

PCSchool Parent Portal Contents

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Please contact portalhelp@cbhs.school.nz regarding any issues
in accessing or using the parent portal.

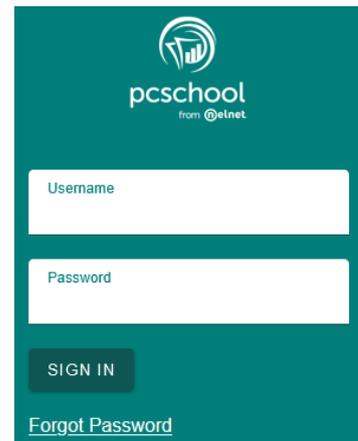
Parent Portal Login Procedure



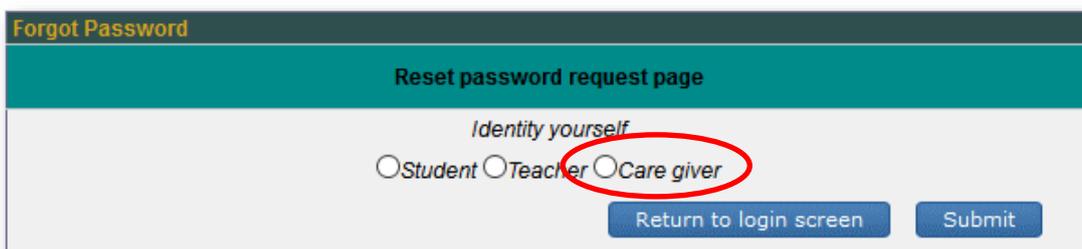
- 1) to access the parent portal, browse to the CBHS Website: <https://www.cbhs.school.nz/>
- 2) click **PORTAL** in the top menu and log into PCSchool



- 3) your username is the email address you registered with CBHS
- 4) you must create a new password if:
 - a) this is your first time accessing the portal
 - b) you don't know your password
 - c) your password does not work
- 5) If your password does not work, click the **Forgot Password** link directly beneath the username and password fields and follow the prompts.



Click the **Care giver** button which will open the following window.



Select **"Yes, I know my username..."** which is your email address.

Forgot Password

Reset password request page

Please select one of the below options for resetting your password

Yes, i know my username to this software

No, i would like to have more tips

[Return to login screen](#) [Submit](#)

Enter your **email address** that you provided to CBHS and click **Submit**.

Forgot Password

Reset password request page

Please select one of the below options for resetting your password

Yes, i know my username to this software

No, i would like to have more tips

Enter your login name to this software

User name:

[Return to login screen](#) [Submit](#)

You should now see the following confirmation window.

SUCCESS: Password reset confirmation mail has been sent, please open your mailbox and click the link given.

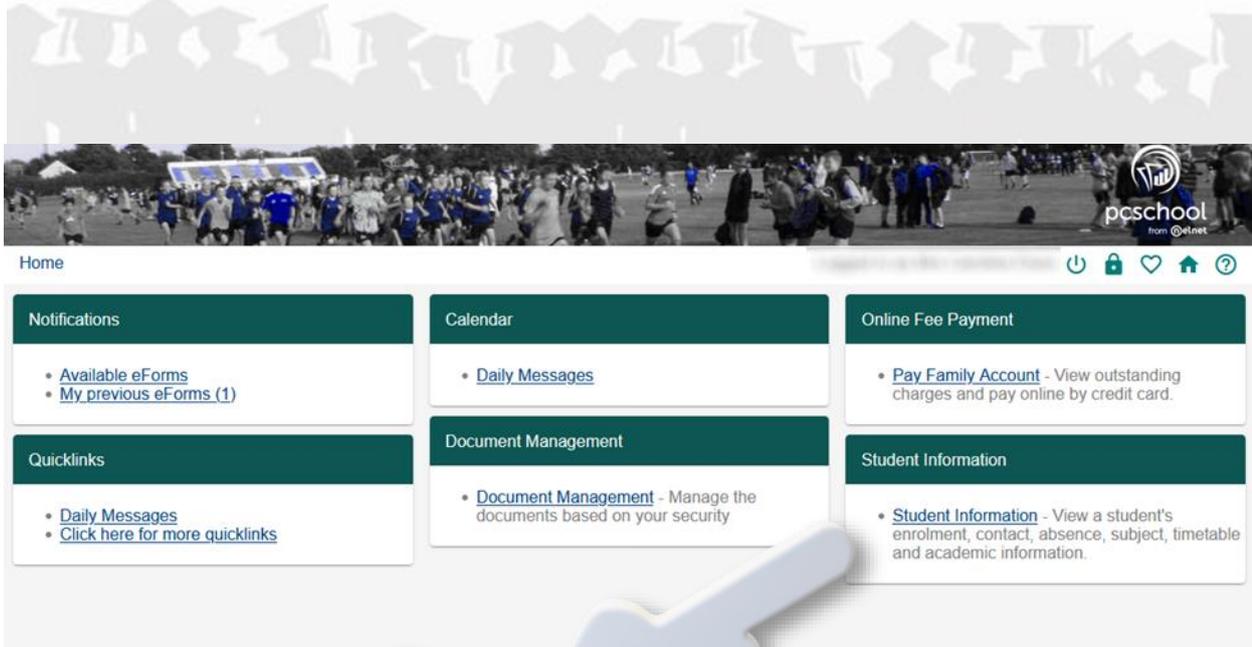
[OK](#)



Please check your mail and follow the link in the PCSchool password reset email.

Student Information

Once you have logged into PCSchool, the **Student Information** section offers several options.

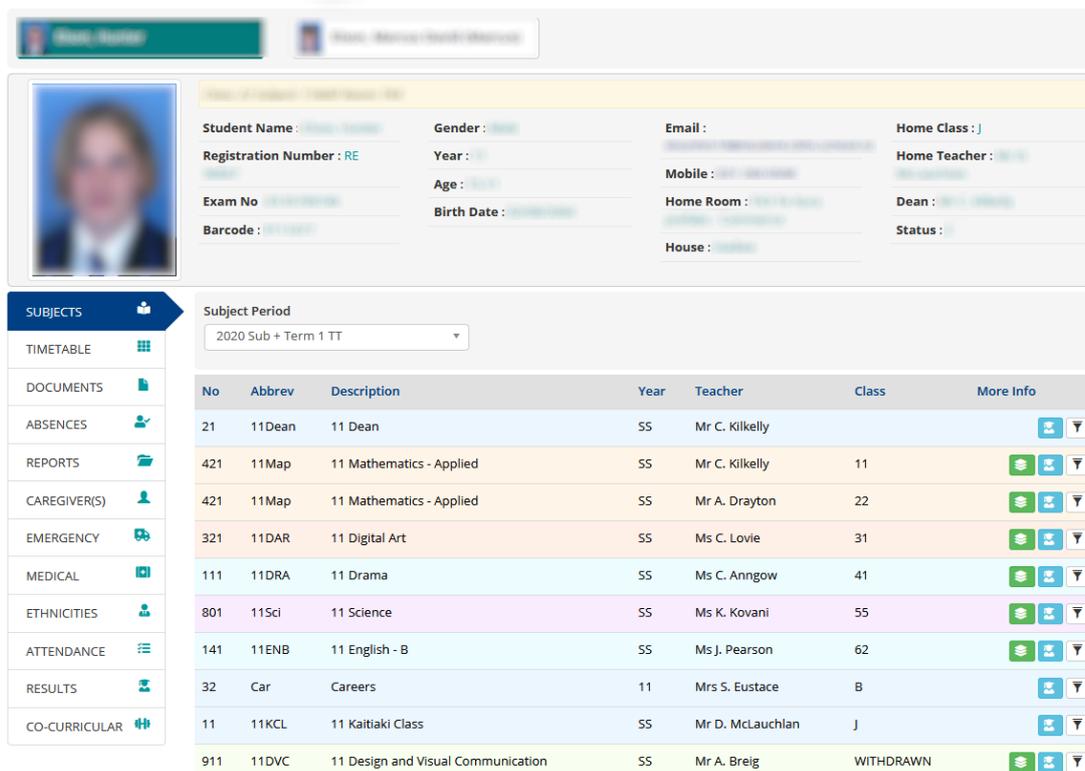


The image shows the PCSchool Home dashboard. At the top, there is a banner with a row of graduation caps and a photo of a school event. Below the banner, the word "Home" is displayed. The dashboard is organized into several sections:

- Notifications:** Includes links for "Available eForms" and "My previous eForms (1)".
- Calendar:** Includes a link for "Daily Messages".
- Online Fee Payment:** Includes a link for "Pay Family Account" to view outstanding charges and pay online by credit card.
- Quicklinks:** Includes links for "Daily Messages" and "Click here for more quicklinks".
- Document Management:** Includes a link for "Document Management" to manage documents based on security.
- Student Information:** Includes a link for "Student Information" to view a student's enrolment, contact, absence, subject, timetable, and academic information.

Two large blue hand icons are overlaid on the dashboard, pointing towards the "Student Information" section.

My students



The "My students" page displays a student's profile and a list of their subjects. The profile includes a photo and various personal details:

- Student Name:** [Redacted]
- Registration Number:** RE [Redacted]
- Exam No:** [Redacted]
- Barcode:** [Redacted]
- Gender:** [Redacted]
- Year:** [Redacted]
- Age:** [Redacted]
- Birth Date:** [Redacted]
- Email:** [Redacted]
- Mobile:** [Redacted]
- Home Room:** [Redacted]
- House:** [Redacted]
- Home Class:** J
- Home Teacher:** [Redacted]
- Dean:** [Redacted]
- Status:** [Redacted]

Below the profile, there is a "SUBJECTS" sidebar with a "SUBJECTS" header and a "Subject Period" dropdown set to "2020 Sub + Term 1 TT". The main area contains a table of subjects:

| No | Abbrev | Description | Year | Teacher | Class | More Info |
|-----|--------|------------------------------------|------|------------------|-----------|-----------|
| 21 | 11Dean | 11 Dean | SS | Mr C. Kilkelly | | [Icons] |
| 421 | 11Map | 11 Mathematics - Applied | SS | Mr C. Kilkelly | 11 | [Icons] |
| 421 | 11Map | 11 Mathematics - Applied | SS | Mr A. Drayton | 22 | [Icons] |
| 321 | 11DAR | 11 Digital Art | SS | Ms C. Lovie | 31 | [Icons] |
| 111 | 11DRA | 11 Drama | SS | Ms C. Anngow | 41 | [Icons] |
| 801 | 11Sci | 11 Science | SS | Ms K. Kovani | 55 | [Icons] |
| 141 | 11ENB | 11 English - B | SS | Ms J. Pearson | 62 | [Icons] |
| 32 | Car | Careers | 11 | Mrs S. Eustace | B | [Icons] |
| 11 | 11KCL | 11 Kaitiaki Class | SS | Mr D. McLauchlan | J | [Icons] |
| 911 | 11DVC | 11 Design and Visual Communication | SS | Mr A. Breig | WITHDRAWN | [Icons] |

Subjects

The Subjects menu option provides an **Introduction** of the subjects taught, as well as some of the **Content** covered and the student **Skills** to be developed. Click the green icon to the right to see more information, click the blue icon to see the results.

| No | Abbrev | Description | Year | Teacher | Class | More Info |
|-----|--------|--------------------------|------|----------------|-------|-----------|
| 21 | 11Dean | 11 Dean | SS | Mr C. Kilkelly | | [Icons] |
| 421 | 11Map | 11 Mathematics - Applied | SS | Mr C. Kilkelly | 11 | [Icons] |
| 421 | 11Map | 11 Mathematics - Applied | SS | Mr A. Drayton | 22 | [Icons] |
| 321 | 11DAR | 11 Digital Art | SS | Ms C. Lovie | 31 | [Icons] |
| 111 | 11DRA | 11 Drama | SS | Ms C. Ann | | [Icons] |
| 801 | 11Sci | 11 Science | SS | Ms K. ... | | [Icons] |
| 141 | 11ENB | 11 English - B | SS | M | | [Icons] |
| 32 | Car | Careers | 11 | | | [Icons] |
| 11 | 11KCL | 11 Kaitiaki Class | SS | | | [Icons] |

Timetable

Timetable shows the student's timetable for the week – click



to print it onto paper.

| Day | Date | Period | Teacher | Room | Subject |
|---------|------------------------------|--------------------|-----------------|-----------------------|----------------|
| Monday | Monday 9th September, 2019 | Pd 1 (8.45 - 9.45) | Mr B. Alexander | Year 10 D SST Room 06 | Social Studies |
| Tuesday | Tuesday 10th September, 2019 | Pd 1 (8.45 - 9.45) | Mr T. Kato | Year 10 D MTH Room F5 | Mathematics |

Reports

Click the **Documents** section to view Formal Reports.

The screenshot shows a sidebar menu with the following items: SUBJECTS, TIMETABLE, DOCUMENTS (highlighted), ABSENCES, REPORTS, CAREGIVER(S), EMERGENCY, MEDICAL, ETHNICITIES, and CO-CURRICULAR. The main content area has a 'Filter By' dropdown set to 'Show all' and a list of report files under the heading 'Name':

- (Report-July2019-090719).pdf
- (Report-December-131218).pdf
- (REPORT-JULY-100718).PDF

Absences

This section shows the student's explained and/or unexplained absences.

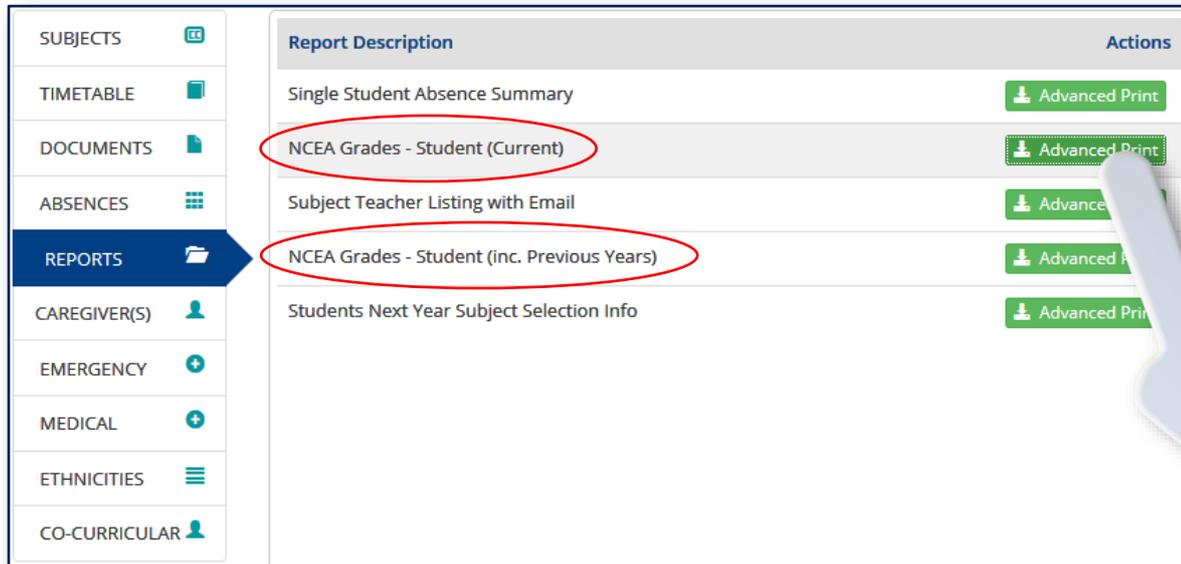
The screenshot shows the same sidebar menu as above, but with 'ABSENCES' highlighted. The main content area has a 'Filter by' dropdown set to 'Absence' and a table of absence records:

| Date | Status | Days | Comments |
|------------------|-----------|------|----------|
| 12/08/2019 (Mon) | Explained | 1 | |
| 01/08/2019 (Thu) | Explained | 1 | |
| 21/03/2019 (Thu) | Explained | 0.6 | |
| 25/02/2019 (Mon) | Explained | 1 | |
| 22/02/2019 (Fri) | Explained | 1 | |
| 21/02/2019 (Thu) | Explained | 1 | |
| 20/02/2019 (Wed) | Explained | 0.8 | |
| 19/02/2019 (Tue) | Explained | 1 | |

A single student's absence summary is also available under **Reports** – see below.

Reports - NCEA Grades

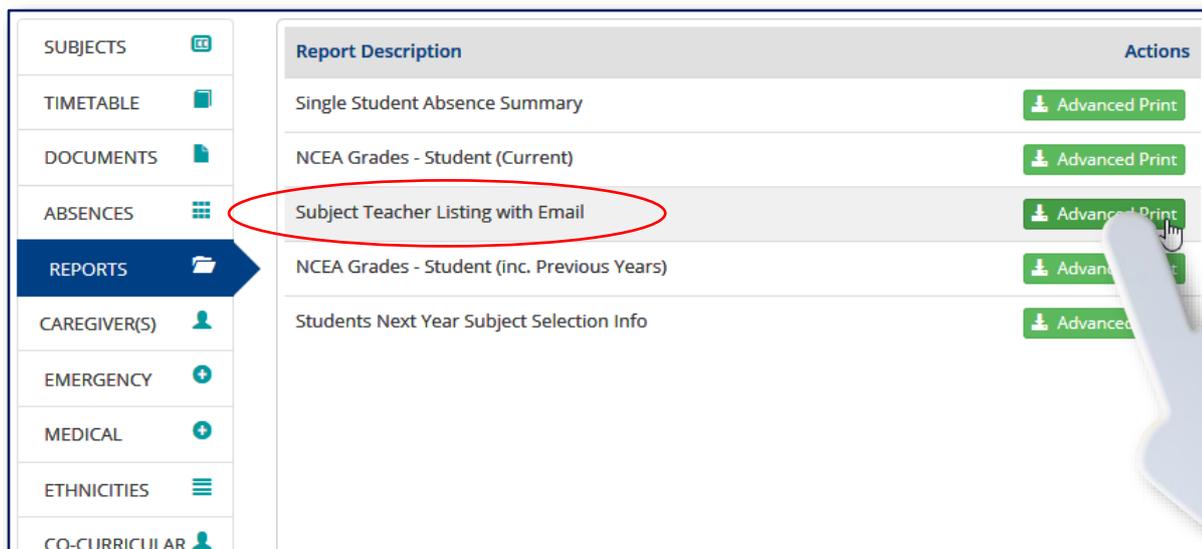
To view the student's grades, click the respective green **Advanced Print** button to produce a PDF document.



| | Report Description | Actions |
|--|--|--------------------------------|
| | Single Student Absence Summary | Advanced Print |
| | NCEA Grades - Student (Current) | Advanced Print |
| | Subject Teacher Listing with Email | Advanced Print |
| | NCEA Grades - Student (inc. Previous Years) | Advanced Print |
| | Students Next Year Subject Selection Info | Advanced Print |

Reports - Teacher Details

This shows a list of the student's teachers and their email addresses.



| | Report Description | Actions |
|--|---|--------------------------------|
| | Single Student Absence Summary | Advanced Print |
| | NCEA Grades - Student (Current) | Advanced Print |
| | Subject Teacher Listing with Email | Advanced Print |
| | NCEA Grades - Student (inc. Previous Years) | Advanced Print |
| | Students Next Year Subject Selection Info | Advanced Print |

Attendance

The attendance tab provides attendance analysis, history, a record based on individual subjects and an attendance summary.

| Start Date | Monday | | | | | Tuesday | | | | | Wednesday | | | |
|------------|--------|---|---|---|---|---------|---|---|---|---|-----------|---|---|---|
| 30/12/2019 | U | U | U | U | U | U | U | U | U | U | U | U | U | U |
| 06/01/2020 | U | U | U | U | U | U | U | U | U | U | U | U | U | U |
| 13/01/2020 | U | U | U | U | U | U | U | U | U | U | U | U | U | U |
| 20/01/2020 | U | U | U | U | U | U | U | U | U | U | U | U | U | U |
| 27/01/2020 | U | U | U | U | U | U | U | U | U | U | U | U | U | U |
| 03/02/2020 | E | P | P | P | P | P | P | P | P | P | M | M | M | M |
| 10/02/2020 | L | P | P | P | P | P | L | ? | ? | ? | P | P | P | P |
| 17/02/2020 | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 24/02/2020 | M | M | M | M | M | M | M | M | M | M | P | P | P | P |
| 02/03/2020 | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 09/03/2020 | P | P | L | P | P | P | P | P | P | P | P | P | P | P |
| 16/03/2020 | L | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 23/03/2020 | M | M | M | M | M | M | U | U | U | U | U | U | U | U |

The Attendance Summary tab provided a quick overview of a student’s attendance.

| Attendance Analysis | Attendance Summary | Attendance By Subject | Attendance History | | | |
|-------------------------------------|--------------------|-----------------------|--------------------|--------------|-----------------|---------------|
| Attendance Summary - | | | | | | |
| Justified | Unjustified | Intermittent | Other | Unmarked | Attendance Rate | |
| 14.6% | 3.9% | 4.9% | 0.0% | 27.7% | 49.0% | |
| Attendance Summary By Period | | | | | | |
| Justified | Unjustified | Other | Attendance Rate | Periods Late | Unmarked | Total Periods |
| 20.2% | 9.3% | 0.0% | 70.6% | 11 | 14 | 391 |

NCEA Academic Data

The Results link provides general student information, as well as information on NCEA results, qualifications and vocational pathways.



Allow to publish

| | | | |
|-----------------------|--------------|-------------|----------------|
| Student Name : | Gender : | Email : | Home Class : |
| Registration Number : | Year : | Mobile : | Home Teacher : |
| Exam No : | Age : | Home Room : | Dean : |
| Barcode : | Birth Date : | Status : | |
| | House : | | |

★ Interviews ✉ Email + Medical

The top part provides general student information, such as name, email, home teacher and so on.



NCEA -

NCEA e-asTTle Achievements PAT

NCEA Summary NCEA Qualifications **NCEA Results** Vocational Pathways

NCEA Results -

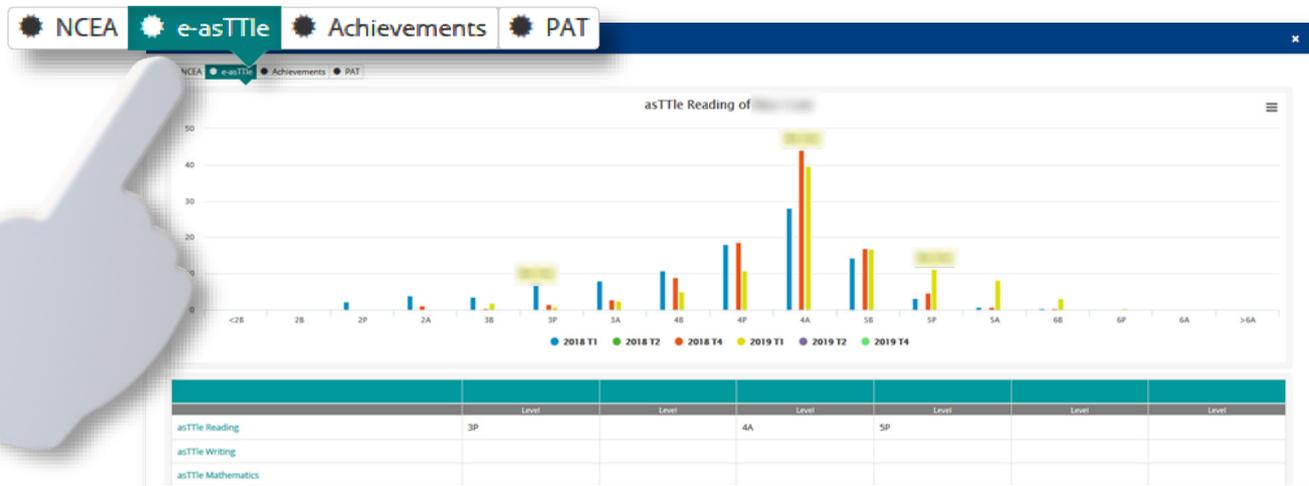
| Subject | Credits Offered | N | A | M | E | Total | % | GPA | Endorsement |
|-----------------------------|-----------------|---|---|---|---|-------|-------|------|-------------|
| English | 4 | 0 | 0 | 0 | 0 | 0 | 0.0 | 0.0 | |
| Visual Arts | 4 | 0 | 0 | 0 | 0 | 0 | 0.0 | 0.0 | |
| Health & Physical Education | 3 | 0 | 0 | 0 | 0 | 0 | 0.0 | 0.0 | |
| Geography | 4 | 0 | 4 | 0 | 0 | 4 | 100.0 | 50.0 | |
| Overall | 15 | 0 | 4 | 0 | 0 | 4 | 100.0 | 50.0 | |

NCEA Results showing the subjects, the credits offered, and credits achieved.

Year 9 & 10 Student Performance Review

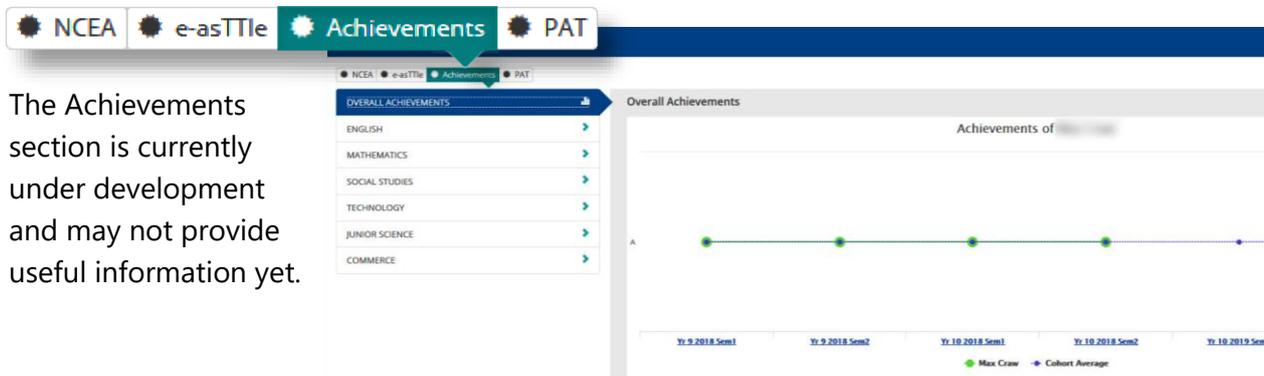
Since there may be no NCEA results for year 9/10 students, their progress can still be reviewed with the following three options: **e-asTTle**, **Achievements** and **PAT**.

e-asTTle (Electronic Assessment Tools for Teaching & Learning)



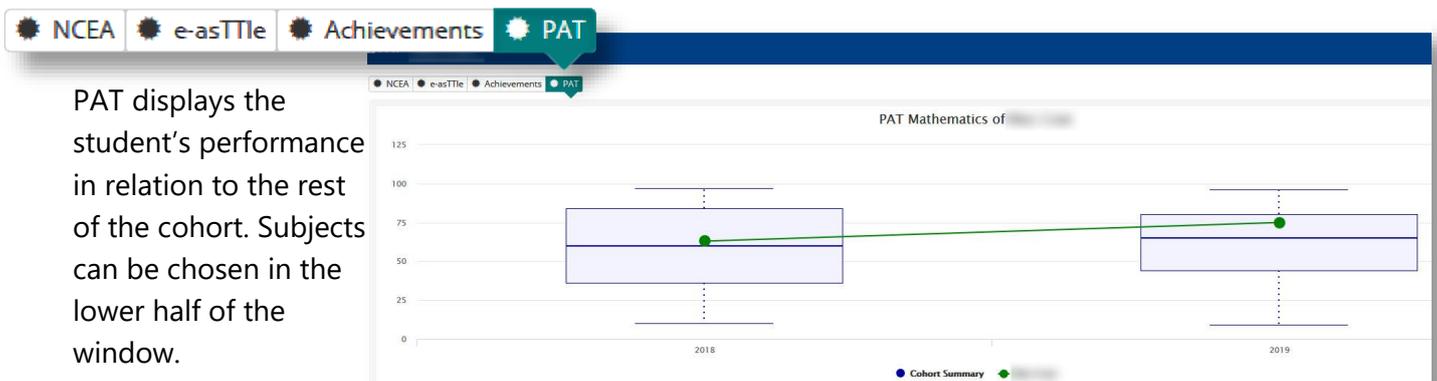
The different subjects may be chosen in the lower half of the window.

Achievements



The Achievements section is currently under development and may not provide useful information yet.

PAT (Progressive Achievement Test)



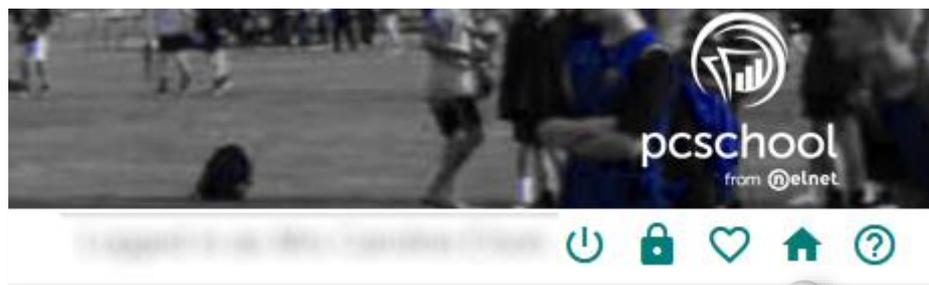
PAT displays the student's performance in relation to the rest of the cohort. Subjects can be chosen in the lower half of the window.

Password Reset & Logout

Once you have finished reviewing the Student Details section you can either sign out from the Portal or be sent back to the homepage. You can find the respective links in the top right-hand corner.



Once you are back on the PCSchool home page, you are presented with a slightly different set of icons in the top right-hand corner of your screen.



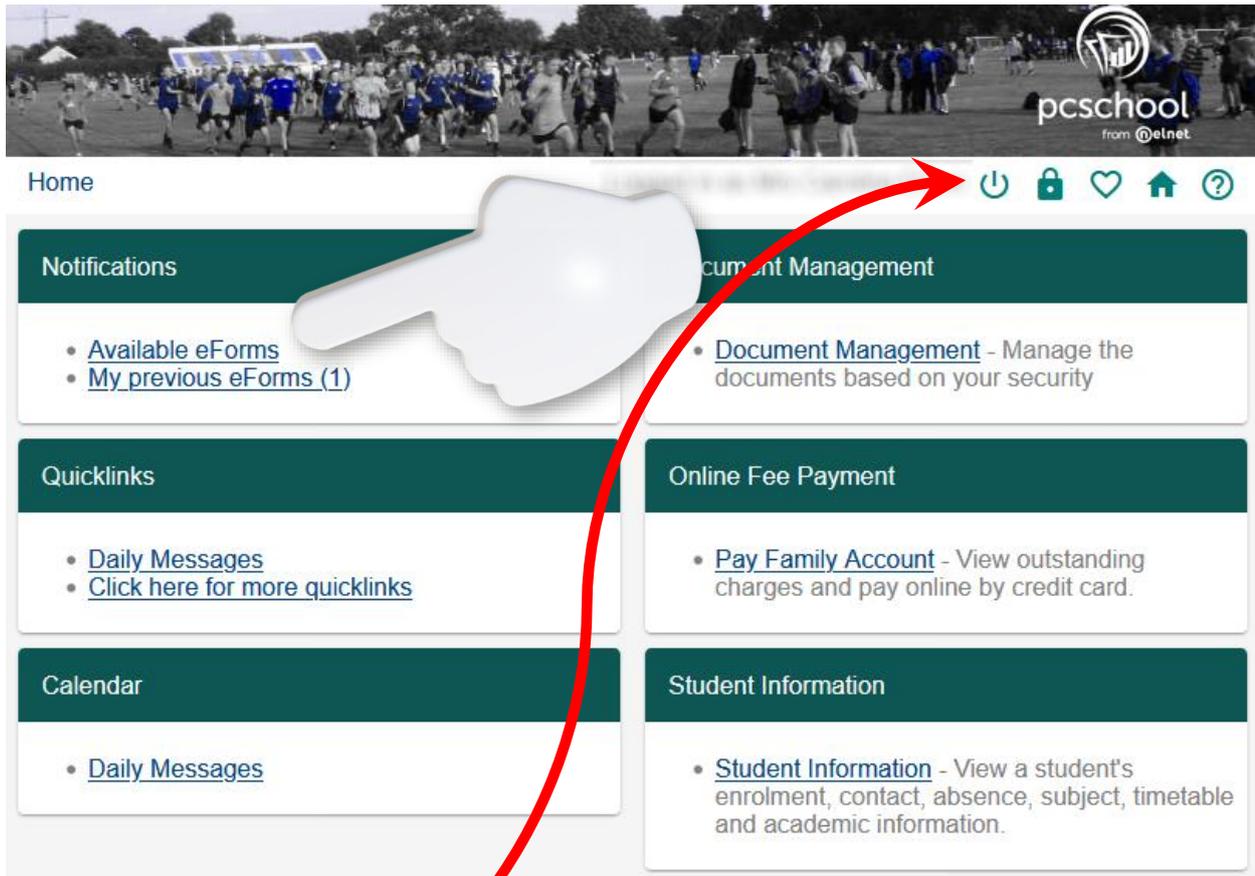
The Welcome drop-down menu shows some basic information, followed by the refresh button and the lock icon, which is used to change your login password.

A screenshot of the 'Change Password' window. The window has a blue header with a lock icon and the text 'Change Password' and a close button. Below the header, there is a yellow box with the text 'Choose a password that is not likely to be guessed.' followed by three input fields: 'Old password', 'New password', and 'Confirm New password'. At the bottom, there are two buttons: a blue 'Submit' button with a checkmark and a red 'Exit' button with a refresh icon.

Change Password window

Notifications Panel

Back on the Portal's homepage, the **Notifications Panel** provides two eForms to make changes to a student's mobile number and email address, and other links provide access to the CBHS homepage, our library and the NZQA website. Here you find information about NCEA (National Certificates of Educational Achievement).

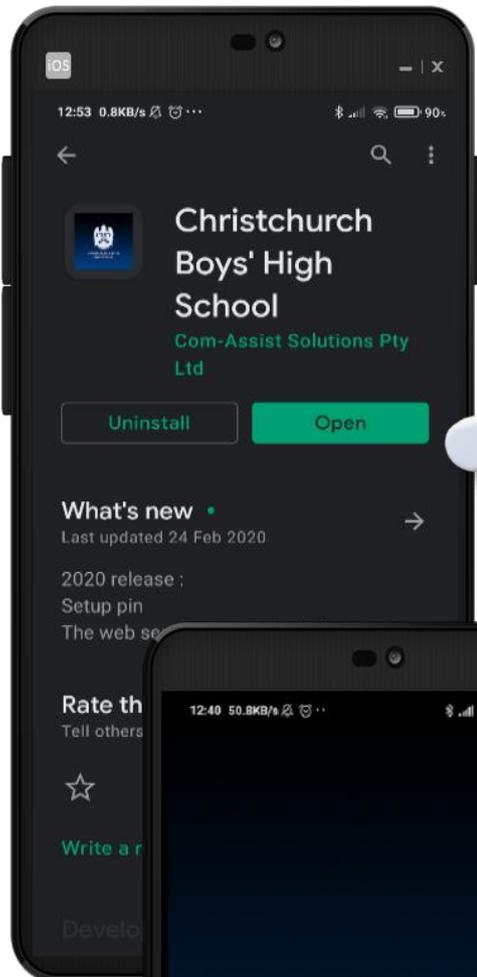


To sign out from the Portal press the green power icon.

Portal Access on a Smartphone

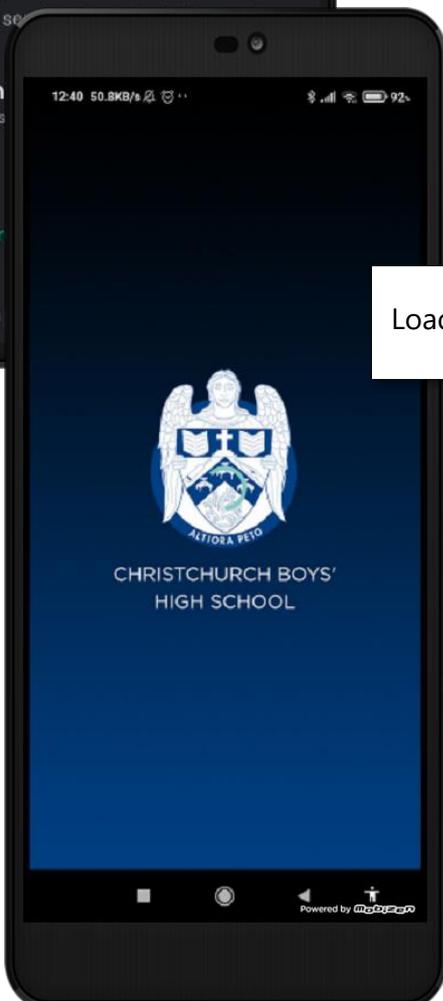
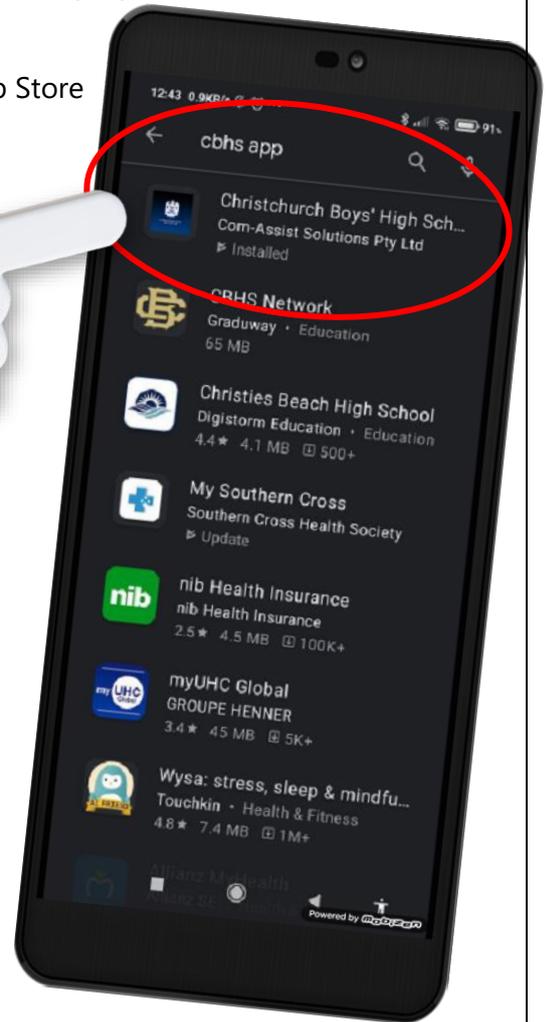
If you wish to access the Parent Portal on a smartphone rather than a laptop or desktop PC, then you might find the following information useful.

Please go to the Google Play Store for Android devices or the App Store for iPhone devices and **install the CBHS App**.



Install the app.

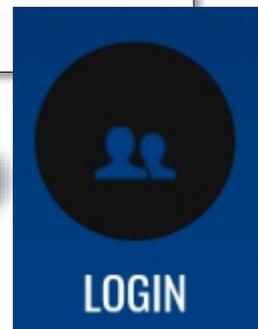
Click Open.



Loading...

Tap the **LOGIN** button and enter your email address and password.

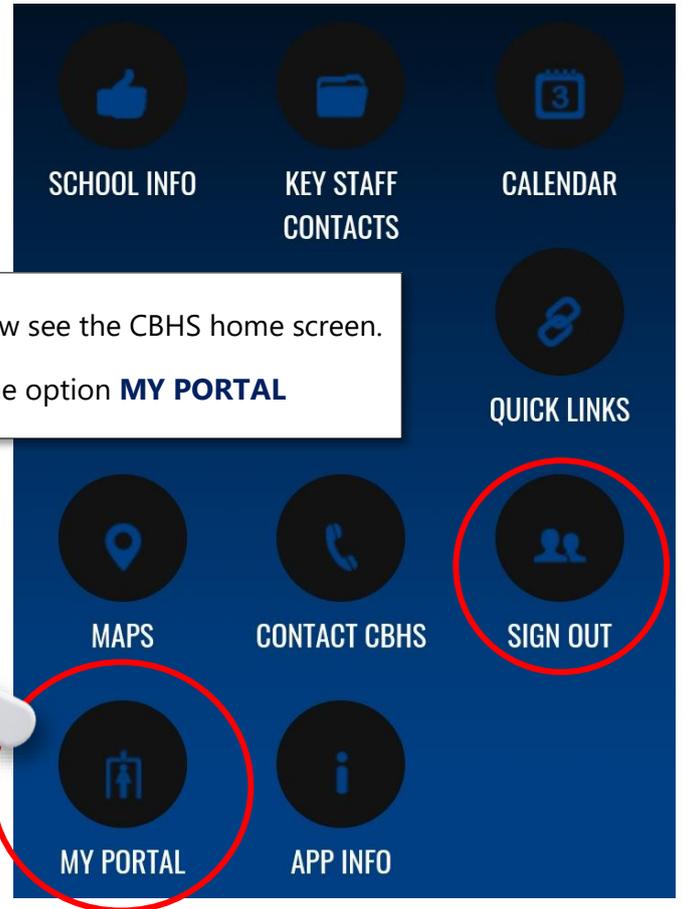
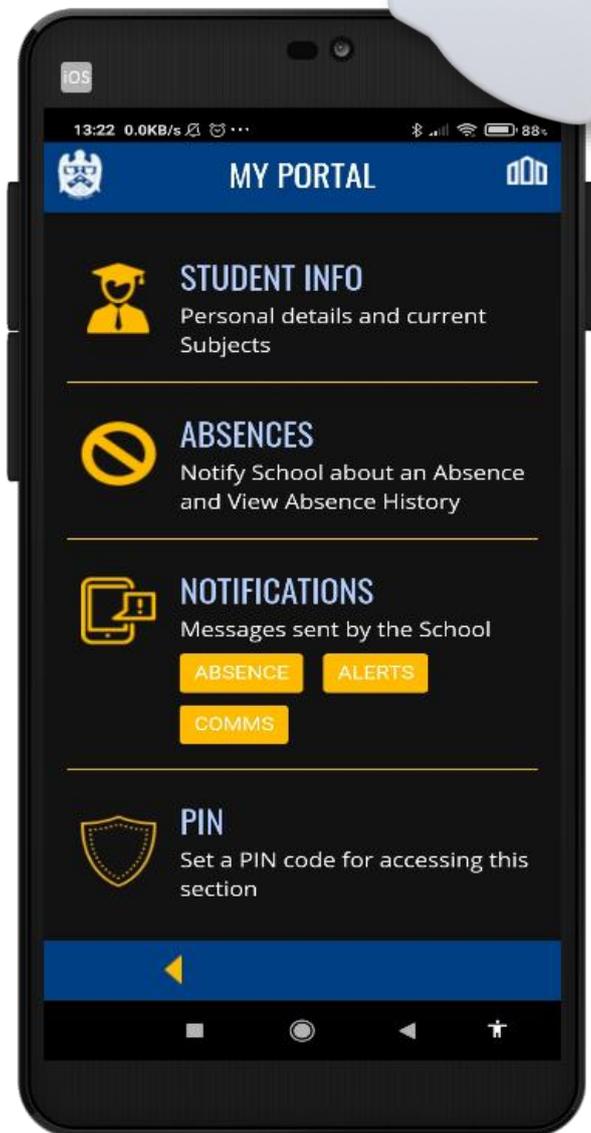
Press **LOGIN**



The Portal may ask you to set up a four-digit security PIN

You should now see the CBHS home screen.

Click the option **MY PORTAL**



Here you will find most of the vital student information and the option to set up a security pin.

When you have finished, tap the yellow arrow at the bottom of the screen, this takes you back to the home screen with additional options, such as school information, staff contacts, quick links and more.

To exit, tap **SIGN OUT** on the home screen as shown above.