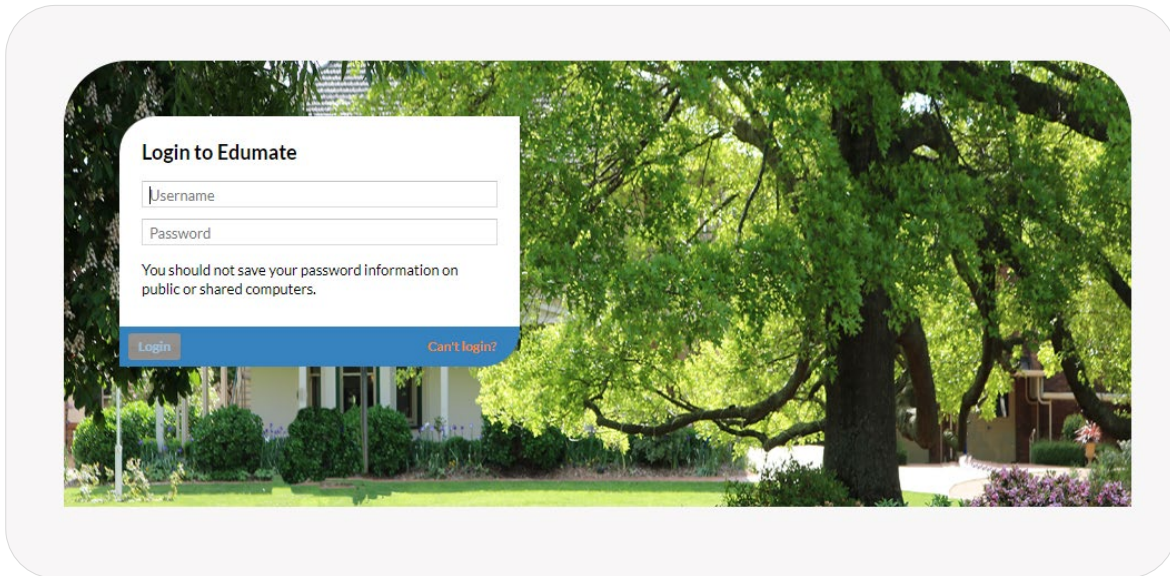


## OXLEY COLLEGE – PORTAL (Desktop/Notebook)



You will have received an email welcoming you to the Portal, providing your username, initial password and instructions on how to reset your password.

- Initial set up must be actioned on a desktop, notebook or tablet.
- Password set up and resets cannot be actioned via the App.

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

### Where is the Portal?

Go to <https://oxley.edumate.net.au>.

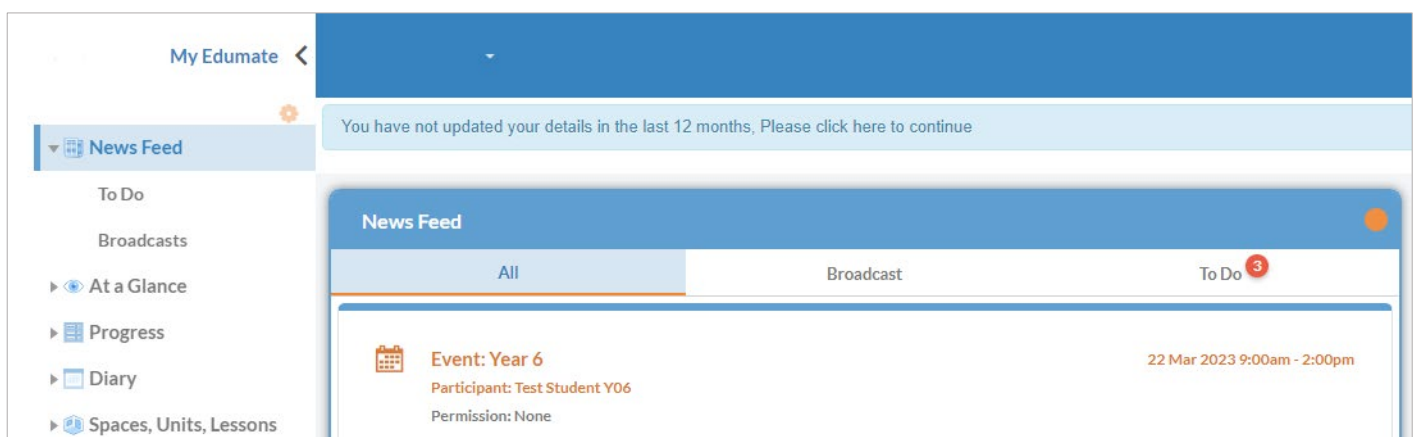
This guide will take you through the screens available to you when using your desktop, notebook or tablet.

This portal can be used in conjunction with the Oxley College App.

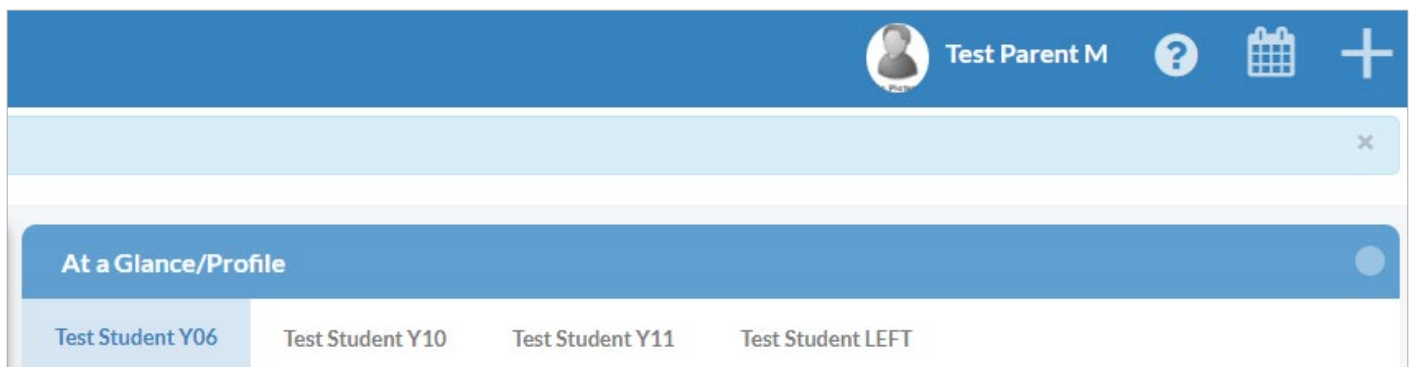
## MY EDUMATE MENU

The Portal home page allows you to navigate through the portal. All pages are easily displayed by clicking on the shortcuts in the side menu.

- News Feed
- At a Glance
- Progress
- Diary
- Spaces, Units, Lessons (Not yet used by Oxley College)



....



## MY EDUMATE MENU - Updating Details (PORTAL ONLY)

### Updating or Changing Personal Details

As the College has been using Edumate since 2012 some parents may see a note advising 'You have not updated your details in the past 12 months'. You can check and update or check and confirm if the data is correct.

Click on your name in the top right corner and select Update Personal Details.

The screenshot shows the top of the Edumate portal. At the top is a yellow notification banner with a close button (X) on the right. The text in the banner reads: "Please confirm the accuracy or update the information we hold concerning your family. Make any changes required then click SUBMIT CHANGES. If all is correct and current, please click CONFIRM (NO CHANGES)." Below the banner is a blue navigation bar. On the right side of the bar, there is a user profile icon, the text "Test 1 Parent", and a plus sign (+). Below the navigation bar is a light blue notification banner with a close button (X) on the right. The text in this banner reads: "You have not updated your details in the last 12 months, Please click here to continue".

The screenshot shows the "My Details" form. The form has a title "My Details" and four tabs: "Personal", "Work", "Relationships", and "My Child Details". The "Personal" tab is selected. The form contains the following fields:

- First Name \***: Text input field containing "Test 1".
- Other Names:**: Text input field.
- Surname \***: Text input field containing "Parent".
- Preferred Name:**: Text input field.
- Pronounced Name:**: Text input field.
- Photo:**: A placeholder for a profile picture, showing a grey silhouette of a person's head and shoulders. Below the placeholder is the text "No Picture".
- Birthdate:**: Text input field (partially visible at the bottom right).

### Personal Records

You can update your own personal, work and children's details. Relationship changes can be advised using the comment box on the page.

If you are updating an address, please tick the 'Verified Address' box.

Once a change is submitted, please click the Orange Submit Changes button to activate your changes in the school's system.

If your details are accurate, please click on the Confirm (no changes) button.

#### **Please Note:**

All greyed out information cannot be updated via the Portal, or If any parent has elected not to use the Portal, their personal details can still be updated by emailing [office@oxley.nsw.edu.au](mailto:office@oxley.nsw.edu.au) to provide updates.

## MY EDUMATE MENU - Updating Details (PORTAL ONLY)


### Student Records

You will be asked to verify student medical details are current before every camp/overnight trip your child attends. This is now as easy as logging in and updating or verifying the details we have recorded.

You have not updated your details in the last 12 months. Please click here to continue

### My Details

Personal Work Relationships **My Child Details**

PHOTO  No Picture	FORM Current 2023 Year 06 START DATE TEACHERS	TUTOR Mentor Group 6S	Test Student LEFT
			Test Student Y10
			Test Student Y06

Student records can be updated or verified by selecting each student and completing the fields listed.

Fields to check are:

- Personal Information
- Demographics
- Health
- Asthma
- Anaphylaxis
- Medical Conditions
- Allergies
- Dietary Needs
- Prescription Medications
- Medications authorised to be dispensed at School

All changes will be reviewed by the College prior to updating.

## NEWS FEED - All

### News Feed

#### To Do

#### Broadcasts

The 'News Feed' is a single, consolidated location containing general information about events and information within the school. **Please Note:** It is the parent and carers responsibility to check these messages regularly if you are not using the App.

News Feed will display:

All – both broadcasts and To Do items will appear. Use the Broadcast and To Do tabs to view separately.

The outstanding items will appear in Orange and a button will show the number of items requiring action from you.

The screenshot displays the 'News Feed' interface with three tabs: 'All', 'Broadcast', and 'To Do' (which has a red notification badge with the number '3'). The 'All' tab is selected. Below the tabs, there are three event notifications, each with a calendar icon, a title, participant information, permission level, posting date, and a 'Click to respond' button.

Event Title	Participant	Permission	Posted	Event Date/Time	Action
Event: Year 6	Test Student Y06	None	10 March 2023 at 7:07pm	22 Mar 2023 9:00am - 2:00pm	Click to respond
Event: EXC: Bowral Autumn Music Festival Y10/11 Music	Test Student Y10	None	13 February 2023 at 3:37pm	23 Mar 2023 8:45am - 12:59pm	Click to respond
Event: EXC: Bowral Autumn Music Festival Y10/11 Music	Test Student Y11	None	13 February 2023 at 3:37pm	23 Mar 2023 8:45am - 12:59pm	Click to respond


## NEWS FEED – Broadcast

We will be gradually replacing the Daily Notices.

Broadcast – messages from the College to parents and carers.

### News Feed


All Broadcast To Do <sup>2</sup>

 Broadcast [View Entire Post](#)

**Year 7 Camp Meeting**

There will be a final camp meeting for all Year 7 students in the ORCHESTRA ROOM at the start of Mentor Group time TODAY. Please be on time ... (Read more)


Posted: Today at 2:39pm by Joanne Richards

 Broadcast [View Entire Post](#)

**DUKE OF EDINBURGH'S AWARD & YEAR 11 SERVICE OPPORTUNITIES!**

This coming Saturday, 15 October, there are three separate local volunteering opportunities to accumulate some Service hours: • The Bowral C... (Read more)

Posted: Today at 2:38pm by Joanne Richards



## NEWS FEED – To Do

To Do Tab – un-actioned requests from the school including:

- Event Permission requests, as displayed below, is given by either granting permission or denying permission with an explanation given in notes.
- Student Absences explanation request.

**Event Permission: EXC: Bowral Autumn Music Festival Y10/11 Mu...** ✕

Date/Time: Thu 23 Mar 2023 8:45am - 12:59pm

By granting permission for Test Student Y10 to participate in this event, you agree that you have read and understood any attached documentation.

Event Details:

<https://www.bowralautumnmusicfestival.org.au/>

**I grant permission for Test Student Y10 to participate in the event EXC: Bowral Autumn Music Festival Y10/11 Music on Thu 23 Mar 2023 8:45am - 12:59pm.**

**I have read all attached information and understand and agree to any terms contained therein.**

Notes:

**Cancel Grant Permission Deny**

**Submit Absence Explanation/s Test** ✕

Student absences require an explanation verified by a carer to be provided promptly.

1. Select date/s of an absence:

16/03/2023 (Whole day)

15/03/2023 (Partial)

2. Apply reason for the absence and add details as required.

Reason

Details

For further enquiries, please contact the school directly

**Cancel Submit and do more Submit and close**

## AT A GLANCE - Menu

### ▼ At a Glance

General

Attendance

Wellbeing

The at a Glance menu provides access to your child/children's Timetable, General information, Attendance and Wellbeing.

Select each child to view:

### Student Timetable

**At a Glance/Profile**

Test Student Y06   **Test Student Y10**   Test Student Y11   Test Student LEFT

**Test Student Y10**  
Current 2023 Year 10

[View Test Student Y10's timetable](#)

Day	Week	Month	Term
<b>WEEK 6</b>			
<b>WEEK 7</b>			
<b>WEEK 8</b>			
<b>Monday 13/03</b>		<b>Tuesday 14/03</b>	
8:45 AM to 9:39 AM	Cornerstone Yr10 L	8:45 AM to 9:39 AM	Commerce Yr10 A
9:40 AM to 10:29 AM	Commerce Yr10 A	9:40 AM to 10:29 AM	Commerce Yr10 A
11:00 AM to 11:19 AM	Mentor Group OO6	11:00 AM to 11:19 AM	Mentor Group OO6
11:20 AM to 12:09 PM	Geography Yr10 L	11:20 AM to 12:09 PM	PDHPE Yr10 O
12:10 PM to 12:59 PM	Mathematics Yr10 L	12:10 PM to 12:59 PM	PDHPE Yr10 O
1:45 PM to 2:34 PM	Science Yr10 O	1:45 PM to 2:34 PM	Design and Technology Yr10 B
2:35 PM to 3:24 PM	Personal Interest Project Yr10 L	2:35 PM to 3:24 PM	Geography Yr10 L
<b>Wednesday 15/03</b>		<b>Thursday 16/03</b>	
<b>Year 10 Geography - Environmental Change and Management Fieldwork report</b>			
8:45 AM to 9:39 AM	Mathematics Yr10 L	8:45 AM to 9:39 AM	Mathematics Yr10 L
9:40 AM to 10:29 AM	Geography Yr10 L	9:40 AM to 10:29 AM	Mathematics Yr10 L
11:00 AM to 11:19 AM	Mentor Group OO6	11:00 AM to 11:19 AM	Mentor Group OO6
11:20 AM to 12:09 PM	Cornerstone Yr10 L	11:20 AM to 12:09 PM	Science Yr10 O
12:10 PM to 12:59 PM	English Yr10 X	12:10 PM to 12:59 PM	English Yr10 X
1:45 PM to 2:34 PM	Science Yr10 O	1:45 PM to 2:34 PM	English Yr10 X
2:35 PM to 3:24 PM	Design and Technology Yr10 B	2:35 PM to 3:24 PM	Cornerstone Yr10 L
<b>Friday 17/03</b>		<b>Saturday 18/03</b>	
8:45 AM to 9:39 AM	Science Yr10 O		
9:40 AM to 10:29 AM	English Yr10 X		
<b>Sunday 19/03</b>			



## AT A GLANCE - General

The General section displays your child's student information and a list of classes with Teacher's name displayed.

**At a Glance/Profile**

Test Student Y06   **Test Student Y10**   Test Student Y11   Test Student LEFT

**Test Student Y10**   [View Test Student Y10's timetable](#)  
Current 2023 Year 10

**General**   Attendance   Wellbeing

Student Number: 18209  
Student Email: studenty10.test@oxley.nsw.edu.au  
House: Oodgeroo  
Tutor: Mentor Group OO6

**Current Classes**

Class	Staff Name
Personal Interest Project Yr10 L	Mr A. Jones
Commerce Yr10 A	Mr D. Spies
English Yr10 X	Ms J. McLaughlin

## AT A GLANCE - Attendance

### Absence Notifications

**At a Glance/Profile**

Test Student Y06   **Test Student Y10**   Test Student Y11   Test Student LEFT

**Test Student Y10**   [View Test Student Y10's timetable](#)  
Current 2023 Year 10

General   **Attendance**   Wellbeing

**Absence Notifications**

[Recent unexplained absences exist. Click to submit carer explanation/s](#)

If you have a Recent unexplained absences advice, click on the link to submit an absence notification along with a valid explanation/reason for the school to review and approve. Once you have verified your child's absence and clicked saved, you DO NOT need to send a written note to the school, this verification process takes the place of a written note or email where an absence has already occurred.

## AT A GLANCE – Attendance (Also in To Do)

**Submit Absence Explanation/s Test** ✕

*Student absences require an explanation verified by a carer to be provided promptly.*

1. Select date/s of an absence:

16/03/2023 (Whole day)

15/03/2023 (Partial)

2. Apply reason for the absence and add details as required.

Reason

Details

For further enquiries, please contact the school directly

[Cancel](#) [Submit and do more](#) [Submit and close](#)

**PLEASE REMEMBER FOR STUDENTS IN YEARS TEN TO TWELVE, A DOCTOR'S CERTIFICATE MUST STILL BE SUBMITTED FOR ANY ABSENCE THAT AFFECTS AN ASSESSMENT/EXAMINATION.**

Please Note: Parents and carers have 7 days to verify an absence, as per the regulations outlined by the Board of Studies. You will receive an email notification to verify any unverified absence on the day of absence, as well as on the 5<sup>th</sup> and 7<sup>th</sup> day thereafter. Should you fail to verify the absence within the 7 days, please contact the school to discuss this further.

## AT A GLANCE - Wellbeing

Wellbeing:

### Sickbay/Medications

You can view your child's Sickbay incidents that occurred at school along with any Medications administered to them.

### Awards/Disciplines

You can view any awards and disciplinary actions received by your child.

NOTE:           AWARDS are Senior School Tabs and Colours  
                  DISCIPLINES are ALL school MERITS and DISCIPLINES

At a Glance/Profile				
Test Student Y06	Test Student Y10	Test Student Y11	Test Student LEFT	
Test Student Y10 Current 2023 Year 10			<a href="#">View Test Student Y10's timetable</a>	
General		Attendance	Wellbeing	
SickBay/Medications				
Sickbay			Medications Administered	
Date	Time In	Time Out	Reason	Attended By
09/03/2023	12.49 pm	12.55 pm	Cut finger day before at home. Replac...	Joanne Richards
Awards/Disciplines				
Awards Received			Disciplines	
Date	Action Taken	Reason	Staff Member	Points
09/09/2023		Merit	Joanne Richards	0
20/03/2023	Teacher's Detention	Disruptive Behaviour	Joanne Richards	0
15/02/2023		Merit	Joanne Richards	0

## PROGRESS - Menu

### ▼ Progress

Upcoming Tasks

Past Tasks

Academic Reports

NOTE: Tasks are used by Senior School only. Academic Reports are available to all students.

## PROGRESS – Upcoming Tasks

A quick reference list of any tasks coming up including due dates.

To view all tasks that have been set for a specific course, use the **“View upcoming tasks by course”** on the top right of the progress box.

The screenshot shows the 'Progress' menu interface. At the top, there is a blue header with the word 'Progress' and an orange circle. Below this, there are four tabs: 'Test Student Y06', 'Test Student Y10', 'Test Student Y11' (which is selected and highlighted with an orange underline), and 'Test Student LEFT'. Under the 'Test Student Y11' tab, there is a sub-header 'Test Student Y11' and 'Current 2023 Year 11'. Below this, there are three sub-tabs: 'Upcoming Tasks' (selected), 'Past Tasks', and 'Academic Reports'. The 'Upcoming Tasks' section contains a search bar, a 'View upcoming tasks by course' link with a printer icon, and a table of tasks.

Date Due	Task Details	Course
20 Mar 2023	Reading to Write	Year 11 English Advanced
22 Mar 2023	Engineering Report	Year 11 Engineering Studies
27 Mar 2023	Nature of Business: Media Task	Year 11 Business Studies
28 Mar 2023	Task 1 - In Class Test (double)	Year 11 Mathematics Standard

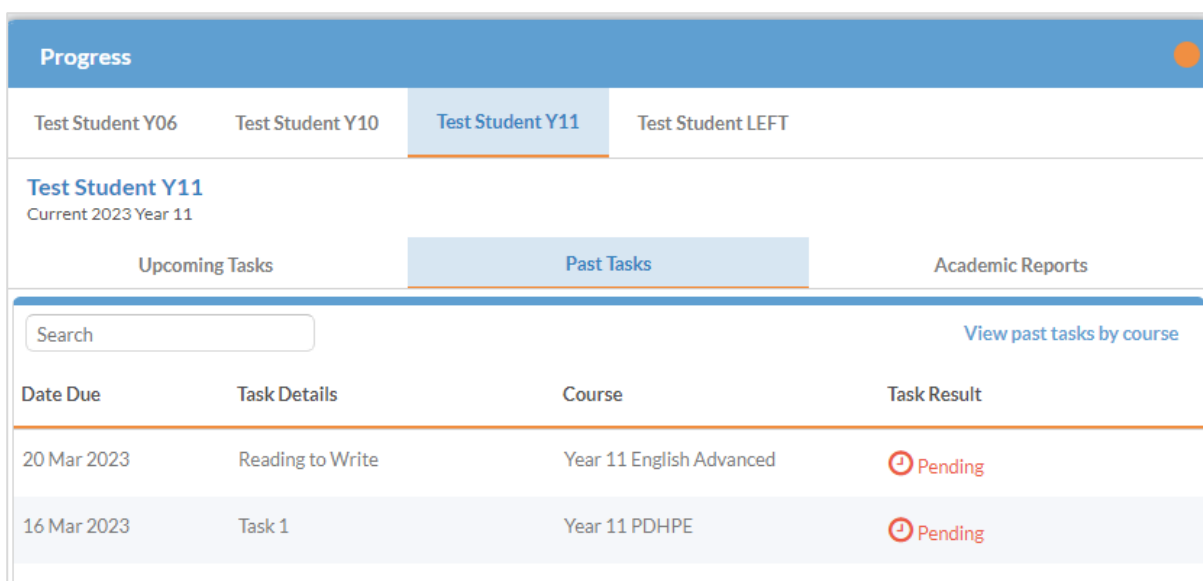
## PROGRESS – Past Tasks

### Past Tasks

Oxley College will commence utilising the Past Tasks function during 2023. You will receive advice when this commences. Any tasks prior will remain pending.

A historical view of tasks that have been completed. Parents and Carers can view task results and feedback provided by the school.

- Tasks with a result awaiting grading will show a Pending icon. 🕒
- Tasks with released results will show a Result icon. ✅
- Clicking on the Results link will open a pop-up window displaying additional results of that task.



The screenshot shows a web interface for viewing past tasks. At the top, there is a blue header with the word 'Progress' and an orange circle. Below this is a navigation bar with four tabs: 'Test Student Y06', 'Test Student Y10', 'Test Student Y11' (which is selected and highlighted in blue), and 'Test Student LEFT'. Underneath the tabs, the text 'Test Student Y11' and 'Current 2023 Year 11' is displayed. There are three main sections: 'Upcoming Tasks', 'Past Tasks' (which is selected and highlighted in blue), and 'Academic Reports'. Below these sections is a search bar with the word 'Search' inside. To the right of the search bar is a link that says 'View past tasks by course'. Below the search bar is a table with four columns: 'Date Due', 'Task Details', 'Course', and 'Task Result'. The table contains two rows of data. The first row shows a due date of '20 Mar 2023', task details 'Reading to Write', course 'Year 11 English Advanced', and a task result of 'Pending' with a red clock icon. The second row shows a due date of '16 Mar 2023', task details 'Task 1', course 'Year 11 PDHPE', and a task result of 'Pending' with a red clock icon.

Date Due	Task Details	Course	Task Result
20 Mar 2023	Reading to Write	Year 11 English Advanced	🕒 Pending
16 Mar 2023	Task 1	Year 11 PDHPE	🕒 Pending

## PROGRESS – Academic Reports

### Academic Reports

This tab shows a historic view of your child’s reports – click on headings to sort and click on Report name to download.

For any queries relating to the Academic Report, please kindly contact the School to assist

Tip – click on the Heading ‘Report’ to sort.

Progress			
Test Student Y06	Test Student Y10	Test Student Y11	Test Student LEFT
Test Student Y11		Current 2023 Year 11	
Upcoming Tasks		Past Tasks	Academic Reports
Date	Report ↑		
27 Aug 2019	2019 Year 7 Half Yearly Report		
9 Dec 2019	2019 Year 7 Yearly Report		
30 Jun 2020	2020 Year 8 Half Yearly Report		
1 Feb 2021	2020 Year 8 Yearly Report		
28 Jun 2021	2021 Year 9 Half Yearly Report		
13 Dec 2021	2021 Year 9 Yearly Report		
19 Jul 2022	2022 Year 10 Half Yearly Report		
16 Jan 2023	2022 Year 10 Yearly Report		

## DIARY - Menu

This is where you can view the Whole School Calendar, view each child's upcoming Events/Excursions and another space to view Senior School Students upcoming tasks.

The Diary section shows information about dates for activities in the school:

- The official school calendar shown as a blue link on the top right of the page
- The student's timetable shown as a blue link on the middle top right of the page
- A list of future events and tasks, viewable as a short list or by course) for the selected child

Please Note: Events and timetables may be subject to change. To ensure you are aware of the updated times and schedules, please review the diary.

## DIARY – Future Events & Future Tasks

The screenshot shows the 'Diary' interface for 'Test Student Y10'. At the top, there is a blue header with the word 'Diary' and a 'View School Calendar' link. Below the header, there are tabs for 'Test Student Y06', 'Test Student Y10', 'Test Student Y11', and 'Test Student LEFT'. The 'Test Student Y10' tab is selected, and there is a 'View Test Student Y10's timetable' link. Below the tabs, there are two sections: 'Future Events' (which is active) and 'Future Tasks'. A search bar is present above a table. The table has columns for 'Time', 'Event', 'Location', and 'Permission'. One event is listed: '23 Mar 23 (08:45 am - 12:59 pm)' for 'EXC: Bowral Autumn Music Festival Y...' with '(none)' permission.

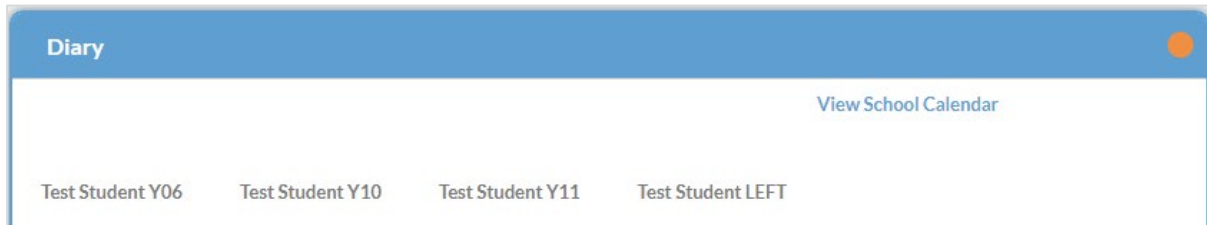
Time	Event	Location	Permission
23 Mar 23 (08:45 am - 12:59 pm)	EXC: Bowral Autumn Music Festival Y...		(none)

The screenshot shows the 'Diary' interface for 'Test Student Y10' with the 'Future Tasks' section active. It features the same header and tabs as the previous screenshot. The 'Future Tasks' section is highlighted, and there is a 'View upcoming tasks by course' link. A search bar is present above a table. The table has columns for 'Date Due', 'Task Details', and 'Course'. Two tasks are listed: '30 Mar 2023' for 'Task 1 Ch 1,2,5' in 'Year 10 Mathematics' and '6 Apr 2023' for 'Out of the Box' in 'Year 10 Design and Technology'.

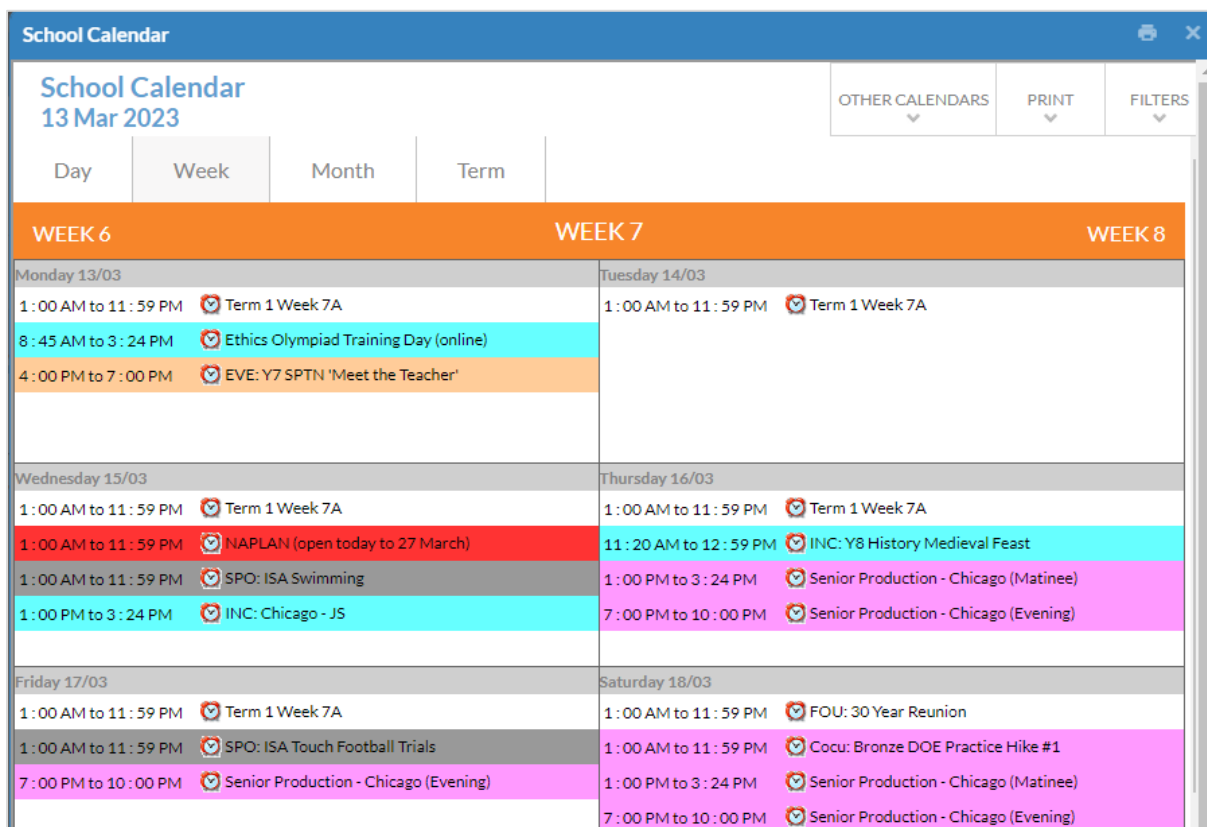
Date Due	Task Details	Course
30 Mar 2023	Task 1 Ch 1,2,5	Year 10 Mathematics
6 Apr 2023	Out of the Box	Year 10 Design and Technology

## DIARY – View School Calendar

You can view the Whole School Calendar by clicking on the link.



Once accessed you can select how you would like to view the Calendar.





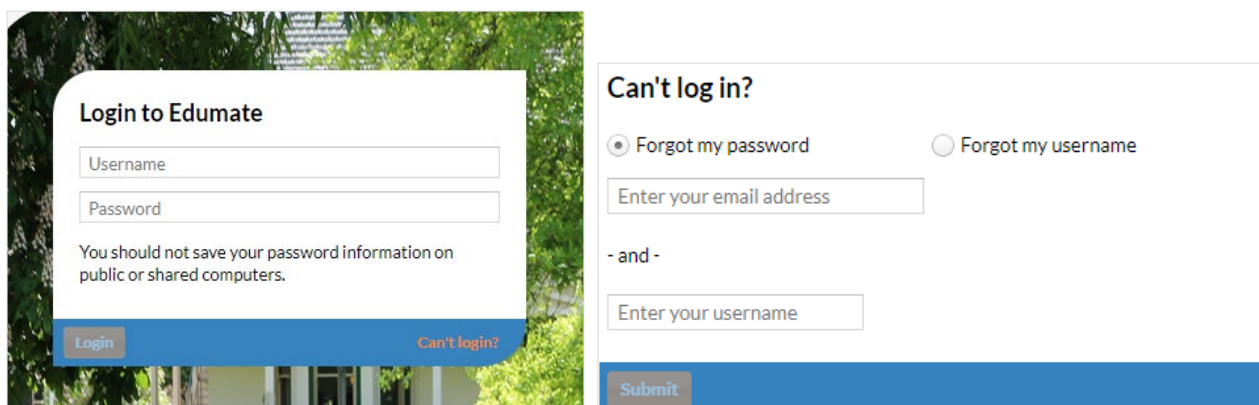
## INTEGRITY & SECURITY

Parents and carers can change personal information, approve attendance for events and provide absence verifications. The integrity of the password is key to the security of the transactions with the school. Each parent or carer has their own password, which once reset, becomes the parent or carer's responsibility to keep secure, including changing it when it is compromised.

## LOGIN ISSUES

Should you be unable to login as you may have forgotten your username and/or password, from a desktop, notebook or tablet 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 shows a screenshot of the Edumate login interface. On the left, there is a 'Login to Edumate' form with fields for 'Username' and 'Password', a 'Login' button, and a 'Can't login?' link. On the right, there is a 'Can't log in?' section with radio buttons for 'Forgot my password' (selected) and 'Forgot my username'. Below these are input fields for 'Enter your email address' and 'Enter your username', followed by 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.

