



DE LA SALLE  
COLLEGE



# OLLIE USAGE GUIDE

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## Setting up your password for Ollie

**Note:** If you have already setup your password for the Community Portal, you can skip this section and login using your existing details.

If you are a first time user, you will be required to set your initial password.

To set your initial password, to reset your password or if you have forgotten your password, you can follow the same steps. Open an internet browser (Internet Explorer, Chrome, Safari, etc.) and navigate to the following page:

<https://passwordreset.delasalle.vic.edu.au>

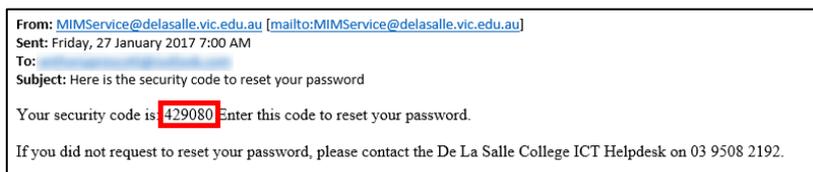
On the page, enter your username in the field and click next.

If you do not know your username, please contact the College on **(03) 9508 2100**.



The screenshot shows the 'Login Assistant' page for De La Salle College. At the top left is the college's crest and logo. Below it, the text reads 'Login Assistant' followed by instructions: 'Please enter your username to reset your password. A security code will be sent to your registered email address for verification.' There is a text input field for the username. Below the field is a dark grey button labeled 'Next'. At the bottom right of the page, there is a small copyright notice: '© 2015 Microsoft Corporation. All Rights Reserved. | About'.

A one-time security code will be sent to your email address registered at the College.



The screenshot shows an email from 'MIMService@delasalle.vic.edu.au' sent on Friday, 27 January 2017 at 7:00 AM. The subject is 'Here is the security code to reset your password'. The body of the email states: 'Your security code is: 429080 Enter this code to reset your password.' The number '429080' is highlighted with a red box. At the bottom, it says: 'If you did not request to reset your password, please contact the De La Salle College ICT Helpdesk on 03 9508 2192.'

Enter the security code you receive from [MIMService@delasalle.vic.edu.au](mailto:MIMService@delasalle.vic.edu.au) in the page that opens. **If the email does not appear in your inbox after 10 minutes, please check your junk mail folder.**

In the following screen, enter your new password.

Your password must be at least seven characters long. It must not contain your ID number or two consecutive numbers of your ID. This means if your username is '123456' your password cannot contain '12', '23', '34', '45', or '56'.

Your password must contain characters from three of the following four categories:

1. UPPERCASE LETTERS
2. lowercase letters
3. Numbers 0-9
4. Special characters ie. !, \$, #

Your password is now successfully set.

You can now login to Ollie using the new password.



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Success:  
Your password has been reset. It's a good idea to close all browser windows.

 You can now use your new password to log in.

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If you need assistance logging in to Ollie or resetting your password please contact the College on (03) 9508 2100.

## How to access Ollie and log in

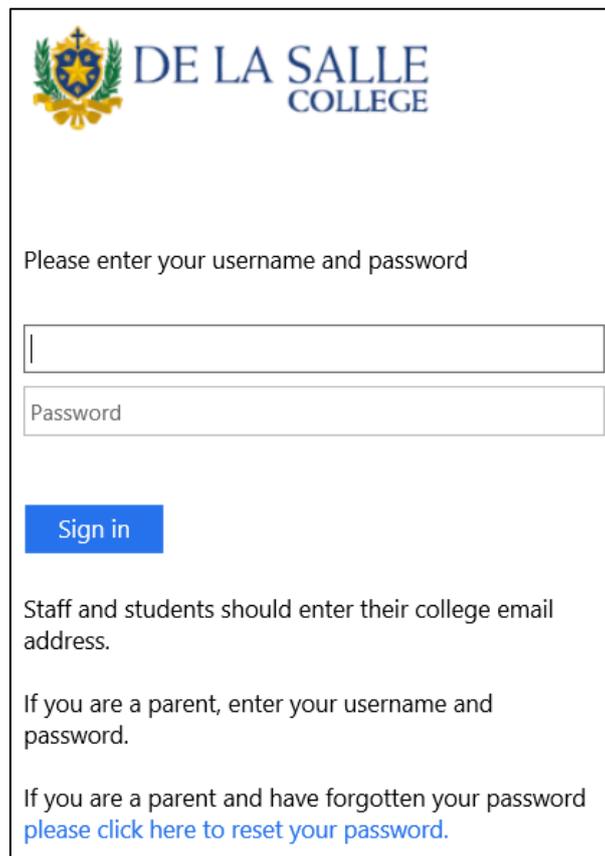
You can access Ollie via shortcut at the bottom of the College website, shown below:



or via the following link:

<https://ollie.delasalle.vic.edu.au>

The Ollie login page is shown below:

The screenshot shows the Ollie login page for De La Salle College. At the top left is the college's crest and logo. Below it, the text reads 'Please enter your username and password'. There are two input fields: one for the username and one for the password. A blue 'Sign in' button is positioned below the password field. Underneath the button, there are three lines of text: 'Staff and students should enter their college email address.', 'If you are a parent, enter your username and password.', and 'If you are a parent and have forgotten your password please [click here to reset your password.](#)'

Enter your username and the password generated in the previous step.

## Introduction to Ollie

OnLine Learning Interactive Environment (OLLIE)

OLLIE is the De La Salle College Learning Management System (LMS).

As a parent, OLLIE enables you to be involved in your son's learning journey. You have access to your son/s learning resources, including his timetable, due work and results in real-time.

The easy to use icon menu system allows you to review each subject and make contact with the teacher directly, as needed as well as keep up to date with the latest College news, via our News tab

OLLIE further supports the critical three-way learning partnership between students, parents and staff.

Ollie will also provide you a central place for accessing student information, course information, school information and links directly to Synergetic.

What will I use Ollie for?

For the initial release, you will be able to see:

- General News (including College The Week ahead and Duce)
- College forms and School Policies
- Information on IT at the School
- Assessment notifications, with timing and requirements of tasks
- Access to your sons timetable and list of teachers
- Results of Assessment tasks including any teacher feedback

Your Ollie login is designed exclusively for you and your family, which means that you will have access to all the information and resources that relate specifically to each of your children as well as everything that your school needs to share with the whole school community. New features will be added over time and we will post these details to Ollie as they become available.

We encourage you to sign in to Ollie and explore it for yourself– so jump on board and discover everything Ollie has to offer.

## Viewing your son's timetable

From the Ollie front page, scroll down to the 'My Students' section of Ollie and click the 'Timetable' icon beneath the name of your son. If you have multiple sons, they will also appear in this section.

### MY STUDENTS



**Student 2 Test**  
Year 11

 **Timetable**  **Calendar**  **Due Work**  **Grades**

The timetable page will open, allowing you to view your son's full 10 day timetable

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
<b>Homeroom</b> 8:40am-9:30am	VCAL Sport - Year 11 8:55am - 9:49am									
<b>Period 1</b> 9:35am-10:05am	VCAL Sport - Year 11 8:55am - 9:49am	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am	
<b>Period 2</b> 10:10am-10:40am	VCAL Sport - Year 11 8:55am - 9:49am	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am	
<b>Period 3</b> 10:45am-11:15am	VCAL Sport - Year 11 8:55am - 9:49am	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am	
<b>Period 4</b> 11:20am-12:50pm	VCAL Sport - Year 11 8:55am - 9:49am	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am	
<b>Period 5</b> 1:30pm-2:20pm	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am							
<b>Period 6</b> 2:25pm-3:20pm	VCAL Sport - Year 11 8:55am - 9:49am		VCAL Sport - Year 11 8:55am - 9:49am							

Clicking on a class will open the details window, including the date and time, room number and teacher.

### VCAL Sport - Year 11

 *Thu 1st Feb, 8:55am - 9:49am*

 *[Blurred]*

 *Posted by [Blurred]*

## Viewing your son's calendar

From the Ollie front page, scroll down to the 'My Students' section of Ollie and click the 'Calendar' icon beneath the name of your son. If you have multiple sons, they will also appear in this section.

**MY STUDENTS**

**Student 2 Test**

Year 11

Timetable
 Calendar
 Due Work
 Grades

The Calendar will open, allowing you to view your son's classes and the due dates for assigned classwork. In the image below, an example of due work has been outlined.

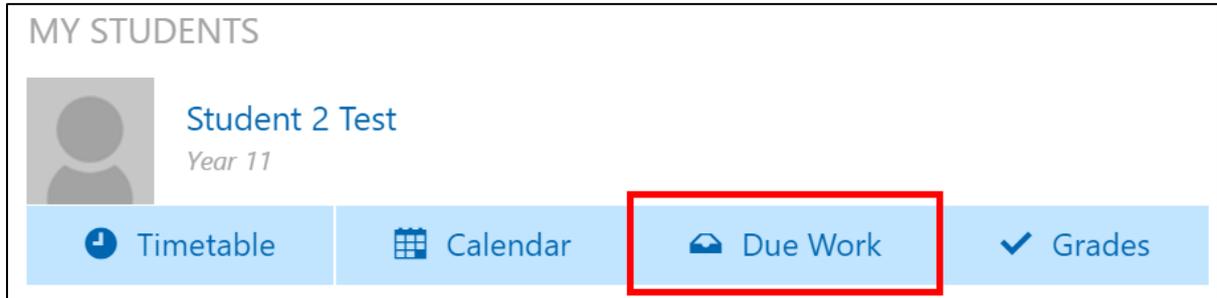
### Calendar for Student 2 Test

< Today >
📅 February 2018
Filters
List
Month
Week
Day
Export

Sun 28/1	Mon 29/1	Tue 30/1	Wed 31/1	Thu 1/2	Fri 2/2	Sat 3/2
28	29	30	31	1	2	3
			8:40am 1:35pm 2:29pm	8:40am 8:55am 9:49am +4 more	8:40am	
4	5	6	7	8	9	10
	8:40am 8:55am 9:49am +4 more	8:40am 8:55am 9:49am +4 more	8:40am 1:35pm 2:29pm	8:40am 8:55am 9:49am +4 more	8:40am	English - English - English - English -
11	12	13	14	15	16	17
	8:40am 8:55am 9:49am +4 more	8:40am 8:55am 9:49am +4 more	8:40am 1:35pm 2:29pm	8:40am 8:55am 9:49am +4 more	8:40am	
18	19	20	21	22	23	24
	8:40am 8:55am 9:49am +4 more	8:40am 8:55am 9:49am +4 more	8:40am 1:35pm 2:29pm	8:40am 8:55am 9:49am +4 more	8:40am	

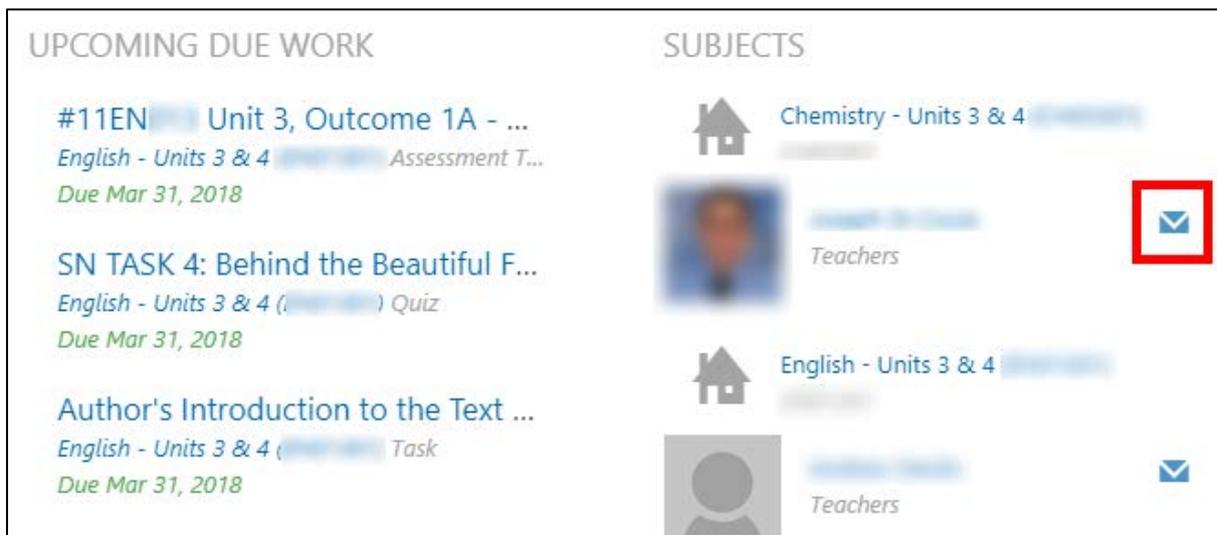
## Viewing your son's due work

From the Ollie front page, scroll down to the 'My Students' section of Ollie and click the 'Due Work' icon beneath the name of your son. If you have multiple sons, they will also appear in this section.

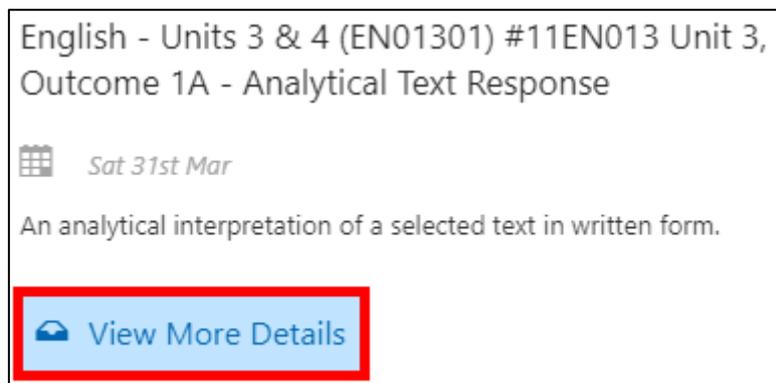


This will open the 'Due Work' page, allowing you to view your sons due work on the calendar.

You can also scroll down the page to view all upcoming due work and each of their subjects. This section will also allow you to email your son's subject teacher by clicking on the 'mail' icon, highlighted below.

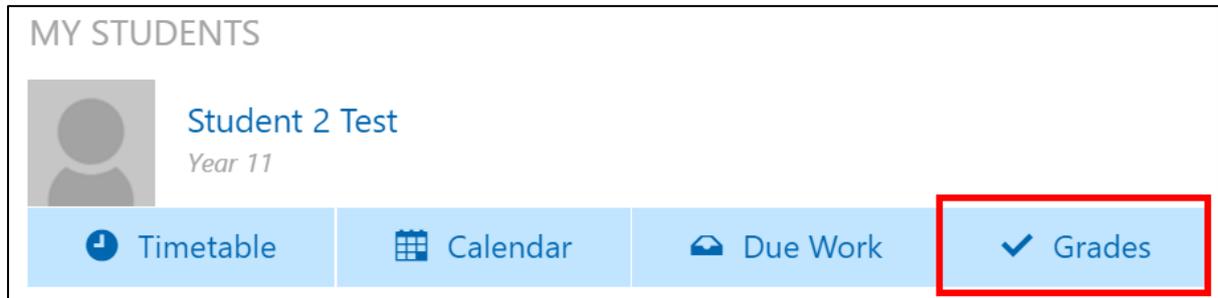


Clicking on the task name for upcoming work will open the details of the work, while clicking on the subject name will open the 'Grades' page for that subject. The detail window will open, listing the subject, the unit, and the due date. Click 'View More Details' to view additional information about the due work.



## Viewing your son's grades

From the Ollie front page, scroll down to the 'My Students' section of Ollie and click the 'Grades' icon beneath the name of your son. If you have multiple sons, they will also appear in this section.

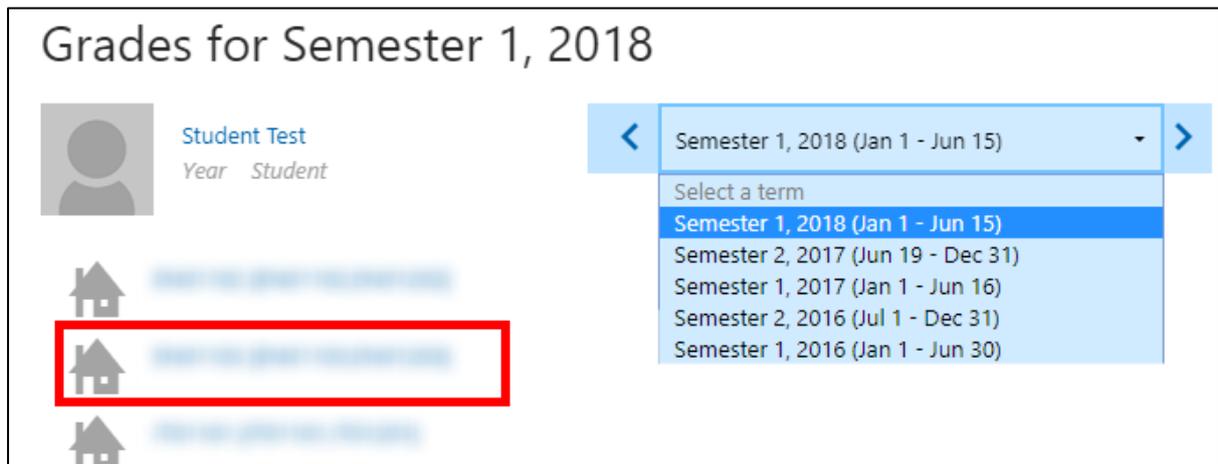


MY STUDENTS

 **Student 2 Test**  
Year 11

 Timetable    Calendar    Due Work    **Grades**

You can view the results for a grade by clicking on the 'homepage' icon next to the class name. To change the semester to view, click the drop down arrow next to the semester date and click the semester to view. To view the assessment results of a class, click on the class title.



Grades for Semester 1, 2018

 **Student Test**  
Year Student

Semester 1, 2018 (Jan 1 - Jun 15) ▾

- Select a term
- Semester 1, 2018 (Jan 1 - Jun 15)**
- Semester 2, 2017 (Jun 19 - Dec 31)
- Semester 1, 2017 (Jan 1 - Jun 16)
- Semester 2, 2016 (Jul 1 - Dec 31)
- Semester 1, 2016 (Jan 1 - Jun 30)

This will open the grades page for the selected class, allowing you to review the expected capabilities and assessment results. You can also filter by assessment type or by work type, using the 'Filters' list.

The screenshot displays a user interface for class grades. At the top, there is a dropdown menu labeled 'Filters: None'. Below this, the 'CAPABILITIES' section lists two items: 'Construct an Experimental Design that demonstrates reliability' and 'Quantitative data collection and analyses'. The 'ASSESSMENTS' section lists two items: 'Class test 1 - [blurred]' and 'Linear Air Track'. Each assessment entry includes a green circle icon labeled 'Reviewed', a percentage score (88% for the first and 16/20 for the second), and the text 'Assessment Task' followed by a redacted name.

Clicking on the assessment will allow you to view the submission history of the assessment and any feedback provided by the teacher.