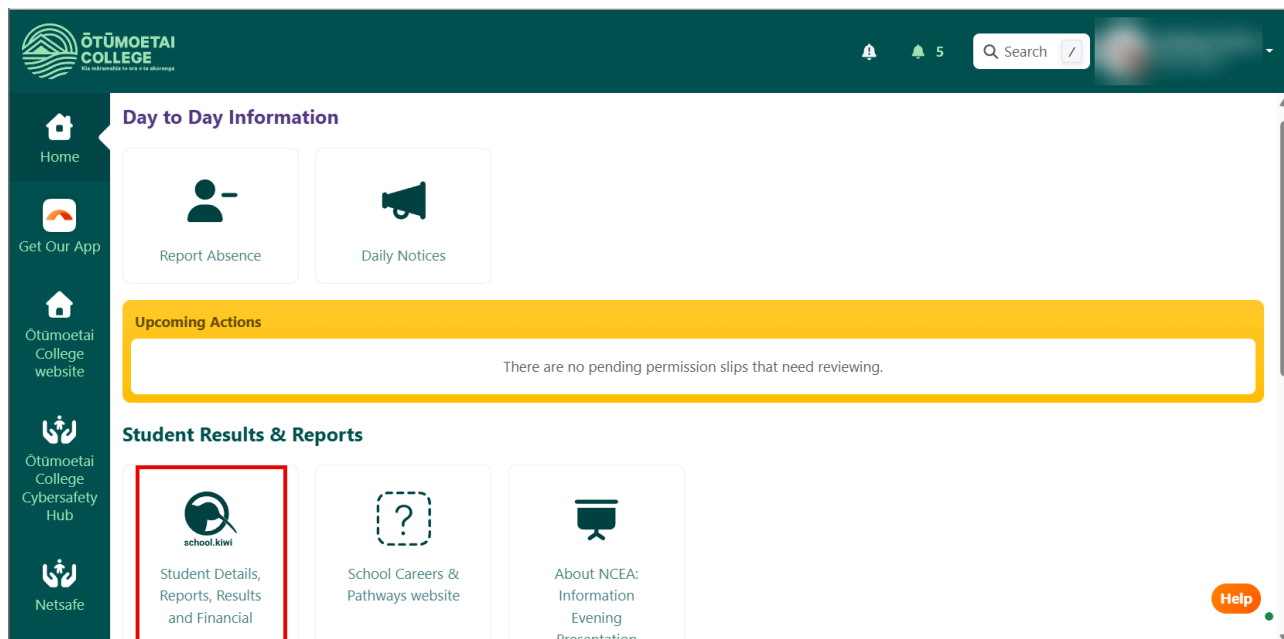


# Updating Data Sharing

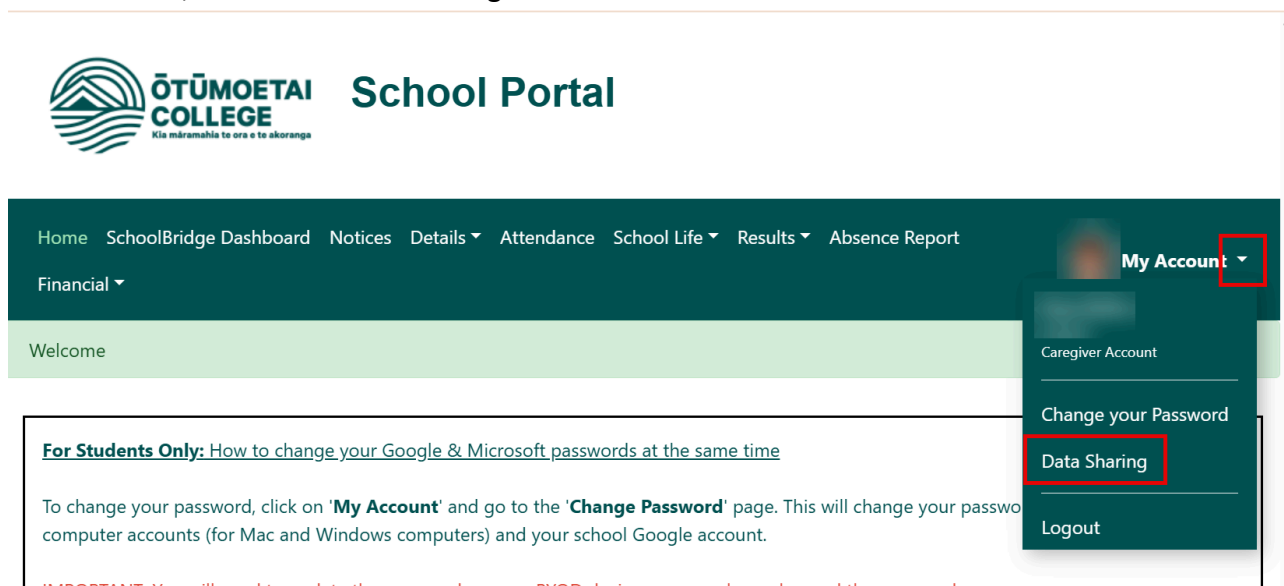
To check or update the data sharing, do the following:

1. Log into Schoolbridge with the caregiver account.
2. Click on *Student Details, Reports, Results and Financial* under the *Students Results and Reports* heading:



The screenshot shows the Otūmoetai College School Portal dashboard. The 'Student Results & Reports' section is highlighted with a red box, showing the 'Student Details, Reports, Results and Financial' link. Other sections include 'Day to Day Information' with 'Report Absence' and 'Daily Notices' buttons, and 'Upcoming Actions' with a message: 'There are no pending permission slips that need reviewing.' The dashboard also features a sidebar with navigation links for Home, Get Our App, Otūmoetai College website, Otūmoetai College Cybersafety Hub, and Netsafe.

3. In the School Portal, click on the dropdown next to the *My Account* in the top right hand corner, and select Data Sharing:



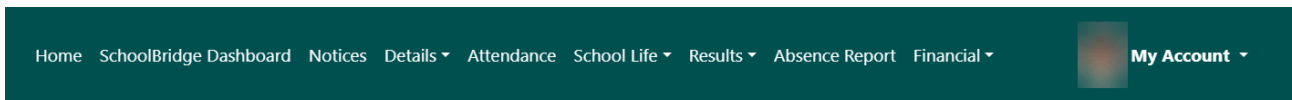
The screenshot shows the Otūmoetai College School Portal 'My Account' dropdown menu. The 'Data Sharing' option is highlighted with a red box. The menu also includes 'Caregiver Account', 'Change your Password', and 'Logout'. The dashboard header shows navigation links for Home, SchoolBridge Dashboard, Notices, Details, Attendance, School Life, Results, and Absence Report. A 'Welcome' message is displayed below the header.

**For Students Only:** [How to change your Google & Microsoft passwords at the same time](#)

To change your password, click on **'My Account'** and go to the **'Change Password'** page. This will change your password on your computer accounts (for Mac and Windows computers) and your school Google account.

**IMPORTANT:** You will need to update the password on your BYOD device once you have changed the password.

4. The *Default Setting* is at the top of the page – these can be changed by clicking the radio button next to each option (little circle):



## Data Sharing

Default Setting	Send All	Send Required Only	Don't Send
Details	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Scroll down to see each section of the data sharing services. Each service will have a description of what is shared and why it is needed. The default settings can be selected, or the settings for each individual data sharing service can be changed:

## Data Sharing

Default Setting	Send All	Send Required Only	Don't Send
Details	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Data Sharing Services

**EdPotential**

This valuable data analysis tool allows us to look at student data across the whole school quickly and easily. It allows us to monitor how our students are performing individually and collectively and to find where the gaps and barriers lie.

This information allows us to develop strategies for refining our teaching methods, with the aim of raising achievement levels in our students.

Pastoral information is not shared with this application.

[More...](#) [Use Defaults](#)

Custom Setting	Send All	Send Required Only	Don't Send
Details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SchoolPoint**

We use this service to administer many events in the school year including Course Selection, Parent Interviews and Student Board Rep elections as well as communications with parents regarding school trips (eg trip letters and permission slips).

Please leave this service active or you will lose access to the system.

[More...](#) [Use Defaults](#)

Custom Setting	Send All	Send Required Only	Don't Send
Details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**AccessIT library**

## Updating Data Sharing

- Once all selections have been made, scroll down all the way to the bottom and click on Save Changes:

**VisTab Staff Only**  
VisTab is our Visitor Management System. The only data sent to this system is staff names and email addresses. No student data is shared with VisTab.

[More...](#) [Use Defaults](#)

Custom Setting	Send All	Send Required Only	Don't Send
Details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SportsGround**

[More...](#) [Use Defaults](#)

Custom Setting	Send All	Send Required Only	Don't Send
Details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Cancel](#) [Save Changes](#)