



Student Management System User Guide for Parents



**வென்றவேதில் தமிழ்க் கல்வி நிலையம்
WENTWORTHVILLE TAMIL STUDY CENTRE INC.**

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INTRODUCTION

This document provides parents with a detailed guide on how to use WTSC's Student Management System - **uEducateUs**.

uEducateUs can be accessed through the following methods.

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

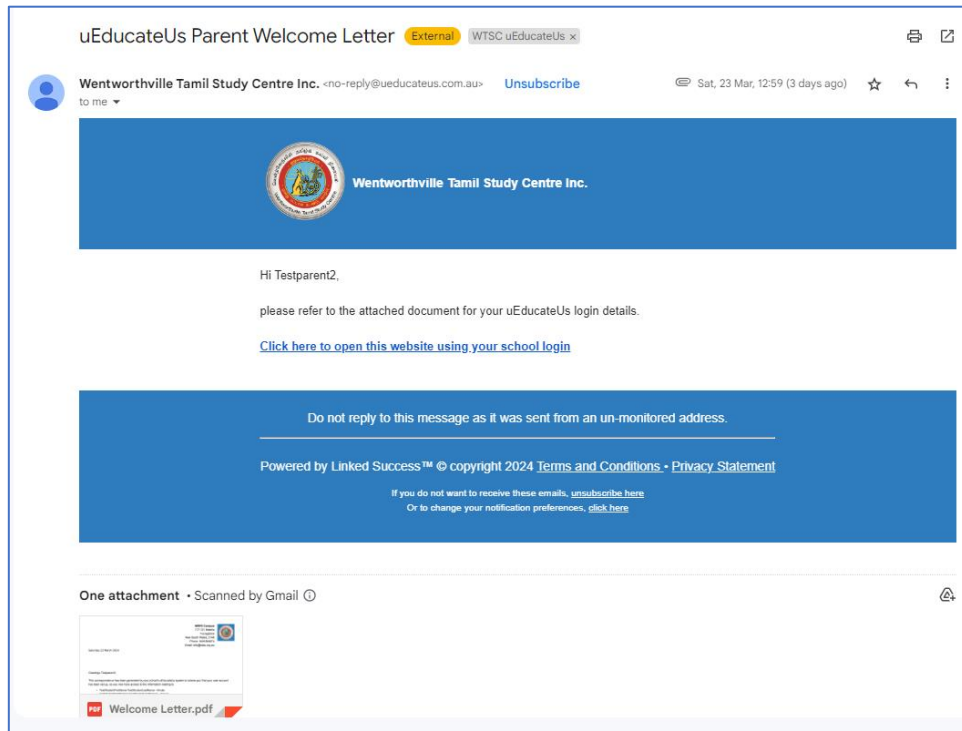
NOTE:

1. Before using this guide and the SMS system, parents should have received an email from WTSC Student Management System (uEducateUs) containing 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 the campuses during School operating hours or contact helpline@wtsc.org.au
2. Parents will NOT be able to update their or children's details using the mobile app. To update such details, please use parent portal.
3. Parents cannot submit "Late Note" or "Early Note" permissions directly using the mobile app. They need to physically access the KIOSK terminals located at WTSC campuses to apply for those permissions.

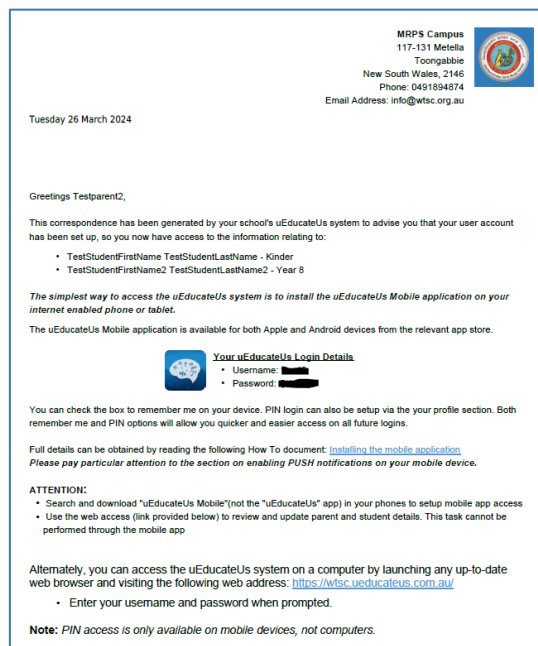
ACCESS DETAILS

Welcome Email & Login Details

The following snapshot shows a sample of the welcome email you should have received from the uEducateUs (SMS) system with access details.



Attached PDF should contain your parent access details (username and password)



Did not get access details

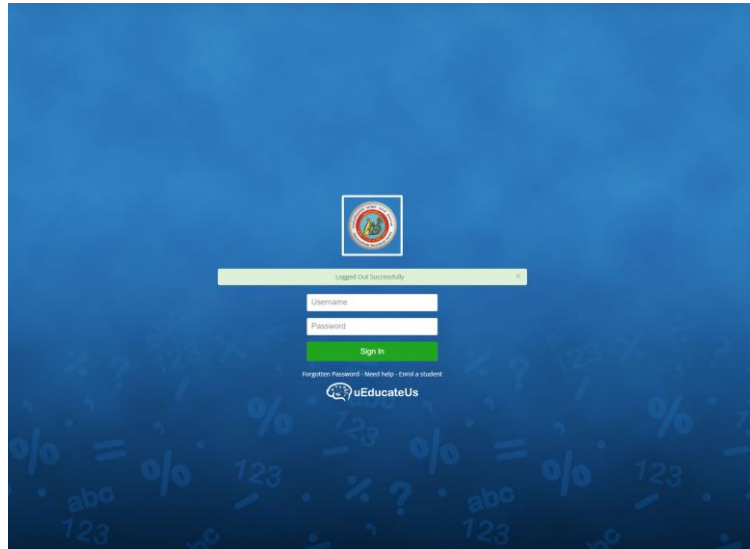
Possible reasons for not receiving emails from WTSC uEducateUs system

1. Incorrect email address in the system under parent profile
2. Emails from noreply@ueducateus.com.au accidentally marked as spam in your email client

If you require further assistance or help with any access issues, send an email to helpline@wtsc.org.au with relevant details. WTSC Admin & Support staff will get in touch with you.

WEB ACCESS (PARENT PORTAL)

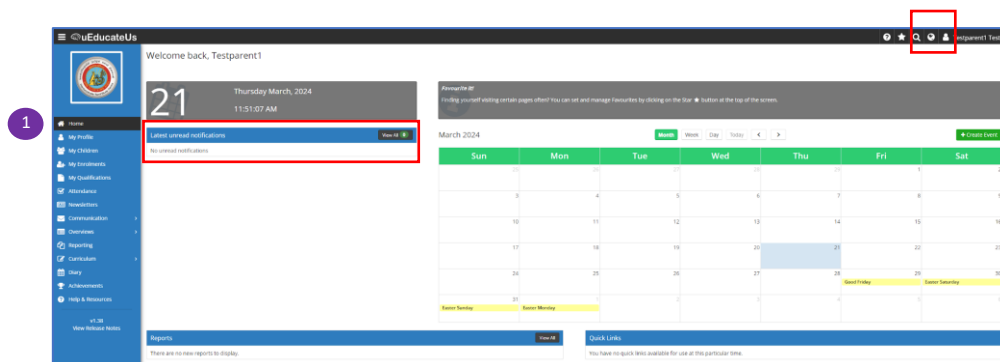
Using a web browser (e.g. Chrome/Edge), access uEducateUs WTSC Portal for the Student Management System <https://wtsc.ueducateus.com.au/login>



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



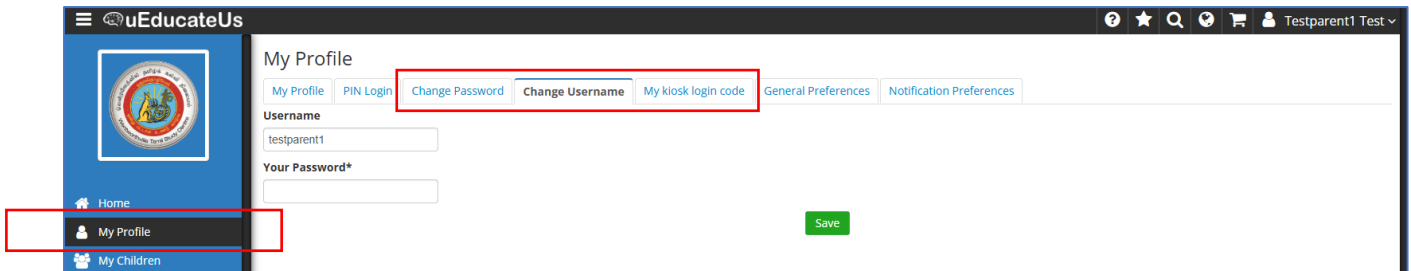
Lookout for any notifications from WTSC. They will appear in the dashboard as per the snapshot below.



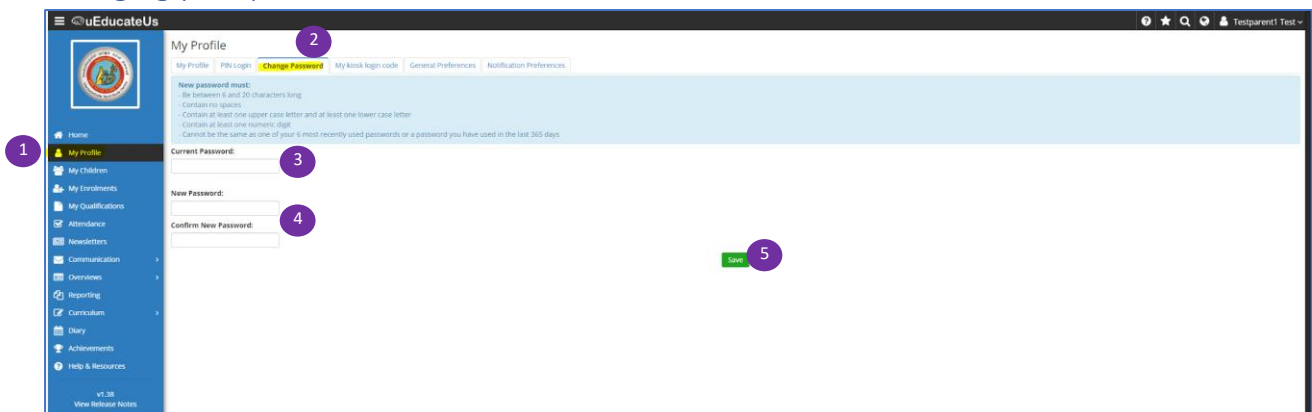
Browse through other menu on the left and familiarize yourselves with the system.

Changing Username & KIOSK code

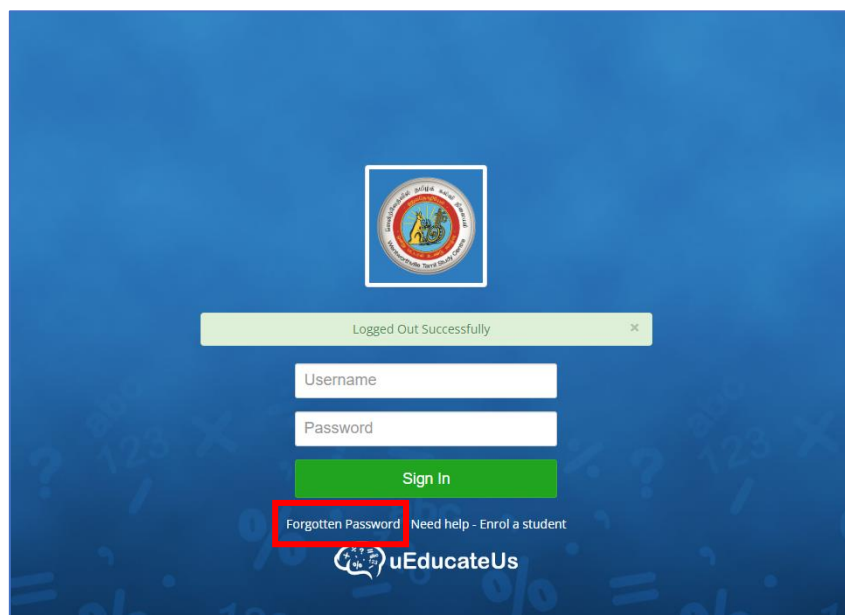
If you are successfully able to login to the Web portal, you can choose to update your **username**, **password** and **KIOSK code** so you can remember them easily. Use the **“My Profile”** menu to make these updates



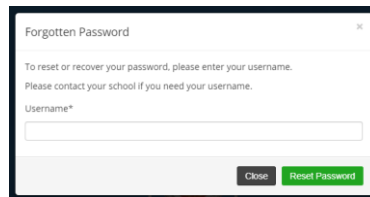
Changing your password



If you forgot your password, you could reset it by choosing Forgotten Password menu in parent portal as shown below



Enter your username, the password reset link will be emailed to you. Follow instructions to change your password.



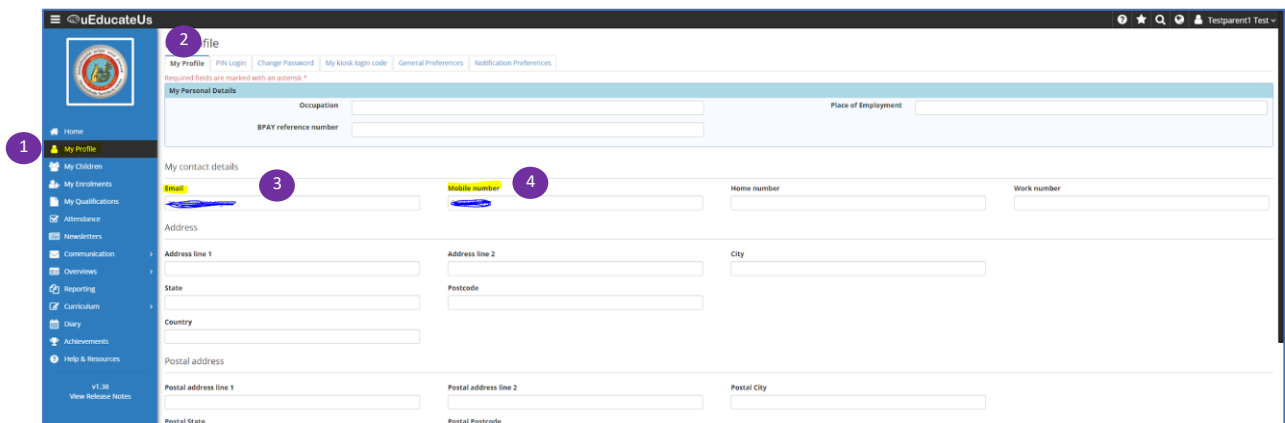
A password reset link has been sent to the email address that is linked to the username you have just entered. If you do not receive this email:

- Check your junk mail folder.
- Check with your school to verify you are using a valid username.

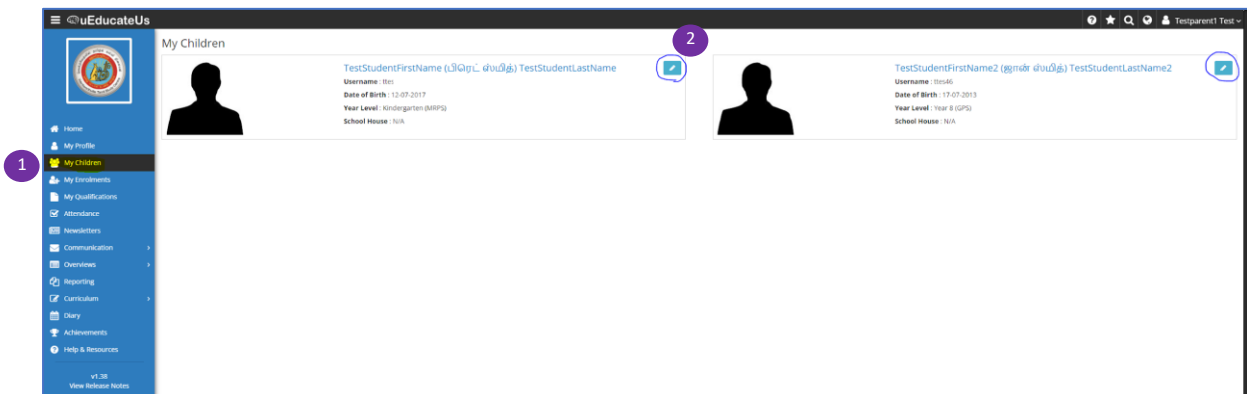
If you don't remember your username or require assistance or help with any access issues, send an email to helpline@wtsc.org.au with relevant details. WTSC Admin & Support staff will get in touch with you.

Review and Update Parent & Student Details

Review and update your (Parent) **Email** and **Mobile number** details.



View your child(ren)'s details and update any missing/incorrect data



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

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

- **First Name**
- **Last Name**
- **Preferred Name (Full name in Tamil) - Tamil typing [site](#)**
- **Date of birth**
- **Mainstream School (select using dropdown menu. If the school is missing, type in the text box next to it)**
- **Mainstream school Year level**

The screenshot shows the 'Edit student' form in the uEducateUs system. The form is divided into several sections: 'Enrollment details', 'Basic details', and 'Contact details'. Eight purple callout boxes with numbers 1 through 8 point to specific fields: 1 points to the left-hand navigation menu; 2 points to the 'Edit student' header; 3 points to the 'First name' field; 4 points to the 'Last name' field; 5 points to the 'Preferred name' field; 6 points to the 'Date of birth' field; 7 points to the 'Main school' dropdown menu; and 8 points to the 'Year level in main school' dropdown menu. The form includes fields for gender, contact number, address, and postal address.

- **Update Emergency Contacts (should be a person other than parents) and Medical details if applicable.**

The screenshot shows the 'Edit student' form in the uEducateUs system, specifically the 'Emergency contacts' section. The form is divided into several sections: 'General', 'Emergency contacts', 'Medical', 'Medical conditions', and 'Medications'. A purple callout box with the number 1 points to the left-hand navigation menu. Another purple callout box with the number 2 points to the 'Edit student' header. A third purple callout box with the number 3 points to the 'Emergency contacts' section. The 'Emergency contacts' section shows a table with columns for 'Emergency contact' and 'Contact priority'. The table contains one entry with the name 'TestEmergencyContact Test' and a priority of '1'. There are 'Edit' and 'Delete' buttons next to the entry. The form also includes fields for gender, contact number, address, and postal address.

Note: It is parents' responsibility to maintain up-to-date information of their profile and their child(ren) in uEducateUs system for WTSC's operational needs.

View Attendance Summary & Creating Absent Notes

Go into the following menu to check your child(ren)'s attendance details

Attendance Summary

Absent Notes: [Absences Summary](#) [Unexplained Absences](#)

The numbers on this page are the number of school periods each student has been marked for. (not the number of days)

Student	Total	Present	Late A	Late UA	Absent A	Absent UA	Class %
TestStudentLastName, TestStudentFirstName (L)(F)(L), #4040	5	5	2	0	0	0	100%
TestStudentLastName, TestStudentFirstName (L)(F)(L), #4040	5	3	2	0	2	0	60%

Legend

- A: Absent UA - Unexplained Absences

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

Absent Notes

Absent Notes Section List

Please add past absent notes for your administration if they will not be at school.

Created At	Created By	Student Name	Type	Date	Periods
There are no absent notes matching the filters.					

Create Absent Note

Student: TestStudentLastName, TestStudentFirstName (L)(F)(L), #4040
 TestStudentLastName, TestStudentFirstName (L)(F)(L), #4040

Type:

Start Date:

End Date:

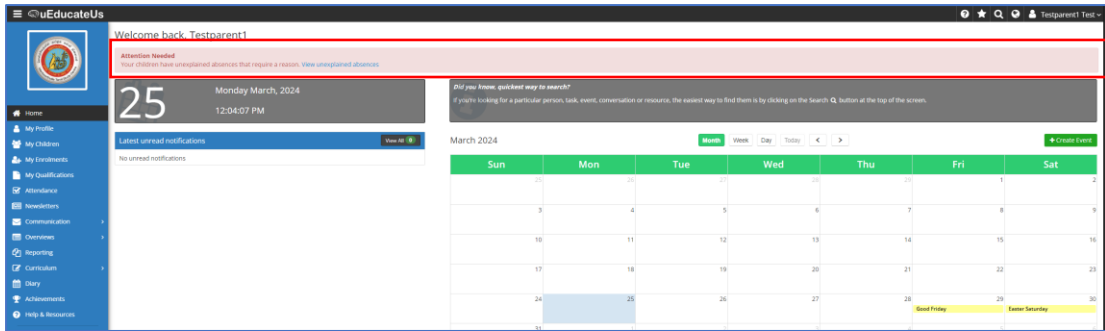
Periods: All Periods
 MRF Campus
 2:00pm-4:30pm
 TestPeriod MRF 1:30pm-2:30pm
 GPS Campus
 2:00pm-4:30pm
 2:00pm-4:30pm
 2:00pm-5:00pm
 1:30pm-5:00pm
 TestPeriod GPS 11:15pm-12:15pm

Comments:

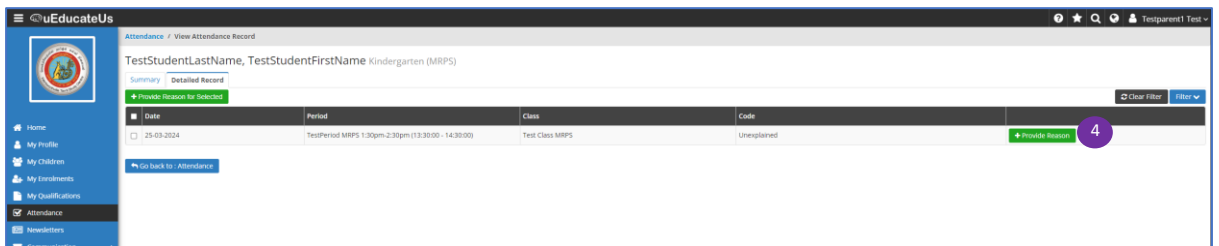
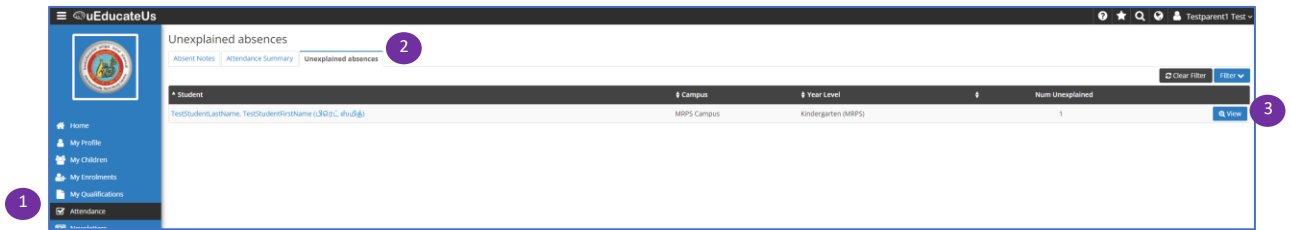
Provide reasons for previously unexplained absences.

It is always a good practice to record the reason for Student being absent. This helps both Parents and WTSC for any historical reasons and reinforces Student safety.

Following notification/warning will appear if your child has unexplained absence being marked by the teacher.



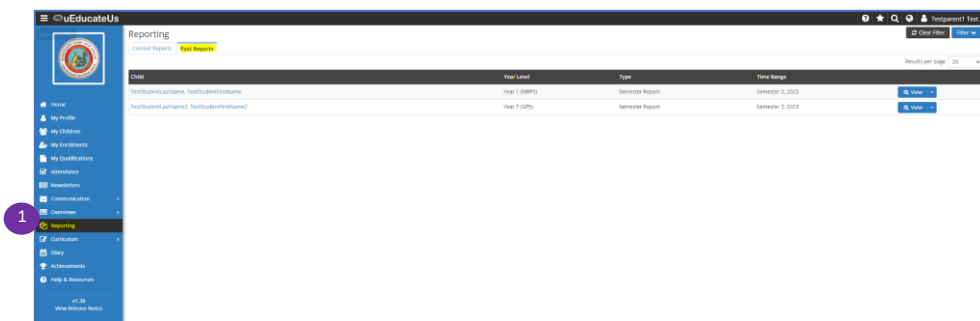
Go into the section and add reasons for each unexplained absence entry.



Viewing Student Semester Reports

View past and present semester reports of your child(ren)

Note: uEducateUs System is in use since 2023 Term-4, hence reports from 2023 Semester-2 will be available for parents to view



Viewing Student's Test & Assessment Grades

Information related to your child(ren)'s grades for their term test and other assessments are distributed through uEducateUs. The results can only be viewed via the parent portal and not from the mobile app.

After logging in to the parent portal, navigate to **Curriculum → Tasks** menu. Click **“All Results”** to list all present and past tests and grades for your child(ren).

Identify the test you want to view result for and click **“View”**

1

2

3

Below snapshot is an example for term **Reading** exam results, marked out of 100. Similarly, **Writing & Oral** term exam results will be shared via uEducateUs.

Tasks / View Task

View Student Stats Print

__Template Reading Test__ (Standardised/School-based Test)

Graded

Test Type
WTSC Reading

Teacher
TEACHER GPS TEST

Description
வாசிப்புப் பரீட்சைப் பெறுபேறுகள்

Class
Test Class GPS

Student
TESTSTUDENTLASTNAME2,
TESTSTUDENTFIRSTNAME2

School-wide Reading Term Test

Go to uEducateUs Parent Portal and navigate to **Curriculum -> Tasks** to view your child's results

uEducateUs பெற்றோர் இணையதளத்தின் ஊடாக (**Curriculum -> Tasks**) உங்கள் பிள்ளையின் பெறுபேற்றை அறிந்து கொள்ளவும்

Grade and feedback

Result: 85 Mark Out Of: 100 Average Result: 85

Go back to : Tasks

Speech competitions held in Term-2 will be released similarly. Refer to the instruction below on how to map your child's results to grade.

- 1 Obtain your child's **Result** under **Grade & Feedback** section
- 2 Use the table to map it to relevant Grade
In the example below, the child is graded as "2nd Division"
- 3 Ignore **Mark Out Of** & **Average Result** fields

Graded

Teacher
TEACHER GPS TEST

Class
Test Class GPS

Student
TESTSTUDENTLASTNAME2,
TestStudentFirstName2

Test Date
26-05-2025

Test Type
WTSC Speech

Description
பேச்சு மற்றும் வாய்மொழித் தொடர்பாடல் போட்டி முடிவுகள்

Go to uEducatUs Parent Portal and navigate to **Curriculum -> Tasks** to view your child's results under **Grade & Feedback** section. Use the table below to map their results to a relevant grade.

uEducatUs பெற்றோர் இணையதளத்தின் ஊடாக (**Curriculum -> Tasks**) உங்கள் பிள்ளையின் பெறுபெற்ற அறிந்து, கீழுள்ள அட்டவணை பயன்படுத்தி தர விபரங்களைப் பெற்றுக் கொள்ளவும்

Result to Grade mapping:

Result	Grade Description
1	முதலாம் பிரிவு - 1st Division
2	இரண்டாம் பிரிவு - 2nd Division
3	மூன்றாம் பிரிவு - 3rd Division
4	திறமை சான்றிதழ் - Competence
5	பங்கேற்பு சான்றிதழ் - Participation
0	Absent

Note: Use the **Result** under **Grade & Feedback** section to map it to relevant grade from above table. Ignore "**Mark Out Of**" & "**Average Result**" fields

Grade and feedback

Result: 2

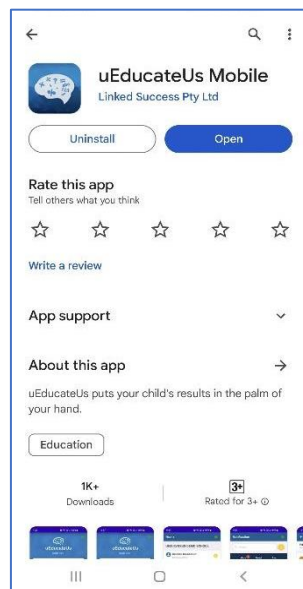
Mark Out Of: 5

Average Result: 2

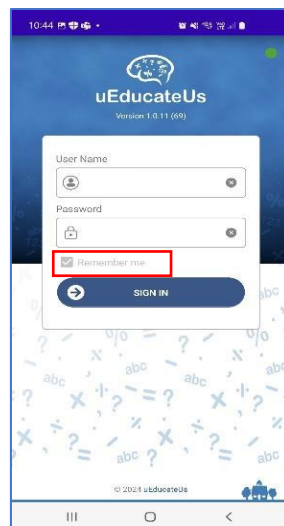
MOBILE APP ACCESS

Installing the Mobile App

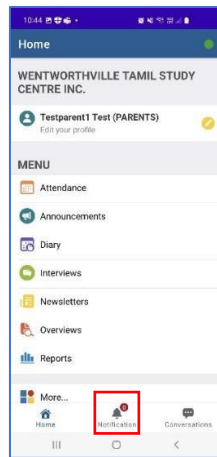
Download “**uEducateUs Mobile**” app into your iPhone or Android phone (**Note:** Do not download “**uEducateUs**” application)



Login using the same credential provided in the welcome email. Tick “**Remember Me**” to ensure username/password is stored for you to login next time.



Browse through the menu and familiarize yourselves. Look out for any notifications in the highlighted area. Ensure your mobile settings are correctly set to allow notifications to be received for uEducateUs Mobile app.

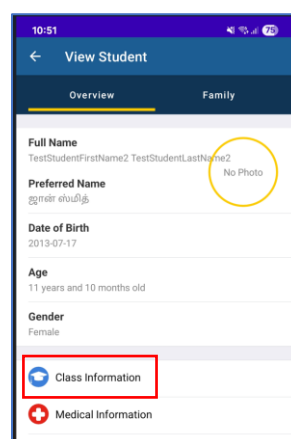
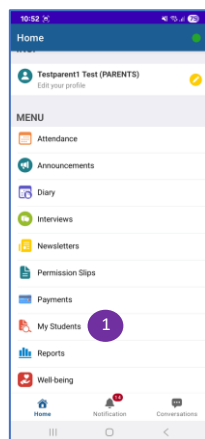


Communication & Announcements

- Weekly announcements will be available under “**Announcements**” menu in your mobile app
- Look out for any specific messages to you from Admin or Principal team under **Conversations** menu

Find your child(ren)’s class information

Go to My Students → Students → Select a student → Class Information



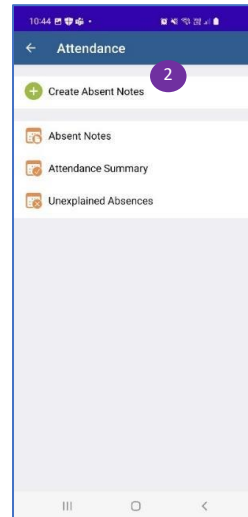
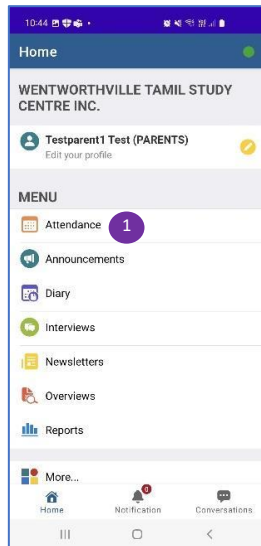
Note:

- If your child(ren) has changed classes through the formal process, it should reflect in the mobile app, otherwise contact Principal team

- The classroom details might change due to operational reasons. Always look out for the latest weekly announcement sent to parents.

View Attendance Summary & Creating Absent Notes

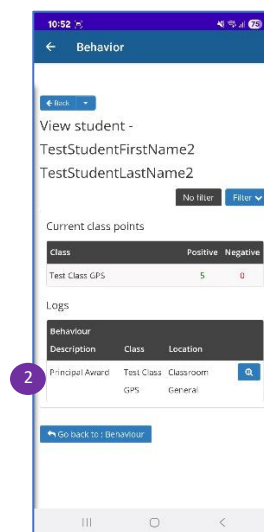
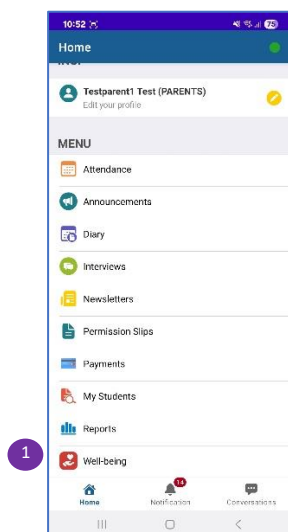
You can view the Attendance summary and create absent notes.



Select child, Class period before creating the absent note.

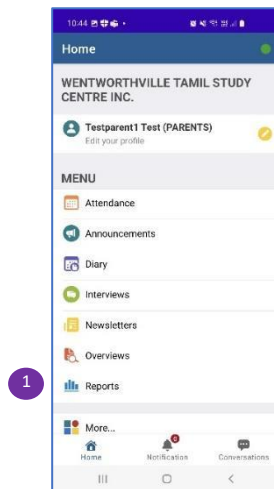
View your child(ren)'s Principal Award List

Teacher Award/Principal award is now recorded in the system for parents to view under the **Well-being** menu.



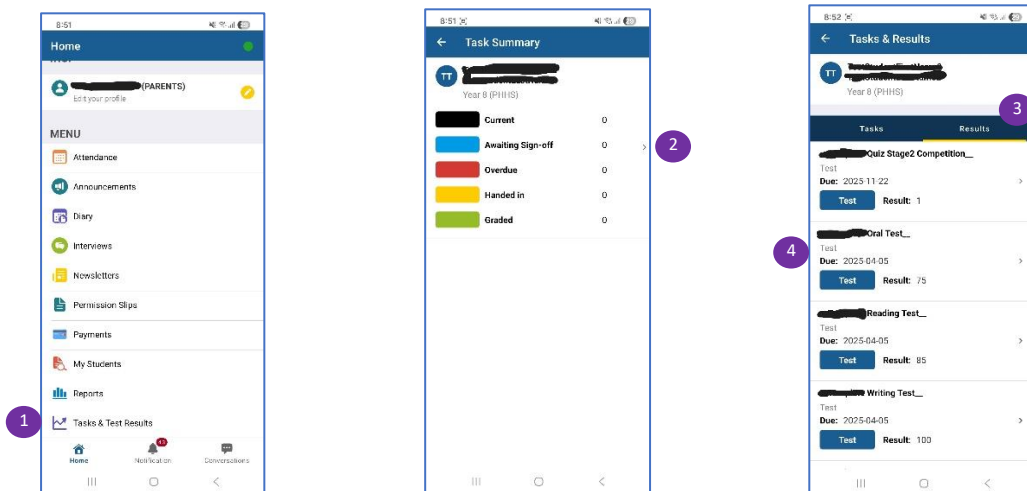
View Semester Reports

Navigate to “Reports” menu to view your child(ren)’s past & present semester reports



Viewing Student’s Test & Assessment Grades

Go to Tasks & Test Results menu in the mobile app



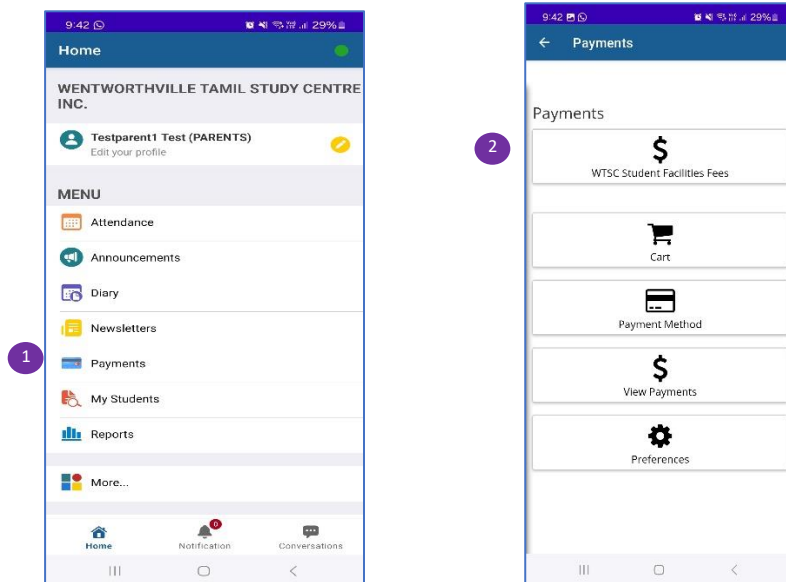
Parent Teacher Interviews

Parent teacher interviews are published via uEducateUs. You will be notified once they are open for booking. Parents are encouraged to book convenient timeslots and participate in student development discussions with their class teachers.

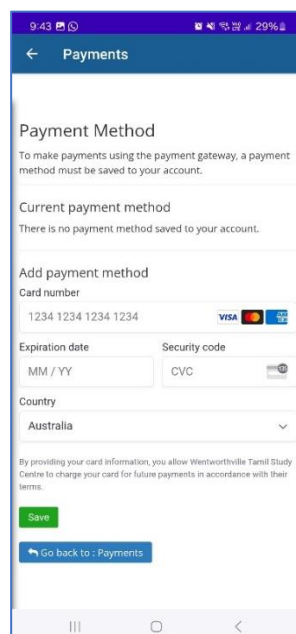
Use **Interviews** menu to book and manage the appointment.

Making Online Payments – Student Facility Fees

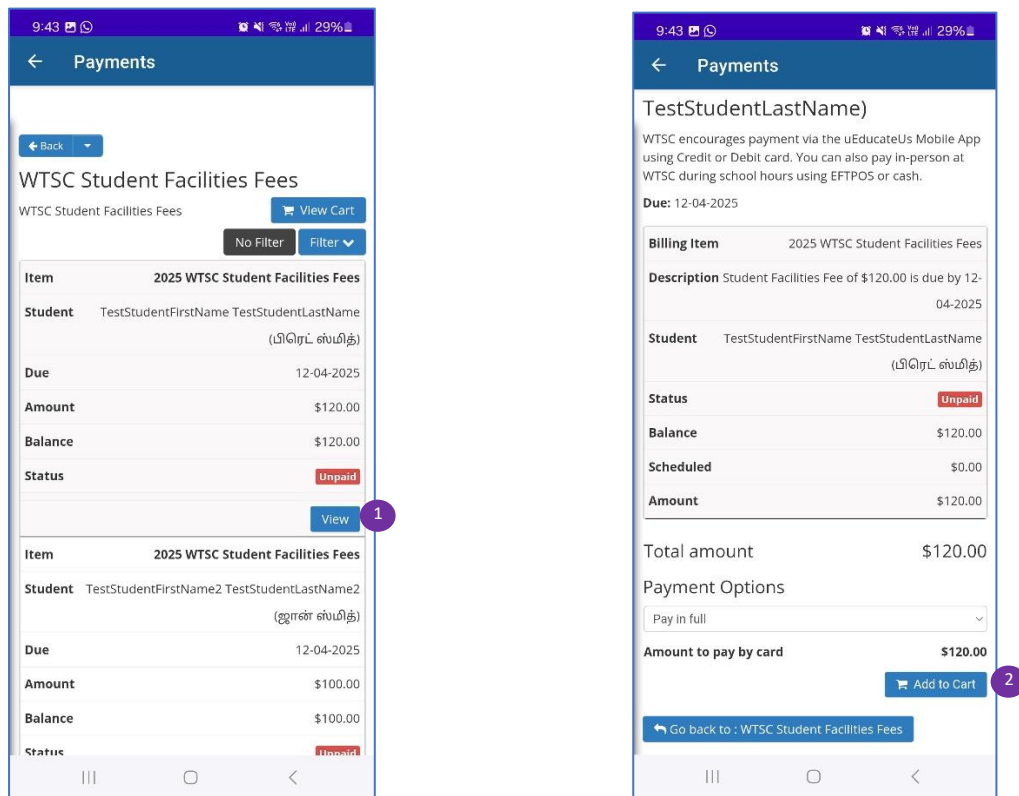
You can make online payments via the uEducateUs mobile app **Payments** menu. You will receive an email notification once WTSC student facilities fee related invoice is made available. For your convenience, you can make the payment directly via the app using your credit or debit card.



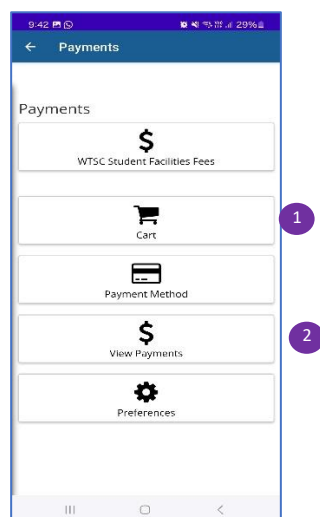
Navigate to “**Payment Method**” menu, save your Credit/Debit card details (Note: Credit card details are stored by our authorized STRIPE payment system). This will be used to process payments later.



Select relevant payment items and add them to your shopping cart



Once items are added to your cart, from the main **Payment** menu navigate to **Cart**. Validate the items you've selected and finally click "**Process Payment**" to pay for the items using the card you stored in Step 7



You will get an email confirming whether card payment is successful

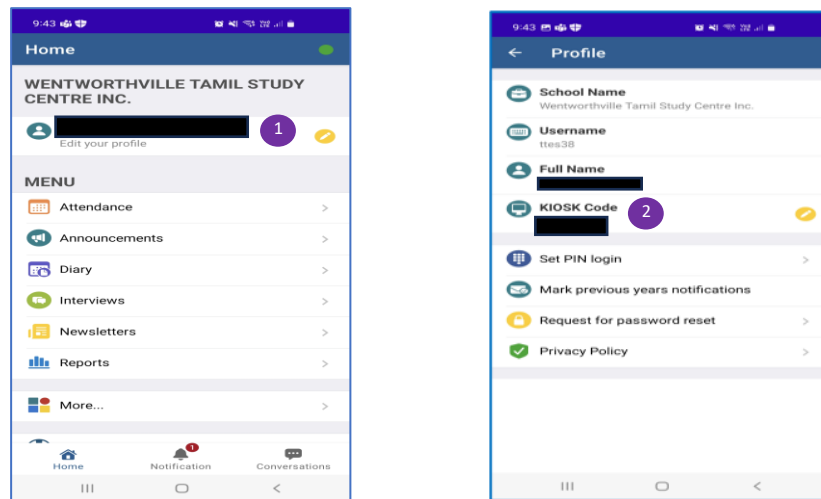
You can view your receipt by going into **View Payments** menu **2**

KIOSK ACCESS

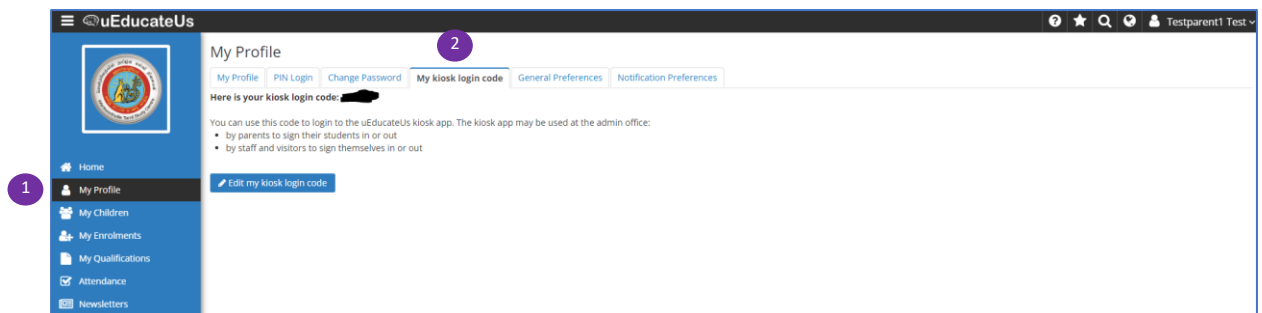
Parents can use the uEducateUs iPad KIOSKS located in WTSC to submit **Late Arrival (Late Note)** or **Early Departure (Early Note)** requests.

How to find your KIOSK Code

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



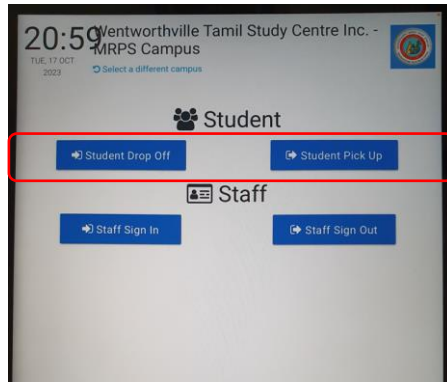
Option-2: In parent portal, go to “My Profile” menu.



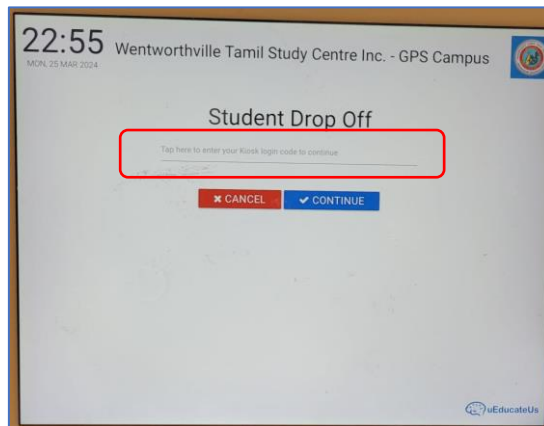
Submitting Late Arrival or Early Departure requests

Once you have your KIOSK code handy, get access to a KIOSK iPad at WTSC campus. Select the appropriate option in the terminal.

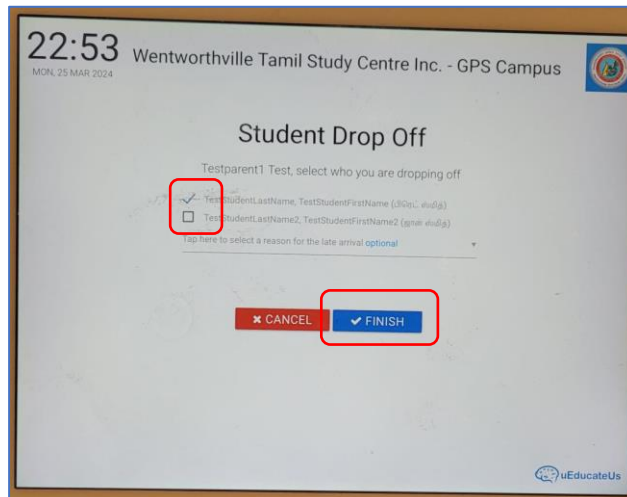
- Late Arrival → “Student Drop Off”
- Early Departures → “Student Pick Up”



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



Select the child (ren) as per snapshot below.



Once the request is submitted, teachers will be notified of the Late arrival. You can proceed to the class and drop off the student

Note: Early pickup can be only entered once the class attendance is marked. Teachers are advised to complete the attendance rolls within 30mins from class start time. Parents are requested to submit early pickups after 30mins of class start time