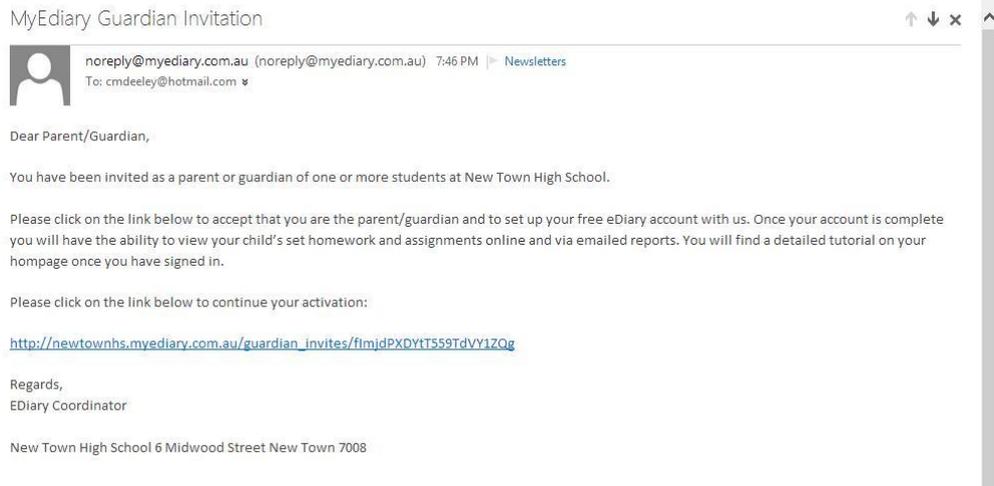




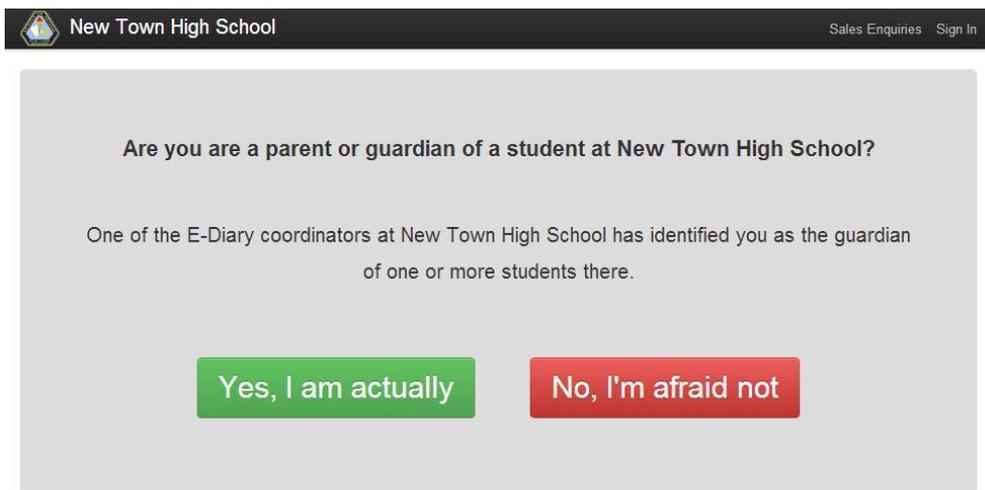
Parent/Guardian Manual 2018

Confirm Your Personal eDiary Account

1. Find the invitation sent to you & click on the activation link.
(If it's in your junk folder, you will have to move it out of there first.)
If you have not received an invitation yet, please request one from the school.

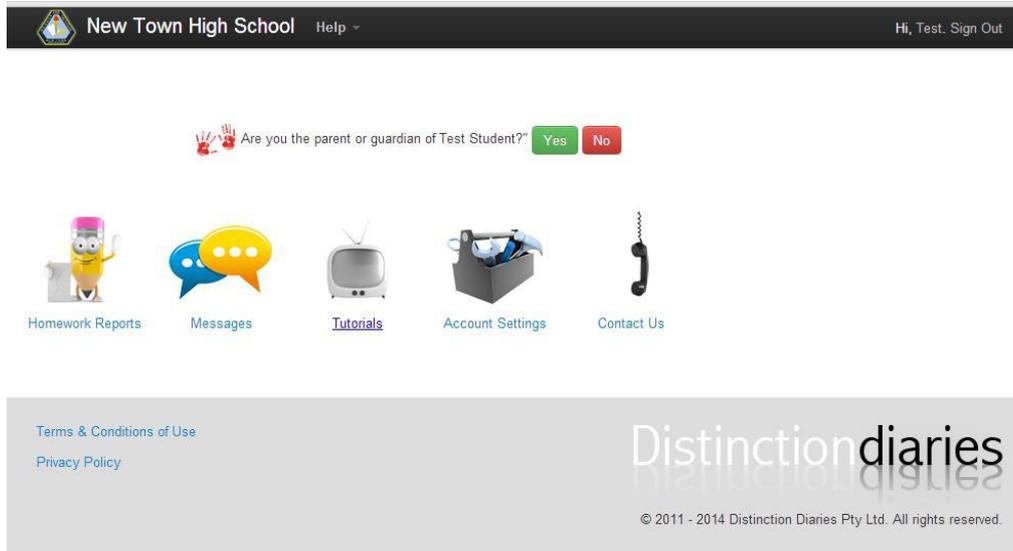


2. Click the green button



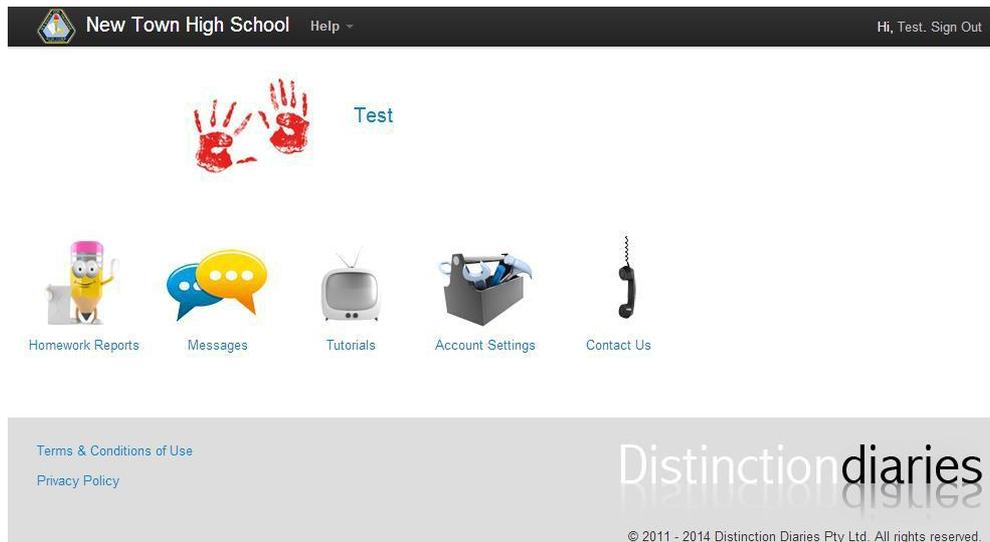
3. Set up your account by putting in your name & password (and other details as required).

4. You should then see this screen.



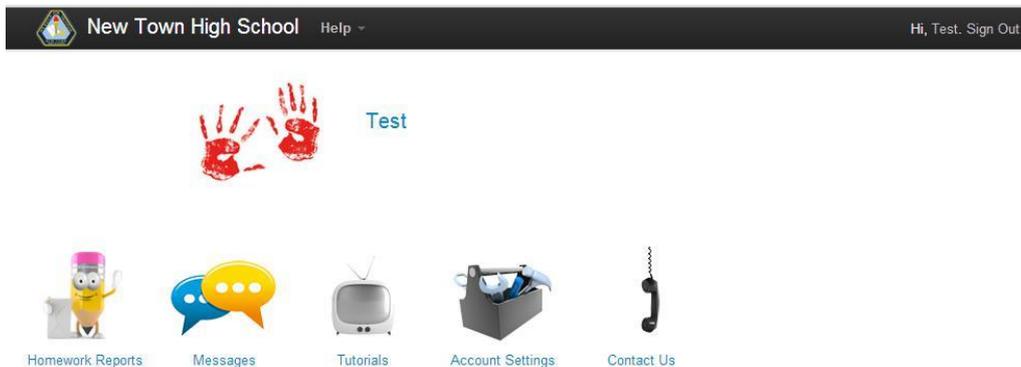
You should see a list of your children. Please tick “yes” to confirm your relationship with them.

5. After you confirm your relationship with your children, you can then click on their icon to view their homework & school events.



Viewing Your Child's Timetable, School Events & Homework

1. After you sign into your eDiary, on your home screen you should see your children listed. Click on the child you wish to view more detail.



2. Once a child is selected their timetable appears with their homework due, overdue, completed and school events listed underneath.

New Town High School Timetable Help - Hi, Test, Sign Out

Test Student

Class Timetable

Select a class to view assignments or message the teacher

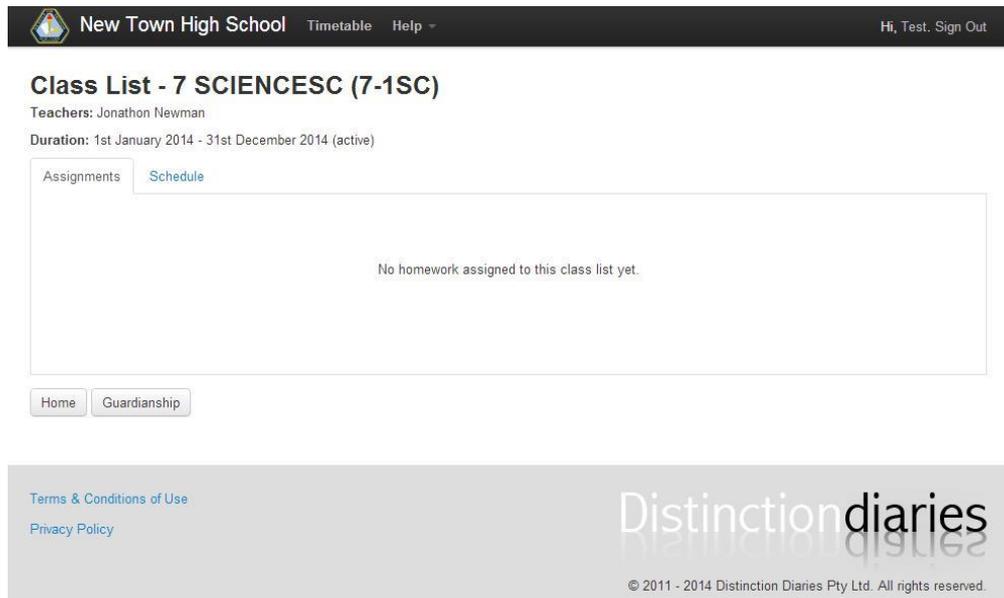
Unnamed

Monday	Tuesday	Wednesday	Thursday	Friday
08:45 - 09:00 7 HOMEGROUPE1 7E1	08:45 - 09:00 7 HOMEGROUPE1 7E1	08:45 - 09:00 7 HOMEGROUPE1 7E1	08:45 - 09:00 7 HOMEGROUPE1 7E1	08:45 - 09:00 7 HOMEGROUPE1 7E1
09:00 - 10:00 7 SCIENCESC 7-1SC	09:00 - 10:00 7 MUSICMS 7-1MS	09:00 - 10:00 7 MATHEMATICSMT 7-1MT	09:00 - 10:00 7 HISTORYHI 7-1HI	09:00 - 10:00 7 SCIENCESC 7-1SC
10:00 - 11:00 7 MUSICMS 7-1MS	10:00 - 11:00 7 Foods 7-1FS	10:00 - 11:00 7 MATERIALS DESIGN AND TECHNOLOGYDT 7-1MDT	10:00 - 11:00 7 Foods 7-1FS	10:00 - 11:00 7 ENGLISHEN 7-1EN
11:20 - 12:20 7 Computing 7-1IT	11:20 - 12:20 7 SCIENCESC 7-1SC	11:20 - 12:20 7 Computing 7-1IT	11:20 - 12:20 7 Japanese 7-1JP	11:20 - 12:20 7 HEALTH AND WELLBEINGPE 7-1HPE
12:20 - 13:15 7 ENGLISHEN 7-1EN	12:20 - 13:15 7 MATHEMATICSMT 7-1MT	12:20 - 13:15 7 HEALTH AND WELLBEINGPE 7-1HPE	12:20 - 13:15 7 HISTORYHI 7-1HI	12:20 - 13:15 7 ENGLISHEN 7-1EN
14:00 - 15:00 7 MATHEMATICSMT 7-1MT	14:00 - 15:00 7 MATERIALS DESIGN AND TECHNOLOGYDT 7-1MDT	14:00 - 15:00 7 HISTORYHI 7-1HI	14:00 - 15:00 7 HEALTH AND WELLBEINGPE 7-1HPE	14:00 - 15:00 7 Japanese 7-1JP

[Homework Due](#)
[Homework Overdue](#)
[Homework Completed](#)
[School Events](#)

Due Date	Subject	Name	Time Req'd	Weighting

3. Any blue linked data can be clicked on for more detail.



New Town High School Timetable Help Hi, Test. Sign Out

Class List - 7 SCIENCESC (7-1SC)

Teachers: Jonathon Newman

Duration: 1st January 2014 - 31st December 2014 (active)

Assignments Schedule

No homework assigned to this class list yet.

Home Guardianship

[Terms & Conditions of Use](#)
[Privacy Policy](#)

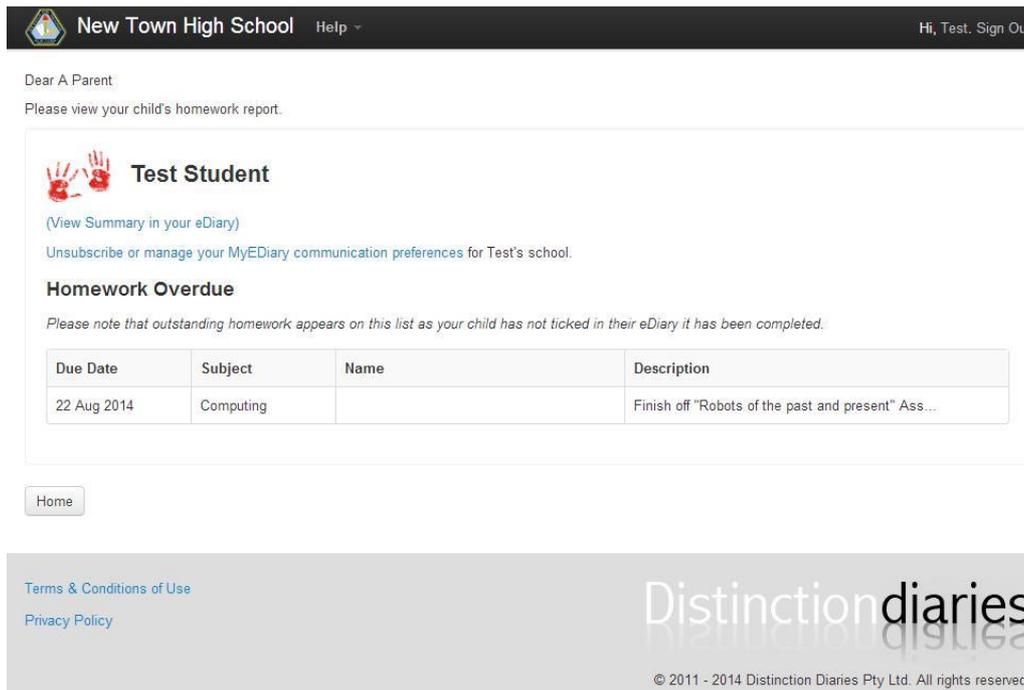
Distinction diaries

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NOTE: You automatically get emailed a homework report on your children at 4pm each Friday. You can change the settings of this by going into your account and updating your homework preferences.

Updating Your Homework Reporting Preferences

1. You can view a report of your Child's homework by clicking on the Homework Report icon on your Home Page



The screenshot shows a web interface for New Town High School. At the top, there is a navigation bar with the school name, a 'Help' dropdown, and user information 'Hi, Test. Sign Out'. Below the navigation bar, a message reads 'Dear A Parent' and 'Please view your child's homework report.' The main content area features a profile for 'Test Student' with a red handprint icon. It includes links for '(View Summary in your eDiary)' and 'Unsubscribe or manage your MyEDiary communication preferences for Test's school.' A section titled 'Homework Overdue' contains a note: 'Please note that outstanding homework appears on this list as your child has not ticked in their eDiary it has been completed.' Below this is a table with the following data:

Due Date	Subject	Name	Description
22 Aug 2014	Computing		Finish off "Robots of the past and present" Ass...

At the bottom of the main content area is a 'Home' button. The footer contains links for 'Terms & Conditions of Use' and 'Privacy Policy', the 'Distinction diaries' logo, and the copyright notice '© 2011 - 2014 Distinction Diaries Pty Ltd. All rights reserved.'

2. To update the frequency of when these homework reports get emailed to you, go back to your home page and click on the "Account Settings" icon.



3. Click on the blue link for: “Homework Reporting & Communication Preferences”

The screenshot shows the user profile for 'Test Staff' at New Town High School. The profile includes the following details:

- Email:** cmdeeley@hotmail.com (Note: This is your login email. A school may have a different email address listed for you.)
- Salutation:** -
- First Name:** Test
- Last Name:** Staff
- Mobile:** chris.deeley@education.tas.gov.au
- Timezone:** Australia/Hobart

Associated Schools:

School	Role	ID at School	School's Email for You
New Town High School	Guardian		cmdeeley@hotmail.com

Buttons: [Edit](#) [Back](#)

[Homework Reporting & Communication Preferences](#)

Footer: [Terms & Conditions of Use](#) [Privacy Policy](#) **Distinction diaries**

4. Here you can update the frequency of reporting for each of your children.

The screenshot shows the 'Homework Reporting & Communication' settings page for a user named 'Test' at New Town High School. The page includes the following information:

Here is where you can control how often you would like to be emailed:

1. Reports of your child's homework and assignments
2. Communication relating to your children

Reports & Communication are currently set to be sent to : **cmdeeley@hotmail.com**

1. Please select how often you would like to be emailed reports on your child's homework :

Test

- Weekly
- Fortnightly
- Monthly
- Never

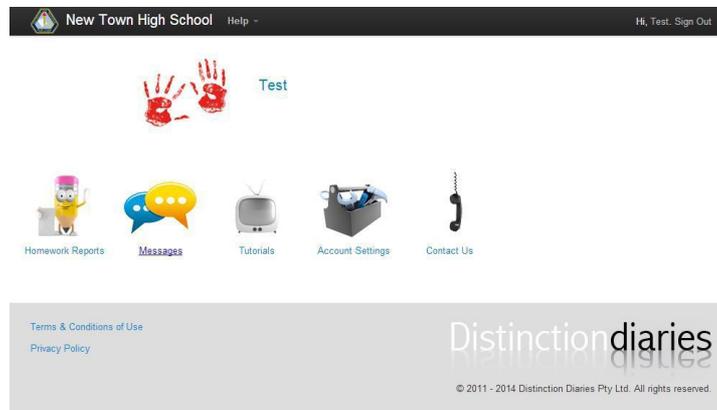
2. Please select how often you would like to be notified about *specific* comments :

Test

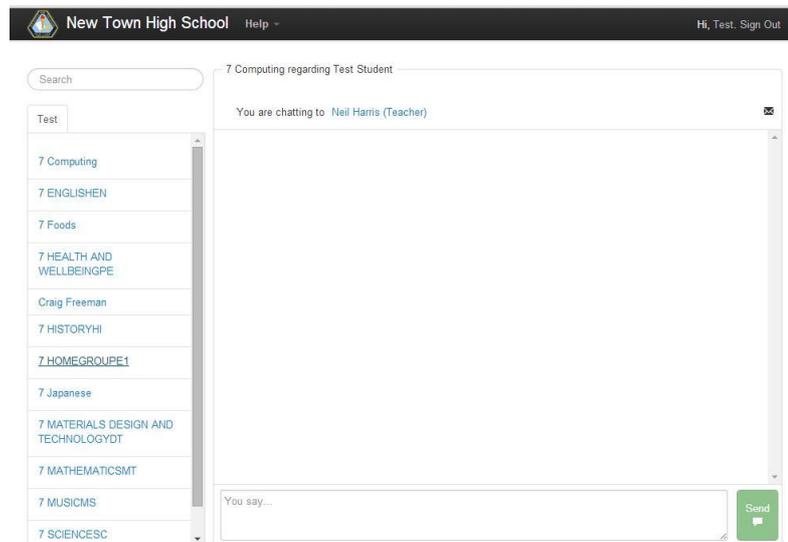
- Weekly
- Fortnightly
- Monthly
- Never

Writing a Message to a Teacher

1. Select the “messages” icon on the main screen.



2. Select the subject in which you would like to communicate with the teacher of.



3. Once you have selected the teacher you would like to communicate with, simply write the message in the “You say” box and then click the green “send” button.



Relocating your eDiary After You've Signed Up

To get back to your eDiary anytime from any location simply type in the URL within your invitation email (<https://newtownhs.myediary.com.au/>) or the one that is posted on our school website.

If you can't find the school's eDiary URL anywhere. Go to:

www.myediary.com.au

And click on SIGN IN

Handy Tips

- 1.** Avoid signing in continually by checking the “Stay signed-in on this computer” on the log in page of your personal device.
- 2.** Bookmark Your EDiary to quickly get back to it. Look for a “Bookmark This Page Icon”.
- 3.** For iPad Users – Press the “+” sign near the URL and select “Add to Home Screen.”

Watch the Youtube Video On This:

http://www.youtube.com/watch?feature=player_embedded&v=3yB5cG1LLkk

- 4.** If possible always use Google Chrome or Safari as your web browser.

What to Do If You Forget Your Password

- 1.** If you forget your password you can resend it to yourself by executing the following steps:
- 2.** Go to www.myediary.com.au or the URL we gave you. Click on SIGN UP in top right hand corner of black Menu Bar
- 3.** Click on “Forgot Your Password?” and fill the form in & press “Send me reset password instructions”
- 4.** You will receive an email with instructions about how to reset your password in a few minutes.
- 5.** Check your email (and Junk Folder) and click on “Change my password link
- 6.** Fill in the form to reset your password
- 7.** You may need to now go through the sign in process with your new password.