

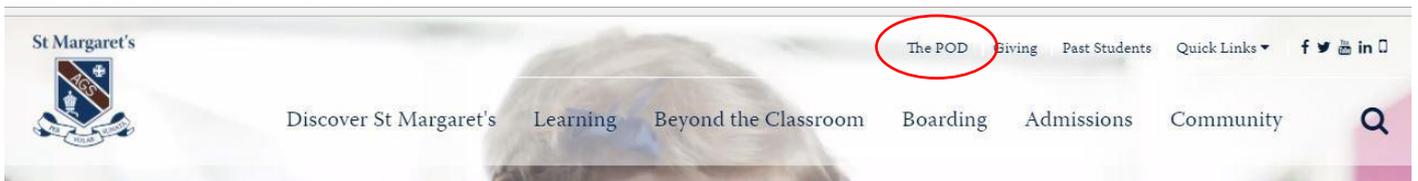
The Place of Discovery (POD) is the one-stop shop for parents to access a variety of information through a singular online gateway including student learning, co-curricular and general school news. The POD will also be accessible through the latest St Margaret's App. This guide is designed to help your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

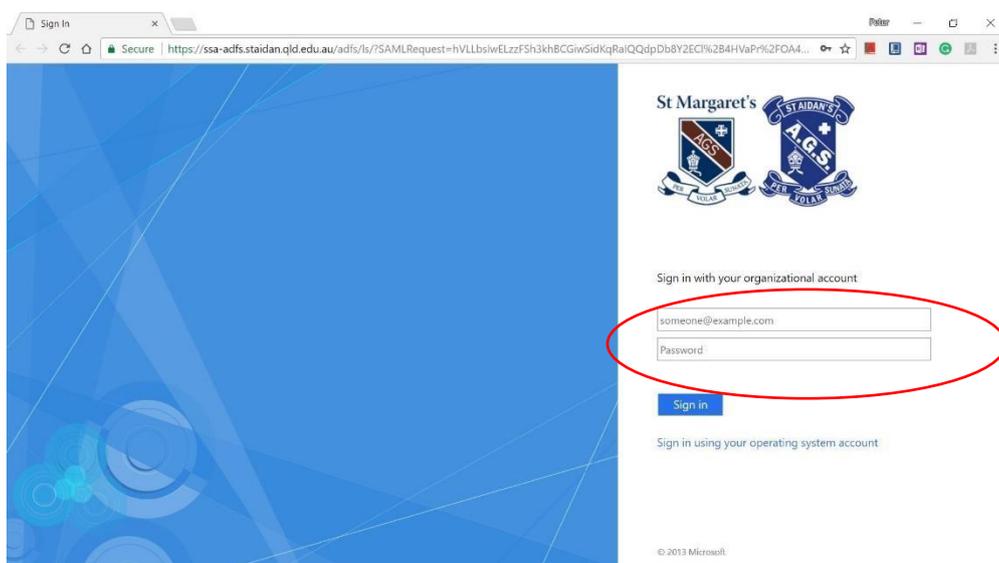
<https://www.stmargarets.qld.edu.au>



(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: stmarg\Parent ID e.g. 572539
 - Password: existing password

*** Make sure you have included stmarg\ before your Parent ID number when logging in ***



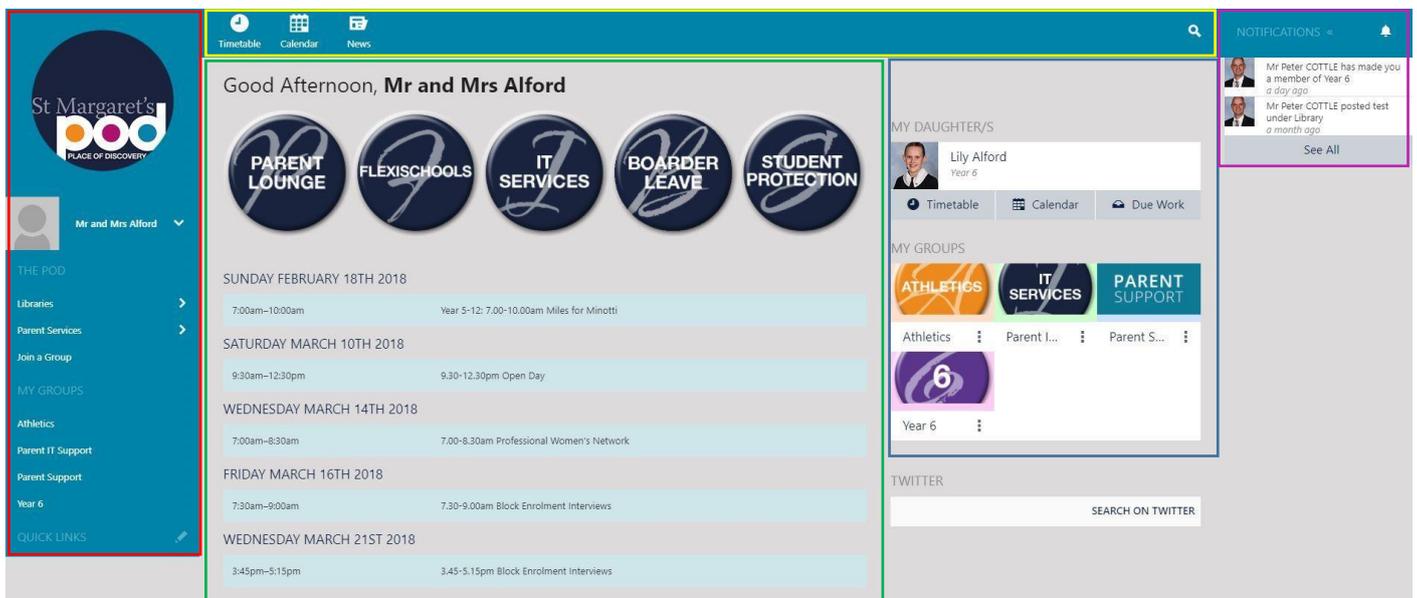
(Image 2)



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 (Navy Blue)
- Left Menu (Red)
- Top Menu (Yellow)
- Notifications (Purple)



(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.



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Quick Links (Main Section)

The middle section (Image 4) of the dashboard contains quick links to the following:

- Parent Lounge: students report; medical forms; business directory; parent/ teacher interview bookings.
- FlexiSchools: tuckshop ordering; event tickets; bus tickets etc.
- IT Services: FAQs; important forms/ documents
- Boarder Leave: leave requests
- Student Protection Statement
- Calendar: list of upcoming events.
- News: most recent news headlines.



(Image 4)

My Daughter/s & My Groups

The right section (Image 5) 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.
- **My Groups:** Quick Links to the group pages of which you are a member.



(Image 5)

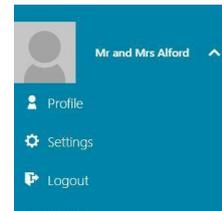


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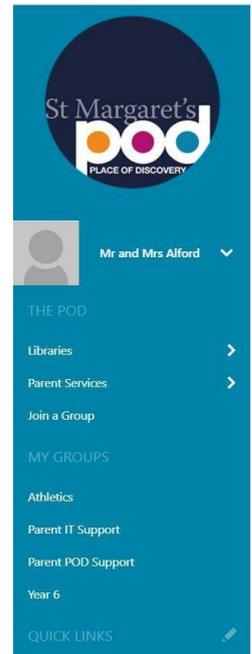


Left side menu (Image 6)

- **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 Name:** 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. (Image 7)
- **Libraries:** This is a quick to your daughter/s library page. It will link to the library page of which your daughter belongs to. E.g. If you daughter is in Primary School it will link to the Primary library page.
- **Parent Services:** Quick links to the Careers Counsellor, Supplies Shop and Tuckshop pages.
- **My Groups:** a quick link for each of the groups of which you are a member.
- **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 will regularly visit.



(Image 7)



(Image 6)

Top Menu

The top menu (Image 8) allows you to access the following information, these are listed from left to right:



(Image 8)

- **Timetable:** The 5-day timetable for each child.
- **Calendar:** A calendar with events
- **News:** Whole school news items for students, staff and parents.
- **Search:** A search bar that allows you to search for pages in The POD (magnifying glass icon).



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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 teal in colour (Image 9). 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.



(Image 9)



(Image 10)