



ACCESSING STUDENT REPORTS

FROM THE PARENT PORTAL

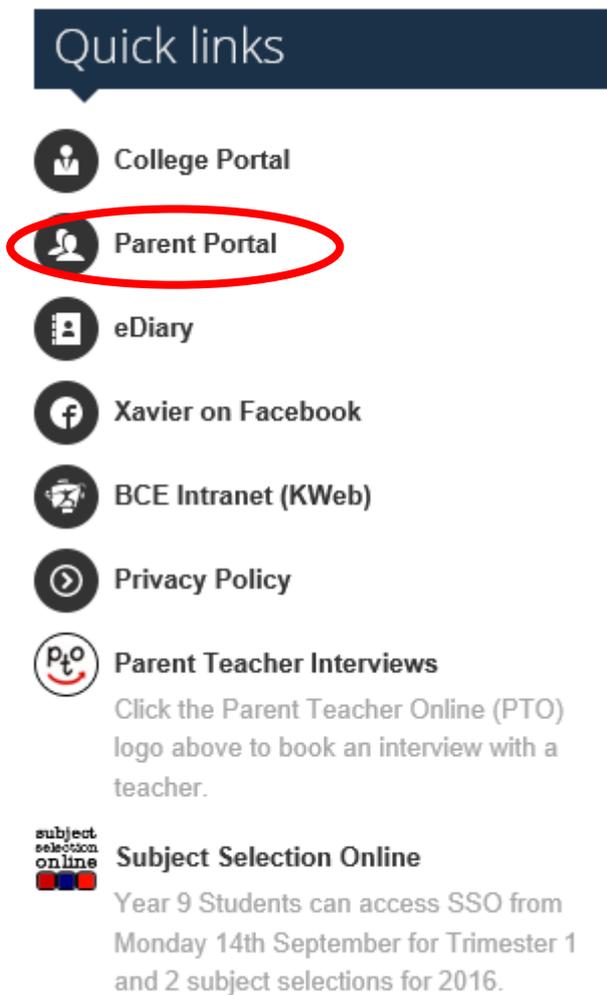
STEP 1

Navigate to the College website at: <http://www.xavier.qld.edu.au/Pages/default.aspx>



STEP 2

Scroll down the homepage to the 'Quick Links' in bottom left hand corner and click on **Parent Portal**

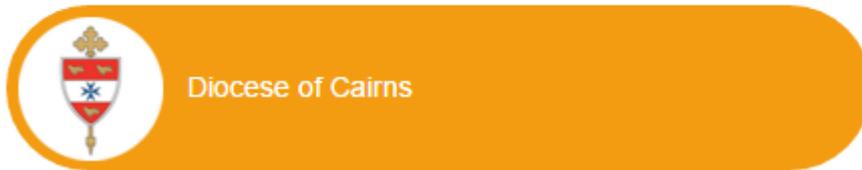


STEP 3

Click on the blue Brisbane Catholic Education icon and enter your Username and Password.

Note: The 'username' **MUST** be the same email address that you have provided to the College.

LOGIN



[Web Disclaimer](#) | [Brisbane Catholic Education](#) | [Privacy Policy](#)



BCE staff and students:

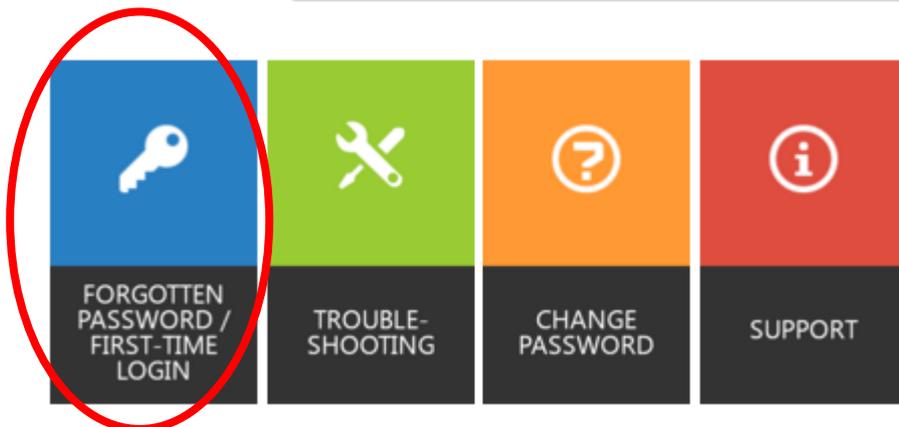
Please use your BCE username (e.g. jsmith).

Other users:

Please add your full email address as your username (e.g. jsmith@hotmail.com).

Username

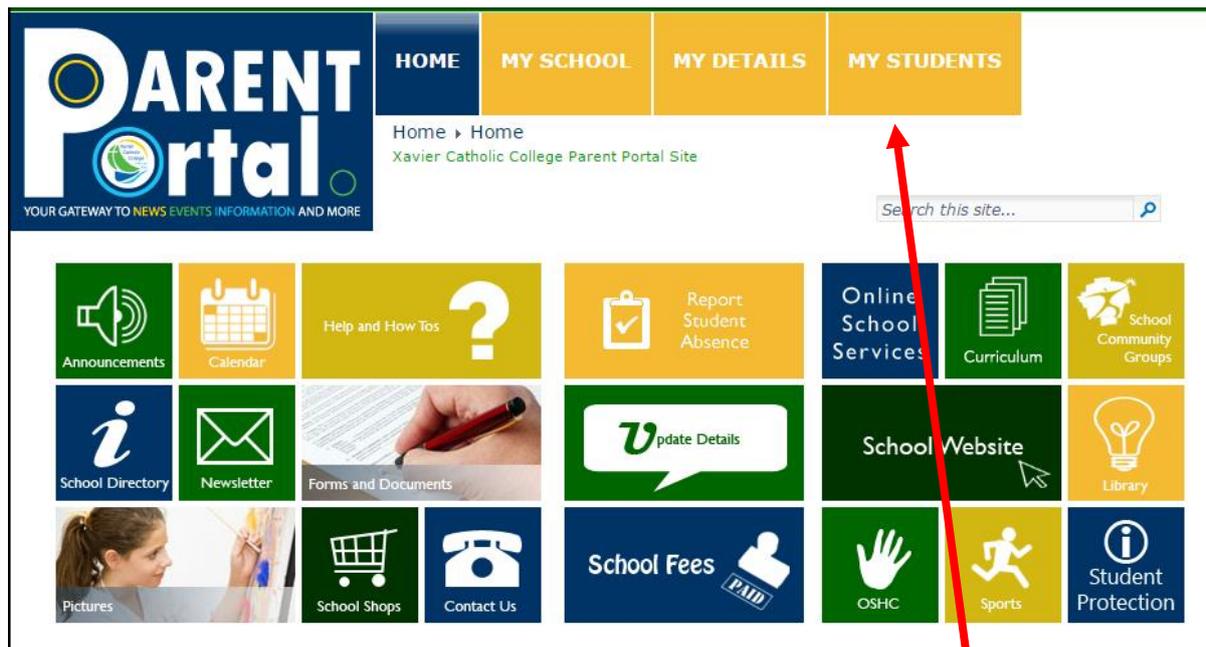
Password



If you have forgotten your password or are logging in for the first time, please click on the blue tile and follow the instructions provided.

STEP 4

Once you have logged into the Parent Portal you will have access to information about your sons/daughter's learning, manage parent details and general school information.



To access your sons/daughter's school reports, click on the 'My Students' tile. The screen below will appear.

My Students

- Timetable
- Awards
- Attendance Reports
- Academic Reports
- NAPLAN
- NAPLAN Longitudinal Report

Subjects	Teachers
Assembly	Janine Ritter
Digital Technologies	Matthew Ninnis
English	Jennifer Gilshenan
French	Kahli Dawkings
History	Andrew King
Health and Physical Education (HPE)	Emma Baker
Mathematics	Tom Riley
Religious Education	Tom Riley
Science	Tom Riley
Sport	Julie Hourigan

Quick Links:

- Timetable
- Awards
- Attendance
- Academic
- NAPLAN
- NAPLAN Longitudinal

Subjects	Teachers
Assembly	Trish Walker
Core 1	Trish Walker
Drama	Amy Brennan
Health and Physical	Emma Baker

Quick Links:

- Timetable
- Awards
- Attendance

STEP 5

Click 'Academic Reports' then select the report you would like to view/print.

- My Students
- Timetable
- Awards
- Attendance Reports
- Academic Reports
- NAPLAN
- NAPLAN Longitudinal Report

Student Reports

For your convenience, Student Reports and, if applicable, other related documents are available for you to download. Simply click on the link to open the relevant document, then save locally on your device. Note that only documents from the current year and the previous academic year can be viewed and downloaded.

2015

Semester 1 Reports

 Semester One

Semester 2 Reports

 Semester Two

Term 1 Reports

 Progress Report

NOTE: BCE recommends you save student reports to a safe location for future reference. **Reports will only be kept on the Parent Portal for 2 years.**