



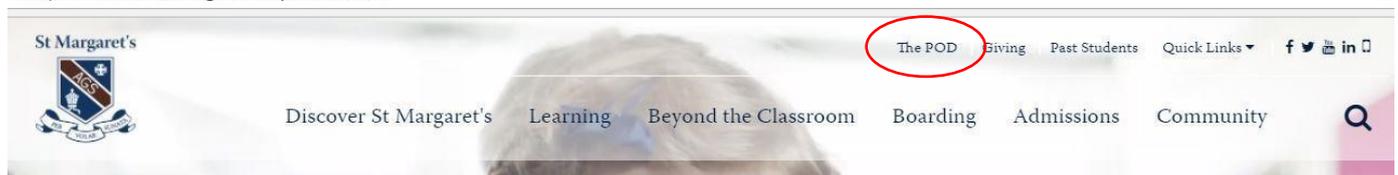
The Place of Discovery (POD) is the one-stop shop for parents to access a variety of information through a singular online gateway including student learning, co-curricular and general school news. The POD will also be accessible through the latest St Margaret's App. This guide is designed to help your experience and navigate your way around the main features of the platform.

Logging In

To login to the POD follow these instructions:

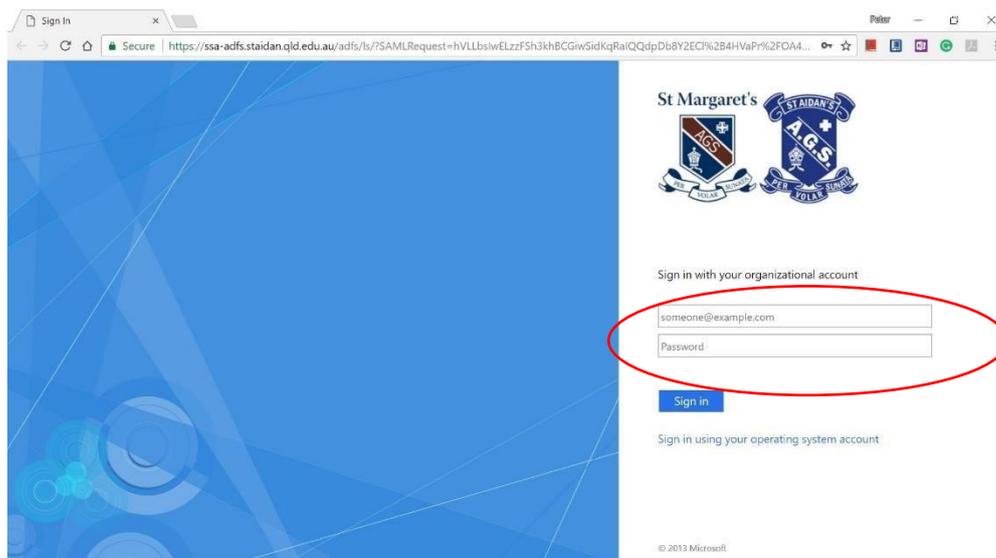
1. Go to the school website and select The POD link (Image 1). It's located at both the header and footer of the website.

<https://www.stmargarets.qld.edu.au>



(Image 1)

2. You will be re-directed to the Login page (Image 2). Your login credentials for The POD are as follows:
 - Login Name: Parent ID e.g. 572539
 - Password: existing password



(Image 2)

The Dashboard

The Dashboard is the first screen you encounter once logged into The POD (Image 3). The dashboard is separated into five distinct areas. The coloured borders have been drawn on to help identify the different areas of the screen. These areas are identifiable as follows:

- Quick Links – Main section (Green)
- My Daughter/s & My Groups (Orange)
- Left Menu (Pink)
- Top Menu (Yellow)
- Notifications (Purple)

The screenshot displays the POD dashboard interface with several color-coded sections:

- Top Menu (Yellow):** A horizontal bar at the top containing a calendar icon and the text "Calendar".
- Left Menu (Pink):** A vertical sidebar on the left side containing the "pod PLACE OF DISCOVERY" logo, "THE POD" section with links for "Secondary School" and "Join a Group", "MY GROUPS" section with "Secondary Hockey", and "QUICK LINKS" section with "Tuckshop".
- Notifications (Purple):** A vertical panel on the right side titled "NOTIFICATIONS" with a "Mark all read" option and a list of recent posts from "Miss Alison SCOTT".
- Quick Links (Green):** A central grid of nine blue buttons: "Primary School", "Secondary School", "Boarding", "Parent Lounge", "School Support & Services", "Events", "IT Services", "Parenting Resources", and "Student Protection".
- My Daughter/s & My Groups (Orange):** A section at the bottom right titled "MY DAUGHTER/S" with options for "Timetable", "Calendar", "Due Work", and "Notify Absent", and a "MY GROUPS" section with buttons for "Bands", "Choral", and "Secondary Basketball".
- Main Content Area:** A central banner for "Celebrating 125 years of educating girls" (1895-2020) and a "NEWS HEADLINES" section with a "Support Group Meeting - Tuesday 4 February" article.

(Image 3)

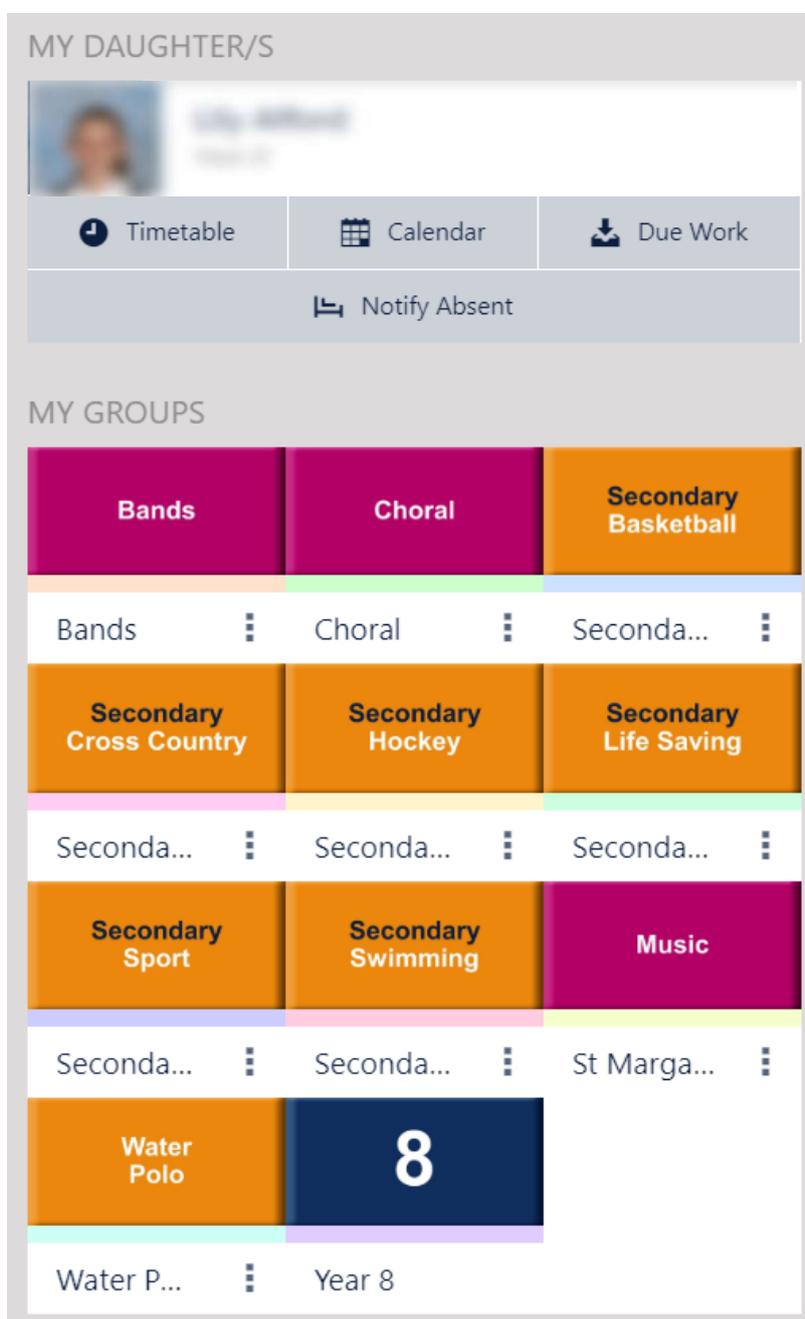
* Some of these areas are available when navigating to other pages in The POD. The top and left menus as well as the POD logo (Home button) and notification are accessible when on any page within the system.

My Daughter/s & My Groups

The right section (Image 4) of the screen underneath MY DAUGHTER/S allows you to access the following information:

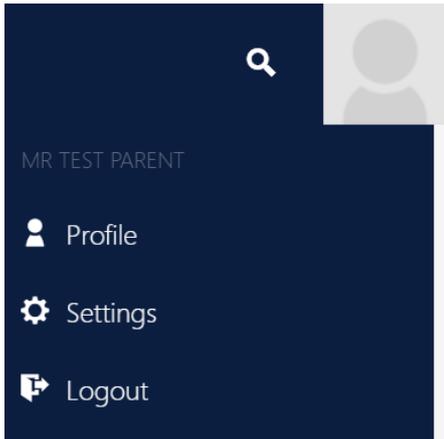
The image below shows the view of a parent with one daughter. Any additional daughters are listed underneath.

- **Timetable:** The 5-day timetable for that child.
- **Calendar:** A calendar view of the dates for that child including timetabled classes and due dates of Due Work items.
- **Due Work:** A calendar view of the due dates of Due Work items of your daughter/s.
- **Notify Absent:** Use this button to alert the school when your daughter has an unexpected absence from school due to ill health etc.
- **My Groups:** Quick Links to the group pages of which you are a member.





St Margaret's POD Logo: If you ever get lost in The POD, clicking the logo in the top left corner will take you back to the parent dashboard (home screen).



Parent Icon: If you click the drop-down arrow next to your parent name, under Profile you can view your contact details; change/ manage notification options in Settings and Logout of the system.

Notifications window (Top right corner)

The notification window is situated in the top right corner of all pages in The POD. The notifications informed you about updates in the POD. The notification icon is a bell and by default is navy in colour. When a new notification appears, the window will turn red and the number of new notifications will be shown and the text will be bold (Image 10). Once read the text will return to normal. Notifications can also be received via email and through the St Margaret's mobile app as a push notification. For further information about this, refer to the App User guide.

