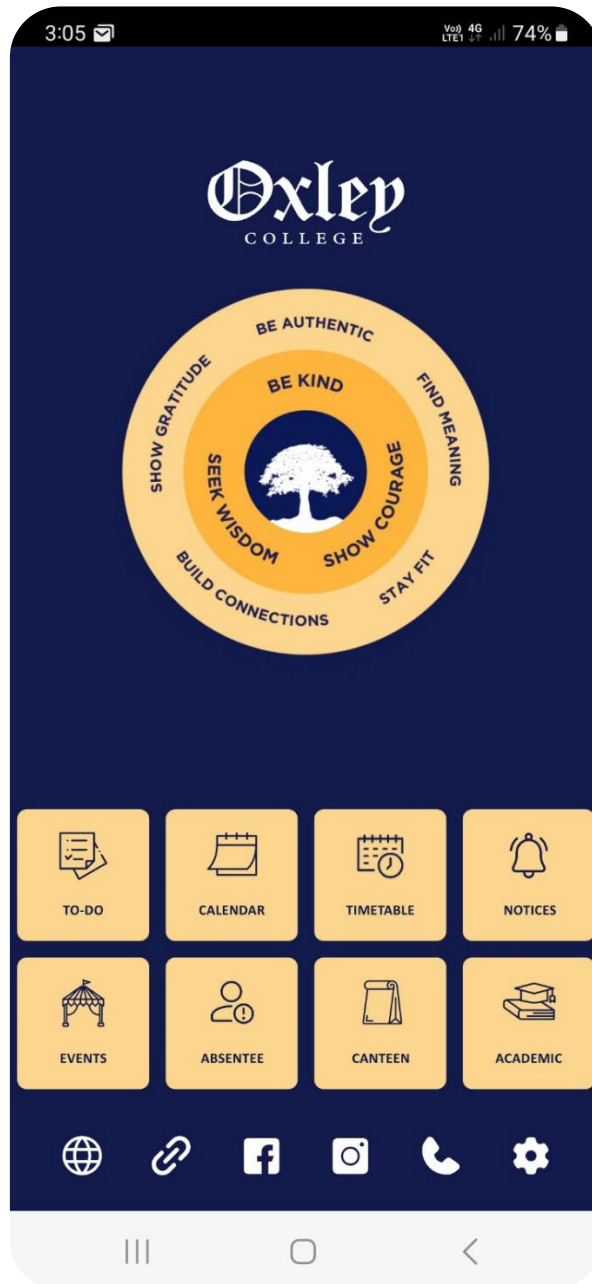


OXLEY COLLEGE APP (For Parents)



The Oxley College App

The App for parents provides a centralised place for focused School communications, giving timely access to:

- To-Do
- School Calendar
- Timetables
- Notices
- Events
- Absences
- Canteen
- Academic Tasks and Reports
- Website, Links and Contacts

The App is complimentary to the Portal - it does not replace it.
For certain functionality you will still need to access the Portal on a computer.

How to get the App

Download the Oxley College App via the App Store or Google Play



Sign in to the App (only after setting up your credentials in the Portal)

Parents will sign into the App with the same credentials as the Portal.
You will be prompted to check Notifications and to setup facial recognition etc.

You will be granting permissions via the App so please ensure your password is treated in the same manner as your banking PIN, do not share with students.

The App Dashboard



The dashboard provides an instant overview of all the modules giving you instant access to Notices, the To-Do module and other useful functions. Further functionality will be added to the App as it becomes available. When you first download the App we recommend that you have a look at all the options, starting with your settings.

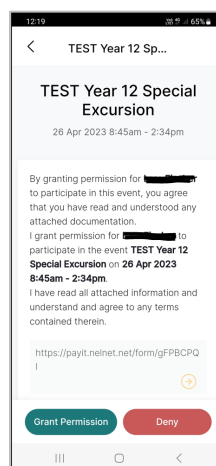
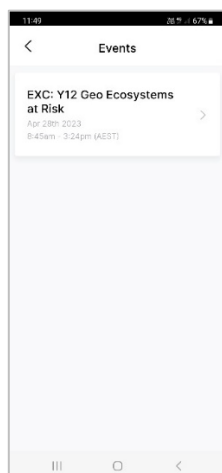


To-do

All your un-actioned, pending notifications will be placed here for you to review.

Outstanding actions (triggered push notifications) are represented by a numbered dot which 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.

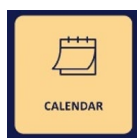


To view the Event details, tap the Event name.
The Event details will be displayed.

From here you will be able to grant or deny permission for your student to attend the Event, download any attachments (if applicable) and add a note if required.

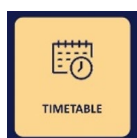
On granting (or not) permission, an "Event permission actioned" message will appear at the bottom of the screen. The event will then move to the Events module.

Once in the Events module you will be able to review the event at your convenience and still gain access to any attachments.



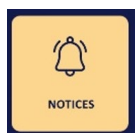
Calendar

The School calendar can be viewed easily offering three views: Today, Weekly and Monthly.



Timetable

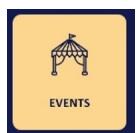
The timetable module allows you to view your child(ren)'s Timetable. The Timetable view has a slightly modified tile design to differentiate between classes. Information includes the period number, start/finish times, room/resource location and any events. You can navigate through the week within the app, allowing you to review individual days.



Notices

Communication is a key component in relationships. Notices are timely updates to keep you informed of any updates that relate to the whole school or specifically to you and your children.

If you have mobile notifications turned on, you will be alerted via push notifications.



Events

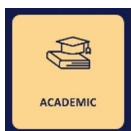
You can access all approved events through the Event module. All current and future Events for your child(ren) will be available with the Event date, start time and finish times. This helps you keep track of all Events and activities your child(ren) will be involved in, along with key information, such as special uniforms etc, required. Remember, approval for an event is done through the To-Do module.

Please note any Event Permissions handled by letter prior to the App and Portal will continue in that way and will not be added to the App and Portal.



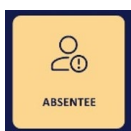
Canteen

For your convenience, the Flexischools web page has been linked to the App. Please use your existing Flexischools login credentials to access the canteen.

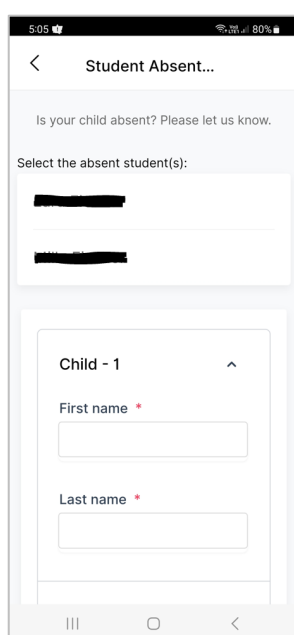
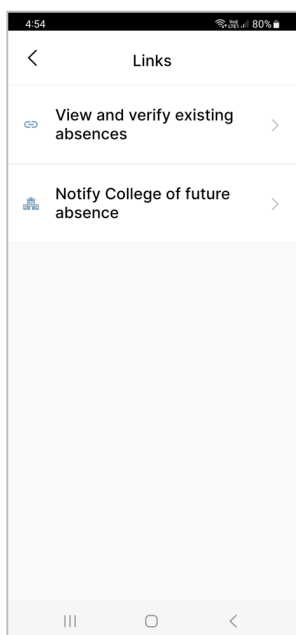


Academic

Under the Academic module you can view your child's due dates for upcoming tasks (Senior School Only) and their most recent Academic Report (Whole School).



Absences



Please Note: In the App, you can only verify absences at the end of the school day.

Absence Alerts from the App - Carers will receive a courtesy morning alert and an evening (end of school day) alert.

Morning Alert:

The morning alert is posted to the app after the first roll call is taken by the class teacher and the teacher identifies that your child is absent or missing from class. The morning alert is only to notify you that the College is aware that your child is not at school. This notification is sent at approximately 10am.

If you don't believe this to be correct please contact the College immediately.



Absences (continued)

Otherwise, you can inform the school at the end of the day for a full day absence, once all attendance for the day has been entered by the College.

Please note: The morning alert on the APP does not provide a mechanism to respond to the absence; this will need to be done through the evening alert.

Clicking “Dismiss” acknowledges receipt of this notification. It does not provide a response to the school.

This is different from using Edumate on a computer. On a computer you can add the absence reason as soon as you are notified.


Evening Alert:

Unlike using Edumate on a computer, where the absence reason can be provided immediately, the explanation request for your child(ren)’s absence is posted/available at the end of each school day.

Click on the text “Submit absence explanation” to respond with a valid reason.

Daily and Future Absences

If you need to let us know that your child will not be attending school due to illness or a medical appointment, please complete the Notify College of future absence attendance form on the app. You can report on more than one child by selecting the first child, then using the + Add Child button, select the second child and so on.

NOTE: Requests for extended leave or leave other than illness is still to be applied for using the form on the Parent Document Page on the College website. A link to the page is available in the Links  section of the App.

Until the App is widely adopted across the school, we will continue to send SMS's and accept Skoolbag notices.



Oxley College Website



Links

The links button will provide links to Parent Documents on our website, FACTS Fees site, Canvas and more in the future.



Facebook



Instagram



Contact

The contact button provides easy accessibility for you to call or email Reception, Student Services, and the Uniform Shop.

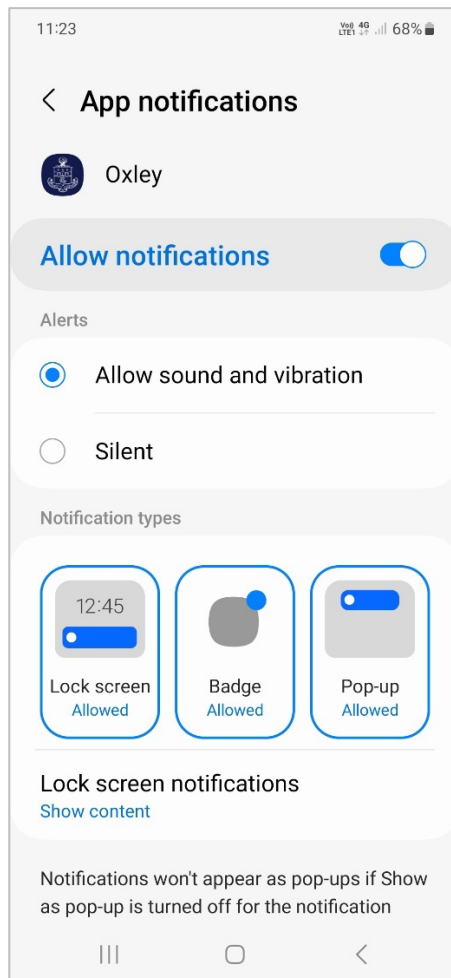
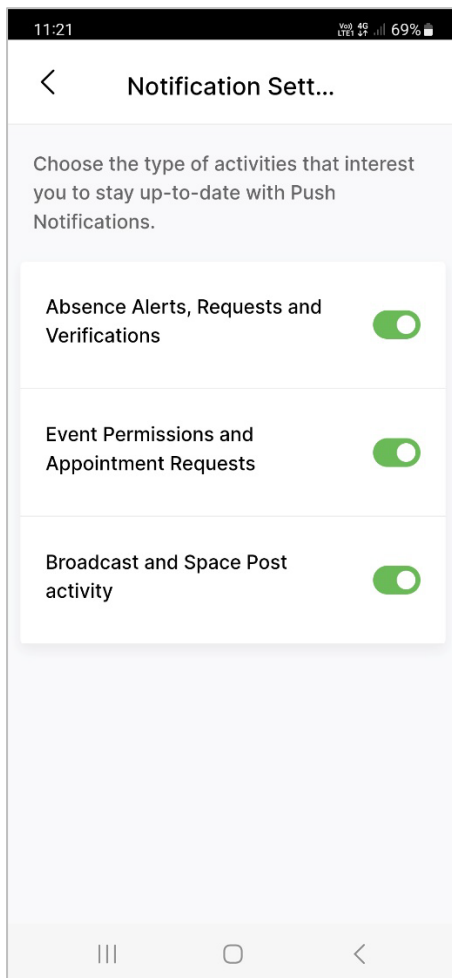


Settings

Personalise your mobile app by setting up your account information, notification settings, fingerprint logins and other functionality.

Notifications

Push Notifications provide you with up-to-date communications for your attention. Check that you have allowed notifications for the App in your phone settings. You can opt out of the notifications at any time.



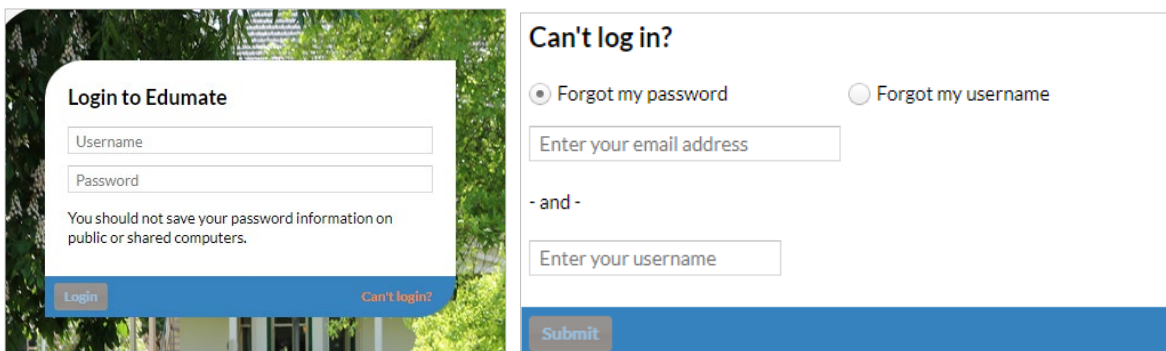
Troubleshooting Tips

Signing into the App

What To Do if you have forgotten your username and password.

Should you be unable to login as you may have forgotten your username and/or password, from a desktop, notebook or tablet sign in to Edumate oxley.edumate.net.au click on the 'Can't login?' link on the login screen. Fill in the required selection.

Once you enter a valid email and your username, you will receive a success message. An email will be sent to the registered email with the relevant instructions to follow. You will receive a further email to the registered email address with your password.



The image displays two screenshots of the Edumate login interface. The left screenshot shows the 'Login to Edumate' form with fields for Username and Password, a 'Login' button, and a 'Can't login?' link. The right screenshot shows the 'Can't log in?' form with radio buttons for 'Forgot my password' and 'Forgot my username', input fields for email address and username, and a 'Submit' button.

Update / Change a Password

It is possible to make an update to your password by selecting "Change Password" under your profile name.

