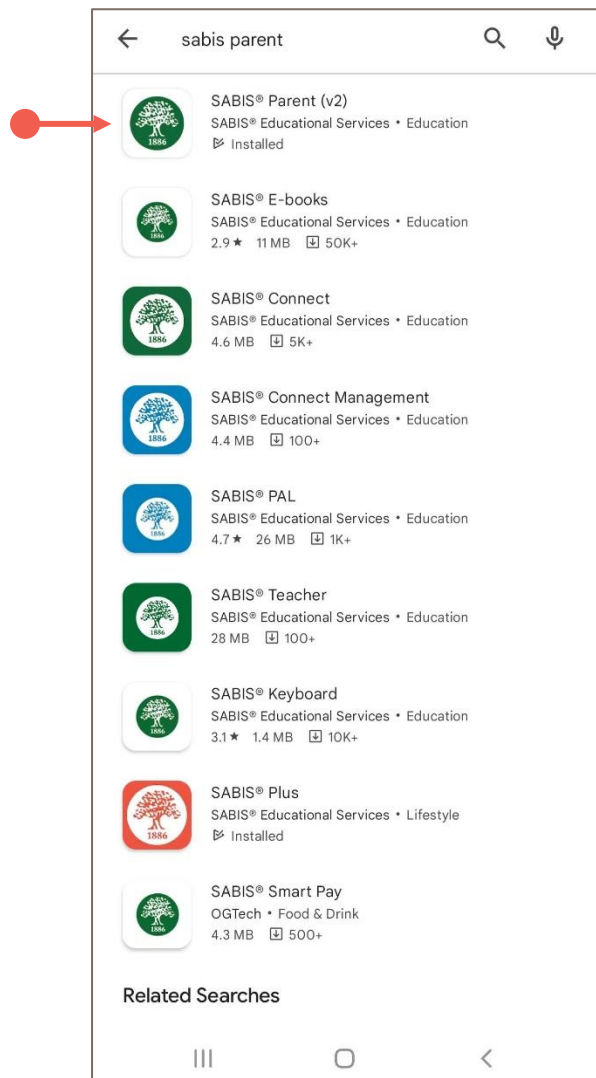# Table of Contents

Introduction

The SABIS® Parent mobile app is a multi-dimensional application that allows parents to access their child's academic and non-academic activities and progress reports. Its components enable them to view their child's course and exam schedules, list of courses and practice materials, school announcements and news, attendance and discipline records, SLO participation, and progress and performance reports, among others.

The SABIS® Parent mobile app — SABIS Parent (V2) — is available for download on Google Play Store and Apple App Store.
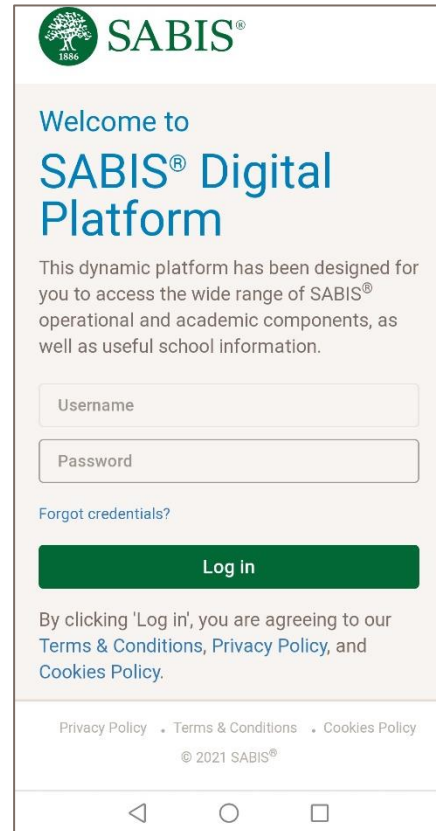
Apple App Store

Google Play Store

Login

Step 1. Download the application on your mobile device and open it to **LOG IN**.

Step 2. Log in using the credentials[1] (username and password) provided to you by the school.

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[1] These are the same credentials used to log in to the SABIS® Digital Platform (SDP).

Parent App Screens/Components

- Messages shared by the school
- Upcoming events list
- Parent-School communication

Home

- Complete list of messages posted by the school

Messages

- Student school activities—info
- Practice activities and courses

- The School Calendar

Calendar

- Online ordering
- Photo gallery
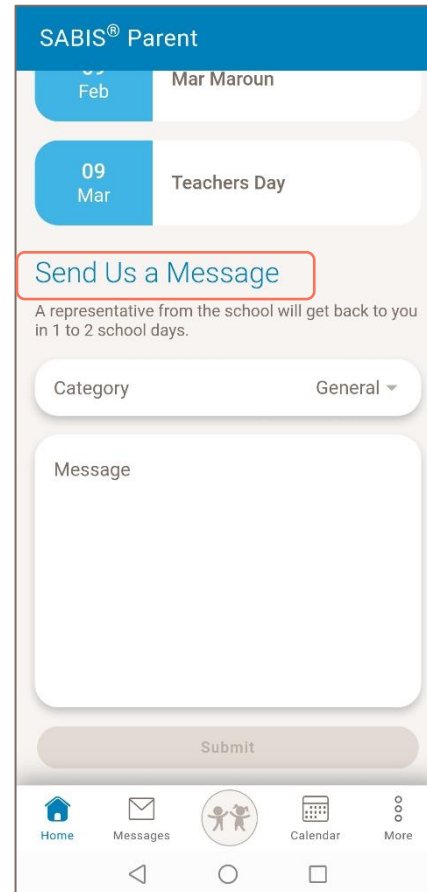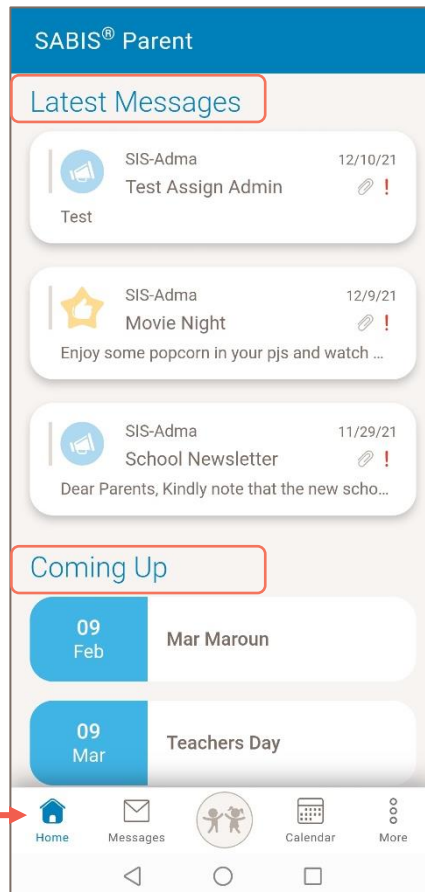- Links posted by the school
- Settings

More

Home

Upon login, you can view the latest messages posted by the school and upcoming events, and send the school a message.
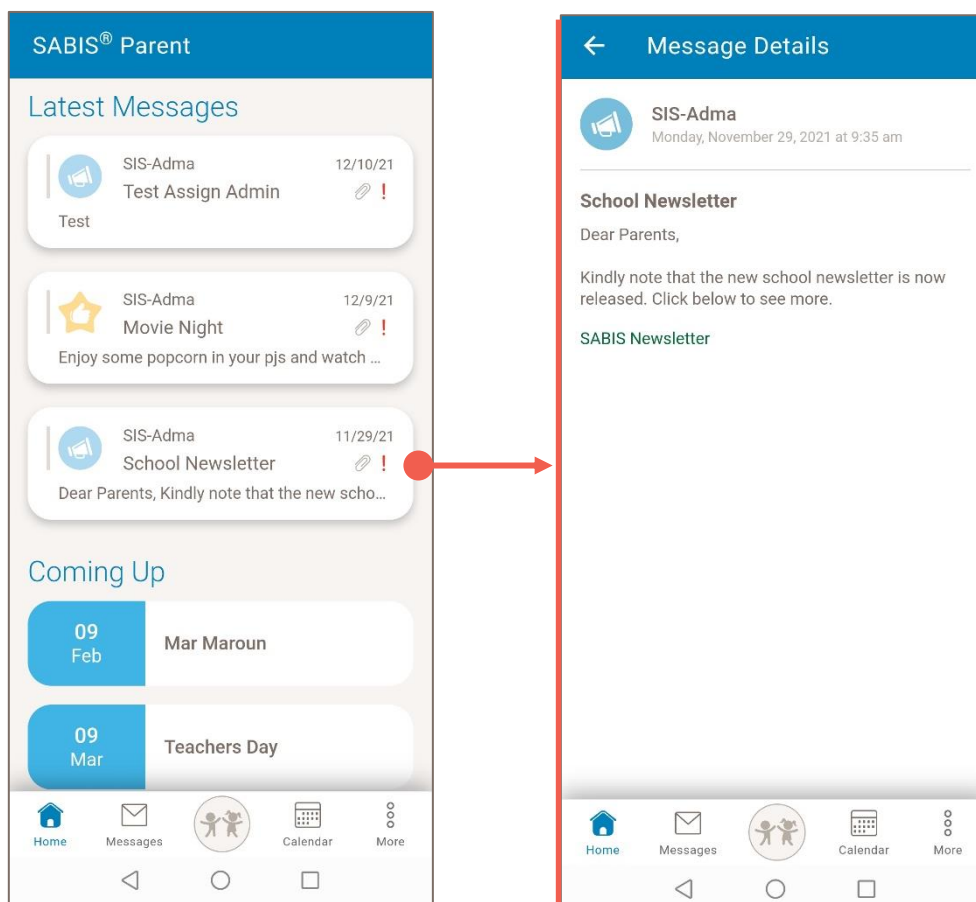
Latest Messages

These are the most recent messages shared by the school. You can read the message and see its details by tapping on it. The complete list of messages is available on the <u>Messages</u> screen.
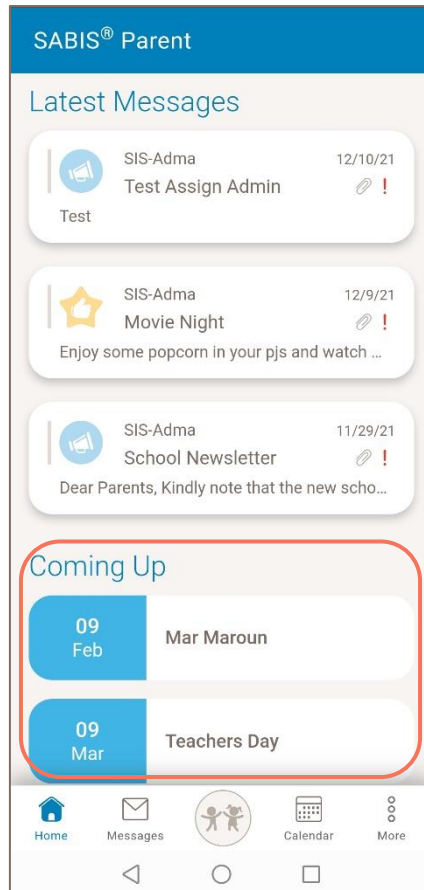
Tagged Messages

- **Action Required**
  Messages denoted with the **Action Required** tag require the parents' acknowledgment or approval.

- **Action Expired**
  Messages denoted with the **Action Expired** tag are messages that the due date for the required action has expired. In this case, the requested action can no longer be performed.

Coming Up

These are the upcoming events posted by the school, including holidays and school events, or other similar items.
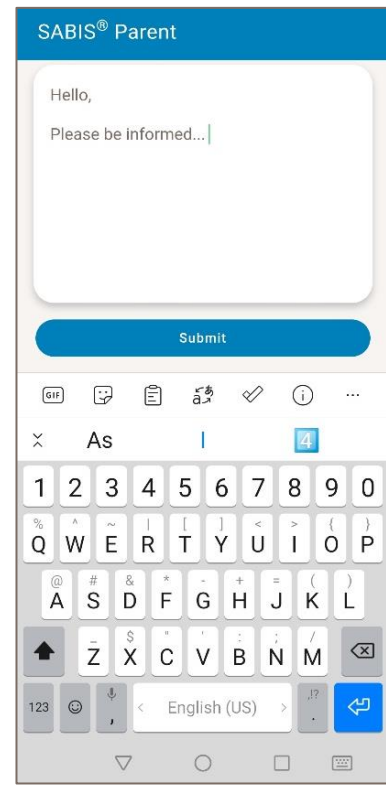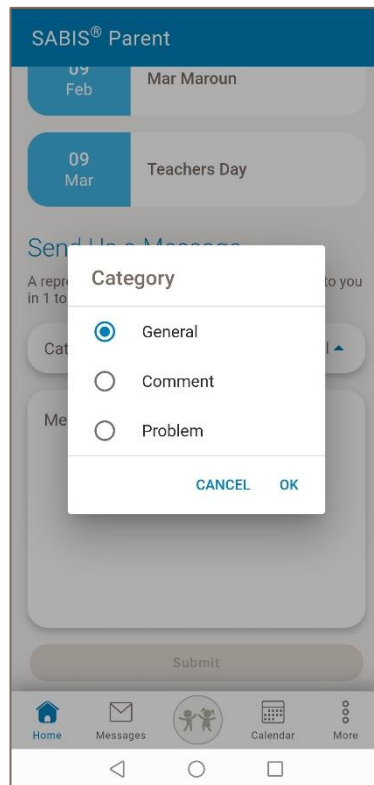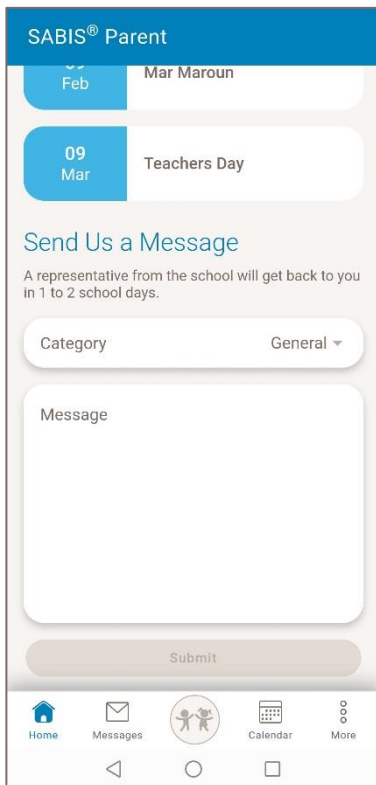
Send Us a Message

This section allows you to send the school a message. You may change the default category of your message from General to Comment or Problem.

Step 1. Select a **Category**   **Step 2.** Write your message   **Step 3.** Tap **Submit**
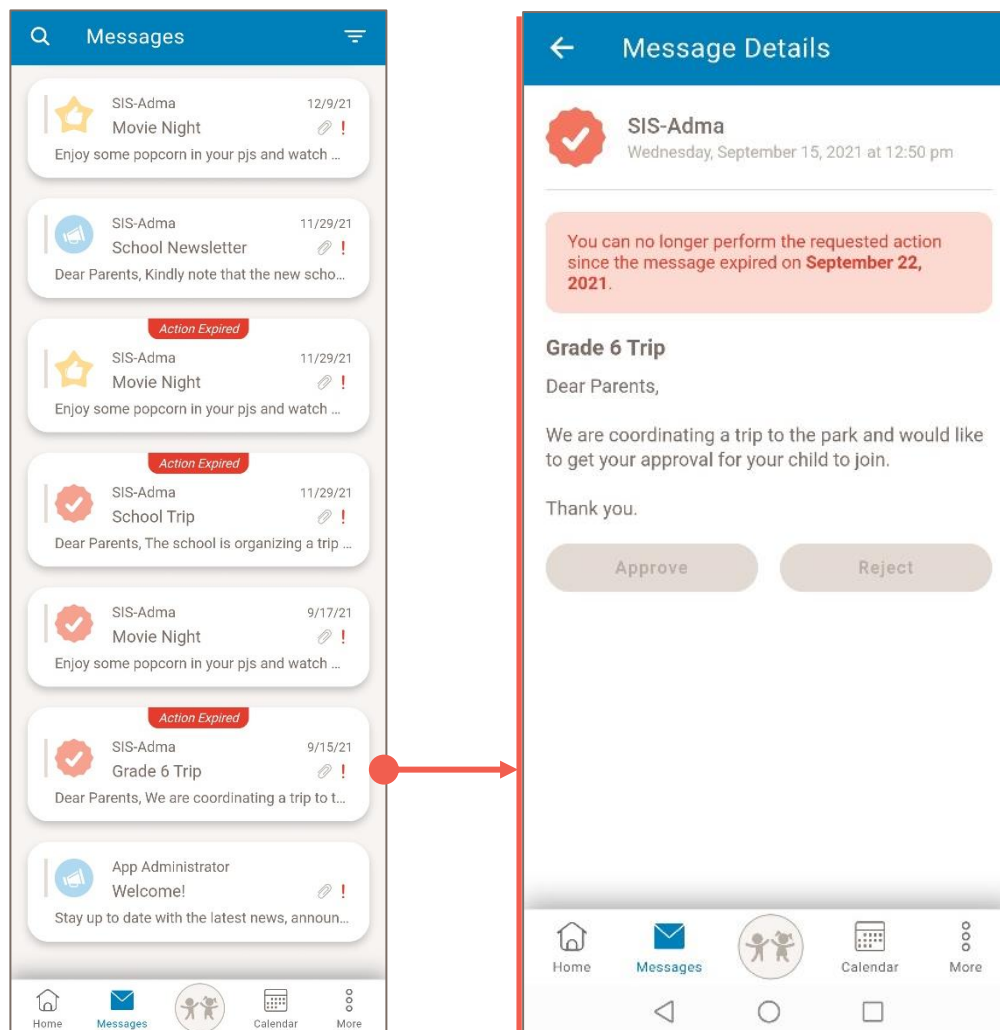
Messages

All messages posted by the school are listed on the **Messages** screen. The latest three messages are also displayed on the **Home** screen. The details of these messages can be seen by tapping on the required message.
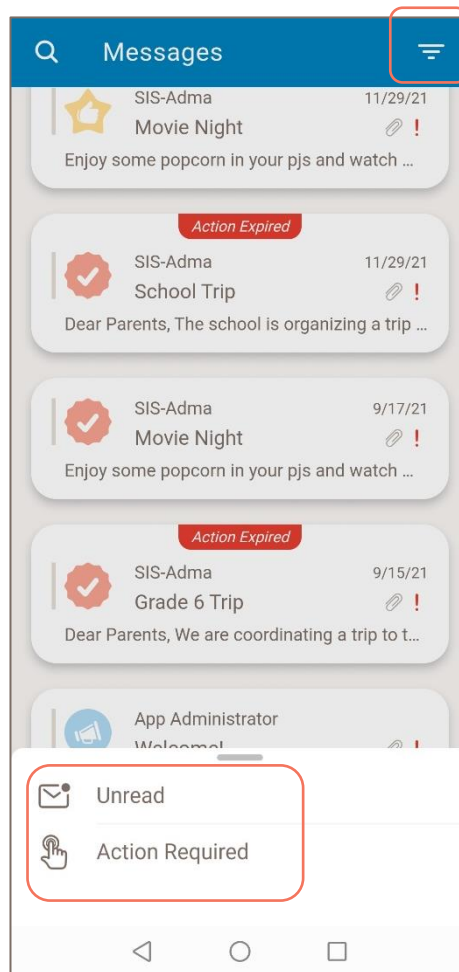

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Filtering Option

The **Messages** screen has two filtering options: **Unread** and **Action Required.**
To filter the messages, tap on the **Filter** icon found on the top-right corner and select the desired option.
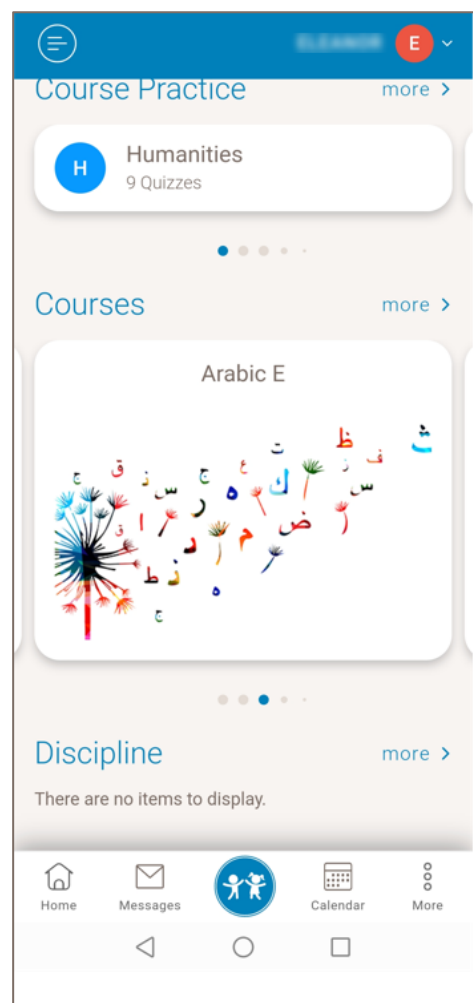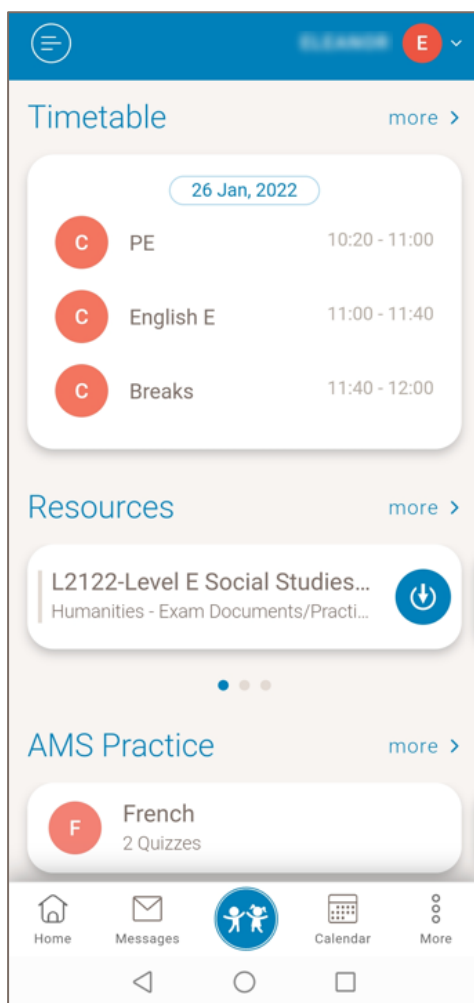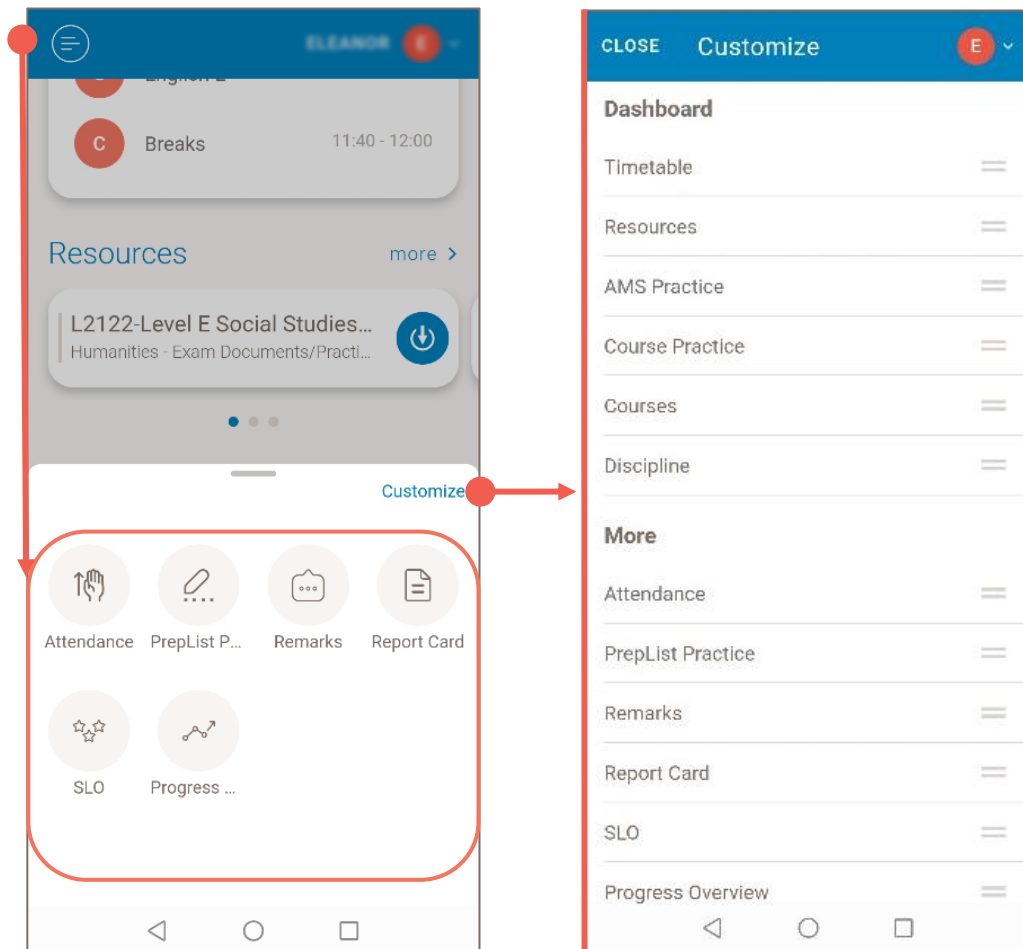
Students

The **Students** screen gives you access to various components, including academic activities, performance reports, discipline and attendance records, courses, and downloadable study and practice materials.

Components such as **Timetable, Resources**, **AMS Practice**, **Course Practice**, **Courses**, and **Discipline** are shown by default. You can tap an item to access/download it.
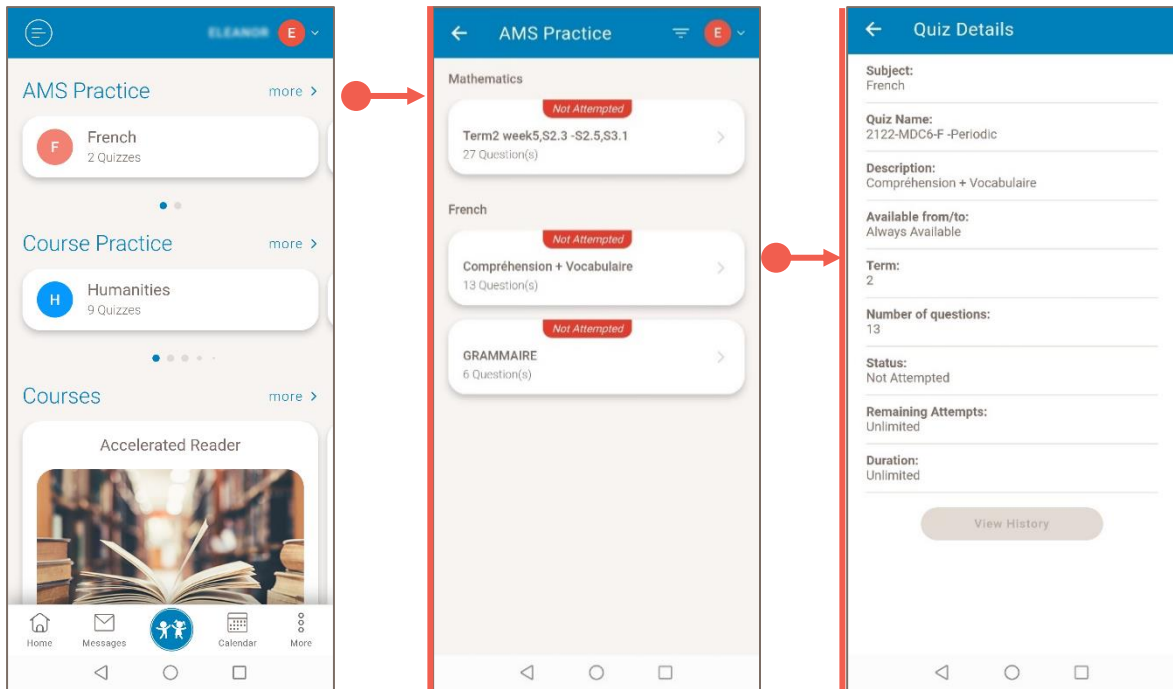
Other components such as **Attendance**, **PrepList**, **Remarks**, **Report Card**, **SLO** participation, and **Progress Overview** are accessed by tapping on the menu icon found on the top left-hand corner. The **Customize** option allows you to select the items you want to display on the Students screen by default and those you prefer accessing from within the menu.

This feature gives you access to the complete list and details of the selected item. For example, you can tap on **Timetable** more > to view the daily schedule, or **AMS Practice** more > to view the list of available practice material.
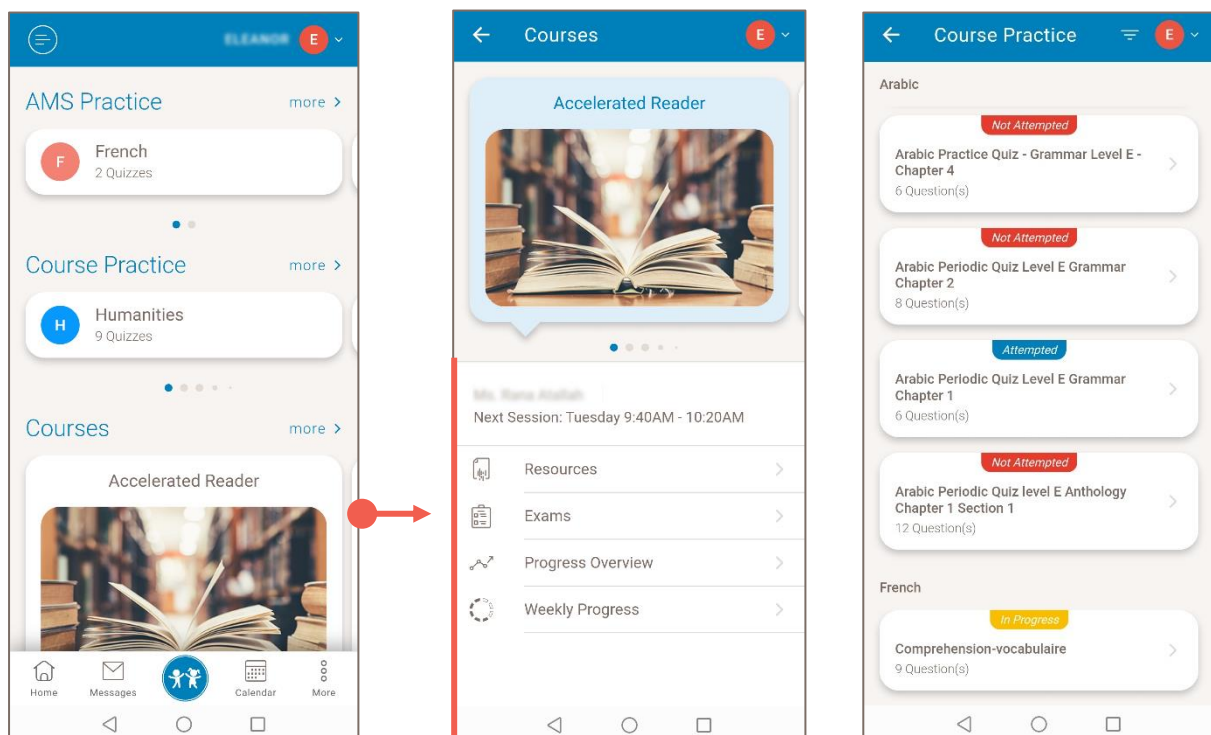
You can then tap an item to view the details (such as the name, description, number of questions, and so on). Similarly, tap on **Discipline** more > to view all the discipline records related to the student.

For the courses, Tapping on a course displays the course details (teacher, next session, and gives you quick access to the course-related resources, exams, progress overview, and weekly progress.

Practice items (AMS, Course, PrepList) are tagged as **Not Attempted**, **Attempted**, or **In Progress**.
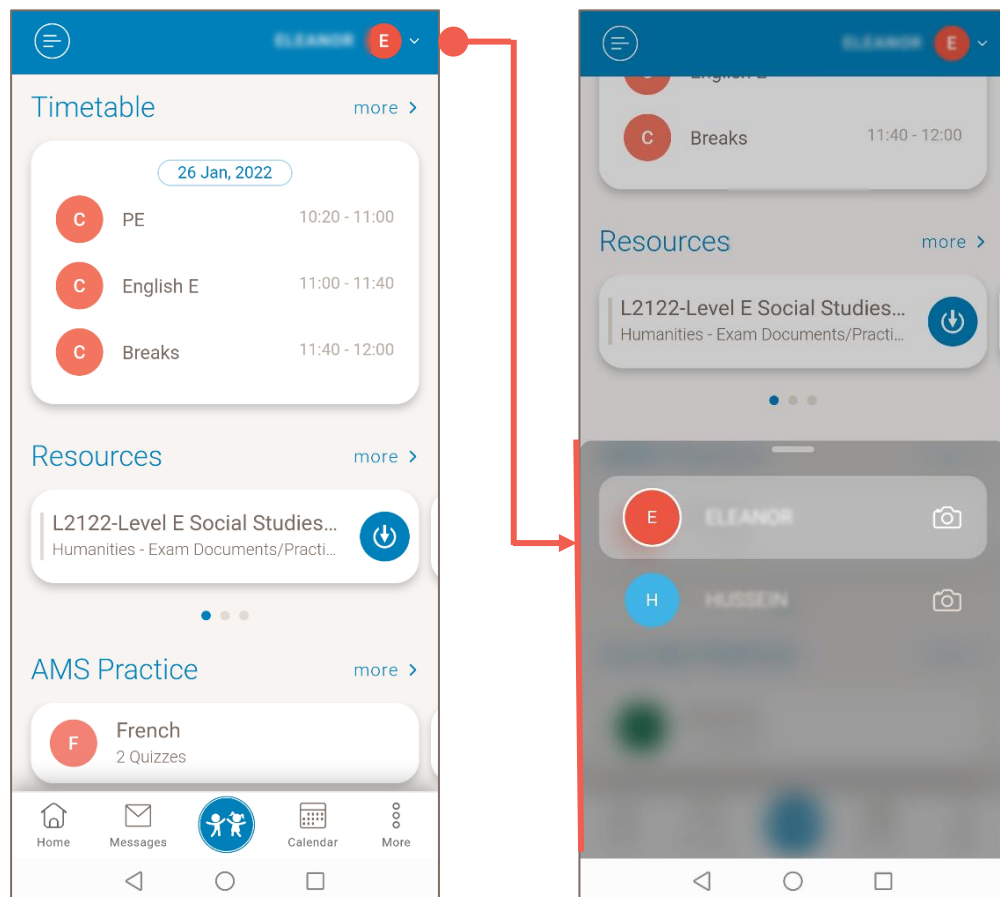
Use the swipe feature to view more items.

The **Filter** feature allows you to filter the data within a particular component. The filtering options are specific to each component, as tabulated below.

Component	Options
Timetable	Term and Week
Resources	Term, Week, Categories, and Subject
AMS Practice and Courses	Term, Week, and Subject
Course Practice and PrepList	
Attendance, SLO, and Discipline	Term
Progress Overview	Term and Course

Parents with more than one child can choose the student's name from the student's list to display the relevant data accordingly.

Calendar

This is the school calendar. The current term calendar is shown by default, and you can switch to another term by tapping on the Filter feature and selecting the required term.

More

This menu gives you access to components such as:

- **Online Parent Ordering** — to access the website and make purchases.
- Photo **Gallery** — to view photo albums posted by the school.
- **School Links** — to be redirected to important links posted by the school.
- **SABIS® Newsletter** — to read the school's newsletter.
- **Settings** — to manage your credentials (**Username** and **Password**) and profile (**Personal Information**), read the **Privacy Policy**, and log out of the app.