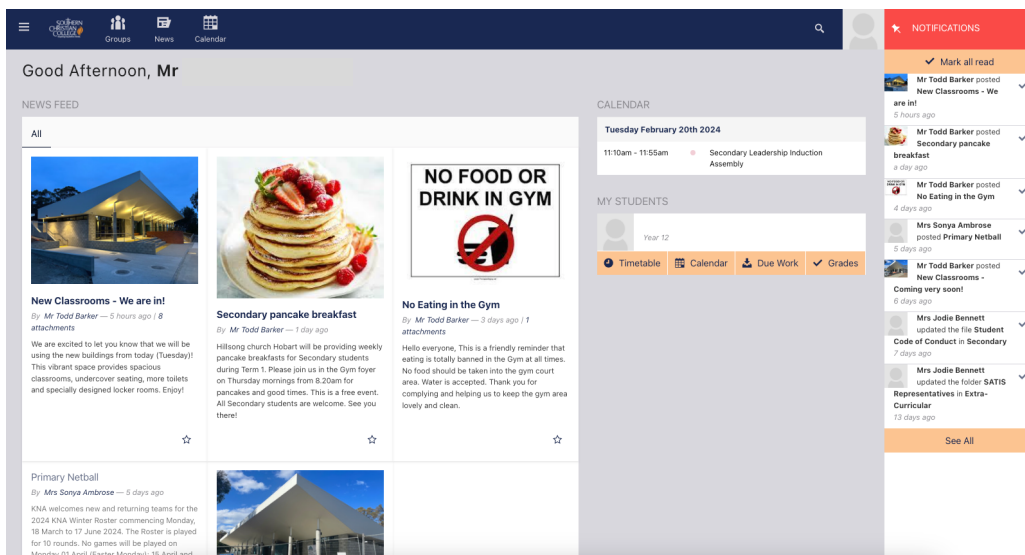# A Parent Guide to School Box

1. Logging in

2. The Home Screen

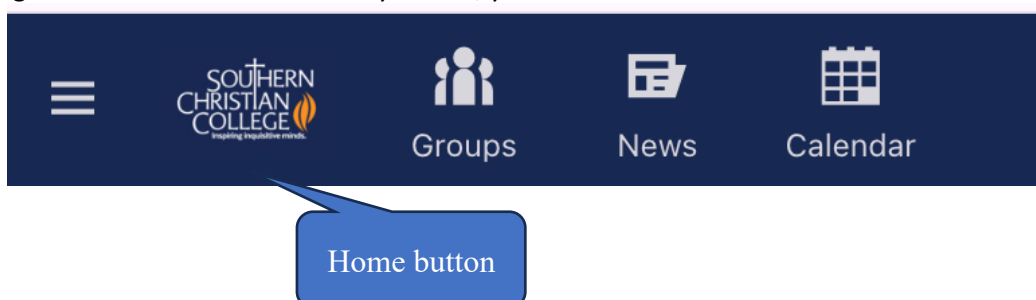Each user will have a slightly different Home Screen. Following is an example from one parent.
Key elements include:
- The top and side **navigation menus** are used to access key areas of Schoolbox
- The **News Feed** provides the most recent news items
- The brief **calendar** view shows events for the next two days
- **My Students** connects to the links to areas specific to your child/children
- **Notifications** show the most recent Schoolbox activity
- **Links** (at the bottom) to frequently used places, such as the Year Level pages, Primary, Secondary and Extra-curricular pages
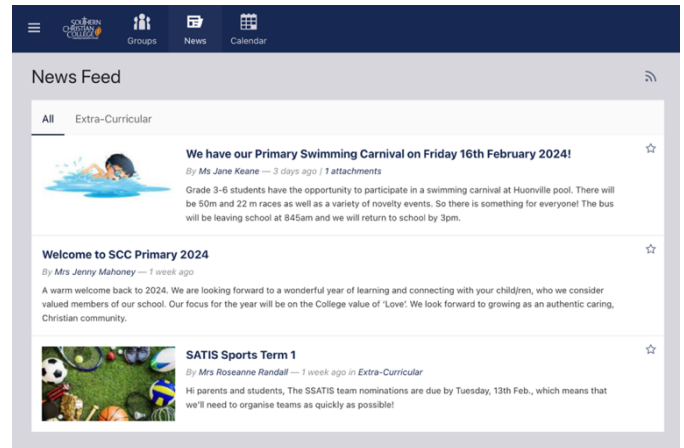

3. The Home Button

The SCC logo is the 'Home' button. On any screen, you can use this button to return to the Home page.

Home button

4. News Feed

The most up-to-date news items appear on the Home page but a more detailed view appears on the News page. Once news items are no longer relevant, they will be retired from view.
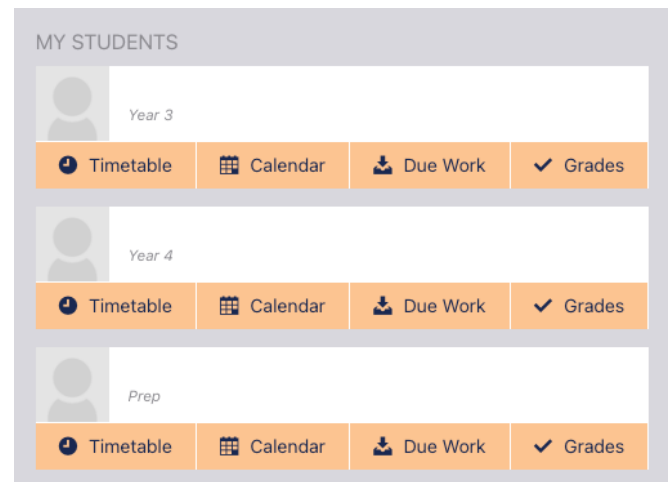

5. My Students

This is an area where you will start to see more information over time.
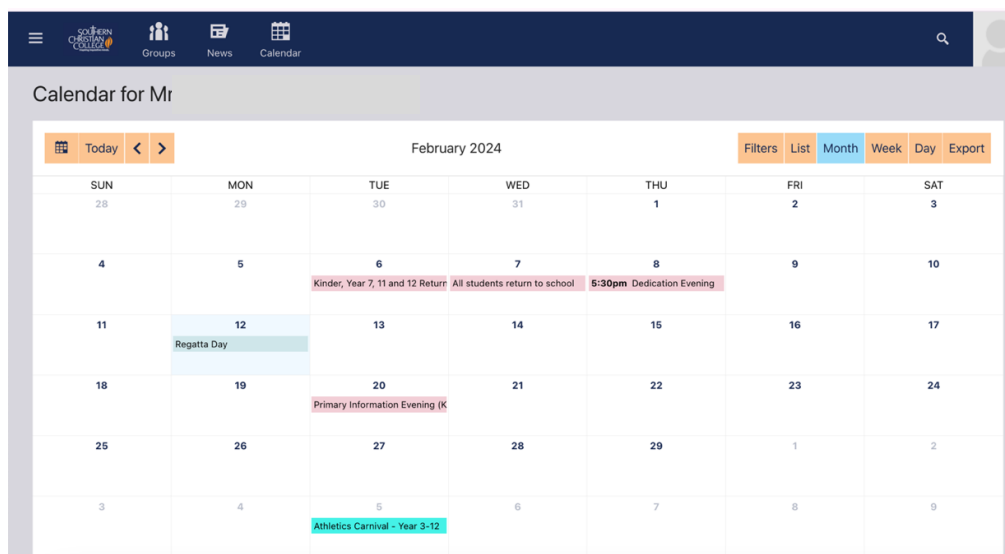
Secondary classes will show due work tasks.

Primary students will use begin to use this to share with you some examples of learning in class.

6. Calendar

We hope many of you will find the calendar function especially helpful. The Home page shows any upcoming events or activities for the next two days but the calendar screen will provide a much more detailed view. Your calendar view should have general school activities and those specific to your child/children.
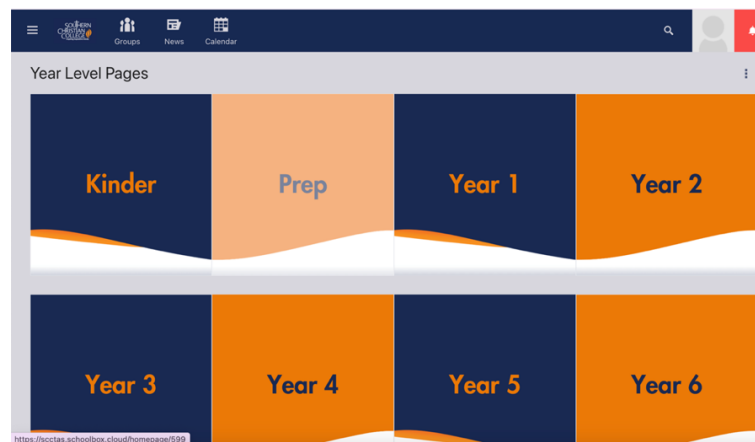
7. Year Level Pages

An important place to find information is on the Year Level pages. You can access this through the links on the bottom of the Home page. You can use either the Year Level page link or through the Primary or Secondary page link.

8. Year Group Pages

The Year group pages will provide information from Primary Class Teachers and Secondary Home Group teachers that are relevant to those year groups.

9. Communication

Parents and Families play an important part of students' learning. The active involvement of adults in students' learning can improve their engagement with their studies and attitude towards school. The College encourages parents and carers to contact us should issues arise and to maintain a regular and active engagement with teachers wherever possible via their emails directly.

10. Notification

An easy way to stay on top of recent activity in Schoolbox is through notifications. There will be three different possible forms of notifications:

1. On the right side of the page, there is a red bell. Click on the bell and this will list updates that relate to news and learning activities related to your child/children.

2. Once a week, you will also receive a digest in an email that provides a summary of some of the Schoolbox activity from the past week.

3. Parents/Carers of students who do not submit a set task will receive an email notification.