Using Firefly – A guide for students and parents

The Virtual Learning Platform (VLP) used by the school is called Firefly.

All students and staff automatically have a Firefly account.

All parents who have supplied the school with an email address should be automatically set up with a Firefly account, linked to their child's account.

Parents will need to activate their account from the login panel.

By logging onto Firefly, parents will be able to see information regarding their child. In particular, details of their timetable, teachers, and reports.

Firefly is also used for:

- For online reporting to parents.
- For sharing information from the school.
- For sharing news from the school.
- For alerting parents to unusual events such as closure due to adverse weather.

Logging into Firefly

To get to the login panel, click on one of the Firefly links on the school website.

Don't rely on searching for Firefly, because a search engine such as Google may return the login to Firefly for a different school.

The login panel should look something like the image below (figure 1). Make sure it has the school logo. To log in as a parent please bear in mind the following:

1. If you are a parent, avoid logging in as your child, this often happens when computers are shared.
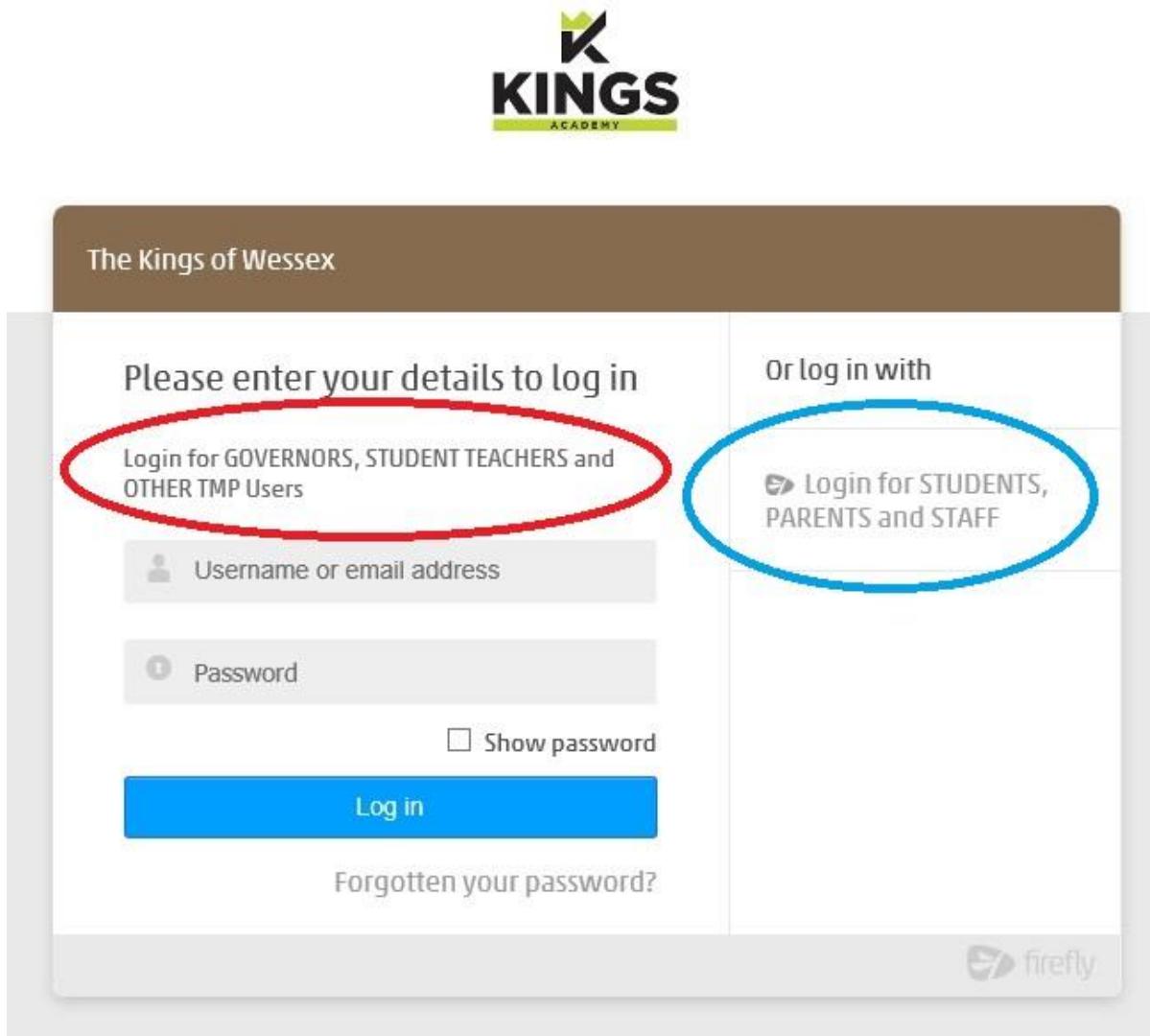

Figure 1 - Firefly login

2. Make sure you are logging in using the login panel as shown. As a parent or student you won't want to be using the "Login for YEAR 8, GOVERNORS, STUDENT TEACHERS and OTHER TEMPORARY Users" login, so look for "STUDENTS, PARENTS and STAFF". If it does not say "Login for STUDENTS, PARENTS and STAFF" where ringed in red in figure 1, the text ringed in blue will read "Login for STUDENTS, PARENTS and STAFF" - click on this to change to the other login panel as in figure 2.

Figure 2- Firefly login showing activation

3. If using Firefly for the first time as a parent, your account will need to be activated. To start this process, click on the text ringed in green above in figure 2.

4. Whether logging in, or activating your account, parents should use the **email address** that you have given to the school, as your username. Each parent must have their own unique email address to identify them to Firefly. Changes to this take 24 hours to become effective.

5. Students logging in should use the number that they have been given for IT (same as their network login number). This is a 6 digit number that starts with the year that their year group started at Kings of Wessex as Year 9, followed by a sequential 4 digits, different for each student, e.g. 200123.

6. The password students use for Firefly is not the same as their network password. It must be at least 8 characters long, and include uppercase, lowercase, numeric and special characters.

7. Students will be informed of their initial Firefly password by their tutor. This password should be changed (go to Account Settings from the menu arrowed by your name at the top right of the Firefly screen). If forgotten, ask your tutor to request a new password from IT.

8. Passwords for parents may be reset on request to the IT department. Parents may also request a replacement via the login panel. Once logged in to Firefly, a password may be reset at any time, from the Account Settings menu (found at top right of the Firefly page).

9. If you experience difficulty logging in to Firefly, please contact IT support on 01934 745356

Reports

Firefly provides a parent with their child's reports, timetabling, and homework tasks.

To see reports of other information about your child, log in to Firefly and click on the icon for Your Child, or else scroll down to the heading Browse Profiles, where you will find an icon for your child.

Dashboard

The Dashboard is the Firefly home page. It contains lots of useful information including news, tweets, announcements and timetabling.

The dashboard for parents is different in content and includes links for student's reports.

Resources

Firefly has a large quantity of useful resources, created by our teachers to support learning.

Resources can be found by clicking on the Resources icon and then selecting the appropriate category, some of which are:

- Subjects
- House and Year Groups
- Clubs and Activities
- Student Services
- Parents
- Kings Links

Planner

The Planner is a Firefly page where a student can see their tasks and timetable for the current day or week.

Tasks

Firefly provides a student and parents with a means to track and manage homework tasks.

The task information will include the date set, date due, the subject, teacher, and a short description of the task. Any resources such as PowerPoint files or video clips can also be attached. It will also show you if your child has completed each task.

All teachers use Firefly to set homework tasks. Students will need to logon to their Firefly account to see clearly what work they need to complete and by when. Firefly allows teachers to provide specific detail about homework tasks, so that they can provide more support for both students and parents.

Tasks may be seen by clicking on the Tasks icon.

When viewing tasks there are a few things to be aware of:

- The tasks shown will be restricted by whatever filters are in place. There is a reset button to clear all filters.
- The order of tasks shown may be changed.
- Completed or older tasks may be archived.
- Parents can only see those tasks that have been flagged by teachers to be visible to parents.

Sometimes changing these settings means that current tasks may not be noticed, so please be careful to select what you wish to see.

Personal Pages

Each student has a private storage area on Firefly called Personal Pages where they can save files to access both in school and at home.

Students may also create new personal pages with a full range of Firefly content.

The Firefly App

Firefly has a phone app that can be downloaded. In order to use it you will need the school code, which is **kowa**

Parents' Evening System

Parents' Evenings are organised by an internet booking system provided by a third party supplier.

To login to the Parents' Evening system use your Firefly login details. Just click the Login with Firefly button.

Links to the Parents' Evening system can be found on the Firefly Parents' Dashboard and on the school website.

The Kings of Wessex Academy

Parents' Evening System

Welcome to the The Kings of Wessex Academy parents' evening booking system.

Please login with your Firefly login details

Log in with Firefly

Teacher Login   Administrator Login

Parents Evening System