



Waverley College App User Guide

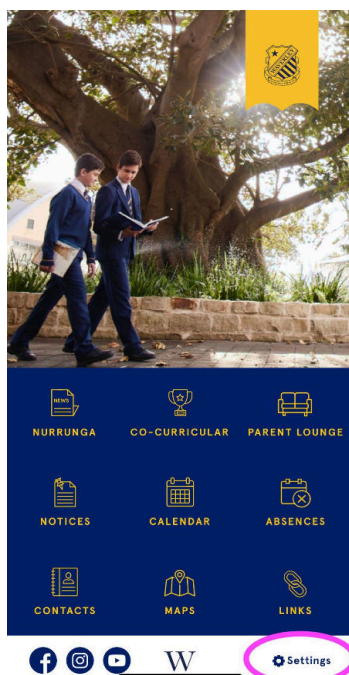
GETTING STARTED

Before you start please have your TASS Family ID ready.

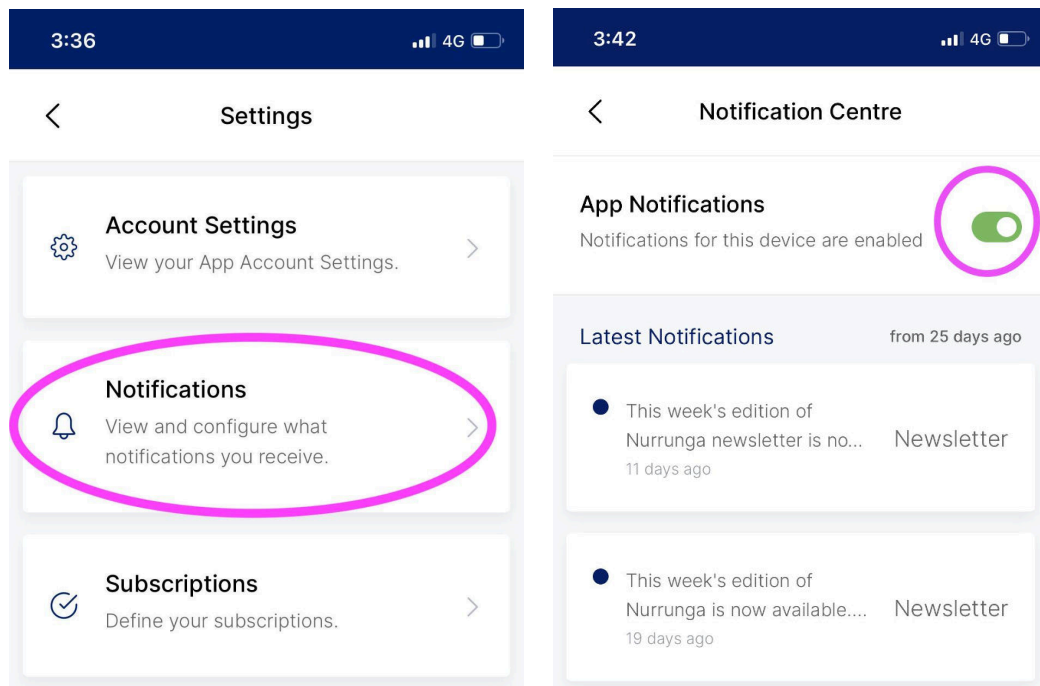
1. To download the app go to your app store and search for 'Waverley College'.



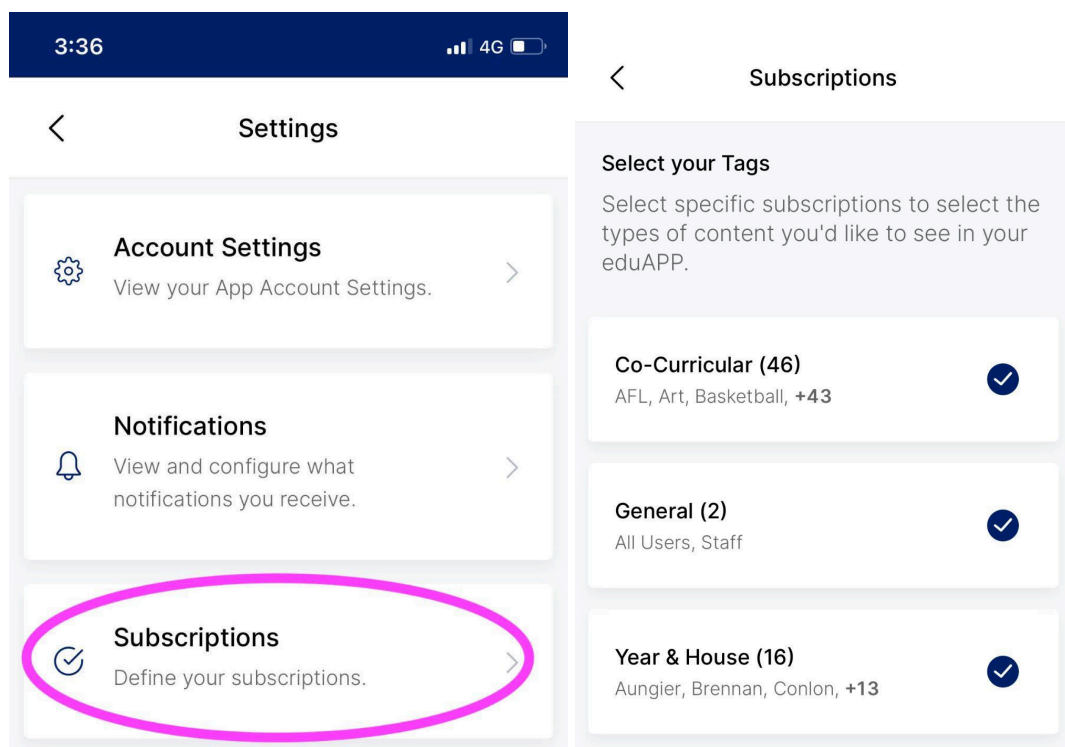
2. To ensure you are receiving the relevant communication, you will need to enable push notifications and subscribe to notification groups. To do this go to the **settings** button on the bottom right of the screen.



3. Click **notifications** and ensure that your push notifications are set to 'enabled' (green). If the button is red, you will not receive any push notifications.



4. Then click **subscriptions** to subscribe to the groups from which you would like to receive notifications/information. Tag categories are used to group tags together: Co-Curricular, General, Year Level and House Group.



5. Select the Co-Curricular activity, Year and House group that your son is in. Tags are all highlighted by default. Unhighlight to unsubscribe from the groups from which you do not wish to receive notifications.

The image displays two side-by-side screenshots of the 'Select your Tags' interface in the eduAPP. Both screens show a list of categories with their respective counts and a list of specific tags below.

Left Screenshot (Co-Curricular):

- Select your Tags**
Select specific subscriptions to select the types of content you'd like to see in your eduAPP.
- Co-Curricular (46)**
AFL, Chess
- General (2)**
All Users, Staff
- Co-Curricular** (+)

Tags (Co-Curricular):

- AFL ✓
- Art +
- Basketball +
- Cadets +
- Chess ✓
- Cricket +
- Cross Country +
- Debating & Public Speaking +
- Diving +
- Drama +

Right Screenshot (Year & House):

- Select your Tags**
Select specific subscriptions to select the types of content you'd like to see in your eduAPP.
- Co-Curricular (46)**
AFL, Art, Basketball, +43
- General (2)**
All Users, Staff
- Year & House** (+)

Tags (Year & House):

- Aungier +
- Brennan ✓
- Conlon +
- Green +
- Lacey +
- O'Connor +
- Quinn +
- Tevlin +
- Year 5 +
- Year 6 +
- Year 7 ✓
- Year 8 +
- Year 9 +
- Year 10 +

APP FEATURES

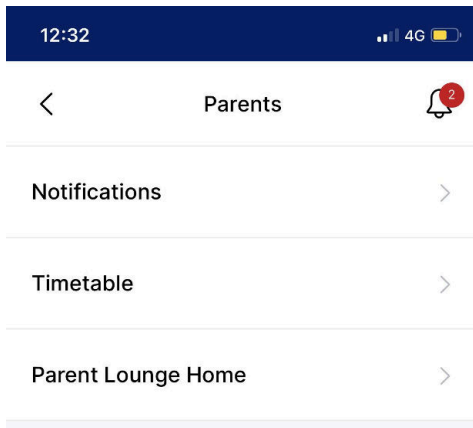
Notices: This module keeps you informed with important information, with push notifications for urgent school notices. Urgent notifications will appear in red text with an exclamation mark.

Nurrunga: The Nurrunga module shares the weekly Nurrunga newsletter which is published directly to the app every Friday. All important parent communication will continue to be shared via the weekly Nurrunga. All previous editions of Nurrunga are stored here for quick access.

Co-Curricular: Convenors will add content to each activity as it becomes available. Types of content include convenor and coach contact information, team lists, live scores and notices relating to that specific activity.

Parent Lounge: To access Parent Lounge, first click on the Parent Lounge icon from the dashboard and then enter your Family ID and password. This should save your details for future use and so whenever you use the Parent Lounge button you should be directed straight through without having to re-enter login details.

When accessing the Parent Lounge you should see the following screen, followed by a screen containing your son's name when clicking on any of the options. Senior School parents are able to view their son's timetable.



Absences: The Absences module is the preferred method of reporting a partial or all-day absence.

 A screenshot of a 'Student Absence Notification' form. The form has a blue header with the title. It contains several fields: a 'Student' field with a dropdown arrow and a checkmark; 'Date From' and 'Date To' fields both set to '7 Jul 2021'; a 'Type of Absence' dropdown menu; a 'Reason for Absence' dropdown menu; a 'Comment' text area with a character count '0 of 1500'; and an 'Attach Medical Certificate' section with a file upload area showing 'Drop file here - or -' and a '+ Choose' button. Below the upload area, there is a red text warning: 'A Medical Certificate is required for any student who: is absent for more than two days, is absent for major athletics or swimming carnivals'. Another red text note states: 'A medical certificate is also required for any Senior student absent for an exam.' At the bottom, there are 'Cancel' and '+ Submit New' buttons.

← If you have multiple sons at the College, please select which son you are submitting an absence for.

← Ensure the dates are correct. Today's date is pre-filled.

← Enter the type of absence. If Early Departure or Late Arrival enter the time of departure/arrival.

← Enter further details in the comment or instructions boxes.

← Medical certificates may be uploaded.

Calendar: This module displays all events that are in the Waverley Google Calendar. Events can easily be subscribed to, shared and saved to your own calendar. To do this you must ensure that your preferred Calendar app is your default calendar on your specific device.

Contacts: This module is where you will find all the contact details of staff at the College. From Main Reception to Classroom Teacher and everyone in between. Most teaching staff are contactable via email which you do directly from the app.

Maps: This module shows you around the College Campuses and our fields at Queens Park. The maps may also be linked to events so you know exactly where to go.

Links: This module links you to the most commonly requested College links and also a handful of external links as well.

If you have any questions, suggestions about the user experience, or are having technical issues, please contact app@waverley.nsw.edu.au.

Kind regards

Emma Laurence
Marketing & Development Department