

Schoolbox Family User Guide



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Be Engaged with Your Child's Learning at Good News Lutheran College

“At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents.” **Jane D Hull**

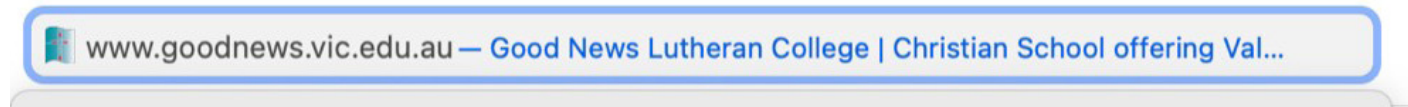
We are pleased to introduce to you 'Schoolbox'. Schoolbox is a unique all-in-one online portal for families of Good News Lutheran College (GNLC). It contains the most up-to-date learning and community information whilst providing you with the tools to take part in your child's learning. Schoolbox is designed and tailored exclusively for you to have a window into your child's education. You will have access to resources that relate specifically to your child/ren without being bombarded with information across other year levels.

We are excited to provide the following information on how to set up and navigate through the system, as Schoolbox enables you to be partners with us during your child's education at GNLC.

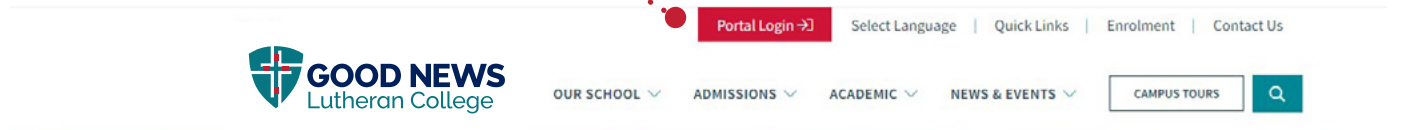
How to Login

Visit the GNLC website by clicking the live link below or alternatively type the website address into your browser of choice <https://www.goodnews.vic.edu.au>

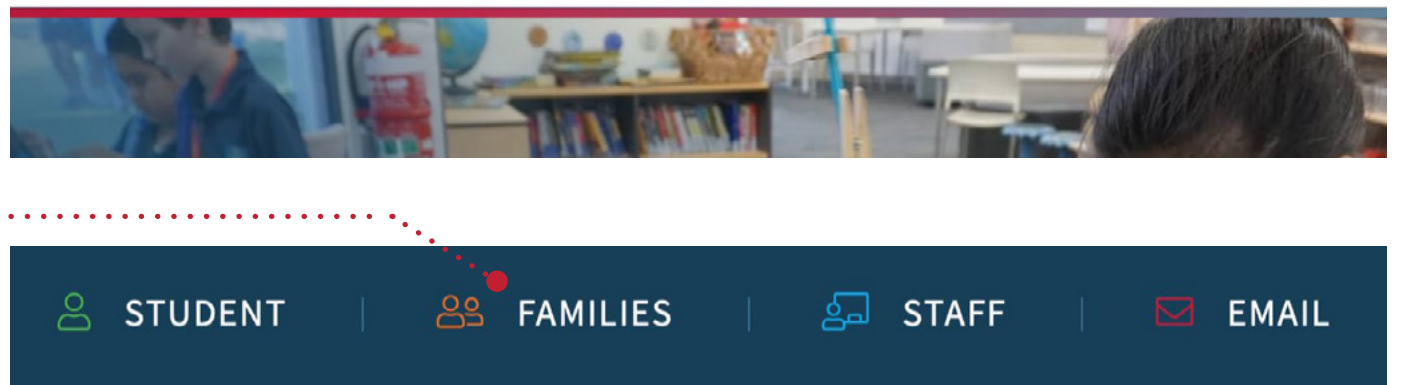
Visit **GNLC website**



Click on
PORTAL LOGIN
button



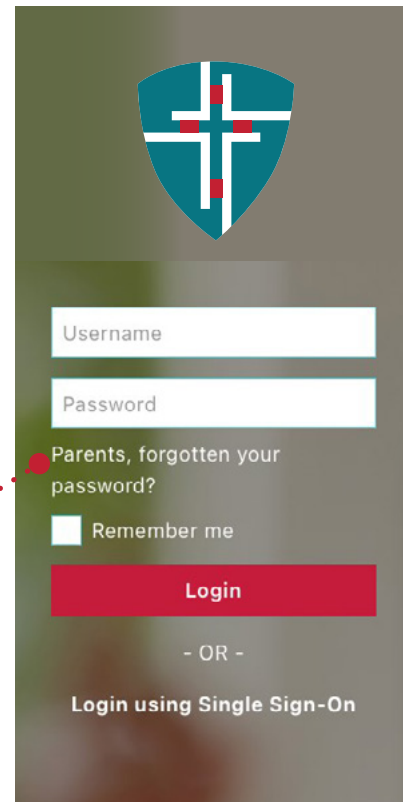
Click on
FAMILIES
icon



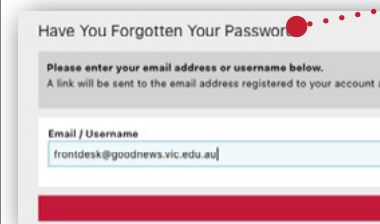
Login Details

As it's your first time logging into Schoolbox, you're required to set up your own unique password. Please follow these steps:

- 1 Click on **PARENTS, FORGOTTEN YOUR PASSWORD?** text link



The screenshot shows the Schoolbox login interface. At the top is the Good News Lutheran College logo. Below it are two input fields for 'Username' and 'Password'. A red dot highlights the text link 'Parents, forgotten your password?'. Below this link is a 'Remember me' checkbox and a red 'Login' button. At the bottom, there is a '- OR -' separator and a link for 'Login using Single Sign-On'.

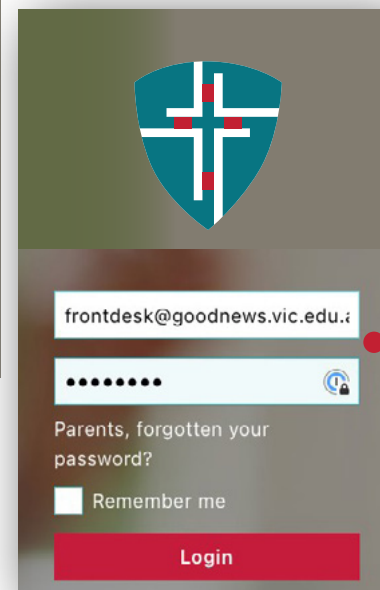


The screenshot shows a form titled 'Have You Forgotten Your Password?'. It contains the instruction: 'Please enter your email address or username below. A link will be sent to the email address registered to your account and'. Below this is an input field labeled 'Email / Username' containing the text 'frontdesk@goodnews.vic.edu.au'. A red dot highlights the email address.

- 2 Type in your personal email address which you **currently receive communication** from GNLC.

After a few minutes you will receive a 'Schoolbox password change' email, click on **RESET LINK**

- 3 Enter an 8 character password of your choice and click **RESET PASSWORD**



The screenshot shows the Schoolbox login interface. The 'Email / Username' field contains 'frontdesk@goodnews.vic.edu.au' and the 'Password' field contains a masked password. A red dot highlights the email address. Below the password field is the text 'Parents, forgotten your password?' and a 'Remember me' checkbox. At the bottom is a red 'Login' button.

- 4 Enter your **original email** and the **unique password** you have just created. We now welcome your family to Schoolbox.

Welcome to Schoolbox

The following is an example of what the home page looks like when you enter Schoolbox.

The screenshot displays the Schoolbox home page for Good News Lutheran College. The interface includes a top navigation bar with 'Groups', 'News', and 'Calendar' options. A central 'NEWS FEED' section contains a welcome message from the 'Mk Entry Community' dated 2 weeks ago. Below the news feed is a grid of nine interactive tiles: 'Update Contact Details', 'Report Student Absence', 'FlexiSchools Canteen', 'College Forms and Policies', 'Uniform Information', 'The Good News Newsletter', 'Good News Lutheran College', 'SchoolTV', and 'Signmee'. On the right side, there is a 'CALENDAR' section showing events for 'Wednesday March 3rd 2023' and 'Thursday March 3rd 2023'. Below the calendar is a 'MY STUDENTS' section with a table listing student names and year levels, and a row of buttons for 'Timetable', 'Calendar', 'Due Work', 'Grades', 'Academic Reports', 'Pastoral Care', and 'Achievements'. A dark blue sidebar on the left contains 'My Groups' and 'Settings' options.

Note: Please be aware that the dashboard is constantly evolving. Don't be alarmed if it looks slightly different to what you see when you login to Schoolbox.

Home Page

The top menu allows families to access the following information:

HOME:

Returns you back to the home page

GROUPS:

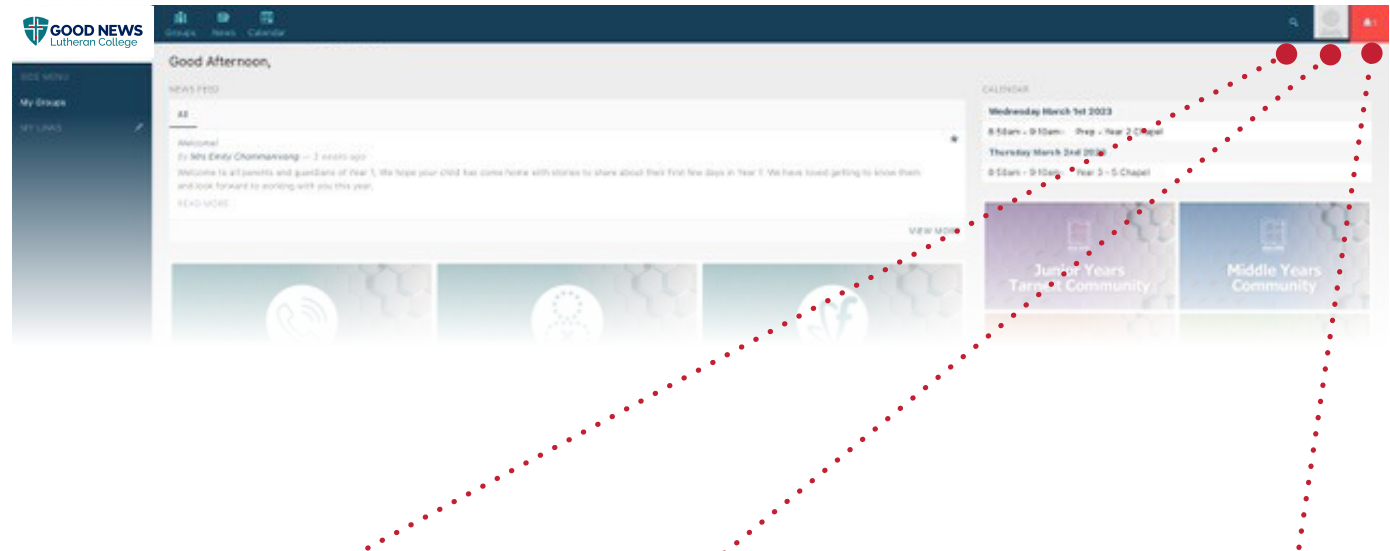
Enables viewing of all the individual groups which are relevant to your family

NEWS:

Displays a list of news items published within the GNLC community

CALENDAR:

A calendar view of your child's timetable and assessments



MAGNIFYING GLASS:

Search for information within the Schoolbox system

USER PROFILE:

Users can personalise settings, log out and view current details we have on file

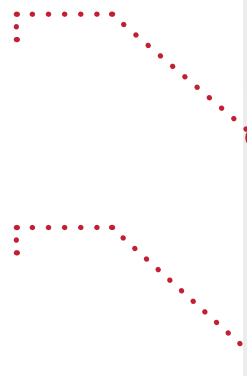
NOTIFICATIONS BELL:

Ensuring families stay up to date on what's current at GNLC

News Feed

This component displays a list of recent articles and/or announcements most relevant to your family.

Clicking on the **TITLE** of a news item allows you to view the entire message, alternatively you can click on the **READ MORE** button.



NEWS FEED

All

● **Welcome!** ★

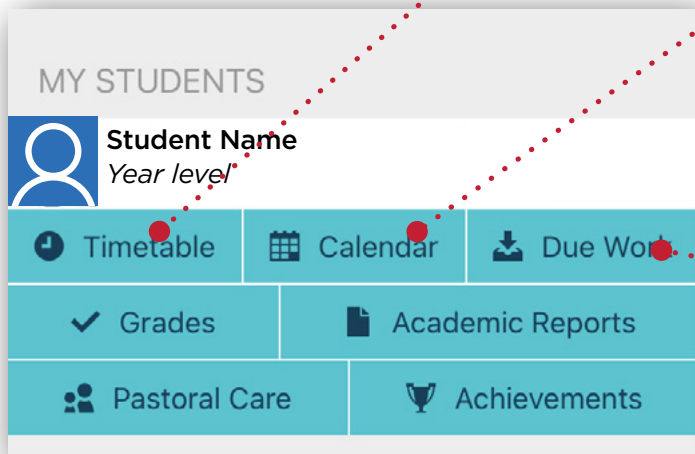
By Mrs Emily Chommanivong — 3 weeks ago

Welcome to all parents and guardians of Year 1, We hope your child has come home with stories to share about their first few days in Year 1. We have loved getting to know them and look forward to working with you this year.

● READ MORE

My Students

This section allows families to access information specific to your child, including academic performance, curriculum, current timetables and much more.



TIMETABLE:
Displays student's 10-day timetable

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew	01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew	01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew	01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew	01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew	01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew	01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew	01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew	01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew	01 AM RollID (01AMRD) JY108 Mrs Sarah Agnew

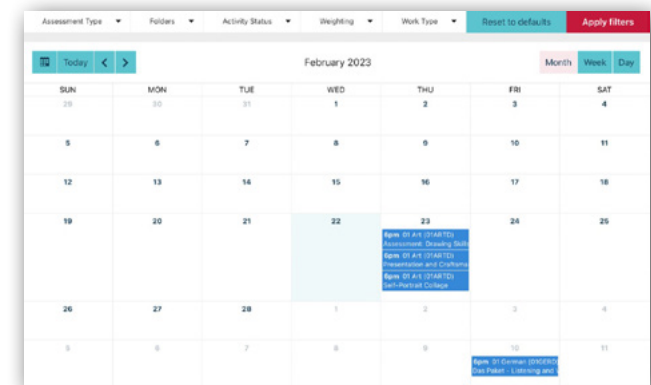
CALENDAR: Student's timetable and assessments.

Note: Once a preferred view is selected 'Day/Week' it will automatically stay on your preferred setting



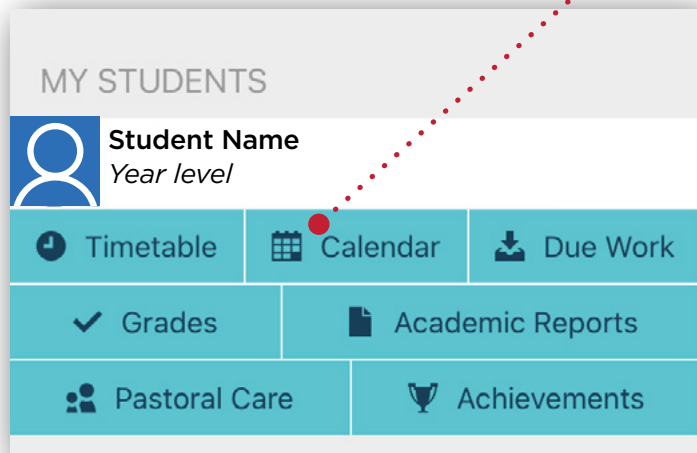
A small calendar view showing a week from Monday to Friday. The days are labeled 'Junior Term: Day 1' through 'Day 5'. There are red blocks on Tuesday, Wednesday, and Thursday representing school assemblies.

DUE WORK: Displays a list of upcoming work in a calendar view. For families that have a number of students studying at GNLC, the icon allows you to select the due work for each individual child.



My Students *continued*

Stay up to date with your child's developments and email their teachers in a few easy steps



Note: Also be on the lookout for some sections to build as the year progresses. As it's only the beginning of the year, reports etc have not been posted, but will be at your fingertips once the time comes.

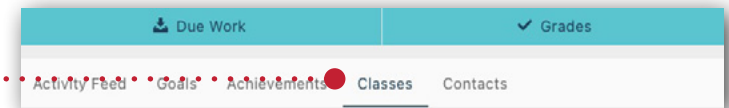
GRADES: Displays all subjects your child is currently studying and associated assessments.

Families are able to **EMAIL THEIR CHILD'S CLASSROOM TEACHER** by following these simple steps below:

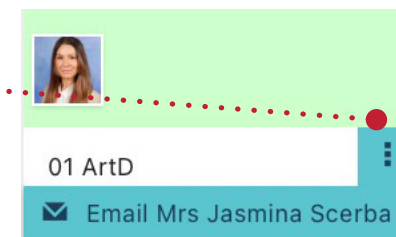
1 Click on your **CHILDS IMAGE**



2 Click on **CLASSES**

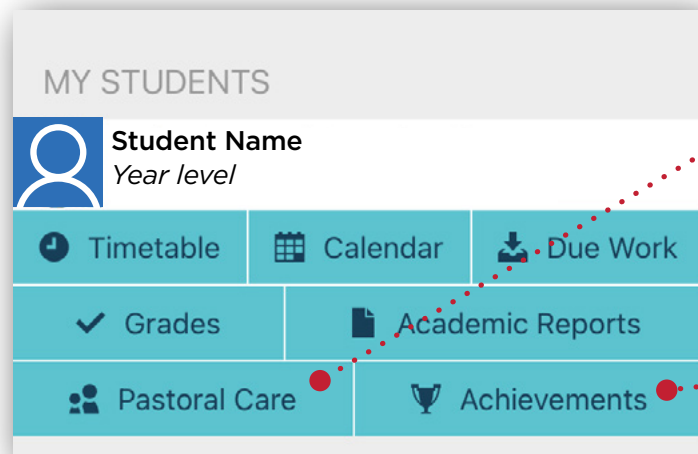


3 Click on the **THREE DOTS** to reveal an envelope that when clicked, will link you directly to a teachers email



My Students *continued*

This section contains information that's unique to your child.

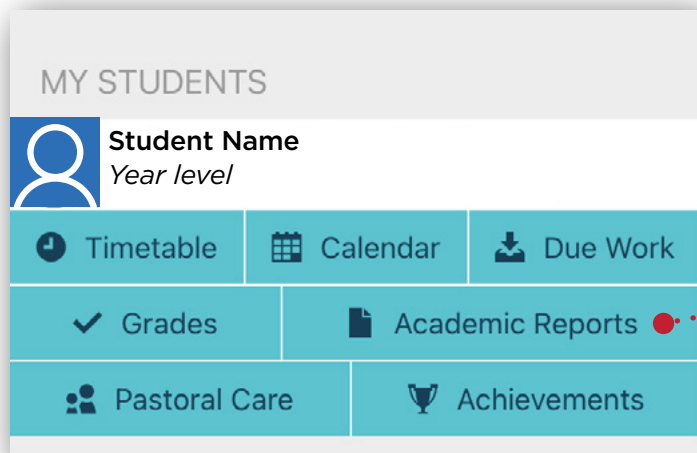


PASTORAL CARE: Viewing your child's journey throughout the year, this tracks their emotional, physical, and mental wellbeing, which is at the heart of GNLC.

ACHIEVEMENTS: Your child's individual goals and achievements throughout the year will be displayed and represented as badges.

My Students

This section allows families to access information specific to your child, including academic performance, curriculum, current timetables and much more.



ACADEMIC REPORTS: The **'My Student'** box will appear on the right-hand side of your screen on PC or Desktop Computers. However, please note that if you are viewing Schoolbox on a mobile phone or other portable device, you may need to scroll down to the very bottom of your screen view. Then, to access school reports, click on the tab here that says Academic Reports.

Phone App

Once you have created your Schoolbox Account, you are able to download the GNLC App for easy access on your phone or other hand held device. Simply follow these simple instructions.



HOW TO GET YOUR NEW

Good News Lutheran College app

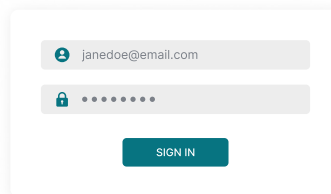
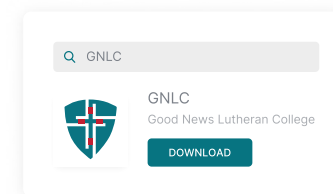
Follow these simple steps to quickly and easily set up your new app.



STEP 1

Search & download

Search for your college on the Apple App Store or Google Play to download the app.



STEP 2

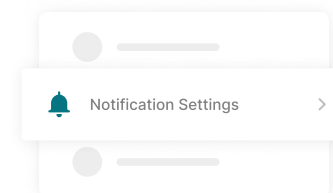
Sign in

Sign in using your Good News Lutheran College login details.

STEP 3

Manage subscription

Tap *settings*, then *notifications*. You will be redirected to your Schoolbox settings in your app browser, and make your selection.



Stay connected

You will now receive the latest updates and information from your college. Everything you need to stay in the loop is all in one handy place.



Not able to connect with
SCHOOLBOX USER GUIDE instructions?

Contact us via email at
schoolboxhelp@goodnews.vic.edu.au

580 Tarneit Rd, Tarneit, VIC 3029
(03) 8742 9000
schoolboxhelp@goodnews.vic.edu.au