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Caregiver Portal

Parents and caregivers are able to access their child's attendance, assessment reporting and make 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.
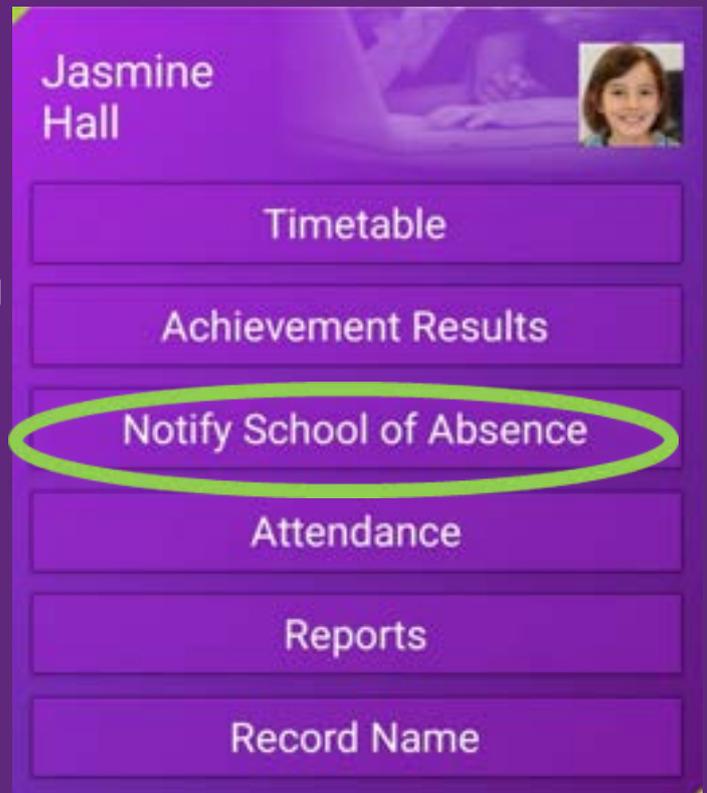

Android

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.
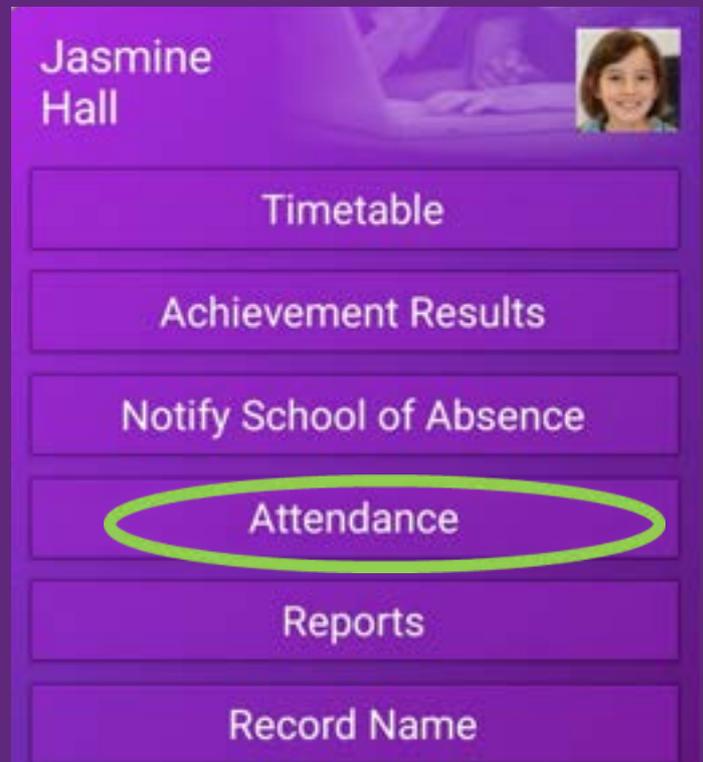
1.Once you are logged in, you will be presented with the dashboard. Click 'Notify School of Absence'.

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.

Jasmine Hall

Timetable

Achievement Results

Notify School of Absence

Attendance

Reports

Record Name

← Notify School of Absence

What type of absence is it?

Jasmine Hall will be away sick Monday 22 July

A different absence

For absences longer than 3 days or more than 3 weeks in the future, please phone the school office

Phone School

← Notify School of Absence

Select the absence type

Sick

Doctor or dentist appointment

Family reasons (e.g. funeral)

Other reason

For absences longer than 3 days or more than 3 weeks in the future, please phone the school office
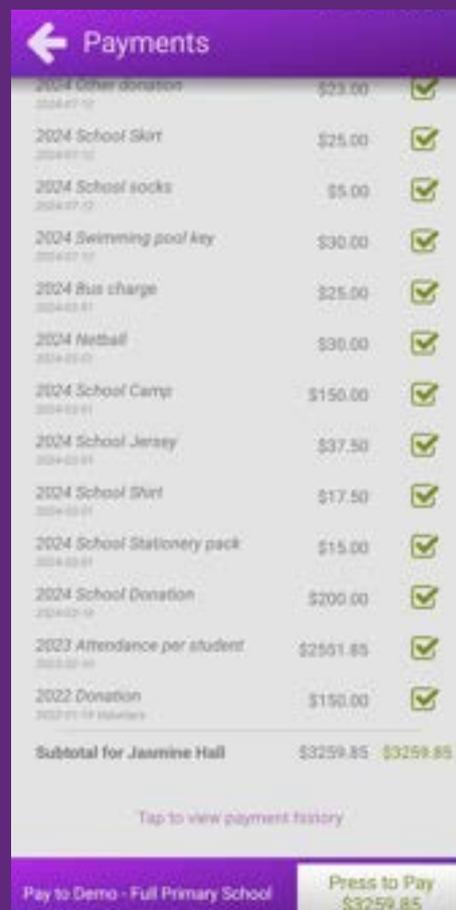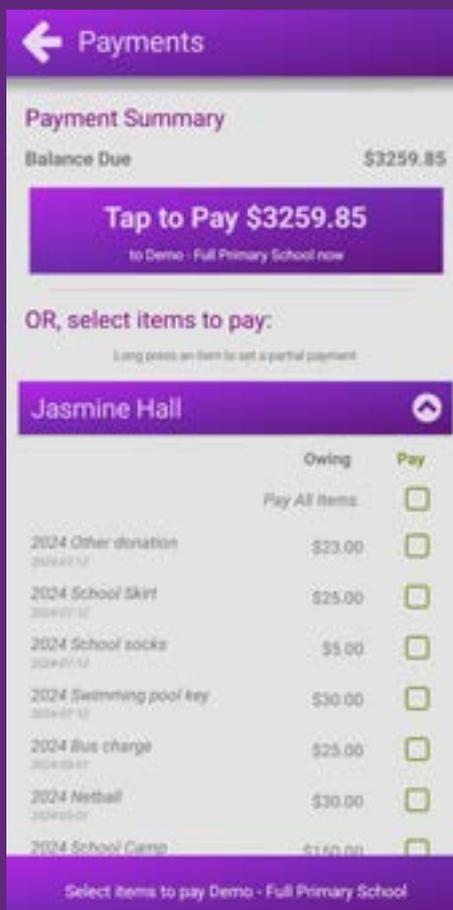
Phone School

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

Attendance

Jasmine Hall
Year to date

Present 31.7%
Late 0.5%
Absent 67.8%

Year   Term 1   Term 2

Attendance

Jasmine Hall
Term 1

Present 41.8%
Late 0.9%
Absent 57.3%

Year   Term 1   Term 2

Making Payments in the App

- On the Payments screen you can select which student(s) to make a payment to as well as which school if they attend different schools. You can choose to pay all the outstanding balance owing or select which item you wish to pay by ticking the relevant items.

- If you wish to make a part payment on a particular item, long press on that item, then release and a new window will pop up that will allow you to enter an amount.

- Once you have clicked OK you can then scroll to the bottom of the screen where you can see 'Press to Pay' and the amount to be Paid. Click this to go to the Payments screen.

- The payment options available will be dependent on your school.

Making 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.
- To settle all outstanding amounts, simply click on the "Pay All Items" link to automatically calculate the total amount due for each billed item; the sum of all items will be shown at the bottom.
- If you prefer to pay for individual items, you can enter the desired payment amount for each item. The School Payments page will display all outstanding amounts. It's important to note that the total payment cannot exceed the billed item total or be less than $1.00.
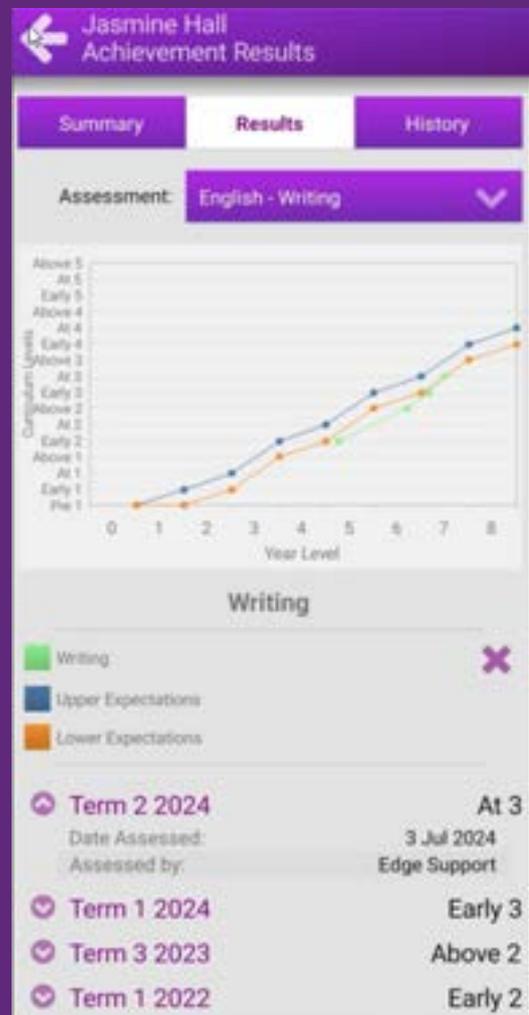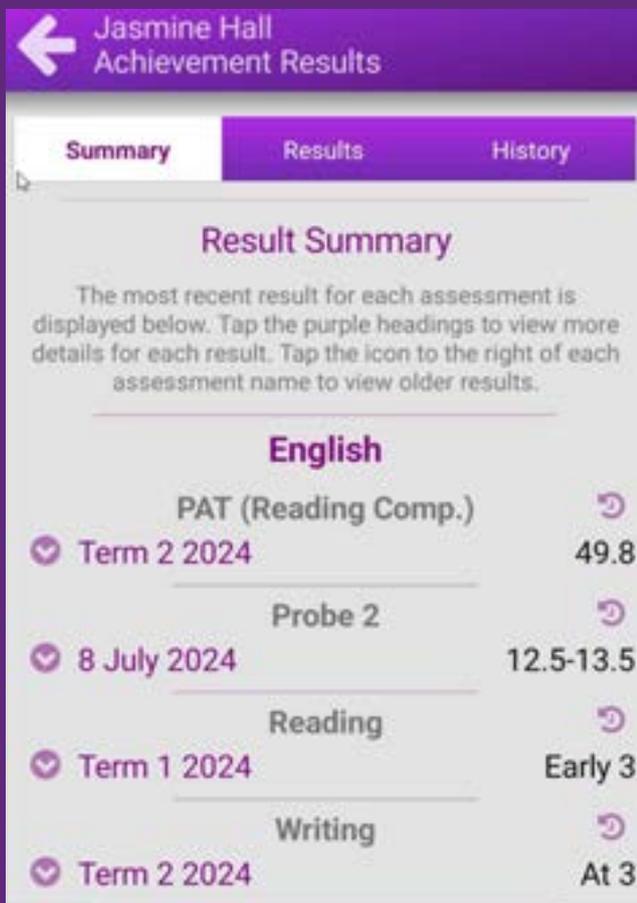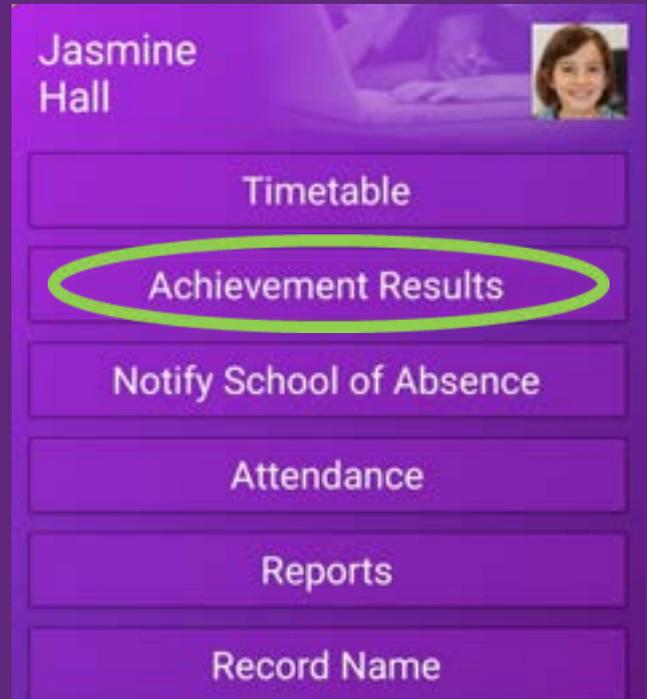
Once you have made your selections, click on 'Make Payment'. This will prompt you to choose a payment method (the available options will vary depending on your school).

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Achievement Results in the App

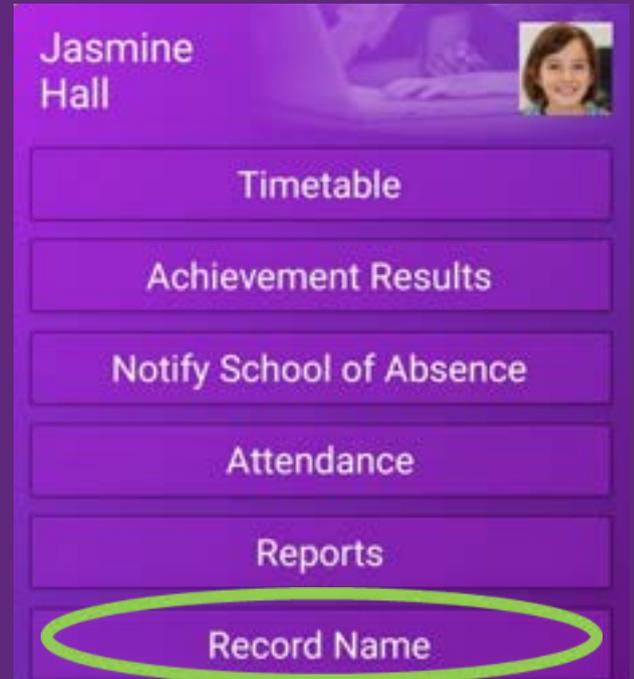Caregivers can easily see up to date achievement results in the app.

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.

Jasmine Hall

- Timetable
- **Achievement Results**
- Notify School of Absence
- Attendance
- Reports
- Record Name

Jasmine Hall Achievement Results

| Summary | Results | History |

Result Summary

The most recent result for each assessment is displayed below. Tap the purple headings to view more details for each result. Tap the icon to the right of each assessment name to view older results.

English

PAT (Reading Comp.)
Term 2 2024 — 49.8

Probe 2
8 July 2024 — 12.5-13.5

Reading
Term 1 2024 — Early 3

Writing
Term 2 2024 — At 3

Jasmine Hall Achievement Results

| Summary | Results | History |

Assessment: English - Writing

Writing

- Writing
- Upper Expectations
- Lower Expectations

Term 2 2024 — At 3
Date Assessed: 3 Jul 2024
Assessed by: Edge Support

Term 1 2024 — Early 3
Term 3 2023 — Above 2
Term 1 2022 — Early 2

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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.

Jasmine Hall

Timetable

Achievement Results

Notify School of Absence

Attendance

Reports

Record Name

Record Name of Jasmine Hall

Record Name of Jasmine Hall

Review Recording

Press the Play button to listen to your recording.

If you are satisfied with it, press Save to save and upload it.

Otherwise, press Cancel to discard it.

Cancel   Save

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.
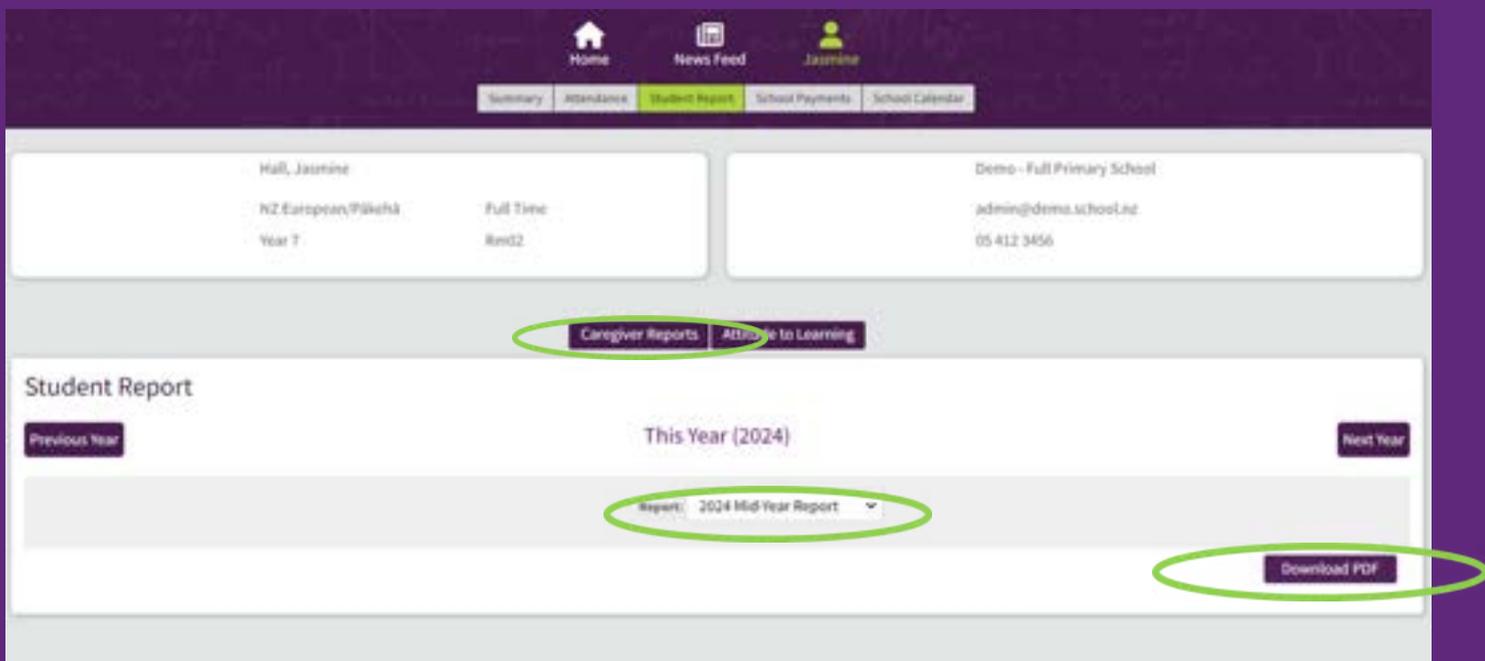3. Proceed to download the file by clicking 'YES'.

Depending on your device, you may be prompted to choose the application through which to view the file.
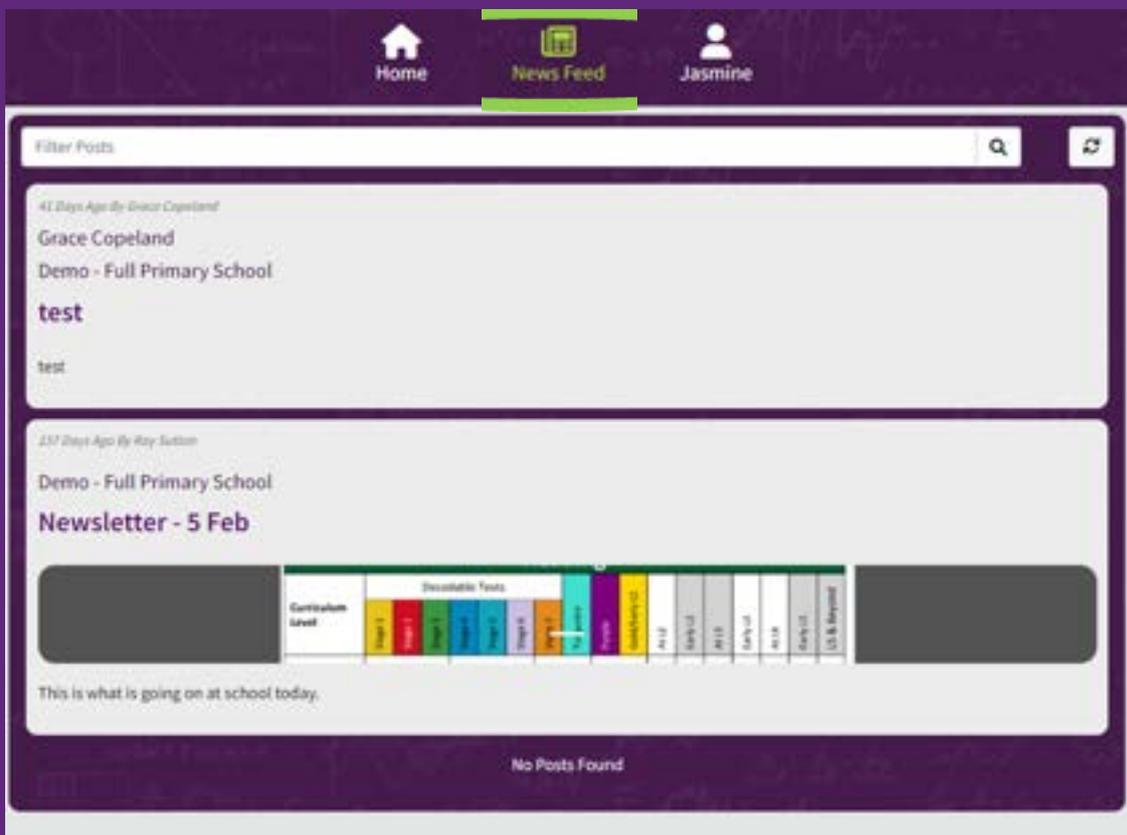
Reports in the Portal

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.
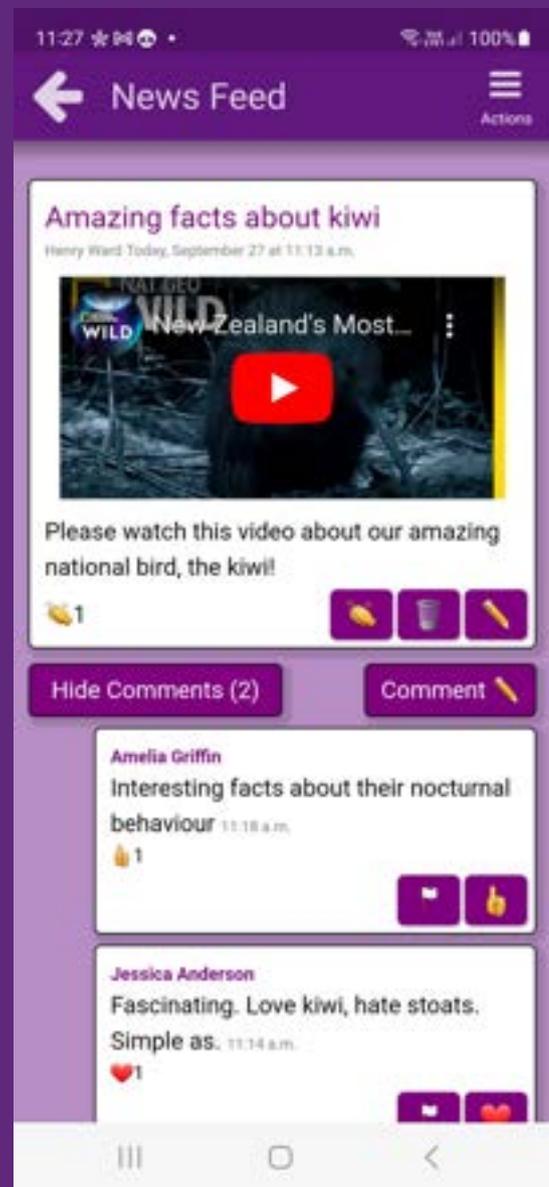4. Click on 'Download PDF'. The report will be downloaded to your device.

News Feed

Parents can stay updated in real-time through the News Feed feature on the portal. Teachers have the ability to upload photos and videos of school activities during the day, as well as share results and notices with caregivers.
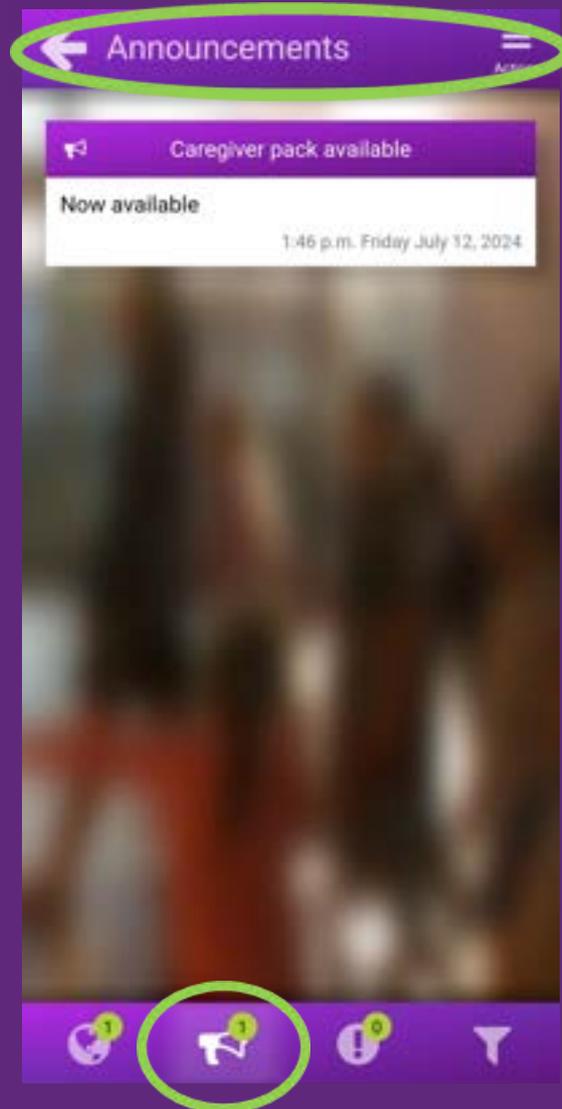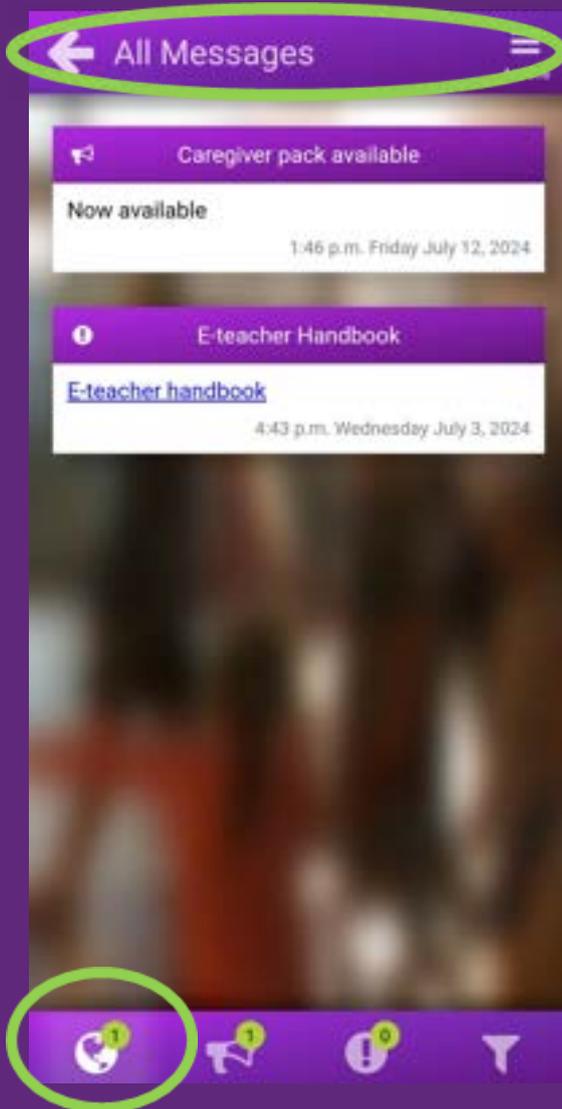
News Feed in The App

Parents can stay updated in real-time through the News Feed feature on the app. Teachers have the ability to upload photos and videos of school activities during the day, as well as share results and notices with caregivers.
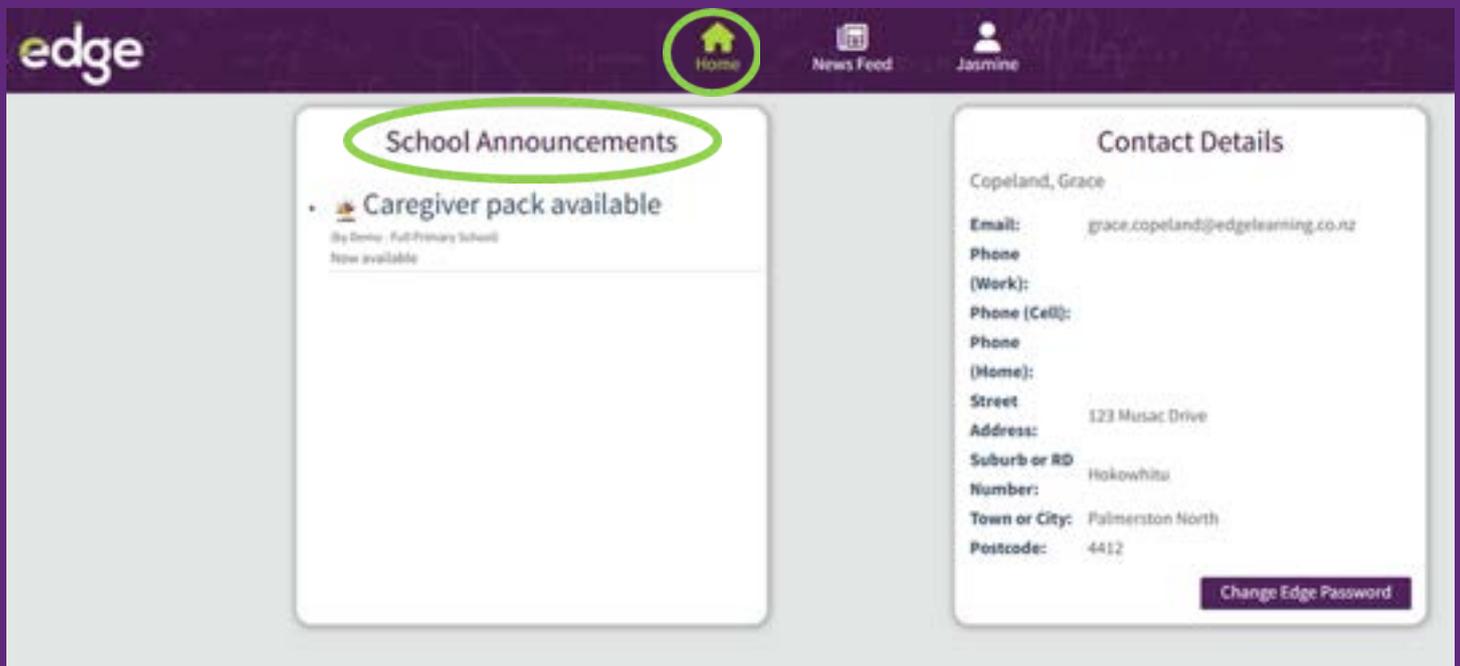
Other Communications in the App

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.

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Announcements in the Portal

Caregivers and parents can access school announcements by viewing them on the portal's home screen.

School Calendar

The school can also link their calendar with Edge so that parents and caregivers can see any events that are scheduled.

1. Select child's name.
2. Select 'School Calendar'.