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.



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.

musac school administration nade easy						Pho				
Q	Personal Timetable Attendance Timetable: Adam CROBB									
	Period Start	MONDAY	TUESDAY WEDNESDAY		THURSDAY	FRIDAY				
	1: 8:50	U ENG3 215 WLR			X GEO3 314 PAR					
CROBB, Adam James Scott	2: 9:50	V BIO3 409 WRI		V BIO3 409 WRI	W TEC3 33 DON	U ENG3 215 WLR				
Log Off	3: 11:00	W TEC3 33 DON	W TEC3 33 DON	U ENG3 215 WLR		X GEO3 314 PAR				
	4: 12:00		V BIO3 409 WRI		U ENG3 215 WLR					
links	5: 1:00	X GEO3 314 PAR	X GEO3 314 PAR	W TEC3 33 DON		V BIO3 409 WRI				
<u>Your School Here</u> NZQA - Students <u>Studvit</u> Wolfram Alpha		1	1	1	1	J				

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.

	Persona	Timetal	le Atte	ndance r	ncea re	ports fi	nance				
NCEA tab											
On the NCEA tab	NCEA:	Chris MERT	IN						Current '	YearLevel 1 Level	2 Level 3
there are four	Nationa	al Student N	umber:								
available views	Year	Standard	Name	Teacher	Credits	Int/Ext	Grade	Info			
Current year and	2012	9028802E	MATH2.5		3	Int		0	35	Possible	External
Current year and	2012	9028902E	MATH2.6		2	Int	A	0		Possible	Internal
links to the right -	2012	9029002E	MATH2.7		2	Ext	E	0		Credits (Jained
Level 1, Level 2	2012	9029102E	MATH2.8		2	Int	A	0	30		
and Level 3	2012	9029202E	MATH2.9		2	Ext		0			
	2012	9080601E	MCAS2.1		6	Ext	A	0	25		
_ 1 .	2012	9080701E	MCAS2.2		4	Ext	N	U			
The current year	2012	9080801E	MCAS2.3		4	Ext	N	0	20		
view displays a	2012	9080901E	MCAS2.4		5	Int	A	0			
table of all	2012	5245 04E	11/5 5245		2	Int	A .	0	15		
standards	2012	5240 03E	11/5 5249		2	Int		0			
	2012	5251 03E	U/S 5251		3	Int	A	0			
attached to your	2012	5253 03E	U/S 5253		3	Int		0	10		
records for the	2012	5255 03E	U/S 5255		3	Int	A	0			
current year, as									5		
well as results and	Number	of Achieved	Credits 25								
other details of	Number	of Excellence	e Credits 2						。 L		
these standards	Total Nu	mber of Crea	lits 27							Current Year	
those standards.											
The graph to the	Disclaimer with NZQA	. This infomation , or be up to dat	reflects the cu e with regard to	rrent status of ti o fees payable to	NZQA.This inf	College system ormation shoul	d not be use	nation ma d as a sub	y not be aligned stitute for a NZO	With the information QA Record of Learnin	i stored g.
right of this table			-		-					-	-

The graph t right of this is a combined view

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.