



WAIUKU PRIMARY SCHOOL

31/03/17

Dear Parents / Whānau

You are receiving this letter to notify you that your child's report is ready for viewing via our new digital platform. We are delighted to be able to launch our new reporting system, LINC-ED. The staff have been posting rich content to our LINC-ED site and we are excited to be in the position to share this with you and involve you in your child's learning story.

Our aim has been to implement a robust system that allows teachers, parents, and students to access learning in an online environment that is secure, easy, and useful.

LINC-ED allows teachers to share learning anytime, anywhere and to be received on any device. We are excited about the potential that the software offers. The report is designed to build year on year so that over time you will have access to comments, assessments, images, video and helpful resources all in one place.

How do I access my child's LINC-ED page?

Step 1

Visit (<https://waiuku.linc-ed.com/wp-login.php>) or there is a link to the site from our school website.

Step 2

Your username is the email address that you have provided the school. Enter your email and then click 'Lost my Password'. ***This can be found under the login box at the bottom of the screen.***

Step 3

An email will be sent to you containing a link for you to **click on**. The link will take you back to the login page (***blue with a Waiuku primary logo***) where **you can enter your own secure password**. (***Please note, there will be a box with letters in – type over the top of this and put in your own personal password.***) You can then log in.

Step 4

Enjoy reading, viewing and listening to your child's learning. If you have more than one child attending school you will see a tab at the top of the page with each of their names on. Click on the tab of the child who has a report. There is also an Accounts tab, to view your school payments.

On each of your child's digital reports are boxes to click, please click these and read about your child's progress (***Please scroll to the bottom of the page as there is information further down.***)

As we get to know the system, more and more areas of the digital portfolio will become available. Initially it will be a read only process for parents, but we hope over time for you to become part of the conversation by writing a comment or giving a post a "sparkle".

If you have any problems with access, please contact: Isla Holt islah@waiuku.school.nz

Kind Regards,

Simon Drewery