

# Avon Maitland District eLearning Centre (AMDEC)

Education for the *digital* generation



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## Front Desk for Red Apple Office DE

**Front Desk** (Red Apple Office) is a website that allows students, parents, and school contacts to access the following information in AMDEC's student tracking system:

- (1) Student Details:** Review student details including course enrolment, personal and parent/guardian contact information.
- (2) Module Completion:** View which modules have been submitted (S) or marked (M), which modules are incomplete or still in progress (I).
- (3) Achievement:** Review report card marks. Copies of the reports will also be sent by email.
- (4) Attendance:** Review attendance records for each course.

To access Front Desk, go to:

<https://amdec.mycourses.ca/raode/frontdesk/login.asp> Students will find a link to the Front Desk website in the "AMDEC – General Information and Resources" area on their Course Home page in their course website.

**Parents and students** will need the student's UserID to access Front Desk. To obtain a password, follow the instructions for First Time Visitors in the middle of the page. Enter the student's UserID and the student or parent email address that was provided to AMDEC (the email through which you received the orientation email). Then select the correct choice in the Access Type area and click 'Get Password'. Front Desk will immediately send you an automated email with the required password information. You'll then need to go back to the Front Desk login page and enter the login information in the Log In area at the top left.

**School contacts** need to contact our Tech Support department by email at [support@amdec.ca](mailto:support@amdec.ca) to obtain a UserID and password to access Front Desk. All UserIDs and passwords for Front Desk are deactivated at the end of the school year.

A student's course start date is displayed in **Front Desk** on the Module Completion page. This is what it looks like:

TRACKING KEY: I = Incomplete / In Progress, M = Marked and Returned, S = Submitted, Not Marked

Enrolled: 09/08/2015		
BOH4MV1 -		
1	M	10/08/2015
2	S	10/08/2015
3		
4		
5		

Information about Front Desk is also found in AMDEC's *Student Handbook*:

<http://www.amdec.ca/studenthandbook.htm>