Tools and Resources

Falk Laboratory School uses a number of tools and systems to do everything from keeping student health records private and up-to-date to scheduling parent-teacher conferences and alerting families in the event of an emergency.

We've put together this guide in hopes of helping new and returning families navigate their Falk experience smoothly.

Below, you will find more information on these tools, formatted as follows:
- A quick guide on how to accomplish a number of common tasks; and
- A more in-depth introduction to each of the tools and resources Falk Lab School uses.

- **How Do I . . . ?**
  - How do I . . . ?
- **More Information on Falk Lab School Tools and Resources**
  - MyFalk
  - Magnus Health
  - Vidigami
  - SchoolPass
  - Ruvna
  - Lunchtab
  - PTC Wizard
  - Blackbaud Tuition Management

How Do I . . . ?

All of the tools referenced below are accessed by first logging in to the MyFalk parent portal and clicking on the Resources tab near the top of the page. There you will find these tools, and much more, on your Resource Board.

Pay tuition and other bills?
      Blackbaud Tuition Management allows parents and caregivers to pay tuition and view account balances;

Submit important medical information and return required forms?
      Magnus Health collects and manages student health information;

Order lunch for my child(ren)?
      LunchTab lets parents view menus and pre-order food for their students.

Schedule parent-teacher conferences?
      PTC Wizard is used to schedule parent-teacher conferences.

Manage transportation details, share attendance and dismissal plans for your child(ren), and sign up for the Extended Day Program?
      SchoolPass allows Falk families to complete daily wellness checks and share attendance and dismissal plans, helping to ensure a safe and orderly dismissal.

Receive rapid communications in the event of snow days, delayed openings, and emergencies?
      Ruvna is Falk's rapid communications system;

View photos of my child(ren) during the school day?
      Vidigami is a password-protected photo-sharing site where teachers post images throughout the day

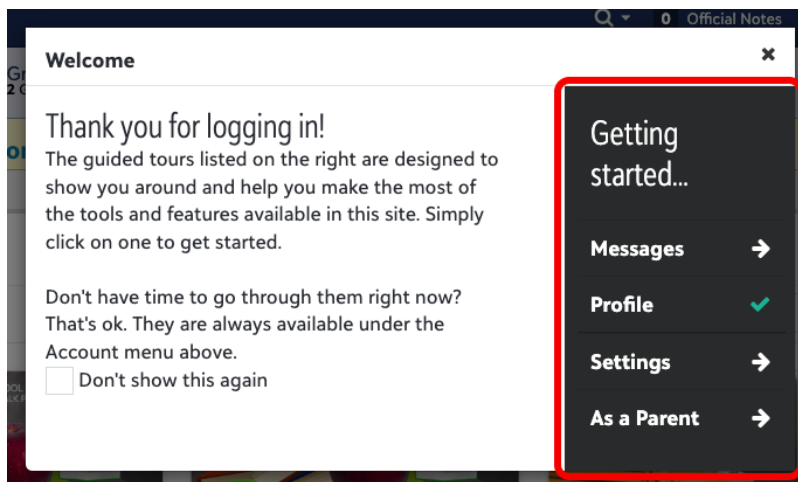*View my child's schedule, message their teachers, and do just about everything else?*
      MyFalk is Falk's comprehensive parent portal. All of the tools described above can be accessed through the Resource Board in your MyFalk account.

More Information on Falk Lab School Tools and Resources

For your reference, more information is included below about the systems Falk Lab School currently uses. Please note that all of these tools are accessed by first logging in to the MyFalk parent portal and clicking on the Resources tab near the top of the page. There you will find these tools, and much more, on your Resource Board.

Included with each description is the name and contact information for a member of Falk Lab School's staff who will be available to assist you.

MyFalk

Powered by Blackbaud, our parent portal offers a comprehensive, streamlined experience that groups many different resources and services in one location. The portal offers parents a single, user-friendly destination where they can find everything from upcoming projects and assignments to grades and school announcements.

MyFalk includes an internal messaging system for parents and faculty, while features like the resource board allow parents to organize and quickly access a wide range of services. The portal includes a robust calendar, and all features are fully accessible on mobile devices.

Because you used Blackbaud while applying to Falk Laboratory School, you already have an account and can use the same log-in information you used previously.

We encourage you to visit the Getting Started link in your profile menu (pictured above) and to take a quick tour of the system. If you have questions or problem logging in, please contact Kelly Maddox, Student Information Systems Manager, with questions or concerns.

Magnus Health

The Magnus Health portal provides parents and caregivers continuous access to their children's medical records, and is also where you will submit all forms related to your child's health, including forms necessary for participation in Falk's Athletics program. *If you are new to Falk Lab School, you should receive an email with instructions on how to sign up for Magnus Health.*

For questions or concerns, please reach out to Falk Lab School's nurse, Deanna Ferchak, RN.

Vidigami

Vidigami provides our community with a window into everything that is happening at our school. The site is a private, secure community space—accessible via password only—where Falk teachers share photos and videos throughout the day. *If you have not previously signed up with Vidigami, you will receive an email with details and instructions on how to create your account.*

Please contact Kelly Maddox, Student Information Systems Manager, with questions or concerns.

SchoolPass

Falk uses SchoolPass to ensure a safe and orderly dismissal process, allowing parents and caregivers to report attendance for the day, communicate their dismissal plans, and complete daily wellness checks that help keep the entire school community healthy. SchoolPass is easy to use from a smartphone, with automatic notifications sent to school staff and faculty. *If you have not previously used SchoolPass, you will receive an email with detailed instructions on how to set up your account.*

Please contact transportation coordinator Emily Harding with any questions or concerns.

Ruvna

Ruvna is Falk's rapid communications system. We will use Ruvna to send rapid alerts including school closures and late openings, as well as emergency communications, should they be necessary. Ruvna uses existing parent/caregiver

contact information to send messages via text, email, and phone. More detailed information on what to expect from Ruvna can be found here and on the Ruvna resource-board tile in the parent portal. *There is no action needed at this time, but when you have obtained access to the MyFalk parent portal, you may wish to confirm your contact information.*

Please contact communications coordinator Adam Reger with any questions or concerns.

Lunchtab
Parents can use Lunchtab to view menus for the week, place lunch pre-orders for their children, and submit payments. New families, and those who have not yet set up their Lunchtab accounts, will receive an email invitation from Lunchtab.

Please contact Falk Café assistant manager Mandy Ventrice with any questions or concerns.

PTC Wizard
PTC Wizard is Falk's system for scheduling parent-teacher conferences. PTC Wizard makes scheduling convenient and intuitive by making visible all available meeting times for teachers and teams. *You will receive more information on how to use PTC Wizard closer to the time of the school year's first parent-teacher conferences.*

Please contact Kelly Maddox, Student Information Systems Manager, with questions or concerns.

Blackbaud Tuition Management
Blackbaud Tuition Management is Falk's platform for managing student accounts. You can receive bills, pay student tuition, and keep track of account balances through the site. A billing schedule for the 2023-24 school year is below.

Questions and concerns can be addressed to Vidha Chansoria, Falk's accountant, at vic62@pitt.edu.

2023-24 Billing Schedule

Ten Month Installment Plan	
Invoice Date (On or Around)	Due Date
10th of September 2023	30th of September 2023

10th of October 2023	30th of October 2023
10th of November 2023	30th of November 2023
10th of December 2023	30th of December 2023
10th of January 2024	30th of January 2024
10th of February 2024	30th of February 2024
10th of March 2024	30th of March 2024
10th of April 2024	30th of April 2024
10th of May 2024	30th of May 2024
10th of June 2024	30th of June 2024

2 Installment Plan	
Invoice Date (On or Around)	Due Date
10th of September 2023	30th of September 2023
10th of January 2024	30th of January 2024

1 Installment Plan	
Invoice Date (On or Around)	Due Date
10th of September 2023	30th of September 2023

Welcome to Falk Laboratory School! Please don't hesitate to reach out with any questions you may have as you join our community.