



# **Maronite College of the Holy Family, Parramatta**

## **Parent Portal User Guide**

## What is the Parent Portal?

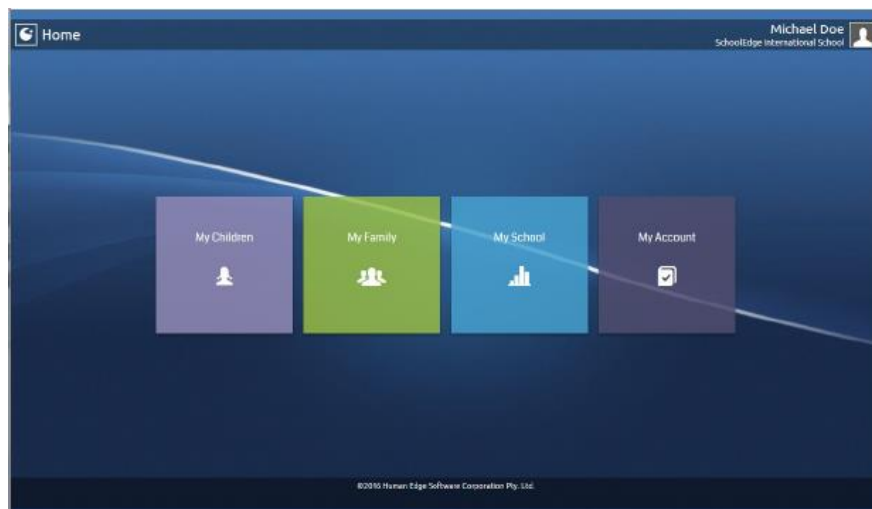
The Parent Portal provides parents or residential guardians with access to some of the information the school holds on them and on their students. The College controls which options are available to parents/guardians in the Parent Portal.

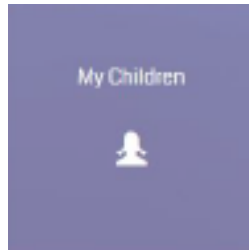


## What does the portal include?

The portal includes four tiles:

- My Children
- My Family
- My School
- My Account (not active for the College)





## Tile 1: My Children

The *My Children* tile displays the details on each student, a Parent Teacher Interview section and a Class Directory.

### Student Details

The parent/guardian clicks on the student's name to view the details the College has recorded for their student.

The items on the left menu display personal information on the student.

**Details** displays the student's ID, name, cultural details, house, year and class.

**Address** displays the students address details

**Travel** displays the travel details recorded for the student

**Medical** displays the medical information recorded for the student.

This provides the ability for the parent/guardian to check that the information the College has recorded for them is current and correct.

A screenshot of a web application interface titled "Parent Portal". At the top, there are four tabs: "My Children" (selected), "My Family", "My School", and "My Account". Below the tabs, the user "Michael Doe" is logged in. The main content area shows the details for "Kylie Doe - 7 - Le-7 - Mackillop (Green)". On the left is a sidebar menu with options: Students, Michael Doe, Details, Address, Medical, Travel, Attendance, Timetable, Reports, Activities, Teachers, and Welfare. The main area is divided into sections: "Details" (Student ID: 1243, First Name: Kylie, Middle Name: Franchesca, Last Name: Doe), "Personal" (Language: English, Nationality, Religion: Catholic), "School" (Year: 7, Class: Le-7, House: Mackillop (Green), Home Group), "Returning Status" (Returning Status, Updated When, Updated By), and a profile picture placeholder. A "Go Back" button is at the bottom right.

## Update Student Details

A parent/guardian can update the student details and submit a change request to the College by selecting the **Edit** option. This provides an easy method for the parents/guardians to notify the College of changes. The College can process these requests to update the student's record.

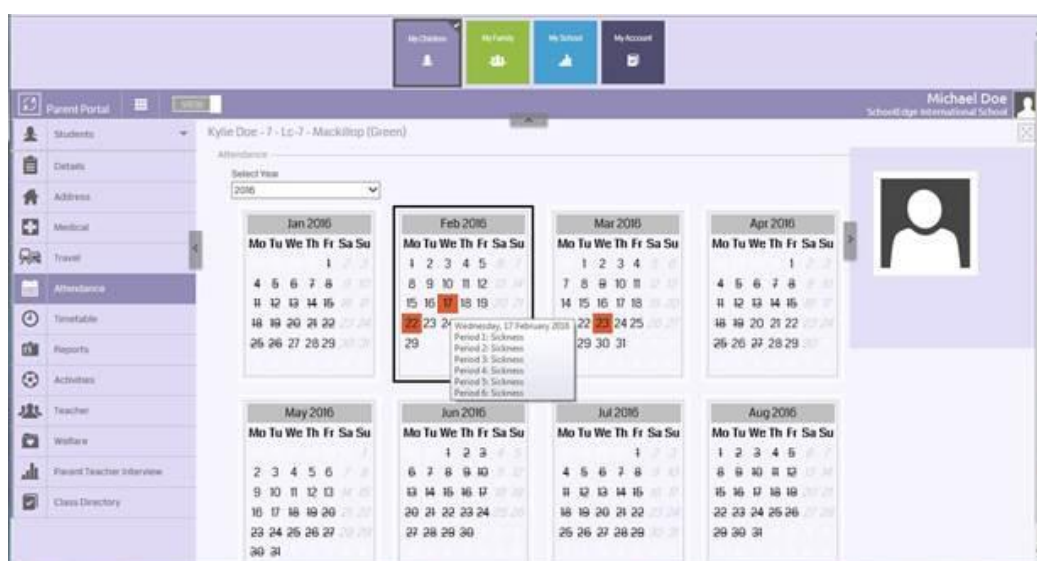
The screenshot shows the SchoolEdge Parent Portal interface. At the top, there are tabs for 'My Children', 'My Family', 'My School', and 'My Account'. Below these, the 'Parent Portal' header includes a 'Parent Portal' link and a red-bordered 'EDIT' button. The main content area displays the details for 'Kylie Doe - 7 - Lc-7 - Mackillop (Green)'. On the left, a sidebar lists various options: Students, Details, Address, Medical, Travel, Attendance, Timetable, Reports, Activities, Teacher, Welfare, Parent Teacher Interview, and Class Directory. The 'Details' section is active, showing fields for Student ID (1243), First Name (Kylie), Middle Name (Francesca), Last Name (Doe), Language (English), Nationality, Religion (Catholic), Year (7), Class (Lc-7), House (Mackillop (Green)), and Home Group. There are also fields for Returning Status, Updated When, and Updated By. A 'Save' button and a 'Cancel' button are located at the top right of the details section. A placeholder for a student photo is visible on the right.

## Student Attendance

Parents/Guardians can view an attendance calendar for the year to date for each student.

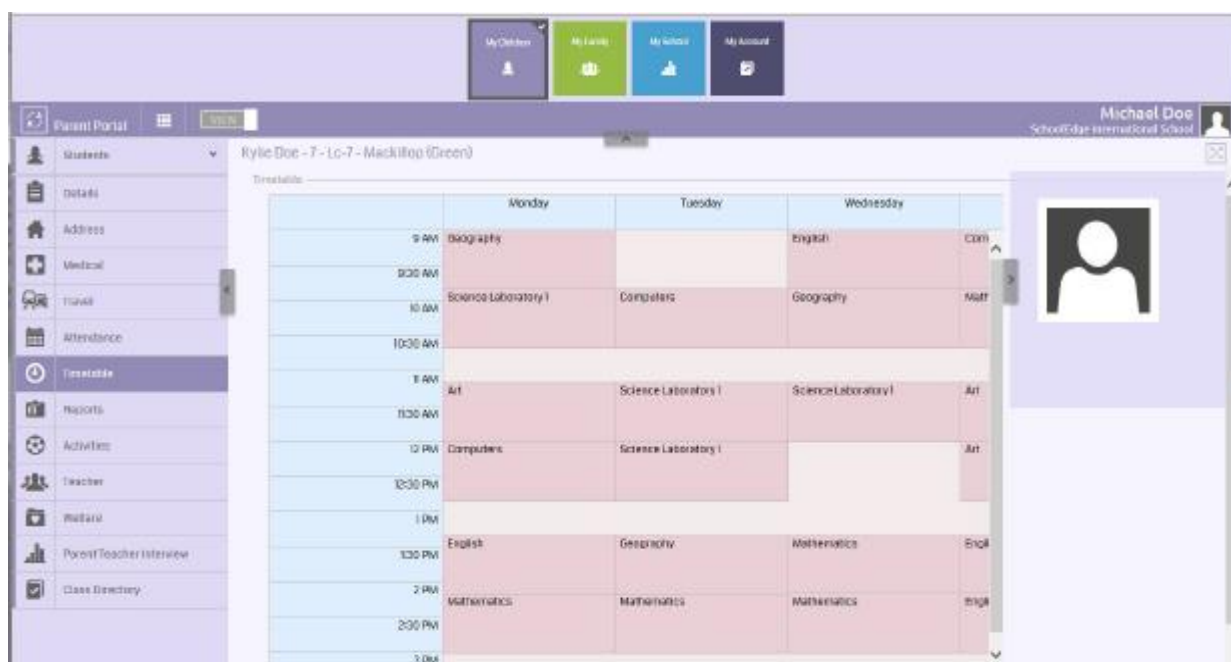
Place the mouse over a date to view the attendance details for that day.

A coloured background on a date indicates an absence or a partial absence.



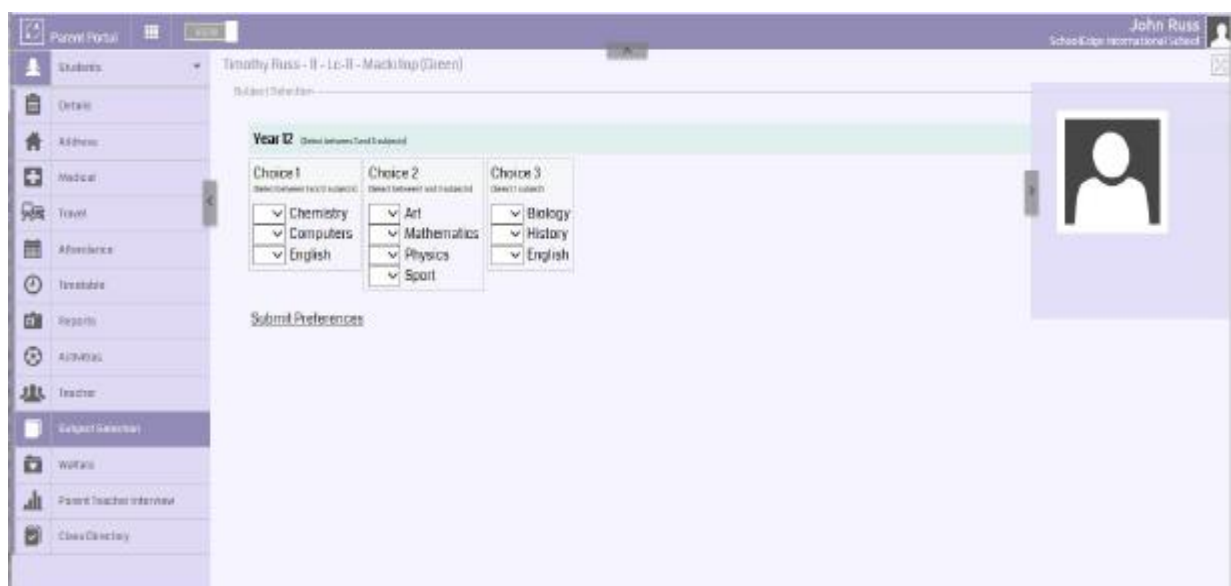
## Timetable

The **Timetable** tab displays the student's current timetable.



## Subject Selection

The **Subject Selection** tab enables the student to select and submit their subject choices for the next semester or year. The Subject Selection tab is only available for entry during the time period set for the students to enter their choices. The Portal can be set to provide parents/guardians with access to their children's subject selections.

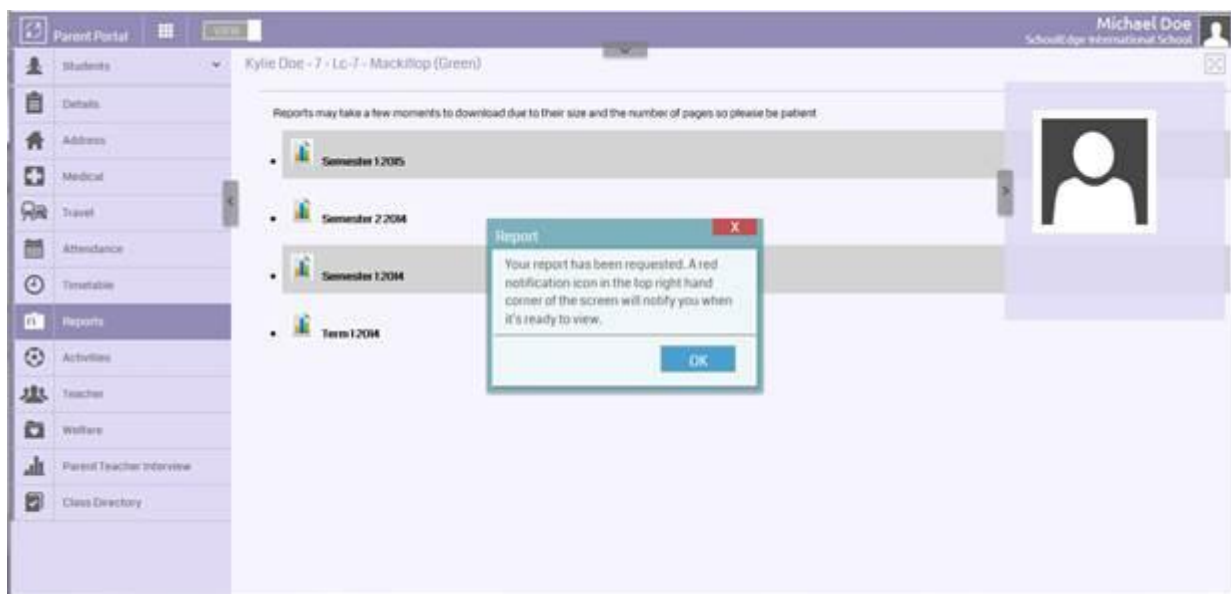


## Reports

The parent/guardian can view their student's academic reports from the Parent Portal.



The parent/guardian clicks on the report name to generate the report.

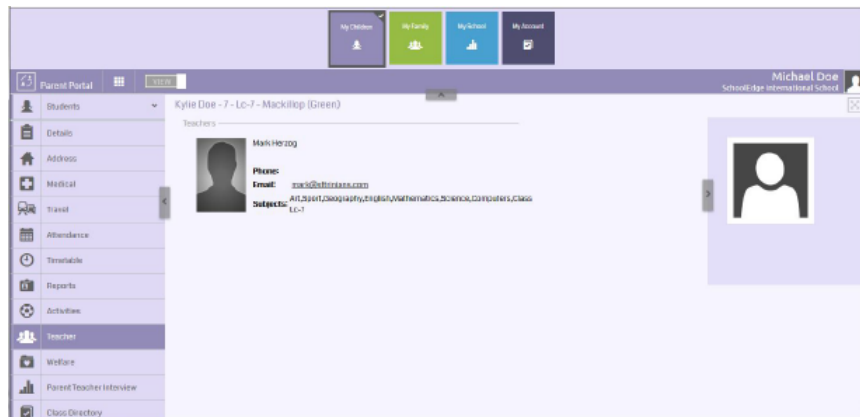


When the parent/guardian runs the report they are notified when the report is available by a red notification icon displayed on the account menu, top right corner of the screen. The parent/guardian clicks on the red notification and selects the report from the account menu. The report can be printed or saved from the preview.



## Teachers

The student's teachers are listed and displayed with their photo in the parent portal if they are available in the administration database. The College selects if the staff photos are to be displayed on the portal.



## Welfare

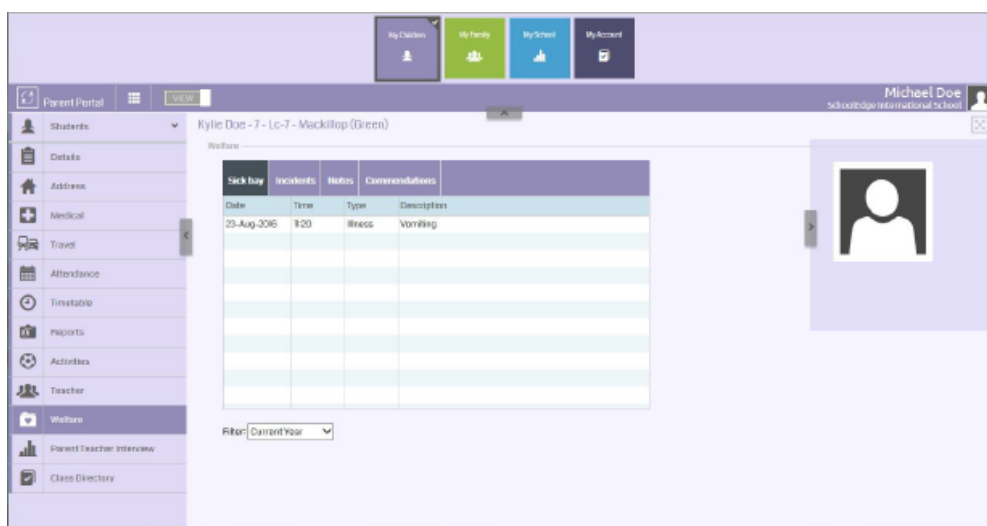
Access to the Welfare section and its sub-sections is controlled by the portal settings.

### **Schools using the AWMS Welfare module**

The Welfare section contains sub-sections to display the Sick Bay, Incidents, Notes, or Commendations recorded for the student.

A Filter option enables parents/guardians to view the welfare details for the current year, last year, last 2 years, last 3 years or all records.

The parent/guardian clicks on the sub-sections to display a list of the records for each welfare type.





The parent/guardian can click on an item to view the full details for the entry.

Time	Category	Description	Detail
8:20	Resolution	Parents/Emergency Contacted to	Notified emergency contact to collect child
8:20	Treatment	Collect Child	
8:20	Nature of Illness	Rest	
8:20	Nature of Illness	Vomiting	sick during class
8:20	Nature of Illness	Fever	mild temperature

### Schools using Welfare in the admin program

The **Welfare** section contains sub-sections to display the First Aid, Awards, Incidents, or Referrals recorded for the student.

A **Current Year** tick box enables the parent/guardian to view either the information recorded in the current academic year or for their whole time at the College.

The parent/guardian clicks on the sub-sections to display a list of the records for each welfare type.

Date	Time	Type	Description	No. of Notes
24-Aug-2016	15:16	Injury	Cuts	0

☒ Current Year

The parent/guardian can click on an item to view the full details for the entry.

## Explained Absences

The ***Explained Absence*** section enables parents/guardians to update the reason why their child was absent from the College on a particular day or to enter the details of a future planned absence. This enables the parent/guardian to provide the College with the absence reason and future absence details without phoning the College or sending in a note.

Student	Date	Periods	Absence Explained
Kylie Doe	13-Oct-2016	Maths - Felicity Straub, Maths - Felicity Straub, Comput...	No
Michael Doe	13-Oct-2016	~ ~ ~	No
Kylie Doe	22-Feb-2016	English - Maria Pressley, English - Maria Pressley	Yes
Kylie Doe	27-Oct-2015	Maths - Felicity Straub, Science - Phoebe Sousa, Geogra...	No
Michael Doe	27-Oct-2015	~ ~ ~	No
Kylie Doe	05-Jun-2015	Maths - Felicity Straub, Maths - Felicity Straub, Comput...	No
Michael Doe	05-Jun-2015	~ ~ ~	No

Student	Start Date	End Date	All Day?	From	To	Reason

To explain an existing absence, the parent/guardian clicks on the absence and enters the *Reason* and *Comments*.

The screenshot shows the 'Parent Portal' interface. On the left, there is a sidebar with a 'Students' dropdown menu showing 'Kylie Doe' and 'Michael Doe'. Below this are links for 'Explained Absence', 'Parent Teacher Interview', and 'Class Directory'. The main content area is titled 'My Children'. It has two tabs: 'Absence Details' (selected) and 'Approval Details'. Under 'Absence Details', the student is 'Kylie Doe', the date is '13-Oct-2016', and 'Partial Absence' is set to 'No'. Under 'Approval Details', the 'Reason' is 'Sickness' (selected from a dropdown), and the 'Comments' field contains the text 'Kylie was sick and unable to attend school'. At the bottom right, there are 'Save' and 'Cancel' buttons.

To add an entry for a future absence, the parent/guardian clicks on **Add Scheduled Absence** and enters the details for the planned future absence, e.g. a dental appointment.

The screenshot shows the 'Parent Portal' interface. On the left, there is a sidebar with a 'Students' dropdown menu showing 'Kylie Doe' and 'Michael Doe'. Below this are links for 'Explained Absence', 'Parent Teacher Interview', and 'Class Directory'. The main content area is titled 'My Children'. It has two tabs: 'Scheduled Absence' (selected) and 'Absence Details'. Under 'Scheduled Absence', the student is 'Kylie Doe' (selected from a dropdown). The 'Starts' date is '02-Nov-2016' and the 'Ends' date is '02-Nov-2016'. There is an unchecked checkbox for 'Absent All Day?'. The 'Select Reason' dropdown is set to 'Sick - Leave Early Approved'. The 'From' time is '12:00' and the 'To' time is '14:00'. The 'Comments' field contains the text 'Dental appointment'. At the bottom right, there are 'Save' and 'Cancel' buttons.

## Parent Teacher Interviews

The **Parent Teacher Interview** section enables the parent/guardian to book their parent teacher interviews. All students are displayed in one grid making it easy to ensure appointments are concurrent and do not overlap.

The appointment times display in a grid. The date, teacher and student are shown in the column headings. The appointment times are the rows.

The parents can book an appointment:

- using the auto book function, or
- individually by clicking on a cell for the time and the date, teacher and student for appointment

The colour of the cells let the parents/guardians know which times are available and which are already booked.

Legend: Available PT Times (Yellow), Already Booked (Red), Your Booking (tentative) (Purple), Your Booking (confirmed) (Green)

TIME	Monday 05/Sep	Monday 05/Sep	Monday 05/Sep	Monday 05/Sep	Monday 05/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Wednesday 07/Sep	Wednesday 07/Sep
07:30	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe
07:45	Mark Herzog	Maria Pressley	Tania Reardon	Phoebe Sousa	Felicity Straub	Mark Herzog	Maria Pressley	Tania Reardon	Phoebe Sousa	Felicity Straub	Mark Herzog	Maria Pressley
08:00	Sport	English	Computers	Science	Maths	Sport	English	Computers	Science	Maths	Sport	English
08:15												
08:30												
08:45												
09:00												
09:15												
09:30												
09:45												

### Auto Book Appointments

The **Auto Book** option makes it quicker for parents/guardians with several students attending the College to book their appointments

Legend: Available PT Times (Yellow), Already Booked (Red), Your Booking (tentative) (Purple), Your Booking (confirmed) (Green)

TIME	Monday 05/Sep	Monday 05/Sep	Monday 05/Sep	Monday 05/Sep	Monday 05/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Wednesday 07/Sep	Wednesday 07/Sep
07:30	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe
07:45	Mark Herzog	Maria Pressley	Tania Reardon	Phoebe Sousa	Felicity Straub	Mark Herzog	Maria Pressley	Tania Reardon	Phoebe Sousa	Felicity Straub	Mark Herzog	Maria Pressley
08:00	Sport	English	Computers	Science	Maths	Sport	English	Computers	Science	Maths	Sport	English
08:15												
08:30												
08:45												
09:00												
09:15												
09:30												
09:45												

The ***Auto Book Appointments*** form enables the parent/guardian to select the date and time range within the PTI times that they can attend.

The ***Include Break between Appointments*** option when:

- Ticked puts a space in between the PTI appointments booked for the parents/guardians, to allow the parent time to move from one appointment to another.
- Un-ticked and it will try to put the appointments one after the other.

The ***Attending Contacts*** section enables the parent/guardian to select if the other parent/guardian will also be attending the appointment.

Note: the list of additional contacts is set to display in this order:

- Residential Guardian Mother
- Residential Guardian Father
- Other Residential Guardians
- Non-Residential Guardian Mother
- Non-Residential Guardian Father
- The remaining contacts for the child

The screenshot shows the 'Parent Teacher Interview' form. The 'Details' section has the following fields:

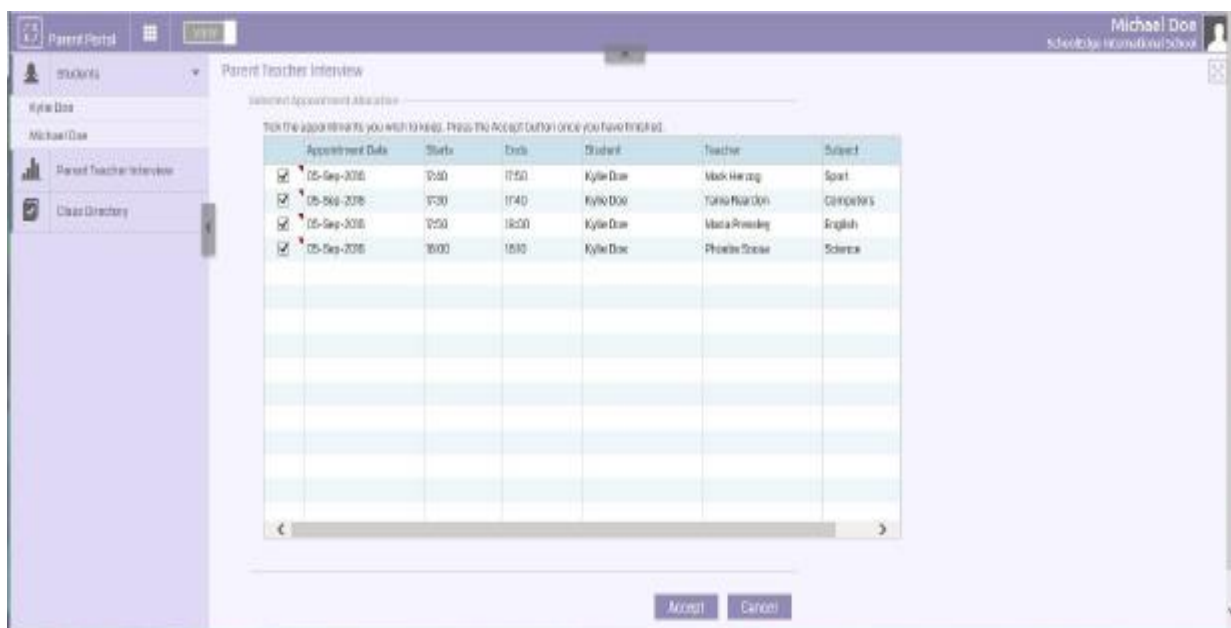
- Date from: 09-Sep-2016
- Date to: 09-Sep-2016
- Start Time: 17:30
- End Time: 19:40
- ☐ Include Break between Appointments

The 'Include Additional Contacts' section contains a table:

selected	relationship	First Name	Last Name
<input type="checkbox"/>	Mother	Rose	Doe
<input type="checkbox"/>	Godmother	Debra	Valente

Buttons: OK, CANCEL

The selected appointment times are displayed on screen. The parent/guardian can then accept or reject these appointment times.



The selected appointment(s) display on screen as tentative until the College confirms the appointment, if the '*Show Tentative/Confirmed Status*' setting is ticked in Parent Portal Settings.



## Book Appointments individually

To book an individual appointment the parent/guardian clicks on a cell for the time, and the date and teacher for their student.

A *Parent/Teacher Interview Details* window displays for the parent/guardian to add any comments and select if the other parent/guardian will also attend the interview.



**Parent/Teacher Interview Details**

Teacher: Maria Pressley Student: Kyle Doe

Interview Starts: 06/Sep/2016 05:30 PM Interview Length (minutes):

Comments:

Include Additional Contacts

Relationship	First Name	Last Name
<input type="checkbox"/> Mother	Rose	Doe
<input type="checkbox"/> Godmother	Delora	Valerie

Save Changes Cancel Appointment

If the option to email a confirmation of the booking is active the parent/guardian can select to email a booking confirmation when they create the booking.

**Note:** The school can switch this email confirmation message off.

**Parent/Teacher Interview Details**

Teacher: Felicity Straub Student: Kyle Doe

Interview Starts: 05/Sep/2016 05:40 PM Interview Length (minutes):

Comments:

Include Additional Contacts

Relationship	First Name	Last Name
<input type="checkbox"/> Mother	Rose	Doe
<input type="checkbox"/> Godmother	Delora	Valerie

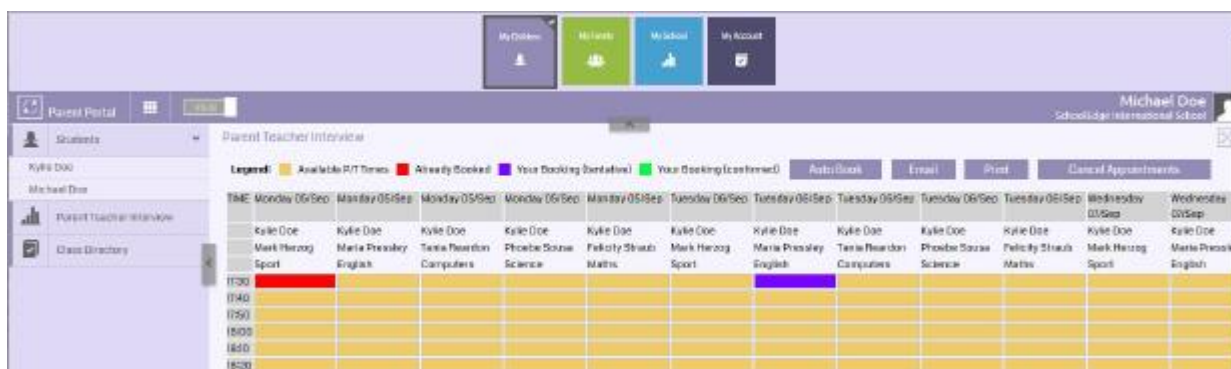
Do you wish to receive an Email Confirmation? ☐

Your Email address: michael.doe@email.com.au

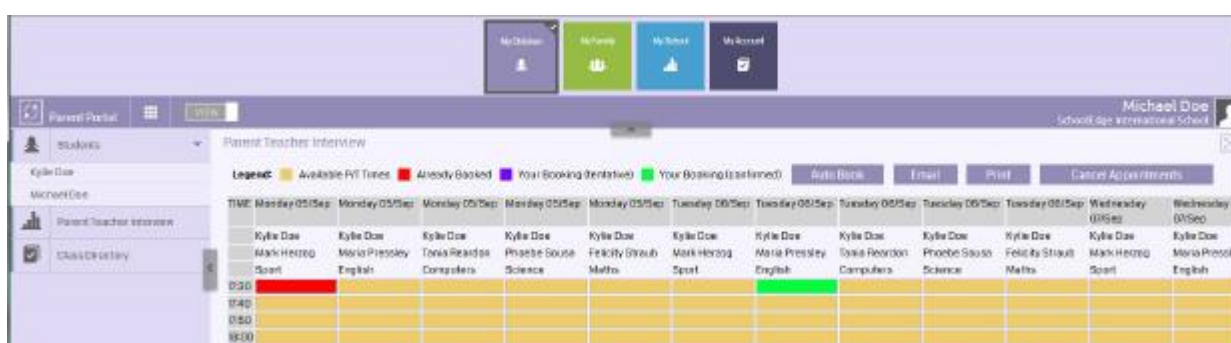
Additional Address (optional):

Save Changes Cancel Appointment

The appointment displays on screen as tentative until the College confirms the appointment, if the '**Show Tentative/Confirmed Status**' setting is ticked in Parent Portal Settings.

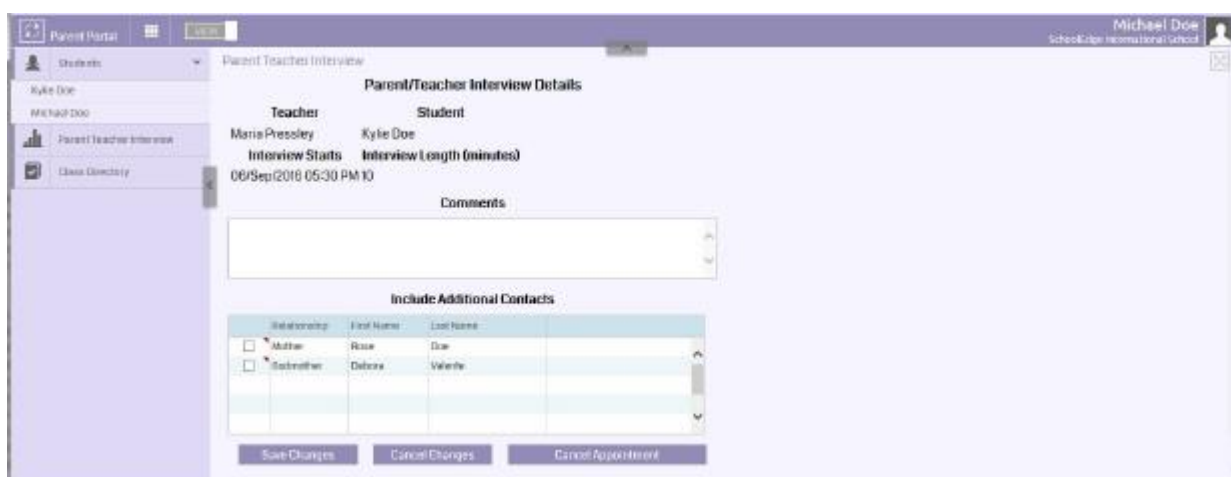


When the appointment is confirmed it displays in a different colour.



## Cancel Appointment

While the parent teacher interview appointment is tentative, the parent/guardian can click on the appointment and cancel it.

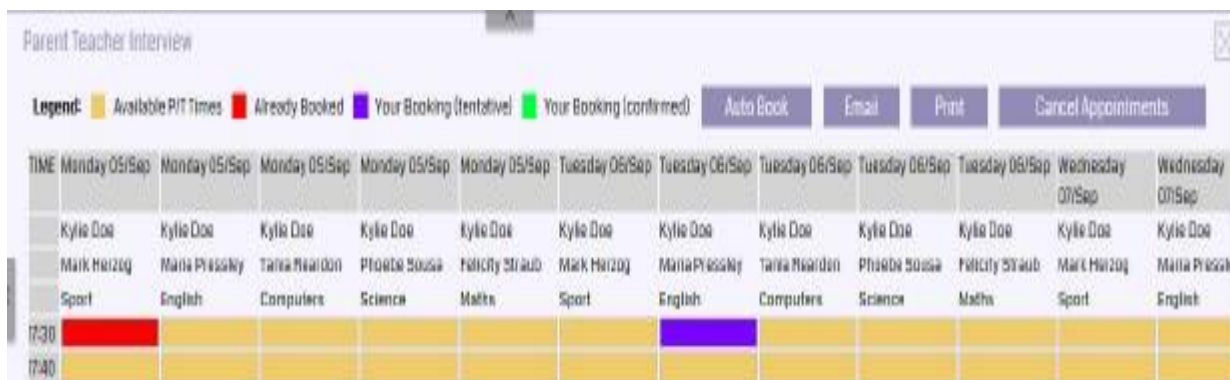


Once the PTI appointment has been confirmed the parent/guardian can't cancel the appointment from the Parent Portal. The parent/guardian needs to contact the College to change the appointment.



## Email Confirmation

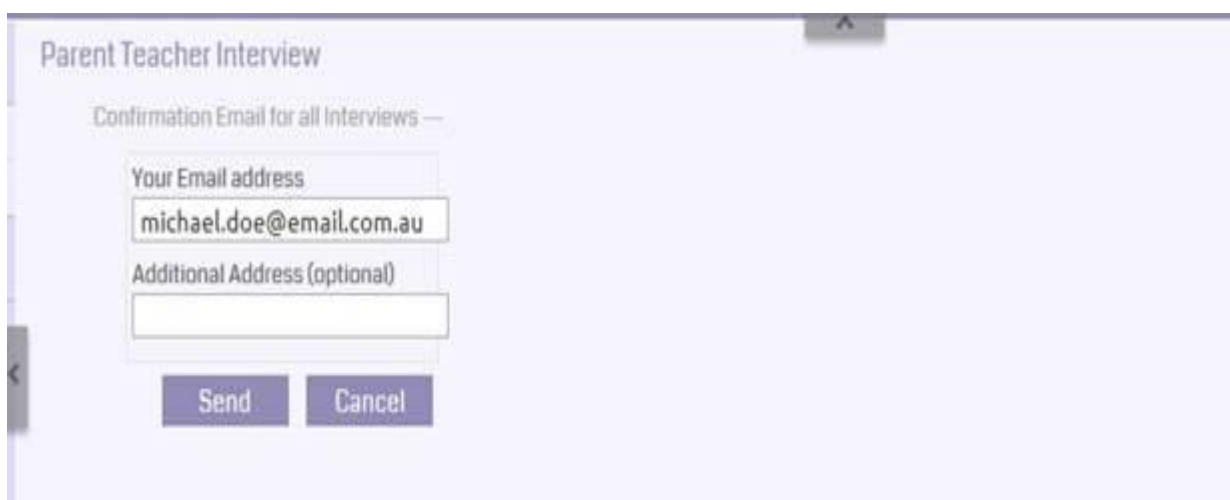
The parent/guardian can select **Email** to email themselves a list of all their PTI appointments.



The screenshot shows a web interface titled "Parent Teacher Interview". At the top, there is a legend with four colored squares: yellow for "Available PIT Times", red for "Already Booked", purple for "Your Booking (tentative)", and green for "Your Booking (confirmed)". To the right of the legend are four buttons: "Auto Book", "Email", "Print", and "Cancel Appointments". Below the legend is a calendar grid. The columns represent dates from Monday 05/Sep to Wednesday 07/Sep. The rows represent times 17:30 and 17:40. The grid shows various teachers and subjects assigned to each time slot. For example, on Monday 05/Sep, 17:30 is marked as "Already Booked" (red), while 17:40 is "Available PIT Times" (yellow). On Tuesday 06/Sep, 17:30 is marked as "Your Booking (tentative)" (purple).

TIME	Monday 05/Sep	Monday 05/Sep	Monday 05/Sep	Monday 05/Sep	Monday 05/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Tuesday 06/Sep	Wednesday 07/Sep	Wednesday 07/Sep
	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe	Kylie Doe
	Mark Heitzog	Maria Plescia	Tania Neardon	Phoebe Sousa	Felicity Straub	Mark Heitzog	Maria Plescia	Tania Neardon	Phoebe Sousa	Felicity Straub	Mark Heitzog	Maria Plescia
	Sport	English	Computers	Science	Maths	Sport	English	Computers	Science	Maths	Sport	English
17:30	Already Booked	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Your Booking (tentative)	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times
17:40	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times	Available PIT Times

The parent/guardian can adjust their email address and add an additional email address for the PTI appointment list to be sent, e.g. to email a copy of the appointments to their work email or to the other parent/guardian.



The screenshot shows a web interface titled "Parent Teacher Interview". Below the title is a section titled "Confirmation Email for all Interviews —". It contains two text input fields: "Your Email address" with the value "michael.doe@email.com.au" and "Additional Address (optional)" which is empty. Below the input fields are two buttons: "Send" and "Cancel".

Field	Value
Your Email address	michael.doe@email.com.au
Additional Address (optional)	

## View or Print Appointment Details

The parent/guardian can click on an appointment to view the appointment details.

Parent Teacher Interview

Parent/Teacher Interview Details

Teacher

Felicity Straub

Student

Kylie Doe

Interview Starts

05/Sep/2016 06:00 PM 10

Interview Length (minutes)

Comments

Include Additional Contacts

	Relationship	First Name	Last Name	
<input checked="" type="checkbox"/>	Mother	Rose	Doe	
<input type="checkbox"/>	Godmother	Debora	Valente	

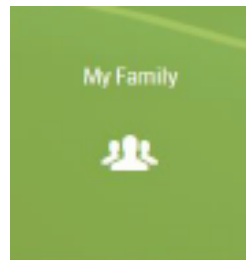
Save Changes

Cancel Changes

Cancel Appointment

The **Print** button enables the parent/guardian to print a report listing all their Parent Teacher Interviews in chronological order.

SchoolEdge International School					
23/08/2016 1:37:05 PM					
Student	Kylie Doe				
Appointment Date	Starts at	Ends at	Teacher	Subject	Notes
5/09/2016	5:40 PM	5:50 PM	Mark Herzog	Sport	
5/09/2016	6:00 PM	6:10 PM	Felicity Straub	Maths	
5/09/2016	6:20 PM	6:30 PM	Tania Reardon	Computers	
5/09/2016	6:40 PM	6:50 PM	Maria Pressley	English	want to discuss progress in English
5/09/2016	7:00 PM	7:10 PM	Phoebe Sousa	Science	



## Tile 2: My Family

The *My Family* tile enables the parent/guardian to check their details and the details for their student's emergency contacts.

The College determines which details are displayed for the parents/guardians and the emergency contacts in the Parent Portal.

The parent/guardian clicks on their name to view their details.

Details	Personal	Employment Details
Contact: 1	Country of Birth: England	Employer:
Title: Mr	Religion: Catholic	Occupation: Miscellaneous Trade
First Name: Michael	Language:	Occupational Group:
Middle Name:	Nationality:	Level of Education:
Last Name: Doe		Qualification:

The Emergency Contact details for the students can be checked.

Details
Contact: 3
Title: Ms
First Name: Debora
Middle Name:
Last Name: Valente

## Update Contact Details

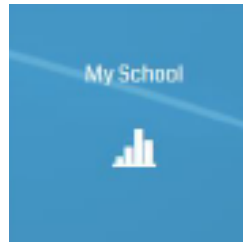
Parents/Guardians have the ability to update their details and the emergency contact's details and submit a change request to the College.

This provides an easy method for the parents/guardians to notify the College of changes.

The College can process these requests to update the contact's record.

The screenshot displays the 'Parent Portal' interface for updating contact details. The top navigation bar includes a 'Parent Portal' link and a green 'EDIT' button. The left sidebar lists navigation options: 'Contacts', 'Details', 'Address', 'Medical', 'Phone/Email', and 'Family Contributions'. The main content area is titled 'Michael Doe' and is divided into three sections: 'Details', 'Personal', and 'Employment Details'. The 'Details' section includes fields for 'Contact' (set to 1), 'Title' (Mr), 'First Name' (Michael), 'Middle Name', and 'Last Name' (Doe). The 'Personal' section includes dropdown menus for 'Country of Birth' (England), 'Religion' (Catholic), 'Language', and 'Nationality'. The 'Employment Details' section includes dropdown menus for 'Employer', 'Occupation' (Miscellaneous Trade), 'Occupational Group', 'Level of Education', and 'Qualification'. A profile picture placeholder is visible on the right. At the top right, the user's name 'Michael Doe' and school 'Schooldge International School' are shown, along with 'Save' and 'Cancel' buttons.

Section	Field	Value
Details	Contact	1
	Title	Mr
	First Name	Michael
	Middle Name	
	Last Name	Doe
Personal	Country of Birth	England
	Religion	Catholic
	Language	
	Nationality	
Employment Details	Employer	
	Occupation	Miscellaneous Trade
	Occupational Group	
	Level of Education	
	Qualification	



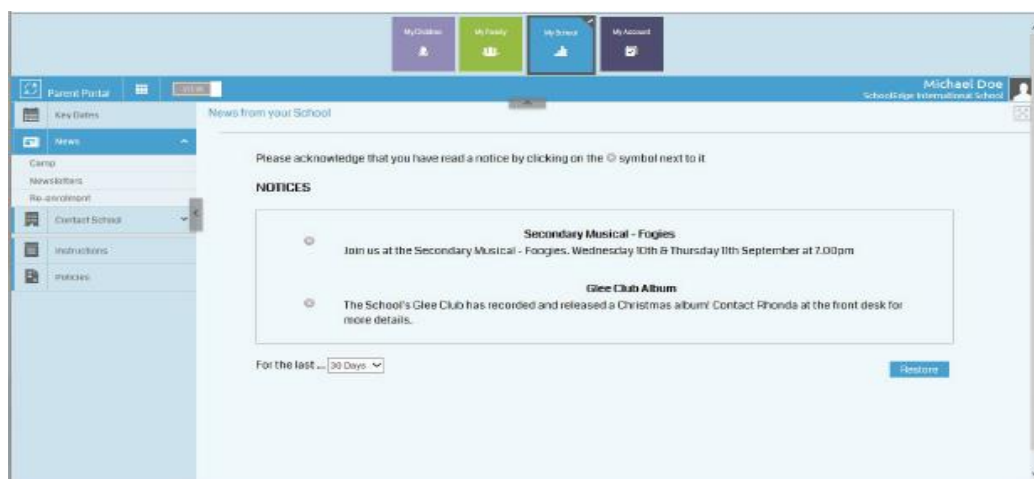
## Tile 3: My School

The *My School* tile displays communications to the parents/guardians, useful information about the College and Key Dates.

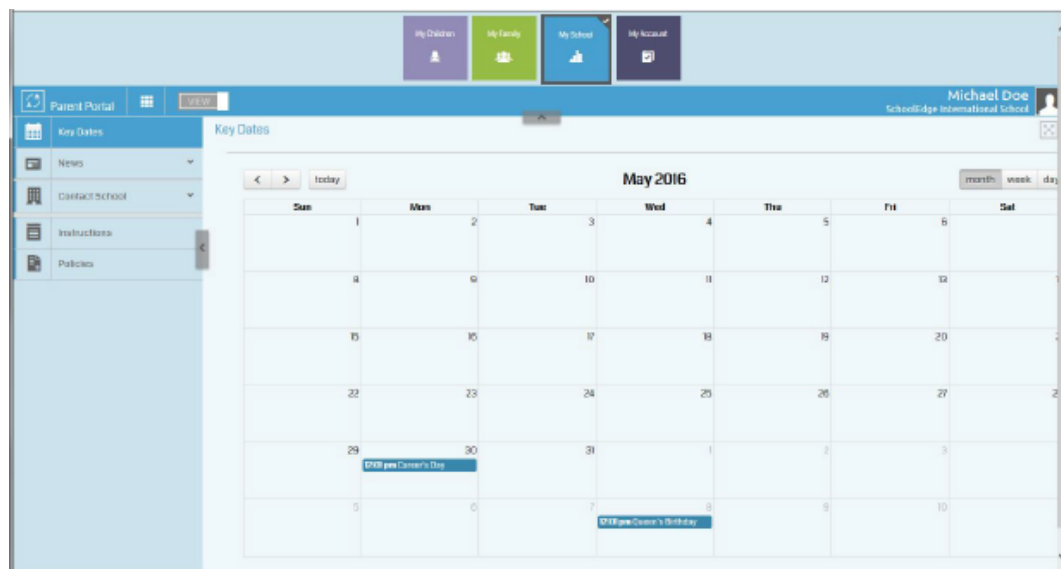


## Announcements and Important Dates

The *News* page displays the announcements that the College has sent to the Parent Portal. The announcements can be items that apply to the entire College, a department or the student's year level.



The **Key Dates** page displays the Important Dates information that the College has selected to display in the portal.



## Custom Pages

The school may add custom pages to display specific information.

Custom pages can be added to the:

- My School tile as a menu tab
- Contact School sub menu tab

In this example a *Policies* page has been added to the My School tile as a menu tab.



Custom pages can be added to the **Contact School** menu to provide contact information for different activities at the College. In this example pages have been added for admissions enquiries, before and after school care, junior and senior school, school directory and school clubs.



## Instructions

The College can use this page to provide the students and parents with information on using the portal.

