Edana Parent Portal user guide (version 2021-10-25)

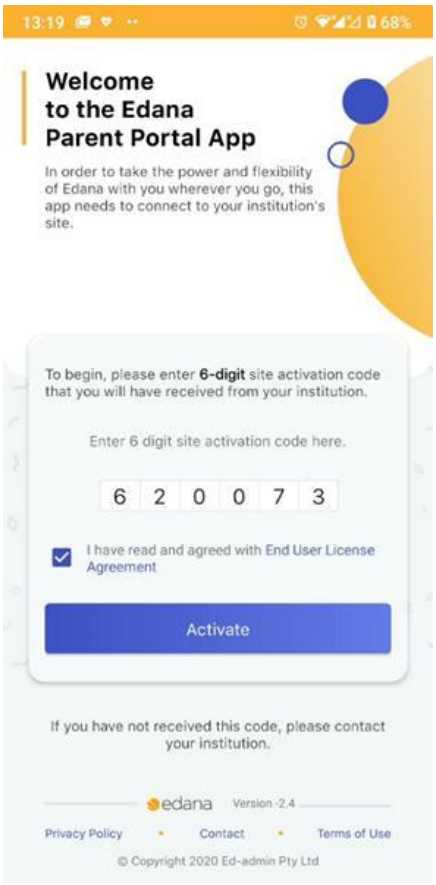
Q.F.I. School has taken into use a new administration system and it has also a brand-new parent portal mobile app and website. This document explains how you can install, log in and use the mobile app.

Installation and sign-in

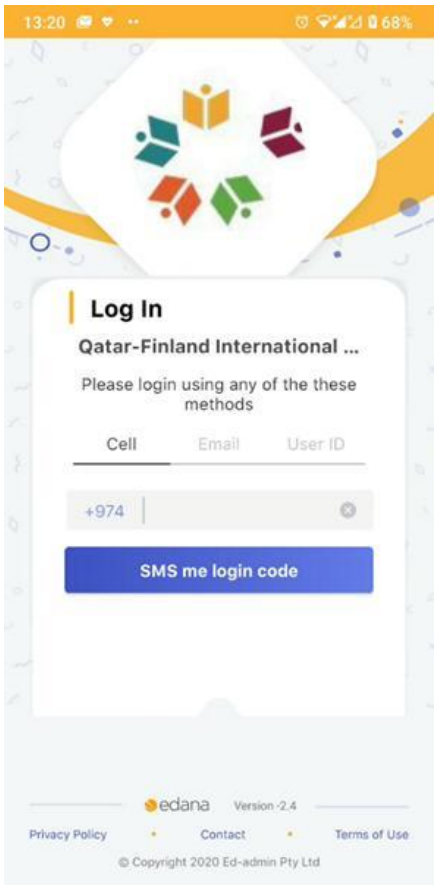
Edana Parent Portal is available for Android and iOS. There are different Portal apps for Staff members, Parents and Students, so make sure you download and install the correct one. The student portal is not ready yet to be released. Click on the button below or search for **Edana Parent Portal** in the app store for your mobile device.

GET IT ON Google Play Download on the App Store

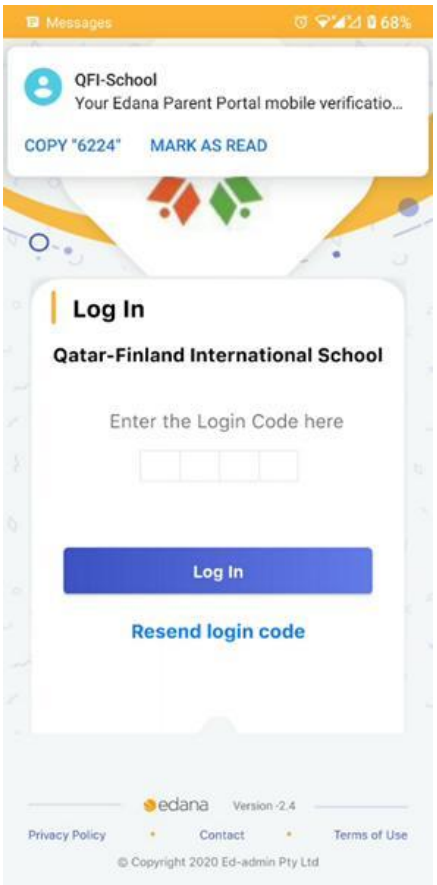
After opening the app, you are asked to enter the school code, which is **6 2 0 0 7 3**. You then log in using your mobile phone number (or email address) and then enter the pin code you receive by SMS (or by email). It is therefore important that your contact details are to up to date. If they are not, please contact the admission office or the IT department to update your records.



Enter the activation code



Enter your mobile phone number



Enter the pin code you receive by SMS

Once you sign in, you will land on the notifications screen. Notice the 3 horizontal lines in the upper left corner. This is the menu, and it will give access to different sections of the app, which will be explained below in detail.

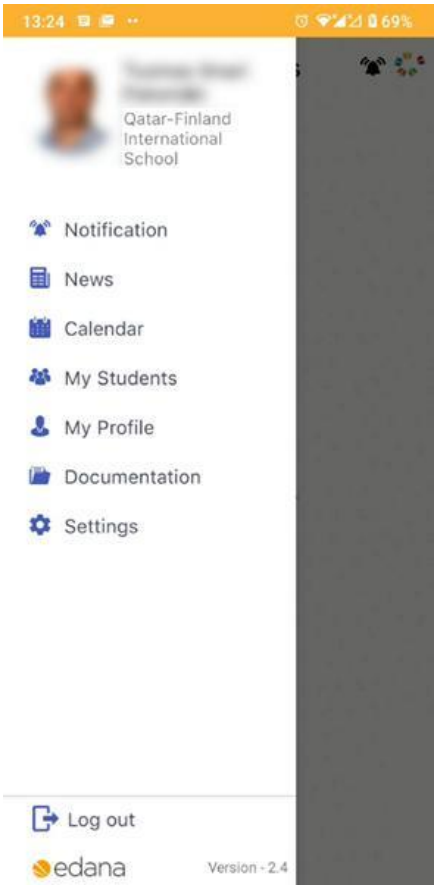
Notifications

Notifications are push messages that are sent by Q.F.I. School. When a new push message is sent, it will show in the app, as well as on the notification area of your phone, so you will never miss an important message anymore. Messages sent as Notifications cannot be removed and will always stay in the app. The newest message is shown in the top. We will typically use Notifications for announcing important or short-notice information, for example that there will be no outdoor breaks tomorrow because of dust warnings.

News

News is similar to notifications, but with two differences. First of all, you will not receive a notification when a new News item is published. Second, News items will disappear when they get old, while notification will always stay. The time limit is set by the poster of the News item and can vary. We will typically use News for announcing events, for example Winter Fest, Parent-Teacher conferences and the Principals' Morning Coffee. Typically, these events will also be mentioned in the weekly letters sent by the teachers, to draw your attention.

Notifications section



Menu of the app

News section

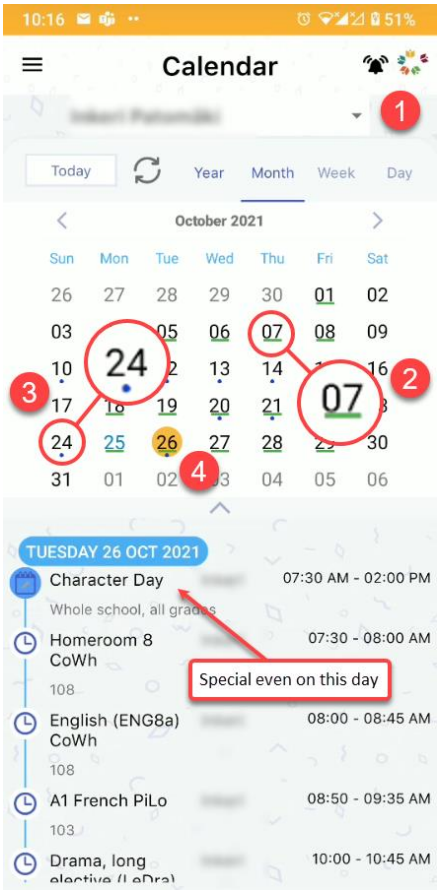
Calendar

The calendar shows your child's school schedule and other school events. If you have more than one child in the school it will show all students at the same time, but you can change this from the pull-down menu **(1)**. Teaching days with a class schedule have a green line beneath the day **(2)** and other school events have a blue dot beneath the day **(3)**, for example for the start of the term, or the mid-term break. The day you are currently looking at is marked with a yellow circle **(4)**.

My Students

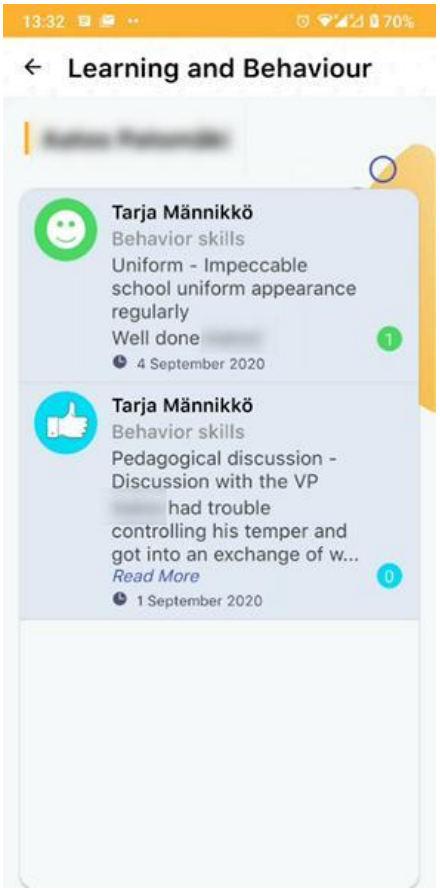
In My Students is where you can find your children. Selecting a child will give access to their records:

- Learning and Behaviour – shows merits and demerits, plus and minus points for good or bad behaviour.
- Activities – ability to sign up for Extra Curricular Activities and shows those the student has signed up for.
- Attendance – shows attendance records for the current term.
- Communicate – shows a list of teachers for your child and allows you to send them an email.
- Parent Teacher Notes – Here you can find the minutes of a meeting between you as a parent and a representative of the school, such as a teacher or Vice Principal.
- Contacts – shows the students mobile number and school email address. You can edit and update this.



Calendar

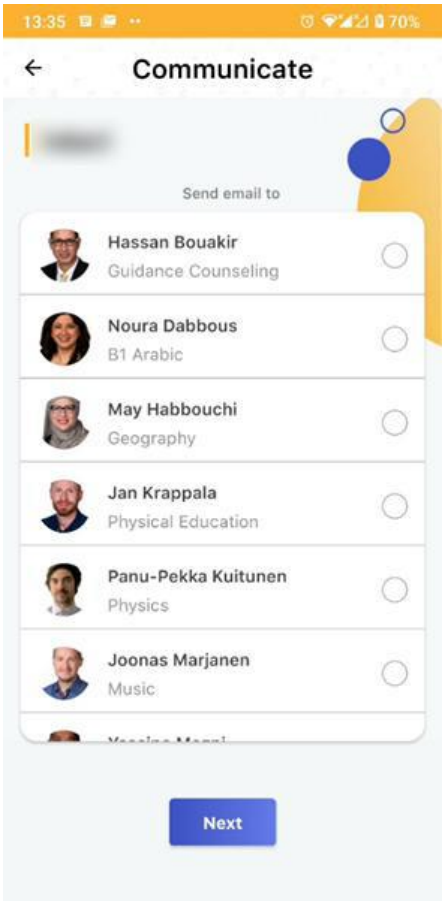
Student Record



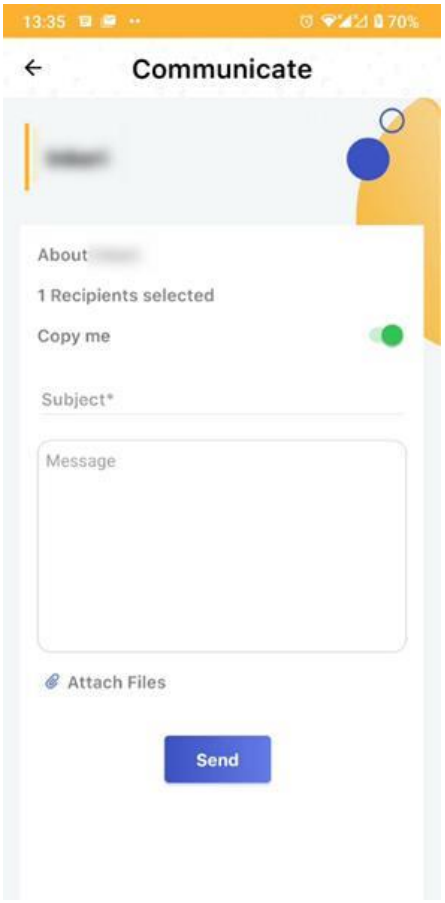
Learning and Behaviour

My Students (continued)

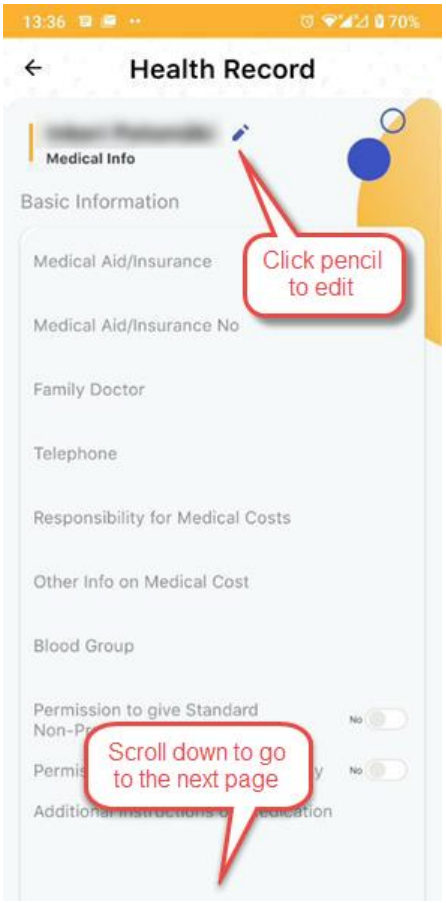
- Health Record – there are 6 pages of medical information of your child. Everything can be edited by clicking on the pencil icon and the information you enter will be immediately available to our school nurse.
- Health Incidents – all visits to the school nurse are logged and can be found here.



Select a teacher of your child…



… to send him/her an email.



Edit the Health Record

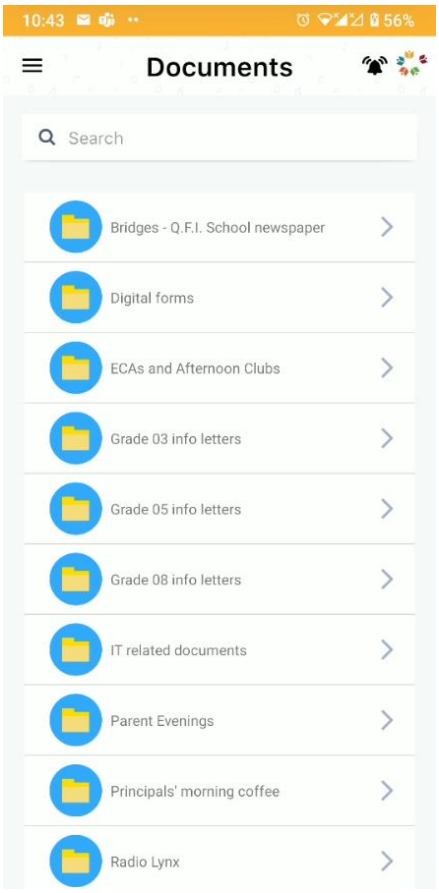
My Profile

In the My Profile section you can view and update your contact information, home address, emergency contacts and add a picture to your profile if you wish. We urge you to check your contact details and update if necessary. Like with the Health Record, press the pencil icon to edit the record. Anything you save will be automatically updated into our school administration system.

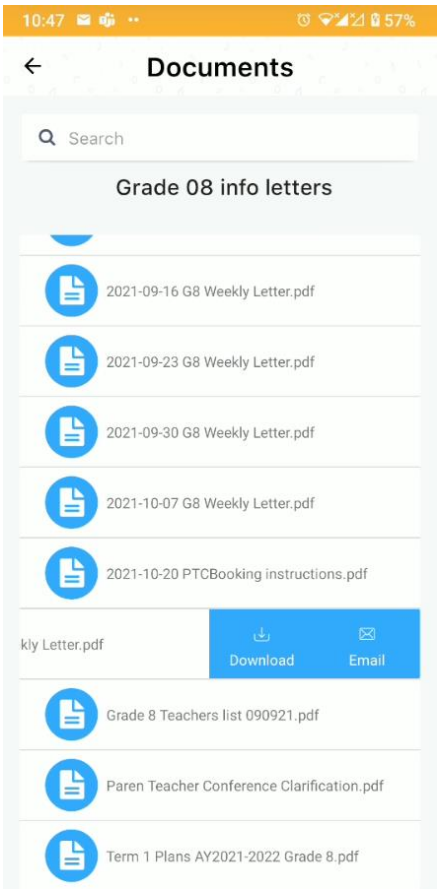
Documentation

Documentation is where you can find the weekly letters sent by the class and homeroom teachers. The weekly letters are placed in folders by grade and you will only see folders for those grades you have children in. There are also other folders with relevant documents, such as school policies.

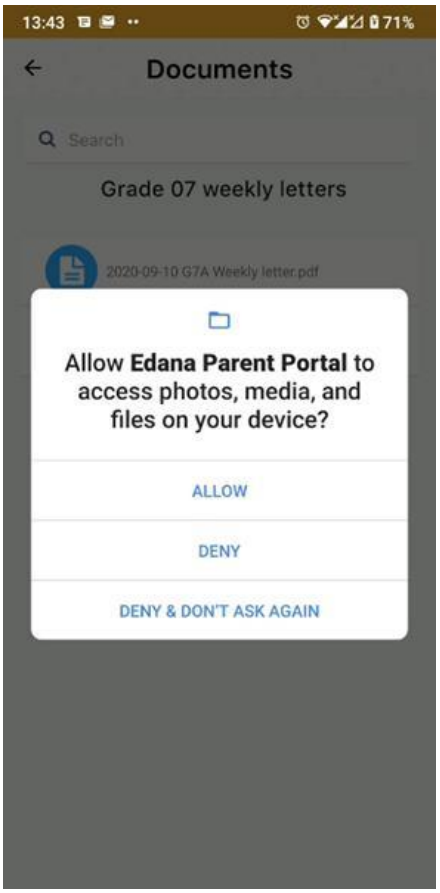
All documents are in pdf-format, as this is a universal format that will work on any device. When you open a document, you have to download it to your device before you can open and view it. The first time you do this, the app will ask you for permission to access your device so it can save the document.



Folders in Documents



Click on a document to download



Permission is needed to save

Future features

We have plans to add more functionality in the future, such as seeing financial records and signing up for Extra Curricular Activities (ECAs). You can always find the latest and updated version of this user guide on the Parent Portal in Documentation. If you have any questions, suggestions or need technical support, you can always contact Mr. Bart at ictsupport@qfischool.com.