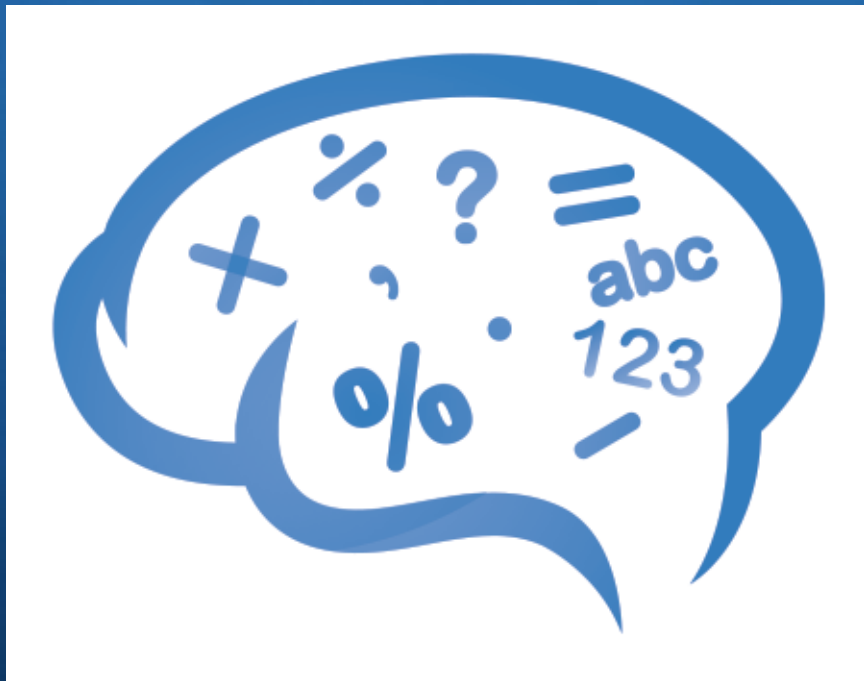




Bairnsdale Christian Community School
'Wisdom for Life'

uEducateUs

PARENT HANDBOOK



Student Information • Attendance • Absent Notes
Communication with Teachers • And More

What is uEducateUs?

uEducateUs is a 'cloud-based' Student Management System which can be used on both Windows and Apple computers, as well as Android and Apple smartphones and tablets.

The *uEducateUs* system not only stores student data but also handles attendance, absences, homework tasks, communication between teachers and parents and much more.

uEducateUs at BCCS

We see great potential in the uEducateUs system to assist us as a whole school community to manage data, streamline our processes and facilitate communication between parents and teachers. Although this system is still new for our school, we believe that it will continue to be a positive growth experience and help us to keep pace with technology.

We are endeavouring to get all of our school families on board and we ask that all of our teachers, parents and office staff, be patient and understanding as we adjust to changes, identify issues and make adjustments as necessary.

Parent Logins

All parents have individual accounts to access uEducateUs. Parents have access to information about their child/ren ONLY. Parent logins can be obtained from the School Office.

It will take time to become familiar with the system and we recommend that you try and make use of it as much as possible so that you feel comfortable using it.

We are more than happy to answer questions, offer assistance or to sit down with you and go through it with you if you require. Please see Emma in the office.

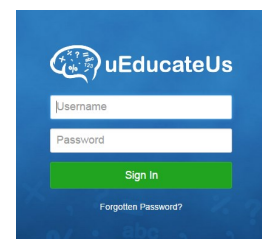
Getting Started

uEducateUs can be accessed using a computer, smartphone or tablet device. You are not limited to one device, ie. you can use it on both your phone and your computer depending on where you are and what device you have accessible at the time.

Follow these instructions to access the system (make sure you have your parent login details):

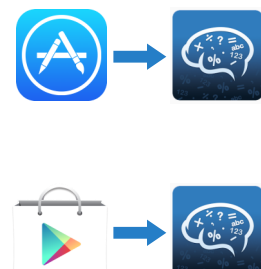
COMPUTER (both Apple and Windows)

- Open your web browser (Chrome, Internet Explorer, Safari, Firefox etc.)
- Go to **bccs.ueducateus.com.au/login**
- Enter your Username and Password



DEVICES (both Apple and Android)

- Open the App Store (Apple) or Play Store (Android)
- Search for uEducateUs
- Download the application
- Enter your Username and Password
- After your initial sign in with your username and password you have the option to set up a 4 digit pin to make accessing the app quicker in the future.



The Basics

08 Monday February, 2016 10:49:15 AM

Today's Classes

AM 08:50 AM - 12:00 PM 5/6

PM 12:00 PM - 03:10 PM 5/6

Did you know? You can view all of your upcoming tasks, by clicking on the "Tasks" option in the menu.

February 2016

Latest Announcements View All There are no current announcements to display.

Unread Conversations View All There are no unread conversations to display.

When you log in to your account you will go to the home page. This page contains a summary of important information and reminders.

Welcome Back,

08 Monday February, 2016 02:35:36 PM

Today's Classes

AM 08:50 AM - 12:00 PM 5/6

PM 12:00 PM - 03:10 PM 5/6

Did you know? By clicking on the "Student Overview" view an overview of each student cur

Sam Labilliere

Sam Labilliere (Parent)

MCLAREN, Jake Viewing

PRAED, Marcus Switch to Child

My Profile Logout

At the top of the home page will be a black bar with icons.

You will see your name at the far right, which drops down to reveal more options.

The globe icon indicates whether you have any notifications, such as a reply to a communication.

My Profile

My Profile Setup PIN Change Password User Preferences Credit Transactions User API Access

My Personal Details

Religion Occupation * required field

Place of Employment

My Contact Details

Email Mobile number

Home number Work number

Address* State*

City* Postcode*

Save

My Profile

You can use the 'My Profile' section to view and update your personal and contact details. You can also change your password, setup a PIN for mobile devices and change your preferences (especially for receiving notifications).

If you make changes don't forget to click the 'Save' button before moving on to the next page.

It is recommended that you review and adjust this information during the year as needed.

Further Help

Please remember that it takes time to adjust to a new way of doing things, both as individuals and as a school community, and it will take time to become familiar with how things work.



If you have questions, queries or difficulties with any aspect of uEducateUs please don't hesitate to contact Emma in the School office.

As this system is also still relatively new, technical difficulties do sometimes occur. Please report any errors to the School office so that we can pass them on to the developer.

Attendance

Attendance Summary

Summary Unexplained Absent Notes

Start Date: 01-01-2016  End Date: 31-12-2016  Reset Filter

Student	Total	Present	Late A	Late UA	Absent SA	Absent UA	Class %
PRAED, Marcus	10	10	0	0	0	0	100%
MCLAREN, Jake	10	10	0	0	0	0	100%

Legend
A - Approved UA - Unapproved SA - School Approved PA - Parent Approved

All class attendance rolls are marked electronically using the uEducateUs system. Rolls are marked twice a day, for AM and PM sessions.

We appreciate parents' help and cooperation in keeping our attendance records accurate and up-to-date.





Absent Notes

The absent notes section can be used to add future and past absent notes for your students/children if they will not be at school.

Summary Unexplained Absent Notes

+ Add Absent Note Clear Filter Filter

Currently Viewing: Current absent notes



Student Name	Type	Dates	Actions
PRAED, Marcus	Illness	12-08-2014	 
MCLAREN, Jake	Illness	09-10-2014	 

Absent Notes

Parents have the option to submit electronic absent notes via the system as opposed to sending a note with their child when they return to school.

Unexplained Absences

Summary Unexplained Absent Notes

Start Date: 01-01-2016  End Date: 31-12-2016  Student Name: Reset Filter

Student	Campus	Year Level	Num Unexplained
No Unexplained Absences for the filters specified			

Unexplained Absences

If a student is not present and no explanation has been received at the time of marking the student will be marked as 'Unexplained' until an explanation from the parent is provided.



Student attendance Report - by students

Date: 29/Sep/2015
Date range: 29/Jan/2015 to 18/Sep/2015
Attendance Types: Unapproved absent

Student: Jake McLaren
Student ID: 436232223
Campus: Demo Primary
Year Level: Grade 6
Classes: Class 6/7J

Date	Class	Description	Teacher
09/Sep/2015	Class 6/7J	Unexplained	Aidan McClure

Explanation of absence/s:

.....

.....

.....

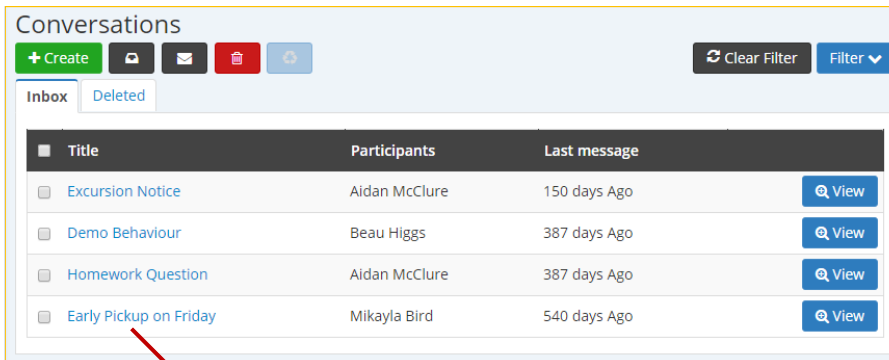
Signed: PARENT/GUARDIAN

Reminder letters with a list of student unexplained absences will be sent home on a regular basis so that we can try to minimise our unexplained absences.

Please understand that we aren't perfect and although we try to enter all attendance correctly, sometimes we make mistakes so please be patient with us and help us by returning unexplained absence notes ASAP.

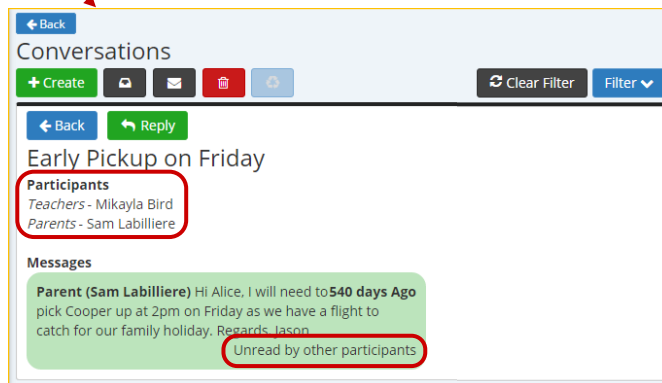
Communication

Please note that any urgent and/or timely information needs to be communicated to the school via phone. uEducateUs messages should be treated the same as emails - they will be checked regularly but are not instant like a phone call.



The screenshot shows the 'Conversations' inbox interface. At the top, there are buttons for '+ Create', a trash icon, an envelope icon, a red flag icon, and a refresh icon. On the right, there are 'Clear Filter' and 'Filter' buttons. Below these are tabs for 'Inbox' and 'Deleted'. The main area is a table with columns: 'Title', 'Participants', 'Last message', and a 'View' button. The table contains four entries: 'Excursion Notice' (Aidan McClure, 150 days Ago), 'Demo Behaviour' (Beau Higgs, 387 days Ago), 'Homework Question' (Aidan McClure, 387 days Ago), and 'Early Pickup on Friday' (Mikayla Bird, 540 days Ago). A red arrow points from the 'Early Pickup on Friday' entry to the next screenshot.

Title	Participants	Last message	View
Excursion Notice	Aidan McClure	150 days Ago	View
Demo Behaviour	Beau Higgs	387 days Ago	View
Homework Question	Aidan McClure	387 days Ago	View
Early Pickup on Friday	Mikayla Bird	540 days Ago	View



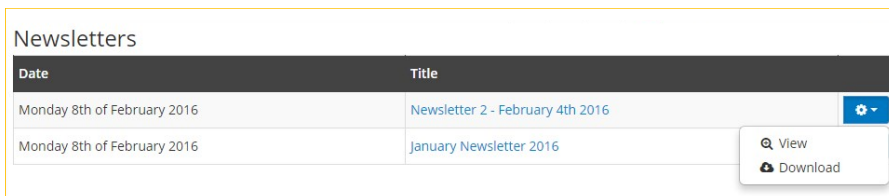
This screenshot shows the details of the 'Early Pickup on Friday' conversation. At the top, there are 'Back' and 'Reply' buttons. The title 'Early Pickup on Friday' is followed by a 'Participants' section, which is circled in red and lists 'Teachers - Mikayla Bird' and 'Parents - Sam Labilliere'. Below this is the 'Messages' section, containing a message from 'Parent (Sam Labilliere)' dated '540 days Ago'. The message text is: 'Hi Alice, I will need to pick Cooper up at 2pm on Friday as we have a flight to catch for our family holiday. Regards, Jason'. A red circle highlights the text 'Unread by other participants' at the bottom of the message bubble.

Conversations

Parents are able to communicate with their child's teachers as well as the admin staff using Conversations. Teachers and admin staff may also send messages to parents with reminders and requests. Unread conversations will appear on the Homepage.

Each conversation will identify the participants involved.

People in the conversation can see whether their message has been read by the other participants.

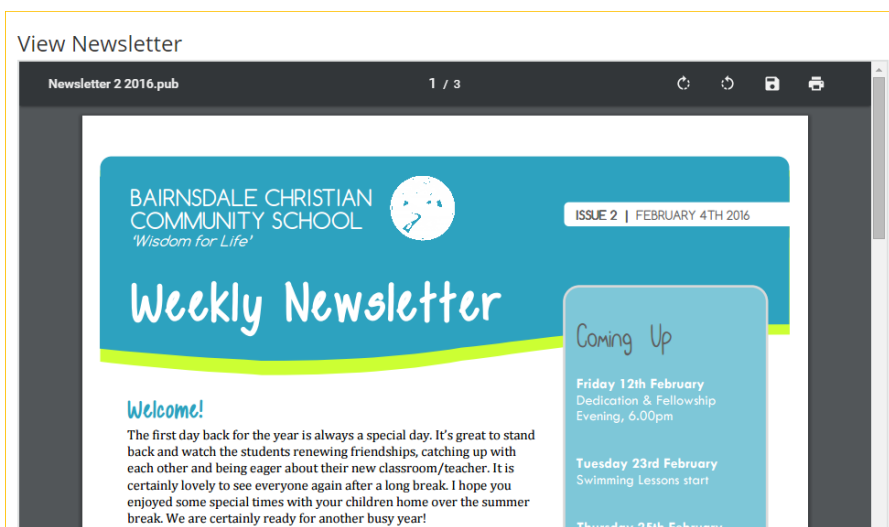


The screenshot shows the 'Newsletters' section with a table listing newsletters. The table has columns for 'Date' and 'Title'. There are two entries: 'Monday 8th of February 2016' with title 'Newsletter 2 - February 4th 2016', and 'Monday 8th of February 2016' with title 'January Newsletter 2016'. A 'View' button is visible next to the first entry.

Date	Title
Monday 8th of February 2016	Newsletter 2 - February 4th 2016
Monday 8th of February 2016	January Newsletter 2016

Newsletters

Parents can now access weekly school newsletters whenever and wherever they are. School newsletters will be uploaded weekly and teachers are also being encouraged to upload their class newsletters.



This screenshot shows the 'View Newsletter' page for 'Newsletter 2 2016.pub'. The page header includes the school name 'BAIRNSDALE CHRISTIAN COMMUNITY SCHOOL' with the motto 'Wisdom for Life', and 'ISSUE 2 | FEBRUARY 4TH 2016'. The main title is 'Weekly Newsletter'. A 'Welcome!' section follows, with a paragraph about the start of the new year. On the right, a 'Coming Up' section lists events: 'Friday 12th February Dedication & Fellowship Evening, 6.00pm', 'Tuesday 23rd February Swimming Lessons start', and 'Thursday 25th February'.

Student Information


Overviews → My Children

My Children


[+ Enrol Child](#)

Pending Children

Name	Date of Birth	Year Level	Status
You Currently have no Children Awaiting Approval.			



MCLAREN, Jake
Username :
Date of Birth :
Year Level : Grade 6
School House : **BCCS**



PRAED, Marcus
Username :
Date of Birth :
Year Level : Grade 3
School House : **BCCS**


All of the information provided on the Application for Enrolment form at the student's time of enrolment is entered into the database for access by admin staff and teachers. Additional information is added as needed (ie. Behaviour logs, new Medical information, etc.) Parents are also able to view their child's information and make adjustments when necessary.

To view a summary of your child's classes, attendance etc. - click on their name.

To view and edit your child's details - click on the pencil icon.

Modify Child

MCLAREN, Jake




General
Cultural & Family
Parents & Guardians
Emergency Contacts
Doctor & Medical
Medical Conditions
Medical Needs
Fee Information
Documents

General
Campus: Demo Primary
School House: **BCCS**
Unique Student Identifier
Surname*: McLaren
Preferred Name:
Gender*: Male
Country of Birth*: Australia
If your child was not born in Australia, what year did they start school in Australia?
Religion:
Residential Address*: 123 Main St
State*: Victoria
Contact Number*: 00000000
Usual mode of transport to school: Car
Is the postal address different?*: ☐ Yes ☒ No

Year Level: Grade 6
Commence in which year: 2013
eCases ID: 436232223
Given Name*: Jake
Middle Name:
Date of Birth*: 11-06-2002
Sacraments Received:
City*: Traralgon
Postcode*: 3853
Country*: Australia
Email Address:

Medical Information

Overviews → My Children




MCLAREN, Jake
Username : heve1
Date of Birth : 22-03-2004
Year Level : Grade 6
School House : **BCCS**

Student medical details are entered on the system so that they are accessible by teaching and admin staff at all times. While we endeavour to keep our records up to date we ask that parents inform us of any changes/new medical conditions as soon as possible.

Modify Child

MCLAREN, Jake



General
Cultural & Family
Parents & Guardians
Emergency Contacts
Doctor & Medical
Medical Conditions

Medical Conditions

[+ Add Medical](#)

Approved Pending Denied

Condition	Description	Added	Updated
ASTHMA	Asthma	01-09-2015 10:55 AM	01-09-2015 10:55 AM

[View](#)

To view your child's medical details go to Overviews—My Children and click on the pencil icon.

Select Medical Conditions from the menu on the left hand side and a list of your child's current medical conditions will be displayed.

Medical Information cont.

View Student Medical Information for Jake McLaren

Added
2015-09-01 10:55 AM

Medical Condition
ASTHMA

Description
Asthma

Symptoms
Shortness of breath, chest tightness.

Comments
Jake usually experiences shortness of breath and chest tightness.

Does this student need medication for this condition? **No**

Contact doctor when medical incident occurs? **Yes**

Contact emergency contact when medical incident occurs? **Yes**

Changes to Medical Information [View](#)

Parents are able to view their child's current medical information but are not able to edit it. Any changes to existing medical information need to be communicated to the school as soon as possible.

New Medical Condition

[+ Add Medical](#)

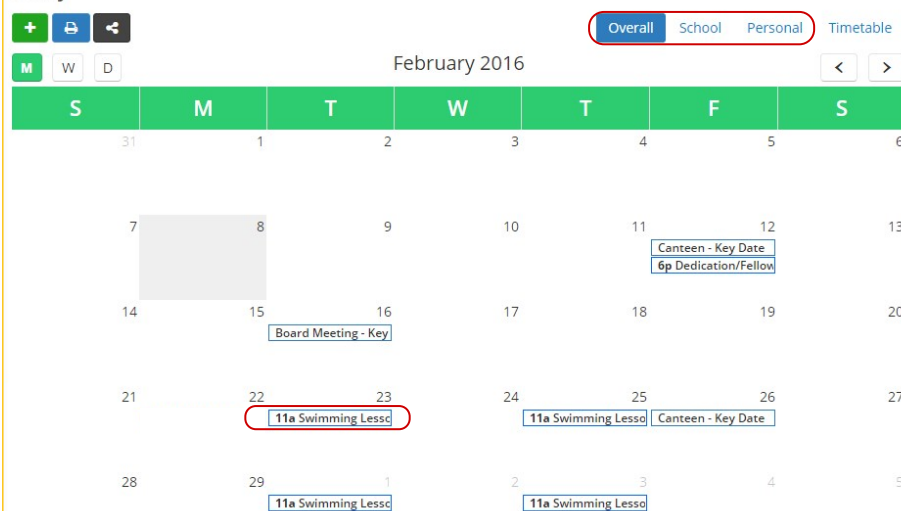
Parents are able to add a new medical condition for their child. Please provide as much detail as you can to help staff members care for your child. Supporting documentation can also be uploaded.

Please Note: New medical conditions will be classified as 'Pending' until approved by a school administrator.

Events

Please note that the events found in the Events section may change depending on which child you are 'viewing'. To switch between your children, click on your name in the top right hand corner and select the child you would like to view.

Diary



Diary

School events and key dates are entered into the school calendar by Admin staff and teachers and those that apply to your child will appear in your diary/calendar. You can view the calendar with all of your events, just school events or just your personal events.

For more details about an event click on the event in the calendar.

Events cont.

View Interview - Parent/Teacher Interviews

Print My Interviews
Cancel Timeslot

Parent/Teacher Interviews - Tuesday 3rd May [View Next Day >](#)

DETWEILER, Max

01:00 PM - 01:15 PM	01:15 PM - 01:30 PM	01:30 PM - 01:45 PM	01:45 PM - 02:00 PM	02:00 PM - 02:15 PM	02:15 PM - 02:30 PM	02:30 PM - 02:45 PM	02:45 PM - 03:00 PM
03:00 PM - 03:15 PM	03:15 PM - 03:30 PM	03:30 PM - 03:45 PM	03:45 PM - 04:00 PM	04:00 PM - 04:15 PM	04:15 PM - 04:30 PM	04:30 PM - 04:45 PM	04:45 PM - 05:00 PM

VON SCHRAEDER, Elsa

01:00 PM - 01:15 PM	01:15 PM - 01:30 PM	01:30 PM - 01:45 PM	01:45 PM - 02:00 PM	02:00 PM - 02:15 PM	02:15 PM - 02:30 PM	02:30 PM - 02:45 PM	02:45 PM - 03:00 PM
03:00 PM - 03:15 PM	03:15 PM - 03:30 PM	03:30 PM - 03:45 PM	03:45 PM - 04:00 PM	04:00 PM - 04:15 PM	04:15 PM - 04:30 PM	04:30 PM - 04:45 PM	04:45 PM - 05:00 PM

Not available

Your chosen timeslot

Available

Interviews

Parent/Teacher Interviews (End of Term 2)

1. Select an available timeslot.
2. Choose your child's name from the pop-up box.
3. Repeat to pick timeslots for all your children.

If you need to change your interview time:

- Click 'Cancel Timeslot' and select the timeslot you would like to cancel.
- Select a new timeslot.

Please check your dates and times carefully.

Events

+ [View Past Events](#)

[Personal](#) [School Events](#)

Title	Event Type	Start	Finish	Repeat Dates
Canteen	Key Date	12-02-2016	All Day	No Repeat
Dedication/Fellowship Evening	School-wide Event	12-02-2016 06:00 PM	12-02-2016 08:00 PM	No Repeat
Board Meeting	Key Date	16-02-2016	All Day	No Repeat
Swimming Lessons	School-wide Event	23-02-2016 11:00 AM	23-02-2016 01:00 PM	No Repeat

Events

A list of school events and key dates can be found on the events page.

Similar to in the Diary you can choose to view school or personal events.

For more details about an event simply click on the event title.

Current Permission Slips

Clear Filter Filter

Title	Type	Status	Must Sign By	Event Date
Swimming Lessons	Excursion		23-02-2016	23-02-2016

View

Permission Slips

BCCS students participate in many different events throughout the year and with that comes a large number of permission forms needing to be signed. We endeavour to use the online forms for the majority of our activities.

Click on the permission form to view it. Following all of the details of the excursion, at the bottom of the page you will be asked to 'Accept' or 'Decline' your permission.

Permission slips will also appear on the Homepage.