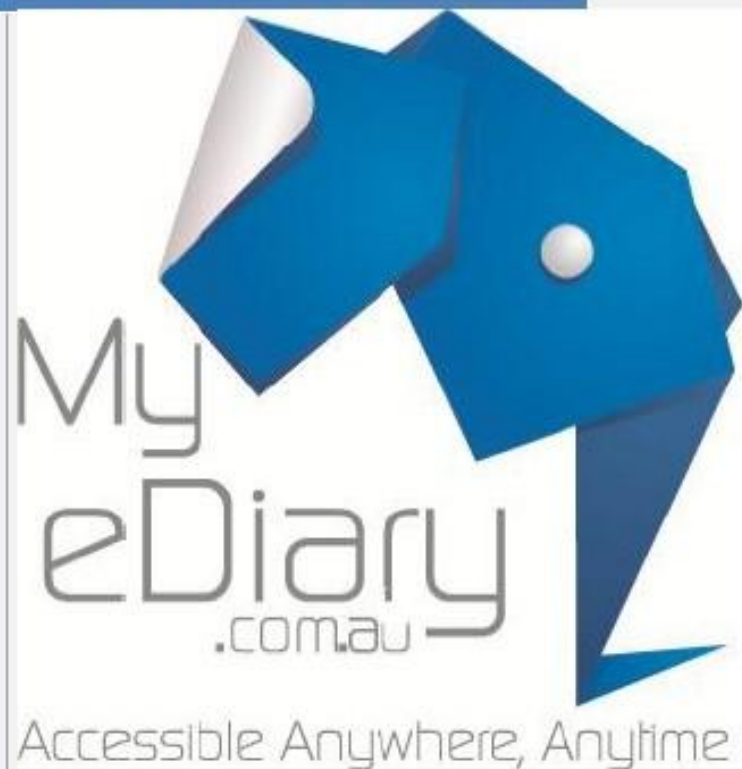


Parent & Guardian Training

Ceduna Area School

18th February 2014

MyEDiary Guardian Handbook



by

Distinction Diaries

1. Find the invitation sent to you & click on the activation link.

If you have not received an invitation yet, please request one from

dl.0734.ictadmin@schools.sa.edu.au

MyEdiary Guardian Invitation Inbox x

noreply@myediary.com.au via sendgrid.me Feb 6 (12 days ago) ☆

to me

Dear Parent/Guardian,

You have been invited as a parent or guardian of one or more students at Ceduna Area School.

Please click on the link below to accept that you are the parent/guardian and to set up your free eDiary account with us. Once your account is complete you will have the ability to view your child's set homework and assignments online and via emailed reports. You will find a detailed tutorial on your homepage once you have signed in.

Please click on the link below to continue your activation:

https://cedunaas.myediary.com.au/guardian_invites/jLuj2OwysF1naA4C9Kshw

Regards,
EDiary Coordinator

Ceduna Area School 3 May Crescent Ceduna S.A. 5690

2. Click on the Green button

Are you are a parent or guardian of a student at Ceduna Area School ?

One of the E-Diary coordinators at Ceduna Area School has identified you as the guardian of one or more students there.

Yes, I am actually

No, I'm afraid not

3. Set up your account by putting in your name & password (and other details as required).

Make sure you have the correct time zone selected. (Australia/Adelaide)

Welcome to MyEdiary

We'll need a few details to get you started.

* First name

* Last name

* Password

Password confirmation

Time zone

4. You should then see this screen.

You should see a list of your children. Please tick 'yes' to confirm your relationship with them.

You now have guardian access at Ceduna Area School

Are you the parent or guardian of Louisa Wood?

Are you the parent or guardian of Abe McGrath?

Homework Reports

Tutorials

Account Settings

Contact Us

5. After you confirm your relationship with your children, you can then click on their icon to view their homework & school events.

This is your home screen where your child/children should be listed. Click on the child you wish to view in more detail.

6. Once a child is selected their **timetable** appears with their **homework due**, overdue, completed and school events listed underneath.

This is the guardianship page.

All Kids

Class Timetable Home

Select a class to view assignments or message the teacher.

Unnamed | Unscheduled

Monday	Tuesday	Wednesday	Thursday	Friday
09:05 - 09:50 Mathematics Year 6 Wright/Bray	09:50 - 11:20 Mathematics Year 6 Wright/Bray	11:40 - 13:10 Year 6 Science Wright	09:05 - 09:50 Mathematics Year 6 Wright/Bray	09:05 - 10:35 Mathematics Year 6 Wright/Bray
10:35 - 11:00 Personal Development Plan	11:40 - 13:10 Year 6 Science Wright	13:45 - 14:30 Year 6 Music		12:25 - 13:10 Personal Development Plan
11:40 - 13:10 Stage 1 Music	11:40 - 13:10 Stage 2 Music			13:45 - 15:15 Stage 1 Music
11:40 - 13:10 Stage 2 Music	11:40 - 13:10 Stage 1 Music			13:45 - 15:15 Stage 2 Music
14:30 - 15:15 Year 6 Science Wright	13:45 - 15:15 Year 6 Music			14:30 - 15:15 Personal Development Plan

Homework Due | Homework Overdue | Homework Completed | School Events

Due Date	Subject	Name	Time Req'd	Weighting
18 Feb 2014 22:00	Stage 2 Music	Echoes: Audio 1 Assignment	30	0

7. Any blue linked data can be clicked on for more detail.

Homework/Assignments are displayed in the same way as your child sees their homework after double clicking in their MyEDiary.

By clicking the **Back** button, you will find all assignments that have been set for the class/subject you have just viewed.

Home button takes you back to the home page.

Stage 2 Music

Teachers: Deb Richter

Name	Echoes: Audio 1 Assignment
Due	18 Feb 2014 22:00
Estimated Time	30 minutes

Audio Extract 1:

Listen to the audio extract and answer the following questions:

- Identify the title of this piece of music from which this extract has been taken and why do you think the composers decided on this name. /2
- What Bar numbers are played (completely) in this extract? /2
- Which instrument is featured, and what recording techniques are used, during this extract. /2
- What is the Key of this Section?
 - B minor
 - B^b minor
 - C[#] minor
 - A^b minor /2
- What note is played in Bar 1 of this piece?
 - B
 - B^b
 - C[#]
 - A^b /1

Back

8. From the guardianship page, if you choose **HomeWork Overdue**, the set homework tasks that have **not** been completed before **due date** are displayed. The blue link can be clicked to display the homework. Recommended time for completion and %mark of final grade are also displayed.

Homework Due **Homework Overdue** Homework Completed School Events

Due Date	Subject	Name	Time Req'd	Weighting
14 Feb 2014 13:00	Stage 2 Music	Investigation Task	30	40

9. From the guardianship page, if you choose **HomeWork Completed**, the set homework tasks that have been completed are displayed.

Homework Due Homework Overdue **Homework Completed** School Events

Due Date	Subject	Name	Time Req'd	Weighting
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10. You can view **School Events** from the Guardianship page to keep up to date with the events on the School Calendar.


Homework Due Homework Overdue Homework Completed **School Events**

Due Date	Subject	Name	Time Req'd	Weighting
11 Apr 2014 00:00	-	Last Day of Term 1	-	-
10 Apr 2014 00:00	-	Far West SSSSA Athletics	-	-
31 Mar 2014 00:00	-	SAPSASA Softball	-	-
24 Mar 2014 00:00	-	WASSAC Sports Day	-	-
21 Mar 2014 00:00	-	SAPSASA Swimming	-	-
12 Mar 2014 09:00	-	WCIAC Sports Day	-	-
10 Mar 2014 00:00	-	Adelaide Cup Holiday	-	-
07 Mar 2014 00:00	-	Student Free Day	-	-
04 Mar 2014 15:30	-	Parent\Teacher Interviews	-	-
03 Mar 2014 09:00	-	Far West SSSSA Swimming	-	-
28 Feb 2014 09:00	-	Years 6-12 Sports Day	-	-
24 Feb 2014 09:15	-	Sleeping Beauty Performance	-	-
21 Feb 2014 09:00	-	R-5 Sports Day	-	-


11. From the **Home** page you can view a report of your child's homework by clicking on the **Homework Reports** icon.

(View Summary in your eDiary) takes you back to the guardianship page.

Unsubscribe or manage your MyEDiary communication preferences takes you to the **Homework Reporting & Communication** page.

 **Ceduna Area School** [Help](#) Hi, Parent. [Sign Out](#)

Dear Parents Kids
Please view your child's homework report.

 **All Kids**
[\(View Summary in your eDiary\)](#)
[Unsubscribe or manage your MyEDiary communication preferences for All's school.](#)

Homework Overdue
Please note that outstanding homework appears on this list as your child has not ticked in their eDiary it has been completed.

Due Date	Subject	Name	Description
14 Feb 2014 13:00	Stage 2 Music	Investigation Task	Begin researching on the topic you have submitt...

Homework Due (Next 7 Days)

Due Date	Subject	Name	Description
18 Feb 2014 22:00	Stage 2 Music	Echoes: Audio 1 Assignment	Audio Extract 1: Listen to the audio extract an...

[Home](#)

12. Here you can update the frequency of reporting for each of your children.

If you wish to change the details from the weekly default settings when these homework reports get emailed to you make your required changes and then choose **Update**.

If no changes are required, select **Home**.

Homework Reporting & Communication

Here is where you can control how often you would like to be emailed:

1. Reports of your child's homework and assignments
2. Communication relating to your children

Reports & Communication are currently set to be sent to :

1. Please select how often you would like to be emailed reports on your child's homework :

All

Weekly

Fortnightly

Monthly

Never

2. Please select how often you would like to be notified about *specific* comments :

All

Weekly

Fortnightly

Monthly

Never

3. Please select how often you would like to be notified about *general* comments :

All

Weekly

Fortnightly

Monthly

Never

13. From the **Home** page you can send a message to your teacher by clicking on the **Messages** icon.

Type your message into the bottom box to the left of the send icon. When finished click **Send**. An email is sent to the teacher to alert them to this message as well as it appearing in MyEDiary.

By typing part of the teacher's name in the Search box, the teacher's name or class will display. Make sure the "You are chatting to" is correct!

Click the **back** button to get back **Home** if the Home button is not displayed.

Search

All

6 English- Wright

Tahla Warmington

Mathematics Year 6 Wright/Eray

Personal Development Plan

Stage 1 Music

Deb Richter

Stage 2 Music

Year 6 Music

Year 6 Science Wright

Stage 1 Music regarding All Kids

You are chatting to Deb Richter (Teacher)

Thanks for setting some homework for my child but unfortunately he could not complete his homework last night because he had to help me do my housework.

Send

14. From the **Home** page you can watch some Video Tutorials by clicking on the **Tutorials** icon. Please note that these are streamed from YouTube.

Hogwarts School of Magic Home EDiary Help

Hi, Colin Sign Out

*First name: Colin

*Last name: Wood

Phone

This number will be visible by all staff, teachers and parents

Time zone: Australia/Melbourne

Update Details

Show | View All

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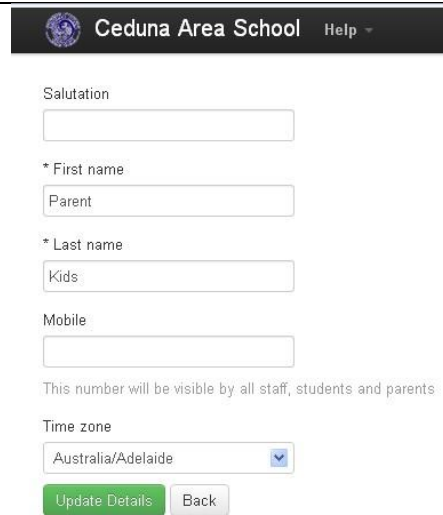
Distinction diaries

1:09 / 1:46

15. From the **Home** page you can edit your Account Details by clicking on the **Account Settings** icon.

Name, Salutation, Mobile Phone number and TimeZone can be updated.

Choose **Update Details** if changes have been made or **Back** if you wish to return to Home page.



Ceduna Area School Help

Salutation

* First name
Parent

* Last name
Kids

Mobile

This number will be visible by all staff, students and parents

Time zone
Australia/Adelaide

Update Details Back

16. The **Contact Us** icon is to contact Distinction Diaries as programmers of this resource.



Distinction Diaries Pty Ltd

Email: support@myediary.com.au

ABN: 64 149 866 339

ACN: 149 866 339

Head Office (Australia):
PO BOX 205
DUNCRAG WA 6023
Ph: 1800 236 712 (Free Call)
Fax: (08) 6210 1702

Head Office (New Zealand):
PO BOX 25713
St Hillers Auckland 1740
Ph: 1800 236 712 (Free Call)

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Privacy Policy

Distinctiondiaries

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17. Relocating your MyEDIary after you've signed up!

Go to <https://cedunaas.myediary.com.au> and sign in with your email address and password when you originally registered.

18. To quickly get back to this site, **Bookmark** this address or Add it to your **Favourites**.

If you are using an iPad, press the **“+” sign near the url and select “Add to Home Screen”**

19. If you forget your password, you can resend it to yourself by executing the following steps:

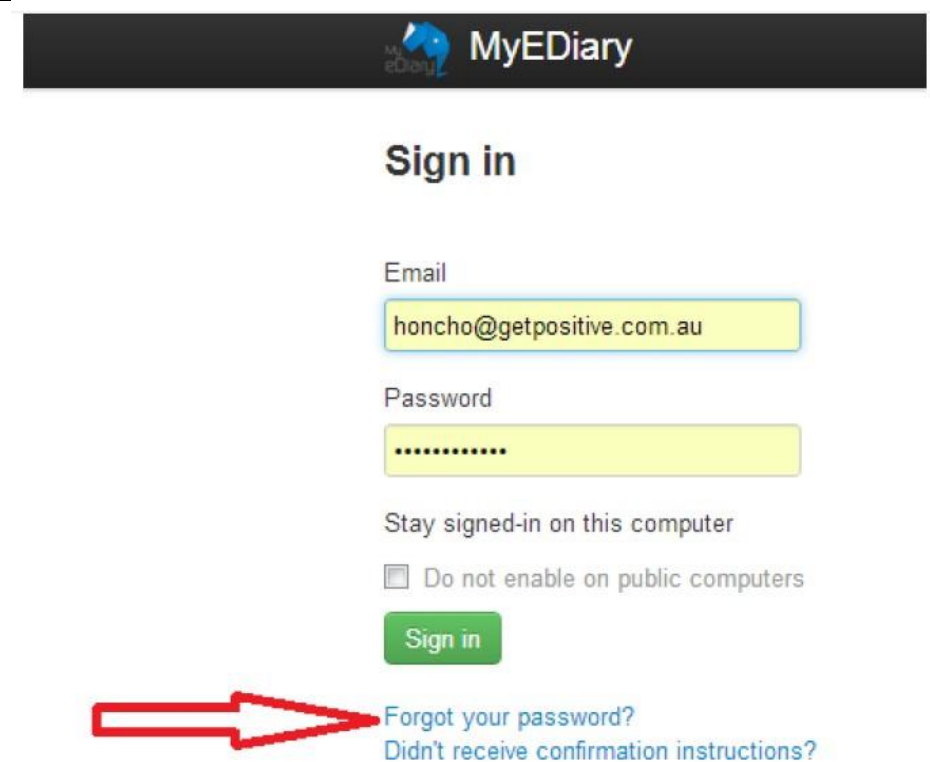
Go to the MyEDdiary website and click on **“Forgot your password?”**

Fill in the form requiring your email address and press **“Send me Reset Password Instructions”**

You will receive an email with instructions about how to reset your password in a few minutes.

When you receive your email, Click on the **“Change my password”** link.

Fill in the form with your new password. Click on **“Change my password”**.



MyEDIary

Sign in

Email
honcho@getpositive.com.au

Password
.....

Stay signed-in on this computer

Do not enable on public computers

Sign in

[Forgot your password?
Didn't receive confirmation instructions?](#)