
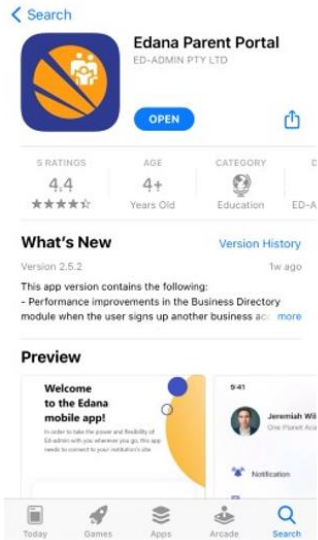
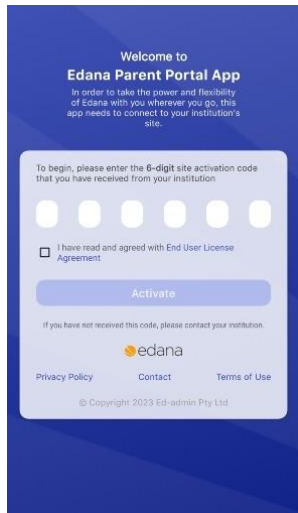
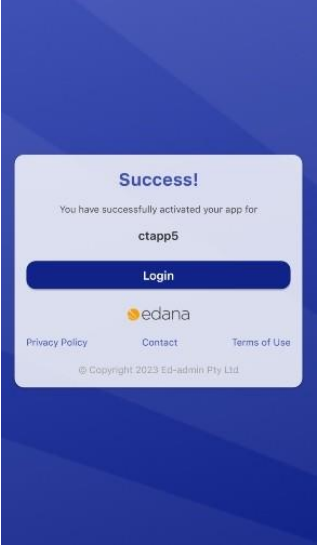
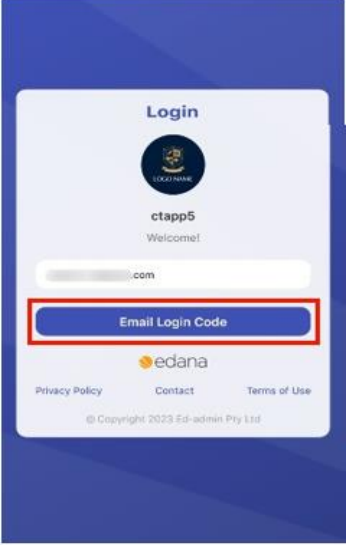
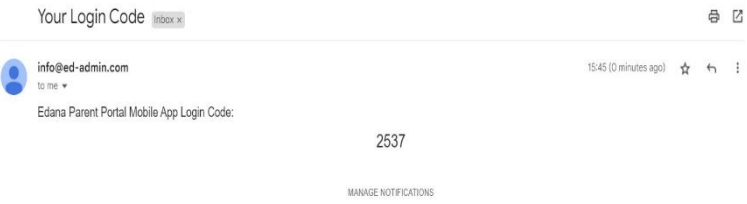
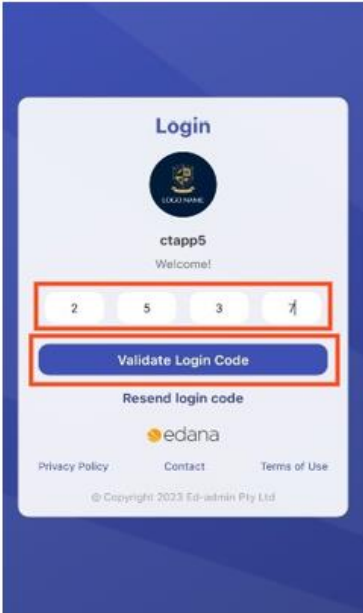
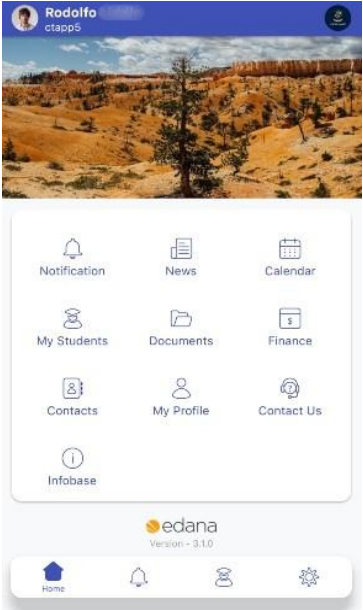
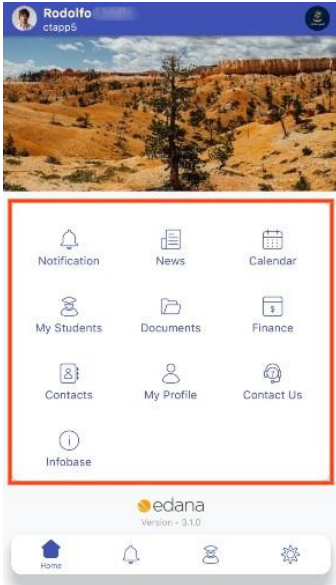


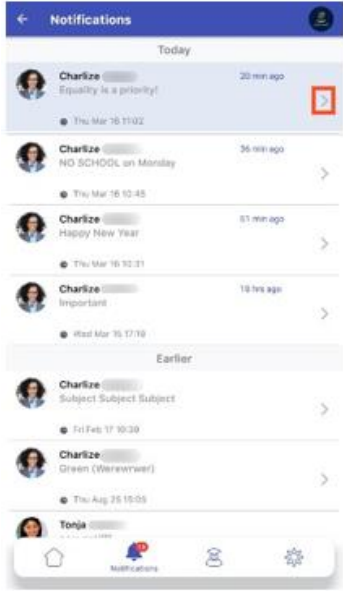
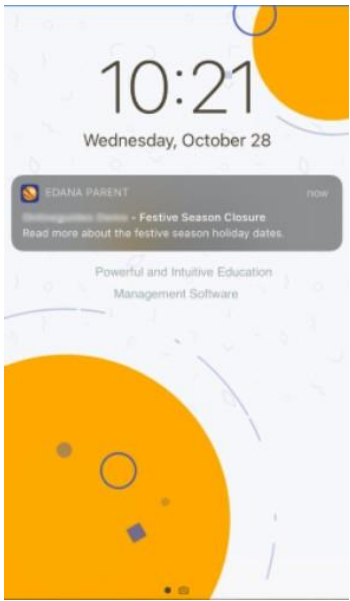
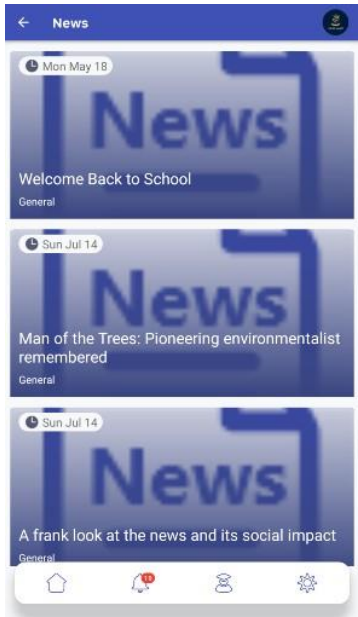
# Ed-admin - User Guides


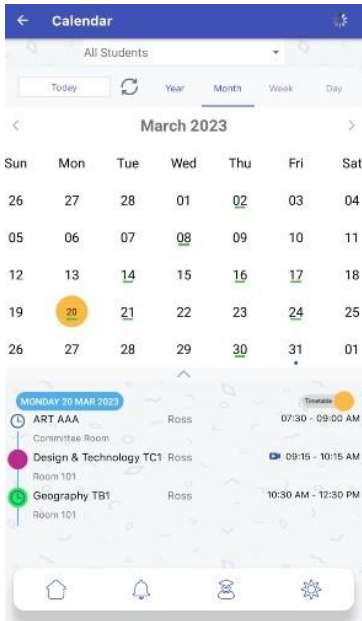
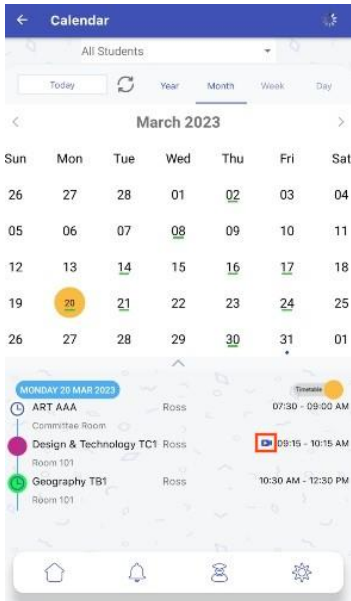
## Mobile App - Parent - Parent Portal Mobile App (User Guide)

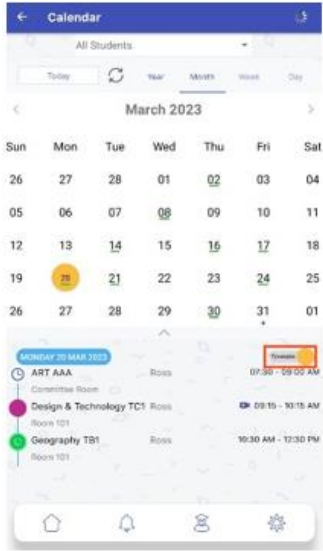
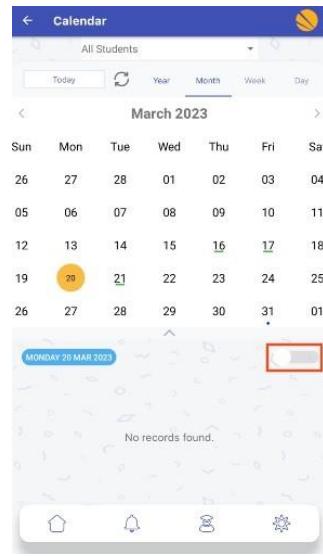
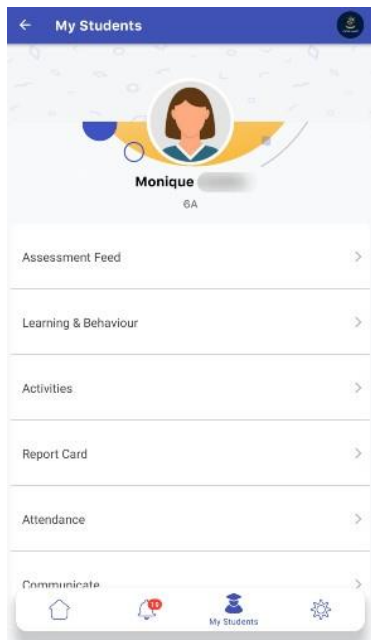
1.	<p><b>Brochures:</b></p>	<p><a href="#">Mobile App Features</a></p>
2.	<p><b>Introduction:</b></p> <p>The Parent Mobile Application is a scaled-down version of the Parent Portal, offering a rich interface to display your child's information to you.</p> <p><b>*The Parent Portal will be introduced shortly.</b></p>	
3.	<p><b>Availability:</b></p> <p>The app is available for download on the Apple App Store, as well as the GooglePlay Store, free of charge.</p> <p>Use the link below to view the mobile application in action.</p> <p><a href="#">Edana Parent MobileApplication</a></p>	
4.	<p><b>Log in:</b></p> <p>To log into the Parent App, an activation code is required.</p> <p>The activation code links the App to Woodridge.</p> <p>Use the code below for activating the Parent App.</p> <p><b>WOODRIDGE ACTIVATION CODE:</b></p> <p><b>500914</b></p>	

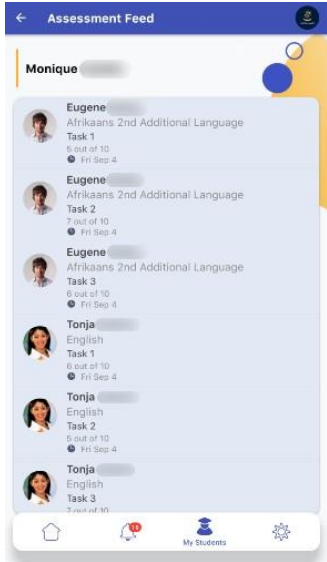
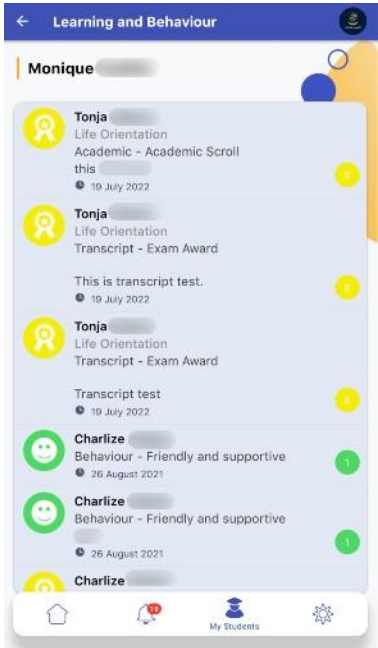
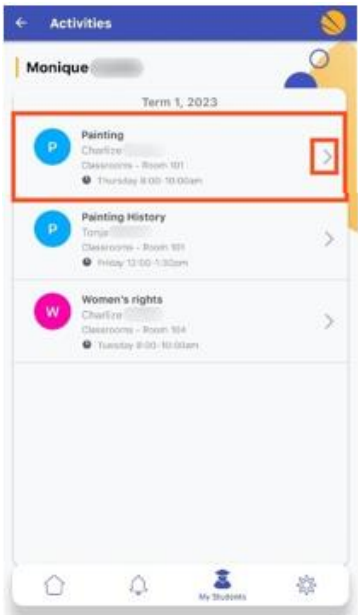
<p>5.</p>	<p><b>Log in:</b></p> <p>Upon successful entering the code, you will receive a message as shown in the image.</p>	
<p>6.</p>	<p><b>Log in:</b></p> <p>Once the app has been activated, you will be able to log in as a parent using the email address on record at Woodridge.</p> <p>To do so, enter your email in the indicated field and then select the Email Me Login Code button.</p>	
<p>7.</p>	<p><b>Log in:</b></p> <p>If the email address matches the one in our record, you will receive a Log in code from our general email address.</p> <p><a href="mailto:ed.admin@woodridge.co.za">ed.admin@woodridge.co.za</a></p> <p>Please contact the designated staff at the prospective campuses if you cannot recall your email address. i.e., College: Hajira Dladla Prep: Sarah Moodley</p> <p><b>NOTE:</b> Remember to check the Spam folder or junk mail folder also please mark <a href="mailto:ed.admin@woodridge.co.za">ed.admin@woodridge.co.za</a> address as safe.</p>	

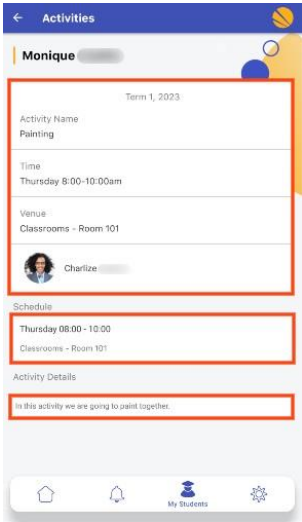
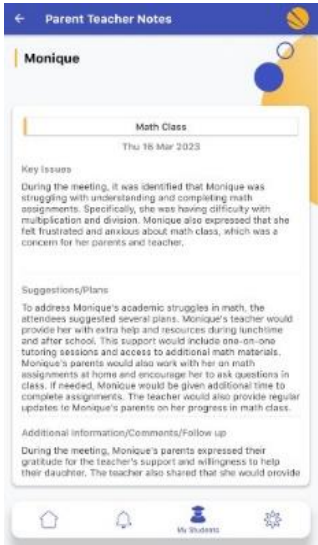
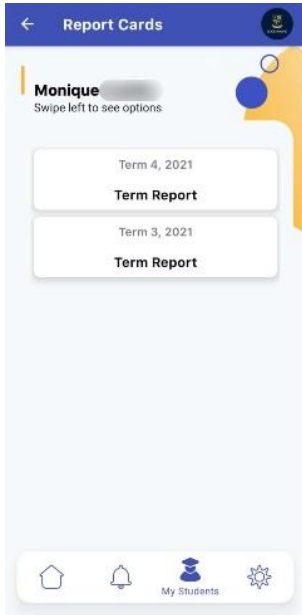
<p>8.</p>	<p><b>Log in:</b></p> <p>Now, type in the code and select the Validate Login Code button. If you do not receive the code, tap the Resend Login Code button.</p>	
<p>9.</p>	<p><b>Log in:</b></p> <p>By default, once you have successfully logged in to the mobile App, you will be directed to the home page that displays a menu of the app's modules (icons).</p>	
<p>10</p>	<p><b>Home page:</b></p> <p>On the home page, you can access different modules (icons) by using the provided menu to navigate between them.</p> <p style="text-align: center;"><b>Note:</b> <b>Modules refers to the various tabs on the Home page.</b></p>	

<p>11</p>	<p><b>Notifications Module:</b></p> <p>This module shows any Notifications (messages) that Woodridge has sent for your attention.</p> <p>By selecting the indicated arrow, you can read the details of the notification.</p> <p><b>Note:</b>  <b>Notification:</b> View on App or web.  <b>Email:</b> View in your email/mailbox and App/Web</p>	
<p>12</p>	<p><b>Notifications Module:</b></p> <p>Woodridge can send you a push notification. This is how a push notification appears on your mobile phone.</p>	
<p>13</p>	<p><b>News Module:</b></p> <p>News items may consist of articles, or even events information.</p> <p><b>Note:</b>  The Woodridge menu can be viewed daily in the news module.</p>	

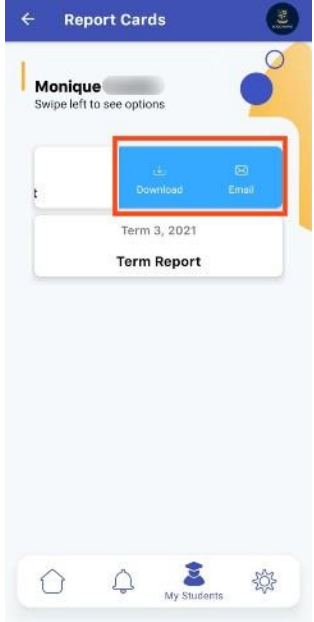
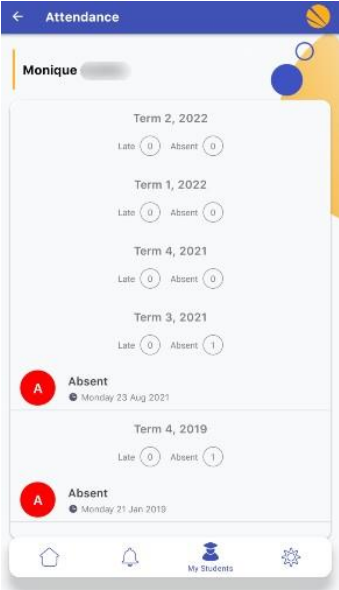
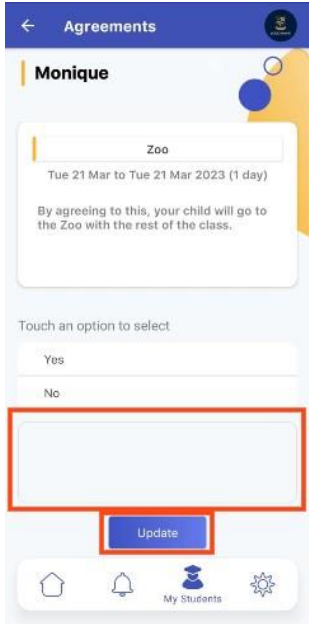
<p>14</p>	<p><b>News Module:</b></p> <p>This is how the News appears on this module of the mobile app.</p> <p style="text-align: center;"><b>NOTE:</b> There are no push notifications available for News items, and you can only view them on the module.</p>	
<p>15</p>	<p><b>Calendar Module:</b></p> <p>The Calendar module shows the campus events. Your child/ren schedule, per day can also be viewed in this module.</p> <p style="text-align: center;"><b>Note:</b> Timetable/schedule items: This is campus specific and may vary.</p>	
<p>16</p>	<p><b>Calendar Module extras:</b></p> <p>You are also able to view your child/ren virtual classes in this module. By clicking on the Camcorder icon, your child will be able to attend a virtual class that has been set up by the teacher.</p> <p style="text-align: center;"><b>Note:</b> Woodridge are currently not making use of virtual lessons.</p>	

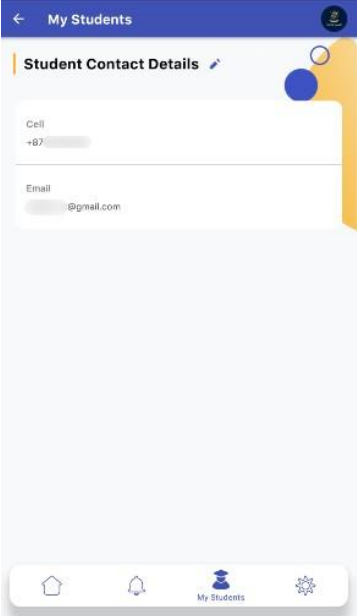
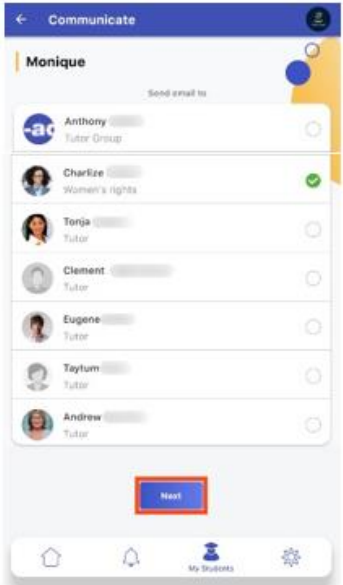
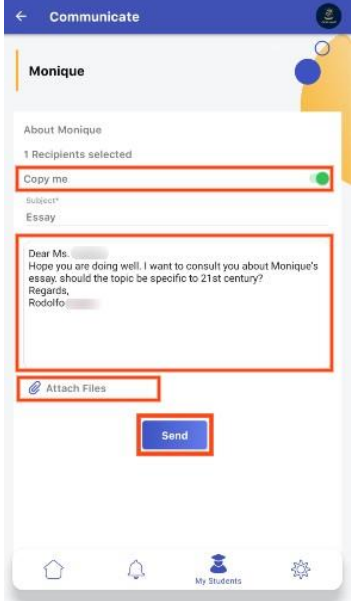
<p>17</p>	<p><b>Calendar Module:</b></p> <p>You can also choose the view of the calendar by toggling the indicated button on or off.</p> <p>When the Timetable is toggled on, the timetable, calendar, non-teaching days, term start/end days and assessments will be viewed.</p> <p style="text-align: center;"><b>Note:</b> <b>The use of timetables is campus specific.</b></p>	
<p>18</p>	<p><b>Calendar Module:</b></p> <p>When the Timetable is toggled off, the timetable will not be displayed and only the calendar, non-teaching days, term start/end dates and assessment will be viewed.</p>	
<p>19</p>	<p><b>My Student Module :</b></p> <p>The My Students module provides more detailed information of your child/ren profile at the Institute, which includes:</p> <ul style="list-style-type: none"> <li>- Assessment Feed.</li> <li>- Learning and Behavior.</li> <li>- Activities.</li> <li>- Report Card.</li> <li>- Attendance.</li> <li>- Communicate.</li> <li>- Agreements.</li> <li>- Parent/Teacher Notes.</li> <li>- Contacts.</li> <li>- Health Records.</li> <li>- Health Incidents sections.</li> <li>- Student Notifications.</li> <li>- Parent Teacher Meeting</li> <li>- Library.</li> </ul>	

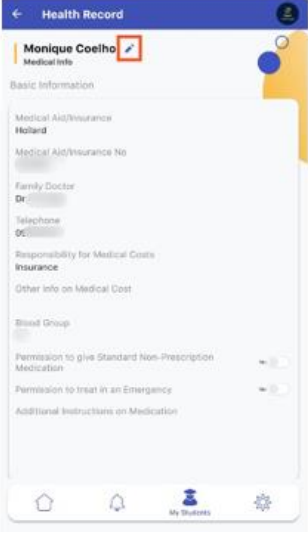
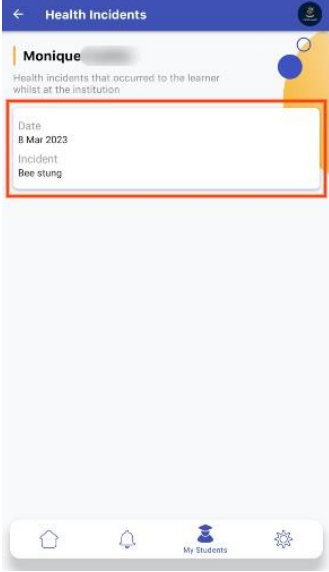
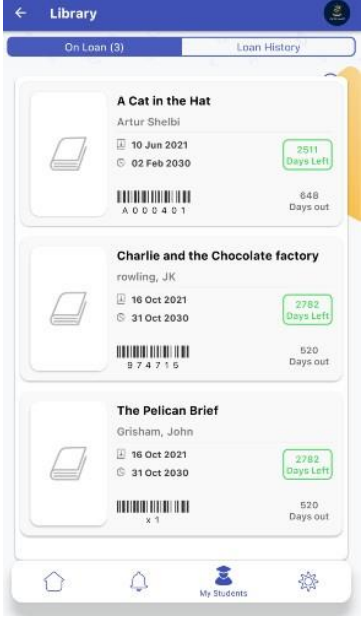
<p>20</p>	<p><b>The Assessment Feed:</b></p> <p>This Section includes detailed scores for your child/ren assessments across the different subjects.</p>	
<p>21</p>	<p><b>The Learning and Behavior:</b></p> <p>This section includes merits, demerits, and teacher notes that have been added for your child.</p>	
<p>22</p>	<p><b>The Activities section:</b></p> <p>This consists of details of your child/ren enrolment in co-curricular activities.</p> <p>In this section, you can sign your child/ren up for activities, as well as cancelling previous sign ups.</p> <p>Selecting the indication arrow will give you more detailed information about the activity.</p> <p style="text-align: center;"><b>Note:</b> <b>Activity enrolment is campus specific.</b></p>	

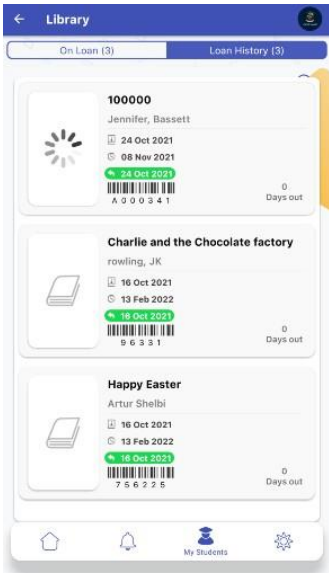
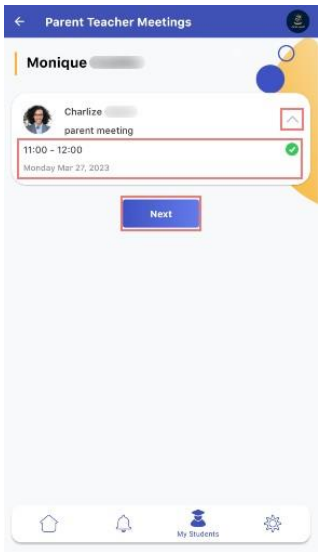
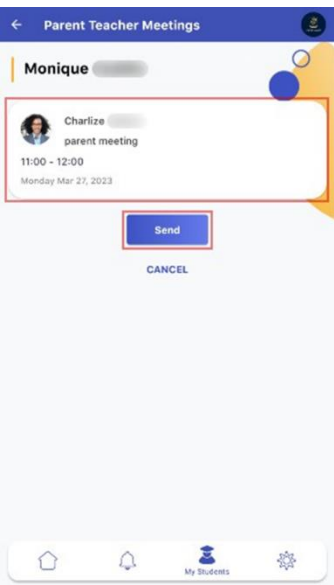
<p>23</p>	<p><b>The Activities section:</b></p> <p>Dates, times, venues, and Activity Details - as well as the teacher in charge of the activity - are shown on the activities detail page</p>	
<p>24</p>	<p><b>The Parent/Teacher Notes:</b></p> <p>In this section you can review the notes recorded about your meeting with the teachers.</p>	
<p>25</p>	<p><b>The Report Cards Section:</b></p> <p>In the Report Cards Section, you can view your child/ren's term reports once Woodridge has published them.</p>	

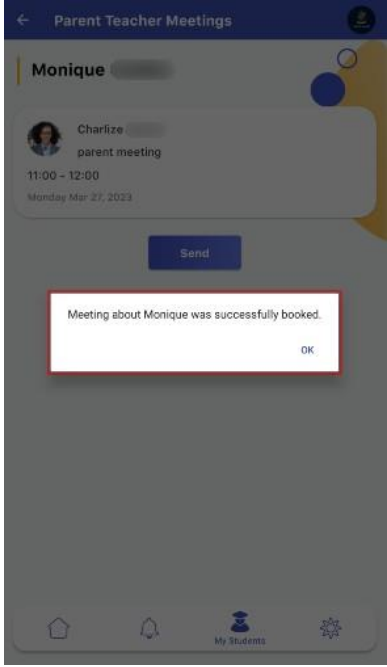
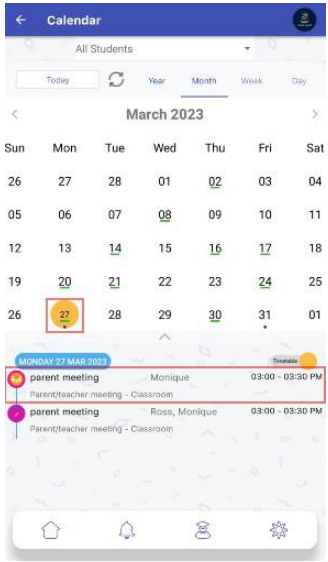
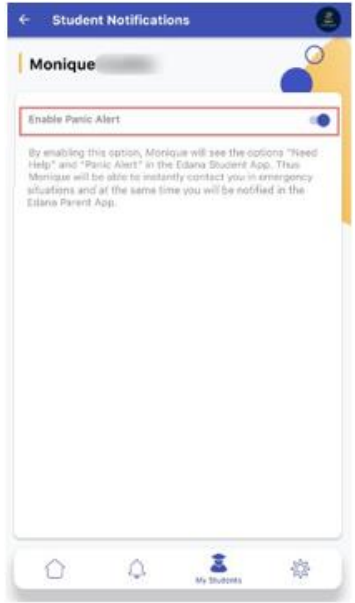


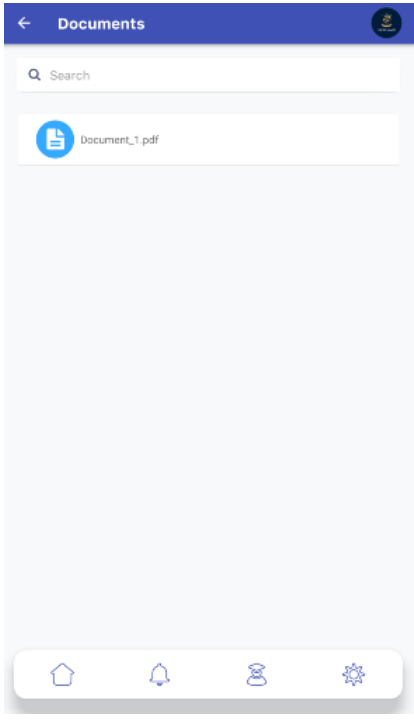
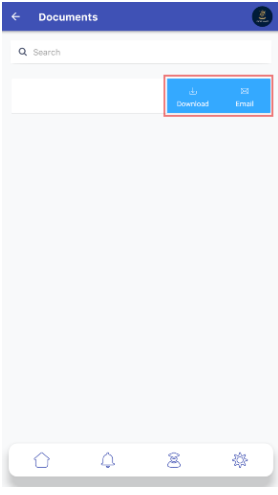
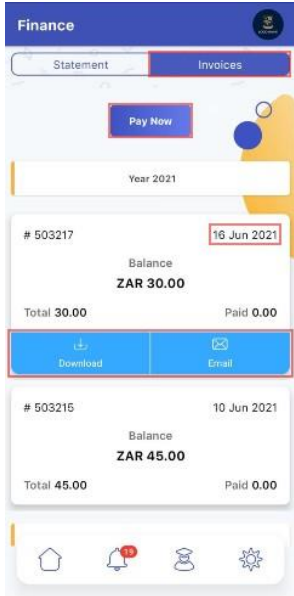
<p>26</p>	<p><b>The Report Cards Section:</b></p> <p>You can download or email a Report Card by selecting the required term report.</p>	
<p>27</p>	<p><b>The Attendance section:</b></p> <p>In the Attendance section you can see when your child/ren were late or absent from classes or activities.</p> <p style="text-align: center;"><b>Note:</b> Recording attendance for activities is campus specific.</p>	
<p>28</p>	<p><b>The Agreements section:</b></p> <p>The Agreements section allows you to view and respond to the consent requirements.</p> <p>You can also write a note under the Yes/No options in addition to your response to inform Woodridge about anything specific.</p> <p>Remember to select Update after you are done with the response.</p>	

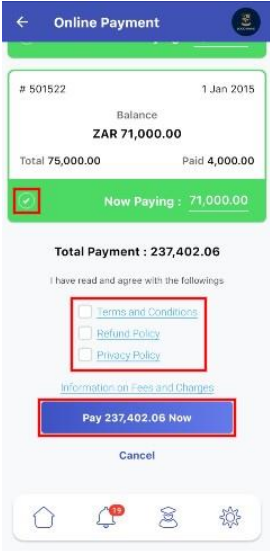
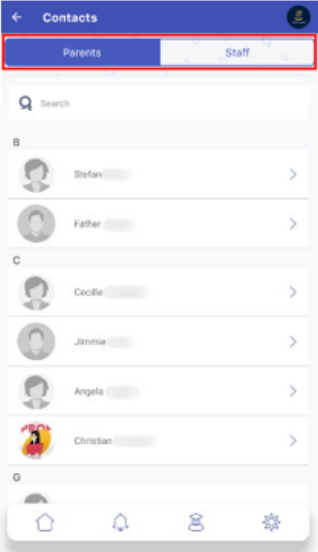
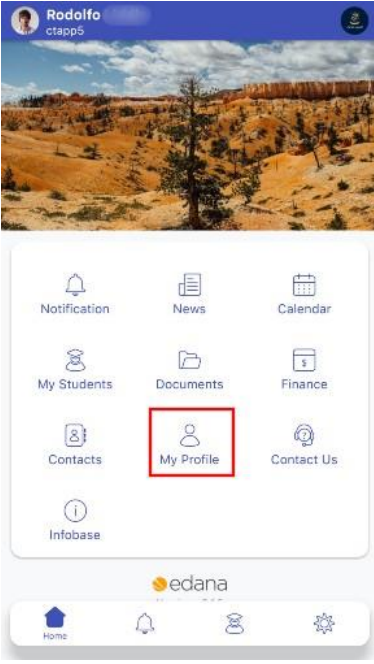
<p>29</p>	<p><b>My Students:</b></p> <p>The Student Contact Details section allows you to update two contact fields - cell and email - for your child/ren in the Ed-admin's database.</p>	
<p>30</p>	<p><b>Communication:</b></p> <p>You can contact the teachers who are connected to your child (subject teacher and grade head) through the Communicate section.</p> <p>To communicate with a teacher, tick the checkbox next to the teacher's name, and then select the Next button.</p>	
<p>31</p>	<p><b>Communication:</b></p> <p>Once you select the teacher, you can write a message and attach a file.</p> <p>You can copy the message to yourself by turning on the Copy Me option.</p> <p>The message will be sent by selecting the Send button.</p>	

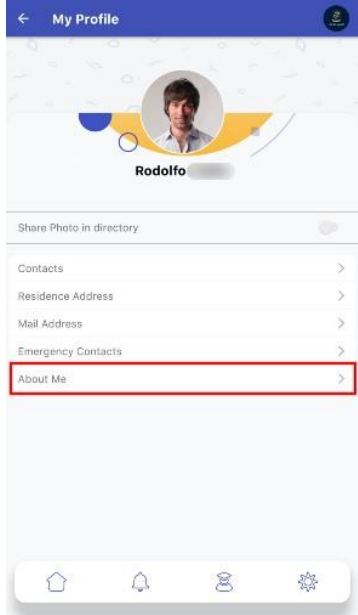
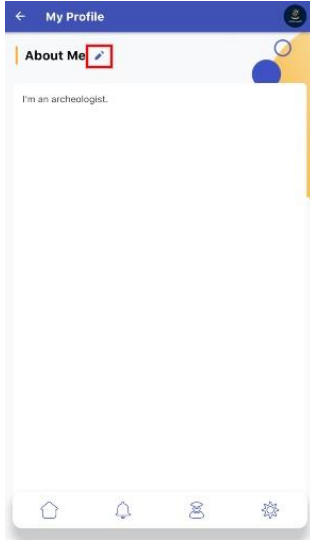
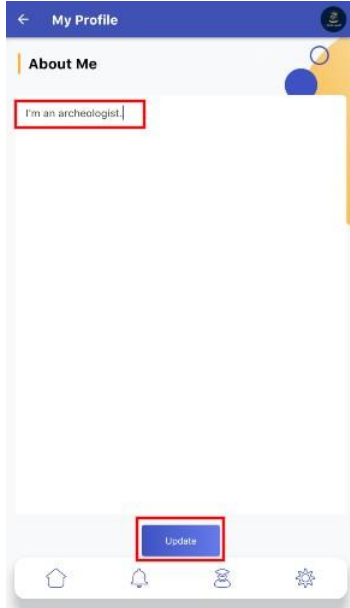
<p>32</p>	<p><b>Health Record:</b></p> <p>In the Health Record section, you can update your child's health records using the Pencil icon, which is immediately synchronised to Woodridge Ed-admin database.</p> <p>This keeps the information up to date and current.</p>	
<p>33</p>	<p><b>Health Incidents:</b></p> <p>The Health Incidents section is a record of any health-related incidents that the Sanatorium sisters have added on your child/ren's record.</p>	
<p>34</p>	<p><b>Library:</b></p> <p>In the Library section - under the On Loan tab - users can see a list of the books their students borrowed.</p>	

<p>35</p>	<p><b>Library:</b></p> <p>Also, they can view their loanhistory under the Loan History tab.</p>	 <p>The screenshot shows the 'Library' app interface. At the top, there are two tabs: 'On Loan (3)' and 'Loan History (3)'. Below the tabs, three book cards are displayed. Each card includes the book title, author, loan dates, a barcode, and the number of days out. The books shown are '100000' by Jennifer Bassett, 'Charlie and the Chocolate factory' by Rowling, JK, and 'Happy Easter' by Artur Shelbi.</p>
<p>36</p>	<p><b>Parent Teacher Meetings:</b></p> <p>In the Parent Teacher Meetings section, selecting the indicated Arrow icon will display the meeting information.</p> <p>Now, select the desired meeting option, and then select the Next button.</p>	 <p>The screenshot shows the 'Parent Teacher Meetings' app. It displays a meeting card for 'Monique' with the name 'Charlize' and the title 'parent meeting'. The meeting is scheduled for '11:00 - 12:00' on 'Monday Mar 27, 2023'. A blue 'Next' button is highlighted with a red box at the bottom of the meeting card.</p>
<p>37</p>	<p><b>Parent Teacher Meetings:</b></p> <p>The meeting information will be displayed again for confirmation.</p> <p>Select the Send button to send the confirmation email.</p>	 <p>This screenshot is similar to the previous one, showing the same meeting card for 'Monique'. However, the 'Send' button is now highlighted with a red box, and a 'CANCEL' option is visible below it.</p>

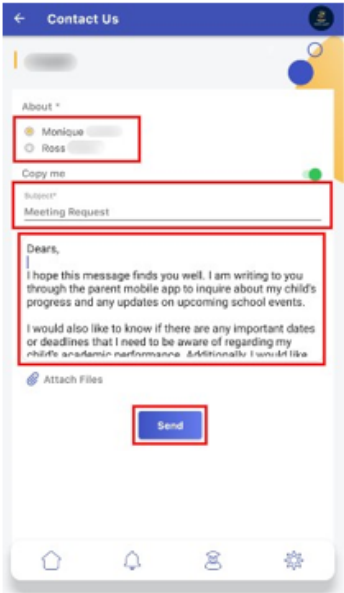
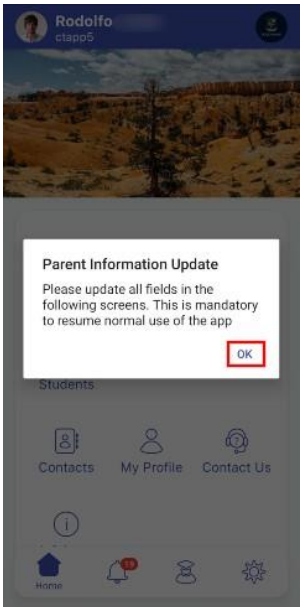
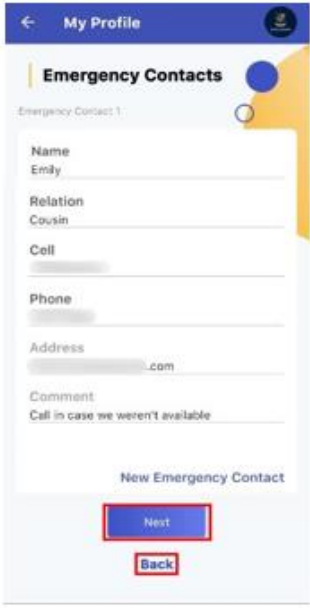
<p>38</p>	<p><b>Parent Teacher Meetings:</b></p> <p>Once the email is sent, you will receive a message.</p>	
<p>39</p>	<p><b>Calendar module:</b></p> <p>By navigating to the Calendar module and selecting meeting's date, the meeting information will be shown to you below the Calendar.</p>	
<p>40</p>	<p><b>Student Notifications:</b></p> <p>Navigating to the Student Notifications section enables you to turn on or off the panic alert feature by simply selecting the Enable Panic Alert(as indicated).</p> <p><b>NOTE:</b> read more about thisfeature in the Ed-admin - User Guides - Mobile Applications - Panic Button and Need Help Buttons.</p>	

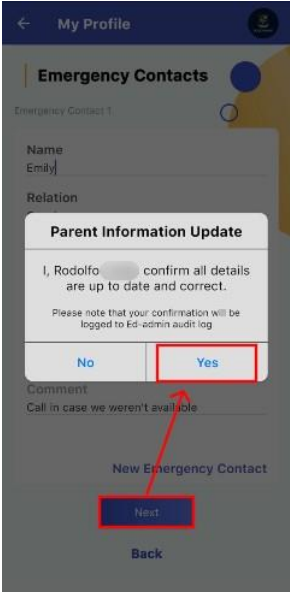

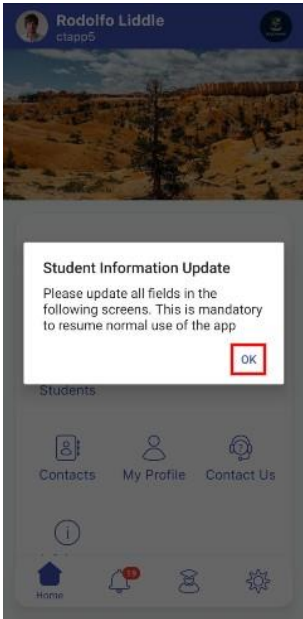
<p>41</p>	<p><b>Documentation Module:</b></p> <p>The Documentation module allows you to view any documents that Woodridge deems pertinent to share with you.</p> <p>This could perhaps be a policy that you need to read.</p>	
<p>42</p>	<p><b>Documentation Module:</b></p> <p>You can download or email the available documents by selecting them.</p>	
<p>43</p>	<p><b>Finance Module:</b></p> <p>The Finance module synchronises with Ed-admin's finance suite, allowing you to budget accordingly.</p> <p>Invoices and Statement are displayed in real-time and can be downloaded or emailed by selecting the desired one.</p> <p>Selecting the Pay Now button will take you to the online payment page.</p>	


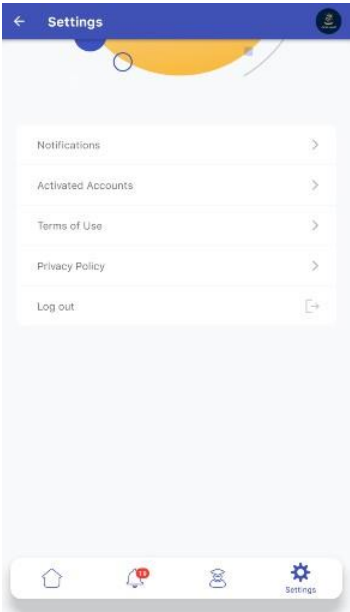
<p>44</p>	<p><b>Online Payment:</b></p> <p>On the Online Payment page, you can select which invoice you are going to pay by ticking the related invoice.</p> <p>After accepting the Terms and Conditions, Refund Policy, and Privacy Policy options, you can select the Pay Now button which will take you to the online payment gateway.</p>	
<p>45</p>	<p><b>Contacts Module:</b></p> <p>A directory of staff and parents is accessible by selecting the Contacts module, allowing you to contact staff or other parents.</p>	
<p>46</p>	<p><b>My Profile Module:</b></p> <p>This module gives you the option to update your contact details.</p>	

<p>47</p>	<p><b>My Profile Module:</b></p> <p>Selecting the About Me section enables you to edit your information.</p>	 <p>The screenshot shows the 'My Profile' page. At the top, there is a back arrow and the title 'My Profile'. Below the title is a profile picture of a man named 'Rodolfo'. Underneath the profile picture is a 'Share Photo in directory' option. Below that are several menu items: 'Contacts', 'Residence Address', 'Mail Address', 'Emergency Contacts', and 'About Me'. The 'About Me' item is highlighted with a red rectangular box. At the bottom of the screen is a navigation bar with icons for Home, Notifications, Profile, and Settings.</p>
<p>48</p>	<p><b>My Profile Module:</b></p> <p>Editable fields are indicated by a Pencil icon next to their label. Once you have finished editing the section, select the Update button.</p>	 <p>The screenshot shows the 'About Me' editing screen. At the top, there is a back arrow and the title 'My Profile'. Below the title is the 'About Me' label, which has a small pencil icon next to it, indicating it is an editable field. Below the label is a text input field containing the text 'I'm an archeologist.'. At the bottom of the screen is a navigation bar with icons for Home, Notifications, Profile, and Settings.</p>
<p>49</p>	<p><b>My Profile Module:</b></p> <p>Once you have finished editing the section, select the Update button.</p>	 <p>The screenshot shows the 'About Me' editing screen. At the top, there is a back arrow and the title 'My Profile'. Below the title is the 'About Me' label. Below the label is a text input field containing the text 'I'm an archeologist.'. At the bottom of the screen is a navigation bar with icons for Home, Notifications, Profile, and Settings. The 'Update' button is highlighted with a red rectangular box.</p>



<p>50</p>	<p><b>Contact Us Module:</b></p> <p>You can directly contact Woodridge through this module.</p> <p>It works similarly to contacting teachers/staff using the Communicate section.</p> <p>If you have more than one child in Woodridge, you have to select which you are contacting about.</p>	
<p>51</p>	<p><b>Parent information Update:</b></p> <p>Woodridge could force an update on required information on the Edana Parent Application.</p> <p>This function is to ensure that all information is <i>up to date</i>.</p> <p>Once Woodridge has enabled this function - and by opening the Edana Parent Application - you will see the Parent Information Update message. Selecting the Ok button will navigate you to the specified areas.</p>	
<p>52</p>	<p><b>Parent information Update:</b></p> <p>Next, you will be taken to the required screens, respectively. Update the screens with the latest information and - if the previous information is correct - leave them as they are.</p> <p>Use the Next and Back buttons to move back and forth between the screens.</p>	

<p>53</p>	<p><b>Parent information Update:</b></p> <p>Once the last screen is updated, select the Next button. This message will be shown to you to confirm the information update. To do so, select the Confirm button.</p>	
<p>54</p>	<p><b>Student information Update:</b></p> <p>The student information update follows the same process as the parent update.</p> <p>It will also require you to update the pupils' information on the Edana Parent Application.</p>	
<p>55</p>	<p><b>Student information Update:</b></p> <p>Next and Back buttons can be used to navigate between the screens.</p> <p>Once you have updated the last screen, select the Next button.</p> <p>Then, the pupil Information Update confirmation screen will popup.</p> <p>To apply the information, select the Confirm button.</p>	

<p>56</p>	<p><b>Infobase Module:</b></p> <p>This module contains general information that is shared with you.</p> <p>You can read this information by selecting the title.</p>	
<p>57</p>	<p><b>Settings Module:</b></p> <p>The Settings module enables you to change the Notifications settings or switch between Activated Accounts.</p> <p>You can also access the Terms of Use and Privacy Policy from this module.</p>	
<p>58</p>	<p><b>Settings Module:</b></p> <p>From the Notifications section, you can enable or disable the app notifications and change the notifications sound.</p>	