

PARENT GUIDES

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Edumate

A Parent's Guide to Edumate

Edumate is the College's web-based school management database. It gives students and families access to:

- student details, including photo identification, the student's house and home group teacher;
- attendance records;
- the student's timetable;
- upcoming tasks and assessment calendar (Secondary students only);
- results of assessment tasks and teacher feedback (Secondary students only);
- PDF copies of academic reports;
- a list of awards and disciplinary actions; and,
- the College calendar with relevant events, including sporting activities, excursions, assessment tasks, evening events etc.



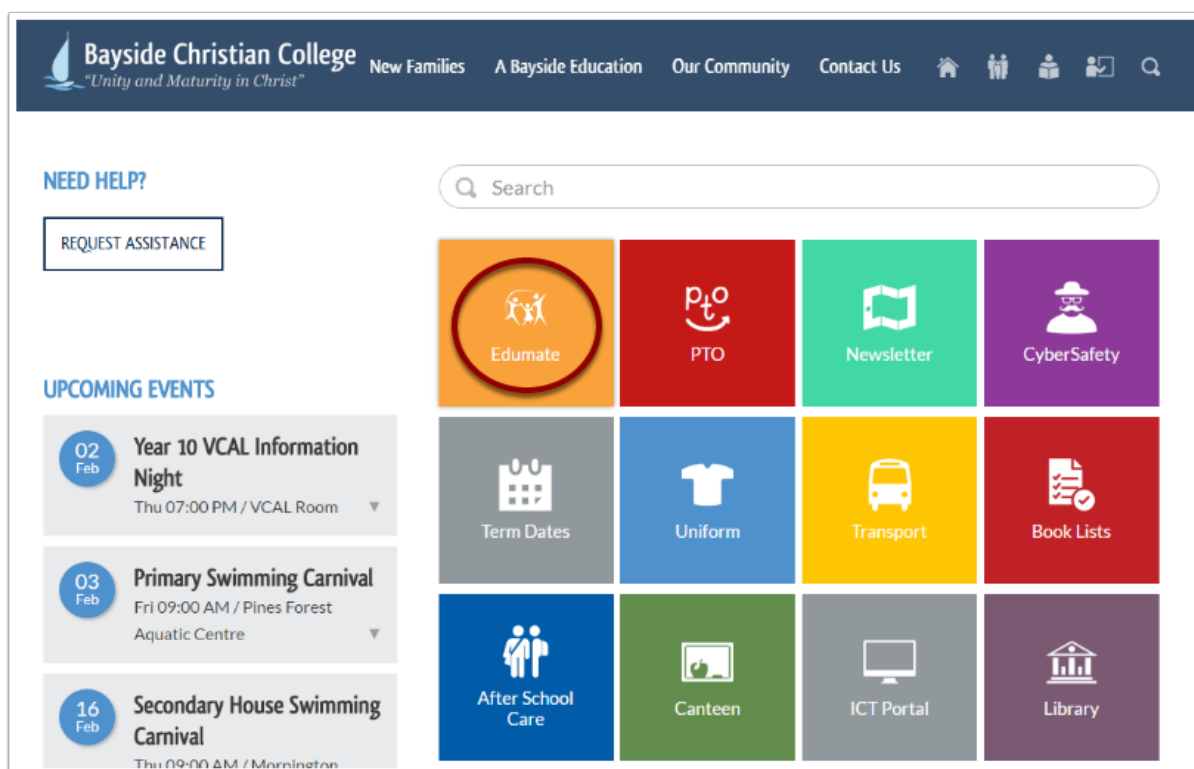
How to Access Edumate

Edumate is accessible to students using their College username and password, and also to parents using their individual usernames and passwords. These details will be emailed to parents at the commencement of their child's first year at the College (Prep-Year 12).

Access to the login screen is available through the **Parent Portal** on the College website:

<http://www.baysideecc.vic.edu.au/parents>





Depending on what browser you are using, you may be prompted with a security warning. It is important to 'trust' or 'enable' this website. You may need to also edit your internet settings to allow 'pop-ups' from this website.

The College recommends you use Google Chrome, Mozilla Firefox or Safari. The first two are free to download if you do not already have them.

Log in to Edumate

Enter your username and password.

These are unique to your family and should not be shared or disclosed to any other party.

Login to Edumate

You should not save your password information on public or shared computers.

[Login](#)[Can't login?](#)

The Home Screen

Once you have successfully logged into Edumate you will see the 'HOME' page of Edumate.

Home


Diary

My Subjects

HOME

DashboardCarer PortalDebtor Portal

NOTICEBOARD

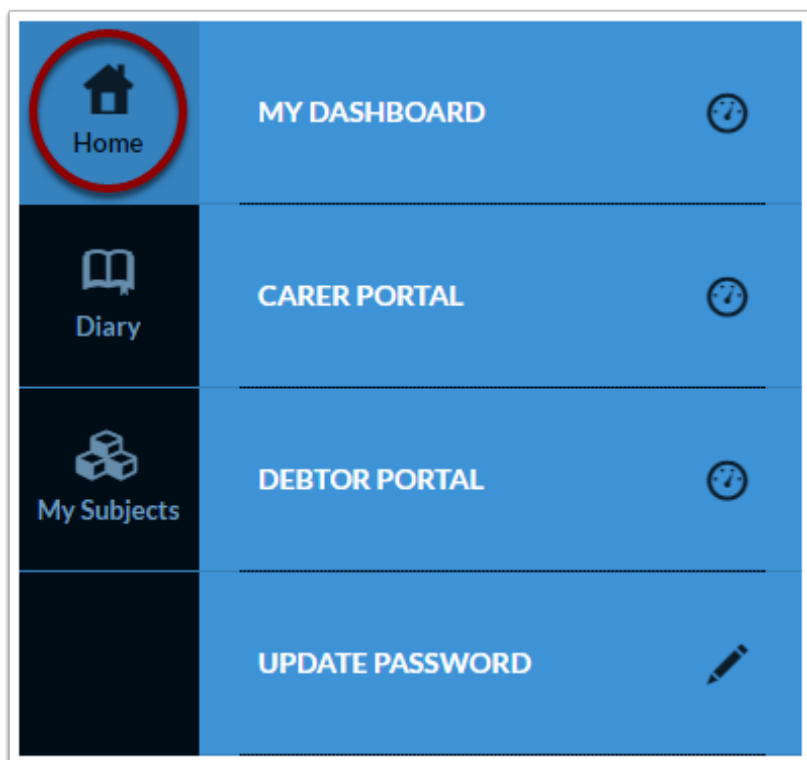


Bayside Christian College Contact Info

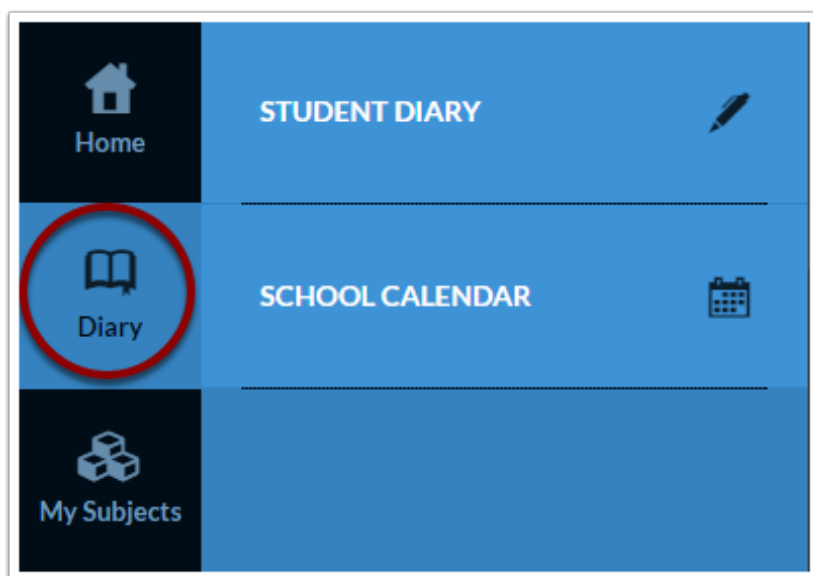
College Number: **(03) 5971 6700** Absence Line: **(03) 5971 6798** Email: info@baysideecc.vic.edu.au

Edumate Help: [A Parent's Guide to Edumate](#)

Click the 'HOME' link to find the following options:



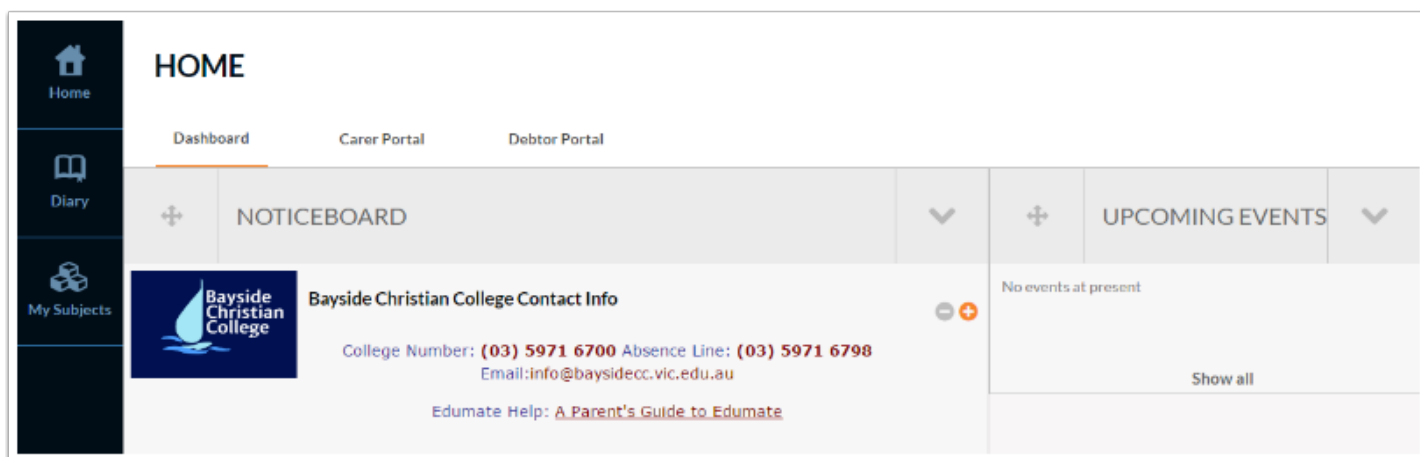
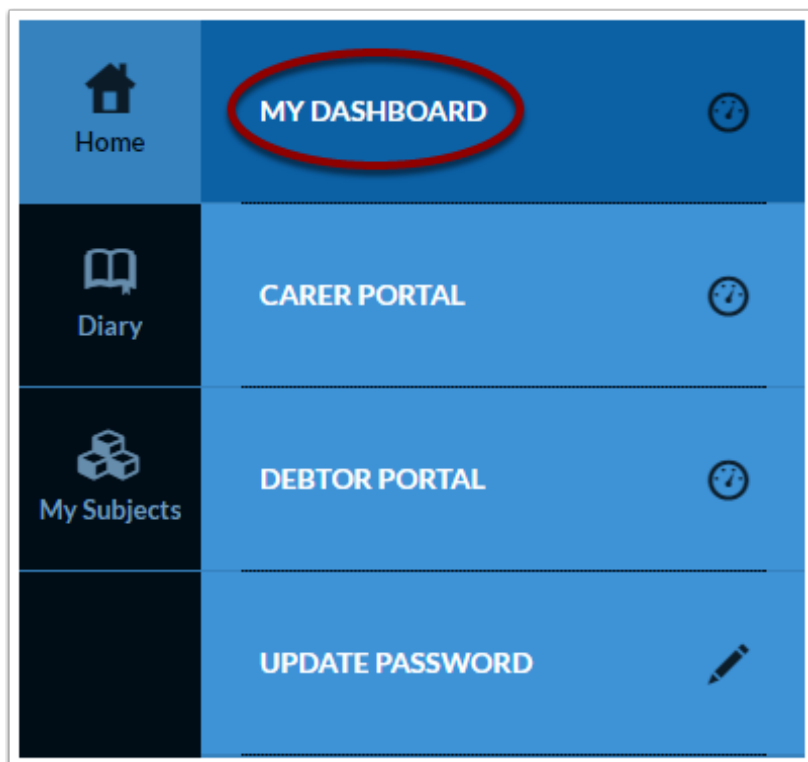
Click the 'DIARY' link to find the following options:



My Dashboard

'My Dashboard' displays:

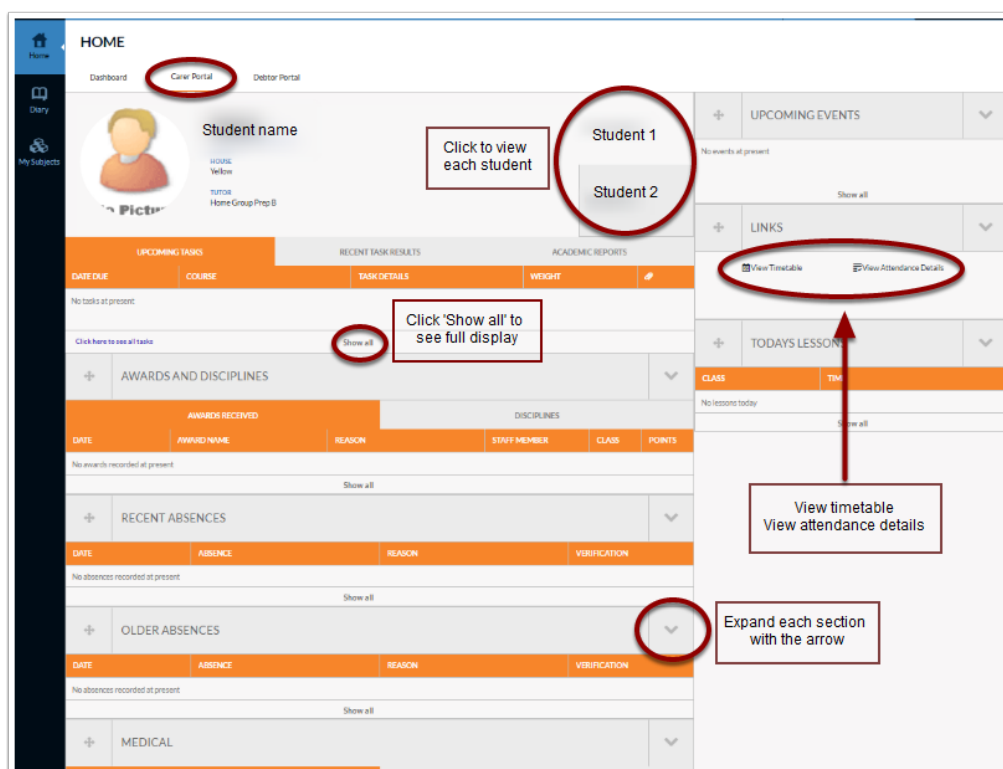
- Noticeboard - information entered by Bayside staff to keep you informed of College news and events.
- Approvals - if an area needs attention, it will be listed here.
- Upcoming Events - upcoming events your child is involved in or that may be relevant.



Carer Portal

The Carer Portal is where you will find information for each child of the family, such as:

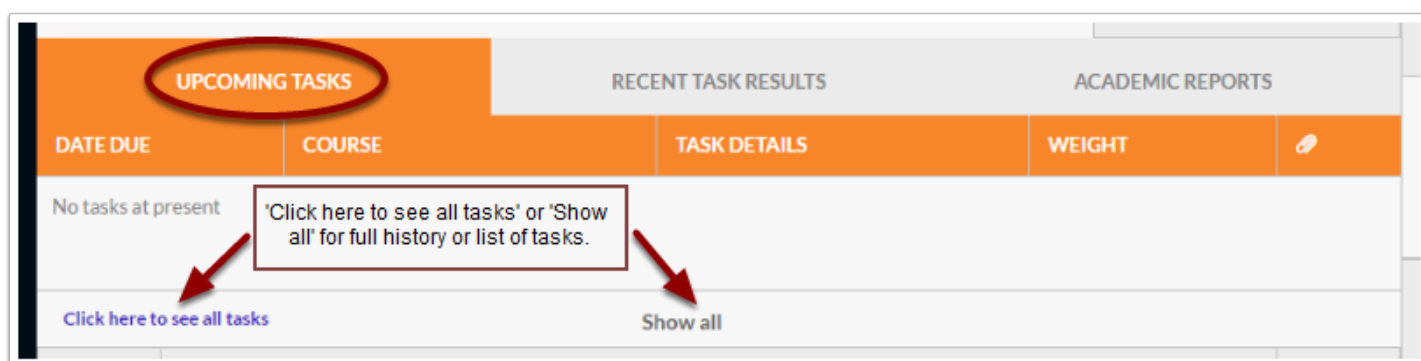
- Upcoming tasks (Secondary students only),
- Awards and Disciplines,
- Absences and Attendance Details,
- Medical Details,
- Upcoming Events,
- Timetable,
- Task Results (Secondary students only), and
- Reports.



The Carer Portal is where you can access your student's reports, and monitor Secondary student's progress throughout the year.

The reporting process for Secondary students includes regular and timely feedback provided by teachers on each assessed 'Learning Task' throughout the year. All assessment results and feedback are available for both the student and the parent to access and monitor.

View all upcoming assessment tasks (Secondary students only):



View results for completed assessment tasks (Secondary students only):

UPCOMING TASKS		RECENT TASK RESULTS	ACADEMIC REPORTS	
DATE DUE	COURSE	TASK DETAILS	WEIGHT	TASK RESULT
No tasks at present				'Show Task Result' button for each individual task to access teacher feedback
Click here to see history for all tasks		Show all		

To access all student results: 'click here to see history for all tasks' then choose the course (subject) from the drop down menu:

My Results

MY RESULTS

Year

2017

Course

Art Year 10

Art Year 10
 Assembly
 Careers
 Design Technology Year 10
 Employment Pathways VCAL Foundation
 English Year 10
 Health Year 10
 Health and Physical Education Year 10
 Home Group Year 10
 Industry Foundation
 Mathematics Year 10
 Pastoral Care Year 10
 Personal Development Skills Foundation
 Science Year 10
 Work Related Skills Foundation

My Results

MY RESULTS

Year

2016

Course

Humanities Year 9

TITLE	MARK	AVERAGE	DATE DUE	
Budgeting Assignment			29/02/2016 12:00 AM	Show Task Details
Modern Period Overview			07/03/2016 12:00 AM	Show Task Details
Ethical Investment Assignment			21/03/2016 12:00 AM	Show Task Details
Industrial Revolution Model/Oral Presentaiton	80%	80.6	18/04/2016 12:00 AM	Show Task Details

View current and previous year's reports (which can be dowloaded and saved to your computer, or printed):

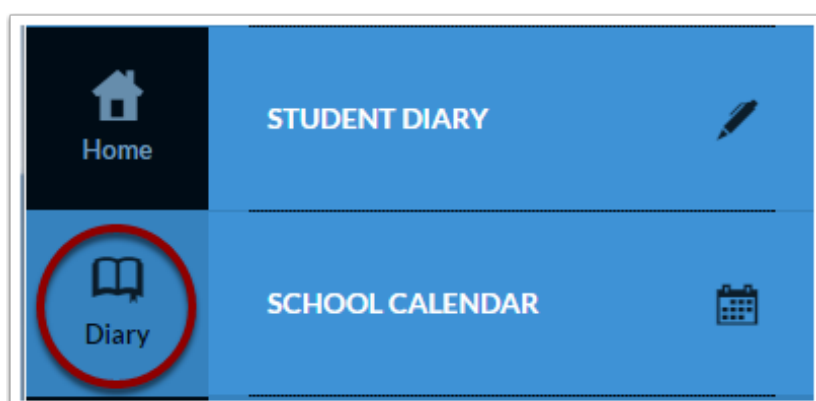
UPCOMING TASKS		RECENT TASK RESULTS	ACADEMIC REPORTS
RECENT REPORTS			+
OLDER REPORTS			-
DATE	REPORT		
29/06/2012	Year 1 Reports Semester 1 2012		
12/12/2012	Grade 1 Reports Semester 2 2012		
28/06/2013	Year 2 Reports Semester 1 2013		
11/12/2013	Year 2 Report Semester 2 2013		
27/06/2014	Year 3 Report Semester 1 2014		

Awards and Disciplines are listed under the relevant tabs:

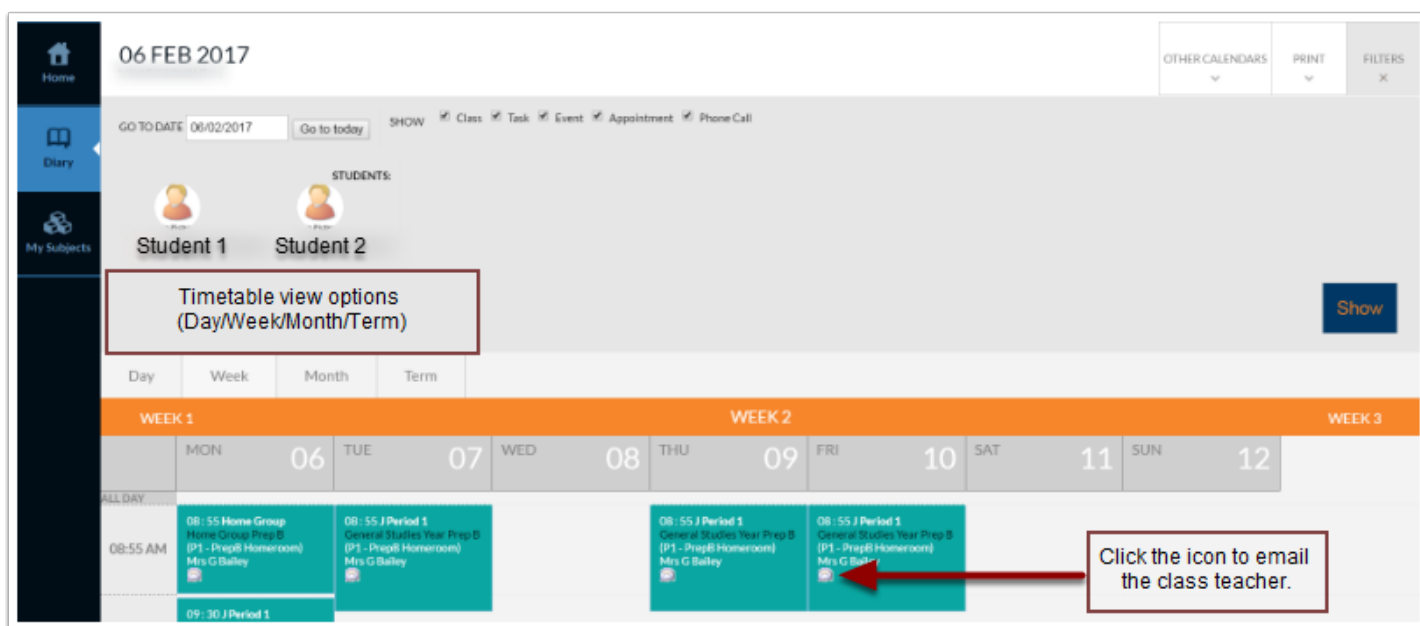
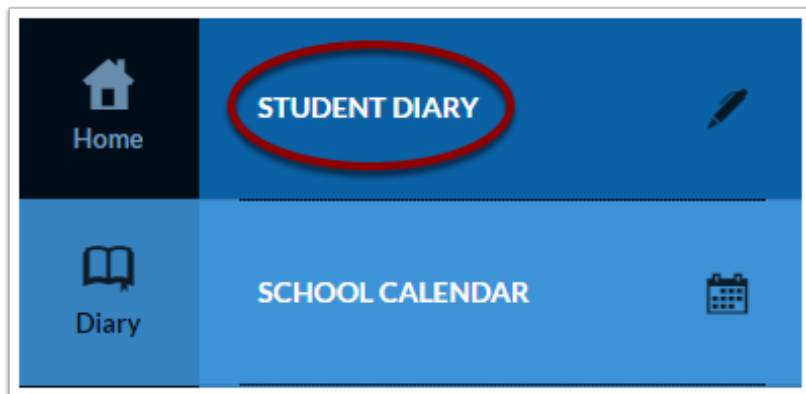
AWARDS AND DISCIPLINES					
AWARDS RECEIVED			DISCIPLINES		
DATE	AWARD NAME	REASON	STAFF MEMBER	CLASS	POINTS
No awards recorded at present					
Show all					

The Diary Screen

Keep up to date with both your child's diary, and the College calendar.

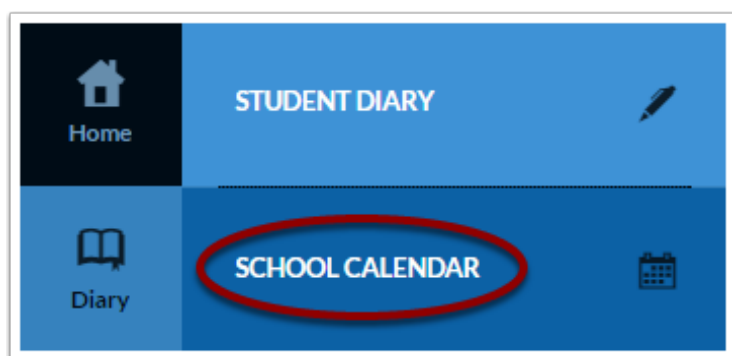


Student Diary



School Calendar

The College calendar is an invaluable tool in keeping informed of events and activities. It is a good idea to check the College calendar on a weekly basis. Some events and activities are listed in the fortnightly College newsletter, but a more comprehensive calendar is kept on Edumate.



The screenshot shows the 'SCHOOL CALENDAR' interface. On the left is a sidebar with 'Home', 'Diary', and 'My Subjects'. The main area has a 'GO TO DATE' field set to '05/02/2017' and a 'FORM RUN' dropdown set to 'All Forms'. A red arrow points to the 'FORM RUN' dropdown with a text box that says: 'It may be helpful to narrow down the events listed to a certain year level, as the calendar can become very full.' Below the date and form run fields is a section for 'EVENT TYPES' with checkboxes for 'ASSEMBLY', 'DUE DATE', 'EXCURSION', 'CAMP', 'EXAM', and 'FOUNDATION'. A 'DESELECT ALL' link is also present. Below the event types is a section for 'Calendar view options (Day/Week/Month/Term)' with buttons for 'Day', 'Week', 'Month', and 'Term'. A 'Show' button is on the right. The calendar grid shows 'WEEK 1' (Monday 06/02) and 'WEEK 2' (Tuesday 07/02 to Thursday 09/02). Events listed include 'Badging of primary captains', 'Year 10 Iluka adventure Camp', 'Year 9 Camp - The Summit', and 'Year 7 Lyrebird Park orientation camp'.

For Further Assistance

Contact the College office on (03) 5971 6700 or submit a request through the [College Help Desk](#).