



HELIX
Student management system

App for Caregivers

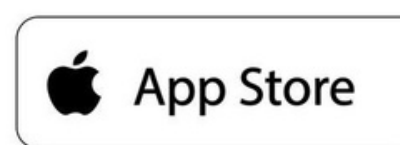
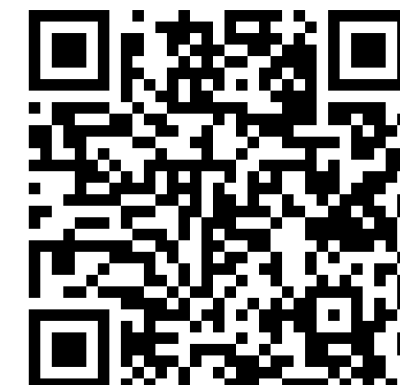


www.helixsms.co.nz

Setting up the Helix App



Logging into the Edge App is quick and easy with just a few steps required to get you underway.



1. Download the app for your device.

- It is available for both Apple and Android devices and can be downloaded from the relevant stores.
- Either scan the QR code above, or search for “Helix SMS” in the App store or Play store.

2. Set your pin. Enter the pin you want to use to access the app.

3. Log into your account. You will then be directed to the log in screen.

- If you have set your school account up with Gmail you can use the G+ authenticator to log in.
- If not, enter the email address and password you would use to log in to the Caregiver portal website on your browser.
- If this is your first time logging into the portal or app, select 'Reset Helix password'. This will email you a link to set up your password. Follow those instructions to set it up, then return to the app.

4. Explore the app: Once you have logged in you will see your Dashboard

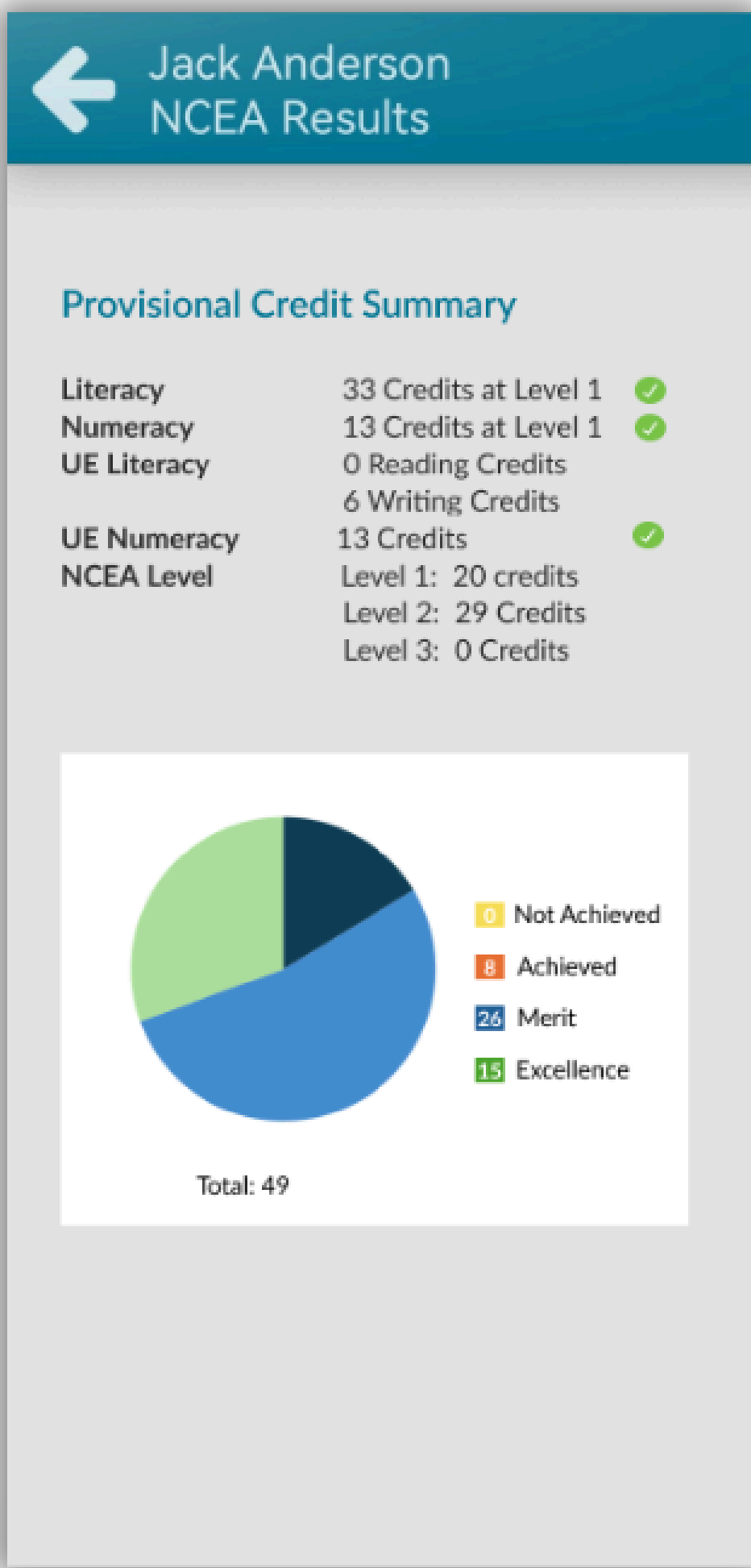
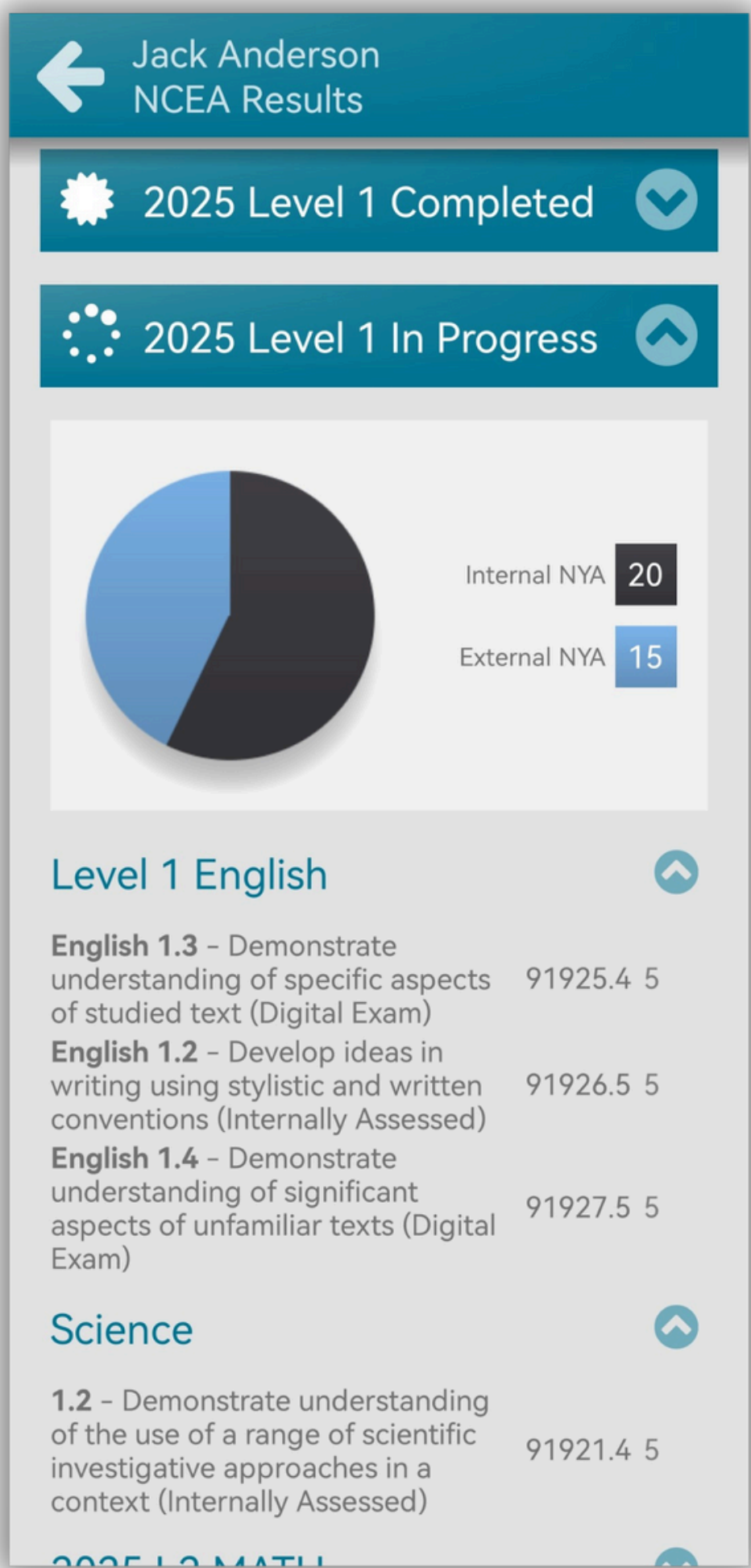
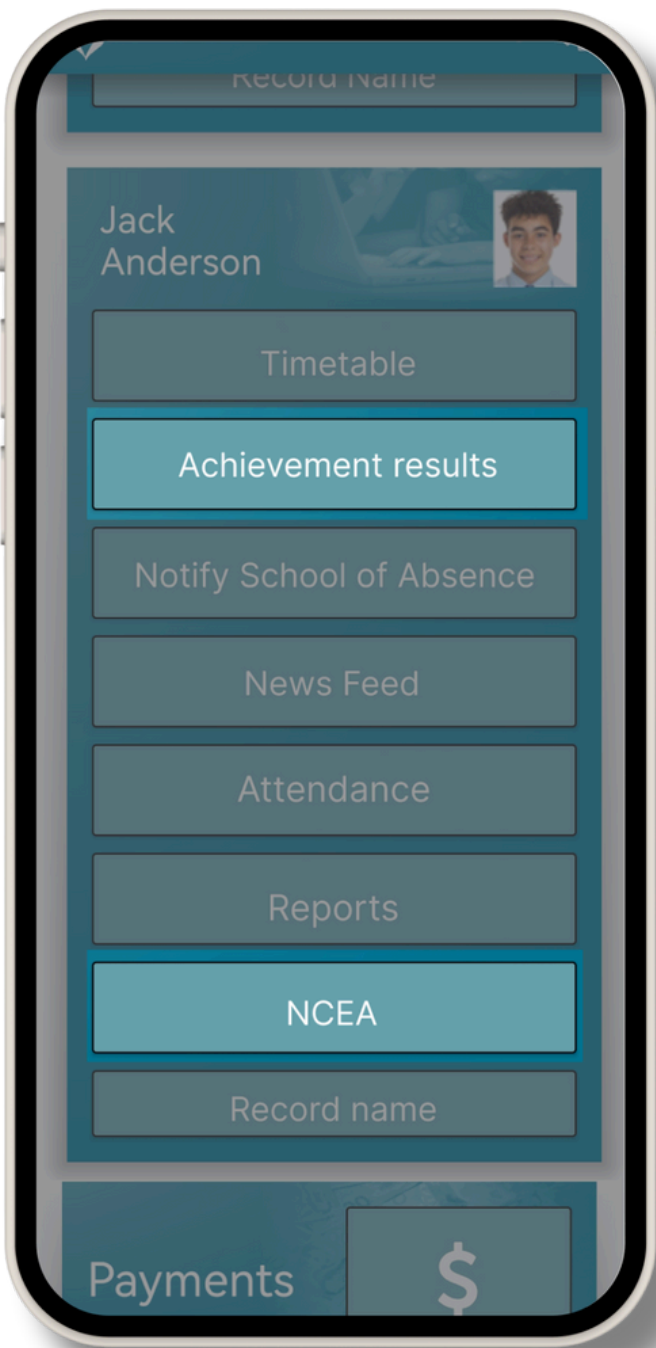
- From here you can view your child/children's data including (but not limited to) Attendance, Timetable and Financial details.
- The Settings menu can be found in the top right corner.

Viewing Achievement Results



You can keep track of your child’s progress by viewing a summary of achievement results and history of assessments.

- 1. From the dashboard, there will be the option to select from ‘NCEA’ and/or ‘Achievement’, depending on school settings.
- 2. Select NCEA to see a provisional credit summary and list of upcoming and past assessments.
- 3. Select Achievement results to see any other assessment result from the school.



Reporting an Absence



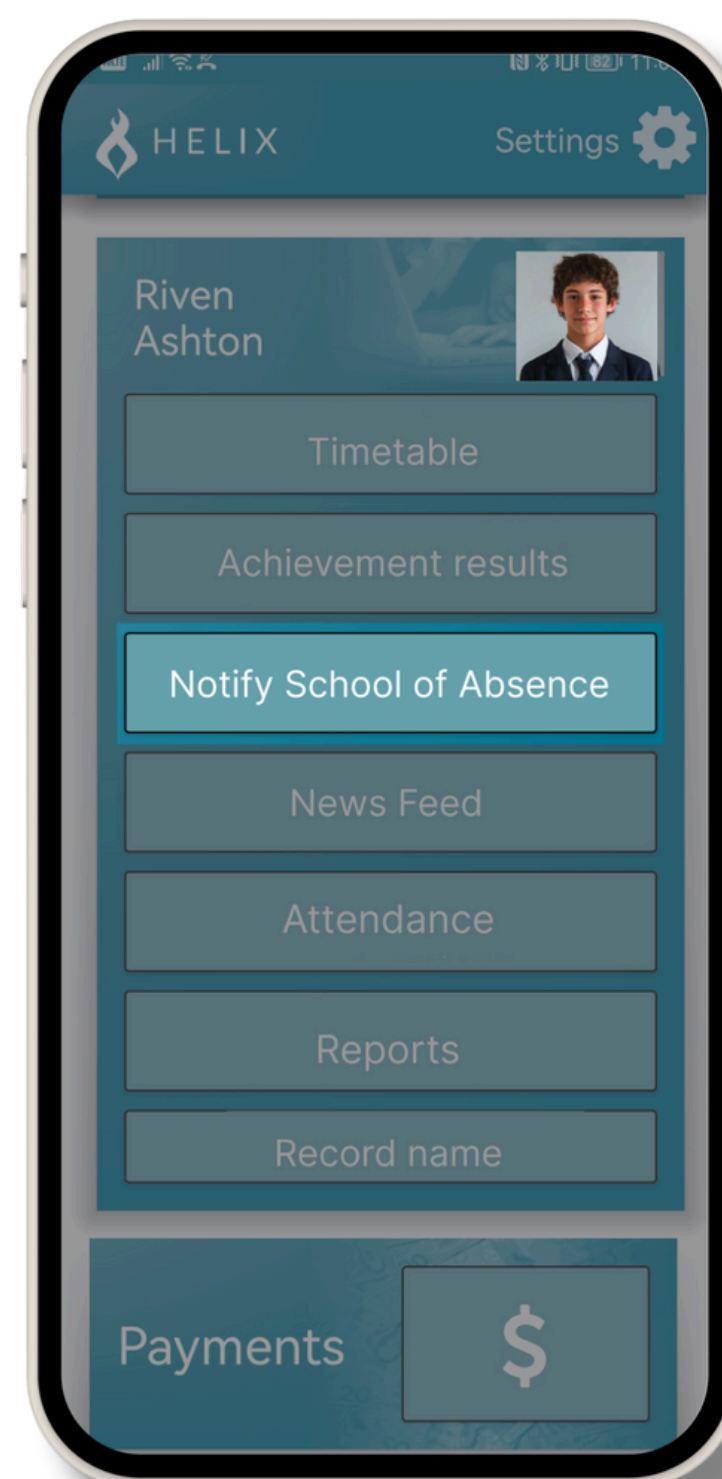
If your child is going to be away from school, you can report their absence directly from the Helix app, if the school has enabled this feature. This will automatically update the school and adjust attendance records for your child.

1. From the dashboard, select 'Notify School of Absence'.

2. Select the type of absence and date(s).

If your child is absent due to sickness today, select the first option.

For another type of absence or an absence in the future, select 'Different Absence'



← Notify School of Absence

What type of absence is it?

Riven Ashton is away sick today
(Wednesday 9 April)

A different absence

For absences longer than 3 days or more than 3 weeks in the future, please phone the school office

Phone School

← Notify School of Absence

Select the absence type

Sick

Doctor or dentist appointment

Family reasons
(e.g. funeral)

Other reason

For absences longer than 3 days or more than 3 weeks in the future, please phone the school office

Phone School

← Notify School of Absence

Select the absence date

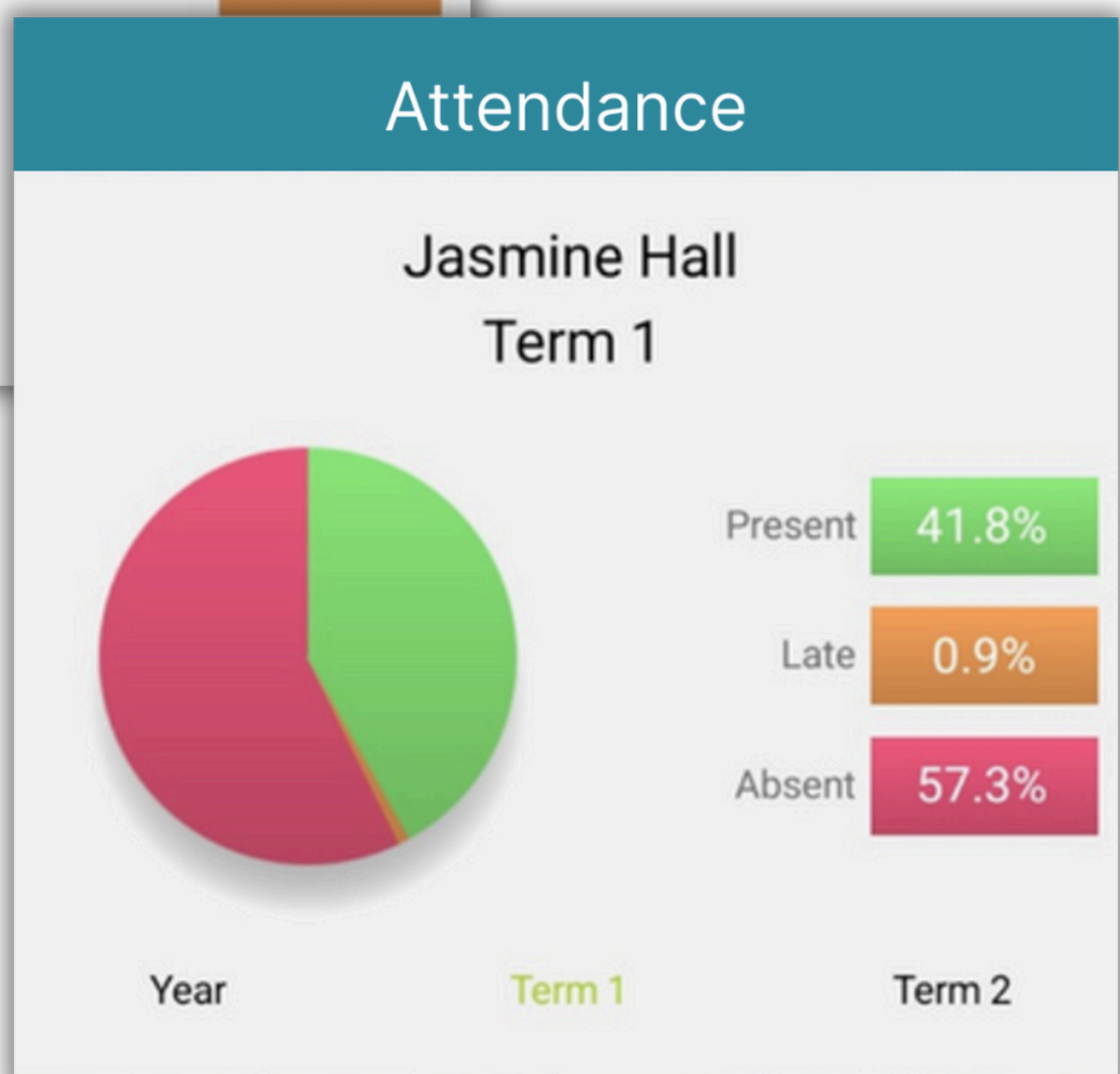
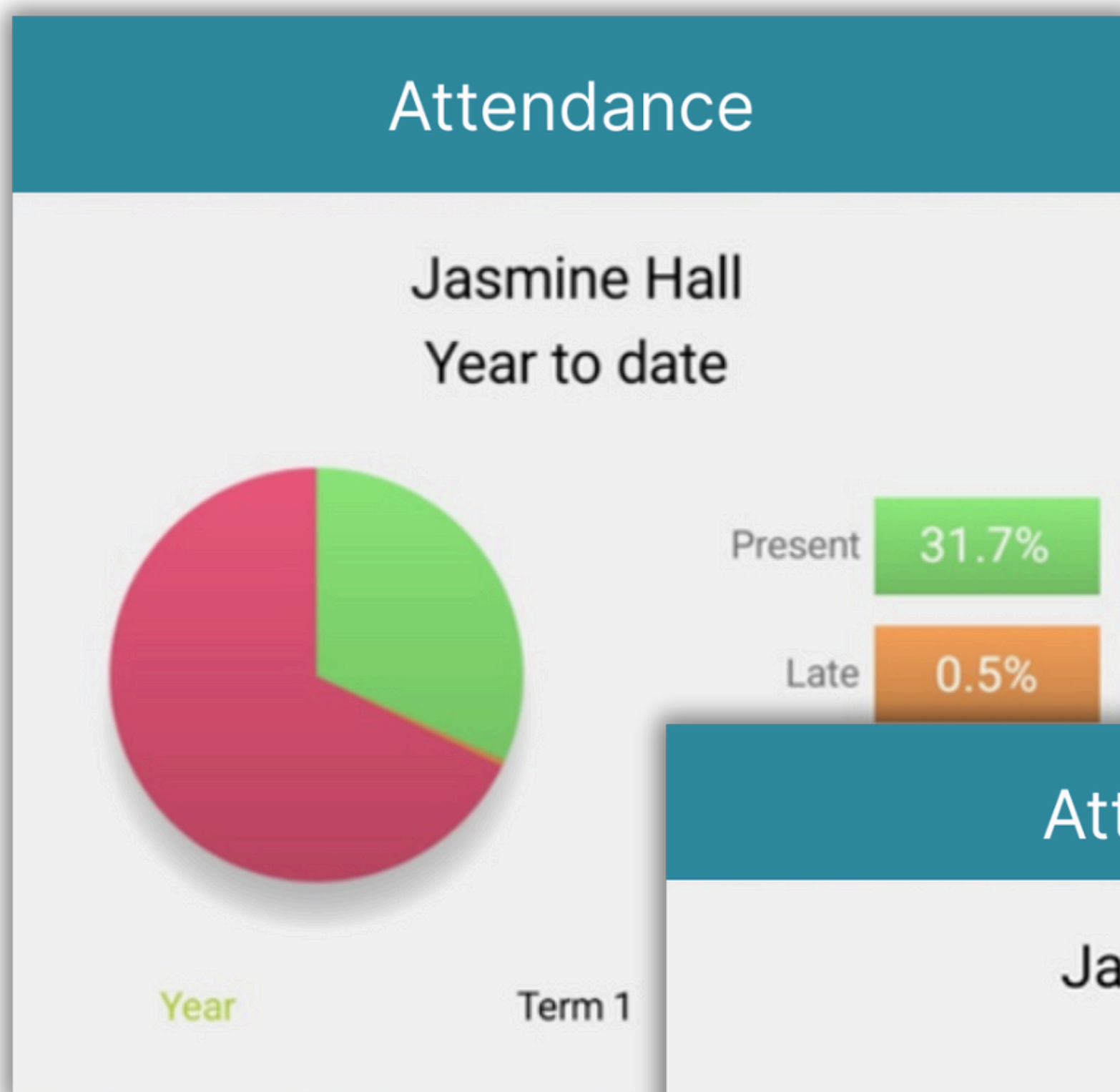
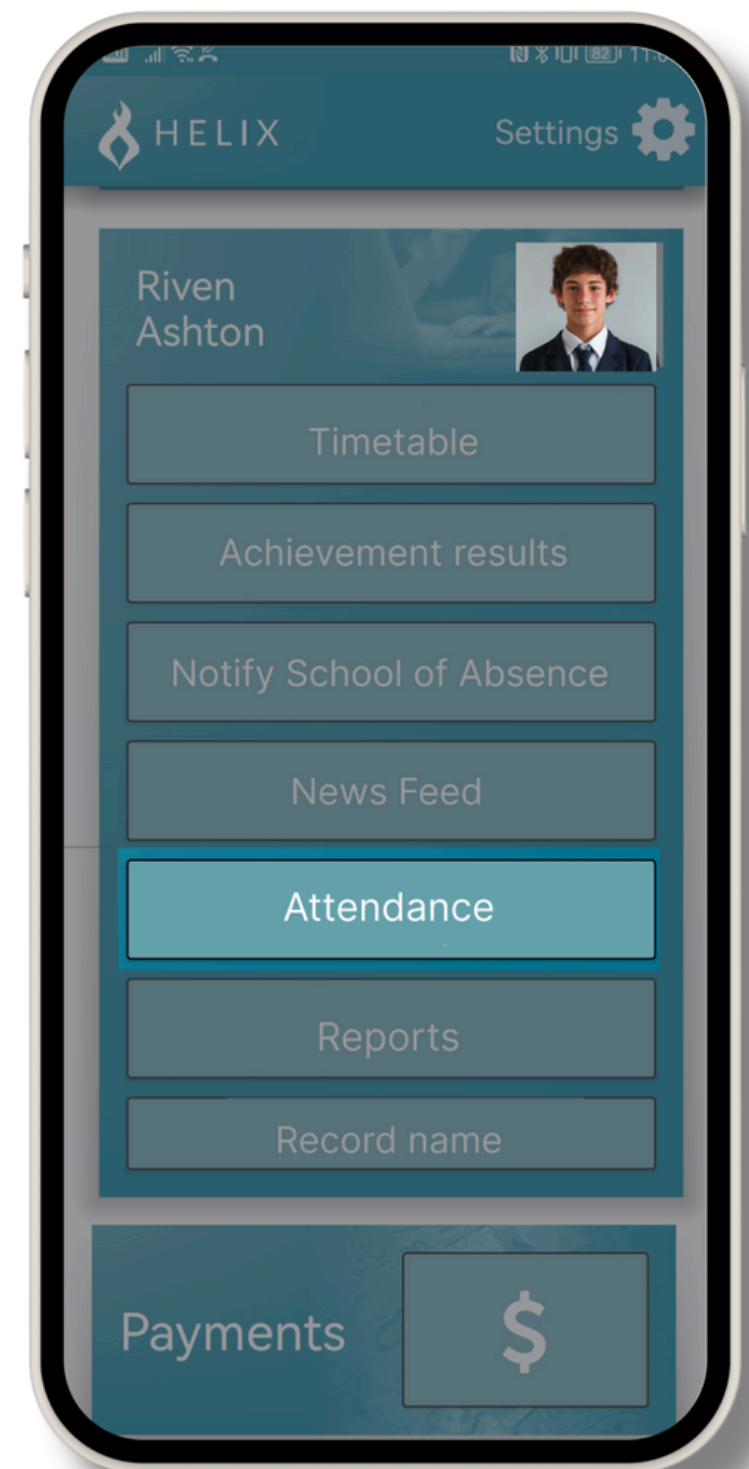
		WED 9 APR	THU 10 APR	FRI 11 APR
MON 14 APR	TUE 15 APR	WED 16 APR	THU 17 APR	FRI 18 APR
MON 21 APR	TUE 22 APR	WED 23 APR	THU 24 APR	FRI 25 APR
MON 28 APR	TUE 29 APR	WED 30 APR		

Viewing Attendance Records



1. From the dashboard, select 'Attendance'.
2. Select the time period.

A graph will show a breakdown of the percentage of days present, absent and late.



Making Payments



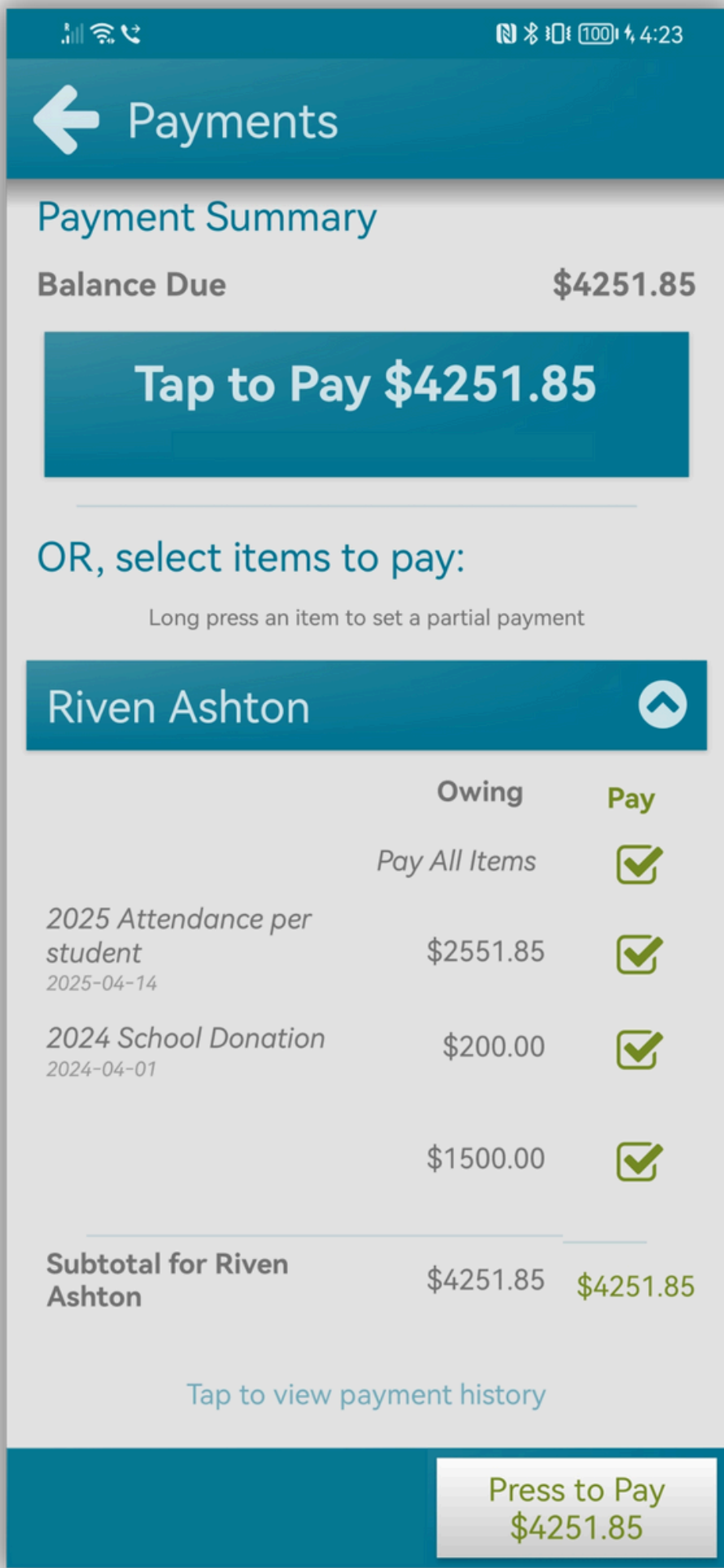
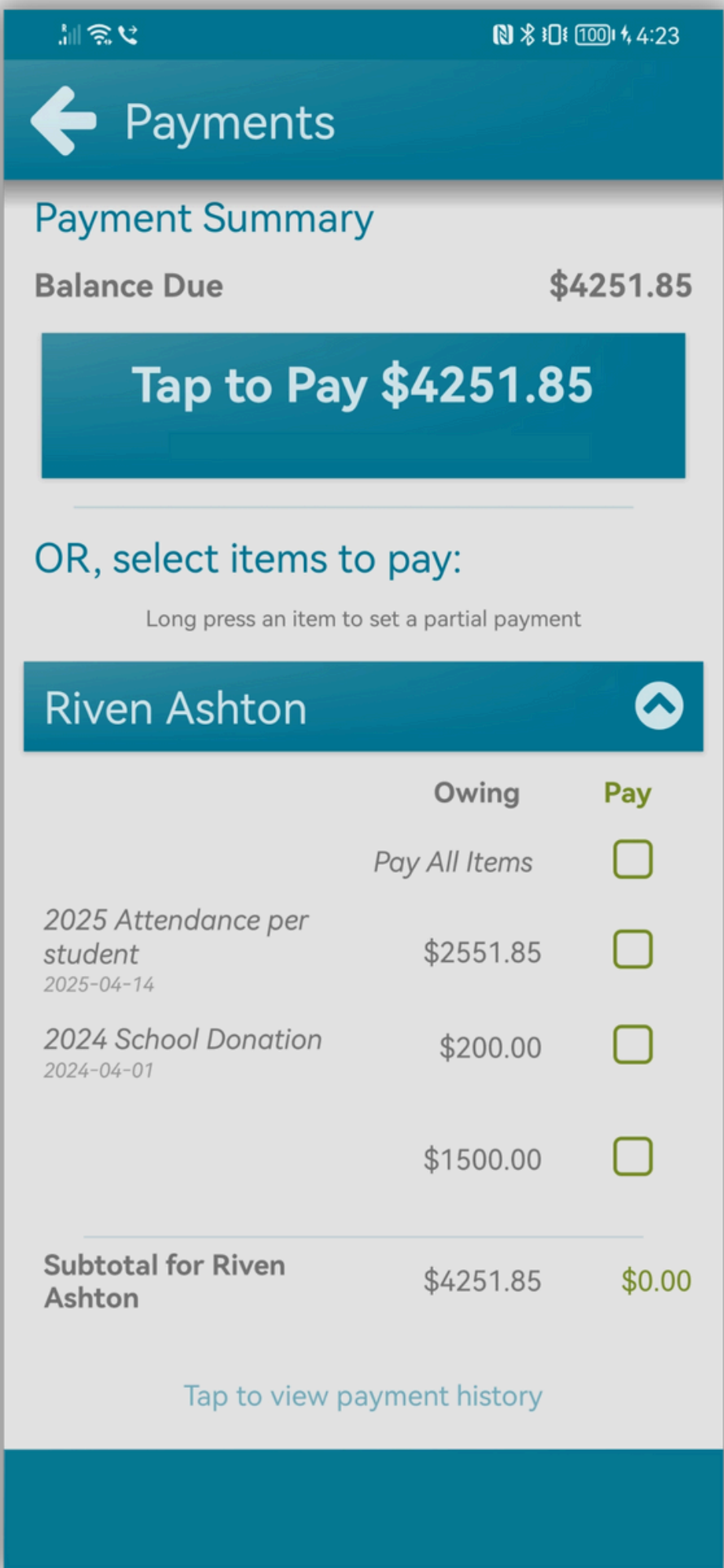
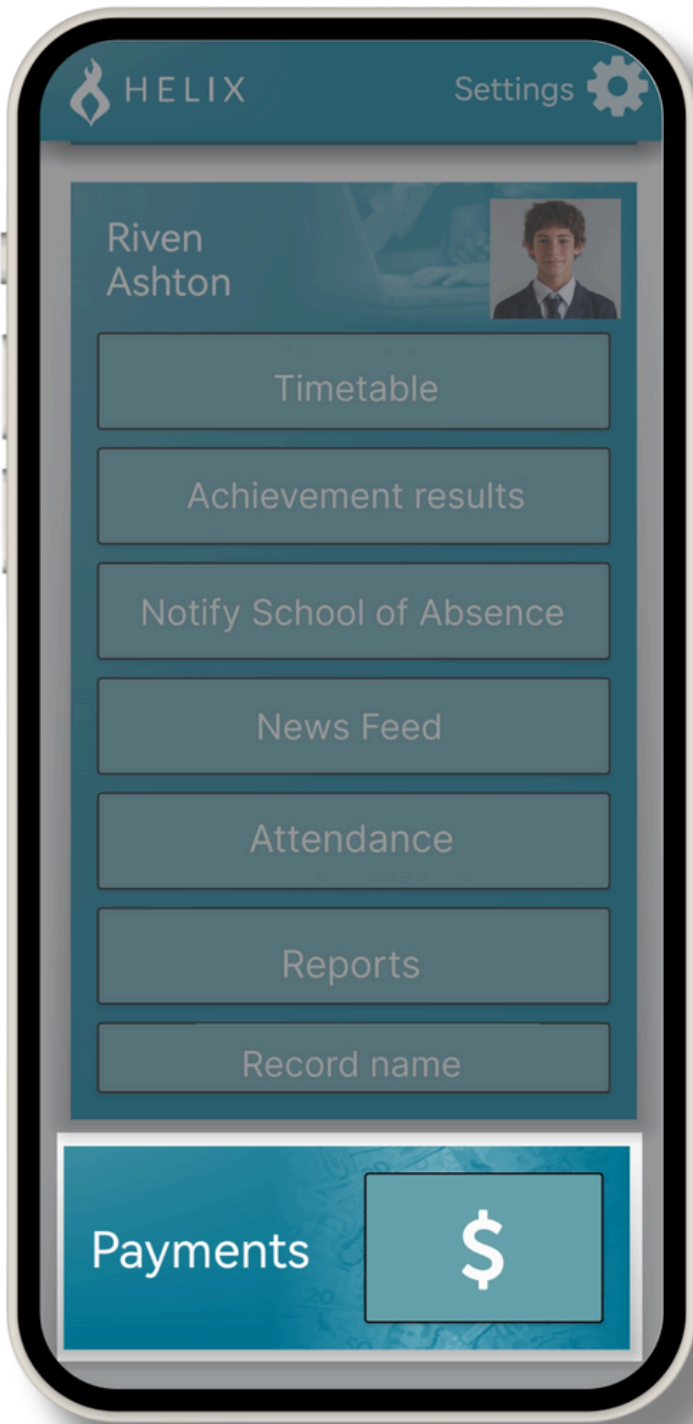
You can easily view fees, payment history and securely make payments, all within the Helix app.

1. Select the items/amount you wish to pay.

You have the option to:

- Select Pay All Items
- Select a specific item(s) to pay
- Make a partial payment for an item(s)

2. Review the payment total at the bottom of the page, then click Press to Pay to go to the payment screen. The payment options available will be dependent on your school.



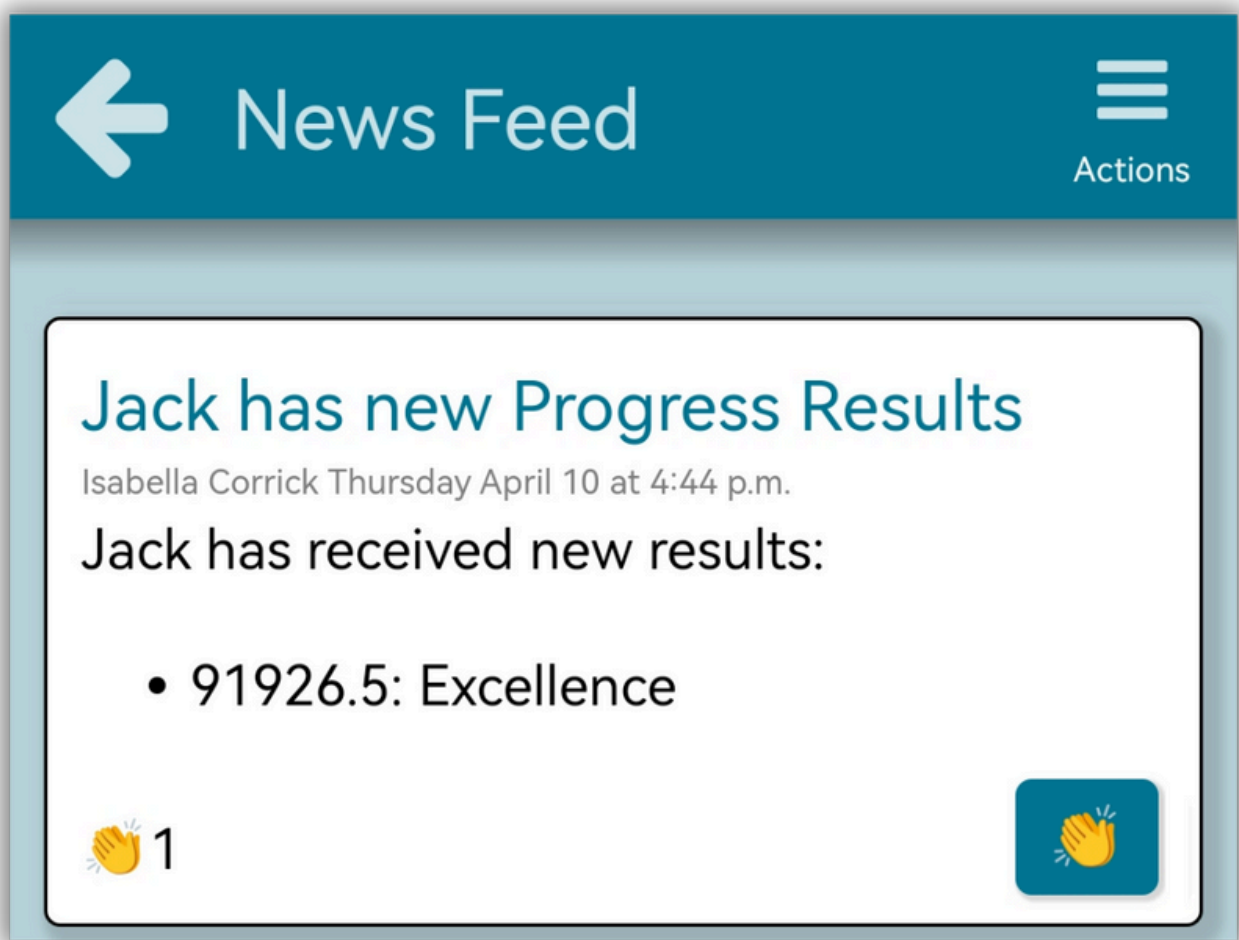
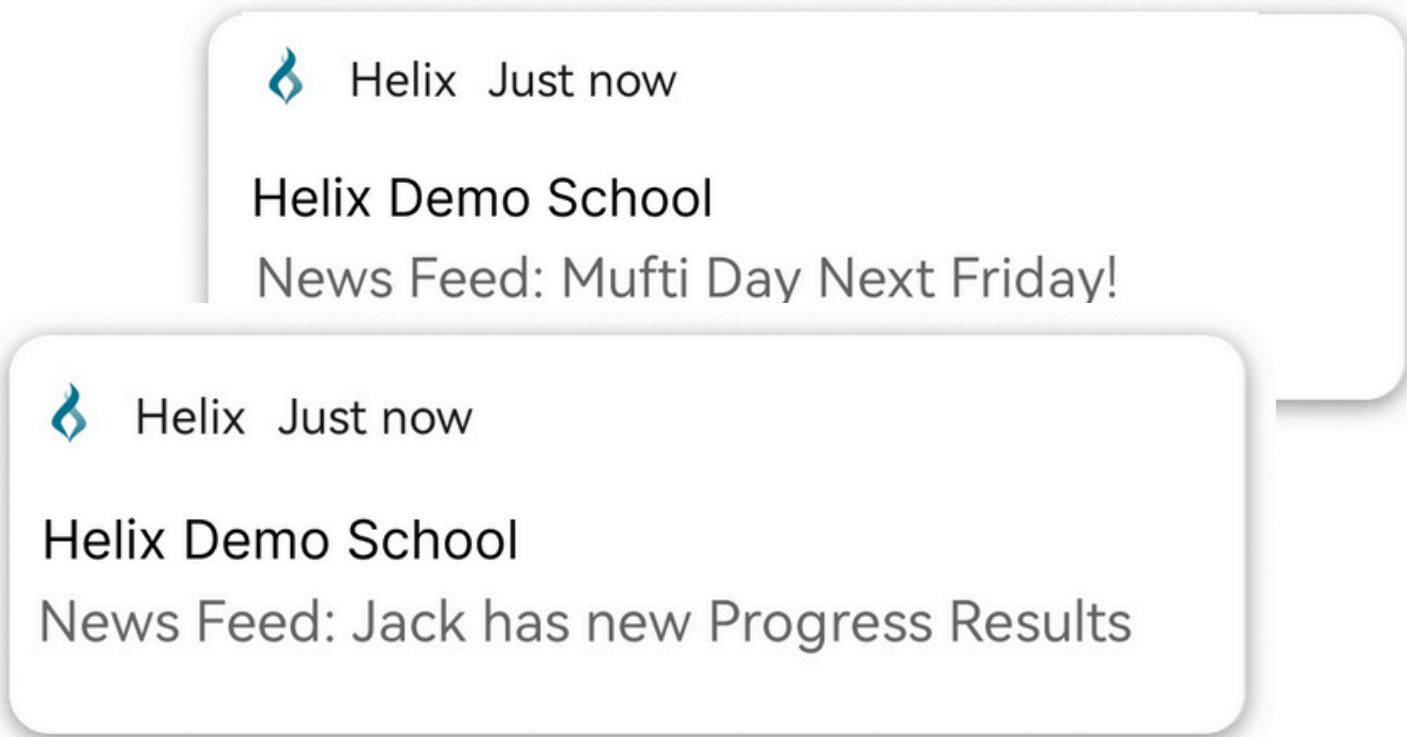
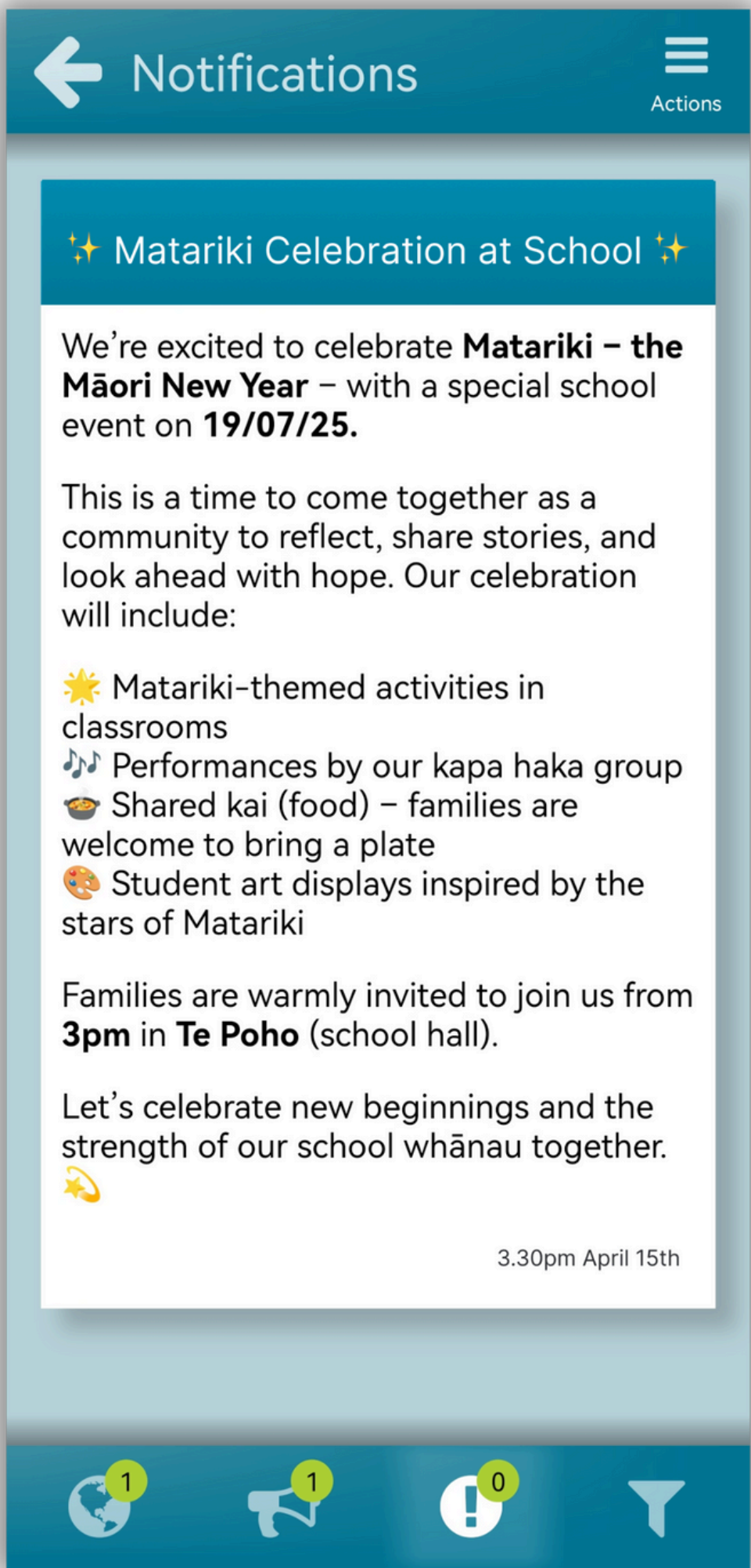
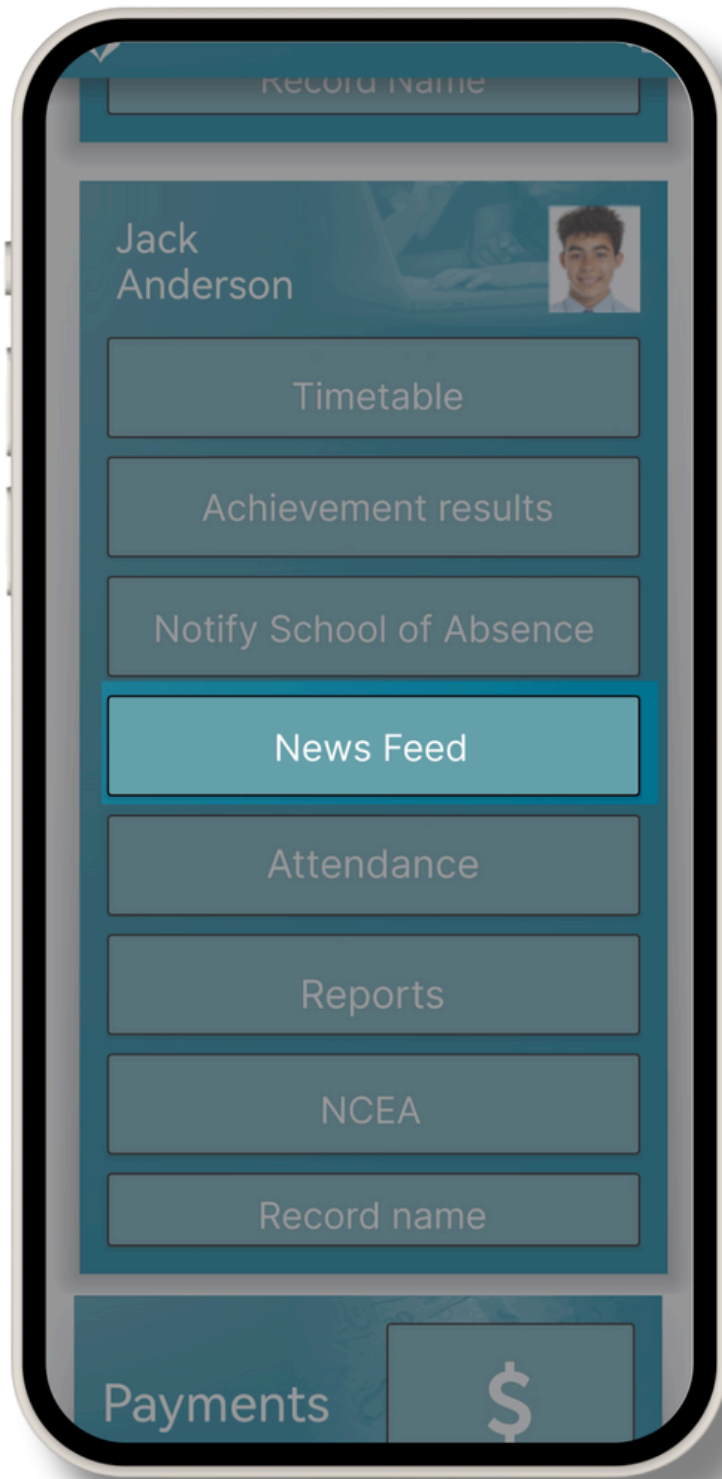


News Feed

Stay up-to date with real-time posts in the News Feed. Here, teachers can share updates, photos of school activities, share your child’s work and grades with you.

Announcements & Notifications

Your school can also use the Announcements feature to share general updates with caregivers. Scroll to the bottom of the dashboard to see the latest announcements.





Record student name

You have the option to record your child's name into the app, enabling teachers to hear accurate pronunciation. From the dashboard, select Record Name and follow the instructions.



Caregivers with multiple children

If you have multiple children, they will each be listed in the dashboard. If you have children at a primary/intermediate school using Edge SMS, you will also see their information in the Helix app, to save you the hassle of managing multiple apps.

