# **Parent Portal User Guide**

Version 1.1



# Whittlesea Secondary College

www.whittleseasc.vic.edu.au

#### Introduction

Welcome to the Whittlesea Secondary College parent portal. This portal will grant you access to an array of useful student information and will allow you to book parent teacher interviews. This guide will help get you started. You access the parent portal using a web browser such as Internet Explorer, Mozilla Firefox or Google Chrome via:

#### https://portal.whittleseasc.vic.edu.au

When visiting the site you will see the following on your screen:

parentandstuden Log me into Whittlesea Seco	password	Login >	
Need help? Call 9719 1200 or email us NOTICE TO USERS This computer network is the property of the Department of Education & Early Childhood Development and is for authorised use on The use of the network is monitored. Your access to or use of this network is subject to your compliance with the DEECD Acceptable Use Policy for Internet, Email and other electronic communications and requirements of information privacy laws. The complete policy may be read at http://www.education.vic.gov.au/about/deptpolicies/acceptableuse.htr Unauthorised or improper use of this network may result in administrative disciplinary action and civil or criminal penalties.		Mr Xtreme Software	

Enter the username and password provided by the College, if you have forgotten your username and or password please contact the College Attendance Officer on 9719 1201. Once logged in you will be greeted with the following:

Summary	My Childen	Friday
Family & Contact Details Parent Teacher Interviews Reports Timetable	Student NAME NAM0999 Year 10, 10F Attendance Today: 💮 💮 🌚	8 March 2013 News [Expand all]
	Upcoming Events	Parent Teacher Interview bookings are now available
	This week	Teachers
	There are currently no events this week.	Teachers of Student NAME v
	Next week	Academic Summary 2013
	Mon 11th Mar - Labour Day Public Holiday All day	Student NAME v
	In 3 weeks	Engagement & Wellbeing Summary 2013
	There are currently no events in 3 weeks.	Student NAME v

On this screen you will see the main menu to the left, a list of your students at the College as well as news items, calendar items and teacher information.

#### **Downloading Reports**

You can easily download an electronic copy of past and current semester and term reports by leftclicking the "Reports" link in the main menu and choosing the report you wish to download. Please see the example below:

Summary	Academic Reports	Friday		
Family & Contact Details	Student NAME			
Parent Teacher Interviews	2012	8 March 2013		
Reports	Semester 1	are forward all 1		
Timetable	Semester 2	News [ Expand an ]		
	Term 1	available		
	Term 3			
	2011 ~	Teachers		
	2010	Teachers of Student NAME		

When you left-click a report it will give you the option to download a PDF of that report, you will need an appropriate PDF viewer such as Adobe Acrobat (downloadable from www.adobe.com) to view and print the file. Families with multiple students will see each student listed here.

#### **Booking an Interview**

Booking an interview time is quite easy. Simply left-click the "Parent Teacher Interviews" link in the main menu and select a time from the pull down menus for each subject. If you make a mistake or are not happy with the selection, you can simply left-click the large "X" that appears next to the booking. Please refer to the example below:

Summary	Confirmed Bookings				Friday	
Family & Contact Details	Wed 27th Mar, 09:00am Student	NAME	10 CAFE CULTURE - Jo MARIANI	×	9 March 2012	
Parent Teacher Interviews	🔗 Print				o March 2015	
Reports					News	[Expand all ]
Timetable					Parent Teacher Interview bookings are n available	iow 💙
	Make a Booking				Teachers	
	Student NAME				Teachers of Student NAME	~
	Please select a time	▼ 10 E	NGLISH - Helen TSOLAKIDIS			
	Please select a time	▼ 10 M	ATHEMATICS - Kahli SYMONS			
	Please select a time	▼ 10 M	ATHEMATICS - Kahli SYMONS			
	Please select a time	▼ 10 P	ERSONAL DEVELOPMENT - Paul LUCAS			
	Please select a time	▼ 10 P	HOTOGRAPHY & MIXED MEDIA - Louise HANNAY			
	Please select a time	▼ 10 P	HOTOGRAPHY & MIXED MEDIA - Kerry YULE			
	Please select a time	▼ 10 P	HYSICAL EDUCATION - Madeleine PRIOR			
	Please select a time	■ 10 S	CIENCE - Annette RODAUGHAN			
	Please select a start time	<ul> <li>Book</li> </ul>	all remaining subjects for this child automatically			

You can also print your bookings by left-clicking "Print" in the "Confirmed Bookings" title bar. Families with multiple students will see each student listed here.

## Viewing Timetable Information

To view your student's timetable, simply left-click "Timetable" in the main menu, a new window will appear with a PDF of the student's timetable. You can save an electronic copy of this by pressing SHIFT-CTRL-S or alternatively you can print it by pressing CTRL-P. Families with multiple students will see each student listed here, clicking a name will yield the same result as above.

### Logging Out

To log out simply left-click "Logout" in the top right hand corner