

PARENT ONLINE RESOURCES 2022



INTEGRITY | RESPECT | CARING | RESILIENCE | SERVICE | DISCIPLINE | ENDEAVOUR



MENTONE GRAMMAR

Table of Contents

Student-Related Information	3
BYOD Policy	3
Student Software.....	3
Microsoft Office 365 & OneDrive	3
Adobe Creative Cloud Suite.....	3
Education Perfect	3
Student Websites	4
Edrolo	4
ClickView.....	4
Student ID Card	4
Ventura Bus Tracker	4
My Mentone	5
Identifying your Parent Code	5
Change Password	6
Parent Lounge	8
Student Absences	9
Entering Student Absences.....	9
Acknowledging Student Absences.....	10
Booking Parent Teacher Interviews.....	11
Parent Details	12
View & Update Your Address & Contact Information.....	12
Parent Directory	13
Student Details	14
Attendance	14
Email Class Teachers.....	14
Miscellaneous Other Features.....	14
Village Square	15
Sport	16
Student Performance System (SPS)	17
Operoo (Formerly known as Care Monkey)	18
Contact the Mentone Grammar IT Helpdesk (IT Assist)	19

Student-Related Information

BYOD Policy

All students in Years 5-12 are expected to bring their own device (BYOD) to school every day to support classroom learning. BYOD devices are required to be either a **Windows Laptop** or **Apple MacBook**. Please note that if you setup parental controls, installing software & adding printers (such as below) will require your administrator password.

Tablet devices (e.g iPad/Notebook) are not suitable primary devices as certain software used in class cannot be installed on them. Tablets can still be used as a secondary device (e.g checking emails, taking photos)

The **Mentone Grammar BYOD Policy requirements** are listed within the **Onboarding Information FAQ Document**, which you should have already received. If you require another copy of the device requirements, please email ITAssist@mentonegrammar.net

Student Software

Microsoft Office 365 & OneDrive

All students Year 5 and above have access to download the MS Office 365 Suite to their laptops, in order to facilitate learning and the submission of set tasks in the correct format. These apps include: Word, PowerPoint, and Excel.

Office 365 also includes the Microsoft OneDrive app. Similar to Dropbox, files saved to the OneDrive folder automatically sync to the user's cloud storage (online backup). Each student has 5,000GB of secure personal storage space which can be accessed from any device with an internet connection.

All students are required to save all school files on OneDrive as any files can be restored if accidentally deleted or the device is damaged.

A guide to this is available to **Students Only**, and can be found on their respective Campus team under the General Channel Files > IT User Guides

Adobe Creative Cloud Suite

Students in Year 7 and above have access to the Adobe Creative Cloud Suite to complete Art and Design subject tasks on their own devices.

A guide to this is available to **Students Only**, and can be found on their respective Campus team under the General Channel Files > IT User Guides

Education Perfect

Education Perfect is an online learning platform that features, videos, quizzes, and interactive activities to support in-class learning and homework tasks. Students use Education Perfect in Science, English, and Language subjects.

[Students enrolled in these courses can access Education Perfect here](#)

Student Websites

Edrolo

Edrolo is an online resource designed to provide students with engaging, informative, and comprehensive presentations to help them understand and learn all they need to know for their exams.

When students are at various levels of understanding, Edrolo can really help to ensure that students do their best during these vital years. Edrolo is used in Year 11 and 12, subjects which use Edrolo are outlined in the booklist.

[Students enrolled in these courses can access Edrolo here](#)

ClickView

ClickView is a video learning application that allows teachers and students to access curriculum related video material to assist with their teaching and learning.

The website works in a similar fashion to YouTube where users upload video or audio material for anybody on the ClickView network to view. ClickView distributes curated learning material with a wide variety of videos in a range of subcategories that can apply to all fields of study.

[Students can access ClickView here](#)

Student ID Card

School ID cards are provided to students in Year 5 and above shortly after school photos are taken.

Students issued with an ID card are expected to always have this with them at school.

The student ID cards have embedded chip technology which supports school services (e.g Printing, Ventura Buses).

If a student ID card is damaged or lost, please consult with your campus PA.

Ventura Bus Tracker

Any student travelling to and from Mentone Grammar using the school-provided Ventura charter buses must tap on and off when boarding and disembarking.

Students in Years 5 and up are required to use their Mentone Grammar student ID card, while students in Foundation to Year 4 are provided an Eblana Junior Bus Pass by the school.

You can also install the **Ventura Tracker app** to find and follow school buses, this can be found on both the [Google Play Store](#) and the [App Store](#).

Further information regarding the Ventura bus service can be located on the [Getting to School](#) page of the Mentone Grammar website.

My Mentone

This website provides links to all online resources available to parents at Mentone Grammar. The My Mentone quick links site can be accessed via:


- <http://www.mentonegrammar.net/my-mentone> OR
- Via the **My Mentone** link at the top-right of the Mentone Grammar website.

You can log in to these resources using the **parent code** (username) and **password** you have been provided. A summary of each website can be found below, which is expanded upon in this booklet.

Village Square	Viewing Sport & general school information
Student Performance System	Viewing student grades and learning behaviours
Parent Lounge	View student information, teacher contacts, parent-teacher interview booking, and update family contact details
Change Password	Resetting your parent account password
Operoo	Upload student medical & emergency contact information, as well as approve excursion forms

Identifying your Parent Code

If you have forgotten or cannot locate your parent code, you can find this as the **Account Number** on the right side of any invoice sent to you.



Mentone Grammar School
63 Venice Street
MENTONE VIC 3194
Phone: Accounts: 03 9584 4211 Fax: (03) 9581 3290
Email: receivables@mentonegrammar.net

BPAY	Billier Code: 110171 Ref: 47327
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Telephone & Internet Banking – BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

STATEMENT OF ACCOUNT

ACCOUNT NUMBER **24510**

If you have a multi-parenting arrangement setup with the school, please contact your campus PA who will be able to advise your parent code

Change Password

<https://password.mentonegrammar.net/>

To reset your parent account password, follow the **Change your Parent Password** link from My Mentone

Change Password

Change your password to your parent account for access to the Parent Lounge and Village Square LMS.

When prompted, enter your primary-listed email according to your Parent Record (e.g Mother's main personal email address)



Do not close the web page.

The system will send you an email with a verification code.

Password reset request verification

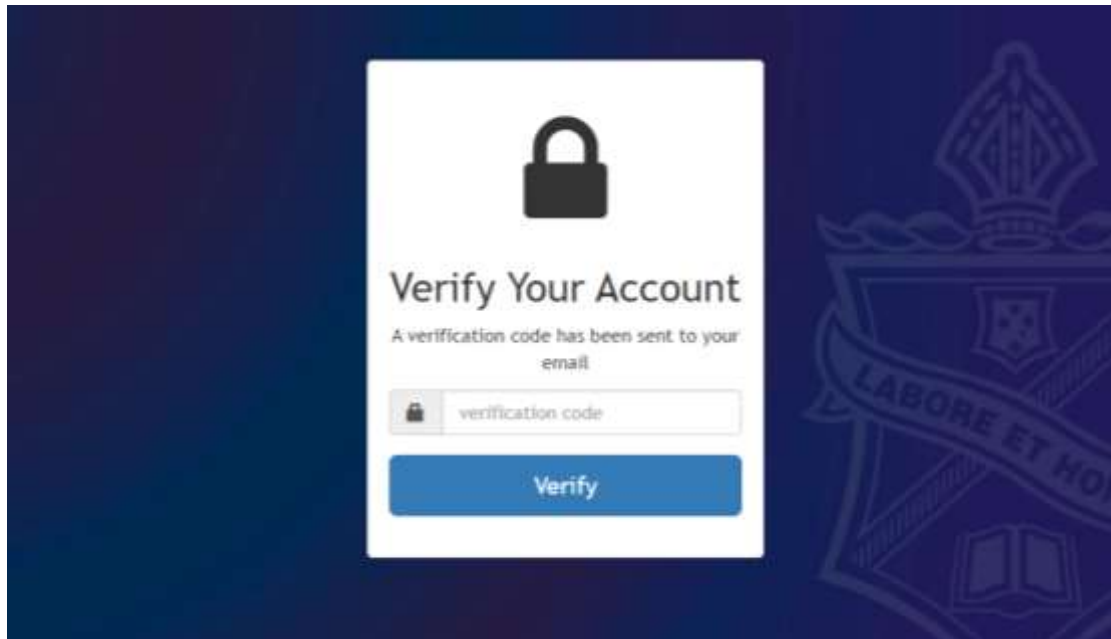


Notifications <notifications@mentonegrammar.net>

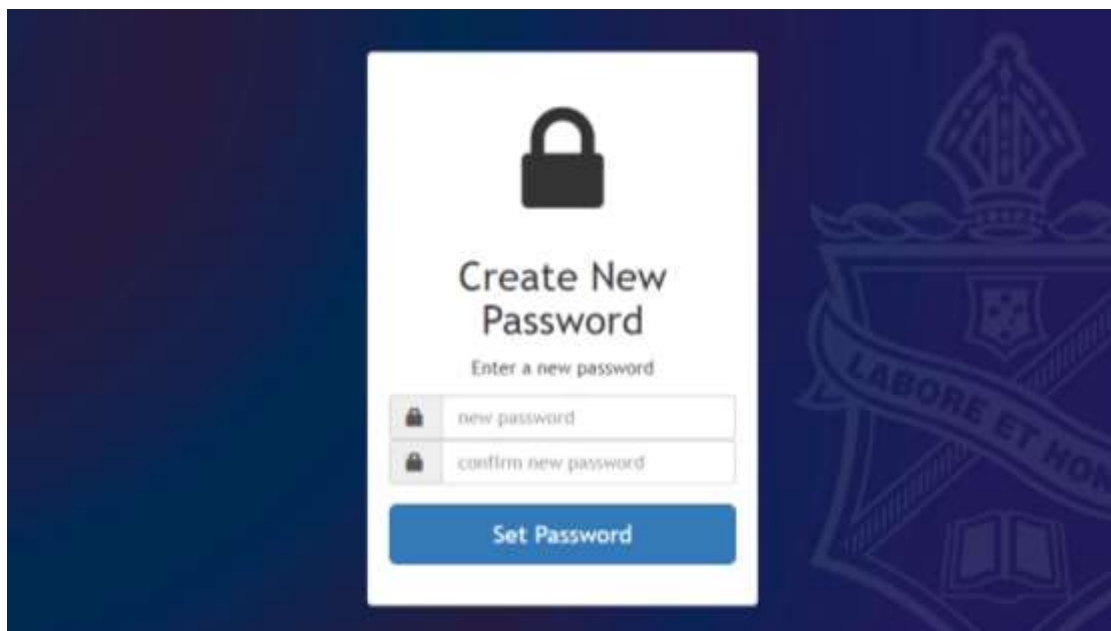
Your password reset verification code is **074433**

You will receive an email within a few minutes, please ensure to check your junk folder.

When you receive the security code, enter this code in the text box and click **Verify**.



You will then be prompted to enter a new password. We recommend a password of at least 8 characters for security. Once you have entered your new password in both fields click the **Set Password** button.



Your password has now been reset and you should see the following success message. You may now use your new password to log in to all online Mentone Grammar parent resources.

If you experience any issues and require support, please contact ITAssist@mentonegrammar.net

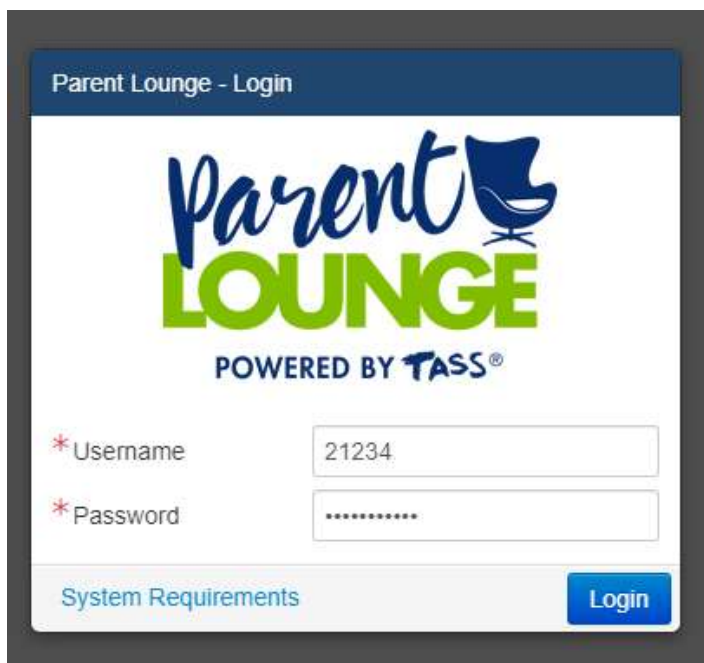
Parent Lounge

<https://tass.mentonegrammar.net/parentlounge>

The **Parent Lounge** portal is the primary channel for communication with the school. It provides access for parents to:

- View/update your personal details
- Update your business address
- Book parent/teacher interviews
- View class lists and other parent contact details
- View your child's timetable & attendance
- Contact your child's teacher(s) by email

The login page seen below can be accessed via **My Mentone**. Enter your parent code [Username] and password to log in.



Parent Lounge - Login

Parent LOUNGE
POWERED BY TASS®

*Username

*Password

[System Requirements](#)

Once logged in you will see the Parent lounge home page. From here, you can access various areas of information using the tabs at the top of the page.

Student Absences



At the bottom of the homepage of the Parent Lounge is the Student Absences section. This displays absences for a given class or whole day, as well as the ability to enter future absences for appointments or other reasons a student will be out of class.

Absences

1 Absence requires your acknowledgement

James Smith	20/02/2021	Absent from Class [Lesson 2]	Acknowledge
-------------	------------	------------------------------	-----------------------------

1 Absence Notification pending

Emily Smith	15/02/2021	Absent All Day	 
-------------	------------	----------------	---

[+ Add Absence Notification](#)

Entering Student Absences

By pressing the **Add Absence Notification** button, you can provide details of a future absence for one or multiple of your children. Once approved by your campus PA, this will display the student as away accordingly when marking the role. Please ensure to attach a relevant **medical certificate** when applicable.

Student Absence Notification

* Student Emily Smith James Smith

* Date From * Date To

* Type of Absence

* Reason for Absence

* Departure Time

Comment
20 of 1500

Instructions
0 of 1500

Attach Medical Certificate

James Smith

Acknowledging Student Absences

When a student is marked as late or absent for a class or entire day, you will see a list of any school-marked absences that were not previously advised through the Absence Notification in the last section.

Absences

1 Absence requires your acknowledgement

James Smith	20/02/2021	Absent from Class [Lesson 2]	Acknowledge
-------------	------------	------------------------------	-----------------------------

By pressing acknowledge, you can provide reasoning as to the absence which will be sent back to the campus PA for confirmation.

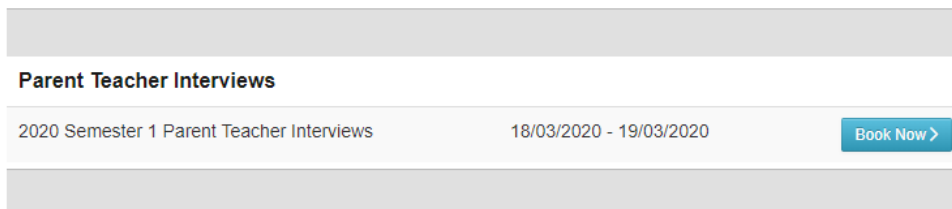
The screenshot shows a form titled "Acknowledge Absence - James Smith". The form contains the following fields and options:

- Date:** 20/02/2021
- Absence Type:** Absent from Class [Lesson 2]
- *Reason for Absence:** A dropdown menu with "Appointment at School" selected.
- Comment:** A text area containing "Guitar Lesson" with a character count of "13 of 500".
- Checkboxes:** A checked checkbox with the text "I acknowledge that the details of this absence are correct".
- Buttons:** "Cancel" and "Submit Acknowledge" (with a pencil icon).

Booking Parent Teacher Interviews

You will be notified via your email listed under correspondence that Parent Teacher Interview bookings will be open between specified dates. If you do not receive this email then please review the email(s) listed in your parent details and check the spelling, otherwise see **Contact IT Support**.

From the homepage of the parent-lounge, bookings can be made from the link at the bottom of the page.



This will open to a list of your children at the school, click **Book** to the right of their information

Students								
Code	Name	Yr	Hse	Form	PCGrp	DOB	Action	
		12	DR	C	HET		Book	
		12	JO	E	KAB		Book	
		12	AN	A	NSA		Book	

[Back](#)

Each student lists all subjects & teachers you can book appointments with, click on **Book an appointment** next to the desired subject's name.

PLEASE NOTE: Only one interview per teacher is permitted. Interview bookings will encompass all subject classes.

Teacher	Subject	Teacher Request	Appts. Free	Action
Mr Henry Kiss	VCAL Personal Development (Yr 12 Cls A)		40	Book an appointment
Mr Henry Kiss	VCAL Sport and Recreation (Cls A)		40	Book an appointment
Mr John Horler	VCAL Numeracy (Cls A)		27	Book an appointment

You are then able to select a timeslot from the available bookings for that teacher before pressing **Confirm**

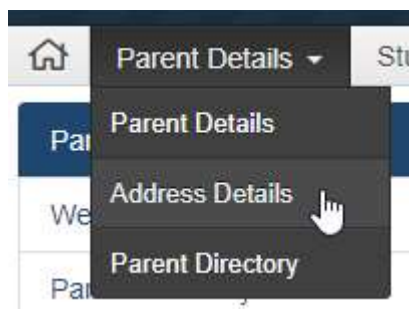
The screenshot shows a booking interface for "VCAL Personal Development" with teacher "Mr Henry Kiss". A dropdown menu is open, showing "Session 2 - Thu 19 Mar" with several time slots: 1:00pm - 1:07pm, 1:07pm - 1:14pm, 1:14pm - 1:21pm, 1:28pm - 1:35pm, 1:35pm - 1:42pm, 1:49pm - 1:56pm, 1:56pm - 2:03pm, and 2:10pm - 2:17pm. Below the dropdown is a "Choose Appointment:" label and a selection box.

Parent Details

View & Update Your Address & Contact Information

This section will list all your current address and contact information for communication with teachers and administration staff, as well as community newsletters and invitations.

Please ensure you promptly update these details when you change address, email, or contact number.



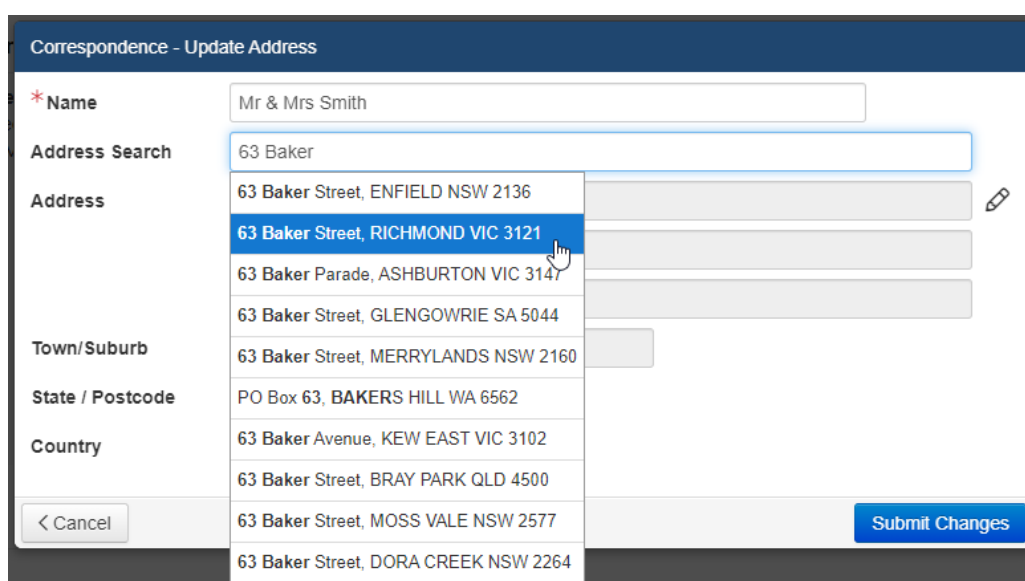
To add or amend any contact information for your account on the system, select either **Update Address** or **Update Contact Details**.



Note: These changes may take 1-2 business days to update on the system

When updating your address, start typing into the **Address Search** box and suggested addresses will appear, click on your address once it shows up to fill out the Address fields, then press **Submit Changes**.

If the suggested address is not fully accurate, you can edit or add information into fields manually by pressing the **pencil icon**.

A screenshot of a web form titled 'Correspondence - Update Address'. The form has several fields: '* Name' (Mr & Mrs Smith), 'Address Search' (63 Baker), 'Address' (63 Baker Street, ENFIELD NSW 2136), 'Town/Suburb' (63 Baker Street, MERRYLANDS NSW 2160), 'State / Postcode' (PO Box 63, BAKERS HILL WA 6562), and 'Country' (63 Baker Avenue, KEW EAST VIC 3102). A dropdown menu is open under the 'Address' field, showing several suggested addresses. The second option, '63 Baker Street, RICHMOND VIC 3121', is highlighted. A pencil icon is visible to the right of the dropdown. At the bottom of the form, there are 'Cancel' and 'Submit Changes' buttons.

Parent Directory

The parent directory allows you to view the contact information for other parents within the class of each child at the school. It also allows you to control what of your information other parents can see. For example, having only your email listed but not your mobile number.

To view class lists for your child, click on the **Year/Class (##)** link next to the student's respective name (**Red Box**). This will display the contact information of all other parents in their class. You can print list by pressing the printer icon in the top-right of the page.



View Parent Directory		
Student Name	Parent Directory Links	
 Amanda Smith	Year/Class (12A)	

If you wish to view and edit which contact information is shown on this class list to other parents, click on the **Maintain** button (**Green Box**)

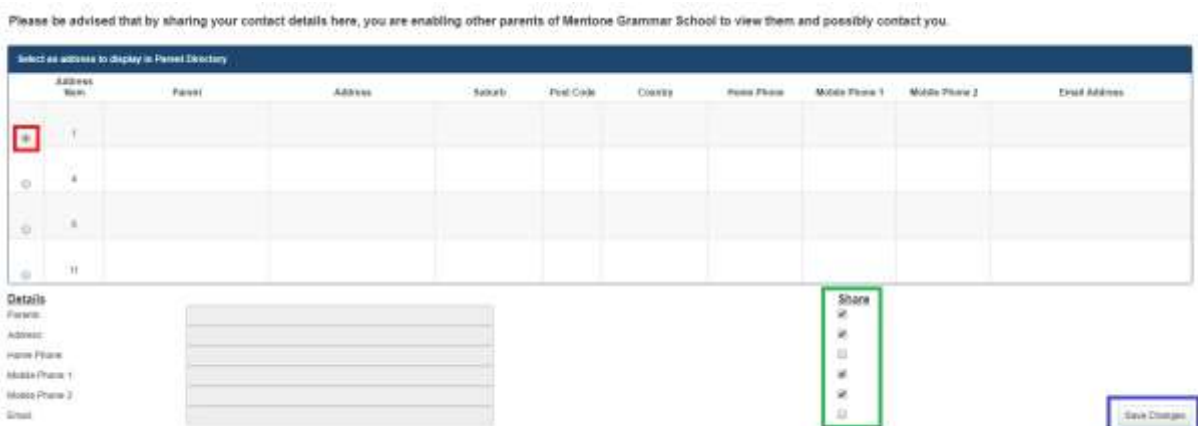


My Directory Listing											Maintain
Student	Parent	Address	Suburb	Post Code	County	Home Phone	Mobile Phone 1	Mobile Phone 2	Email Address		
	Mr & Mrs										
	Mr & Mrs										
	Mr & Mrs										

To edit class list contact information, select which person you would like listed using the selection button (**Red Box**). This can be either Correspondence, Parent 1, Parent 2, or Work.

Next, select which information you would like to display to other parents by ticking and unticking the respective boxes accordingly (**Green Box**). Once you have finished making changes, select save changes (**Blue Box**) to confirm

Please be advised that by sharing your contact details here, you are enabling other parents of Mentone Grammar School to view them and possibly contact you.



Select address to display in Parent Directory										
Address	Parent	Address	Suburb	Post Code	County	Home Phone	Mobile Phone 1	Mobile Phone 2	Email Address	
<input checked="" type="checkbox"/>	1									
<input type="checkbox"/>	4									
<input type="checkbox"/>	8									
<input type="checkbox"/>	11									

Details

Parent:

Address:

Home Phone:

Mobile Phone 1:

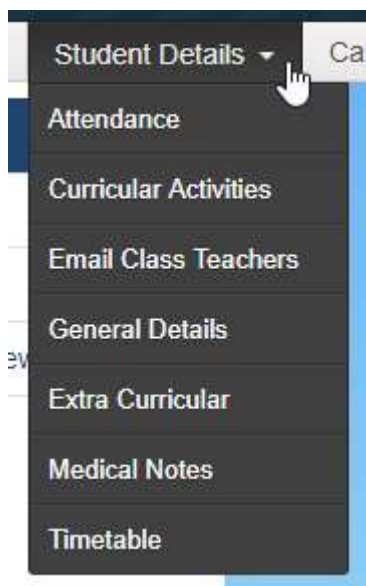
Mobile Phone 2:

Email:

Share

Student Details

This section allows you to access information related to your child's/children's classes, teacher contacts, as well as any non-academic information.



Attendance

This provides an overview of all sick days for a student within a given year. You can change the selected student, year and specific type of absence using the filters in the top-right of the page.



Email Class Teachers

This page allows you to view the teacher for each subject of a student, as well to email them directly. To switch between students, select from the drop-down list of names in the top right.

Pressing the mail icon next to the respective class and teacher's name will open a new email in the default mailing app on your computer (e.g. Outlook 2016). If you wish to copy the email address, hover over the icon until the email appears in a black box, then click and hold from one end of the email to the other to select it, press right click and copy.

Mentor Academic Comment	DR	Ms Lisa Turner, Ms Shelley Muir	NSA@mentonegrammar.net
Unit 1 Accounting	A	Mr Nizam Abdallah	
Unit 1 English	H	Ms Naomi White	

Miscellaneous Other Features

Other areas of Student Details include:

- General Details – Basic student information summary
- Extra-Curricular – Lists non-academic groups & activities a student is enrolled in
- Medical Notes – Any medical notes, incidents or visits as logged by the Nurse team
- Timetable – Displays a student's timetable for a given day

Village Square

<https://lms.mentonegrammar.net>


As part of Mentone Grammar's digital transformation, the use of the Village Square (or Learning Management System) is currently under review.

To view you child's grades, please use the Student Performance System (SPS) – see **Page 17** for more information.

If you wish to view course content, learning material and assessment information, please work with your child to explore their subjects through their Microsoft Teams app.

The Village Square currently provides parents access to:

- Co-curricular information such as **Sport** fixtures and training updates (**Blue** box, as below)

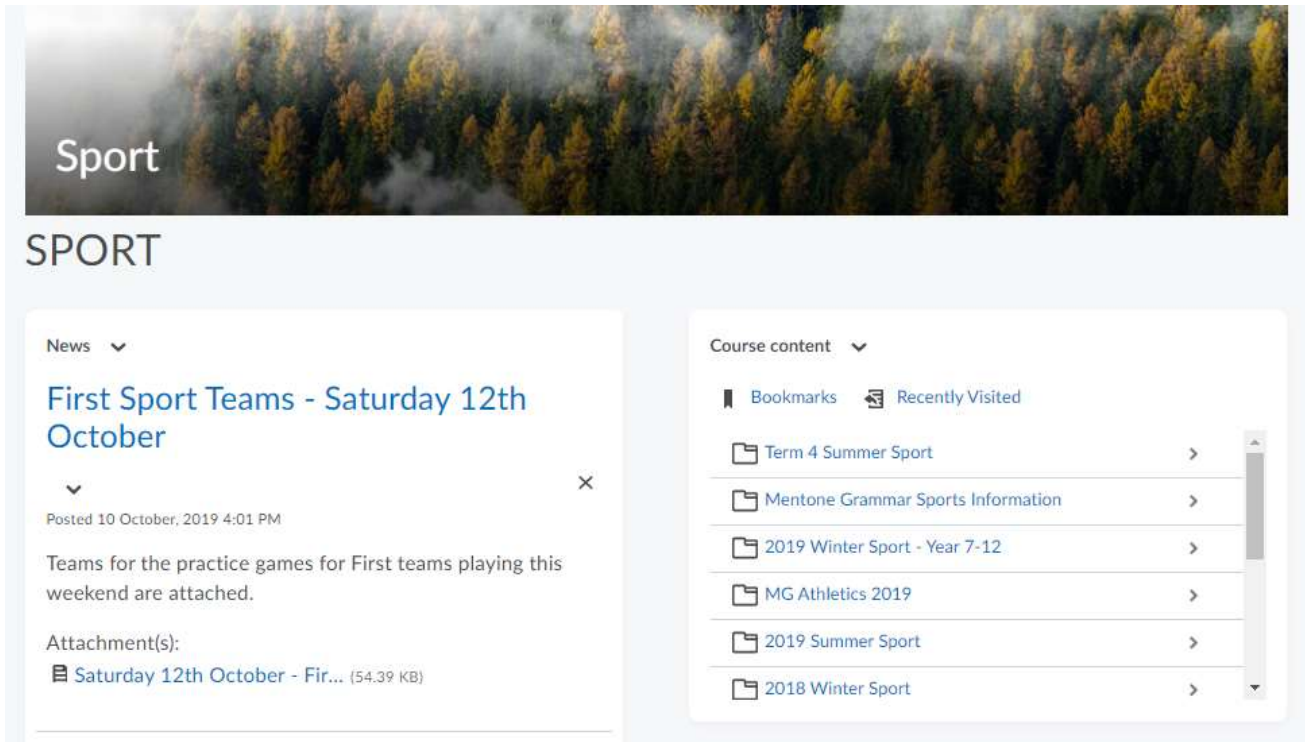
You can use the home icon  to return to this page at any time



Sport

The **Sport** homepage is located under the **Community** section of the **Parent Homepage**.

From this page you can find sports news, including training updates, under the **News** section, as well as all sporting fixtures under the **Course content** section.



The screenshot shows the 'Sport' homepage. At the top is a banner image of a forest with the word 'Sport' overlaid. Below the banner is the heading 'SPORT'. The page is divided into two main sections: 'News' and 'Course content'. The 'News' section features a post titled 'First Sport Teams - Saturday 12th October' with a sub-heading, a timestamp 'Posted 10 October, 2019 4:01 PM', a brief description, and an attachment titled 'Saturday 12th October - Fir... (54.39 KB)'. The 'Course content' section has a dropdown menu with 'Bookmarks' and 'Recently Visited' options, and a list of folders: 'Term 4 Summer Sport', 'Mentone Grammar Sports Information', '2019 Winter Sport - Year 7-12', 'MG Athletics 2019', '2019 Summer Sport', and '2018 Winter Sport', each with a right-pointing arrow.

[Student Performance System \(SPS\)](#)

<https://sps.mentonegrammar.net/>

At Mentone Grammar, student learning is measured using a combination of internal assessment and external assessments. These are designed to enhance and validate internal assessments and build a more accurate profile of each learner.

The results from internal assessments and the external assessments (ESPT and NAPLAN), are entered into our Student Performance System (SPS), a key resource used to track student progress and assist with the design of teaching and learning for each individual.

The Student Performance System (SPS) allows the School to monitor an individual's progress over time, as well as identify areas of strength and areas of opportunity for improvement in our subject-based planning and delivery. This system has been fully designed and developed at Mentone Grammar and is being used successfully by all teachers from Years 5 to 12.



The Student Performance System provides direct access to parents through a Parent Dashboard. The SPS Parent Dashboard has proven to be a very useful and informative tool, providing parents with a detailed view of their son/daughter's current learning profile.

It includes full learning behaviour reporting as well as academic progress in the form of an interactive progress chart and details regarding all individual assessments. The Parent Dashboard is an up-to-date reference point to inform constructive and forward-looking conversations between staff, parents, and students.

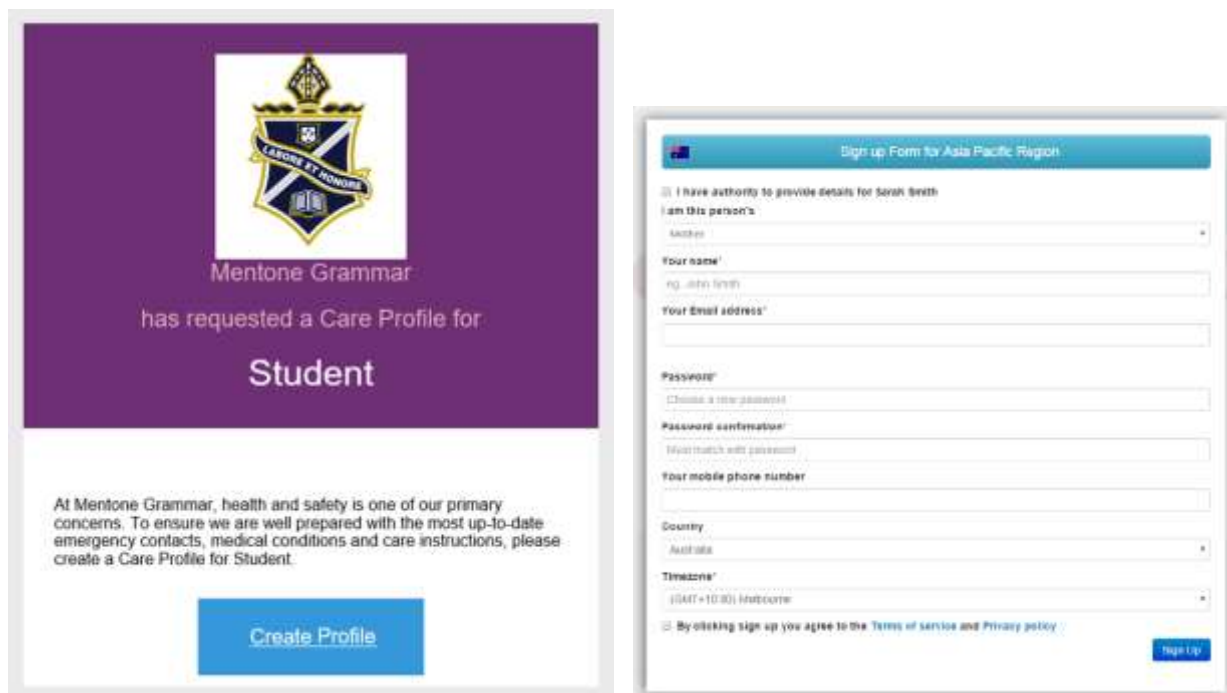
As we continue to utilise the system and find opportunities to further enhance its functionality, we also encourage Parents to make use of this valuable resource to stimulate positive goal setting discussions with their children.

[Please take a moment to view the short video](#) to better understand how to access the SPS and interpret the data the system provides.

[Operoo \(Formerly known as Care Monkey\)](#)

Operoo is used for maintaining up-to-date medical and personal information for all students and providing information and obtaining electronic permission for all excursions and camps.

All parents will receive an **Operoo profile request** via email at the time of enrolment, please take the time to complete this request.



After creating your account, you will be asked to fill out medical and contact information for each student you have enrolled at the school.



Should you wish to discuss your child's medical details, you may contact our school nurses at nurses@mentonegrammar.net

Contact the Mentone Grammar IT Helpdesk (IT Assist)

Our IT helpdesk team is available to help weekdays from 8am-4pm if you have any technical queries not answered in this document, such as login difficulties. Please email ITAssist@mentonegrammar.net and a member of the IT Helpdesk team will be in contact promptly.