Edumate 5: Quickstart Guide - Parent Portal

This short guide will help parents to quickly adjust to Edumate 5’s improved parent portal, and discover some of its new features.

MAIN MENU (left hand side of window)

A typically configured “Parent Portal”

MAIN MENU

The MAIN MENU in Edumate 5 is ALWAYS VISIBLE, no matter where you are.

It has SUBMENUS to get you straight to where you need to be.

The MAIN MENU… think: “I’m working on stuff to do with…”

You’ll almost always be in the right place!

HOME – Dashboard and Carer Portal

When you login to edumate you will start at your HOME page, displaying the Dashboard. Depending on how your school has configured Edumate for you, you may be able to see a Noticeboard, a list of upcoming events or other items.
Click on the CARER PORTAL TAB on the Dashboard, or use the HOME sub-menu: CARER PORTAL to see information concerning your children.

Again, depending on your school’s settings, for each of your children you may be able to access:

- a list of upcoming assessment tasks and events
- recent task results
- published academic reports
- awards and disciplines
- recent absences (which you can provide explanations online if configured) older absences, and attendance history
- information on excursions – you may give permission online (if configured)
- sickbay and medication administration records

The Carer Portal
DIARY – the new “Calendar and Timetable”
Edumate 5 fully integrates event and timetable information for all users – so it’s now called the DIARY.

Click the DIARY button on the new MAIN MENU bar, on the left of the screen…

STUDENT DIARY will show you all of the things your children are scheduled to be involved in: classes, excursions and other events, assessment tasks, even meetings and appointments!

SCHOOL CALENDAR will display what the school has published in its official “whole school” calendar, for all to view.

Student Diary

Once you’re done with filters and selection, click the “X” so you see more of the diary data.

Once you’ve made filter settings, click SHOW.

Check out the formats available

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Changings details or password
These tasks are now found in the HOME main menu button.

Both of these features are dependent of how your school has configured Edumate for parents

CHANGE MY DETAILS – allows you to conveniently submit advice to the school of any changes you or your child’s personal details.

UPDATE PASSWORD – if configured by the school, you can change your individual password to ensure security for your portal access.

Both are fairly simple to use. Remember, when you submit changes to personal information, the school still needs to process your submission before the changes are written into the database. This may take a short time.

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