

GETTING STARTED ON MYSTPAULS: PARENT GUIDE

- Page 1: Logging on and the homepage
- Page 2: Student information options and Accessing feedback/grades
- Page 3: Navigating feedback/grades and Side menu options
- Page 4: Managing notifications
- Page 5: Junior v Senior School

Please note this guide uses images from the mobile device view of MyStPauls as this is how the majority of parents access the platform. If there is access to a desktop computer, laptop or tablet, a better viewing experience may be achievable.

Logging on

To access the MyStPauls website please go to <https://my.stpaulsags.vic.edu.au> on an internet browser. Enter your personal user name and password in the appropriate fields.

If you have lost your username and/or password please contact our IT Services Department to be issued with new ones. They can be reached on 03 5622 6148.



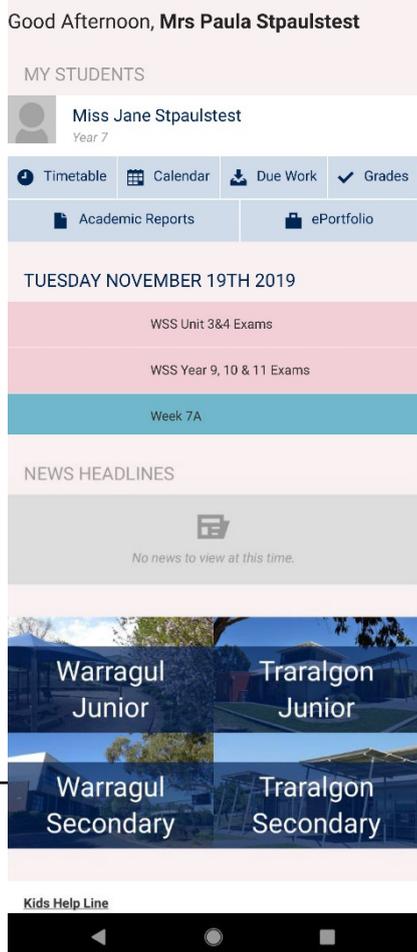
The homepage

On the initial screen you will see your child/children's name/s and then a series of options, which are described on the next page of this guide.

Further down there is a calendar of events and activities happening on the day you log in.

Then 'News Headlines' with information or reports that have been released to parents. (The amount of news postings will depend on year level and campus of students. At times throughout the year, it's likely there will be no news visible here.)

Next there are tiles which you can click to access further information about each campus. Each campus page has links to relevant year level information and a range of campus specific information.

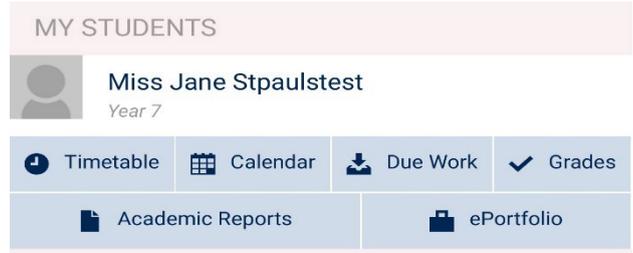


GETTING STARTED ON MYSTPAULS: PARENT GUIDE

Student information options

For each child at the school you will see their name and then a number of icons under it. These icons will allow you to view:

- **Timetable:** The 10-day timetable for that child.
- **Calendar:** A calendar view of the dates for that child including timetabled classes and due dates of Due Work items. We recommend changing the view from Month to Week especially on mobile devices where Month will be tiny.
- **Due Work:** A calendar view of the due dates of assessments and tests. This is more relevant for secondary students. Please note that the School continues to work to ensure that all due dates are accurate about two weeks before an assessment. If they are not, please contact your child's teacher/ Head of Year.
- **Grades:** After clicking grades, clicking on a subject name allows you to access results and feedback as well as a list of the subjects and subject teachers for that child including their email address.
- **Academic Reports:** An archive of all summative academic reports that a child has received.
- **ePortfolios:** Students can build pages here to set goals, share progress and make comments. Before 2020 only students in Year 7 and 8 were using these as part of the English library program, so for many students this will be blank.



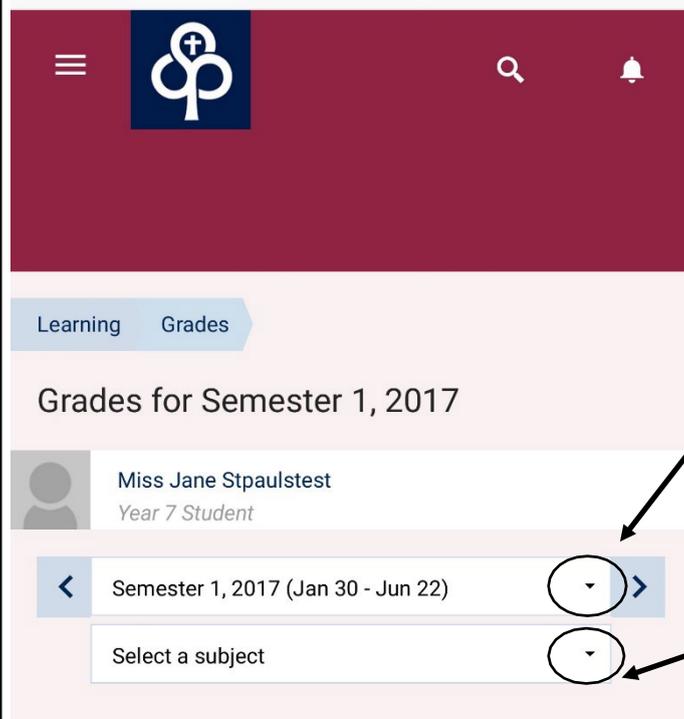
Accessing feedback/grades

When feedback is initially released by teachers, most parents find out about it through an email notification (see page 4) and click on a link in this email to read the feedback.

To access past feedback, click 'Grades' then you will see a screen like the one on the left.

Click this little arrow to change the time period to read feedback and grades from past Semesters/Terms. You can also use the arrows on either side of this box to change between time periods.

To select a subject click this arrow and a range of options will appear for the relevant Semester/ Term. Then click the subject name.



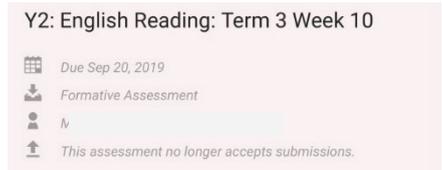
GETTING STARTED ON MYSTPAULS: PARENT GUIDE

Navigating feedback/grades

Extra information about the context of the feedback is provided to parents through a task description. (This is mainly used in the junior schools.)



After following the instructions on the previous page, you can click on a task name and you will be taken to a detailed description, which provides context and an explanation as to what tasks or activities were occurring that led to the feedback that was provided.

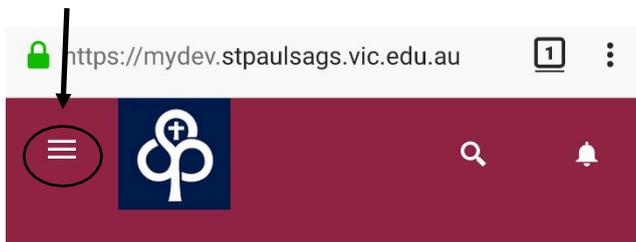


Throughout Term 3, the students participated in whole class shared reading, teacher led focus groups and Daily 5 rotations students have continued extending their comprehension of the text read. Students have been practising using the text to retrieve information to answering direct comprehension questions with increasing detail. Students have also been developing their inferencing skills by identifying clues within text and pictures and applying their prior knowledge of the topic.



Side menu options

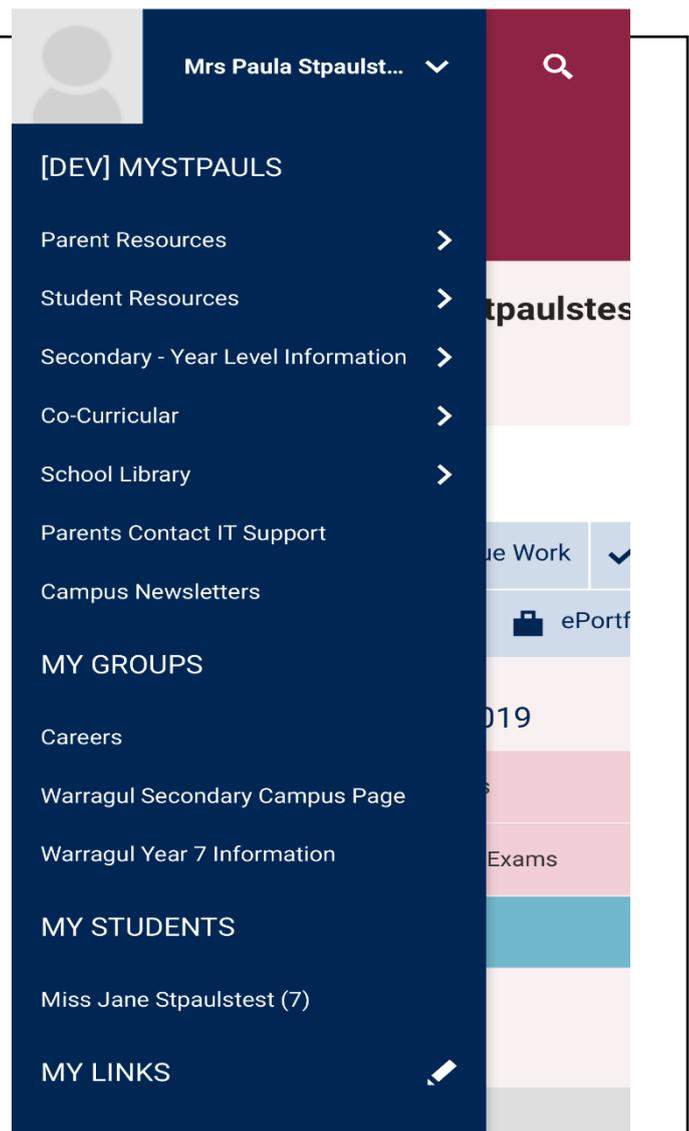
Click on the three lines (circled below) and the side menu will appear (see right).



The side menu includes a range of options for you to find further information that might be useful.

An arrow next to the option means that there is another menu to view that will have further options. My Groups is a way to have fast access to pages relevant to your children/child including campus information and year level information.

If there are other areas in MyStPauls you regularly access, you can make your own link with My Links by clicking the pen icon and following the instructions or clicking the three dots icon on a page and selecting 'Add to My Links'.

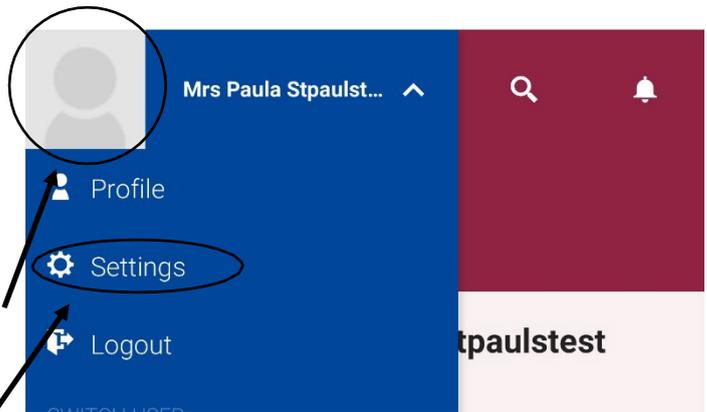


GETTING STARTED ON MYSTPAULS: PARENT GUIDE

Managing notifications

Notifications are alerts within MyStPauls and emails that notify you when changes have been made in MyStPauls. Important ones relate to due dates of work and when teachers release grades and comments.

If you are finding you are getting an annoying number or you want to more closely follow what is happening, you can manage your notifications on the left side menu by clicking on the gray square and then choose 'Settings' from the drop down box that appears.



On the Message Settings screen (the graphic to the right shows how the options appear on a mobile device), you can browse through the different MyStPauls actions/events and choose how you would like to be notified. We have set up some default notification settings (including ensuring that you receive emails when teachers publish feedback/grades), but you can change these to suit you.

The table below shows some of the different options you can choose for notifications:

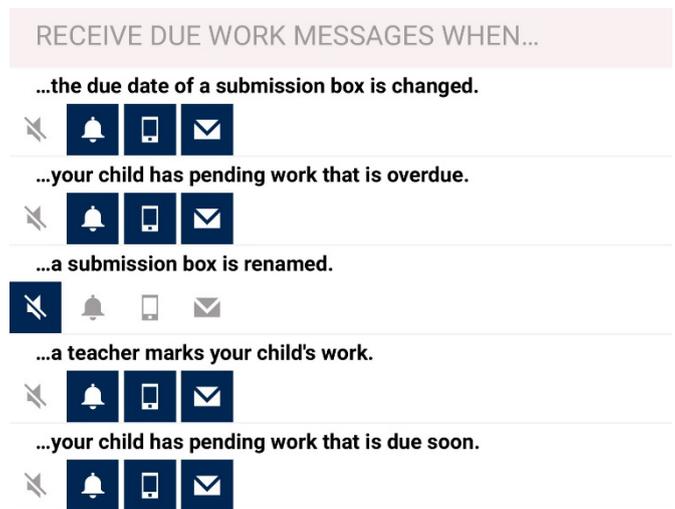


Image	Explanation
	Muted: You will not be notified whenever that action/event occurs.
	Instant: You will receive a notification in the top right corner of MyStPauls where the notifications bell is. The notifications bell turns red with a number next to it whenever that action/event occurs. Hovering or clicking on the notifications bell shows you a list of notifications on the right side of the screen.
	Email: If you have Instant notifications on, you can also add Email notifications. This will send an email to the email address you have listed in your profile on MyStPauls.

GETTING STARTED ON MYSTPAULS: PARENT GUIDE

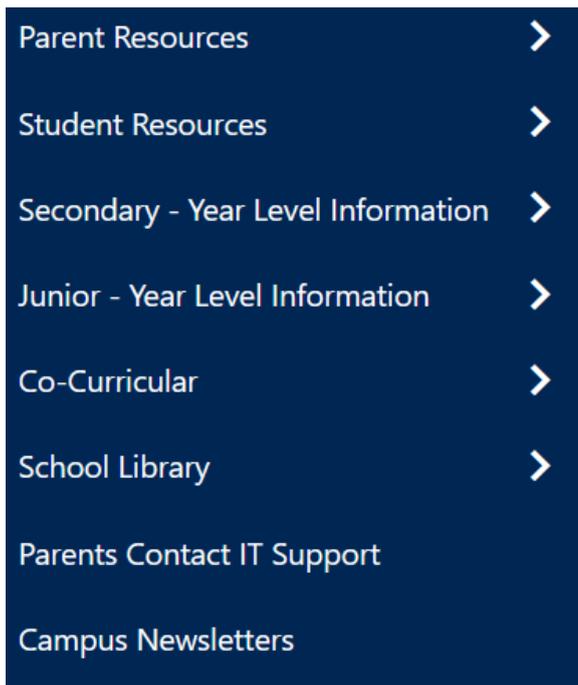
Junior School v Senior School

While both will look similar, there are a few small differences depending on whether or not you are viewing MyStPauls from a junior school or senior school perspective.

Both junior and senior will be automatically linked with the 'parent information' with the respective year level of their child(ren). This will update each year.

However, specific details (including relevant Co-curricular activities) are paired to the year level of each child. These can be accessed by following the relevant link 'tree' once logged in.

For parents with children in both junior and senior school, a combined menu will appear (see below):



As highlighted earlier, feedback may appear slightly differently between **junior and senior classes** – as junior classes will often take a formative approach to tasks that may be longer in duration. Senior classes will use the term 'reportable assessment', alongside a weighting (percentage of total grade).

You can tell this by viewing the label attached to the task:



OR

