



DAVID STREET SCHOOL

Kia Maia - Have Courage

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Re: Accessing your child's online written report

Dear Parents, Caregivers and Whanau

Today sees the opening of our Learning Portal. This project is in the early stages of development. Our aim is to develop an online reporting system that allows our parents to have greater access to and involvement in their child's learning journey.

LINC-ED allows teachers to share learning anytime, anywhere and **can be viewed on any device**.

Below you will find instructions on how to access Linc Ed for the first time. Once you have access you will be able to see your learning goals that your child is working towards and work samples chosen by the teacher and/or student as part of their learning.

Some of these learning samples may include unedited draft written work (work in progress), video and audio, pictures of students working out of a maths problem, before and after images of edited work, as well as work that can be considered published or a final product.

As the year progresses we will be continuing to add learning content and functionality to ensure a clear understanding of your child's learning journey.

We are excited about the potential that the software offers and look forward to your feedback.

How do I access my child's LINC-ED page (first time)?

Step 1

Visit <https://davidst.linc-ed.com/> or access the Linc Ed site through the Linc Ed button in the menu on www.davidst.school.nz

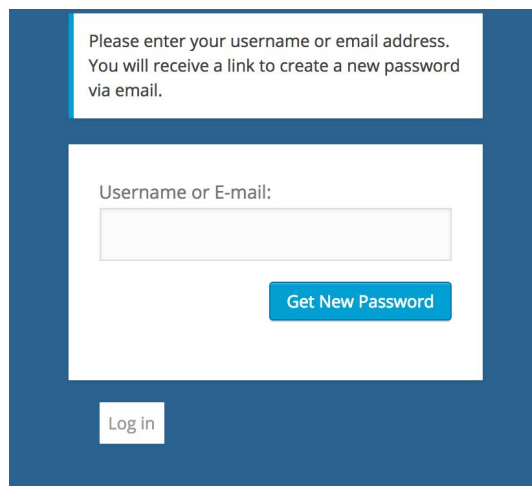
Step 2

At login screen click lost password



Step 3

Your **username is the email address** that you have previously shared with the school. Enter your email and then click **Get New Password**.



Step 4

An **email will be sent to you** containing a link for you to **click on**. The link will take you to a page where you will see your new password. If you choose to personalise this, you can delete the generated password and **enter your own strong, secure password**.

Step 5

You will then be able to access your students learning posts. Enjoy reading, viewing and listening to your child's learning. Become part of the conversation by writing a comment to share with your child.

If you have any problems with access please contact: **add the details of your school's LINC-ED administrator**.

FAQ's

What if I cannot access the portal?

Please contact office@davidst.school.nz with your details for us to identify the problem and we will be in touch

How do I access the portal again?

Please go to the login screen (as in step 1) and enter your details and the password you set.

What if I want a paper report?

Paper reports can be supplied upon request. Due to the digital nature of this style of reporting paper copies will not have all of the evidence supplied e.g. voice recordings or movies.

I do not have access to a device, how can I view my child's report?

Please feel free to come into school as we have devices available in any classroom, or come and speak to us at the office. You can also request a paper copy by phoning the office or speaking to your child's teacher.

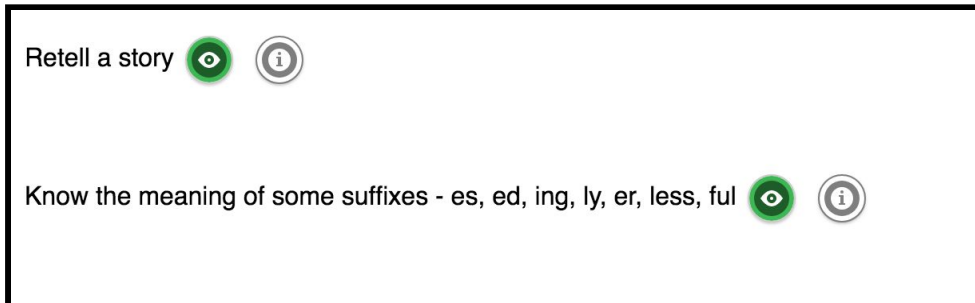
Kind regards

Rob Gunn
Deputy Principal

What am I looking at?

When you access your students learning portal you will see a range of blog type posts.

At the top of the page you will see the current learning goals for a range of subjects

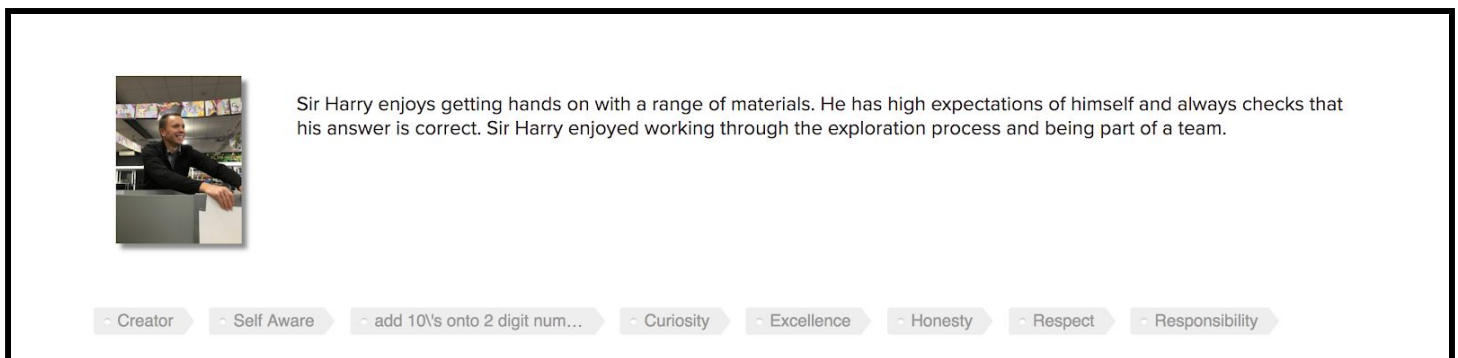


The green button means that this goal has a post against it but your child is still trying to achieve the goal.

In this case the first comment you should see is a GENERAL COMMENT. This comment is a brief comment about your child, their attitudes towards school and successes or progress to date

As you scroll down you will see posts that your child or the teacher/s have made.

Each post should have a comment and a piece of evidence attached.



Underneath the comment you will see a variety of 'tags'. These tell you the learning goal and our school values that the post connects with. Sometimes these learning goals have been achieved, sometimes they are still being worked towards. To view the tag just click on it.

Underneath the post you will see the opportunity to comment

