Parent & Guardian Training
Ceduna Area School
18th February 2014

MyEDiary Guardian Handbook

My eDiary.com.au
Accessible Anywhere, Anytime

by
Distinction Diaries
1. Find the invitation sent to you & click on the activation link.

If you have not received an invitation yet, please request one from dl.0734.ictadmin@schools.sa.edu.au

2. Click on the Green button

3. Set up your account by putting in your name & password (and other details as required).

Make sure you have the correct time zone selected.
(Australia/Adelaide)

4. You should then see this screen.

You should see a list of your children. Please tick ‘yes’ to confirm your relationship with them.
5. After you confirm your relationship with your children, you can then click on their icon to view their homework & school events.

This is your home screen where your child/children should be listed. Click on the child you wish to view in more detail.

6. Once a child is selected their timetable appears with their homework due, overdue, completed and school events listed underneath.

This is the guardianship page.

7. Any blue linked data can be clicked on for more detail.

Homework/Assignments are displayed in the same way as your child sees their homework after double clicking in their MyEDiary.

By clicking the Back button, you will find all assignments that have been set for the class/subject you have just viewed.

Home button takes you back to the home page.
8. From the guardianship page, if you choose **HomeWork Overdue**, the set homework tasks that have **not** been completed before **due date** are displayed. The blue link can be clicked to display the homework. Recommended time for completion and %mark of final grade are also displayed.

9. From the guardianship page, if you choose **HomeWork Completed**, the set homework tasks that have been completed are displayed.

10. You can view **School Events** from the Guardianship page to keep up to date with the events on the School Calendar.

11. From the **Home** page you can view a report of your child’s homework by clicking on the **Homework Reports** icon.

(View Summary in your eDiary) takes you back to the guardianship page.

Unsubscribe or manage your **MyEDiary communication preferences** takes you to the **Homework Reporting & Communication** page.
12. Here you can update the frequency of reporting for each of your children. If you wish to change the details from the weekly default settings when these homework reports get emailed to you make your required changes and then choose **Update**. If no changes are required, select **Home**.

13. From the **Home** page you can send a message to your teacher by clicking on the **Messages** icon. Type your message into the bottom box to the left of the send icon. When finished click **Send**. An email is sent to the teacher to alert them to this message as well as it appearing in MyEDiary. By typing part of the teacher’s name in the Search box, the teacher’s name or class will display. Make sure the “You are chatting to ……” is correct! Click the **back** button to get back to **Home** if the Home button is not displayed.

14. From the **Home** page you can watch some Video Tutorials by clicking on the **Tutorials** icon. Please note that these are streamed from YouTube.
15. From the **Home** page you can edit your Account Details by clicking on the **Account Settings** icon.

Name, Salutation, Mobile Phone number and TimeZone can be updated.

Choose **Update Details** if changes have been made or **Back** if you wish to return to Home page.

16. The **Contact Us** icon is to contact Distinction Diaries as programmers of this resource.

17. Relocating your MyEDiary after you’ve signed up!

Go to [https://cedunaas.myediary.com.au](https://cedunaas.myediary.com.au) and sign in with your email address and password when you originally registered.

18. To quickly get back to this site, **Bookmark** this address or **Add** it to your **Favourites**.

19. If you forget your password, you can resend it to yourself by executing the following steps:

   Go to the MyEDdiary website and click on “**Forgot your password?**”

   Fill in the form requiring your email address and press “**Send me Reset Password Instructions**”

   You will receive an email with instructions about how to reset your password in a few minutes.

   When you receive your email, Click on the “**Change my password**” link.

   Fill in the form with your new password. Click on “**Change my password**”. 