Schoolbox
Family User Guide

GROWING THROUGH THE WORLD
GOOD NEWS
LUTHERAN COLLEGE

Contents

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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**
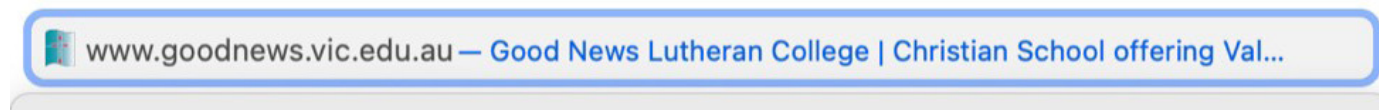
We are pleased to introduce to you 'Schoolbox'. Schoolbox is a unique all-in-one online portal for families of Good News Lutheran College (GNLC). It contains the most up-to-date learning and community information whilst providing you with the tools to take part in your child's learning. Schoolbox is 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.
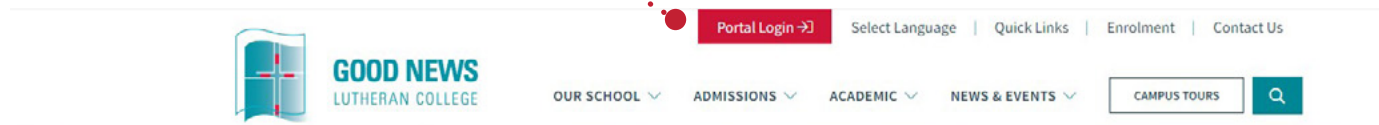
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How to Login

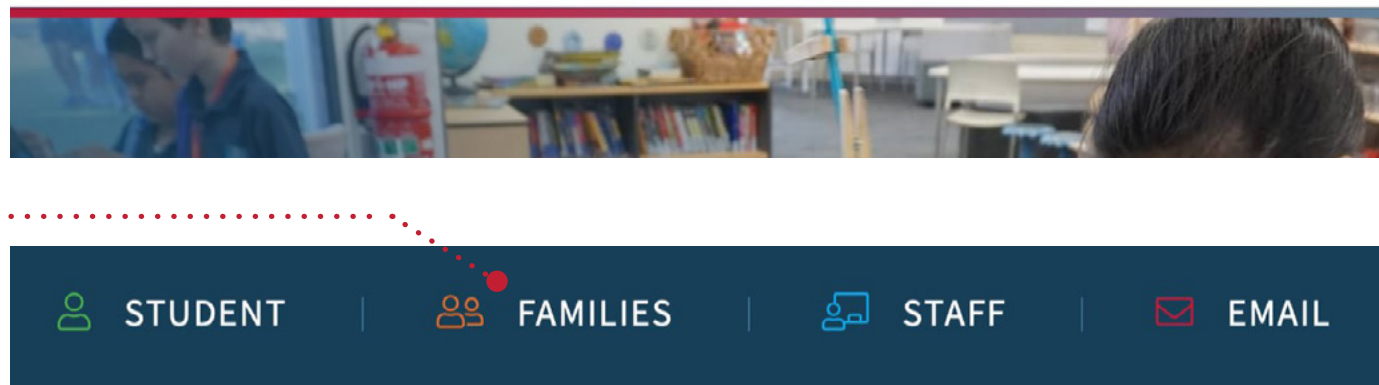Visit the GNLC website by clicking the live link below or alternatively type the website address into your browser of choice **https://www.goodnews.vic.edu.au**

Visit **GNLC website** ....•

> www.goodnews.vic.edu.au — Good News Lutheran College | Christian School offering Val...

Click on
PORTAL LOGIN
button

Portal Login →] | Select Language | Quick Links | Enrolment | Contact Us

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OUR SCHOOL ∨   ADMISSIONS ∨   ACADEMIC ∨   NEWS & EVENTS ∨   CAMPUS TOURS   🔍

Click on
FAMILIES
icon

👤 STUDENT | 👥 FAMILIES | 🖥 STAFF | ✉ EMAIL

GOOD NEWS LUTHERAN COLLEGE
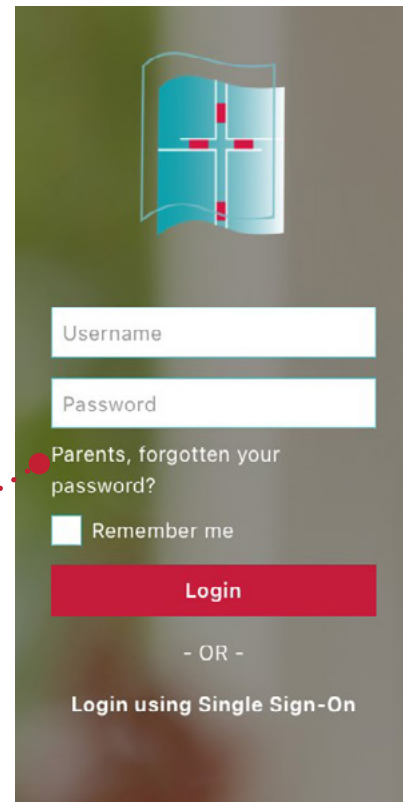
Login Details

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

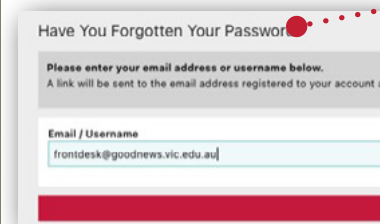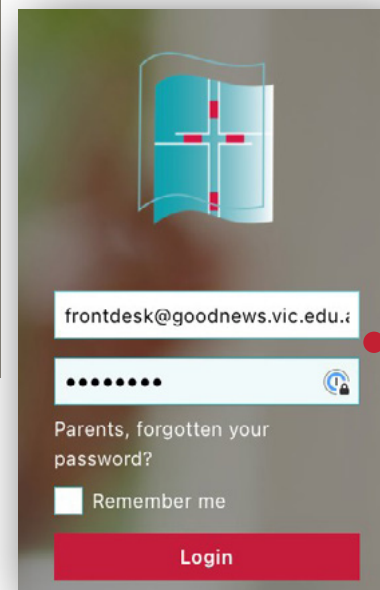**2** Type in your personal email address which you **currently receive communication** from GNLC.

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

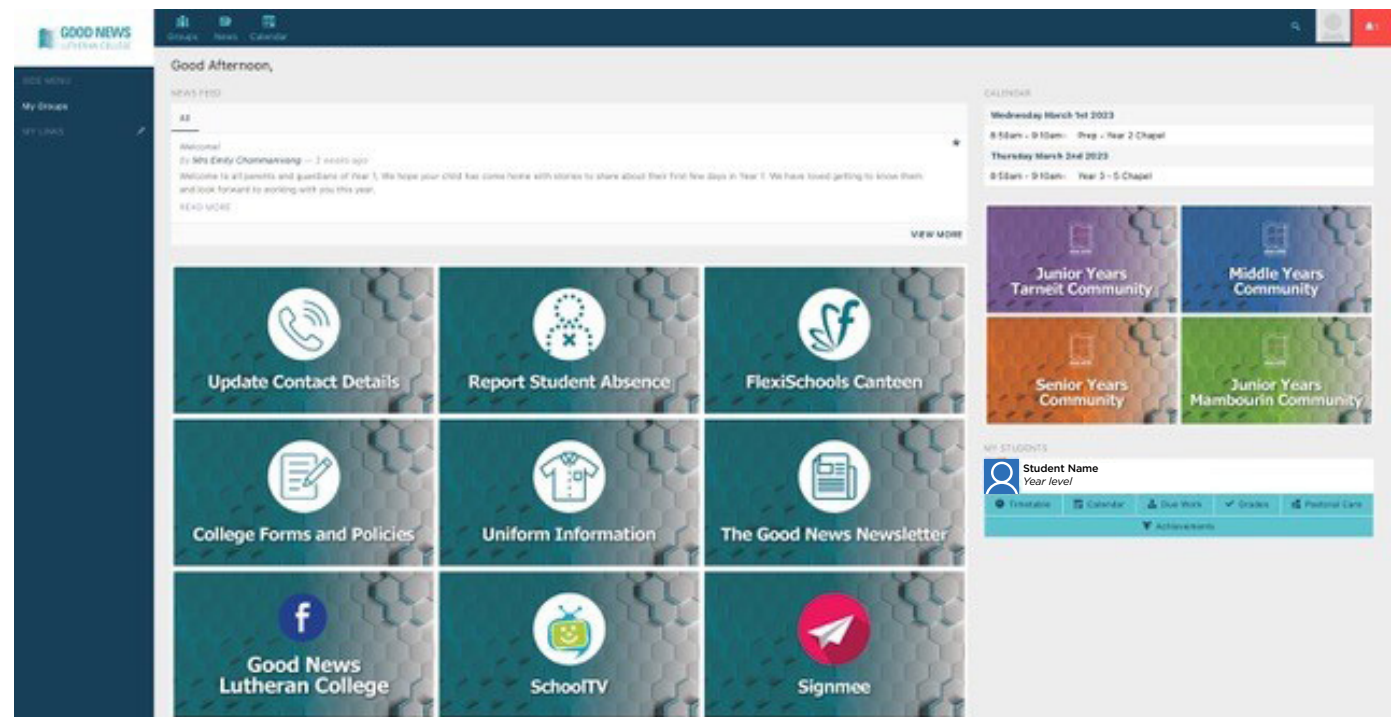**3** Enter an 8 character password of your choice and click **RESET PASSWORD**

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

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Welcome to Schoolbox

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

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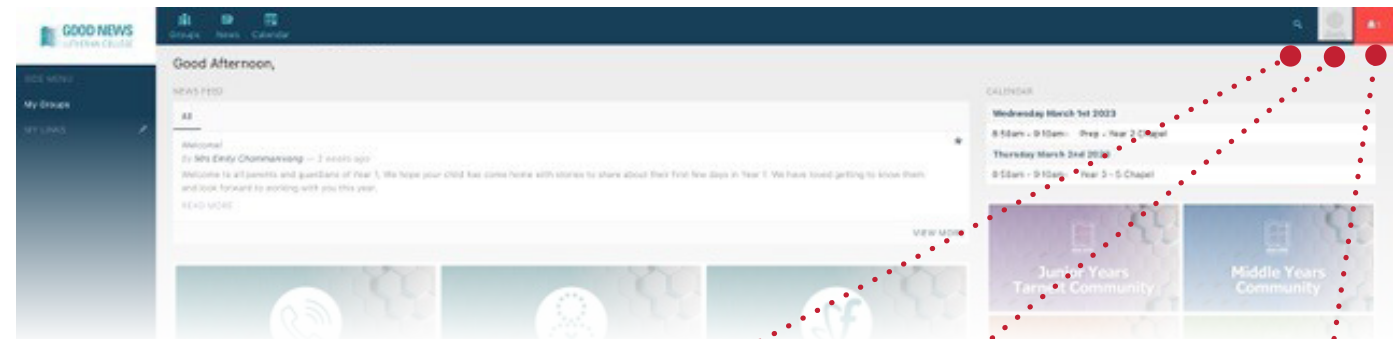
GROUPS: Enables viewing of all the individual groups which are relevant to your family

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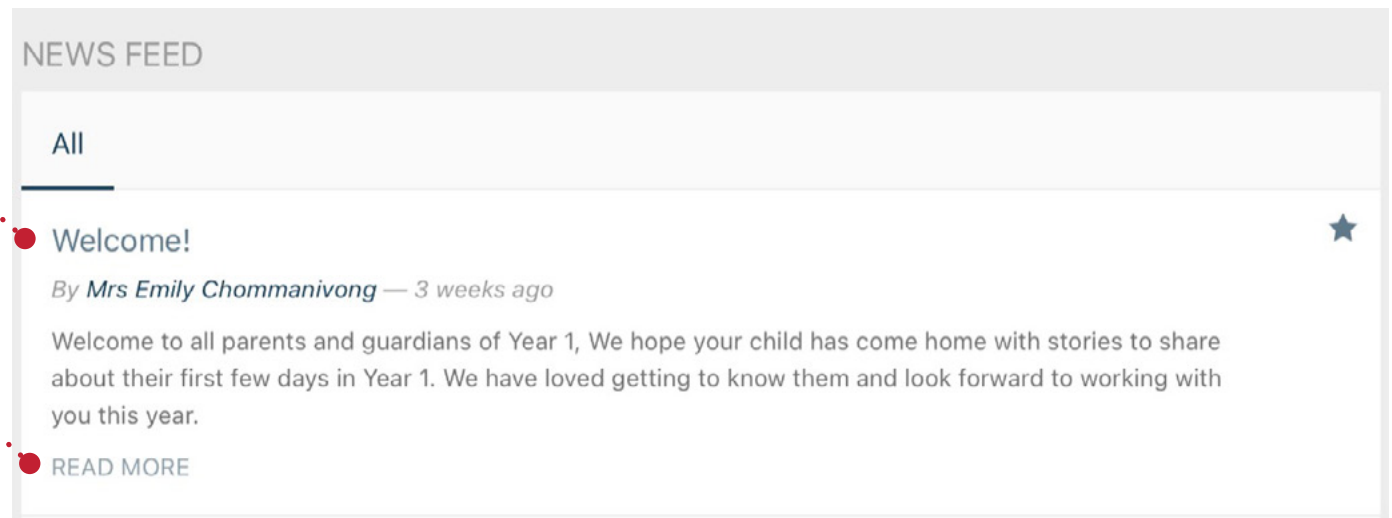
NOTIFICATIONS BELL: Ensuring families stay up to date on what's current at GNLC

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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.
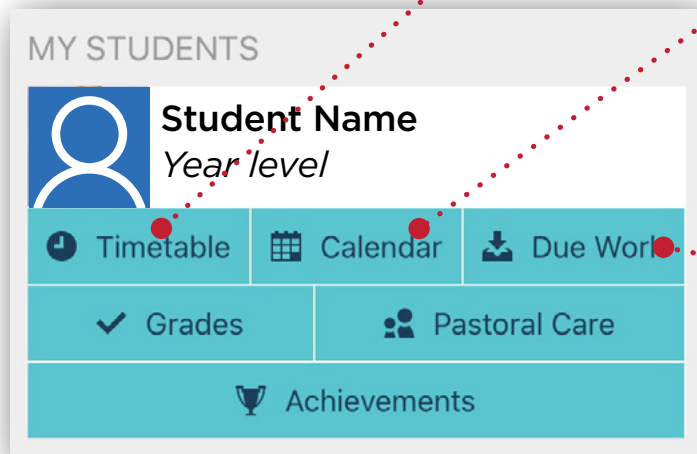
NEWS FEED

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

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My Students

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

MY STUDENTS

Student Name
Year level

🕐 Timetable | 📅 Calendar | 📥 Due Work
✔ Grades | 👥 Pastoral Care
🏆 Achievements

TIMETABLE:
Displays student's 10-day timetable

CALENDAR: Student's timetable and assessments.

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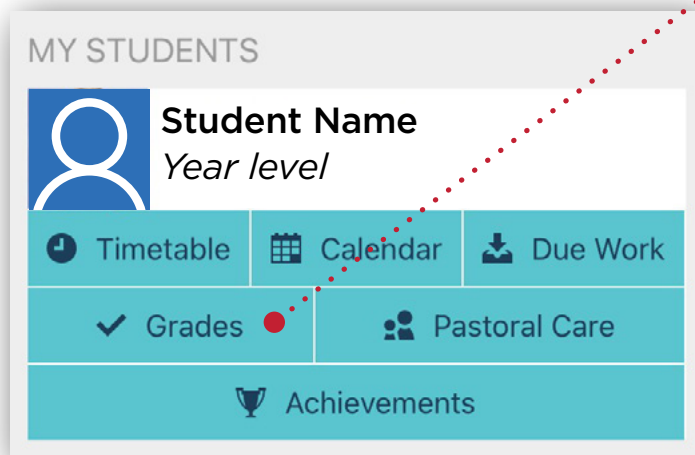

Filters | List | Month | Week | Day | Export

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.

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My Students *continued*

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

MY STUDENTS

Student Name
Year level

- Timetable
- Calendar
- Due Work
- ✔ Grades
- 👥 Pastoral Care
- 🏆 Achievements

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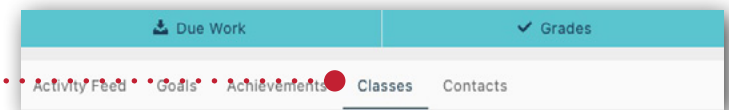
GRADES: Displays all subjects your child is currently studying and associated assessments.

Families are able to **EMAIL THEIR CHILD'S CLASSROOM TEACHER** by following these simple steps below:
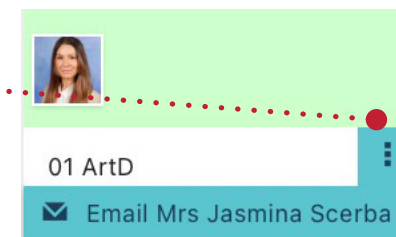
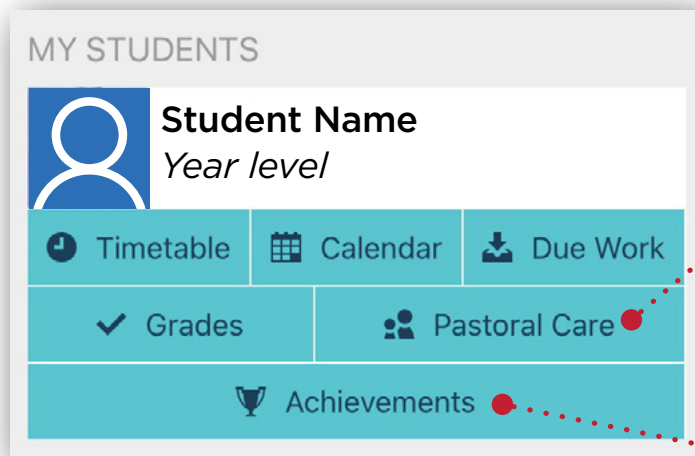**1** Click on your **CHILDS IMAGE**

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

01 ArtD
✉ Email Mrs Jasmina Scerba

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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.

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GROWING THROUGH THE WORD

Not able to connect with
SCHOOLBOX USER GUIDE instructions?

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