

## Parent Guide: Accessing and Printing Student Assessment Schedules on Minerva

• Select **Calendar** from the 'My daughter/s' menu on your Minerva Homepage.

Curriculur	n in the second	Co-curriculum	Stud	dent Care	Parent Lounge	GGGS Events Newsetter Parent Parent Parent Miners Parent Guide BGGS News
Welcome - Parents						
welcome to Minerva, the School's learning gradually throughout the year, to allow part	g management system. Students will have rents to familiarise themselves with Mine	access to curriculum and co-curricular conten va while maintaining access to Parent Portal.	on Minerva throughout 2020; parent-s	pecific content will be migrated	S P	
Parents will be directed to Minerva for the	following:				Real Property in the second	RITER THE REPORT OF STREET
Student schedules view your daughter's Student Assessment view a calender of Student Results: direct access to contin Policies: view the School's Policies School Café menu and Flexischools	's daily class <b>Timetable</b> , and <b>Calendar</b> of If your daughter's upcoming assessment wal reporting, detailing daughter's result	upcoming events I for each assessment item (can also be access	d via Parent Lounge and the School Ap	£1	MINERVA	Minel va Parent Gunge
To manage your notifications, and for help	olul instructions on using Minerua, view th	e Minerva Parent Guide.				
For assistance using Minerva, please contain	ict the School's IT team via sd@bggs.old.	unau contra c			1 Acres	
MY DAUGHTERS	🗮 Calendar	🛓 Auseumeet	✓ Results	Password	0	200
• Timetable	🚍 Calendar	Assessment	✔ Repuits	Password		
DAILY NOTICES AND NEWS	1,970					1 - 2 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -

- On the calendar page select **Filters** in the upper right hand corner. A pop-up window appears.
- Click the Select All checkbox under Event to deselect the event types. Select Assessment, then select Apply Filters at the bottom of the pop-up menu.

SOU	SOURCES		GROUPS		/IPUS	EVE	EVENT	
~	Select all	~	Select all	~	Select all		Select all	
~	Events	~	11CHE7 (-11CHE-7)	~	Senior		Event	
~	Resource Booking	~	11DES1 (-11DES-1)				Co-curricular	
~	Resource Moderation	~	11ENG2 (-11ENG-2)			_	Student Activity	
~	Attention Notice	~	11GMA4 (-11GMA-4)		(	~	Assessment	
~	EOTC	~	11HGRM (-11HGR-M)				Sporting Event	
~	BGGS Timetable	~	11LIT1 (-11LIT-1)				Online Assessment	
~	Co-curricular	~	11MHI1 (-11MHI-1)				Attention Notice	
~	Curriculum	~	11SASM (-11SAS-M)				Task	
~	Community Event	~	House-Mackay				Organisational Event	
~	Organisational Event	~	Year 11				Curriculum	
~	Sporting Event						Community Event	
~	Student Activity						Commercial Hire	
~	Organisational Events (Staff)						Clubs and Activities	
~	Attention Notice (Staff)						Professional Development	
~	Co-curricular (Staff)							
~	Curriculum (Staff)							
~	Community Event (Staff)							
~	Sporting Event (Staff)							
~	Student Activity (Staff)							
			Apply F	ilter	5			

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• The calendar page will load. Select List in the upper right-hand corner.



• In the upper left of the page, select the date range. Select **Update** in the pop-up menu and **Update** again on the main page.



• You will now see a list of the scheduled assessment for your daughter. This page can be printed or saved as a PDF by right clicking in your browser window. Alternatively, you can select **Export** and save as an Excel spreadsheet or generate a URL which can be saved to your computer or mobile device.