

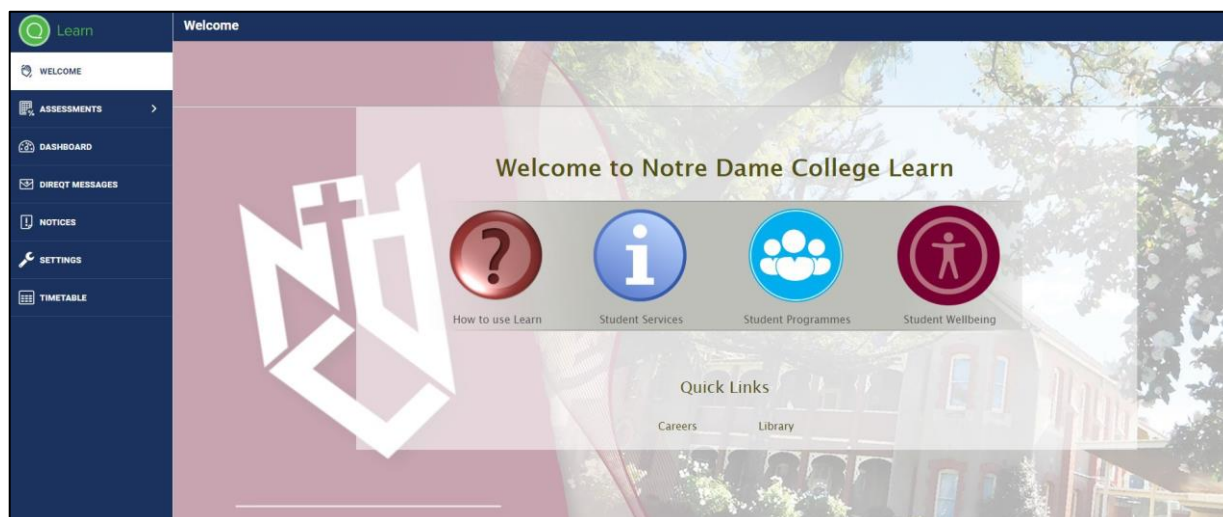
Notre Dame College Learn – Students

Student Access

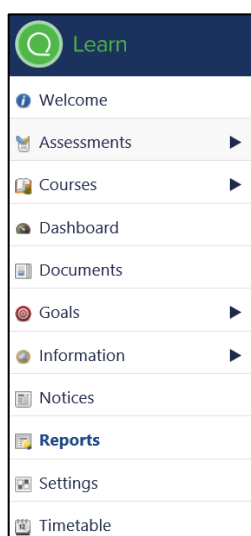
- As students, you can access Notre Dame College Learn by opening Internet Explorer and logging in using your Notre Dame College User ID and password.
- You can also login from www.notredame.vic.edu.au, click **MY NDC**, then Notre Dame College Learn.
- The following login page will appear:



- You will be able to access information regarding student services, student programs and the student wellbeing program.



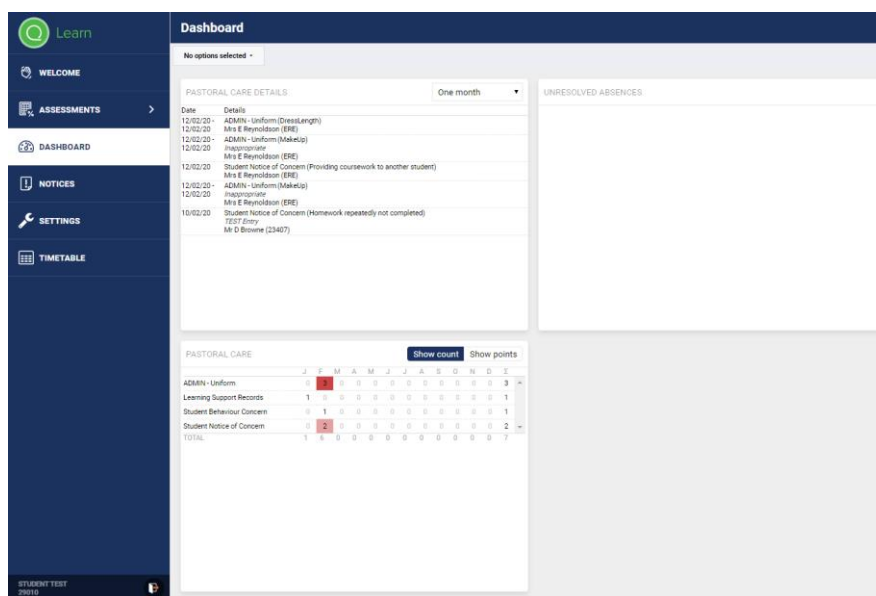
- You have access to the following information:



- Welcome page – student services and program information
- Timetable
- Attendance
- Curriculum information including resources and assessment tasks
- Assessment Results
- Feedback on Assessments
- Statement of Results
- Notices
- School Calendar
- Daily Notices/Student Bulletin
- Settings

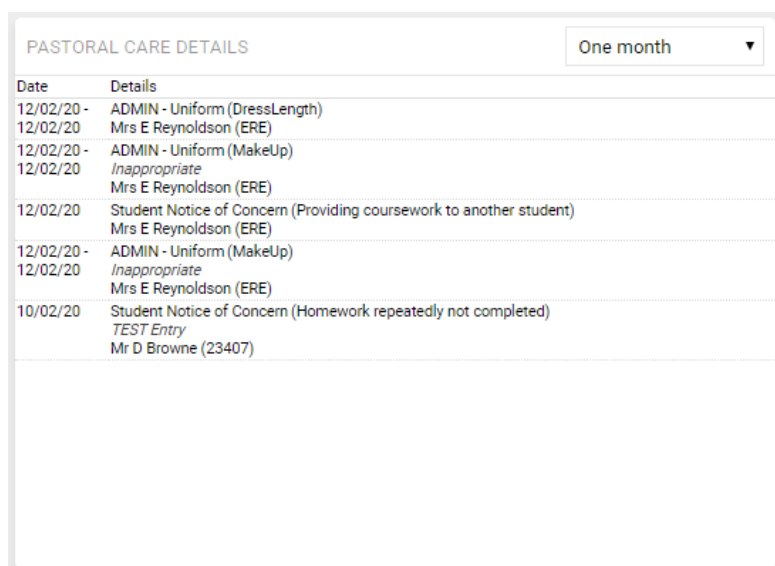
- **Dashboard**

You will have access to your own dashboard that will provide a snapshot of key information including daily timetable, pastoral care notes, absences and homework
Students can manage this space to customise the page and hide or view features.



- **Dashboard: Pastoral Care Notes**

Pastoral Care notes will provide information relating to student wellbeing and academic procedures which include: uniform infringements, late to school, academic procedures, notices of concern and student commendations.
This information is presented showing the full details of the entry as well as a numerical summary.



- **Dashboard: Homework**

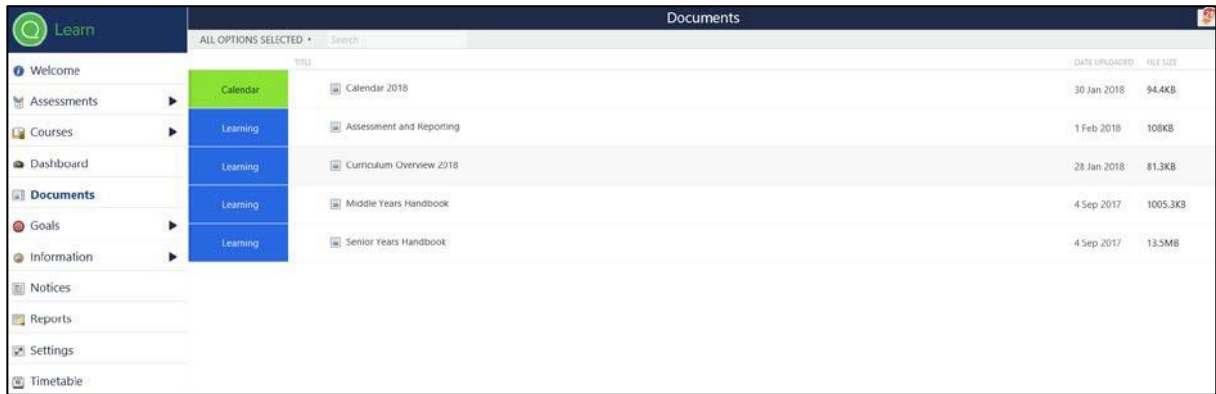
Students are encouraged to use this section to make notes about their upcoming assessments and home study commitments

- **Dashboard: Notices**

Students should check their dashboard daily for notices that relate to the following: Student Bulletin, Sport, Faith and Ministry events, Learning and Teaching, Canteen and Careers.

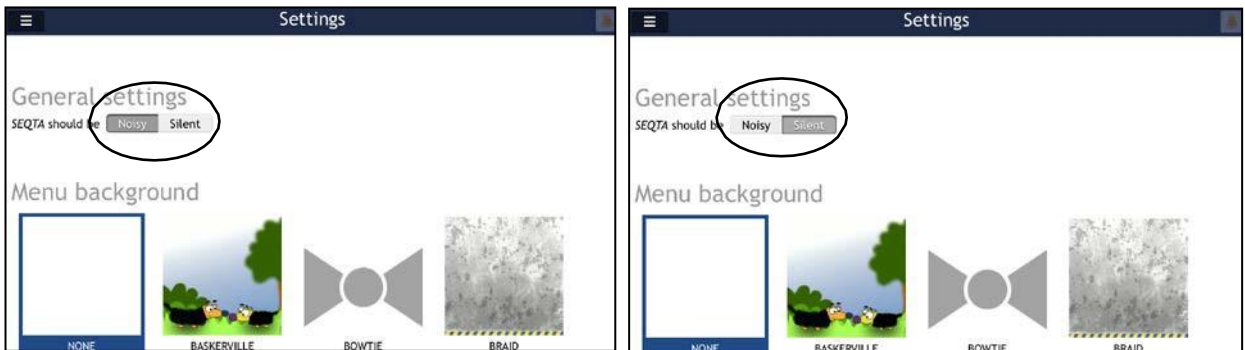
- **Documents**

- Documents containing key student information is accessible from the **Documents** tab.



- **Settings**

- Ensure Notre Dame College Learn settings are set to *Silent*.

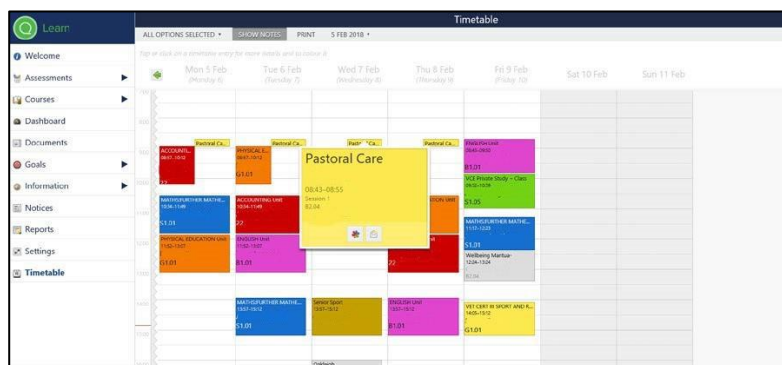


- You can change the Menu design of your page from a selection in Notre Dame College Learn to personalise your Notre Dame College Learn page.




- **Timetable**

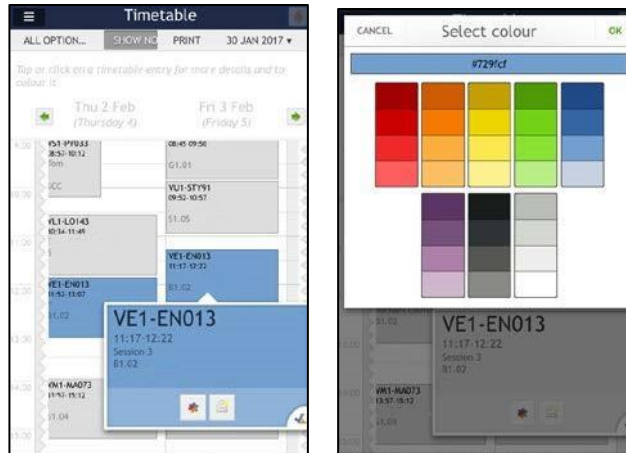
- You can access your Timetable and can print by selecting the PRINT icon at the top of the page
- You can **personalise your subjects** by colour to help with organisation.




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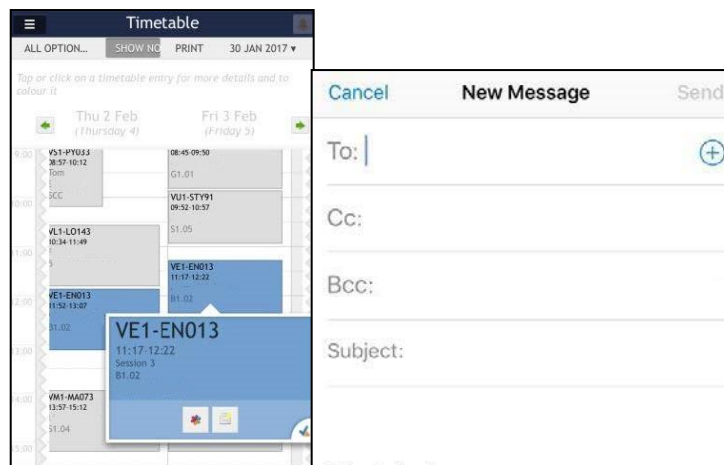
- **Timetable continued**

- Scroll over the subject, click on the  symbol, select the colour, click ok. The colour will colour code the same subject across the 10-day cycle.




- You can **Email** your teachers directly from your timetable.

Hover over the subject, click on the envelope  icon, outlook will open.



- **Appointments** can be added into the calendar. Examples include Study Club, sports training/games, performing arts rehearsals and performances, debating, and other College and family events.

- **Logout** by clicking on the icon  in the bottom left corner in the left spine.

Please note:

If you cannot log in to Notre Dame College Learn you should visit the Notebook Service Centre for assistance. If you can log in but information is incorrect or incomplete, you should inform the relevant subject teacher.