



REPORTING TO PARENTS AND WHĀNAU

STA^r St Albans Reporting



ACCESSING THE PROGRAMME

Enter the login for the programme into your browser <http://stalbans.linc-ed.com> or go through our website for a quick link.

SCREEN SETTING

We suggest that you drag your browser window so that it fills the screen.

LOGGING IN

You will have been issued with access information. If you are having any problems accessing the programme please email diane.mawhinney@stalbans.school.nz and she will answer your query as soon as possible.

PASSWORD PROBLEMS

If you cannot make your password work click on **LOST YOUR PASSWORD**. An email will be sent to you allowing you to change the password to something that suits you. Please check that this email doesn't drop into your spam folder.

CHANGE OF EMAIL ADDRESS

What if you have changed your email address since last year? It doesn't matter as the email address only acts as a username, that is... unless you cannot remember your password. If this has happened please email diane.mawhinney@stalbans.school.nz and inform us of your new email address, we will send you new login details.

NEW SIBLINGS

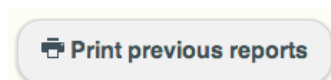
If you have had another child start with us since last year you are able to access their profile using your original login details. If for some reason they do not appear please email diane.mawhinney@stalbans.school.nz and she will remedy this as soon as possible.

ACCESSING MORE THAN ONE CHILD



If you have more than one child at our school you will be able to access their reports by clicking on their name at the top of the page.

DOWNLOADING REPORTS

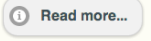


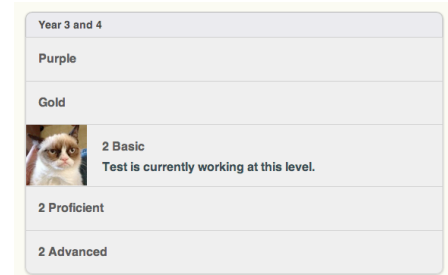
By clicking on this button you are able to download a digital copy of your child's previous reports.


A reminder that the downloaded report is text only and doesn't include the coloured graphs. The formatting is currently being worked on, as this programme is designed to be an on-line interface.

STUDENT PROGRESS – ADDITIONAL INFORMATION

Read More

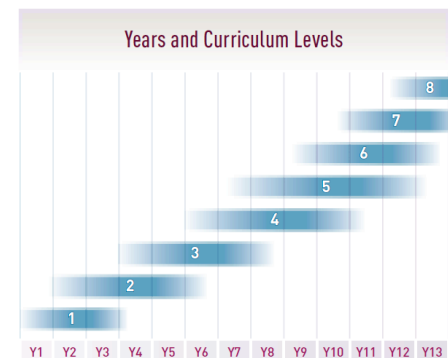
Located on  each curriculum page, this button provides more information and a clear visual picture of how the level your child is 'working at' fits with their movement through the school system.



| |
|---|
| Year 3 and 4 |
| Purple |
| Gold |
|  2 Basic Test is currently working at this level. |
| 2 Proficient |
| 2 Advanced |

Years and Curriculum Levels

Each curriculum level is expected to take two years to work through. In order for you to see progress through the level we have broken the level into parts, beginning (B), proficient (P) and advanced (A). Many students do not, however, fit this pattern. They include those with special learning needs, those that are gifted, and those that come from non-English-speaking backgrounds.



Changes to our Written Language Scale

As we move to improve our reporting system we made a change to our assessment guides at level one of the English curriculum in writing. If you notice a discrepancy between the level indicated on the graph and the report you downloaded in December 2013 please let us know; we will be very happy to fix it for you.

CHANGES TO THE INTERFACE

The programmer has made some changes to the parent portal; we hope this makes it easier to access your child's information. On your child's home page these options will be immediately available to you. The red numbers on the curriculum areas will vary depending on the number of comments made over time.

