



Getting started
with Schoolbox

Parent Guide

Everything you need to
know about using Sia

**SHALOM
COLLEGE**
PROVIDING OUTSTANDING FUTURES



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Google Play

Download on the
App Store

SHALOM COLLEGE IS VERY EXCITED TO INTRODUCE PARENTS TO SIA.

Sia is a unique all-in-one online community portal and teaching and learning environment. Sia provides the tools for you to take part in your child's learning journey and our school community. Staff, students, parents and groups can communicate in one place improving the flow of information, fostering teamwork and connecting people throughout our school community.

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PART 1 - HOW TO LOGIN



- Go to <https://sia.shalomcollege.com>
- Click on the link "Parents, forgotten your password?"



- When you see the screen below, enter the username that you will have received via email from the IT Department. This is your Parent Code with a P or S in front. Click the Send bar.

Have You Forgotten Your Password?

Please enter your email address or username below.

A link will be sent to the email address registered to your account and you will be given instructions on how to reset your password.

Email / Username

Send

- You will then see a green confirmation message to confirm that a reset password link has been sent to your email address.
- Select the URL provided in your automatic email, set a new password and click 'Reset Password'.
- You will receive a confirmation message to advise your password reset has been successful. You will now be able to login to your account.
- *If you do not receive the Schoolbox email with the link, try again and be careful to enter in your email address correctly. We also recommend checking your junk email folder. If the email still does not appear, please contact Main Reception to confirm your email address matches the one we have registered.*
- *If only one email address is registered with the College which is shared by two parents, you will only receive login details to one account. If you wish to have two individual accounts (one per parent), then two email addresses must be registered with the College.*
- *To update your contact email addresses, please do this via Parent Lounge. To add a second email address, please contact Main Reception.*
- *For all other technical issues, please contact our IT Department by emailing ShalomIT@shalomcollege.com*

PART 2 - PARENT DASHBOARD



- Below is an example of what the Parent Dashboard looks like when you login to Sia.
- The six coloured boxes identify the different sections of the Parent Dashboard.

*Please note that the Dashboard is constantly evolving so don't be concerned if the image below looks different to what you see when you login.

The screenshot shows the Parent Dashboard interface. It features a top navigation bar with icons for Timetable, News, Calendar, Groups, and Parent Lounge. A central banner displays 'Parent Dashboard' over a photo of students. Below the banner, a grid of nine colorful boxes provides quick access to various sections: OUR COMMUNITY (SHALOM), PASTORAL CARE, CURRICULUM, TEACHING & LEARNING, MISSION, SPORT & CO-CURRICULAR, CULTURAL, SERVICES & SUPPORT, POLICIES & PROCEDURES, and YEAR LEVELS. To the right, a 'NOTIFICATIONS' panel shows recent updates, and a 'NEWS FEED' panel displays articles like 'Prayer for Today' and 'Exam Dates'. At the bottom, a 'MY STUDENTS' section shows details for a student in '12 Mathematical Methods A' with buttons for Timetable, Calendar, Due Work, Grades, and ePortfolio. A 'CALENDAR' section shows events for Monday, January 31st, 2022, including 'Term 1 SCASA Program Starts' and 'Year 12 Biology - Field Trip 1'.

PART 2 - PARENT DASHBOARD

GREEN: LEFT MENU



- On the left hand side you will see a toolbar with quick links for you to follow.
- Sia logo - If you ever get lost in Sia, clicking the logo in the top left corner will take you back to the Parent Dashboard (home screen).
- Join Groups - This is where you can join groups that your child is a part of. The group administrator will be able to share information relating to your child's co-curricular or extra-curricular activities and keep you up-to-date. This is moderated so you will only be able to see the group page once the group administrator accepts your request.
- Please note, new groups for College activities are being created by staff all the time so please check back regularly.

Moderated Access ?

- BDSSS Cluster 1 Trials 2021
- Piano Tuition with Mrs McLucas
- QCAA Numeracy Short Course Student Centre
- QISSN
- Senior Vocal Group
- Shalom College Choir
- Shalom Knights
- Spectacular Strings

Join Selected Groups

- Useful Links - This is where you will find helpful links. If you are looking for something in particular quickly, such as the Student Absentee information, remember to check the Useful Links.

Useful Links

Links

- Uniform Shop
- Subscribe to Shalom Newsletter
- Student Absentee
- Shalom TV
- Shalom Careers
- Cyber Safety

- Forms - This is where you will find Forms that you may need. This will be kept up-to-date with any Forms important to parents and students.

Forms

Files

- Medication Form
- Student Drivers
- P & F Volunteer Form



- My Links - Here you will see links to any pages you have added to your 'My Links'. This can be done on pages when you click the 3 dots in the top right corner. Clicking the 3 dots will give you an option to 'Add to My Links'. We recommend doing this for any pages you regularly visit.



RED: TOP MENU

- The top menu allows you to access the following information:
- Timetable - This is the timetable for your child. Their current class will be outlined in red. If you have more than one child at the College, you will be able to select their individual timetables.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Before School 8:15am-8:35am									
Period 1 8:40am-9:55am	12 Physical Education (12-12PED-A) SCGA Ms Melinda Pearson	12 Biology (12-12BIO-A) MC1 Miss Grace Tobin	12 Mathematical Methods (12-12MAM-A) WA4 Mr Bernard O'Sullivan	12 English (12-12ENG-G) CH7 Mr Aaron Brown	12 Study of Religion (12-12SOR-B) MA2 Mrs Trish Ingall	12 Physics (12-12PHY-A) MC1 Mr Brendan Maher	12 Physical Education (12-12PED-A) SCGA Ms Melinda Pearson	12 Biology (12-12BIO-A) MC1 Miss Grace Tobin	12 Mathematical Methods (12-12MAM-A) WA4 Mr Bernard O'Sullivan
PC 9:56am-10:10am	PC Group Damien (7-PCDA-4) DA4 Mr Patrick Matters	PC Group Damien (7-PCDA-4) DA4 Mr Patrick Matters	PC Group Damien (7-PCDA-4) DA4 Mr Patrick Matters	PC Group Damien (7-PCDA-4) DA4 Mr Patrick Matters	PC Group Damien (7-PCDA-4) DA4 Mr Patrick Matters	PC Group Damien (7-PCDA-4) DA4 Mr Patrick Matters	PC Group Damien (7-PCDA-4) DA4 Mr Patrick Matters	PC Group Damien (7-PCDA-4) DA4 Mr Patrick Matters	PC Group Damien (7-PCDA-4) DA4 Mr Patrick Matters
Period 2 10:15am-11:25am	12 English (12-12ENG-G) CH7 Mr Aaron Brown	12 Study of Religion (12-12SOR-B) MA2 Mrs Trish Ingall	12 Physics (12-12PHY-A) R12 Mr Brendan Maher	12 Physical Education (12-12PED-A) SCGA Ms Melinda Pearson	12 Biology (12-12BIO-A) MC1 Miss Grace Tobin	12 Mathematical Methods (12-12MAM-A) WA4 Mr Bernard O'Sullivan	12 English (12-12ENG-G) CH7 Mr Aaron Brown	12 Study of Religion (12-12SOR-B) MA2 Mrs Trish Ingall	12 Physics (12-12PHY-A) MC1 Mr Brendan Maher
Lunch1 11:26am-11:45am									
Lunch 2 11:46am-12:05pm									
Period 3 12:10pm-1:25pm	12 Physics (12-12PHY-A) MC1 Mr Brendan Maher	12 English (12-12ENG-G) CH7 Mr Aaron Brown	12 Study of Religion (12-12SOR-B) MA2 Mrs Trish Ingall	12 Physics (12-12PHY-A) MC1 Mr Brendan Maher	12 Physical Education (12-12PED-A) SC Ms Melinda Pearson	12 Biology (12-12BIO-A) MC1 Miss Grace Tobin	12 Mathematical Methods (12-12MAM-A) WA4 Mr Bernard O'Sullivan	12 English (12-12ENG-G) CH7 Mr Aaron Brown	12 Study of Religion (12-12SOR-B) MA2 Mrs Trish Ingall
Afternoon Tea 1:26pm-1:45pm									
Period 4 1:50pm-3:00pm	12 Mathematical Methods (12-12MAM-A) WA4 Mr Bernard O'Sullivan	12 Physical Education (12-12PED-A) SCGA Ms Melinda Pearson	12 Biology (12-12BIO-A) MC1 Miss Grace Tobin	12 Mathematical Methods (12-12MAM-A) WA4 Mr Bernard O'Sullivan	12 English (12-12ENG-G) CH7 Mr Aaron Brown	12 Study of Religion (12-12SOR-B) MA2 Mrs Trish Ingall	12 Physics (12-12PHY-A) MC1 Mr Brendan Maher	12 Physical Education (12-12PED-A) SC Ms Melinda Pearson	12 Biology (12-12BIO-A) MC1 Miss Grace Tobin
After school 3:01pm-3:20pm									



- News - The daily news items for students, staff and parents is similar to a daily bulletin. This is a great way to stay informed about the daily activities at the College.

News Feed

All General Notices Teaching & Learning Sport

SCHOOL PHOTO DAY - TUESDAY 8 FEBRUARY ☆
 — 4 hours ago in General Notices

All students will receive an order envelope from their House Coordinator/PC Teacher during our extended PC on Monday 7 February. The order envelopes are printed uniquely for each student. The order and payment instructions to students and parents can be found on the envelopes.

[READ MORE](#)

Prayer for Today ☆
 — 1 day ago | 2 attachments

Prayer of St Francis for Period 2 PowerPoint Attached. Monday and Tuesday Period 3 Song - The House That Love is Building - Sarah Hart - Link attached

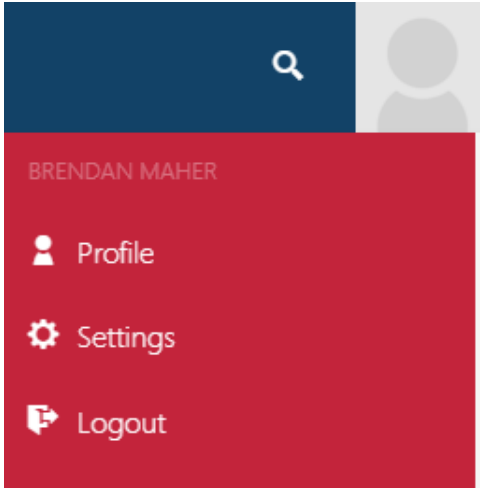
[READ MORE](#)





- Calendar - An online version of the College calendar is integrated with your child's important dates such as assessment due dates.

August 2022							Filters	List	Month	Week	Day	Export
SUN	MON	TUE	WED	THU	FRI	SAT						
31	1 BDS5S 13-19yrs T&F (Carnival)	2 BDS5S 13-19yrs T&F (Carnival) Year 8 Science – Case of Identity	3 Winter Sport - Week 2	4 National ATSI Children's Day	5	6 Vicki Wilson State Finals Series						
7 Vicki Wilson State Finals Series	8 St Mary of the Cross MacKillop Feast Vicki Wilson State Finals Series	9 World Indigenous People's Day	10 Winter Sport - Week 3	11 QCMF Recordings	12	13						
14 QCMF Recordings	15	16 Middle School Subject Selection Nigh Wave Hill Handover - Vincent Lingiari	17 Winter Sport - Week 4	18 Shalom Day	19	20						
21 Sr Irene McCormack's Birthday	22 National Skills Week	23 National Skills Week Wide Bay 10-12yrs T&F (Gymple)	24 Year 11 ACTS Camp National Skills Week +2 more	25 National Skills Week Wide Bay 13-19yrs T&F (Gymple)	26 National Skills Week +2 more	27 National Skills Week Opti-MINDS Regional Finals						
28 National Skills Week Piano Concert (3pm)	29	30	31 Winter Sport - Week 6	1 Wide Bay All Schools Touch Indigenous Literacy Day	2 Core Studies Learner Conferences +2 more	3 Dance Night Evening (Evening Dot)						
4 10-12yrs Wide Bay Cricket Trials Father's Day	5 10-12yrs Wide Bay Cricket Trials	6 10-12yrs Wide Bay Cricket Trials	7 Year 10 ACTS Camp	8 Year 11 Exam Block Term 3 SCASA Program Finishes	9 Wide Bay Surf Life Saving Carnival	10						

- Groups - Quick link to the Groups your child is a part of (as explained on page 4).
- Parent Lounge - Quick link to login to Parent Lounge.
- Person Icon - Parent profile information, settings and logout button.

- **Bell Icon:** View your notifications. You can select to pin this to your screen with the pin icon. You can manage your notifications by clicking on Settings within the 'Person Icon' as explained above. You can browse through the different Sia events and choose how you would like to be notified. We have set up some default settings but you can change these to suit you. Below is an overview of the notification settings.



NOTIFICATIONS	OVERVIEW
	<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 Sia where the notification bell is. The notification bell turns red with a number next to it whenever that action/event occurs. Clicking on the notification bell shows you a list of notifications on the right side of the screen. You can also select to pin notifications to the right side of the screen.</p>
	<p>Mobile: If you have Instant notifications on, you can also add Mobile notifications. This will alert you via the Shalom College App which syncs live with Sia. You will need to install the Shalom College App on your mobile device to receive instant notifications. Please see the guide to installing the App on page 12 for more information.</p>
	<p>Email: If you have Instant notifications on, you can also add Email notifications. This will send an email to the email address you use to access Sia.</p>

Note: You cannot choose to have just mobile notifications on or just email notifications on. First you must turn on instant notifications by clicking the bell icon and then you can add either mobile notifications, email notifications or both.

- In this section, you will find links to important information about the College and your child's learning.
- Our Community (*example below*) - This provides information on the history of Shalom, our facilities, the Parents & Friends Association, Staff Directory, the Chaverim Campus and our Shalom Families Business and Trade Directory.
- Pastoral Care - This provides information on the House System and Camps and Tours.
- Curriculum, Teaching & Learning - This provides information on the curriculum at the College, our Pathways Office and Learning Enhancement.
- Mission - This provides information on our Liturgies & Masses, Ministry at the College, Charities and Fundraising events, Retreats, Reflection Days and Catholic Social Teaching.
- Sport & Co-Curricular - This provides information on sport at the College. This includes Bundaberg District Secondary School Sport, College Carnivals, College Sport & Recreation, the High Performance Program, Representative Sport and the Shalom College After School Activities (SCASA) Program.
- Cultural - This provides information on the Cultural aspects of the College. This includes Art Exhibitions, the Dance Program, and Music Program such as our Choirs, Concert Bands, and Orchestras.
- Services & Support - This provides information on College services, such as IT Support, Counselling, Finance information and Libraries.
- Policies & Procedures - This provides information on the current policies and procedures to ensure the safety of students, their own development, the efficient running of the College, and the convenience of all members of the school community.
- Subject Information - This provides information on the courses your child is undertaking. This will allow you to see the Course Overview, Course Objectives, links to the Unit Pages for the Course, and any other essential information.



History of Shalom



College Facilities



P & F Association



Staff Directory



Chaverim Campus



Family Business & Trade Directory



ORANGE: MY STUDENTS

- By clicking on your child, you will see the following information:
 - *Timetable* - as explained on Page 5.
 - *Calendar* - as explained on Page 6, as well as assessment due dates for your child.
 - *Due Work* - any upcoming assessment for your child.
 - *Grades* - your child's grades and comments from their teacher.
 - *ePortfolio* - an overview of your child's subjects and groups they are a part of.
 - *Achievements* - Sia achievements awarded by your child's teachers.
- The Calendar found below the 'My Students' section will give you a quick overview of the Calendar events for that day.

PINK: NOTIFICATIONS

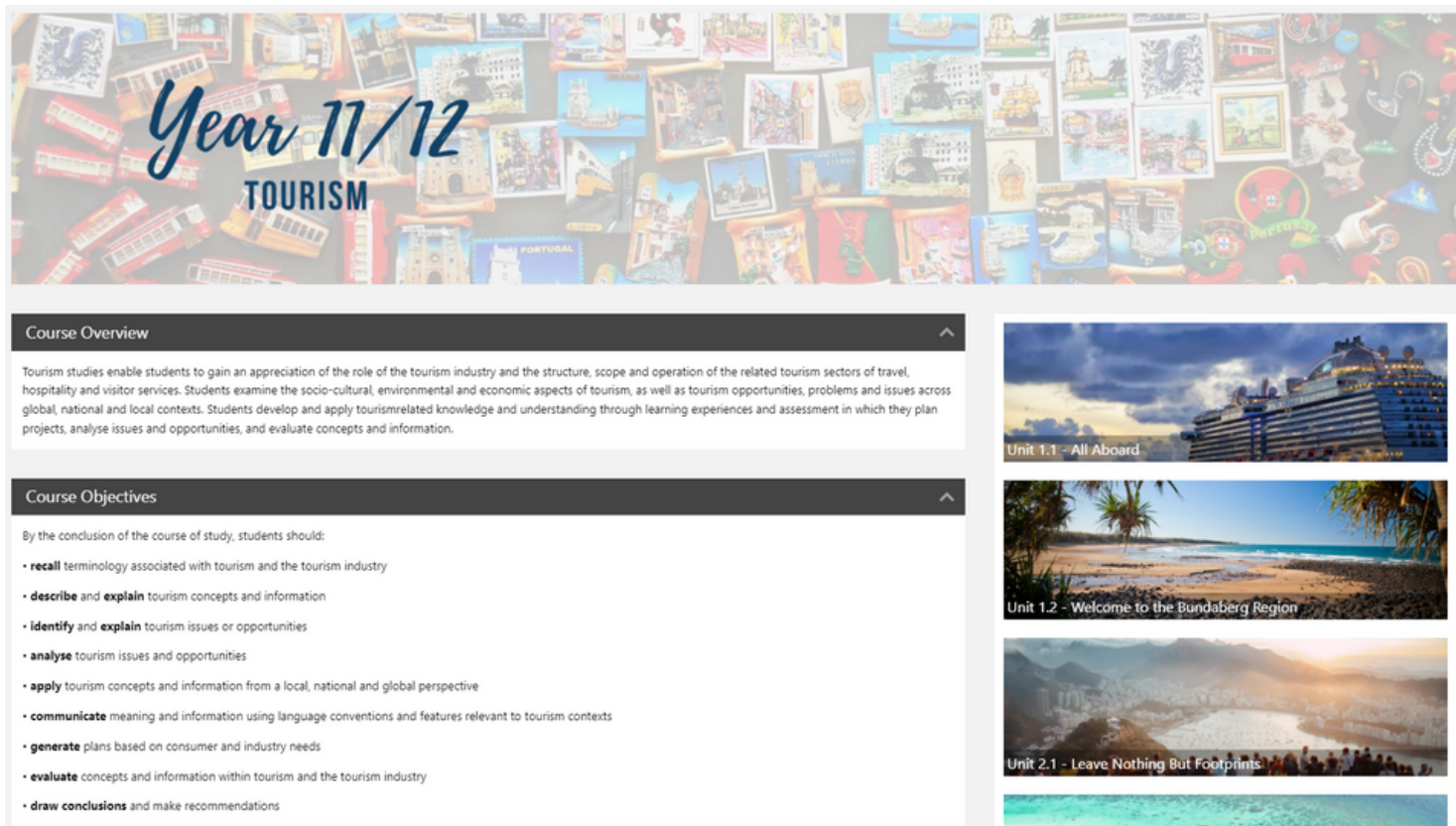
- This is where you will see any new information relevant to your child. For example, a notification could be from feedback of an assessment piece being published or a group administrator (from a group you or your child is a part of) has posted an update.
- Page 7 explains how to manage your notifications.

PURPLE: NEWS FEED

- As mentioned on page 6, the News Feed provides the daily news items for students, staff and parents similar to a daily bulletin. This is a great way to stay informed about the daily activities at the College. The News Feed gives you a quick overview of the most recent posts.

PART 3 - TYPES OF PAGES

- Course Pages - These are the top-level page which are accessible to everyone and contain a brief overview of the information related to that subject. You can identify the Course Pages as they have black coloured textboxes. Examples of Course Pages include Year 7 Art, Year 9 Science, and Year 11/12 Tourism.



The screenshot shows the Year 11/12 Tourism course page. At the top is a banner with the text "Year 11/12 TOURISM" over a collage of travel-related images. Below the banner are two main sections:

- Course Overview** (black header):

Tourism studies enable students to gain an appreciation of the role of the tourism industry and the structure, scope and operation of the related tourism sectors of travel, hospitality and visitor services. Students examine the socio-cultural, environmental and economic aspects of tourism, as well as tourism opportunities, problems and issues across global, national and local contexts. Students develop and apply tourism-related knowledge and understanding through learning experiences and assessment in which they plan projects, analyse issues and opportunities, and evaluate concepts and information.
- Course Objectives** (black header):

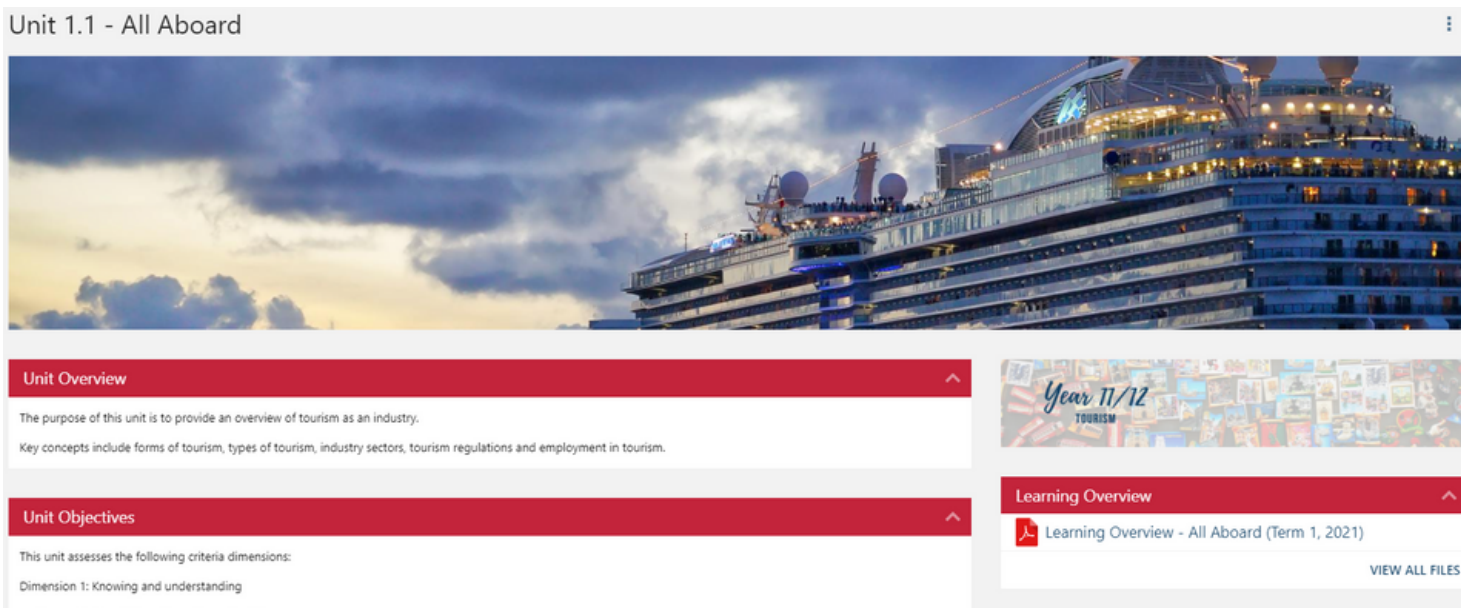
By the conclusion of the course of study, students should:

 - **recall** terminology associated with tourism and the tourism industry
 - **describe** and **explain** tourism concepts and information
 - **identify** and **explain** tourism issues or opportunities
 - **analyse** tourism issues and opportunities
 - **apply** tourism concepts and information from a local, national and global perspective
 - **communicate** meaning and information using language conventions and features relevant to tourism contexts
 - **generate** plans based on consumer and industry needs
 - **evaluate** concepts and information within tourism and the tourism industry
 - **draw conclusions** and make recommendations

On the right side of the page, there are three unit preview images:

- Unit 1.1 - All Aboard (Image of a cruise ship)
- Unit 1.2 - Welcome to the Bundaberg Region (Image of a beach)
- Unit 2.1 - Leave Nothing But Footprints (Image of a natural landscape)

- Unit Pages - Unit Pages are the middle-level page which are accessible to everyone and contain information that is specific to a topic or unit of work within a course. You can identify the Unit Pages as they have red coloured textboxes. Examples of Unit Pages include Realism vs. Abstraction (Unit 1 in Year 7 Art), Physics (Unit 1 in Year 9 Science) and All Aboard (Unit 1.1 in Year 11/12 Tourism).



The screenshot shows the Unit 1.1 - All Aboard page. At the top is a large image of a cruise ship at sea. Below the image are three main sections:

- Unit Overview** (red header):

The purpose of this unit is to provide an overview of tourism as an industry.
Key concepts include forms of tourism, types of tourism, industry sectors, tourism regulations and employment in tourism.
- Unit Objectives** (red header):

This unit assesses the following criteria dimensions:
Dimension 1: Knowing and understanding
- Learning Overview** (red header):

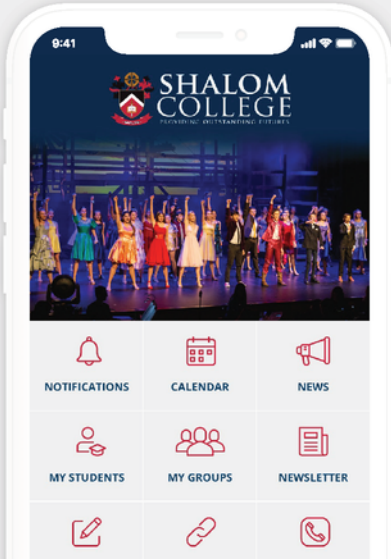
Learning Overview - All Aboard (Term 1, 2021)
[VIEW ALL FILES](#)

- **Class Pages:** Class Pages are the bottom-level page and are specific to each individual class and their teacher. Class Pages are used by teachers to post information that relates to their class but not to other students in other classes. This is where teachers post lesson plans, facilitate class discussions and set homework expectations before the next lesson. Class Pages are only visible to the teacher of the class and the students in that class. Examples of Class Pages are Year 7 Religious Education 3, Year 9 Business Education F and Year 12 English A, whereby the letter distinguishes that class from other classes studying the same subject.

Below is a summary of some of the information that you can find on each of the three types of pages and their visibility. You might find that some pages have even more information than the four points listed.

PAGE TYPE	COURSE PAGES	UNIT PAGES	CLASS PAGES
Visibility	Staff, students and parents	Staff, students and parents	Class teacher and students in that class
Information and resources available	<ul style="list-style-type: none"> • Course Overview • Course Objectives • Links to Unit Pages • Rubric Capabilities and Indicators • Other additional resources 	<ul style="list-style-type: none"> • Unit Overview • Unit Objectives • Learning Overview • Files/Resources for all students in that subject • Other additional resources 	<ul style="list-style-type: none"> • Lesson Plans • Class Discussion Forum • Files/Resources specific to that class • Course Outline (tasks, due dates)

While Class Pages are not visible to parents when they login to Sia, we strongly encourage parents to take an active interest in their child's use of Sia. This can include students and their parents looking through the Class Pages together when the student is logged in.



HOW TO GET YOUR NEW

Shalom College app

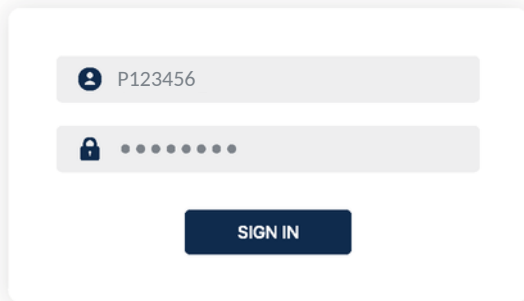
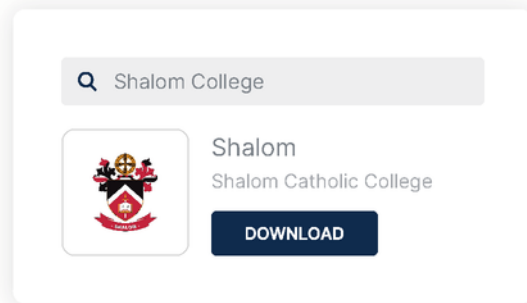
Follow these simple steps to quickly and easily set up your new app.



STEP 1

Search & download

Search for your school on the Apple App Store or Google Play to download the app.



STEP 2

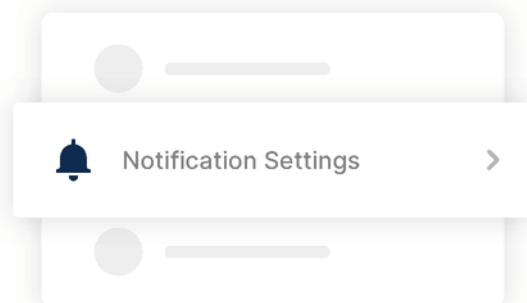
Sign in

Sign in using your Shalom College login details.

STEP 3

Manage notifications

Tap settings, then notifications. You will be redirected to your Schoolbox settings in your app browser, and make your selection.



Stay connected

You will now receive the latest updates and information from your school. Everything you need to stay in the loop is all in one handy place.

USING THE SHALOM COLLEGE APP

Best of all, Sia has a phone app associated with it (a preview is shown below)! This allows easy access for parents to be able to catch up with school news, see your child's results, email absences to the school, plus more, all while having coffee on the lounge!

Important Log In Information

- Parents log in using the username that you will have received via email from the IT Department. This is your Parent Code with a P or S in front.
- Students and staff log in using their College username and password.
- Users can manage notifications on their device and within Sia.

App Overview

The Shalom College App provides a snapshot of the Parent Dashboard. Much of the information on the App provides a quick-look at what you can view on the Parent Dashboard.

- **Notifications:** This is where you will see any new information relevant to your child, for example, a notification that your child has received results from an assessment.
- **Calendar:** An online version of the College calendar integrated with your child's important dates such as assessment due dates or excursions.
- **News:** The daily news items for students, staff and parents similar to a daily bulletin. This is a great way to stay informed about the daily activities at the College.
- **My Students:** Information relevant to your children at Shalom. This includes their timetable, due work, and classes and grades.
- **My Groups:** This is where you will see any groups that you are a part of. The group administrator will be able share information relating to your child's co-curricular or extra-curricular activities and keep you up-to-date.
- **Newsletter:** View our recent College Newsletter. The Newsletter is released every Monday each Term, starting Week 2.
- **Absentee:** If you child is absent, you can submit their details via the Absentee button. Please ensure you receive the confirmation screen when submitting the form. You can also still notify the College of absentees by phoning 4155 8181 or emailing absentees@shalomcollege.com
- **Links:** This is where you will find helpful links. If you are looking for something in particular quickly, such as the Uniform Shop, remember to check here.
- **Contacts:** You can find important College contact details here.

