

**Updated July 2021**

## **LANDAU SCHOOL**

### **OPENSCHOOL ONLINE MANAGEMENT POLICY**

#### **What is OpenSchool System?**

LANDAU School online management system is an online platform and alternative route to hard copy registers through which students' attendance and their progress is tracked and targets are set. Students, Parents and Teachers have access to the system. Teachers can send messages or comments to parents, upload Homework and communicate results. Information on Summative Assessment is provided in accordance with Landau School Assessment Policy. Students may access HW and test results. Parents may communicate with teachers, check student comments, check student HW, check test results and access school news.

#### **STUDENT RESPONSIBILITIES**

- Check their OpenSchool Student account regularly.
- Check HW.
- If students want to clarify certain matters, they may send a message to their teachers.
- Inform School Office immediately if their account is blocked, passwords are lost or other technical issues in their account.

#### **PARENT RESPONSIBILITIES**

- Check their OpenSchool Parent account regularly.
- Check student logs/comments written by the teachers.
- If parents want to clarify teacher comments, they may send a message to teachers.
- Check student test results and academic reports.
- Check account inbox for official letters from School Management and Administration.
- Inform School Office immediately if the account is blocked, passwords are lost or other technical issues in their account.

#### **TEACHER RESPONSIBILITIES**

- Check their OpenSchool Teacher account regularly.
- **COMMENTS**
  - KS1/KS2 Main Teachers must write Comments minimum once a week.
  - KS1/KS2 Subject teachers must write Comments minimum every third week.
  - KS3 English, Maths, Science, MFL teachers must write Comments minimum every other week.
  - KS3 History, Geography, ICT, Azerbaijani Studies, PE teachers must write Comments minimum every third week.
  - KS4/5 IGCSE and Azerbaijani studies teachers must write Comments minimum every other week.
- **HOMEWORK**
  - All teachers must set HW via OpenSchool System in accordance with Homework Policy (See Homework Policy)

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- **ENTERING EXAM RESULTS**
  - Entering Exam Results strictly within deadlines.
  - Subject teachers are accountable for entering grades/marks in the system correctly. Termly and Annual reports produced by the system are Landau School's official transcripts.
- **Answering Parent and Student messages.** Informing their Line Managers if the matter is confusing or complicated.

### Guidelines to use OpenSchool System for Teachers

There are two ways of accessing OpenSchool System:

1. To proceed with the following link: [www.landauschool.az](http://www.landauschool.az)
2. To download mobile application by searching for "Landau School" (with a lion logo) app on Google Play Market or Apple Store.

### Guidelines to use OpenSchool System for Teachers

**SUBJECT TEACHERS are responsible and accountable for three main activities on this platform:**

1. **Writing comments/feedback** on student performance and behavior. Comment section is known as LOG on the system.
  - i. Go to: MY COURSES---CLICK ON BATCH (CLASS NAME)---CLICK ON LOG---CLICK ON ANY STUDENT NAME---SELECT THE CATEGORY (NEGATIVE OR POSITIVE COMMENT)---WRITE YOUR COMMENT---CLICK ON SUBMIT
2. **Setting Homework.** It is the duty of every subject teacher to set Homework on the system.
  - i. Go to: Homework---Click on New Homework---Title (e.g.Science: cells)---Category (select Homework)---Placeholder (select student)---Description (enter detailed text in the box, e.g. read page 77 in your book and answer questions 1-5 on page 78)
3. **Entering Exam Results.** Teacher must enter exam results in the system for all students they teach and assess.
  - i. Go to: Exams---find the batch/class name---click on View Examinations---Select Exam (Mid-term 1 or Term 1, Mid-term 2 or Term 2, Final)---Click on View Results---Find your subject---Click on Manage Scores---Enter Results/Targets/Comments---Click on Submit.

Note: You can edit or remove comments, homework and results in all sections after submitting.

**FORM TUTORS are responsible and accountable for two main activities on this platform:**

1. **Writing comments/feedback** on student behavior and general concerns. Comment section is known as LOG on the system.
  - i. Go to: MY COURSES---CLICK ON BATCH (CLASS NAME)---CLICK ON LOG---CLICK ON ANY STUDENT NAME---SELECT THE CATEGORY (NEGATIVE OR POSITIVE COMMENT)---WRITE YOUR COMMENT---CLICK ON SUBMIT
2. **Attendance registration**

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- i. Go to: ATTENDANCE---CLICK ON MANAGE STUDENT ATTENDANCE---CLICK ON YOUR FORM GROUP (e.g 8J)---FIND THE NAME OF AN ABSENT CHILD---CLICK ON ABSENT---SUBMIT.

Note: The system automatically shows all students as present. All you need to do is to register absence.

### Do's and Don'ts

1. When logging in a comment teacher must write professional comments on student performance and behavior.
  - a. Bad test! – is not an acceptable comment
  - b. Exam performance was below satisfactory due to misinterpretation of instructions – is an acceptable comment.
  - c. Your child is badly behaved – is not an acceptable comment.
  - d. Amir has concentration issues and lacks attention and focus during the class. He is easily distracted – is an acceptable comment.
  - e. Well done! – is not an acceptable comment
  - f. Excellent written essay that was structured and well developed – is an acceptable comment.
2. When setting Homework, teachers should provide detailed comment on the text box. Students must be properly instructed on what work needs to be done.
3. When entering Exam results teachers must set realistic targets. If the results is 40%, the target can not be 100%.