

## STUDENT TIP SHEET

Firefly is the academy VLE (Virtual Learning Environment) It contains all of the student subject resources, student and parent information sections and is used by teachers to set all homework. Students can also download the student app for android and IPHones which will send reminders and has other useful features to support learning.



## How to find Firefly?

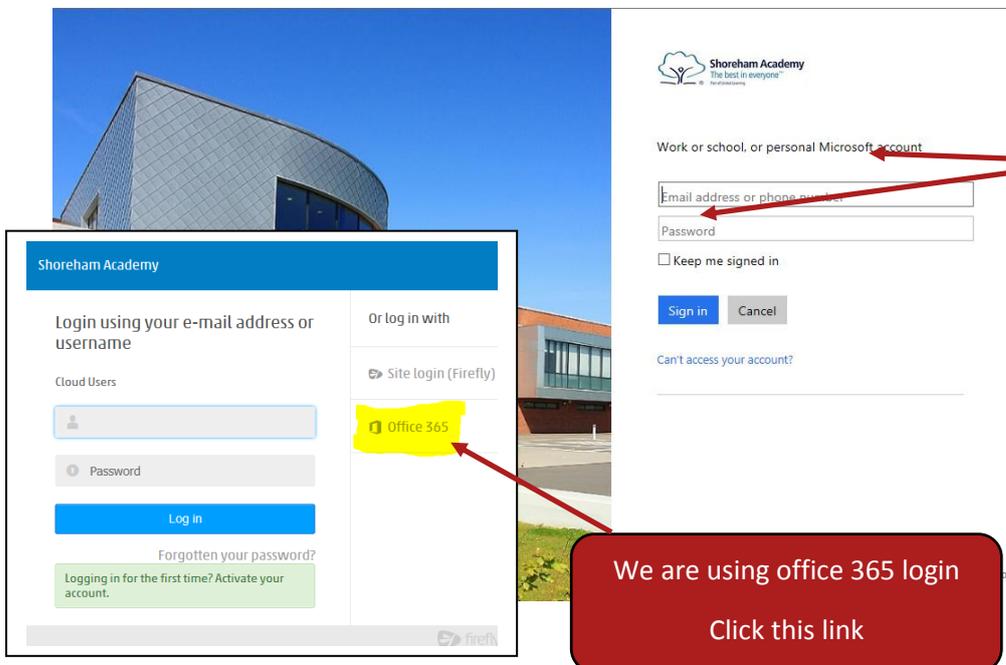
You can find links to Firefly login on the academy website.



There are 3 links on academy homepage. Quick links icon (Top Right) On the Firefly page in Information section and at bottom of the website. Firefly will work on most Devices

You can also find link on the start menu when you log onto a computer at the academy.

## How do I login?



On the Office 365 Login link you should see a picture of the academy. Enter your email address in the top box and then your school network password in the lower box. Then click Sign In

We are using office 365 login  
Click this link

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## What will I see once I've logged on?

The screenshot shows the Shoreham Academy website dashboard. At the top, there is a navigation bar with 'Dashboard', 'Your Tasks', 'Bookmarks', and a user profile icon labeled 'Viewing as...'. Below this is a header with 'Home', 'Subjects', and 'Students' menu items. The main content area includes a 'Your Tasks' section with a task titled 'Spanish Homework - Where I Live?' and a 'Submit Work' button. To the right is a 'Calendar' section showing 'Tuesday 8 September'. Below the tasks is a 'Timetable' section for 'This Week' with columns for Monday through Friday. At the bottom of the main content area is a 'Posts, Comments & Edits' section. A large blue banner at the bottom of the page displays the month of 'September 2015' with a calendar grid. Red callout boxes with arrows point to various elements: 'Your Personal Profile' points to the user icon; 'Information Areas for and created by students' points to the 'Subjects' and 'Students' menus; 'Your Tasks' - this is where you will be notified of homework's and sometimes class tasks. This replaces the 'School Planner Book' which used to be on the website. Your teacher will let you know if they want work submitted electronically points to the 'Your Tasks' section; Just like in a browser you can bookmark pages you use all the time and teachers can recommend pages to you. points to the 'Bookmarks' section; Below tasks your timetable is displayed points to the 'Timetable' section; On bottom of the screen you will find the academy calendar points to the 'September 2015' banner; The Subjects menu is where staff will create resources, pages and lots of other activities to support your learning points to the 'Subjects' menu; and If you are able to make comments or edits on certain resources they will be listed here. Any misuse will be followed up. points to the 'Posts, Comments & Edits' section.

Your Personal Profile

Information Areas for and created by students

**Your Tasks**  
Add a Personal Task  
Spanish Homework - Where I Live?  
firelogin.jpg  
NEW DUE THURSDAY 10TH POSTED BY TIMOTHY HARKINS TO YOU... FEW MOMENTS AGO  
Submit Work  
View All Tasks »

**Calendar**  
Today  
Tuesday 8 September  
Tomorrow

**Timetable** This Week  
Monday Tuesday Wednesday Thursday Friday  
8:30 - 9:30 French History Single I...

**Bookmarks**  
Newest Recommended  
Personal Bookmarks  
View All Bookmarks »

'Your Tasks' – this is where you will be notified of homework's and sometimes class tasks. This replaces the 'School Planner Book' which used to be on the website. Your teacher will let you know if they want work submitted electronically

Just like in a browser you can bookmark pages you use all the time and teachers can recommend pages to you.

Below tasks your timetable is displayed

The Subjects menu is where staff will create resources, pages and lots of other activities to support your learning

On bottom of the screen you will find the academy calendar

If you are able to make comments or edits on certain resources they will be listed here. Any misuse will be followed up.

**September 2015**  
Mon 07 Tue 08 Wed 09 Thu 10 Fri 11 Sat 12 Sun 13  
Mon 14 Tue 15 Wed 16 Thu 17 Fri 18 Sat 19 Sun 20  
Mon 21 Tue 22 Wed 23 Thu 24 Fri 25 Sat 26 Sun 27  
18:00-20:30  
Year 5 & 6 Open Evening

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# How do I find out what my homework is?

Click On Your Tasks. This is on your homepage and the top menu bar. Sometimes you will also receive an email letting you know you have a task.

## Is there an app?

You can download the Student Planner app on most devices. Search app or play store for 'firefly student planner' unfortunately from September 2018 Firefly no longer supports older Apple devices that are running IOS 9

The Firefly Student Planner app is available for iPad, iPhone, iPod Touch and now for Android. It allows your students to access your school timetable and homeworks from their tablet or smart phone. It synchronises their timetable automatically from your MIS, including SIMS, iSAMS, Facility, Schoolbase, PASS and more.

Today This Week Mon Tue Wed Thu Fri Sat Sun Next Week Mon Tue Wed Thu Fri Sat Sun

The code you will need to know to use the app is simply 'shoreham'. Then use same login details as main site, your email address and login password.

What else does it do?

Firefly will enable you to create pages using the following functions. Your teachers will guide you on these steps when required for your learning.

- Text
- Pictures and galleries
- Video and Embedded Content
- Blogs
- Polls
- Quizzes
- File Lists