

Student Management System User Guide for Parents



வென்ற்வேத்வில் தமிழ்க் கல்வி நிலையம் WENTWORTHVILLE TAMIL STUDY CENTRE INC.

This document provides parents with a detailed guide on how to access, update and view WTSC's online Student Management System (SMS) - *uEducateUs*.

uEducateUs can be accessed through the following methods.

- 1. <u>Web Access (access using a computer/laptop/tablet)</u>
- 2. <u>uEducateUs Mobile App (iPhone/Android)</u>
- 3. KIOSK access (iPads located in WTSC premises)

NOTES:

- Before using this guide and the online SMS system, you should have received an email from uEducateUs containing your access details. Each parent is eligible to access the system and should receive individual access details to their respective email addresses. If you haven't received the email, contact WTSC admin staff at one of our campuses during School operation hours.
- 2. Using the Mobile App, you will NOT be able to update parent's/ student's details. To update those details, please use Web Access.

ACCESS DETAILS

Following snapshot shows a sample of the welcome email you will receive from the uEducateUs (SMS) system with access details.



A PDF file attached with the email (see below sample) contains the access details (username and password)

MRPS Campus 117-131 Meteila Toongabbie New South Wales, 2146 Phone: Vol19194874 Email Address: info@wtsc.org.au	
Tuesday 26 March 2024	
Greetings Testparent2,	
This correspondence has been generated by your school's uEducateUs system to advise you that your user account has been set up, so you now have access to the information relating to:	
TestStudentFirstName TestStudentLastName - Kinder TestStudentFirstName2 TestStudentLastName2 - Year 8	
The simplest way to access the uEducateUs system is to install the uEducateUs Mobile application on your internet enabled phone or tablet.	
The uEducateUs Mobile application is available for both Apple and Android devices from the relevant app store.	
Your uEducateUs Login Details Username: Password:	
You can check the box to remember me on your device. PIN login can also be setup via the your profile section. Both remember me and PIN options will allow you quicker and easier access on all future logins.	
Full details can be obtained by reading the following How To document: <u>Installing the mobile application</u> Please pay particular attention to the section on enabling PUSH notifications on your mobile device.	
ATTENTION: • Search and download "uEducateUs Mobile"(not the "uEducateUs" app) in your phones to setup mobile app access • Use the web access (link provided below) to review and update parent and student details. This task cannot be performed through the mobile app	
Alternately, you can access the uEducateUs system on a computer by launching any up-to-date web browser and visiting the following web address: https://wtsc.ueducateus.com.au/	
Enter your username and password when prompted.	
Note: PIN access is only available on mobile devices, not computers.	

WEB ACCESS

1. Using a web browser (e.g. Chrome/Edge), access uEducateUs WTSC Portal for the Student Management System <u>https://wtsc.ueducateus.com.au/login</u>



2. Use your login credentials provided in the welcome email and login, navigate to the main dashboard using the menu on the left.

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Lookout for any notifications from WTSC. They will appear in the dashboard as per the above snapshot.

Browse through the other menu on the left and familiarize yourselves with the system.

3. It is recommended to change your password using the below menu.

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4. Review and update (or enter) your (Parent) Email and Mobile number details.

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5. View your child(ren)'s details and update them by clicking the edit button.



It's important to review your child(ren)'s details and update for efficient operation of our School to fulfill the community language school's requirements.

The following 'Mandatory' information is to be updated by the Parents.

- First Name
- Last Name
- Preferred Name (Full name in Tamil)
- Date of birth
- Mainstream School (select via dropdown and if missing, type in the text box next to it)
- Mainstream school Year level.

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• Update Emergency Contacts and Medical details if applicable.

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6. View attendance summary of your child(ren).

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7. Create Absent Notes if your child is going to be absent from a scheduled class.

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8. Provide reason for previously unexplained absences.

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Unexplained absences

Following notification/warning may appear if you have unexplained absence for your child(ren) in the past.

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	Welcome back, Testparent1							
	Attention Needed Your children have unexplained absences that require a reason. View unexplained absences							
	25 Monday March, 2024	Did you know, quickest way t	> search? person, task, event, conversation	or resource, the easiest way to f	nd them is by clicking on the Sea	rch Q button at the top of the s	creen.	
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Go into the section and add reasons for each unexplained absence entry.

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9. View past and present semester reports of students (**Note**: uEducateUs System is in use since 2023 Term4, hence reports from 2023 Semester 2 will be available to access)



10. If you forgot your password to web or mobile app access, you can use this option to change password.

	Logged Out Successfully ×
	Usemame
Sec. Sec. S	Password
	Sign In Forgotten Password - Need help - Enrol a student COMPUTED UEducateUs
	Forgotten Password
	To reset or recover your password, please enter your username. Please contact your school if you need your username. Username*
	Close Reset Password

Once you enter your username, a password reset link will be emailed to you. Follow instructions to change your password.



• Check with your school to verify you are using a valid username.

MOBILE APP ACCESS

1. Download "**uEducateUs Mobile**" app into your iPhone or Android phone (**Note**: Do not download "**uEducateUs**" application)



2. Login using the same credential provided in the welcome email.



3. Browse through the menu and familiarize yourselves. Lookout for any notifications in the highlighted area. Ensure your mobile settings are correctly set to allow notifications to be received for uEducateUs Mobile app. You can refer to a generic guide <u>here.</u>



4. You can view the Attendance summary and create absent notes.

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5. You can view Semester Reports and many more.



KIOSK ACCESS

uEducateUs iPad KIOSK can be used by parents to submit Late Arrival or Early Departure (Early Note) requests.

NOTE: No waiting for an administrator at WTSC

1. Know your KIOSK pin code.

Option-1: In your uEducateUs Mobile App, click your profile.

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Option-2: In your Web Access, go to "My Profile".

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1		Here is your klosk login code:	
		You can use this code to login to the uEducateUs kiosk app. The kiosk app may be used at the admin office: • Dy parents to sign their students in or out • Dy staff and visitors to sign themselves in or out	
	🐣 Home		
	🐣 My Profile	✓ Edit my klosk login code	
	😁 My Children		
	🚑 My Enrolments		
	My Qualifications		
	S Attendance		
	🖭 Newsletters		

- 2. Submitting Late Arrival or Early Departure requests
 - Get access to a KIOSK iPad at WTSC campus.
 - Use the highlighted options in the snapshots below as a guide.

Select the appropriate option.

- Late Arrival → "Student Drop Off"
- Early Departures → "Student Pick Up"

20:5 Wentworthvill WRPS Campu 2023 Select a different camp	e Tamil Stu s ^{pus}	dy Centre Inc	
	Studen	IL	
🔿 Student Drop Off		🕩 Student Pick Up	
[📼 Staff		
🔿 Staff Sign In		🕩 Staff Sign Out	

Enter your KIOSK code to login when prompted (below snapshots are for a Late Arrival entry)

22:55 MON, 25 MAR 2024	Wentworthville Tamil Study Centre Inc GPS Campus)				
Student Drop Off						
	Top here to enter your Klosk login code to continue					
	CANCEL CONTINUE	1				
1. mar						
	() uEducateUs					

Select the child (ren) as per snapshot below.

00 50		
22:53 MON, 25 MAR 2024	Wentworthville Tamil Study Centre Inc GPS Campus	
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1.5	Testparent1 Test, select who you are dropping off	
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Once the request is submitted, teachers will be notified of the Late arrival.

NOTE: Same process to follow Student Pick Up