Edumate – Student and Parent Portal Information

Parents and Students will now have access to relevant student administration data through a web portal. The Parent and Student Portals support the strong emphasis on co-operation between home and school. The Parent portal is designed to provide active links so that families can maintain good access to important information relating to student well-being and academic requirements. The portal also lists important events on the school calendar.

The Parent and Student Portals provide information from our School database, Edumate, to families to assist in their child’s education. The following functions are available through the portal:

- **Assessment task dates** - As a rule, assessment task dates indicate the week that the assessment task is due. Once the task is formally handed to the students the date is altered to reflect the exact date of the task. There are some courses where there is continuous assessment, for example, 7RE in Term 3. In this case the dates in the calendar don’t reflect the exact day when the assessment task will take place.
- **Assessment results** - Reasonable time of approximately two weeks should be allowed for marking and recording of results of an assessment task once the due date has passed.
- **Academic reports** – all student reports will be found on the student profile page. These reports will date back to 2013. All future reports will only be available via this platform. You will receive an email once reports are available.
- **Student awards and achievements** - The welfare section of the student profile contains a summary of awards and disciplines. Please discuss these with your child and if further clarification is necessary please contact the respective Pastoral Co-ordinator and / or KLA Leader at the College.
- **Student attendance** - The College is endeavouring to mark rolls each lesson. This is not always possible due to factors such as practical lessons, lack of access to computer equipment, and unforeseen circumstances. If your child is marked absent from a period and it appears to be fractional truancy, please discuss this with your child and if necessary contact the College.
- **Student timetables** – this is your child’s specific timetable.
- **Calendars – school and assessment** – these calendars allow both you and your child to organise their week in regards to what is on and when assessments are due.
- **Sick bay records** – each time your child signs in and out of sick bay it is recorded here.
- **Noticeboard** - Daily news items are listed here as reminders of what is happening on a daily basis.
- **Password Protected** – the website is password protected to ensure the privacy of your child’s details. When registered for the site you will be given a generic password so please then ensure this password is changed to a more secure and private one.
Students in Years 7 – 12 were given access to this data earlier this term. Access to the Parent Portal is available by completing a Parent Portal Application Form. This form can be found on our College website, http://www.mccwdbb.catholic.edu.au

You will find information and the application form under the banner heading “Student Information” at the top of the College home page. When you go to this page you will see a link entitled ‘Information for Access to College Parent Portal’. There will be information, a ‘Guide to Edumate’ and a link to the application form. Please complete the form and submit it.

You will then receive an email with your user name and password. The ‘Guide to Edumate’ will step you through the website and assist you with any issues. Due to the number of parents that will be applying for this it may take some time to reply to all applications and could take well into Term 4.

Once you have received your username and password you can gain access via the College Website at the bottom of the Home Page by clicking “Edumate Parent Portal” under ‘Parent Links’.