

## Guide for families



The App that allow schools, teachers, parents and pupils to communicate.

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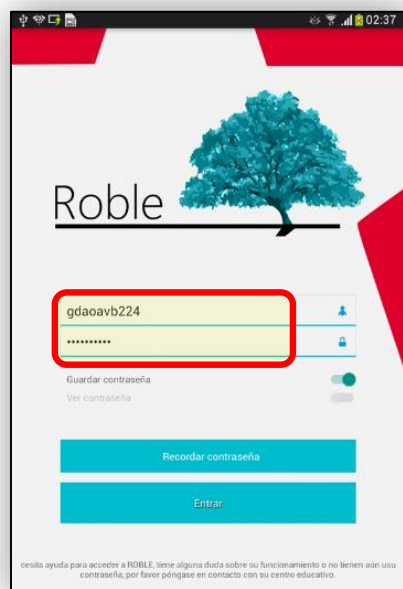
## Introduction

ROBLE is a mobile application whose purpose is to provide families with the information sent by the schools and teachers about their children during the school year.

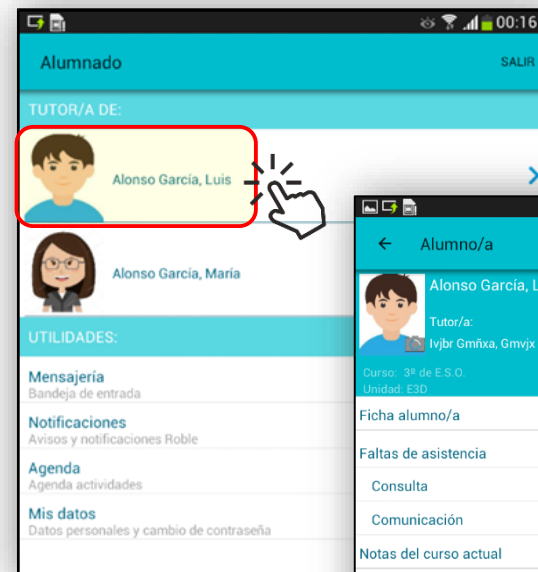
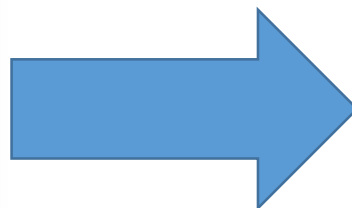
It is a tool to monitor the educational progress of the pupil, to obtain information from the school and to establish a channel of communication with the school from any Smartphone or tablet.

The functions of ROBLE are fully integrated into RAÍCES, the Educational Management System of the Community of Madrid, so that families can also make use of them in ROBLE RAÍCES through the web page ([raices.madrid.org](http://raices.madrid.org))

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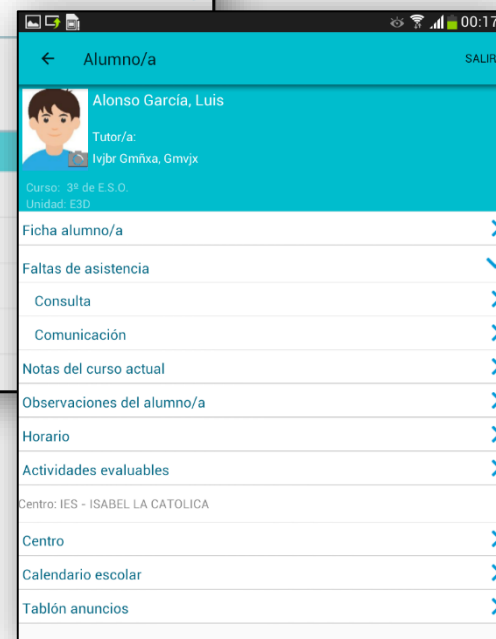
First of all, we will be asked to enter our **nombre de usuario** (username) and **contraseña** (password). These access details must be given to the parents or the parental tutors of the pupil by the school.



Once authorized, the “Alumnado” (Pupils) screen will be displayed. On it we will be shown the names of the pupils whose information we are allowed to access as parents or parental tutors.

2

By clicking on the name, the screen of the chosen pupil will be displayed and all their information will be available.



# How to obtain information about the school

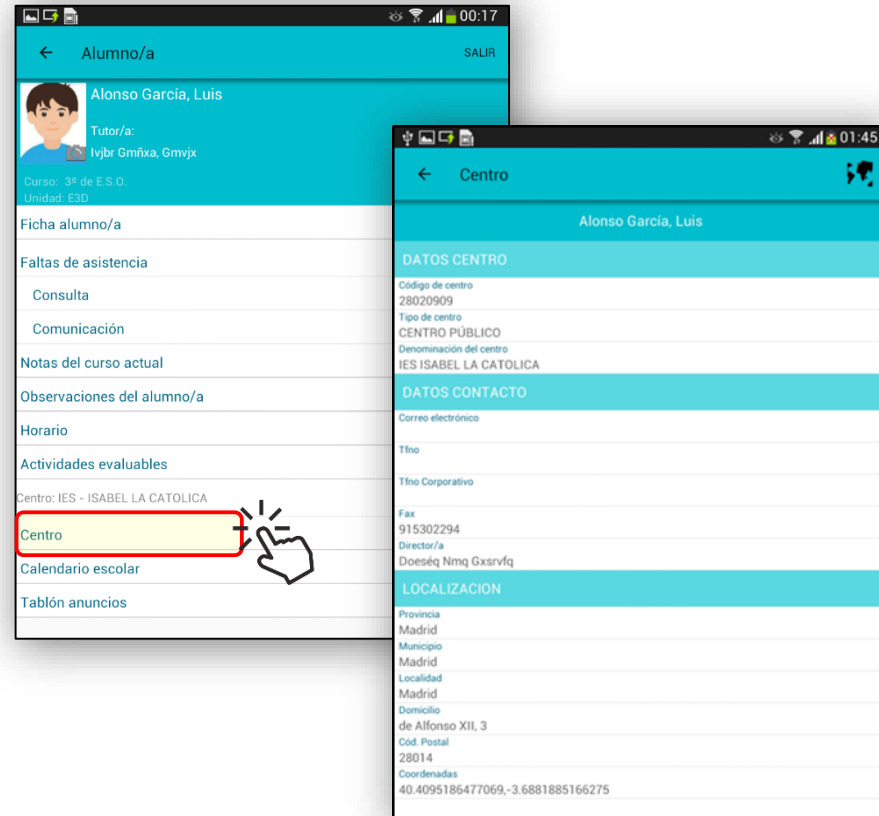
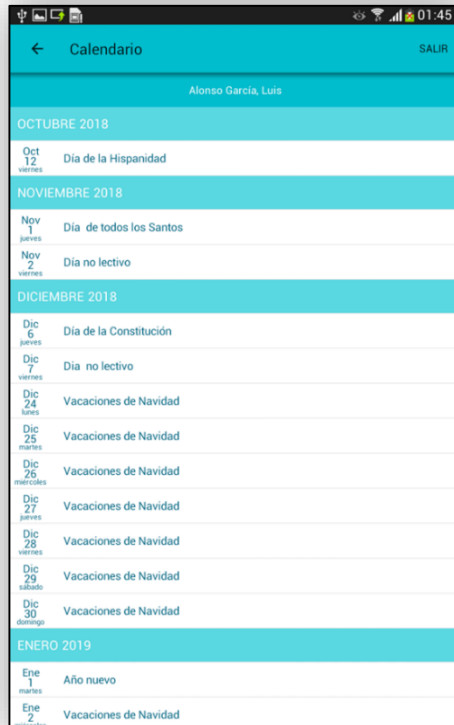
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From the main page 'Alumnado' (Pupils), select the option "Centro" (School). On the screen, school's data will be shown:

- General data
- Contact information
- Location

2

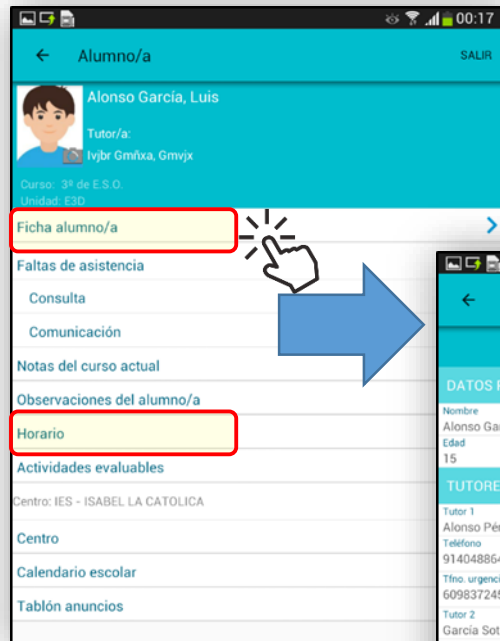


By selecting the "Calendario Escolar" (School Calendar) option, the bank holidays and holiday periods of the current course will be shown.

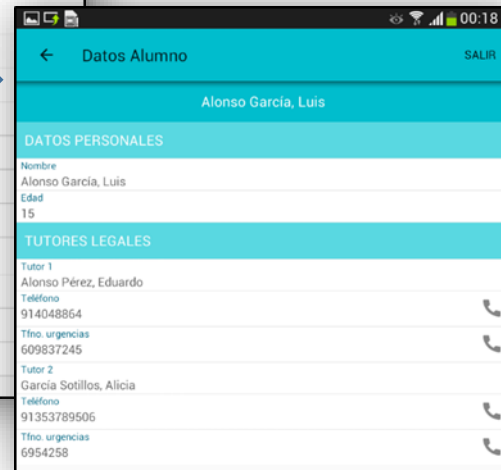
# How to check my child's data and timetable

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1



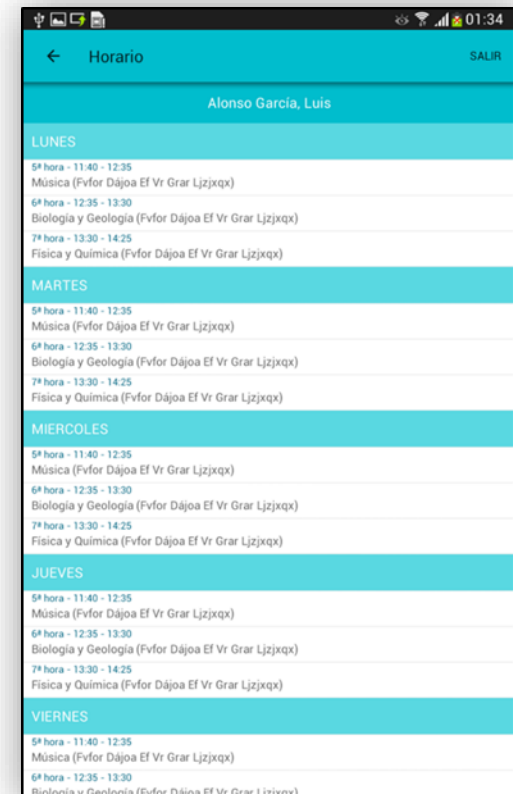
Click on "Ficha del alumno"(Pupil's file). The pupil's personal data will be displayed on the screen, as well as the parents or parental tutors contact numbers registered by the school.



2

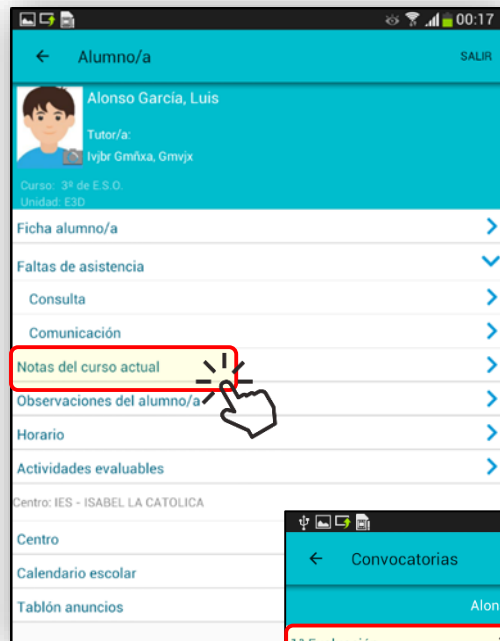
You can consult your child's weekly timetable by selecting "Horario" (Timetable).

The pupil's weekly timetable will show : period , subject abbreviation and teacher's name.

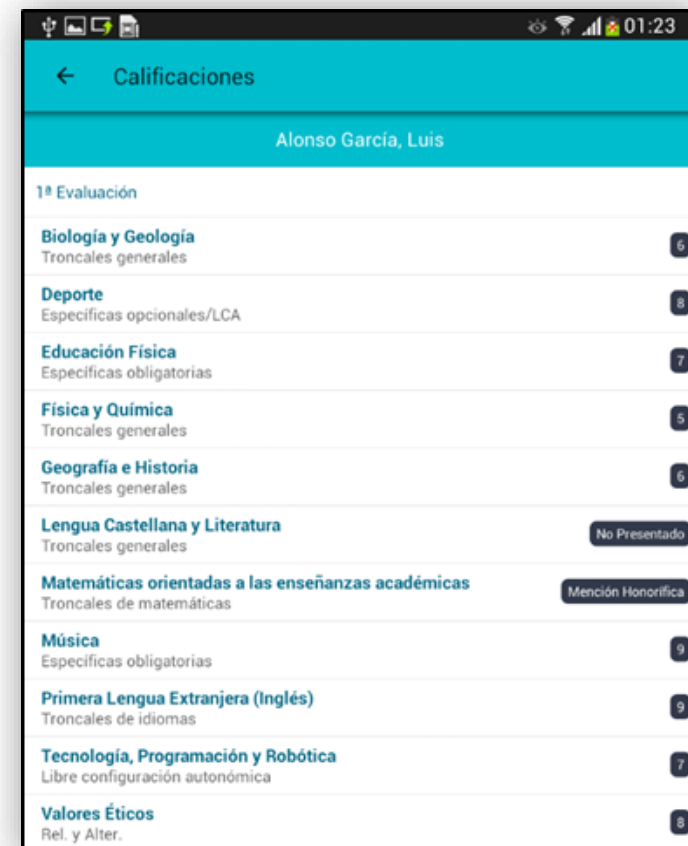
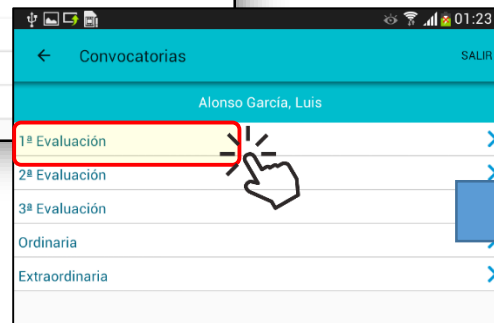


# How to check my child's school grades

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On the main page of “Alumno/a” (Pupil ), select the option “Notas del curso actual” (Grades of the current school year).

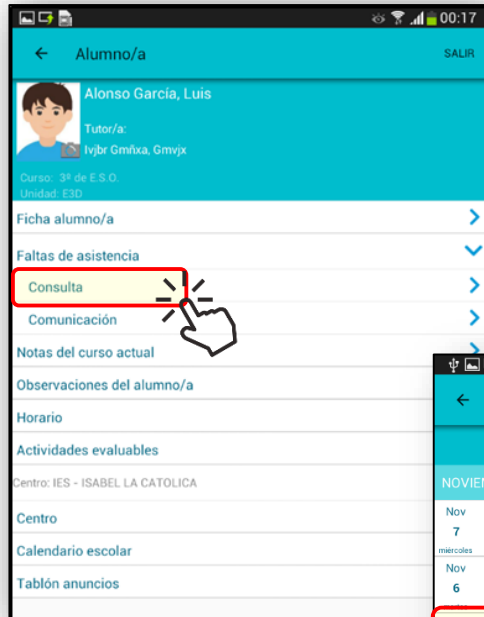


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Next, choose the term. The screen will show you your child's grades for that term.

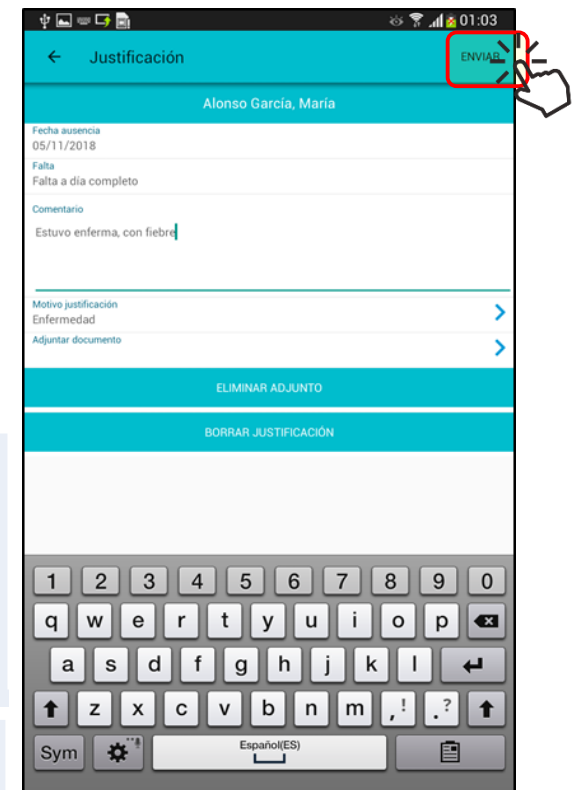
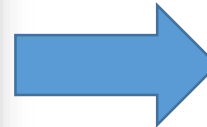
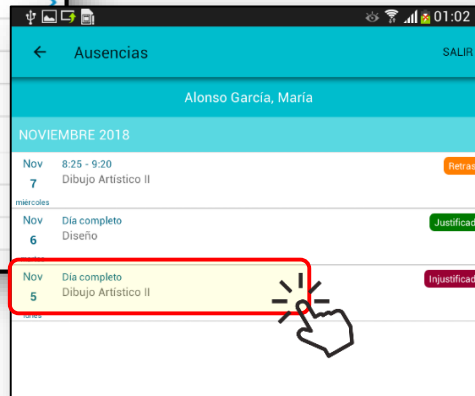
# How to check and justify my child's absences

1



On the page “Alumno/a” (Pupil) , click on the option “Consulta” (Consult) under the heading “Faltas de Asistencia” (Absences) .

The “Ausencias” (Absences) page will show the late arrivals and absences registered up to that day.



2

We can justify an absence by clicking on ‘Justificación’ (Justification), as long as the school has this option authorized.

On the “Justificación” (Justification) page, we choose the reason (Illness, Medical consultation, Family problem or other reasons) .

We can also add a comment and attach any document if necessary.

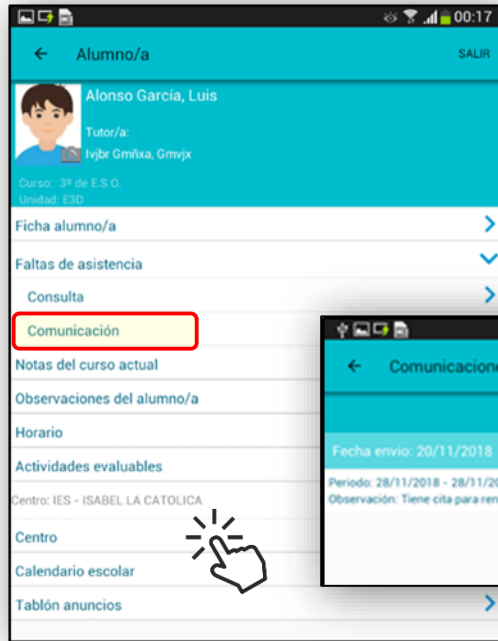
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To finish click on “ENVIAR” (SEND). Then the absence will be shown as “Justificada por tutor/a” (Justified by the tutor) and will be awaiting confirmation by the school.

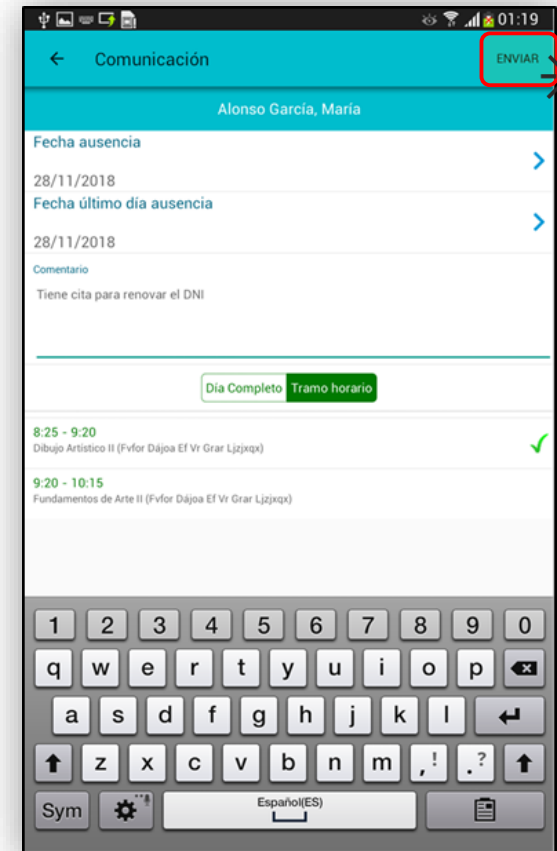


# How to report absences

1



The parents or parental tutors of the pupils will have the possibility – if the school has that option authorized- to COMUNICAR (REPORT) to the school any of their child’s future absences by using the main “Alumno/a” (Pupil) page.



2

Select “Comunicación” (Communication) under the heading “Faltas de Asistencia” (Absences).

On the page of “Comunicaciones” (Communications), click on “AGREGAR” (ADD).

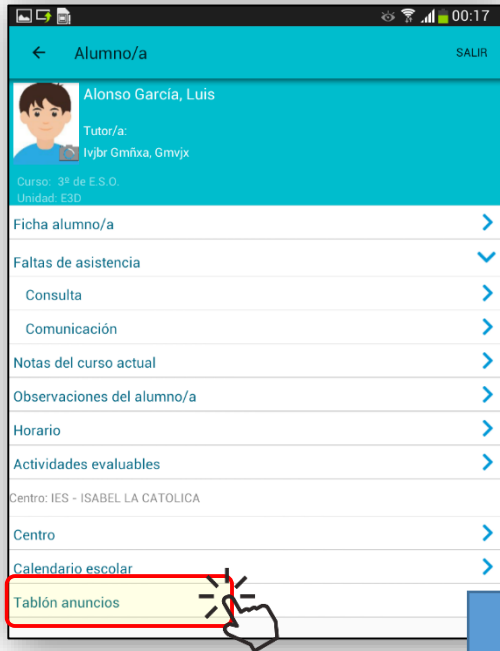
On the next ‘Comunicación’ page, type the initial and final date of the absence and select the type of absence (full day or selected periods)

3

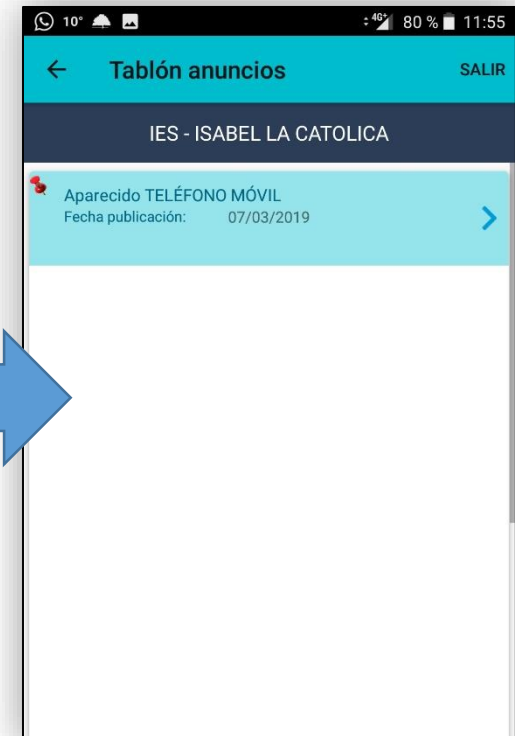
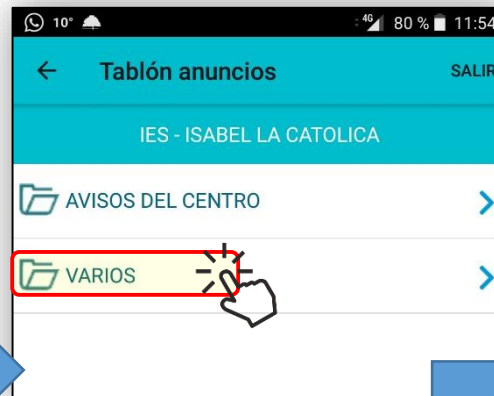
Any comment can be added. To finish, click on “ENVIAR” (SEND).

# How to check the bulletin board of the school

1



The school has a virtual bulletin board in which, throughout the academic year, news or notices that may be of interest to families can be published.



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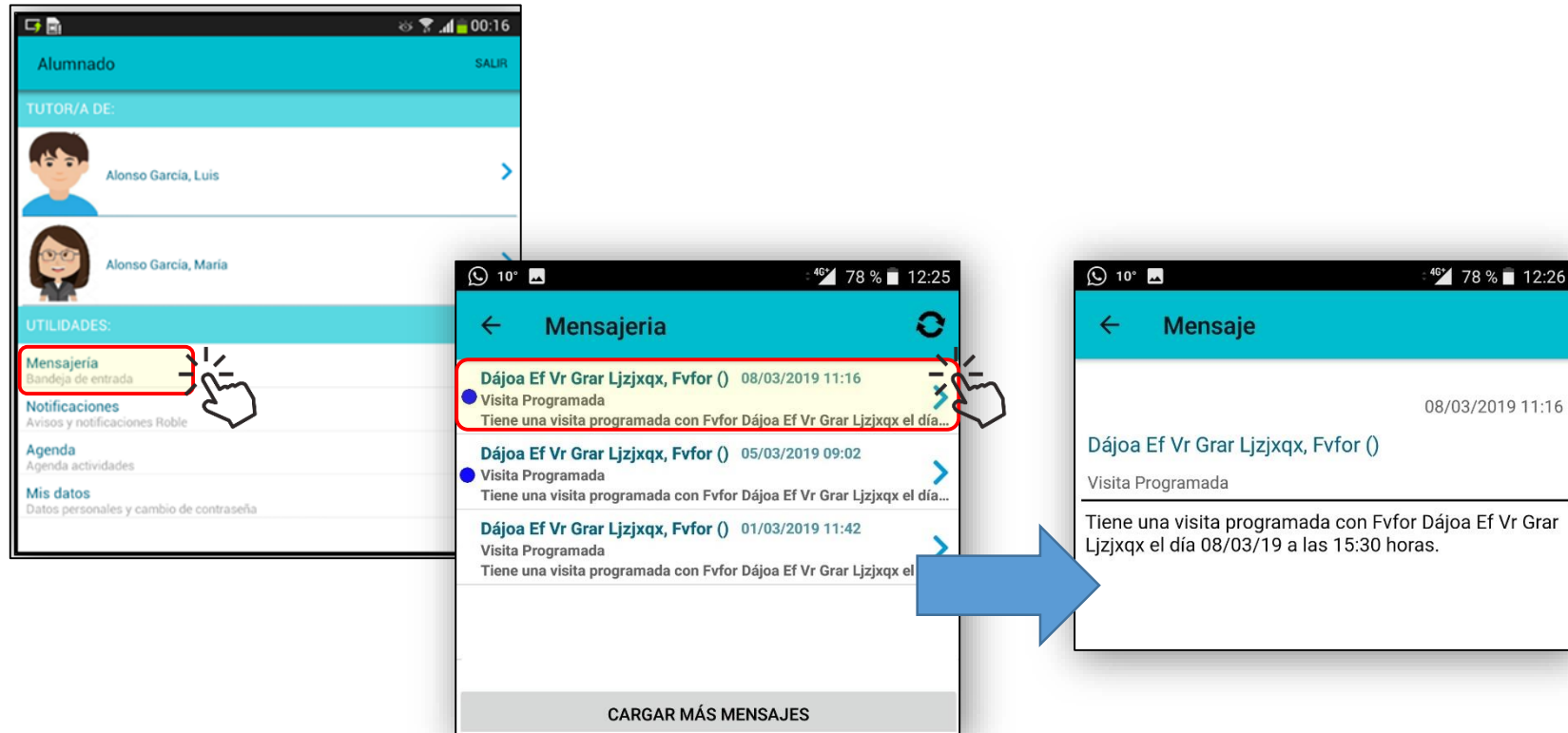
Parents , or parental tutors of the pupil can consult these publications , grouped according to their theme, by clicking on “Tablón de anuncios” (Bulletin board) on the “Alumno/a” (Pupil) page.

# How to access the messages sent to me

1

From the “Alumnado” (Pupils) page, click on the option “Mensajería” (Messaging) , and you will find a list of the headings of the messages sent by any of the teachers or the Principal of the school.

2



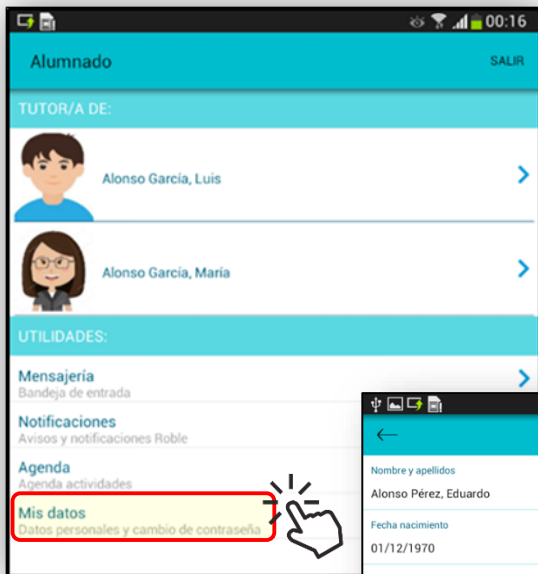
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To read any of them , click on the heading of the message.

# How to change my contact information and password

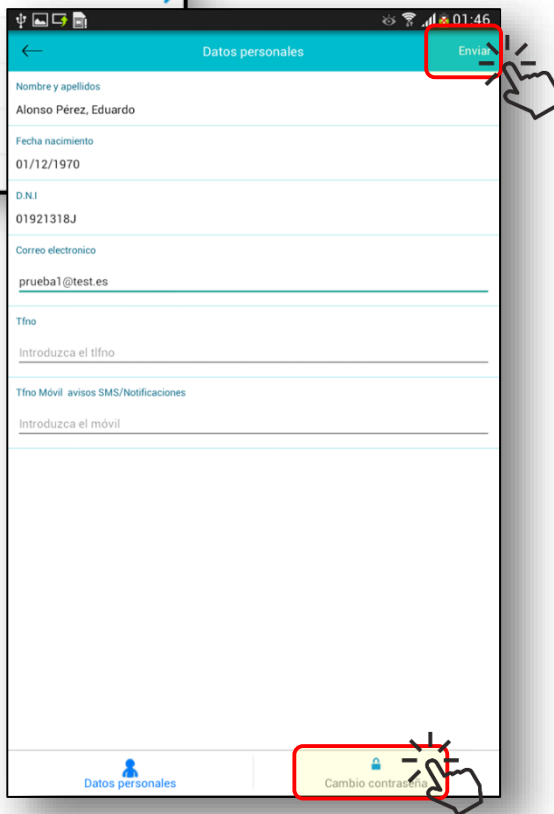
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Parents or parental tutors can consult and/or change the email address and contact telephone numbers that the school has registered

2



On the “Alumnado” (Pupils) page, click on “Mis datos” (My data).

On the “Datos personales” (Personal data) page, type in the email address and contact telephone numbers.

To finish, click on “ENVIAR” (SEND).

3

From this same page you can change the password to access ROBLE, by clicking on the lower icon “Cambiar contraseña” (Change password).

Type in the current password. Once validated, enter your new password twice. To confirm the change of password, click on “ENVIAR” (SEND).