

QParents

A parent's view



Queensland
Government



About this Guide



The purpose of this guide is to assist schools in understanding the QParents application and website by providing an interactive learning experience.

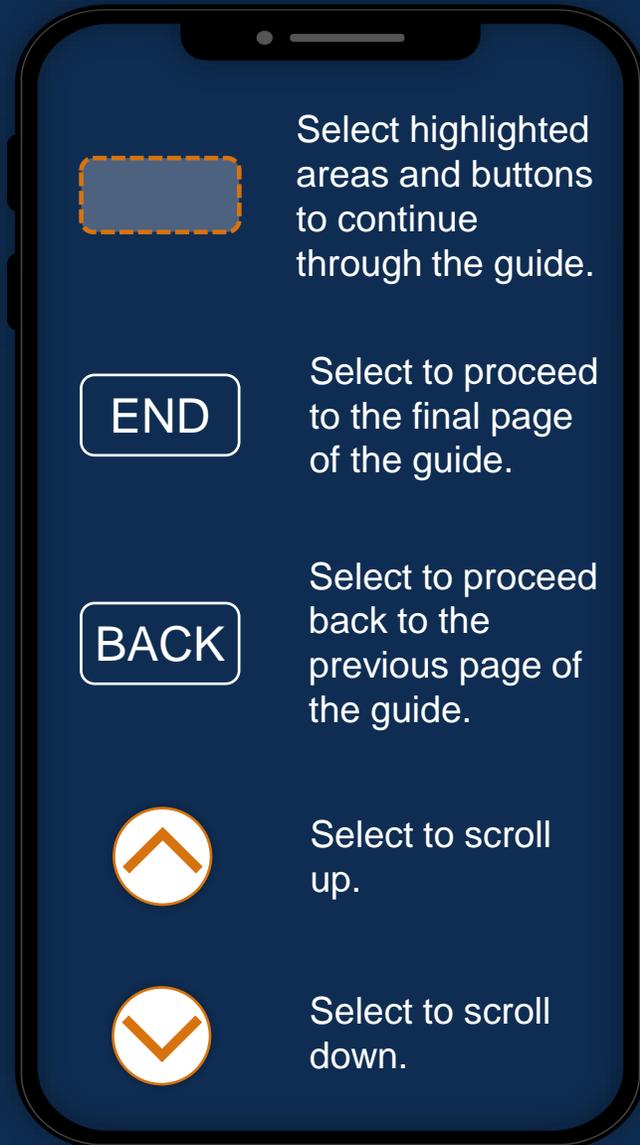
Please only distribute the direct link to this guide.

To ensure staff are accessing the latest up to date version, this guide should be referenced and accessed directly from the [ITB Training Services and Resources site - QParents and Consent management page](#), please refrain from downloading, printing and distributing an offline copy.



This guide was created by the ITB Training Services team, Education Systems Engagement, Information and Technologies Branch.

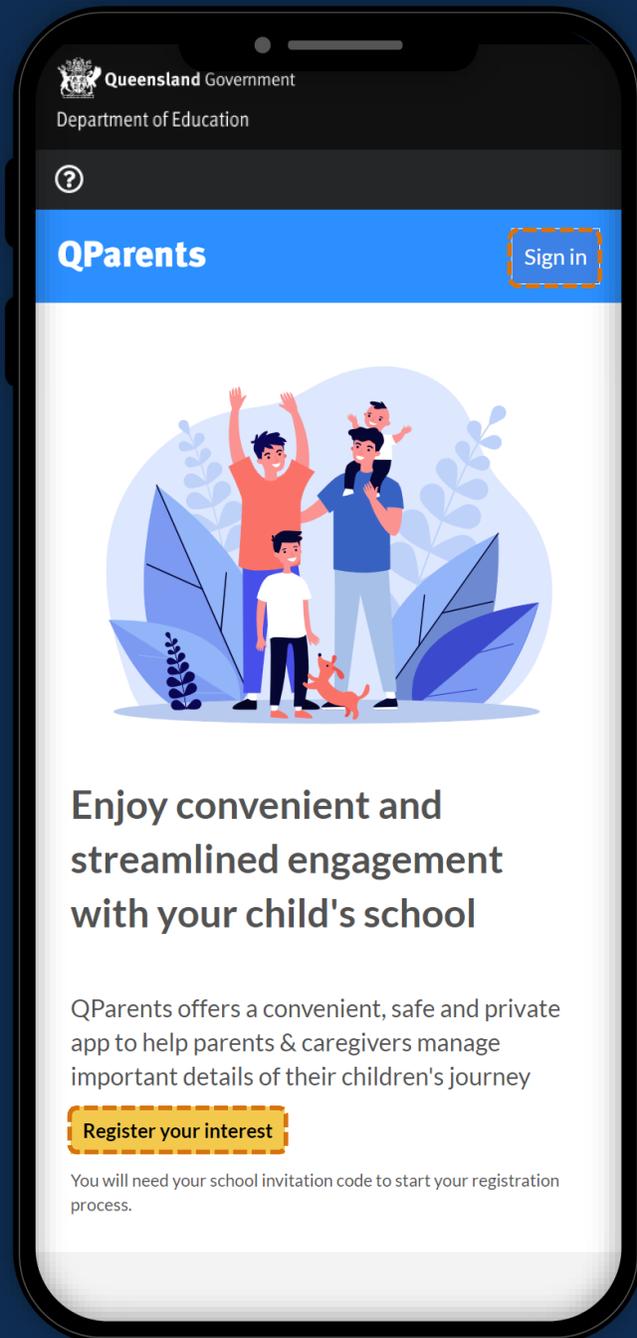
A parent's view



Overview

This guide has been designed as an interactive experience with buttons available on each page to allow for the guide to be used like the application itself.

For optimal user experience, the buttons on the left should be used to navigate the document.



END

Inviting parents to QParents

Before a parent is able to access QParents, they must first be nominated/invited and then must register for a QParents account. Staff with the access level of QParents Administrator are able to nominate and invite parents using the QParents configuration screen in OneSchool.

For further information on nominating and inviting parents, [OneSchool Help materials](#) have been created.

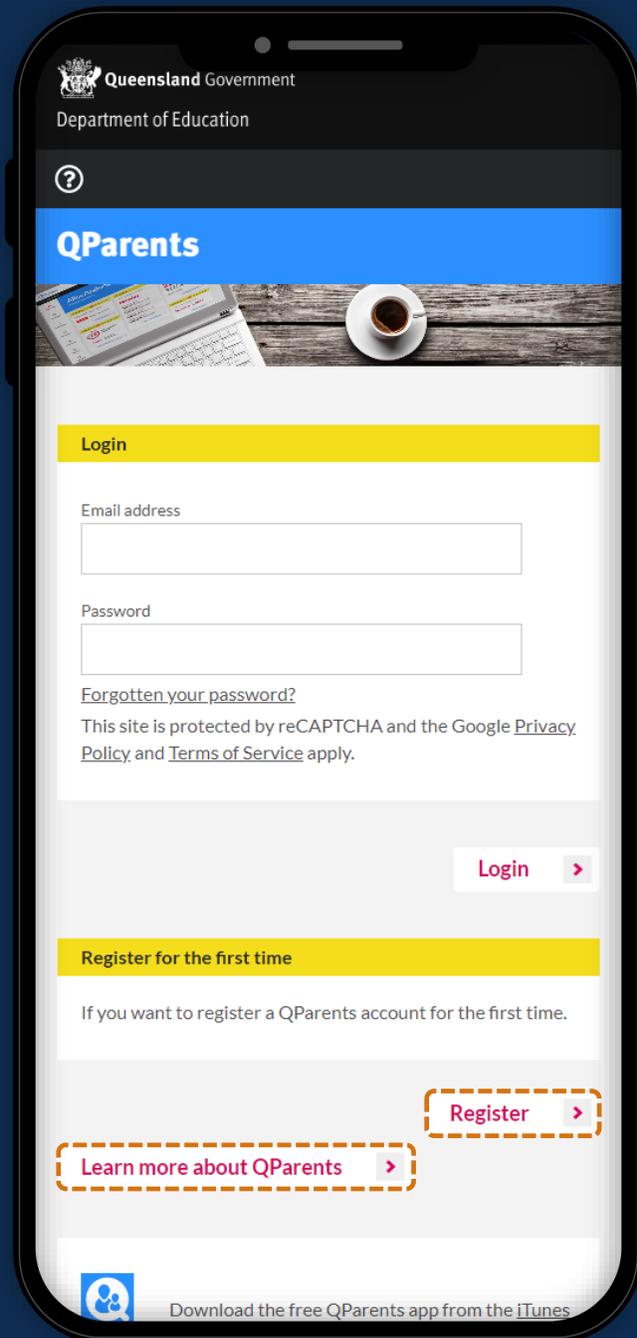
The screen showing on the phone is of the QParents website.

Parents are unable to register for an account through the QParents app. Registration must be completed through the QParents website via a mobile phone, tablet or computer.

Registering for the first time – Not available in app

To register for a QParents account, parents select the **Register your interest** button via the QParents website to be taken to the registration screen.

Hint: Select any area surrounded with  to continue through the guide.



END

Inviting parents to QParents

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The screen showing on the phone is of the QParents website.

Parents are unable to register for an account or access QParents help materials through the QParents app. Registering must be completed through the website via a mobile phone, tablet or computer.

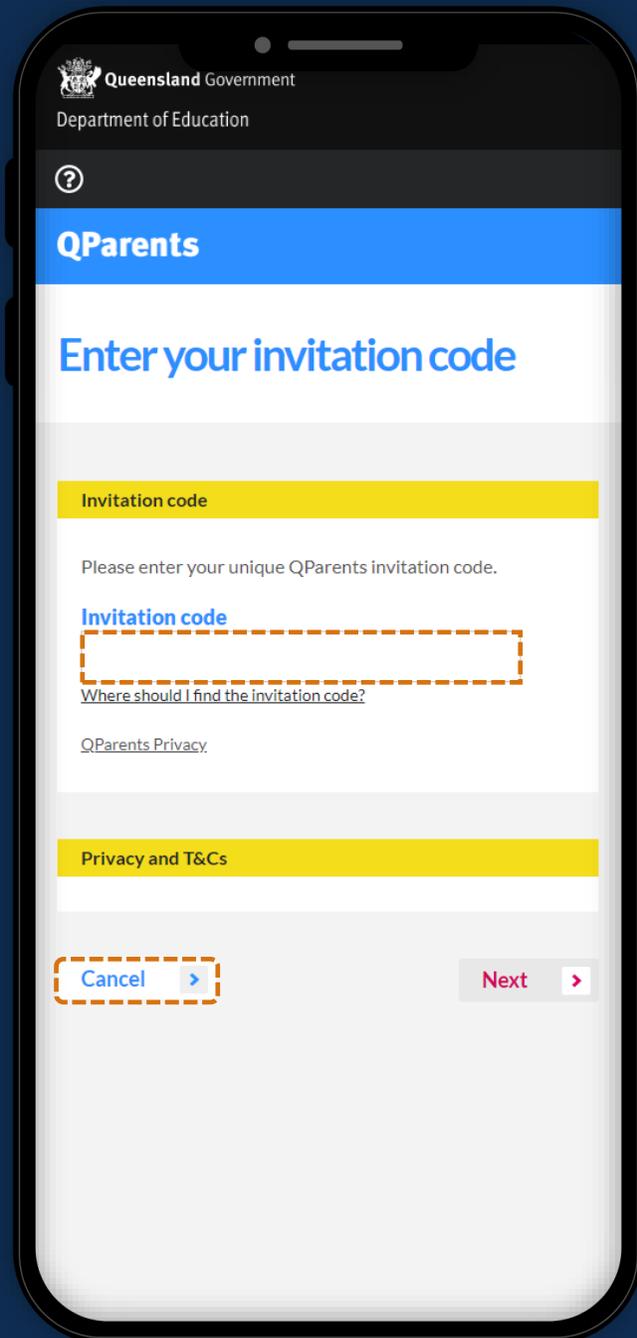
Registering for the first time – Not available in app

To register for a QParents account, parents select the **Register** button via their browser to take them through to the registration screen.

Learn more about QParents – Not available in app

A suite of help materials have been created and made available via the QParents website for parents to assist themselves in troubleshooting their QParents accounts.

Hint: Select any area surrounded with  to continue through the guide.



END

Register for the first time

On selecting the **Register** button on the QParents website home page, the registration page will show.

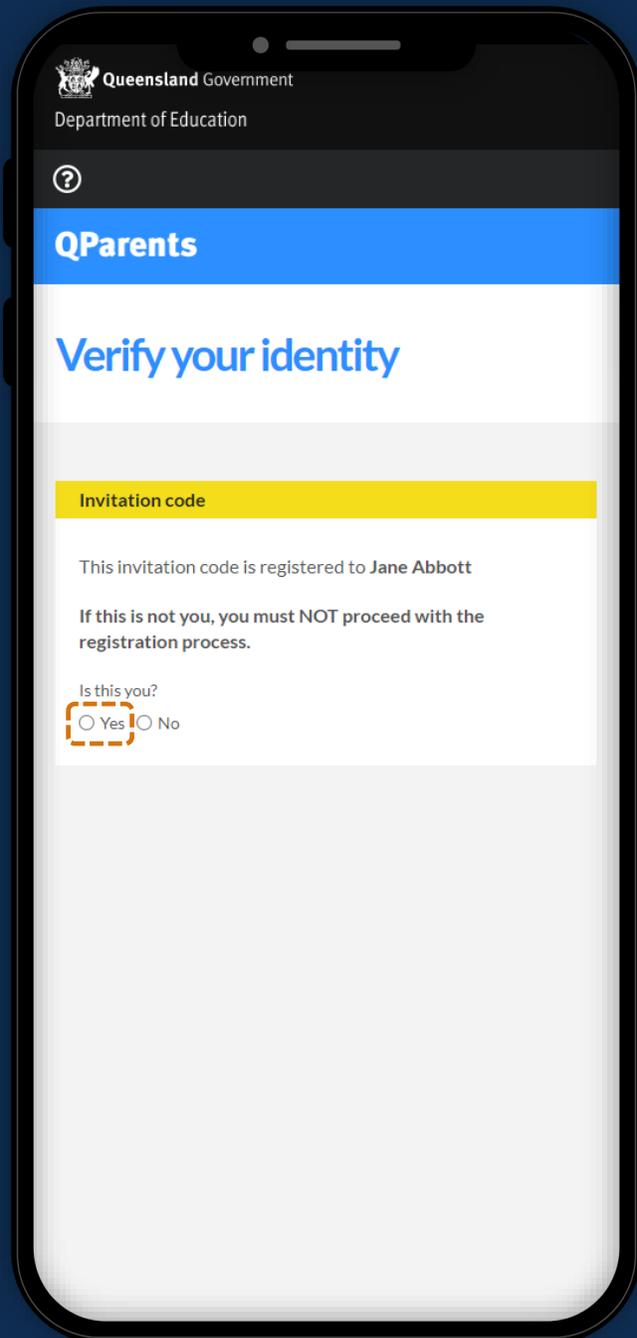
To register for a QParents account, parents are required to provide:

- an invitation code sent by their student's school
- an active email account
- each student's EQID number
- 100 points of ID.

For further detail and a list of documents that can be used to verify parent's identity online, see the [Registration fact sheet for parents.](#)

Invitation code

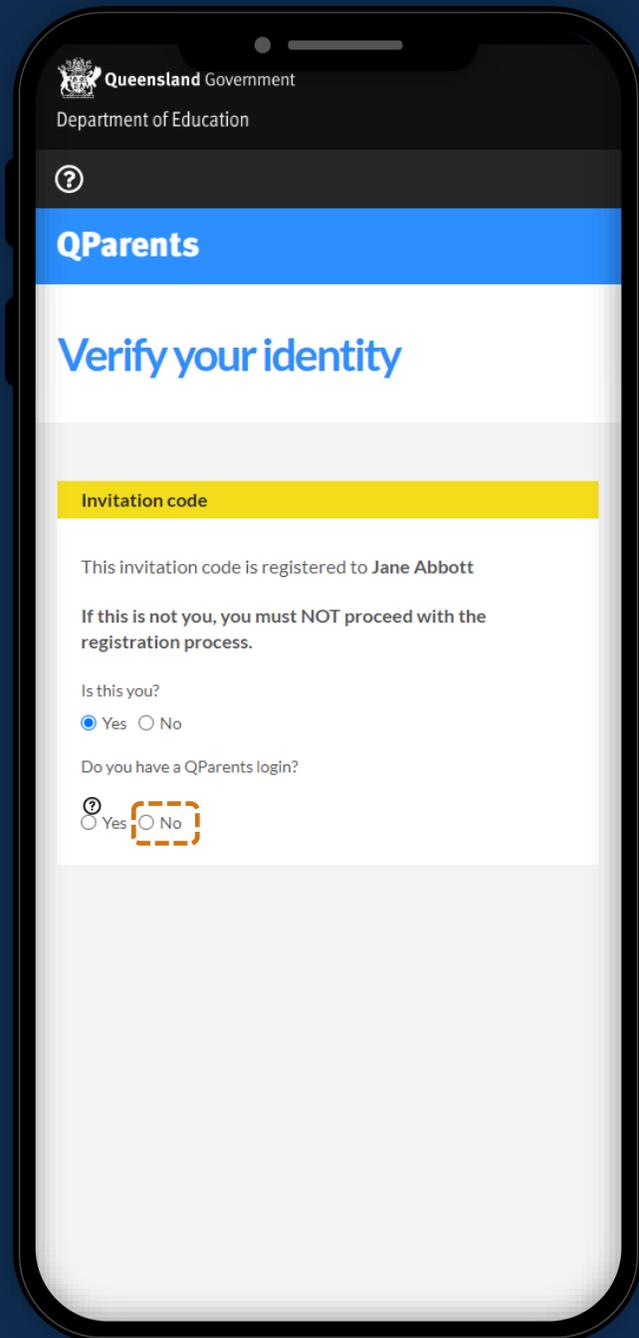
Once Parents have registered, an invitation code will be sent. This must be entered.



Invitation code

Once the invitation code is entered, parents are asked to verify their identity. They must first verify that they are the person that the invitation code was provided to by confirming that the name that appears on the screen is theirs and selecting **Yes**.

Hint: Select any area surrounded with  to continue through the guide.

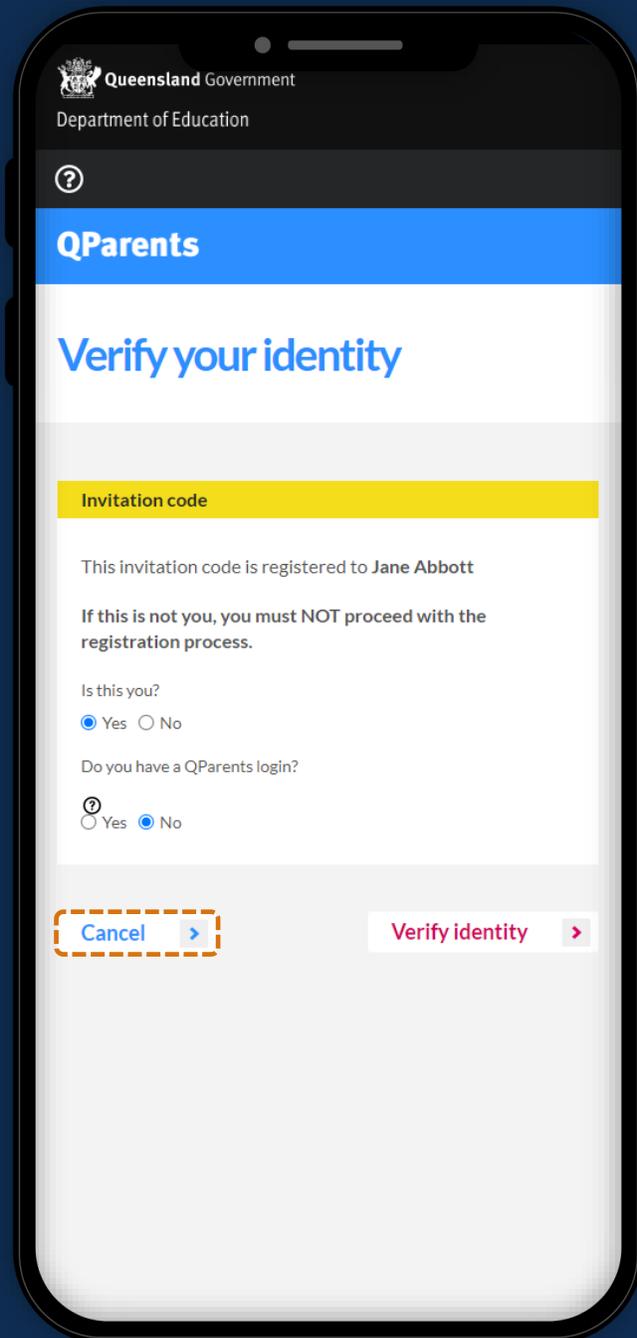


Invitation code

Parents must then advise if they have a QParents login. If registering for the first time, the parent will select **No**.

BACK

END



BACK

END

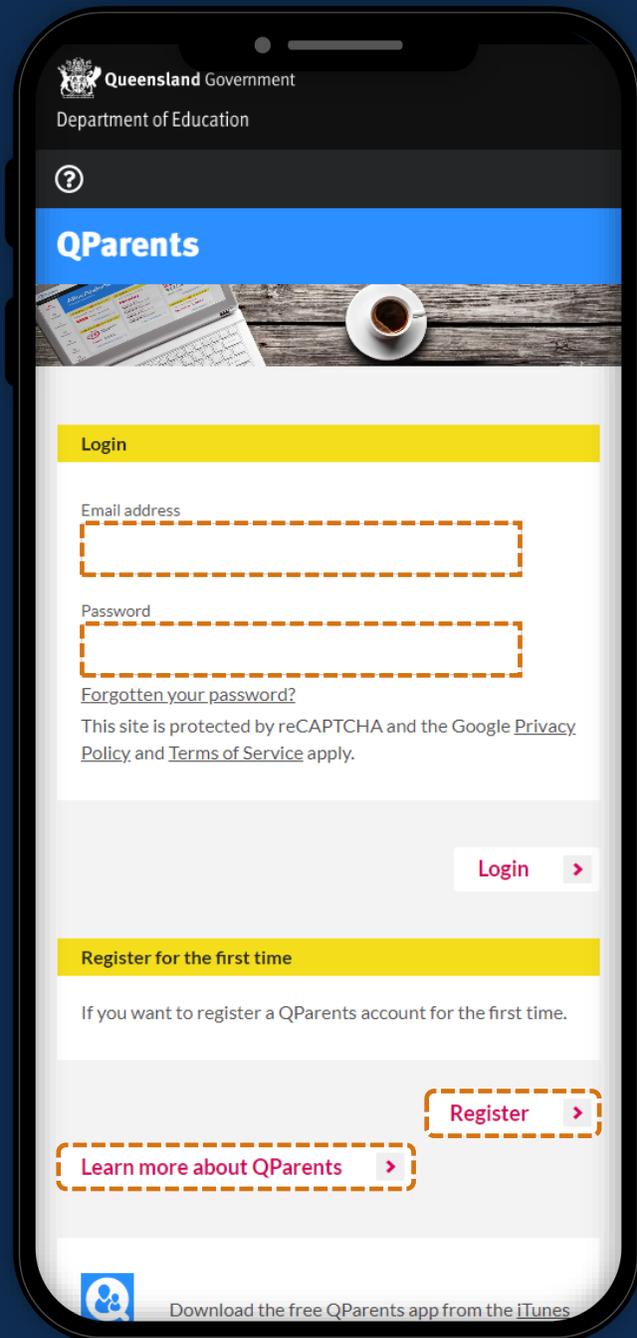
Invitation code

Once all questions are answered, the parent must verify their identity by selecting the Verify identity button to begin the ID verification process.

For further detail and a list of documents that can be used to verify parent's identity online, see the [Registration fact sheet for parents](#).

Cancel can be selected to return to the QParents login page.

Hint: Select any area surrounded with  to continue through the guide.



END

Logging in to QParents

Upon opening the QParents application or website, parents are required to log in to QParents before being able to access their student's information.

QParents account owners are required to enter the email address that their QParents account was registered under as well as entering their password.

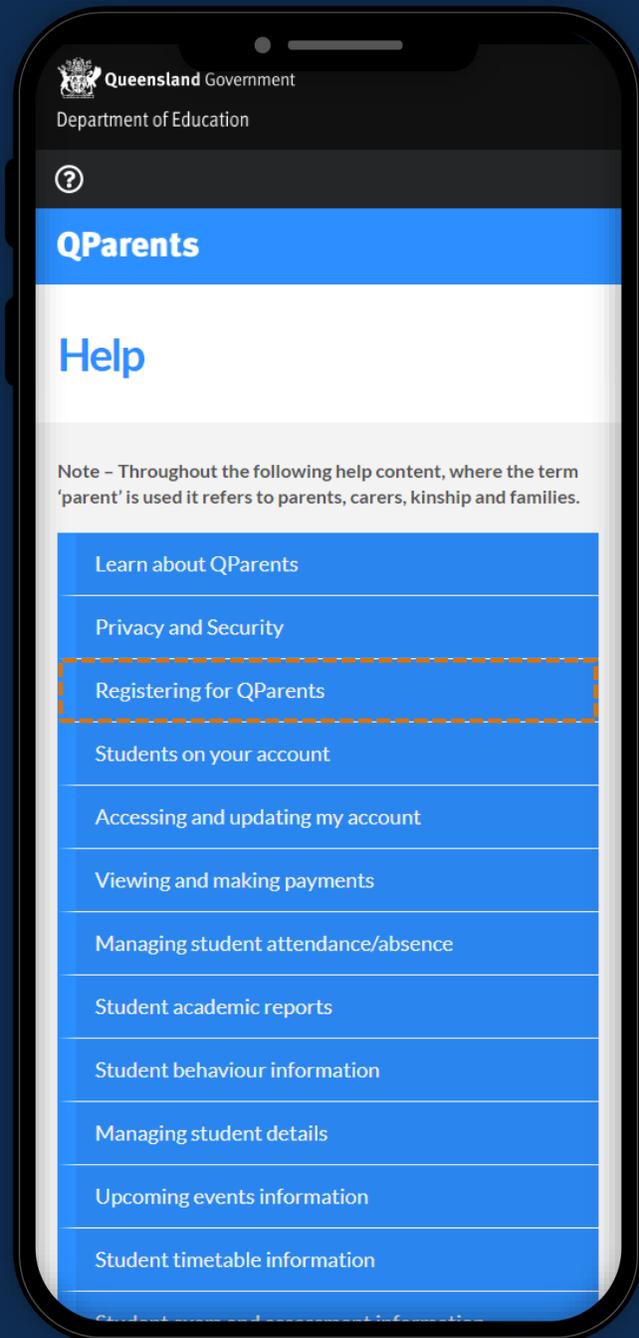
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Learn more about QParents – Not available in app

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Hint: Select any area surrounded with  to continue through the guide.



Help material

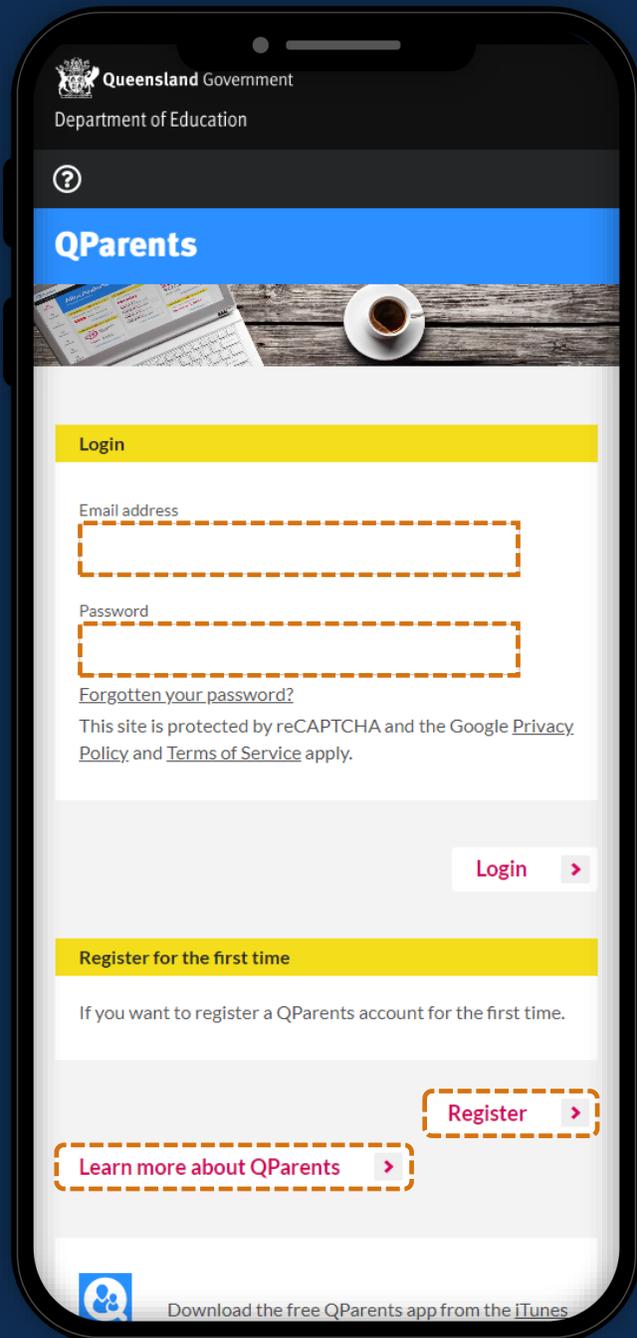
Help material for parents have been created and are available from the QParents website.

These help materials are provided to assist parents in the use of QParents and are available at any time.

BACK

END

Hint: Select the **BACK** icon to return to the previous screen.



BACK

END

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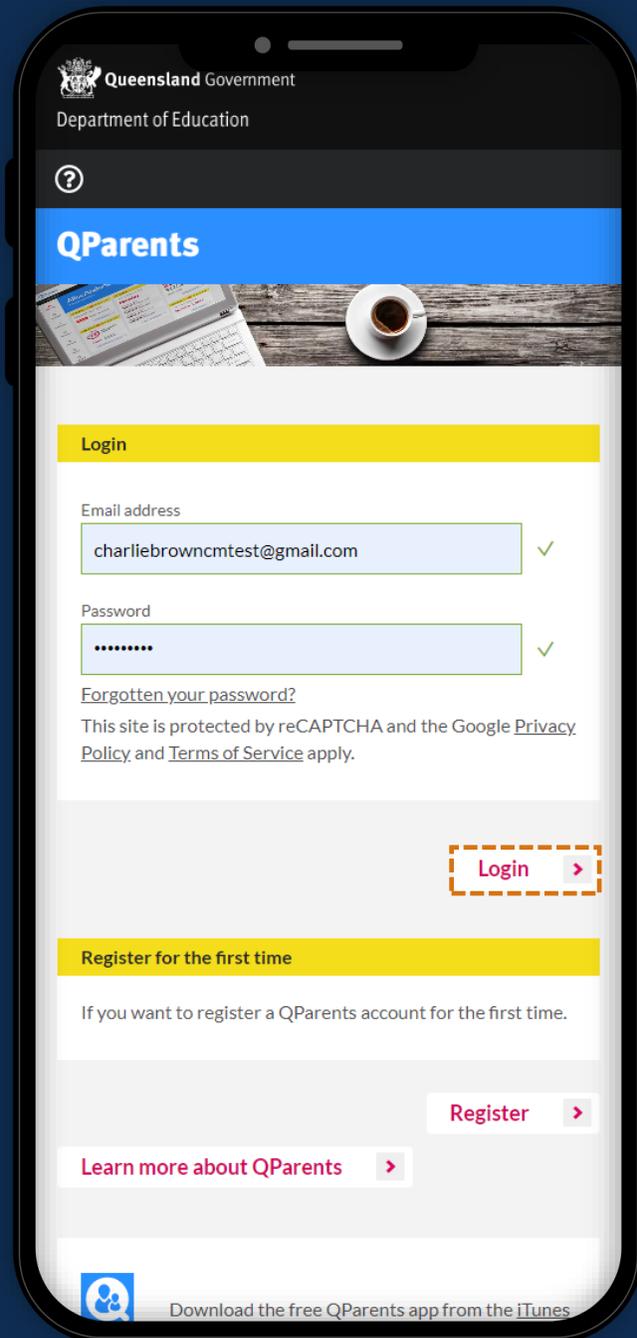
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BACK

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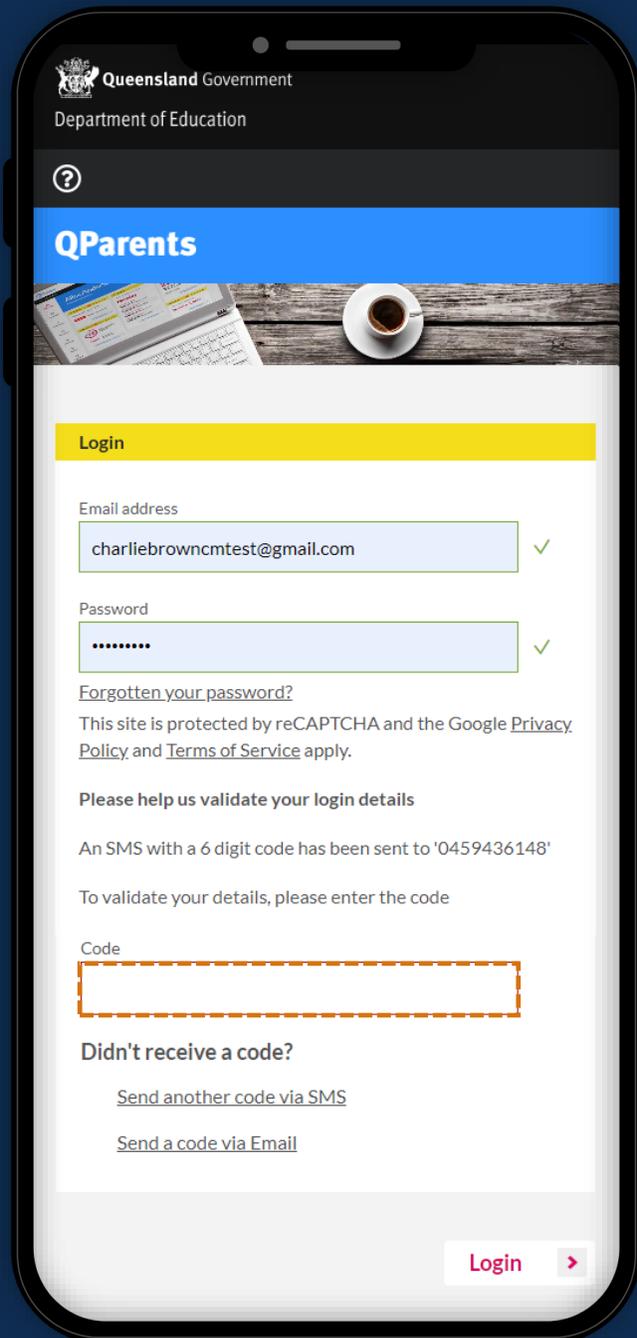
Logging in to QParents

Once the registered email address and password have been entered, **Login** can be selected.

On selection, a text message or email will be sent to the QParents account owner with a PingID authentication code.

If a mobile number has been registered to the QParents account, a text message will be sent. If no mobile number has been registered, an email will be sent.

Hint: Select any area surrounded with  to continue through the guide.



BACK

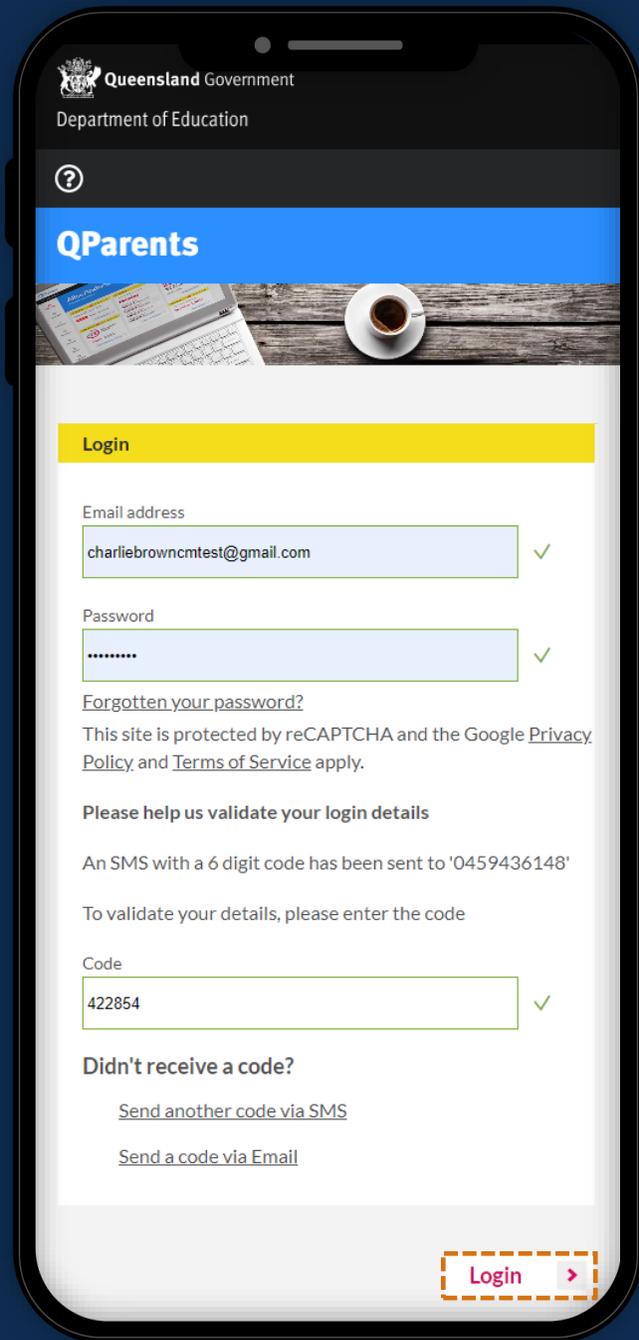
END

Logging in to QParents

The authentication code must then be entered.

If the code is not received, another code is able to be sent via mobile or email.

Hint: Select any area surrounded with  to continue through the guide.



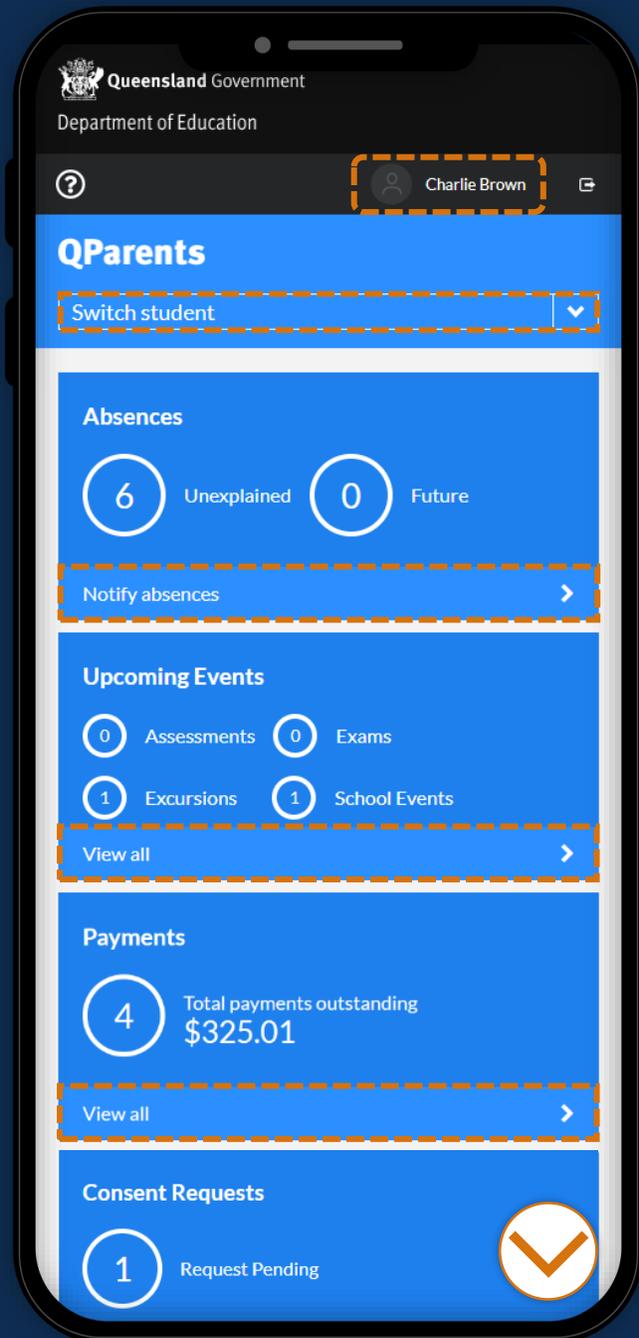
BACK

END

Logging in to QParents

Once the authentication code is entered, **Login** can be selected to view student information.

Hint: Select the **BACK** icon to return to the previous screen.



QParents home page

Upon logging in to QParents, the home page will show.

The QParents home page will show information for all students that have been linked to a QParents account.

QPAO's account

The QParents Account Owner's (QPAO's) name will show at the top of all QParents screens. Selecting their name will show further information about the QPAO's account and will provide access to account options.

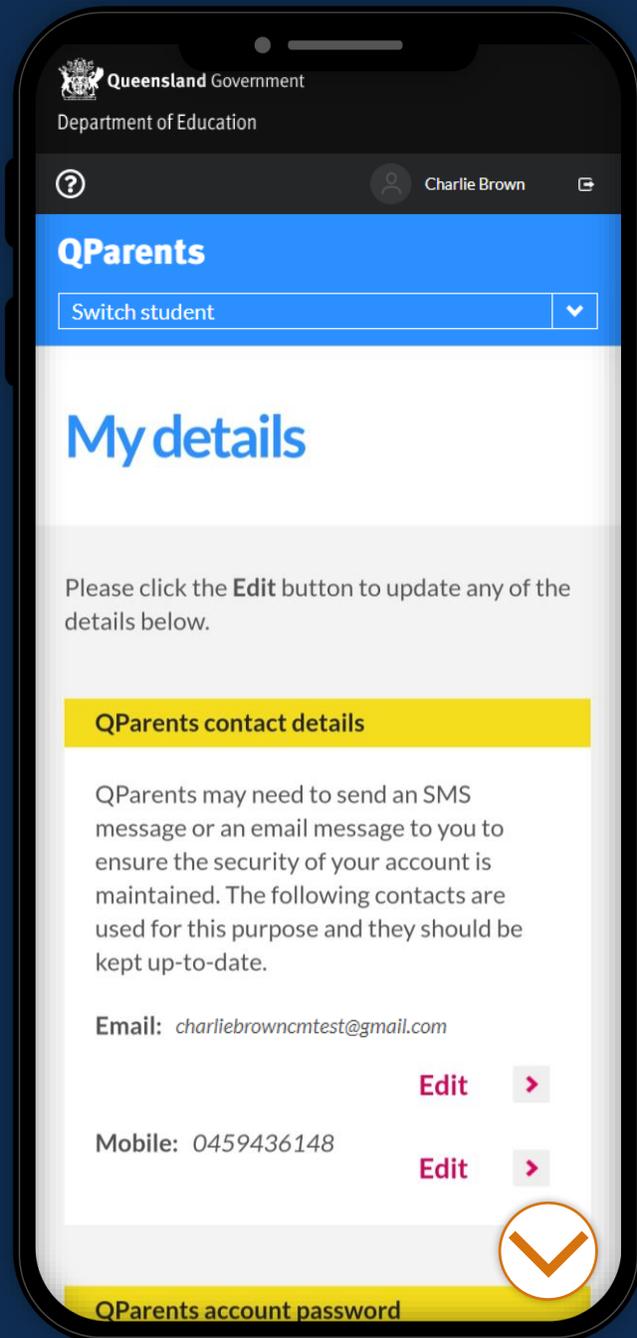
Switch student

To quickly view or change between student profiles, the **Switch student** drop-down can be selected.

Dataset tiles

Tiles that correspond with the datasets that have been made available to the QPAO are visible and show details about the linked students that are grouped by the dataset available to the parent. Action or view buttons are also available under each tile. For further information on datasets and the information they provide, a [QParents](#) video has been created.

Hint: Select the  icon to scroll down.



END

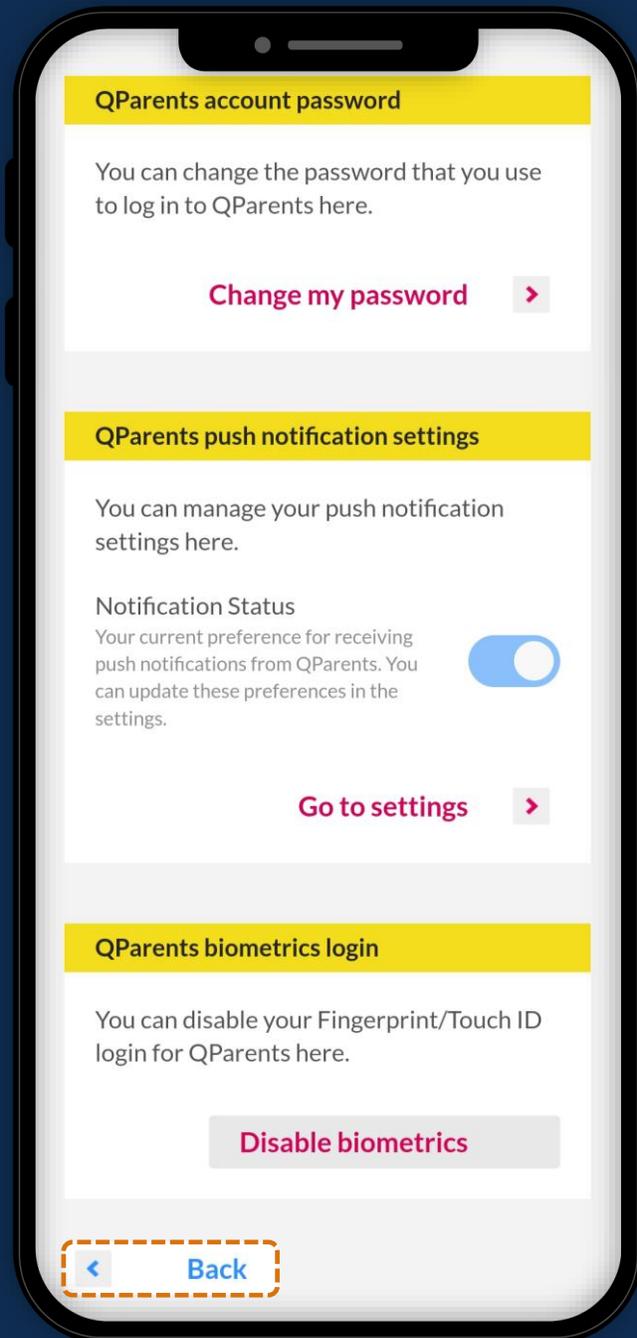
My details

Parent account details can be viewed and edited in the **My details** screen.

QParents contact details

Parents can update their email address and mobile number through the QParents application and website. The email address or mobile number showing in the QParents contact details is used by QParents to send the QPAO an authentication number when they are logging in to QParents. These details should be updated by the parent as required. If parents are unable to log in due to unknown email address or not receiving an SMS message, they must contact the 13 QGOV (13 74 68) phone number.

Hint: Select any area surrounded with  to continue through the guide.



END

My details

Parent account details can be viewed and edited in the **My details** screen.

QParents account password

Parents can change their password through the QParents application and website.

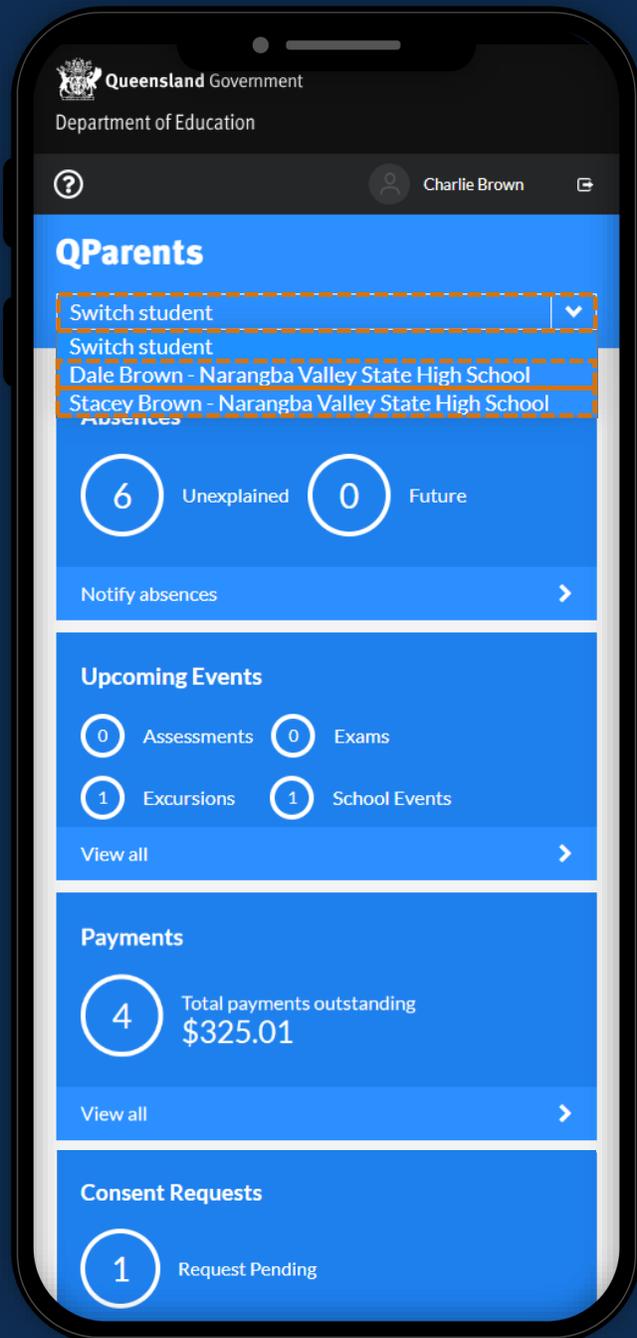
QParents push notification settings

Parents can enable push notifications for the QParents app, so that they receive a notification for any new consent requests sent to them.

QParents biometrics login

Parents can enable biometric login so that they can use Face ID and fingerprint information to login to their QParents account.

Hint: Select any area surrounded with  to continue through the guide.



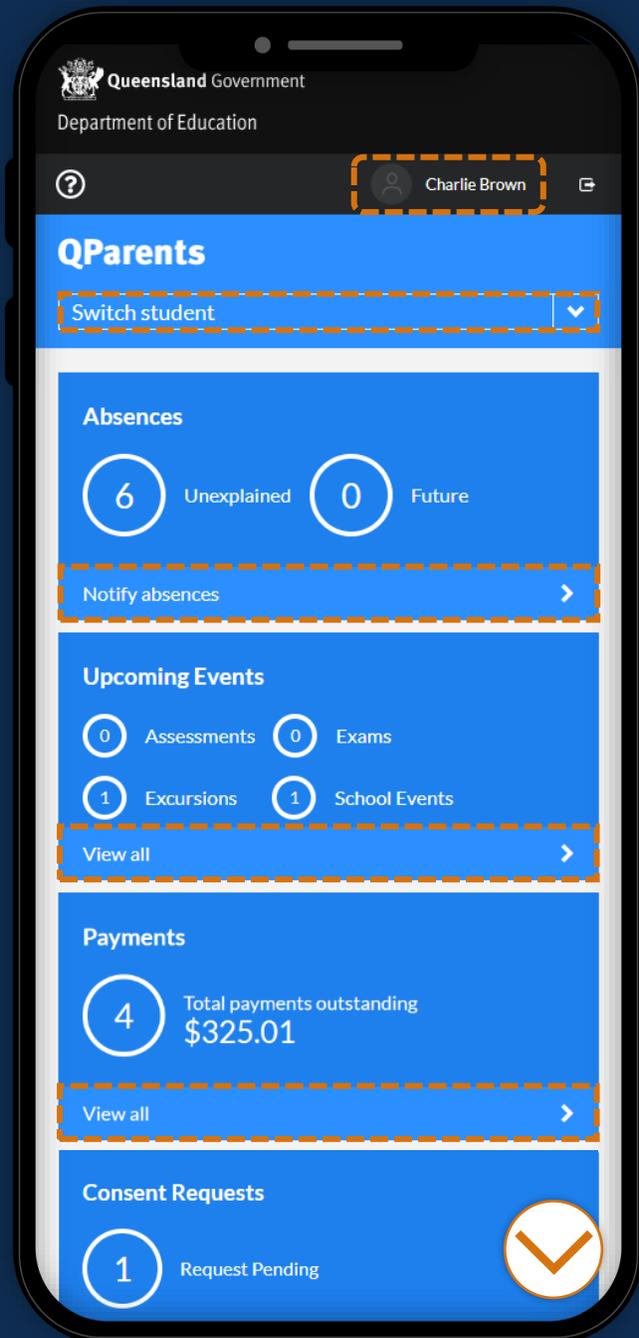
BACK

END

Switch student

Any students that have been attached to a QPAO's account, will show in the **Switch student** drop-down and can be selected to quickly switch between student profiles.

Hint: Select any area surrounded with  to continue through the guide.



END

QParents home page

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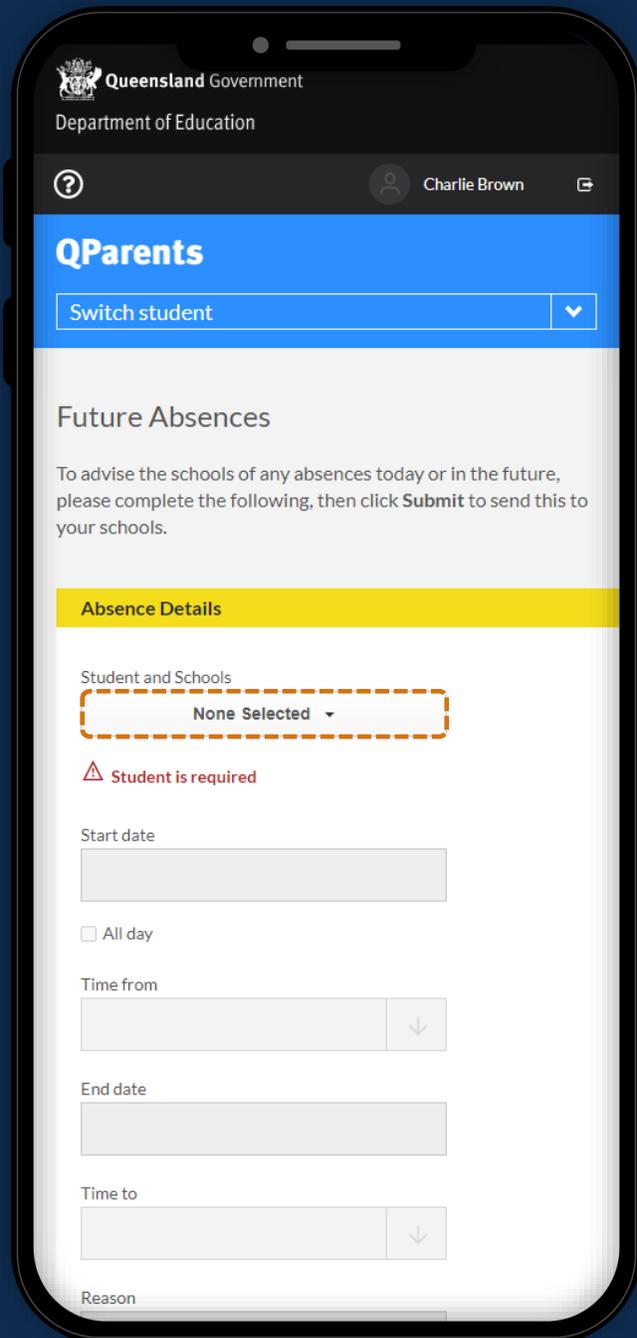
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Dataset tiles

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Hint: Select the  icon to scroll down.



BACK

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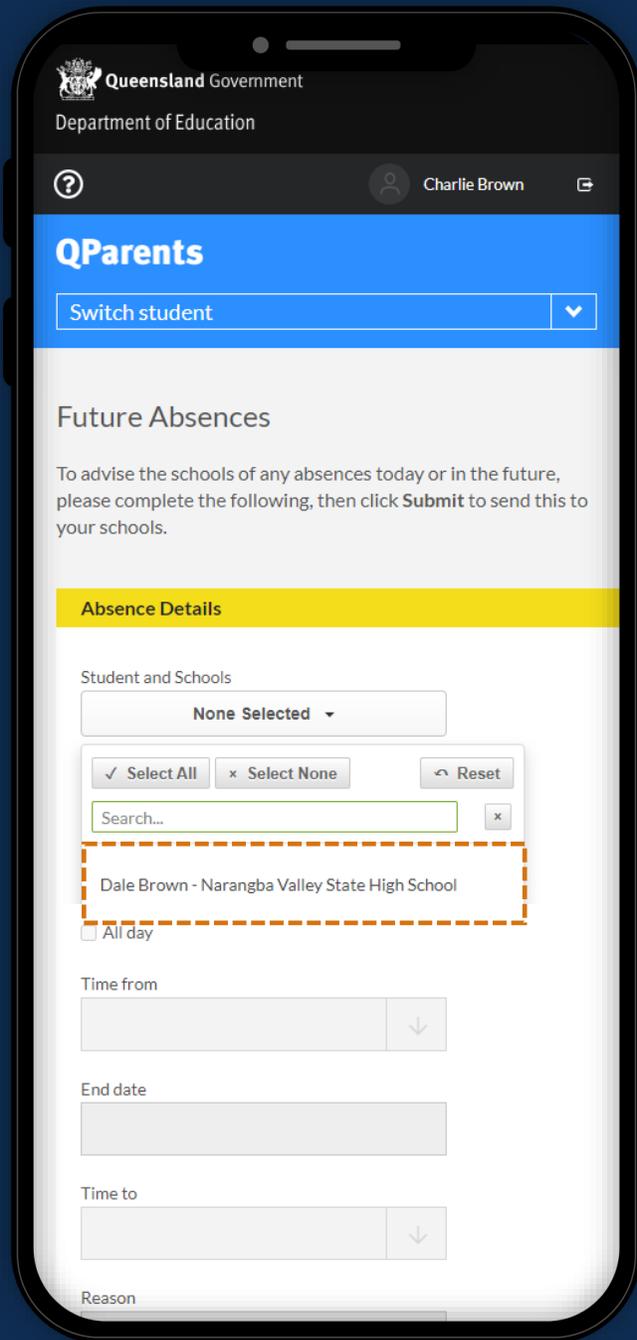
Future absences

By selecting **Notify absences** on the QParents home page, the future absences screen will show the absence form. As **Notify absences** was selected on the home page, the form is available for all Active students that are attached to the QPAO's account

Absence details

To enter a future absence for an **active** student, select the **Student and Schools** drop-down. Only students who have an **active** enrolment status are able to have future absences submitted for them via QParents. The future absence functionality is unable to be used for future students.

Hint: Select any area surrounded with  to continue through the guide.



BACK

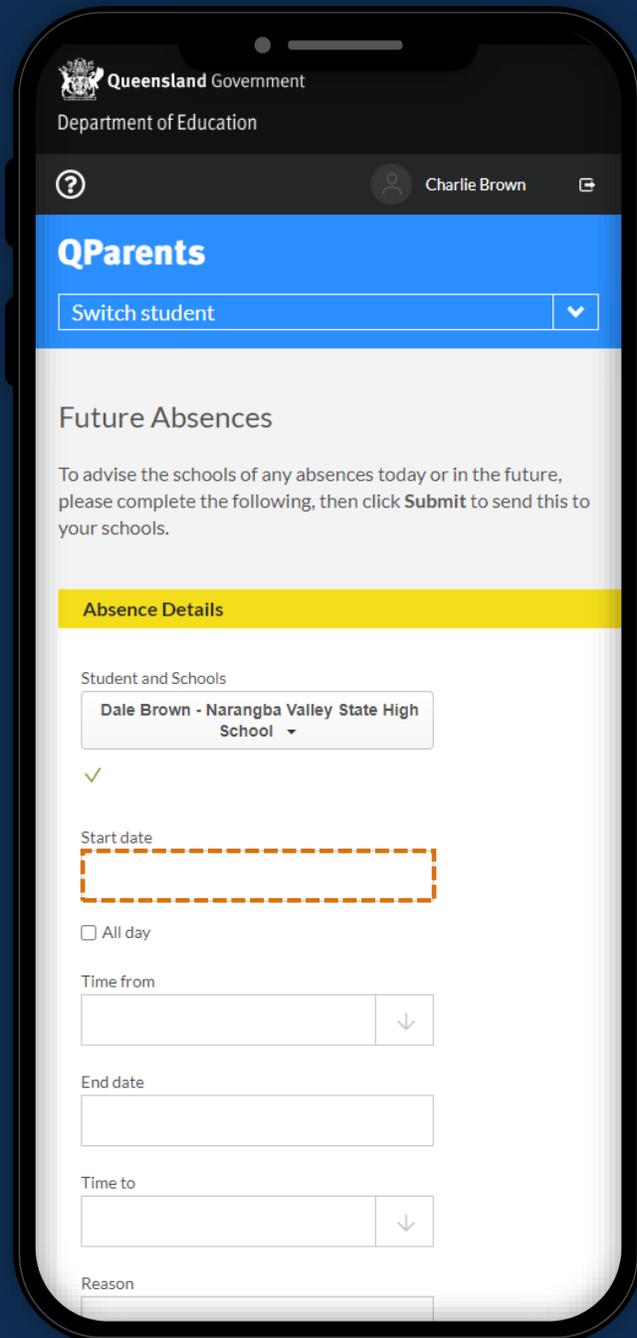
END

Absence details

The correct active student or students can then be selected.

One or multiple active students can be selected at a time as required. A future absence does not need to be recorded for each student individually.

Hint: Select any area surrounded with  to continue through the guide.



BACK

END

Absence details

Absence details are then entered including:

- the absence start date and time
- the absence end date and time
- if it will be an all-day absence
- the reason for the absence.

Hint: Select any area surrounded with  to continue through the guide.

Future Absences

To advise the schools of any absences today or in the future, please complete the following, then click **Submit** to send this to your schools.

Absence Details

Student and Schools
Dale Brown - Narangba Valley State High School

✓

Start date
22/03/2023

All day

End date
22/03/2023

Reason
Dale will be participating in regional sports tryout ✓

You have 37 characters remaining

[Add another absence](#)

[Cancel](#) [Submit](#)

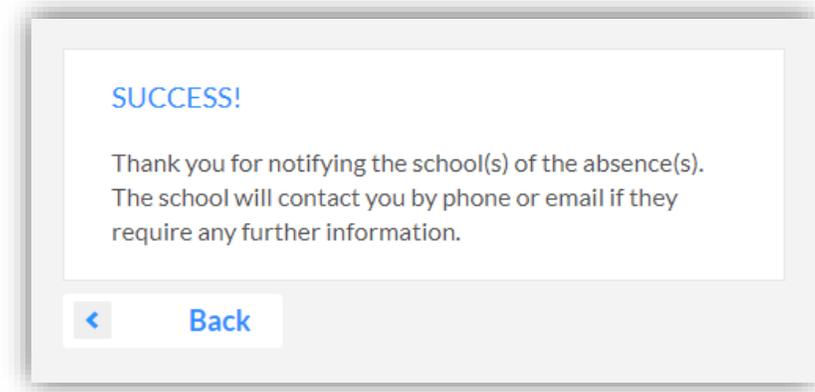
Copyright Disclaimer QParents Privacy Right to information
Accessibility Jobs in Queensland Government Other languages
© The State of Queensland 1995-2023
Queensland Government

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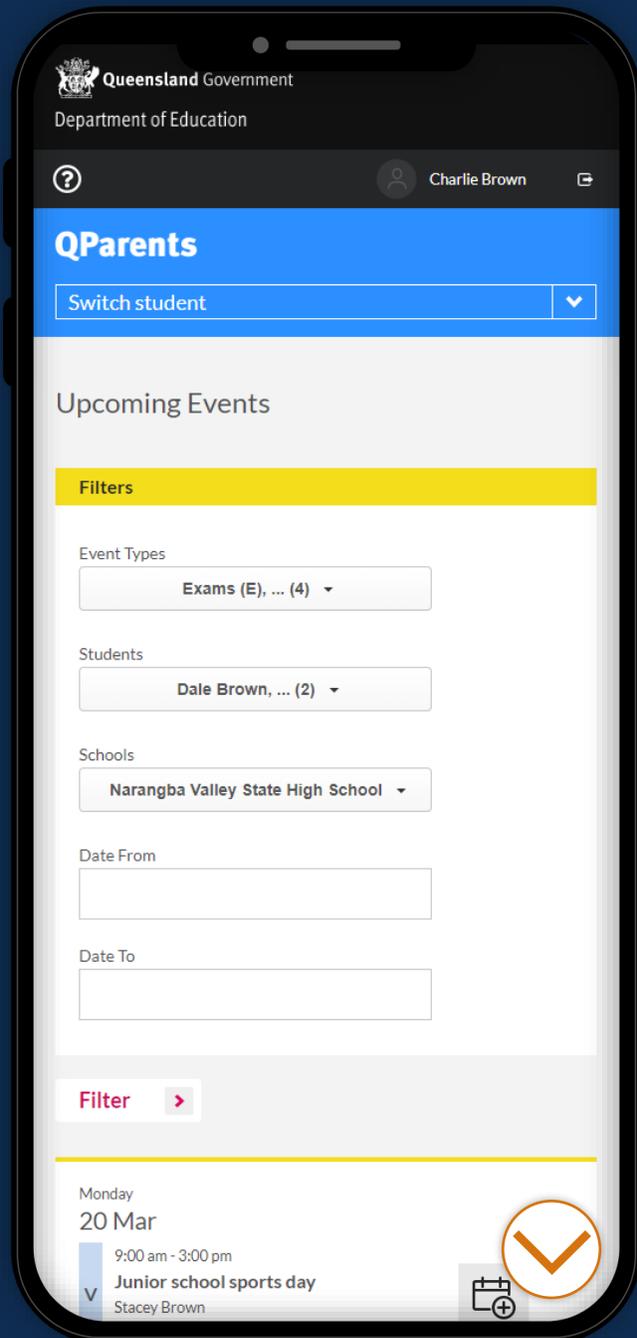
Absence details

Once the required absence details are entered, the absence can be submitted.

On submission, a success message will show.



Hint: Select any area surrounded with  to continue through the guide.



Upcoming events

Events can be filtered by:

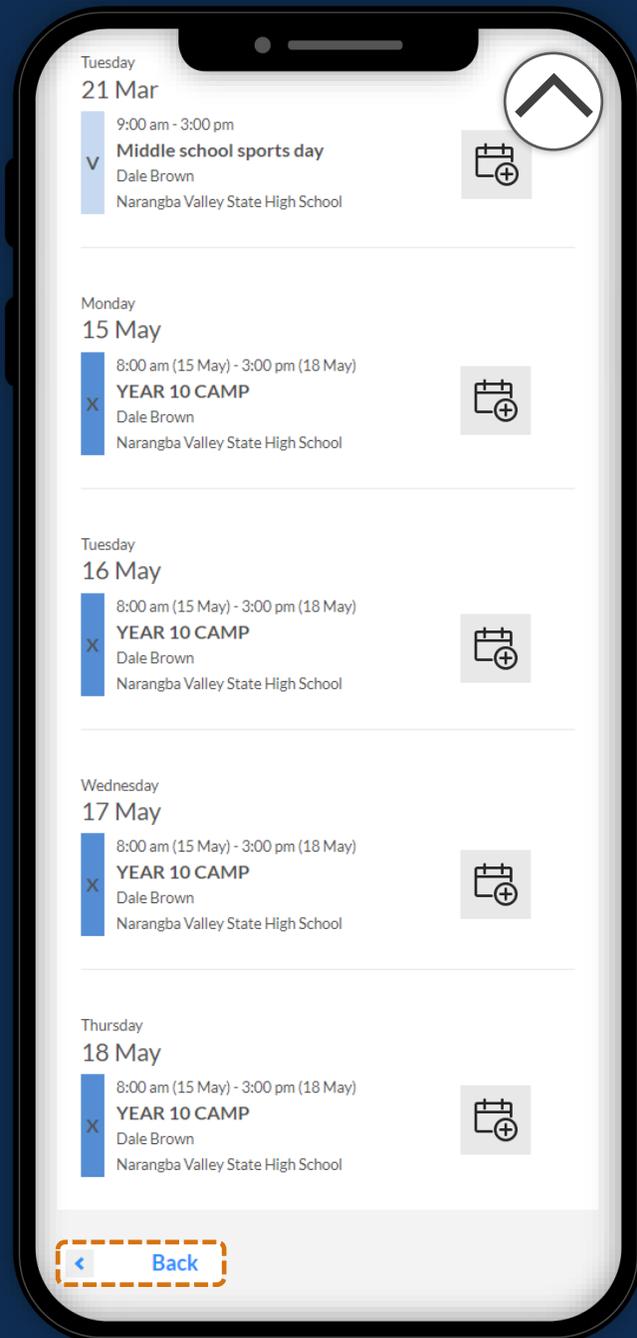
- event types, including:
 - Assessments
 - Exams
 - Excursions
 - School events
- the students attached to the QPAO's account
- the student's school/s.

Events for all students can also be viewed without needing to filter information.

BACK

END

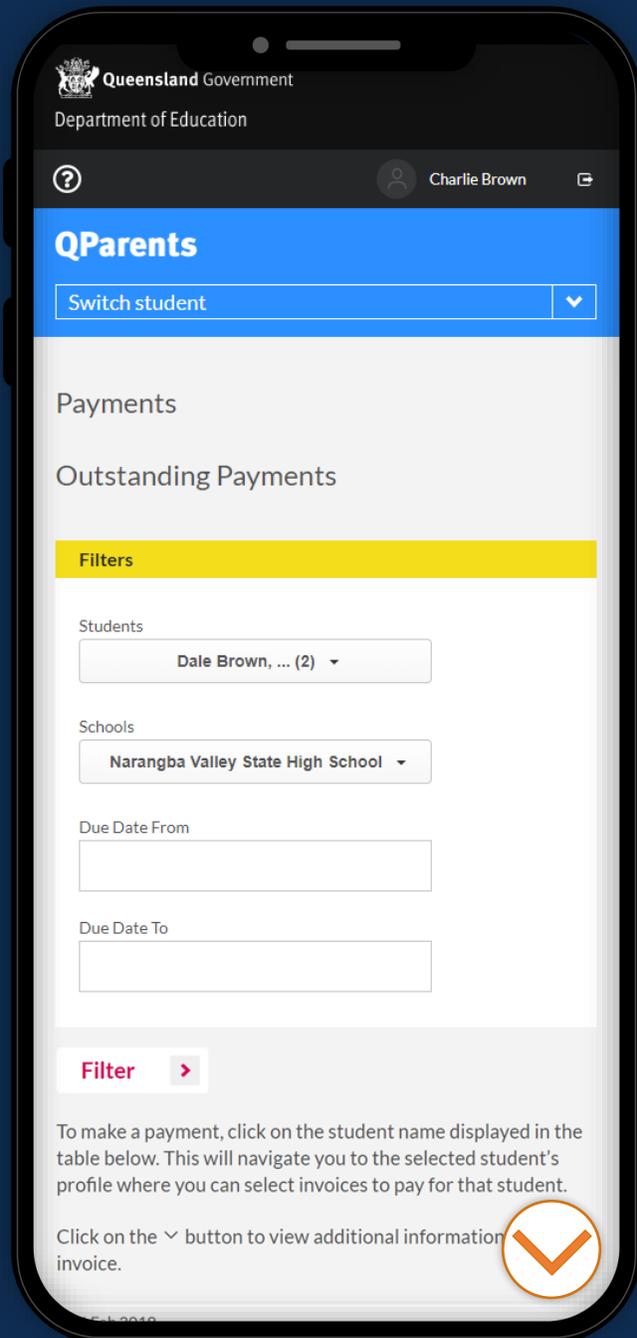
Hint: Select the  icon to scroll down.



Upcoming events

Events for all students can be viewed without needing to filter information. Events can also be added to your personal calendar by selecting the **add to calendar** icon on the events tile.

When adding the event to your calendar, changes can be made to the event information in your calendar if you are using an Apple device.



BACK

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Payments

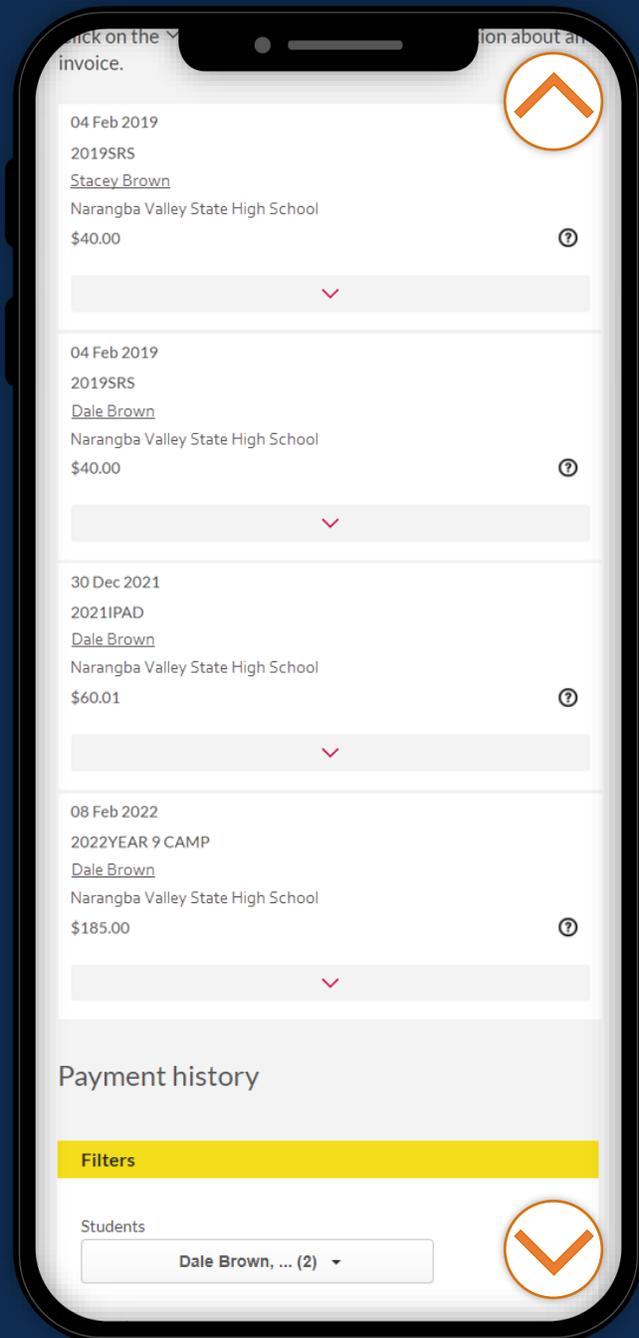
Payments are split into two sections, outstanding payments and payment history.

Outstanding payments can be filtered by:

- the students attached to the QPAO's account
- the student's school/s
- invoices due date from
- invoices due date to.

Outstanding payments for all students can also be viewed without needing to filter information.

Hint: Select the  icon to scroll down.



END

Payments

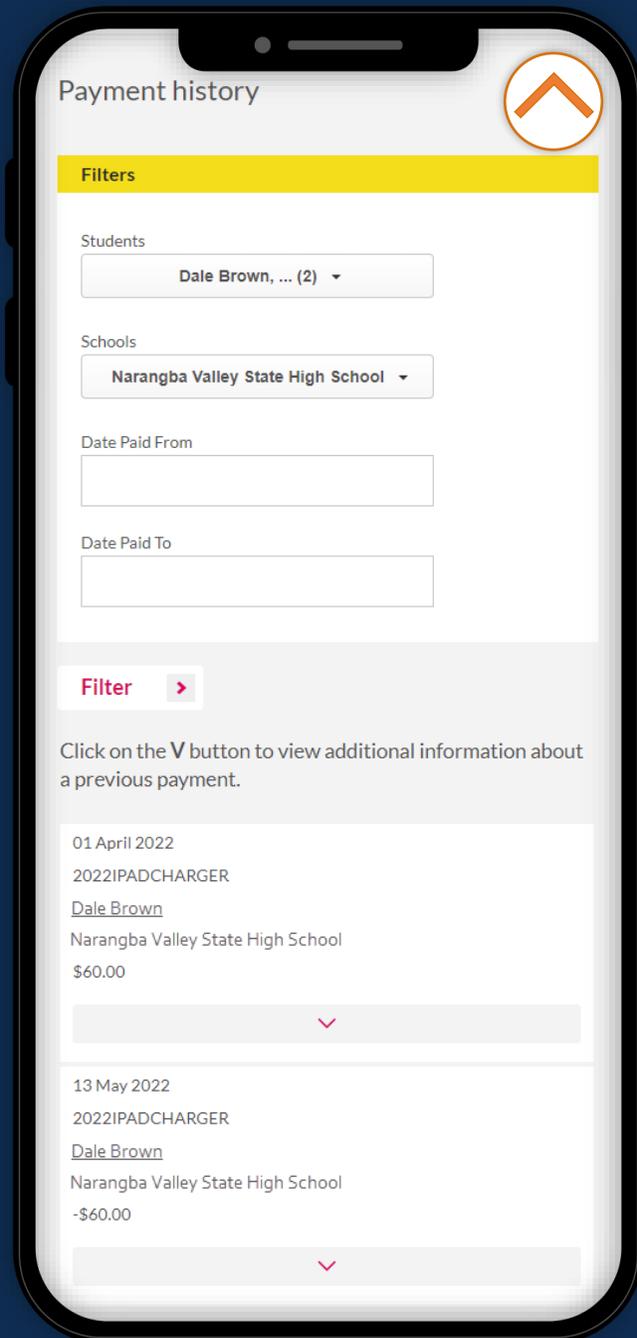
An invoice tile will display for each outstanding invoice and will show:

- the due date of the invoice
- the invoice reference
- the student the invoice relates to
- the school that the student is enrolled in
- the original invoice amount.

Further details are available for each invoice and are explored in the finance tile of the student profile of Dale Brown.

Payment history information is also available.

Hint: Select the  icon to scroll down.



BACK

END

Payments

Two tiles will show for each paid invoice.

The invoice tile will show:

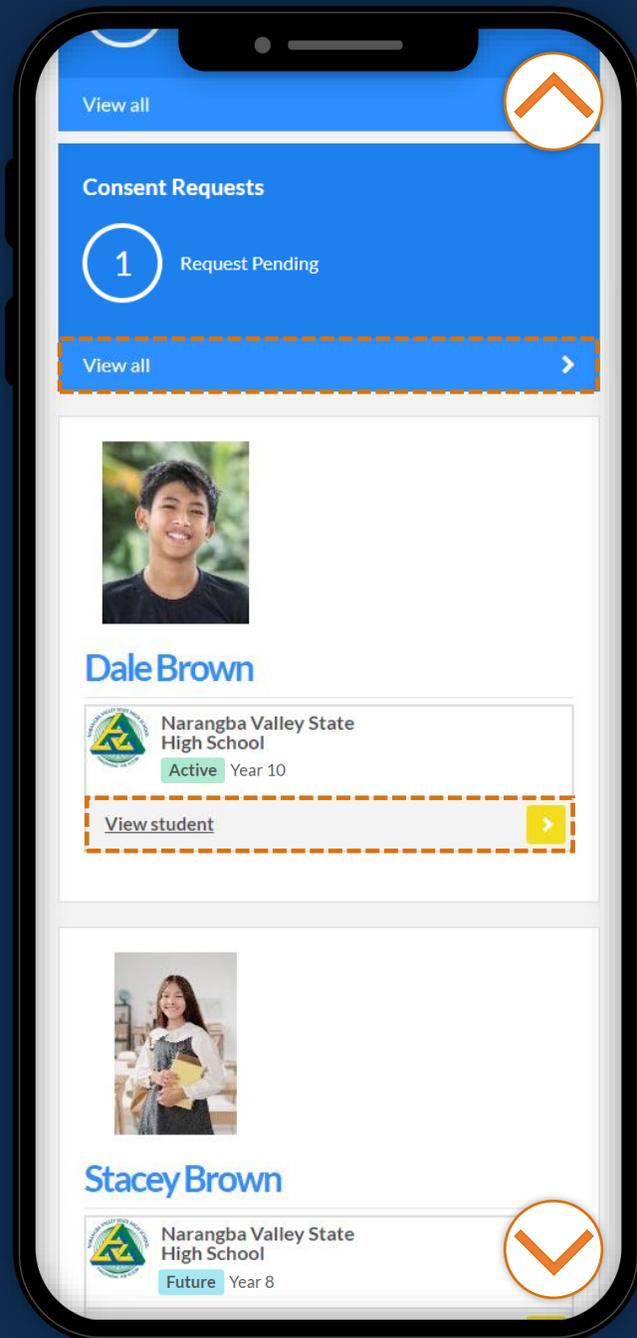
- the due date of the paid invoice
- the paid invoice reference number
- the name of the student the invoice is for
- the school that the student is enrolled in
- the payment amount (as a positive).

The payment tile will show:

- the payment date of the invoice
- the paid invoice reference number
- the name of the student the payment was for
- the school that the student is enrolled in
- the payment amount (as a negative).

Further details are also available for each payment and are explored in the finance tile in the student profile of Dale Brown.

Hint: Select the **BACK** icon to return to the home screen.



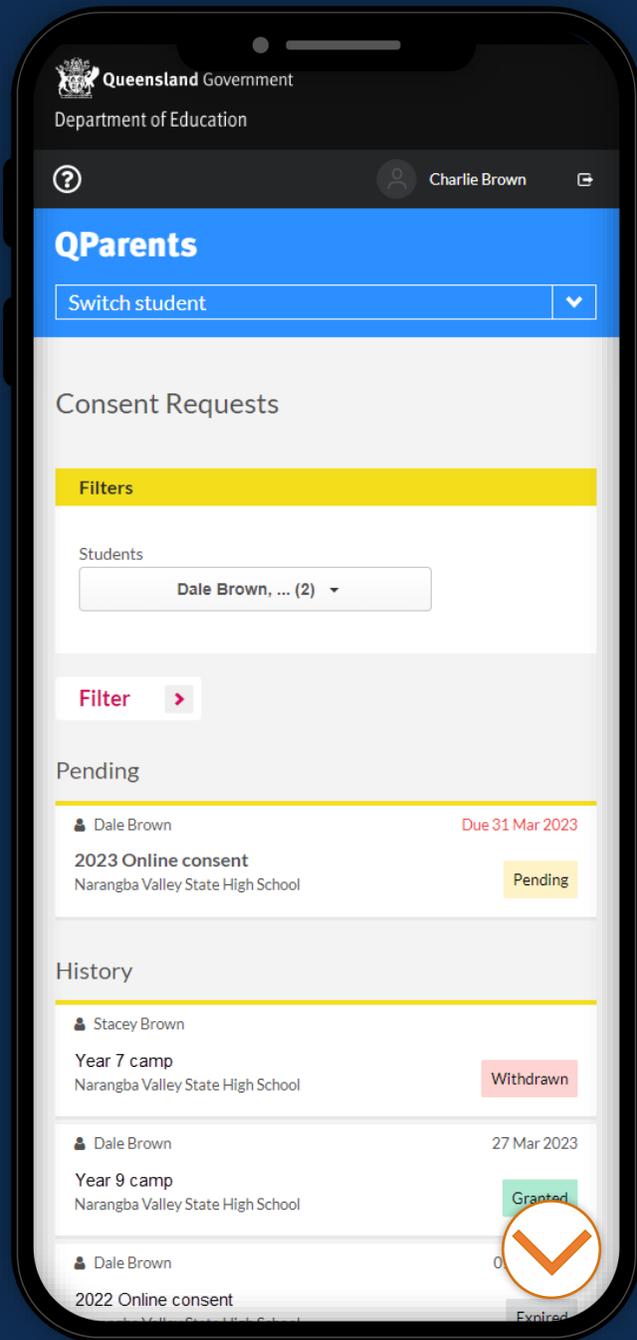
END

Student tiles

A tile will show for each student attached to the QPAO's account. The student's name, school, enrolment status and year level will display. If student photos have been enabled and a student photo has been selected, it will be visible.

To view information for each individual student, select the **View student** button for further details about this student.

Hint: Select the  icon to scroll up.



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Consent requests

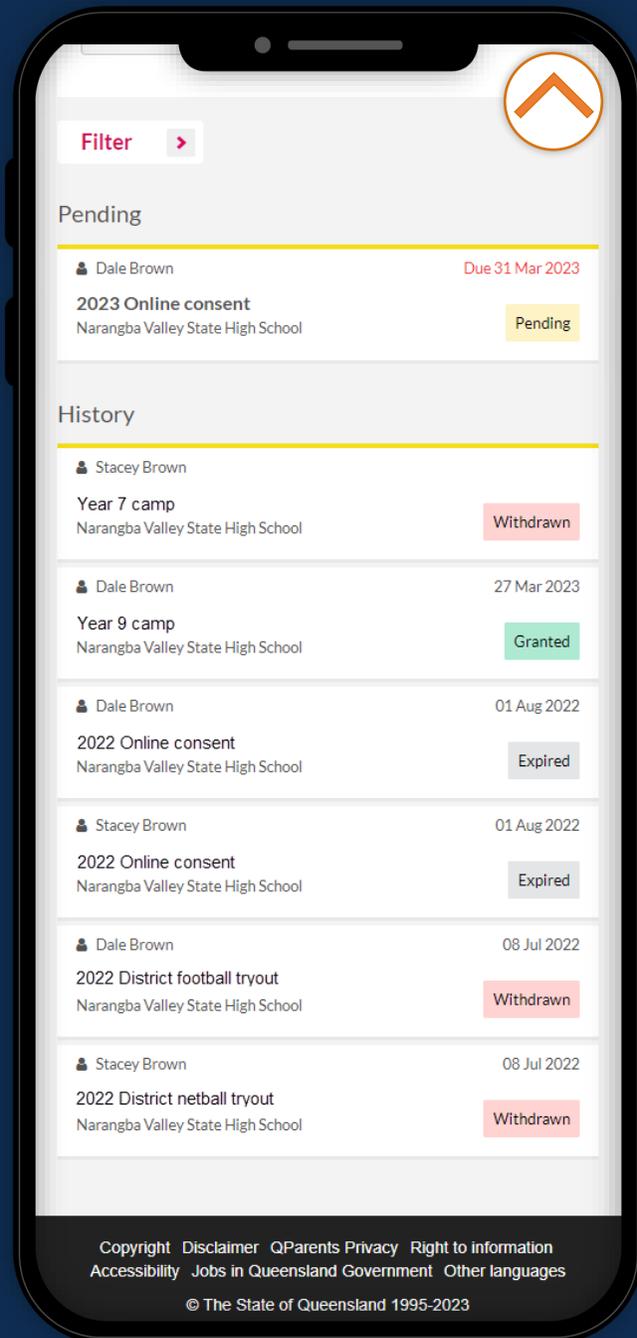
Consent requests are split into two sections, pending requests and Consent request history.

Consent requests can be filtered by student to show all consent requests, pending and historical, for a student.

Consent request information for all students can also be viewed without needing to filter information.

Further information on actioning consent requests is located in the student profile of Dale Brown.

Hint: Select the  icon to scroll down.



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END

Consent requests

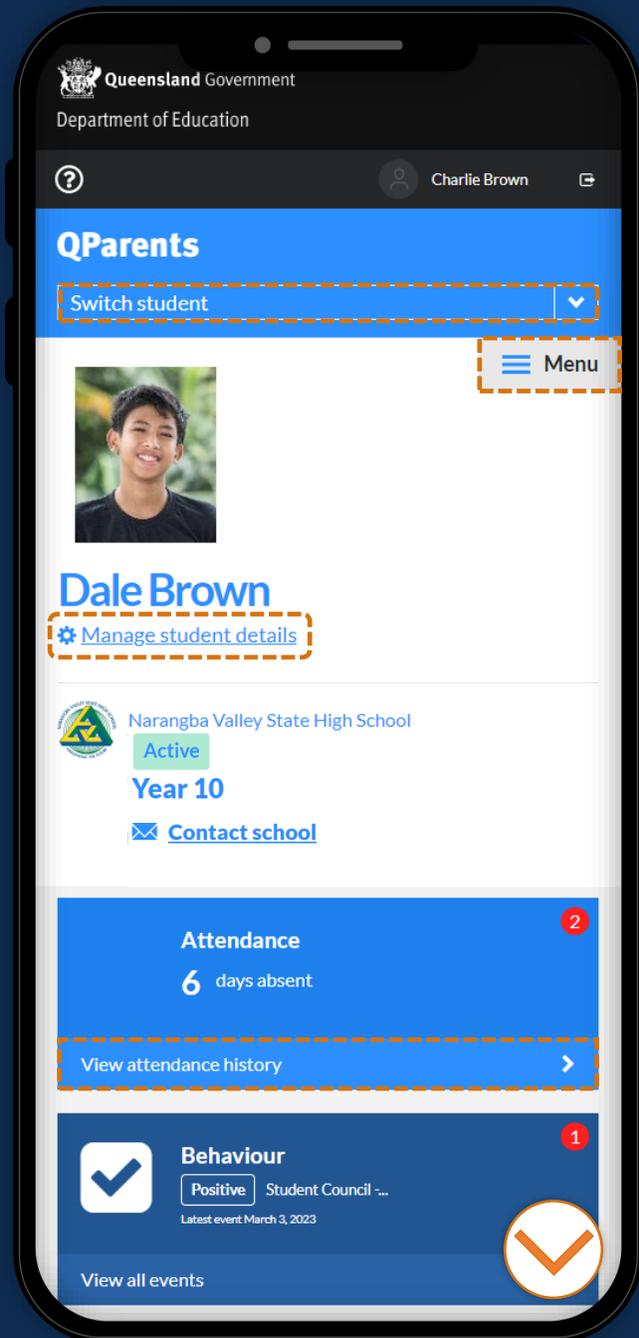
Historical consent requests that have been approved by any QPAO associated with the student are displayed.

A tile will display for each consent requests and details:

- the student the consent request was for
- the consent request title
- the school the consent request was sent from
- the date the consent request was actioned
- the status of the consent request.

Further information on viewing historical consent requests is located in the student profile of Dale Brown.

Hint: Select the **BACK** icon to return to the home screen.



Student profile

Each student that has been added to a QPAO's account will have their information shown in a student profile. The information that is shown on a student's profile is sourced from OneSchool and will display depending on the datasets made available to the student's year level.

Switch student

To quickly view or change between student profiles, the **Switch student** drop-down can be selected.

Menu

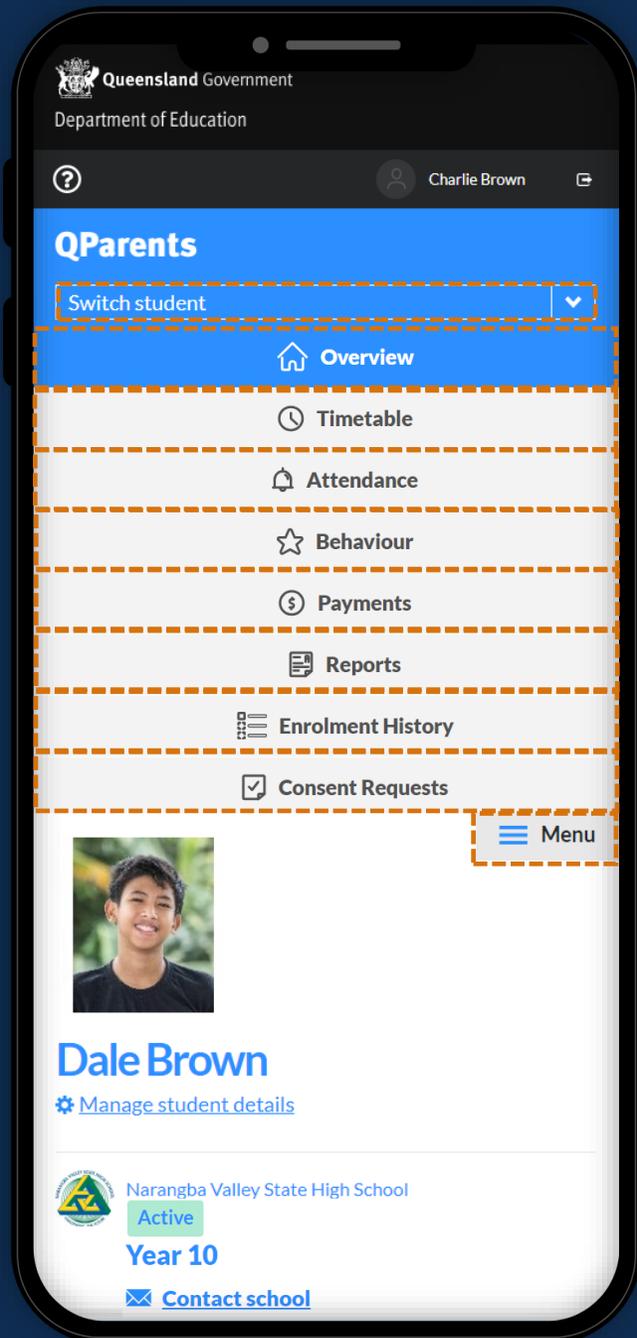
A menu is available allowing parents to quickly move between datasets and providing access to additional areas such as Enrolment History and Consent Requests, if the consent management dataset has been enabled.

Manage student details

Parents are able to make requests to amend student information using the Manage student details function. This is also where delegated viewer's access is managed.

BACK

END



BACK

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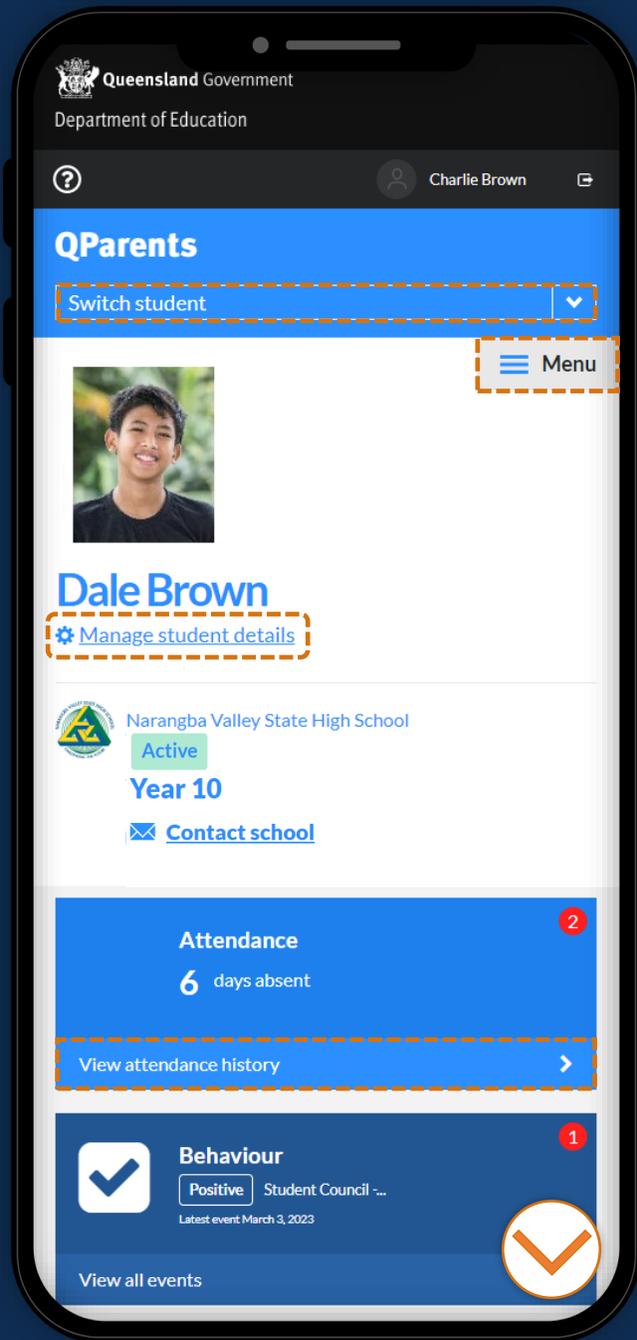
Menu

Use the menu drop-down to quickly navigate between the datasets available to parents. Access to additional information and datasets includes:

- Enrolment History
- Consent Management.

Please note: Consent Management will only show if the Consent Management dataset has been enabled for the student's year level.

Hint: Select any area surrounded with  to continue through the guide.



BACK

END

Student profile

Each student that has been added to a QPAO's account will have their information display in a student profile. The information that displays is sourced from OneSchool and will show depending on the datasets made available to the students year level.

Switch student

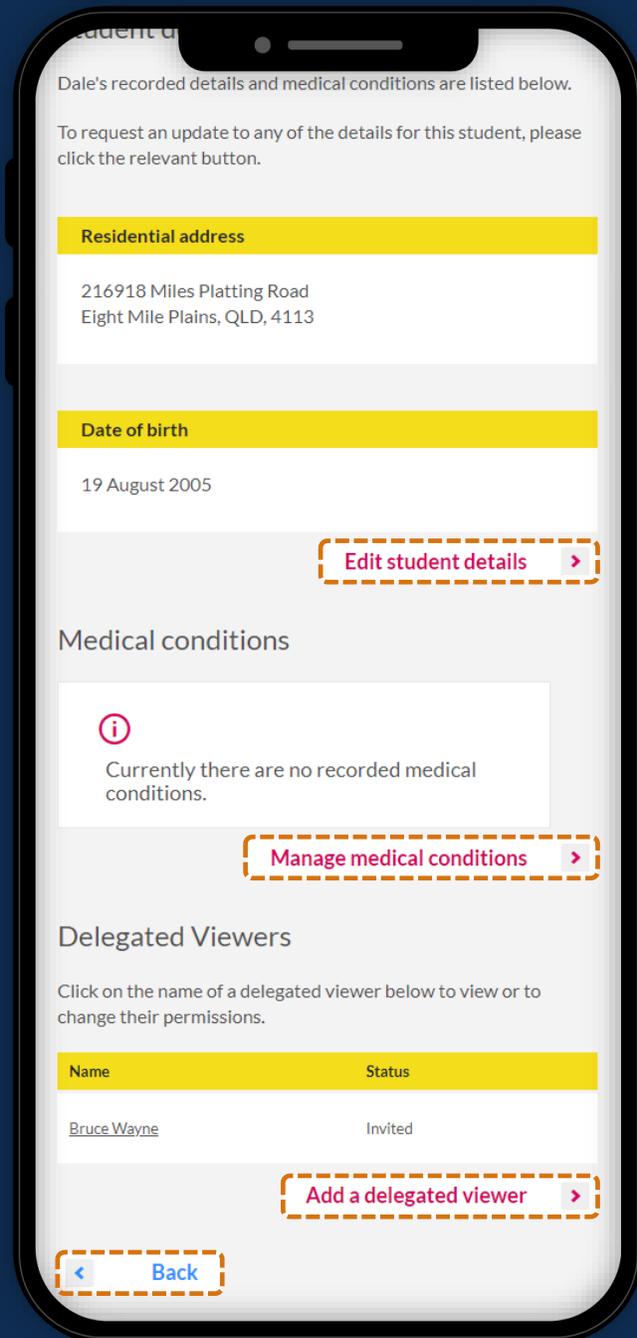
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Menu

A menu is available allowing parents to quickly move between datasets and providing access to additional areas such as Enrolment History and Consent Requests, if the consent management dataset has been enabled.

Manage student details

Parents are able to make requests to amend student information using the Manage student details function. This is also where delegated viewer's access is managed.



Edit student details

Details of the student's address and date of birth are able to be updated by parents as required. These updates require approval by the school before student information is updated in OneSchool.

Manage medical conditions

Current medical conditions can be viewed and edited by QPAO's. The QPAO can also add medical conditions as required. These updates require approval by the school before student information is updated in OneSchool.

Add a delegated viewer

Delegated viewers are people that a QPAO has provided view only access to see student information as if they were the QPAO. The QPAO can decide on the datasets the delegated viewer is able to see, from the list of datasets available to the QPAO themselves.

END

Contact school

Student details

Please update any of the details below. All information below is required unless stated as optional.

Residential address

Unit/house and street
216918 Miles Platting Road

Street address 2 (Optional)

Town/City
Eight Mile Plains

State
QLD

Postcode
4113

The Residential address above is also my postal address

Date of birth

Date of birth
19/08/2005

Cancel > Submit >

BACK

END

Edit student details

Updates can be made by the QPAO to request to change the student's and QPAO's address. No option is available to select that this will be an address in the future and therefore is considered the current address as at the date the change is requested.

Parents enter the student's address or correct date of birth.

Hint: Select any area surrounded with  to continue through the guide.

Contact school

Student details

Please update any of the details below. All information below is required unless stated as optional.

Residential address

Unit/house and street
310 Milton road ✓

Street address 2 (Optional)

Town/City
Milton ✓

State
QLD ↓

Postcode
4064 ✓

The Residential address above is also my postal address

Date of birth

Date of birth
19/08/2005

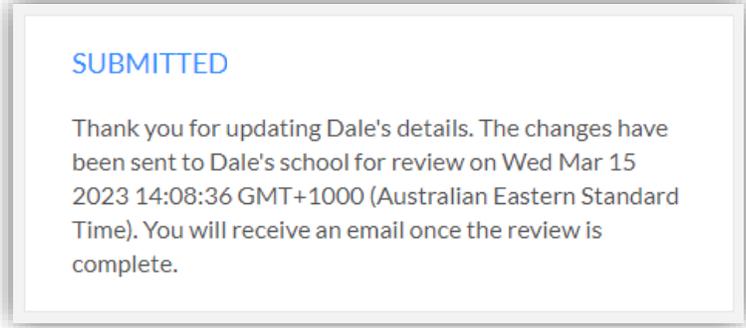
Cancel > Submit >

END

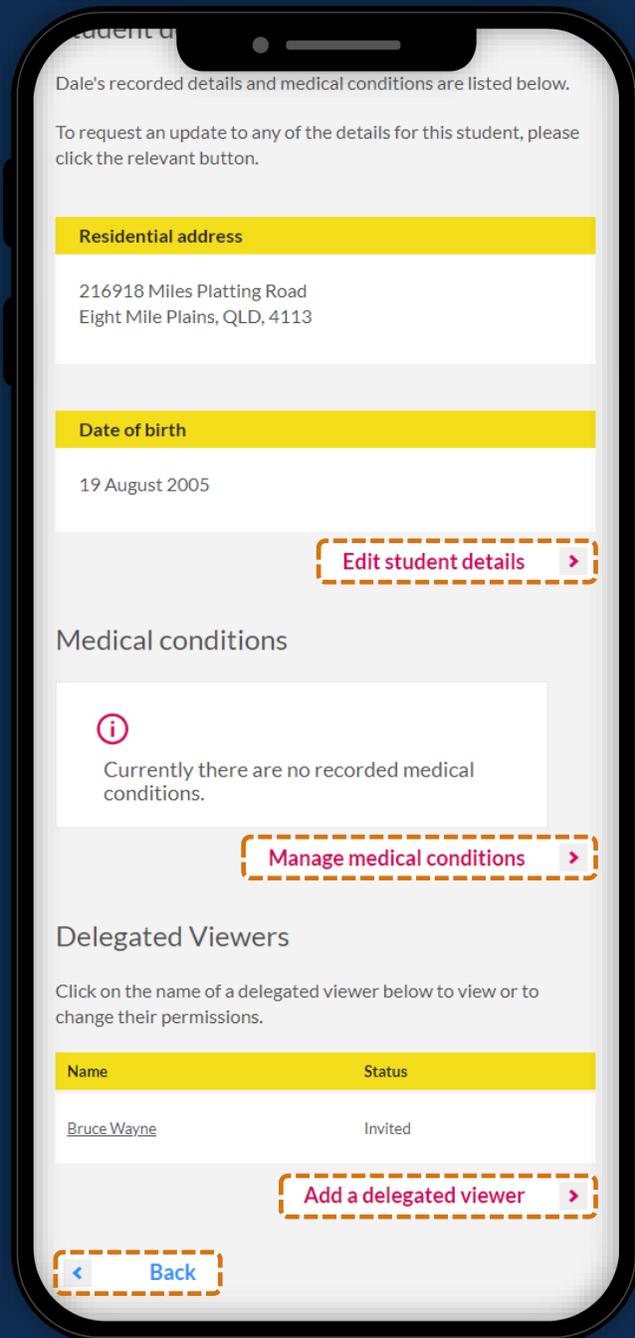
Edit student details

The QPAO then submits the address or date of birth change. On submission, the change request is sent to OneSchool and QParents administrators receive a notification on their OneSchool home page advising that there is a pending QParents change request.

A submitted message will show for the QPAO advising that the change request has been submitted for review.



Hint: Select any area surrounded with  to continue through the guide.



Edit student details

Details of the student's address and date of birth can be updated by parents as required. These updates require approval by the school before student information is updated in OneSchool.

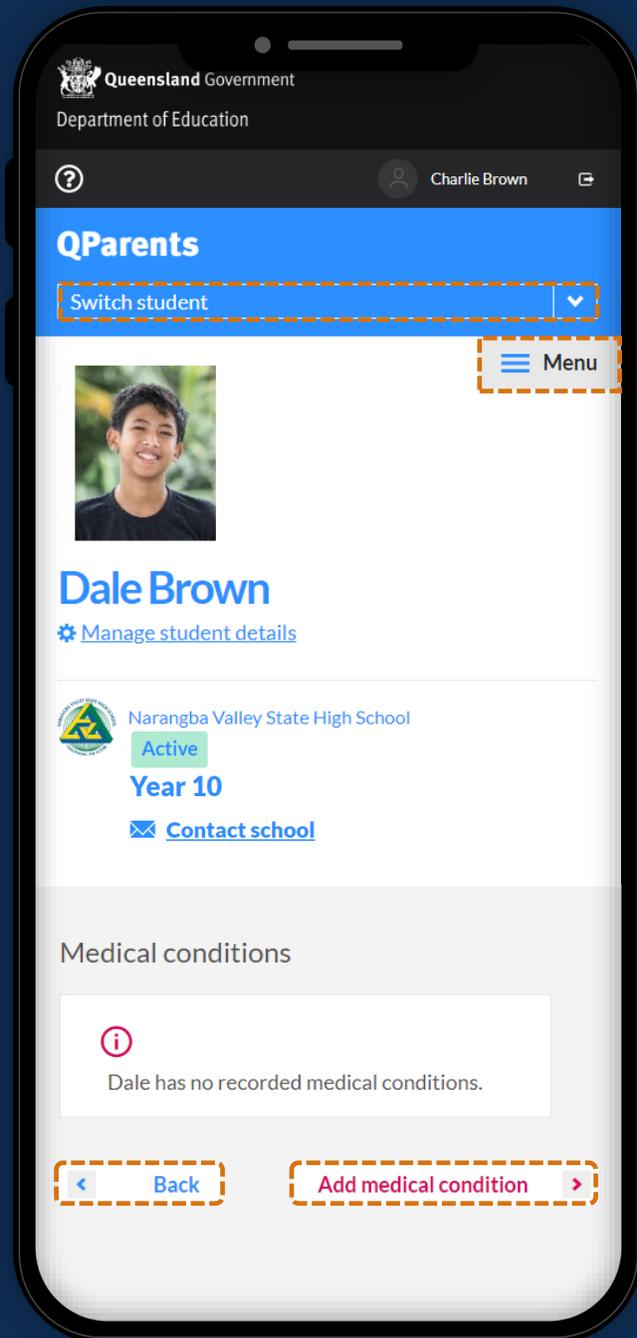
Manage medical conditions

Current medical conditions can be viewed and edited by QPAO's. The QPAO also has the ability to add medical conditions as required. These updates require approval by the school before student information is updated in OneSchool.

Add a delegated viewer

Delegated viewers are people that a QPAO has provided view only access to see student information as if they were the QPAO. The QPAO is able to decide on the datasets the delegated viewer is able to see, from the list of datasets available to the QPAO themselves.

END

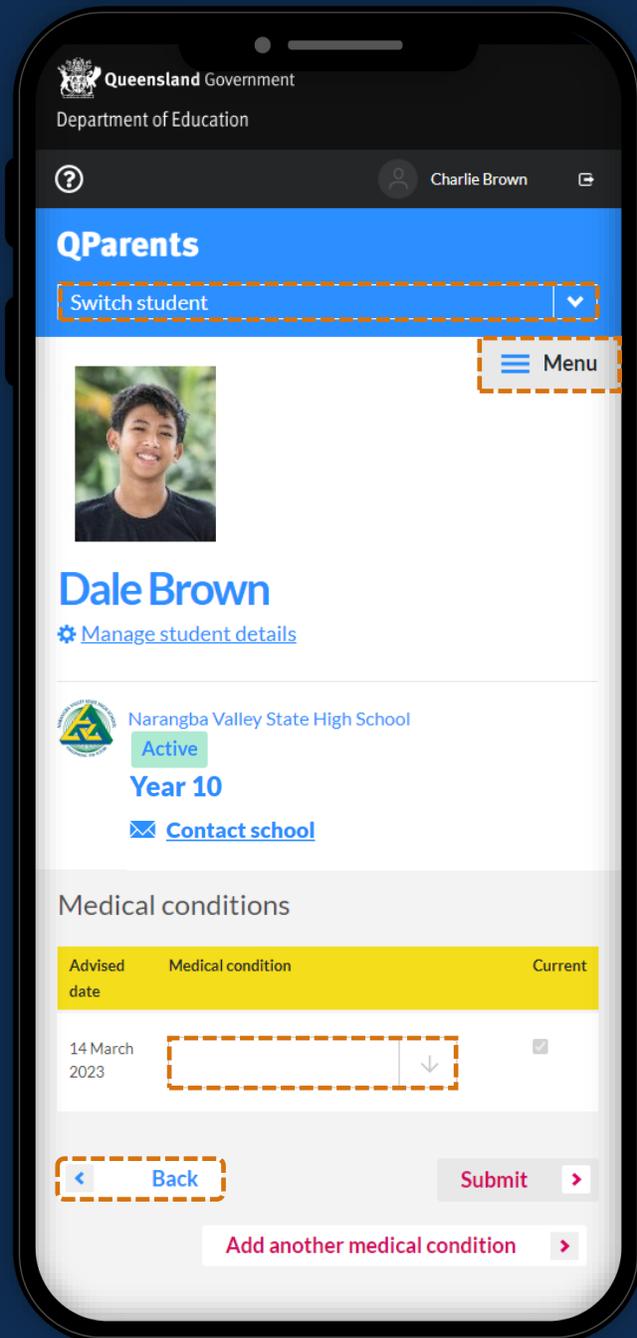


Medical conditions

QPAO's are able to edit medical conditions that are currently recorded in OneSchool to make them historical medical conditions, as well as add medical conditions for the student.

To add a medical condition the QPAO selects **Add medical condition**.

END

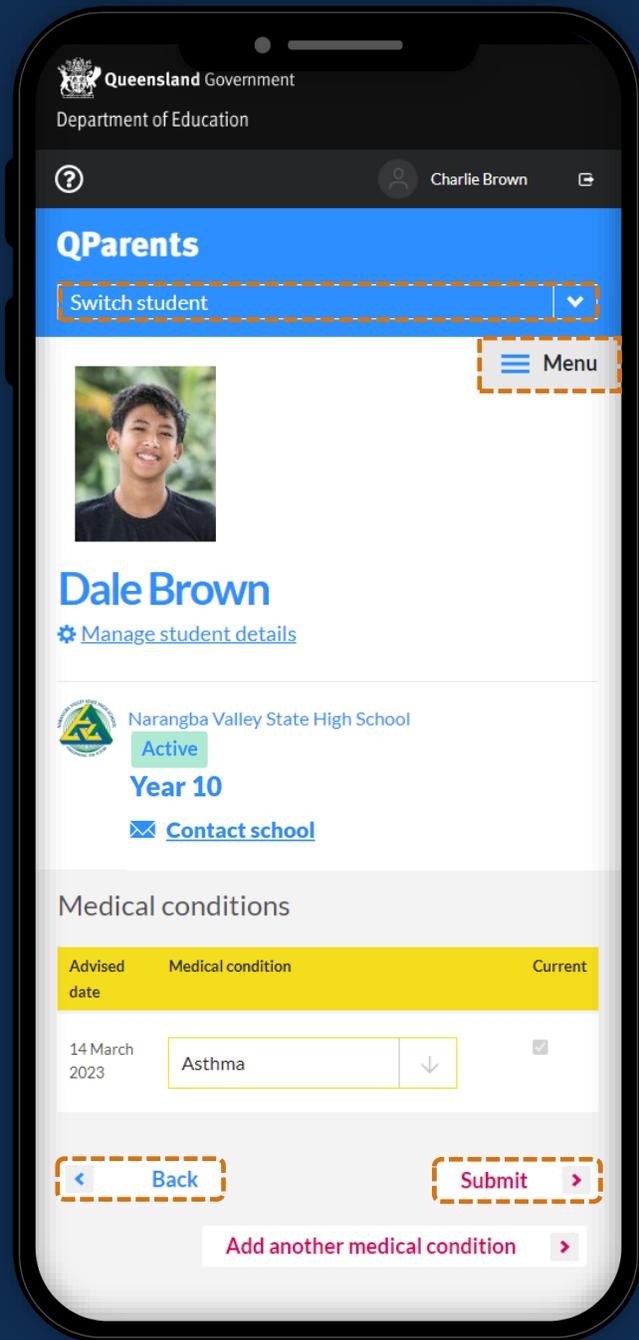


END

Medical conditions

Once **Add medical condition** is selected, the QPAO then selects the relevant medical condition from a list of available medical conditions that is reflective of what is available in OneSchool.

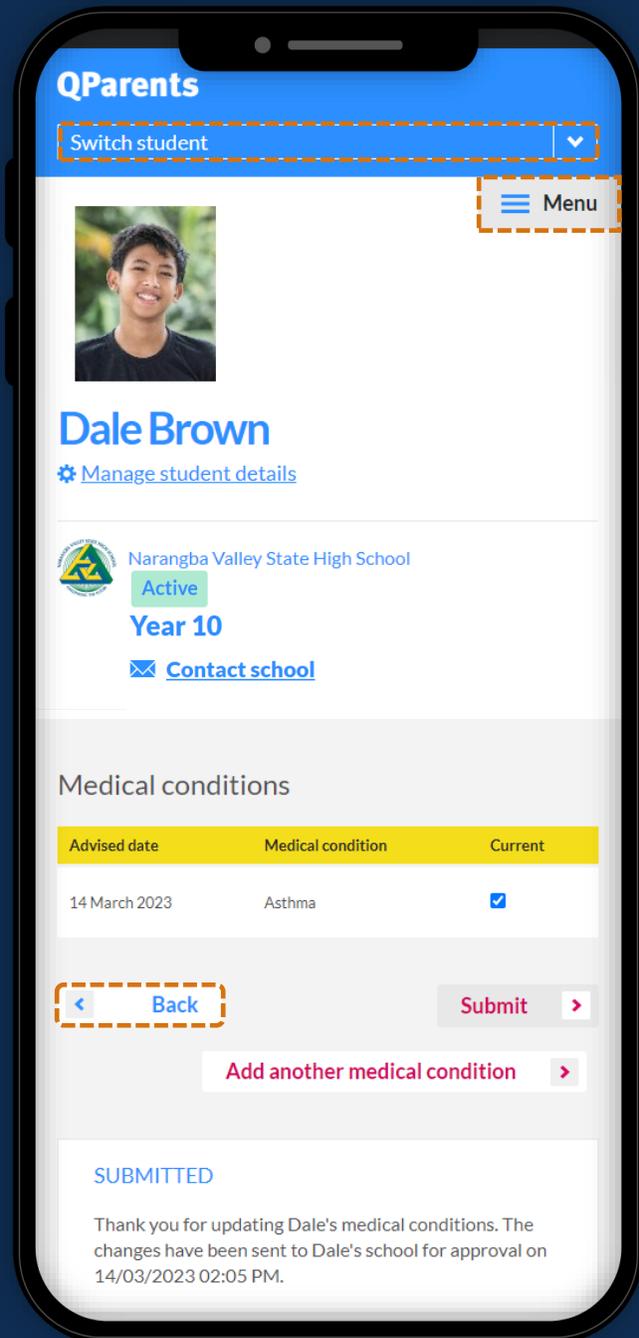
- Acquired brain injury
- Airway/lung/breathing - Oxygen required (continuously/periodically)
- Airway/lung/breathing - Suctioning
- Airway/lung/breathing -Other
- Airway/lung/breathing -Tracheostomy
- Allergies /Sensitivities
- Anaphylaxis
- Artificial feeding - Gastrostomy device (tube or button)
- Artificial feeding - Jejunostomy tube
- Artificial feeding - Nasogastric tube
- Artificial feeding - Other
- Asthma
- Asthma - student self-administers medication
- Attention-deficit /Hyperactivity disorder (ADHD)
- Autistic Spectrum Disorder
- Bladder and bowel - Catheterisation (continuous, clean intermittent)
- Bladder and bowel - Faecal soiling, constipation, incontinence
- Bladder and bowel - Other
- Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
- Bladder and bowel - Urinary wetting, Incontinence
- Blood disorders - Haemophilia
- Blood disorders - Other
- Blood disorders - Thalassemia
- Cancer / oncology
- Coeliac disease
- Cystic Fibrosis
- Diabetes - type one
- Diabetes - type two
- Ear/hearing disorders - Hearing loss
- Ear/hearing disorders - Other
- Ear/hearing disorders - Otitis Media (middle ear infection)
- Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
- Epilepsy - Seizure
- Eye/vision disorders
- Heart/cardiac conditions - Heart genetic malformations
- Heart/cardiac conditions - Heart valve disorders
- Heart/cardiac conditions - other
- Mental Health - Anxiety
- Mental Health - Depression
- Mental Health - Oppositional defiant disorder
- Mental Health - Other
- Muscle/bone / musculoskeletal disorders - Other
- Muscle/bone / musculoskeletal disorders - spasticity (Baclofen Pump)
- Other
- Skin Disorders - eczema
- Skin Disorders - psoriasis
- Swallowing/dysphagia - requiring artificial feeding
- Swallowing/dysphagia - requiring modified foods
- Transfer & positioning difficulties
- Travel / motion sickness



Medical conditions

Once a medical condition is selected, the QPAO is able to submit the medical condition to the school for approval.

END



Medical conditions

Once submitted, a message will show under the new medical condition entry.

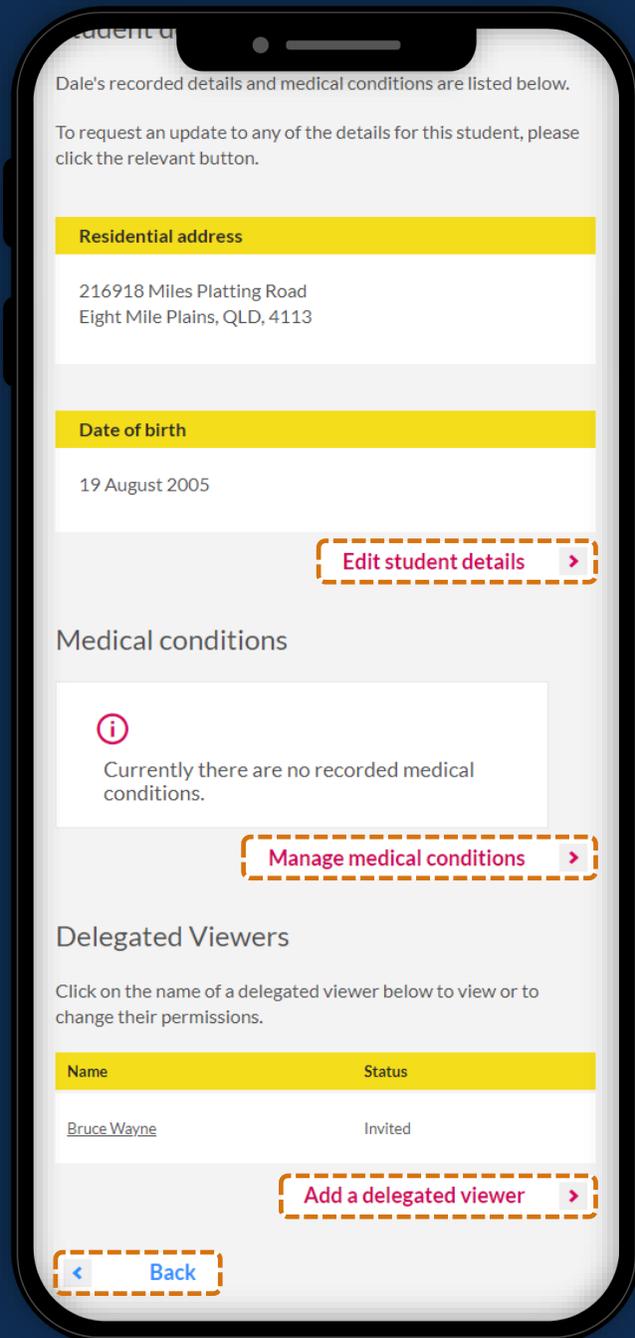
A notification will also show on the OneSchool home page of QParents administrators advising that there are pending change requests.

Once approved, the student's medical details in OneSchool will be updated.

Once a medical condition has been approved, it will become visible to the QPAO in QParents and will show as a current medical condition. Prior to approval by a QParents administrator, the added medical condition will not be visible to the QPAO once the QPAO has submitted the medical condition and moved on from the medical conditions area.

Additional medical conditions can also be added as required.

END



Edit student details

Details of the student's address and date of birth can be updated by parents as required. These updates require approval by the school before student information is updated in OneSchool.

Manage medical conditions

Current medical conditions can be viewed and edited by QPAO's. The QPAO also has the ability to add medical conditions as required. These updates require approval by the school before student information is updated in OneSchool.

Add a delegated viewer

Delegated viewers are people that a QPAO has provided view only access to see student information as if they were the QPAO. The QPAO is able to decide on the datasets the delegated viewer is able to see, from the list of datasets available to the QPAO themselves.

END

Add a delegated viewer

Please enter the details of the person you would like to invite to view Dale's school information.

All details below are required.

Delegated viewer to be added

First Name

Last Name

Email

Confirm Email

Select the student information to be visible to this delegated viewer

- Academic Reports
- Assessment Planner
- Attendance
- Behaviour
- Exam Timetable
- Finance
- Student Photo
- Timetable
- Upcoming Events
- Enrolment History

BACK

END

Add a delegated viewer

Delegated viewers are people that a QPAO has provided view only access to see student information as if they were the QPAO.

The details of the person who is to be added as a delegated viewer are entered.

Hint: Select any area surrounded with to continue through the guide.

Delegated viewer to be added

First Name
Marcie ✓

Last Name
Brown ✓

Email
Marcie.Brown@gmail.com ✓

Confirm Email
Marcie.Brown@gmail.com ✓

Select the student information to be visible to this delegated viewer

- Academic Reports
- Assessment Planner
- Attendance
- Behaviour
- Exam Timetable
- Finance
- Student Photo
- Timetable
- Upcoming Events
- Enrolment History

**You must select at least one to continue*

Cancel > Send invitation >

END

Add a delegated viewer

Once the delegated viewer's details have been entered, the QPAO is able to select the dataset information they would like the delegated viewer to be able to see.

Hint: Select any area surrounded with  to continue through the guide.

All details below

Delegated viewer to be added

First Name
Marcie ✓

Last Name
Brown ✓

Email
Marcie.Brown@gmail.com ✓

Confirm Email
Marcie.Brown@gmail.com ✓

Select the student information to be visible to this delegated viewer

- Academic Reports
- Assessment Planner
- Attendance
- Behaviour
- Exam Timetable
- Finance
- Student Photo
- Timetable
- Upcoming Events
- Enrolment History

[Cancel](#) > [Send invitation](#) >

Add a delegated viewer

Upon sending the invitation to the delegated viewer, the delegated viewer will receive an email requesting them to register for a QParents account. Once the delegated viewer creates their own QParents account, the QPAO who invited the delegated viewer will receive an email letting them know that the delegated viewer has created their account.

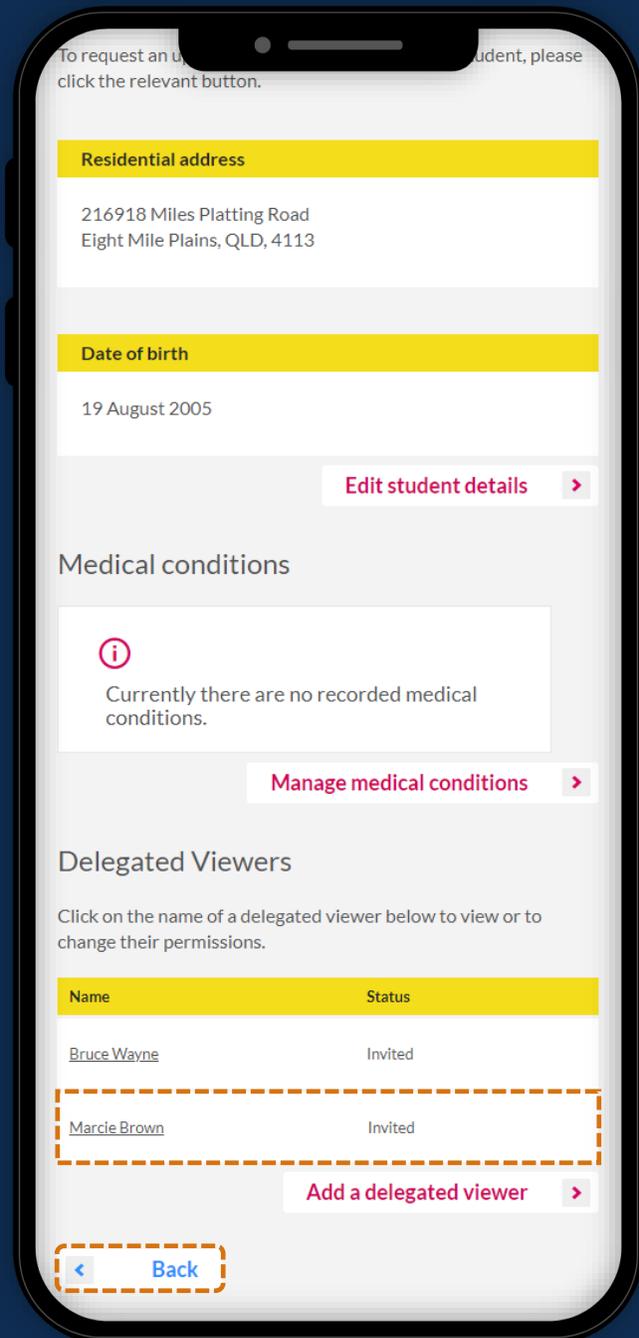
Delegated viewers will not see the student's details until the QPAO activates the delegated viewer's access.

SUCCESS!

Thank you. All details have been submitted successfully. An email will be sent to Marcie Brown advising them of your invitation.

When they have completed their individual registration, you will receive a notification email asking you to log in to QParents to update their status to **Active**. They will not be given access until you have completed this final confirmation.

END

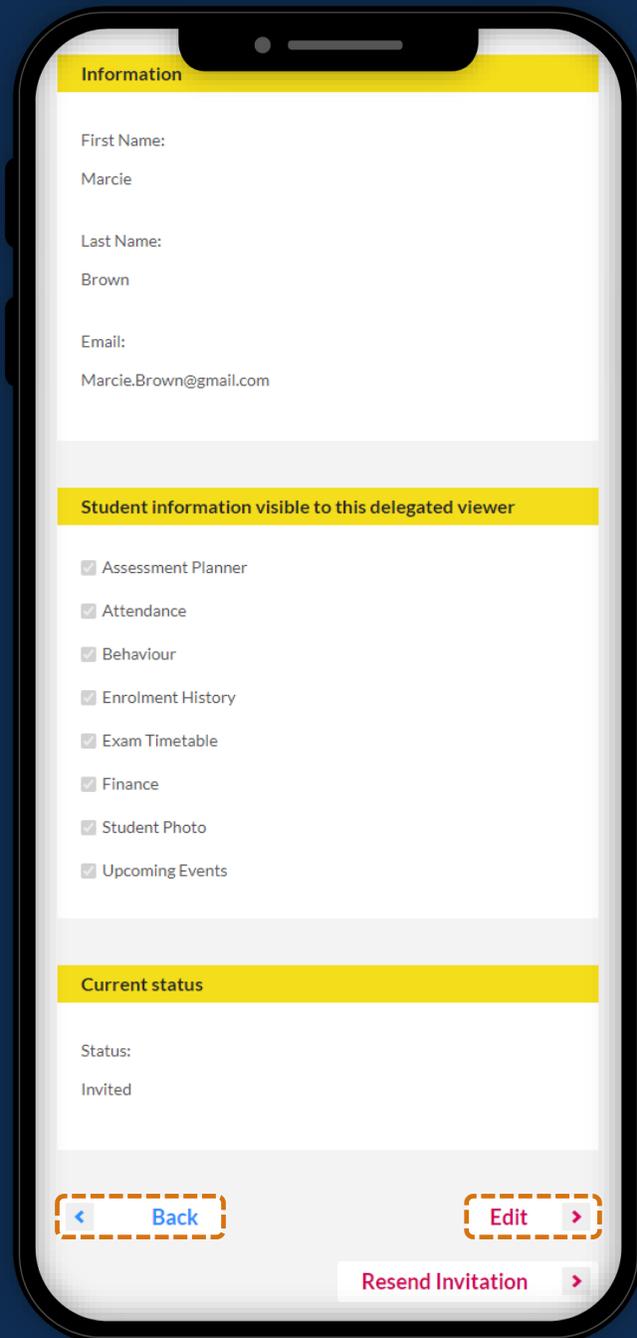


END

Delegated viewer

Once a delegated viewer has created their account and the QPAO has received a notification email advising them that the delegated viewer has created their account, their access can be activated by selecting the delegated viewer.

Hint: Select any area surrounded with  to continue through the guide.



Delegated viewer

Once a delegated viewer's account has been selected, it can be edited.

END

The image shows a smartphone screen with two main sections. The top section, titled 'Edit information', contains three text input fields: 'First Name' with the value 'Marcie', 'Last Name' with the value 'Brown', and 'Email' with the value 'Marcie.Brown@gmail.com'. The bottom section, titled 'Edit status', features a list of checkboxes under the heading 'Select the student information to be visible to this delegated viewer'. All checkboxes are checked, including 'Assessment Planner', 'Attendance', 'Behaviour', 'Exam Timetable', 'Finance', 'Upcoming Events', 'Enrolment History', and 'Student Photo'. Below this list is a 'Status' dropdown menu currently set to 'Invited'. At the bottom of the screen, there are 'Cancel' and 'Submit' buttons with right-pointing arrows. The 'Cancel' button is highlighted with a dashed orange border.

END

Delegated viewer

An appropriate status, for the designated viewer, can then be selected by the QPAO.

The Active option, will provide the delegated viewer with view only access to the student's information and selected datasets.

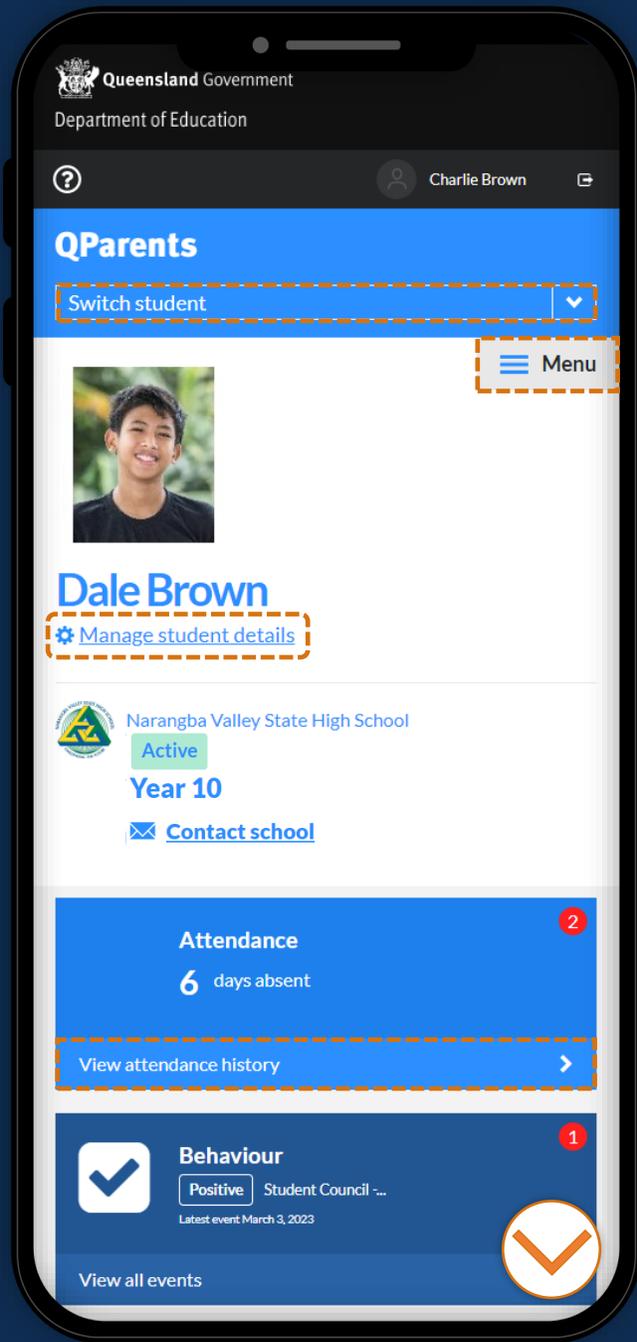
Blocked status will remove access to the student's information and datasets.

Selecting the Remove option will remove the delegated viewer's access to the student's information and datasets and from the delegated viewer list.

Changes can also be made to the delegated viewer's information and the datasets they are able to view.

This image is a close-up of the 'Edit status' dropdown menu. The title 'Edit status' is at the top. Below it, the label 'Status:' is followed by a dropdown box. The dropdown is open, showing four options: 'Invited', 'Active', 'Blocked', and 'Remove'. The 'Active' option is highlighted with a blue background. Below the dropdown, there are two buttons: 'Cancel' with a right-pointing arrow and 'Submit' with a right-pointing arrow.

Hint: Select any area surrounded with  to continue through the guide.



Student profile

Each student that has been added to a QPAO's account will have their information display in a student profile. The information that displays is sourced from OneSchool and will show depending on the datasets made available to the students year level.

Switch student

In order to quickly view or change between student profiles, the **Switch student** drop-down can be selected.

Menu

A menu is available allowing parents to quickly move between datasets and providing access to additional areas such as Enrolment History and Consent Requests, if the consent management dataset has been enabled.

Manage student details

Parents are able to make requests to amend student information using the Manage student details function. This is also where delegated viewer's access is managed.



BACK

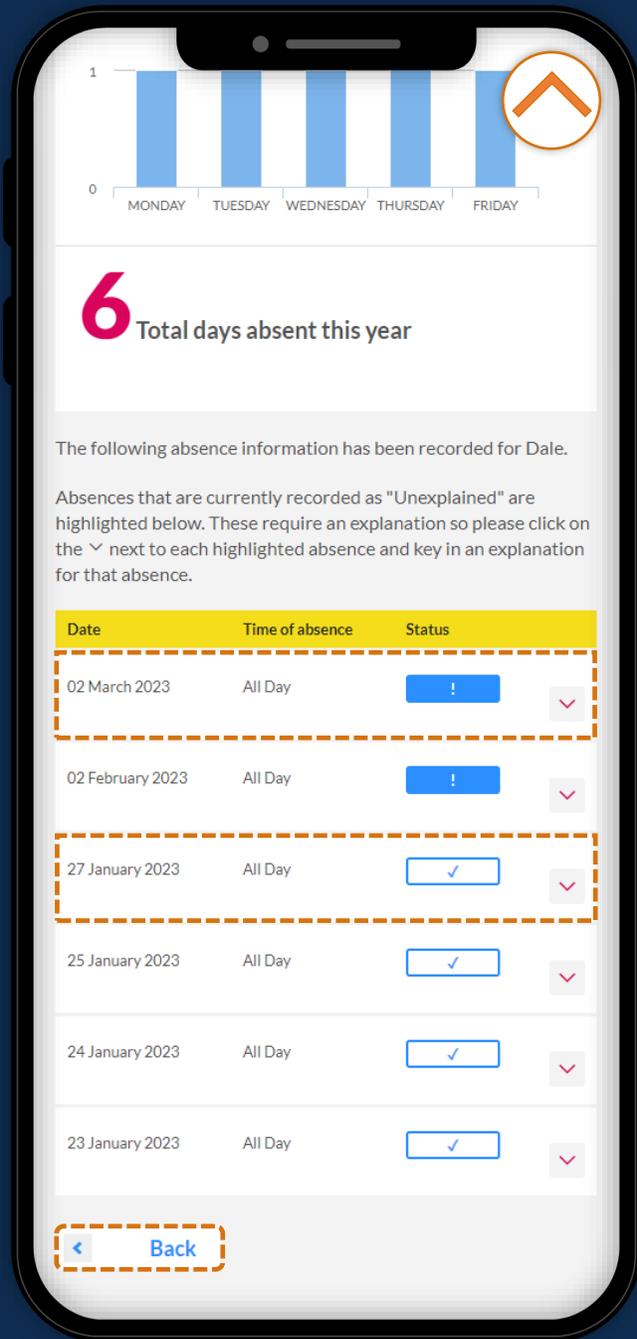
END

Attendance

Absences can be submitted in an individual student's view by selecting **Notify of an absence**.

A yearly overview of student absences by day is visible and allows QPAOs to view absences by school day and advise of how many days the student has been absent for the current school year.

Hint: Select the  icon to scroll down.



END

Attendance

Further absence information is available for each absence recorded in OneSchool, providing details of the student's absences.

Absences that show a status of signify absences that are unexplained.

Absences that show a status of signify absences that are explained.

Hint: Select any area surrounded with to continue through the guide.

✉ Contact school

Future Absence

To advise the school of an absence today or in the future, please complete the following, then click **Submit** to send this to your school.

Absence Details

Start date

All day

Time from

End date

Time to

School
Narangba Valley State High School

Reason

You have 89 characters remaining

END

Future absence

Details of the students future absence are then entered including:

- the absences start date and time
- the absence end date and time
- if it will be an all day absence
- the reason for the absence.

Hint: Select any area surrounded with to continue through the guide.

The screenshot shows the 'Future Absence' form in the OneSchool app. At the top, it displays the school name 'Narangba Valley State High School', the user's status 'Active', and 'Year 10'. There is a 'Contact school' button. The form title is 'Future Absence', followed by instructions: 'To advise the school of an absence today or in the future, please complete the following, then click **Submit** to send this to your school.' The form fields include: 'Absence Details' header, 'Start date' (29/03/2023), 'All day' (checked), 'End date' (29/03/2023), 'School' (Narangba Valley State High School), and 'Reason' (Hospital appointments). A character count shows 'You have 68 characters remaining'. At the bottom, there are 'Cancel' and 'Submit' buttons. A dashed orange box highlights the 'Cancel' button.

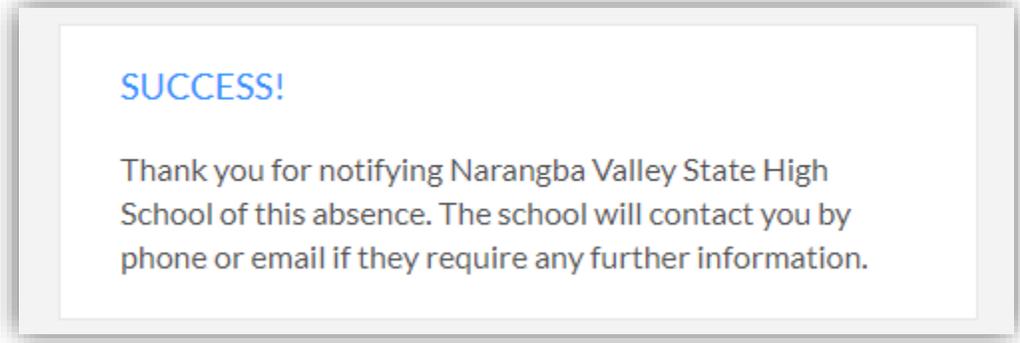
END

Future absence

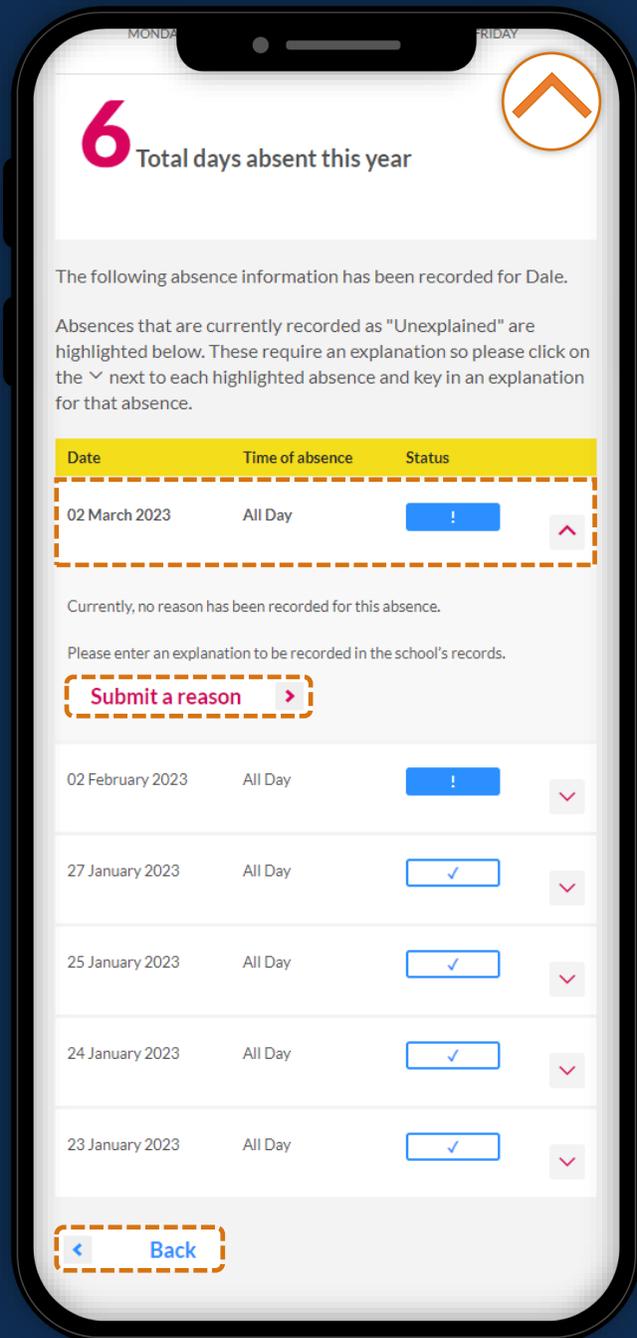
Once absence details are added, the future absence can be submitted.

On submission, a success message will show.

A notification will also show on the OneSchool home page of QParents administrators advising that there are pending change requests.



Hint: Select any area surrounded with  to continue through the guide.

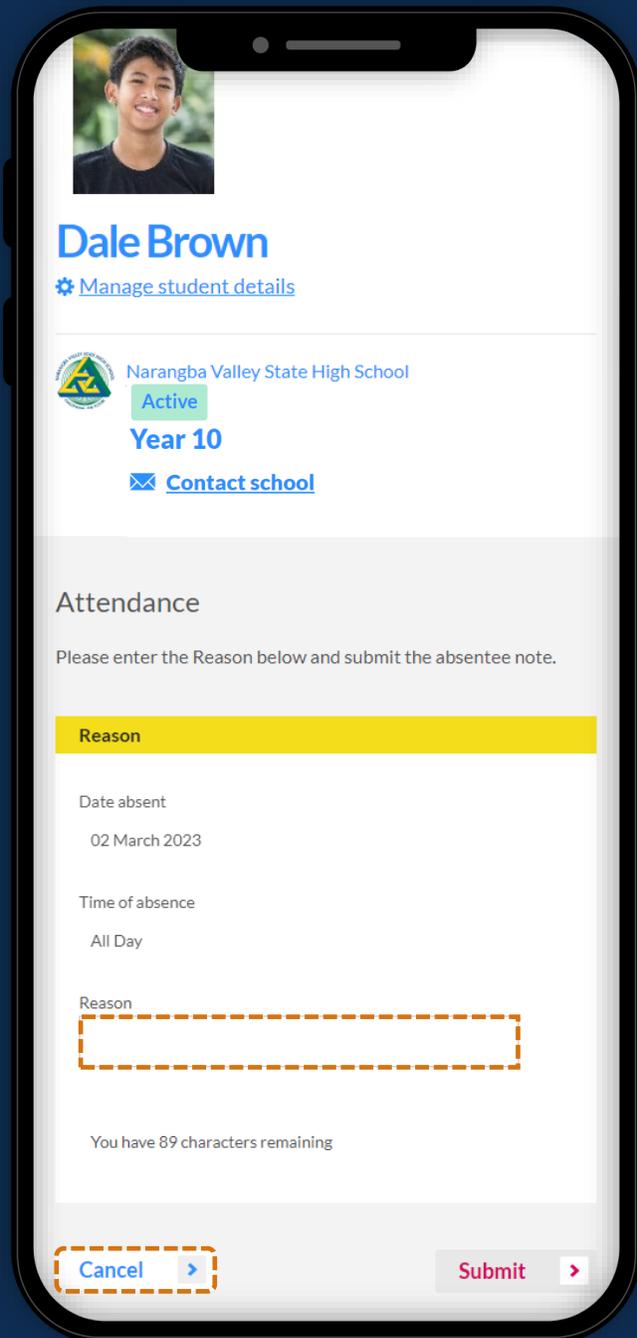


END

Unexplained absence

An absence reason can be submitted for any unexplained absences that show for a student.

Hint: Select any area surrounded with  to continue through the guide.



Unexplained absence

An absence reason is entered

END

Hint: Select any area surrounded with  to continue through the guide.

Dale Brown
[Manage student details](#)

Narangba Valley State High School
 Active
 Year 10
[Contact school](#)

Attendance
 Please enter the Reason below and submit the absentee note.

Reason

Date absent
 02 March 2023

Time of absence
 All Day

Reason
 Sick ✓

You have 85 characters remaining

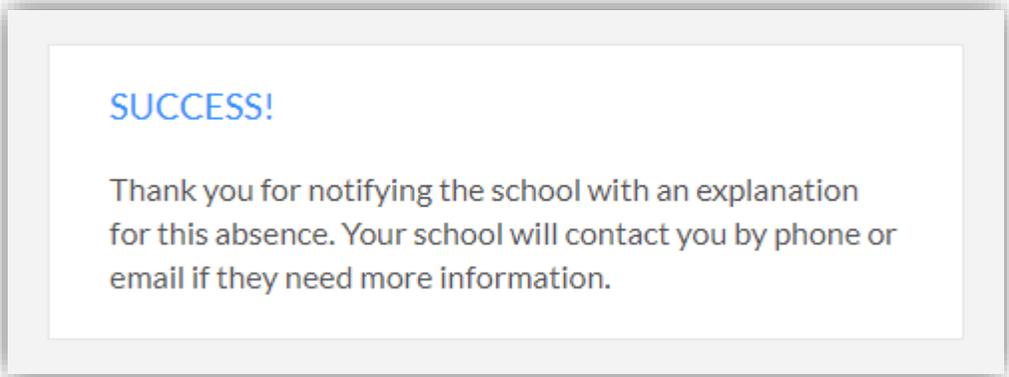
[Cancel](#) > [Submit](#) >

END

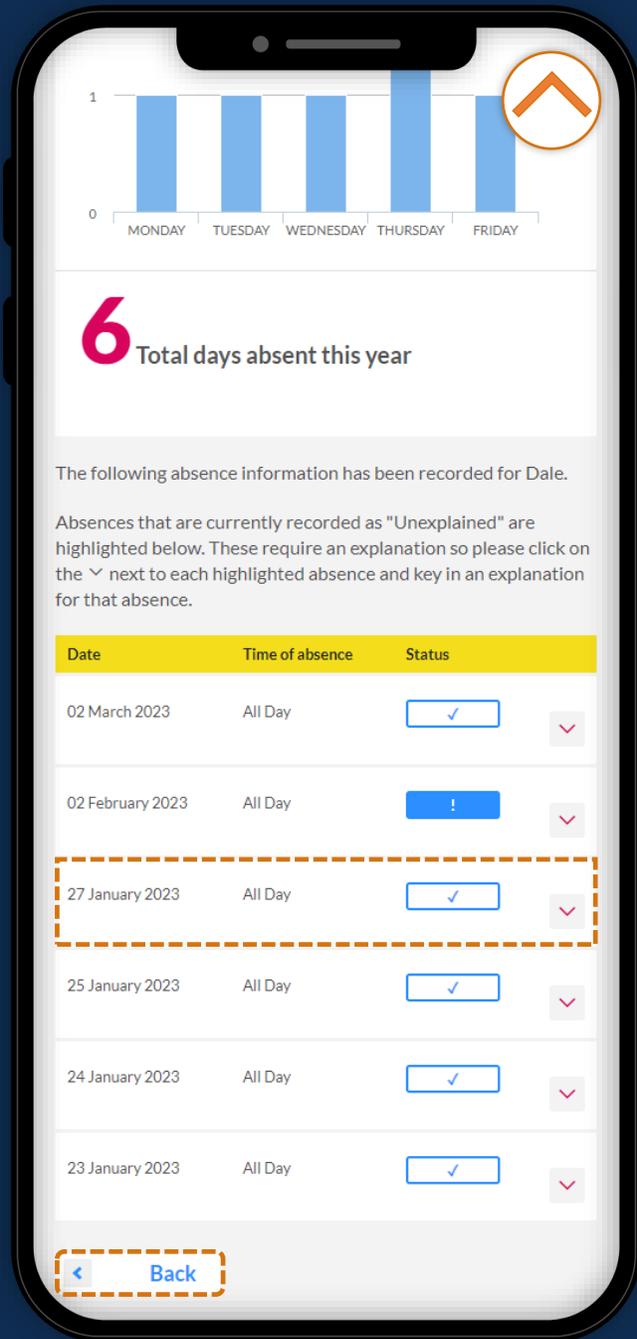
Unexplained absence

On submission of an absence reason, a success message will show.

A notification will also show on the OneSchool home page of QParents administrators advising that there are pending change requests.



Hint: Select any area surrounded with  to continue through the guide.



BACK

END

Absences

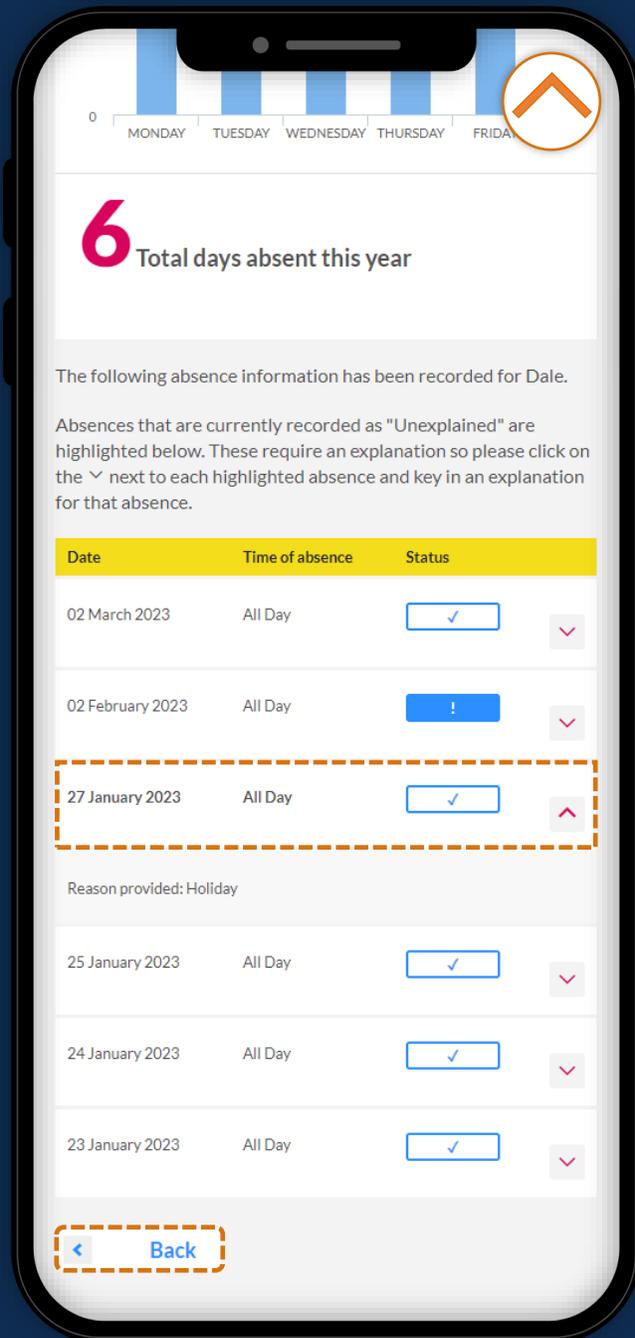
The previous unexplained absence will then show a status of indicating in absence reason has been recorded.

Absences with a status of signify that an absence reason has been recorded and can be d.

Hint: Select the  icon to scroll up.

Absences

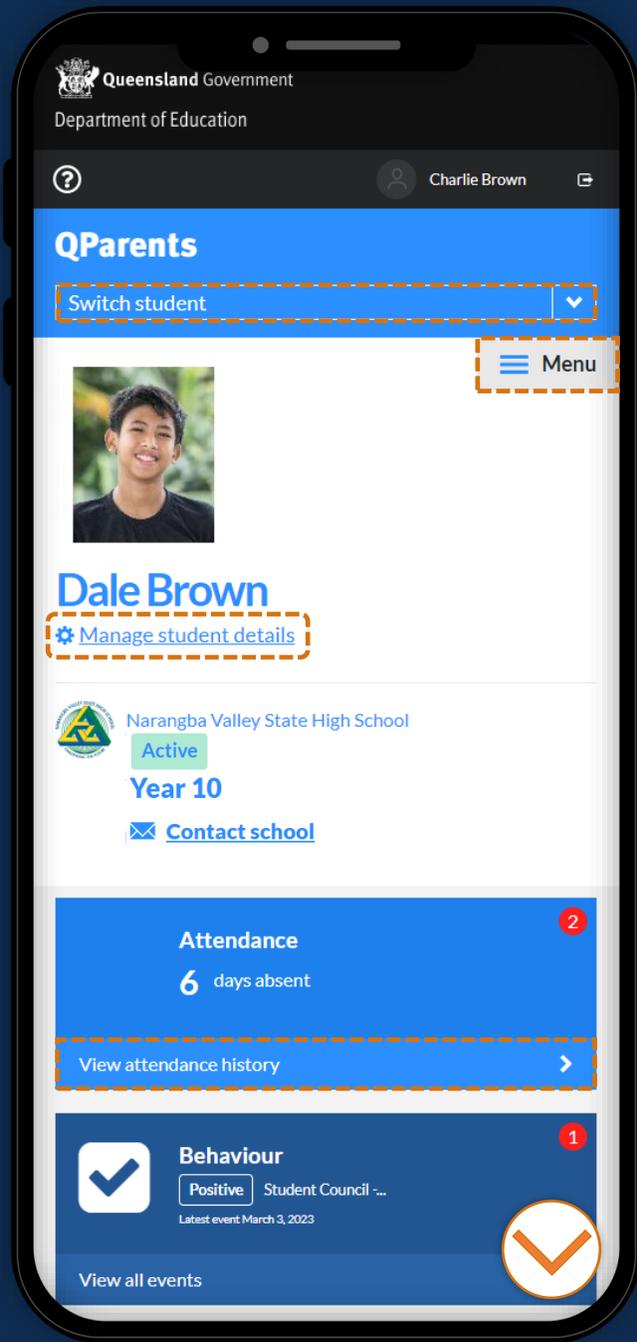
The absence reason provided can be viewed when the absence record is selected.



BACK

END

Hint: Select the **BACK** icon to return to the student profile.



Student profile

Each student that has been added to a QPAO's account will have their information display in a student profile. The information that displays is sourced from OneSchool and will show depending on the datasets made available to the students year level.

Switch student

In order to quickly view or change between student profiles, the **Switch student** drop-down can be selected.

Menu

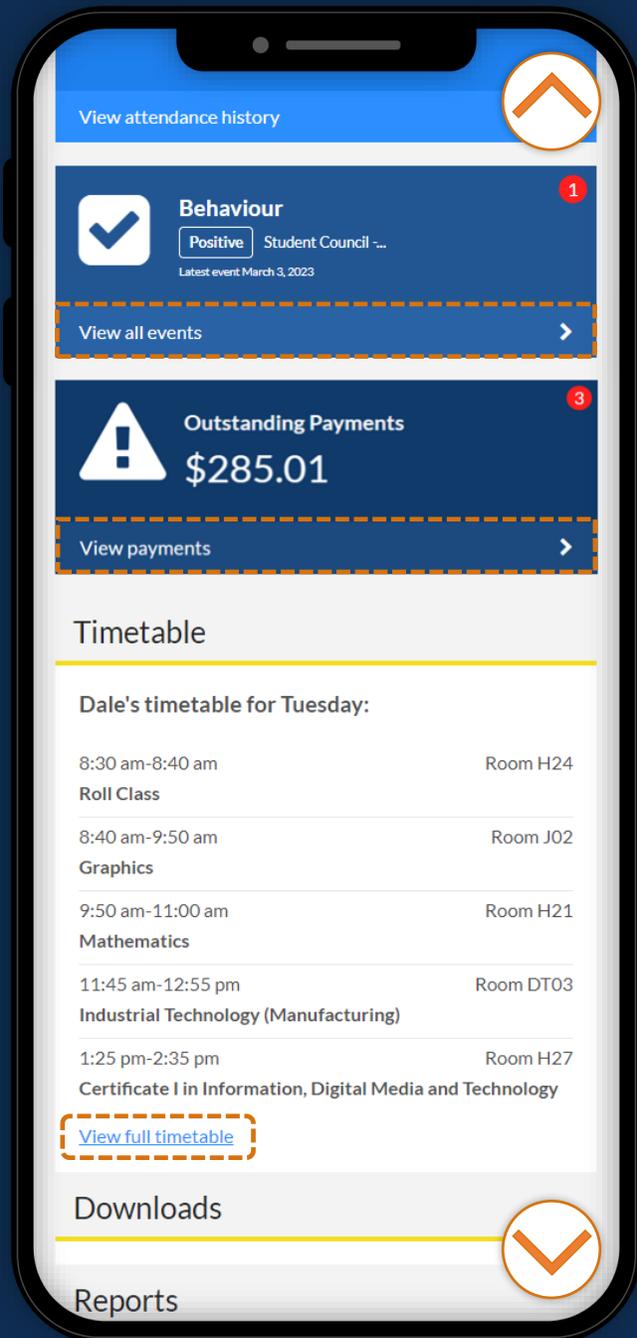
A menu is available allowing parents to quickly move between datasets and providing access to additional areas such as Enrolment History and Consent Requests, if the consent management dataset has been enabled.

Manage student details

Parents are able to make requests to amend student information using the Manage student details function. This is also where delegated viewer's access is managed.

BACK

END



Dataset tiles

Tiles that correspond with the datasets that are available to the student's year level show, providing details about the student. Action or view buttons are also available under each tile. For further information on datasets and the information they provide, a [QParents](#) video has been created.

Timetable

If the timetable dataset has been enabled, the student's timetable for the current day will show by default for the QPAO.

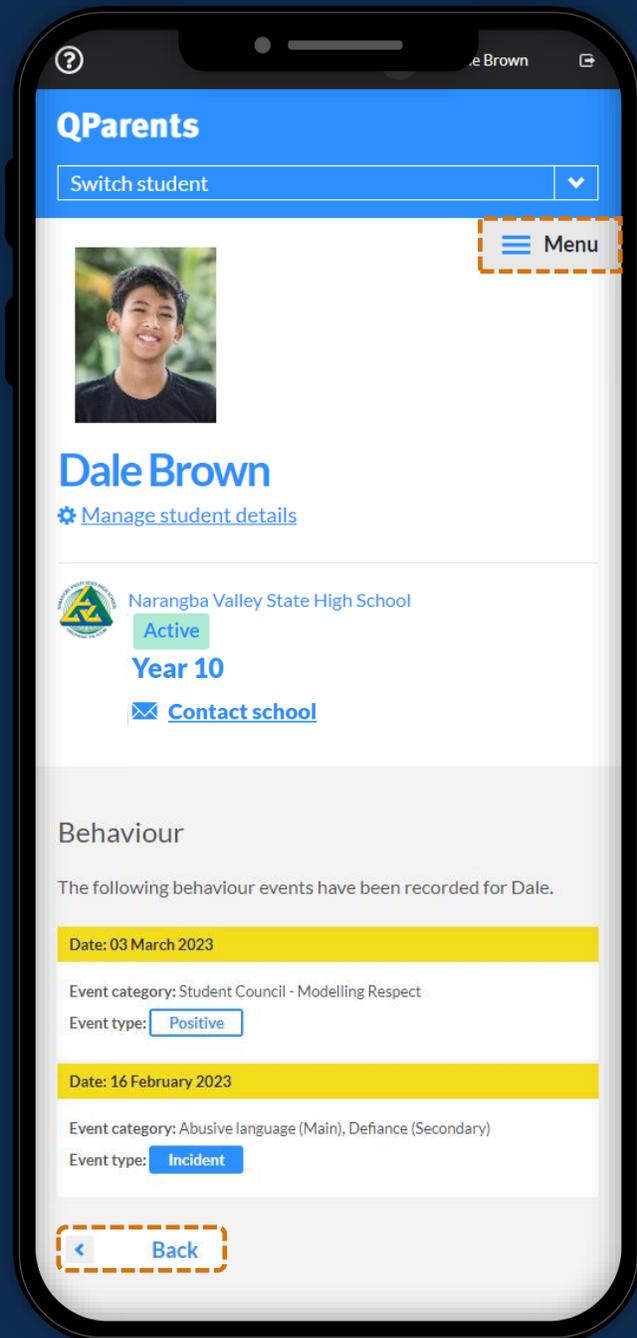
An option is available to view and download the student's full timetable as a PDF.

Downloads

Downloads become available when the Assessment Planner or Exam Timetable datasets have been enabled and allow parents to download a copy of the student's exam timetable or assessment planner.

BACK

END



END

Behaviour

Basic details of student behaviour records can be viewed.

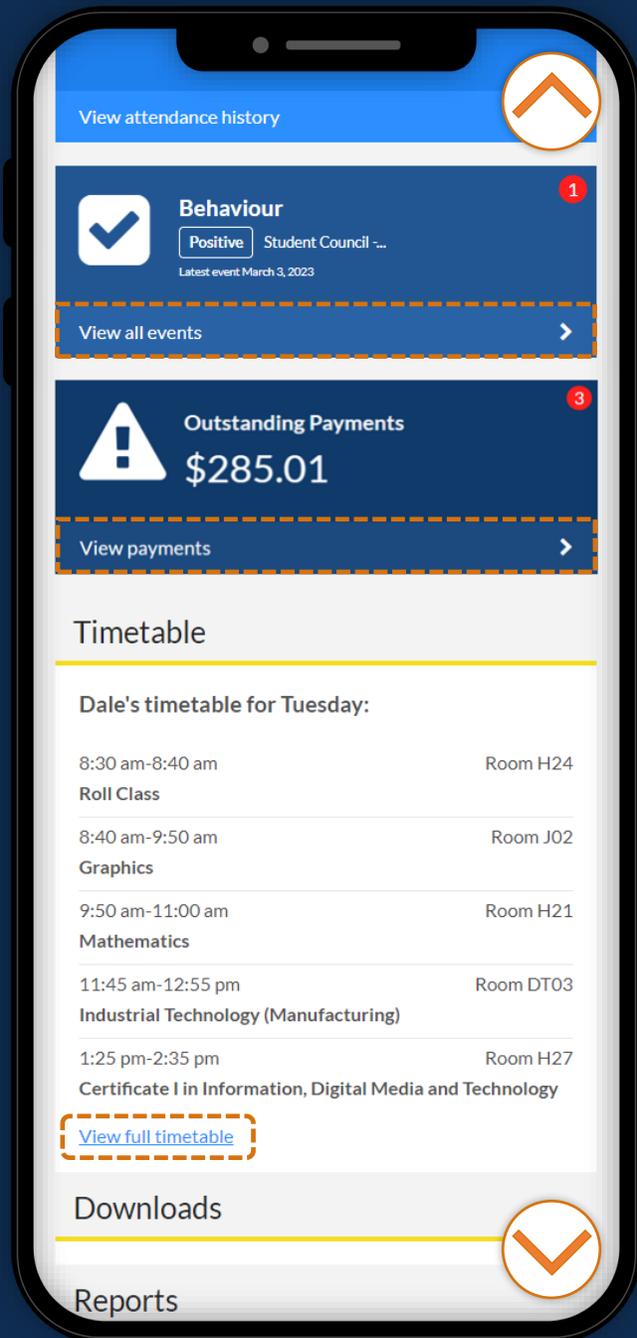
Details of positive behaviour records include:

- the date of the behaviour event
- event category
- event type categorised as positive.

Details of negative behaviour records that have been made visible to all staff in OneSchool include:

- the date of the behaviour event
- the main and secondary event categories
- type of incident.

Hint: Select any area surrounded with  to continue through the guide.



BACK

END

Dataset tiles

Tiles that correspond with the datasets that are available to the student's year level show, providing details about the student. Action or view buttons are also available under each tile. For further information on datasets and the information they provide, a [QParents](#) video has been created.

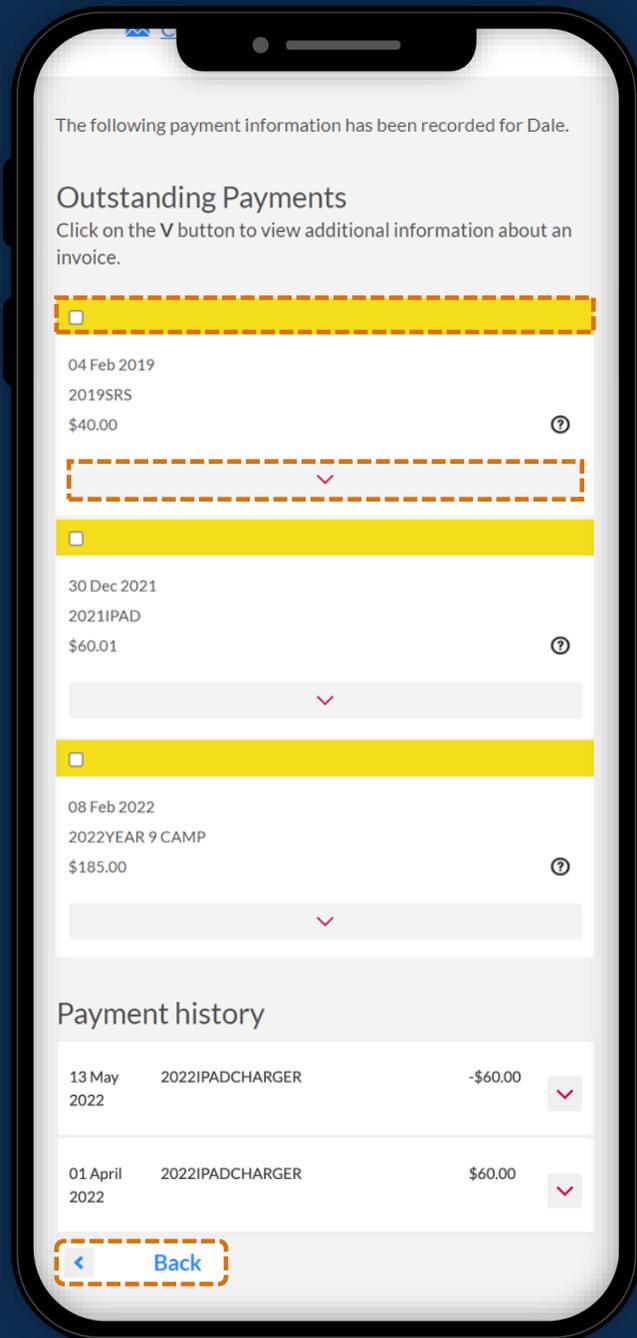
Timetable

If the timetable dataset has been enabled, the student's timetable for the current day will show by default for the QPAO.

An option is available to view and download the student's full timetable as a PDF.

Downloads

Downloads become available when the Assessment Planner or Exam Timetable datasets have been enabled and allow parents to download a copy of the student's exam timetable or assessment planner.



END

Outstanding Payments

Basic details of outstanding invoices are shown including:

- the due date of the invoice
- the invoice reference
- the remaining balance of the invoice.

The invoice can be selected for payment by selecting the invoice.

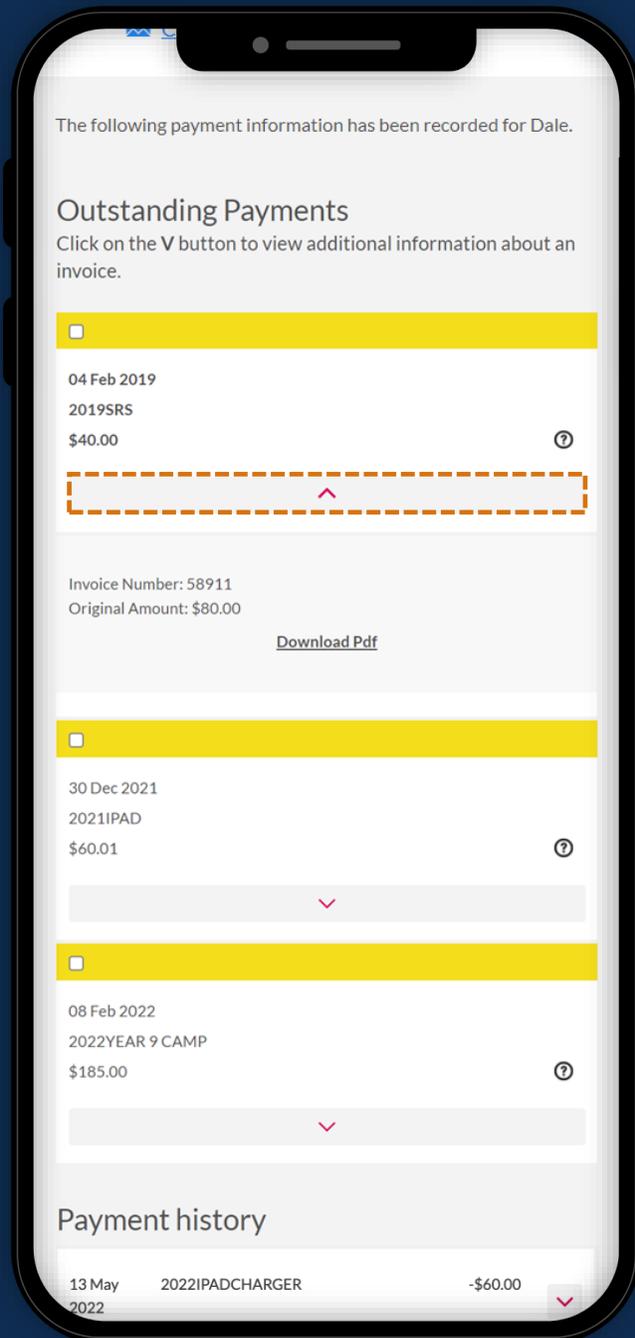
Additional invoice details can be viewed as well as viewing a copy of the original invoice by selecting the grey downward arrow box.

Hint: Select any area surrounded with  to continue through the guide.

Outstanding Payments

Additional details include the invoice number and the original invoice amount.

A PDF of the original invoice can also be downloaded.



Capalaba State College - (5534)
PO Box 27
Capalaba
QLD 4157
ABN 80 384 494 511
Phone 07 3823 9111
Fax 07 3823 9100



TAX INVOICE

INVOICE NUMBER: 72917
INVOICE DATE: 02-Dec-2021
INVOICE REF: 2021IPAD
DUE DATE: 30-Dec-2021
DEBTOR ID: 717926
ORDER NUMBER: 4029444
EMAIL: @hotmail.com

Page 1/1

School Roll Class: 8A

Item Description	Quantity	Item Price	Inv. Amount
Missing asset - Apple Charger	1.00	54.55	60.01 *
GST TOTAL:			5.46
INVOICE TOTAL:			60.01

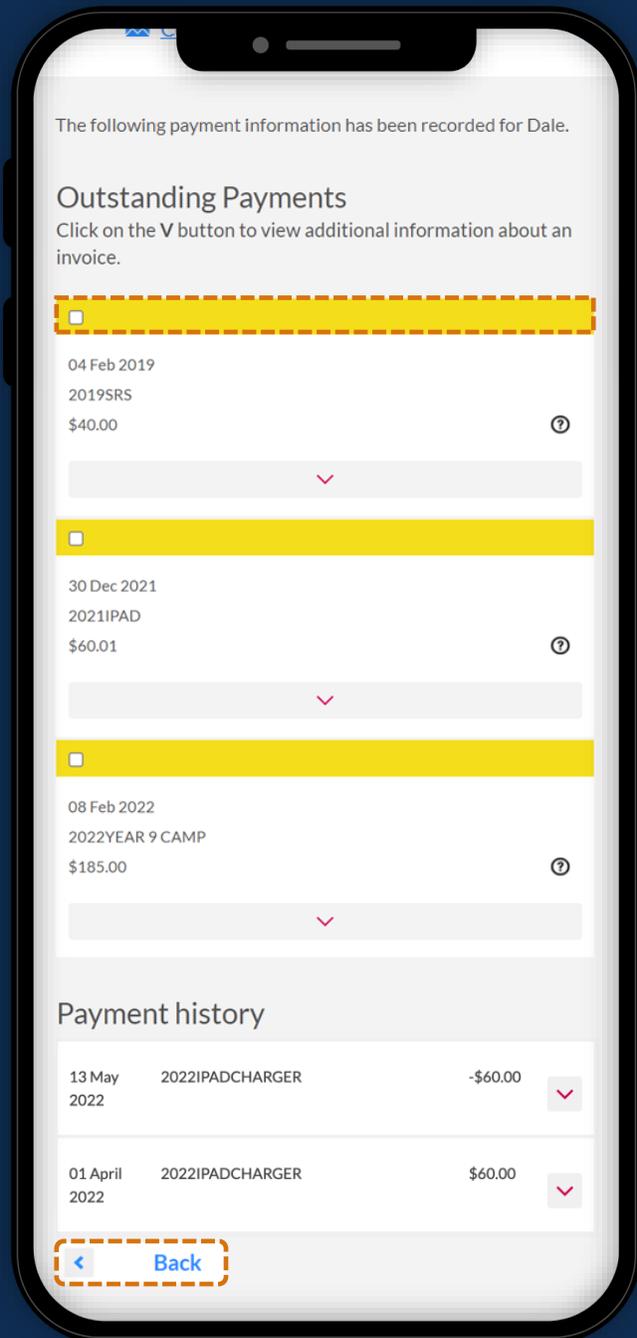
* Indicates Invoice Amount on Item row includes GST

Invoice relates to outstanding iPad charger belonging to the College. Please return charger or pay invoice by BPoint.

BACK

END

Hint: Select any area surrounded with  to continue through the guide.



Outstanding Payments

Basic details of outstanding invoices display including:

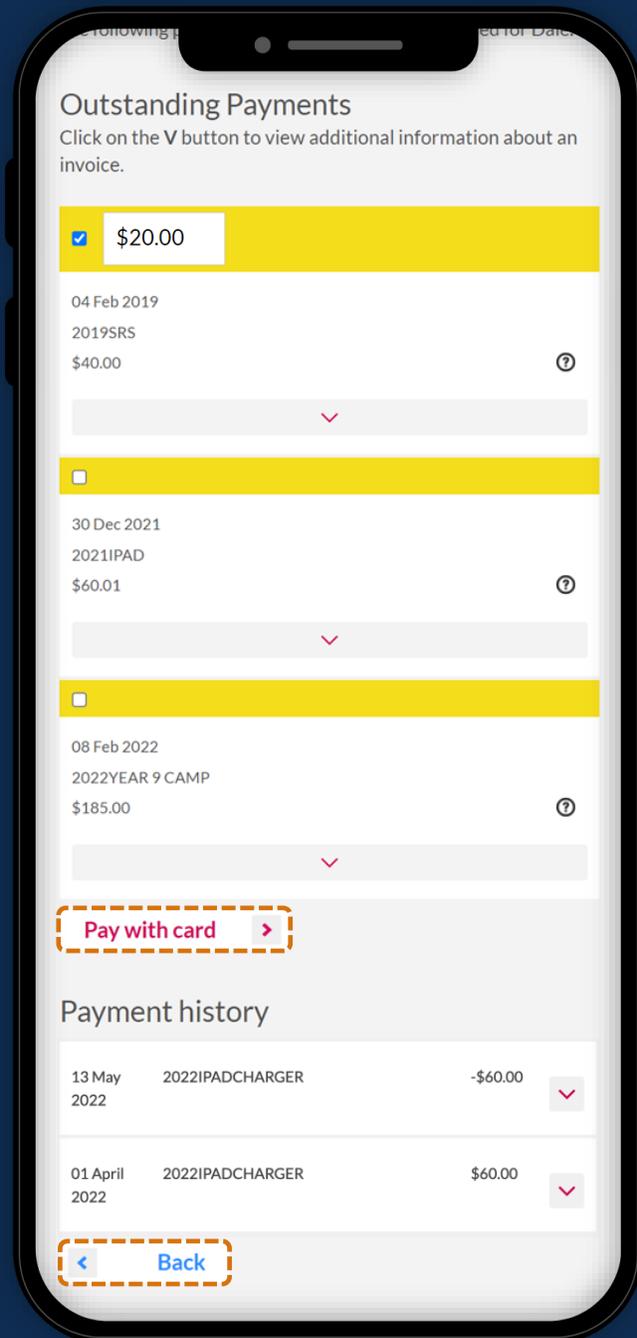
- the due date of the invoice
- the invoice reference
- the remaining balance of the invoice.

The invoice can be selected for payment by selecting the invoice.

Additional invoice details can be viewed as well as viewing a copy of the original invoice by selecting the grey downward arrow box.

END

Hint: Select any area surrounded with  to continue through the guide.



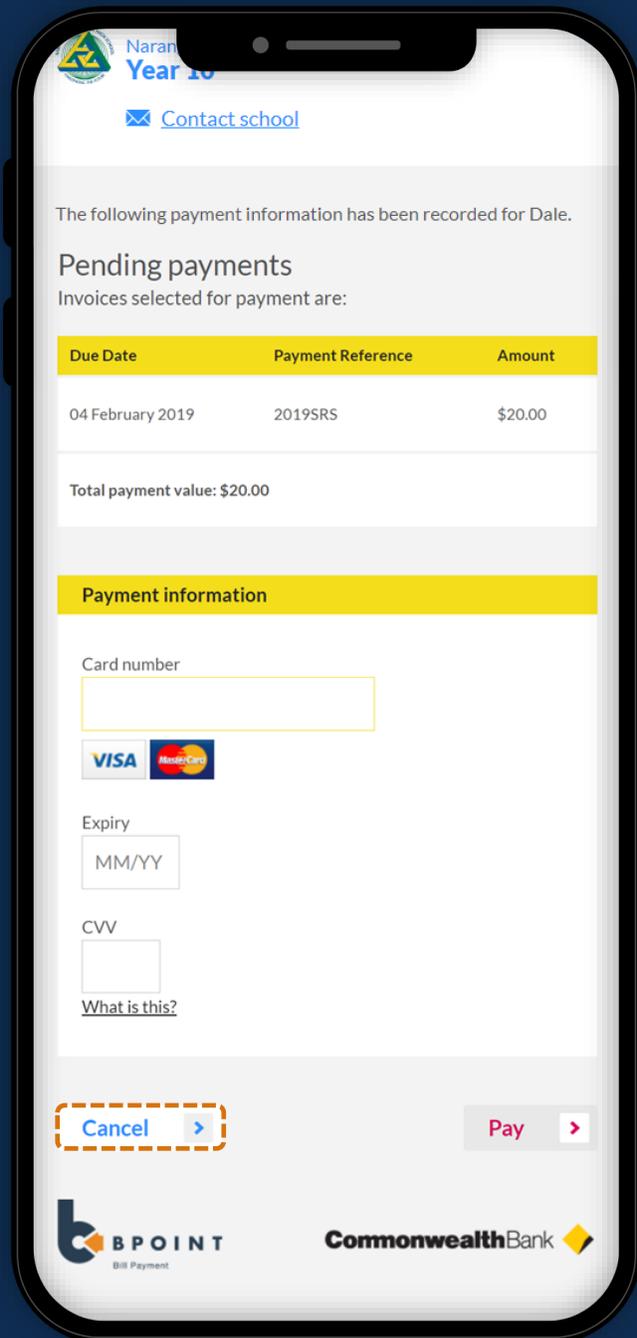
END

Invoice payment

Once an invoice is selected for payment, the full amount of the invoice is selected. This can be changed and allows for parents to make partial payment of invoices.

Once the correct payment amount is showing, **Pay with card** can be selected.

Hint: Select any area surrounded with  to continue through the guide.



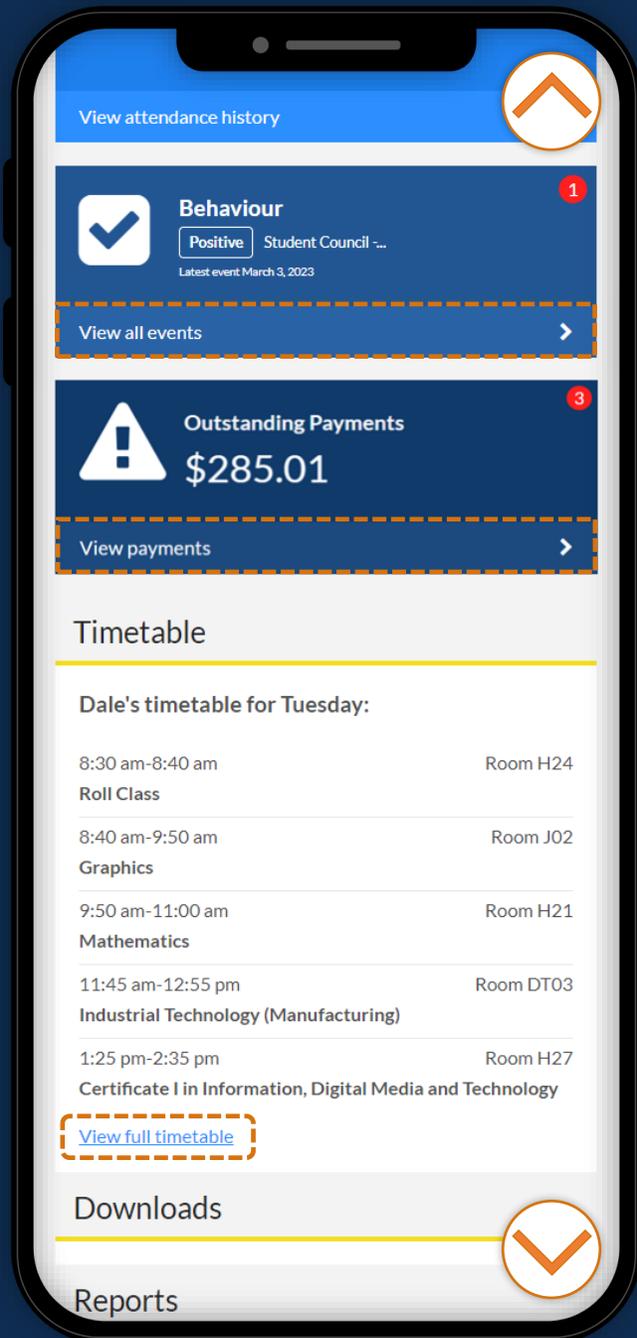
END

Invoice payment

Card details are then entered, and payment can be made.

Payments made via QParents are submitted through BPOINT and are receipted automatically by the OneSchool Finance application.

Hint: Select any area surrounded with  to continue through the guide.



BACK

END

Dataset tiles

Tiles that correspond with the datasets that are available to the student's year level show, providing details about the student. Action or view buttons are also available under each tile. For further information on datasets and the information they provide, a [QParents](#) video has been created.

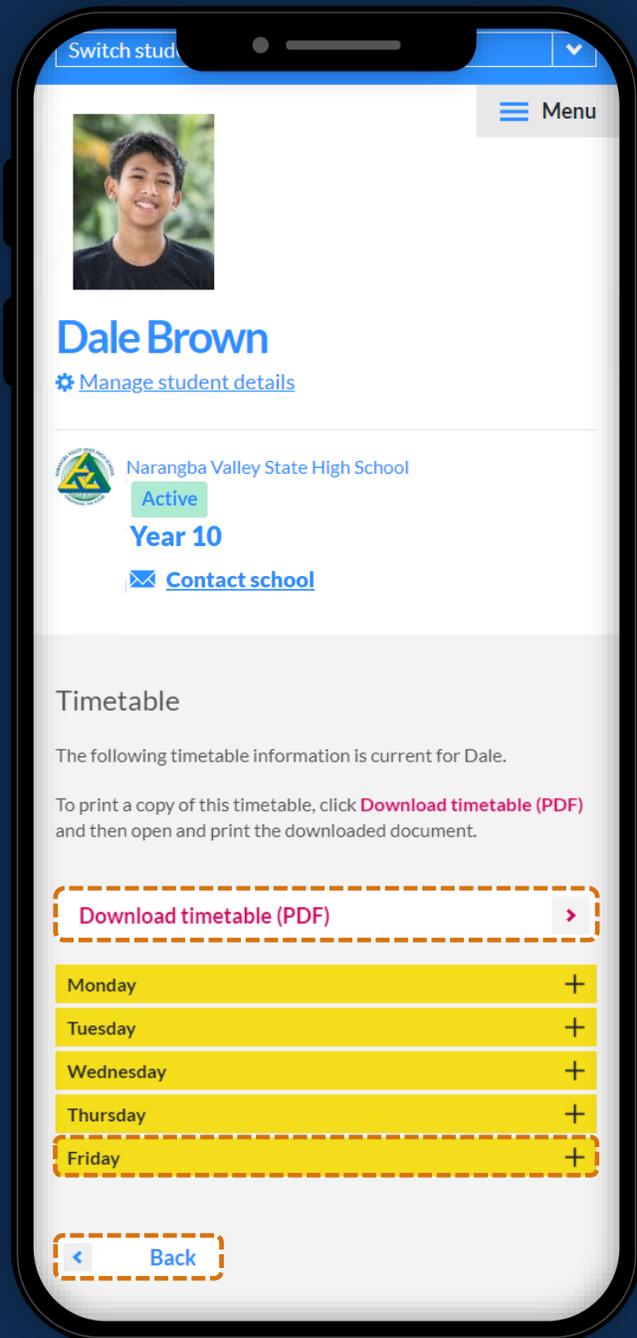
Timetable

If the timetable dataset has been enabled, the student's timetable for the current day will show by default for the QPAO.

An option is available to view and download the student's full timetable as a PDF.

Downloads

Downloads become available when the Assessment Planner or Exam Timetable datasets have been enabled and allow parents to download a copy of the student's exam timetable or assessment planner.



END

Timetable

Timetable information is available in two further formats.

A PDF of the student's timetable can be downloaded, and a copy kept outside of QParents by selecting **Download timetable (PDF)**.

A daily view of student's timetable information can also be viewed by selecting the required day by selecting a day such as **Friday**.

Hint: Select any area surrounded with  to continue through the guide.

Dale Brown

MONDAY

TIME	CLASS	ROOM
8:30 am - 8:40 am	Roll Class Teacher: Chris Middle Blake	H24
8:40 am - 9:50 am	Science Teacher: Janet Middle Hope	G02
9:50 am - 11:00 am	Professional Student Program Teacher: Bradley Middle Cowie	H18
11:45 am - 12:55 pm	Humanities and Social Sciences Teacher: Shane Middle Sowler	GL04
1:25 pm - 2:35 pm	Industrial Technology (Manufacturing) Teacher: David Middle Brabham	DT03

TUESDAY

TIME	CLASS	ROOM
8:30 am - 8:40 am	Roll Class Teacher: Chris Middle Blake	H24
8:40 am - 9:50 am	Graphics Teacher: Jonathon Middle Kurtz	J02
9:50 am - 11:00 am	Mathematics Teacher: Susan Middle James	H21
11:45 am - 12:55 pm	Industrial Technology (Manufacturing) Teacher: David Middle Brabham	DT03
1:25 pm - 2:35 pm	Certificate I in Information, Digital Media and Technology Teacher: Bradley Middle Cowie	H27

WEDNESDAY

TIME	CLASS	ROOM
8:30 am - 8:40 am	Roll Class Teacher: Chris Middle Blake	H24
8:40 am - 9:50 am	Mathematics Teacher: Susan Middle James	H21
9:50 am - 11:00 am	Humanities and Social Sciences Teacher: Shane Middle Sowler	GL03
11:45 am - 12:55 pm	English Teacher: Mary Middle Wood	D02
1:25 pm - 2:35 pm	AFL Academy Teacher: Dianne Middle Buckley	K01

THURSDAY

TIME	CLASS	ROOM
8:30 am - 8:40 am	Roll Class Teacher: Chris Middle Blake	H24
8:40 am - 9:50 am	English Teacher: Mary Middle Wood	D02
9:50 am - 11:00 am	Humanities and Social Sciences Teacher: Shane Middle Sowler	GL03

Timetable

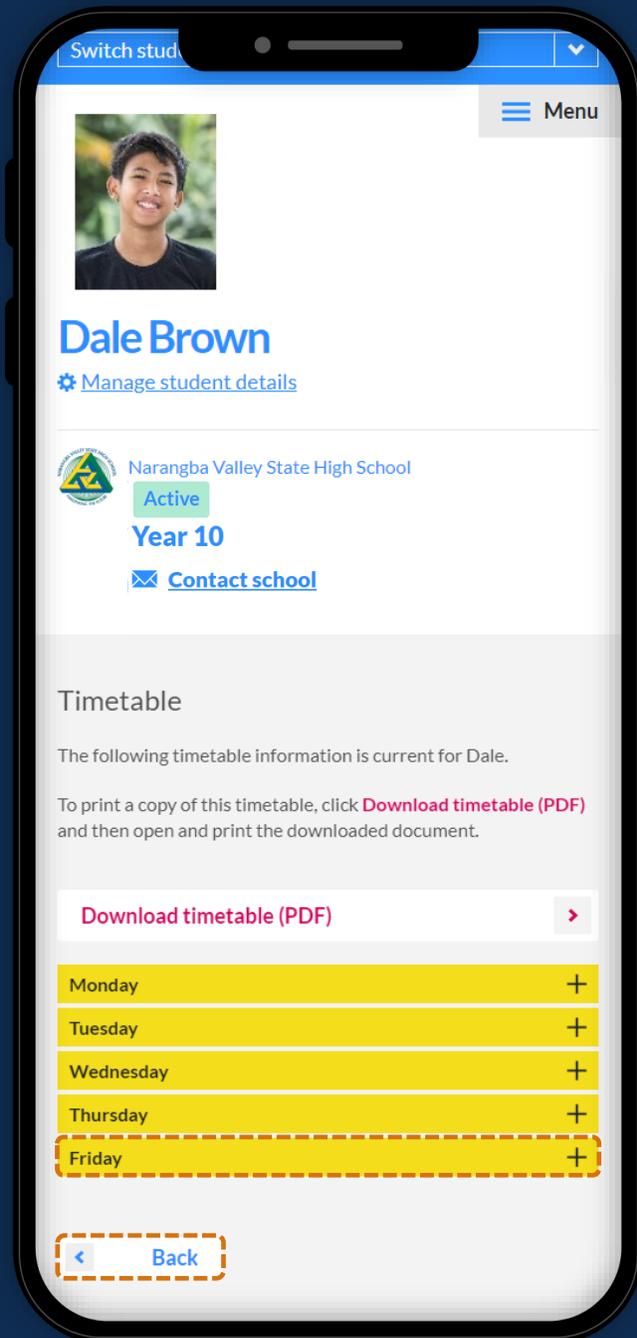
The timetable PDF will show:

- the student's name
- the day of classes
- time of school periods
- the student's class
- the room the class is held in.

BACK

END

Hint: Select the **BACK** icon to return to the home screen.



END

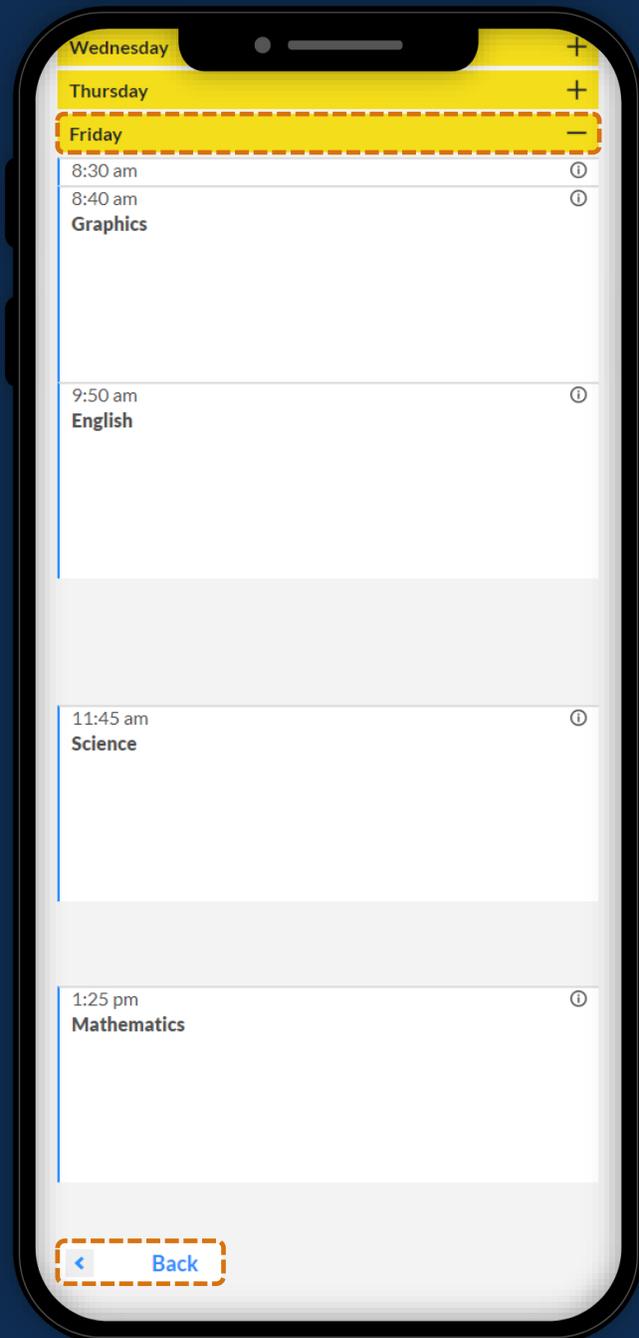
Timetable

Timetable information is available in two further formats.

A PDF of the student's timetable can be downloaded and a copy kept outside of QParents by selecting **Download timetable (PDF)**.

A daily view of student's timetable information can also be viewed by selecting the required day by selecting a day such as **Friday**.

Hint: Select any area surrounded with  to continue through the guide.



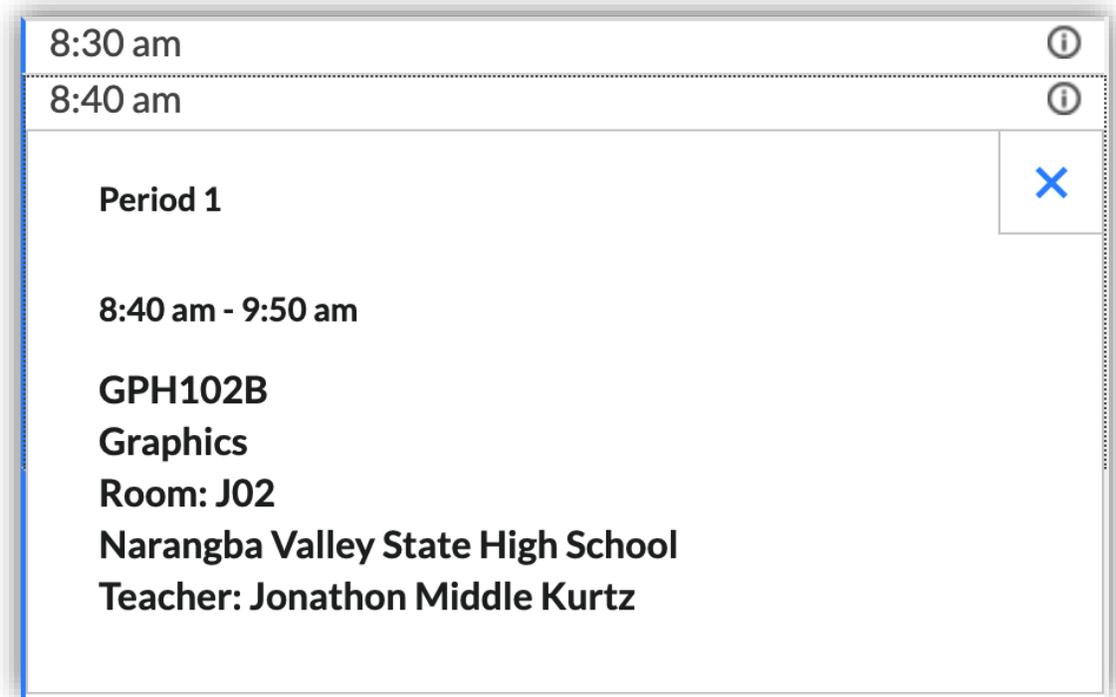
END

Timetable

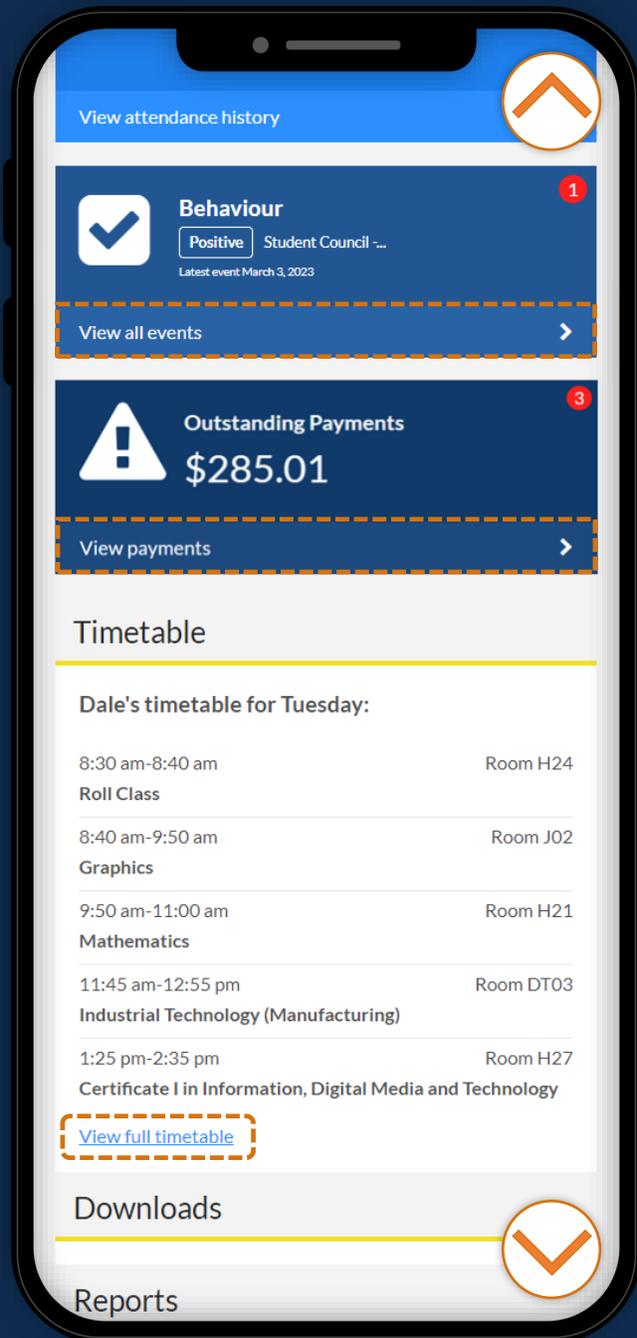
The daily timetable view will show:

- the time the period starts
- the student's class.

Selecting the period will show additional information about the class.



Hint: Select any area surrounded with  to continue through the guide.



BACK

END

Dataset tiles

Tiles that correspond with the datasets that are available to the student's year level show, providing details about the student. Action or view buttons are also available under each tile. For further information on datasets and the information they provide, a [QParents](#) video has been created.

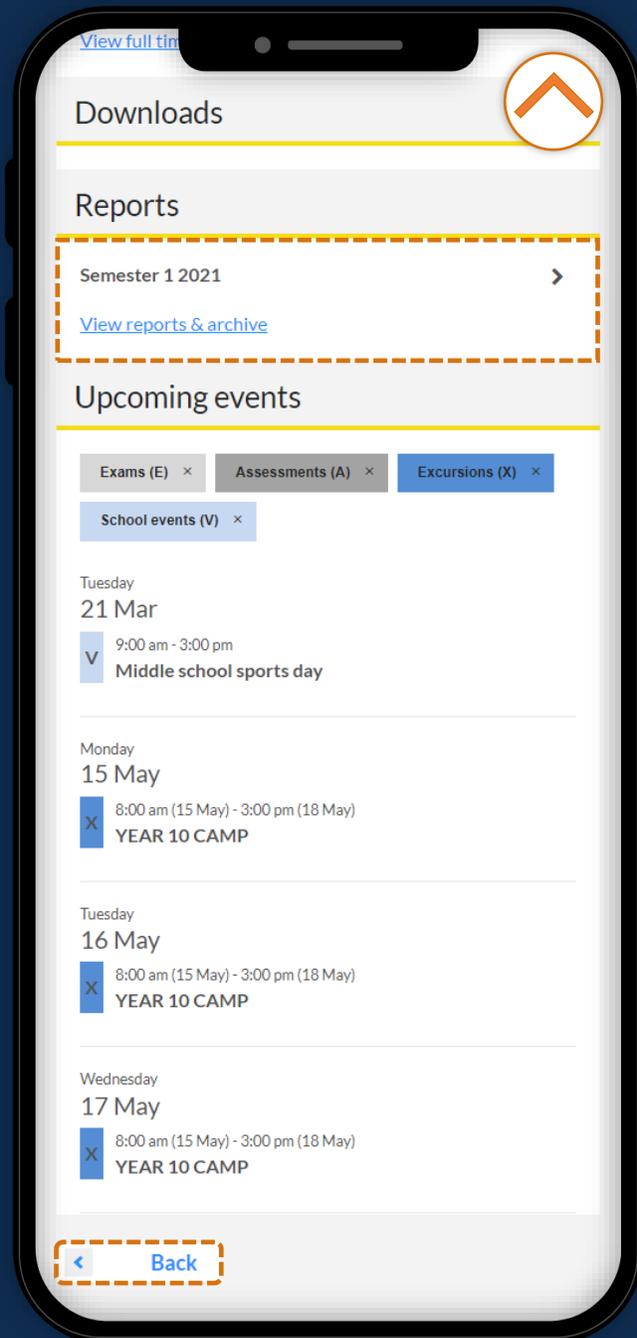
Timetable

If the timetable dataset has been enabled, the student's timetable for the current day will show by default for the QPAO.

An option is available to view and download the student's full timetable as a PDF.

Downloads

Downloads become available when the Assessment Planner or Exam Timetable datasets have been enabled and allow parents to download a copy of the student's exam timetable or assessment planner.



Reports

QPAO's can view and download a copy of their student's report cards for completed reporting periods. Report cards are available for the student's current and previous enrolments.

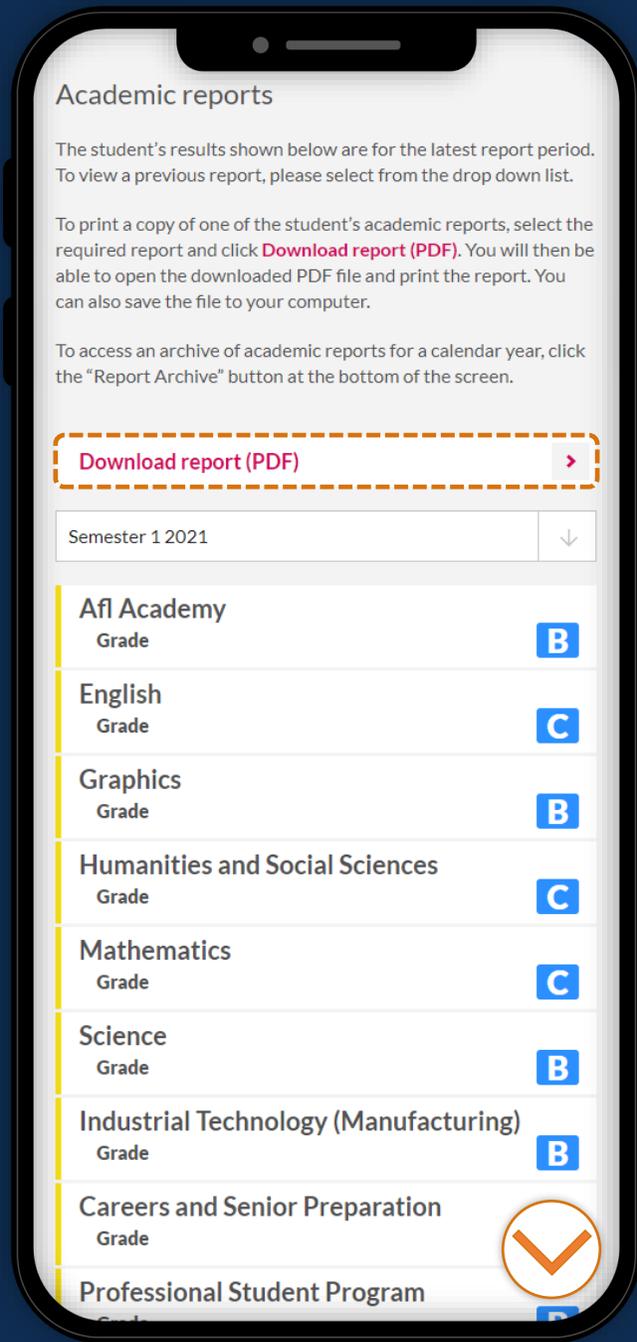
An archive of report cards from previous years are also available.

Upcoming events

Relevant event information will show for enabled datasets with event information colour coded and sourced from the following locations:

- Excursion Planner
- School Calendar
- Exam Timetable
- Assessment Planner.

END



Academic reports

Student academic information will display for the most recent completed reporting period. Additional reporting periods for the current year can be selected from the available drop-down.

A copy of the student's report card is available for download by selecting **Download report (PDF)**. This will generate the report card for the reporting period selected in the available drop-down.

BACK

END

Academic reports

The PDF copy of the student's report card can be viewed, printed and saved as required.



Narangba Valley State High School
Harris Avenue Narangba 4504
PO Box 382 Burpengary 4505
Phone: 07 3385 4555
www.narangbavalleyshs.eq.edu.au

Year Level: **10** Semester **1 2021**
Roll Class: **K9**

The information contained in this report is a summary of your child's achievement in learning areas and/or subjects studied over the reporting period. Reports will be provided 4 times per year. The report is one of a number of strategies used by our school to communicate with you throughout the year about your child's achievement, effort and behaviour. Parent-teacher interviews are also offered to discuss your child's progress. The levels of achievement awarded are for this reporting period only.

Levels of Achievement (Year 10)
Your child's overall achievement in each learning area and/or subject studied in the reporting period has been awarded a level of achievement from the following range:

- A** Evidence in the student's work typically demonstrates a sophistication of conceptual understanding and skills from the standard that are able to be transferred to new situations.
- B** Evidence in the student's work typically demonstrates a developing sophistication of conceptual understanding and skills from the standard and these are beginning to be transferred to new situations.
- C** Evidence in a student's work typically demonstrates that they have developed the required conceptual understandings and skills to meet the standard and are able to apply them in familiar situations.
- D** Evidence in the student's work typically demonstrates that they are still developing the required conceptual understandings and skills from the standard and that they are beginning to be applied in familiar situations.
- E** Evidence in the student's work typically demonstrates that the student has not yet developed the required understanding and skills to meet the standard and that they can only apply them in scaffolded situations.
- N** Insufficient evidence to make a judgment.

Comparative Reporting
On request from a parent or carer, the school can provide a comparison of the student's level of achievement in each learning area and/or subject against the achievements of other students in the school, in the same year level who undertook the learning area and/or subject—whilst maintaining the privacy of individual students.

Page 1 of 3 Date Printed: 20 March 2023

Student Report Queensland Government



Narangba Valley State High School
Harris Avenue Narangba 4504
PO Box 382 Burpengary 4505
Phone: 07 3385 4555
www.narangbavalleyshs.eq.edu.au

Year Level: **10** Semester **1 2021**
Roll Class: **K9**

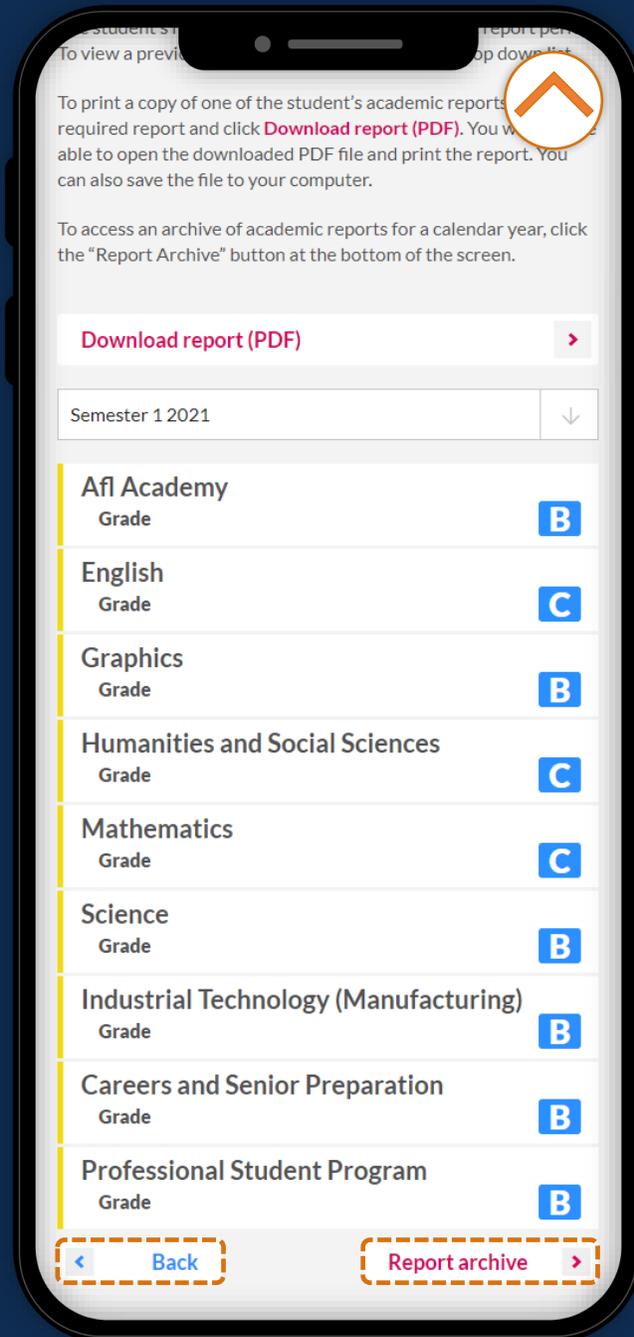
Learning Area/Subject	Teacher	Achievement	Comments
ENGLISH		C	Effort: Very Good Behaviour: Very Good Homework: Always completed Parent Interview: Welcome but not requested
MATHEMATICS		C	Effort: Very Good Behaviour: Very Good Homework: Mostly completed Parent Interview: Welcome but not requested
SCIENCE		B	Effort: Very Good Behaviour: Excellent Homework: N/A Parent Interview: Welcome but not requested
HUMANITIES AND SOCIAL SCIENCES		C	Effort: Very Good Behaviour: Very Good Homework: Mostly completed Parent Interview: Welcome but not requested
HEALTH AND PHYSICAL EDUCATION			

BACK **END**

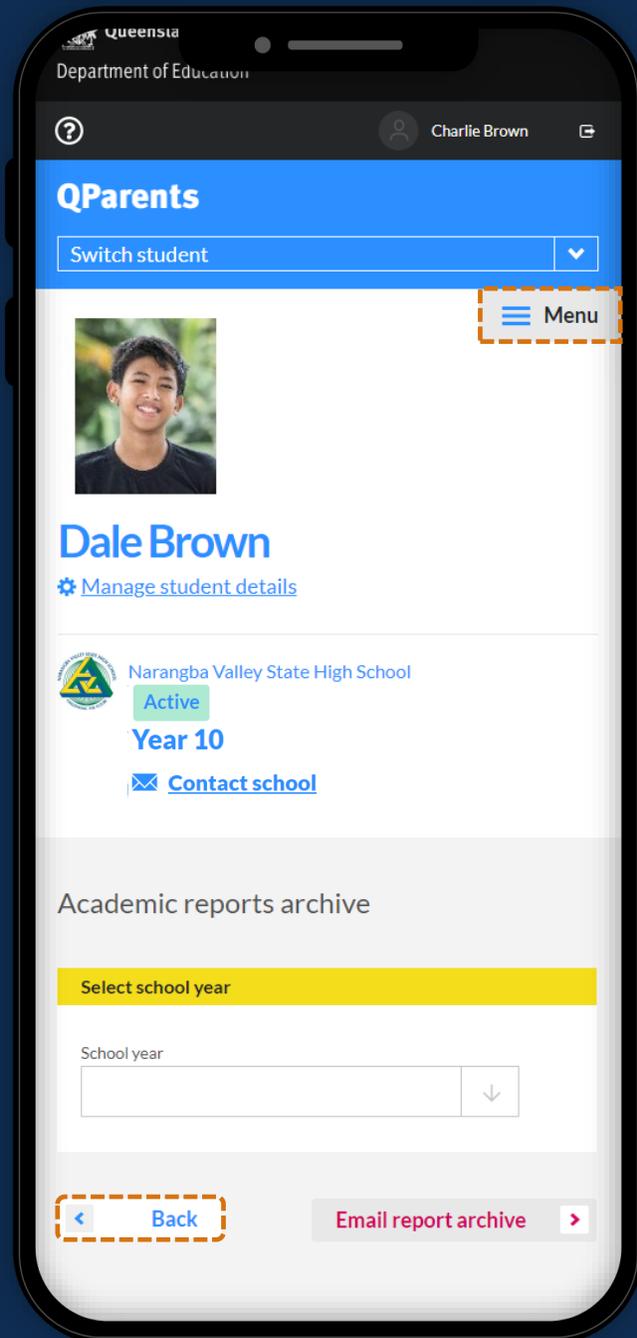
Hint: Select the **BACK** icon to return to the home screen.

Academic reports

Report cards for previous years can be obtained by selecting **Report archive**.



END

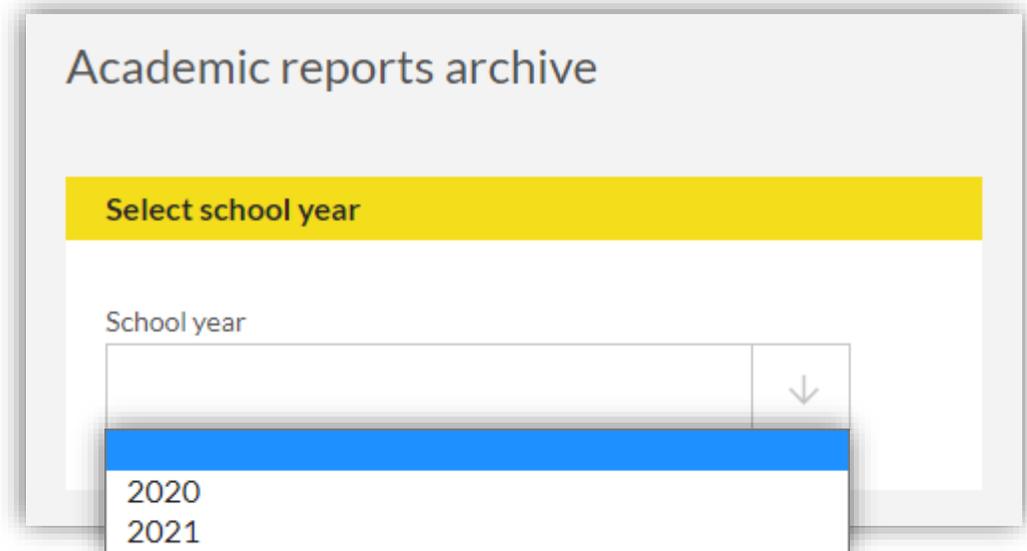


END

Academic reports archive

The school year drop-down will show school years that the student has been enrolled at a Queensland state school.

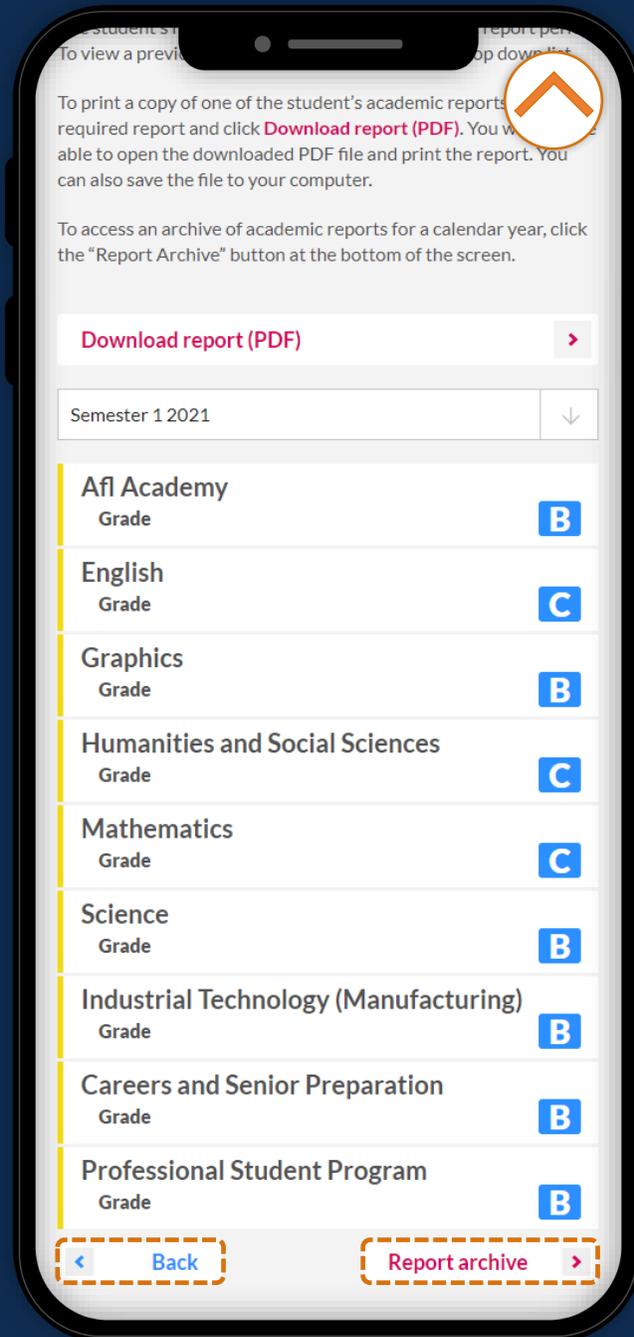
A school year and **Email report archive** can be selected to send a copy of the report cards for the school year selected to the QPAO's email address.



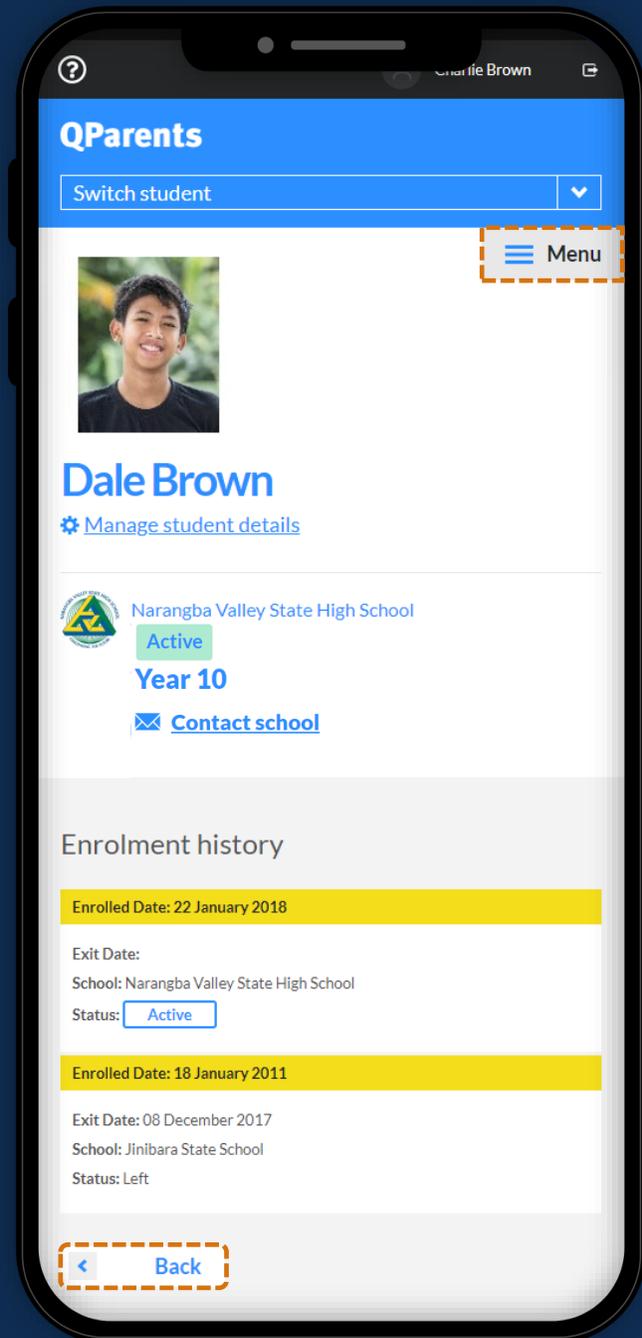
Hint: Select any area surrounded with  to continue through the guide.

Academic reports

Report cards for previous years can be obtained by selecting **Report archive**.



END

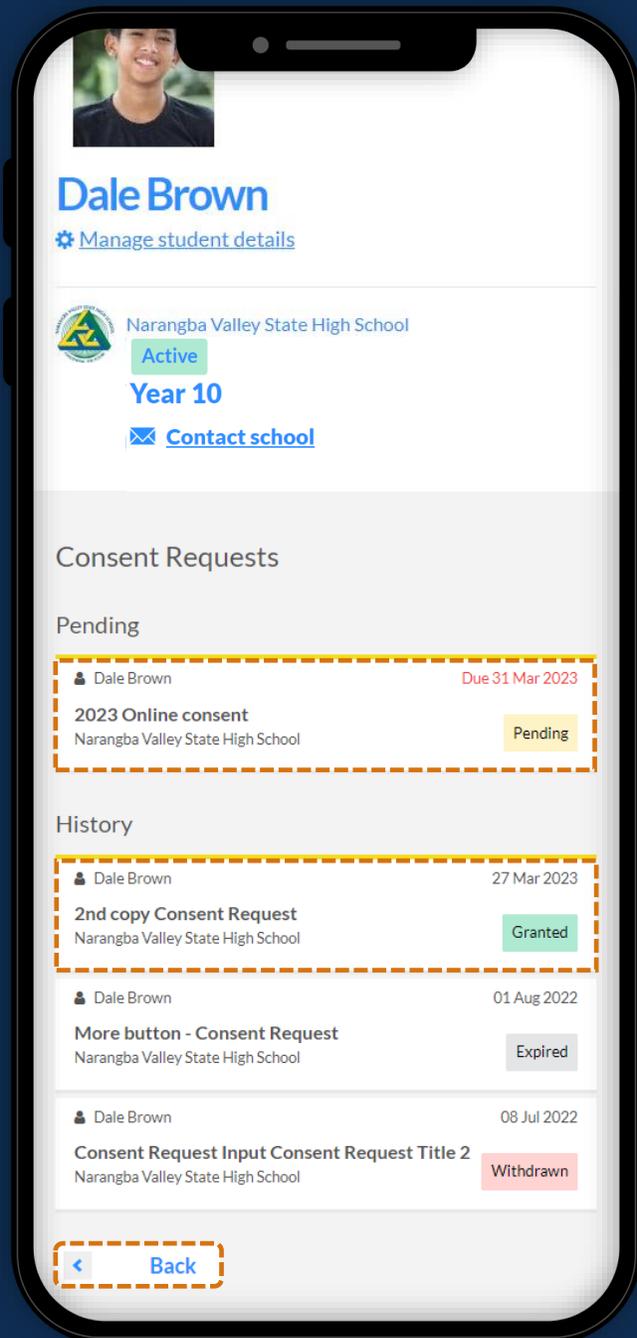


Enrolment history

Enrolment history can be selected from the **Menu** and will display a student's enrolment history at Queensland State School.

END

Hint: Select any area surrounded with  to continue through the guide.



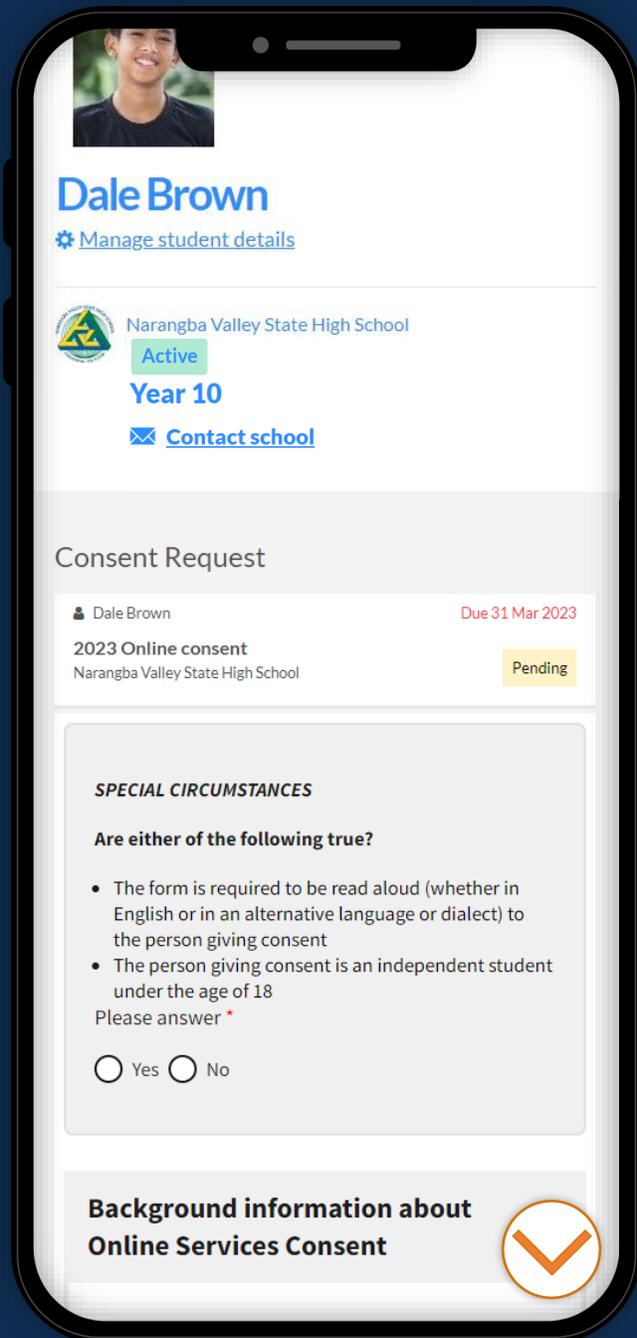
END

Consent requests

Pending consent requests will show by due date. The QPAO can view a consent request by selecting the consent request they would like to action

Historical consent requests will also show for consent requests that have been actioned, have expired or have been withdrawn by the school. Details of the consent request can also be viewed (as with pending consent requests) but cannot be edited.

Hint: Select any area surrounded with  to continue through the guide.



Consent requests

Information about the pending consent request is available and shows as per the consent management module.

The QPAO is able to read through the information of the consent request and provide a consent response for specific online services or provide information for an excursion.

BACK

END

Hint: Select the  icon to scroll down.

QLD -
 a separate...
 provided platform for practical
 examinations and does not require
 a modified assessment or
 'Conditions of Use'.

Terms of use:
<https://www.ameb.edu.au/terms-and-conditions>

Privacy policy:
<https://www.ameb.edu.au/contact/privacy-policy.html>

Please answer: *

I give consent I do not give consent

6. CONSENT AND AGREEMENT

School name: Narangba Valley State High School

Student name: Dale Brown

Parent or carer name: Charlie Brown

Person giving consent - I am the parent/carer of the person identified in Section 1 *

I have read the *Background information about Online Services Consent, Detailed information about this consent request and the Online services for which consent is requested* sections of this form. I have had the opportunity to ask questions and any questions that I have asked have been answered to my satisfaction. By submitting this form, I consent for the online services listed to be used in accordance with the consent provided. *

Submit

Back

END

Consent requests

Once all information is reviewed and consent responses are recorded, consent and agreement or the consent declaration can be recorded and submitted.

On submission, a message will show stating that the consent response has been submitted.

Consent response submitted

Dale Brown

Mon Mar 27 2023

2023 Online consent

Narangba Valley State High School

Granted

Your response to the consent request for **Dale Brown** has been submitted to **Narangba Valley State High School**.

Hint: Select any area surrounded with to continue through the guide.

insurance child.
Please take this into consideration in deciding whether or not to allow the child/student to participate in this excursion.

Consent information

School name: Narangba Valley State High School

Student name: Dale Brown

Parent or carer name: Charlie Brown

To give consent for the student to participate in this excursion, you must agree to all the following statements:

- I have read all of the information in relation to the excursion (including any attached material).
- I am aware that the department does not have personal accident insurance cover for students.
- I will pay the school the excursion costs.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the child/student may reasonably require.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school with all relevant details of the child/student's medical or physical needs on registration/enrolment and where relevant have updated this information.
- I give consent for contact information to be shared in relation to this excursion in compliance with relevant Queensland Chief Health Officer's Directions.

Consent declaration *

Yes, I agree

No, I do not agree

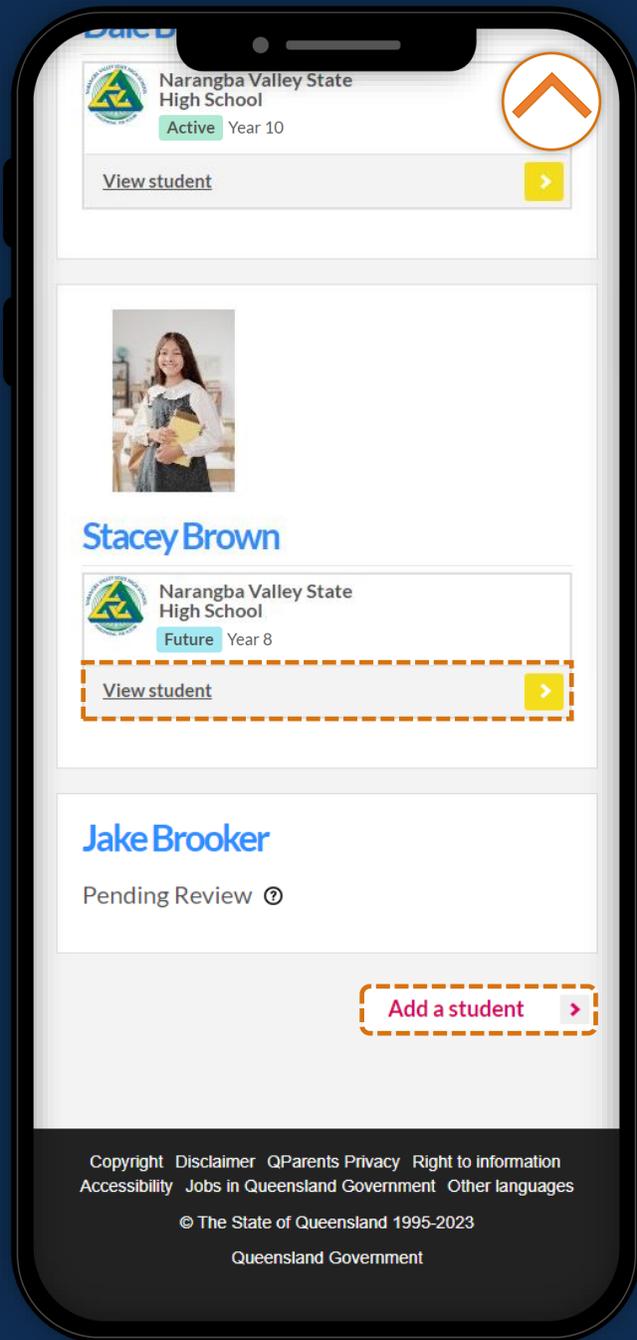
[Back](#)

END

Consent requests

Historical consent requests can be viewed and will show the consent decision provided to the school. Any changes required to previously submitted consent requests must be made by contacting the school via email or in writing.

Hint: Select any area surrounded with  to continue through the guide.



END

Student tiles

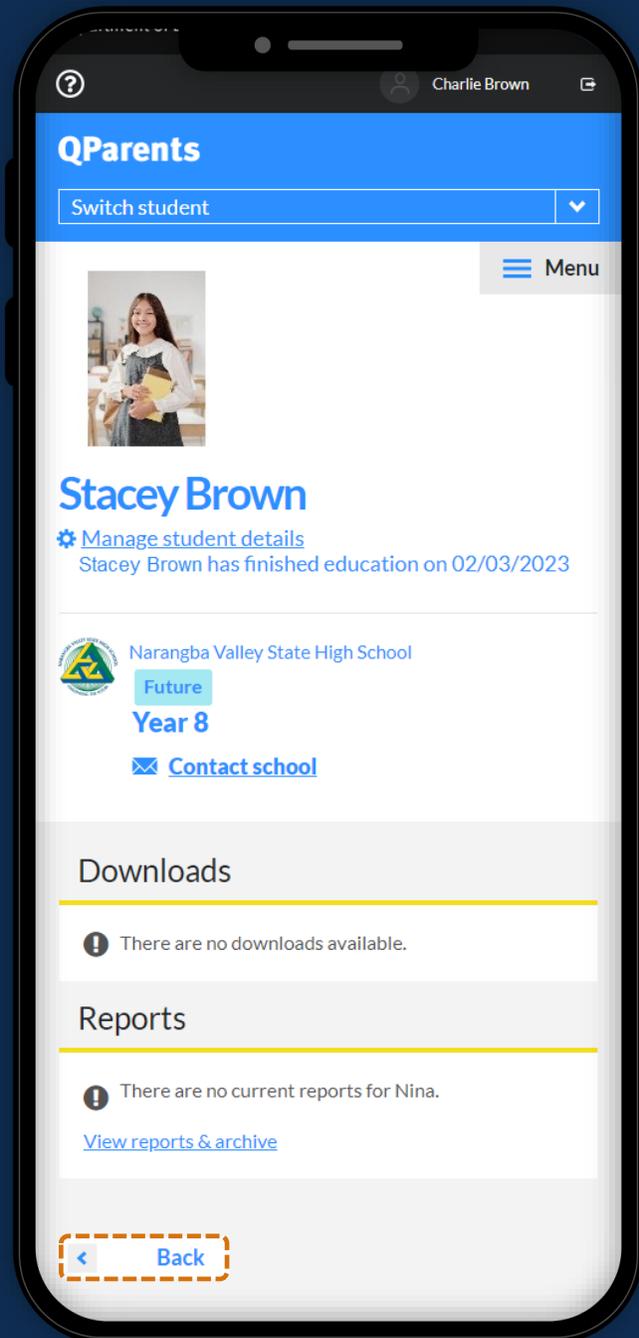
A tile will display for any students that have been added by the QPAO but have not yet been approved by the school.

These students will show as pending review until the school approves access in the Approvals tab of the QParents configuration module.

Add a student

Once a parent's QParents account is active, parents have the ability to request to add students to their account by selecting the **Add a student** button.

Hint: Select the **END** icon to view the final page of the guide.



END

Future student's profile

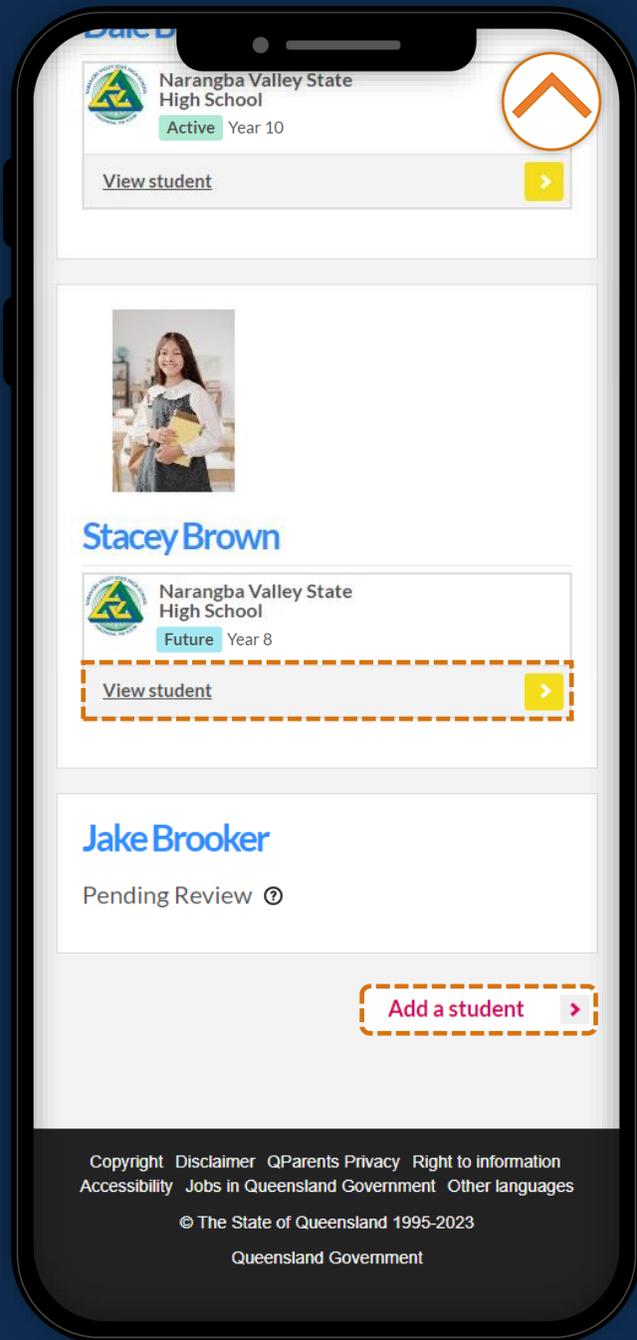
By default, all future students will show only **Downloads** and **Reports** on their profile.

If other datasets have been made available to the students year level, they can be accessed via **Menu**. This includes **Finance** and **Consent Management**.

If the attendance dataset has been enabled for the year level, on selecting the dataset, the page will state 'This functionality is not available yet.' until the student becomes active.

Datasets that have been enabled but have no data showing for the student will state 'There are currently no ***** available for *Students name*.'

Hint: Select any area surrounded with  to continue through the guide.



END

Student tiles

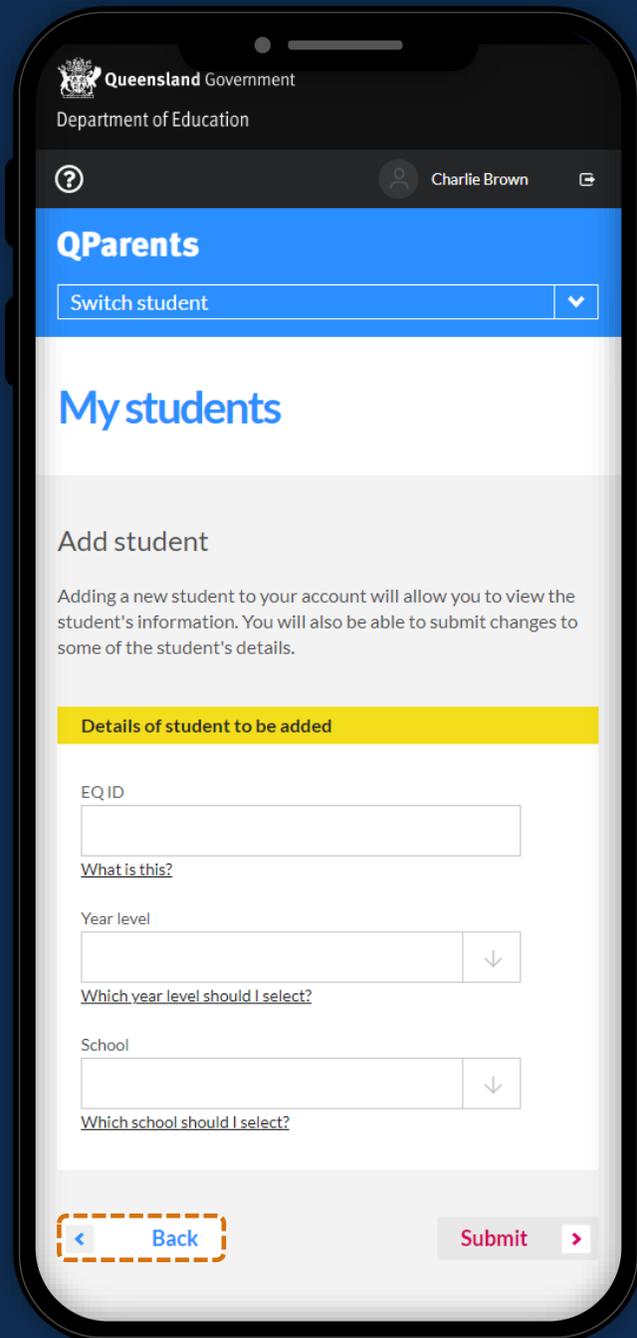
A tile will display for any students that have been added by the QPAO but have not yet been approved by the school.

These students will show as pending review until the school approves access in the Approvals tab of the QParents configuration module.

Add a student

Once a parent's QParents account is active, parents have the ability to request to add students to their account by selecting the **Add a student** button.

Hint: Select the **END** icon to view the final page of the guide.



END

Add student

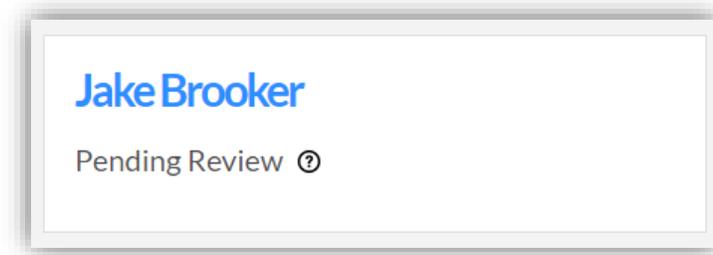
Parents have the ability to add students to their QParents account once it is created.

Parents must provide three pieces of information:

- the student's EQ ID
- the student's year level
- the name of the school where the student is enrolled.

Once a parent's QParents registration is complete and a student's information is submitted by the parent, the request becomes available in the Approvals tab of the QParents administration module for actioning by a QParents administrator.

A tile for requested students will show on the QPAO's QParents home screen and will show as pending until the parent's registration is complete and the addition of the requested student is actioned by a QParents administrator.



Hint: Select any area surrounded with  to continue through the guide.



Where do I go for more information and resources?

Visit the [QParents and Consent management](#) topic page for instructions, guides and resources on QParents on the ITB Training Services and Resources site.

OneSchool Help

OneSchool Help materials provide information, step by step instructions and screenshots to guide you through the process for using OneSchool functionality. [Access QParents help materials.](#)

Still have questions?
The answer might be
here!

Still have questions?

Join our Learning Community

Ask questions in our Learning Community to receive support from Learning Community members across Queensland or the Training team, [join here.](#)

Email

Contact ITBTrainingServices@qed.qld.gov.au

Technical support (optional)

Log a job via [Services Catalogue Online](#) or call 1800 680 445.



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