#### How to use the EduVision Student Portal

The Student Portal is best accessed using Google Chrome.

The EduVision Student Portal is used for the following:

- accessing lesson materials
  - o students in online classes (all subjects and year levels)
- submitting homework
  - students in online English and da Vinci classes (all year levels)
  - o students in FTF Year 5 to Year 10 English classes
  - o students in online Year 6/7 (from Term 2) to Year 10/11 Maths classes
- accessing quizzes
  - o students in Year 4 to Year 10/11 Maths classes
  - o students in Intermediate and Senior Thinking Skills classes
- accessing term assessments
  - o students in online English, OC Preparation, and da Vinci classes (all year levels)
  - o students in FTF Year 7 to Year 10 English classes.

This manual is divided into the following sections:

- I. General login and accessing of lesson materials
- II. Submission of English homework writing task
- III. Submission of Maths homework task and term assessment
- IV. Accessing the Exam Portal for term assessments and guizzes

# I. General login and accessing of lesson materials

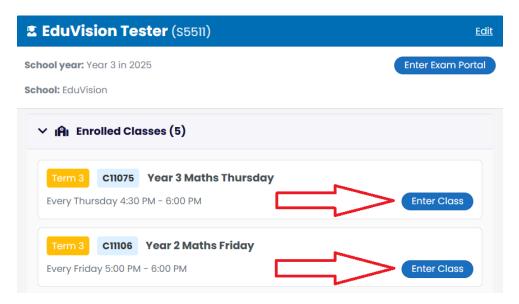
1. Log in to our website <a href="https://eduvision.com.au/">https://eduvision.com.au/</a> using your registered email.



2. Then click on My child for the Student Profile page.

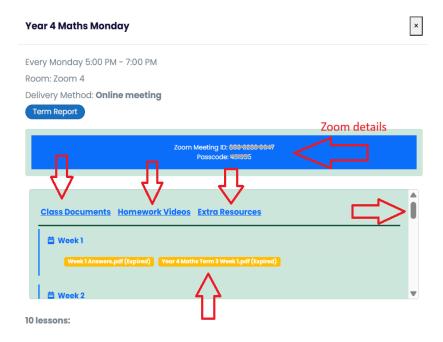


Enrolled Classes show all current and future classes the child is enrolled in. Click on Enter Class.



You will find the following:

- Zoom Meeting details (for online classes)
- Class Documents: lesson workbooks, homework answers and homework submissions
- Extra Resources: additional materials provided by the class teacher.
- Homework Videos: this tab will only appear for students enrolled in Year 3 OC
  Preparation, Year 4 & Year 5 Mathematics, and Year 4 & Year 5 Thinking Skills.



- 4. Lesson materials are available one day before the lesson; homework answers for self-marking are available the day after the lesson. Click on the document required. Print the document using **Print Materials**.
  - Make sure that lesson materials are printed before the lesson for online students.
  - Students in FTF classes also have access to their lesson materials in the Portal.
    However, a hardcopy of the workbook is provided when they come to class.
    - If you are attending a make-up lesson, you are advised to print a copy of the lesson materials before the class.

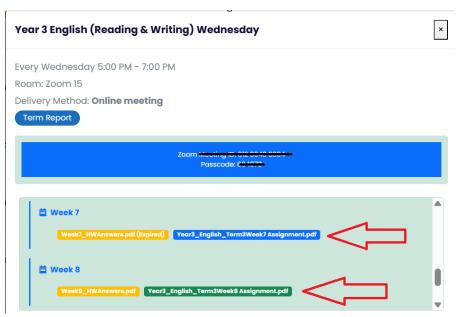


### II. Submission of English Homework Writing Task

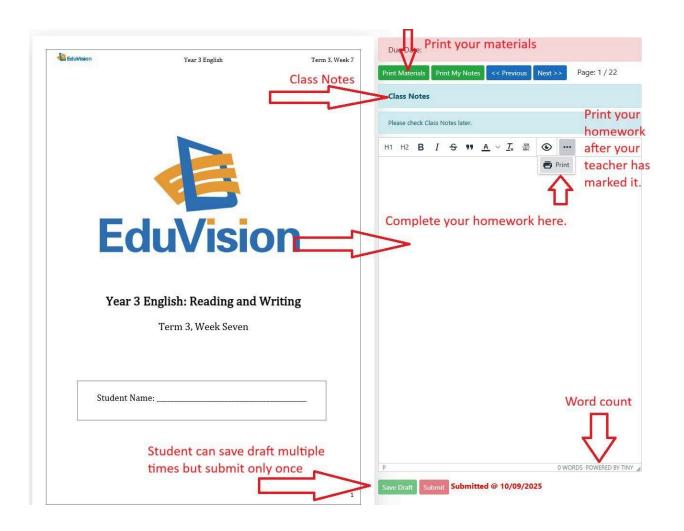
Students in the following English classes will submit their homework writing task in the Portal:

- all online classes with a writing component (so, excluding OC Prep and English for OC)
- all English classes, including FTF classes, from Year 5 to Year 10.

Students write their submission directly into the Student Portal.



- 1. To submit homework, click on the document with the word 'Assignment' for the relevant week. This information is colour-coded: orange means homework for that week has not been submitted, green means homework has been submitted, blue means homework has been marked.
- 2. Write your writing homework in the white space on the right-hand side of the screen. You can use the formatting tools if you wish. There is a word count at the bottom right-hand corner.
  - Click Save Draft to return to your work later.
  - Click Submit when you have finished. The system will show the time at which you submitted. Unless you click Submit, your teacher cannot mark your homework and your homework will be indicated as 'not yet submitted'.
- 3. Students can review and print their homework after it has been marked.



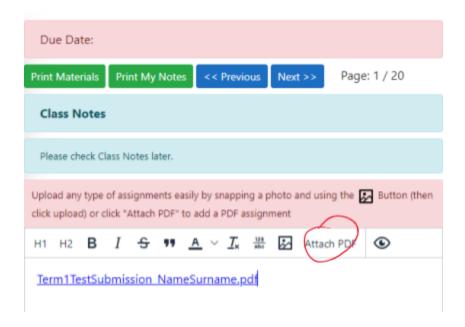
#### III. Submission of Maths Homework and Term Assessments

Students in the following Maths classes will submit their homework and term assessments in the Portal:

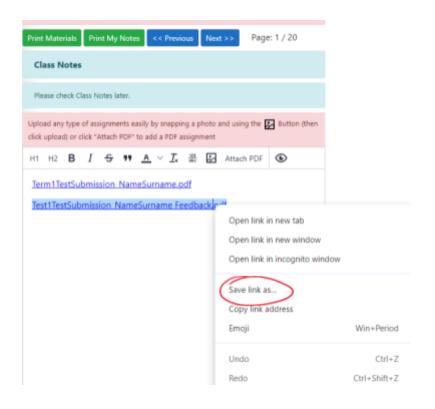
all online Year 6/7 (from Term 2) to Year 10/11 Maths classes.

Maths homework and term assessments are submitted by attaching a PDF of a scanned copy of the homework or assessment booklet.

- 1. Students must print out their Maths homework booklet and write their answers in the booklet.
- 2. Use Adobe Scan app (or a similar app) on phone to scan the booklet.
- 3. Save the scan as a SINGLE PDF DOCUMENT with the student's **full name**. Do not save as a photo as it cannot be marked.
- 4. To submit homework, click on the document with the words 'Homework mtype Assignment' for the relevant week. Upload by clicking Attach PDF.



- 5. After you have submitted your homework and before the teacher has marked it, the button is coloured green. After the homework has been marked, the button will turn blue.
- 6. To download the marked homework booklet, right click on the link and click on "Save link as" to save the PDF document with the teacher feedback.



## IV. Accessing assessments and quizzes via the Exam Portal

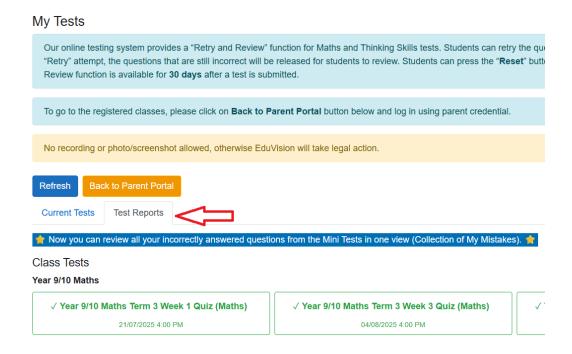
The following students need to access the Exam Portal for their term assessment and/or quiz:

- students in online English and da Vinci classes (all year levels)
- students in FTF Year 7 to Year 10 English
- students in Year 4 to Year 10/11 Maths (quiz only)
- students in Intermediate and Senior Thinking Skills (quiz only).
- 1. Click on Enter Exam Portal.



2. The **Current Tests** tab show assessments or quizzes that are current for the week. Clicking on a particular assessment or quiz will take you to the test page.

Students should always follow their teacher's instructions during an assessment or quiz. The timer for the assessment or quiz begins once students click on the **Start** button.



- 3. The **Test Reports** tab shows test reports of past assessments and quizzes. Clicking on a particular assessment or quiz will enable you to see your child's report and to print it.
- 4. Note that the Exam Portal is a separate secure site, so you will need to login again if you wish to access your details or the Student portal.