

NOTRE DAME COLLEGE



Introduction to NDC Engage

Notre Dame College Engage is a powerful tool for parents.

The purpose of the learning management system, NDC Teach (Teachers), Learn (Students)

And Engage (Parents) is to improve:

- Learning and teaching practices – curriculum, pedagogy, feedback and assessment
- Monitoring your child's attendance
- Wellbeing by collating data
- Reporting and communicating your child's achievement
- Community communication

Using Notre Dame College Engage

This manual is designed as a guide for parents and is intended to provide the information necessary for the user to effectively use Notre Dame College Engage.

1.1 - Overview

How to Access NDC Engage

Click on MyNDC on the College website (www.notredame.vic.edu.au)

Click on the NDC Engage link

Parents log into Notre Dame College Engage via the login page using their Parent ID as the username and the password that you have set yourself or the one initially provided to you via email.

If you forget your password, select 'Forgot your password' and enter your parent ID and confirm your email address in order to reset your password.

1.1.1- What can be viewed in Engage

NDC Engage offers information related to your child's learning as well as the College's programs and services. Parents can access a number of pages within Engage, giving them access to key information about their student's courses and assessments.

Daily timetable

Attendance

Contact Information

Assessment Results: View assessment information and results. Students can upload e- submissions and also submit online assessments

Feedback on Assessments:

Academic Reports:

Dashboard: Access to dashlets (eg. absences, pastoral care details)

Documents: Access to view school document repository

Interviews: Parent Teacher Interviews

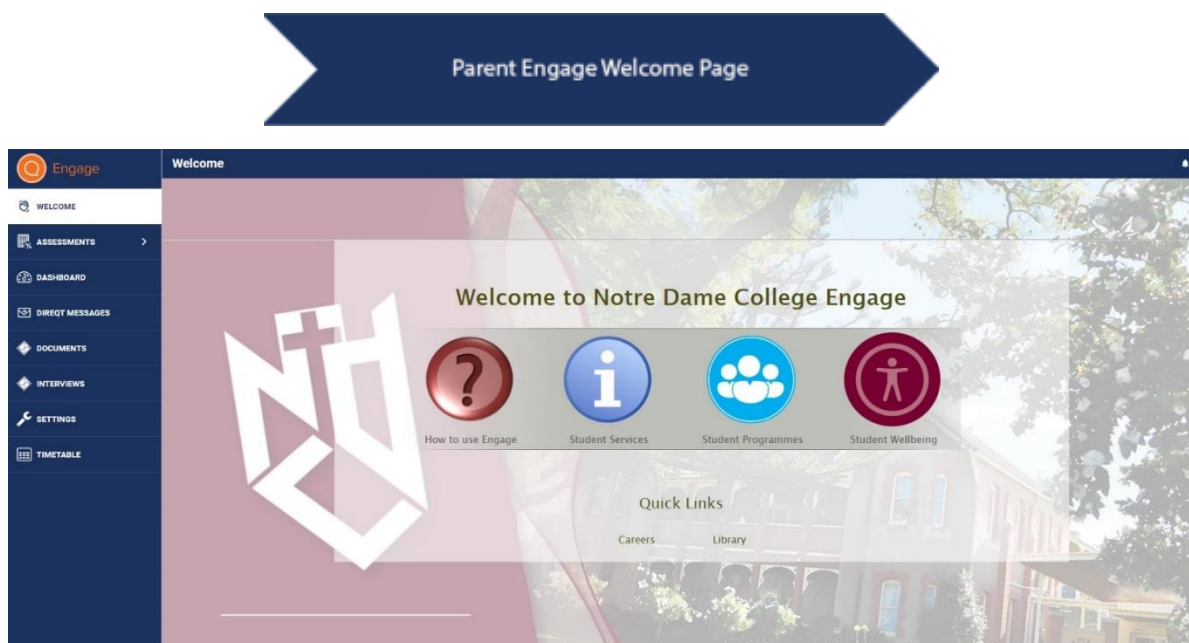
Settings: Profile management

Timetable: Your child's school timetable can be viewed from here

1.2 - Welcome Page

Parents will also find links to detailed information pages about Notre Dame College programs and services, Contact Information, and important upcoming dates.

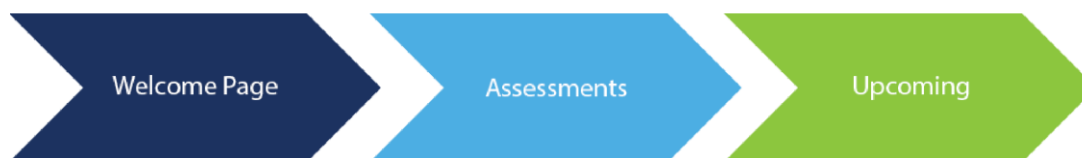
This is the first page displayed when parents log into Notre Dame College Engage. Any title in the left hand menu that appears with a black arrow to the right, indicates there are numerous options for that section.



1.3 - Assessments

Parents can view results and teacher feedback (if enabled by the subject teacher) for any timetable period and subject through the Assessments page.

Upcoming assessments show for students and parents when a teacher has made the assessment 'visible' in their marks book.



If the due date is red the date for submitting work has passed.

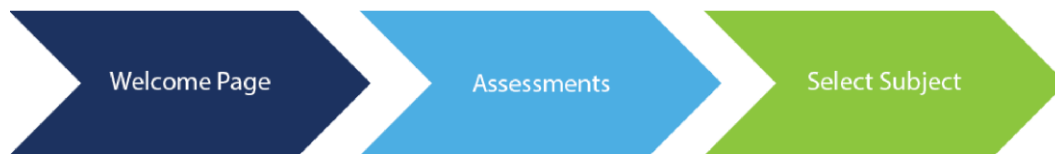
Teachers may choose to upload resources to individual assessments to support students with the completion of a task. These documents can also be downloaded and viewed by parents.

1.3.1 - Viewing Assessment Results

Teachers can also make students' marks and applicable comments visible through SEQTA Engage. Notre Dame may choose to notify parents through email or Direct message when results have been released.

Teachers can also give students the ability to electronically submit their work. Work submitted electronically can also be viewed with the results information.

Teachers may also set the option that once the marks have been released, students can write a reflection, identifying what they did well, identify the challenges and next learning steps to improve their learning. This will then be visible to the teacher via the Marks book and also to parents.



1.3.2 Assessment Notifications

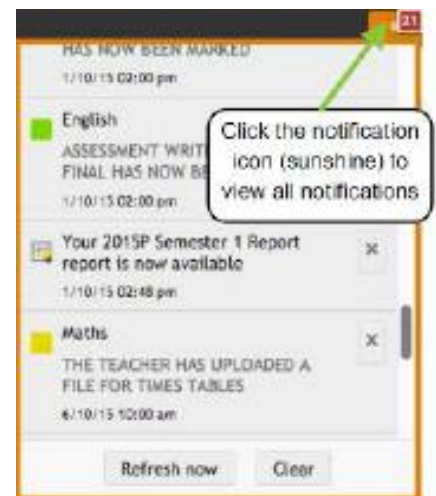
Notifications are sent when:

- a new academic report is available
- when there are changes to assessments/results are visible (depending on assessment settings)
- when student goals are added or edited
- when new messages or comments on student folios are made.

Notifications display in the top right of the screen (Bell icon).

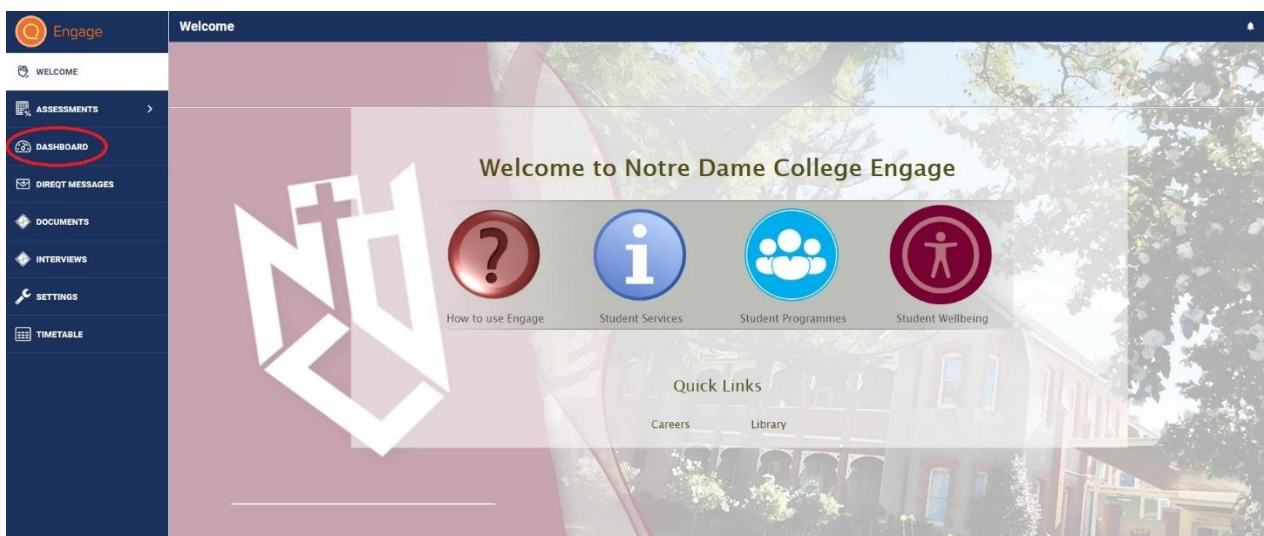
Once clicked, a list of notifications will be visible. Clicking on a specific notification will take you to the actual section of the menu list.

The number of unread notifications is displayed on the notification in red.



1.4 - Dashboard

The *Dashboard* provides an overview of many important summary components of a student. Information such as, dates of unresolved absences, pastoral care records (these include academic procedures, uniform infringements, late attendance, student commendations), homework and timetable overview can be seen.



1.5- Documents

Notre Dame will also provide parents with access to a range of documents. Examples of documents that we may choose to make available include, policies and procedures, excursion details and archived statement of results, etc.

Academic Reports

Statement of Results is a summative record of your child's achievements and growth within a semester. It is recommended that you download a copy of each Academic Report as they will no longer be available once your child graduates from the College.



1.6- Interviews

Parent Teacher Interviews are scheduled for the end of Terms 1 and 3. The Interviews page will link to the Parent Teacher Interview booking system. Parents are welcome to communicate with subject teachers, Pastoral Group teachers and Heads of House throughout the academic year to discuss the achievement growth of their child.

1.7- Timetable

The Timetable page allows parents to view the individual timetable of each of their children.

1.7.1 Email teacher of class

Using the timetable screen, parents can click on a class and then select the email or Direct message teacher button to compose an email to the teacher of the class.

Parents can review their student's attendance on this screen also

