

Software and Applications

How to install the most requested software yourself.

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Adobe Acrobat Sign

(click on the chapter to fast jump to it)

How to:

Sign in to use Acrobat Sign: Acrobat Sign is a web-based application.

Configure your user account: verify and edit your profile information; choose a default signature and style; set up your events and/or notifications.

Prepare and send a document for signature: select a document, add fields for signatures, names, date, etc., and send it.

Supported files that can be edited, sent, and signed - DOC, DOCX, RTF, XLS, XLSX, PPT, PPTX, TXT, CSV, HTML, HTM, TIFF, TIF, BMP, GIF, JPG, JPEG, and PNG. Adobe Sign can also read and use your Google docs.

Complete and Sign a document using Fill and Sign: use Adobe Sign to fill in a document and sign it.

Manage and track documents sent for signature: find a document, view their status, and print or export as PDFs. Send a reminder, or cancel the transaction.

Sign an agreement: how to sign a document received over email. No additional software is required.

Sign in to use Acrobat Sign

- Please open <https://secure.echosign.com/public/login> to sign in.
 - Use your ISB email; click on the password field and wait a few seconds for Adobe to recognize the account. When asked what type of account it is, please select **Company or School Account**.
 - If not automatically logged in, use your ISB email password to sign in.

Configure your user account:

- In the video below, you can learn how to verify and edit your profile (**important**), choose a default signature and style, and set up your events and email notifications. Note: most alerts are unavailable in our environment because Adobe cannot check when or if

somebody opened an agreement.

Prepare and send a document for signature:

- Select a document, then add fields for signatures, names, date, etc., and send it for signage.
 - Supported files: DOC, DOCX, RTF, XLS, XLSX, PPT, PPTX, TXT, CSV, HTML, HTM, TIFF, TIF, BMP, GIF, JPG, JPEG, and PNG.
 - Adobe Sign can also read your Google docs. When first accessing it, please allow the pop-up to open, reload the page, and give Adobe permission to read your Google Drive. It will read the selected document, transform it into a PDF and send it.
- Password protect the document if needed
- Some of the options presented here are not available because Adobe doesn't have control over our environment.
- A quick look at what the signer will receive

Complete and Sign a document using Fill and Sign:

- Use Adobe Sign to fill in a document and sign it

Manage and track documents sent for signature:

- Select the Manage tab and find the document you want to manage by using the search field or the Status panel on the left. You can view documents and their status and print or export them as PDFs. For the ones In Progress, you can also send a reminder or cancel the transaction.

Sign an agreement:

- How to sign a document received over email.

<https://www.youtube.com/embed/xVf7bdbq36M>

- No additional software is required to sign documents, but Adobe will try to convince you (see underneath) to log in or create an account with them at the end. Please ignore this and close the page; no other actions are needed.

10:58



Adobe Acrobat Sign



You're all set

You finished signing "tickets".

We will email the final agreement to all parties.
You can also [download a copy](#) of what you just signed.

Don't have an Adobe account?

- ✓ Access future agreements anywhere on the web
- ✓ Fill, sign, share, or comment on any PDF
- ✓ Send 2 free agreements for e-signature on a monthly basis

Create account

AA

eu1.documents.adobe.com



How to install Adobe software

How to install the newest version of Photoshop, Illustrator, Premiere, Acrobat, Lightroom, etc. on your computer.

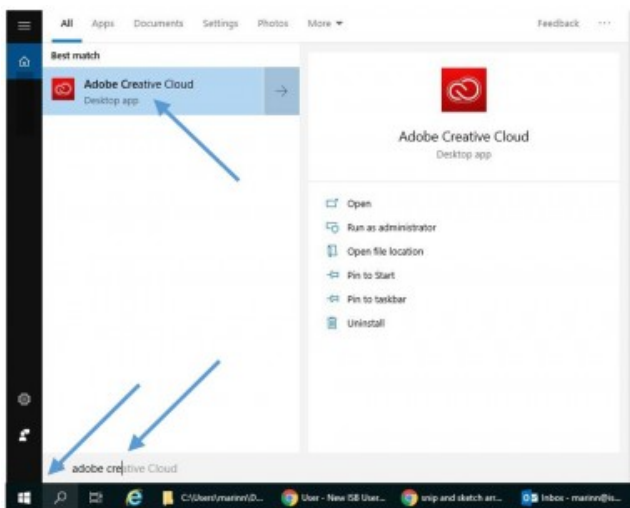
(First, please check with the IT office to make sure that your ISB Adobe account is active and merged with your email account.)

Windows version.

Press the **Start** button and write Adobe Creative in the search field. Open the **Adobe Creative Cloud** app.

Mac version.

Press the **Spotlight** button and write Creative Cloud in the search field. Open the **Creative Cloud** app.



In the window that pops up Sign in using your email and click on **Continue**. If it asks you to choose an account chose the **Company or School Account** one. If not, please insert the **password** that you use to log in to your email and click on Sign In.

Email address
testcedric@isb.be

Continue

Or

Continue with Google

Continue with Facebook

Continue with Apple

Protected by reCAPTCHA and subject to the Google [Privacy Policy](#) and [Terms of Service](#).

Email address
testcedric@isb.be

Personal Account

Company or School Account

Sign in with a different email address

In the new window that pops up insert your ISB email and click Next , your password, and click on Sign In. Insert the code that you receive on your phone or approve your sign in via the authenticator App.

Enterprise ID Sign in

ISB The International School of Brussels

Sign in

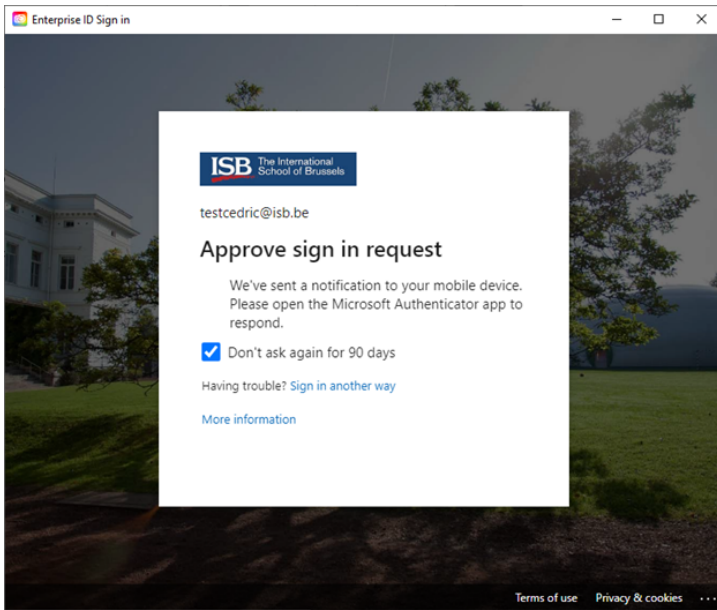
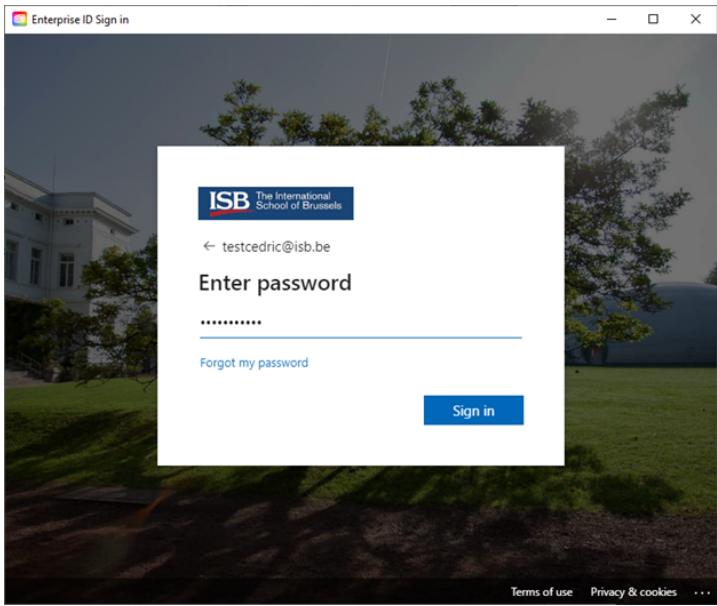
testcedric@isb.be

Can't access your account?

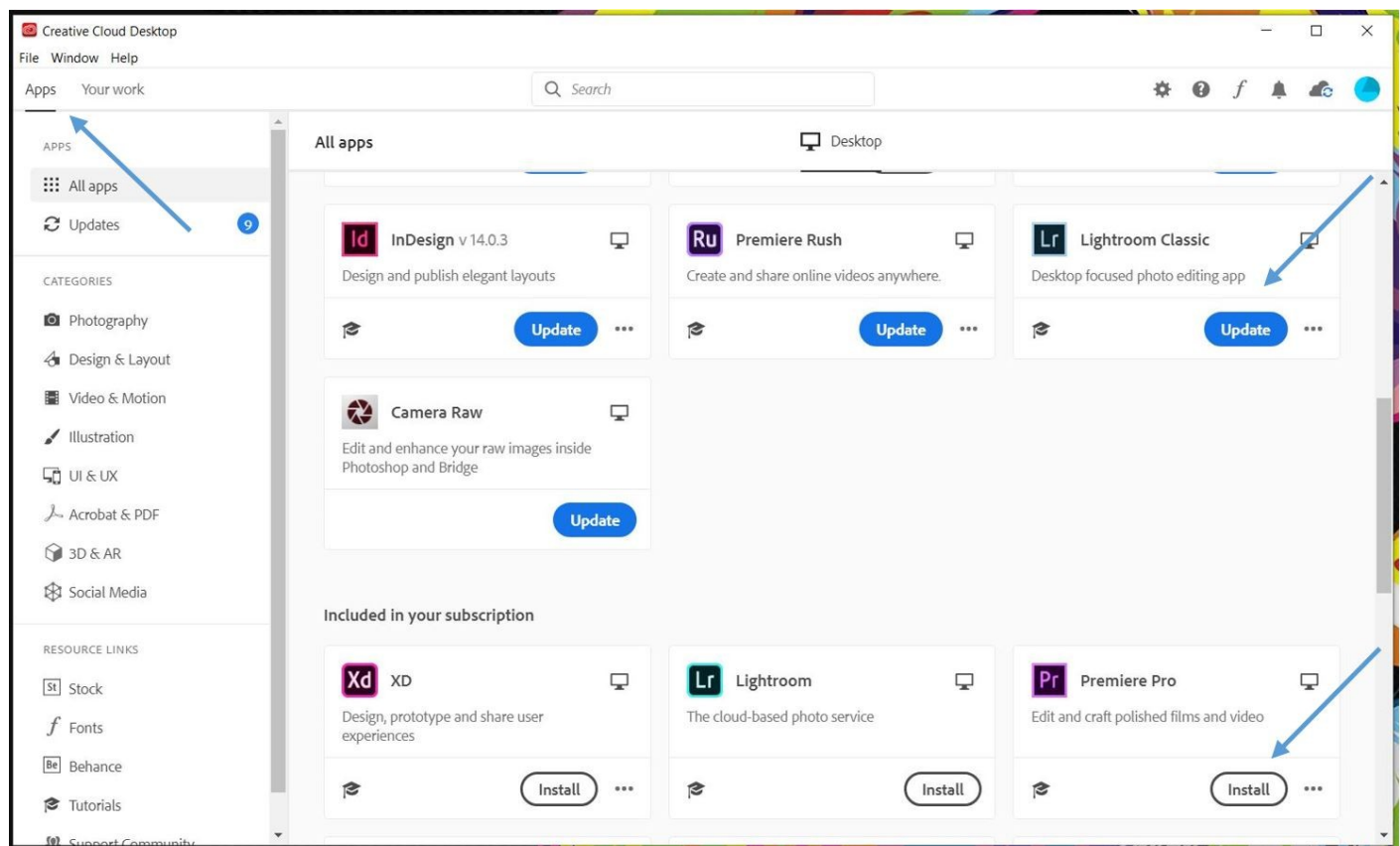
Sign-in options

Next

Terms of use Privacy & cookies



After the sign-in is complete Creative Cloud will check to see what Adobe apps you have installed on your computer, this can take up to 10 minutes. When done, in the new Creative Cloud window, click on the Apps tab and update or install the ones that you need. You can always come back and install more if needed.

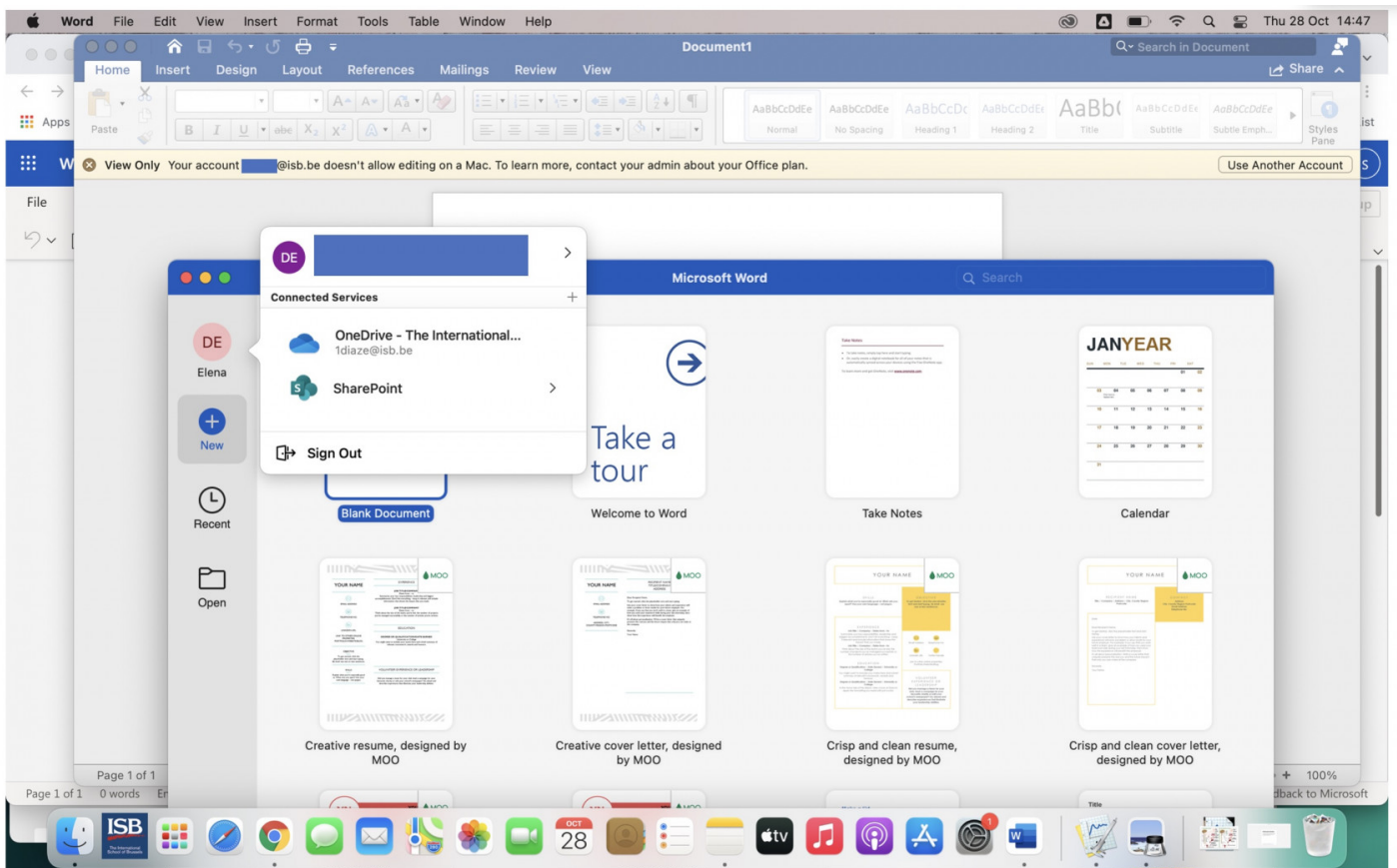


Use the same technique as in the first step to find the installed apps. If you use them often pin them to the taskbar or dock.

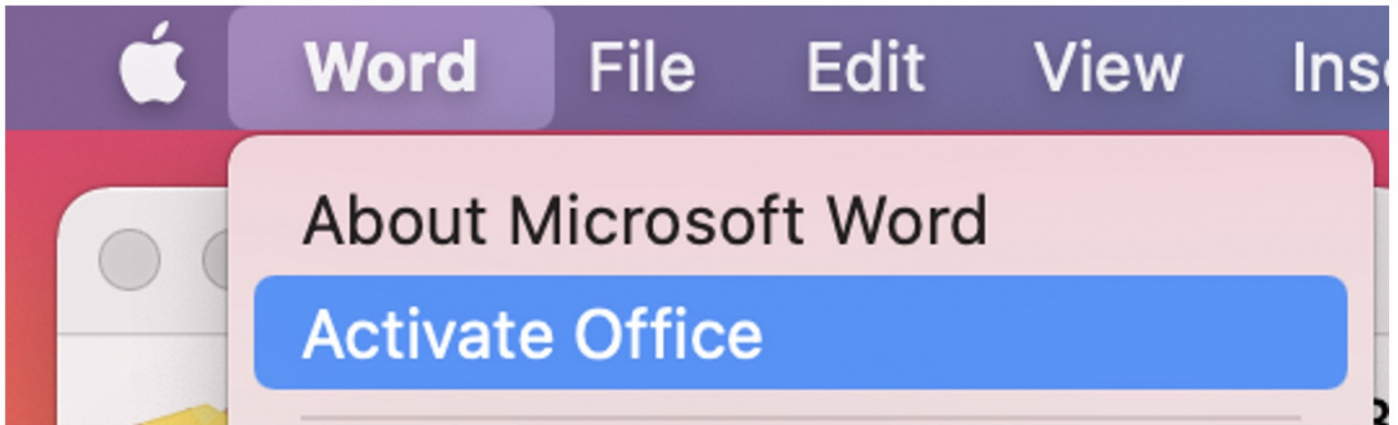
Office - Word, Excel, PowerPoint - No editing rights

If you discover that Word, Excel, PowerPoint, or any other Office apps, do not let you edit your documents, please follow the steps underneath to fix the problem.

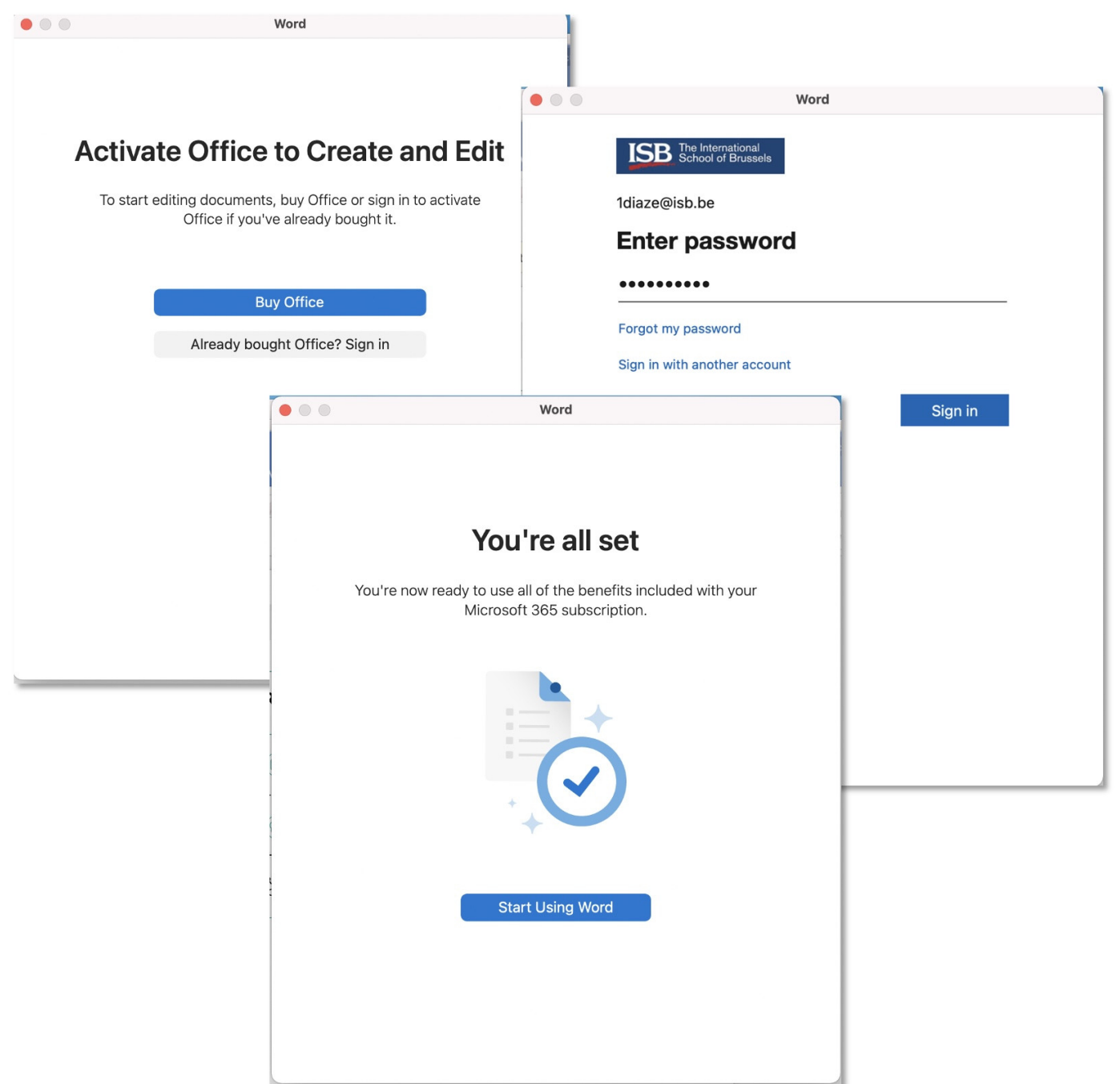
- If the problem persists, please let the IT department know at ithelpdesk@isb.be



Bring the app into focus, and click on its name on the top bar (in our example Word); from the drop-down list, select Activate Office.



In the window that pops up, select Already bought Office? Enter your password and Sign in. Start Using Word.



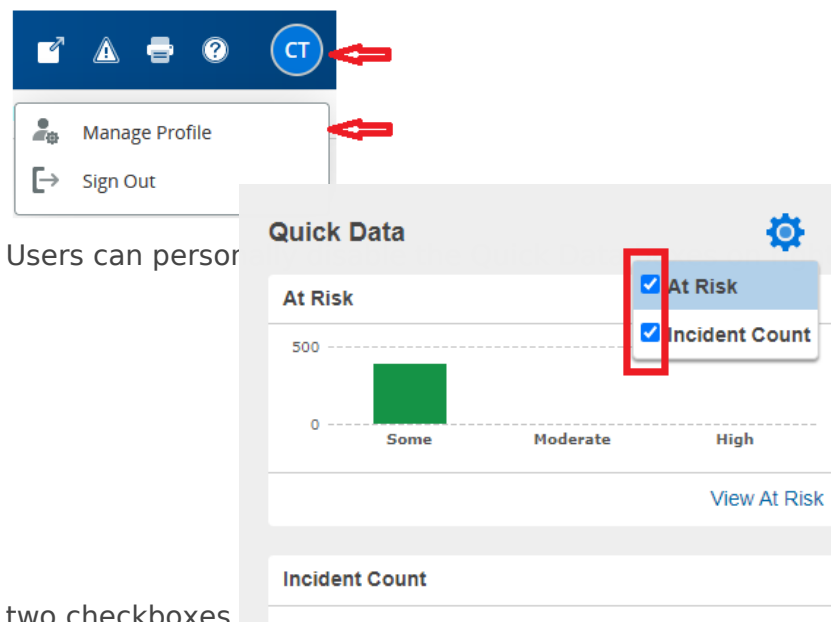
Powerschool v21.11 - New Features

ADMIN

New Top Navbar, Manage Profile and Quick Data

The top Navbar icons have changed slightly but still do the same thing (eg. Print)

The Personalize menu item has been removed, instead use **Manage Profile** from the User icon at the top right. This is used to view your profile details and set the initial student screen and various Interface and Smart Search options.



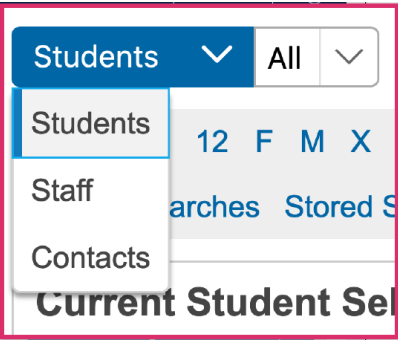
Users can person

by clicking the cog and unticking the

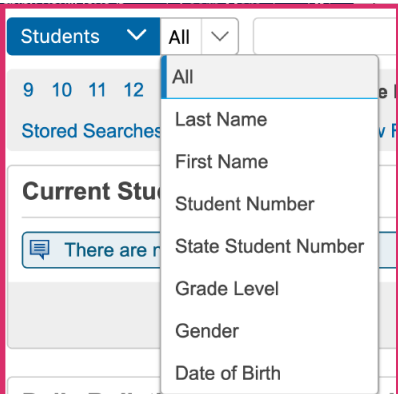
two checkboxes

New Search

Student / Staff / Parents tabs replaced by a single drop-down menu.



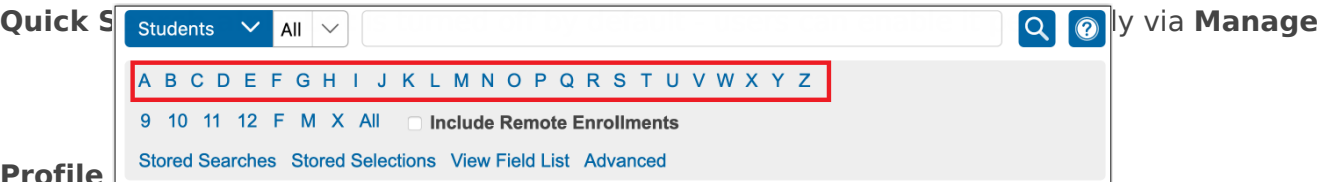
Direct field search on commonly used fields



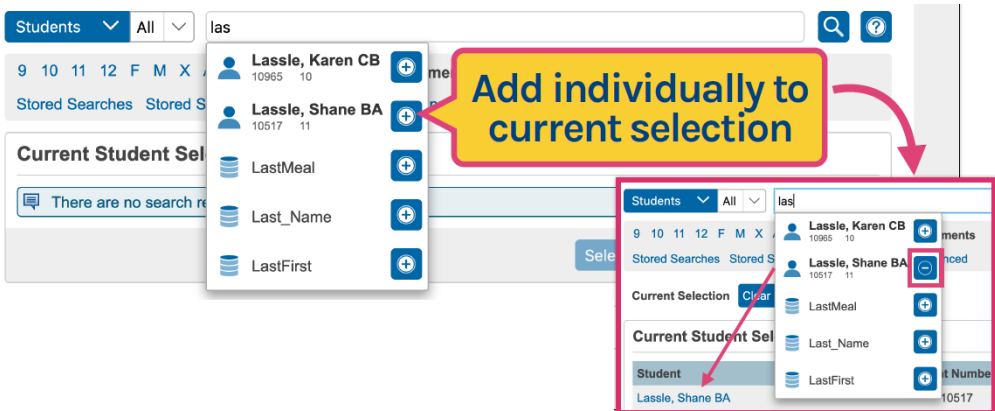
Search term building - search terms build as you enter them and can be removed individually or a new search started with Clear All.



NOTE: this makes the search more like spreadsheet filtering than the previous search behaviour, where a new search would be performed.



Live Smart Search - as you type, provides all possible solutions which you can add individually to the current selection or select all by clicking Return



Note: Smart Search is enabled by default - a user can disable it via Manage Profile

Advanced Search moved to drawer on right to separate it and make it easier to see the impact on the current selection

For more information, click the Help ? icon to the right of the search bar.

Parents -> Contacts

Instead of each student having mother/father information (repeated for each sibling), parent Contacts are now their own entity. They also have their own Portal accounts (rather than sharing between a family), but only if they have specified a valid email address. SSO will be implemented for these Parent Contacts during the summer of 2022.

Now to view the parents of a student, Admin users should not use the Parents pages, but should instead use the Contacts screen. This displays the name, email, relationship, main phone number, address and whether or not the child lives with them (main/secondary family). If the Contact has a Portal account associated with them, Data Access will be ticked.

Order	Name / Email	Relationship	Phone Type	Phone	Address	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Actions
 	Jay Pritchett <jay@pritchettsclosets.com>	Father	Mobile	0444/55.66.77	1 Main Street, 1170 Watermael-Boitsfort		✓						✓	 
 	Gloria Pritchett	Stepmother	Mobile	0456/77.88.99	1 Main Street, 1170 Watermael-Boitsfort		✓							 
 	DeDe Pritchett <dede1010@gmail.com>	Mother	Home	02/333.44.55									✓	 

POWERTEACHER

Changes in PowerTeacher are just cosmetic and there are no changes in PowerTeacher Pro

Start Page icons

Middle School ▾ 21-22 Semester 2

Current Classes

See BUILD EMAIL LISTS

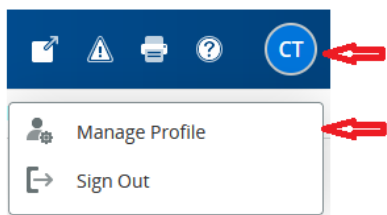
Exp	Course	Sec #	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Email List	Print Class Reports
E(BLK)	Science 9 (English) PowerTeacher Pro	3								

Previous version icons



Manage Profile

The Personalize menu item has been removed, instead use Manage Profile from the User icon at the top right. This is used to view your profile details and set the initial student screen.



There is a new option in Manage Profile to show the course section number on the Start Page

Display Section Number on the PowerTeacher Home Page ☐ No

If set to yes, the section number column appears in the Current Classes list

Exp	Course	Sec #	Attendance Status	Take Attendance
E(BLK)	Science 9 (English) PowerTeacher Pro	3		

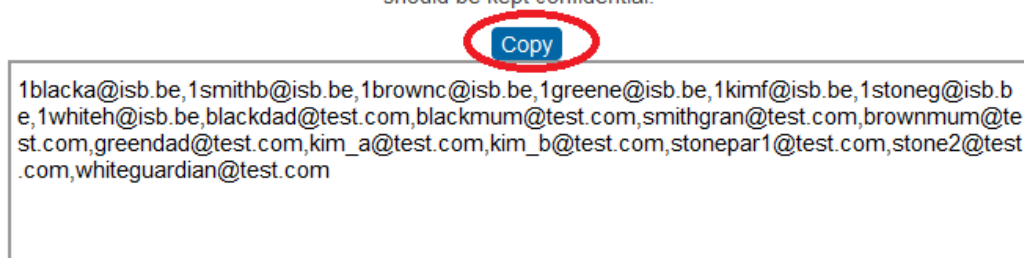
BUILD EMAIL LISTS

There is a slight change to the way you can build email lists of students and/or parents to copy/paste into an email.

Student Name	Student Email Addresses		Student Contact Addresses	
	 ☐ Select/Deselect All		 ☐ Select/Deselect All	
Black, Ann	☒	1blacka@isb.be	☒	blackdad@test.com blackmum@isb.be
Smith, Bob	☒	1smithb@isb.be	☒	smithgran@test.com
Brown, Carol	☒	1brownc@isb.be	☒	brownmum@test.com
Jones, Danny 	☐	1jonesd@isb.be 	☐	jones1@test.com jones2@test.com
Green, Eric	☒	1greene@isb.be	☒	greendad@test.com
Kim, Fred	☒	1kimf@isb.be	☒	kim_a@test.com kim_b@test.com
Stone, Greg	☒	1stoneg@isb.be	☒	stonepar1@test.com stone2@test.com
White, Helen	☒	1whiteh@isb.be	☒	whiteguardian@test.com

Once you have selected the addresses, click the "Copy" button, and paste into the BCC (blind carbon copy) field of a new email.

This will prevent parents from seeing each others' email addresses, which should be kept confidential.



First use the Select/Deselect toggle to select all students and/or Student Contact Addresses (parents). Optionally, you can then remove any single email items you don't require in the list. The list at the bottom will change dynamically depending on your selections. Once complete, click the Copy button to copy to your clipboard for pasting into your email.

In the Admin Portal, this can be invoked as before, using group function Build Email Lists.

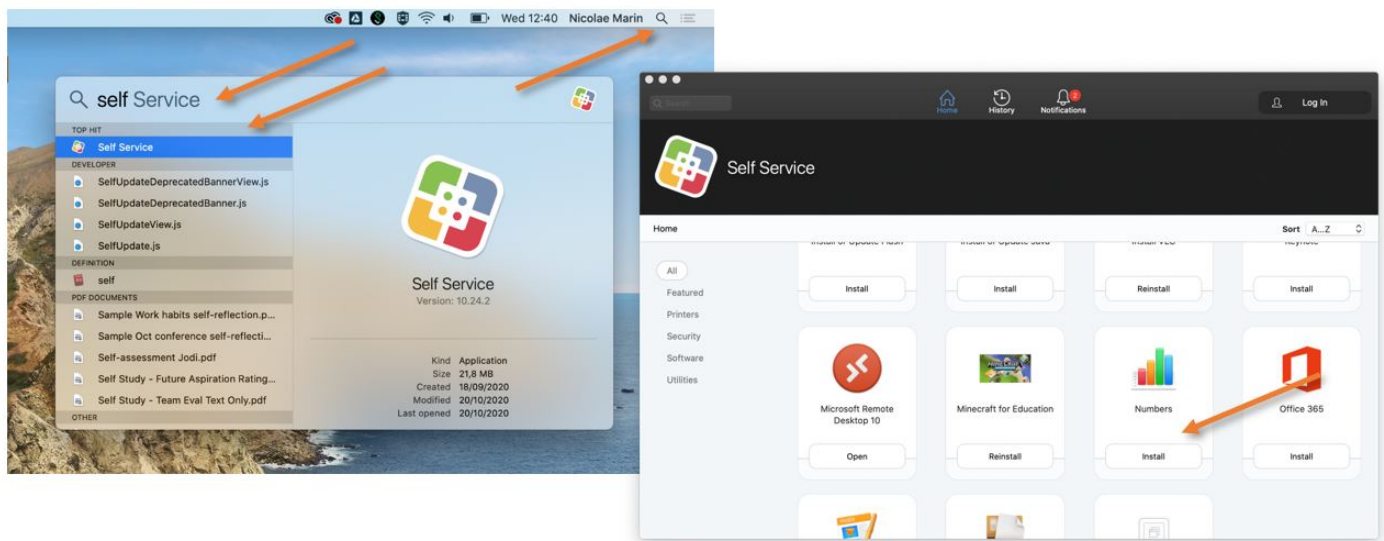
In the Teacher Portal, it can be invoked directly from the new Email List icon on the Start Page - all students in all your classes will be available to select from. Alternatively you can select Student Information for a single class and select the Email Addresses menu link.

It is not currently possible to generate these email lists from PowerTeacher Pro.

Mac - Install Software - Self Service

Self Service is a software distribution platform from where you can install apps on Mac machines.

Please search and open the Self Service portal using the Magnifying Glass in the upper-right corner. Find the app that you need in the list, and click on install.



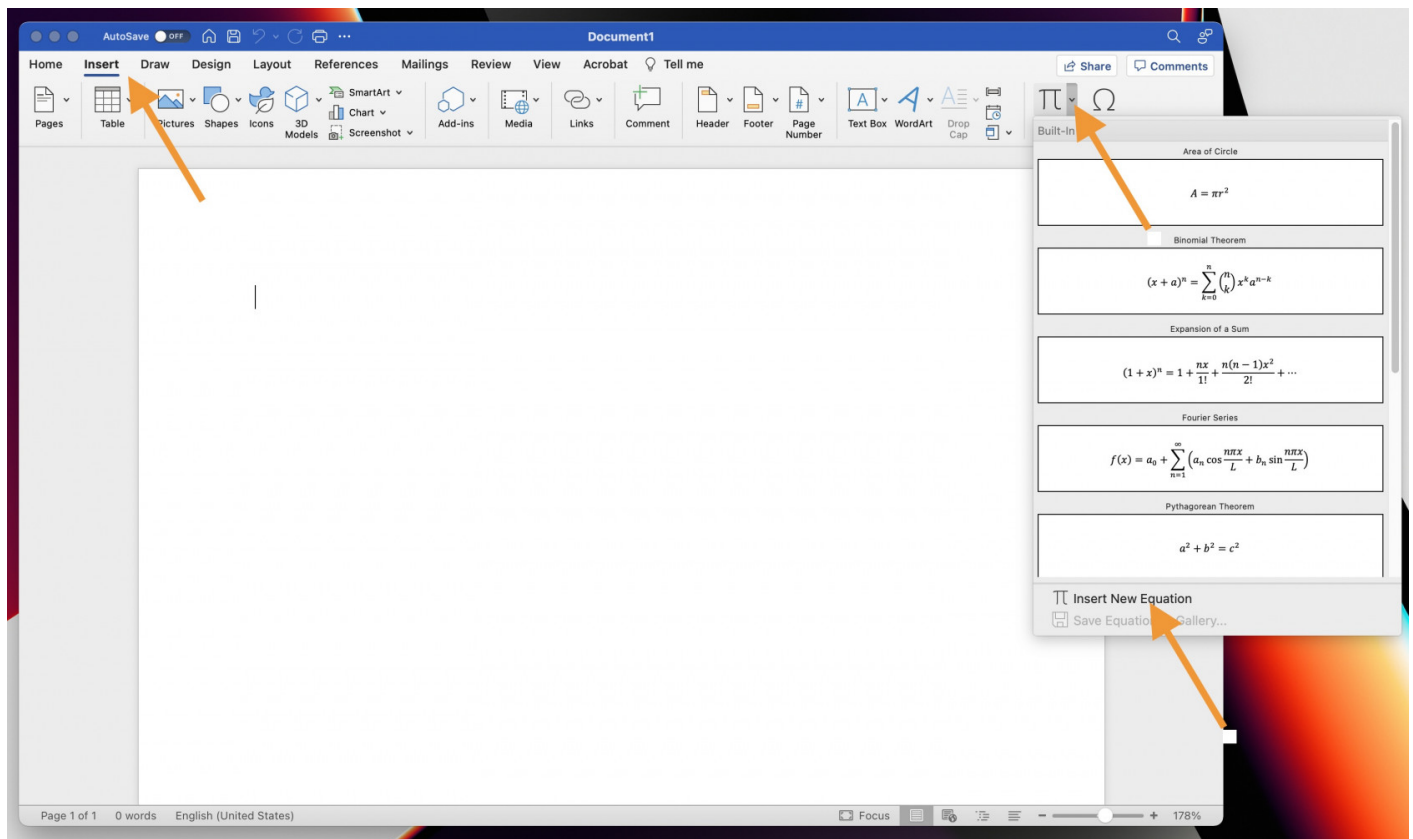
The list of applications is constantly being updated. We are trying to add all the usually requested apps. If what you want/need to install is missing from the list, please let us know by sending an email @ IThelpdesk@isb.be, and, if possible, we will make it available for you in the Self Service portal.

Depending on the application, the installation can take between one and 30 minutes. When done, the Install button usually changes to Reinstall. To start the installed application, search for it as you did with the Self Service.

Advanced Math/Equations symbols

For now, Math Type cannot be activated on Macs, but Word has its own equation creator/editor.

To use the menu, click on the Insert tab, select the education symbol, and "Insert new equation."

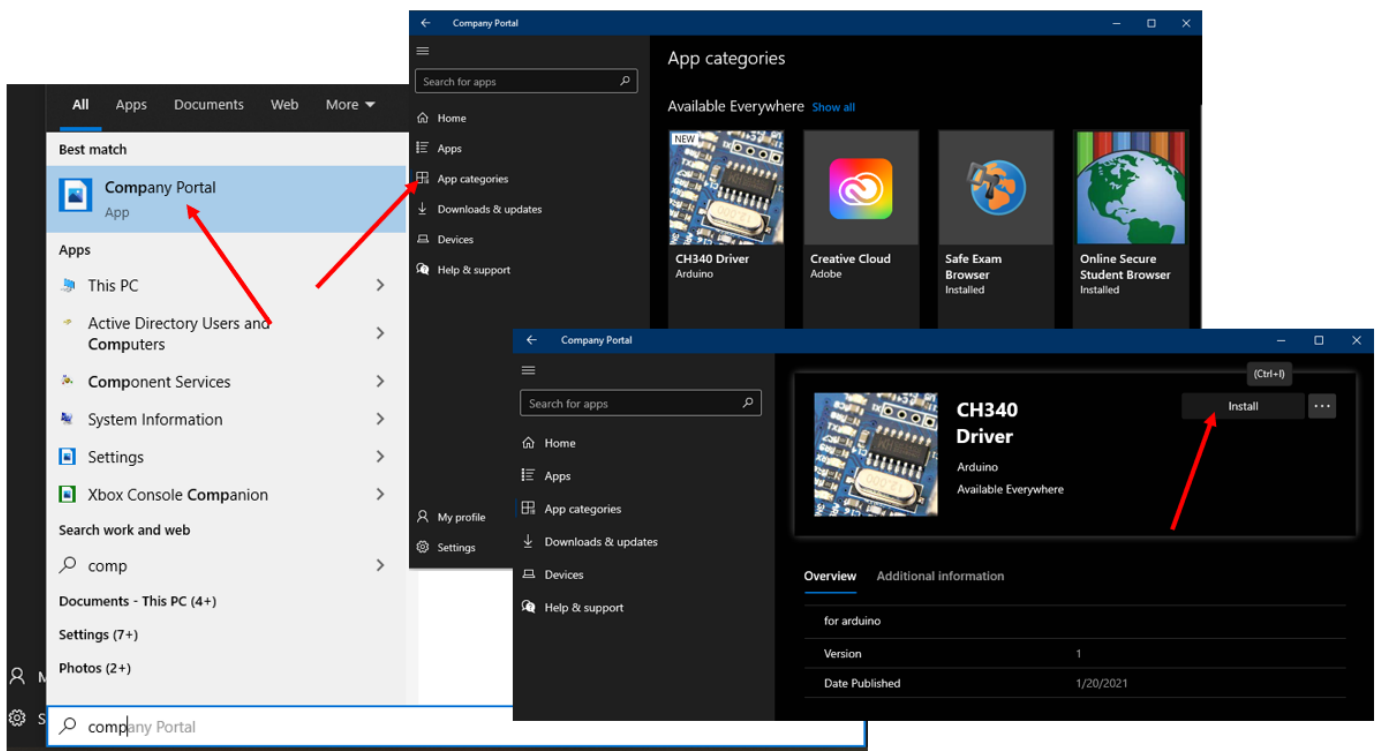


Windows - Install Software - Company Portal

The company portal is a distribution platform from where you can install software on Windows machines yourself.

To install an app, please open company portal, find and select the software you need in the Store or Available Everywhere category, and click on install.

The list of applications is constantly being updated. We are trying to add all the usually requested apps. If what you want/need to install is missing from the list, please let us know by sending an email @ IThelpdesk@isb.be, and, if possible, we will either make it available for you in Software Center or install it remotely.



Depending on the application, the installation can take between one and 30 minutes. When done, the Install button usually changes to Reinstall. To start the installed application, search for it as you did with the Company Portal.