





The Rockhampton Grammar School

Using Parent Lounge to Review Activities & Related Resources

1. Enter your **Username** and **Password** at the initial Parent Lounge log in screen



The Rockhampton Grammar School
Established 1881



The RGS Parent Lounge

By logging in to the RGS Parent Lounge I agree that I have read the following terms and conditions of use and agree to abide by and support those terms and conditions. The personal information contained in RGS Parent Lounge is highly confidential and access is provided only by way of unique logon credentials being provided by the School to parents/guardians. As a parents or guardians I will adhere to the following terms and conditions of use:

1. Parents and guardians will not share their password with anyone, including their own children/other students.
2. Parents and guardians will not attempt to harm or destroy data of their own children/other students, of another user or the School network.
3. Parents and guardians will not use the RGS Parent Lounge for any illegal activity, including violation of privacy laws.
4. Parents and guardians will not access data or any account owned by another parent or guardian.
5. Parents and guardians who identify a security problem with the RGS Parent Lounge must notify the School immediately without demonstrating the problem to anyone else.
6. Parents and guardians who are identified as a security risk to the RGS Parent Lounge will be denied access to the portal.

Any violation or breach of these terms will result in loss of access to the portal and possible civil and/or criminal consequences.

Parents Please Log In

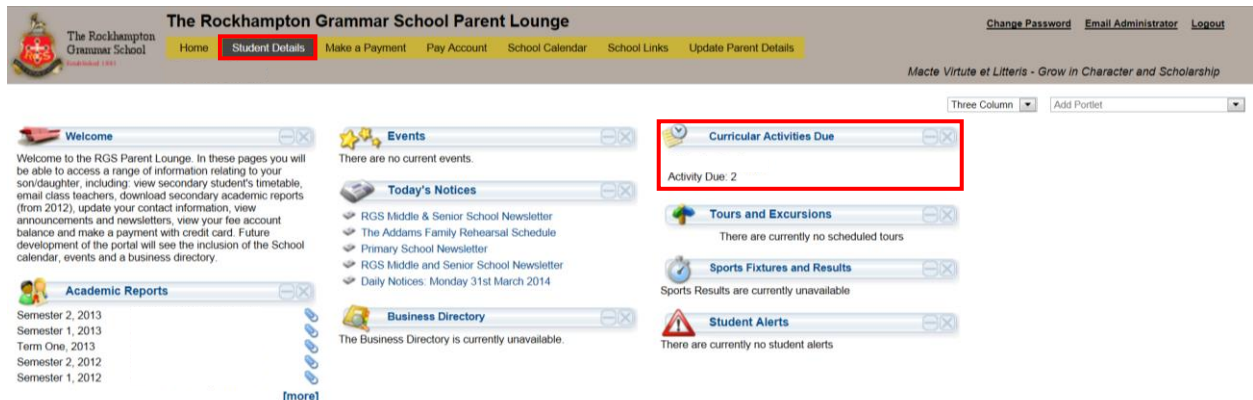
Username:

Password:

2. The Parent Lounge Home page will be displayed

- **Curricular Activities Due** outlines activities currently assigned to the student/s

3. Click on **Student Details**



The Rockhampton Grammar School Parent Lounge

Home **Student Details** Make a Payment Pay Account School Calendar School Links Update Parent Details

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Three Column Add Portlet

Welcome
Welcome to the RGS Parent Lounge. In these pages you will be able to access a range of information relating to your son/daughter, including: view secondary student's timetable, email class teachers, download secondary academic reports (from 2012), update your contact information, view announcements and newsletters, view your fee account balance and make a payment with credit card. Future development of the portal will see the inclusion of the School calendar, events and a business directory.

Events
There are no current events.

Today's Notices

- RGS Middle & Senior School Newsletter
- The Addams Family Rehearsal Schedule
- Primary School Newsletter
- RGS Middle and Senior School Newsletter
- Daily Notices: Monday 31st March 2014

Business Directory
The Business Directory is currently unavailable.

Curricular Activities Due
Activity Due: 2

Tours and Excursions
There are currently no scheduled tours

Sports Fixtures and Results
Sports Results are currently unavailable

Student Alerts
There are currently no student alerts

Academic Reports

- Semester 2, 2013
- Semester 1, 2013
- Term One, 2013
- Semester 2, 2012
- Semester 1, 2012

4. Click on the **Student Photo** of the relevant student



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Student Details - Click on a student photo for further details:



5. Click on **View Curricular Activities**

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Address Details Attendance Email Class Teachers General Details Medical Details Parent Details Student Timetable **View Curricular Activities**

Student Details

Student Detail Summary

Student Name	[Redacted]	PC/Tutor	11D
Student Code	[Redacted]	House	Wheatcroft
Alternate ID	[Redacted]	Religion	
Date Of Birth	13/03/2014	Boarder	N
Gender	M	Class	
Year Group		Date Of Entry	
Entry Year Group	2	Date Of Leaving	

6. Select the filter option from the **Classes** drop down menu

- Options are:
 - All Classes
 - Individual classes (e.g. English, Mathematics, Science)

7. Select the filter option from the **Activities** drop down menu

- Options are:
 - Activities to Complete
 - Completed Activities
 - All

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View Curricular Activities

Classes: All Classes Activities: All Year: 2014

Activity Name	Group	Assessable	Start Date	Draft Date	Due Date	Activity Status
Testing 2	CST PREP - 1 11 X	Yes	03/03/2014	N/A	30/04/2014	Not Completed
Thursday PD Complex	CST PREP - 1 11 X	Yes	27/03/2014	29/03/2014	10/04/2014	Assessed
English Skills Spelling List	PD Test 2	Yes	13/03/2014	N/A	09/04/2014	Absent
CST Quiz	CST PREP - 1 11 X	Yes	06/03/2014	N/A	31/03/2014	Not Submitted
Thursday PD Testing	CST PREP - 1 11 X	Yes	27/03/2014	N/A	28/03/2014	Completed
How Clever are You?	CST PREP - 1 11 X	Yes	27/03/2014	N/A	27/03/2014	Assessed
How Clever are You?	CST PREP - 1 11 X	Yes	27/03/2014	N/A	27/03/2014	Completed
PD Testing	play	Yes	27/03/2014	N/A	27/03/2014	Assessed
How to Spell	CST PREP - 1 11 X	Yes	27/03/2014	N/A	27/03/2014	Not Completed
Testing	CST PREP - 1 11 X	Yes	18/03/2014	N/A	18/03/2014	Not Completed
Testing Your Skills	CST PREP - 1 11 X	Yes	03/03/2014	N/A	11/03/2014	Completed
Testing Your Skills	CST PREP - 1 11 X	Yes	03/03/2014	N/A	07/03/2014	Completed
CST Quiz 1	CST PREP - 1 11 X	Yes	06/03/2014	N/A	06/03/2014	Assessed
English Skills Spelling List	CST PREP - 1 11 X	Yes	05/03/2014	N/A	05/03/2014	Assessed
Review of Using Apostrophes	Play	Yes	05/03/2014	05/03/2014	05/03/2014	Assessed
Testing 2	CST PREP - 1 11 X	Yes	03/03/2014	N/A	04/03/2014	Not Completed
Review of Using Apostrophes	CST PREP - 1 11 X	Yes	01/03/2014	03/03/2014	03/03/2014	Assessed

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8. The **Activity Status** will display the current status of the student's activities

- Not completed** the student has not completed the activity assigned
- Assessed** the teacher has marked the activity files submitted by the student
- Absent** the teacher does not expect the student to complete the activity given they were away for a valid reason
- Not submitted** the student has not completed and submitted the requested activity files
- Completed** the student has completed the activity

Red text in the **Activity Status** column means the activity is overdue and the teacher will need to issue an extension if files are required to be submitted.

9. Click on the relevant activity from the **Activity Name** column

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View Curricular Activities

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View Curricular Activities

Classes: All Classes | Activities: All | Year: 2014

Activity Name	Group	Assessable	Start Date	Draft Date	Due Date	Activity Status
Testing 2	CST PREP - 1 11 X	Yes	03/03/2014	N/A	30/04/2014	Not Completed
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Testing 2	CST PREP - 1 11 X	Yes	03/03/2014	N/A	04/03/2014	Not Completed
Review of Using Apostrophes	CST PREP - 1 11 X	Yes	01/03/2014	03/03/2014	03/03/2014	Assessed

10. Details of the selected activity will be displayed

- In the example below, the activity was marked on two criteria (research and content knowledge). Under Activity Files you can see there are two files. One is the student's submitted file and the other is the teacher's feedback file to the student. Depending on the activity set, the teacher may request a draft be submitted for the activity and, as parents, you will also see the draft submitted by your child.

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View Curricular Activities

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File Submission Activity Details

Activity Name: English Skills Spelling List

Activity Status: Assessed

Group: CST PREP - 1 11 X | Start Date: 05/03/2014 at 1:00pm

Teacher: Ms R Carter | Due Date: 05/03/2014 at 2:00pm

Activity Resources

[Words](#)

Activity Outline

So far this semester we have reviewed the Writing Task criteria. One of the six criteria you will be assessed on is spelling, grammar and punctuation. For homework you are required to prepare a spelling list of the top 10 words you most regularly get wrong.

completed this activity on Wednesday 05 Mar 2014 at 1:01pm

Activity Files

[Student Final File](#) (submitted 05/03/2014 at 1:01pm)

[Teachers Assessed File](#) (submitted 05/03/2014 at 1:02pm)

Assessment Criteria	Result
Research	V/A
Content knowledge	SA

Final Grade

HA

Comment

Great job