

**PARENT APP
USER GUIDE**



Marsden Park Anglican College
Parent App Guide

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1 INTRODUCTION

The all-new school mobile application is an easy way to centralize all school communication channels into one, easily accessible place to connect anytime and anywhere. The Parent Mobile Application facilitates easy

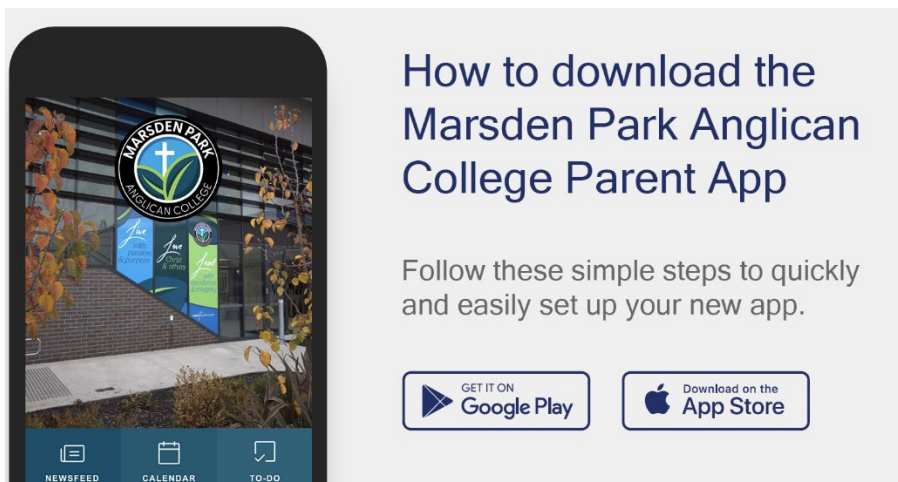


review of student activities, events and attendance, while being kept informed of Marsden Park Anglican College news and activities.

The app is available on both Android and iOS versions.

1.1 How to download the app

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

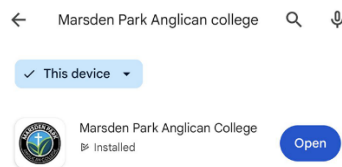


Step 1: Search for “Marsden Park Anglican College” and press download or install.

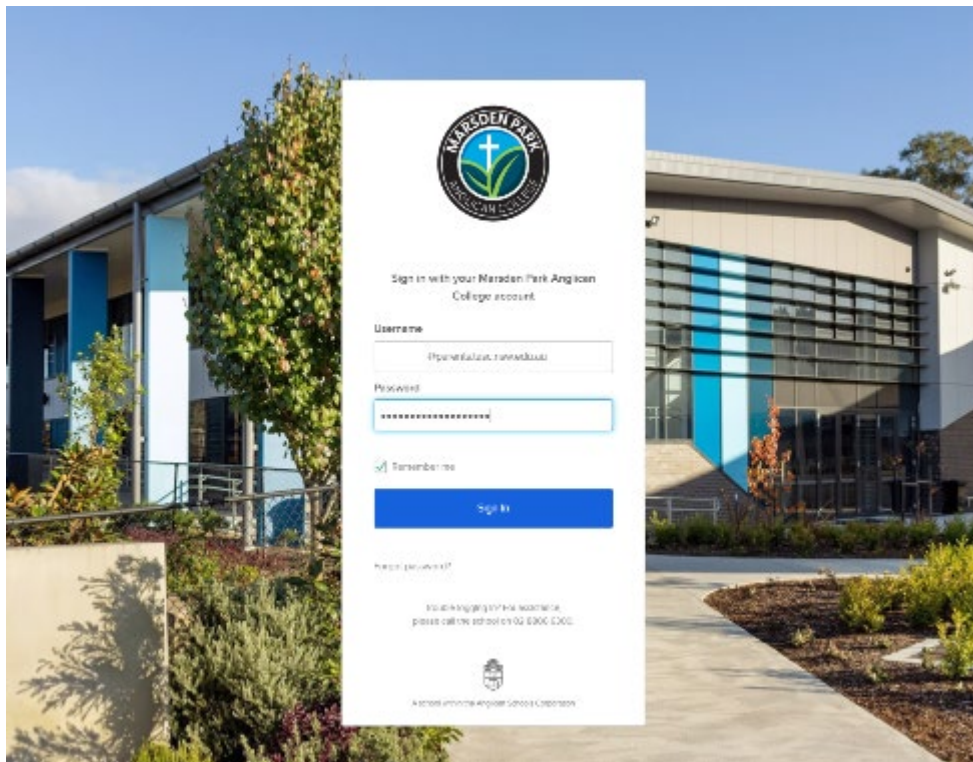
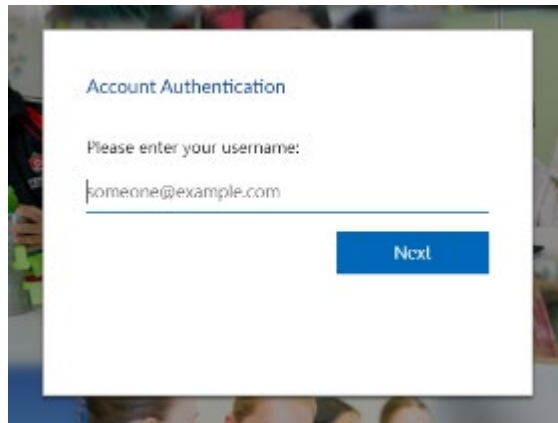
STEP 1

Search & Download

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

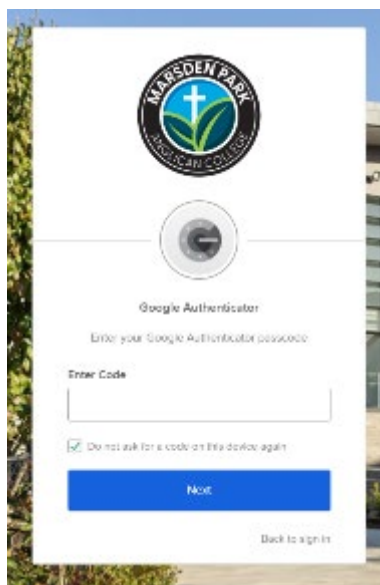


Step 2: Enter your username and password. You will have set up your username and password when your child was first enrolled with the college.



You will be asked to provide a second level of authentication, such as Google Authenticator.

If you are on a trusted device, you can select the option to not ask for a code on this device again.



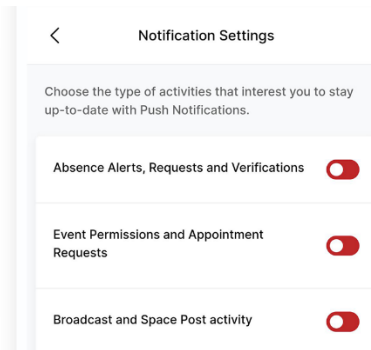
Once you are authenticated, you will be taken to the Parent Portal landing page.

Step 3: Turn on Notifications. Go to Settings then Notifications and check that all 3 options are selected.

STEP 3

Turn On Notifications

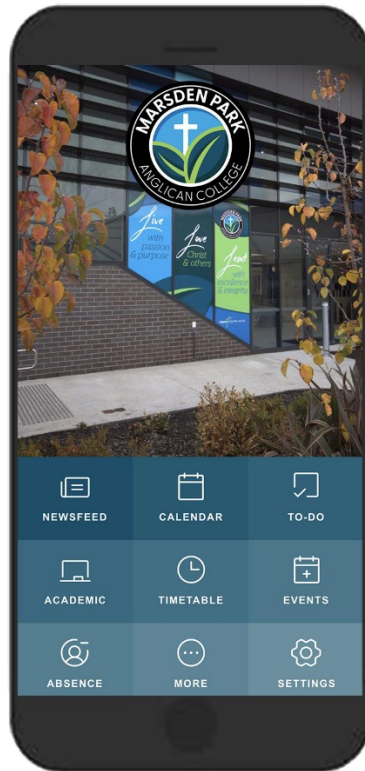
Log in to your Edumate settings, click Notifications and turn on the Notifications that you would like to see in your app.



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.

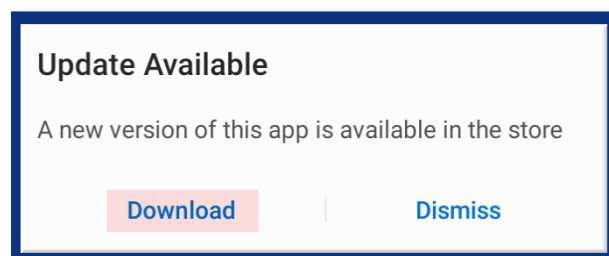
1.2 Home Page

The home page provides you with an instant overview of all the modules available. Further instructions will explain each module in more detail.



1.3 New Updates

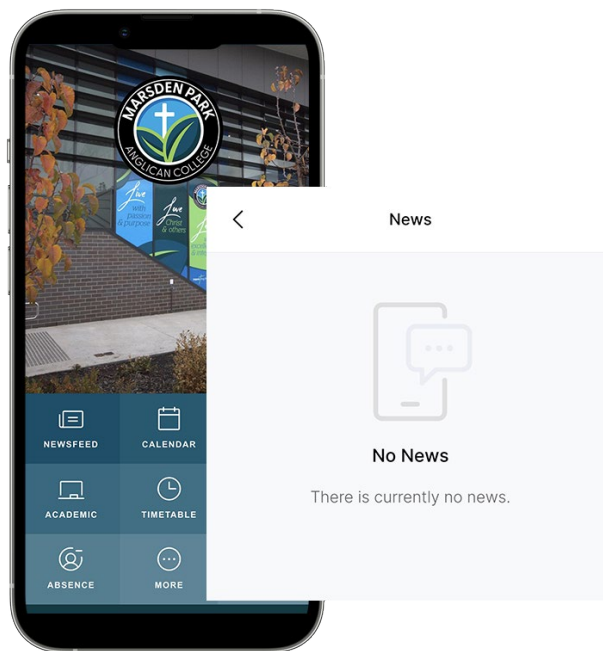
New features are pushed to your device automatically. When you see the below notification of a new update on your app, please click the **download** button to install them.



2 NEWSFEED

2.1 News: Keep informed of updates relating to Marsden Park Anglican College

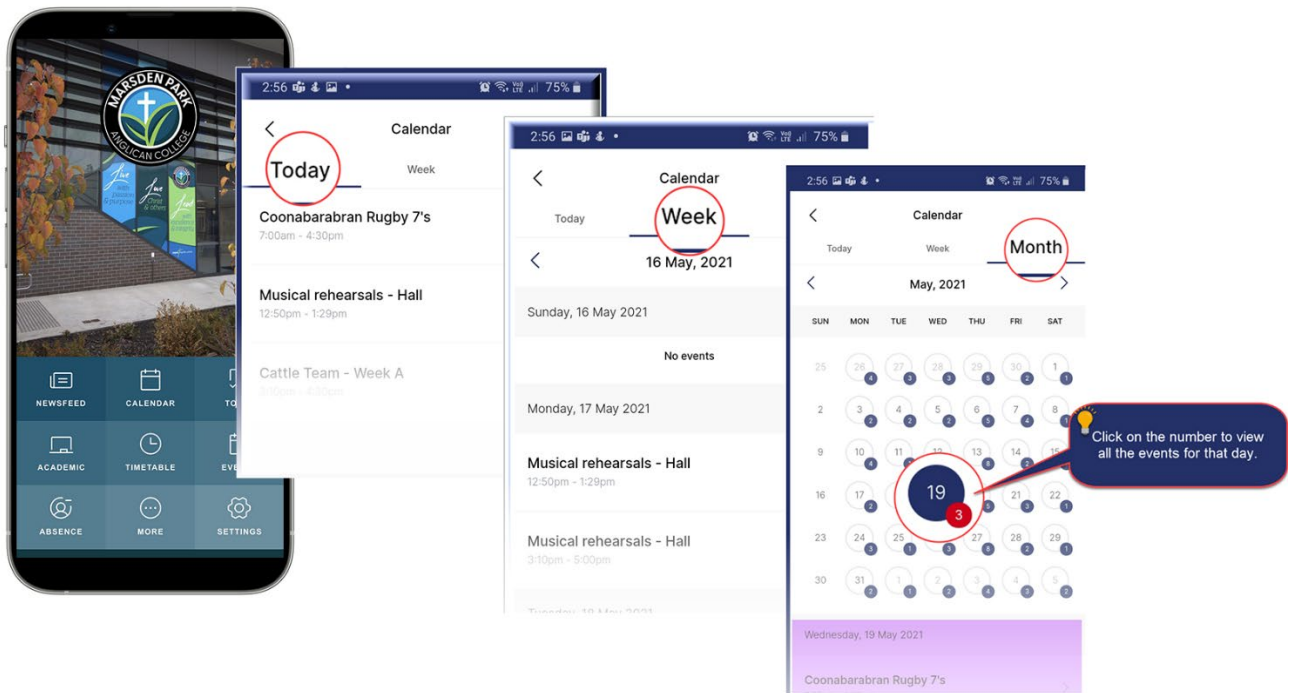
Communication is key when it comes to nurturing the relationship between schools and parents. With Newsfeed it's easy to stay connected via newsletters and broadcasts. We take pride in all our students' achievements and are keen to share these with you. When published, newsletters and broadcasts will 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 children's events with a touch of a button that offers three views: **Today**, **Weekly** and **Monthly**.

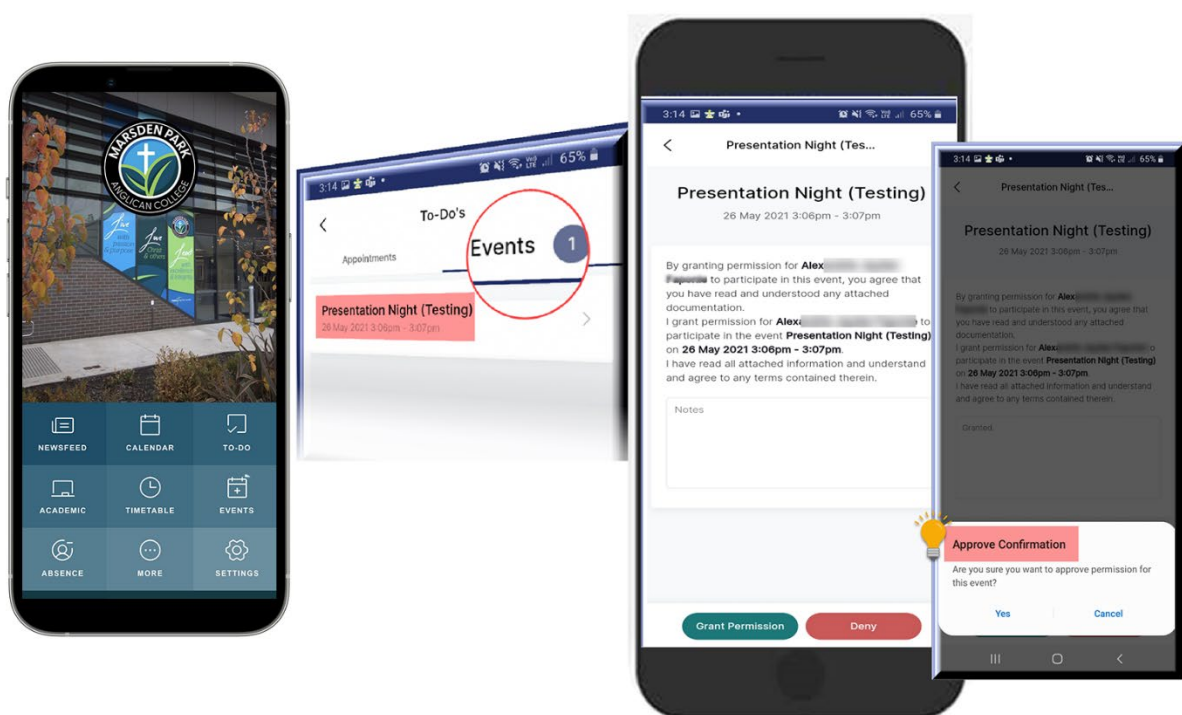


4 TO DO

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.

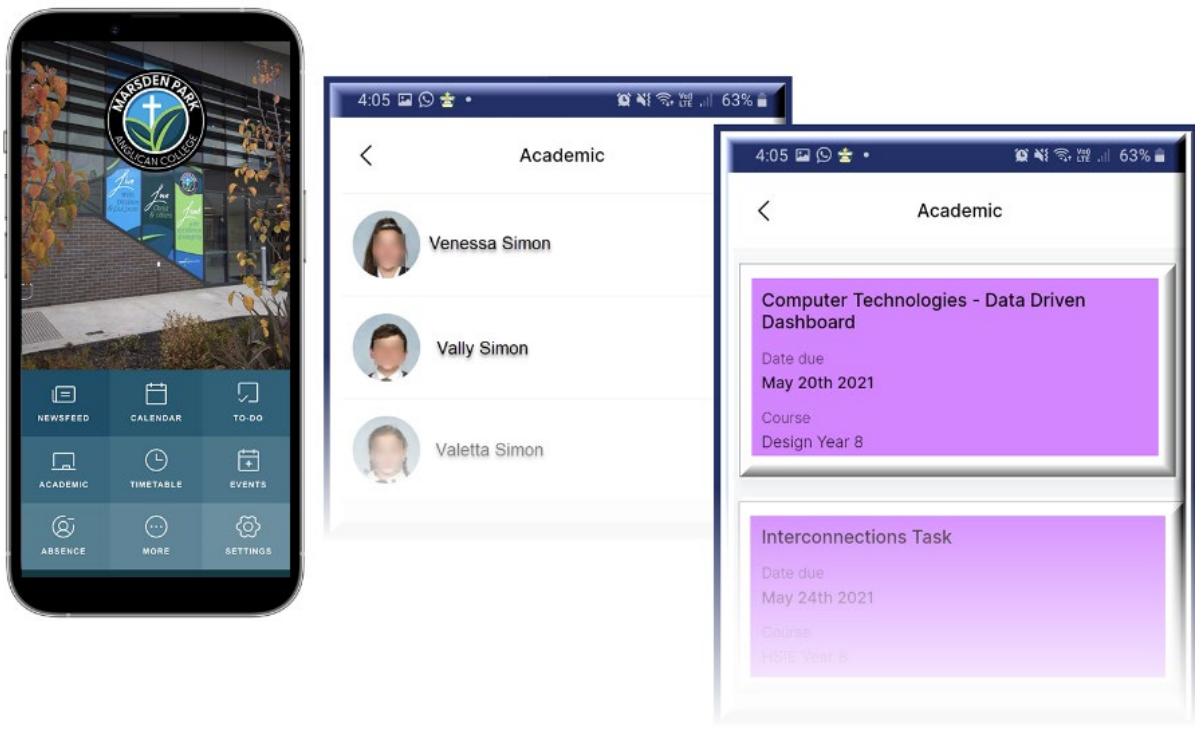


5 ACADEMIC

5.1 Academic features: Current and Future Tasks

You can view your children'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.

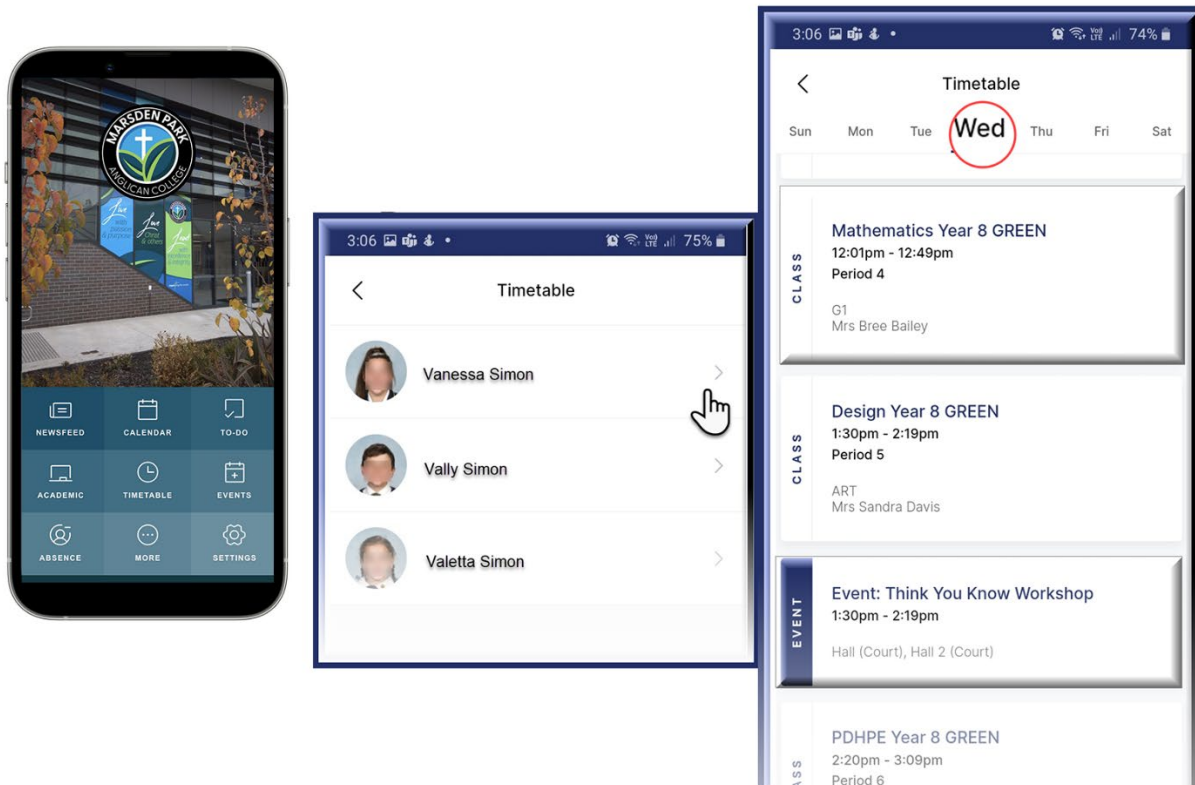
Any task, along with its Title, Course details and due date will be displayed within this module, allowing you to keep an eye on student assignments and tasks which need to be completed.



6 TIMETABLE

6.1 Timetable: Daily and Weekly Subjects and Periods

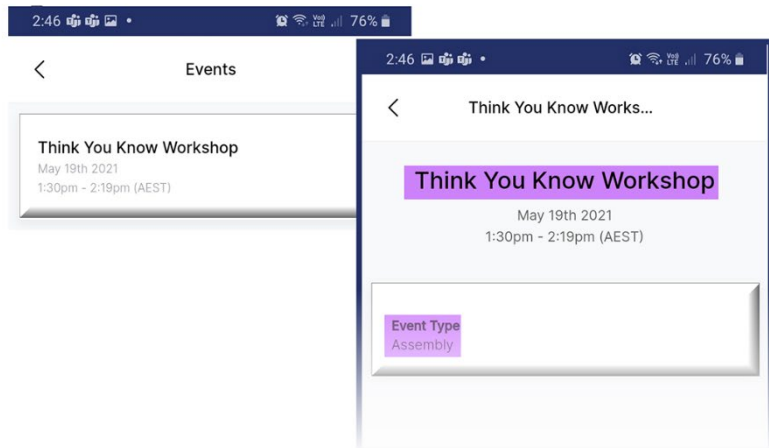
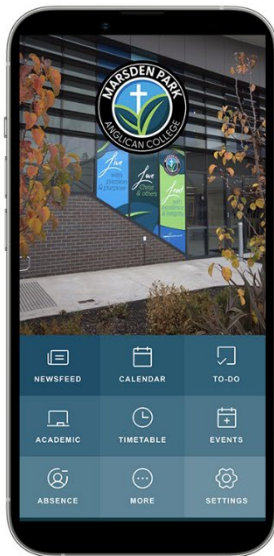
You can access your children's timetable using this module. The timetable view has a slightly modified tile design when differentiating between a class which includes the period number, start/finish times, room/resource location and an event. You can navigate through the week within the app, allowing 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 children will be available with the event date, start time and finish times. This helps you keep track of all events and activities your children will be involved in, along with key information, such as special uniforms etc.



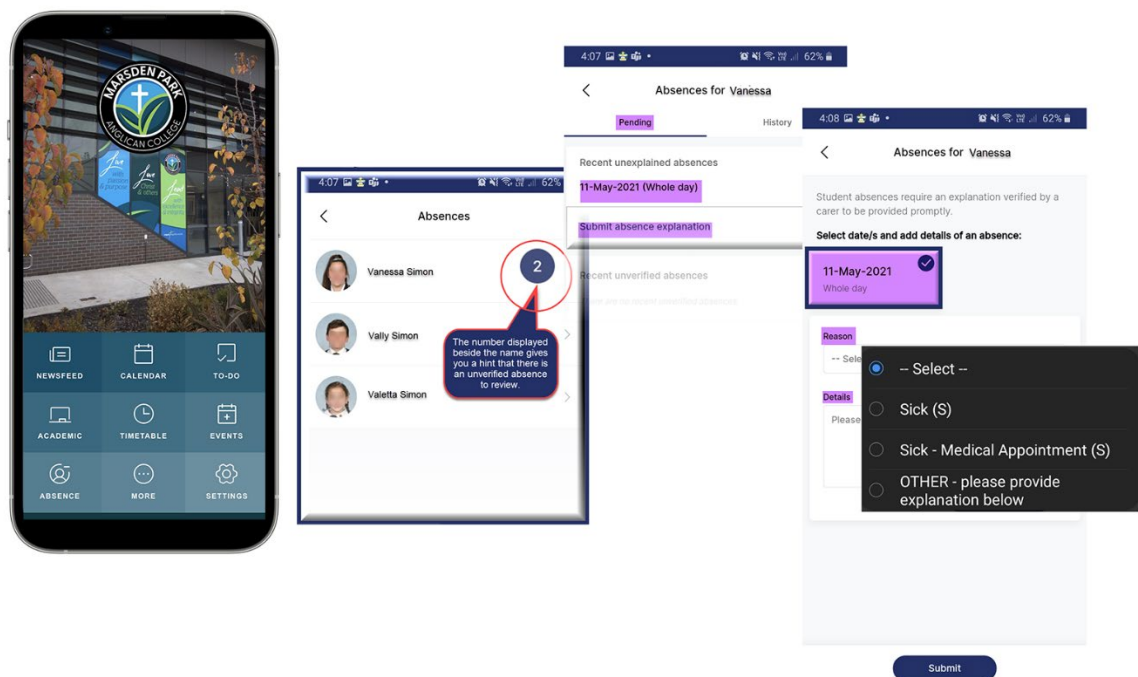
8 ABSENCE

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

You can access important absence information relating to your children through this module. Actions and views available here are:

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

It is the responsibility of parents and carers to contact the school student services and inform about your children's whereabouts where applicable.

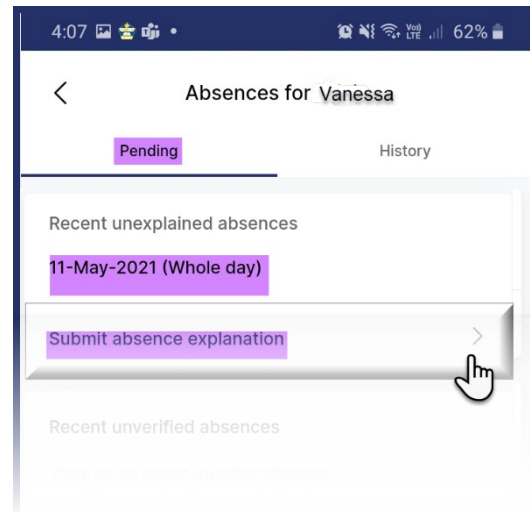


8.2 Absence: Morning and Evening Alerts

Parents and carers will receive an alert in the morning if their child has been marked absent in the morning roll call.

The morning alert is posted to the app after the first roll call is taken by the pastoral care or 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.

Select the date of the absence, as well as a reason and any comments you would like to add. Then click on the text "Submit absence explanation" to respond with a valid reason.

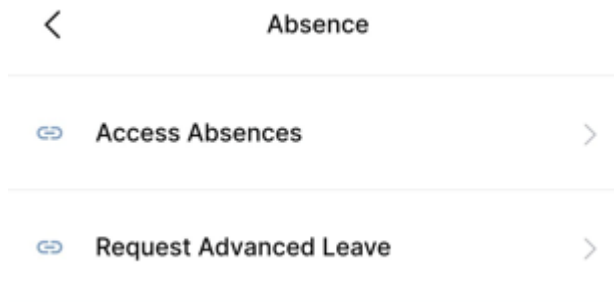


If your child was present at the start of the day, but was then absent at some point through the day, you will be sent a notification at the end of the day asking you to submit a reason for the absence.

8.3 Future Absences: Requesting Advanced Leave

You can submit a request for future leave through the app by selecting the Absence icon on the home page and then selecting the Request Advanced Leave option.

Once you have filled in your details and provided information about the requested absence, press the Save and Continue button and your request will be submitted to the College for consideration.



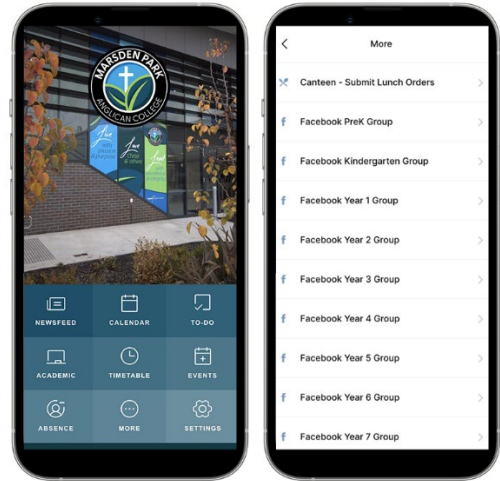
A screenshot of the 'Request Advanced Leave' form. The title 'Request Advanced Leave...' is centered at the top. Below the title, the form is titled 'Parent/Guardian'. It contains several input fields, each with a red asterisk indicating a required field: 'First Name', 'Surname', 'Email', and 'Mobile Number'. Below these fields is a dropdown menu labeled 'Relationship to child' with the text 'Select...' and a downward arrow. At the bottom right of the form is a blue button labeled 'Save & Continue' with a right-pointing arrow.

9 MORE

9.1 More: Additional information

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

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



10 SETTINGS

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.

