



Growing Together For Success

# ASHGROVE SCHOOL

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28<sup>th</sup> June 2019

Dear Parents and Caregivers

We are delighted to be able to launch our new reporting system, LINC-ED on **Wednesday 3<sup>rd</sup> July at 4.00pm**. The teachers have been posting content to our LINC-ED site and we are excited to share this with you and involve you in your child's learning journey.

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

LINC-ED allows teachers to share learning anytime, anywhere and this can be viewed 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://ashgrove.linc-ed.com/wp-login.php?action=lostpassword>)

LINC-ED is supported on all modern browsers, for example Google Chrome or Safari.

### Step 2

Click the **Lost your Password** button.

### Step 3

Enter the email address you have given the school to send you communication. Click **Get New Password**.

### Step 4

An email will be sent to you containing a link for you to click on. The link will take you to a page where you will see your new password.

If you choose to, you can delete the automatically generated password and **enter your own strong, secure password** then click **Reset Password**.

## Step 5

Enjoy reading about your child's learning.

If you have any problems with access please contact either:

**Years 1 - 3 Sue Monson** [suemonson@ashgrove.school.nz](mailto:suemonson@ashgrove.school.nz)

**Years 4 - 8 Jo Keane** [iokeane@ashgrove.school.nz](mailto:iokeane@ashgrove.school.nz)

**Please note that you will only be able to access your child's Linc-Ed page after 4.00pm on Wednesday 3<sup>rd</sup> July as that is when the system "goes live".**

Please be aware that as with any new system going live for the first time there may be minor adjustments required.

If you are experiencing difficulty logging in, please call in and see Mrs Keane or Mrs Monson who will be available in the office / staffroom area from 8.00am to 10.00am and from 2.30pm to 3.30pm on Thursday 4<sup>th</sup> July to assist you.

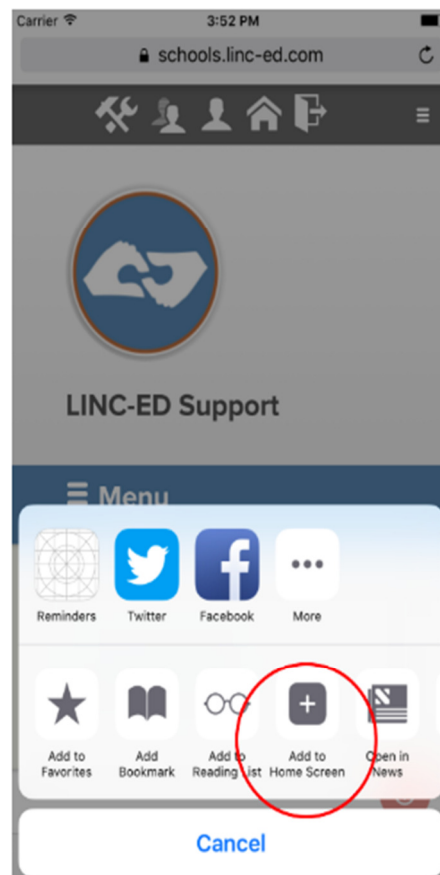
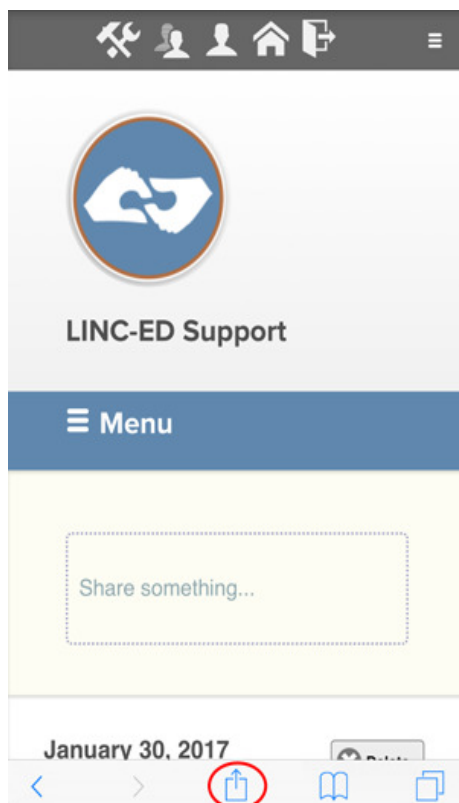
**LINC-ED can be used on your mobile phone.**

### Install the Linc Ed App

To give you quick access to LINC-ED on your smart phone you can simply add a button on your home screen:

#### iPhone:

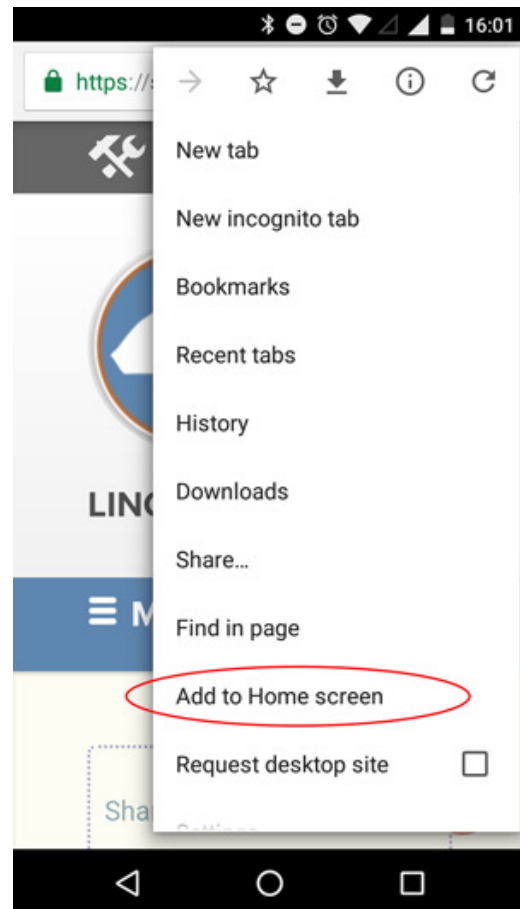
1. Open your school's LINC-ED site in **Safari**: [ashgrove.linc-ed.com](http://ashgrove.linc-ed.com)
2. Tap on the share icon on the bottom of the page.
3. From the list that appears select 'Add to Home Screen'



4. Follow the onscreen instructions.

## Android:

1. Open your school's LINC-ED site in **Chrome**: [ashgrove.linc-ed.com](https://schools.linc-ed.com)
2. Tap on the three dot menu and select 'Add to Home Screen'



3. Follow the onscreen instructions.