



## Using the Stella Maris Parent Portal

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## Portal Overview

The Stella Maris Portal is essentially a window into the student data stored in our school administration system. As a parent you will now have access to a range of useful information regarding your daughter that is updated daily, including:

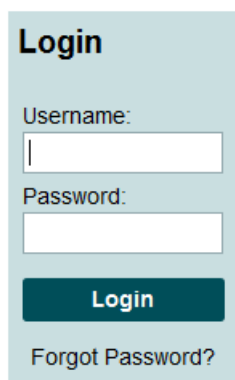
- A Student calendar featuring all Assessment Tasks and Excursions relevant to the student.
- A list of reportable Assessment tasks showing date due and details of the task itself
- Task marks that will be released and then viewable in the Assessment task list along with comments if applicable
- The students timetable (printable)
- Pastoral records of the student
- The Student's subject list
- News and notices such as daily room changes
- Absence records
- All Assessment schedules for each subject
- Permission slips for school excursions

You will also notice a quick links section on the guest page before you log in that gives you access to many of the schools services such as the MyStudent account, Moodle, email, the Newsletter and so forth.

## Logging in

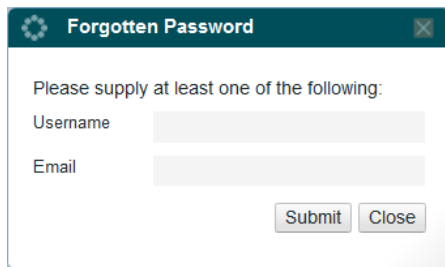
You should have been issued with a portal login by now, if not please contact us on [portal@stellamaris.nsw.edu.au](mailto:portal@stellamaris.nsw.edu.au)

Enter your login details on the left side of the screen:



The image shows a login form with a light blue background. At the top, the word "Login" is written in bold black text. Below it, there are two input fields: "Username:" followed by a white text box, and "Password:" followed by a white text box. Underneath the password field is a dark teal button with the word "Login" in white. At the bottom of the form, there is a link that says "Forgot Password?"

If you have forgotten your password just enter you email address in the following screen:



**Forgotten Password**

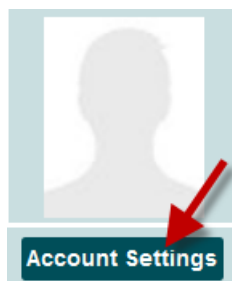
Please supply at least one of the following:

Username

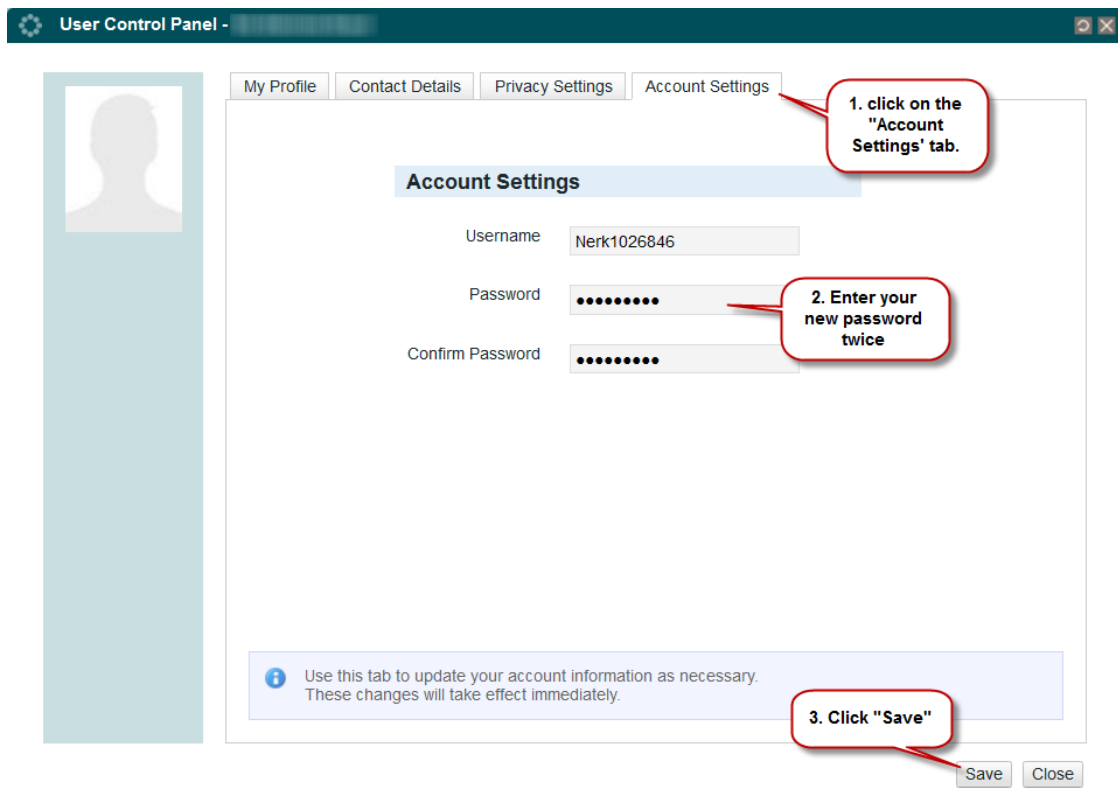
Email

## Changing your Password

After being allocated your original password, you are able to change it to something you will remember. On the left hand side of your screen will be a button called 'Account Settings', click on this:



This will open a new window where you can enter your new password:



**User Control Panel -**

My Profile | Contact Details | Privacy Settings | **Account Settings**

**Account Settings**

Username

Password

Confirm Password

**1. click on the "Account Settings" tab.**

**2. Enter your new password twice**

**3. Click "Save"**

Use this tab to update your account information as necessary. These changes will take effect immediately.

Type in your new password and confirm, then click 'Save'.

## The Parent Page

After logging in you will be taken to the Parent page. There is not a lot of information regarding your daughter/s on this page and it is mainly used to assess your daughters' data by **clicking on the 'More' button**.

The screenshot shows the Parent Page interface with a navigation bar at the top containing 'Current Parent', 'Year 7', and 'Help' buttons. The main content is divided into several sections:

- My Children:** Displays a profile card for a child with a 'More' button. A red callout box points to this button with the text: "Click the 'more' button to access your daughter's academic data".
- Useful Links:** Includes a link for 'Student Reception Email' (studentreception@stellamaris.nsw.edu.au) and a button for 'Click here for Portal Instructions'.
- mystudent Account:** A logo for the mystudent account.
- My Details:** A section for family information with fields for 'Australia', 'Billing', and 'Work'. A red callout box points to an 'Edit family details' button with the text: "Edit family details".
- Heads of Department Contacts:** Lists contact information for various departments: Religious Education (Mrs. Tiffany Blaikie), Dance, Drama and Music (Mrs. Jessica Maker), and Design and Technology (Mr. Scott Mellis).

You can also edit your families' details by clicking the 'Edit' button in the 'My Details' section. These details will be sent to the school registrar for approval and upload to the Portal

## Your Daughter's Details Page

After clicking the 'More' button you will be taken to a screen featuring detailed information regarding your daughter, including:

### Daily Notices

This includes room changes and general notices.

The screenshot shows the 'Daily Notices' section of the Parent Page. It features a navigation bar with 'Current Parent', 'Year 7', and 'Help' buttons. Below the navigation bar, there is a 'Daily Notices' header and a list of files. The first file listed is 'Student Notices 25-08-16.pdf', which has a download icon next to it.

## Assessment Task Information

A chronological list of assessment tasks showing the subject, the due date, the final mark and the task notification:

The screenshot shows a table of assessment tasks. Callouts point to the following elements:

- Subject:** Points to the 'Subject' column header.
- Date Range:** Points to the date range selector (1/06/2016 to 1/12/2016).
- Approx due date:** Points to the 'Date' column header.
- Final mark:** Points to the 'Mark' column header.
- Task Notification:** Points to the 'More' column header.

Subject	Task Name	Approx due date	Date	Mark	More
07MATH	Semester 1		13/06/16	13 / 20	
07RE	Old Testament		15/08/16		
07TECH	Design Project Two			Due 26 Aug	
07HIS	Medieval Europe Research Task			Due 12 Sep	
07MUS	Task 4 Composition				
07MATH	Assignment and Quiz			Due 16 Sep	
07SC	First Hand Investigation and Presentation		02/09/16	Due 16 Sep	
07PD	Anti Smoking Campaign		05/09/16	Due 10 Oct	

Timetable complete with updated excursion information:

The screenshot shows a timetable table. Callouts point to the following elements:

- Change Date:** Points to the date selector (1/08/2012).
- Print Timetable:** Points to the 'Print Timetable' button.
- Excursions will be listed also:** Points to the 'More' column header.

Period	Start Time	Subject	Teacher	Room	More
Before School	07:40AM				
Pastoral Care	08:45AM	Pastoral Care	Ms Meta Reg		
P 1	09:00AM	Dance class 5	Ms Cara Brown	C24	
P 2	10:00AM	Science class 5	Mr Andrew Latham	C11	
Break	11:00AM				

Pastoral and Absence records:

The screenshots show two summary tables. Callouts point to the 'Details' button in both.

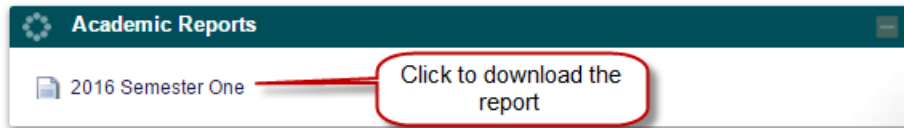
Category	Total
Behavioural	2
Merit	8

Total Points: 0

Absence Type	Total YTD
Absent	3
Event	4
Explained Absence	5
Late	2
Sick	4

## Your Daughter's Academic Report

To access the Semester reports please scroll down the page where you will see a 'block' called "Academic Reports". In that block will be a link called "Year 'X' Semester One Report", click on it to open your daughter's report.



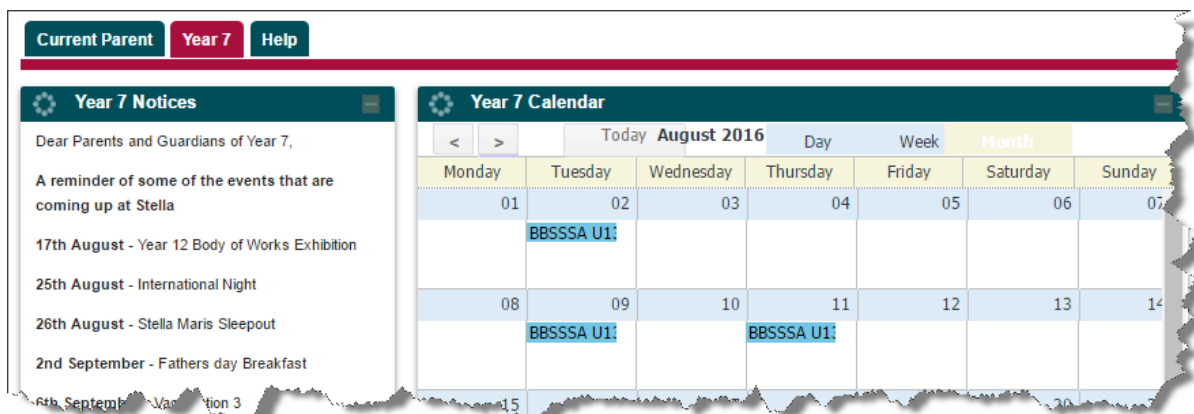
## The Year Group Page

You will notice a couple of separate 'Tabs' running along the top of the screen, one of these will give access to a Year group page:



This page will have information targeted to that particular year group, for example:

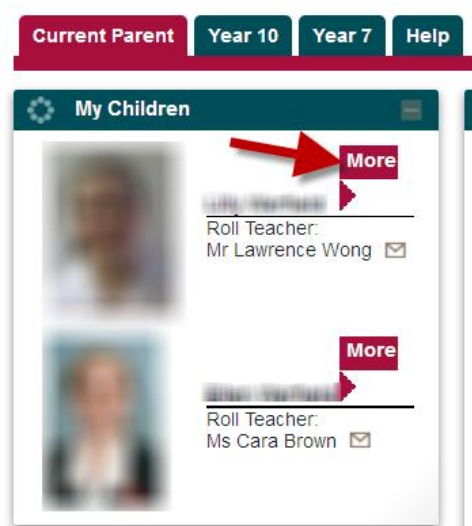
- Year specific news and notices
- Year coordinator's details
- Year specific calendar
- Assessment Schedules for each subject with weightings and approximate dates (Years 11 and 12 only)



**Please Note: Assessment Schedules will become available by the end of week 3**

## Accessing Permission Slips via the Portal

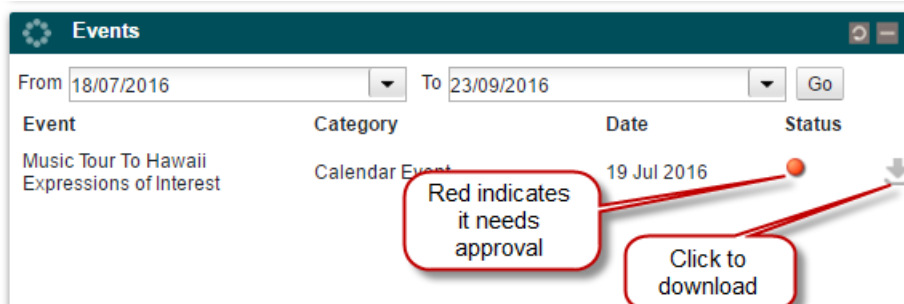
After logging in you will be taken to the Parent page where you will access your daughter's academic data by **clicking on the 'More'** button next to her photo.



**NOTE: You must use your own Login to access Permission slips (not your daughters)**

## Opening and approving the Event Permission Slip

To access the Event permission slip, please scroll down the page where you will see a 'block' called "Events". In that block will be a list of events your daughter is involved with. Make sure the 'Date Range' is correct, then click on the download icon to open your daughter's permission slip (you will need Acrobat Reader to view it).



The permission slip will open in a new window. To approve the event/excursion click on the green button that reads 'Click to Approve'

# Acknowledgement Slip

7.4



[Redacted Name]

I am aware that my child, [Redacted Name] is attending

### Awareness Walk

Date: Tuesday, 18/08/2015

Time: 11:20am - 1:20pm

Emergency Contact Details		Doctor details	
Name	[Redacted]	Doctor	Dr Karen Tattersall
Telephone	[Redacted]	Telephone	
Mobile	[Redacted]	Guardian Signature	<a href="#">Click to approve</a>
Work			

The excursion is now approved and you can close the window containing the permission slip.