



# WELCOME TO RENWEB

THE STUDENT MANAGEMENT SYSTEM OF CHOICE

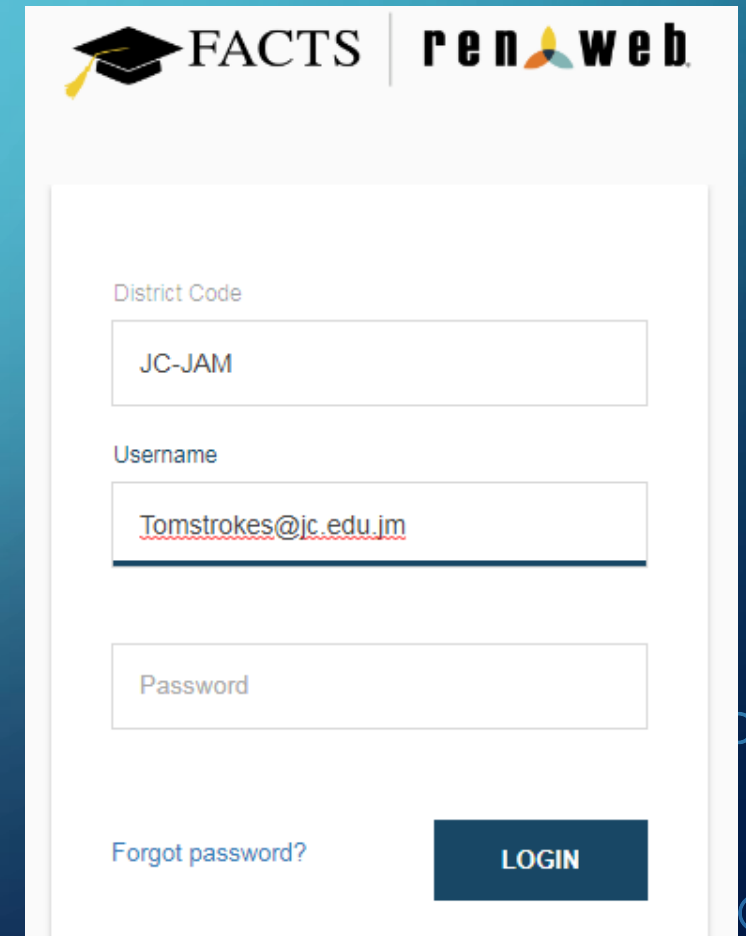
-TEACHER'S STEP BY STEP INSTRUCTIONS ENCLOSED

The background is a blue gradient with decorative white circuit-like lines in the corners. The text 'LOGGING IN' is centered in a large, bold, sans-serif font with a diagonal hatching pattern.

# LOGGING IN

# STEPS TO LOG IN

- ❑ On any browser (phone, tablet, computer) go to RenWeb: [Factsmgt.com](https://Factsmgt.com)
- ❑ Click on SCHOOL LOGIN and choose RENWEB1
  - ❑ Note that RenWeb University options have RenWeb tutorials available for your viewing
- ❑ Enter your Login information:
  - ❑ District Code: JC-JAM
  - ❑ Username: JC email address
  - ❑ Password: abcd1234  
(this default password can be changed by you after logging in)



The screenshot shows the login page for RenWeb. At the top, there are logos for 'FACTS' (with a graduation cap icon) and 'renweb'. Below the logos is a login form with three input fields: 'District Code' containing 'JC-JAM', 'Username' containing 'Tomstrokes@jc.edu.jm', and 'Password' which is currently empty. At the bottom left of the form is a link for 'Forgot password?' and at the bottom right is a dark blue button labeled 'LOGIN'.

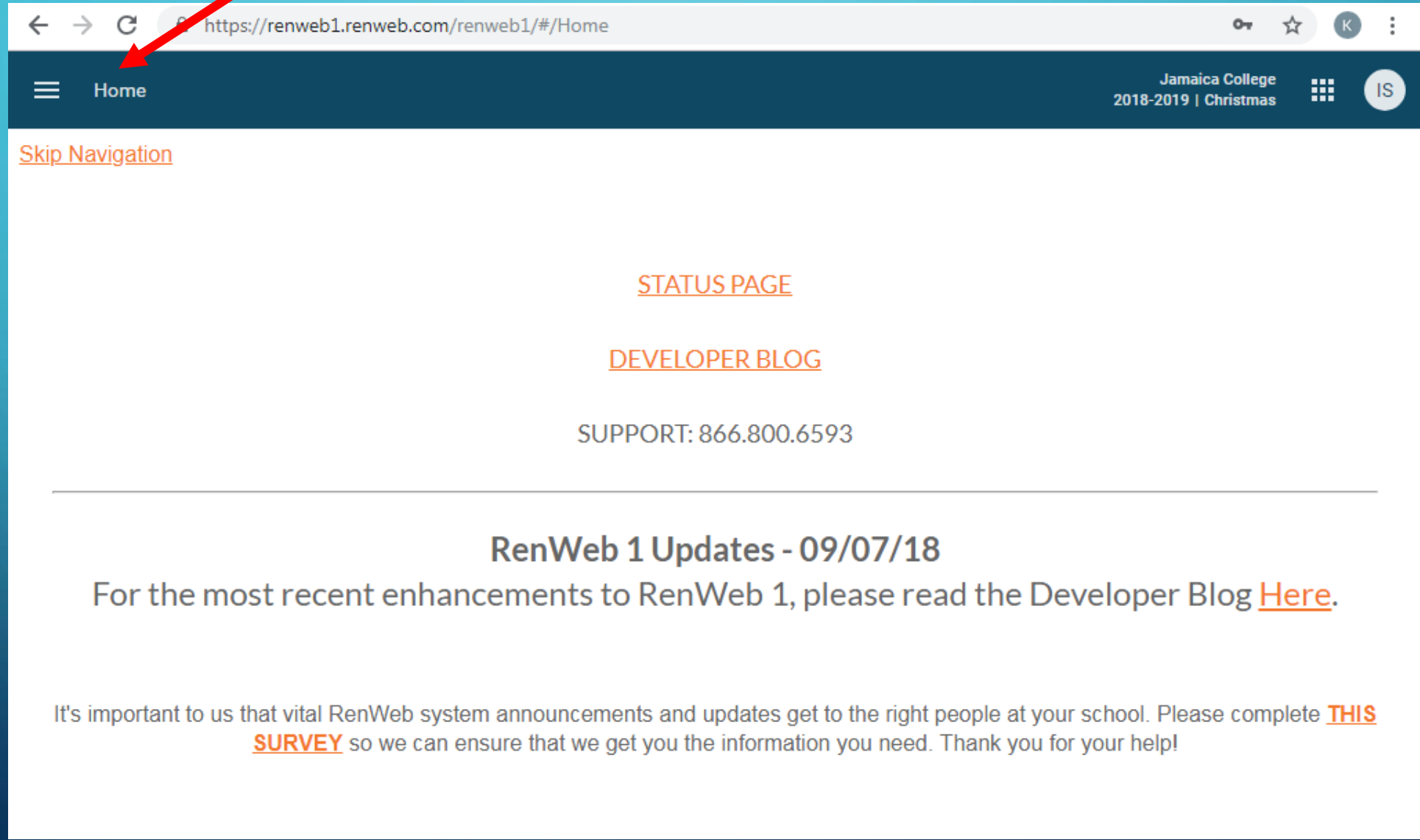


# Elevating the Education Experience

FACTS provides solutions that elevate the K-12 experience for school administrators, teachers, and families.

# This is your Home Page

## Menu button on top left



← → ↻ <https://renweb1.renweb.com/renweb1/#/Home> 🔑 ☆ K ⋮

☰ Home Jamaica College  
2018-2019 | Christmas ⋮ IS

[Skip Navigation](#)

[STATUS PAGE](#)

[DEVELOPER BLOG](#)

SUPPORT: 866.800.6593

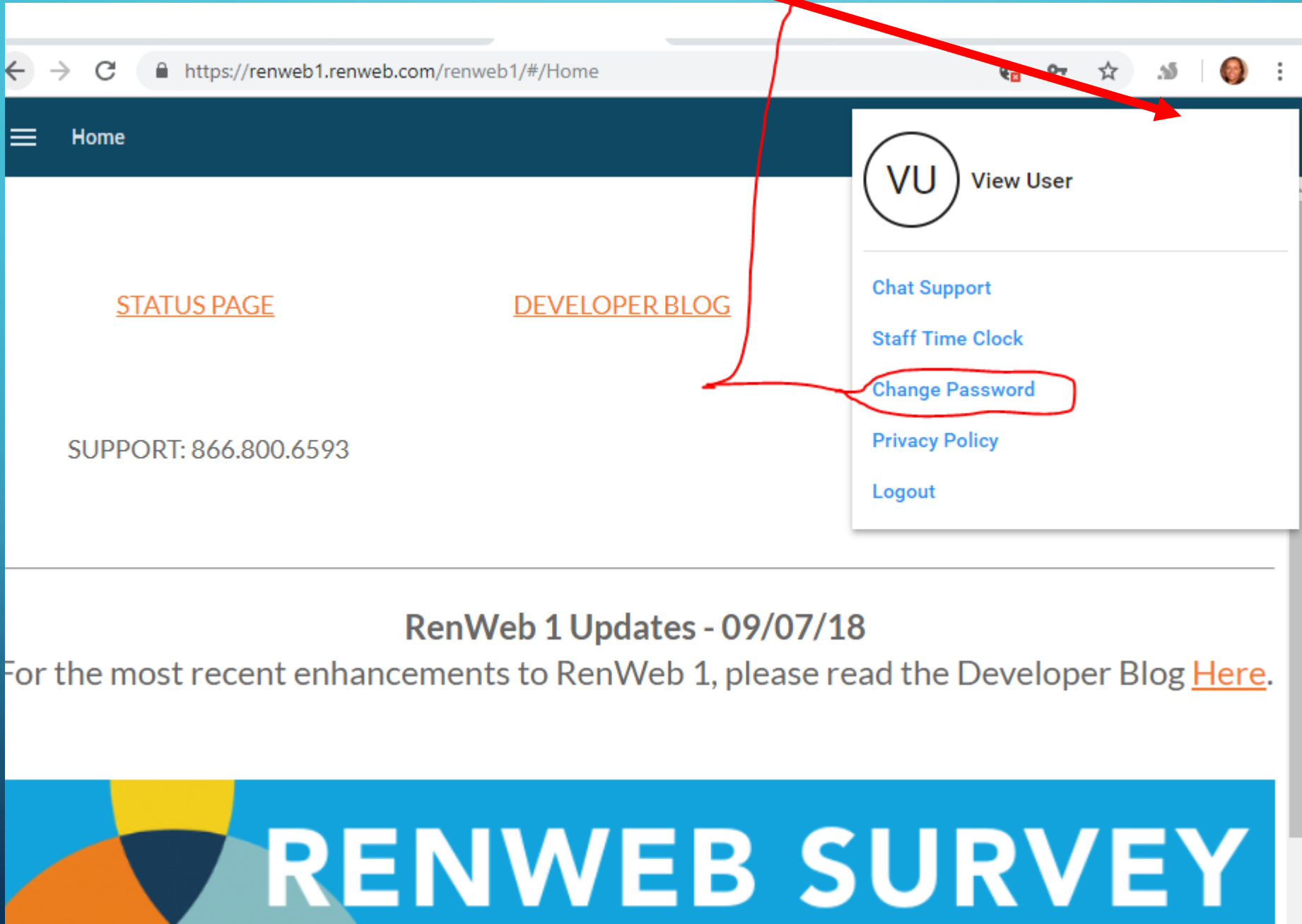
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### RenWeb 1 Updates - 09/07/18

For the most recent enhancements to RenWeb 1, please read the Developer Blog [Here](#).

It's important to us that vital RenWeb system announcements and updates get to the right people at your school. Please complete [THIS SURVEY](#) so we can ensure that we get you the information you need. Thank you for your help!

Click you initials on the right to change the password



The image shows a screenshot of a web browser displaying a user interface. The browser's address bar shows the URL <https://renweb1.renweb.com/renweb1/#/Home>. The page has a dark blue header with a hamburger menu icon and the word "Home". Below the header, there are two orange links: [STATUS PAGE](#) and [DEVELOPER BLOG](#). A support number is displayed: "SUPPORT: 866.800.6593". A user profile menu is open on the right side, showing a circular icon with the initials "VU" and the text "View User". The menu items are: "Chat Support", "Staff Time Clock", "Change Password" (highlighted with a red circle), "Privacy Policy", and "Logout". A red arrow points from the text at the top of the image to the "Change Password" option in the menu. At the bottom of the page, there is a blue banner with a colorful abstract graphic on the left and the text "RENWEB SURVEY" in white capital letters.

Home

[STATUS PAGE](#) [DEVELOPER BLOG](#)

SUPPORT: 866.800.6593

RenWeb 1 Updates - 09/07/18

For the most recent enhancements to RenWeb 1, please read the Developer Blog [Here](#).

RENWEB SURVEY

# Menu options for Teachers

The Main Menu options to be used are:

1. **Classroom** – for attendance, grades and homework
2. **Communications** –for emails through RenWeb
3. **Report Manager** for reports

The screenshot shows the RenWeb 1 interface. At the top, the logo 'ren web 1' is displayed. Below it is a dark blue sidebar menu with the following items: Home, Classroom, Students, Families, Staff, Academics (with a dropdown arrow), Attendance (with a dropdown arrow), Cafeteria (with a dropdown arrow), Communications, Medical, Report Manager, and System (with a dropdown arrow). The main content area is greyed out and contains a 'DEVELOPER BLOG' link, a section titled 'RenWeb 1 Updates - 09/07/18' with a sub-heading 'ments to RenWeb 1, please read the D', and a large blue banner at the bottom that says 'RENWEB SUP'.



The image features a blue gradient background with white circuit-like lines in the corners. The word "ATTENDANCE" is centered in a large, bold, sans-serif font with a diagonal hatching pattern.

# ATTENDANCE



# Classroom - Attendance

Classroom

Jamaica College  
2018-2019 | Christmas

IS

Date  Term

Term  
Christmas

Attendance Enabled

Search Class

- 1 GEO - C  
Geography  
Ian Smith
- 1 GEO - D  
Geography  
Ian Smith
- 2 GEO - C  
Geography  
Ian Smith
- 2 GEO - D  
Geography  
Ian Smith
- 2 GEO - E  
Geography  
Ian Smith
- 3 GEO - D  
Geography  
Ian Smith
- 4 GEO - A Pool 1  
Geography  
Ian Smith

Please select a class

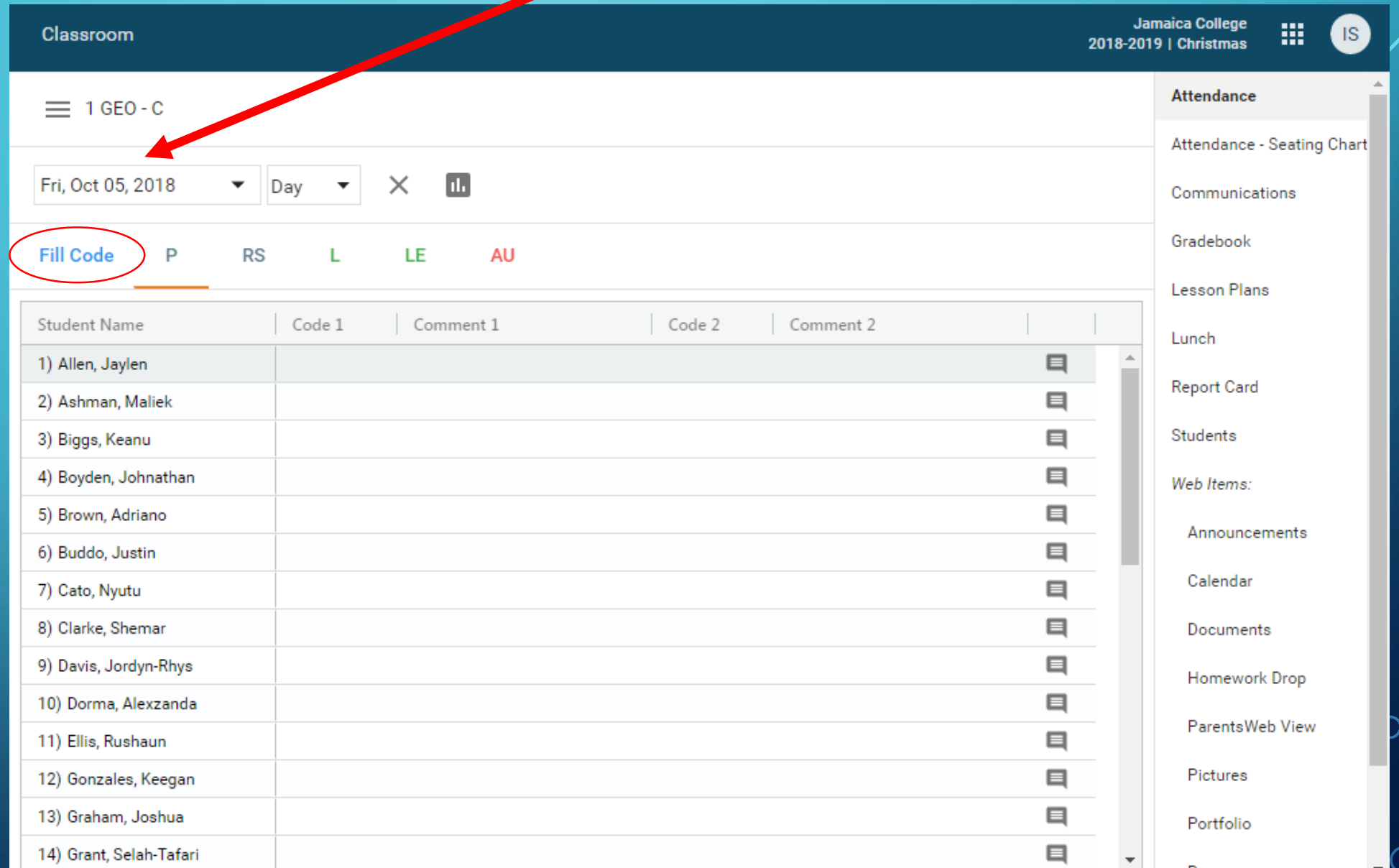
When you choose 'Classroom' the default view is the Attendance register.

1. Click on the **TERM** bullet (Date only shows classes you teach that day)
2. Search for or Click on the class you wish to view/update.

# Classroom – Marking the Attendance

## Marking quickly

1. **Change the date**
2. Click on the code, Then click beside the student or click **'Fill Code'** and all students will get the code underlined.
3. If you change **'day'** to week/month/term you will lose the ability to FILL.
4. P=Present, RS=Representing School, L=Late, LE=Late with excuse, AU=Absent no excuse



Classroom

Jamaica College  
2018-2019 | Christmas

IS

1 GEO - C

Fri, Oct 05, 2018 Day X

**Fill Code** P RS L LE AU

Student Name	Code 1	Comment 1	Code 2	Comment 2
1) Allen, Jaylen				
2) Ashman, Maliek				
3) Biggs, Keanu				
4) Boyden, Johnathan				
5) Brown, Adriano				
6) Buddo, Justin				
7) Cato, Nyutu				
8) Clarke, Shemar				
9) Davis, Jordyn-Rhys				
10) Dorma, Alexzanda				
11) Ellis, Rushaun				
12) Gonzales, Keegan				
13) Graham, Joshua				
14) Grant, Selah-Tafari				

Attendance

- Attendance - Seating Chart
- Communications
- Gradebook
- Lesson Plans
- Lunch
- Report Card
- Students
- Web Items:
  - Announcements
  - Calendar
  - Documents
  - Homework Drop
  - ParentsWeb View
  - Pictures
  - Portfolio
  - Resources

The background is a blue gradient with decorative white circuit-like lines in the corners. The word "GRADEBOOK" is centered in a large, bold, sans-serif font with a diagonal hatching pattern.

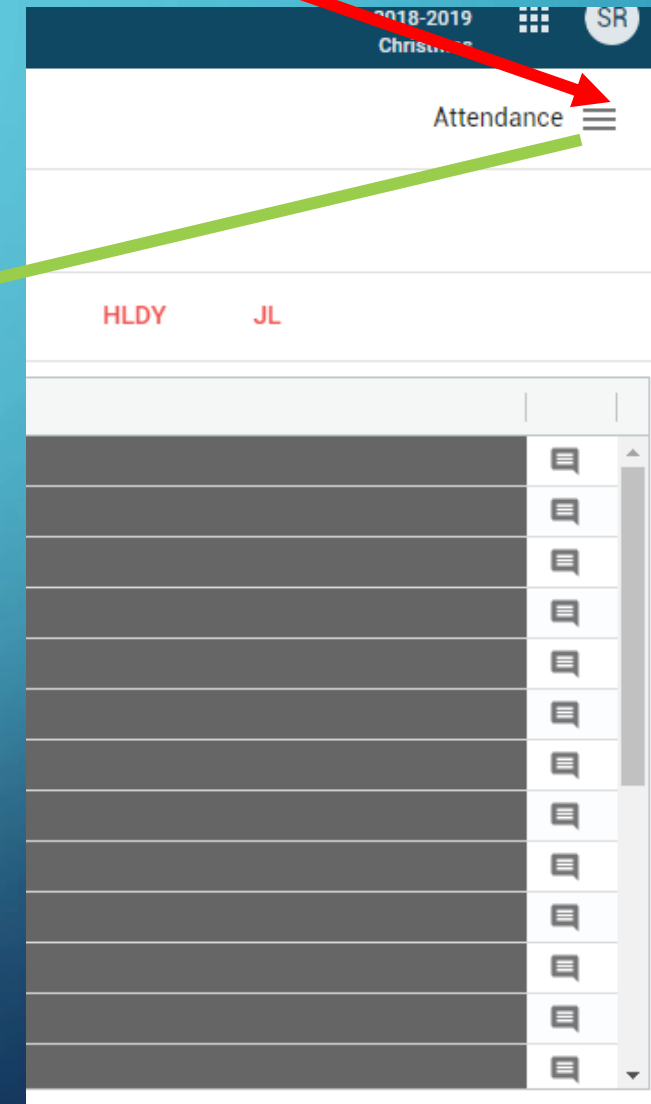
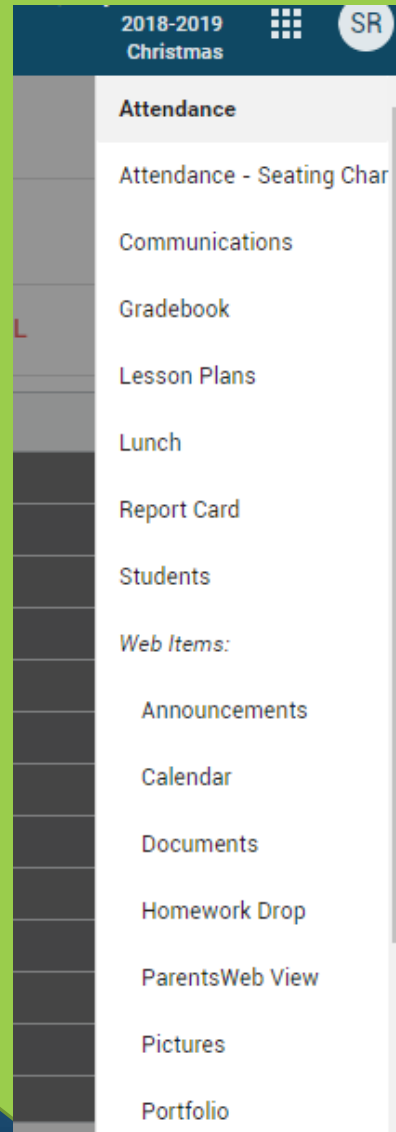
# GRADEBOOK

# Classroom – Menu

Classroom related Menu is on the right side. Click the 3 lines.

## Most useful:

1. *Gradebook* for the grades
2. *Attendance* for the attendance
3. *Communications* for emails
4. *Lesson Plans* to load homework
5. *Report Card* for Exam grades (once per term)



# Classroom – Updating the GradeBook

GradeBook.  
Initially will be blank.  
Set up the column headings for each grade set.

To set up the heading:

1. Click the **PLUS**
2. Choose the category (CW-Classwork, HW-Homework or TEST)
3. Titles are to start with the category e.g. “HW –Devices”
4. Description –more details
5. If the mark is not out of 100, then state.
6. **SAVE**

The screenshot shows the Classroom interface for '1 GEO - C' at Jamaica College, 2018-2019 | Christmas. The main table lists students and their 'Gbk Avg' (Grade Book Average). A modal window titled '1 GEO - C > Christmas' is open, showing the 'ASSIGNMENT' creation form. A green arrow points from the 'PLUS' button in the main interface to the 'ASSIGNMENT' button in the modal. A red arrow points from the 'Gradebook' menu item in the top right to the modal. A green oval with the text 'SAVE (Click orange diskette)' is positioned over the 'Save & Close' button in the modal.

Student Name	Gbk Avg
1) Allen, Jaylen	- / -
2) Ashman, Maliek	- / -
3) Biggs, Keanu	- / -
4) Boyden, Johnathan	- / -
5) Brown, Adriano	- / -

TEST-TYPES OF GEOGRAPHY  
04-Oct

1 GEO - C > Christmas

Assignments + Assignment

ASSIGNMENT GRADES

Details

Categories \* Title 0 / 50

Description 0 / 8000

Date Assigned Date Due  
Fri, Oct 05, 2018 Fri, Oct 05, 2018

Max Points \* Weight

Save & Close Save & Grade Save & New Save

**SAVE**  
(Click orange diskette)

# Classroom – Entering Grades

## Entering Grades

1. After the headings are set (at least one CW, one HW and one TEST per term).
2. Enter the grades under the column. If total marks was 30, then enter how many point of 30 the student got. (similar to Excel column of data)
3. Do not leave grade cells blank. Enter a code if there is no grade. This will explain why.
4. Note that this is a weighted average: CW=25% HW=25% and TEST=50%

Classroom		
☰ 10-IT -		
Christmas ▾	All Assignments ▾	+ Assignment    ↓ Export
Student Name	Gbk Avg	HW - Devices 22-Sep 100 (1)
1) Brown, Dagmar	67.0 / B-	67
2) Campbell, Mahkeba	- / -	
3) Clarke, Kirtdon	- / -	
4) Cooke, Kijshoughn	- / -	
5) Davis, Zaire	- / -	
6) Edwards, Brittany	- / -	
7) Edwards, Renito	- / -	
8) Howell, Jamaine	- / -	
9) Jarrett, Shemar	- / -	
10) Jobson, Gia	- / -	
11) Lawrence, Imani	- / -	
12) Lee, Jahvaughnie	- / -	
13) Lindsay, Mikhai	- / -	
Average	67	67

Code	Status
P	Pending
M	Missing
I	Incomplete
Ex	Excused
Ab	Absent

The background is a blue gradient with white circuit-like lines in the corners. The word "HOMEWORK" is centered in a large, bold, hatched font.

# HOMEWORK



# Setting Homework

To set homework for Parents and students to see:

1. Choose 'Lesson plans' from the classroom menu (right side)
2. Click on date the HW is being shared
3. Type or copy and paste, the homework in the 'Web Homework' section.
4. Note –'homework drop' option is for when the student uploads homework from the parentweb.

The screenshot displays a classroom management interface for '1 GEO - C'. The date is set to 'Sun, Oct 07, 2018'. The interface includes a 'Web Lesson Plan' section with a text input field containing 'Type something'. Below it is the 'Web Homework' section, which features a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, and unlink. The text area contains the example: 'This is an example of where the homework can go. The link icon can be used to include links to files and videos. Note that this is automatically saved'. At the bottom, there are 'Edit Documents' and 'Upload Document' buttons. On the right side, a vertical menu lists various options, with 'Lesson Plans' highlighted. The 'Homework Drop' option is visible in this menu.

# Setting Homework

To set homework for Parents and students to see:

1. Homework can also be uploaded from your personal device by clicking on 'Upload document'

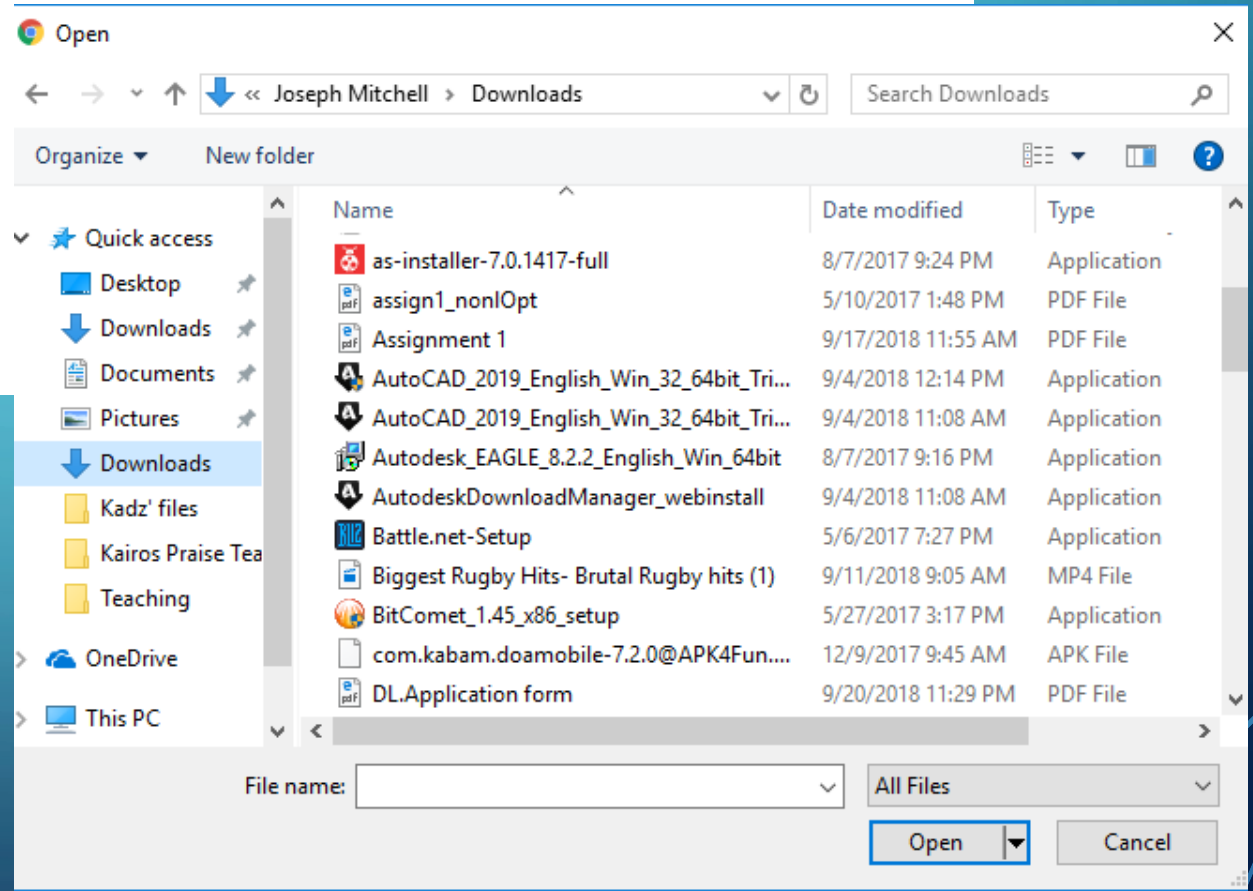
2. Click 'Choose File' and select the document you wish to upload

3. Once file is uploaded, click 'Save'

This page allows uploading files to the server for the logged in staff member. Once uploaded, these files should be available in lesson plans for any classes this person teaches.

Choose File No file chosen

Save



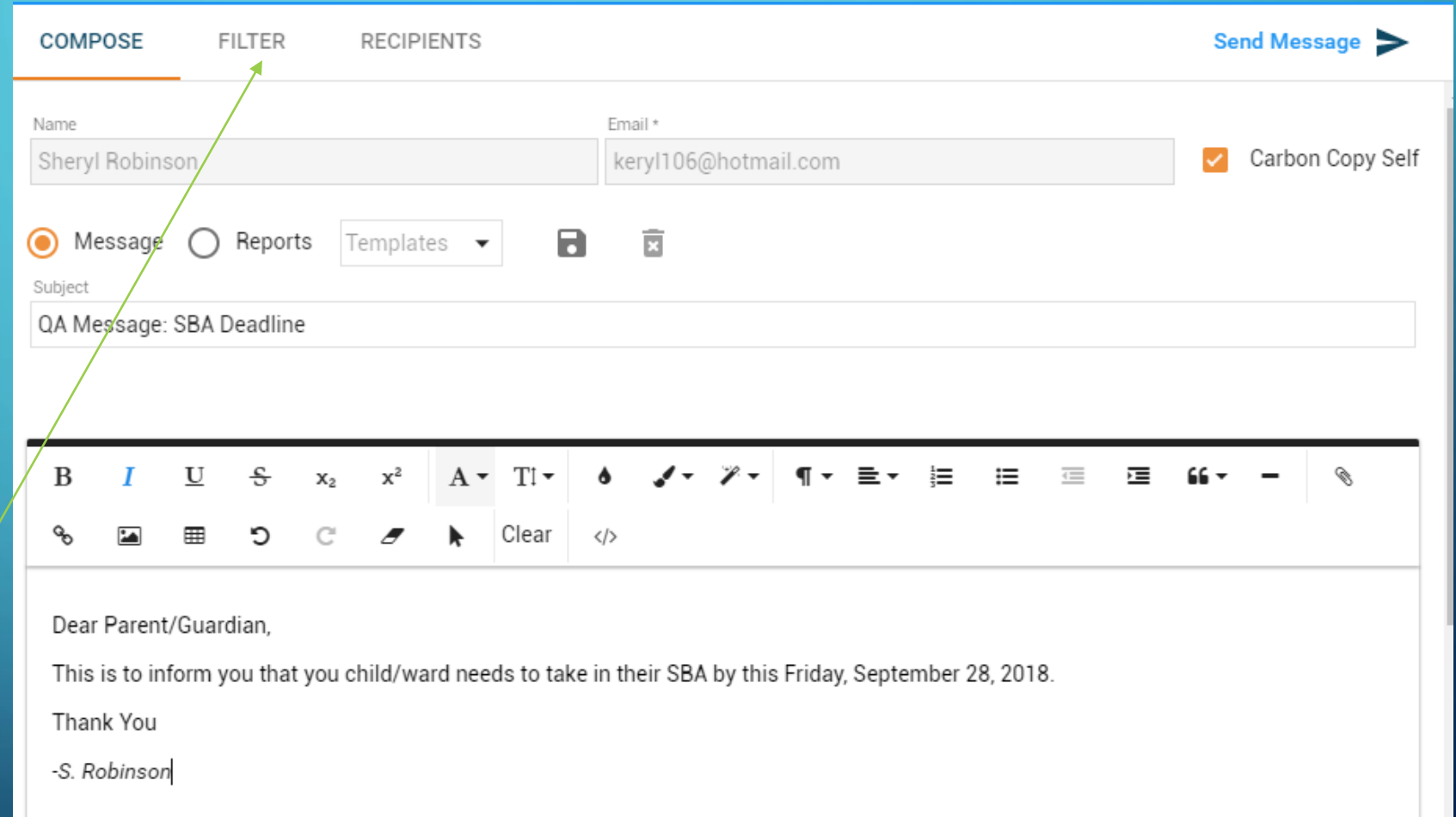
The image features a blue gradient background with white circuit-like lines in the corners. The word "EMAILING" is centered in a bold, hatched font.

# EMAILING

# Emailing - Communications

To send emails:

1. **Communications** – from the main menu (left) for emails through RenWeb
2. Compose the email. (a) tick to have copy to self (b) start the subject with “QA Message: xxx”
3. Create the body of the email (attach files, include links, include images. Whatever you need.
4. Then Click ‘FILTER’



The screenshot shows an email composition window with the following elements:

- COMPOSE** (selected), **FILTER** (highlighted with a green arrow), and **RECIPIENTS** tabs.
- Send Message** button with a right-pointing arrow.
- Name** field: Sheryl Robinson
- Email \*** field: keryl106@hotmail.com
- Carbon Copy Self**
- Radio buttons for **Message** (selected) and **Reports**.
- Templates** dropdown menu.
- Icons for **Save** and **Delete**.
- Subject** field: QA Message: SBA Deadline
- Rich Text Editor** with various formatting tools (bold, italic, underline, strikethrough, text color, background color, font size, font style, bullet points, numbered lists, indent, quote, link, unlink).
- Body Text:**

Dear Parent/Guardian,  
This is to inform you that you child/ward needs to take in their SBA by this Friday, September 28, 2018.  
Thank You  
-S. Robinson|

# Emailing – Communications - Filter

To send emails:

1. **Communications – Compose**, then click **FILTER** to choose the recipients.
2. 'Students' would be the choice for the student and/or parent's attention.
3. Choose the students and click the arrows in the middle. >> for all students in the group. > for the selected students.
4. Choice can be by year group, or class. Very flexible.
5. Important: tick **CUSTODY** for parent, **STUDENT** (at the bottom) if a copy is to go to the student and **STAFF** (if a copy is going to another staff member)

The screenshot displays the 'Filter' tab of an email composition interface. At the top, there are tabs for 'COMPOSE', 'FILTER', and 'RECIPIENTS', with 'FILTER' being the active tab. A 'Send Message' button is located in the top right corner. Below the tabs, there are dropdown menus for 'Quality Academics' (set to 'Classes') and 'School Year' (set to '2018-2019'). A 'Class' dropdown is set to '11-IT - A'. Two search boxes labeled 'Search by name' are present. Below the search boxes are two columns of student names, each with a checkbox. Between the columns are navigation arrows: '>', '>>', '<', and '<<'. A green arrow points from the 'CUSTODY' checkbox in the right-hand filter panel to the 'CUSTODY' checkbox in the left-hand list. The right-hand filter panel includes sections for 'Parent' (with 'CUSTODY' checked), 'Student', 'Emergency Contacts', 'Grade Related', 'Father', 'Mother', 'Grandparent', 'Faculty Advisor', 'Pick Up Contacts', and 'Staff' (with 'STUDENT' checked). The left-hand list shows a scrollable list of student names, including Austin, Kizzy-Ann, Bjorn, Brandon, Bradshaw, Norbert, Brighton, Sonali, Brown, Stephen, Campbell, Alique, Campbell, Tristan, Chambers, Brian, Chizoba, Rapheal, Clarke, Christopher, Clarke, D'Angelo, Coke, Sean-Pierre, and Douglas, Kevon.

# Emailing – Communications - Recipients

To send emails:

1. **Communications –** Recipients tab (after the filter is completed)
2. Here you will see who will, in fact, be getting the emails. Note those who have no email address, parent or child.
3. Then click **SEND MESSAGE** (top right). Indication that it is sending will be seen. Wait before moving from the page, to see that it is sent.

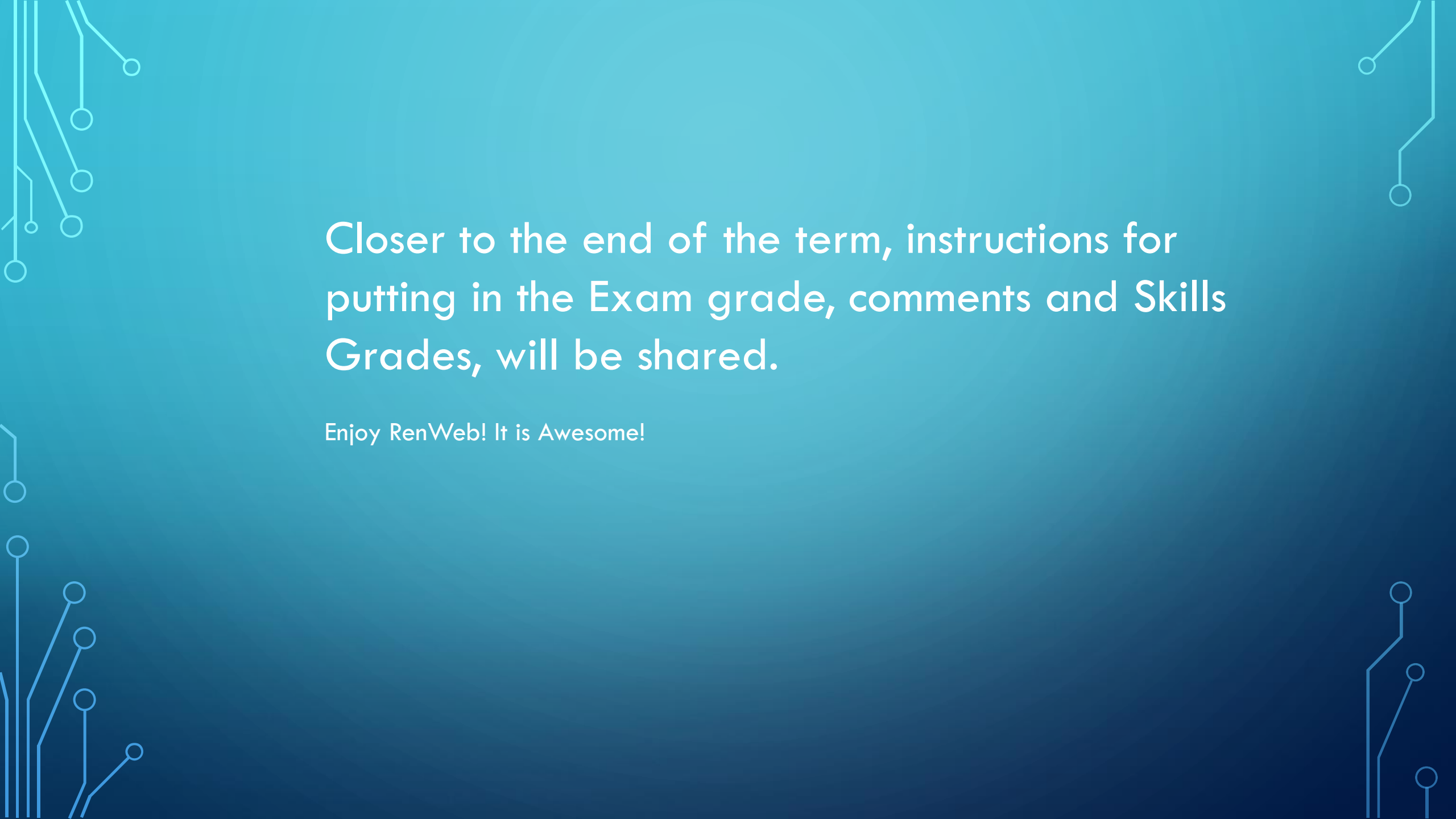


COMPOSE FILTER **RECIPIENTS**

Emails

andrea.bradshaw84@gmail.com, asummerbell@hotmail.com, cassysian@yahoo.com, courtdawil@ya  
garfieldcooke@gmail.com, kamelajohnson@hotmail.com, keith7wilks@gmail.com, keithgwilks@yahoo.  
mozplinge@gmail.com, nekeisha\_campbell@yahoo.com, norbertbradshaw@cwjamaica.com, novelett  
shannelwilliams18@gmail.com, tamar.c.tomlinson@gmail.com, tamekaarnold32@gmail.com, thriller\_

Person	Custody
Austin, Kizzy-Ann	N/A
Bjorn, Brandon	tamekaarnold32@gmail.com
Bradshaw, Norbert	andrea.bradshaw84@gmail.com norbertbradshaw@cwjamaica.com
Brighton, Sonali	kamelajohnson@hotmail.com courtdawil@yahoo.com
Brown, Stephen	crowone2010@yahoo.com darkprincessone@hotmail.com
Campbell, Alique	asummerbell@hotmail.com
Campbell, Tristan	nekeisha_campbell@yahoo.com
Chambers, Brian	thriller_0505@yahoo.com scherrinechambers@nht.gov.jm
Chizoba, Rapheal	ukingoscar@yahoo.com orapheal.chizola@yahoo.com
Clarke, Christopher	merchantannette@gmail.com devonclarke383@gmail.com
Clarke, D'Angelo	mmullings39@gmail.com
Coke, Sean-Pierre	garfieldcooke@gmail.com dawnetcooke@gmail.com
Douglas, Kevon	semo1301@yahoo.com
Grant, Shemar	N/A
Groves, Tenisha	N/A
Hydol, Jamal	kereneallison@gmail.com

The background is a dark teal gradient. In the corners, there are decorative white line-art elements resembling circuit traces or neural network connections, with small circles at the end of the lines.

Closer to the end of the term, instructions for putting in the Exam grade, comments and Skills Grades, will be shared.

Enjoy RenWeb! It is Awesome!



The background is a blue gradient with white circuit-like lines in the corners. The text is centered and has a hatched texture.

**THANKS**

**Reminder:**

**Oct 12, a new look**

**(ANY QUESTIONS FEEL FREE TO ASK or EMAIL Ms. MacGregor-Bromfield)**