

# The NAC Parent Portal

## A Guide for Parents

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# Accessing the Portal

Welcome to the parent portal. The parent portal provides parents and carers with up to date information regarding their child’s progress at school. The purpose of this guide is to show the various features that are available to you within the Parent Portal

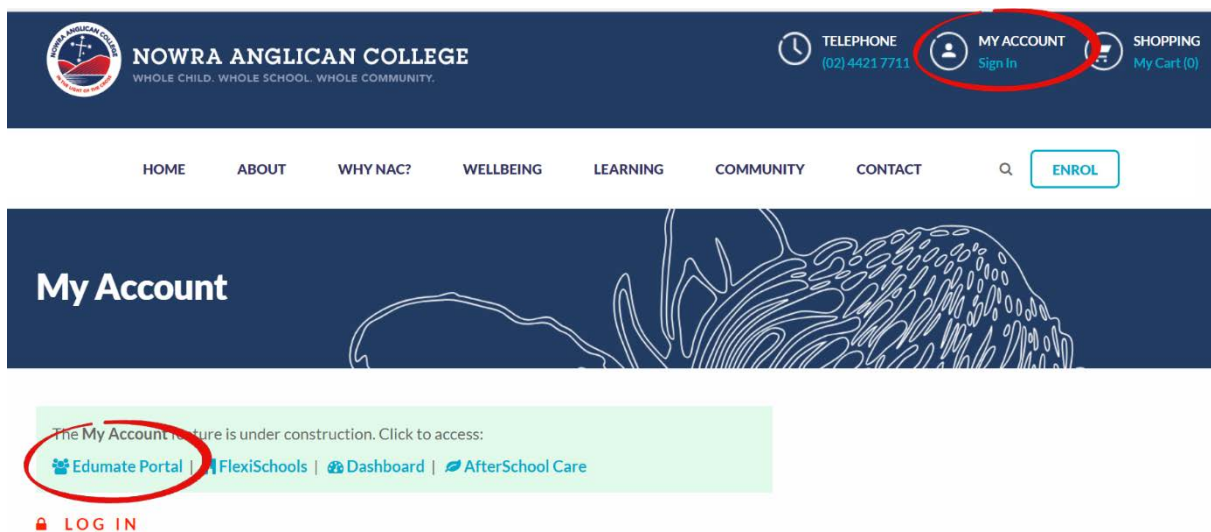
## Requirements

The Parent Portal is best accessed via Google Chrome, Mozilla Firefox or Apple Safari. Microsoft Internet Explorer is not as well supported and it is advised that you do not use this browser. You will need to ‘enable popups’. This process is different for each browser and is usually determined through your settings menu.

Mobile access is currently not supported.

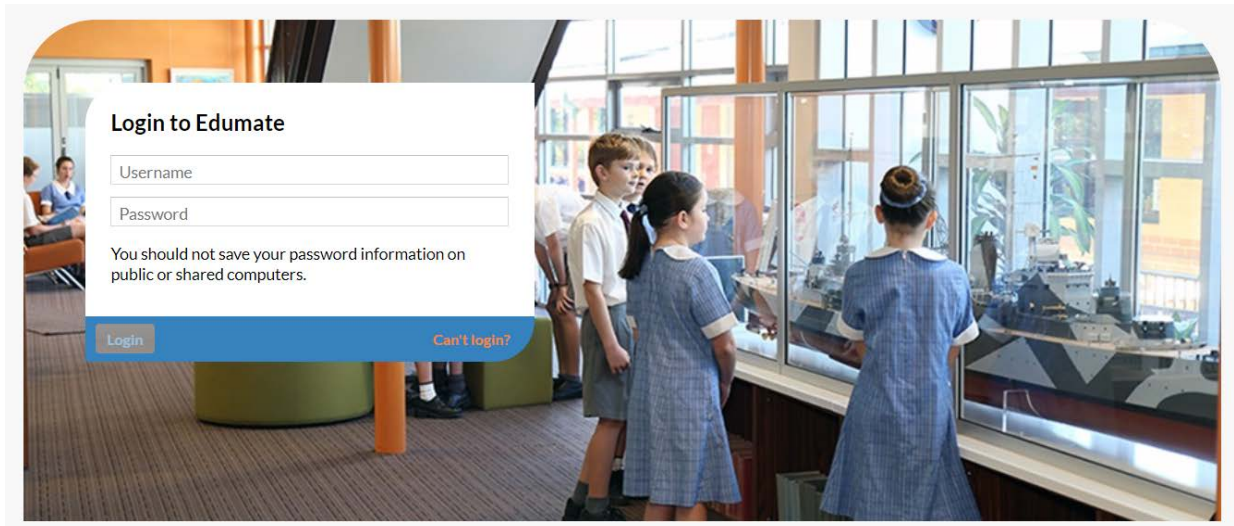
## Access to the Portal

The portal can be accessed from the College website. Click on the “My Account” link on the main page and then click on the “Edumate Portal” Link



## Logging in to the Portal

Enter your username and portal in the space provided on the portal frontpage. If you have forgotten your login details you can use the “can’t login?” link provided to recover your details. Please be aware that this facility will only work if you have supplied a unique email address. If you and another member of your family have the same email address recorded in the portal then this facility will not work. If this is the case please call the College Administration Team for assistance.



# The Home Page

When you first login you will be taken to the Home Page. This page contains an overview of each child's general details, a list of tasks that need your attention and links to other features.

The screenshot shows the My Edumate Home Page. On the left is a side menu with options: To Do, At a Glance, Progress, Diary (with sub-items Future Events and Future Tasks), Spaces, Units, Lessons, and Debtor Portal. The main content area is divided into two panels. The 'To Do' panel shows a notification: 'You might have new posts. Click here to refresh.' The 'At a Glance/Profile' panel shows student details for Jade McLearn (Current 2019 Year 12) and a table of current classes.

Class	Staff Name	Email
Yr 12 Chapel 1	Mr A. Dane	adane@sras.nsw.edu.au
Yr 12 Christian Studies 1	Mr A. Dane	adane@sras.nsw.edu.au
Yr 12 Careers 2	Mr B. Macdonald	bmacdonald@sras.nsw.edu...
Yr 12 Early Childhood Educ...	Mrs D. Baker	dbaker@sras.nsw.edu.au

Three red arrows point from callout boxes to the side menu, the 'To Do' panel, and the 'At a Glance/Profile' panel.

The side menu allows you to access tasks, results, events and your debtor information

'To Do' shows any tasks that need your attention such as approvals for events and explaining absences

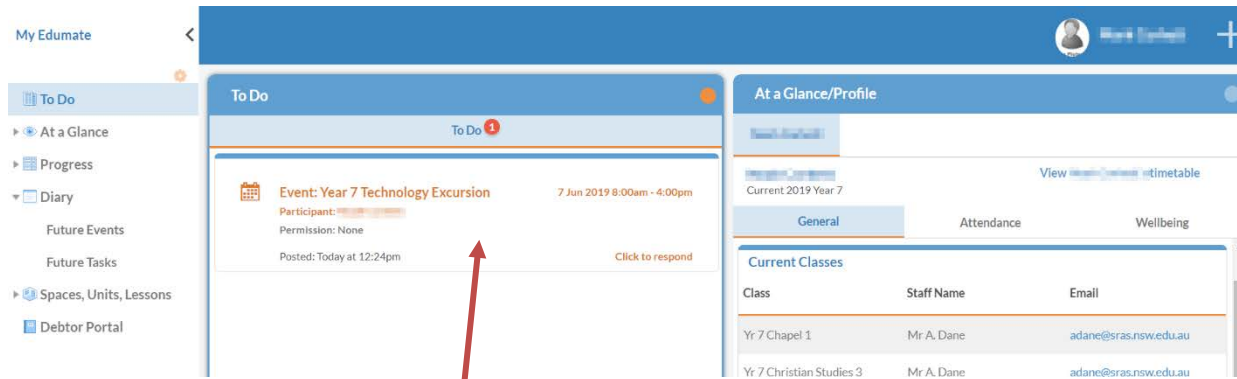
'At a Glance' allows you to view your children's timetable, attendance and wellbeing details

There are a number of features here that are worth looking at in more detail.

# To Do

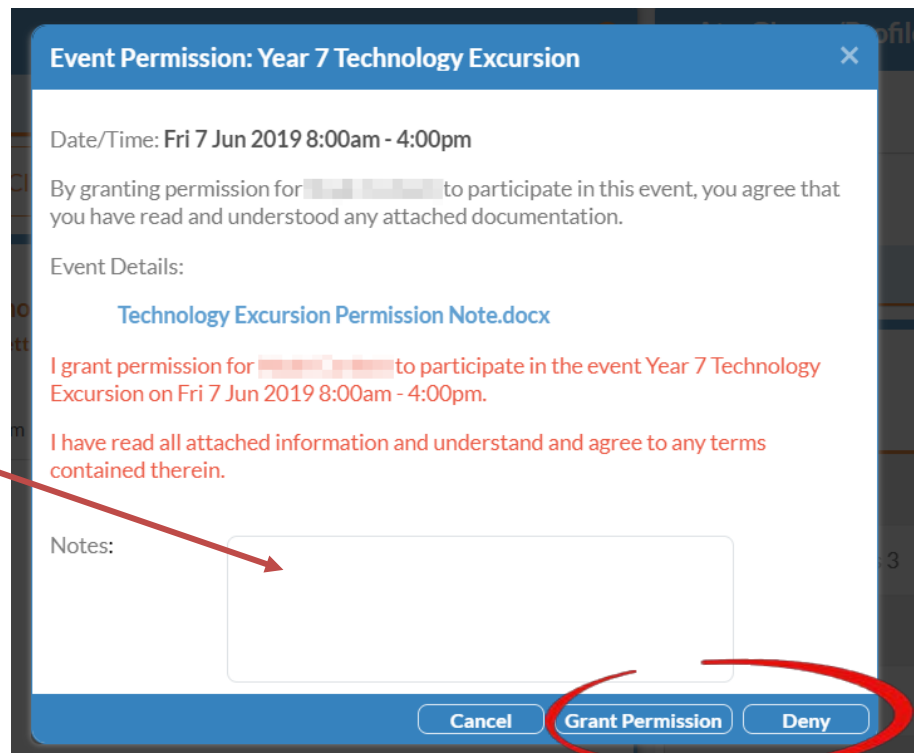
## Granting Permission for an Event or Excursion

There are two ways to access events and permission notes. When an event is first posted and requires you to give permission, it will appear in your 'To Do' list on your home page. The steps below will show you how to grant permission and view the note with more detail about the event or excursion. You can find permissions and events in the 'Diary' menu which is explained in more detail later in this document.



1. Click on the event under 'To Do' to either grant or deny permission

2. A dialogue box will pop to enable you to grant or deny permission. You can also add some note for staff to see.



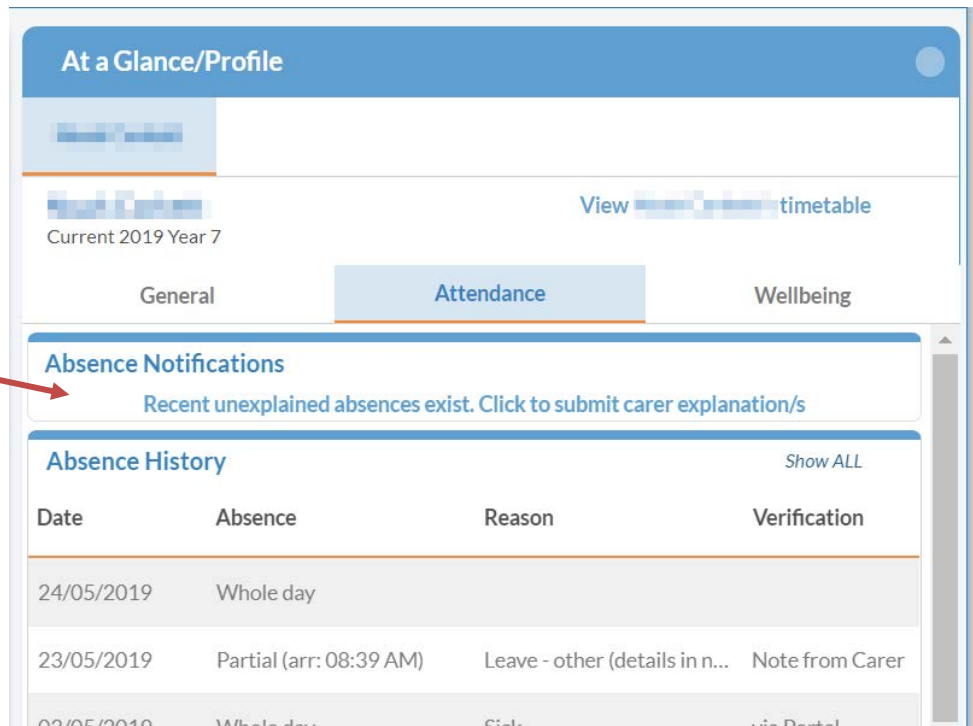
Once permission has been granted, the event will not show in your 'To Do' section. It can now be found in 'Future Events'. Here you can open the event and see details including dates, times and download the permission note. You can also still deny permission if something changes. An outline of [Future Events](#) appears on page 10

# At a Glance

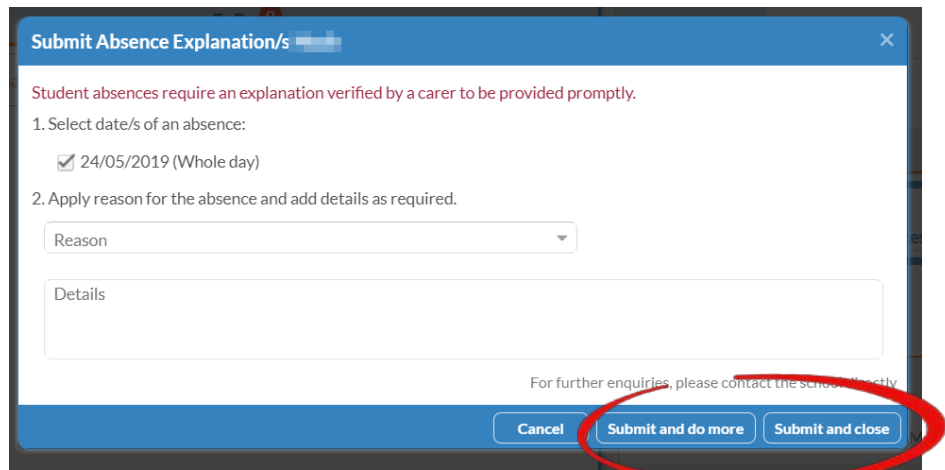
## Attendance

Selecting the 'Attendance' tab will allow you to see the attendance history of each child. The steps below show you how to attend to an unexplained absence

1. In this screen shot we see that there is an unexplained absence that needs attention. Click on the link to provide a reason for the absence.



2. A dialogue box will pop up and allow you to enter the explanation. Submit and close to return to the home page



## Wellbeing

The wellbeing tab shows details of any award or disciplines  
**Awards Received**

A list of any Bronze, Silver, Gold or Platinum Light of the Cross Awards is listed here.

### Disciplines

Any recent discipline entries are listed here. Click 'Show All' for a history of all items

# Progress

Selecting the 'Progress' menu gives three options. Upcoming Tasks, Past Tasks and Academic Reports.

## Upcoming Tasks

The 'Upcoming Tasks' tab displays a list of all upcoming tasks

Date Due	Task Details	Course
14 Jun 2019	Novel Essay	Yr 7 English
28 Jun 2019	Portraits (in class)	Yr 7 Art
29 Aug 2019	Animals in Art Artmaking & VAP...	Yr 7 Art

Clicking on 'View tasks by course' will bring up a pop up window that will allow you to sort tasks by an individual course

## Academic Reports

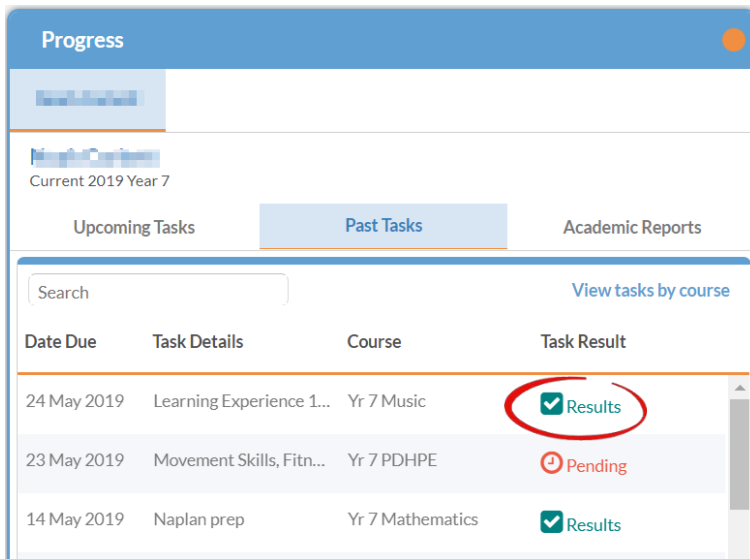
The Academic Reports tab displays a list of student reports that can be downloaded if needed.

Date	Report
12 Dec 2018	2018 K-6 Semester 2
5 Jul 2018	2018 K-6 Semester 1
14 May 2018	Y5 NAPLAN
6 Dec 2017	2017 K-6 Semester 2



## Past Tasks

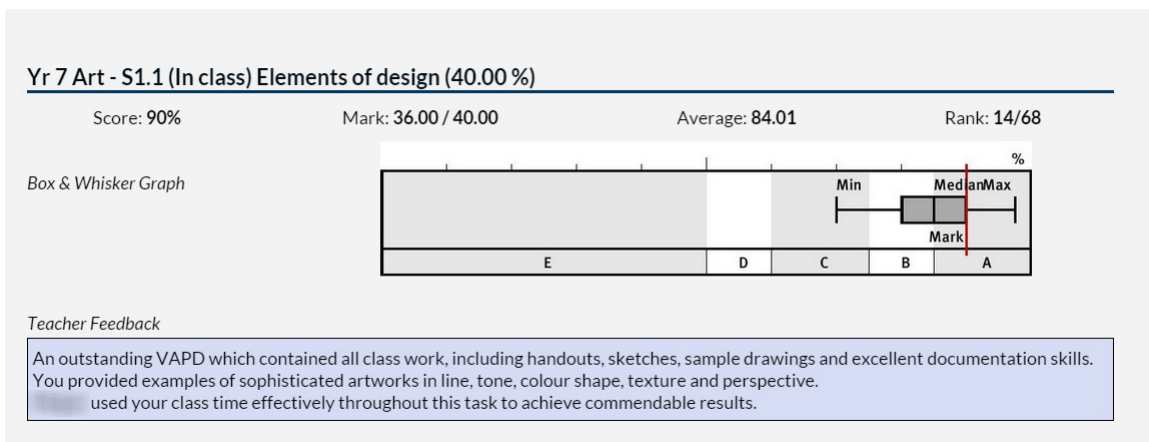
The 'Past Task' tab allows you to see completed tasks and access results. Once again you can view tasks by course if desired.



Date Due	Task Details	Course	Task Result
24 May 2019	Learning Experience 1...	Yr 7 Music	<a href="#">Results</a>
23 May 2019	Movement Skills, Fitn...	Yr 7 PDHPE	<a href="#">Pending</a>
14 May 2019	Naplan prep	Yr 7 Mathematics	<a href="#">Results</a>

Click on the results button link and a results pop up will appear

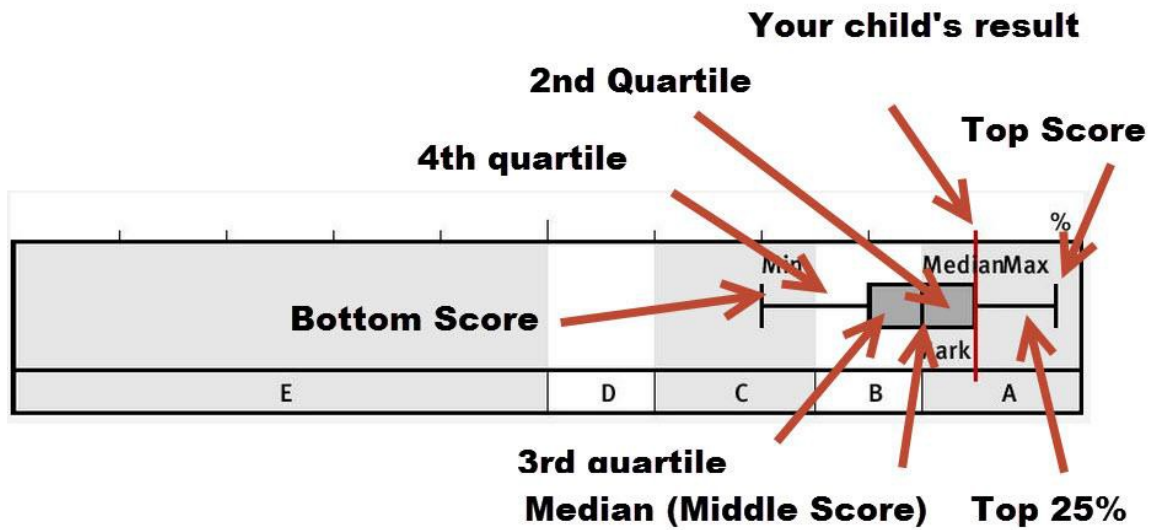
## Results



This screen shows a detailed analysis and comment on your child's performance in the assessment task. It includes the score, the average for the class and the rank. A box and whisker graph shows your child's placement and grade in relation to the rest of the student body. Each element of the box and whisker plot illustrates the class quartiles and median (middle score).

The image on the next page explains the box and whisker plot

## Understanding the Box and Whisker Plot



## Diary

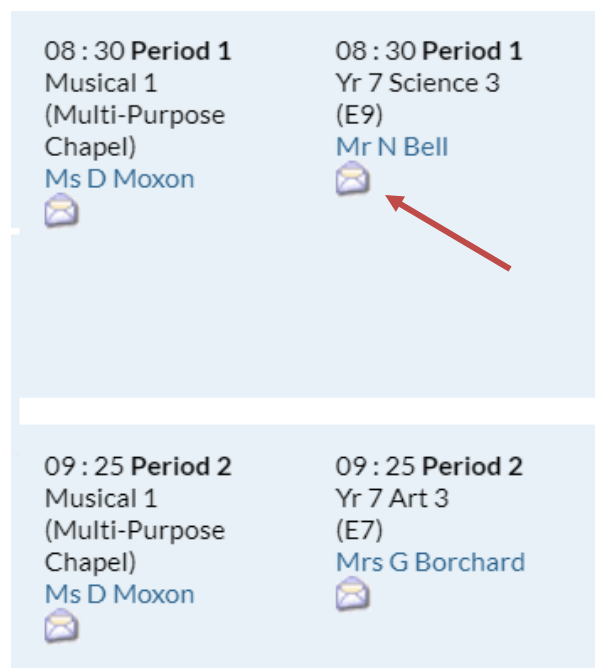
From the Diary menu you can see your child's timetable, future events, future tasks and the school timetable. The 'Future Tasks' tab takes you to the [Progress](#) area that was outlined earlier in this document.

## View Timetable

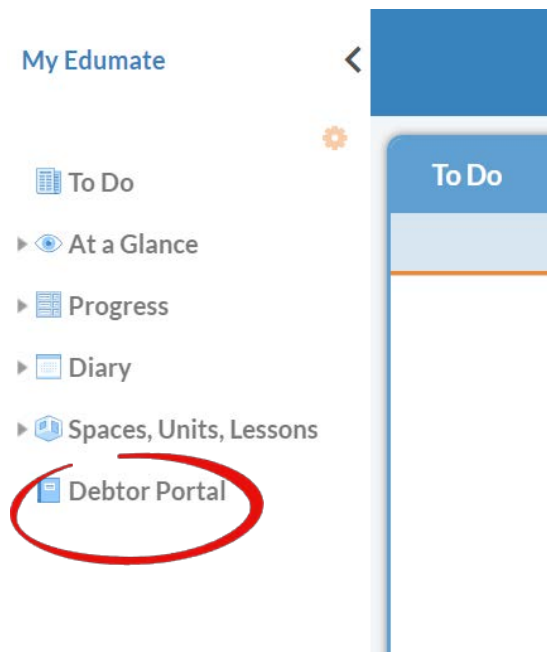
Clicking this link takes you to your child's weekly timetable. This timetable is dynamic rather than a generic weekly timetable and shows any events your child will be participating in. The green banner at the top of the timetable shows assessment tasks that you child will be working on in that week.

Timetable for Noah Corkett		03 Jun 2019		OTHER CALENDARS	PRINT	FILTERS	
Day	Week	Month	Term				
WEEK 5		WEEK 6			WEEK 7		
	Mon 03	Tue 04	Wed 05	Thu 06	Fri 07	Sat 08	Sun 09
All Day							
08:00 AM					08:00 Year 7 Technology Excursion Mr G Ewing		
08:30 AM	08:30 CG Time Yr 7 Homeroom H (H9) Mrs T Markham	08:30 CG Time Yr 7 Homeroom H (H8) Mrs T Markham	08:30 Period 1 Musical 1 (Multi-Purpose Chapel) Ms D Moxon	08:30 Period 1 Yr 7 Science 3 (E9) Mr N Bell			
09:00 AM	08:45 Period 1 Yr 7 Mathematics C (H9) Ms G Moore	08:45 Period 1 Yr 7 Science 3 (E9) Mr N Bell					
09:30 AM	09:40 Period 2 Yr 7 Technology 3 (H12) Mrs K Wynen	09:32 Period 2 Yr 7 Science 3 (E9) Mr N Bell	09:25 Period 2 Musical 1 (Multi-Purpose Chapel) Ms D Moxon	09:25 Period 2 Yr 7 Art 3 (E7) Mrs G Borchard			
10:00 AM							

Each period that is shown in this timetable contains a small email icon. Click on the email icon to send an email to your child's teacher.



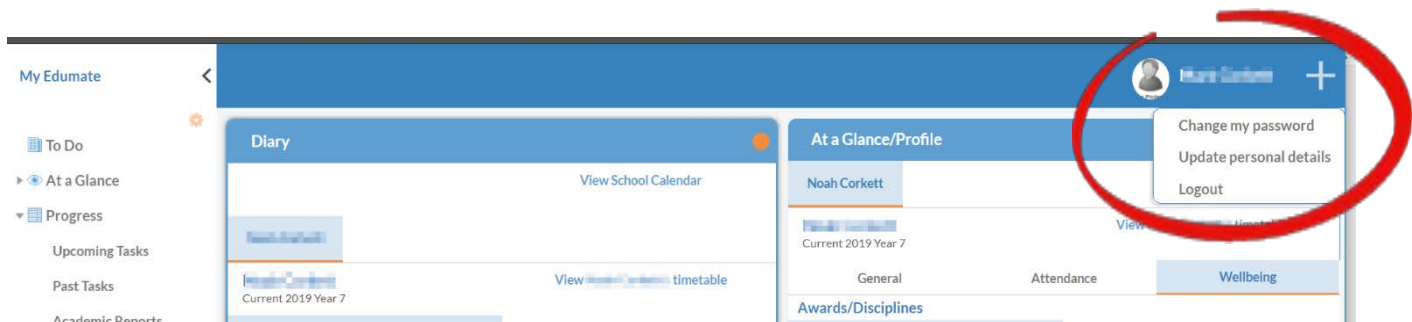
# The Debtor Portal

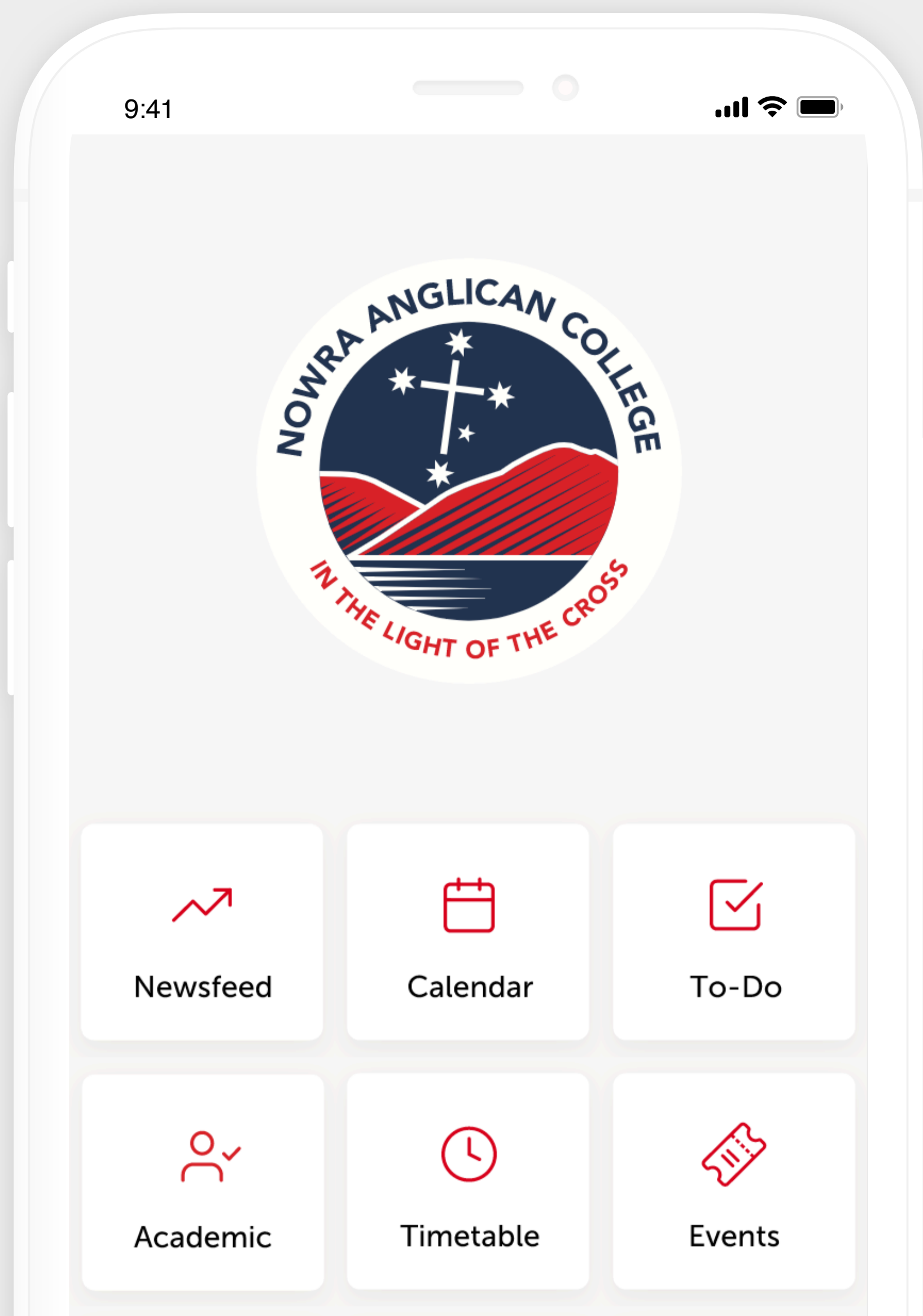


The Debtor Portal allows you to manage your school fees. Clicking on the Debtor tab displays your current balance, allows you to make an online payment via credit card or direct debit and set up regular automatic payments via direct debit.

## Change Password & Change My Details

Click on your name in the top right hand corner to change your password or update your details. Passwords should be updated regularly to maintain security to your private information.





# How to get your new Nowra Anglican College app

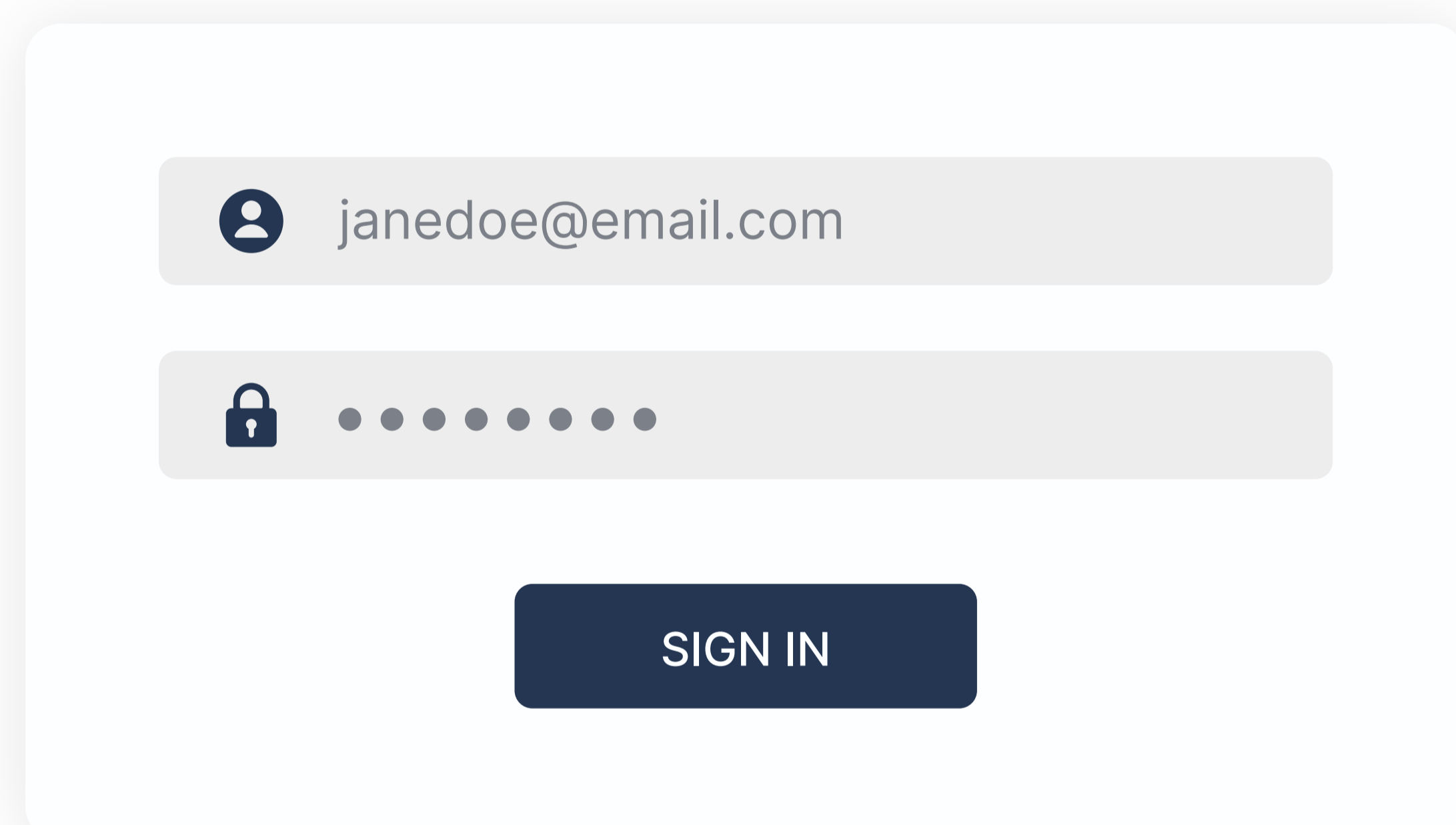
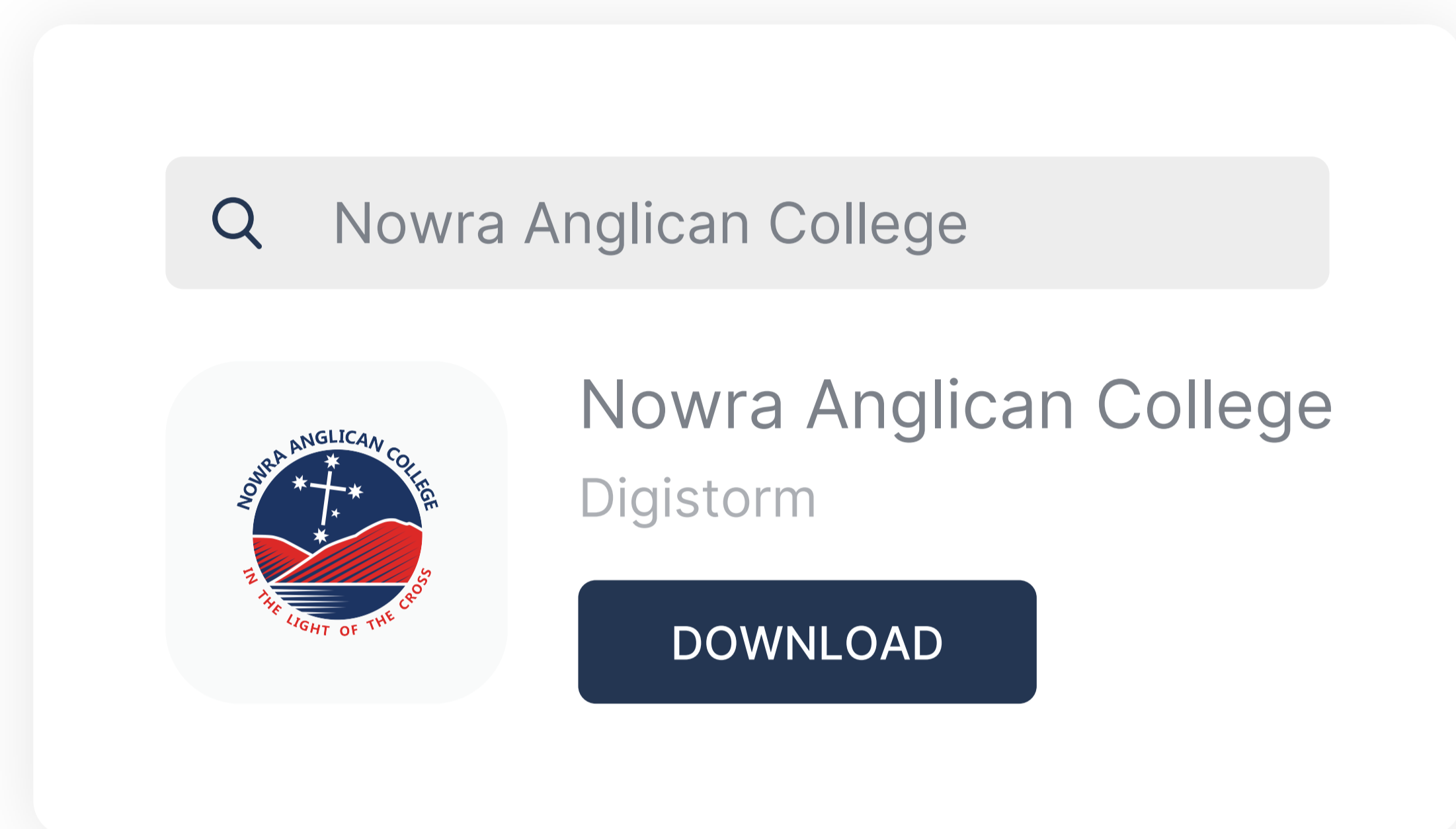
Follow these simple steps to quickly and easily set up your new app.



## STEP 1

### Search & Download

Search for your school on the Apple App Store or Google Play to download the app.



## STEP 2

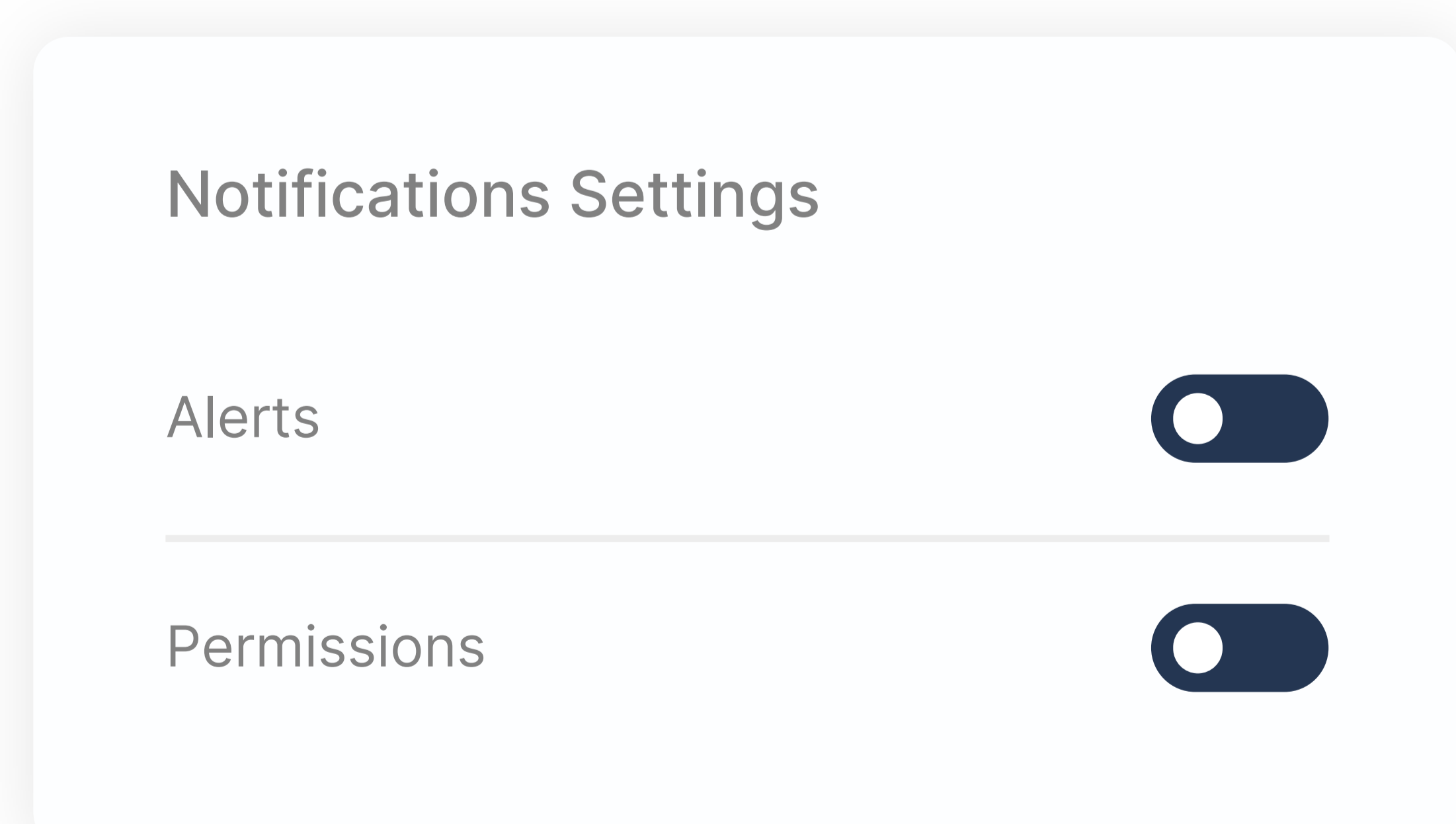
### Sign In

Sign in using your Nowra Anglican College login details.

## STEP 3

### Turn On Notifications

Log in to your Edumate settings, click Notifications and turn on the Notifications that you would like to see in your app.



## Stay Connected

You will now receive the latest updates and information from your school. Everything you need to stay in the loop is all in one handy place.