



After the successful launch of the School's web site in 2014, **Arden is moving to an online communication platform.** As with all major changes of this kind, things will not change overnight; however, it is our intention that by the end of the year, most school communications will be online.



WHAT IS SCHOOLBOX?

Schoolbox is a learning management system, parent portal and email digest that is integrated with our new student management database – Synergetic.

WHAT WILL I USE SCHOOLBOX FOR?

For the initial release, you will be able to see:



Junior School

- ▶ Important Notices relevant to your child's Year Group (eg excursions, what to bring)
- ▶ General News (general school news, including messages from the Heads of School)
- ▶ Sports, Music, Events and Community News
- ▶ The School Calendar
- ▶ Junior School Year Pages
- ▶ Handy forms and School policies
- ▶ Information on IT at the School
- ▶ Details on the Uniform Shop and Canteen

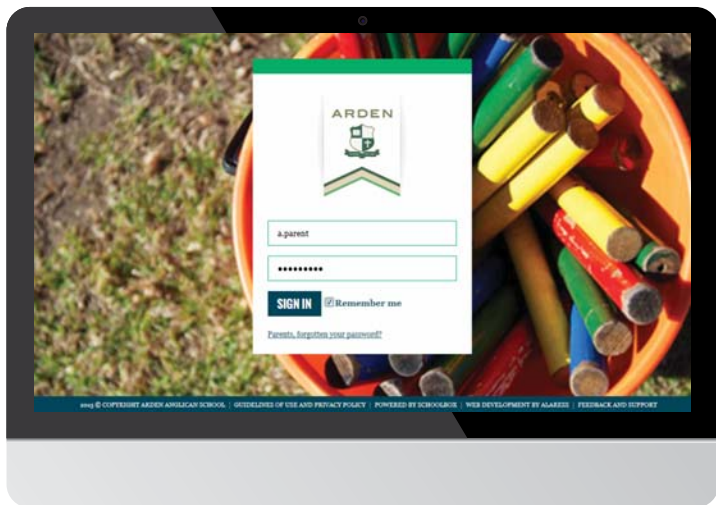
Secondary School

- ▶ Year level assessment overview page
- ▶ Assessment notifications, with exact timing and requirements of tasks
- ▶ Access to your children's timetable and list of teachers.
- ▶ Important Notices relevant to your child's subjects (eg excursions, what to bring)
- ▶ General News (including messages from the Heads of School)
- ▶ Sports, Music, Events and Community News
- ▶ The School Calendar

New features will be added over time and we will post these details to Schoolbox as they become available. You will be notified via the Green Note email digest.



HOW TO USE SCHOOLBOX



1. LOGIN

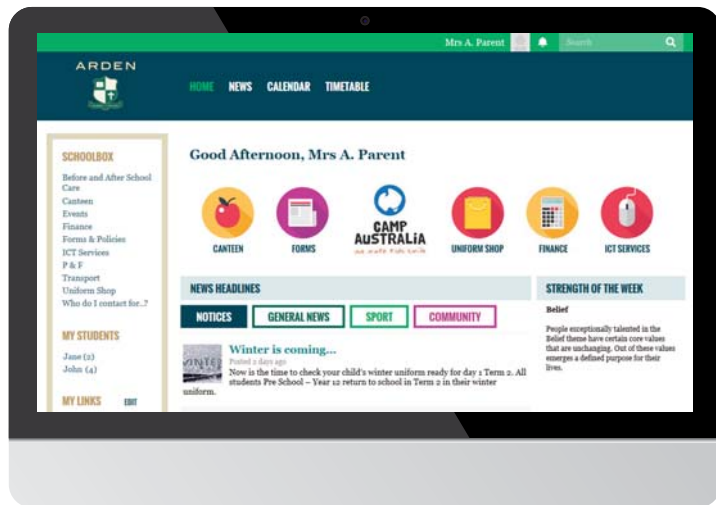
On the login screen, simply enter your:

User name

Password

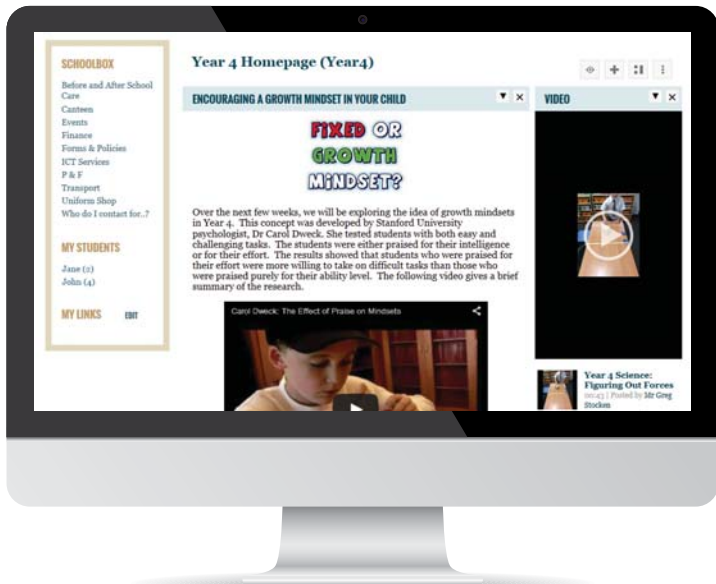
and click the SIGN IN button.

(Note your User name and Password here and keep it on hand for easy reference)



2. DASHBOARD

Your customised Dashboard view gives you access to features that are relevant to you and your children. These features may include News, Calendar, Timetable, Canteen, Uniform Shop, Forms and Notices.



3. YEAR PAGE

For Junior School parents, your child's Year Page will give you access to valuable information re curriculum and current year activities as well as sharing insights into student learning.

4. THE GREEN NOTE

The new email digest will be delivered weekly, enabling easy access from all of your digital devices. You will need to login to Schoolbox to gain access to its content.

Important 'must read' information on excursions and upcoming activities will be in the Notices tab.

All other information that was provided via the old Green Note will now be in either General News, Music, Sport or in the Community section.

You can access this content as it is updated, throughout the week, simply by logging in - you don't need to wait for the Green Note.

