



AMMAN ACADEMY

**Amman Academy Parent Portal User
Guide**

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Introduction

Welcome to the Amman Academy Portal!

The Amman Academy Parent Portal is a tool that is integrated into the AA school systems and is specifically designed for parents and students. The portal uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students. Using the portal, AA teachers can communicate directly with parents and students.

Parents and students are granted access to real-time information including attendance, grades, assignment details, school bulletins and even personal messages from the school. Everyone stays connected, students stay on top of their assignments, and parents are more involved in their child's progress. It is a highly secure, Internet based application through which only registered parents and guardians of currently enrolled students who are eligible to receive correspondence can see each individual child's information.

This guide provides parents/students with a step by step guide for navigating through the portal.

System Requirements

Browser

It is recommended to use Chrome.

Operating System

- Windows Vista, or Windows 7
- Processor (CPU): P4 Processor or higher
- Memory (RAM): 512 MB or higher
- Internet connection: ADSL 512 is the minimum speed

Logging into the Amman Academy Parent Portal

Before you can log onto the portal, you will need the school's parent portal URL, your username, and your password. Please contact the IT department if you do not have this information, or if you have questions.

Note: Do not give your password to anyone else.

How to Log into the Amman Academy Parent Portal:

1. Open the AA website (www.aa.jo).
2. From the bottom left corner, choose "Parent Portal".

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Remember me

Log In

[Forgot your password?](#)

3. Once the login page appears, enter your username in the first field.
4. Enter your password in the second field.

Note: To retrieve a forgotten password, click the link “[Forgot your password?](#)” An email will be sent to your email in our database, please follow the email steps. For further assistance with problems logging into the portal, please contact the helpdesk at **+962 6 5374444 ext. 376** or **Techsupp@aa.edu.jo**

Getting Help

Help is available both before and after logging in to the parent portal. From the Login screen, click the **F.A.Q** link to access the Parent Portal **F.A.Q**.

Once logged in to your portal account, click the **Help** button  in the upper right corner of the portal screens to access the Parent Portal F.A.Q. and User Guide. The **F.A.Q**. provides portal account holders with answers to frequently asked questions.

The Amman Academy Parent Portal Start Page:

When you log into the AA Parent Portal, the start page appears. This page serves as the central point from which to begin your portal session. The portal's start page lists all your children registered in the school and notifications regarding the number of new announcements, worksheets and assignments for each student.



Click on the student's image on the page to view the student's homepage. Click any tab to bring up the corresponding information.

Student Homepage

The student homepage displays information about the selected student including name, section, notifications, a calendar of school/section events, and the selected student's assignments and worksheets.

The screenshot shows the Amman Academy Parent Portal interface. At the top left is the Amman Academy logo. Below it is a sidebar with navigation options: 'Calendar' (highlighted in red), 'Announcements', 'Subjects', 'The Student', 'Statement', 'Payment', and 'Media Center'. The main content area has a search bar at the top with the text 'Type here for search...'. Below the search bar is a 'Calendar' section. It includes a 'Choose Date' field with a date picker icon and a 'mm/dd/yyyy' input. To the right of the date field are three legend items: 'Assignments' (red square), 'Worksheets' (green square), and 'Announcements' (teal square). The calendar itself shows the week of August 7-13, 2016. The days of the week are listed in the header: Sun 8/7, Mon 8/8, Tue 8/9, Wed 8/10, Thu 8/11, Fri 8/12, Sat 8/13. On Tuesday, August 9th, there are three event entries: a red bar for 'Design - Home Learni...', a green bar for 'Mathematics Wo', and a teal bar for 'MYP Newsletter'. Below these is a teal bar for 'School Calendar'. A 'Today' button is located above the calendar grid. At the bottom right of the calendar area is a printer icon.

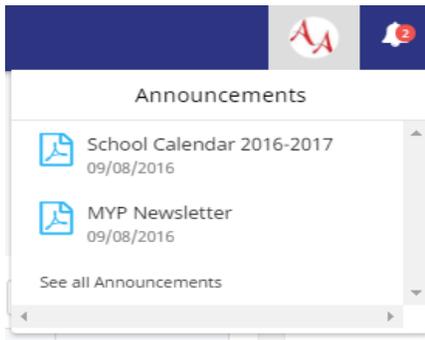
Notifications: Located at the top of each home screen; the numbers in red indicate the number of newly added items. Hover your mouse over an icon to display a tooltip with the icon's name. Parents can navigate from one child to another by clicking on the child's photo/ initials. Selected students photo/initials will be highlighted.



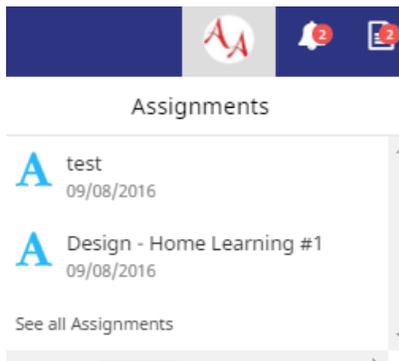
Notification bar icons:

- Announcements 

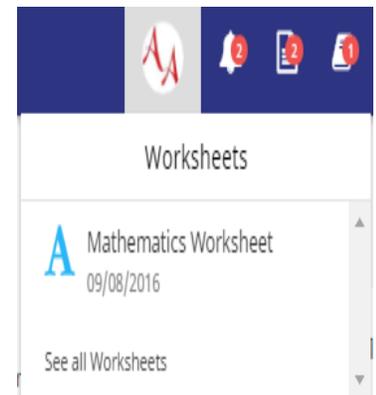
New announcements have been added, a list of new announcements appears where the icon is selected



- Assignments selected  New assignments have been added, a list of new assignments appears where the icon is selected



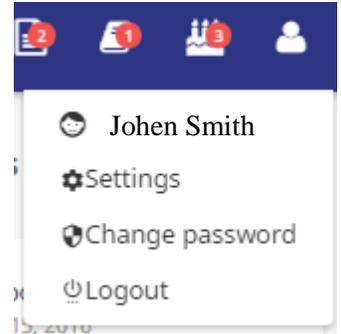
- Worksheet  New worksheets have been added, a list of new worksheets appears where the icon is selected



- Birthdays  classmates' upcoming birthdays

- Account settings  gives you quick access to some of the settings and tools for managing your account.

- **Display Name:** Parent's name
- **Settings:** View and update your personal information, including phone, mobile and emails information. Updates will be reflected within 24 hours .
- **Change Password:** Change your account's password
- **Logout:** End a session



Calendar



This is your selected child's calendar which shows all events and deadlines from groups and classes your child is in. The calendar is connected with the publish and due dates of published worksheets, assignments and announcements.

Choose from the **Month/Week/Day** View icons to display all of your assignments, worksheets and announcements. You can access event details by clicking the event icon on the calendar. You can filter a specific date by selecting the target date from the Choose Date filter.

The screenshot shows the Amman Academy user interface. At the top left is the Amman Academy logo and a search bar. Below the logo is the user's name 'Amman' and class 'Class: 6-T'. A sidebar on the left contains navigation options: Calendar (highlighted), Announcements, Subjects, The Student, Statement, Payment, and Media Center. The main content area is titled 'Calendar' and features a 'Choose Date' filter with a date input field (mm/dd/yyyy) and a calendar icon. Below the filter are three view toggles: Assignments (red square), Worksheets (green square), and Announcements (teal square). The calendar itself shows a grid for August 7-13, 2016, with a 'Month' view selected. A red box highlights the 'Month' view toggle. The calendar grid shows a red bar for 'Design - Home Learni...' on Tuesday, August 9th, and three green bars for 'Mathematics Wo', 'MYP Newsletter', and 'School Calendar' on the same day.

Announcements



View daily school announcements. On the selected student's homepage, click Announcements. The Announcements page displays all messages from the school. To open the attached file, click on the word "View Attachment".

A **Personal** flag will be displayed on announcements sent specifically to your child.

The screenshot shows the Amman Academy website interface. On the left is a navigation sidebar with the following items: "Amman Academy" logo, "Amman Class: 6-T", "Calendar", "Announcements" (highlighted in red), "Subjects +", "The Student +", "Statement", "Payment", and "Media Center". The main content area has a dark blue search bar at the top with the text "Type here for search...". Below the search bar is the "Announcements" section, which contains two items:

- School Calendar 2016-2017**: A white card with a blue star icon on the left, a "View Attachment" button, and the date "09/08/2016" on the right.
- MYP Newsletter**: A white card with a blue star icon on the left, a "View Attachment" button, and the date "09/08/2016" on the right.

Subjects



Shows all the student's subjects. Each subject is integrated with its assignments and worksheets to facilitate follow-up of assignments.

Subjects can be seen by expanding all the subjects +

Assignments and Worksheets

All assignments and worksheets can be accessed on the summary page. A specific subject can be accessed by selecting the subject title from the subject's sub menu on the left pane. Assignments and worksheets can be searched by their published date and due date. Worksheets and assignments can be searched as well.

The screenshot shows the Amman Academy user interface. At the top, there is a search bar and navigation icons. The left sidebar contains a menu with categories like Announcements, Subjects, Summary, Arts:Visual/Music, Design: Computer/ Design, Individuals and Societies, Language Acquisition (Arabic), Language Acquisition (English), Language and Literature (Arabic), Language and Literature (English), Mathematics, Religion, and Sciences. The main content area is divided into two sections: Assignments and Worksheets. The Assignments section has a search bar for 'Publish Date' and 'Due Date' (both in mm/dd/yy format) and a table with columns: Title, Subject, Body, Publish Date, and Due Date. The Worksheets section has a search bar and a table with columns: Title, Subject, Body, and Publish Date. Both sections include pagination controls.

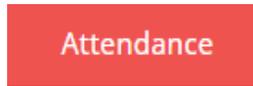
Title	Subject	Body	Publish Date	Due Date
Design - Home Learning #1	Mathematics		09/08/2016	11/08/2016
test	Arts:Visual/Music	body 10	09/08/2016	10/08/2016
test for HOD	Mathematics	TEST	09/08/2016	10/08/2016
test from teacher	Mathematics	test	09/08/2016	10/08/2016

Title	Subject	Body	Publish Date
Mathematics Worksheet	Mathematics		09/08/2016

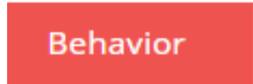
The Students



Includes your child's academic behavior, academic negligence and attendance record throughout the year.



Click the **Attendance** tab to view the students' attendance record during the current year.



Click the **Behavior** tab to view your child's behavior incidents.



Academic Behavior shows academic negligence details.

Media Center



Students can log into the school library online to search for available books and to reserve the ones that they would like to check out. This service also provides access to our eBooks database (**FollettShelf**) where students can search for eBooks to read on their PCs. Through Destiny, students and parents can access the latest educational resources and programs that enrich our school curricula: Al Hakawati الحکواتي, Britannica BOL and Gale. Students and parents log in using their portal credentials.

AA Parent Portal Mobile App

The AA Parent Portal mobile application allows parents to securely access their portal information at any time from their mobile device.

The AA Parent Portal mobile application provides real-time access to the following:

- Calendar
- School announcements
- Assignments
- Worksheets
- Events
- Photo gallery

Parents and students also receive alerts for announcements, assignments and worksheets.

The AA Parent Portal mobile application is available for download on Play Store for Android devices and from the App Store for iPhones.

Download for Android



- On Play Store, search for the **Amman Academy Portal** mobile application
- Download and install the app

- Enter your portal username and password to access your account

Download for iOS

- Go to the App Store, search for the **Amman Academy Portal** mobile application (if you are downloading on an iPad, select the “iPhone Only” option)
- Download and install the app
- Enter your portal username and password to access your account

F.A.Q

- **How do I obtain my Parent Portal login information?**

New parents will receive an email with their username and password on the first day of school. Other parents can retrieve a forgotten password by clicking “[Forgot your password?](#)” on the login screen, an email will be sent to the parent’s email in our database, please follow the steps in the email. For further assistance with problems logging into the parent portal, please contact the helpdesk at **+962 6 5374444 ext. 376** or **Techsupp@aa.edu.jo**

- **Do I need a separate login for each of my children?**

Each student from grades 5-12 will be assigned a unique access ID and password for their own use. You will have one account that allows you to access all your children with a single sign-in.

- **Not all of my students are listed on my Parent Portal account, how can I get them added?**

For assistance please contact the Helpdesk at **+962 6 5374444 ext. 376** or send an email to **Techsupp@aa.edu.jo**

- **I have forgotten my username and /or password; how can I retrieve my account information?**

To retrieve a forgotten password, click “[Forgot your password?](#)” on the login screen, an email will be sent to the parent’s email in our database, please follow the steps in the email. For further assistance with problems logging into the parent portal, please contact the helpdesk at **+962 6 5374444 ext. 376** or **Techsupp@aa.edu.jo**

How often can I expect the portal to be updated?

The parent portal is updated daily. Please make sure to check your portal on a daily basis after 4 pm.

- **How are assignments published on the portal? Are assignments always posted?**

All assignments and worksheets are updated with the due date on a daily basis .

- **I cannot see my child's assignments; how do I view my child's assignments on the portal?**

The portal's start page lists all your children registered in the school and notifications included about the number of **new** announcements, worksheets and assignments for each student.

All assignments and worksheets can be accessed in the student's summary page under the Subject tab. A specific subject can be accessed by selecting the subject title from the subject's sub menu on the left pane. Make sure to select the student image from the notification bar at the right top corner of the homepage.



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