

SCHOOLBOX PARENTS GUIDE

IPSWICH GRAMMAR SCHOOL

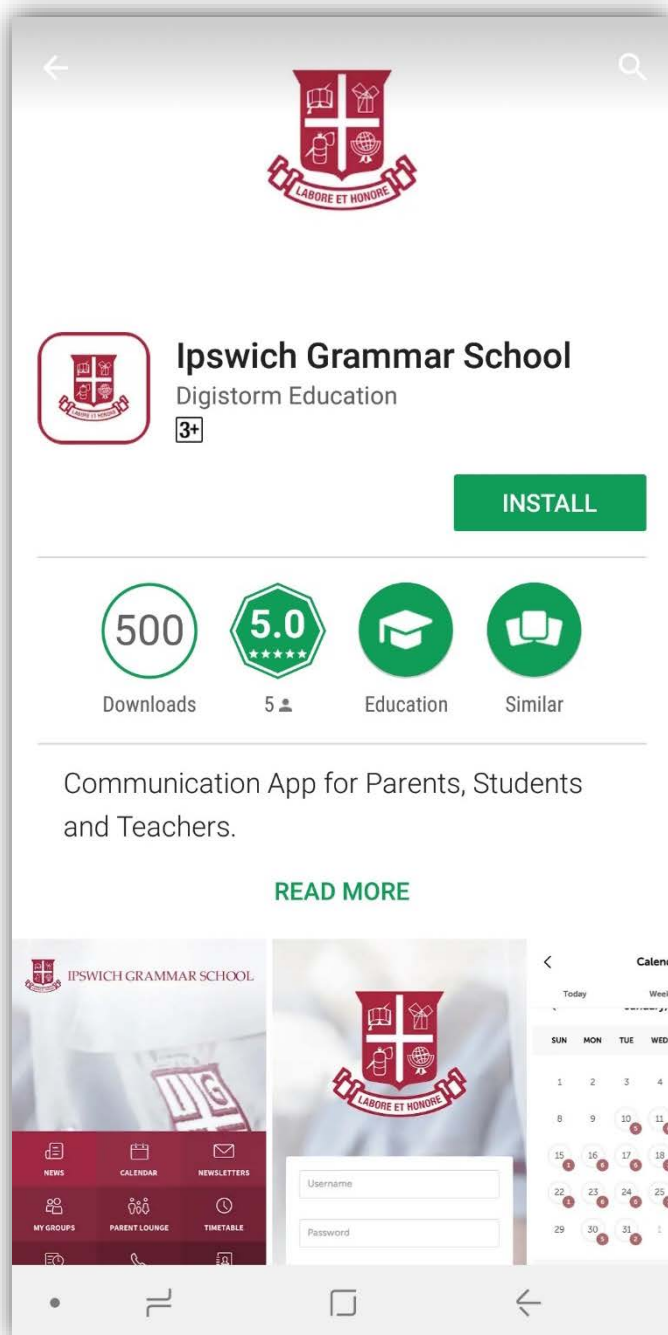
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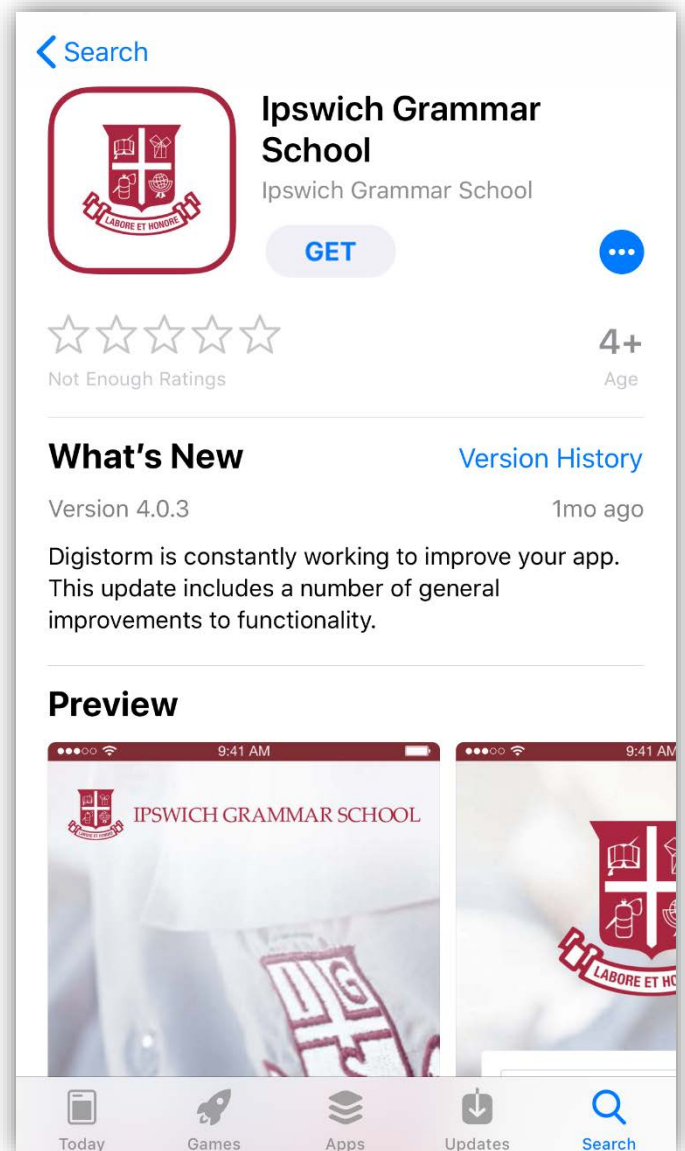
Installing the IGS Mobile App

Search for the IGS app on either the Google Play Store (Android devices) or on the App Store (Apple Devices)

Play Store (Android)



App Store (Apple)




Signing in

Sign-in with the Parent code and Password you have been emailed.
e.g.

Username: p12345678

Password: 150AF123



p12345678

Password

Sign In

[Forgot password?](#)

Navigating the App

News:

The 'News' section will show general school news and news for the groups you are a member of (E.g. Rugby, Debating, Music)

Calendar:

The 'Calendar' will display upcoming school events such as Cross-country, student free days, exam blocks etc.

Newsletters:

The Newsletters section allows parents to access currently and previous Grammar Word newsletters.

My Groups:

The 'My Groups' section allows for easy access to groups you are a member of and the ability to join groups you would like to be.

Parent Lounge:

The Parent Lounge Portal provides parents with the ability to view current and previous academic reports, make changes to address and contact information, view medical details as well as authorise excursions.

Timetable:

This will show your sons timetable.

Due Work:

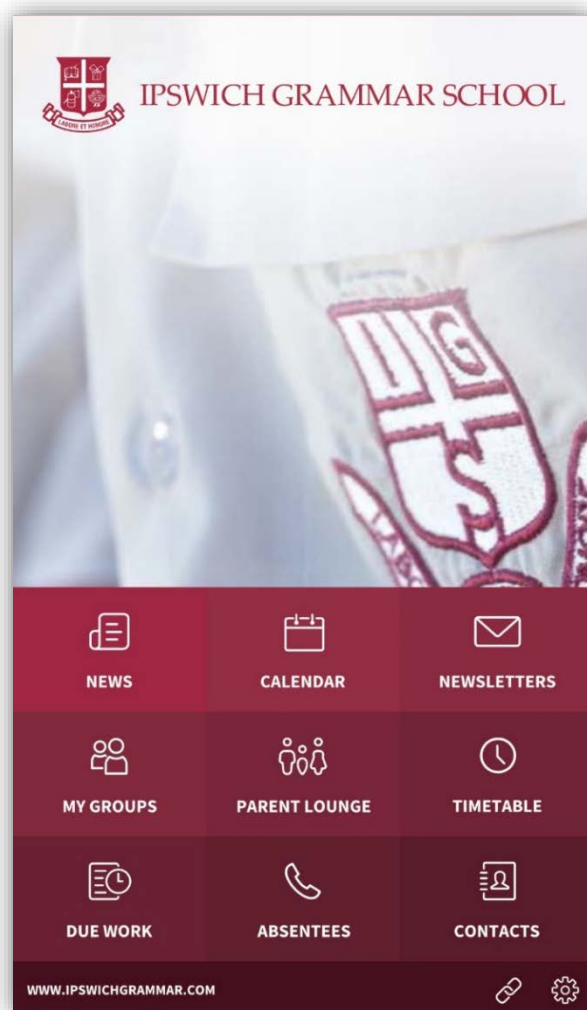
Will display your sons currently due and upcoming due work.

Absentees:

The 'Absentees' section allows parents to report and provide details about their sons' absence from school.

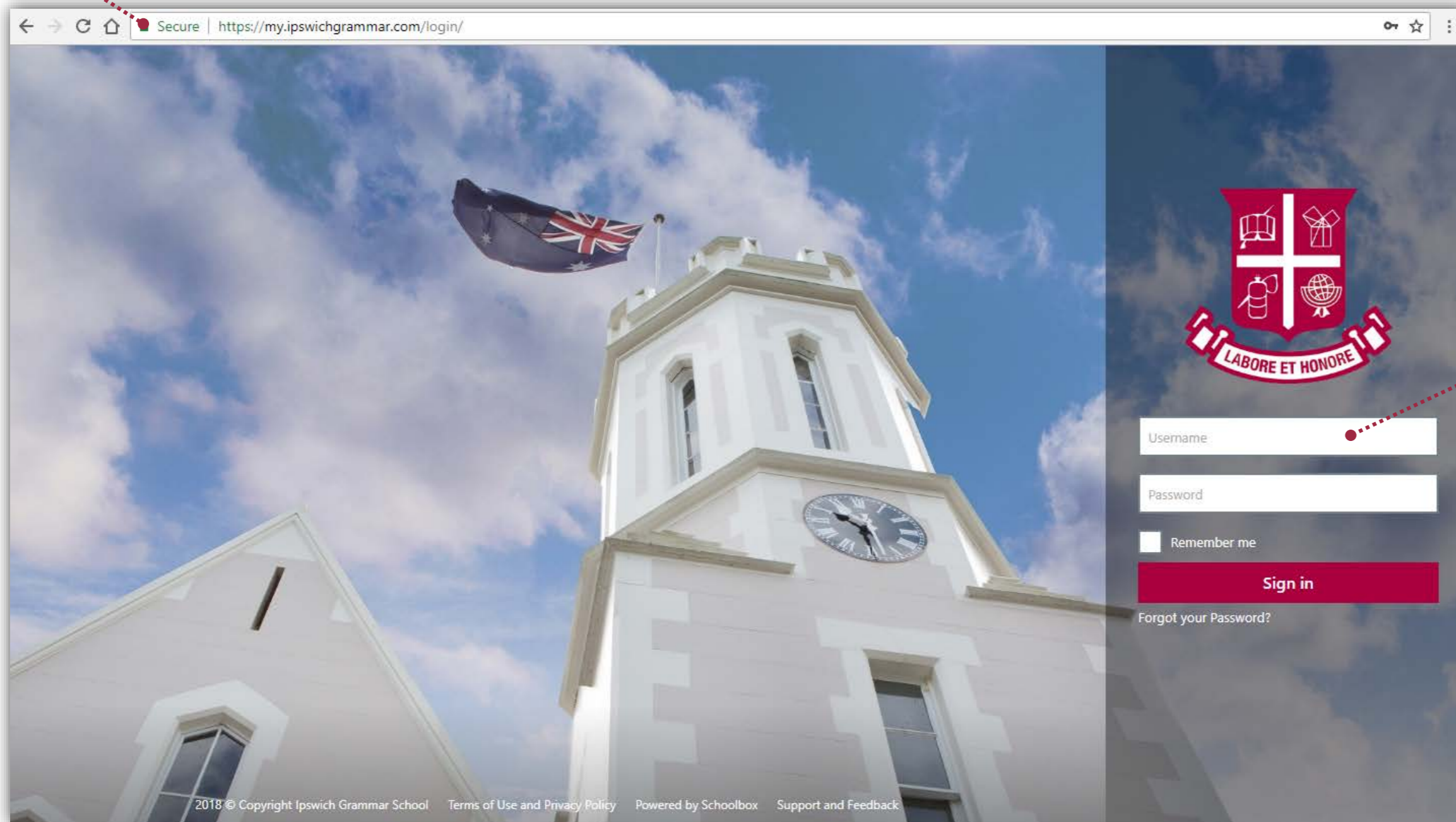
Contacts:

Parents can find important contact details for various departments including Student Services, Admissions Office and the Accounts Department.



Logging in to Schoolbox

Using your web browser, navigate to <https://my.ipswichgrammar.com>



Login with the unique username and password that has been provided to you.

e.g.

Username: p12345678

Password: 150AF123

Navigating the Homepage Dashboard

School Calendar:

Includes all school related events and assessment due dates

Side Menu:

Useful quick access links to key items such as extra-curricular activities and support services

The screenshot shows a school homepage dashboard with a red and white color scheme. At the top, there is a navigation bar with icons for Classes, Timetable, Calendar, News, Resources, and My Files. Below this is a large banner with the text 'EXCEPTIONAL Tradition' and a photo of a student. The main content area is titled 'Good Afternoon, Parent' and features a grid of links to various services: Parent Lounge, News, School Policies, Sport, Music, Support Services, Curriculum, Secondary Tutoring, IT Help Desk, Library, Tuckshop, and Join Groups. Below the grid is a 'NEWS HEADLINES' section with tabs for General, Music, Academic, and All. The first headline is 'Photos - Form and Individuals' posted by Mrs Maree Catton 4 days ago. The second headline is 'Voices of Grammar' posted by Mrs Annette Joyce 5 days ago. To the right of the news section is a 'MY STUDENTS' section with a red 'School Holidays' button and a list of student activities: Year 12 Form 12 D, Certificate III in Sport & Recreation 12 1, and Certificate III in Fitness 12 1. On the far right is a 'NOTIFICATIONS' sidebar with 16 notifications, including posts from Mrs Maree Catton, Mrs Annette Joyce, and Mr John Chalvatzis. A 'Side Menu' is visible on the left, listing various services like Home, Extra-Curricular, Support Services, and Parent Lounge. A 'Parent' profile icon is also visible in the top left of the main content area.

School Notices/News Items:

Parent notifications for events and news items.

My Students:

This includes your son's timetable, assessment calendar and work due for submission via Schoolbox.

Accessing Extra-Curricular Information

Classes Timetable Calendar News Resources My Files

EXCEPTIONAL
Tradition

Good Afternoon, **Parent**

Parent Lounge News School Policies Sport Music Support Services
Curriculum Secondary Tutoring IT Help Desk Library Tuckshop Join Groups

NEWS HEADLINES

General Music Academic All

Photos - Form and Individuals
Posted by Mrs Maree Catton 4 days ago

Due to late delivery of the Form and Individual photos they will not be distributed to students until the First week of Term 4. Apologies for the inconvenience.

Voices of Grammar
Posted by Mrs Annette Joyce 5 days ago

School Holidays

MY STUDENTS

- Year 12 Form 12 D
- Certificate III in Sport & Recreation 12 1
- Certificate III in Fitness 12 1

Sports News and Resources:

Access to all individual sports groups which provide news updates, sports fixtures and photo galleries

Music Ensemble News:

Includes access to individual ensemble groups with the latest news, photos and upcoming events

Using the Calendar

Calendar Filters:

Filter your calendar by Groups, Events or by Campus

The screenshot displays the 'Calendar for Parent' interface. At the top, there are navigation icons for Classes, Timetable, Calendar, News, Resources, and My Files. The main header shows 'Calendar for Parent' with a 'Today' button and a calendar icon for 'September 2018'. To the right of the header are filter buttons: 'Filters', 'List', 'Month', 'Week', 'Day', and 'Export'. The calendar grid shows events for each day of the month. A red dotted line points from the 'Filters' button to the text 'Calendar Filters: Filter your calendar by Groups, Events or by Campus'. Another red dotted line points from a specific event, '7pm P&F Meeting', to the text 'View Calendar Event Details: Click on a specific event to see full details of the event'. The left sidebar contains a 'Parent' profile icon and a 'SCHOOLBOX' menu with various service links.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	10am Assembly (Years P-12)	Met West Trials: Track & Field 6:30pm Year 11 2019 ATAR Informati		Drama Performance (Year 12) Year 7 Twilight Tour	5pm GPS Chess Round 7 v TSS (HOM) A Night at the Museum	GPS Sport Term 3 Round 7 v TSS (HO)
2	3	4	5	6	7	8
	Met West Trials: 10-12 Yrs Cricket	QCS Test (Year 12)		Central District Trials: 13-14 Yrs Crick 6:30pm Year 10, 2019 ATAR Informat	2pm Assembly (Prep - 6) 5pm GPS Chess Round 8 v GT (AWAY)	GPS Sport Term 3 Round 8 v GT (AWAY)
9	10	11	12	13	14	15
	Music Extension Recitals	Mini Exam Block (Year 12) 6pm Music & Arts Support Group M		11am Immunisation Clinic Yr 7	5pm GPS Chess Round 9 v BSHS (HO)	GPS Sport Term 3 Round 9 v BSHS (H)
16	17	18	19	20	21	22
	Ecoman	7pm P&F Meeting	5pm Rugby Presentation Night	7:45am Safe Drive Training (Year 12) 8am CBSQ Qld Schools Basketball Championships	2pm Assembly P-12 Last Day Term 3	School Holidays
23	24	25	26	27	28	29

View Calendar Event Details:

Click on a specific event to see full details of the event

Managing Groups

The screenshot shows a parent portal interface. At the top, there are navigation icons for Classes, Timetable, Calendar, News, Resources, and My Files. A search icon and a notification bell with the number 16 are on the right. The main content area is titled 'Join Groups' and lists various groups under 'Free Access'. The groups listed are: Before and After School Care, Boarding, Careers, Chess, Debating, Duke of Edinburgh, IGS Basketball, IGS Cricket, IGS Cross Country, IGS Football, IGS Rugby, IGS Runners, IGS Swimming, IGS Tennis, IGS Track and Field, IGS Volleyball, Junior School, Junior School Parent Support Group, Music, P and F, Pedal Prix, and Round Square. The 'Chess', 'Debating', 'IGS Basketball', and 'IGS Cricket' groups have their checkboxes checked. A red dotted line connects the 'IGS Basketball' group in the list to the 'Manage Groups' option in the left sidebar.

Manage/Join Groups:
On the left-hand side select the Manage Groups item as shown below

My Groups:
You then find your selected groups on the left-hand side under My Groups.

Select Groups to Join:
Select your required group(s) and select "Join Selected Groups". Free Access groups mean that you will immediately be granted access to this group. Other groups will require moderator approval.

Customising your Notification Settings

Profile Dropdown:

To access your notification settings, select the drop-down arrow next to your profile picture

Settings:

Select Settings to access the Message Settings Customisation panel

Message Settings

HOMEPAGES

If you unfollow a homepage, you will receive no messages that come from it.

Homepage	FOLLOWING
Careers	<input type="checkbox"/>
Round Square	<input type="checkbox"/>
Secondary (Year 7-12)	<input type="checkbox"/>
Year 12 Assessment Calendar	<input type="checkbox"/>

MESSAGES

Customise when and how you receive messages. Options that are unavailable have been disabled by your system administrator.

RECEIVE QUIZ MESSAGES WHEN...

Notification Trigger	Notification Methods
...a teacher marks your child's attempt of a quiz.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
...your child failed to attempt a quiz.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
...your child has yet to attempt a quiz that is due soon.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

RECEIVE CALENDAR MESSAGES WHEN...

Notification Trigger	Notification Methods
...an event on your calendar is about to start.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Choose your options:

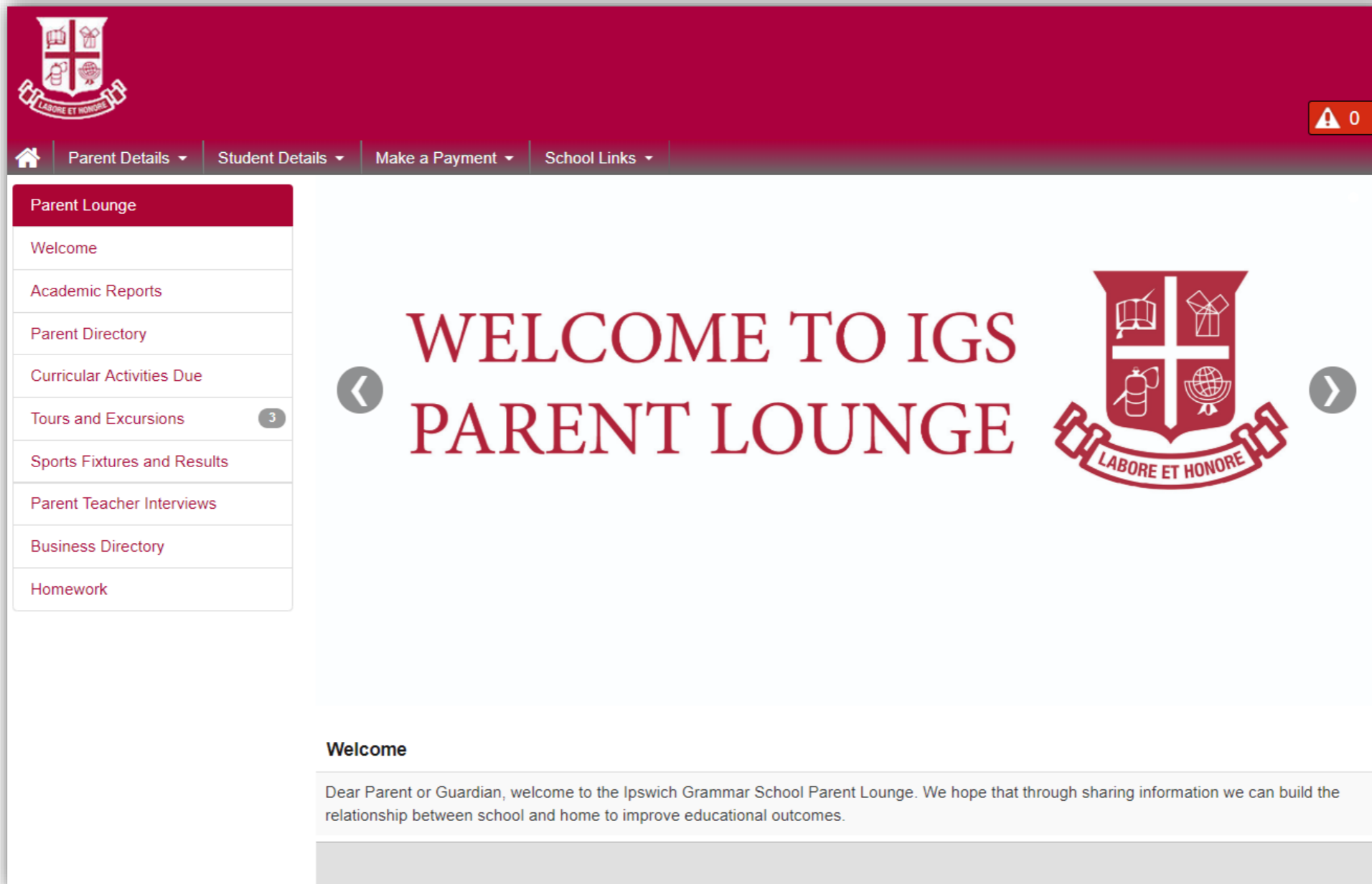
Select the *mobile phone* to enable push notifications via the IGS Mobile App or select the *email* icon to receive email alerts

Navigating Parent Lounge

As mentioned earlier Parent Lounge is accessed from the left-side menu within Schoolbox.

Once you have opened Parent Lounge, you can view Academic Reports for your child/children, make payments for school fees and approve tours/excursions.

You can also update your address and contact details from the *Parent Details* menu. Parent Lounge also gives you the ability to update medical details, email your son's teachers as well as book Parent Teacher interviews.



The screenshot displays the Ipswich Grammar School Parent Lounge interface. At the top, there is a dark red header with the school crest on the left and a notification bell icon with the number '0' on the right. Below the header is a navigation bar with a home icon and four menu items: 'Parent Details', 'Student Details', 'Make a Payment', and 'School Links'. The main content area is divided into a left-hand sidebar and a main content pane. The sidebar, titled 'Parent Lounge', contains a list of menu items: 'Welcome', 'Academic Reports', 'Parent Directory', 'Curricular Activities Due', 'Tours and Excursions' (with a '3' notification badge), 'Sports Fixtures and Results', 'Parent Teacher Interviews', 'Business Directory', and 'Homework'. The main content pane features a large, centered graphic with the text 'WELCOME TO IGS PARENT LOUNGE' in a serif font, flanked by left and right navigation arrows. To the right of the text is the school crest. Below this graphic is a 'Welcome' section with a heading and a paragraph of text: 'Dear Parent or Guardian, welcome to the Ipswich Grammar School Parent Lounge. We hope that through sharing information we can build the relationship between school and home to improve educational outcomes.'

If you have any questions regarding Schoolbox or require technical assistance, please contact:

Information Services

Email: helpdesk@ipswichgrammar.com

Phone: 07 3813 9653

If you have any questions relating to changes of personal details, please contact:

Data Coordinator

Email: datacoordinator@ipswichgrammar.com

Phone: 07 3813 9618



IPSWICH GRAMMAR SCHOOL

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