HELP WITH THE PORTAL – MONDAY 22 FEBRUARY 2016

We will be updating this file as parents and students ask questions about how to use elements of the PORTAL. We hope that you find this useful.

Please send any feedback or suggestions for improvement to Kevin O’Neil (Assistant Principal) at oneil.kevin.r@edumail.vic.gov.au

A list of teacher email addresses appears in our APP4 Students and APP4 Parents.

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PORTAL

Online Results are now available; please note that teachers will be adding results for their classes assessments are completed.

For assistance with Online Child Safety concerns, please follow this link:

Office of the Children’s
eSafety Commissioner

Click HERE for HELP WITH THE PORTAL

HELP WITH THE PORTAL
ACCESS - CONFIDENTIAL INFORMATION SHEET

Students

On their first day of school students are given a single sheet containing their:

- username and password details
- House and Tutor Group Information
- Locker location

If a student misplaces their sheet, they can visit their Sub-School Office to have the sheet printed again.

Parents

Parents receive their copy of their child’s Confidential Information sheet in the mail, normally a few days after their child’s first day of school.

Confidential Information sheets will be sent to all parents in the week beginning Monday 8 February.

Please keep the Confidential Information sheet in a safe place. If parents misplace their Confidential Information sheet, they should contact the General Office for a replacement copy.

YOUR EMAIL

Set Up Your Email Account

Werribee Secondary College provides all of its students and parents with their own email account.

To setup your account:

Go to the College Website: www.werribeesc.vic.edu.au

Click PORTAL

Click YOUR EMAIL

Your school account is your email address is:

Students:
username@student.werribeesc.vic.edu.au

Parents:
username@parents.werribeesc.vic.edu.au

Your Password the one that you use to access Results Online
Our newsletter is published online and can be viewed by clicking the link on the PORTAL.

No username or password is needed to view the newsletter. Our first newsletter is due for publication on Tuesday 9 February.

The Newsletter will contain important dates.

**APP4 STUDENTS**

The College has replaced its paper diary with the App 4 Students ePlanner for all students in Years 7 to 11 in 2016. Each student’s current timetable appears in the ePlanner and teachers are able to post messages for their students and set homework. Calendar Dates appear in the App 4 Students ePlanner and new event dates will be added as they are planned.

**APP4 PARENTS**

Parents are now able to view their child’s App 4 Student ePlanner. App 4 Parents are able to read their child’s ePlanner, but will not be able to edit the ePlanner.

**PTO (Parent-Teacher Online)**

The PTO link becomes active in March and September each year and allows parents to book interviews with their child’s teachers. The parent username and password will give you access to PTO when it becomes available.
CONFIGURING YOUR iPAD
Click this link on the PORTAL:

CONFIGURING YOUR MACBOOK
Detailed instructions to configure a MACBOOK can be found at:


Configurations can be completed only when within range of the College’s WiFi Network.
This is the place where students and parents can access progressive scores in every subject. The username and password provided to you will give you access.

Your child’s Progress Reports (Terms 1 and 3) and End of Unit Reports (Terms 2 and 4) will be posted here and parents are expected to download them. Reports are only available online for the current school year, so parents are advised to download their child’s reports and to keep them in a safe place.

Explaining the Results

<table>
<thead>
<tr>
<th>TASK Title</th>
<th>Item Type</th>
<th>Student Result</th>
<th>Class Average</th>
<th>Weighting</th>
<th>Date Set</th>
<th>Initial Date Due</th>
<th>Extended Date Due</th>
<th>NSoWNIssued</th>
<th>Resired Date Due</th>
<th>Catch-up Class</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atoms &amp; Their Structure</td>
<td>Minor</td>
<td>100%</td>
<td>74%</td>
<td>32</td>
<td>19 Feb 2013</td>
<td>10 Feb 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10 Feb 2013</td>
</tr>
<tr>
<td>Model Scientists</td>
<td>Minor</td>
<td>100%</td>
<td>74%</td>
<td>15</td>
<td>19 Mar 2013</td>
<td>19 Mar 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19 Mar 2013</td>
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<tr>
<td>Literacy Review</td>
<td>Minor</td>
<td>100%</td>
<td>67%</td>
<td>15</td>
<td>19 Mar 2013</td>
<td>19 Mar 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19 Mar 2013</td>
</tr>
<tr>
<td>Making Ionic Compounds</td>
<td>Minor</td>
<td>60%</td>
<td>60%</td>
<td>20</td>
<td>04 Mar 2013</td>
<td>04 Mar 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04 Mar 2013</td>
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<tr>
<td>Detecting Ions by Indirect Observation</td>
<td>Minor</td>
<td>60%</td>
<td>65%</td>
<td>20</td>
<td>04 Mar 2013</td>
<td>04 Mar 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04 Mar 2013</td>
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<tr>
<td>Test</td>
<td>Minor</td>
<td>67%</td>
<td>64%</td>
<td>50</td>
<td>13 Apr 2013</td>
<td>13 Apr 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13 Apr 2013</td>
</tr>
<tr>
<td>Heat, Sound &amp; Light</td>
<td>Minor</td>
<td>64%</td>
<td>53%</td>
<td>52</td>
<td>11 May 2013</td>
<td>11 May 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11 May 2013</td>
</tr>
<tr>
<td>Cool Cars</td>
<td>Minor</td>
<td>64%</td>
<td>56%</td>
<td>15</td>
<td>11 May 2013</td>
<td>11 May 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11 May 2013</td>
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<tr>
<td>Helping the world to see</td>
<td>Minor</td>
<td>80%</td>
<td>61%</td>
<td>20</td>
<td>13 May 2013</td>
<td>13 May 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13 May 2013</td>
</tr>
<tr>
<td>Comparing materials OR Testing Insulators</td>
<td>Minor</td>
<td>80%</td>
<td>61%</td>
<td>20</td>
<td>13 May 2013</td>
<td>13 May 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13 May 2013</td>
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<tr>
<td>Sinking Light</td>
<td>Minor</td>
<td>60%</td>
<td></td>
<td>20</td>
<td>13 May 2013</td>
<td>13 May 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13 May 2013</td>
</tr>
<tr>
<td>Test</td>
<td>Minor</td>
<td>67%</td>
<td></td>
<td>50</td>
<td>13 May 2013</td>
<td>13 May 2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13 May 2013</td>
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<tr>
<td>Coursework Tasks</td>
<td>Minor</td>
<td>81%</td>
<td>80%</td>
<td>10</td>
<td>20 Feb 2013</td>
<td>20 Feb 2013</td>
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<td></td>
<td></td>
<td></td>
<td>20 Feb 2013</td>
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<tr>
<td>Insects</td>
<td>Minor</td>
<td>100%</td>
<td>90%</td>
<td>10</td>
<td>10 Feb 2013</td>
<td>10 Feb 2013</td>
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<td></td>
<td></td>
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<td>10 Feb 2013</td>
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<td>Periodic Table</td>
<td>Minor</td>
<td>100%</td>
<td>89%</td>
<td>10</td>
<td>09 Feb 2013</td>
<td>09 Feb 2013</td>
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<td>09 Feb 2013</td>
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<tr>
<td>Airlons and Cadrons</td>
<td>Minor</td>
<td>100%</td>
<td>81%</td>
<td>10</td>
<td>11 Mar 2013</td>
<td>11 Mar 2013</td>
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<td></td>
<td></td>
<td>11 Mar 2013</td>
</tr>
<tr>
<td>Temperature</td>
<td>Minor</td>
<td>90%</td>
<td>83%</td>
<td>10</td>
<td>22 Apr 2013</td>
<td>22 Apr 2013</td>
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<td></td>
<td></td>
<td></td>
<td>22 Apr 2013</td>
</tr>
<tr>
<td>Radiation/Ionization</td>
<td>Minor</td>
<td>100%</td>
<td>71%</td>
<td>10</td>
<td>10 Jun 2013</td>
<td>10 Jun 2013</td>
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<td>10 Jun 2013</td>
</tr>
<tr>
<td>Law of Reflection</td>
<td>Minor</td>
<td>59%</td>
<td>59%</td>
<td>10</td>
<td>28 May 2013</td>
<td>28 May 2013</td>
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<tr>
<td>Heating</td>
<td>Minor</td>
<td>80%</td>
<td>83%</td>
<td>10</td>
<td>06 Jun 2013</td>
<td>06 Jun 2013</td>
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<td>Examination</td>
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<td>44%</td>
<td>54%</td>
<td>25</td>
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<tr>
<td>Exam</td>
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<td>44%</td>
<td>54%</td>
<td>10</td>
<td>10 Jun 2013</td>
<td>10 Jun 2013</td>
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<td></td>
<td></td>
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<td>10 Jun 2013</td>
</tr>
</tbody>
</table>

Assessment Tasks - Every unit of study at the College has Assessment Tasks that are weighted in terms of importance.

Assessment Items - Within each Assessment Task, there may be a number of Assessment Items which are also weighted within and Assessment Task.

Weightings – Some Assessment Items are more significant and ‘count more’ than other pieces of work; the higher the weighting, the more important the item.

Weighted Average - The weighted average of the Assessment Tasks is automatically calculated as new Assessment Items receive a score from the teacher.

Item type – some Assessment Items are listed as major. This means that the teacher is able to produce ‘Non-Submission of Work Notices’ (NSoWNI), that are mailed home to the student’s parents. Most items are listed as ‘minor’ which means that no notice will be produced.
EXPLAIN AN ABSENCE

The RESULTS ONLINE statement comes with a list of absence on the third last page. Parents can provide the College with an explanation for an unexplained absence via the PORTAL.

Once logged in to the RESULTS ONLINE, select **Explain an Absence** on the Dashboard:

Please note that the “Explain an Absence” link is not available with Student Logins.

Complete the required information and when finished, click **Send your explanation**.

![Explain an Absence form]

Please, give the reason(s) for your child’s absence from school

- Absence Explanation for Rianne
- From (DD/MM/YYYY) 22/02/2016 to (DD/MM/YYYY) 22/02/2016
- Reason ...

[Send your explanation]