ST ANDREWS CHRISTIAN COLLEGE

say Hello! to the hub

Huey

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Getting started on **the hub**.

A USER GUIDE FOR PARENTS

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INDEX

WHAT IS THE HUB?

'The hub' is a powerful Learning Management System and Information Portal that has been specifically designed to build genuine partnerships between students, parents, teachers and the College.

It is a powerful tool that collates and integrates every facet of College life into one comprehensive, private and convenient location. 'The hub' is also an on-line site where teachers, parents and students can connect, communicate and collaborate on virtually anything.

Things such as course information, student timetables, assignments, academic reports, assessment results, teacher feedback, daily calendar events and more are contained on 'the hub'.

Anything you want to know about College life is on 'the hub'.

HOW DO I USE IT?

The following pages will guide you through the basics of using 'the hub'.

Once you are familiar with how to log-in, the layout and the functions of your Parent dashboard, the best way to get to know 'the hub' is to explore. The more you explore the more you'll love it and discover what a powerful tool it is for you.

❶ In your computer browser enter **thehub.standrews.vic.edu.au**
(no www is required).

❷ Enter the email address you have registered with the College, and your password
then click the log-in button. (To create a new password, see point 4)

❸ You can log-in faster next time by ticking the '**Remember me**'
box. This will automatically save your email and password details.

❹ To create a new password or if you have forgotten your password, click on '**Parents,
forgotten your password?**' When you see the screen below, enter the email address
that you have registered with the College and click the Send bar below.
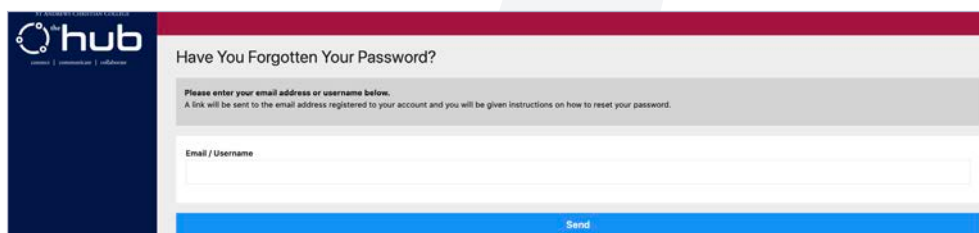
• You will then see a green confirmation message to confirm that a reset password
link has been sent to your email address.
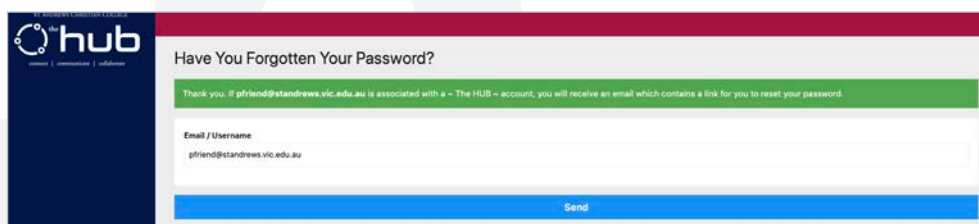
• If you do not receive a confirmation email with the link, try again and be careful to
enter in your email address correctly. We also recommend checking your junk
email folder. If the email still doesn't appear, please contact the College to confirm
that your email address matches the one we have registered.

• If only one email address is registered with the College which is shared by two
parents, then those two parents must also share one set of login details for '**the hub**'.
If you wish to have two individual accounts (one per parent), then two email
addresses (one per parent) must be registered with the College.

 ✱ *If you experience difficulty with the scenarios above please contact the College,
to confirm, update and add contact email addresses for parents.
Phone (03) 9134 8759 or enquiries@standrews.vic.edu.au*

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- An example of the email is shown below. Click the Reset Link (shown in the red box below).
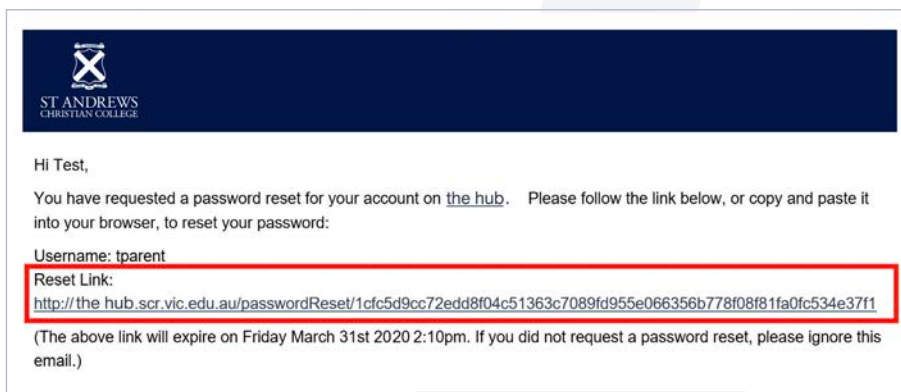
- The password reset screen is shown below. Your email address should automatically appear underneath 'Username'. You can then create your own password underneath 'New Password'. You will need to type the password in again underneath 'Confirm New Password'. When you are finished, click on the Reset Password bar.
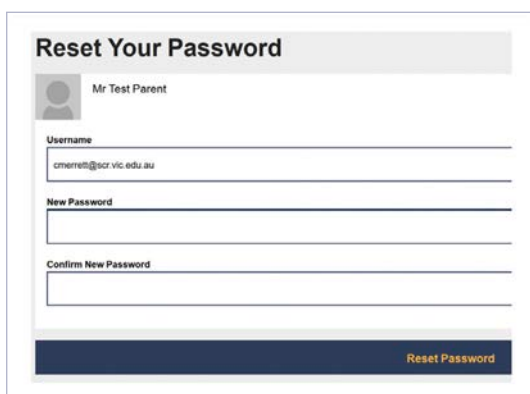
- You will then see a green confirmation message if the password reset has been successful. Click the bar titled 'Go to log-in page" to access the log-in screen for '**the hub**'.
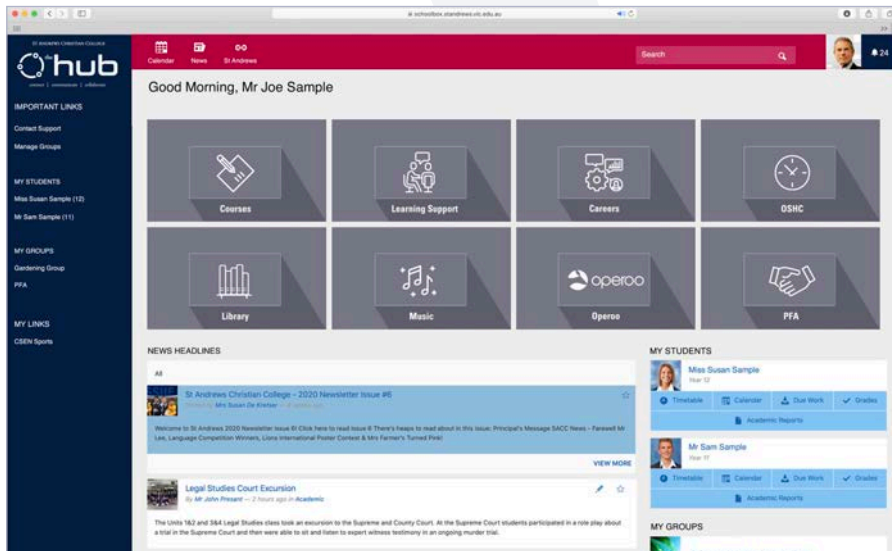
ST ANDREWS
CHRISTIAN COLLEGE
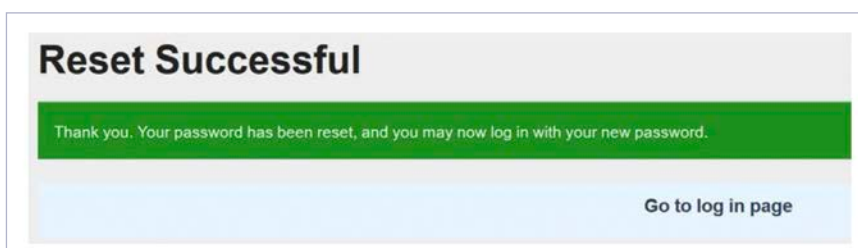
PARENT DASHBOARD

- Below is what the Parent dashboard (home screen) looks like when you login to '**the hub**'. *Note: Please be aware that the dashboard is constantly evolving so don't be alarmed if the image below looks slightly different to what you see when you login to 'the hub'.*

MY STUDENTS

The right section of the screen underneath MY STUDENTS allows you to access your children's information: The image below shows the view of a parent with two children. Any additional children would be listed underneath.

- **Timetable:** The 10-day timetable for that child.

- **Calendar:** A calendar view of the dates for that child including timetabled classes and due dates of Due Work items. We recommend changing the view from Month to Week.

- **Due Work:** A calendar view of the due dates of Due Work items.

- **Grades:** A list of the subjects and subject teachers for that child. There are email icons to email an individual teacher.
  Clicking on a subject name allows you to access assessment results and continuous reporting feedback for any Due Work items for that subject.

- **Academic Reports:** Contains the academic records for each student and makes them visible to the parents of that student.

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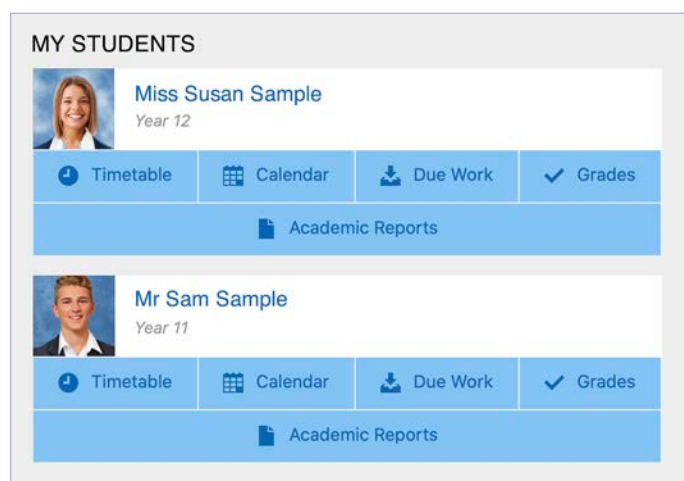
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TOP MENU

The top menu allows you to access the following information, these are listed from left to right:

- **Calendar**: A calendar view of the day of the timetable (Day 1 to Day 10).
- **News:** The daily news items for students, staff and parents (like a daily bulletin).
- **St Andrews:** This link will take you directly to the College website.

CENTRE TILES

The center tile section of the screen includes the following:

- **Courses:** Provides access to details of all the Secondary School Courses at St Andrews - grouped by Faculty area.

- **Learning Support:** A range of information and guidance on how to best support your child with their learning and study.

- **Careers:** Provides access to the College Careers page which contains a vast array of information on Career Pathways, University, Course Selection and more.

- **OSHC:** Information relating to the Outside School Hours Care program.

- **Library:** The Library homepage which contains access to the Library catalogue and a wide range of resources to assist students with their studies.

- **Music:** Access to the Instrumental Music homepage which contains information about Instrumental Music lessons and Ensemble rehearsal times.

- **Operoo:** A digital platform for parents/guardians to safely share emergency and medical data and consent to excursions/camps.

- **PFA:** Information from the Parents and Friends Association (PFA).

LEFT SIDE MENU

The left side menu allows you to access the following information:
- **the hub logo:** This will return you to the Homepage.
- **Contact Support:** A quick way to request College assistance.
- **Manage Groups:** Organise and mange your groups.
- **My Students:** Access academic information about your children.
- **My Groups:** Create a custom list of important groups you are involved with.
- **My Links:** Here you will see links to any pages you have added to your 'My Links'.
  This can be done on pages when you click the 3 dots in the top right corner.
  Clicking the three dots will give you an option to 'Add to My Links'.
 We recommend doing this for any pages you will regularly visit.
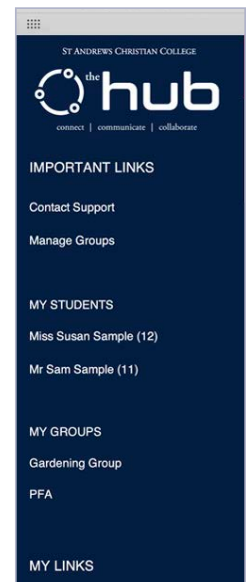
PART-3   MANAGING NOTIFICATIONS

- You can manage your notifications by clicking on the top right hand side image box/parent name and then selecting Settings.

- When inside Settings, you can scroll/browse through the various notifications options to choose how you would like to be notified. We have set up some default notification settings but you can change these to suit you.
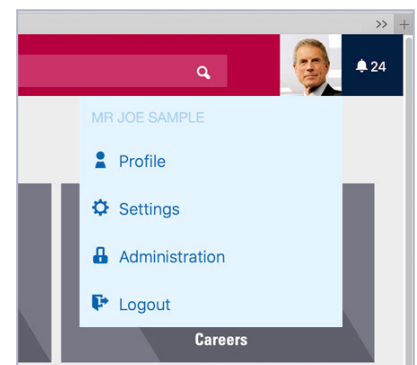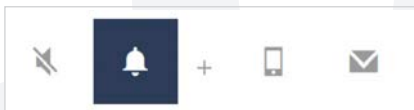
- The table below shows some of the different options you can choose for notifications:
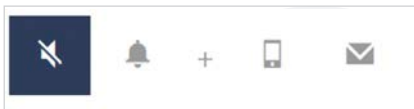
Image	Explanation
	Muted: You will not be notified whenever that action/event occurs.
	Instant: You will receive a notification in the top right corner of 'the hub' where the notifications bell is located. The notifications bell turns red with a number next to it whenever that action/event occurs. Hovering or clicking on the notifications bell shows you a list of notifications on the right side of the screen.
	Mobile: If you want to have Instant notifications on, you can also add Mobile notifications. This will alert you via the St Andrews Christian College App which syncs live with 'the hub'. You will need to install the College App on your mobile device to receive instant notification. Please see the guide to installing the App for more information.
	Email: If you have Instant notifications on, you can also add Email notifications. This will send an email to the email address you use to access 'the hub' with a direct link to 'the hub' whenever that action/event occurs.

Note: You can't choose to have just mobile notifications on or just email notifications on, first you must turn on instant notifications by clicking the bell icon and then you can add either mobile notifications, email notifications or both mobile and email notifications.

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COURSE PAGES

Course Pages are top-level pages accessible to everyone and contain the following:

a) Course Information - an overview of the content covered in the course and the Biblical Worldview presented.

b) Areas of Study - information about the specific units of work for each semester.

c) Assessment Tasks - information about the reportable assessments for each semester and the contribution of each assessment to the overall grade for the subject.

d) Student Resource requirements - a list of the materials required to complete the subject.

e) Links to individual Unit pages.

f) Weekly Planner document - an outline of the location, within the semester, of each unit of work and reportable assessment task.

g) Any other relevant information to the course.

UNIT PAGES

Unit Pages are the middle-level pages which are accessible to everyone and contain information that is specific to a topic or unit of work within a course. Examples of Unit Pages include Comparing Texts (Part of Year 10 English), Algebra (Part of Year 8 Mathematics) and Properties of Matter (Part of Unit 1-2 Chemistry).

CLASS PAGES

Class Pages are the bottom-level pages and are specific to each individual class and their teacher. Class Pages are used by teachers to post information that relates to students in their class but not to students in other classes. This is where teachers post lesson plans, facilitate class discussions and set homework expectations before the next lesson. Class Pages are only visible to the teacher of the class and the students in that class.

Below is a summary of some of the information that you can find on each of the three types of pages and their visibility. You might find that some pages have even more information than the four points listed.

PAGE TYPE	COURSE PAGES	UNIT PAGES	CLASS PAGES
Visibility	*Staff, Students and Parents*	*Staff, Students and Parents*	*Class Teacher and Students in Class*
Information and resources available	▪ Course Information ▪ Areas of Study ▪ Assessment Tasks ▪ Student Resource requirements ▪ Weekly Planner ▪ Links to Unit pages ▪ Australian Curriculum links (Y5-10) ▪ VCAA links (Y11-12)	▪ Unit overview ▪ Files/Resources for all students in that subject ▪ Links to additional resources	▪ Class News ▪ Course Outline - Reportable Assessment Tasks and their due dates ▪ Class discussion forum ▪ Files/Resources specific to that class

While Class Pages are not visible to parents when they login to '**the hub**', we strongly encourage parents to take an active interest in their child's use of '**the hub**' and this can include students and their parents looking through the Class Page together when the student is logged in. We recommend keeping a close eye on the Course Outline which includes the Tasks, Quizzes and Due Work items and their due dates.

We also recommend looking at the class news section to keep up-to-date with lesson activities and lesson-to-lesson homework expectations.

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**DOWNLOADING AND USING
THE ST ANDREWS CHRISTIAN COLLEGE APP**

1. SEARCH AND DOWNLOAD

search...

Download on the App Store

ANDROID APP ON Google play

Search for St Andrews Christian College on the Apple App Store or Google Play to download the College App.

2. STAY CONNECTED

Once you've downloaded the app, use your details to log in. Make sure you allow and manage your notifications in your app settings so that you can receive important updates from St Andrews Christian College.
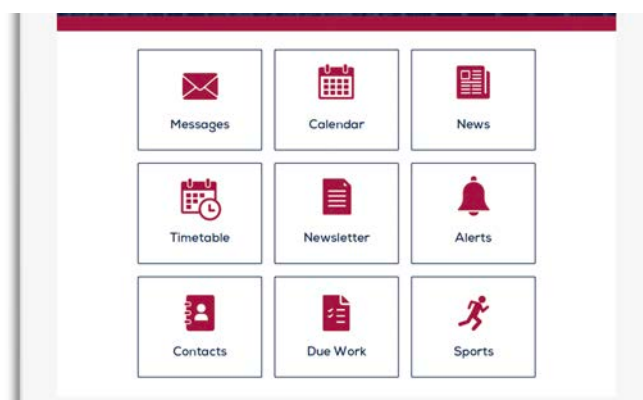
- Parents log in using their email address and password for '**the hub**'.

- Students and staff log in using their College username and password.

- Users can manage notifications on their device and within '**the hub**'.
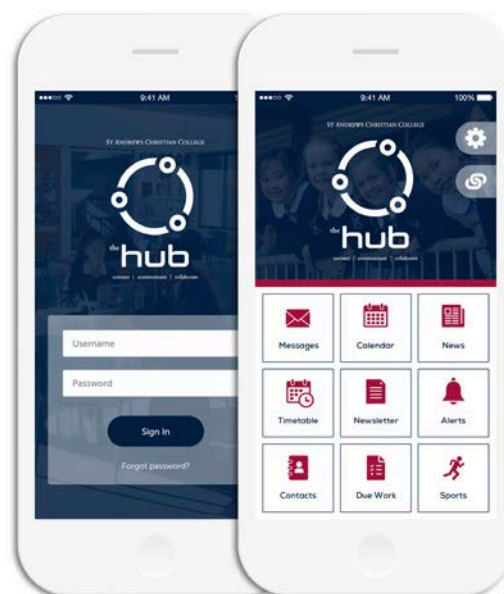
3. TAKE THE TOUR

Open the app and get to know each feature of the St Andrews Christian College App by tapping the tiles on your dashboard.

- Notifications
- Alerts
- Calendar
- Due Work
- Timetable
- News
- Absentee
- Links
- Contacts
- Newsletter

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INSPIRED BY | DISTINGUISHED BY | LEADERS BY
FAITH | CHARACTER | INFLUENCE