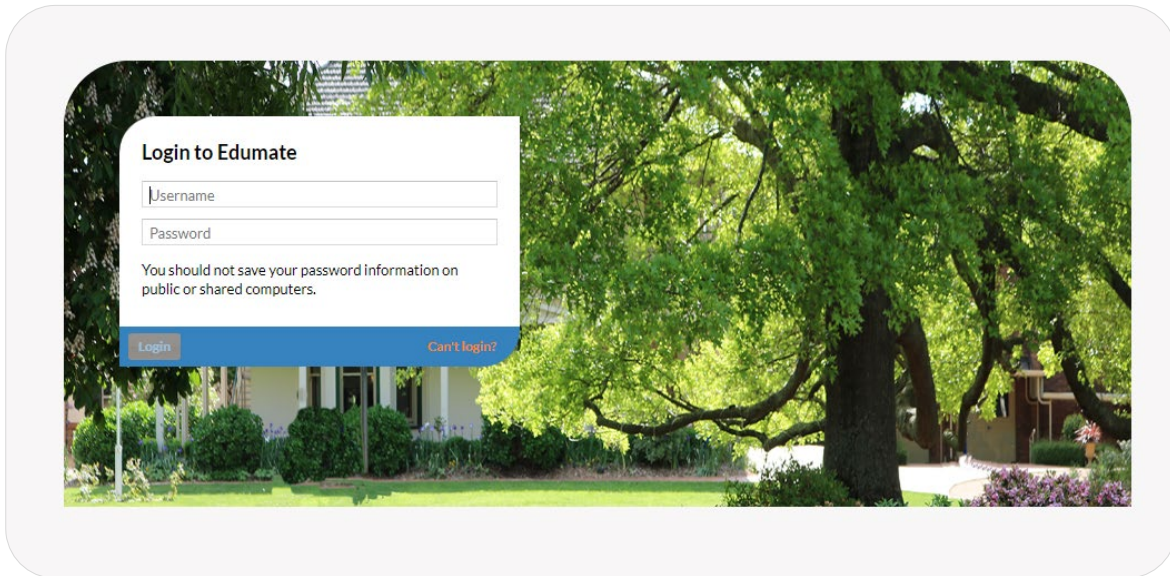


OXLEY COLLEGE – PORTAL (Desktop/Notebook)



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>.

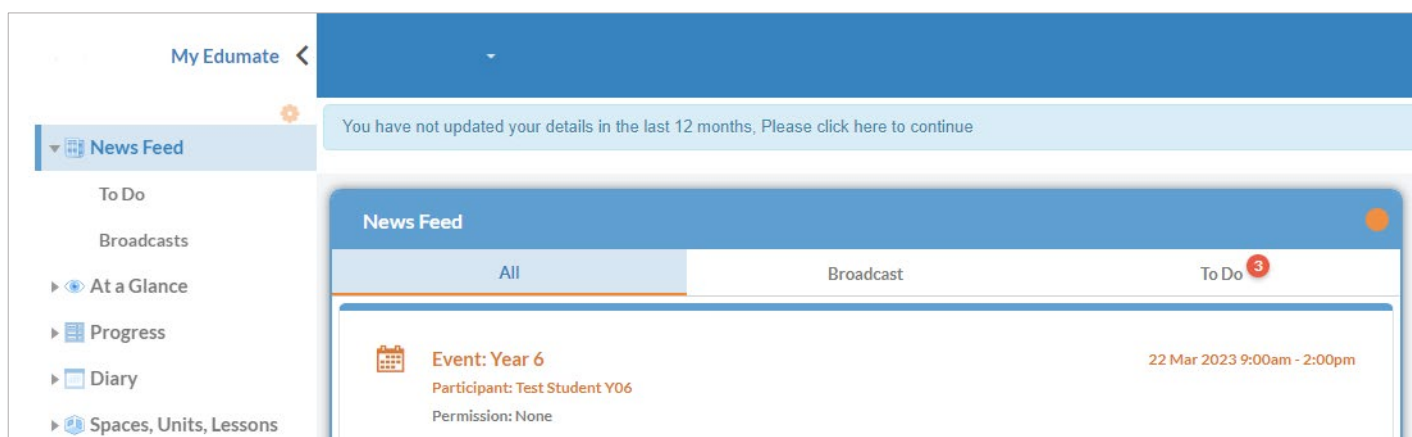
This guide will take you through the screens available to you when using your desktop, notebook or tablet.

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

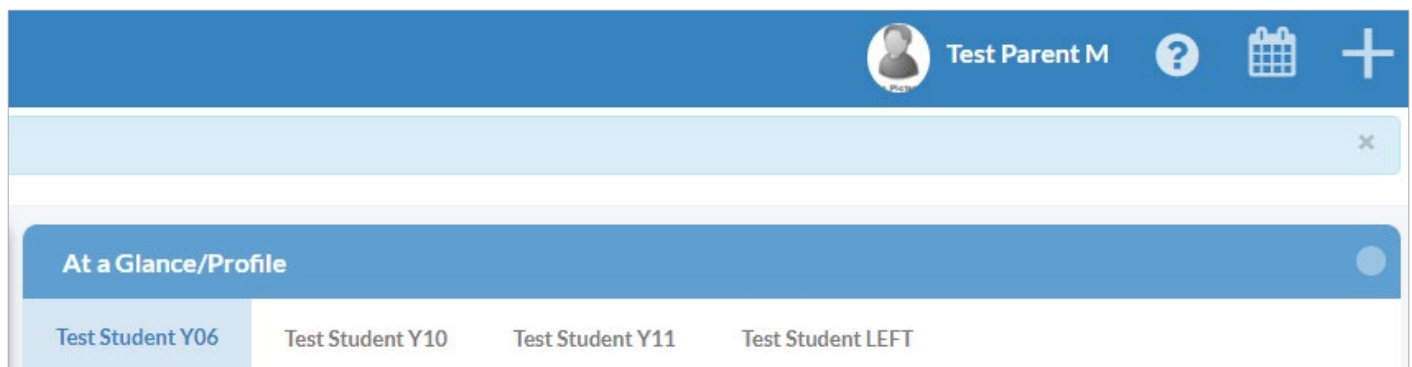
MY EDUMATE MENU

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.



My Details

Personal Work Relationships My Child Details

First Name *	Other Names:	Photo:
<input type="text" value="Test 1"/>	<input type="text"/>	 No Picture
Surname *	Preferred Name:	
<input type="text" value="Parent"/>	<input type="text"/>	
Pronounced Name:		
<input type="text"/>		

Birthdate:

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 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	FORM	TUTOR	
 No Picture	Current 2023 Year 06 START DATE TEACHERS	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 ²

 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
WEEK 6			
WEEK 7			
WEEK 8			
Monday 13/03		Tuesday 14/03	
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
Wednesday 15/03		Thursday 16/03	
Year 10 Geography - Environmental Change and Management Fieldwork report			
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
Friday 17/03		Saturday 18/03	
8:45 AM to 9:39 AM	Science Yr10 O		
9:40 AM to 10:29 AM	English Yr10 X		
Sunday 19/03			

AT A GLANCE - General

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

The screenshot shows the 'At a Glance/Profile' page for 'Test Student Y10'. The page has a blue header with the title 'At a Glance/Profile' and a circular icon. Below the header is a navigation bar with four tabs: 'Test Student Y06', 'Test Student Y10' (selected), 'Test Student Y11', and 'Test Student LEFT'. The main content area is divided into three sections: 'Test Student Y10' (Current 2023 Year 10) with a link to 'View Test Student Y10's timetable', a tabbed interface with 'General' selected, and 'Attendance' and 'Wellbeing'. The 'General' section displays student details: Student Number: 18209, Student Email: studenty10.test@oxley.nsw.edu.au, House: Oodgeroo, and Tutor: Mentor Group OO6. Below this is a 'Current Classes' section with a table:

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

The screenshot shows the 'At a Glance/Profile' page for 'Test Student Y10'. The page has a blue header with the title 'At a Glance/Profile' and a circular icon. Below the header is a navigation bar with four tabs: 'Test Student Y06', 'Test Student Y10' (selected), 'Test Student Y11', and 'Test Student LEFT'. The main content area is divided into three sections: 'Test Student Y10' (Current 2023 Year 10) with a link to 'View Test Student Y10's timetable', a tabbed interface with 'Attendance' selected, and 'General' and 'Wellbeing'. The 'Attendance' section displays a message: 'Absence Notifications' and '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

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 5th and 7th 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			View Test Student Y10's timetable	
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

Shows 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.

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
<input type="text" value="Search"/>			View past tasks by course
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 'View School Calendar' link. Below it, navigation tabs for 'Test Student Y06', 'Test Student Y10', 'Test Student Y11', and 'Test Student LEFT' are visible, with 'Test Student Y10' selected. Underneath, there are links for 'View Test Student Y10's timetable' and two tabs: 'Future Events' (selected) and 'Future Tasks'. A search bar is present above a table with the following data:

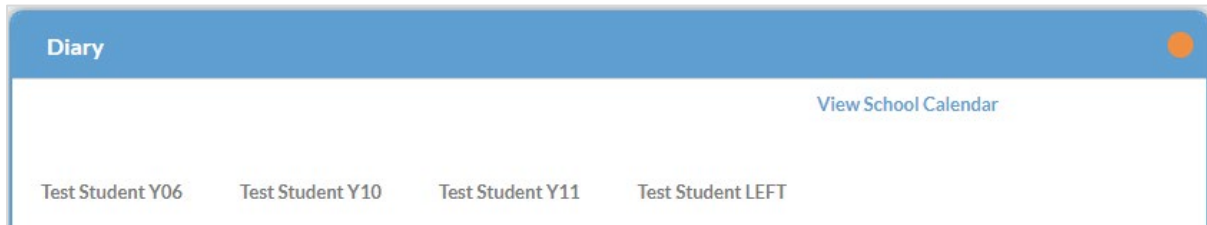
Time	Event	Location	Permission
23 Mar 23 (08:45 am - 12:59 pm)	EXC: Bowral Autumn Music Festival Y...		(none)

The screenshot shows the 'Diary' interface for 'Test Student Y10' with the 'Future Tasks' tab selected. It features a 'View School Calendar' link, navigation tabs for 'Test Student Y06', 'Test Student Y10', 'Test Student Y11', and 'Test Student LEFT', and a link for 'View Test Student Y10's timetable'. Below these are tabs for 'Future Events' and 'Future Tasks' (selected). A search bar is above a table with the following data:

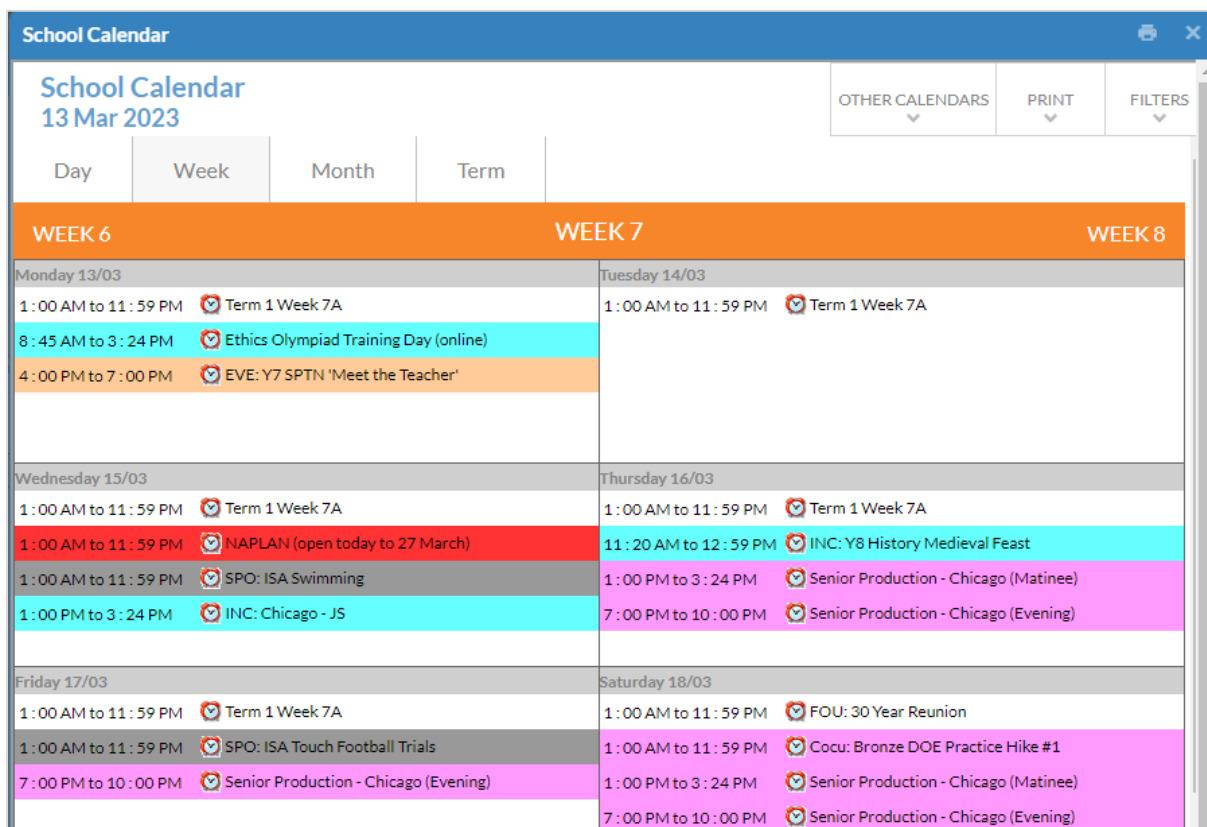
Date Due	Task Details	Course
30 Mar 2023	Task 1 Ch 1,2,5	Year 10 Mathematics
6 Apr 2023	Out of the Box	Year 10 Design and Technology

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.



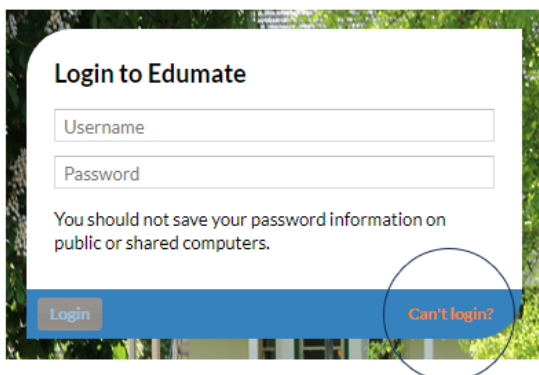
INTEGRITY & SECURITY

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.



Login to Edumate

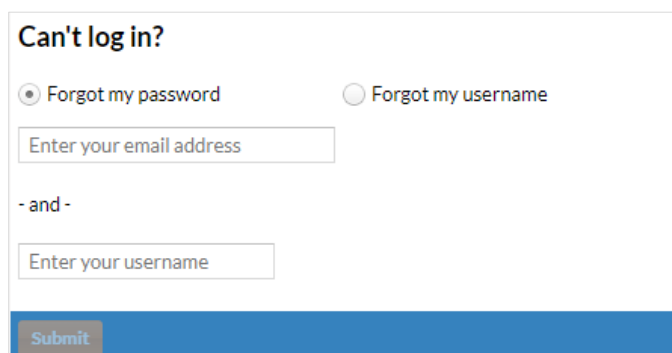
Username

Password

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

Login

Can't login?



Can't log in?

Forgot my password Forgot my username

Enter your email address

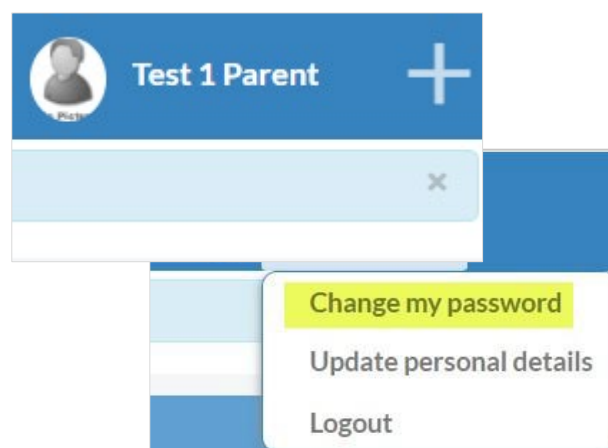
- and -

Enter your username

Submit

Update / Change a Password

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



Test 1 Parent

Change my password

Update personal details

Logout