

Wollemi College



How to use the Parent Portal

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III. Parent Teacher Interview

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Welcome to Wollemi College's Parent Portal. Through this Portal, parents can access their child's academic records, update contact and medical details, check on the student's timetable, term reports, and attendance.

You can also book the Parent Tutor interview through the portal. This step by step guide will take you through the features of the Portal and how to book the interview with your tutor.

1. First, go to the Wollemi website – www.wollemi.nsw.edu.au and click on the Parents link as shown below



2. A new window will appear for the Parent Portal.


If another window comes up requiring Microsoft Silverlight, proceed to the next page. If the Parent Portal window comes up as above, please proceed to page 5, **Accessing the Parent Portal**.

I. Pre-requisites

- The Portal requires Microsoft Silverlight. For those computers that do not have Microsoft Silverlight, it only takes a few clicks to install it. By default, the application will detect that it requires Microsoft Silverlight. To install, simply follow the prompts:

Check the table below for System Requirements and compatibility chart with different Operating System and browsers.

Get Microsoft Silverlight



You are running on a browser that may not be fully compatible with Microsoft Silverlight. You can still try to install by clicking below or you can refer to the [System Requirements](#) for more information.

[Direct Download Links](#)

- [Install for Windows](#)
- [Install for Macintosh](#)

[Installation Instructions](#) | [System Requirements](#) | [Uninstall Silverlight](#)

Compatible Operating Systems and Browsers

Operating System	Internet Explorer 9	Internet Explorer 8	Internet Explorer 7	Internet Explorer 6	Firefox 3.6+	Safari 4+	Chrome 12+
Windows Vista	✓	✓	✓	-	✓	-	✓
Windows 7	✓	✓	-	-	✓	-	✓
Windows 7 SP1	✓	✓	-	-	✓	-	✓
Windows Server 2008 SP2	-	-	✓	-	✓	-	✓
Windows Server 2008 R2 SP1	✓	✓	-	-	✓	-	✓
Windows Server 2003, Windows XP SP2, SP3	-	✓	✓	-	✓	-	✓
Macintosh OS 10.5.7+ (Intel-based)	-	-	-	-	✓	✓	-

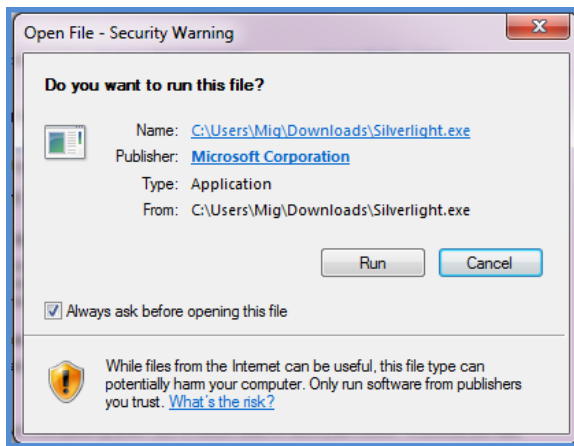
* Supports 64-bit mode

Silverlight 4 compatible operating systems and browsers found [here](#).

Minimal Requirements

Components	Requirement
Windows	X86 or x64 (64-bit mode support for IE only) 1.6-gigahertz (GHz) or higher processor with 512-MB of RAM
Macintosh (Intel-based)	Intel Core Duo 1.83-gigahertz (GHz) or higher processor with 512-MB of RAM

- When ready, click on Install for Windows as displayed above.
- The download should start. When complete, double-click on SilverLight.exe to start the install.



6. Click on Run



7. Click on Install now.
8. Once the installation has completed, close the current browser tab.



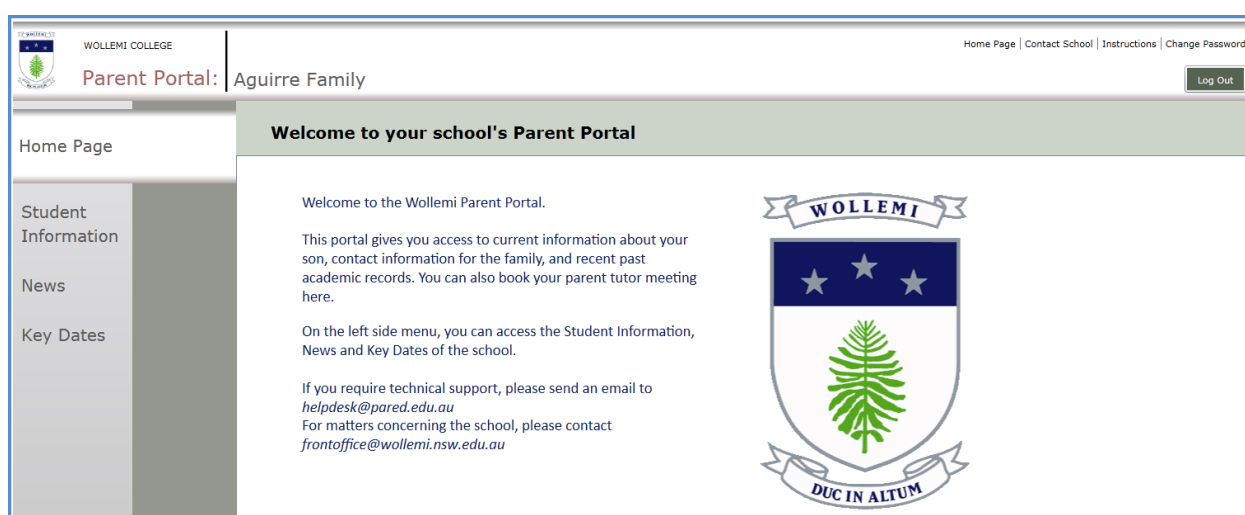
9. This should take you back to the Parent Portal Login Page.

II. Accessing the Parent Portal

The school has provided you with your username and password. Use these account details to login. If you don't have these account details, please contact the school to obtain a username and password.



10. Please enter the username and password that was supplied to you by the school. Enter **WOL** (not case sensitive) in the School field of the Parent Portal Logon page and then click Login.
11. The Home Page will come up as shown below. Click on the Student Information to see all the available details of the student.



12. Then click on the student and see the different fields like Details, Address, Medical, Attendance, Timetable, Reports, Teachers and E-Portfolio.

WOLLEMI COLLEGE

Parent Portal: Aguirre Family

Log Out

Home Page | Contact School | Instructions | Change Password

Parents/Guardians | Edwin Aguirre & Aster Aguirre

Language spoken: English

Original Nationality:

Student ID | 1217 | House |

Christopher Aguirre | M | Age: 12 | Year 7 | Class 7

Details | Address | Medical | Attendance | Timetable | Reports | Teachers | E-Portfolio

Student ID	First Name	Middle Name	Last Name	House
000005	Christopher		Aguirre	

Language	Nationality	Religion	Year	Class
English		Catholic-Roman	7	7

Student Information

News

Key Dates

Back to Home Page

Christopher Aguirre

Christian Aguirre

Wollemi Old Boys

13. If you need to update your personal information, you can do so by clicking in the Edit Details

WOLLEMI COLLEGE

Parent Portal: Aguirre Family

Log Out

Home Page | Contact School | Instructions | Change Password

Parents/Guardians | Edwin Aguirre & Aster Aguirre

Language spoken: English

Original Nationality:

Student ID | 1217 | House |

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Student Information

News

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Back to Home Page

Christopher Aguirre

Christian Aguirre

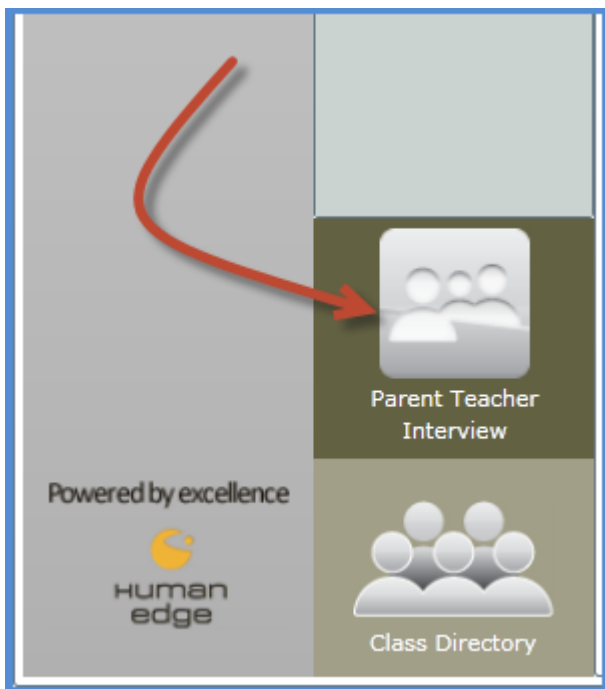
Wollemi Old Boys

Edit Details

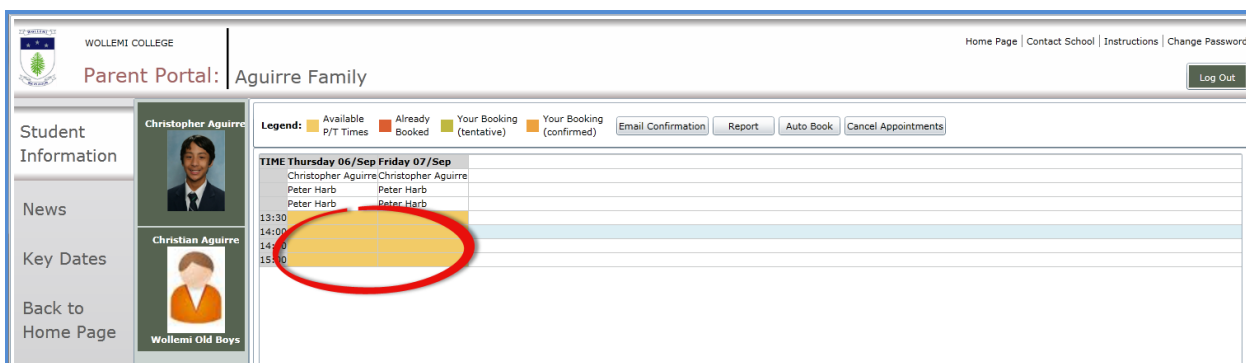
Fill in the details that you want updated and then it will be sent to the front office at Wollemi and your records will be updated accordingly.

III. Parent Teacher Interview

You can use the Parent Portal to book for the Parent Teacher interview. You can find this feature at the bottom left of the Student Information menu.



To begin booking the interview with your tutor, click on the Parent Teacher Interview icon.



The tutor's available times should appear. To select your desired date and time for the interview, click on the available time

Parent/Teacher Interview Details

Teacher
Peter Harb

Student
Christopher Aguirre

Date
07/09/2012

Time
02:00 PM

Interview Length (minutes)
30

Subject
HOMEGROUP:Peter Harb - Peter Harb

Comments

Include Additional Contacts

	Relationship	Title	First Name	Last Name
<input type="checkbox"/>	Mother		Aster	Aguirre

In the comments section, you can send a message to the tutor regarding the upcoming interview, or you can leave this blank.

The Include Additional Contacts simply includes the additional contact in the email recipient for an email reminder for the interview.

Once you are satisfied with the date and time, you can click on Save Changes.

A Send Email Confirmation box will appear. If you want a record of the interview booking, you can choose to click on Send Email Confirmation, or skip the email altogether.

Email Confirmation

Do you wish to send an Email Confirmation?

Your Email address

Additional Address (optional)

Once this step has been completed, the times you booked will now show in the portal. You will also receive an email if you click on the Send Email Confirmation.

Notice that the times you booked will show the same colour as "Your Booking (tentative)". This is because the Tutor has yet to confirm your booking. Once the tutor confirms your booking, this colour will change to the same colour as "Your Booking (confirmed)".

Your Booking (tentative)

The screenshot shows the Parent Portal for the Aguirre Family at Wollemi College. The left sidebar contains links for Student Information, News, Key Dates, and Back to Home Page. The main content area displays a calendar for Thursday 06/Sep and Friday 07/Sep. A red arrow points to a tentative booking for Christopher Aguirre on Thursday 06/Sep at 13:30. The legend indicates that a green box represents 'Your Booking (tentative)'.

TIME	Thursday 06/Sep	Friday 07/Sep
13:30	Christopher Aguirre	Christopher Aguirre
14:00	Peter Harb	Peter Harb
14:30	Peter Harb	Peter Harb
15:00		

Your Booking (confirmed)

The screenshot shows the Parent Portal for the Aguirre Family at Wollemi College. The left sidebar contains links for Student Information, News, Key Dates, and Back to Home Page. The main content area displays a calendar for Thursday 06/Sep and Friday 07/Sep. A red arrow points to a confirmed booking for Christopher Aguirre on Thursday 06/Sep at 13:30. The legend indicates that an orange box represents 'Your Booking (confirmed)'.

TIME	Thursday 06/Sep	Friday 07/Sep
13:30	Christopher Aguirre	Christopher Aguirre
14:00	Peter Harb	Peter Harb
14:30	Peter Harb	Peter Harb

Once confirmed, this will reflect in the calendar (Key Dates – left side menu)

IV. Class Directory

The Class Directory is another great feature of the Portal. This is an opt-in feature where your details (address, phone numbers, mobile numbers and email addresses) can be made available to other parents in the school. Once you made the selection, you can then publish your details in the Class Directory.

Your details will only be available to other parents in your son's class accessing the Parent Portal. It will not be available in public.