

A large, black, rounded rectangular frame with a white circle at the bottom center, resembling a smartphone outline, is centered on a solid blue background. Inside the frame, the text 'MyOLS App MANUAL' is displayed in a bold, black, sans-serif font. A horizontal grey bar is positioned across the middle of the frame, containing the text 'How to use the MyOLS APP' in a white, sans-serif font.

# **MyOLS App MANUAL**

How to use the MyOLS APP

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Welcome to Optimus Learning School! This guide will provide you with step-by-step procedures on how to navigate and use our *MyOLS APP*. This guide will show you how to log into and access information through the APP.

We hope this guide will provide clear instructions on how to use our *MyOLS APP*.

# Introduction

The MyOLS App provides parents with a convenient way for parents to stay informed about their child's time at Optimus. When parents are logged into the app they can:

Click the day their child has class and see the whole class description, attendance, homework, academic status, behavior status and individual comments.

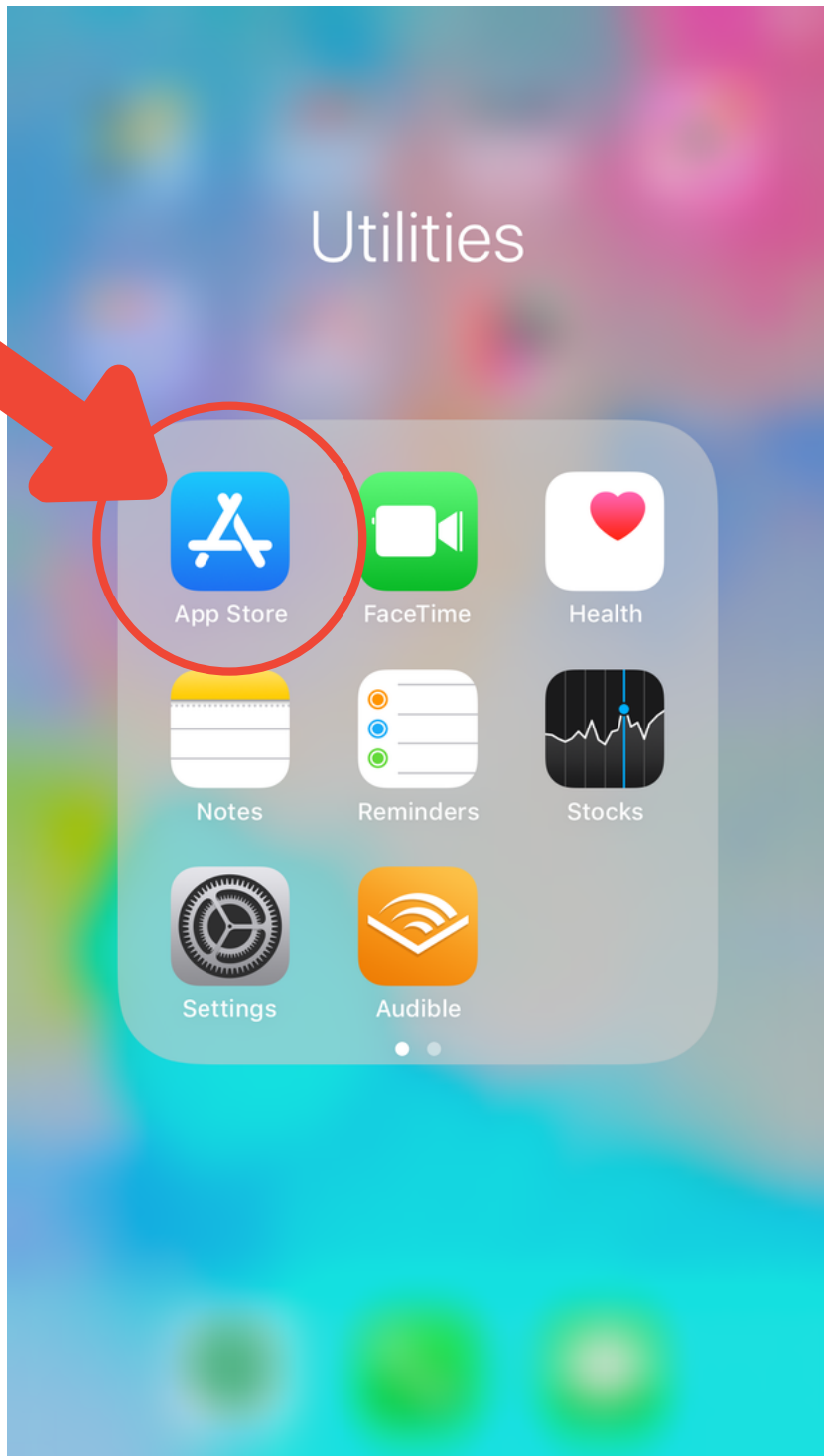
Receive notification of exactly what time their children are being pick up from school.

See their students' progress in eLearning.

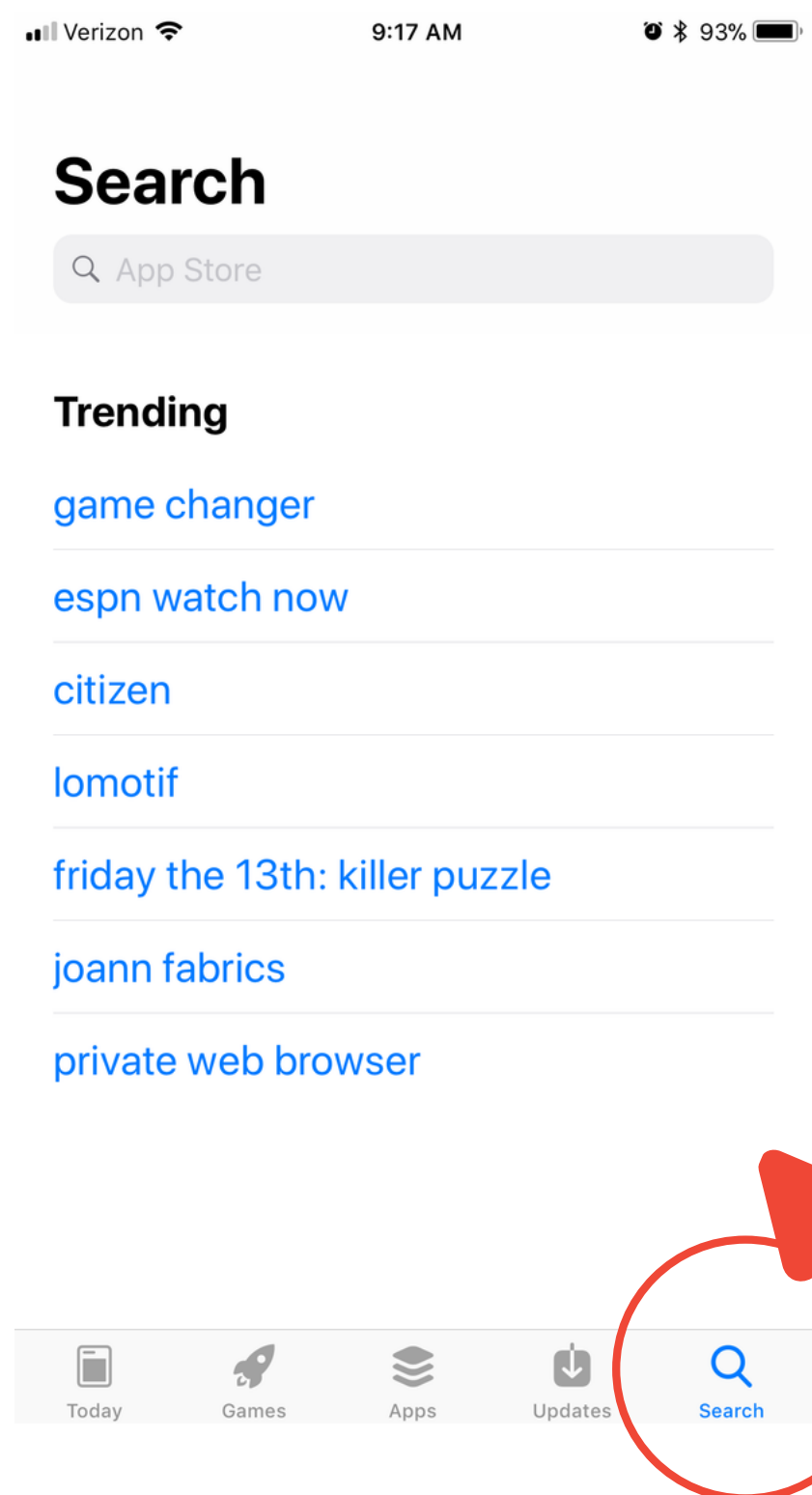
Stay up to date with Optimus blogs.

# Getting Started

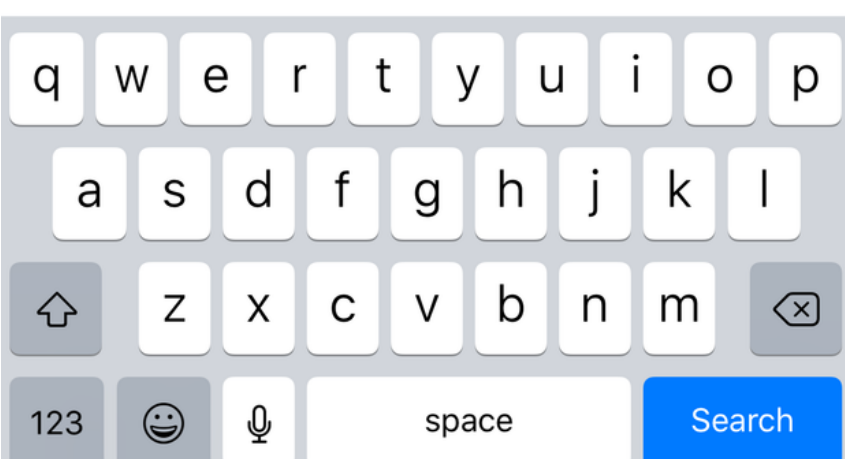
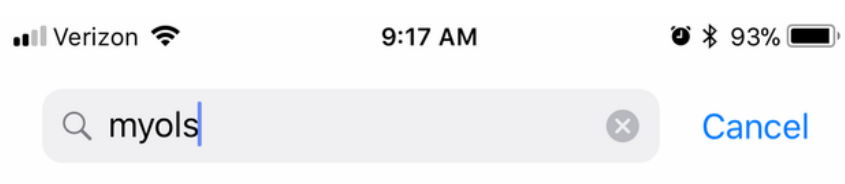
1. Go to the App Store.



2. Select "Search" at the bottom right.



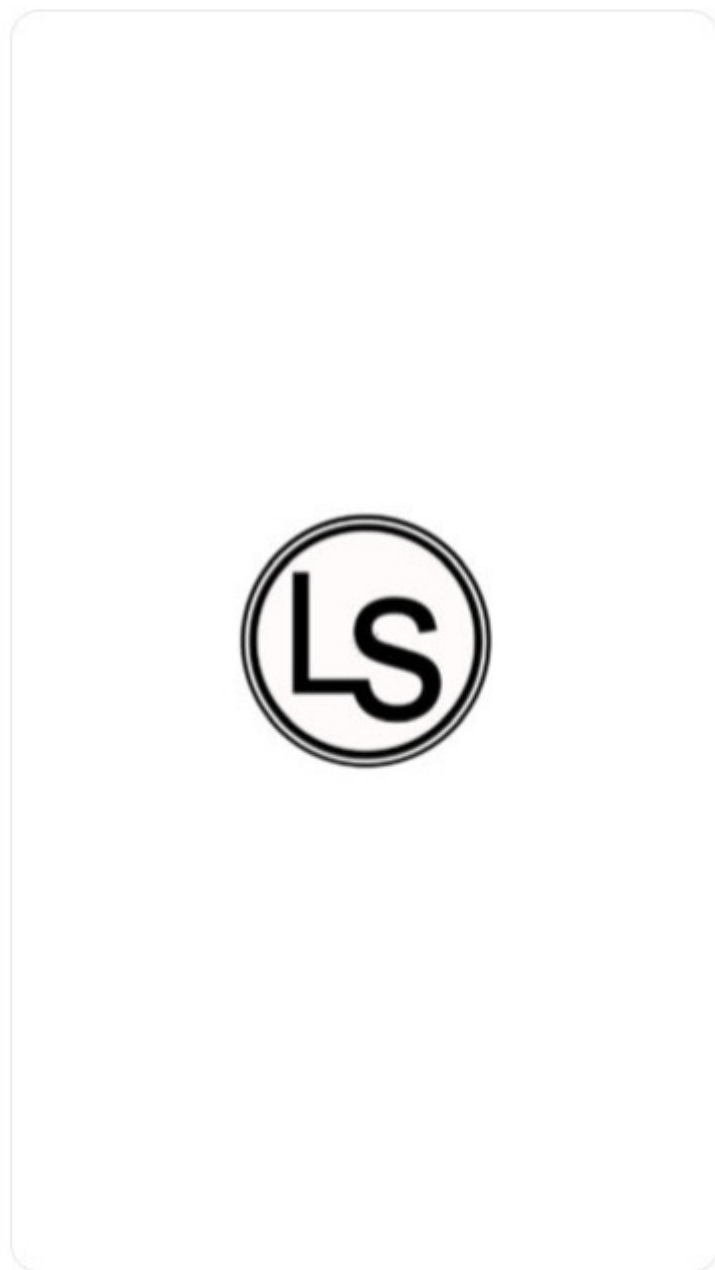
3. In the search bar, type "myols."



4. Select the "GET" button .



MyOLS  
Education

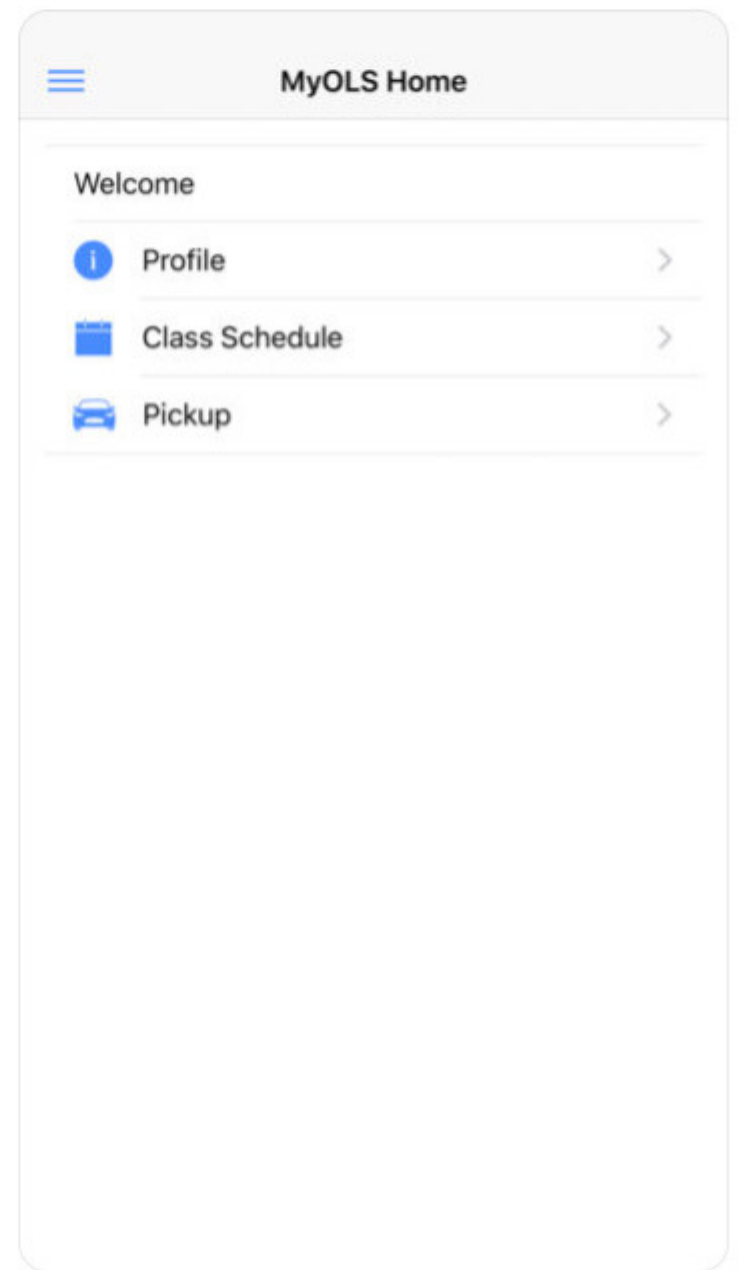


Class Schedule / Grades

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

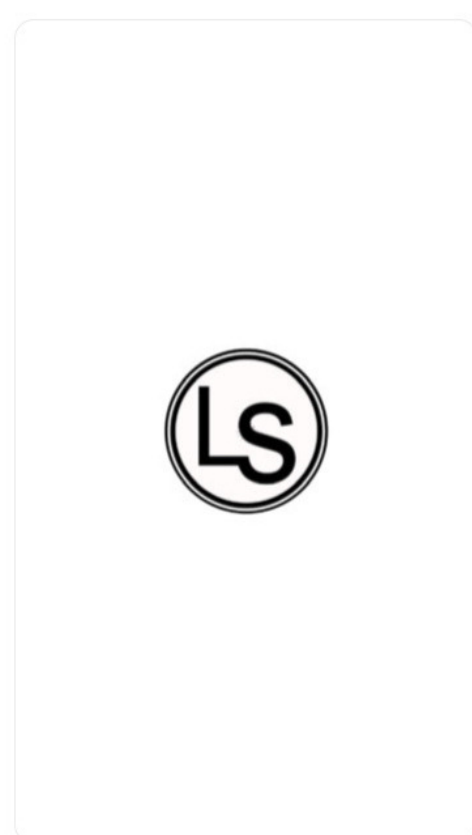
No Classes



5. After you select the "GET" button, there will be a circle that has replaced it showing the download status of the MyOLS App.



MyOLS  
Education

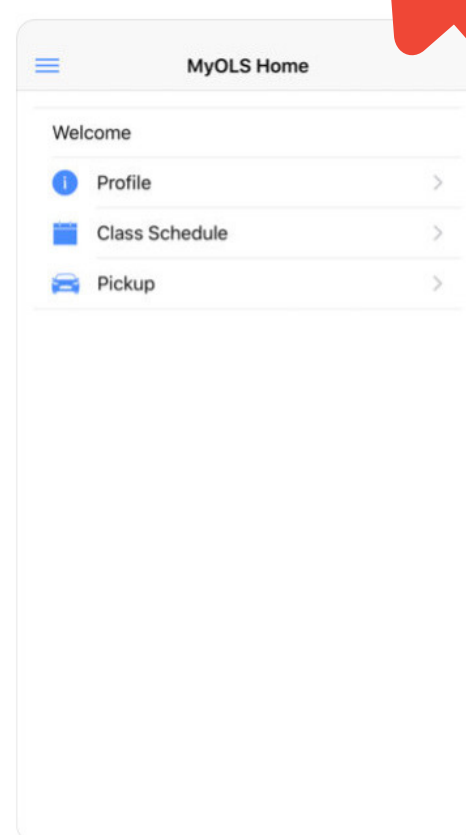


Class Schedule / Grades

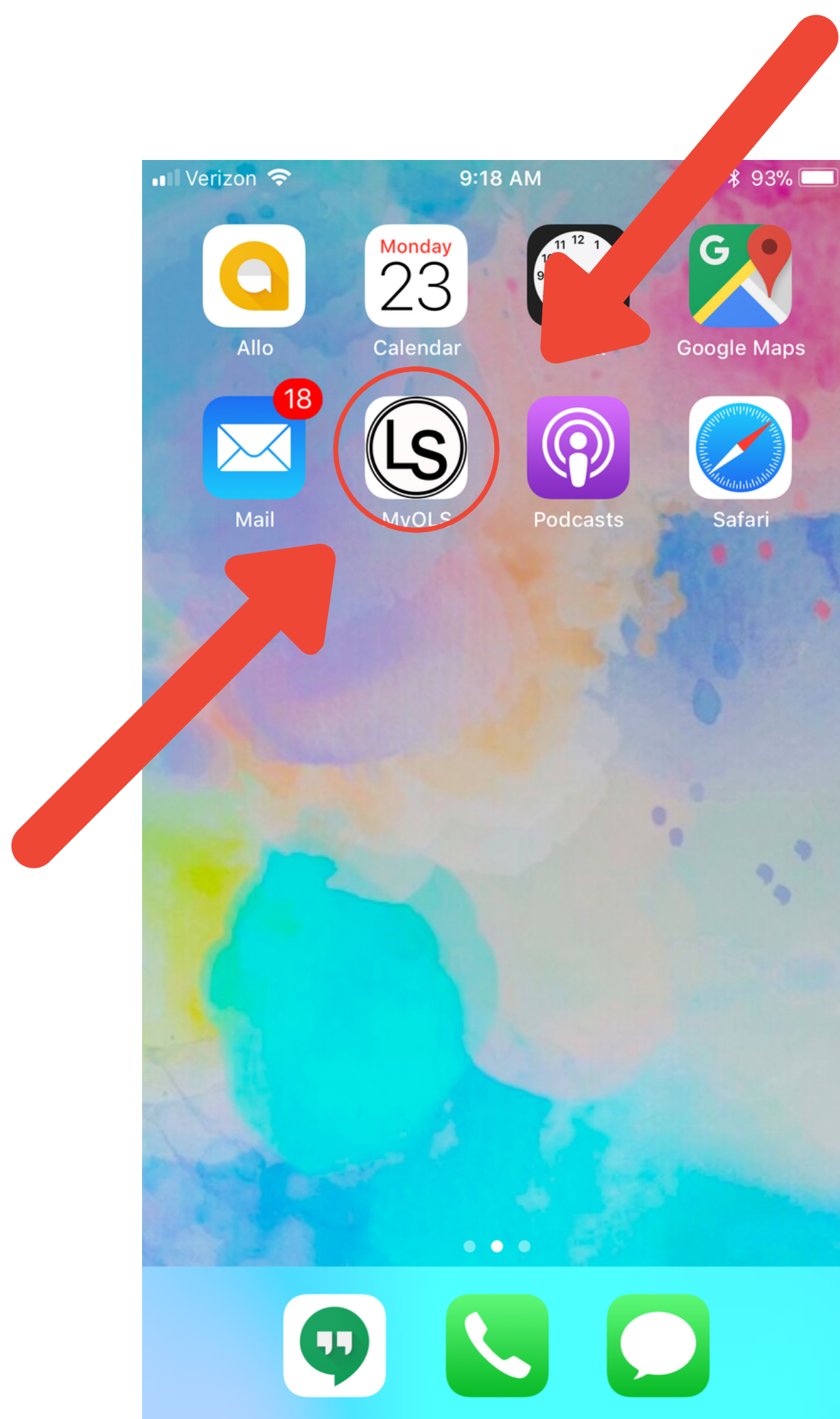
September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

No Classes



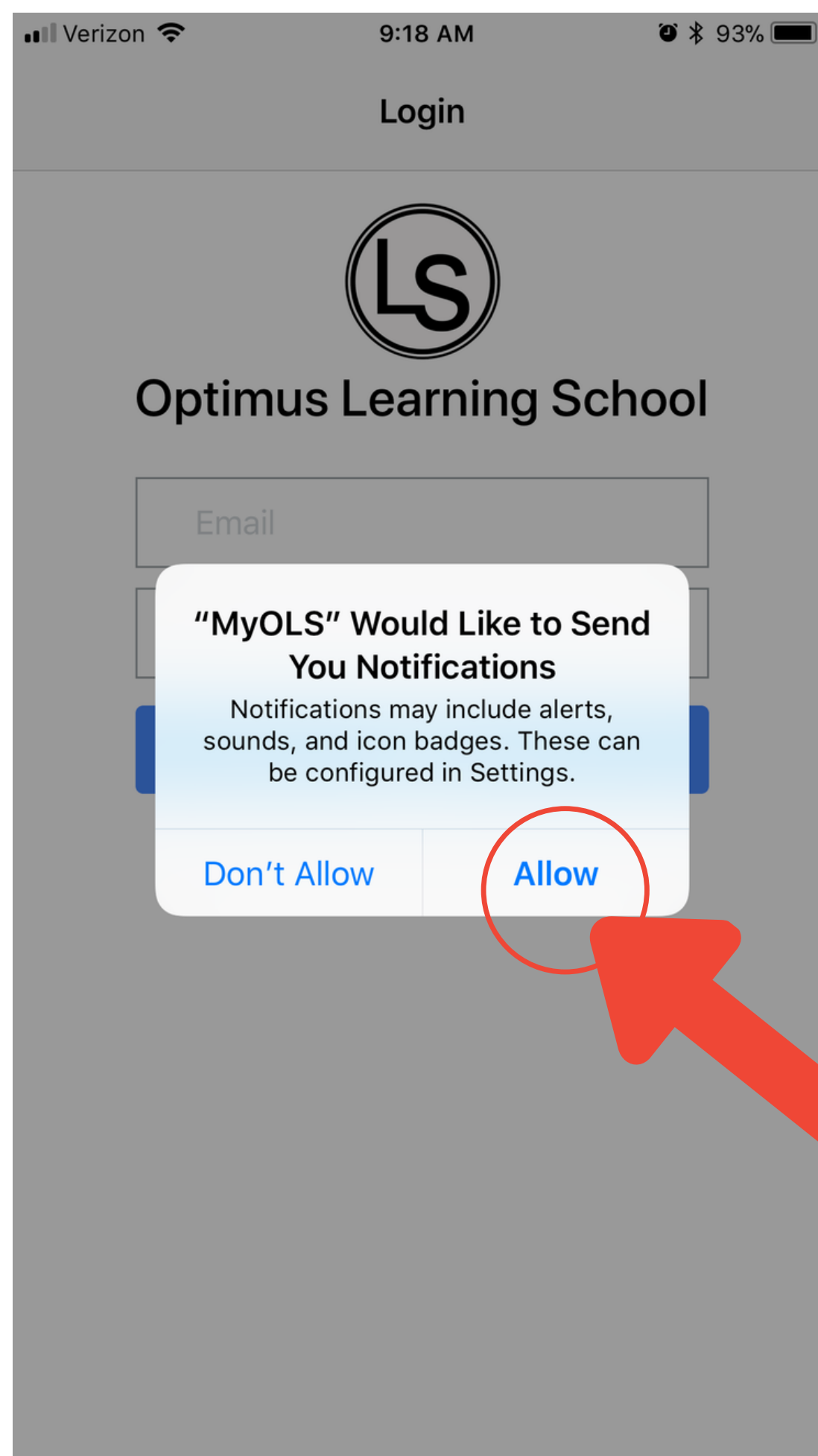
6. After it has been successfully downloaded, you will see it appear on your phone's screen.



7. Now you are ready to use the MyOLS App!

# Logging into the App

1. When you first open the MyOLS app, it will ask you "MyOLS Would Like to Send You Notification," please select "Allow."





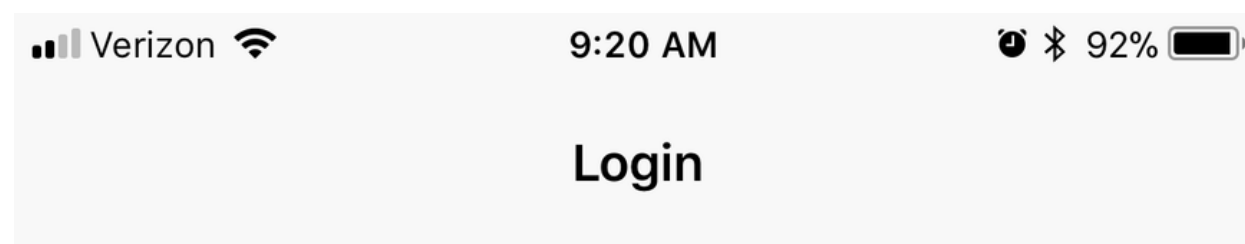
## 2. Log into your account.

Upon enrolling your children at Optimus, you provided an email address on the Application Form. This is the email you will utilize to gain access to the MyOLS App. In addition, you were to have also received a password. If you do not have this information, please email [info@ols.edu](mailto:info@ols.edu).

For the purposes of this manual, the student is Sally Brown.

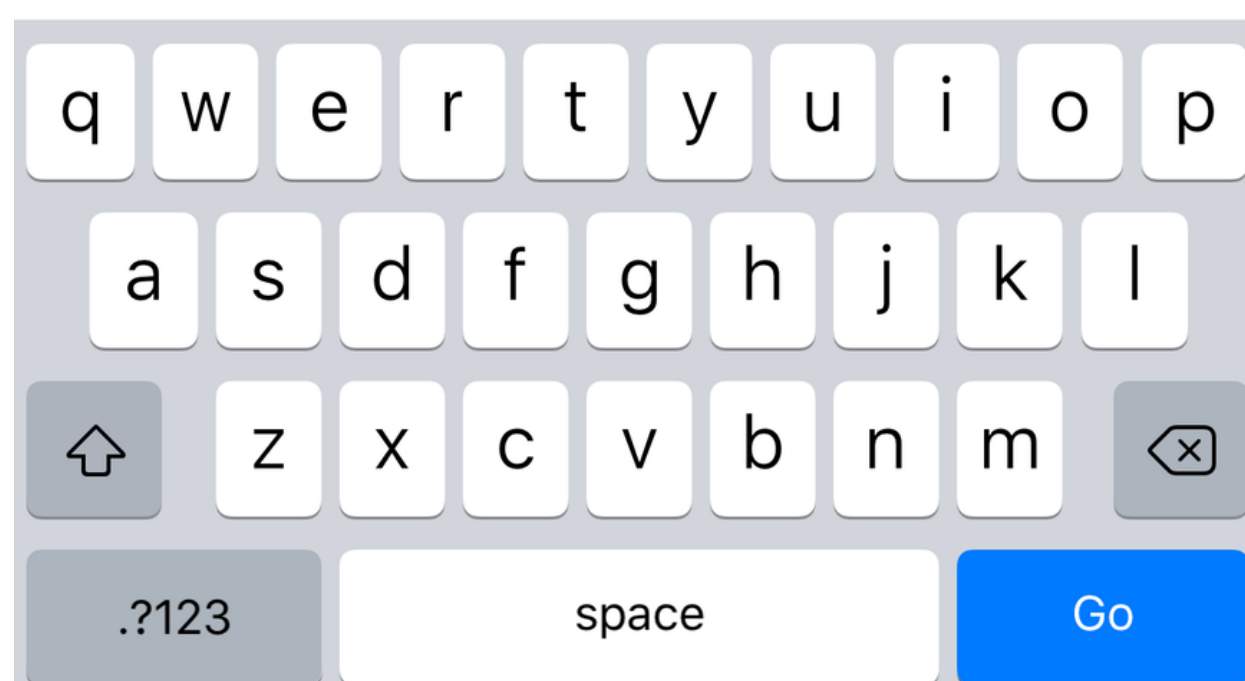
email: [sallybrown@ols.edu](mailto:sallybrown@ols.edu)

password: ols

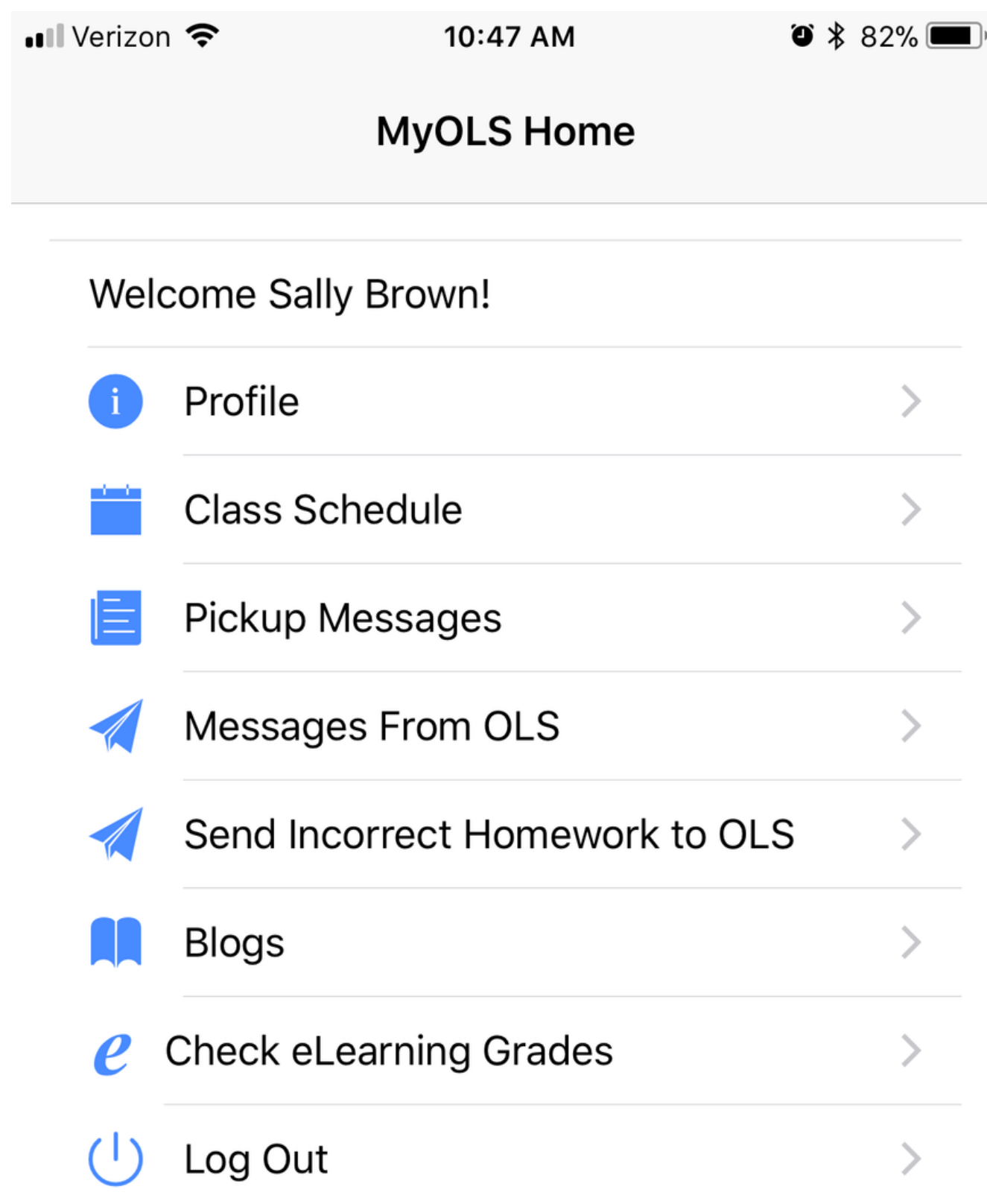


**Optimus Learning School**

Sign In



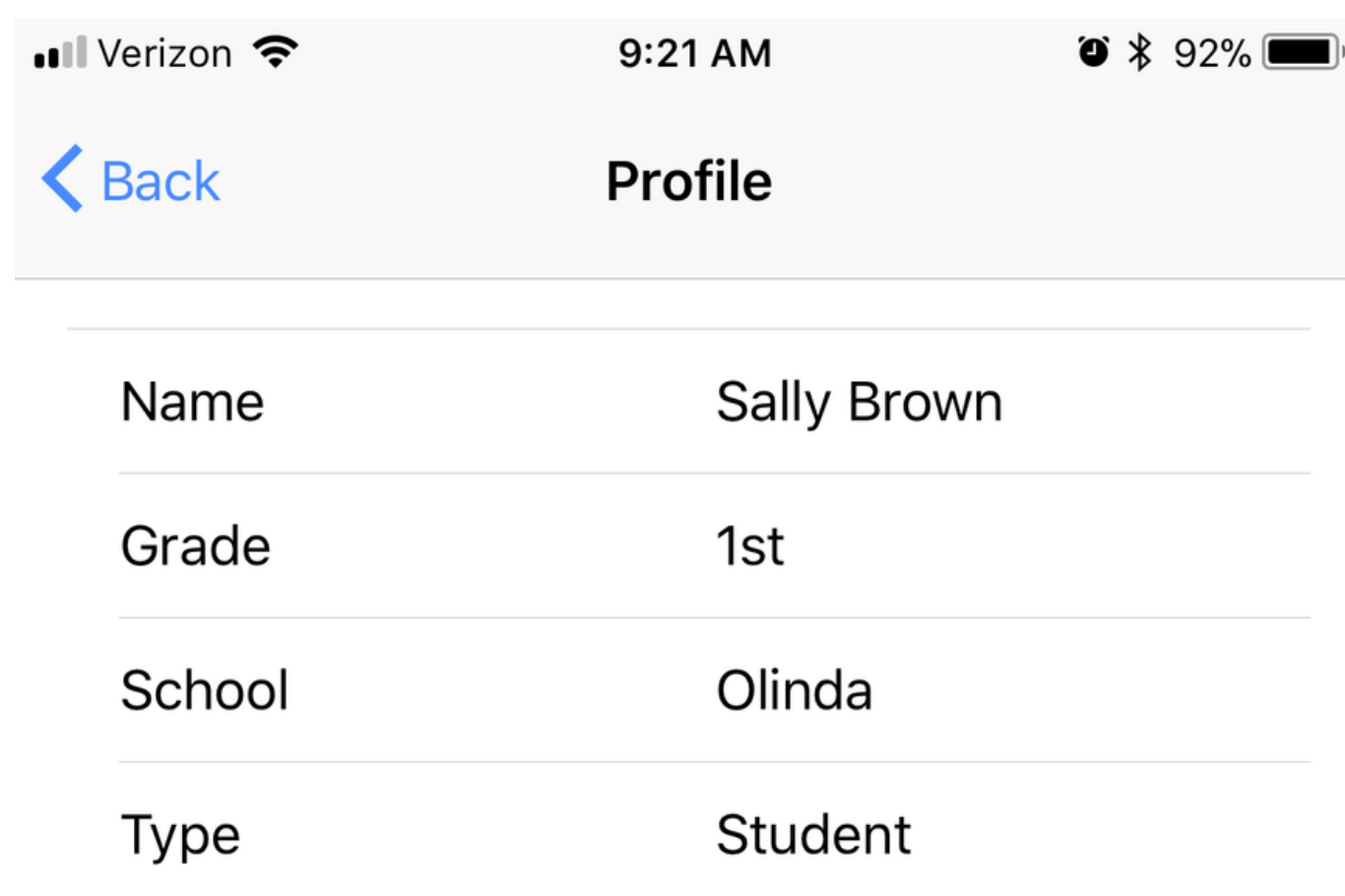
3. After logging in, you will be directed to the "MyOLS Home" page.



# Navigating the Menu

## 1. Select "Profile"

This option allows you to view your student's information.



## 2. Select "Back" to return to "MyOLS Home."

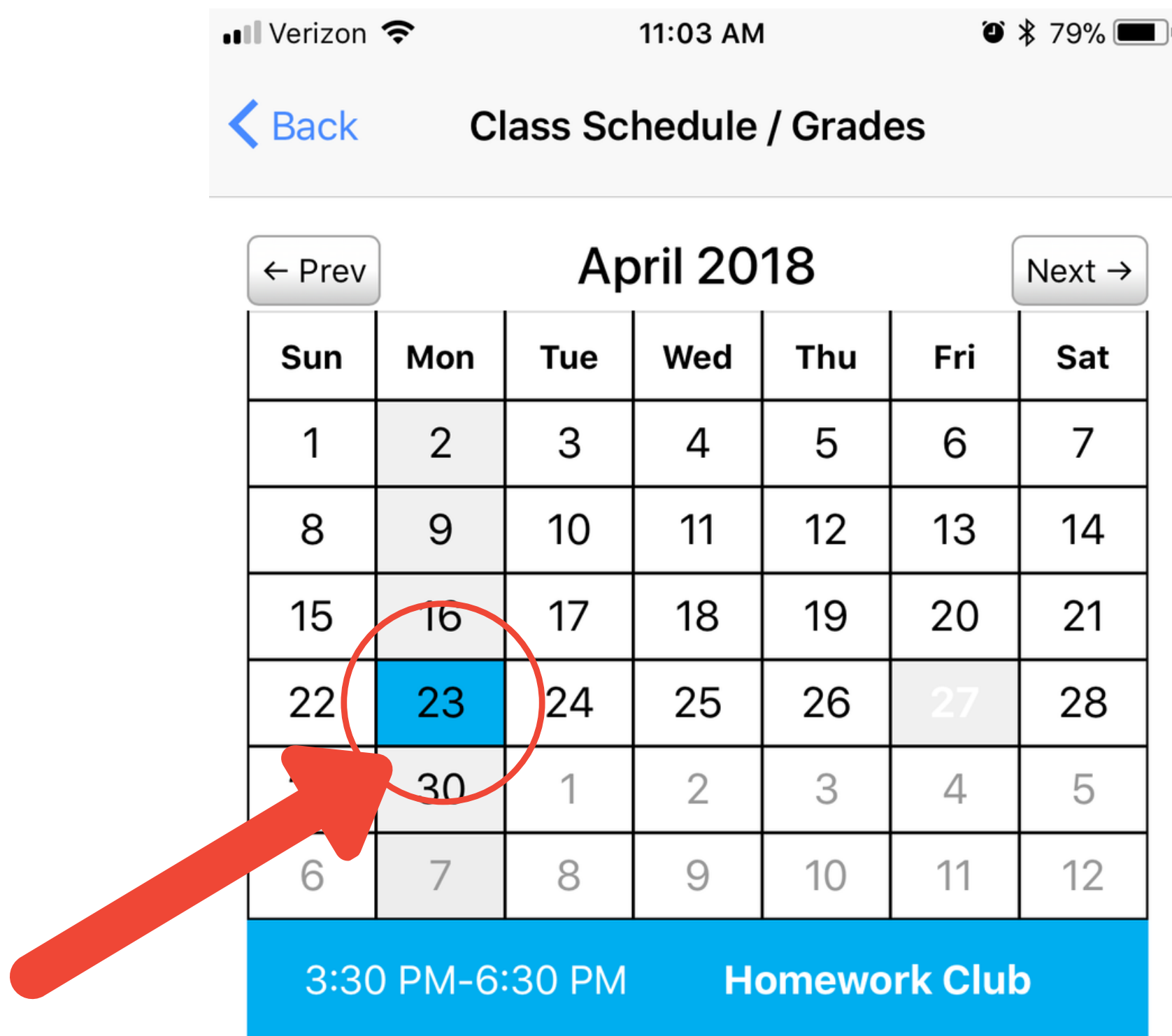
3. Select "Class Schedule."

Here you will see a monthly calendar.

4. Select the date you would like to view.

For the purpose of this manual, we have selected April "23."

The date that you select will turn blue indicating that it has been selected.

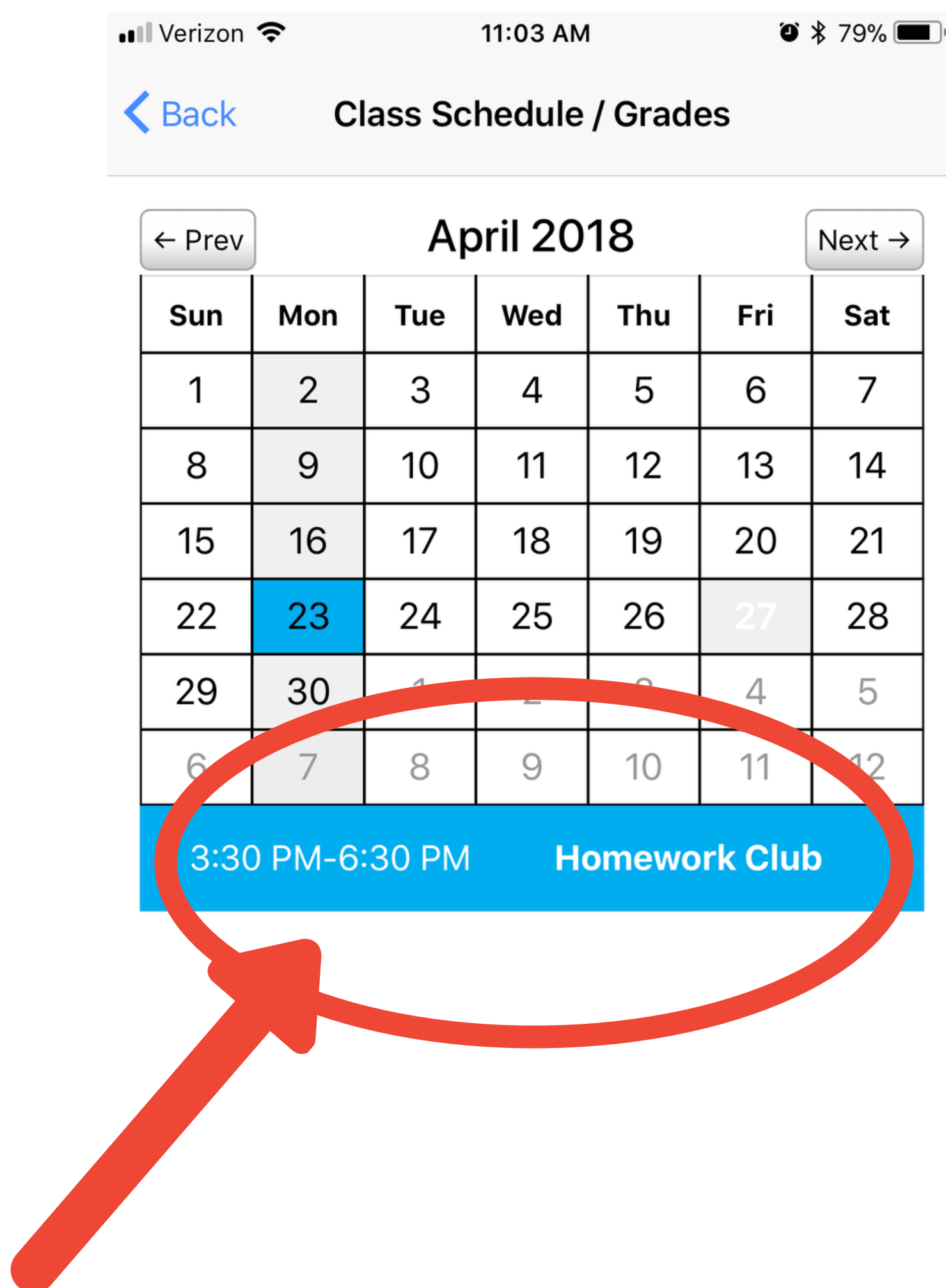


4/23/2018 (Monday)

5. Below the calendar, there will be a list of classes. Select the class you would like to see.

Here, we have selected:

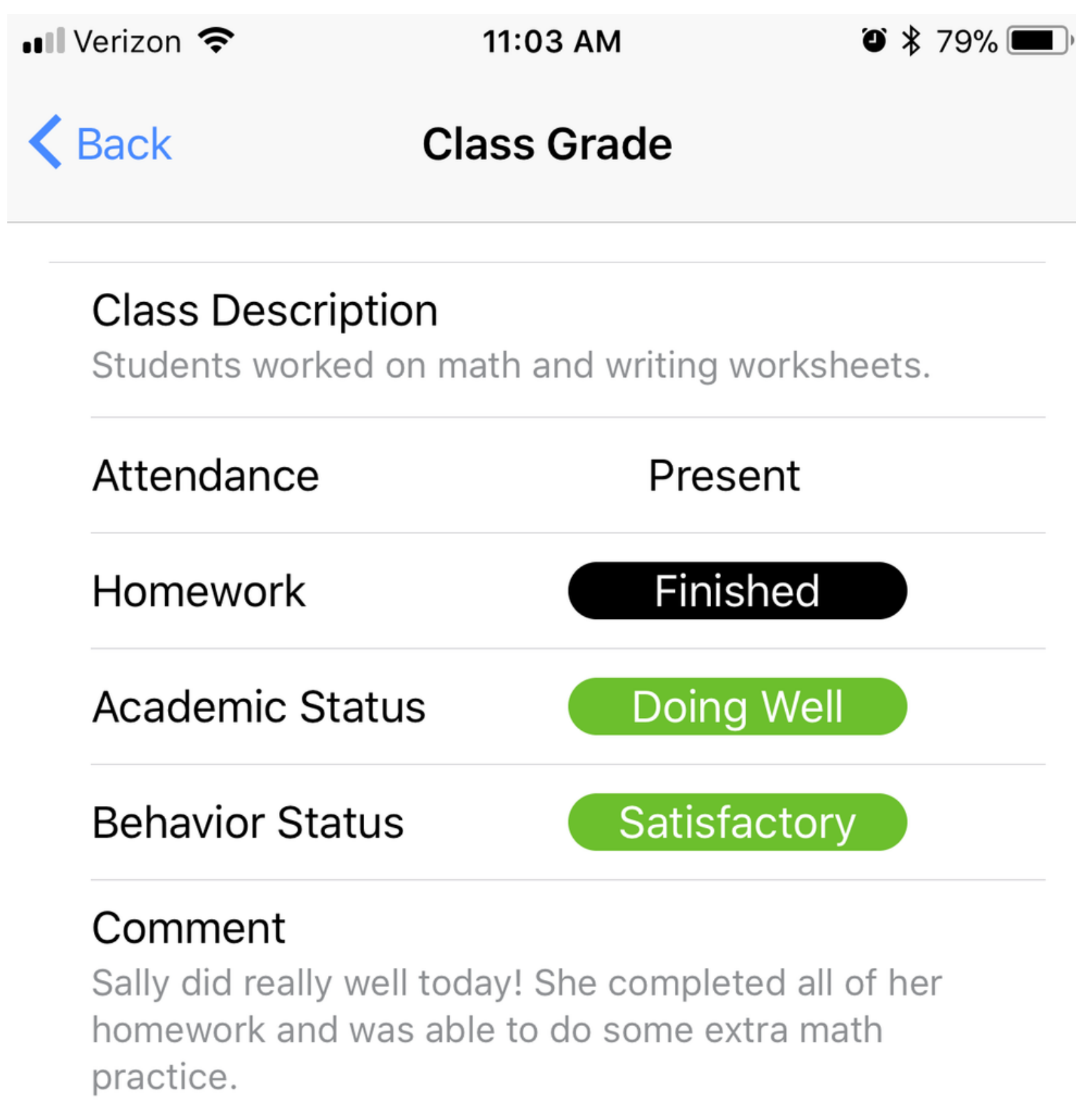
"3:30 PM-6:30PM Homework Club"



4/23/2018 (Monday)

6. Now you will be directed to "Class Grades."

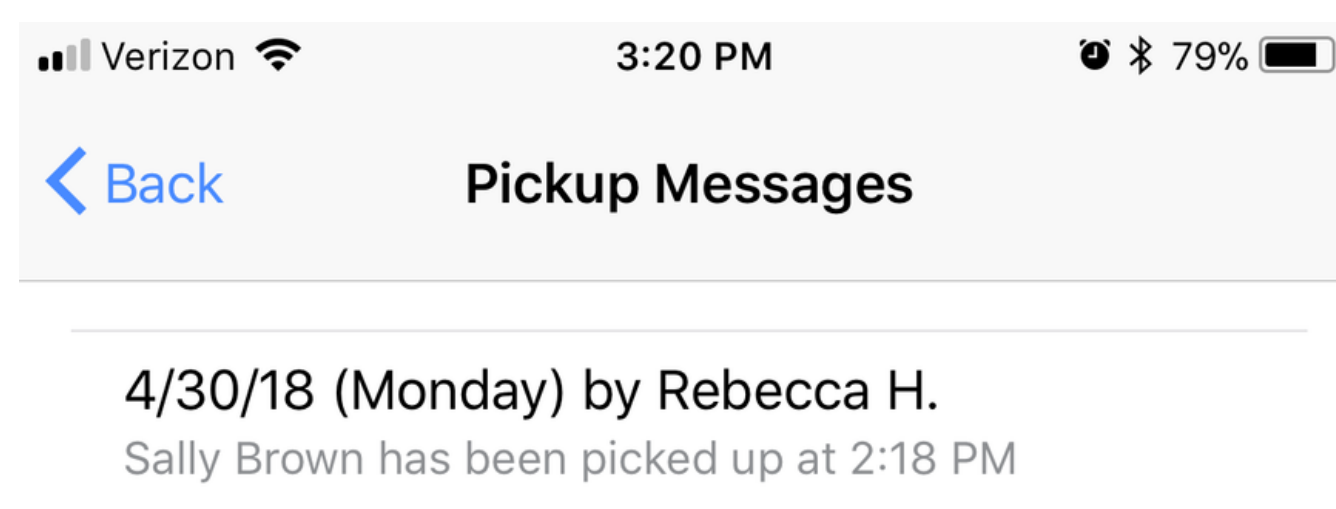
This page will inform you about your students:  
class, attendance, homework, academic  
status, behavior status and additional  
comments provided by the teacher.



7. Select "Back" to be redirected to "MyOLS Home."

## 8. Select "Pickup Messages."

Here you will receive notifications on the date and time and by whom your student has been picked up.



## 9. Select "Back" to be redirected to "MyOLS Home"

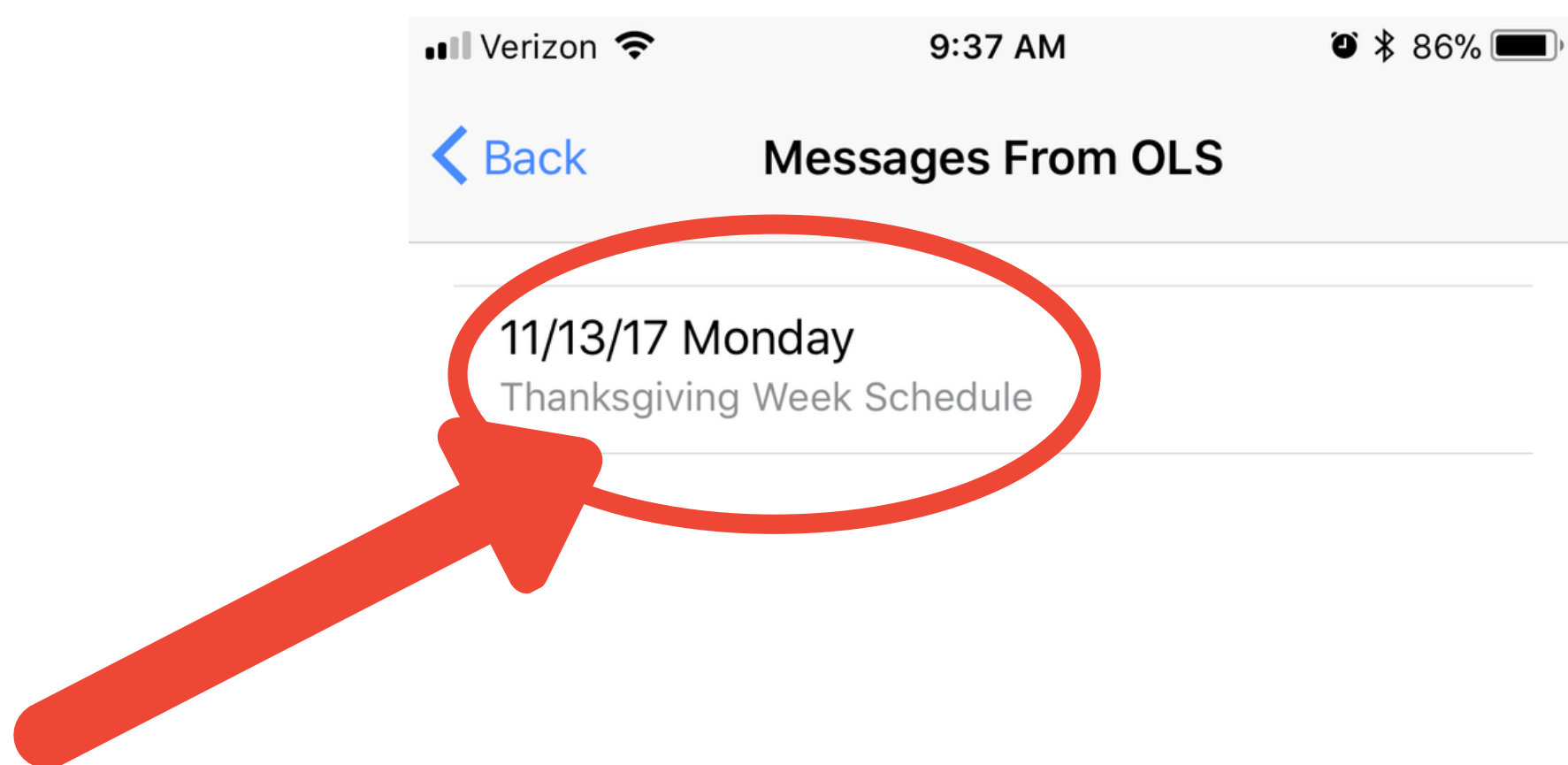
10. Select "Messages From OLS."

This will direct you to the "Messages From OLS" page. Here you can view any messages sent from Optimus.

11. From the "Messages From OLS" Page, you will see some messages displayed with a brief preview. Directly select the message that you would like to view.

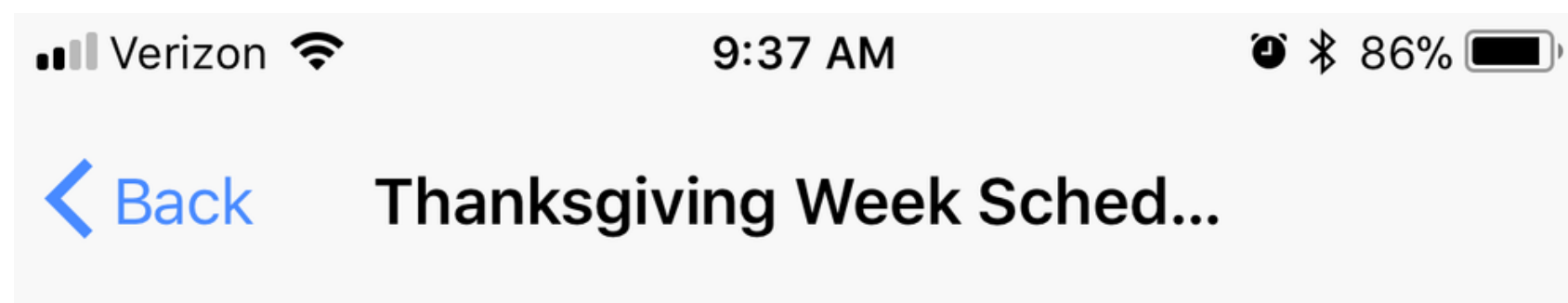
Below, we have selected:

"11/13/17 Monday - Thanksgiving Week Schedule"

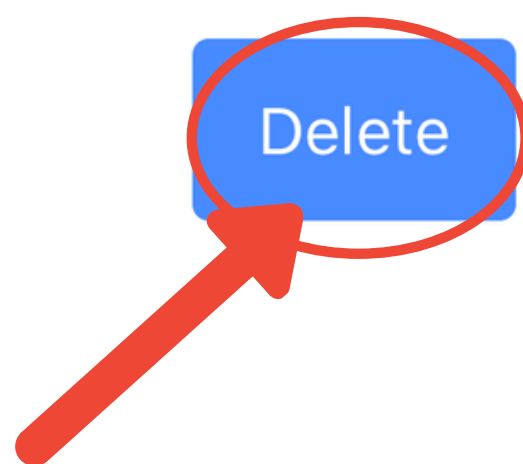




12. After selecting the message you want to view, you will be directed a page where you may view the entire message.



Dear Parents: We will be open on Monday, Tuesday, and Wednesday (11/20, 11/21, 11/22) at 8 am in the morning. We will be closed on Thursday and Friday (11/23, 11/24).

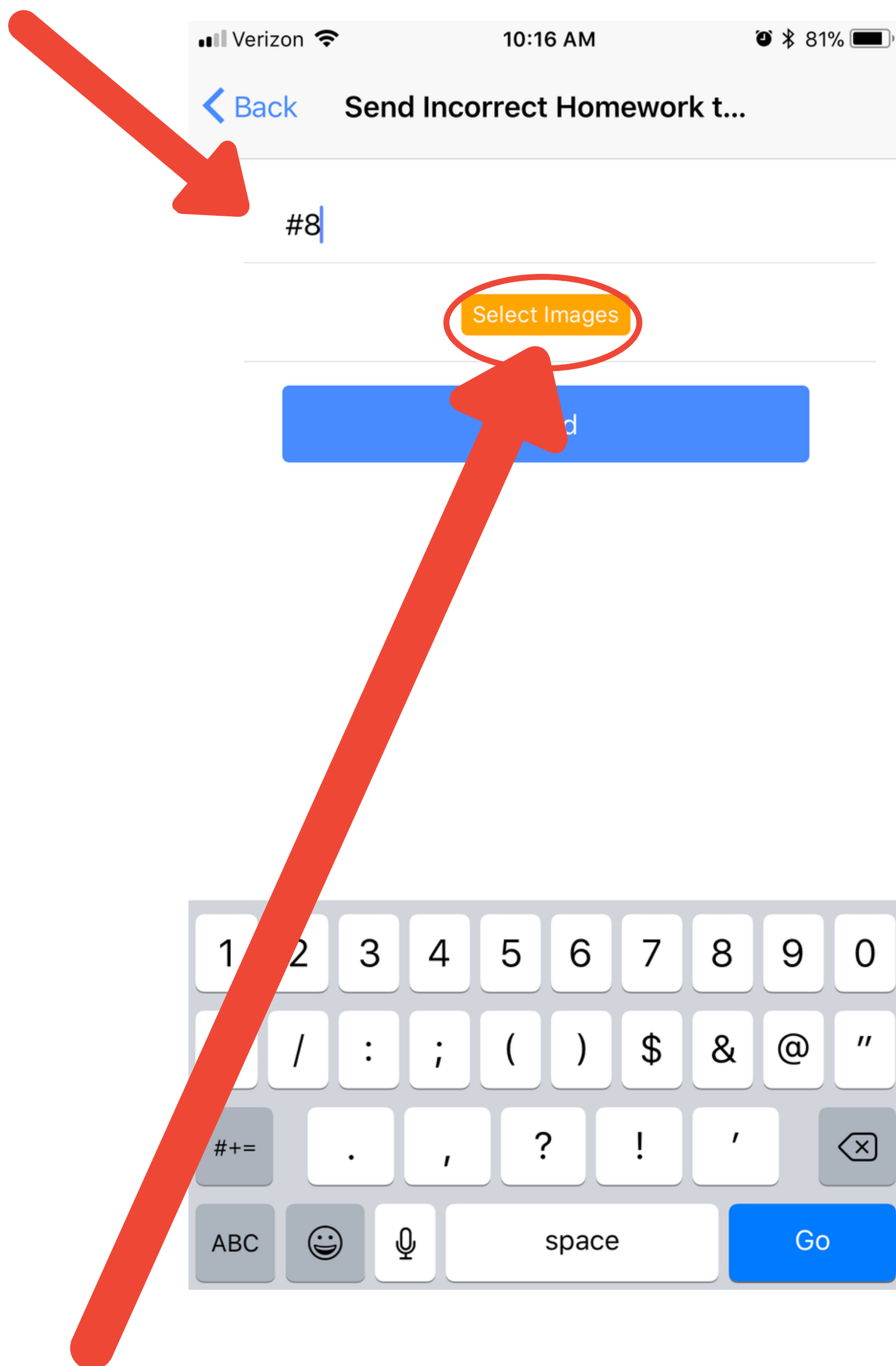


13. After viewing the message, you may select "Delete" to remove the notification from the MyOLS App.

14. Select "Back" to be redirected to "MyOLS Home."

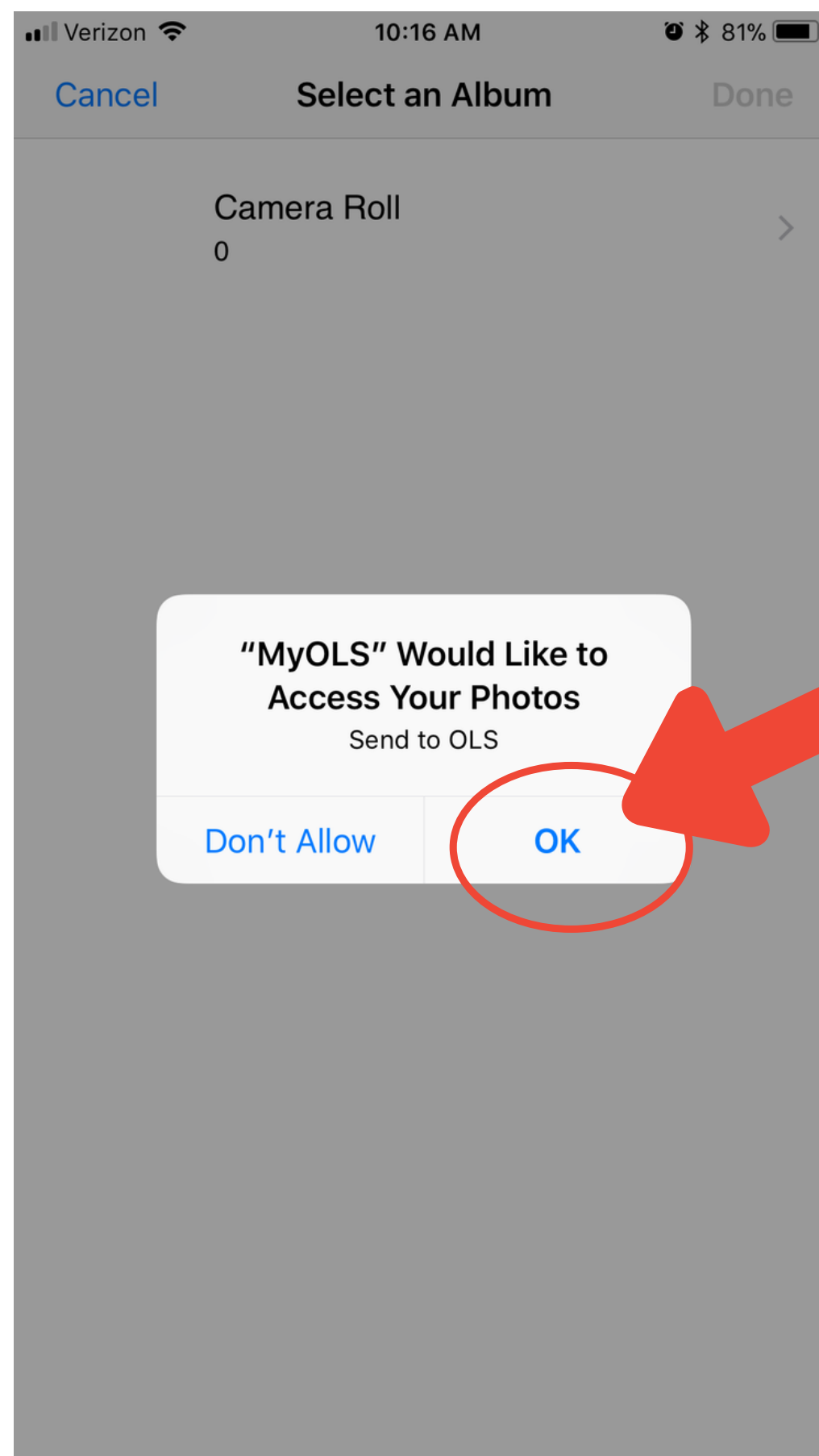
15. Select "Send Incorrect Homework to OLS" this will direct you to the "Send Incorrect Homework" Page. Here you will be able to take a picture of homework assignments that are incorrect, directly to Optimus.

16. Select "Message" and write the number of the incorrect problem.



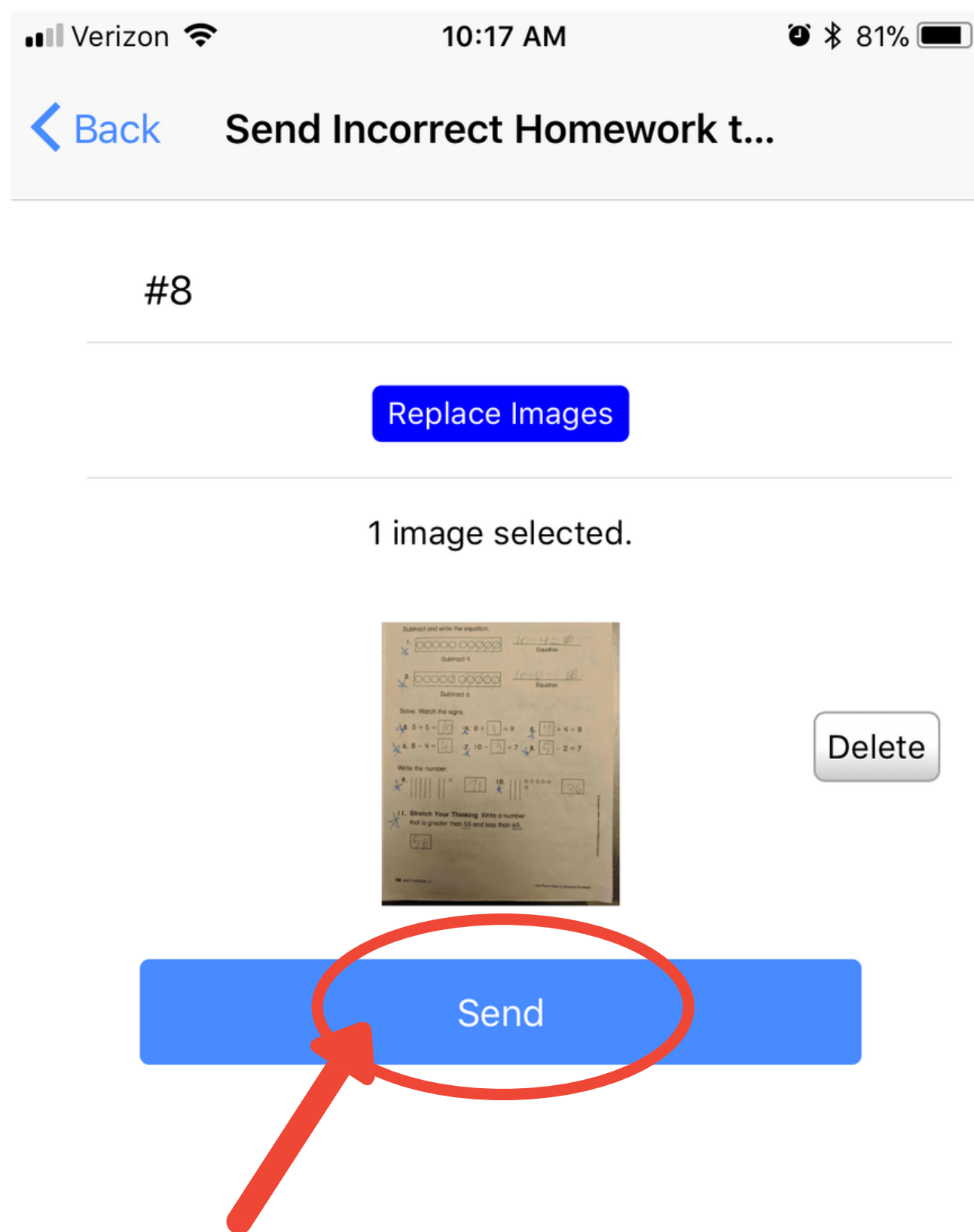
17. Select "Select Images."

18. You will then be asked to allow the MyOLS access to your photos, select "OK."



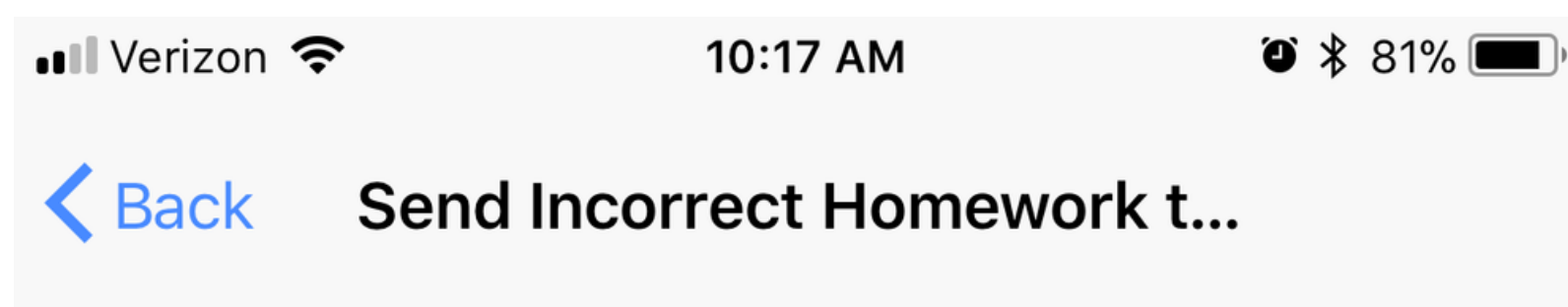
19. From your photos, please select the image of the incorrect homework.

20. Now the image you have selected will be displayed on the "Send Incorrect Homework" Page.



21. Select "Send"

22. You will then receive a message confirming that your image was sent.

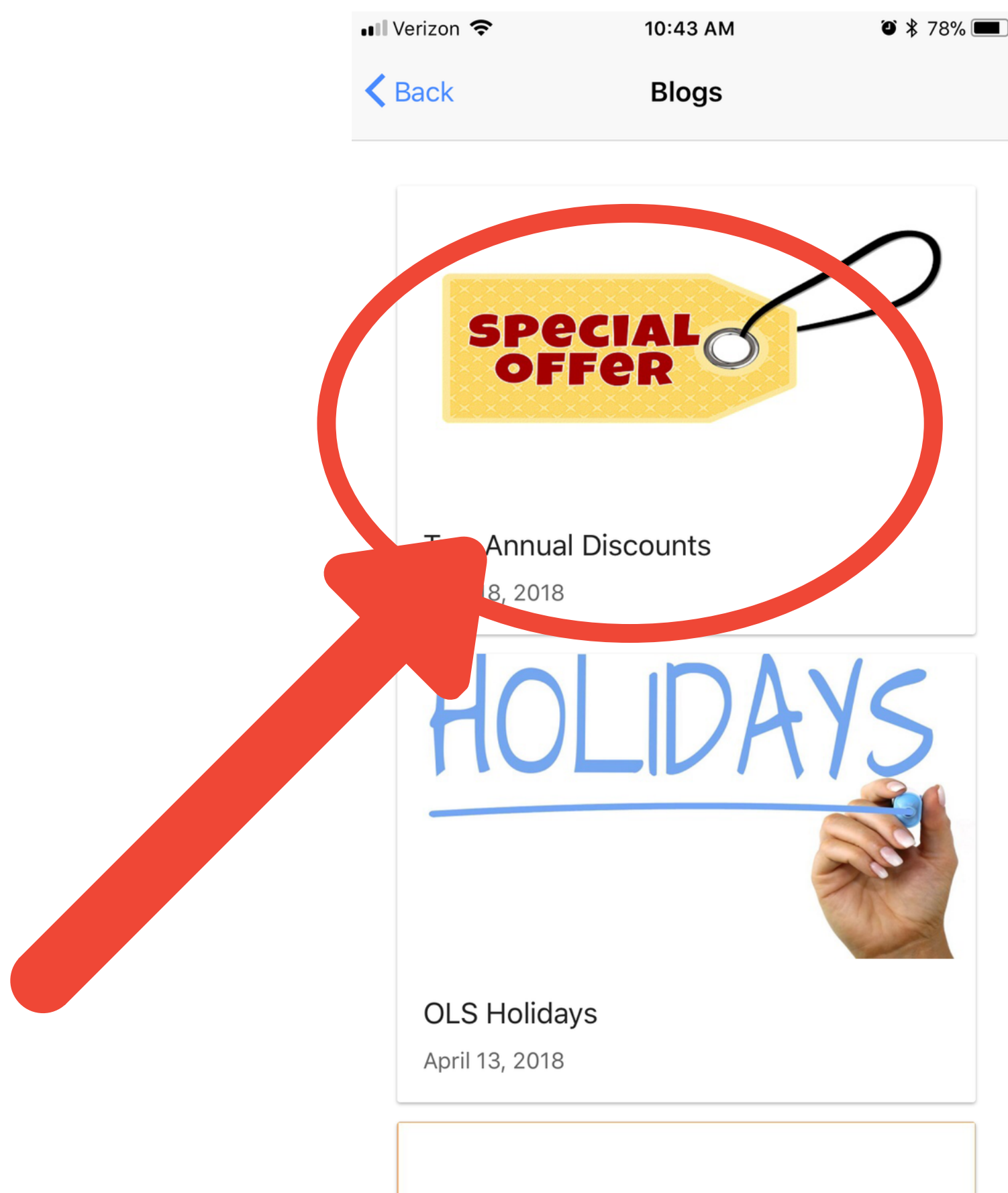


Thank you so much for sending incorrect homework. We will make sure that it won't happen again!

23. Select "Back" to be redirected to "MyOLS Home."

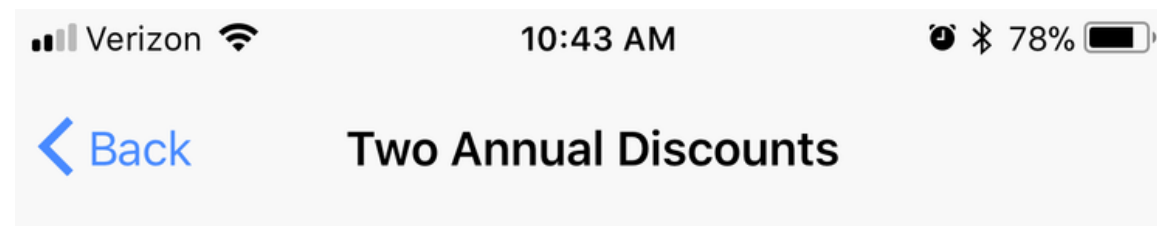
24. Select "Blogs"

You will then be redirected to the "Blogs" page. This is where you can find up to date information on what is happening at Optimus.



25. Select the blog that you would like to read. Here we selected "Special Offer."

26. Now you will be redirected to a page where you can read the blog in its entirety.



We are happy to inform you that we have two annual discounts here at Optimus Learning School! We value our customers and we want to show you how much we appreciate you.

The first discount is our **Summer Early Bird** discount. If you register your children for our 10 week summer program before March 31st, you will receive a 10% discount! You might be wondering, "What if I can't pay for all ten weeks by March 31st? Can I still get the discount?" The answer is YES. We will give you a **10% discount on whatever amount you pay for by March 31st**. The summer schedule I cost per week is \$150. If you pay for five weeks by the deadline, you will be charged \$675 (the standard fee would be \$750). However, when you pay for the rest of the summer, you will have to pay the remaining balance in full. So for the other five weeks, the cost would remain at \$750. In total for the summer you would pay \$1,425 instead of the standard amount of \$1,500. If you are able to pay the full amount by March 31st, you will only pay \$1,350 for the whole summer. We hope you take advantage of this opportunity - not only to save you

27. When you are done reading select "Back" to return to "MyOLS Homepage."

28. Select "Check eLearning Grades"  
Here you will be able to view what books your student has been reading and see their eLearning scores.

The screenshot shows the 'eLearning Grades' screen on a mobile device. At the top, there is a status bar with 'Verizon', '10:43 AM', and '78%' battery. Below the status bar is a navigation bar with a blue 'Back' button and the title 'eLearning Grades'. The main content area has a header for 'April 2018' with 'Prev' and 'Next' buttons. There are two tables of scores:

Are You My Mother?			
Type	Attempt	Score	Date
Multiple	1	9/10 (90%)	04/23/18 (Mon)
Vocab	1	7/10 (70%)	04/23/18 (Mon)

Arthur's Birthday			
Type	Attempt	Score	Date
Multiple	1	10/10 (100%)	04/23/18 (Mon)
Vocab	1	9/10 (90%)	04/23/18 (Mon)

29. Select "Back" to return to "MyOLS Home."

30. Select "Log Out" now you have successfully logged out of the My OLS App.