Ballarat High School

Parent/Carer EduMate Guide

The **Ballarat High School EduMate Home Portal** allows parents to monitor their child's/children's academic progress and manage their school attendance.

This guide will show you how to login for the first time, retrieve lost passwords and update your personal details as well as accessing a range of information about the learning progress of your child/children.

You will be unable to use the system unless you have provided the school with a valid email address. It is important to use an address which only you can access. The portal provides a separate login for each parent.

If you are using Internet Explorer and experiencing problems please use **Google Chrome, Firefox or Safari** instead.

How to Log in

1. Enter the Edumate address into your browser or click on the link below:
https://edumate.ballaraths.vic.edu.au/ballarat/web/app.php/login

2. Enter your **username and password** as emailed to you by the school and click **Login**.
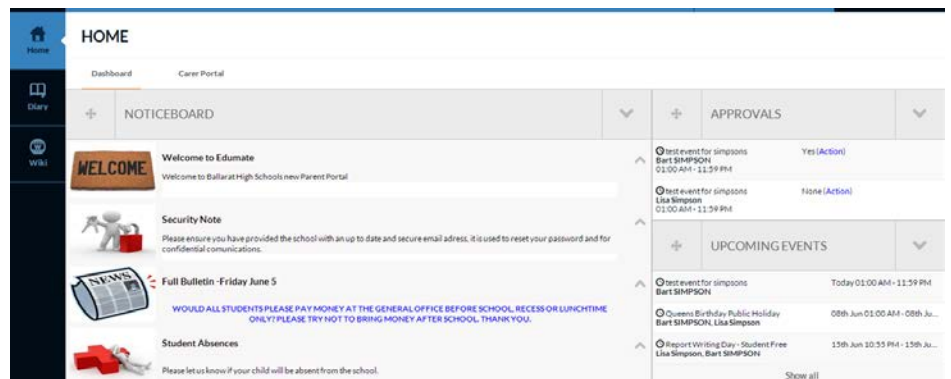
Click on "**Can't login**" if you've forgotten your password.

You can then enter your email address to generate an email to overcome your forgotten password/username.
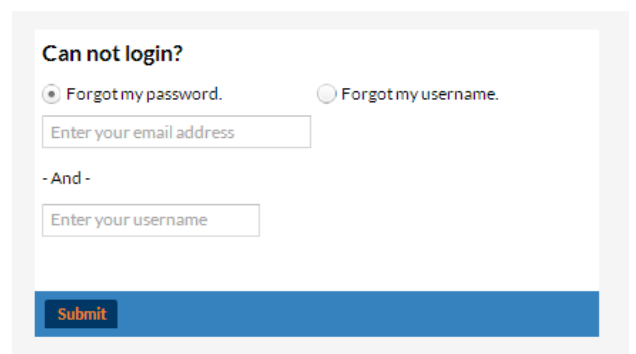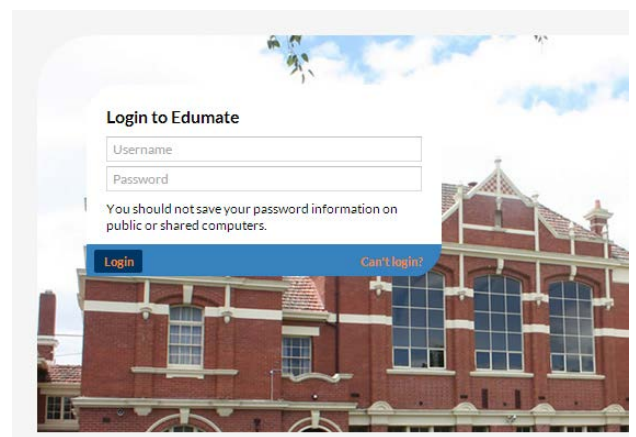
The Dashboard

The first page you will see is the Portal dashboard which contains a brief overview of upcoming events and alerts, as well as a Noticeboard providing important information.

Clicking on the '**Carer Portal**' tab will take you to your child's profile(s)

If you have more than one child at the school you will be able to switch between them by clicking on the name that appears to the right.
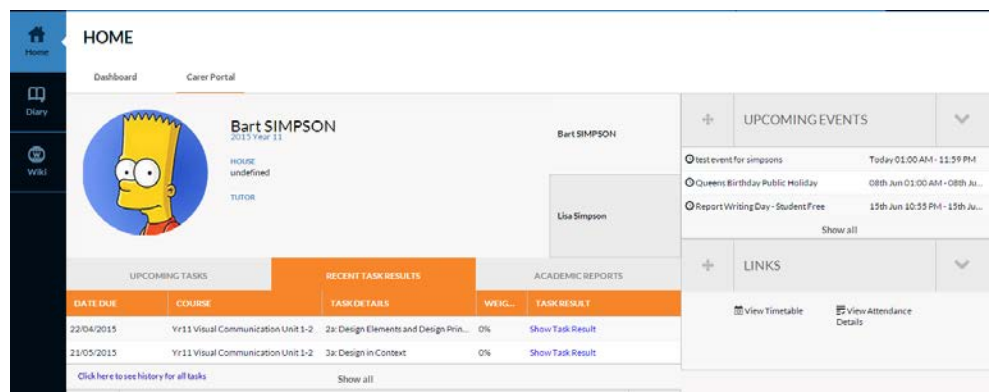
Learning Tasks

To access marks, outcomes and comments for learning tasks, click on the '**Show Task Result**' next to the appropriate result – making sure the RECENT TASK RESULTS tab is selected.

Under '**Recent Task Results**', you can see the entire history of task results by clicking on: Click here to see history for all tasks

Under '**Upcoming Tasks**', you can see the entire list of upcoming tasks for the year by clicking on: Click here to see all tasks

Clicking on the title of the task will open up further information about the task – including attachments of resources

Student Absences

If you scroll further down you will see a **recent absences** section where you can provide verifications online for up to a week after the absence, by clicking the '**Click to enter**' link next to the appropriate absence

DATE	ABSENCE	REASON	VERIFICATION
2015-06-02	Partial	No reason given	Click to enter
2015-06-01	Partial	No reason given	Click to enter
2015-05-28	Partial	No reason given	Click to enter
		Show all	

Note: This verification process takes the place of a written note or email regarding your child's absence. This means that once you have verified your child's absence and clicked save you do not need to send a written note to the school.

Select the **reason** and add further details if needed and if there are multiple dates, tick the ones that apply to this reason. Click "**Save and Exit**"

Please note: senior students will still need to present a medical certificate to the General Office/Team Leader even though this verification has been completed online.

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You can see student attendance details in more detail by clicking on View Attendance Details

While there are other sections on the Carer Portal – we are not using all of them at this stage. As we move to using them – further information will be shared with you.

Change my details

Clicking on the home button in the left menu will give you some links to let you update your password and change your details on record

After you have updated your details on the portal, be sure to click '**Confirm Details**' at the bottom of the details page to save any changes!

PERSONAL DETAILS

First Name	Homer
Surname	Simpson
Other Name	Enter other name
Preferred Name	Enter preferred name	(only if different to your first name)
Mobile Phone	Enter mobile
Email Address	smr@ballaraths.net	(one email address only)
Home Phone	( ) Enter home phone
Home Fax	( ) Enter home fax
Home Address Country	United States of America

Apartment

Block

THE WIKI

Clicking on the wiki button in the left menu will take you to the EduMate wiki.
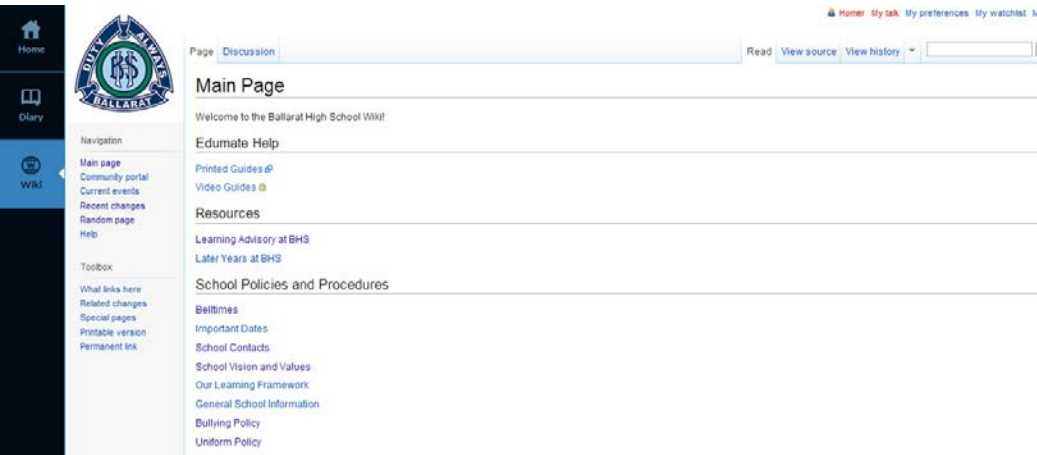
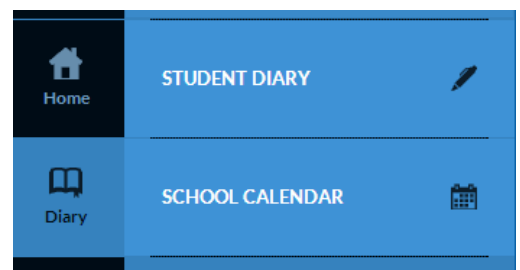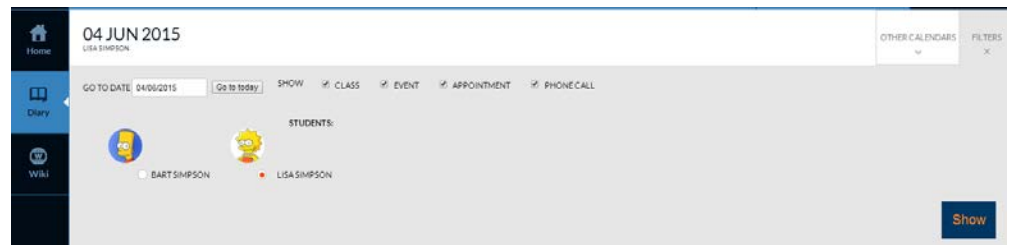While this is still in development it houses a variety of information about the school.

DIARIES

Clicking on the Diary button in the left menu will give you two options

1. To see your student's diary

2. To see the school calendar

STUDENT DIARY

This shows you the diary for the child you select.

SCHOOL CALENDAR

This shows you events that are occurring at the school.

You can view the calendar in either Day, Week, Month or Term view.

You can move between the weeks by clicking on the name of the week (i.e Week 7, Week 8 etc)

Please remember If you have any technical issues regarding access and usage of the Ballarat High School Home Portal please feel welcome to email us at support@ballaraths.net to open a support ticket, or for any other enquiries at all you may call the Ballarat High School office on 5338 9000. The General Office will be able to pass your question on to the best support person.