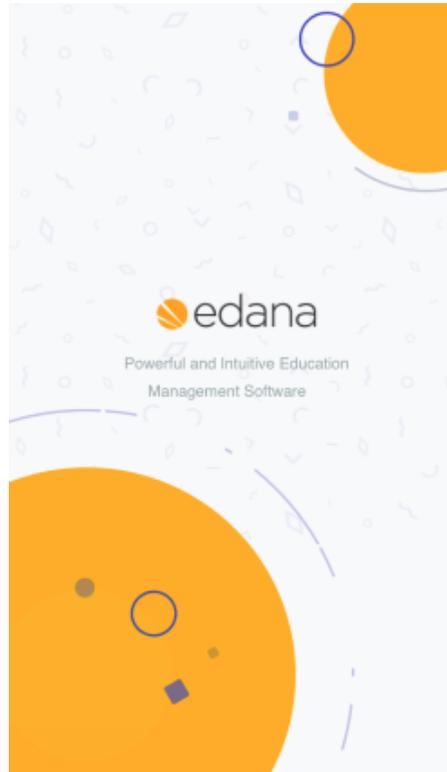


Topic: Mobile Application - Parent Portal - Mobile App (for Parents)

1 The Parent Mobile Application is a scaled-down version of the Parent Portal, offering a rich interface to display your child's information to you.

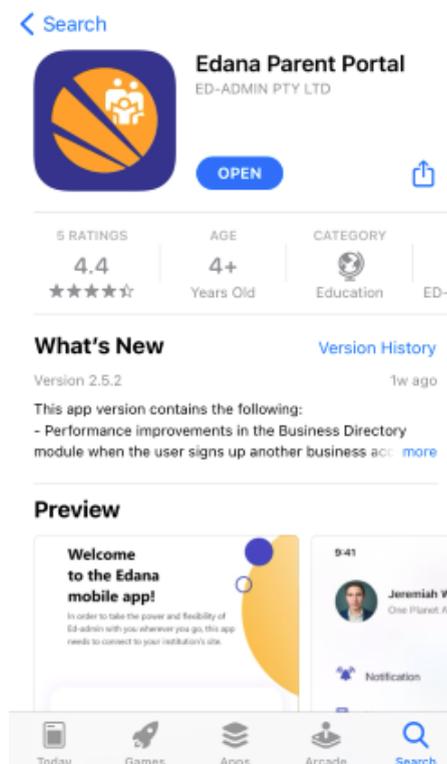


2 Availability

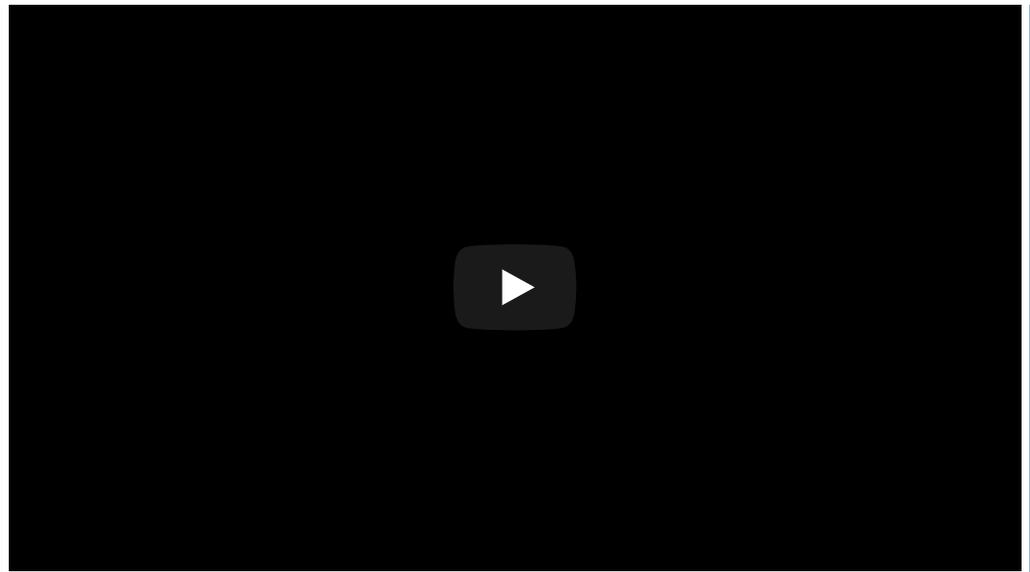
The app is available for download on the Apple App Store, as well as the Google Play Store, free of charge.

Use the link below to view the mobile application in action.

[Edana Parent Mobile Application](#)

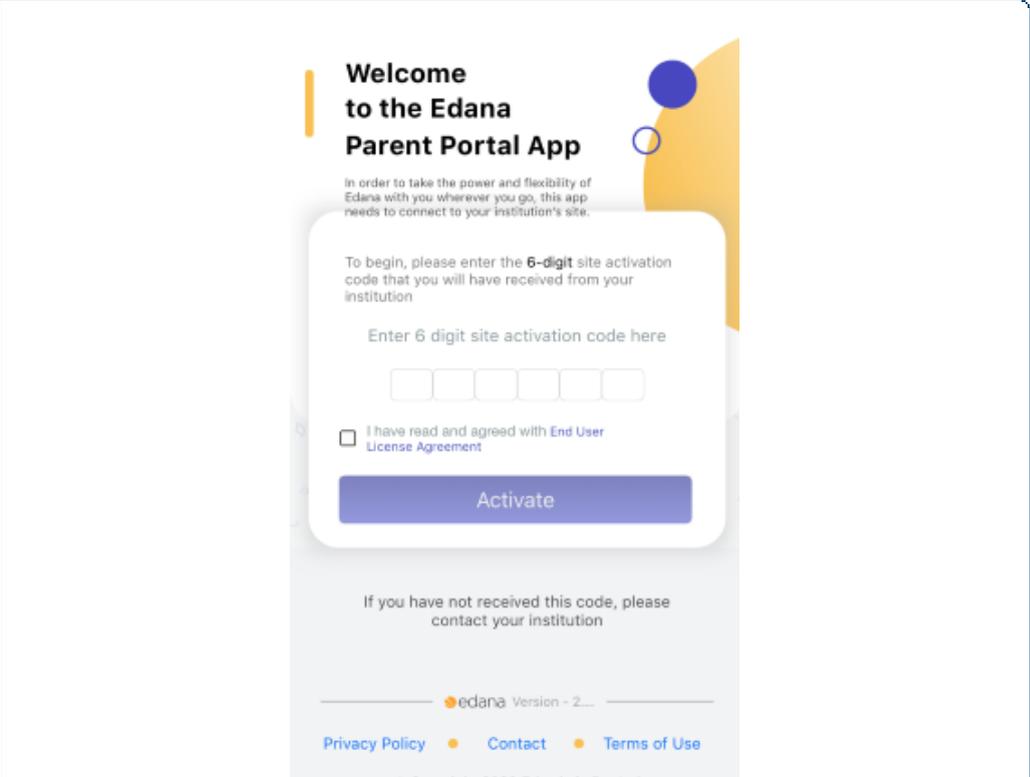


3 You can see this short instructional video on how to log in to the mobile application as a parent.



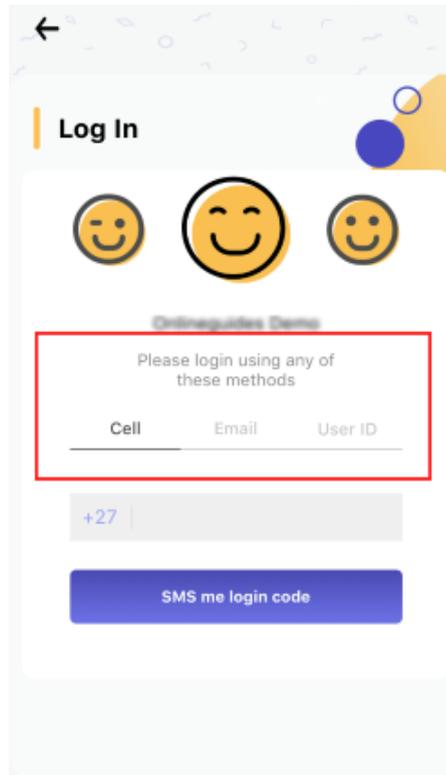
4 To log into the Parent App, an activation code is required. The activation code links the app to the Institute. The Institute will give you this code.

Use the code here for activating the Parent App.



5 Once the app has been activated, you will be able to log in as a parent, which can be done in one of the following ways:

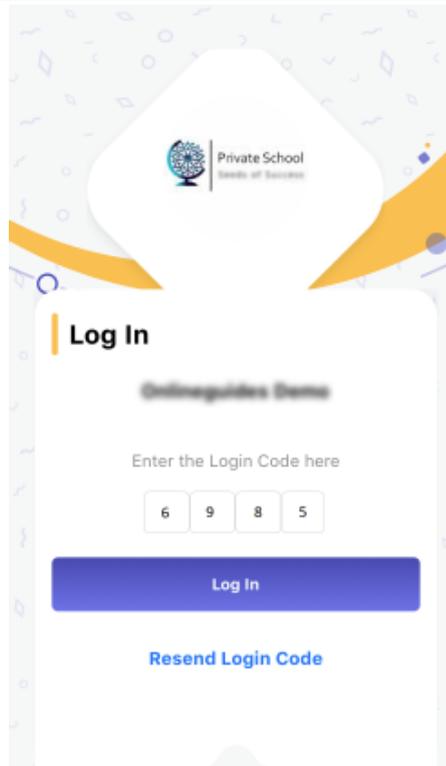
- Using a cell number: this is the cell number you gave to the school;
- Using the email address: as with the cell number, this is the email address you gave the school; and
- Using the parent ID and password: this is the unique ID and password that you use to log in to the web version of the Parent Portal.



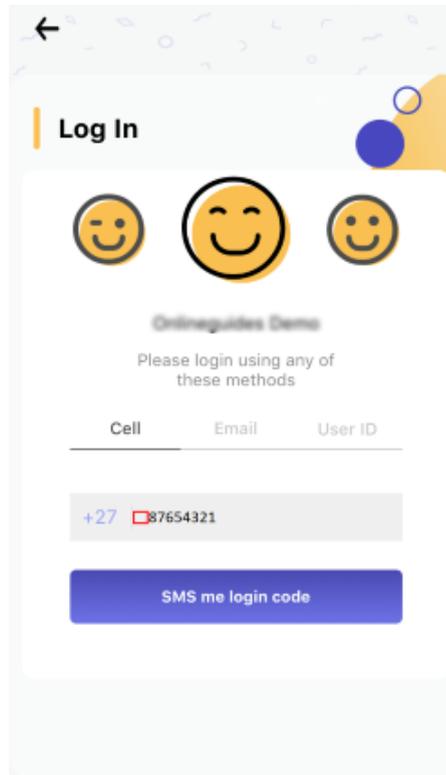
6 If you choose to log in using your mobile number or your email address, a Login Code will be sent to you via SMS or email (if entered correctly to match your record at the school).

This Login Code will then need to be entered in order to log in as a parent.

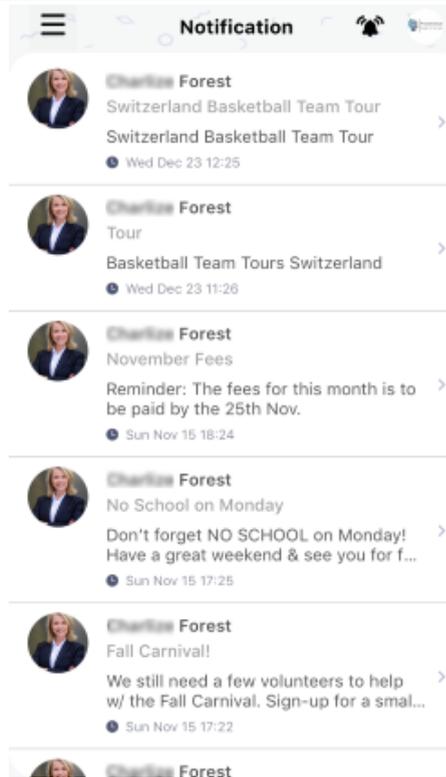
If you have been using the web version of the Portal, you can also log in by using the same parent ID and password.



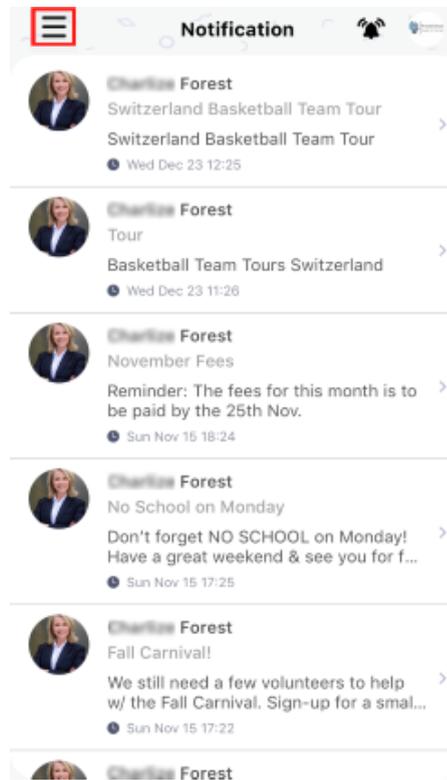
7 When entering your cell number on the app, remove the preceding 0.



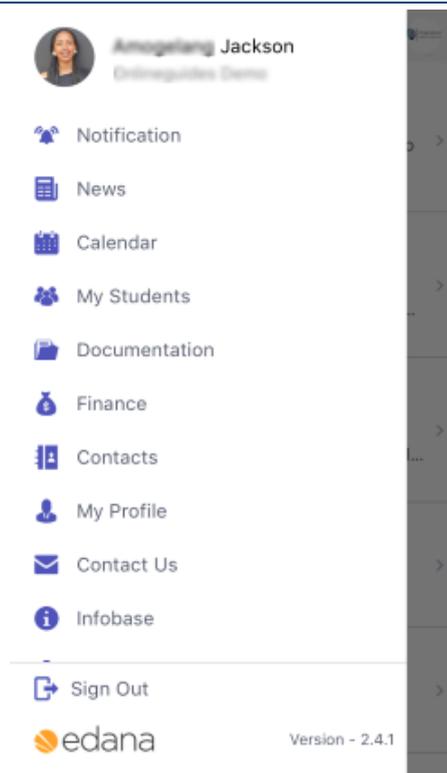
8 After successfully logging in to the mobile app, you are taken to the Notification module by default.



9 Navigating through the different modules and sections of the app is done by tapping the indicated Three Lines icon, and then selecting the desired module or section.

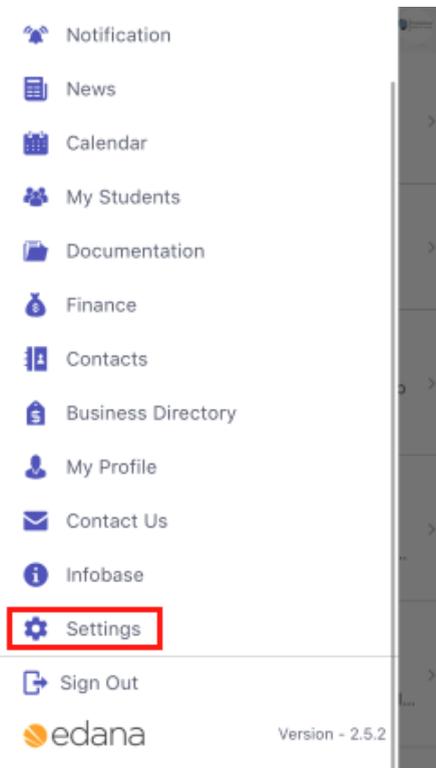


10 You can select the desired module from the main menu.

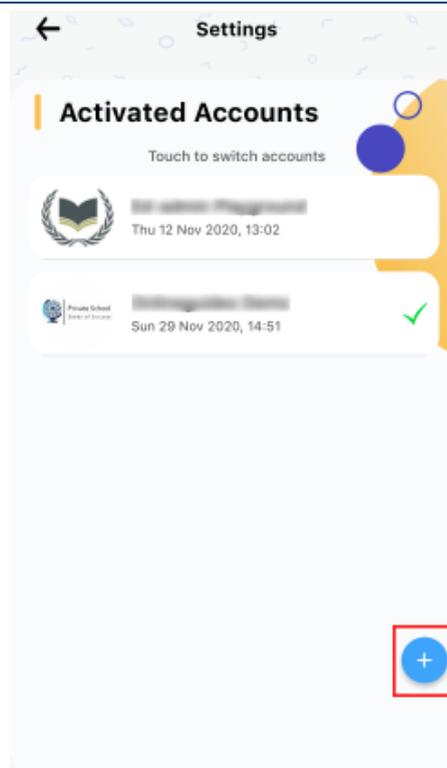


11 Multiple Accounts

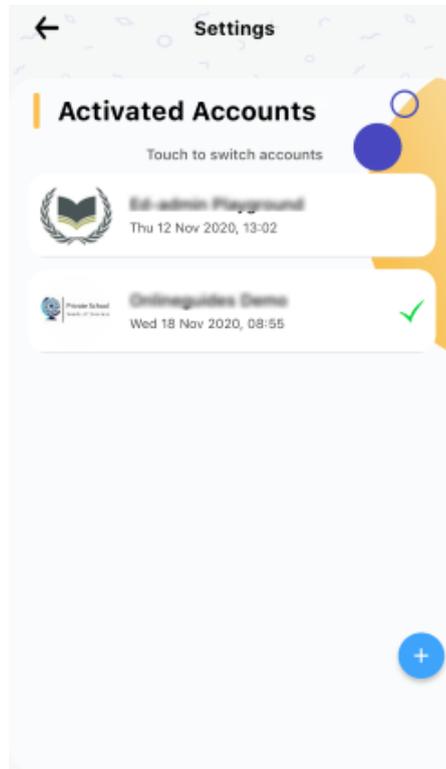
The app allows for multiple Institution logins if you have a child at another school also using Ed-admin. To log in to the other account, open the Settings module.



12 In the Activated Accounts section, tap the '+' icon to add another account. Steps will be the same as activating and logging in for the first time.

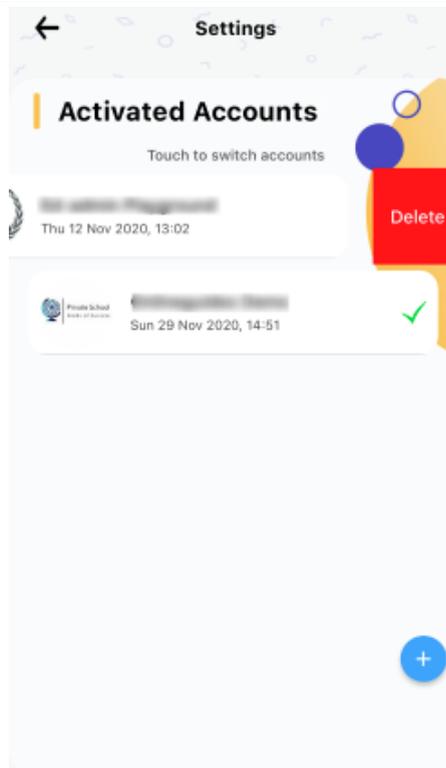


13 Switching between accounts is possible by tapping on the desired account.



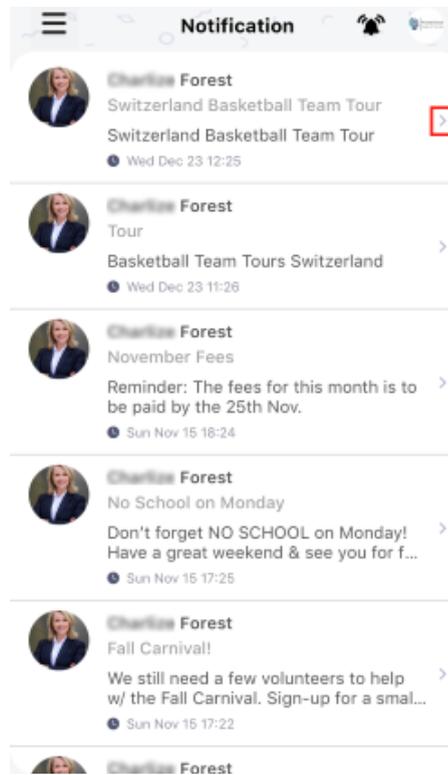
14 Removing an account is possible by swiping the Institute's name to the left.

Note that if you are logged in using two different accounts, removing one of them is only possible only after switching to the other one.

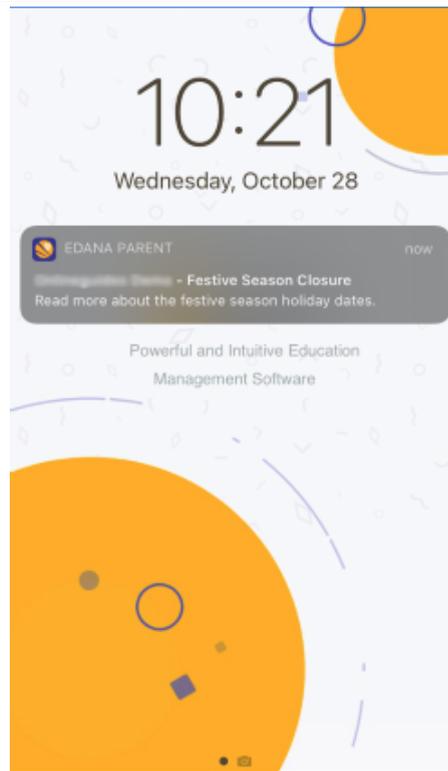


15 Notifications Module

This module shows any Notifications that the school has sent for your attention. By tapping the indicated arrow, you are able to read the details of the notification.



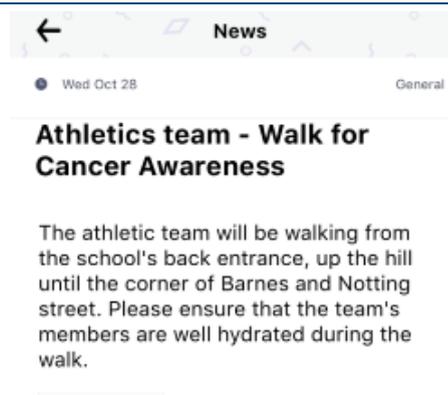
16 The Institute can send you push notifications. This is how a push notification appears on your mobile phone.



17 News Module

News items may consist of articles, or even school events information. This is how the News appears on this module of the mobile app.

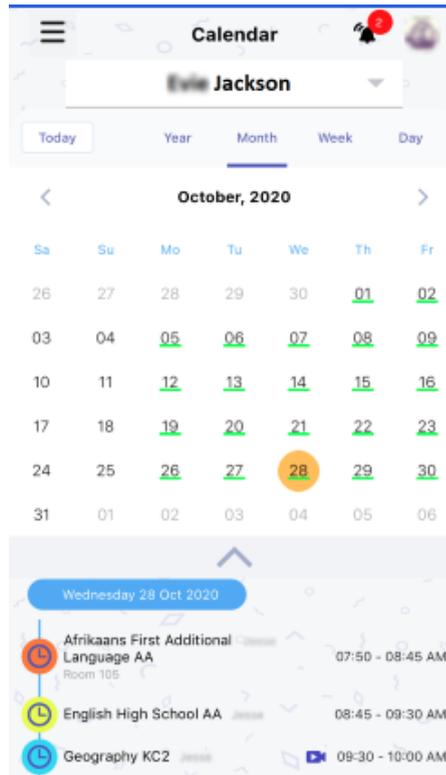
NOTE: there are no push notifications available for News items, and you can only view them on the



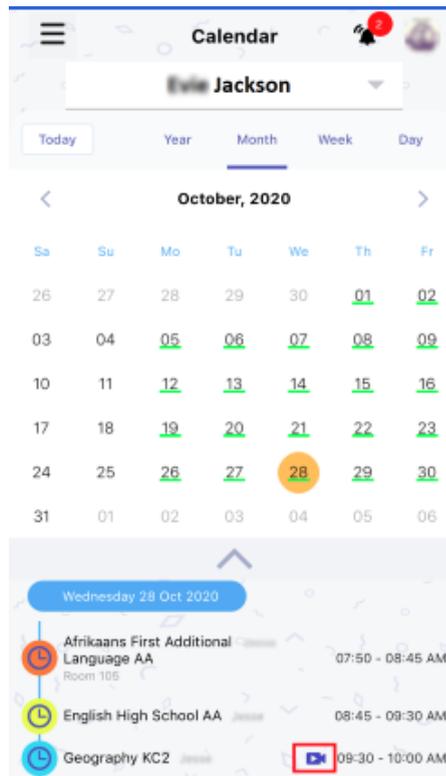
module.

18 Calendar Module

The Calendar module shows the school's events, as well as your child's schedule, per day. You are able to check which class your child is in at any given time of the day.



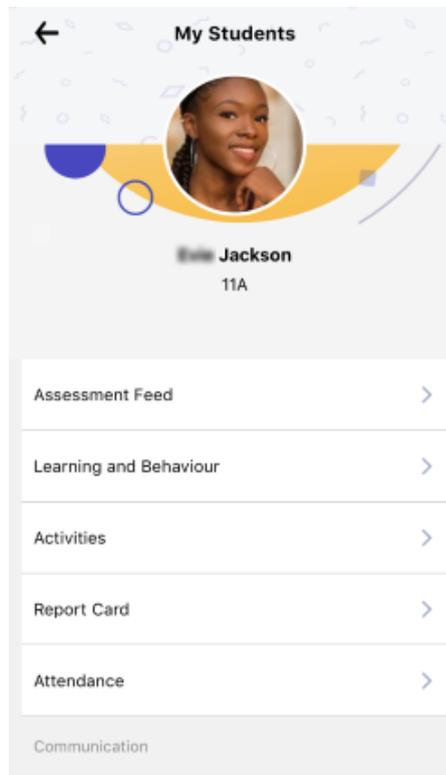
19 You are also able to view your child's virtual classes in this module. By clicking on the Camcorder icon, your child will be able to attend a virtual class that has been set up by the teacher.



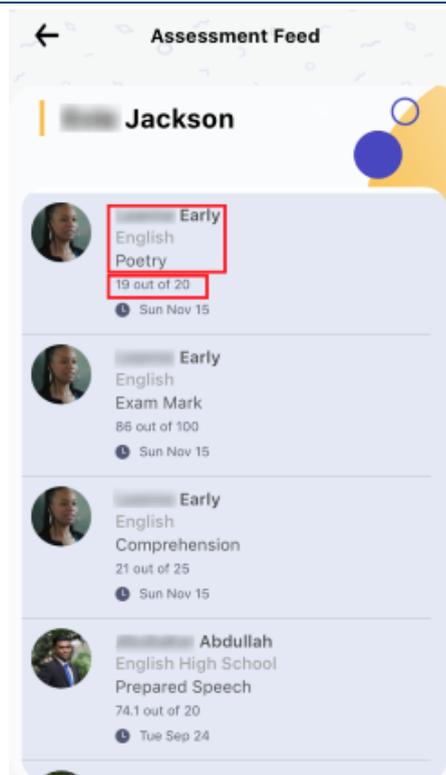
20 My Students Module

The My Students module provides more detailed information of your child's profile at the Institute, which includes:

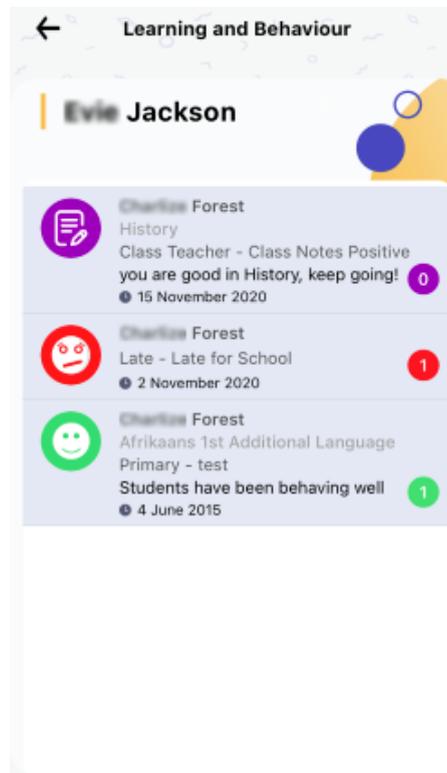
- Assessment Feed;
- Learning and Behaviour;
- Activities;
- Report Card;
- Attendance;
- Communicate;
- Agreements;
- Parent/Teacher Notes;
- Contacts;
- Health Records; and
- Health Incidents sections.



21 The Assessment Feed section includes detailed scores for your child's assessments across the different subjects.

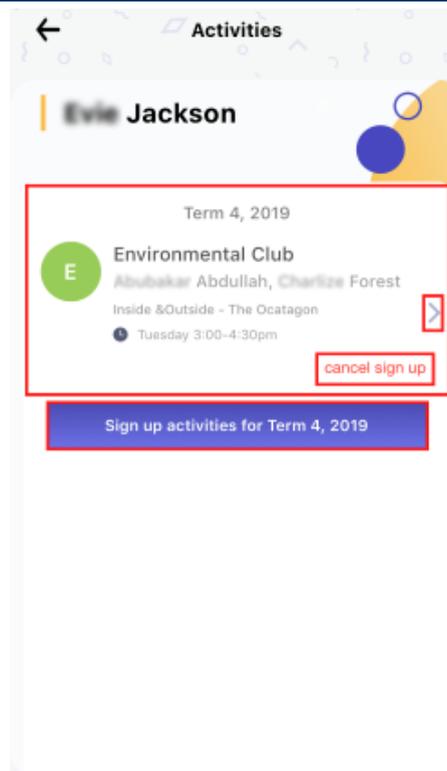


22 The Learning and Behaviour section includes merits, demerits, and teacher notes that have been added for your child.

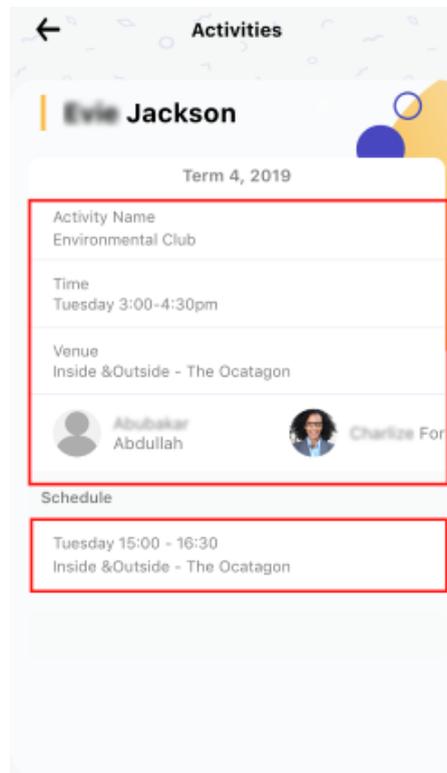


23 The Activities section consists of details of your child's enrolment in extracurricular activities. In this section, you can sign your child up for activities, as well as cancelling previous signups.

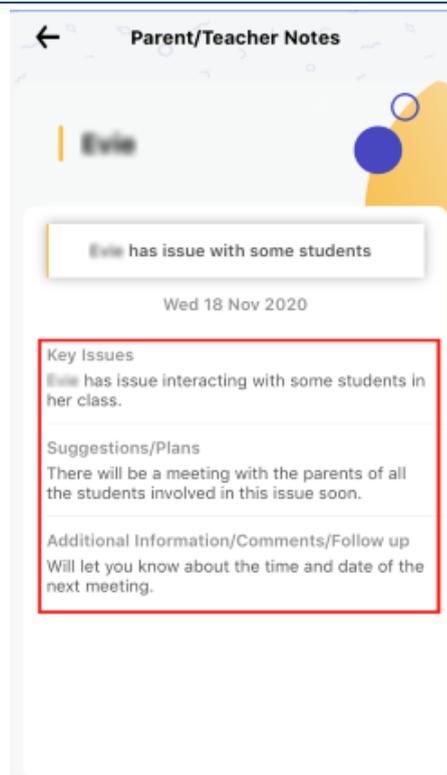
Tapping on the indicated arrow will give you more detailed information about the activity.



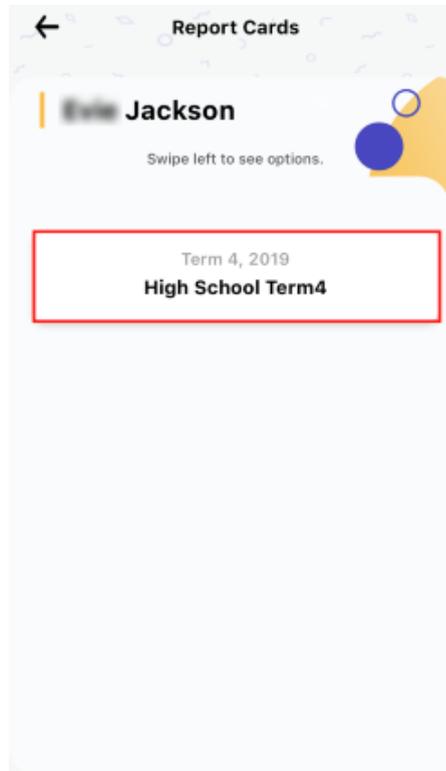
24 Dates, times, and venues - as well as the teacher in charge of the activity - are shown in the activities detail page.



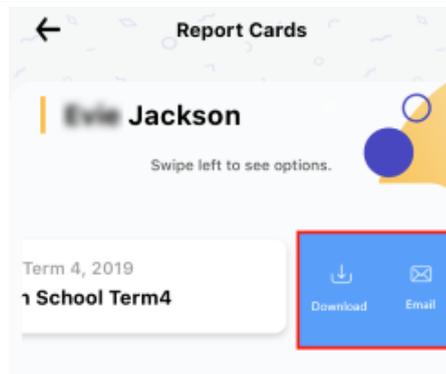
25 The Parent/Teacher Notes section is a preview of the notes recorded about your meeting with the teachers.



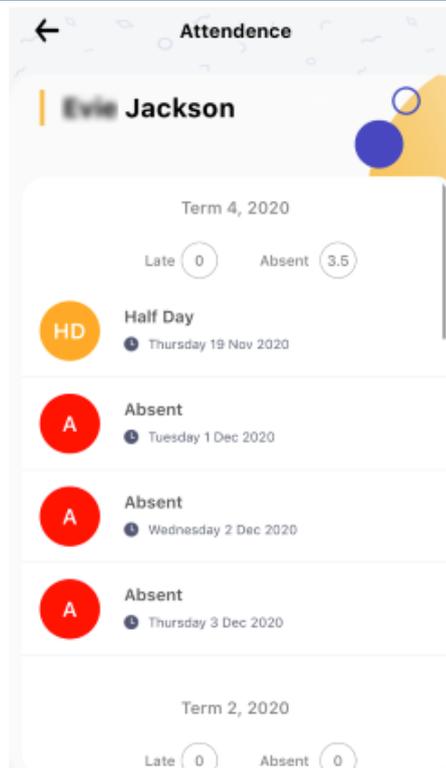
26 In the Report Cards Section, you can view your child's term reports once the school has published them.



27 You can download or email a Report Card by tapping on it.

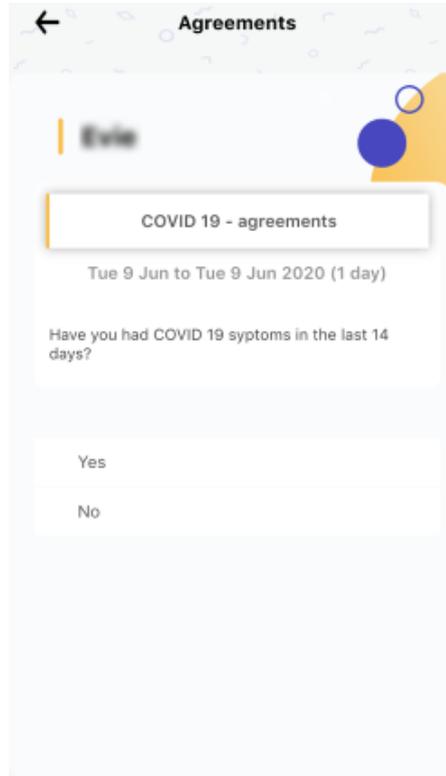


28 The Attendance section allows you to see when your child was late or absent from the school or activities.

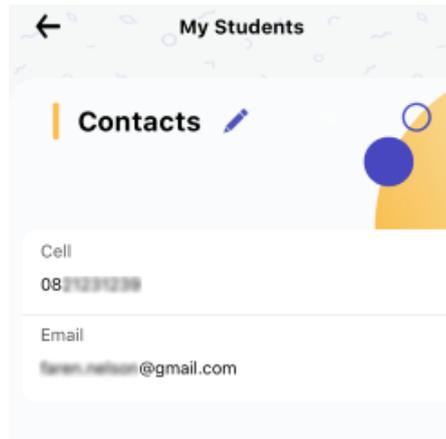


29 The Agreements section allows you to view and respond to the consent requirements.

An example of this is a COVID-19 symptom check, which requires a parental response.

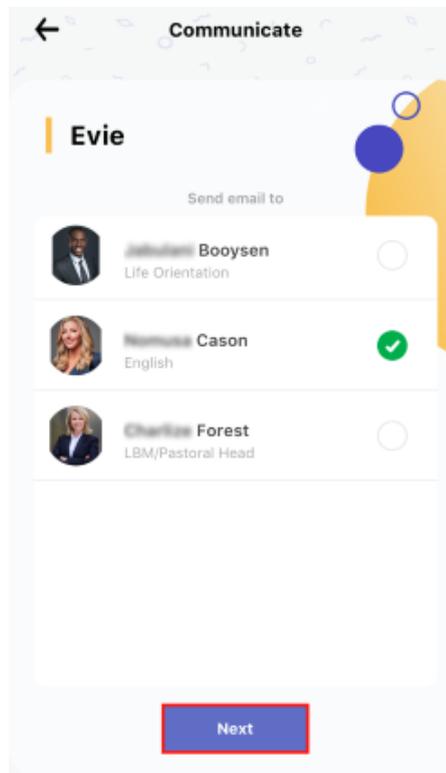


30 The Contacts section allows you to update two contact fields - cell and email - for your child in Ed-admin's database.



31 You are able to contact the teachers who are connected to your child (subject teacher and grade head) through the Communicate section.

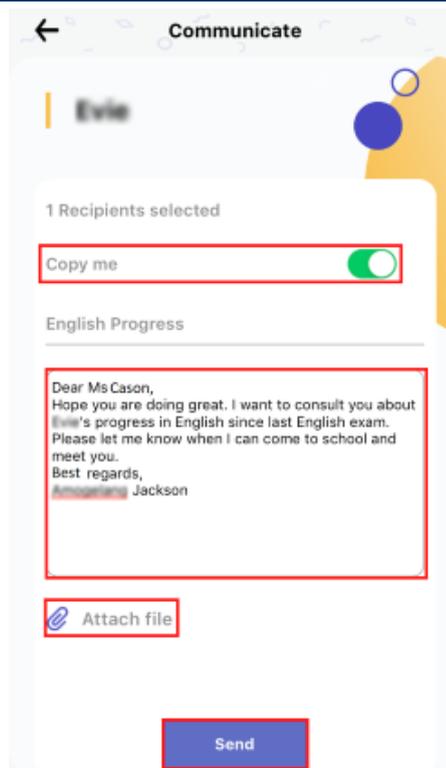
To communicate with a teacher, tick the checkbox next to the teacher's name, and then tap the Next button.



32 Once you select the teacher, you are able to write a message and attach a file.

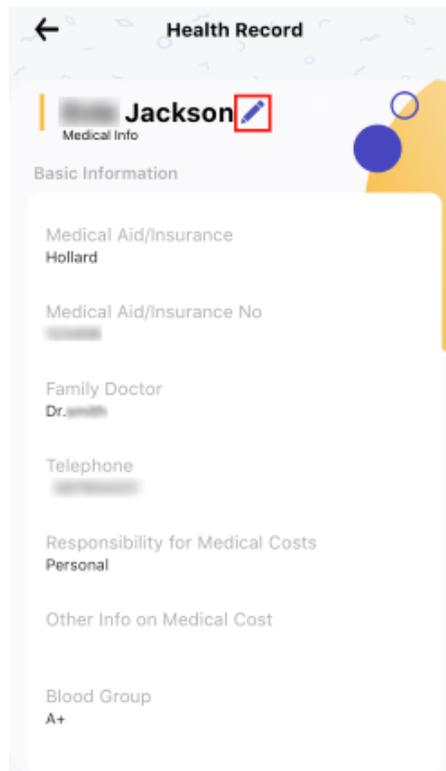
You can copy the message to yourself by turning on the Copy Me option.

The message will be sent by tapping the Send button.

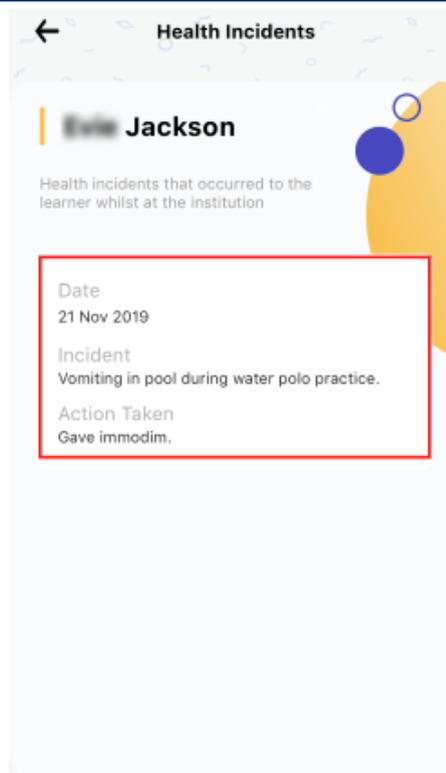


33 In the Health Record section, you can update your child's health records using the Pencil icon, which is immediately synchronised to the school's Ed-admin database.

This keeps the information up to date and reduces the need to constantly ask you for an update.

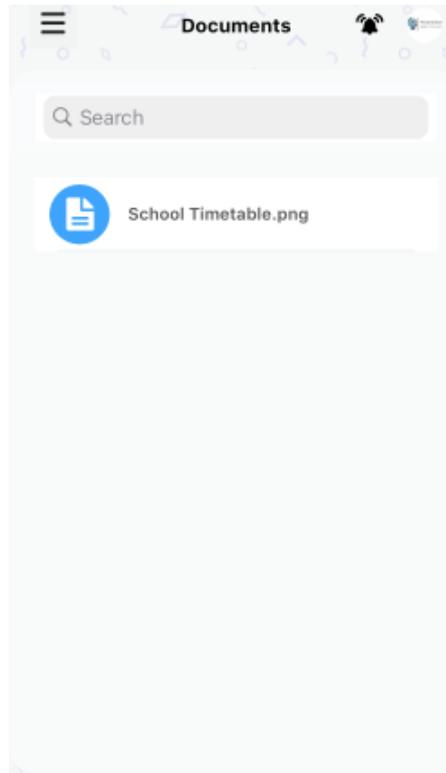


34 The Health Incidents section is a record of any health-related incidents that staff have placed on your child's record.

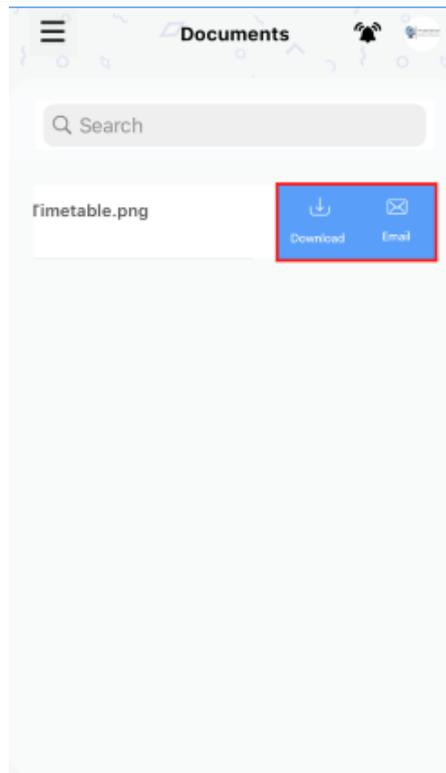


35 Documentation Module

The Documentation module allows you to view any documents that the school deems pertinent to share with you. This could perhaps be a policy that you need to read.



36 You can download or email the available documents by tapping on them.

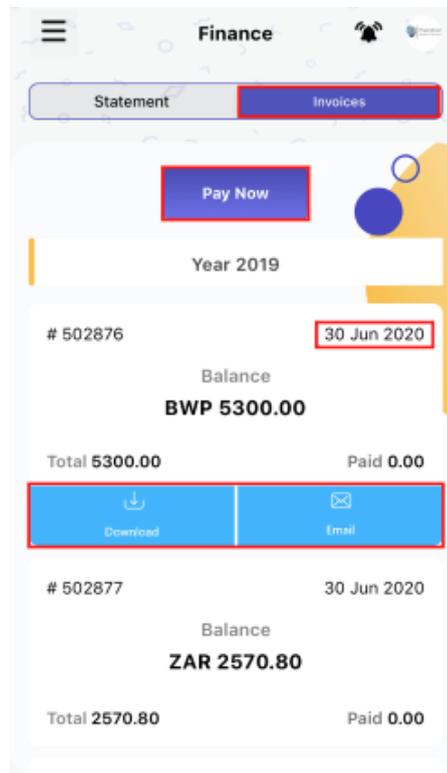


37 Finance Module

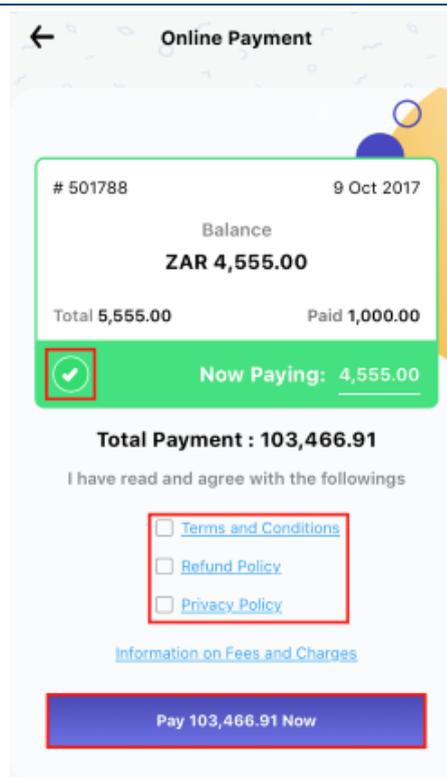
The Finance module synchronises with Ed-admin's finance suite, allowing you to budget accordingly.

Invoices and Statement are displayed in real-time and can be downloaded or emailed by tapping the desired one.

Tapping the Pay Now button will take you to the online payment page.

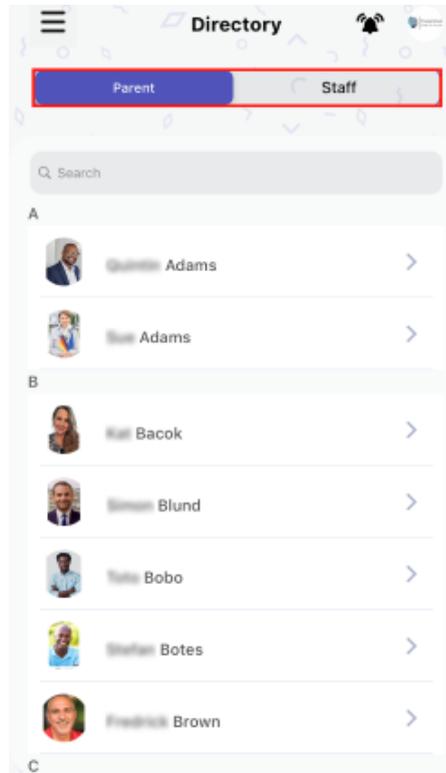


38 On the Online Payment page, you can select which invoice you are going to pay by ticking the related invoice. After accepting the Terms and Conditions, Refund Policy, and Privacy Policy options, you can tap on the Pay Now button which will take you to the online payment gateway.



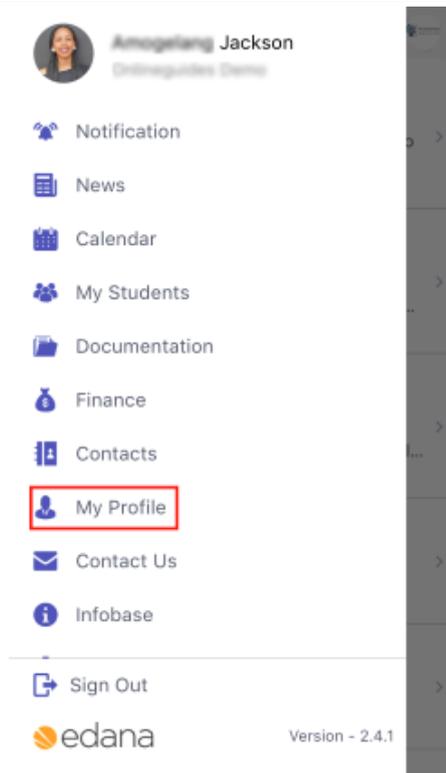
39 Contacts Module

A directory of staff and parents is accessible by tapping the Contacts module, allowing you to contact staff or other parents.

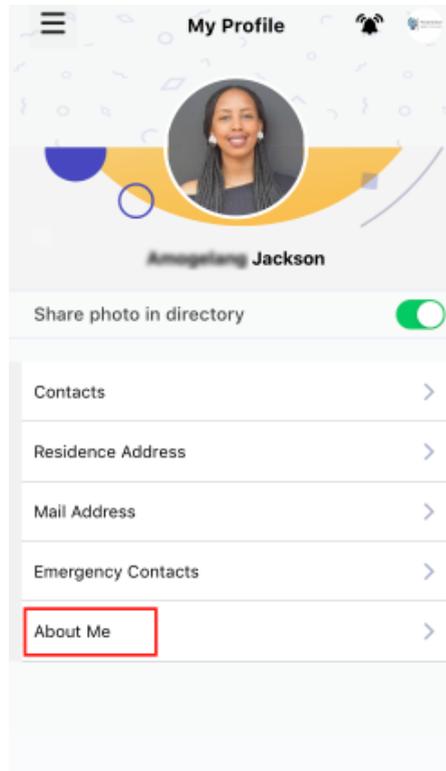


40 My Profile Module

This module gives you the option to update your contact details.

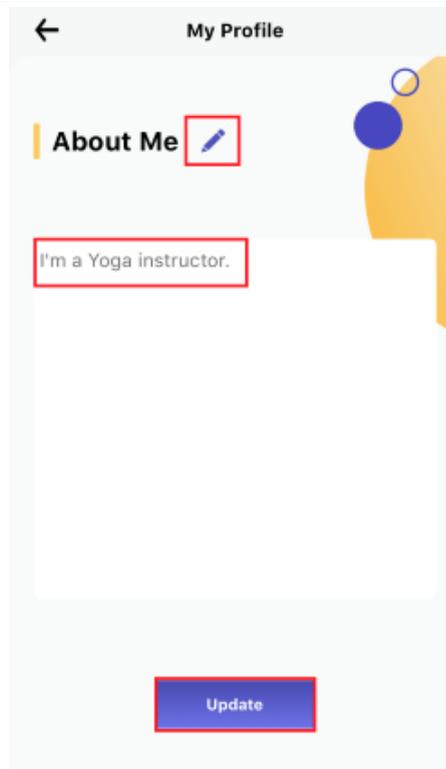


41 Tapping the About Me section enables you to edit your information.



42 Editable fields are indicated by a Pencil icon next to their label.

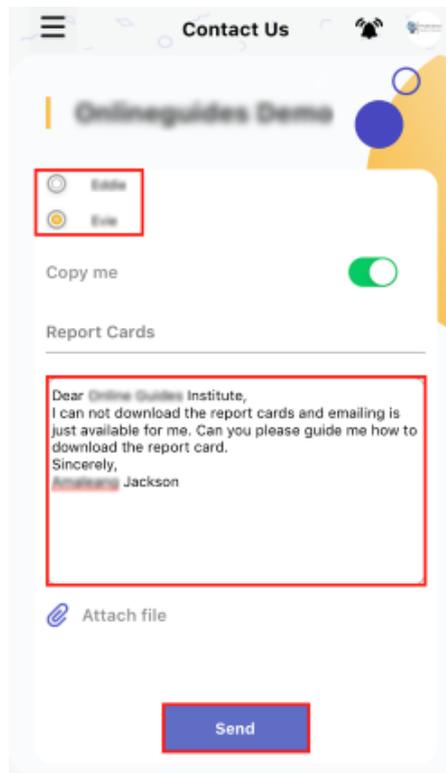
Once you have finished editing the section, tap on the Update button.



43 Contact Us Module

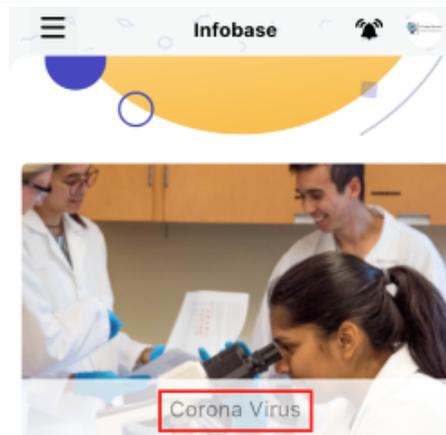
You can directly contact the Institute through this module. It works similarly to contacting teachers using the Communicate section.

If you have more than one student in the Institute, you have to select which you are contacting about.



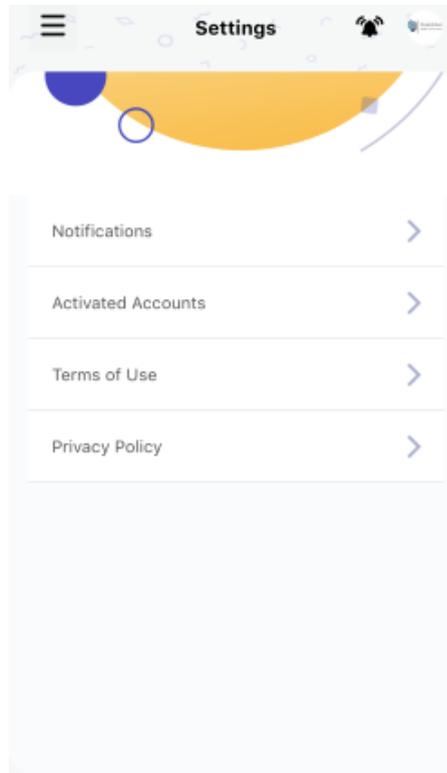
44 Infobase Module

This module contains general information that is shared with you. You are able to read this information by tapping on the title.



45 Settings Module

The Settings module enables you to change the Notifications settings or switch between Activated Accounts. You can also access the Terms of Use and Privacy Policy from this module.



46 From the Notifications section, you are able to enable or disable the app notifications and change the notifications sound.

