



VICTORY EST 1980 COLLEGE

Kindy to Year 12

RollCall Parent App How-To Guide

RollCall brings together state-of-the-art travel smartcard technology via the Student ID Card (similar to Opal and Miki cards) with advanced GPS/telematics bus-tracking technology to give parents and schools full visibility of children travelling on College buses.



ALL
NEW APP

What is RollCall?

RollCall is a tracking system providing parents with visibility of child movements on buses to and from the College.

Benefits for parents

Peace of mind when your children are in transit.

With RollCall, you know when your child is in transit. You can track your child's journey in real-time. You can receive real-time email alerts about any variations or deviations from the intended journey.

Service is an act of assistance inspired by Jesus' servant ministry. It is a universal and timeless adhesive agent of human society and therefore paramount in raising citizens and leaders of our new generation. We practice it through benevolence, encouragement, collegiality, leadership, fairness and citizenship.

How RollCall works

App view and real-time alerts for parents.

RollCall brings together state-of-the-art travel smartcard technology (similar to Opal and Miki cards) with advanced GPS/telematics bus-tracking technology to give parents and schools full visibility of children travelling on school buses.

- Secondary Students tap-on, tap-off the bus via a hand-held device
- Primary students use the on-board device to check on/off
- You know which bus your child is travelling on
- You know where your child is getting off the bus
- You receive email alerts if travels aren't going to plan
- The College knows what's happening with your child
- The College knows your child's planned route

RollCall is a compulsory condition for users of the College bus service

The safety of our students is of the upmost importance to Victory College. As such we require that any student travelling on the College Bus Service be logged on via the RollCall App. Students cannot board a College Bus, unless the parent/guardian has installed and is using the Roll Call App. Students must be removed if not traveling on the bus.

GETTING STARTED

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Step 1 - Register

Complete this section BEFORE downloading the app.

1. Contact Victory College to apply for access if you are new to RollCall
2. We will forward you a 'Welcome Email'
3. Within the email, select 'Register Password'
4. Once you have registered your password, you then **install the RollCall Parent App** on your smartphone/device. (See instructions below).

Step 2 - Installing the RollCall App

Accessing the Parent Portal

1. Visit the App Store (iPhone) or the Play Store (Android)
2. Search for - RollCall Parent App
3. Download/Install the App to install on your smart device
4. Launch the Roll Call Parent App
5. Enter School = victorycollege (lowercase letters)
6. Enter the email address used to receive the welcome email
7. Enter the password you created earlier

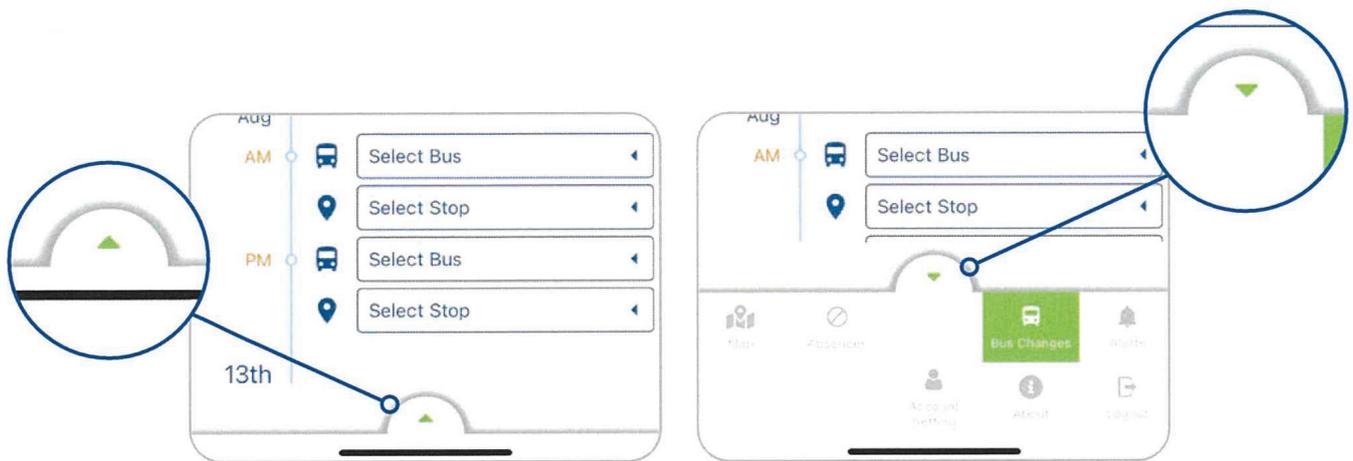


APP FEATURES

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Step 3. Familiarise yourself with the navigation

All features on the RollCall Parent App can be accessed by the swipe up/down stylus display-located at the bottom of the screen.



App Features

Bus Mapping

College attendance notifications

Bus and stop changes

Email notifications

Period bookings of student to a bus

Setting up secondary carers to access Parent App

View Map

Once logged in, the Bus Map relative to your child's booking will display. The Map will only be displayed during the hours of bus operation, i.e. 6:30am to 8:30am and 2:45pm to 5:15pm.

During the hours of bus operation, your logged on maps will appear like the screen below.



Outside the hours of bus operation, your RollCall APP maps will appear like the screen below.

This is perfectly normal, it simply means that maps are dormant. If your child is booked to be on a bus, then during bus operating hours, your maps will display.



If your child is absent OR If your child is no-pickup

If your child is absent from school, you **MUST**:

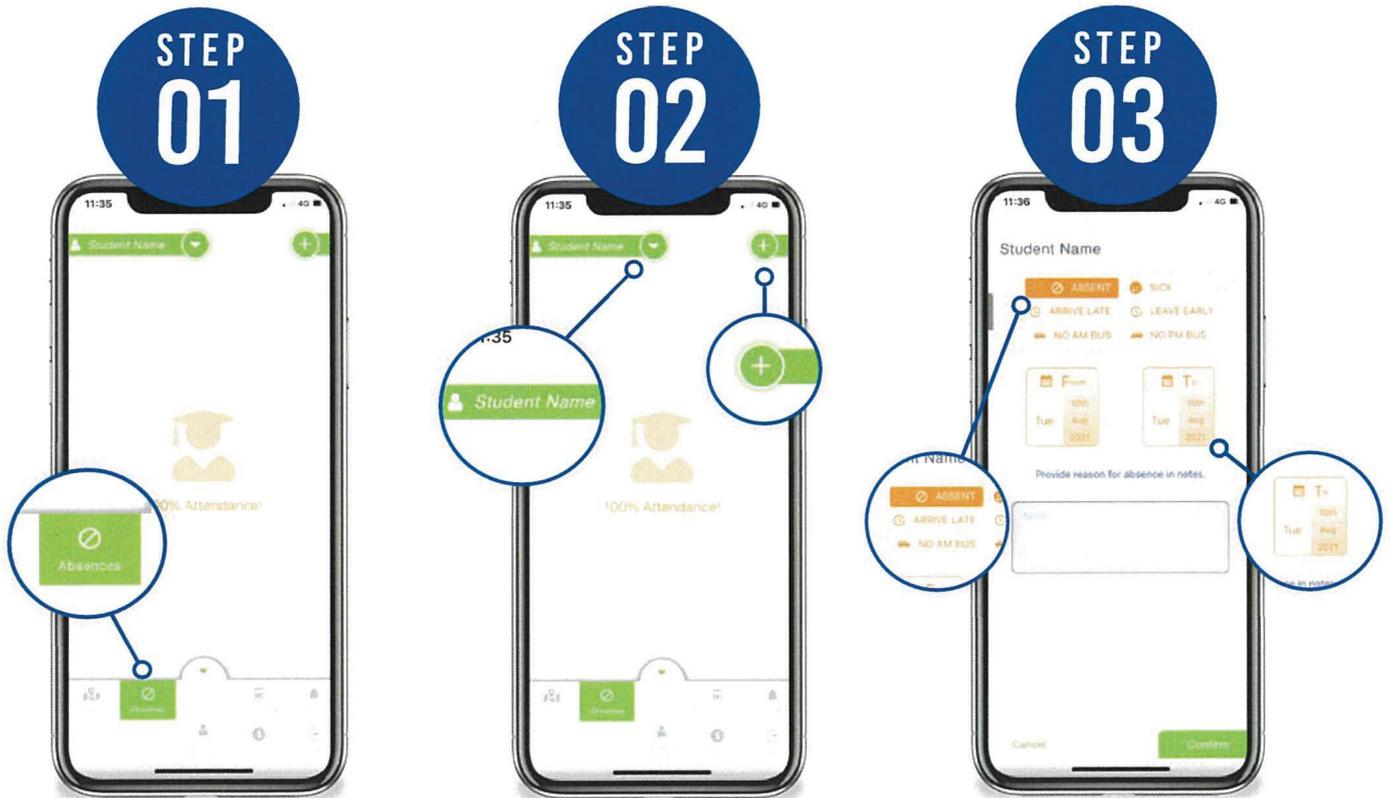
1. Remove your child via RollCall- via the Absence section for each occasion, i.e. AM and PM
2. Call the College Absentee Hotline on 5482 9732

Important information regarding absences

- Please ensure any absence in either AM or PM is logged in the RollCall APP
- Once logged, the APP will alert your bus driver
- If a child will be absent or late to school you must call the Student Absentee hotline
- The Absentee Hotline is not connected to RollCall. If your child is absent you must notify both the College and log the absence in RollCall

Managing Absences

There are 3 easy steps to managing absences



View and manage changes to attendance by selecting Absences from the main navigation.

- Select student and add absence details.
- Choose student name from the drop-down
- Press+ button to add an absence

- Choose absence category and from and to dates
- Choose a category that describes the circumstances
- Press the "from" or "to" button to bring up a future date or to book more than one day off in a row
- A reason is not required in RollCall
- Please only select NO AM BUS or NO PM BUS

SETTINGS

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Manage Alerts

1. To view and manage notifications, select Alerts from the main navigation
2. Select how you would like to be alerted when your child sans on or off for AM and/or PM trips.



Account Settings

RollCall allows you to easily manage your account and add carers

1. Select Account Settings to update your details
2. To add additional carers, select Manage Secondary Account from the Account Settings Page
3. Use the "+" button at top right to Add Additional Carers and enter details. Please note that the Additional Carer will receive a notification to their nominated email address. Additional Carers will have equal account access as the primary account.
4. There is now an option for a student to be added. Please note; that students will have the same controls for student travel removal, as do parents.

