

How to use MySchool parent portal?



MySchool

Source: [MySchool Support](#)



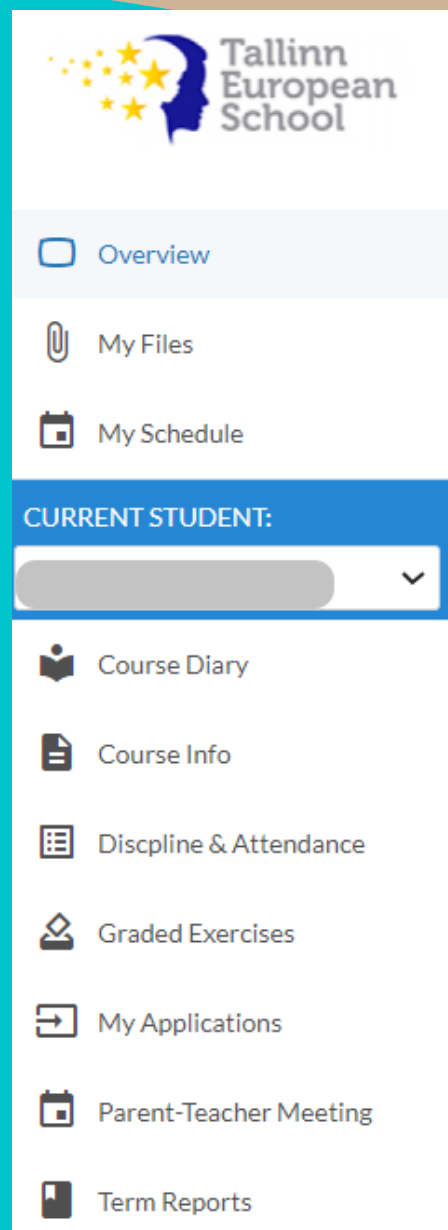
How to access

You will receive an **invitation** to log into MySchool. **Click the URL provided in the email to access the portal.** If you are also a staff member you can switch between roles within your respective portal.

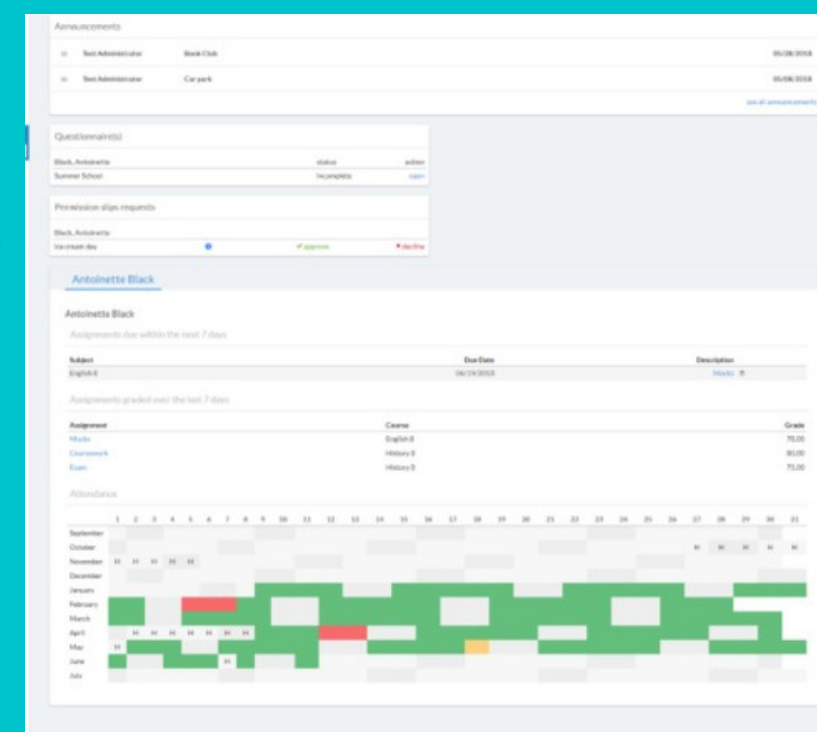
What you see: Menu Headers

- 1. Overview.** The entry page.
- 2. My Schedule.** Shows the timetable of the selected student in the Current Student drop down menu.
- 3. Current student.** Change between students if more than one dependent is attached to the Guardian.
- 4. Course diary.** Lesson descriptions by courses starting from the beginning of the scholastic year. You can filter the courses to see entries only for a particular course.
- 5. Course info.** A list of all the courses a student is enrolled in for that current scholastic year. It includes the contact details of the teacher assigned to the course.
- 6. Discipline & Attendance.** Overview of the student's attendance and disciplinary events.
- 7. Graded exercises.** A detailed insight into the student's progress during the scholastic year. You can choose between each course and have a full summary of grades and comments.
- 8. Term reports.** Access all available and published reports.

What you see: Dashlets



- 1. Announcements.** You are able to view active announcements, relative to your profile.
- 2. My courses.** Course diary entries.
- 3. Questionnaire(s) & Permission slips requests.**
- 4. Assignments.** View the students up and coming assignments and feedback for recent assignments.
- 5. Attendance.** Green blocks show present, Orange represents half days, red is for absent full days. The guardian can interact with the red/orange days and an information box will appear on screen.



What you can do:

1. Fill in any **consent forms**.
2. Any **questionnaires** or up and coming activities requiring **parental consent** are listed.

We encourage you to submit your answers via the portal to ensure that all information is centralised and protected.

| Questionnaire(s) | | |
|-------------------|------------|--------|
| Black, Antoinette | status | action |
| Summer School | incomplete | open |

| Permission slips requests | | |
|---------------------------|-------------------------------------|---|
| Black, Antoinette | | |
| Ice cream day | <input checked="" type="checkbox"/> | <input type="checkbox"/> approve <input type="checkbox"/> decline |