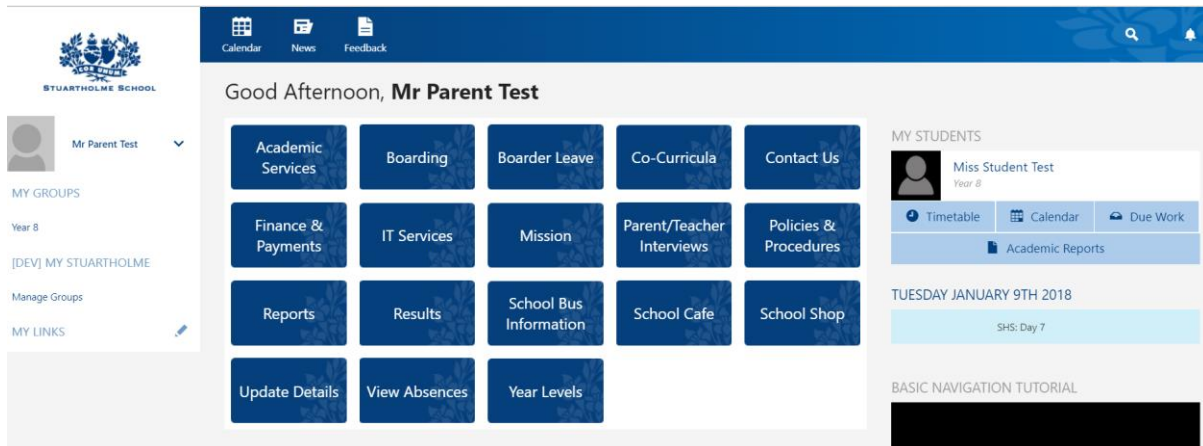


Parent Portal – My Stuartholme

My Stuartholme is a unique, all-in-one online portal and teaching and learning environment. It contains all information that is of interest to you as a parent at Stuartholme.



The screenshot shows the My Stuartholme Parent Portal interface. At the top, there is a navigation bar with icons for Calendar, News, and Feedback. Below this, a greeting reads "Good Afternoon, Mr Parent Test". The main area is a grid of blue buttons for various services: Academic Services, Boarding, Boarder Leave, Co-Curricula, Contact Us, Finance & Payments, IT Services, Mission, Parent/Teacher Interviews, Policies & Procedures, Reports, Results, School Bus Information, School Cafe, School Shop, Update Details, View Absences, and Year Levels. On the left, there is a sidebar with a user profile for "Mr Parent Test" and sections for "MY GROUPS" (Year 8, [DEV] MY STUART HOLME, Manage Groups) and "MY LINKS". On the right, there is a "MY STUDENTS" section for "Miss Student Test" (Year 8) with links for Timetable, Calendar, Due Work, and Academic Reports. Below this, the date "TUESDAY JANUARY 9TH 2018" and "SHS: Day 7" are displayed. At the bottom right, there is a "BASIC NAVIGATION TUTORIAL" section.

Part A – How to Login

1. Go to <https://my.stuartholme.com>

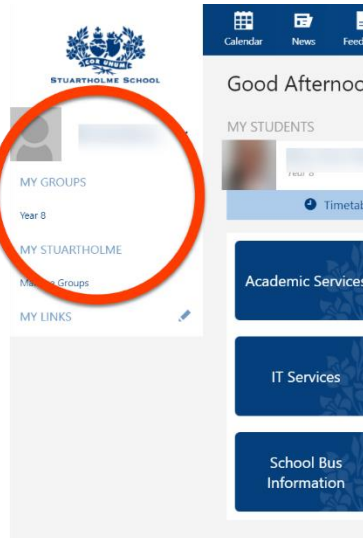
Sign in with your school login (in format 26327@stuartholme.com) and password.



The screenshot shows the Stuartholme School login page. On the left is a large image of the school building. On the right, there is a login form with the Stuartholme School logo at the top. Below the logo, it says "Sign in with your organizational account". There are two input fields: "Email" (containing "26313@stuartholme.com") and "Password". A red arrow points from the building image to the email field. Below the input fields is a blue "Sign in" button. Underneath the button, there is a message: "Sign-in to the Stuartholme School intranet requires your @stuartholme.com logon." followed by contact information for the ICT Service Desk: "Please email or call the ICT Service Desk on +61 7 3510 6439 if you experience difficulties with access." and a link to change the password: "You can now change your password [here](#)." At the bottom, there is a link for direct access to the Community Lounge: "For direct access to the Community Lounge, please [click here](#)." and a footer with "© 2013 Microsoft Home Privacy".

Part B – Parent Dashboard

1. Side Menu



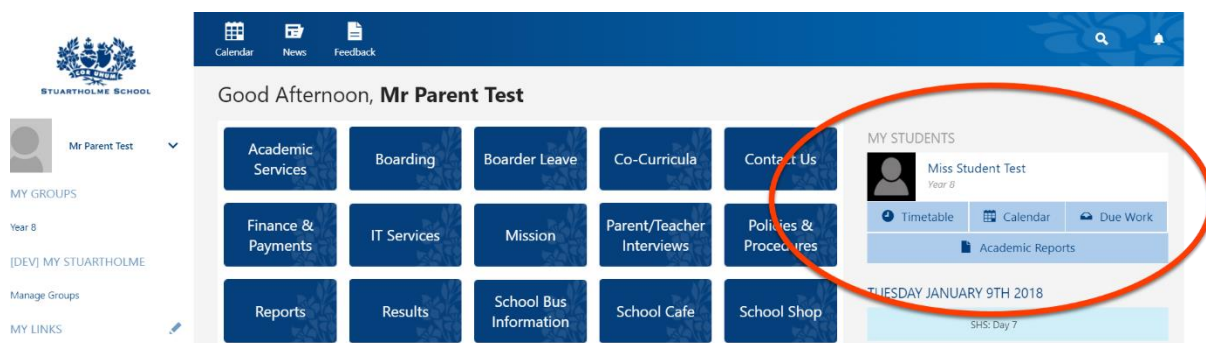
The side menu contains My Groups. These are target groups which you and your daughter are allocated to by the school depending on the activities your daughter is involved in. For example, if your daughter plays netball you and your daughter will be put into a netball group. These group pages store information relevant to that group and are used for communication.

2. Top Menu

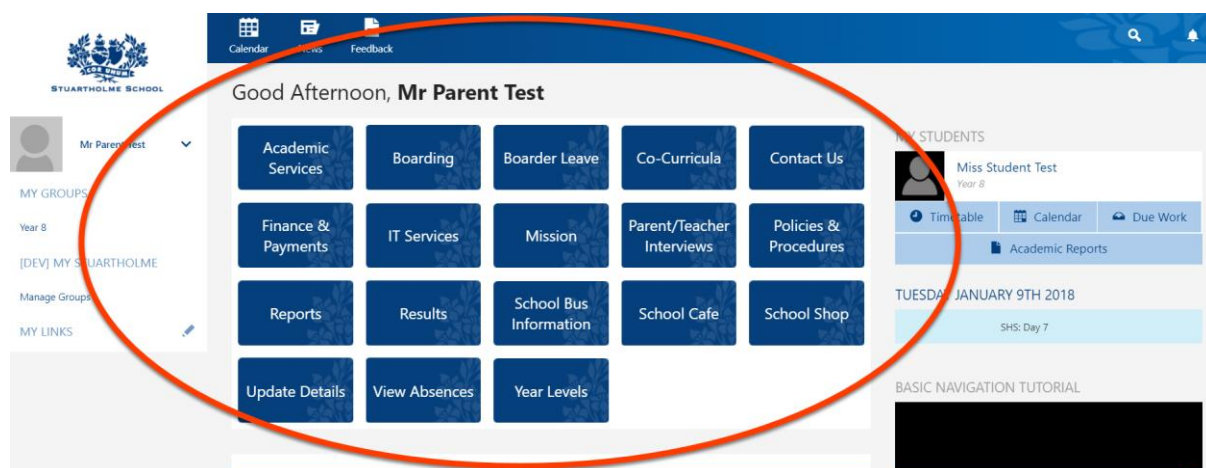


- Calendar – A calendar of school events.
- News – News items.
- Website – link to School website.
- Newsletter – Link to School newsletter.
- Feedback – Feedback on My Stuartholme.
- Magnifying glass – A search bar that allows you to search for information.
- Notifications bell – If you hover your mouse it will show the notifications side menu and hide it again when you move your mouse away. Clicking the bell will lock the side menu so it is always visible.

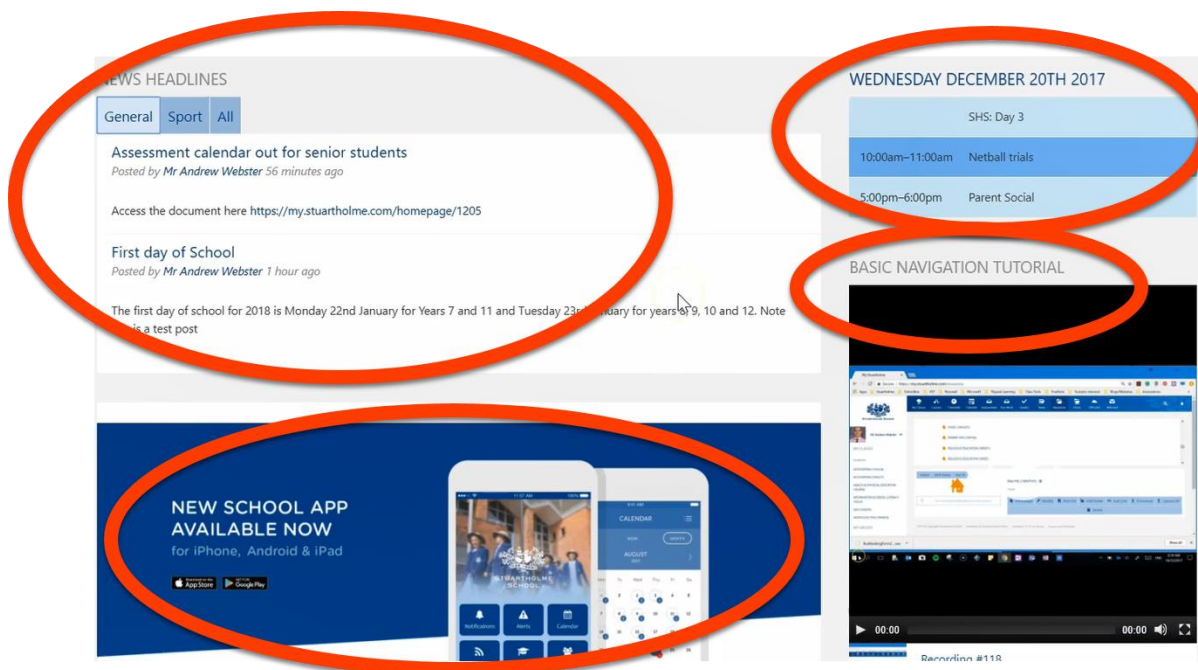
3. Middle Section



- Timetable – Students 10-day timetable.
- Calendar – Students calendar.
- Due Work – upcoming due work for the student. This functionality will be limited in 2018.
- Academic Reports – view student academic reports.
- Teacher list – by clicking on the student name you can view the list of teachers for each class your daughter is in.



- Links to all relevant school information including co-curricula sign on forms and community lounge links.

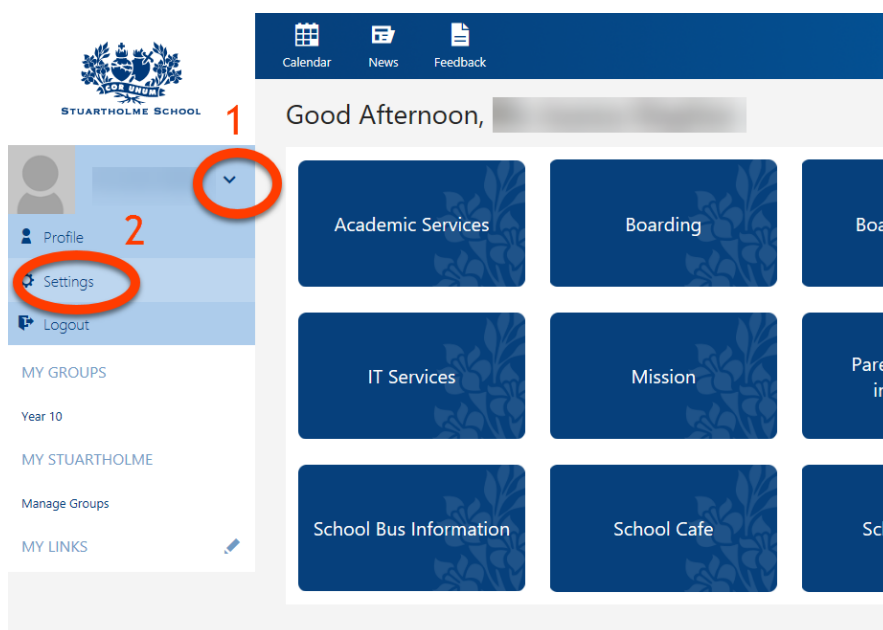


- News – School news items.
- Calendar – School Calendar.
- Video tutorials – Parent video guides – basic navigation and setting notifications.

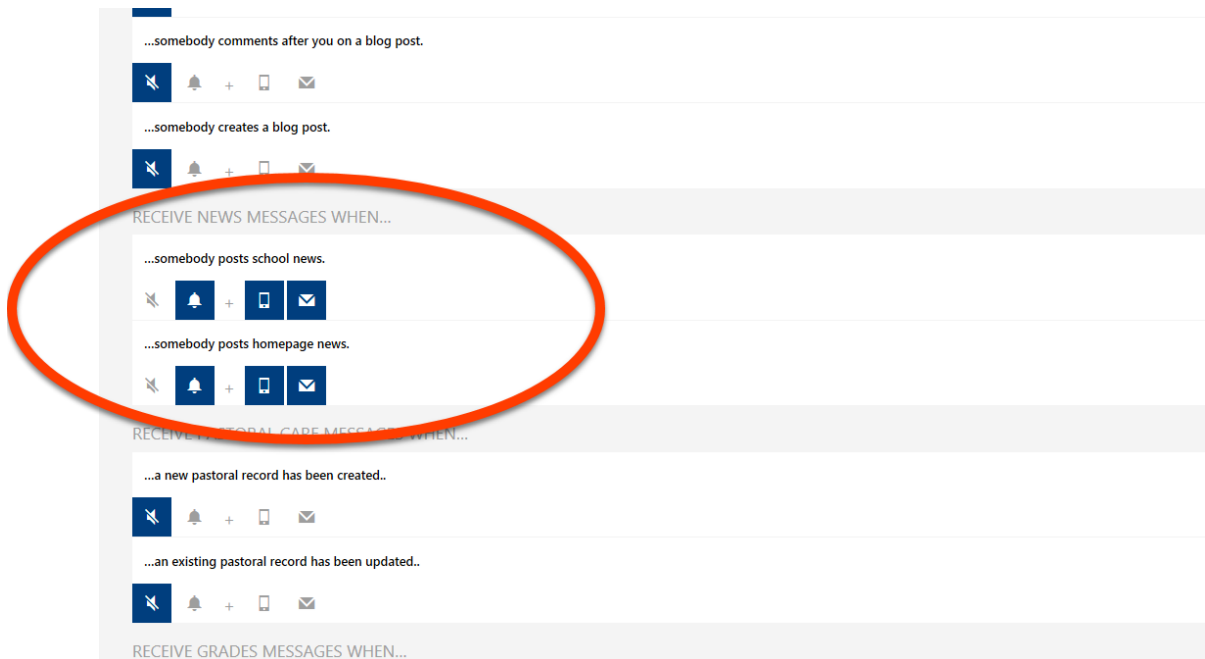
Part C – Managing Notifications

By default, all parents will receive communications via instant notifications, emails and push notifications through your mobile phone (once the App is installed). You can customise how you receive these notifications.






1. Click on the arrow on the left side menu next to your name and click settings



2. *Navigate half way down the page until you find 'receive news messages when...'*



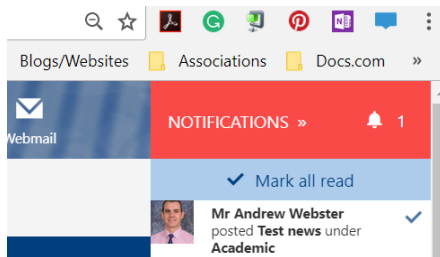
3. *You can choose to turn on or off different notification options. The table below explains each:*

	<p>Muted: You will not be notified whenever that action/event occurs.</p>
	<p>Instant: You will receive a notification in the top right corner of My Stuartholme where the notification bell is. The notification bell turns red with the number next. The notification will also show on the App. Please note that it is easy to miss notifications if you just select this option. You will need to continually login to My Stuartholme or open the App to check if there are any notifications.</p>
	<p>Mobile: You will be alerted via the Stuartholme School App of a notification (just like a text message). You will need to download the App – see part D.</p>
	<p>Email: This will send you an email to your email address providing you with a link to the news item.</p>
	<p>Instant, Mobile and email: You will receive notification in three different ways (set as default).</p>

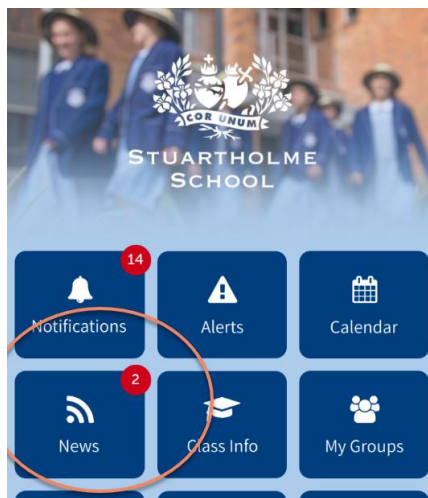
What notifications look like:

Instant:

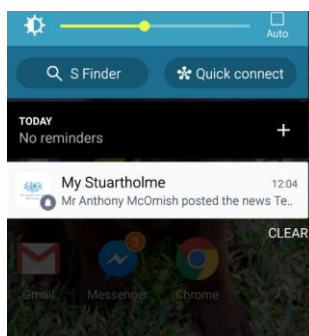
My Stuartholme (web browser)



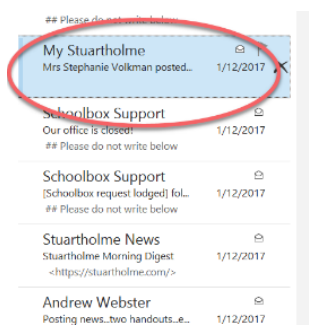
App:



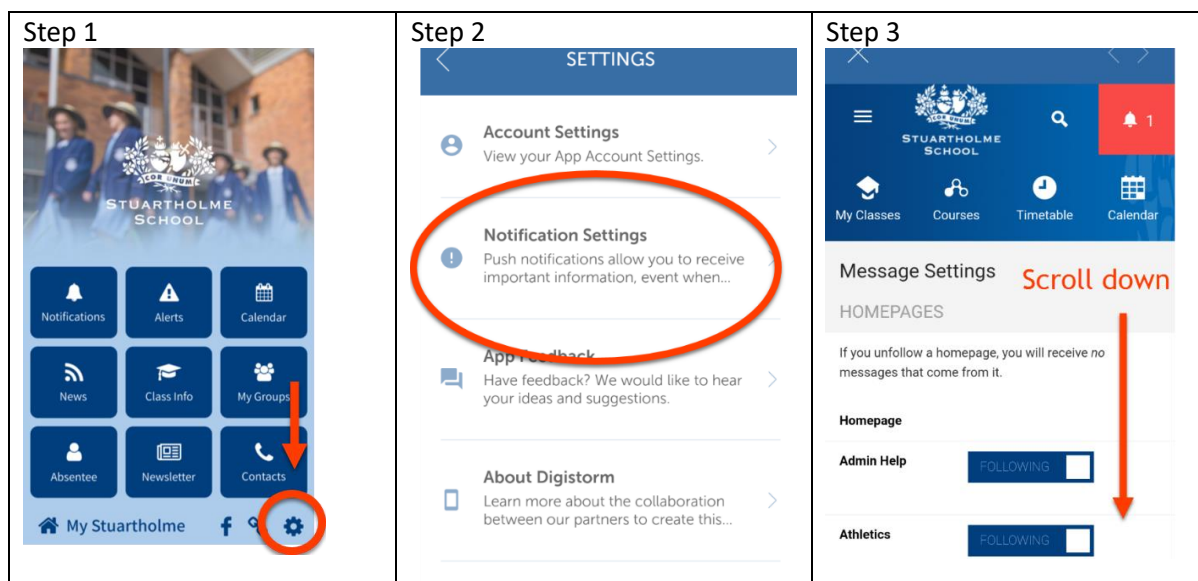
Mobile:



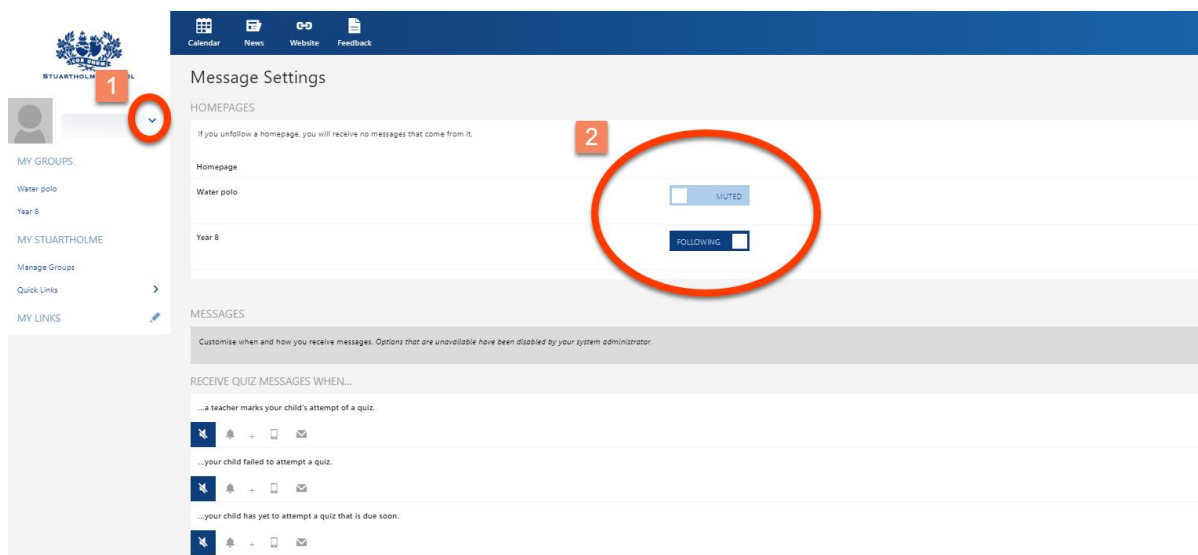
Email:



You can also use the School App to manage your notifications.



-
4. *If you do not want any messages from certain groups you have been allocated, you can choose to mute these in the same settings*
-



****Please note that two video tutorials are provided on the parent dashboard which steps you through basic navigation of the portal and how to manage your notification settings.**

Part D – The College App

The School App will also need to be downloaded as this is used as a communication tool to parents.

1. SEARCH AND DOWNLOAD

Search for Stuartholme School on the Apple App Store or Google Play to download the School App.

