

CBHS Parent Portal Contents

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Please contact portalhelp@cbhs.school.nz regarding any issues
in accessing or using the parent portal.

CBHS Parent Portal Login Procedure

1) Go to the CBHS Website: <https://www.cbhs.school.nz/> and click

Parent Portal →

2) your username is the email address you registered with CBHS

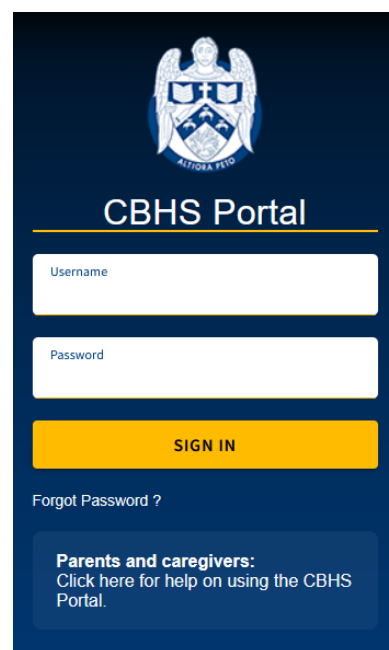
3) you must create a new password if:

a) this is your first time accessing the portal

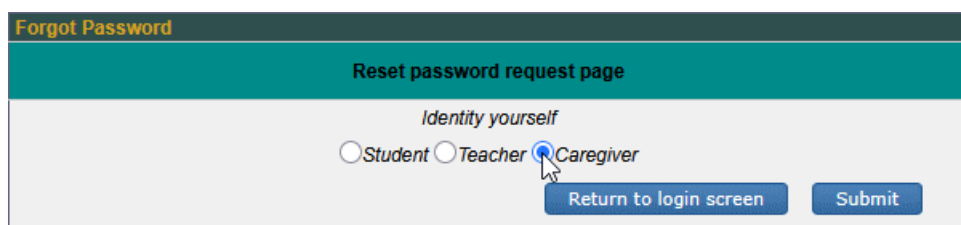
b) you don't know your password

c) your password does not work

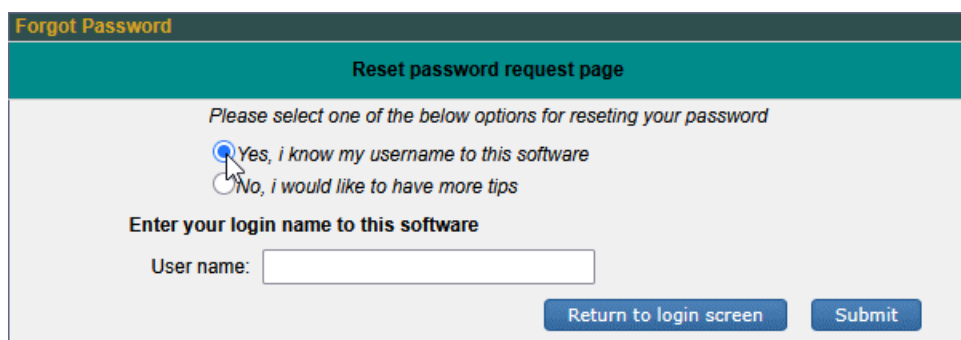
4) If your password does not work, click **Forgot Password** and follow the prompts shown below.



Select the **Care giver** option and click **Submit**.

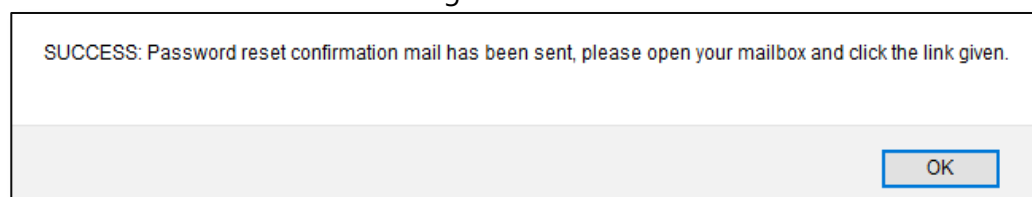


Select **"Yes, I know my username..."** which is your email address.



Enter your **email address** that you provided to CBHS and click **Submit**.

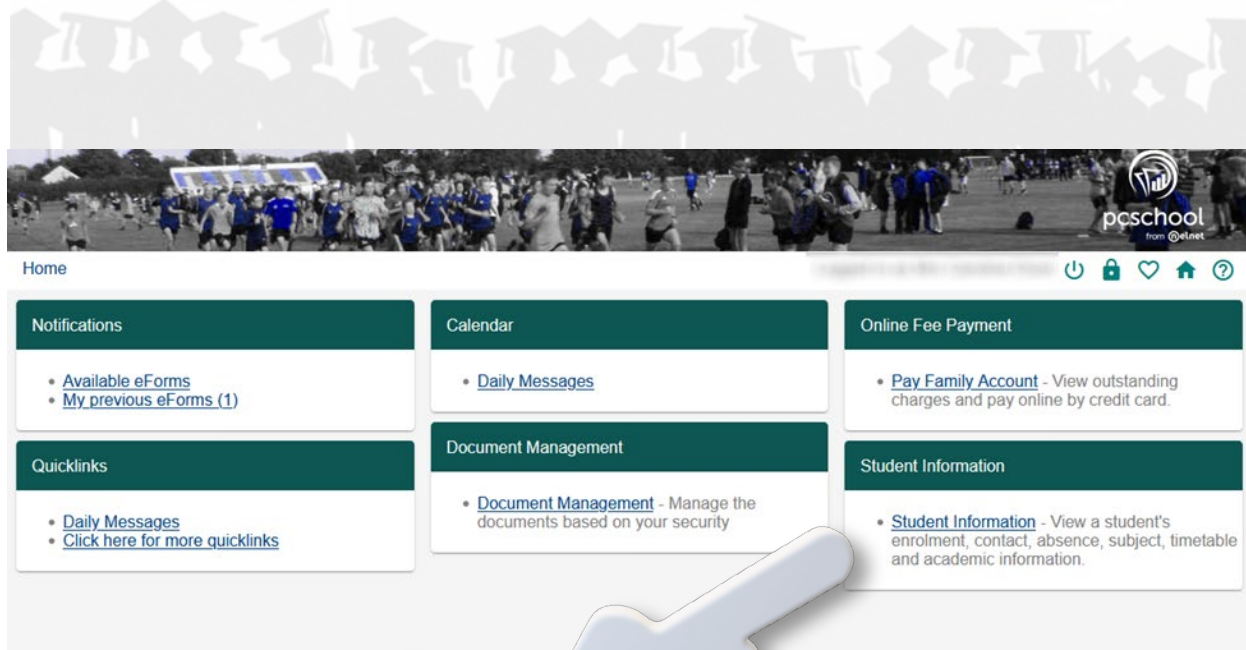
You should now see the following confirmation window.




Please follow the link in the password reset email.

Student Information

When logged into the Parent Portal, the **Student Information** section offers several options.



My students



Student Name : [Name]

Registration Number : RE [Number]

Exam No : [Number]

Barcode : [Barcode]

Gender : [Gender]

Year : [Year]

Age : [Age]

Birth Date : [Date]

Email : [Email]

Mobile : [Mobile]

Home Room : [Room]

House : [House]

Home Class : J

Home Teacher : [Teacher]

Dean : [Dean]

Status : [Status]

SUBJECTS

TIMETABLE

DOCUMENTS

ABSENCES

REPORTS

CAREGIVER(S)

EMERGENCY

MEDICAL

ETHNICITIES

ATTENDANCE

RESULTS

CO-CURRICULAR

























Subject Period

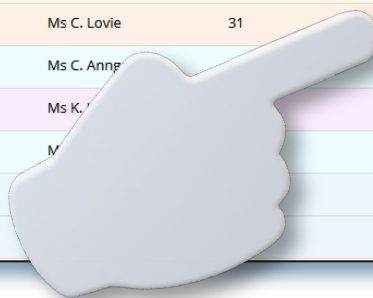
2020 Sub + Term 1 TT

No	Abbrev	Description	Year	Teacher	Class	More Info
21	11Dean	11 Dean	SS	Mr C. Kilkelly		[Icons]
421	11Map	11 Mathematics - Applied	SS	Mr C. Kilkelly	11	[Icons]
421	11Map	11 Mathematics - Applied	SS	Mr A. Drayton	22	[Icons]
321	11DAR	11 Digital Art	SS	Ms C. Lovie	31	[Icons]
111	11DRA	11 Drama	SS	Ms C. Anngow	41	[Icons]
801	11Sci	11 Science	SS	Ms K. Kovani	55	[Icons]
141	11ENB	11 English - B	SS	Ms J. Pearson	62	[Icons]
32	Car	Careers	11	Mrs S. Eustace	B	[Icons]
11	11KCL	11 Kaitiaki Class	SS	Mr D. McLauchlan	J	[Icons]
911	11DVC	11 Design and Visual Communication	SS	Mr A. Breig	WITHDRAWN	[Icons]

Subjects

The Subjects menu option provides an **Introduction** of the subjects taught, as well as some of the **Content** covered and the student **Skills** to be developed. Click the green icon to the right to see more information, click the blue icon to see the results.

SUBJECTS	Subject Period					
	2020 Sub + Term 1 TT					
No	Abbrev	Description	Year	Teacher	Class	More Info
21	11Dean	11 Dean	SS	Mr C. Kilkelly		 
421	11Map	11 Mathematics - Applied	SS	Mr C. Kilkelly	11	  
421	11Map	11 Mathematics - Applied	SS	Mr A. Drayton	22	  
321	11DAR	11 Digital Art	SS	Ms C. Lovie	31	  
111	11DRA	11 Drama	SS	Ms C. Anne		  
801	11Sci	11 Science	SS	Ms K.		  
141	11ENB	11 English - B	SS	M		  
32	Car	Careers	11			 
11	11KCL	11 Kaitiaki Class	SS			 



Timetable

Timetable shows the student's timetable for the week – click

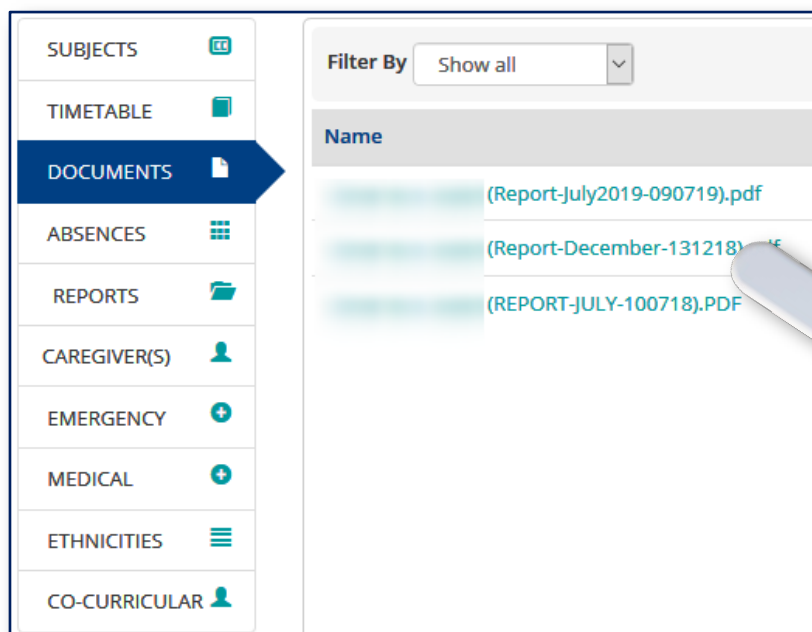


to print it onto paper.

SUBJECTS	Timetable Date 09/09/2019	
TIMETABLE	Timetable for [Name]	
DOCUMENTS	Monday	Pd 1 (8.45 - 9.45) Mr B. Alexander Year 10 D SST Room 06 Social Studies
ABSENCES	Monday 9th September, 2019	
REPORTS	Tuesday	Pd 1 (8.45 - 9.45) Mr T. Kato Year 10 D MTH Room F5 Mathematics
CAREGIVER(S)	Tuesday 10th September, 2019	
EMERGENCY		
MEDICAL		

Reports

Click the **Documents** section to view Formal Reports.



Absences

This section shows the student's explained and/or unexplained absences.

SUBJECTS	Filter by: Absence
TIMETABLE	
DOCUMENTS	
ABSENCES	
REPORTS	
CAREGIVER(S)	
EMERGENCY	
MEDICAL	
ETHNICITIES	
CO-CURRICULAR	

Date	Status	Days	Comments
12/08/2019 (Mon)	Explained	1	
01/08/2019 (Thu)	Explained	1	
21/03/2019 (Thu)	Explained	0.6	
25/02/2019 (Mon)	Explained	1	
22/02/2019 (Fri)	Explained	1	
21/02/2019 (Thu)	Explained	1	
20/02/2019 (Wed)	Explained	0.8	
19/02/2019 (Tue)	Explained	1	

A single student's absence summary is also available under **Reports** – see below.

Reports - NCEA Grades

To view the student's grades, click the respective green **Advanced Print** button to produce a PDF document.

Report Description	Actions
Single Student Absence Summary	Advanced Print
NCEA Grades - Student (Current)	Advanced Print
Subject Teacher Listing with Email	Advanced Print
NCEA Grades - Student (inc. Previous Years)	Advanced Print
Students Next Year Subject Selection Info	Advanced Print

Reports - Teacher Details

This shows a list of the student's teachers and their email addresses.

Report Description	Actions
Single Student Absence Summary	Advanced Print
NCEA Grades - Student (Current)	Advanced Print
Subject Teacher Listing with Email	Advanced Print
NCEA Grades - Student (inc. Previous Years)	Advanced Print
Students Next Year Subject Selection Info	Advanced Print

Attendance

The attendance tab provides attendance analysis, history, a record based on individual subjects and an attendance summary.

SUBJECTS		Attendance Analysis	Attendance Summary	Attendance By Subject	Attendance History
TIMETABLE		Attendance Analysis -			
DOCUMENTS		Start Date	Monday	Tuesday	Wednesday
ABSENCES		30/12/2019			
REPORTS		06/01/2020			
CAREGIVER(S)		13/01/2020			
EMERGENCY		20/01/2020			
MEDICAL		27/01/2020			
ETHNICITIES		03/02/2020	E	P	M
ATTENDANCE		10/02/2020	L	P	P
RESULTS		17/02/2020	P	P	P
CO-CURRICULAR		24/02/2020	M	M	M
		02/03/2020	P	P	P
		09/03/2020	P	P	P
		16/03/2020	L	P	P
		23/03/2020	M	M	M

The Attendance Summary tab provided a quick overview of a student's attendance.

Attendance Analysis

Attendance Summary

Attendance By Subject

Attendance History

Attendance Summary -

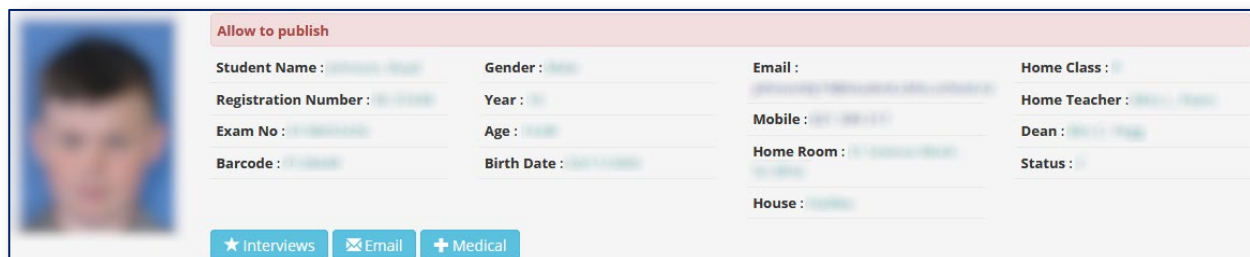
Justified	Unjustified	Intermittent	Other	Unmarked	Attendance Rate
14.6%	3.9%	4.9%	0.0%	27.7%	49.0%

Attendance Summary By Period

Justified	Unjustified	Other	Attendance Rate	Periods Late	Unmarked	Total Periods
20.2%	9.3%	0.0%	70.6%	11	14	391

NCEA Academic Data

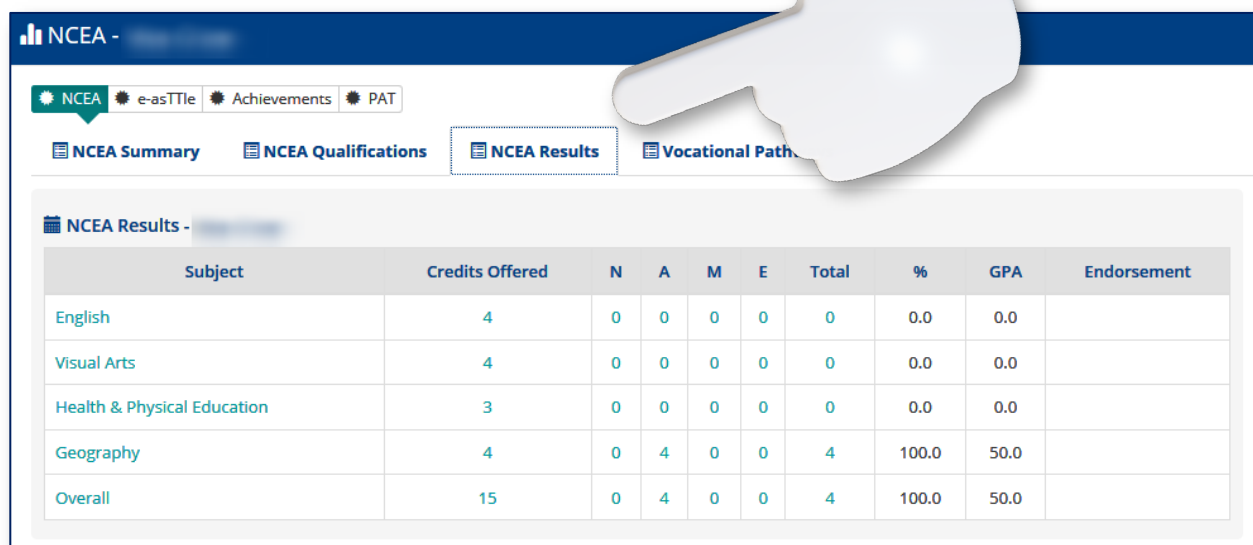
The Results link provides general student information, as well as information on NCEA results, qualifications and vocational pathways.



A screenshot of a web form titled "Allow to publish" for NCEA Academic Data. The form contains fields for student information, organized into two columns. The left column includes Student Name, Registration Number, Exam No, and Barcode. The right column includes Gender, Year, Age, Birth Date, Email, Mobile, Home Room, House, Home Class, Home Teacher, Dean, and Status. Below the form are three buttons: "Interviews", "Email", and "Medical".

Field	Value
Student Name	[Redacted]
Registration Number	[Redacted]
Exam No	[Redacted]
Barcode	[Redacted]
Gender	[Redacted]
Year	[Redacted]
Age	[Redacted]
Birth Date	[Redacted]
Email	[Redacted]
Mobile	[Redacted]
Home Room	[Redacted]
House	[Redacted]
Home Class	[Redacted]
Home Teacher	[Redacted]
Dean	[Redacted]
Status	[Redacted]

The top part provides general student information, such as name, email, home teacher and so on.



A screenshot of the NCEA Results page. The page has a blue header with the NCEA logo and navigation tabs for NCEA, e-asTTle, Achievements, and PAT. Below the header are four tabs: NCEA Summary, NCEA Qualifications, NCEA Results (selected), and Vocational Pathways. A large white arrow points to the NCEA Results tab. The main content area shows a table titled "NCEA Results - [Redacted]". The table has columns for Subject, Credits Offered, N, A, M, E, Total, %, GPA, and Endorsement. The data rows are for English, Visual Arts, Health & Physical Education, Geography, and Overall.

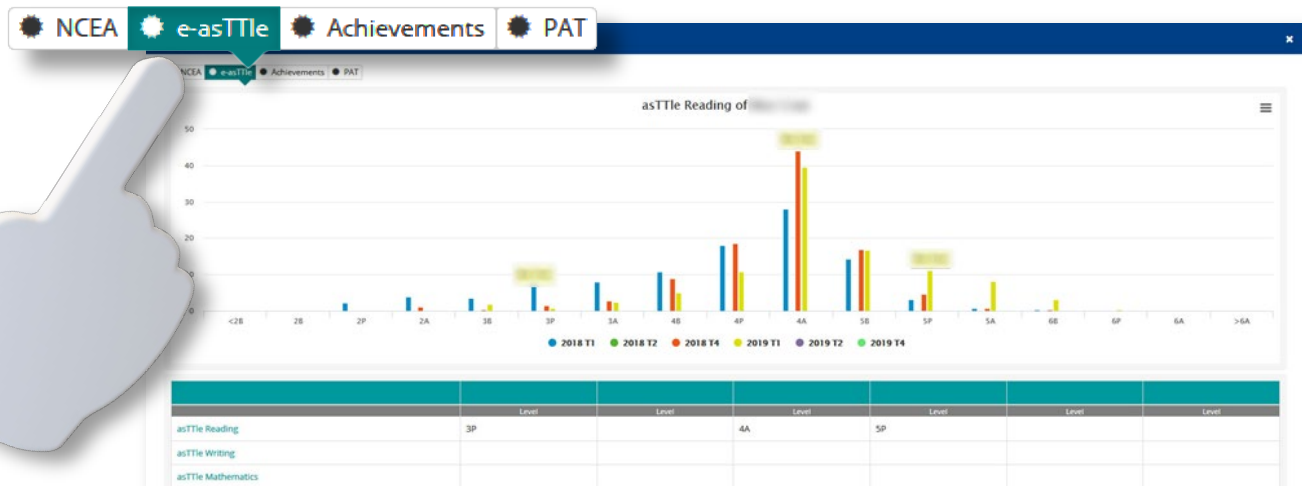
Subject	Credits Offered	N	A	M	E	Total	%	GPA	Endorsement
English	4	0	0	0	0	0	0.0	0.0	
Visual Arts	4	0	0	0	0	0	0.0	0.0	
Health & Physical Education	3	0	0	0	0	0	0.0	0.0	
Geography	4	0	4	0	0	4	100.0	50.0	
Overall	15	0	4	0	0	4	100.0	50.0	

NCEA Results showing the subjects, the credits offered, and credits achieved.

Year 9 & 10 Student Performance Review

Since there may be no NCEA results for year 9/10 students, their progress can still be reviewed with the following three options: **e-asTTle**, **Achievements** and **PAT**.

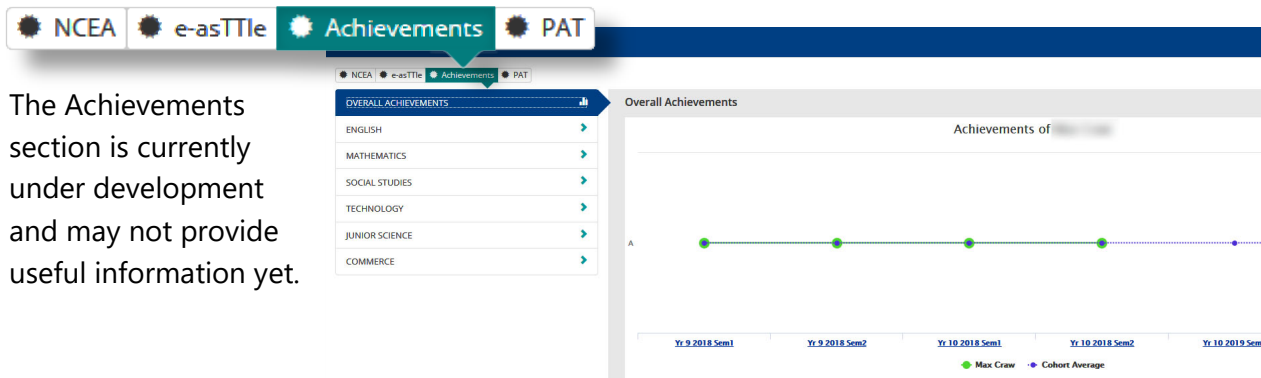
e-asTTle (Electronic Assessment Tools for Teaching & Learning)



The different subjects may be chosen in the lower half of the window.

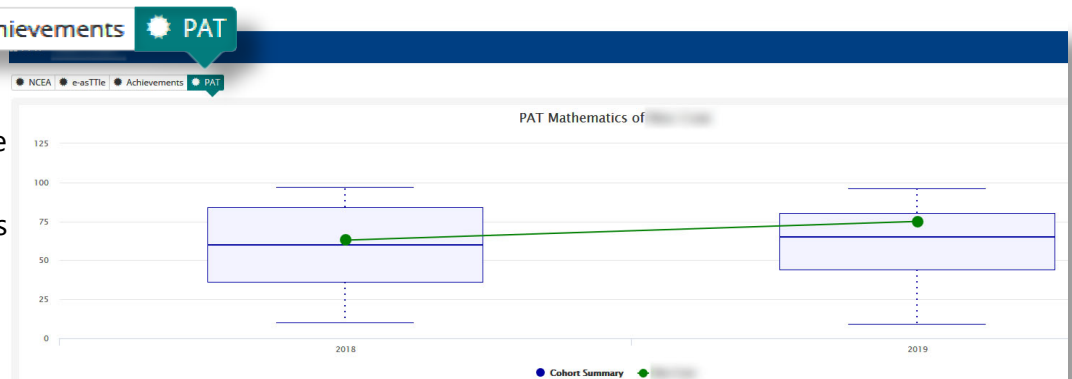
Achievements

The Achievements section is currently under development and may not provide useful information yet.



PAT (Progressive Achievement Test)

PAT displays the student's performance in relation to the rest of the cohort. Subjects can be chosen in the lower half of the window.



Password Reset & Logout

When you have finished reviewing the Student Details section you can either sign out from the Portal or be sent back to the homepage. You can find the respective links in the top right-hand corner.



Once you are back on the main page, you are presented with a slightly different set of icons in the top right-hand corner of your screen.



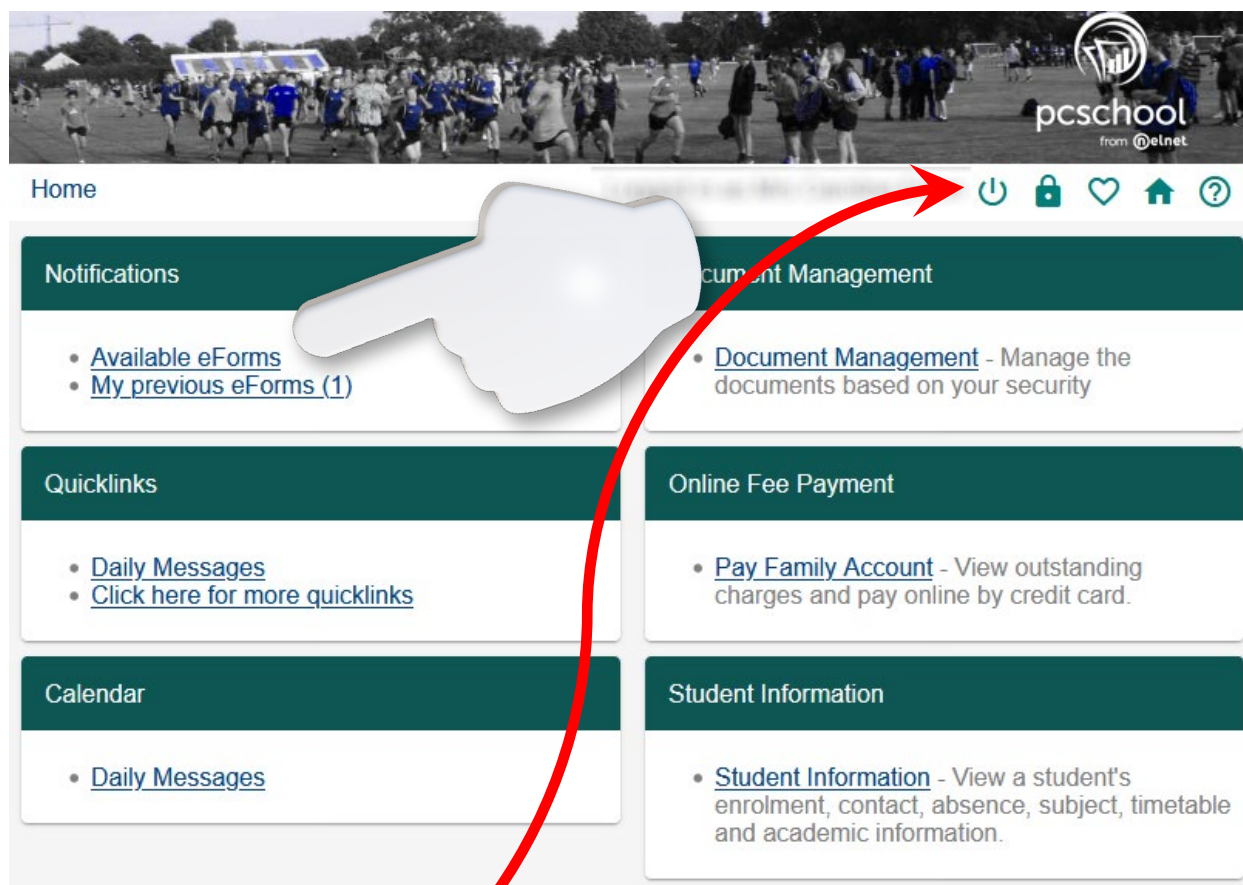
The Welcome drop-down menu shows some basic information, followed by the refresh button and the lock icon, which is used to change your login password.

A screenshot of a 'Change Password' dialog box. It has a blue header with a lock icon and a close button. The main area is white with a yellow warning box at the top that says 'Choose a password that is not likely to be guessed.' Below this are three input fields: 'Old password', 'New password', and 'Confirm New password'. At the bottom, there are two buttons: a blue 'Submit' button with a checkmark and a red 'Exit' button with a door icon.

Change Password window

Notifications Panel

Back on the Portal's homepage, the **Notifications Panel** provides two eForms to make changes to a student's mobile number and email address, and other links provide access to the CBHS homepage, our library and the NZQA website. Here you find information about NCEA (National Certificates of Educational Achievement).

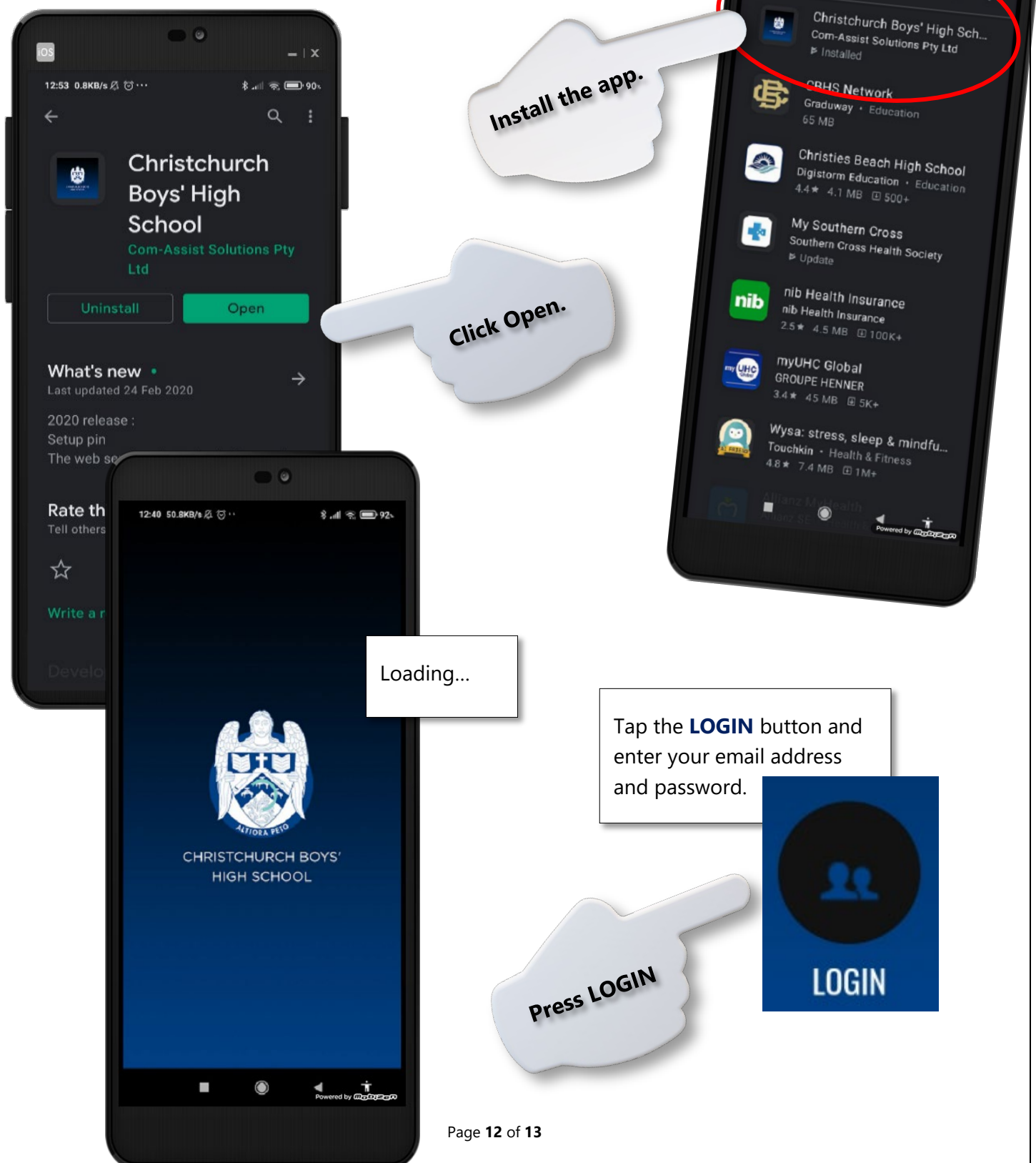


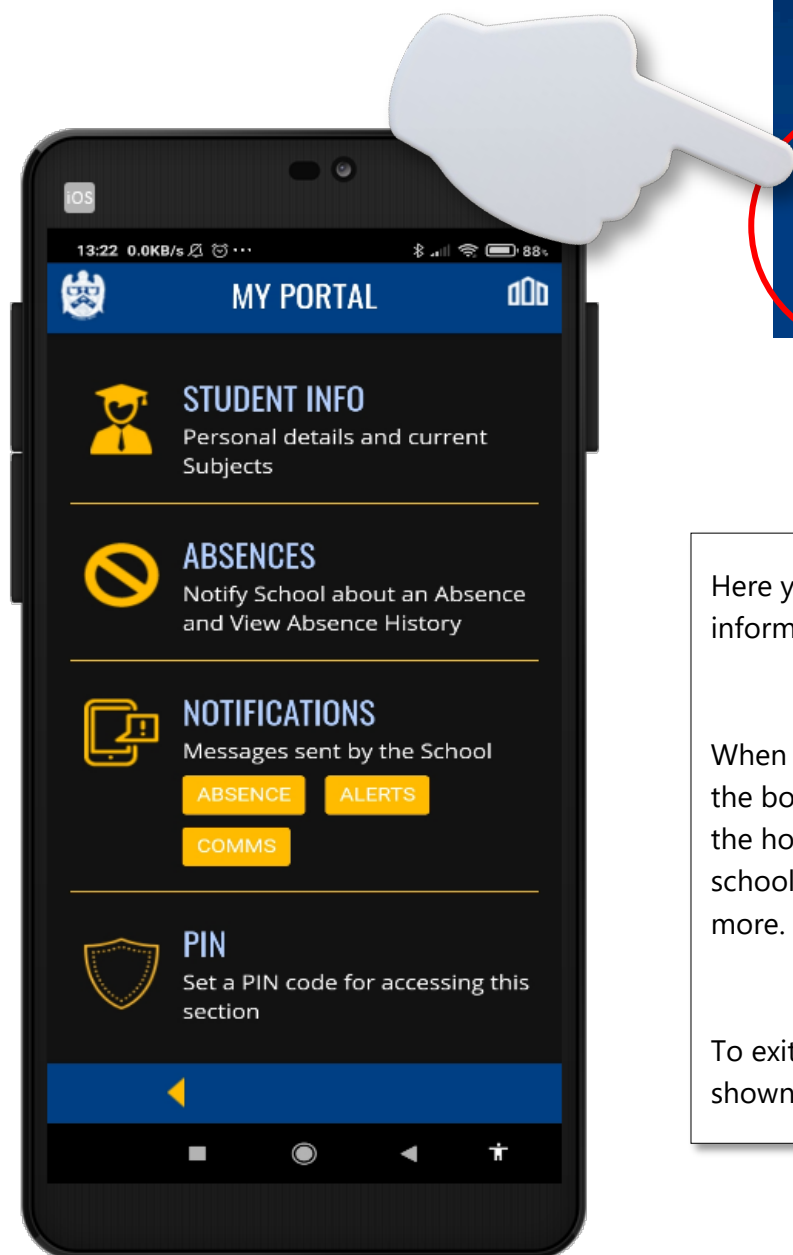
To sign out from the Portal press the green power icon.

Portal Access on a Smartphone

If you wish to access the Parent Portal on a smartphone rather than a laptop or desktop PC, then you might find the following information useful.

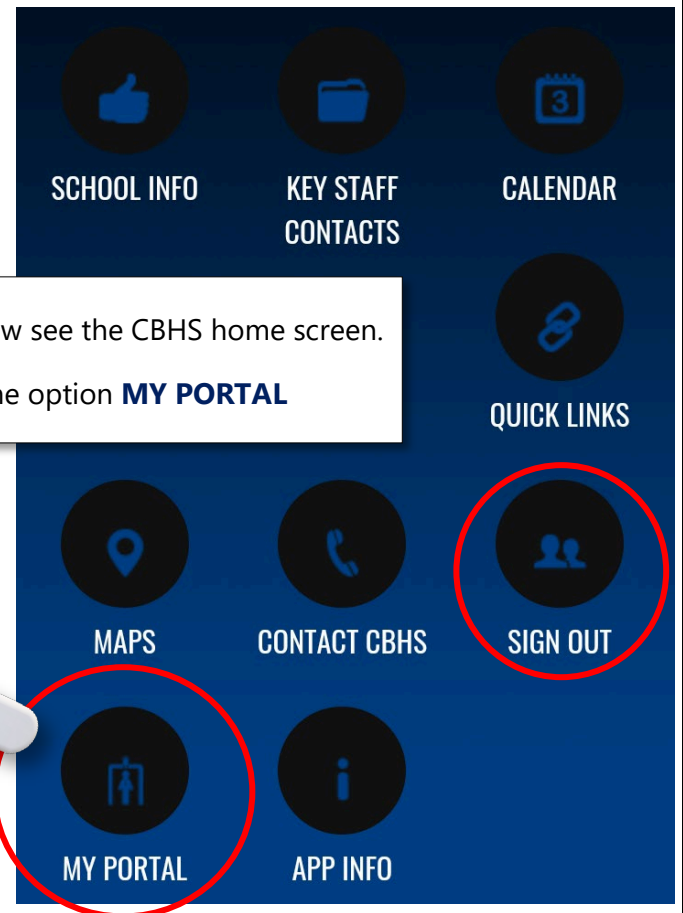
Please go to the Google Play Store for Android devices or the App Store for iPhone devices and **install the CBHS App**.





You should now see the CBHS home screen.

Click the option **MY PORTAL**



Here you will find most of the vital student information and the option to set up a security pin.

When you have finished, tap the yellow arrow at the bottom of the screen, this takes you back to the home screen with additional options, such as school information, staff contacts, quick links and more.

To exit, tap **SIGN OUT** on the home screen as shown above.