

## Caregiver Portal

Parents and caregivers are able to access their child's attendance, assessment reporting and view 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 <https://parent.edgelearning.co.nz/> 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



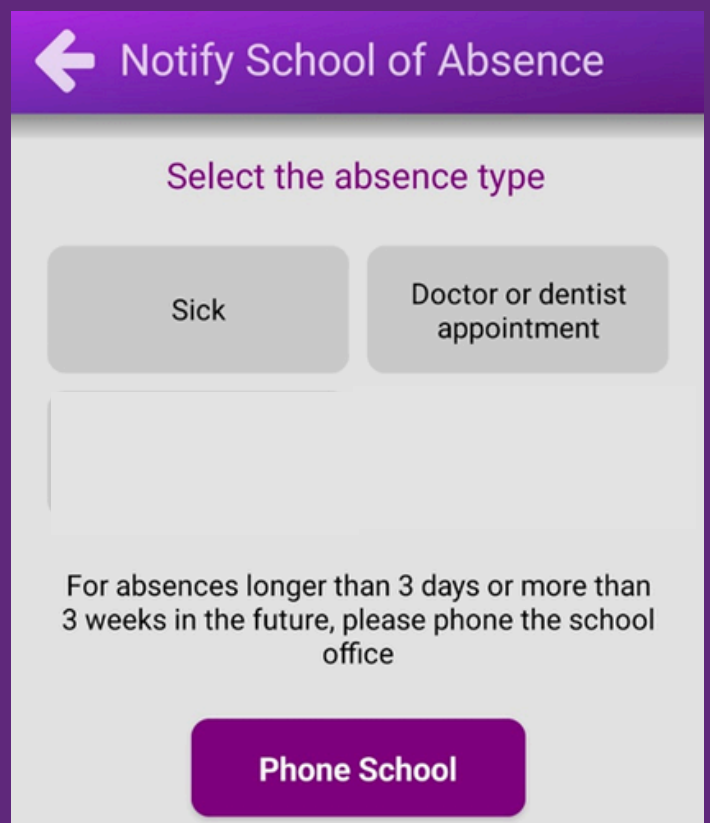
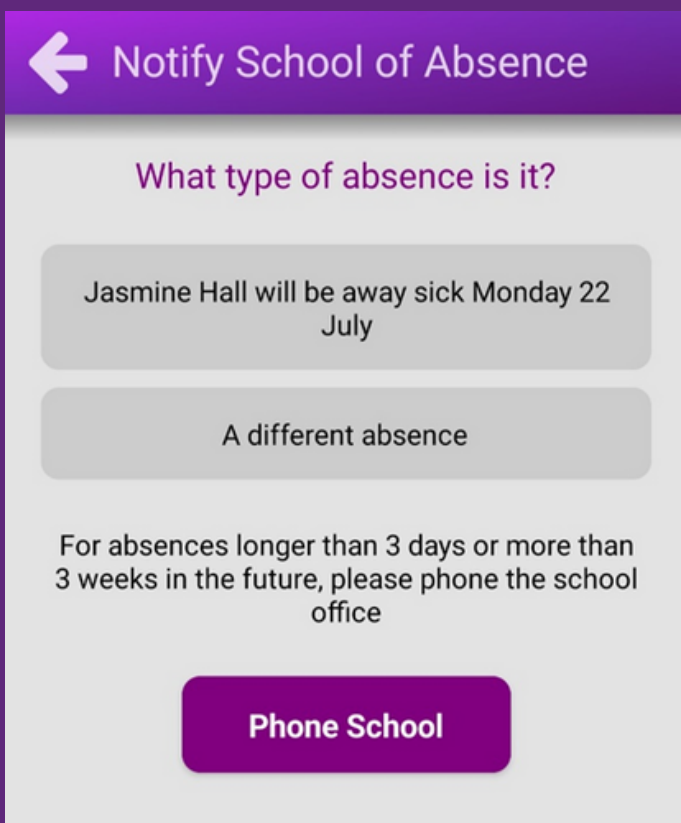
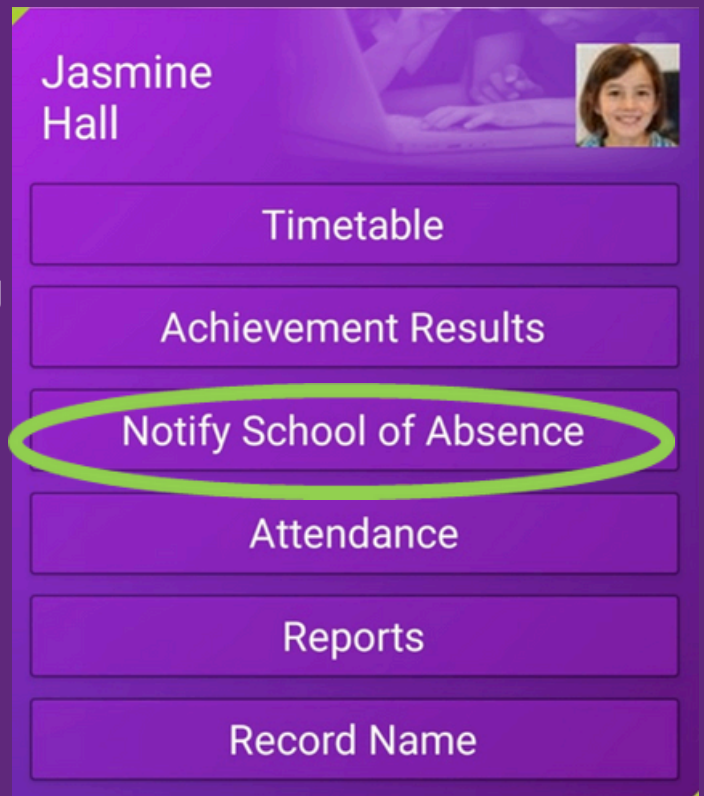
Apple

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.

# Reporting an Absence

Parents can now report their child's absence directly from their Edge app, if the school has enabled this feature. This will automatically update the school and adjust the attendance records.


1. Once you are logged in, you will be presented with the dashboard. Click 'Notify School of Absence'.
2. You have the option of easily advising that your child is sick today. If it is a different reason or if you would like to add multiple days choose 'A different Absence'.
3. Choose best option and then you can choose the length of time absent from school.



# Attendance Summary

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

1. Click 'Attendance'.
2. Choose time period. The graph will break down the percentage of days the child was present, absent and late.

Jasmine Hall 

Timetable

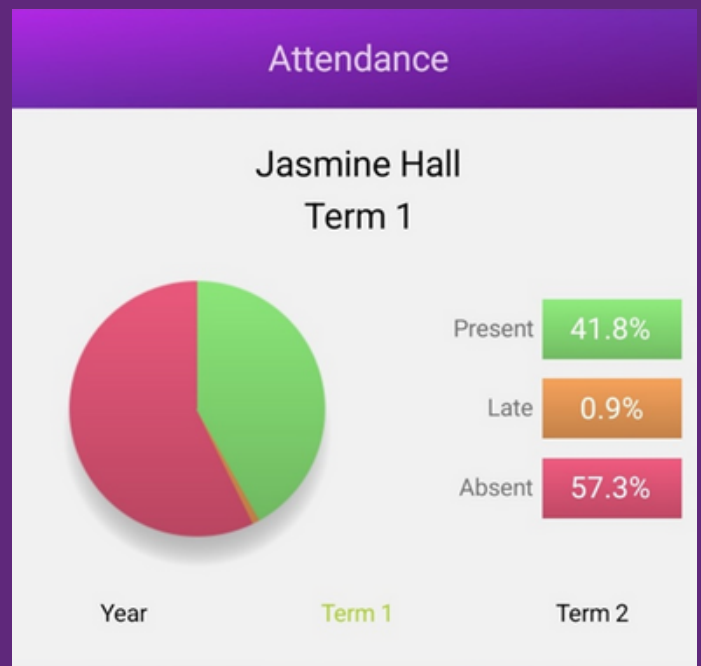
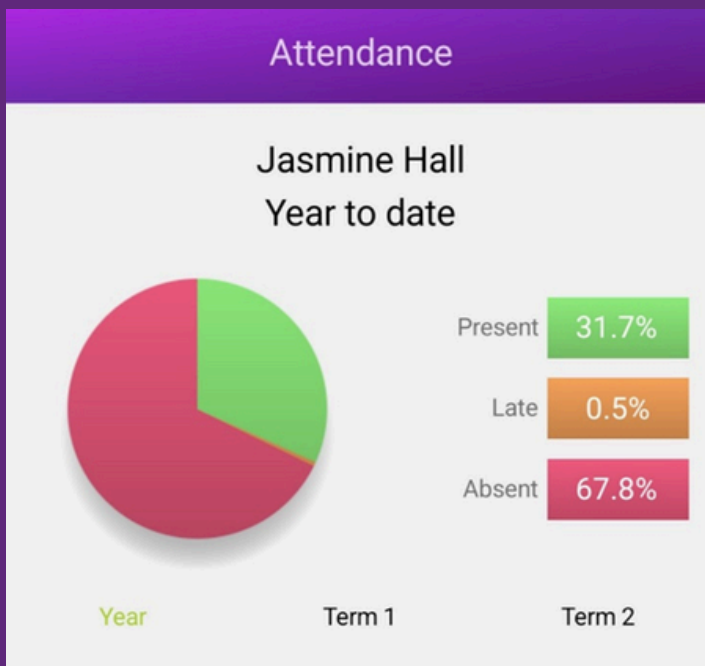
Achievement Results

Notify School of Absence

**Attendance**

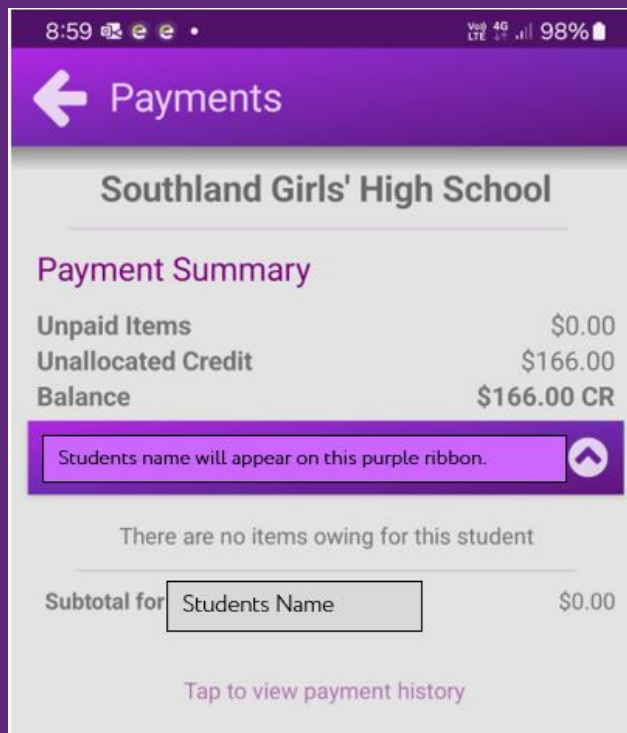
Reports

Record Name



# Viewing Payments through the Portal

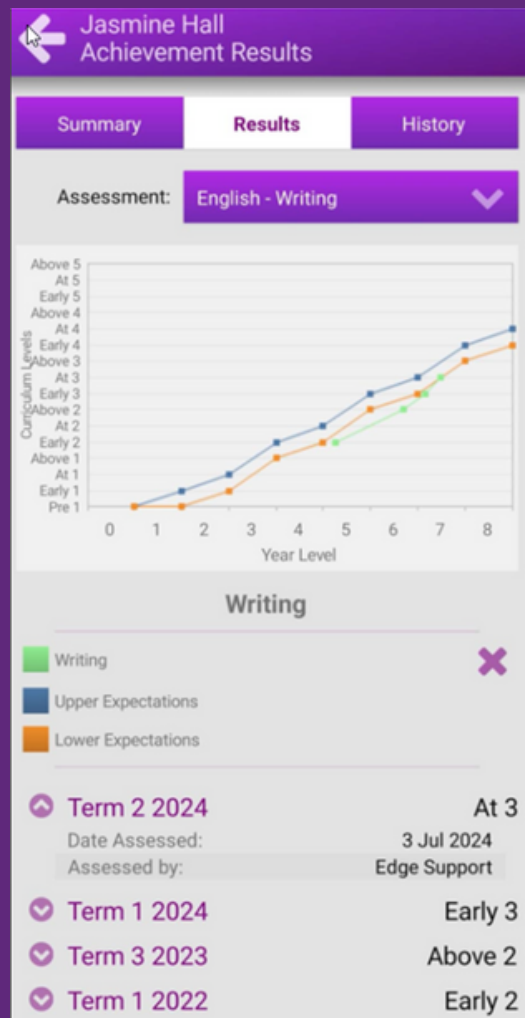
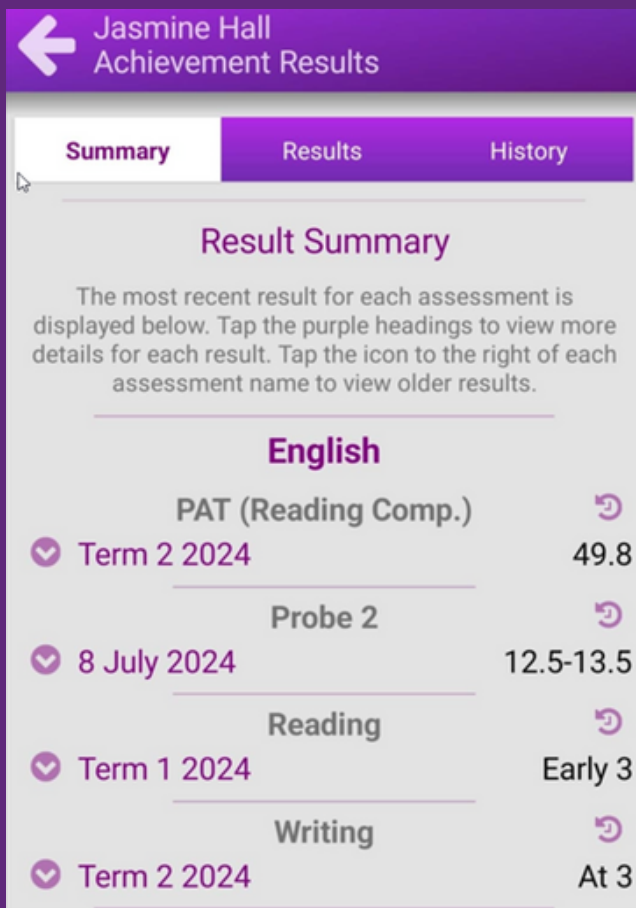
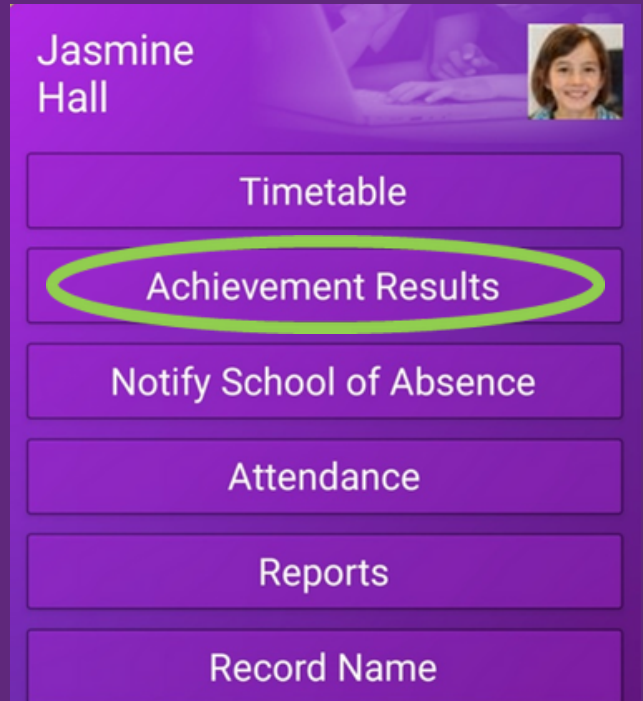
- Access the 'School Payments' tab to view an account summary and a list of currently owed items that have been billed for the student.
- You can view payment history by clicking "tap to view payment history"



# Achievement Results in the App

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

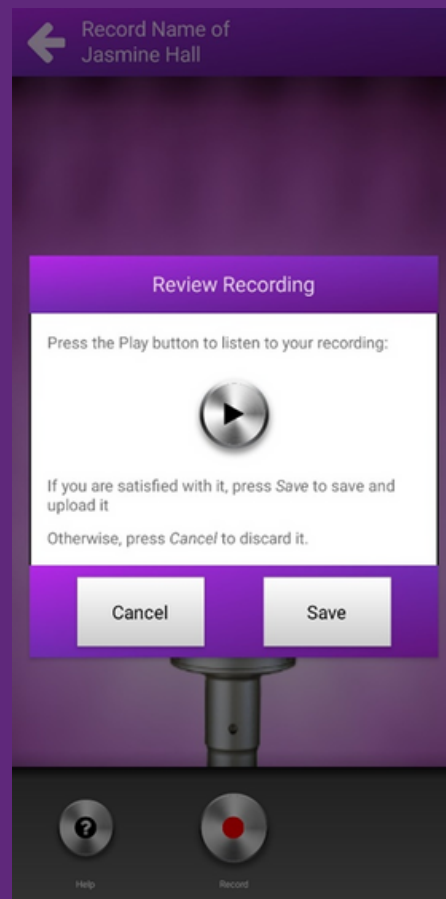
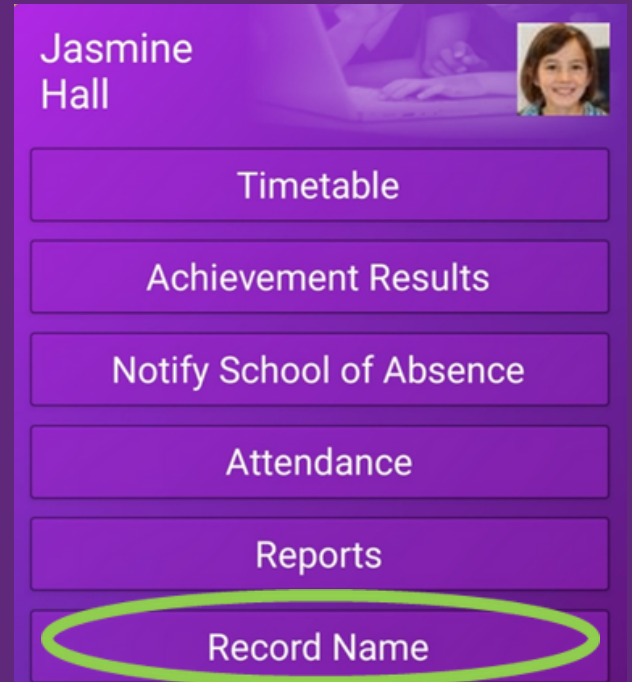
1. Access the 'Achievement Results' section on the dashboard.
2. A summary of the results will be presented, with the latest assessment result visible below.
3. Click on the purple headings to explore additional details for each result.
4. Within the 'Results' tab, you can track your child's progress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

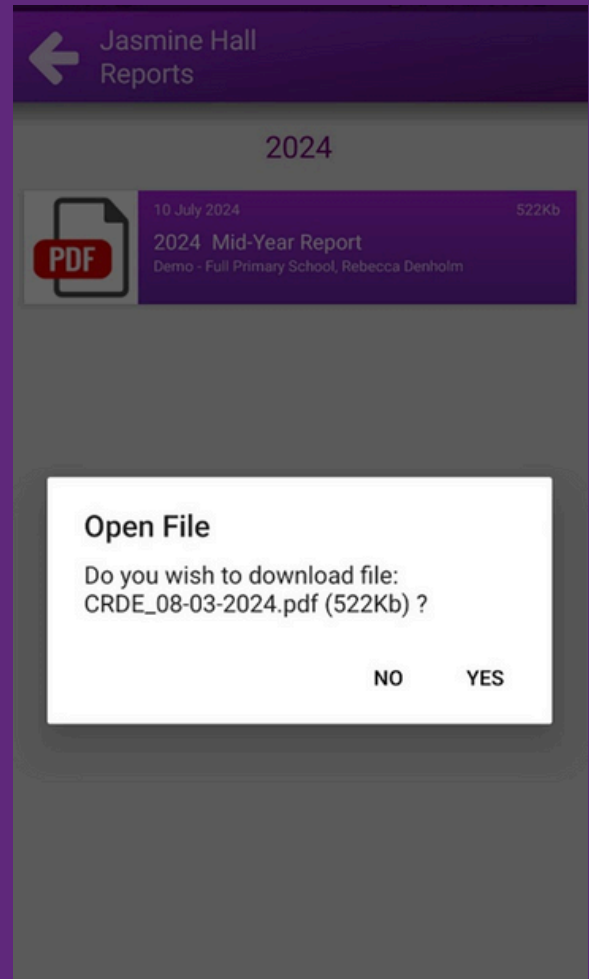
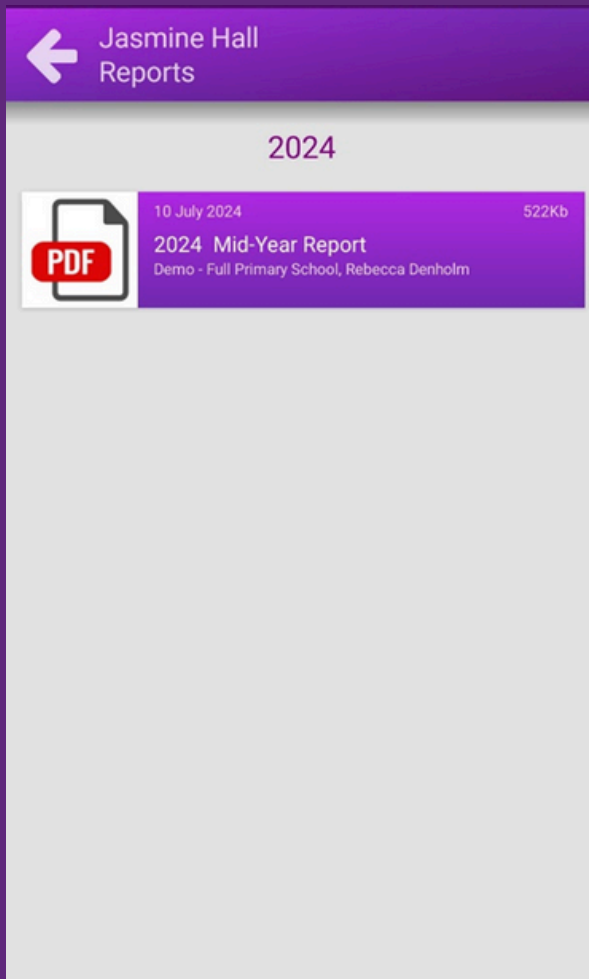
1. On the app click the 'Record Name' button.
2. Click the red 'record' button and clearly say your child's name.
3. Press play to hear your recording
4. If you are happy with the recording choose 'save', otherwise press 'cancel' and start again.



# 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.

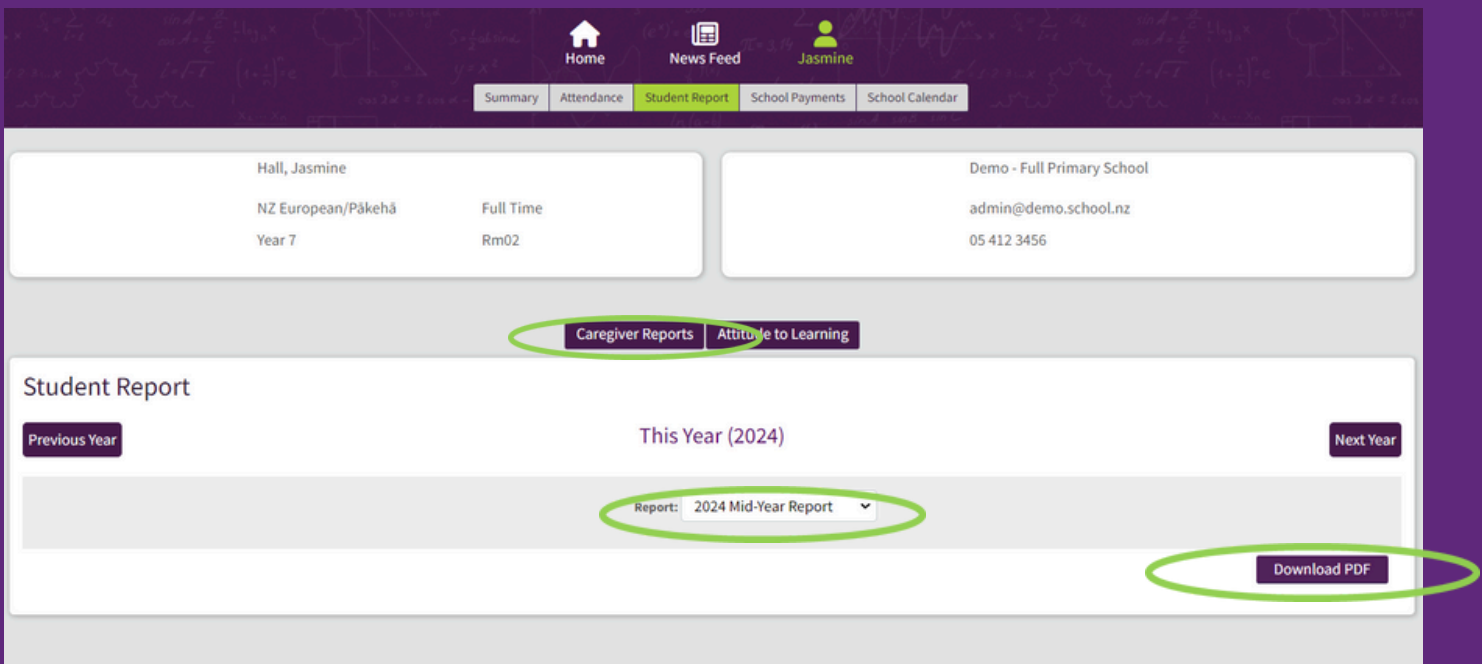




# Reports in the Portal

To access the student report page:

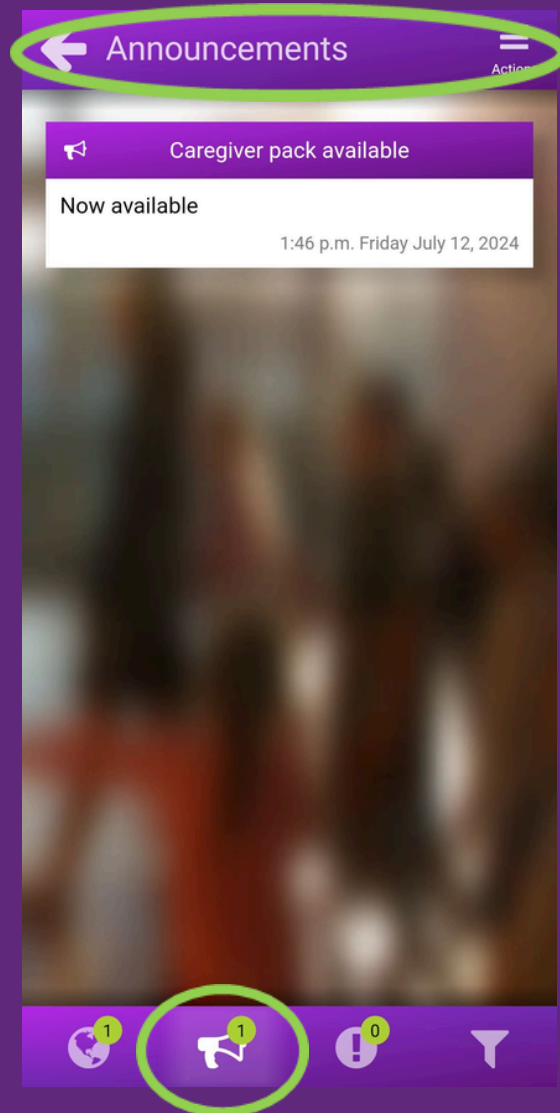
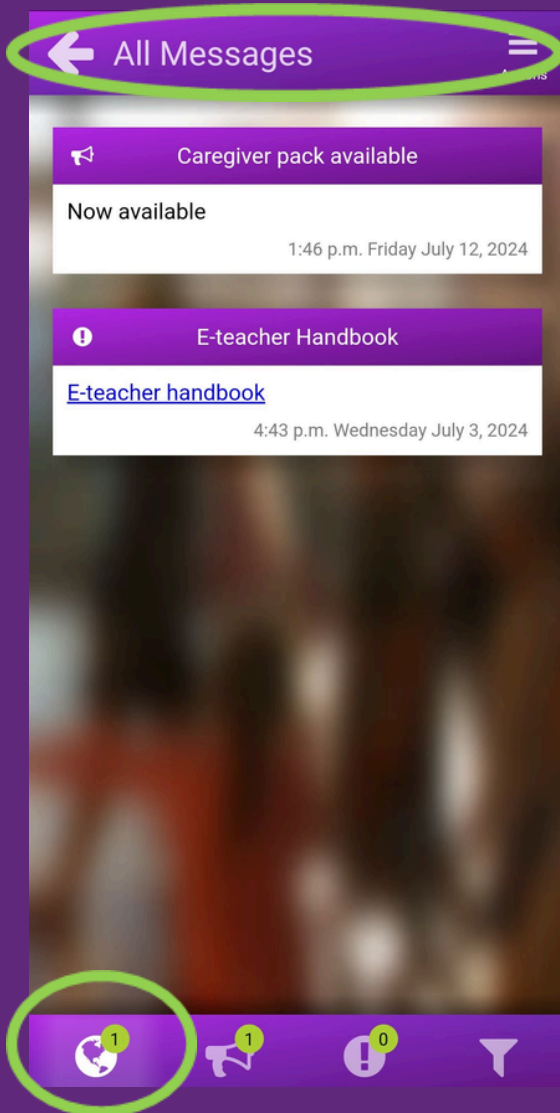
1. Click on the student's name at the top of the page and then select 'Student Report'.
2. Choose 'Caregiver Reports'.
3. From the dropdown menu, select a report such as '2024 Mid-year Report'. You can access previous year's reports by clicking on 'Previous Year' on the left.
4. Click on 'Download PDF'.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



# 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.

