

# Logging into Shelly

To enable parents to login to our Schoolbox Learning Management System, Shelly, we have transitioned to a Single Sign-On (SSO) system. This means parents will have a single username and password to connect to and access each of the platforms used at Shelford.

You should now have received an email with instructions on how to set up your Single Sign-On. this only needs to be done once. Please check your junk-mail folder if you have not received this email.

Once you have set up your Single Sign-On credentials, you will be able to proceed to the login page of Shelly – **click here for Shelly**. You should then see the login screen shown on the right.

Once the Single Sign-On page appears, enter your login and password and you will be logged into Shelly.

**Tip: Bookmark this page.**

Shelly

Shelford Girls' Grammar School

Please enter your username and password

Username **1**

Password **2**

[I forgot my password](#) **3** Sign in

Once you have signed in to Shelly, you will land on your parent home page, which will look similar to below:

Good Afternoon, [Name]

NEWS HEADLINES

Carteem closed Wednesday 28th April.

Senior School Choir is starting Tuesday 11 May

PISA Testing

NAPLAN 2021

Mary Poppins ticket announcement

MY STUDENTS

Synergistic Portal | Event Booking | Payments | Shelford Uniform Shop | Operoo

FRIDAY APRIL 23RD 2021

4:45pm	CDU Art 11
4:45pm	SAC - Budo An excursion
5:45pm	Senior Day 10
7:45am - 8:25am	Intra-Recursion
9:30am - 10:25am	SAC - Business Management
10:45am - 12:25pm	SAC - Math Further (ASB)
12:35pm - 1:20pm	Hearts to Heart
3:35pm - 5:45pm	Musical Rehearsals
6pm - 8pm	Flaming Presentation Evening

The five main sections identified in the diagram above are explained below.



## Section 1: Links to Calendar, News, Timetable and Documents

This area allows you to quickly go directly to the full school calendar which includes school events as well as SAC dates for all subjects. It is usually best to set this to weekly view. You can also filter to simplify your view. There is also a full-page version of the News and your child's timetable for the fortnightly cycle. A document area will include any important resources, such as policies.

## Section 2: News Headlines

Here, you can see any News items which relate to your child's year level, or school news relevant to you. You can click on the **Read More** button to see more information, including videos if included. These will refresh as more items are posted.

## Section 3: Links to Synergetic, Event Booking, Payments, Uniform Shop and Operoo

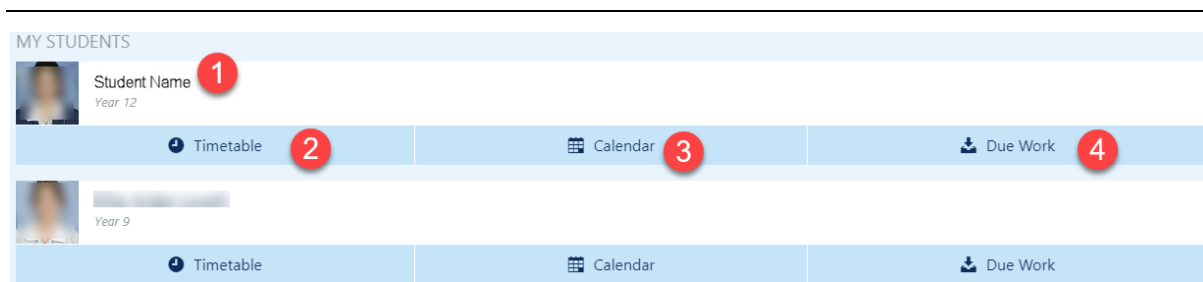
The tiles in this area allow you to navigate to the various applications that you will use regularly. If you click on the Synergetic Portal, your Single Sign-On will take you straight through without having to login again.

## Section 4: Two-day calendar

This shortened version of the School calendar will give you a preview of the current day's events followed by the next day as well. This is useful to quickly see what is happening at Shelford.

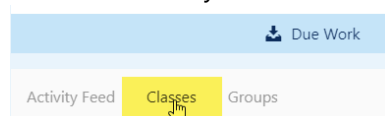
## Section 5: Your child(ren)

Any child you have attending Shelford will be listed in this area. There is a considerable amount of information available in this area, so we will look at each component in turn, as shown in the diagram below. If you have multiple children, they will appear in a list.



As in the diagram above, there are four main areas that you can click into.

**Number 1** (student name) is the student details page where you can select Due work, Calendar and Timetable to view these areas, as well as access to Classes and Groups which are located just below the Due work tab. If you click on the Classes tab, you will find a list of your child's classes.



If you would like to email the teacher for a particular class, simply click on the 3 vertical dots and select email as shown below.





**Number 2** is the timetable and will simply show the timetable for that individual student.

**Number 3** is the School calendar with the student's classes included. This will also have the full SAC calendar. Once again, you can filter to your needs.

**Number 4** takes you to the student's Due work which may include assessments, homework etc. This is presented in calendar form and work will appear as teachers enter tasks. This can help with time management.

### What to do with this login page

If, at any stage, you find yourself at the login page shown on the right, please select **Login using Single Sign-On** as shown circled in red. This will take you to the above-mentioned Single Sign-On.

You will then have access to Shelly as you normally would.

