










PARENT MOBILE APP INSTRUCTION GUIDE



The
Anglican
Schools
Corporation

*Nowra Anglican College
Mobile Application guide - version 1
19th April 2021*

CONTENTS

1	Introduction	2
	1.1 How to get the app and turn notifications on	2
	1.2 Dashboard	3
	1.3 New Updates	4
2	Newsfeed 	4
	2.1 News	4
3	Calendar 	5
	3.1 Calendar features	5
4	To-Do 	5
	4.1 To-do: Outstanding messages to review	5
5	Academic 	6
	5.1 Academic features: Current and Future Tasks	6
6	Timetable 	7
	6.1 Daily & Weekly Periods / Subjects	7
7	Events 	7
	7.1 Events: Approved activities, permission notes and links	7
8	Absence 	8
	8.1 Absence overview, outstanding responses, and past absence history	8
	8.2 Absence: What are Morning and Evening Alerts	9
	8.3 Future absences: Requesting advanced Leave	9
9	More 	10
	9.1 More: Additional information	10
10	Settings 	11
	10.1 Settings: Access account information, turn on alerts, provide feedback & more	11

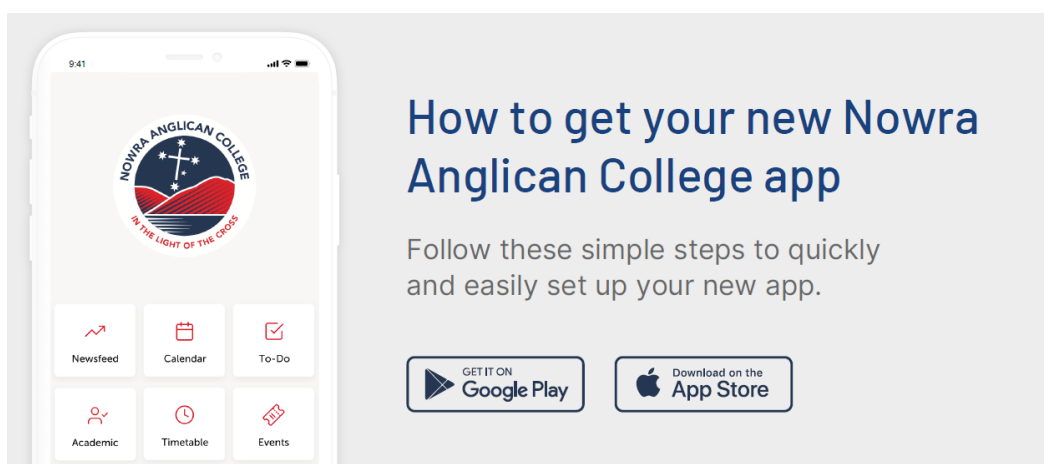
1 INTRODUCTION

The all-new college mobile application is an easy way to centralize all college communication channels into one, easily accessible place to connect anytime and anywhere. The Parent Mobile Application facilitates easy review of student activities, events and attendance, while being kept informed of Nowra Anglican College news and activities.

The app is available on both Android and iOS versions.

1.1 How to get the app?

Download the new app from Google Play (Android users) or App Store (iOS users).

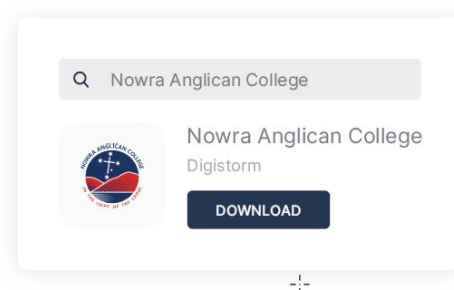


Step 1: Search for “Nowra Anglican College” & press download.

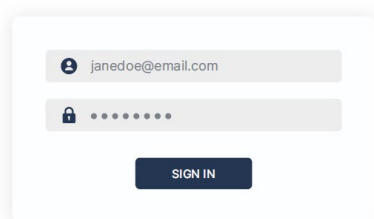
STEP 1

Search & Download

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



Step 2: Sign in using your same Edumate Parent Portal login details. Both the parent portal and app use the same username and password. **Please note:** Should you need to update your password; you would need to do so via the Parent Portal. This **CANNOT** be updated via the app. If you cannot remember your password, please contact the College.



STEP 2

Sign In

Sign in using your Nowra Anglican College login details.

Step 3: Turn on Notifications. Please follow instructions in **Module 10: Settings** section below.

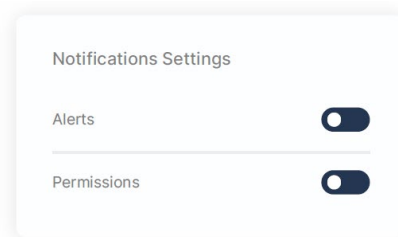


Why do I need push notifications? The main objective for any push notification is to instantly deliver a snippet of information for your attention such as attendance alerts, event reminders, grade releases, etc. even if the app is not open.

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.



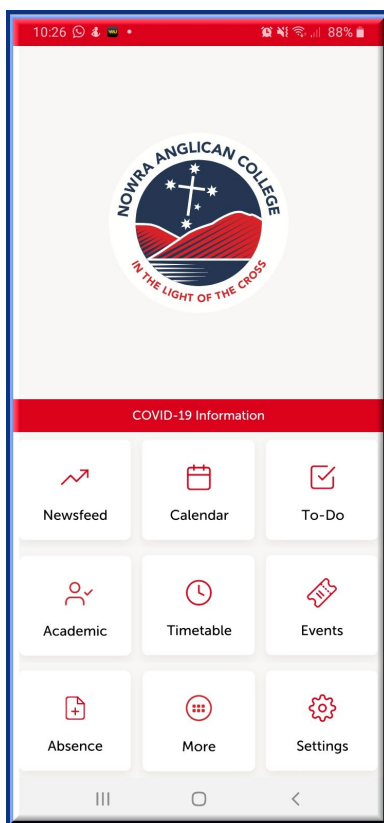
Enjoy the all-new college mobile app, anywhere, anytime!!!

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. 🖐️

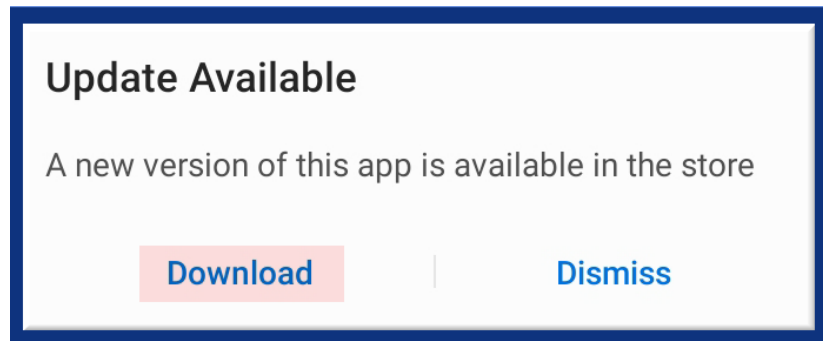
1.2 Dashboard

Overview of Dashboard: The dashboard provides you with an instant overview of all the modules available. Further instructions will explain each module in more detail.



1.3 New Updates

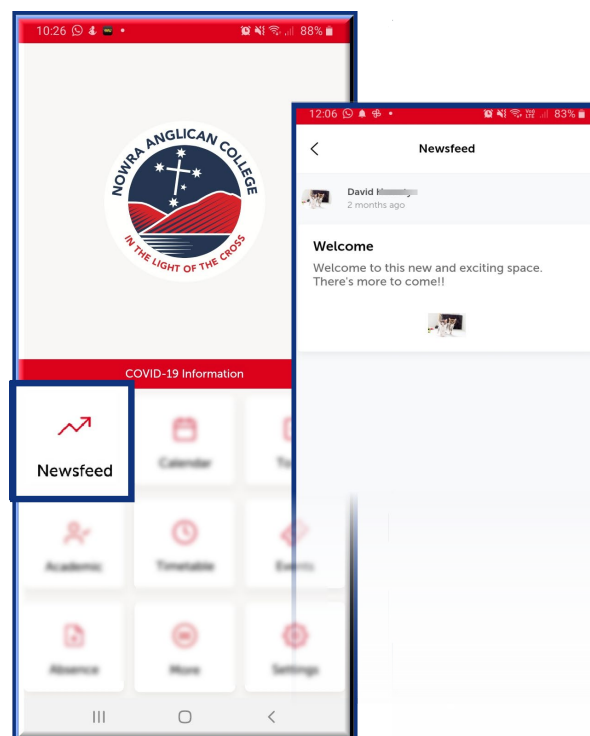
New features are pushed to your device automatically. When you see the notification of a new update on your app, please click the **download** link to install them.



2 NEWSFEED

2.1 News: Keep informed of updates relating to Nowra Anglican College

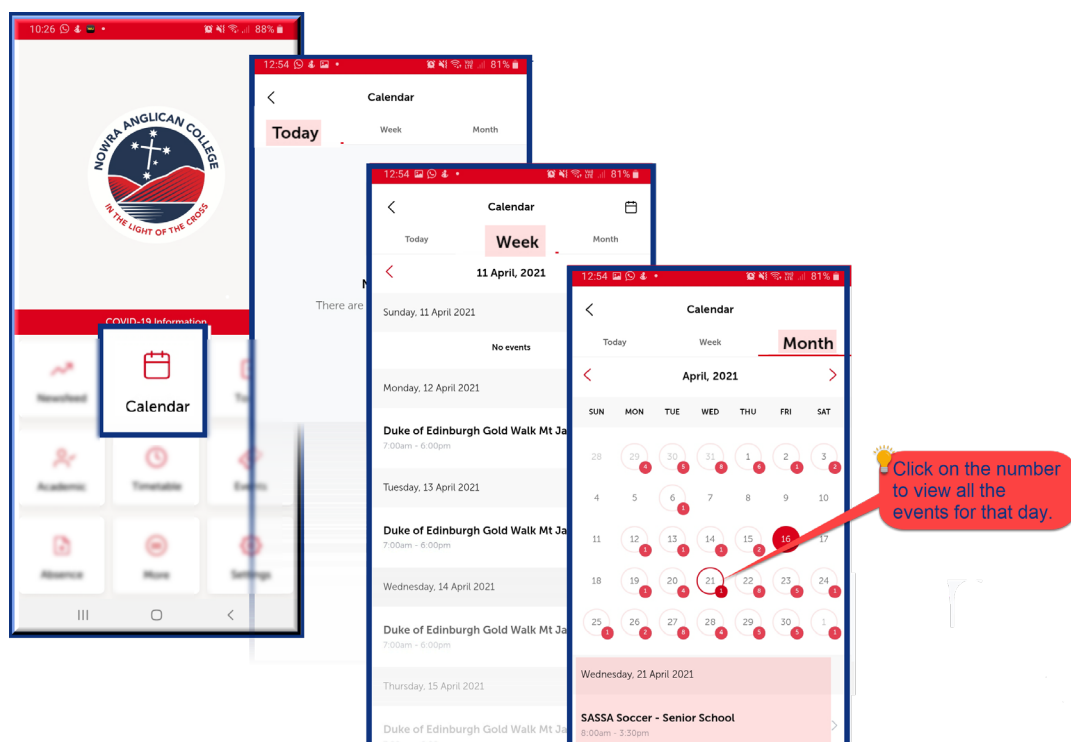
Communication is key when it comes to nurturing the relationship between schools and parents. With Newsfeed it's easy to stay connected via newsletters and broadcasts. We take pride in all our students' achievements and are keen to share these with you. When published, newsletters and broadcasts will be sent to your app. If you have mobile notifications turned on, you will be alerted via push notifications.



3 CALENDAR

3.1 Calendar Features: School and student calendars

You can view your Edumate parent portal personal calendar and child(ren)'s events with a touch of a button that offers three views: **Today**, **Weekly** and **Monthly**.

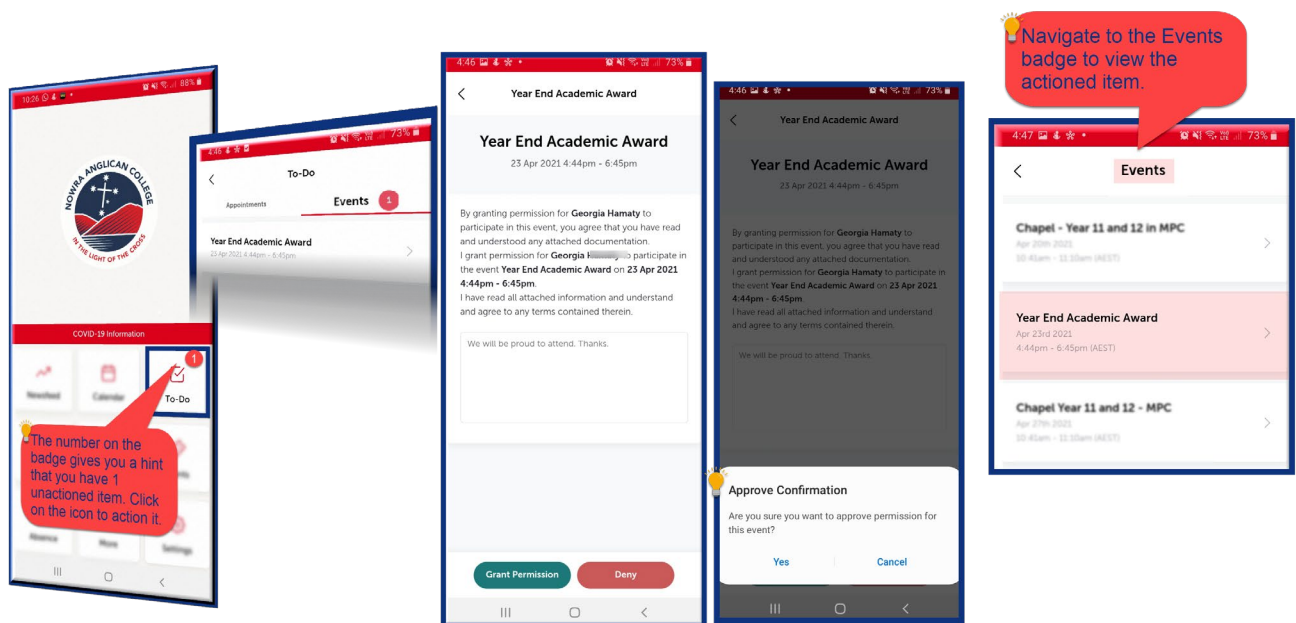


4 TO-DO

4.1 To-Do: Outstanding messages to review

Any unactioned, pending actions such as event permissions, appointment requests, etc., will be found here for your review. Triggered **push notifications** are displayed by a **number** as below that will be sent to the app when items are posted by the school.

When the event is reviewed, a confirmation will pop-up. Thereafter any actioned item will disappear from the To-Do Module and will be moved to the events Module for your future reference.

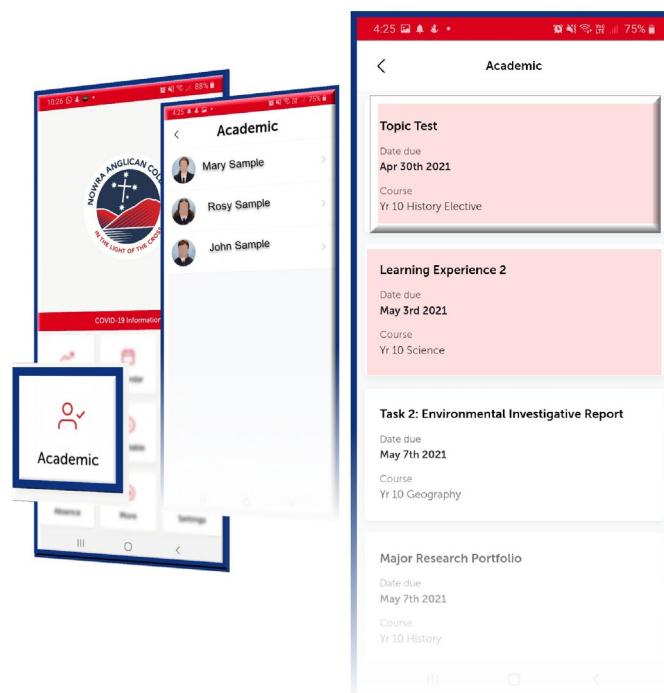


5 ACADEMIC

5.1 Academic features: Current and Future Tasks

You can view your child(ren)'s **tasks** here. If you have multiple children at the school, each child will have a separate profile to access their individual academic tasks. For accessing Academic Reports, you will need to use the Edumate portal as this functionality is currently unavailable on the app.

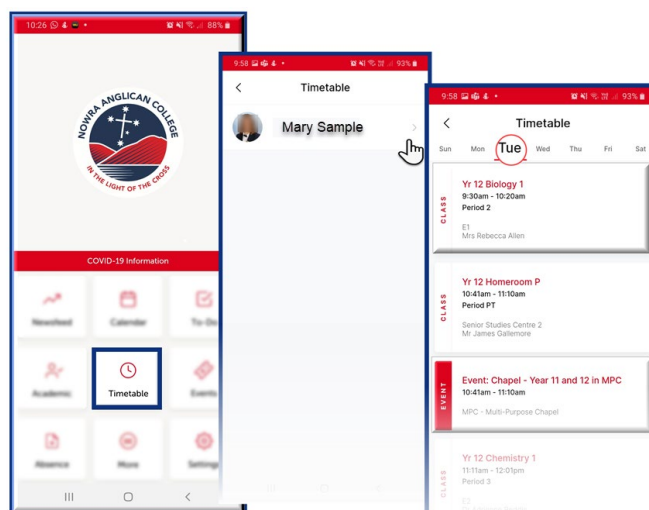
Any task, along with its Title, Course details and due date will be displayed within this module, allowing you to keep an eye on student assignments and tasks which need to be completed.



6 TIMETABLE

6.1 Timetable: Daily and Weekly Subjects/Periods

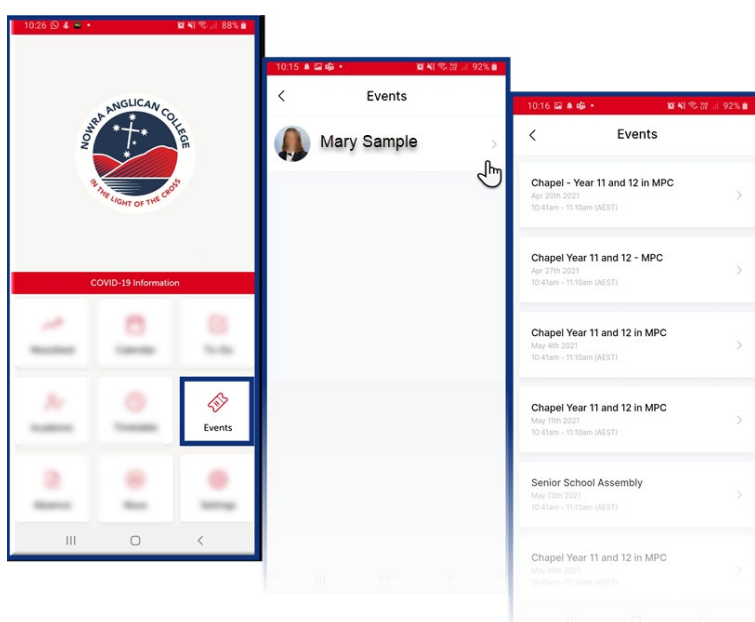
You can access your child(ren)'s timetable using this module. The timetable view has a slightly modified tile design when differentiating between a class which includes the period number, start/finish times, room/resource location and an event. You can navigate through the week within the app, allowing you to review individual days.



7 EVENTS

7.1 Events: Approved activities, permission notes and links

You can access all approved events through the Event module. All current and future events for each of your child(ren) will be available with the event date, start time and finish times. This helps you keep track of all events and activities your child(ren) will be involved in, along with key information, such as special uniforms etc, required.

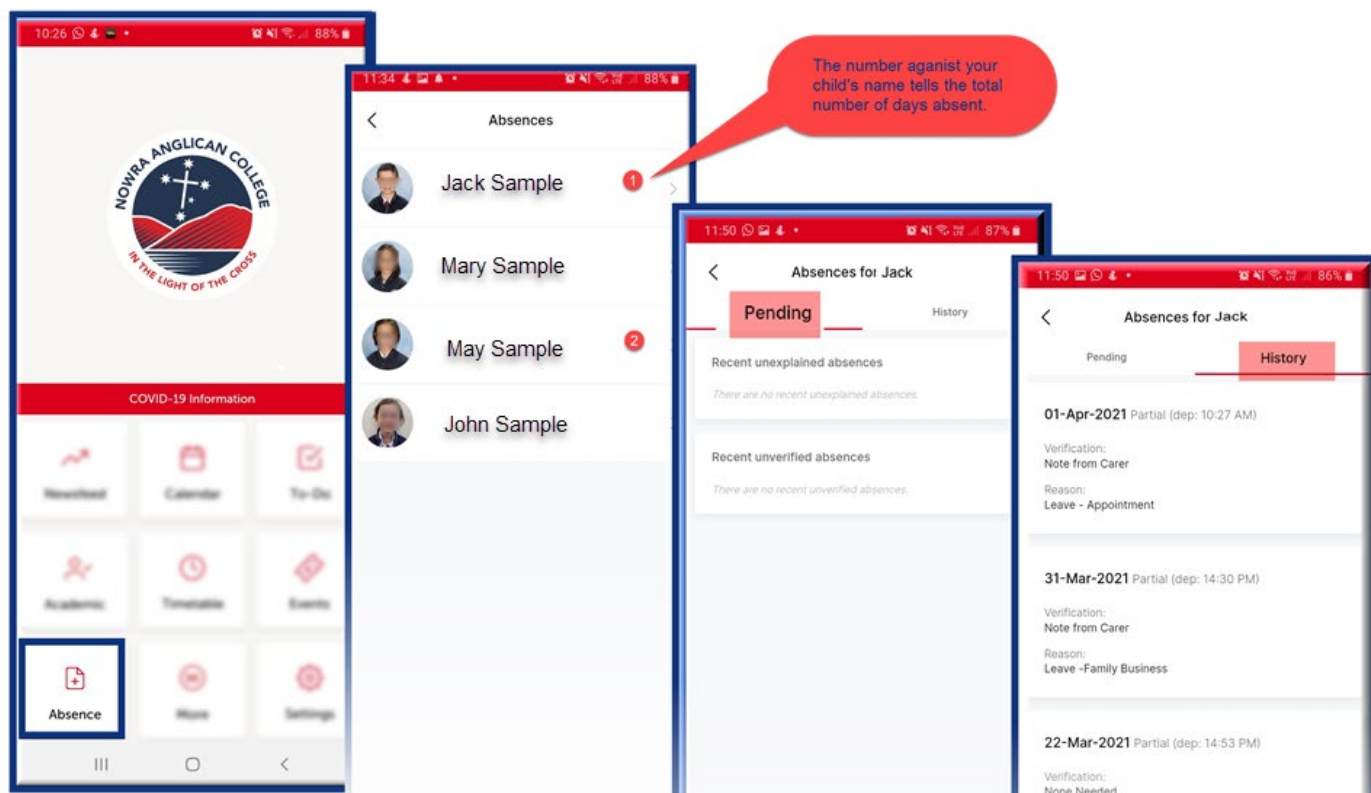


8.1 Absences: Overview, outstanding responses, and past absence history

You can access **important** absence information relating to your child(ren) through this module. Actions and views available here are:

- Morning alerts – Rollcall period
- View unexplained / unverified absences
- Provide absence explanations
- Verify absences
- View absentee history

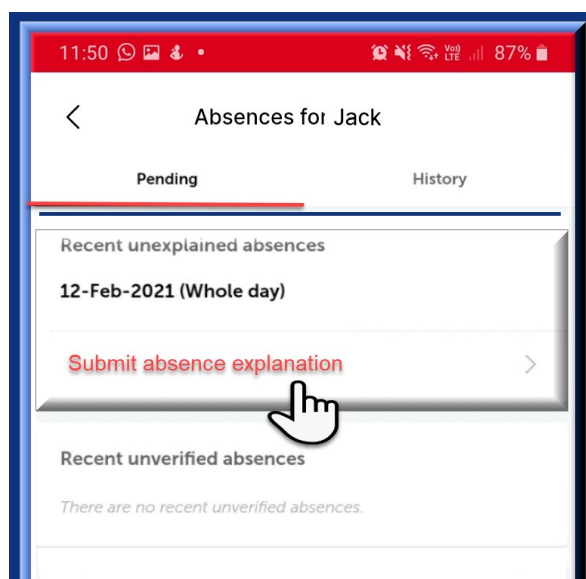
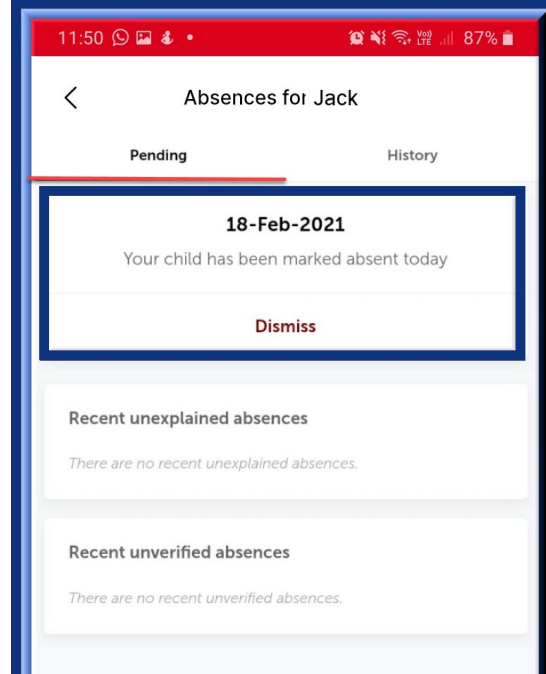
It is the responsibility of parents/carers to contact the school student services at <https://www.nac.nsw.edu.au/contact> and inform about your child(ren)'s whereabouts where applicable.



8.2 Absence: Morning and Evening Alerts

Carers will receive a courtesy morning alert and an evening (end of school day) alert.

Morning Alert: The morning alert is posted to the app after the first roll call is taken by the pastoral care / class teacher and the teacher identifies that your child is absent or missing from the Rollcall or Period 1. The morning alert notifies that your child is not present at school and is sent before 11 am. The morning alert does not provide a mechanism to respond to the absence; this will need to be done through the evening alert. Clicking "Dismiss" acknowledges receipt of this notification.

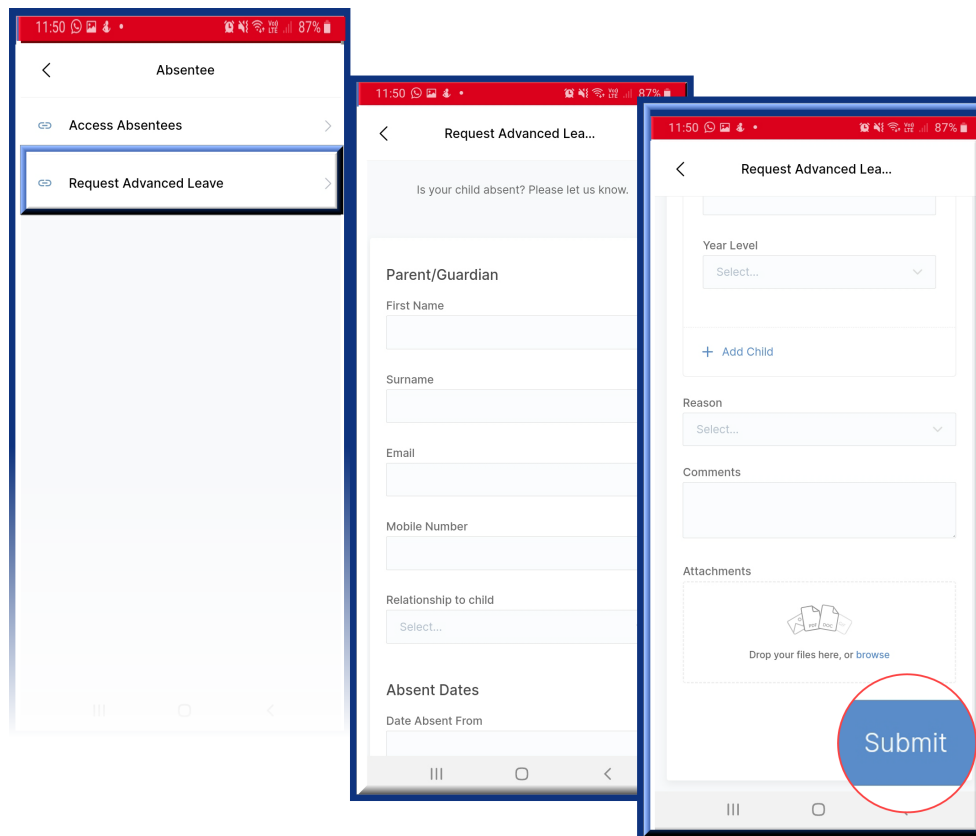


Evening Alert: Unlike the parent portal, where the absence reason can be provided immediately, the explanation request for your child(ren)'s absence is posted/available at the end of each school day.

Click on the text "Submit absence explanation" to respond with a valid reason.

8.3 Future Absences: Requesting Advanced Leave

Future Absence leave form: (New Feature) We understand that families sometimes have planned vacations and/or appointments. There are various ways you can inform the school about planned absences. This can be done by contacting Student Services or via the convenient 'Request Advanced Leave' form available on the app. Once submitted, this form will send a notification directly to the school administration team.

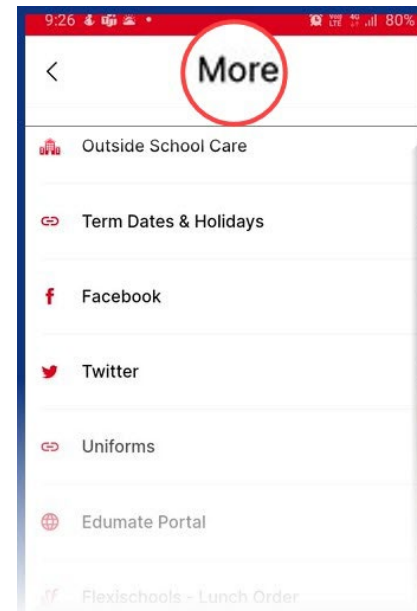


9 MORE

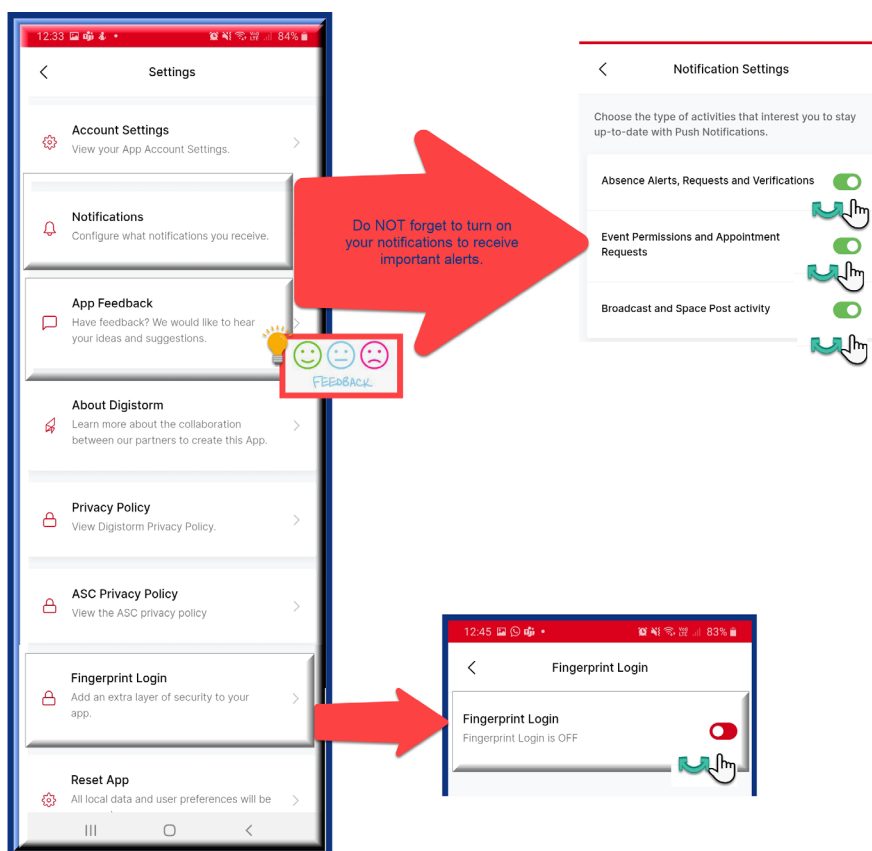
9.1 More: Additional information

The school posts any additional important and helpful information for parents such as:

- Term Dates & Holidays
- School Newsletters
- Resource lists
- Lunch orders, etc.



10.1 Settings: Access your account information, turn on Mobile alerts, login access, feedback and more...



Your personalized mobile app settings such as account information, notification settings, fingerprint logins and other functions can be accessed here.

If you have any technical issues or feedback on the mobile parent app, we would love to hear from you. By clicking on 'App Feedback' you can raise any technical support issues or feature requests you would like to see in the app.