Welcome to School Manager Online

In order to organize everyday school life and simplify communication between teachers, parents, administration and school management, our school uses the online portal School Manager Online.

The portal offers you the following options:

Insight into the school calendar
In the calendar you will find school events that affect your child. You can also subscribe to these dates in your calendar on your computer, smartphone or tablet.

Sending a digital sick note
Report your child sick online with just a few clicks, eliminating the need to call the school. A written excuse must still be submitted to the class teacher within three days.

Sending and receiving messages
Receive messages and contact the secretary's office or your child's teachers via an internal school messenger.

Receive digital letters to parents
Receive letters to parents and surveys by email or app. The content of a parent letter can also be translated into almost 20 languages.

Applying for a leave of absence
For important reasons (e.g. due to a doctor's appointment), you can apply for a leave of absence from school for your child.

Access to documents
Read school documents online, download files or print them out if required.

Registration for parent-teacher conferences
Book an appointment with your child's class teacher as part of the parent-teacher meetings.

Overview of class tests
Call up the dates of the announced performance assessments.

Overview of rework deadlines
Keep an eye on your child's rework deadlines (e.g. deadlines for rewriting a school assignment)

Insight into grades
Stay informed about your child's performance by looking at individual grades and final grades in the respective subjects.

Registration for consultation hours
Book appointments for teacher consultation hours. You can book an appointment directly with teachers who offer fixed weekly consultation hours. You can request an appointment with all other teachers.

Making payments by bank transfer
You can now transfer payments for school trips, annual reports etc. to the school. You will receive the invoices for this via the School Manager. You can then copy the amount, bank details and purpose of payment into your bank's online banking mask or make the payment conveniently by scanning a QR code in your banking app.

Paying in credit
Transfer an advance for costs that arise during the school year. Costs incurred in the course of the school year (e.g. for school trips, the annual report, etc.) can then be deducted from this balance.

Using School Manager Online in the browser

To log in to School Manager for the first time, follow the instructions you received from the school. You can find the login area, both for the first time and for each subsequent login to School Manager, via the following link: https://login.schulmanager-online.de.

School Manager Online as an app on your smartphone or tablet Download

To access the School Manager as quickly as possible, you can install it as an app on your iPhone, Android smartphone or tablet. To do this, search for the app
"School Manager Online" app. This is available in both the App Store (iOS) and the Google Play Store

Registration for several children (via the browser)

If you have several children at the same school:

In diesem Fall können Sie alle Kinder über den gleichen Account verwalten. Dazu geben Sie einfach beim Anmeldeprozess für Ihr erstes Kind im Schulmanager an, dass Sie ein weiteres Kind an der Schule haben. Anschließend können Sie auch dieses Kind (per Eingabe des Anmeldecodes) in Ihren Account mit aufnehmen.

If you have already created a parent account for a child and now want to add another child to your existing account, follow these steps:

Please note: You can only manage children who are at the same school in one account. If you have children at several schools, please refer to the following section.

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1. you enter a different e-mail address than the one you used for the first school.
You can then use the e-mail address to decide which school you want to log in to.
2. you log in twice with the same e-mail address.

Again, there are two possibilities:

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a) You use two different passwords. You can then use the password to decide which school you want to log in to.

b) You use the same password twice. Then you can choose which school you want to log in to when you log in.

Option of "multilogin" in the app

If you have accounts at several schools, you can log in to the app with all accounts at the same time (this is not possible via the browser).

To do this, first log in to one of the accounts. Then click on "My account" in the menu on your smartphone or on the top right of your tablet on the header symbol and then on "My account". Under "Other schools" you can now add additional accounts from other schools. To do this, go to "+ Add more schools" and select the school. Now log in with the other account as usual and you will then be logged in with both accounts at the same time.

In the app, you can now use the navigation to switch between the accounts by clicking on the header icon at the top right of the tablet.

You will receive push notifications for all accounts with which you are logged in. Clicking on a notification will automatically take you to the corresponding account.

The start page in the School Manager

You can access all the School Manager functions via the main menu "Modules" in the top left-hand corner.
The tiles show current information. They take you quickly to the most important functions.
At the top right you will find notifications and can manage your user account.

Read letters to parents

You will receive new letters to parents by e-mail. Please click on the link at the end of the e-mail ("Click here to read the parents' letter") to confirm that you have received the information.
Secondly, new letters to parents will also be displayed on the start page of the School Manager.
After opening the parents' letter, you can have it translated into different languages and answer attached surveys.
You can call up letters to parents that you have already read at any time via the "Letters to parents" menu item and download attachments again, for example.
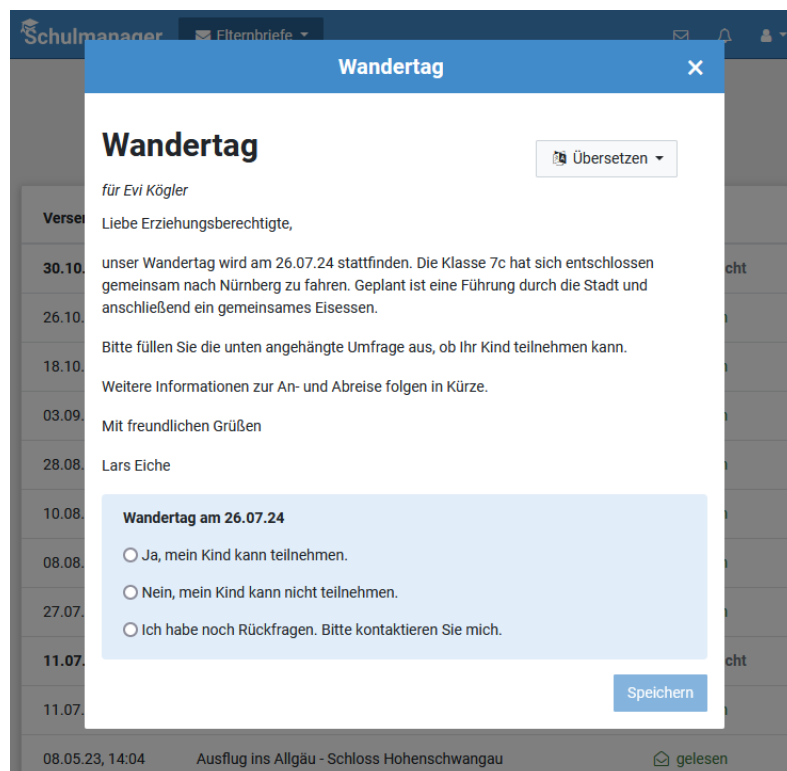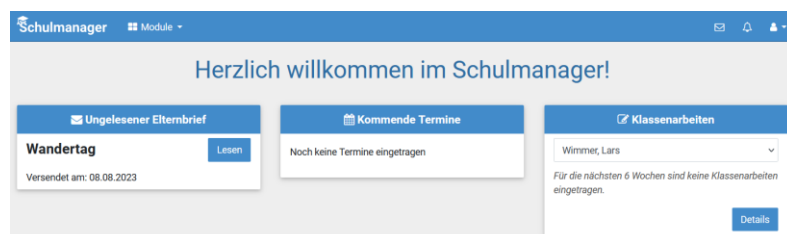
Report your child sick

You can report your child sick via the "Report sick" button on the start page of the School Manager in the "Report sick" module.
You can report your child sick in the first section. Enter the expected period and submit the sick note by clicking on the button. You do not have to give your child a written excuse.
In the next step, please print out the excuse form, sign it and give it to your child when he or she is well again.
As soon as you have submitted a sick note for the first time, you will see a list of past sick notes in the second section.
If necessary, you can print out the written excuse form again.

Applying for a leave of absence

Via a tile on the start page or the menu item
"Leave of absence" you can apply for leave of absence for your child. You can submit a request for leave of absence in the "Request for leave of absence" tile. To do this, enter the period and a reason and click on "Submit request". Then print out the written application, sign it and hand it in to the secretary's office.
As soon as you have applied for a leave of absence for the first time, you can view the status of your application via the "Past applications" tile.

Sending messages

You can receive internal school messages via the "Messages" module. If you would like to send messages to teachers or the school secretariat, for example, navigate to the "Messages" area in the module overview.

There you can write a message to a selected recipient and, if necessary, add attachments before sending. Messages received and already sent are displayed in an overview on the left.

There you can also use the cogwheel icon to set whether you want to receive notifications if unread messages have been in your account for more than a few hours.
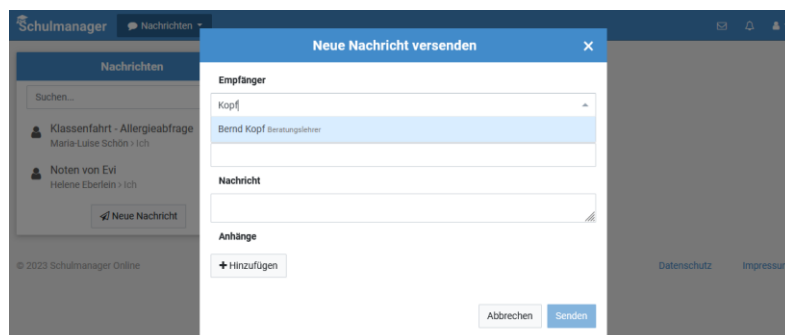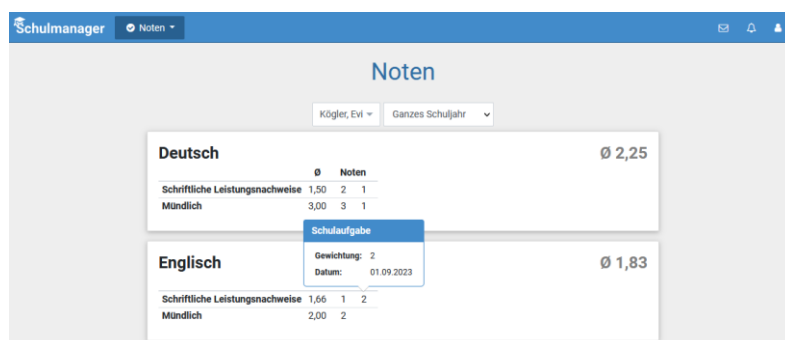
View grades

In the "Grades" module, you can view your child's individual grades and final grades.

If individual grades are visible: The average grade for the subject is also displayed.

You can obtain more detailed information on individual grades by hovering over them.

Book an appointment for a consultation

Via the menu item "Consultation hours" you can book an appointment with a teacher. After clicking on the "Book appointment" button, select one of the available appointments or submit a request for a consultation appointment. Please state the reason for your appointment request so that the teacher can prepare.
You can see appointments that have already been booked in the overview. You can also cancel these appointments by clicking on the "Delete appointment" button.
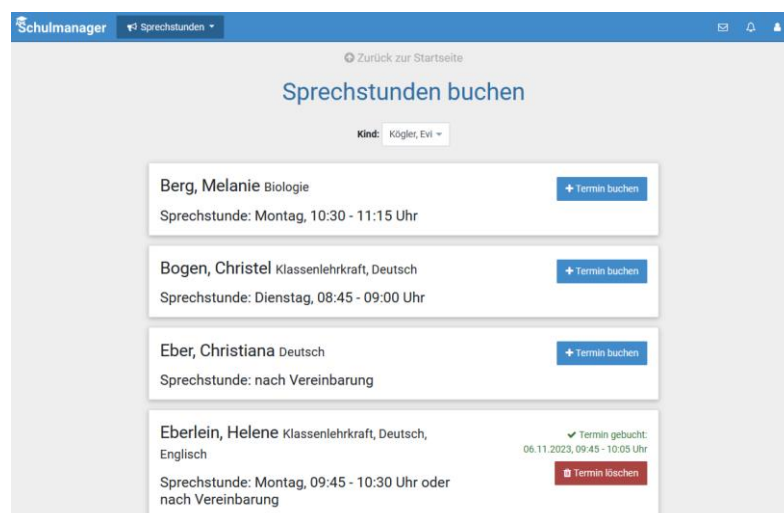
Subscribe to the calendar

You can view your child's school appointments in the calendar module and also subscribe to the School Manager calendar free of charge via your smartphone, tablet or a calendar program such as Microsoft Outlook™.
This allows you to automatically see your child's current appointments in your usual calendar at any time.
You can find the subscription address and further information under "Subscribe to calendar" (see button at the bottom left). You can find support with your individual calendar app in the respective help section of your app or operating system.