

Parent Portal and Skoolbag User Guide

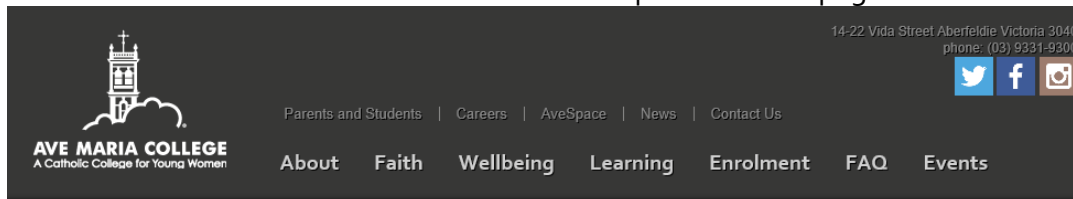
The College's Parent Portal is a web based application that allows parents to view student results, timetables, finance (debtor statements) and staff contact information.

For Assistance with the Parent Portal please contact the College by email avemaria@avemaria.vic.edu.au or telephone 03 9331 9300.

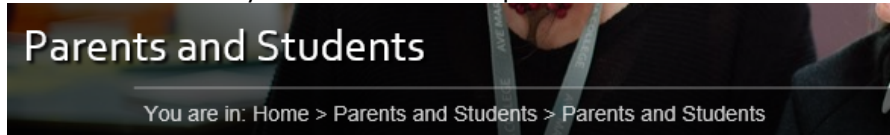
How to access the Portal

Access to the Parent Portal is via the College's Website www.avemaria.vic.edu.au

Click on the 'Parents and Students' tab at the top of the homepage.



Access Community Portal via the link provided at the bottom of the page



Parents are now able to access information in relation to their daughter's education, via the College website

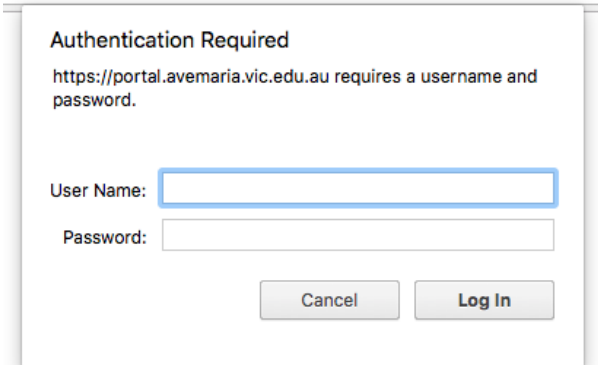
The Parent Portal is designed to facilitate the secure exchange of a range of important information about your daughter(s), your family and the College community.

A [User Guide](#) is provided here should you require assistance. If you cannot locate previously received login and password details, please contact the friendly staff at the College, who are only too happy to assist you, on 9331-9300 or email avemaria@avemaria.vic.edu.au

In an effort to reduce the College carbon footprint and to support our Franciscan heritage, student reports are now available on the College Parent Portal.

The Parent Portal can be accessed [here](#)

Parents/Guardians log into the Portal through the log in screen using access details previously supplied.



Authentication Required
https://portal.avemaria.vic.edu.au requires a username and password.

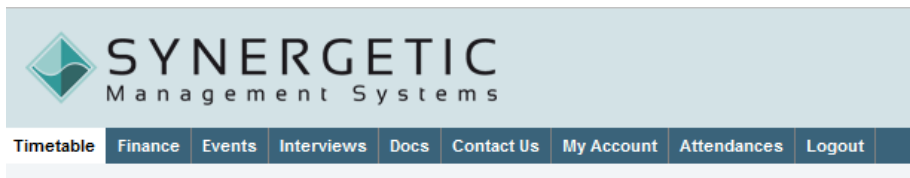
User Name:

Password:

Home Page

The home page has a menu bar at the top of the screen allowing access to Student details and other valuable information.

Please note some tabs are not yet in function



Timetable: Displays the student daily and weekly timetable.

Finance: Displays debtor balance, receipt/statement history.

Docs: Displays Student Reports

Contact Us: Displays staff contact details. Staff can be emailed from this area.



My Account: Displays the community member's contact details.

Attendances: Displays the period by period class attendance records for the year/term/semester specified.

Downloading Reports

To download your daughter' report please select:

- Docs icon from the top menu
- Select the Download icon under the heading 'Student Reports'.

Photo	Type	Created	Download	Open
Inserted from Photos	JPG	19/08/2016 12:49:13 AM		Open
Student Reports	Type	Created	Download	Open
Archive of Student Reports for 3/2016	PDF	30/08/2016 3:24:13 PM		Open

To view reports of more than one student in the family please select the student name you wish to view on the right hand side of the screen.

Please Note: You will need Adobe Acrobat Reader on your computer

SKOOLBAG

You can install the app on your phone or tablet device by following these instructions:

For iPhone and iPad users:

1. Click the "App Store" icon on your Apple device
2. Type Ave Maria College in the search field
3. If iPhone, you will see Ave Maria College Skoolbag appear, click "free" then "install"
4. If iPad, change the drop list to "iPhone Apps", select Ave Maria College, click "free" then "install"
5. When installed click "open"
6. Select "OK" to receive push notification, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup"
8. Toggle on the Push Categories that apply to you

For Android users:

You must first have signed up with a Google Account before installing the app.

- 1.
2. Click the "Play Store" button on your Android Device
3. Click the magnifying glass icon at the top and type in Ave Maria College Skoolbag
4. Click Ave Maria College when it appears in the search
5. Click the "Install" button
6. Click "Accept" for various permissions
7. Click "Open" when installed
8. Click the "More" button on the bottom right of the App, then "Setup"
9. Toggle on the Push Categories that apply to you