MUSAC Classic Student Portal – User Guide



Login to Student Portal

Welcome to your MUSAC software online! Open your web browser (Internet Explorer, Safari, Chrome, Firefox or other browser) on your computer, iPad, iPhone, iPod or Android device. Browse to the web address given for your School's login page.

Log in using the email address recorded by your school, which must be either a Google or Facebook account so that you do not need to

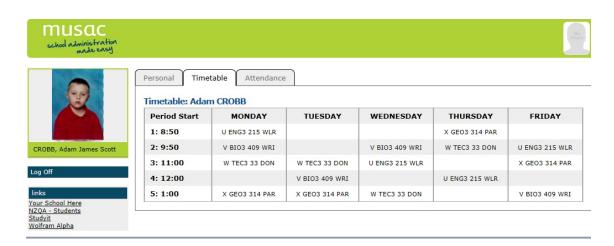


contact the school for forgotten passwords etc when you wish to access your data.

Student Portal Instructions

The details and tabs you are able to view in the portal are governed by your school and contained in your own personal settings in Student Manager. Provided they have permission, your caregivers can see the same details as your portal, and in addition may be able to see financial transactions.

Where access to the data has been granted by the school, you may see contact information, your timetable and attendance information. Reports access provides academic achievement details, and NCEA for secondary schools.



In the main view of the Student portal, click to open your details for a tabbed view each showing specific functionality, or information.

Current available tabs include: Personal, Timetable, Attendance, NCEA(for secondary students), and Reports.

Personal tab

The Personal tab displays your personal and contact information, and caregivers details. This also includes caregiver information which can be expanded out for view.

Attendance tab

The Attendance tab shows the student's attendance record. The view can be changed to show previous weeks.

Timetable tab

The Timetable tab (available for secondary students only) displays your timetable. This includes the room and teacher.

NCEA tab

On the NCEA tab there are four available views. Current year and links to the right -Level 1, Level 2 and Level 3.

The current year view displays a table of all standards attached to your records for the current year, as well as results and other details of those standards.

The graph to the right of this table is a combined view

2012		Name	Teacher	Credits	Int/Ext	Grade	Info	_	
	9028802E	MATH2.5		3	Int		0	35	Possible Extern
2012	9028902E	MATH2.6		2	Int	Α	0	33	Possible Interna
2012	9029002E	MATH2.7		2	Ext	E	0		Credits Gained
2012	9029102E	MATH2.8		2	Int	Α	0	30	
2012	9029202E	MATH2.9		2	Ext		0		
2012	9080601E	MCAS2.1		6	Ext	Α	0	25	
2012	9080701E	MCAS2.2		4	Ext	N	0		
2012	9080801E	MCAS2.3		4	Ext	N	0	20	
2012	9080901E	MCAS2.4		5	Int	Α	0	20	
2012	5245 04E	U/S 5245		2	Int	Α	0		
2012	5248 03E	U/S 5248		2	Int	Α	0	15	
2012	5249 03E	U/S 5249		2	Int		0		
2012	5251 03E	U/S 5251		3	Int	Α	0	10	
2012	5253 03E	U/S 5253		3	Int		0		
2012	5255 03E	U/S 5255		3	Int	A	0	5	

which displays (by percentage) credits which have been gained to date, internal credits yet to be gained, plus the number of external credits attached to your records. It does not show internal standards which have a 'Not Achieved' result.

The levels 1, 2 and 3 views each display the standards.

The Reports tab

Select which of the PDF reports you would like to see using the drop-down list.

The Log off button returns you to the login screen in your browser.