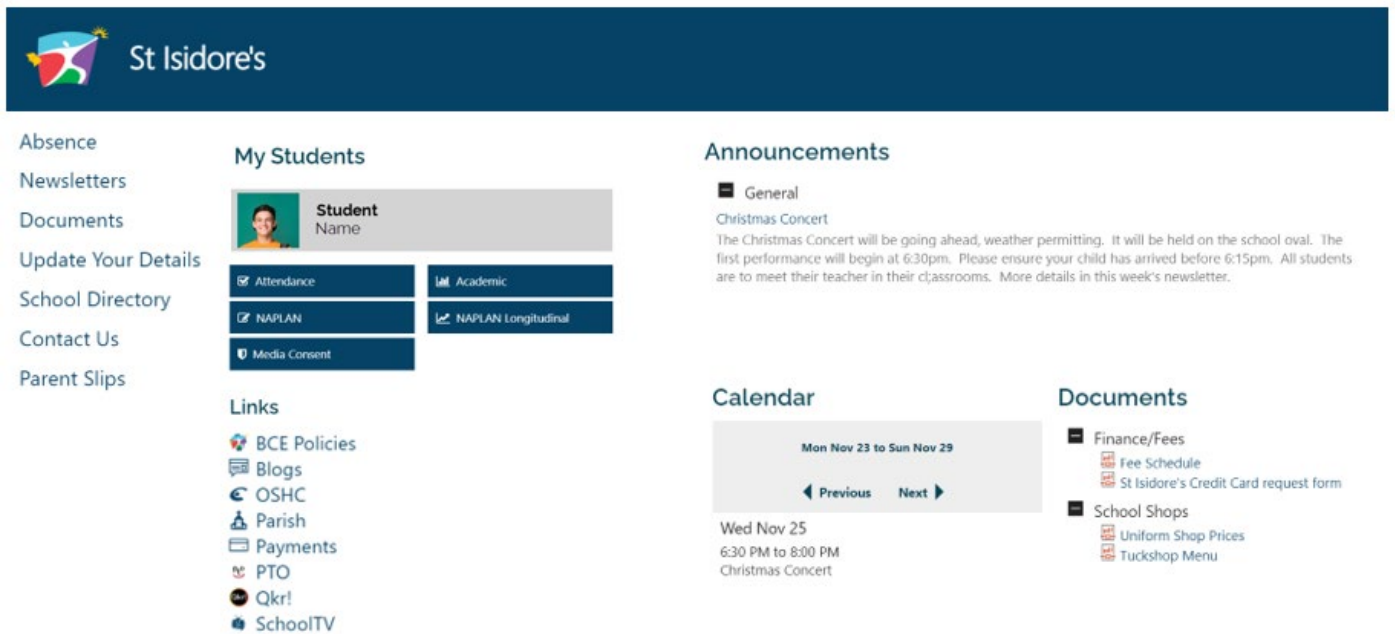


Accessing Academic Reports

A guide to access academic reports via your Parent Portal and BCE Connect.

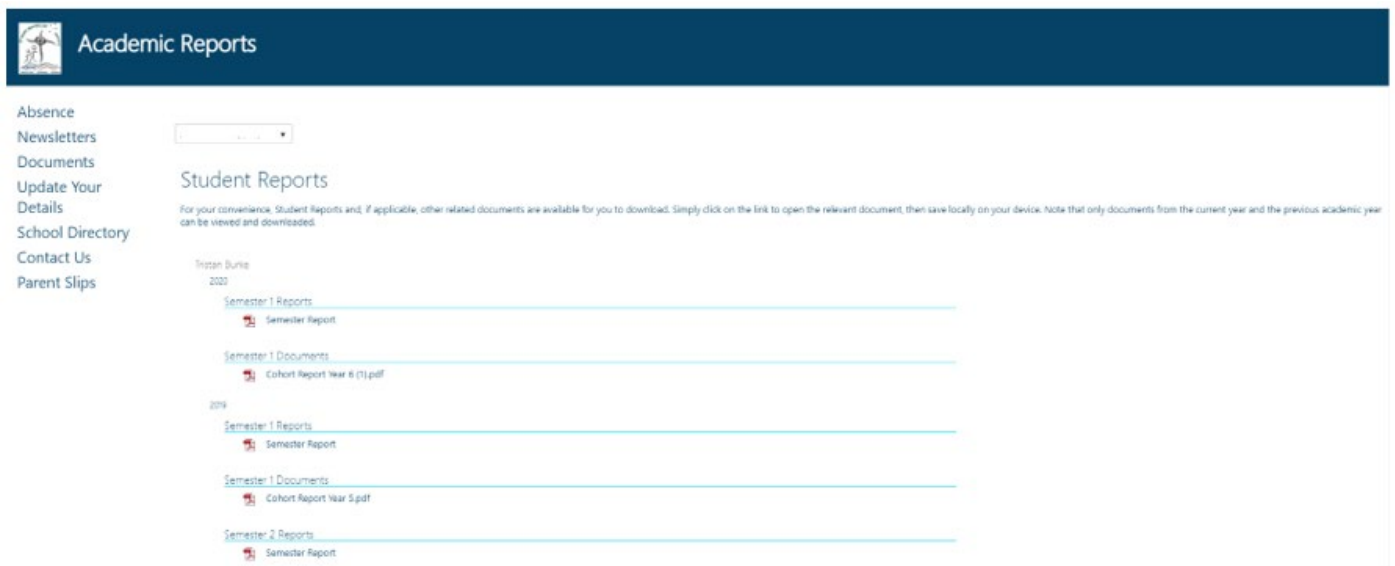
Academic Reports – Parent View – Parent Portal

To view and download reports, Parents will need to click on the relevant student's tile under the **My Students** section of the Parent Portal Home page. The Student's tile reveals the name of the student, photo and home group. Parents then select the **Academic** tile from the selection of links below the student. Please ensure parents download the report card to an external device, once viewed.



The screenshot shows the St Isidore's Parent Portal interface. At the top left is the school logo and name. A navigation menu on the left includes: Absence, Newsletters, Documents, Update Your Details, School Directory, Contact Us, and Parent Slips. The main content area is divided into three sections:

- My Students:** A student profile tile with a photo and name. Below it are buttons for Attendance, Academic, NAPLAN, NAPLAN Longitudinal, and Media Consent.
- Links:** A list of quick links: BCE Policies, Blogs, OSHC, Parish, Payments, PTO, Qkr!, and SchoolTV.
- Announcements:** A 'General' announcement titled 'Christmas Concert' with details about the performance time and location.
- Calendar:** A calendar view for November 23-29, showing a 'Christmas Concert' on Wednesday, November 25, from 6:30 PM to 8:00 PM.
- Documents:** A list of available documents: Finance/Fees (Fee Schedule, St Isidore's Credit Card request form) and School Shops (Uniform Shop Prices, Tuckshop Menu).



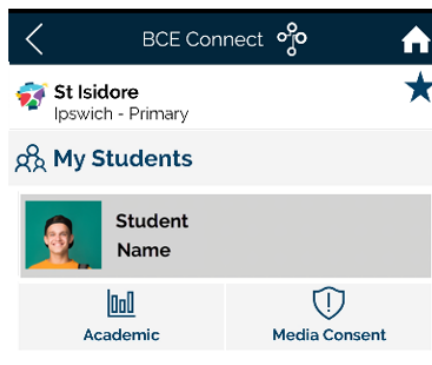
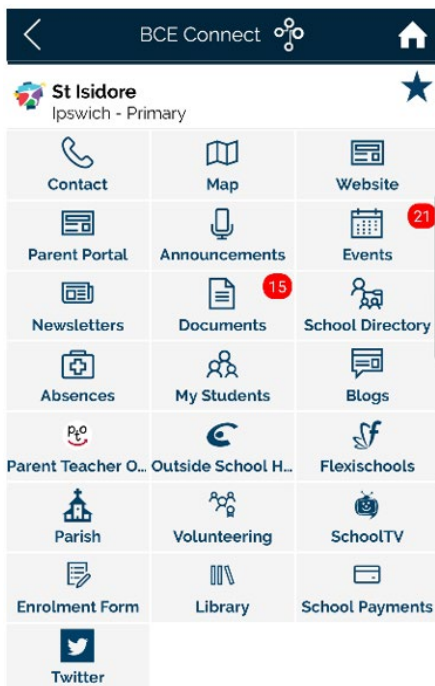
The screenshot shows the 'Academic Reports' page. It features the same navigation menu on the left. The main content area is titled 'Student Reports' and includes a search filter. Below the title, there is a note: 'For your convenience, Student Reports and, if applicable, other related documents are available for you to download. Simply click on the link to open the relevant document, then save locally on your device. Note that only documents from the current year and the previous academic year can be viewed and downloaded.'

The reports are listed by year:

- 2020:** Semester 1 Reports (Semester Report), Semester 1 Documents (Cohort Report Year 6 (1).pdf)
- 2019:** Semester 1 Reports (Semester Report), Semester 1 Documents (Cohort Report Year 5.pdf)
- 2018:** Semester 2 Reports (Semester Report)

Academic Reports – Parent View – BCE Connect

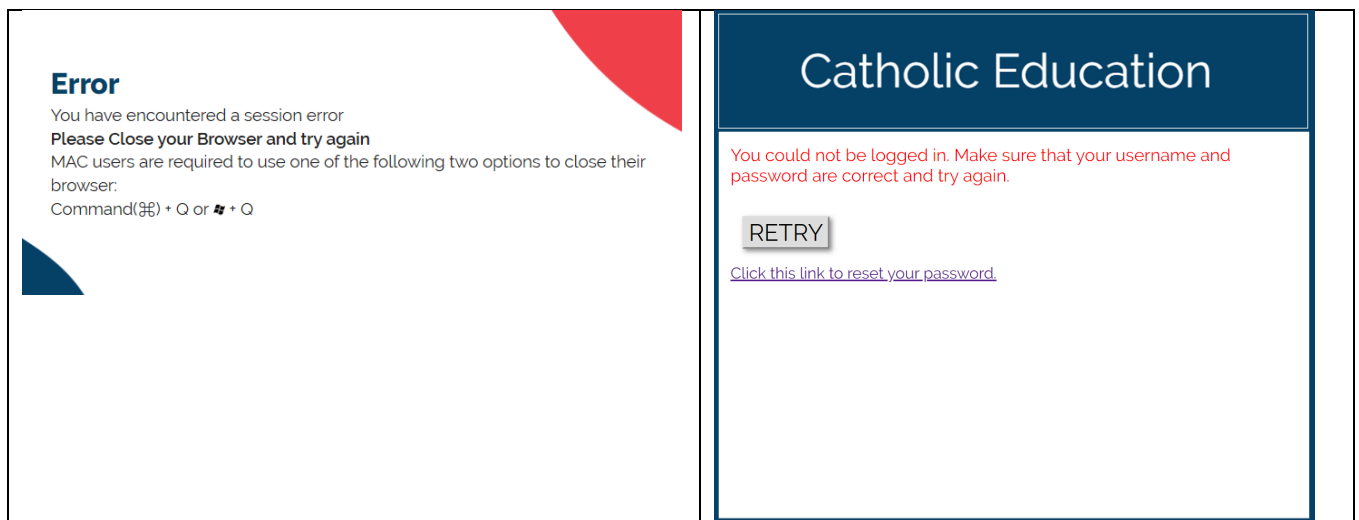
To view and download reports, Parents will need to click on the **My Students** tile in BCE Connect. The Student's tile reveals the name of the student, photo and **Academic** tile. Parents select the **Academic** tile to access the student's report card, then click on the appropriate Semester and report. Please ensure parents download the report card to an external device, once viewed.



Troubleshooting Access

A guide to troubleshoot access to your BCE Connect and Parent Portal account.

Q. I receive either of the following messages trying to log on



- A. Each time a file is accessed through a web browser (*Internet Explorer, Firefox, Chrome* etc), the browser caches (i.e., stores) a file so it doesn't have to keep retrieving the same files or images. Periodically clearing the cache allows the browser to function more efficiently. If you click on this link it will give you instructions on how to [Clear cache and cookies](#). If you are still unable to log on after clearing cache and cookies, please confirm you have enabled cookies to be stored on your device.
- If you continue to experience difficulties with logging in via the browser, attempt to use another browser/device or alternatively login directly via the BCE Connect Mobile Application.

Q. Are you logging in with the exact email address provided to the school?

- A. Sometimes the email address you are trying to use may be different to the one recorded in eMinerva (the Student and Related Person Database). Ensure that the email address you are using is exactly what the school has recorded.

Q. Are you using an email address that is associated with another person?

- A. Our system creates a unique account based on several criteria; the main criteria is email address. If you are using an email address that is also associated with another account, it's likely one person associated with the email address will experience conflicts.