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.

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.

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 – Broadcast

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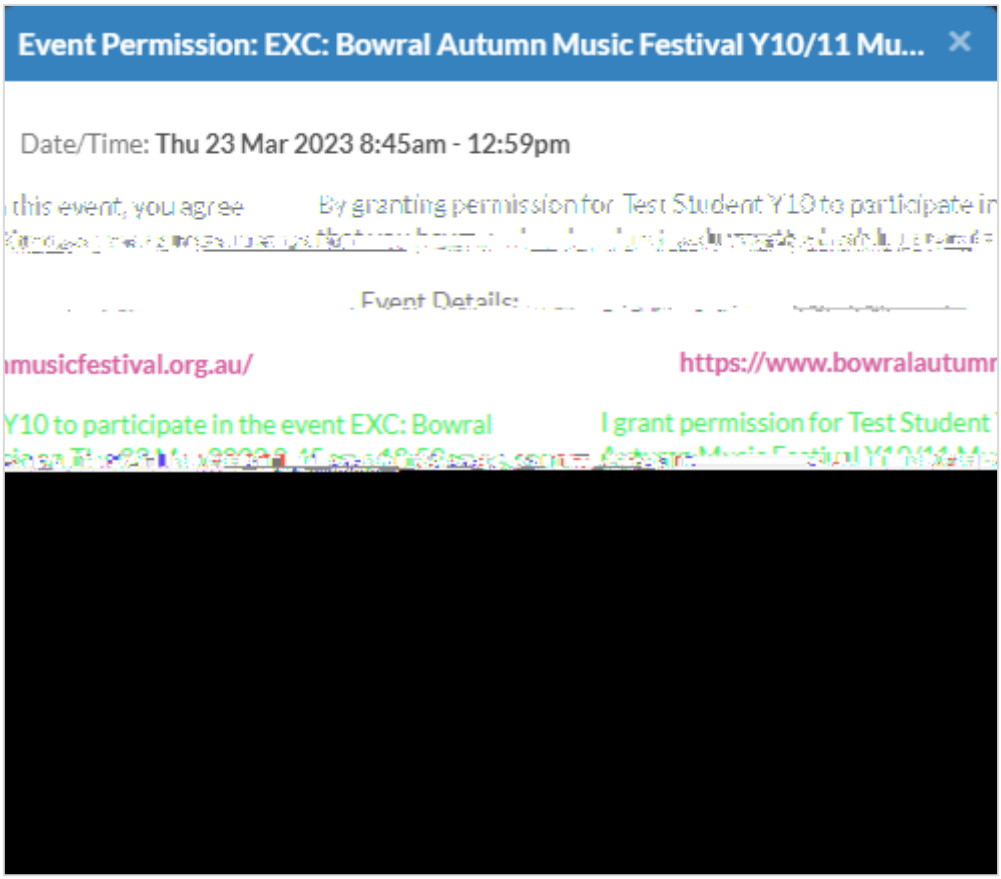
NEWS FEED – To Do

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.



AT A GLANCE - Menu

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 - General

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

AT A GLANCE - Attendance

Absence Notifications

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)

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.

PROGRESS - Menu

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

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.

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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.

DIARY - Menu

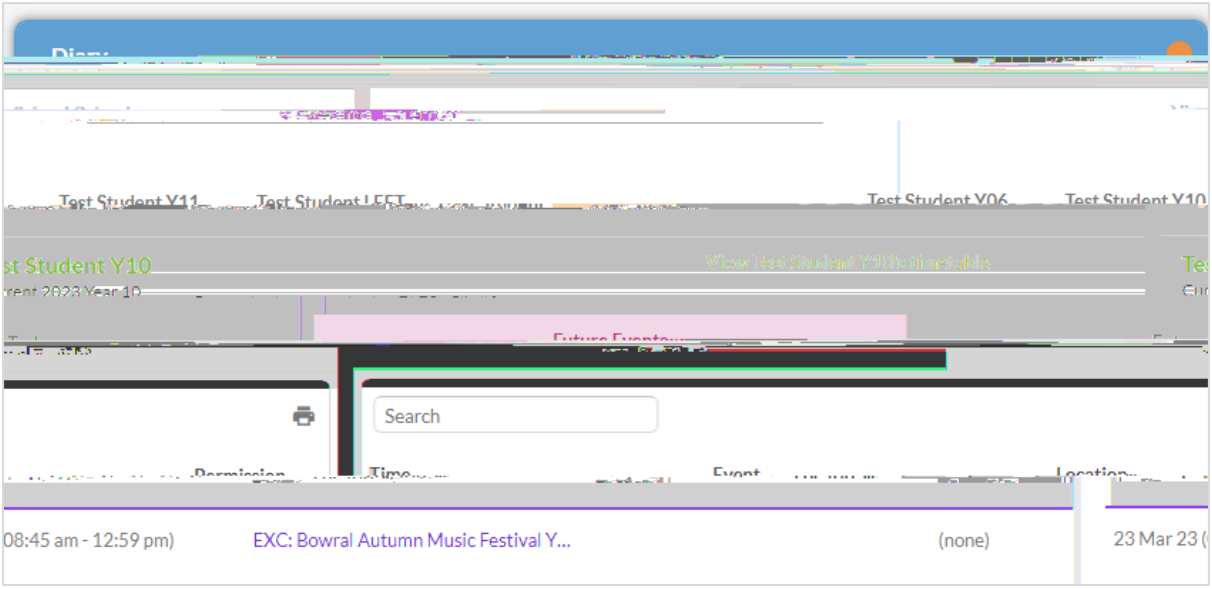
This is where you can view the Whole School Calendar, view each child's upcoming Events/Excursions and another space to view Senior School Students upcoming tasks.

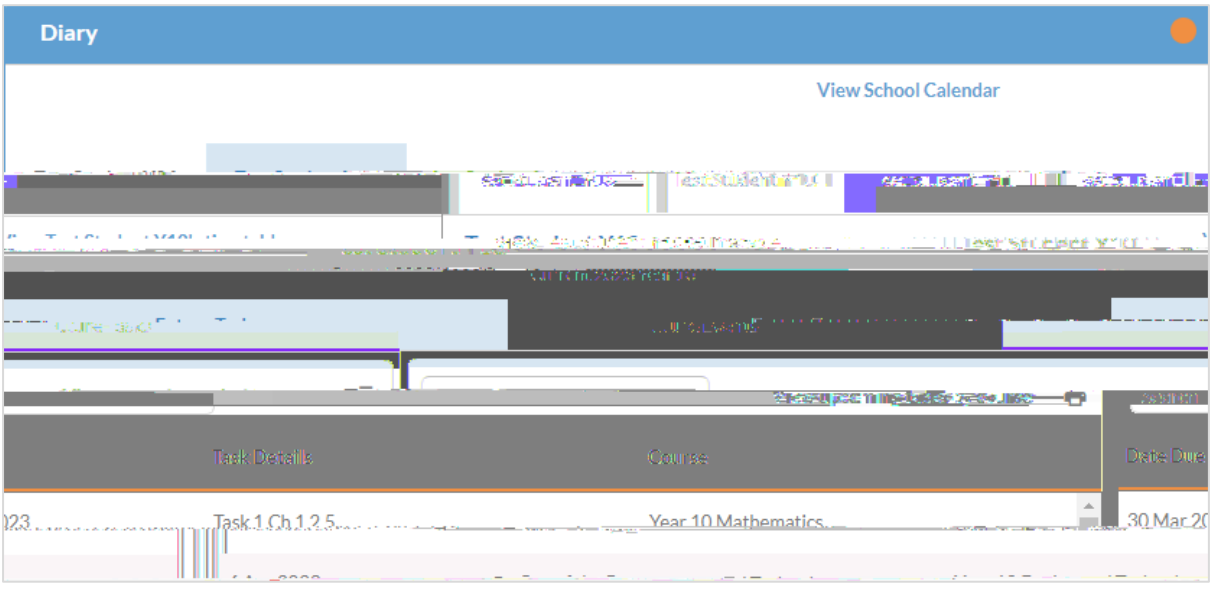
The Diary section shows information about dates for activities in the school:

- 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





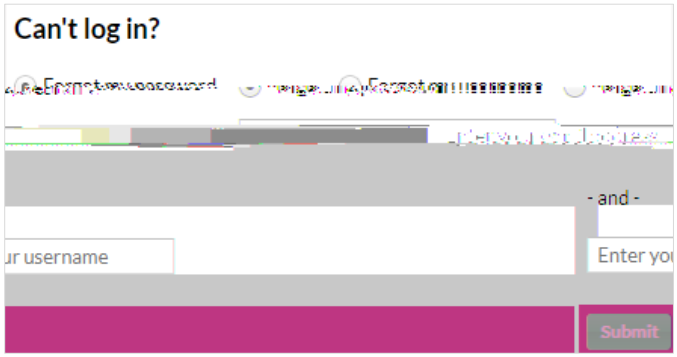
INTEGRITY & SECURITY

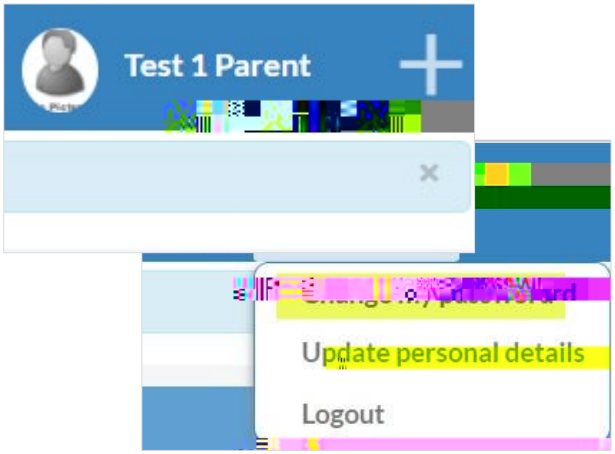
Parents and carers can change personal information, approve attendance for events and provide absence verifications. The integrity of the password is key to the security of the transactions with the school. Each parent or carer has their own password, which once reset, becomes the parent or carer's responsibility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



Update / Change a Password

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