Edge learning solutions

Caregiver Portal

Parents and caregivers are able to access their child's attendance, assessment reporting and make school payments via the Caregiver Portal on our Student Management System Edge. We encourage you to login to the Edge Caregiver Portal now to access information regarding your child/children.



How to Log In



To log on, you must use the same email address that the school holds for you. This will be the one you provided with your child's enrolment, and which you receive newsletters and other email notices from the school on.

Go to <u>https: //parent.edgelearning.co.nz/</u> or scan the QR code.

- 1. Enter your email details into the email field.
- 2. Click on "Reset Password?" to receive an email from MUSAC with a 'reset password' link.
- 3. Enter and save your password, then close that window and put your new password into the log in page.
- 4. Once you have access to the caregiver portal, you are then able to click on the name of your child and access their information regarding attendance, student reports and school payments.



Setting Up the Edge App

Logging into the Edge App is quick and easy with just a few steps required to get you underway.



Android



Apple

1. Download the app for your device. It is available for both Apple and Android devices and can be downloaded from the relevant stores.

2. Once you have downloaded the app you will need to set up a PIN. You will need to enter your PIN twice to confirm it.

3. You will then be directed to the log in screen. If you have set your school account up with Gmail you can use the G+ authenticator to log in. If not, enter the email address and password you would use to log in to the Caregiver portal website on your browser.

4. If this is the first time you have done either, you can use the 'Reset edge password'. This will email you a link to set up your password. Follow those instructions to set it up, then return to the app.

5. Once you have logged in you will be presented with your Dashboard, and from here you can view your child/children's data including (but not limited to) Attendance, Timetable and Financial details. The Settings menu can be found in the top right corner.



Attendance Summary

Parents can also view an overview of their child's attendance.





Making Payments in the App

- On the Payments screen you can select which student(s) to make a
 payment to as well as which school if they attend different schools.
 You can choose to pay all the outstanding balance owing or select
 which item you wish to pay by ticking the relevant items.
- If you wish to make a part payment on a particular item, long press on that item, then release and a new window will pop up that will allow you to enter an amount.
- Once you have clicked OK you can then scroll to the bottom of the screen where you can see 'Press to Pay' and the amount to be Paid. Click this to go to the Payments screen.
- The payment options available will be dependent on your school.

🔶 Payments			Payments		
Devenue 1 Commune		_	2024 Other donation 2024-07-12	\$23.00	
Payment Summary Balance Due	\$	3259.85	2024 School Skirt 2024-07-12	\$25.00	
Ton to Day	62250 QE		2024 School socks 2024-07-12	\$5.00	
to Demo - Full Prim	ary School now		2024 Swimming pool key 2024-07-12	\$30.00	
OD coloct items to p		_	2024 Bus charge 2024-03-01	\$25.00	
Long press an item to s	a y . et a partial payment		2024 Netball 2024-03-01	\$30.00	
Jasmine Hall		\odot	2024 School Camp 2024-03-01	\$150.00	
	Owing	Pay	2024 School Jersey 2024-03-01	\$37.50	
	Pay All Items		2024 School Shirt 2024-03-01	\$17.50	
2024 Other donation 2024-07-12	\$23.00		2024 School Stationery pack 2024-03-01	\$15.00	
2024 School Skirt 2024-07-12	\$25.00		2024 School Donation 2024-02-16	\$200.00	
2024 School socks 2024-07-12	\$5.00		2023 Attendance per student 2023-02-10	\$2551.85	
2024 Swimming pool key 2024-07-12	\$30.00		2022 Donation 2022-01-19 Voluntary	\$150.00	
2024 Bus charge 2024-03-01	\$25.00		Subtotal for Jasmine Hall	\$3259.85	\$3259.85
2024 Netball 2024-03-01	\$30.00		Tap to view payme	ent history	
2024 School Camp	\$150.00				
Select items to pay Demo	o - Full Primary Scl	hool	Pay to Demo - Full Primary School	Press \$32	s to Pay 59.85

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Making Payments through the Portal

- Access the 'School Payments' tab to view an account summary and a list of currently owed items that have been billed for the student.
- To settle all outstanding amounts, simply click on the "Pay All Items" link to automatically calculate the total amount due for each billed item; the sum of all items will be shown at the bottom.
- If you prefer to pay for individual items, you can enter the desired payment amount for each item. The School Payments page will display all outstanding amounts. It's important to note that the total payment cannot exceed the billed item total or be less than \$1.00.

Once you have made your selections, click on 'Make Payment'. This will prompt you to choose a payment method (the available options will vary depending on your school).

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	Hall, Jasmine NZ European/Päko Year 7	tha	Full Time Rm02		Demo - Full Primary School admin@idemo.school.nz 05 412 3456			
				School Payments				
Account Summary		Totals as at: Unpaid Items: Unallocated Credit: Balance Due:	09/07/2024 52901.85 50.00 52901.85					EzyPay Setting
Demo - Full Primary Se	chool							Pay All Items
Date	Student Name	Billable	item		Total	Owing		Amount to Pay
16 Feb 2024	Hall, Jasmine			2024 School Donation	\$200.00	\$200.00	Eax	
10 Feb 2023	Hall, Jasmine			2023 Attendance per student	\$2551.85	\$2551.65	Env	
19 Jan 2022	Hall, Jasmine			2022 Donation	\$150.00	\$150.00	Enx	
								Make Payment

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Achievement Results in the App

Caregivers can easily see up to date achievement results in the app.

- 1. Access the 'Achievement Results' section on the dashboard.
- 2. A summary of the results will be presented, with the latest assessment result visible below.
- 3. Click on the purple headings to explore additional details for each result.
- 4. Within the 'Results' tab, you can track your child's progress against expectations.









Record your Child's Name in the App

Caregivers have the option to record their child's name into the app, enabling teachers to hear the accurate pronunciation.

- 1. On the app click the 'Record Name' button.
- 2. Click the red 'record' button and clearly say your child's name.
- 3. Press play to hear your recording
- 4. If you are happy with the recording choose 'save', otherwise press 'cancel' and start again.









Reports in the App

- 1. Click on "Reports" on the main page.
- 2. Select the report you wish to view, with the most recent appearing at the top of the page.
- 3. Proceed to download the file by clicking 'YES'.

Depending on your device, you may be prompted to choose the application through which to view the file.



2024

NO

YES





To access the student report page:

- 1. Click on the student's name at the top of the page and then select 'Student Report'.
- 2. Choose 'Caregiver Reports'.
- 3. From the dropdown menu, select a report such as '2024 Mid-year Report'. You can access previous year's reports by clicking on 'Previous Year' on the left.
- 4. Click on 'Download PDF'. The report will be downloaded to your device.

		Home Summary Attendance	News Feed Jasmine	School Calendar	
	Hall, Jasmine			Demo - Full Primary Scho	001
	NZ European/Pākehā	Full Time	_	admin@demo.school.nz	
	Year 7	Rm02	_	05 412 3456	
Student Report		Caregi	iver Reports Attitude to Learning	l	
Previous Year			This Year (2024)		Next Year
		Contract (1)	Report: 2024 Mid-Year Report	$\mathbf{\tilde{\mathbf{v}}}$	
					Download PDF

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Parents can stay updated in real-time through the News Feed feature on the portal. Teachers have the ability to upload photos and videos of school activities during the day, as well as share results and notices with caregivers.

Home News Feed Jasmine	Store at at a
Filter Posts	۹ ۵
41 Days Ago By Grace Copeland Grace Copeland Demo - Full Primary School test	
157 Days Ago By Ray Sutton Demo - Full Primary School Newsletter - 5 Feb	
Decodable Texts Discodable Texts <thdiscodable texts<="" th=""> <thdiscodable td="" texts<="" th<=""><td></td></thdiscodable></thdiscodable>	
No Posts Found	stus tus e the los x - los



Other Communications in the App

The school can use the 'Announcement' and 'Notification' features in the app to communicate with caregivers and parents.

- New announcements are displayed at the bottom of the home screen.
- Access 'All Messages' by clicking on the globe symbol.
- Check out Announcements by selecting the speakerphone symbol.
- View Notifications by clicking on the alert symbol.





Announcements in the Portal

Caregivers and parents can access school announcements by viewing them on the portal's home screen.

Copeland, Grace Email: grace.copelan Phone (Work): Phone (Cell): Phone (Home): Street 123 Musac Dri Address: Suburb or RD	School Announcements	Contact Details
Phone (Cell): Phone (Home): Street Address: Suburb or RD	Caregiver pack available (by Demo - Full Primary School) Now available	Copeland, Grace Email: grace.copeland@edgelearning.co.nz Phone (Work):
Address: Suburb or RD		Phone (Cell): Phone (Home): Street 123 Musac Drive
Hokowhitu Number: Town or City: Palmerston N		Address: Suburb or RD Hokowhitu Number: Town or City: Palmerston North

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The school can also link their calendar with Edge so that parents and caregivers can see any events that are scheduled.

- 1. Select child's name.
- 2. Select 'School Calendar'.

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Eve	1 	cos 2 d = 2 cos d	Summary Attendance	Student Report	School Payments	School Calendar	is Ever	
		Hall, Jasmine				Demo - Ful	Primary School	
		NZ European/Pākehā	Full Time			admin@de	mo.school.nz	
		Year 7	Rm02			05 412 3456	5	
School Calendar Today July 2	024 -							Week Month Agenda
Sun	30	Mon Jul 1	Tue 2	Wed	3	Thu 4	Fri	Sat 6
	7	8	9		10	11	12	13
	14	15	16		17	18	19	20
	21	22	23		24	25	26	27