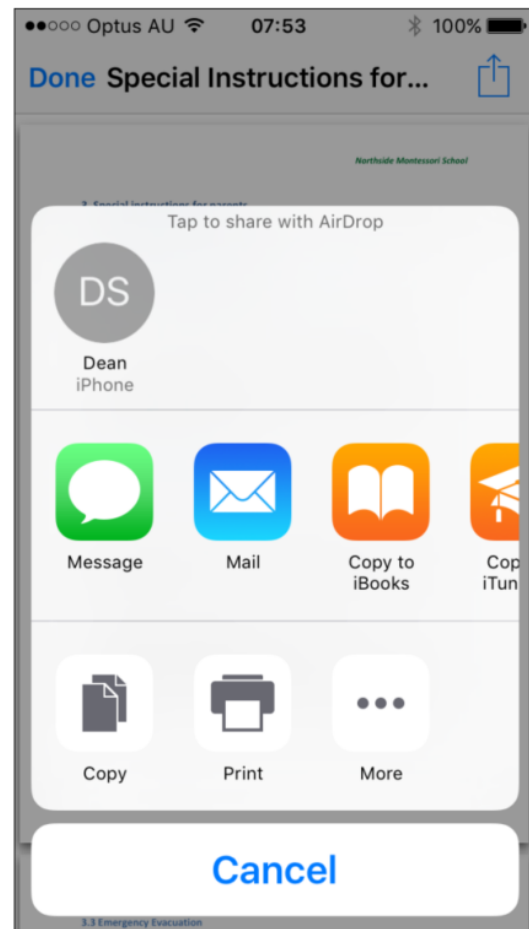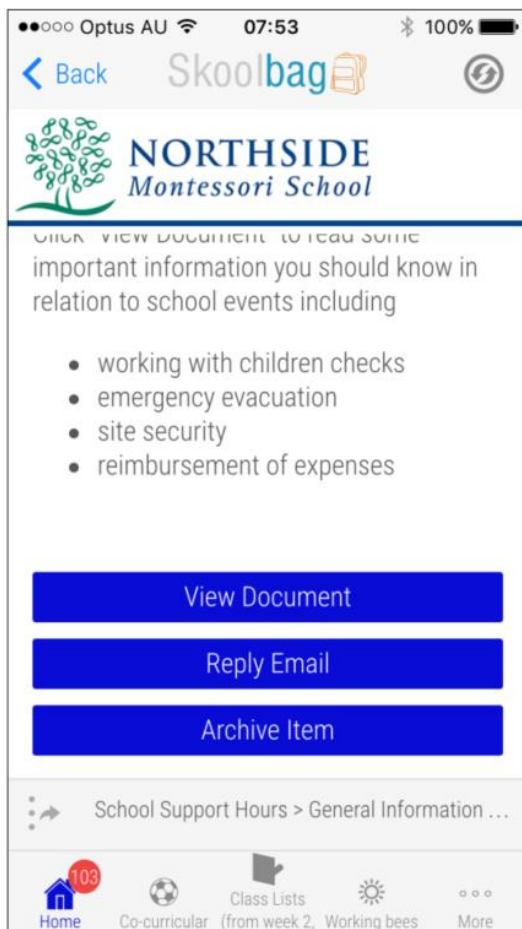# PRINTING FROM YOUR SKOOLBAG APP

From time to time, you may wish to download or print documents (pdfs usually) from the School App. For example, a printout of your child's class list for the fridge at home.   You have three main options for printing from the school App.

1. Emailing the document to yourself and printing
2. Printing directly from your phone to your printer
3. Printing from the App web widget

OPTION 1: Emailing the document to yourself and printing from your PC

From within the app, open the document you want to print and email it to yourself by clicking on the 'send to' box in the top right hand corner of the app screen and selecting Mail. Go to your inbox, open the email and the attachment and print.
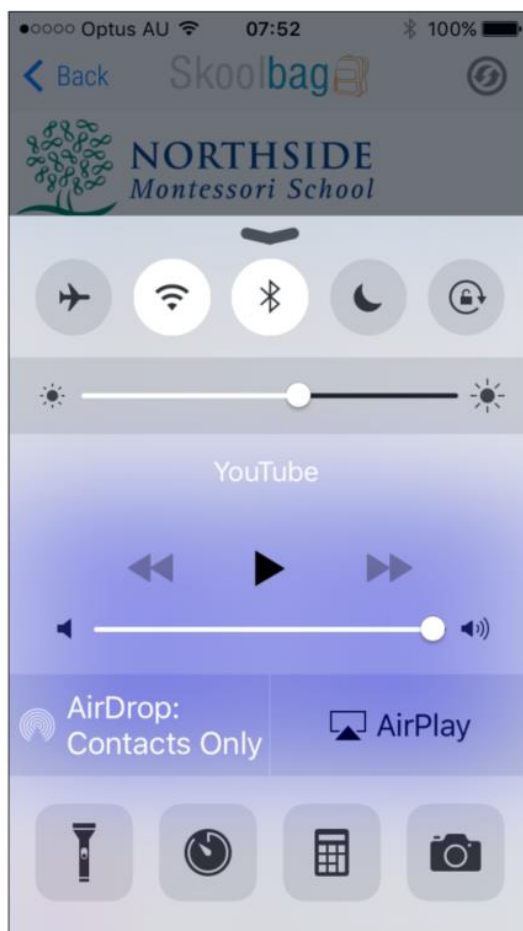
OPTION 2: Printing directly from your phone

Your phone will need to be able to 'see' your home or work printer and to do this you may need to enable the following:

1. Ensure Bluetooth is ON on your mobile. The easiest way to do this is swipe up from the bottom of your screen and select the Bluetooth icon
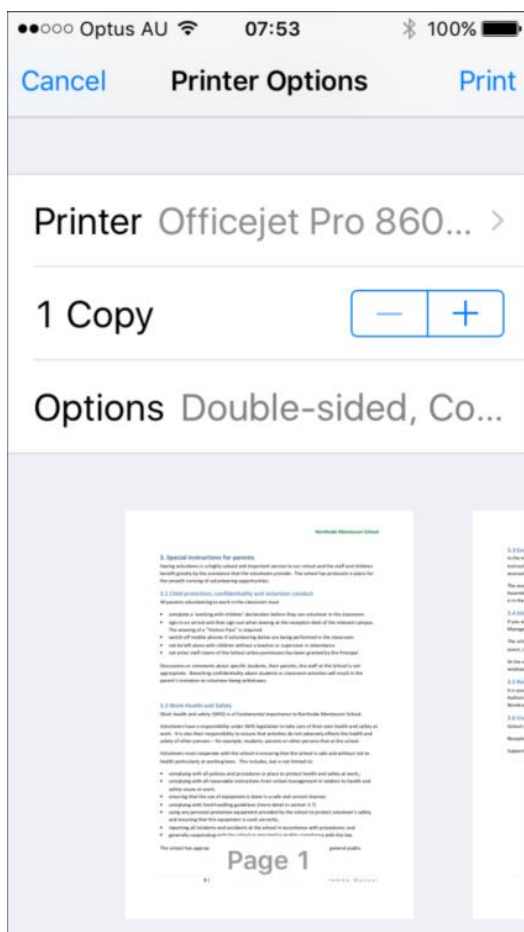

2. The Bluetooth icon is found in the middle of the top row of icons on the iphone.

3. Ensure the printer you wish to print from is connected to the same network as the wireless network your phone connects to. This may only be possible with your home network (and not your work network for instance)

4. Select the form you wish to print e.g. go to School Support hours → general info → participation form → view document

5. Complete the steps for Option 1 but instead of selecting Mail, select Print.

6. Your phone should detect your printer – select the printer and print.

OPTION 3: Printing from the Skoolbag App website

This section still to be completed and browsers remembering passwords is still an issue for all three options below and all types of browsers. This is something Tim may be able to help us with.

3a. From the web widget – currently on the School Portal

http://www.northsidemontessori.nsw.edu.au/mod/resource/view.php?id=873

3b. From the website that comes with the App – a little customisable

http://www.skoolbag.com.au/web/index.php

3c. From the web version of the widget

https://skoolbag.com.au/webplugin/?schoolid=19732