



# Schoolbox: Getting Started

## Quick-Start Guide: Part I

Investigator College is excited to introduce our students, parents/caregivers and families to Schoolbox - a new Learning Management System (LMS) that aims to improve communication and provide increased visibility on daily teaching and learning.



Investigator  
College



# Introducing Schoolbox

Schoolbox is a new Learning Management System (LMS) that will be introduced to our students, staff and parents/caregivers throughout 2023.

Beginning with our College Calendar and routine communication across our Junior School classes, many of our key services (including access to school reports) and weekly communications to/for our College Community will be accessible via Schoolbox.

Our vision is for Schoolbox to become a valuable tool for connecting all facets of life and learning at Investigator College, providing a one-stop point of contact for information and updates on teaching, learning and extra-curricular activities.

Over the course of the 2023 school year, additional features and capabilities will be added to Schoolbox. Each new feature is intended to help improve the way we, as a College, communicate and engage with our community of parents and caregivers.

Everything - from weekly updates on teaching and learning to granting permissions for upcoming excursions - will eventually be added, making Schoolbox an all-in-one destination for connecting with daily life and learning at Investigator College.

## Schoolbox Features

Schoolbox works hand-in-hand with our existing Community Portal, to provide a centralised point of contact between Investigator College and our community of parents/caregivers.

Initially, by logging in and utilising Schoolbox, parents/caregivers will be able to:

- **View news and updates specific to you and your child/ren.**
- **View and manage your notifications.**
- **View past academic reports.**

Over time, as more integration with our existing Community Portal is introduced, parents/caregivers will be able to:

- **Update the details for either yourself, or your child/ren, online**
- **View your financial statements and current balance, and make payments**
- **Book parent teacher interview appointments**
- **Contact your child's teacher(s)**

As new features are introduced, new guides and resources (like this one) will be created and shared with parents, students and staff - helping to ensure everyone is kept up-to-date as we move into using this exciting new platform at Investigator College.



# Accessing Schoolbox: First-Time Login

Accessing Schoolbox for the first time is a quick and easy process - but you will need to begin by setting a password.

## Schoolbox: Setting A Password

Please follow the steps below to set your password (images provided on next page):

1. [A] Open your web browser (Microsoft Edge, Google Chrome, or similar) and navigate to: <https://schoolbox.investigator.sa.edu.au>

A link to Schoolbox can also be found on the Investigator College website, via the Parent Login page (found at the top right).

2. Click on the **'Parents, forgotten your password?' link** on the login page. [B]

3. Your username is the email address you have registered as the default contact email with the College. [C]

Enter it in the username field, then press send to receive a password reset email.

4. **Check your email inbox.**

Make sure the email did not go in your spam folder. **Use the reset link contained in the email or copy and paste it into your web browser** to navigate to the page to set a new password.

5. **Enter your new password** twice and press the 'Reset Password' button. [D]

6. **Use your username and the password you set to login.**

## Single Sign-On

To ensure each of our parents/caregivers are able to access the full range of features within **Schoolbox, setting your Schoolbox password will also update your Community Portal password to match.**

Schoolbox works hand-in-hand with our existing Community Portal. To ensure that the two systems are able to 'talk' to one another, changing your password for access to Schoolbox will update the password for your Community Portal account.

## Request Login Assistance

**As Schoolbox is a new system, our ICT Team are on-hand to provide additional support and assistance.**

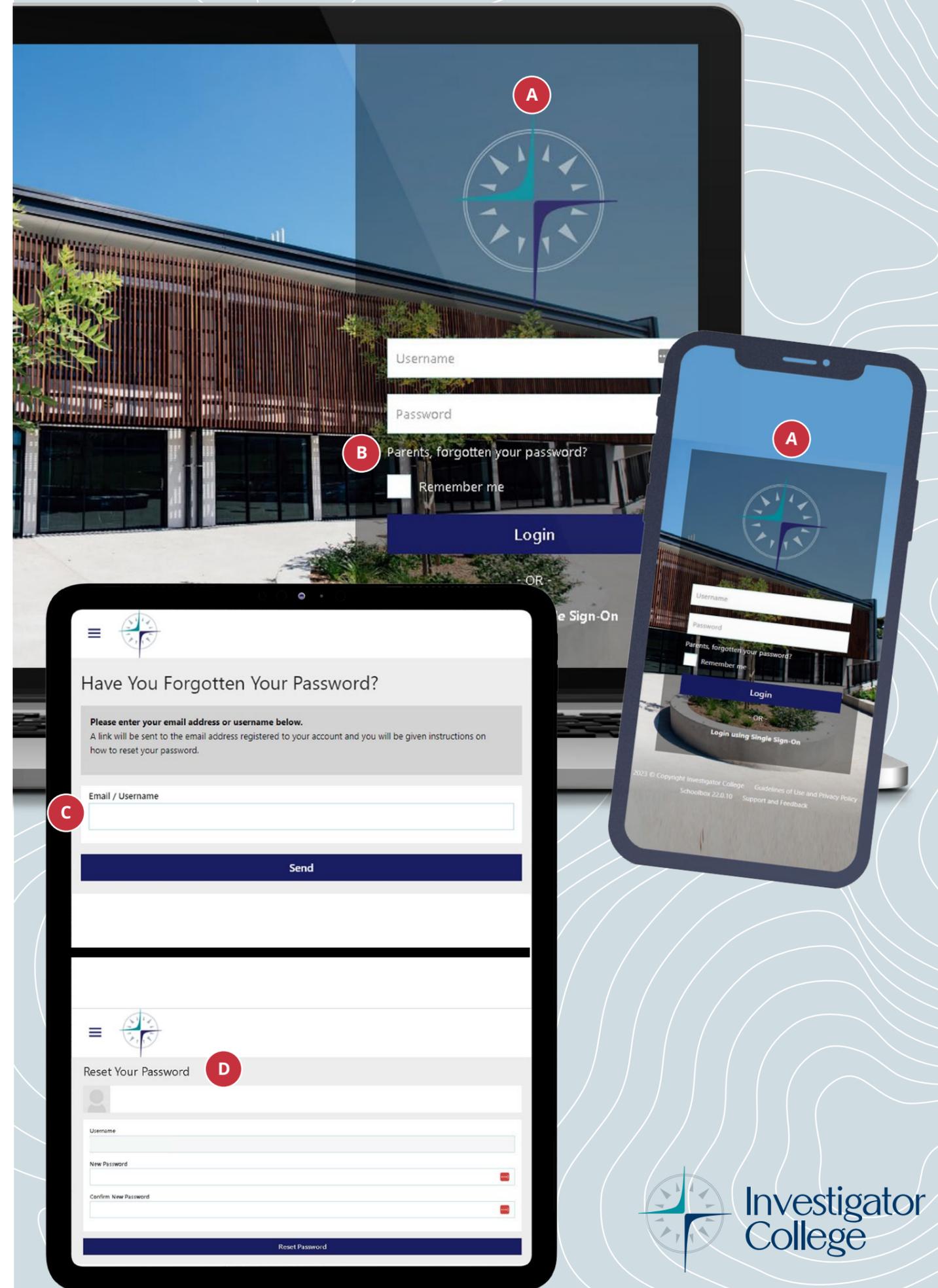
To request assistance with logging into Schoolbox:

1. [A] Open your web browser (Microsoft Edge, Google Chrome, or similar) and navigate to: <https://schoolbox.investigator.sa.edu.au>
2. Click 'Support and Feedback' link on the bottom of Schoolbox login page.
3. Complete the online form, selecting 'Login Issue' as the nature of your request, and press 'Submit' to email the Investigator College ICT Team.



## Login to Schoolbox

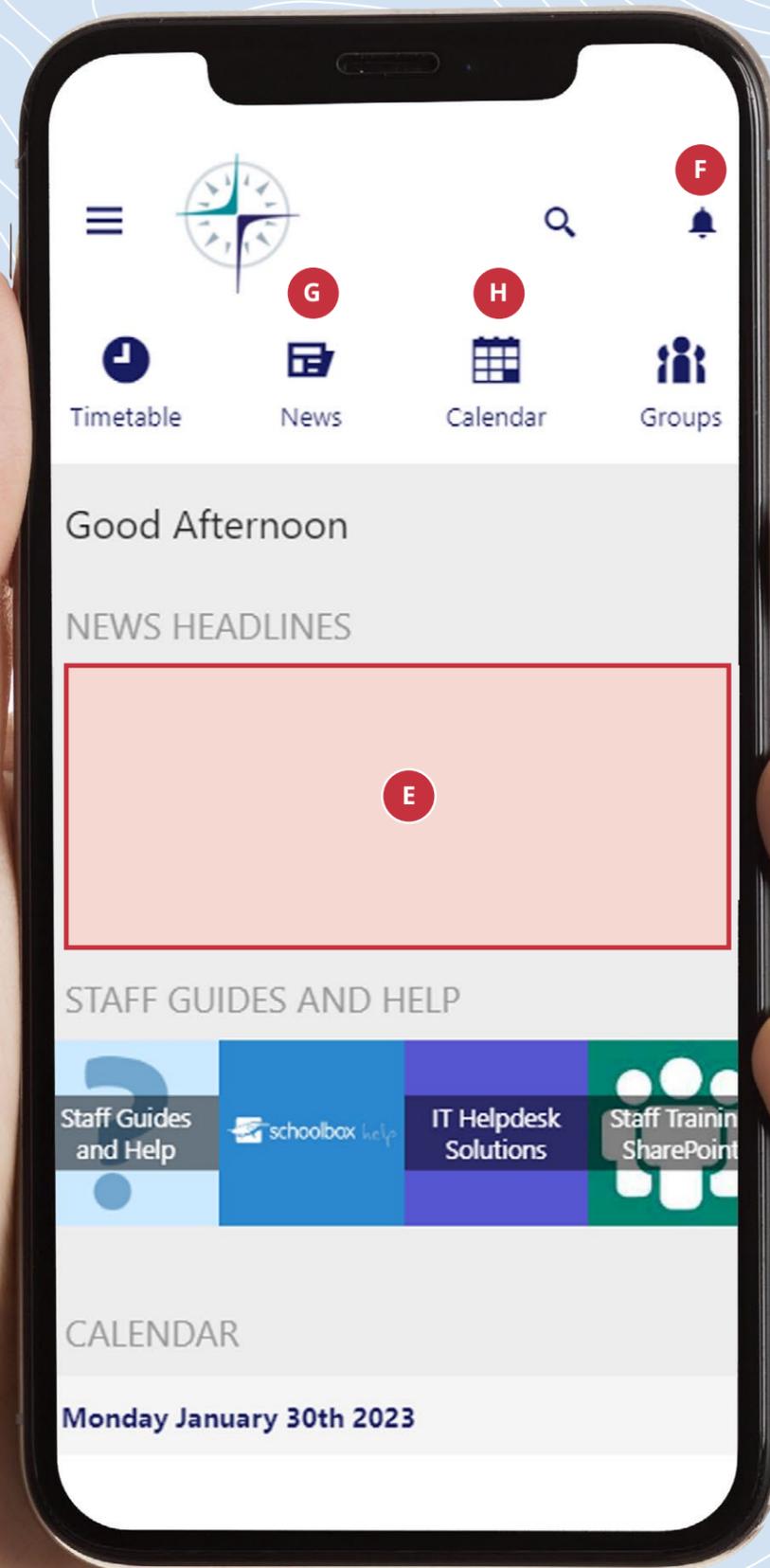
To login to Schoolbox, either scan the QR Code or visit: <https://schoolbox.investigator.sa.edu.au/>





# Accessing Schoolbox: Updates and Learning Moments

Once you have set your password and accessed your Schoolbox account, parents/caregivers will be able to access a range of features, including 'Learning Moments' and updates specific to each of the students you have enrolled at Investigator College.



## Schoolbox: Updates and Notifications

Your Schoolbox dashboard is tailored to reflect the news, updates, notifications and events that are relevant to the child/ren you have enrolled at Investigator College [E].



Current/Active Notifications can be accessed as a list, by clicking or tapping on the bell icon in the top right-hand corner of the dashboard [F].



News - which includes both College-wide announcements and updates that are specific to your child/ren - can be accessed via the 'News' icon at the top of the screen [G].



A customised view of our College Calendar, which reflects the events most relevant to the child/ren you have enrolled, can be accessed the same way by selecting the 'Calendar' icon from the range of options/icons at the top [H].

To view information and updates specific to your child, click or tap on their picture.

From this point, you will be able to access specific class pages, which function like digital bulletin boards, and House updates and communication from the class teacher to the parents/community connected to that particular class.

## Schoolbox: Accessing Learning Moments

'Learning Moments' are items shared regarding your child/ren and their daily teaching and learning.

To access Learning Moments:

1. From the dashboard **press on your student's name to go to their student profile.**
2. You will see the Activity Feed tab is selected at the bottom of your student's profile, which will display any learning moments your child or teacher has shared of your child.

To ensure that we preserve and respect student privacy and confidentiality, 'Learning Moments' are only visible to certain audiences:

- Teachers can see learning moments for all students.
- Parents can see learning moments for only their children.
- Students can see learning moments linked to them on their profile only.

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# Contact

We look forward to sharing more Schoolbox features with our College Community throughout 2023.

Should you have any questions, or require any assistance with beginning to use Schoolbox, please contact our friendly ICT Team.

## Contact Our ICT Team

Our ICT Staff are available Monday – Friday from 8:00am - 4:00pm.



**(08) 8551 0900**



**[helpdesk@investigator.sa.edu.au](mailto:helpdesk@investigator.sa.edu.au)**