Using Parent Lounge to Review Activities & Related Resources

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

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**

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

   **Student Details** - Click on a student photo for further details:
5. Click on View Curricular Activities

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

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

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.