

Appsence Parent Portal Documentation

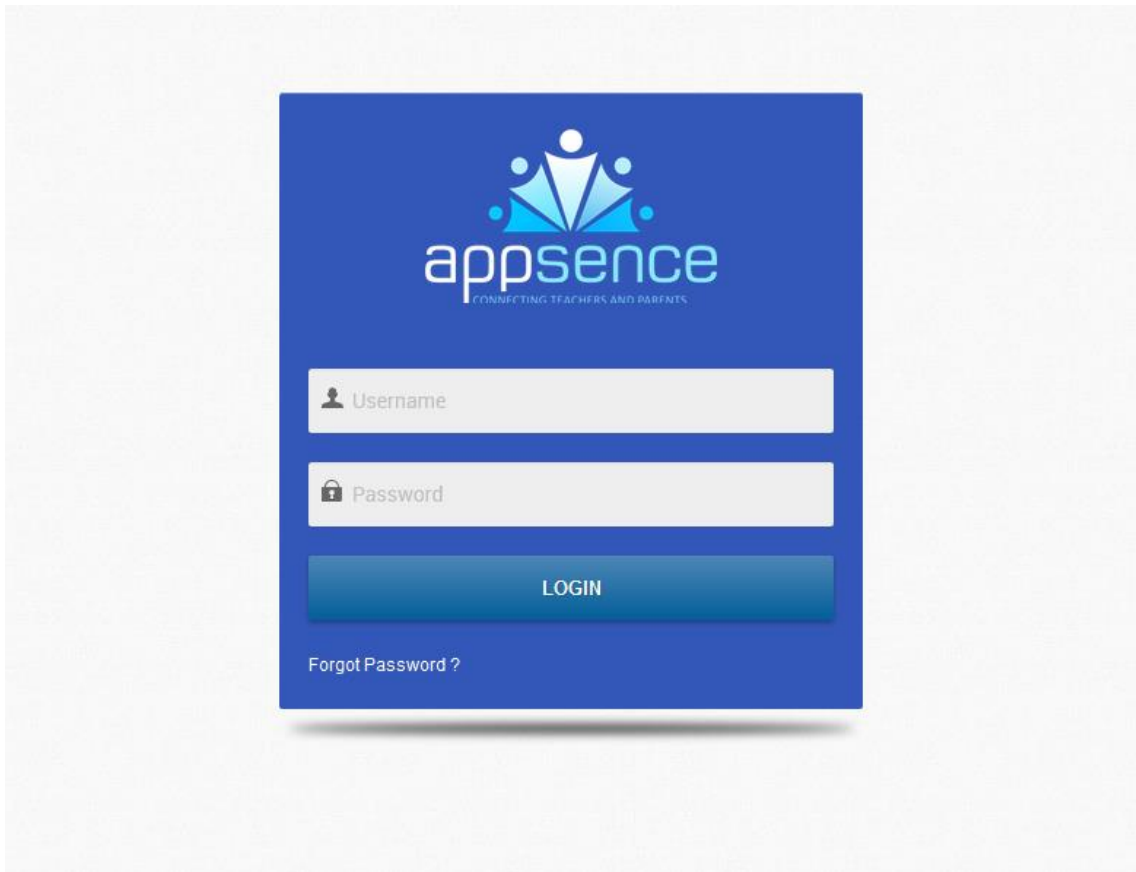


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1 LOGIN

The login page is used by parents and guardians who do not wish to, or can't use the Appsence mobile application. The web address for the portal is <http://console.appsence.net:44566>



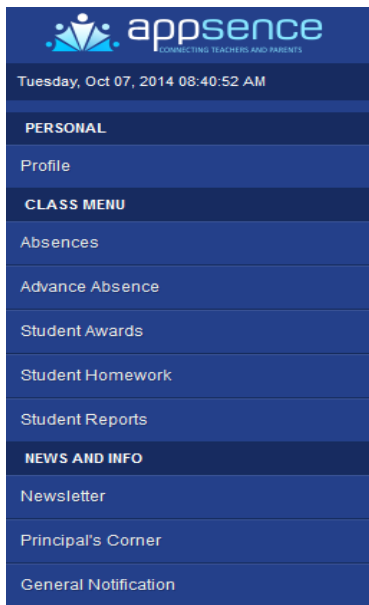
Picture 1.1 Login Screen

Enter the unique school username and password (provided to you by the school). If you have forgotten your password, click on the 'Forgot Password?' link and it will give you instructions on how to reset your password.

Note: You must have a valid email address registered with the school in order to reset your password. This can be added or updated in the parent portal (see how to do this below under the 'Personal Profile' section).

2 DASHBOARD

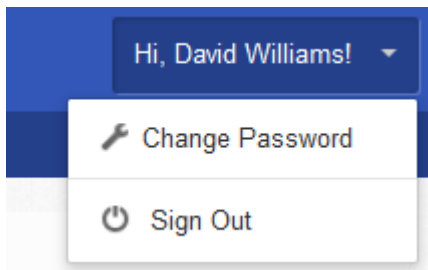
After logging in, you will be directed to the Appsence dashboard page where the menu is displayed.



Picture 1. 2 Dashboard Screen

3 SETTINGS

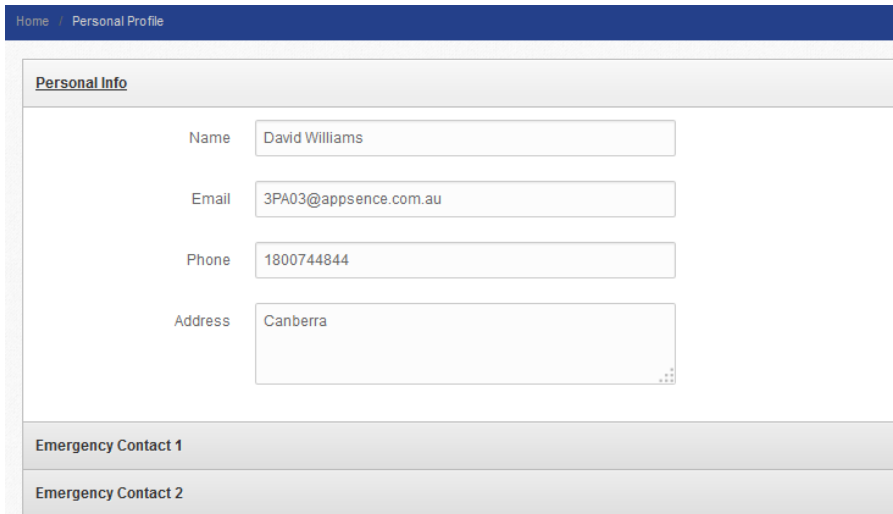
In the top right hand corner of the screen, your name will appear. Using the drop down, you can logout or change your password. It is recommended to change your password at the first login.



Picture 1. 3 Settings

4 PERSONAL

This is where you can maintain your personal information. Changes you make here will be sent to the school so that they can update their records. The following fields can be maintained:



Home / Personal Profile

Personal Info

Name

Email

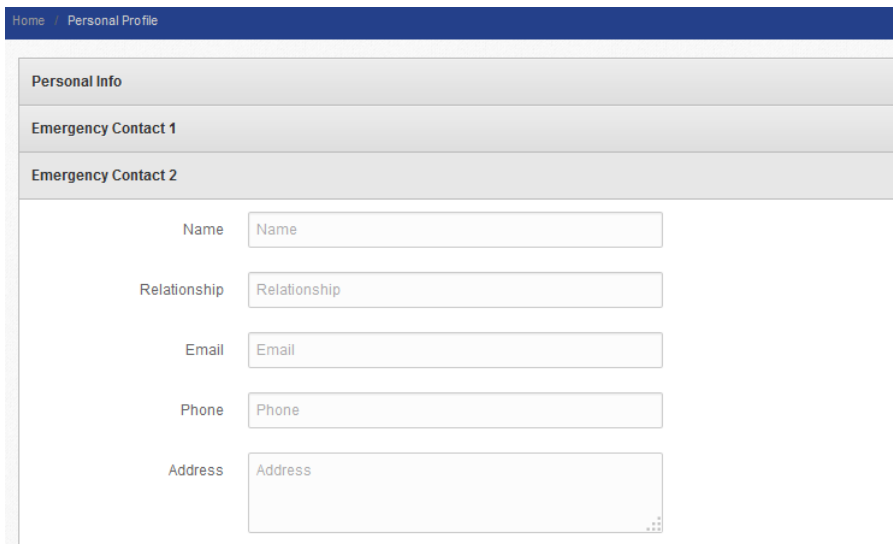
Phone

Address

Emergency Contact 1

Emergency Contact 2

Picture 1.4 Personal Info



Home / Personal Profile

Personal Info

Emergency Contact 1

Emergency Contact 2

Name

Relationship

Email

Phone

Address

Picture 1.5 Emergency Contacts

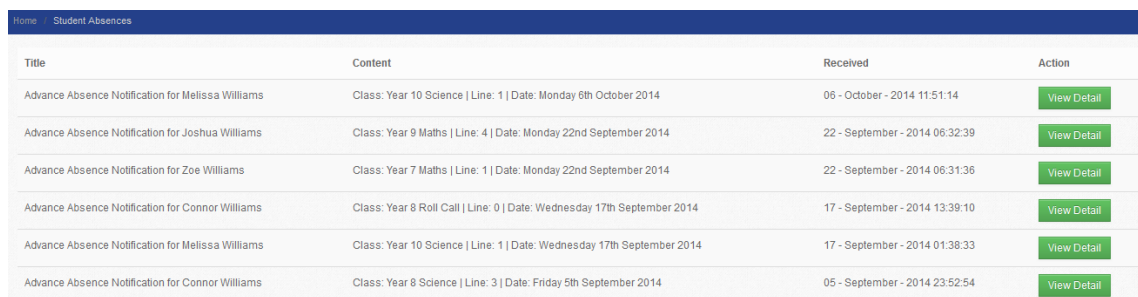
5 CLASS MENU

Under this menu, information relating to your child can be found. This includes:

- Absences
- Advance Absence
- Student Awards
- Student Homework
- Student Reports

5.1 Absences

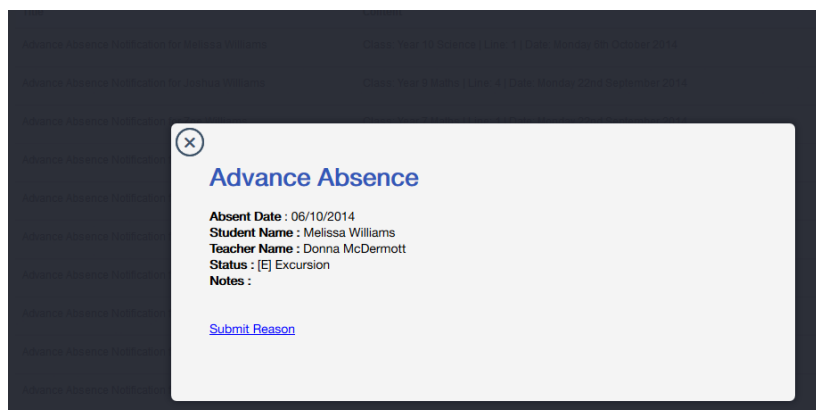
If your student is absent when the school marks the roll, a notification will appear in this menu:



Title	Content	Received	Action
Advance Absence Notification for Melissa Williams	Class: Year 10 Science Line: 1 Date: Monday 6th October 2014	06 - October - 2014 11:51:14	View Detail
Advance Absence Notification for Joshua Williams	Class: Year 9 Maths Line: 4 Date: Monday 22nd September 2014	22 - September - 2014 06:32:39	View Detail
Advance Absence Notification for Zoe Williams	Class: Year 7 Maths Line: 1 Date: Monday 22nd September 2014	22 - September - 2014 06:31:36	View Detail
Advance Absence Notification for Connor Williams	Class: Year 8 Roll Call Line: 0 Date: Wednesday 17th September 2014	17 - September - 2014 13:39:10	View Detail
Advance Absence Notification for Melissa Williams	Class: Year 10 Science Line: 1 Date: Wednesday 17th September 2014	17 - September - 2014 01:38:33	View Detail
Advance Absence Notification for Connor Williams	Class: Year 8 Science Line: 3 Date: Friday 5th September 2014	05 - September - 2014 23:52:54	View Detail

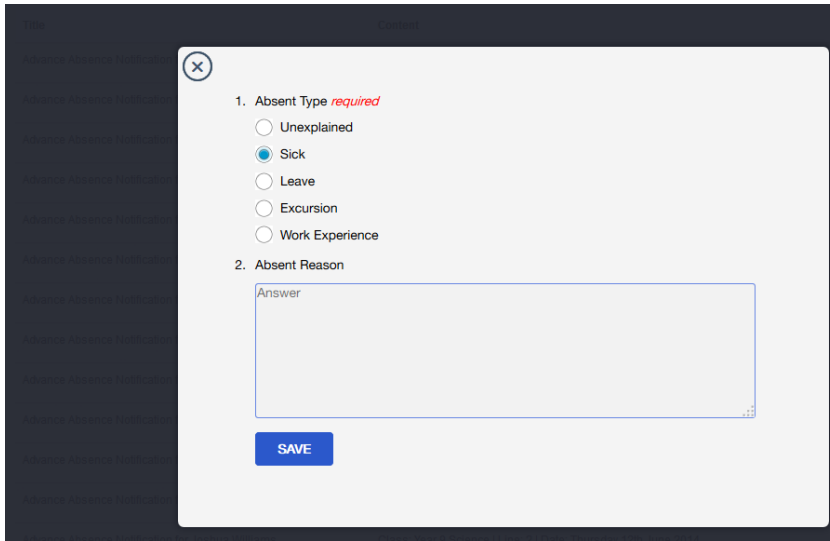
Picture 1. 6 Absence Notification Overview

A high level overview is visible on this screen however clicking on the ‘View Detail’ button will show more information as well as allow you to respond to the absence:



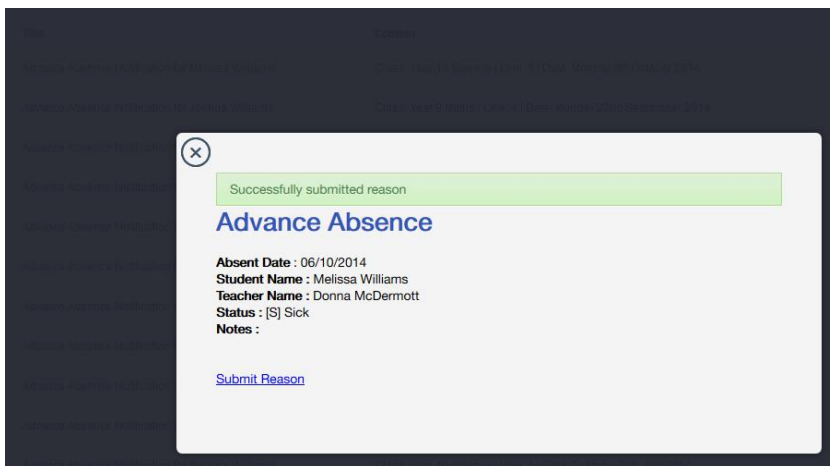
Picture 1. 7 Absence View Details

Clicking on the 'Submit Reason' link will open another screen, allowing you to inform the school why your child was absent from school:



Picture 1. 8 Absence Submit Reason

Once you have entered the relevant information and clicked on 'Save', a confirmation message will appear and the information will be electronically submitted to the school:

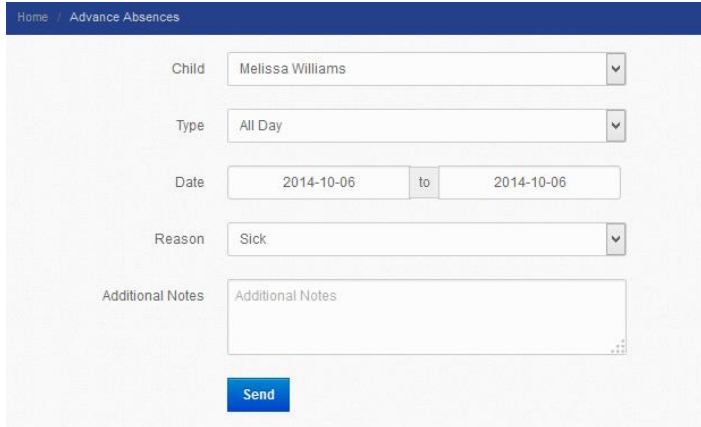


Picture 1. 9 Absence Reason Confirmation Screen

5.2 Advance Absence

If you know your child is going to be absent from school, you can advise the school beforehand by submitting an Advance Absence.

When going in to the Advance Absence menu, the following screen will appear:



Picture 1. 10 Advance Absence Full Day Creation

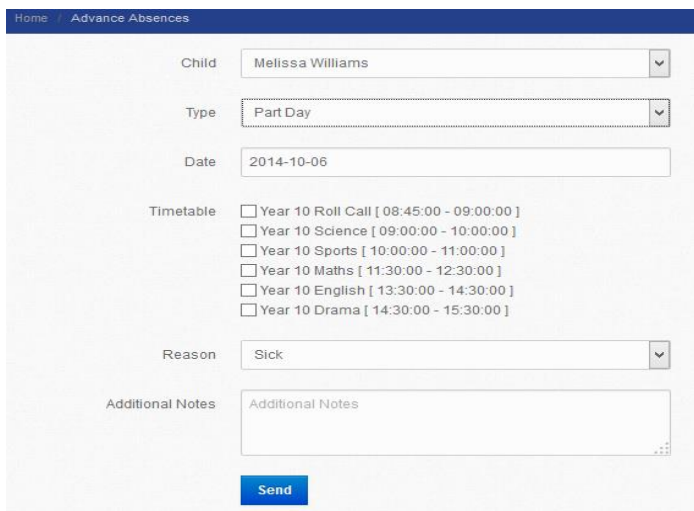
5.2.1 Child

In this field, you can select the child that is going to be absent (if you have more than one child attending the same school)

5.2.2 Type

The default is 'All Day' however you can select 'Part Day' from the drop down.

When you select 'Part Day', the classes for the date specified will appear, and you can select individual classes to advise of absence:



Picture 1. 11 Advance Absence Part Day Creation

5.2.3 Date

Dependent upon the type of absence (full day or part day), the date field will allow you enter a range of dates for an extended period of absence (full day absence) or will allow just a single date to be entered (part day absence).

5.2.4 Timetable

If you select the part day absence type, the classes for your child on that particular date will appear. Clicking on the checkboxes will advise the school and the teachers of absence for those selected classes.

5.2.5 Reason

Using the drop down menu, you can select the reason that most closely represents why your child is absent from school.

5.2.6 Notes

This field allows you to enter free text notes that you wish to send to the school.

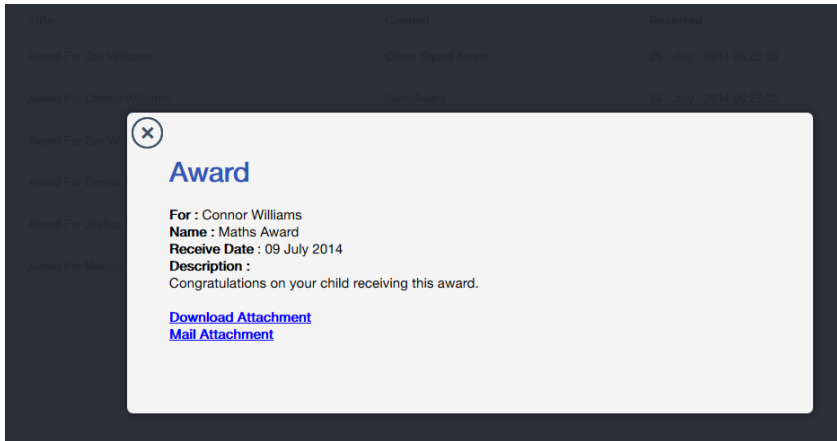
5.3 Student Awards

A school may wish to notify you of any awards that your child receives. In this case, they will appear here.

Home / Student Awards			
Title	Content	Received	Action
Award For Zoe Williams	Cheer Squad Award	26 - July - 2014 06:23:33	View Detail
Award For Connor Williams	Tech Award	26 - July - 2014 06:23:02	View Detail

Picture 1.12 Student Award Overview

Clicking on the ‘View Detail’ button will show you more information regarding the award as well as allow you to view any attachments if sent by the school.



Picture 1. 13 View Student Award Detail

If the school has attached a document (for example a scanned copy of the award), the ‘Download Attachment’ and ‘Mail Attachment’ links will appear. Clicking on the ‘Download Attachment’ link will download the file to your computer. Clicking on the ‘Mail Attachment’ link will bring up a pop-up box, allowing you to enter your email address. The file will then be emailed to that email address.

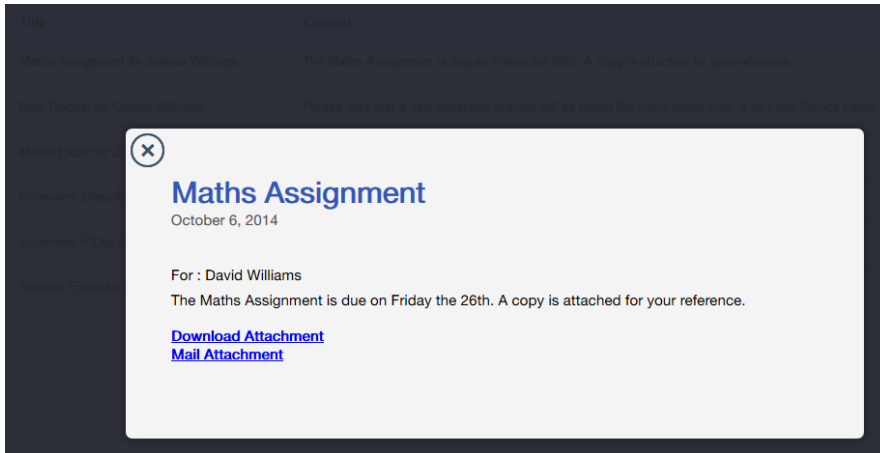
5.4 Student Homework

A teacher may wish to notify you of any homework that your child has to complete. In this case, they will appear here.

Title	Content	Received	Action
Maths Assignment for Joshua Williams	The Maths Assignment is due on Friday the 26th. A copy is attached for your reference.	06 - October - 2014 21:55:02	View Detail
New Teacher for Connor Williams	Please note that a new substitute teacher will be taking the class whilst Judy is on Long Service Leave.	26 - July - 2014 06:29:01	View Detail

Picture 1. 14 Student Homework Overview

Clicking on the ‘View Detail’ button will show you more information regarding the homework as well as allow you to view any attachments if sent by the teacher.



Picture 1. 15 View Student Homework Detail

If the teacher has attached a document (for example a scanned copy of an assignment), the 'Download Attachment' and 'Mail Attachment' links will appear. Clicking on the 'Download Attachment' link will download the file to your computer. Clicking on the 'Mail Attachment' link will bring up a pop-up box, allowing you to enter your email address. The file will then be emailed to that email address.

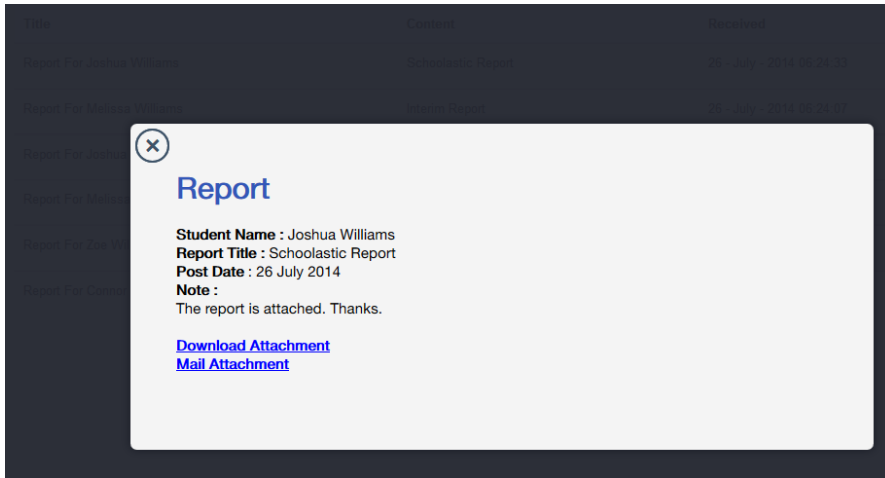
5.5 Student Reports

A school may wish to notify you of any reports that your child receives. In this case, they will appear here.

Home / Student Reports			
Title	Content	Received	Action
Report For Joshua Williams	Scholastic Report	26 - July - 2014 06:24:33	View Detail
Report For Melissa Williams	Interim Report	26 - July - 2014 06:24:07	View Detail

Picture 1. 16 Student Report Overview

Clicking on the 'View Detail' button will show you more information regarding the report as well as allow you to view any attachments if sent by the school.



Picture 1. 17 View Student Report Detail

If the school has attached a document (for example a scanned copy of the report), the 'Download Attachment' and 'Mail Attachment' links will appear. Clicking on the 'Download Attachment' link will download the file to your computer. Clicking on the 'Mail Attachment' link will bring up a pop-up box, allowing you to enter your email address. The file will then be emailed to that email address.

6 NEWS AND INFO

This menu allows you to keep up to date with what is happening in and around your school community. This allows the school to send you notices, flyers and interactive questionnaires. Depending on the message type, it will appear in one of the following sub menus under the News and Info main menu:

- Newsletter
- Principal's Corner
- General Notification

Note: Appsence allows schools to tailor their messages and notices to cater for particular audiences. The school can send a 'Group' message (all staff, parents or students or a combination of all), a 'Class' message (sent only to parents of students within the specified classes) or an 'Individual' message (sent to a single parent). Therefore if you receive a message from the school that is private in nature, it will only be sent to you and not the wider school community.

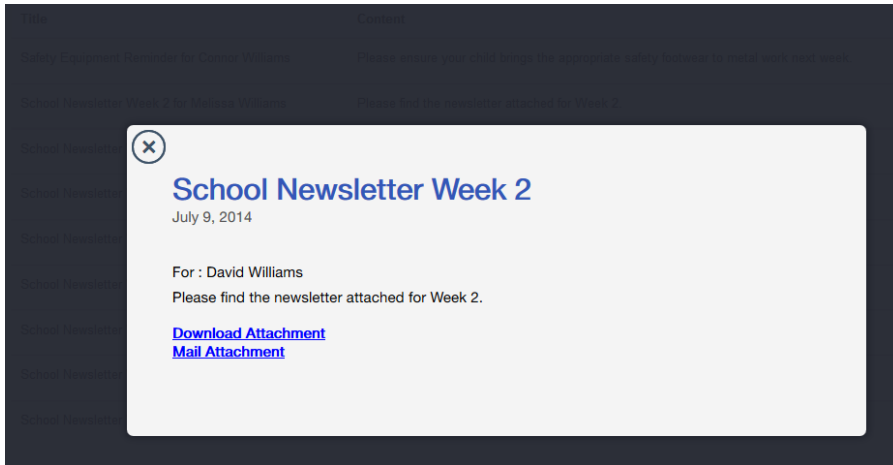
6.1 Newsletter

The school may elect to use this sub menu to send out school newsletters and other school news related items. In this case, they will appear here.

Title	Content	Received	Action
School Newsletter Week 2 for Melissa Williams	Please find the newsletter attached for Week 2.	09 - July - 2014 08:31:01	View Detail
School Newsletter Week 2 for Joshua Williams	Please find the newsletter attached for Week 2.	09 - July - 2014 08:31:01	View Detail

Picture 1. 18 Newsletter Overview

Clicking on the ‘View Detail’ button will show you more information regarding the message as well as allow you to view any attachments if sent by the school.



Picture 1. 19 View Newsletter Detail

If the school has attached a document (for example a scanned copy of the newsletter), the ‘Download Attachment’ and ‘Mail Attachment’ links will appear. Clicking on the ‘Download Attachment’ link will download the file to your computer. Clicking on the ‘Mail Attachment’ link will bring up a pop-up box, allowing you to enter your email address. The file will then be emailed to that email address. In addition to this, an interactive questionnaire may be attached. This is covered below under the ‘General Notifications’ section.

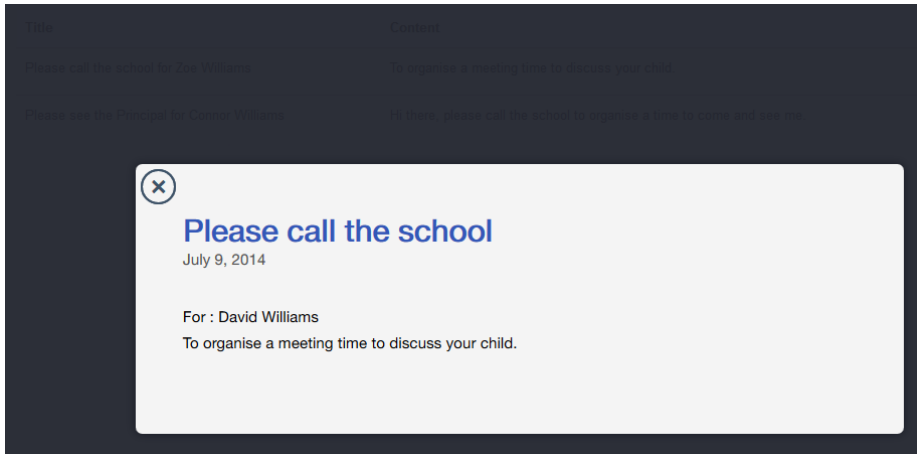
6.2 Principal’s Corner

The school may elect to use this sub menu to send out messages from the Principal and other executive messages. In this case, they will appear here.

Home / Principal's News			
Title	Content	Received	Action
Please call the school for Zoe Williams	To organise a meeting time to discuss your child.	09 - July - 2014 08:34:02	View Detail
Please see the Principal for Connor Williams	Hi there, please call the school to organise a time to come and see me.	08 - July - 2014 23:37:01	View Detail

Picture 1. 20 Principal’s Corner Overview

Clicking on the ‘View Detail’ button will show you more information regarding the message as well as allow you to view any attachments if sent by the school.



Picture 1. 21 View Principal’s Corner Detail

If the school has attached a document (for example a scanned copy of a message from the Principal), the ‘Download Attachment’ and ‘Mail Attachment’ links will appear. Clicking on the ‘Download Attachment’ link will download the file to your computer. Clicking on the ‘Mail Attachment’ link will bring up a pop-up box, allowing you to enter your email address. The file will then be emailed to that email address. In addition to this, an interactive questionnaire may be attached. This is covered below under the ‘General Notifications’ section.

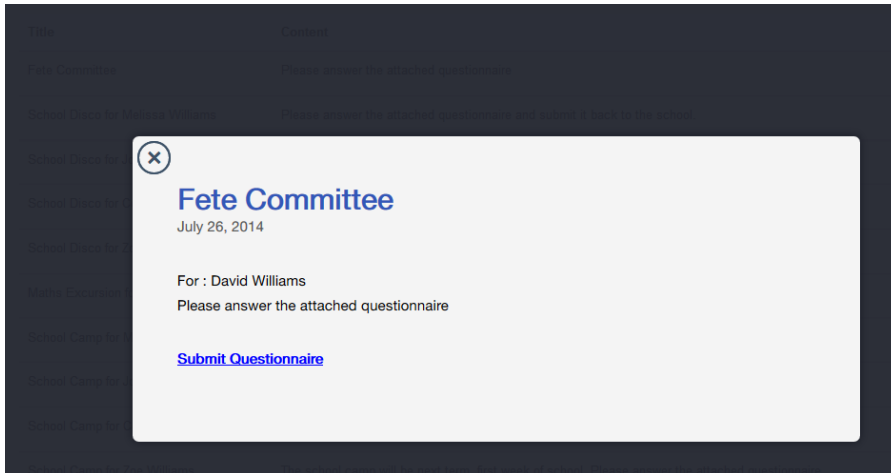
6.3 General Notification

The school may elect to use this sub menu to send out general messages and notifications that don’t fall under Newsletters or the Principal’s Corner. In this case, they will appear here.

Title	Content	Received	Action
Fete Committee	Please answer the attached questionnaire	26 - July - 2014 07:01:01	View Detail
School Disco for Melissa Williams	Please answer the attached questionnaire and submit it back to the school.	09 - July - 2014 08:39:01	View Detail

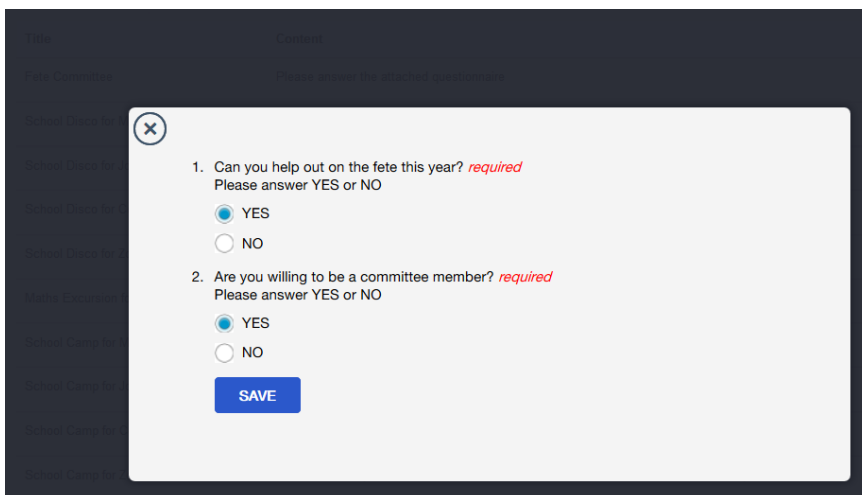
Picture 1. 22 General Notification Overview

Clicking on the ‘View Detail’ button will show you more information regarding the message as well as allow you to view any attachments if sent by the school.



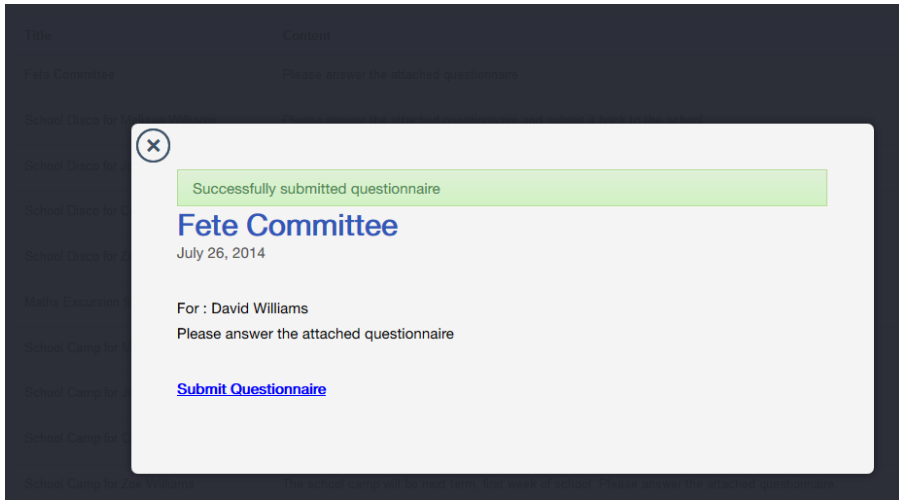
Picture 1. 23 View General Notification Detail

If the school has attached a document (for example a scanned copy of a school disco flyer), the 'Download Attachment' and 'Mail Attachment' links will appear. Clicking on the 'Download Attachment' link will download the file to your computer. Clicking on the 'Mail Attachment' link will bring up a pop-up box, allowing you to enter your email address. The file will then be emailed to that email address. In addition to this, an interactive questionnaire may be attached. In this case, a 'Submit Questionnaire' link will be visible (see image above). Clicking on this link will open up the interactive questionnaire:

A screenshot of a questionnaire form. The form has a close button (X) in the top left corner. It contains two questions, both marked as "required". Question 1: "1. Can you help out on the fete this year? required" with the instruction "Please answer YES or NO" and radio buttons for "YES" (selected) and "NO". Question 2: "2. Are you willing to be a committee member? required" with the instruction "Please answer YES or NO" and radio buttons for "YES" (selected) and "NO". At the bottom of the form is a blue button labeled "SAVE".

Picture 1. 24 Submit Questionnaire

Complete the questionnaire as instructed and then click on the 'Save' button. Once you save the questionnaire, a confirmation screen will appear advising you that the questionnaire has been successfully submitted to the school.



Picture 1. 25 Submit Questionnaire Confirmation