

. EduCluster

### Parent Portal website - user guide

This user guide will explain how to sign in and use the Q.F.I. School parent portal website (Ed-admin). We also have a mobile app (Edana), for which we have a separate user guide. The address for the parent portal website is: <a href="https://gfischool.ed-space.net/pparentportal.cfm">https://gfischool.ed-space.net/pparentportal.cfm</a>

You can create your account by clicking on the [Forgotten Password] button:

Ed-admin	ftin
Powerful and Intuitive Education Management Software	Parent Portal
Qatar-Finland International School	
Parent ID:	
Password:	
Login Build 3187/3187 Monday, March 22, 2021 8:49:58 AM	
Change Password	
Forgotten Password	
Problem logging in?	

Fill in your email address that is registered in the school's administration system plus the code you see on the screen and click the [Email Me Password Reset Link] button as shown below:

Password Res	et - Work	- Mic	rosof	t Edg	e		-		×
https://qfischool.ed-space.net/forgotpwp.cfm									
Password	Reset								
Email Address:	my.perso	-		com S	1	3	2		
Text in image:	gvs432			ot ca			2 /e		
					Email	Me P	asswo	ord Reset	Link

You will then receive an email with your username (your six-digit Ed-admin Parent Id) and a link to set a password. The password has the following restrictions:

- It must be at least 8 characters long,
- must have at least one lower case character, one upper case character and one number,
- and must contain a special character, like ! @ # \$ % & \* () \_ + or =

After this, you will receive another email with confirmation that your password was changed. This email will also contain your username/Parent Id. You are now able to sign in.





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After you sign in, you will see the following screen:

PARENT	PORTAL	
Dashboard Parent Info S	3     4     5       tudents     Communicate     Documents	Log Out ParentID:   P4 20
Notifications 6 News 7	Term 2 report cards published Bart van Klaveren, Thu 4 Mar 2021 Dear parents,	

- 1. Dashboard shows you notifications (6) and news items (7) published by the school
- 2. **Parent Info** here you can see and update your contact information
- 3. Students here you can see your child(ren) in the school and have access to:
  - Report cards

note: we are still exploring the possibilities to show report cards from the previous system/years and will update you as soon as we have any news

- See the class schedule in **Timetable** note: during the blended learning, the timetable may not always show the correct information
- See and update the student's medical information in Health Record
- See and update the student's Personal Information
- Send an email to the teachers of your children in Contacting Teachers
- See merits and demerits in the Learning and Behavior Module (LBM)
- 4. Communicate Send an email to the teachers of your child(ren)
- 5. Documents See weekly letters, the school newspaper, letters from school admin and other documents
- Notifications Important messages sent by the school. If you have installed the Edana Parent Portal mobile app (and we really recommend you do), they will also appear on your mobile phone as push messages. Notifications cannot be deleted and will never disappear.
- 7. News In the news section you can find information about upcoming events, about the latest publications of the school newspaper, school magazine or Radio Lynx show, and so on. News items also cannot be deleted, but they will disappear automatically after the item is no longer relevant. The expiration date is set by the person creating the news item.

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In the Parent Info you can see and update your personal and contact information.

PAREN Dashboard Parent Info	NT PORTAL	Log Out ParentID: P4 2020
First Name:	Guardian - Secondary   Address   Other Info   Emergency Contacts   Family	SCLICK HERE TO SAVE CHANGES
Surname: Salutation:	Para da la companya d	
Home Telephone:		
Cell Phone: *	of an and a second seco	
ID Number:	217 Calendaria	
Profession: * Employer: * Work Phone: * Work Fax:	Later Freezer recruitions School	
Email: *	Server and an approximation	
Nationality: *	Press) #	
Language: *	Press) a	
Past student: * Year matriculated (i Year left (if did not		
* Required field	Ed-admin © 2021	

We especially encourage you to check your contact information and update if necessary. All mandatory fields are marked with an asterisk (\*).

We recommend that you list at least one emergency contact, just in case.

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In the **Students** you can see your child(ren) in the school and have access to, amongst others:

- The student's report cards
- The student's class schedule in Timetable and all school events in Event Calendar
- Sign them up for Extra Curricular Activities (ECAs)
- See and update their health record and personal information
- Send an email to any of the teachers of the student
- See the merits and demerits that have been awarded by the teachers in the Learning and Behavior Module (LBM).

The Contacting Teachers will show all teachers of your child and the possibility to send him/her an email. You can add up to 5 attachments, but the total size cannot exceed 10MB.

The event calendar is not yet set up, but will show events like parent teacher conferences, principal's morning coffees and other on-goings in the school.

PARENT PORT	'AL		
Dashboard Parent Info Students Commun	cate Documents		Log Out
			ParentID:   P2 2021 StudentID:
Report Card   Timetab Event Calendar   LBM Period 2 Term 1 report card Image: Card State S	le   ECA Sign up   Heal	th Record   Personal	Information   Attendance   Contacting Teachers
Period 1 Term 1 report card	Period 4 Term 2 report card	Period 5 Term 3 report card	
	Ec	l-admin © 2021	

Tip: by right clicking on your child's picture and selecting 'Save as' you can save the school picture.

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#### Signing up for ECA's

	Studer	its Comm	nunicate Do	cuments							Pan	entID:	g C P2
	-										Stu	udentiD:	
		ard   Time endar   LE		<u>Sign up</u>   H	lealth Re	ecord	Pei	rsonal Infor	mation   /	Attendance   (	Contacting	Teachers	
Pe	riod 2	, 2021/2	2									Sign	Up
	Activi	ty		Capacity	Enrolm so far	ents D	ays	Start Time	End Time	Cost	Location	Tutor	
	BEGIN	NERS/Mond	ay	15	5					QAR 800.00		Krappala, Ja	an
	BEGIN	NERS/Tuesd	ay	15	6					QAR 800.00		Krappala, Ja	an
	Dance	3		15	13	3				QAR 800.00		Krappala, Ja	an
	Field h			15	3					QAR 800.00		Krappala, Ja	an
	) Martia	ial Arts		15	11					QAR 800.00		Krappala, Ja	an
	Molecu	cular Science Tuesday		15	4					QAR 800.00		Krappala, Ja	an
	Zumba	1		15	7					QAR 800.00		Krappala, Ja	an
		s activiti	es Enrolments										
Ac	tivity	Capacity	so far	Days		Start T	ime	End Time	Cost L	ocation		Tutor	
	ternoon ıb G0	25	12	Sunday, Su Sunday, Mo Monday, M Tuesday, Ti Tuesday, Wednesday Wednesday Thursday, Thursday, Thursday	onday, onday, uesday, y,	13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15, 13:15,		14:00, 14:00, 14:00, 14:00, 14:00, 14:00, 14:00, 14:00, 14:00, 14:00, 14:00, 14:00, 14:00, 14:00,	QAR 4 1,000.00 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	scademic buildir scademic buildir	g         004,           g         005,           g         003,           g         004,           g         005,           g         005,           g         005,           g         003,           g         004,           g         005,           g         003,           g         005,           g         003,           g         004,           g         003,           g         004,           g         005,           g         005,           g         005,           g         005,           g         005,           g         005,           g         003,           g         004,	Krappala, Jan - Myrttinen, Elina 2	

1. These are the ECAs you have already signed up for.

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- 2. Use the trashcan icon to cancel your signup.
- 3. These are the available ECAs. You can see the capacity for this activity, how many already have signed up and the cost for the activity. If you hove your mouse over an activity, you can see a description of it and the day and time it is organized.
- 4. Check the activity you want to sign up for and click this button. You can sign up for multiple activities in one go if you want.

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**Communicate** is very similar to **Contacting Teachers** in the **Student** tab, with the difference that you have the option to send the email to multiple teachers at the same time.

PAREN	T PO	RTAL		
Dashboard Parent Info	Students Con	municate Documents	Log Out ParentiD: 194 202	D
Concerning: To teacher / staff: Copy me:	Noura Dabbous	(Gr7) ✔ Jan Krappala;Waqas Raja;Colleen Whyte		-
Message subject: Message body:		Contacts List - Work - Microsoft Edge  https://qfischool.ed-space.net/parentportal	- l/pp/contactlist.cfm?RecNo=206745	
Attachments: (10MB max in total)	Choose File I Choose File I Choose File I Choose File I Choose File I	CC: [ Bouakir, Hassan (Guidance Counseling) Dabbous, Noura (B1 Arabic) Habbouchi, May (Biology) Habbouchi, May (Geography) Krappala, Jan (Physical Education) Kuitunen, Panu-Pekka (Physics) Marjanen, Joonas (Music) Marjanen, Joonas (Music) Mezni, Yassine (A1 French) Puustinen, Niina-Kaisa (Crafts) Raja, Waqas (Mathematics)	<ul> <li>Range, Ivânia (Visual Arts)</li> <li>Saarikoski, Olli (Citizenship)</li> <li>Saeed, Shazia (Chemistry)</li> <li>Whyte, Colleen (Behavior skills)</li> <li>Whyte, Colleen (Class Teacher)</li> <li>Whyte, Colleen (English)</li> <li>Whyte, Colleen (Homeroom 7)</li> <li>Whyte, Colleen (Qatar History)</li> <li>Whyte, Colleen (Study skills)</li> <li>Whyte, Colleen (World History)</li> </ul>	
		Cl	ose Select	

Finally, in the **Documents** tab you can find the weekly letters, letters from admin, policy documents, school newspapers, IT related manuals, Radio Lynx episodes, etc.

We plan to have more functionality available on the parent portal in the future, such as access to account information and give consent for school trips.

If you have any questions or face any difficulties, please be in contact with Mr. Bart at ictsupport@qfischool.com.

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