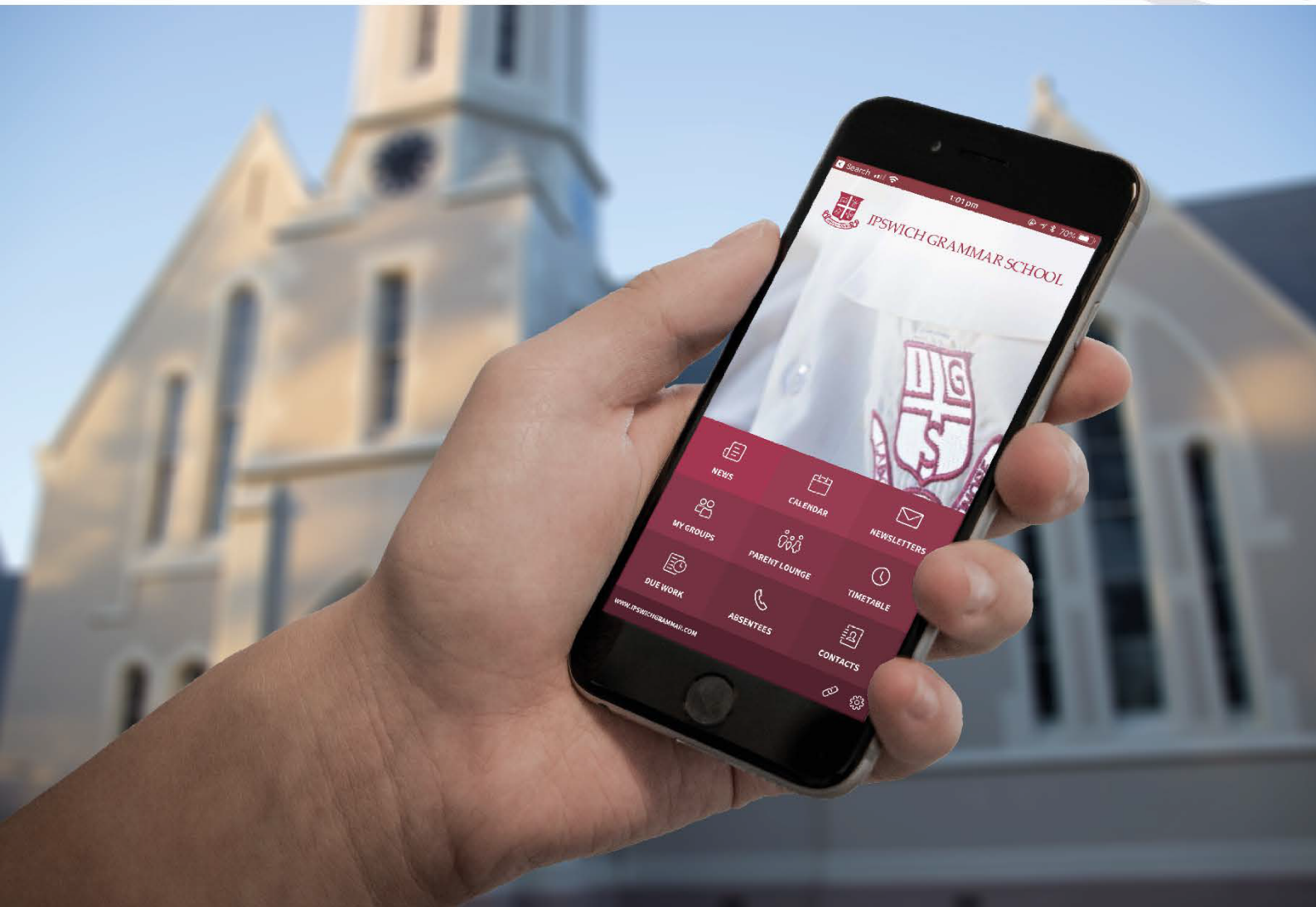


# Student Handbook



LABORE



**IPSWICH**  
GRAMMAR SCHOOL

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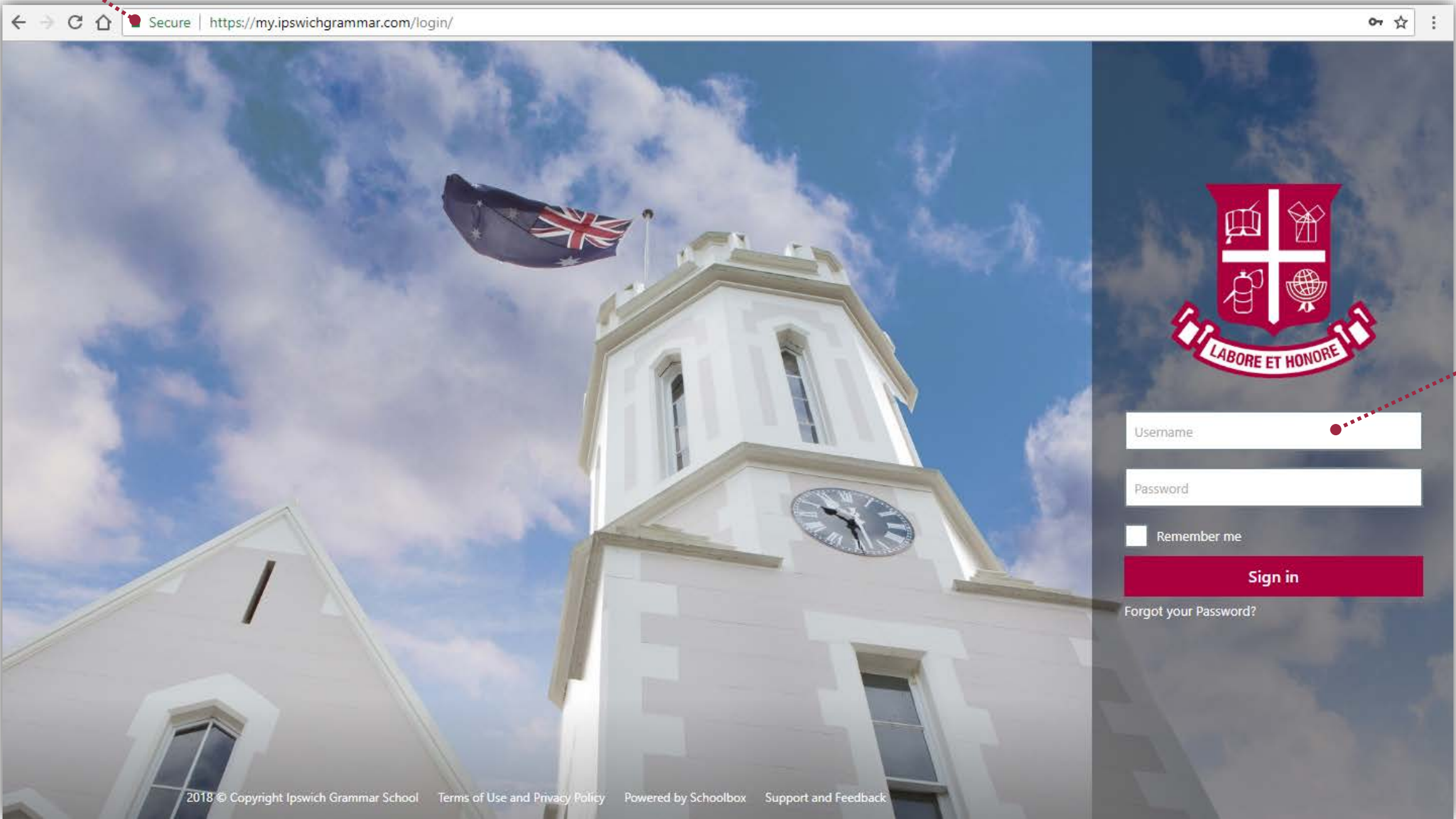
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# Logging in to Schoolbox

Using your web browser, navigate to <https://my.ipswichgrammar.com>



Login with the unique username and password that has been provided to you.


e.g.  
**Username:** 12345  
**Password:** Password



# Navigating the Homepage Dashboard

**Side Menu:**  
Other useful quick access links to key items such as extra- curricular activities and support services

**Top Menu:**  
Includes quick access to key items such as Timetable, Calendar and Classes



LABORE ET HONORE

SCHOOLBOX

- Home
- Extra-Curricular
- Support Services
- Online Resources
- Before and After School Care
- Manage Groups
- Positive Education
- Contact IT Support
- Flexi Schools

MY GROUPS

- Careers
- IGS Volleyball
- Round Square

MY LINKS

Classes

Due Work

Timetable

Mobility Print

WebPrint

Calendar

News

Grades

My Files

Office 365

Search

Profile

1

## Cognitive Verb of the Week

### Make Decisions

Syllabus definition:  
Select from available options; weigh up positives and negatives of each option and consider all the alternatives to arrive at a position..

#### The process of decision-making

Before decision-making

Determine what decision needs to be made

Consider the available options

Determine criteria against which a decision will be made and order the criteria for importance

Weigh each option according to the criteria

Make a decision by selecting the most appropriate option based on the evaluation

After decision-making

Check whether the decision is viable and appropriate

#### Sentence starters


Based on mathematical reasoning, the most appropriate choice is ...

In conclusion, based on the evidence ... is the most effective ...


The best option is ... because ...

... is the best option, in contract to ... because ...


Good Morning,




News




Due Work




School Policies



Email



Sport




The Arts

**School Notices/News Items:**  
Student notifications for events and news items.

**Due Work:**  
This link will take to your current Due Work for your classes.



# Accessing Extra-Curricular Information



SCHOOLBOX

- Home
- Extra-Curricular
- Support Services
- Online Resources
- Before and After School Care
- Manage Groups
- Positive Education
- Contact IT Support
- Flexi Schools

MY GROUPS

- Careers
- IGS Volleyball
- Round Square

MY LINKS

## Cognitive Verb of the Week

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Select from available options; weigh up positives and negatives of each option and consider all the alternatives to arrive at a position..

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Based on mathematical reasoning, the most appropriate choice is ...

In conclusion, based on the evidence ... is the most effective ...


The best option is ... because ...

... is the best option, in contract to ... because ...


Good Morning, **Test Student**




News




Due Work




School Policies



Email



Sport



The Arts

### Sports News and Resources:

Access to all individual sports groups which provide news updates, sports fixtures and photo galleries

### Music Ensemble News:

Includes access to individual ensemble groups with the latest news, photos and upcoming events

## Accessing Classes




**SCHOOLBOX**

- Home
- Extra-Curricular >
- Support Services >
- Online Resources >
- IT and Library Services >
- Before and After School Care
- Manage Groups
- Positive Education
- Contact IT Support
- Flexi Schools

**MY SUBJECTS**

- English 8 D
- German 8 2
- Health & Physical Education 8 D
- Humanities 8 D
- Mathematics 8 D

### Humanities 8 D



2019 Classes > Senior School > Year 8 > Humanities 8 D

**Overview**


Shortly before his death in 1883, the historian Arnold Toynbee suggested that in the years after 1750 there was both an agricultural and an industrial 'Revolution'. Many historians now challenge this idea. They put the turning point much earlier, and suggest that change was much more gradual than Toynbee said.

Nevertheless, it is impossible to deny that the years after 1750 were a time of great achievement:


Agriculture. Turnip Townshend introduced the Norfolk four-course rotation and Robert Bakewell used selective breeding to develop the New Leicester sheep.

- Industry. Richard Arkwright's Mill at Cromford heralded 'the Factory Age' of the textile industry, production of iron increased 30-fold, and production of coal increased 20-fold.
- Transport and communications. Thomas Telford built roads and canals in the 1700s, and George Stephenson and Isambard Kingdom Brunel oversaw the 'Railway Mania' of the 1800s.

**Class Teachers**

 Mrs Kate Pitty  
Staff

**Class News**

  
There is no news to view at this time.  
[View the news archive.](#)

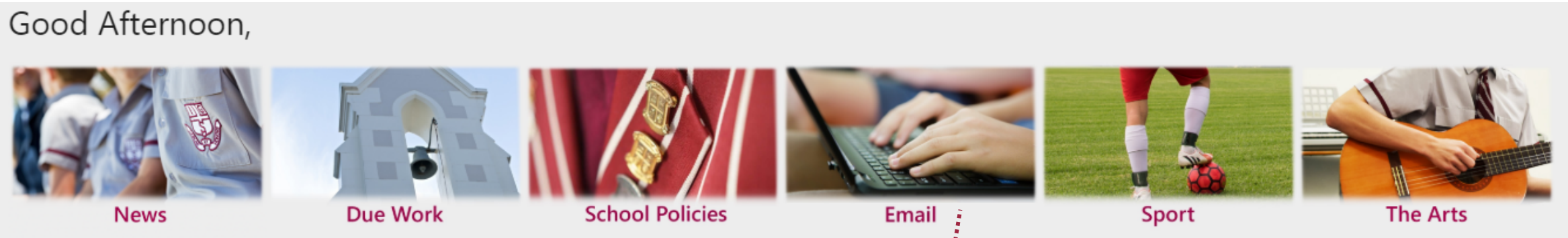
### *Accessing your Classes:*

Access all your classes from the Schoolbox home page.  
Select which class you wish to view to be taken to that classes page.

### *Your Class Pages:*

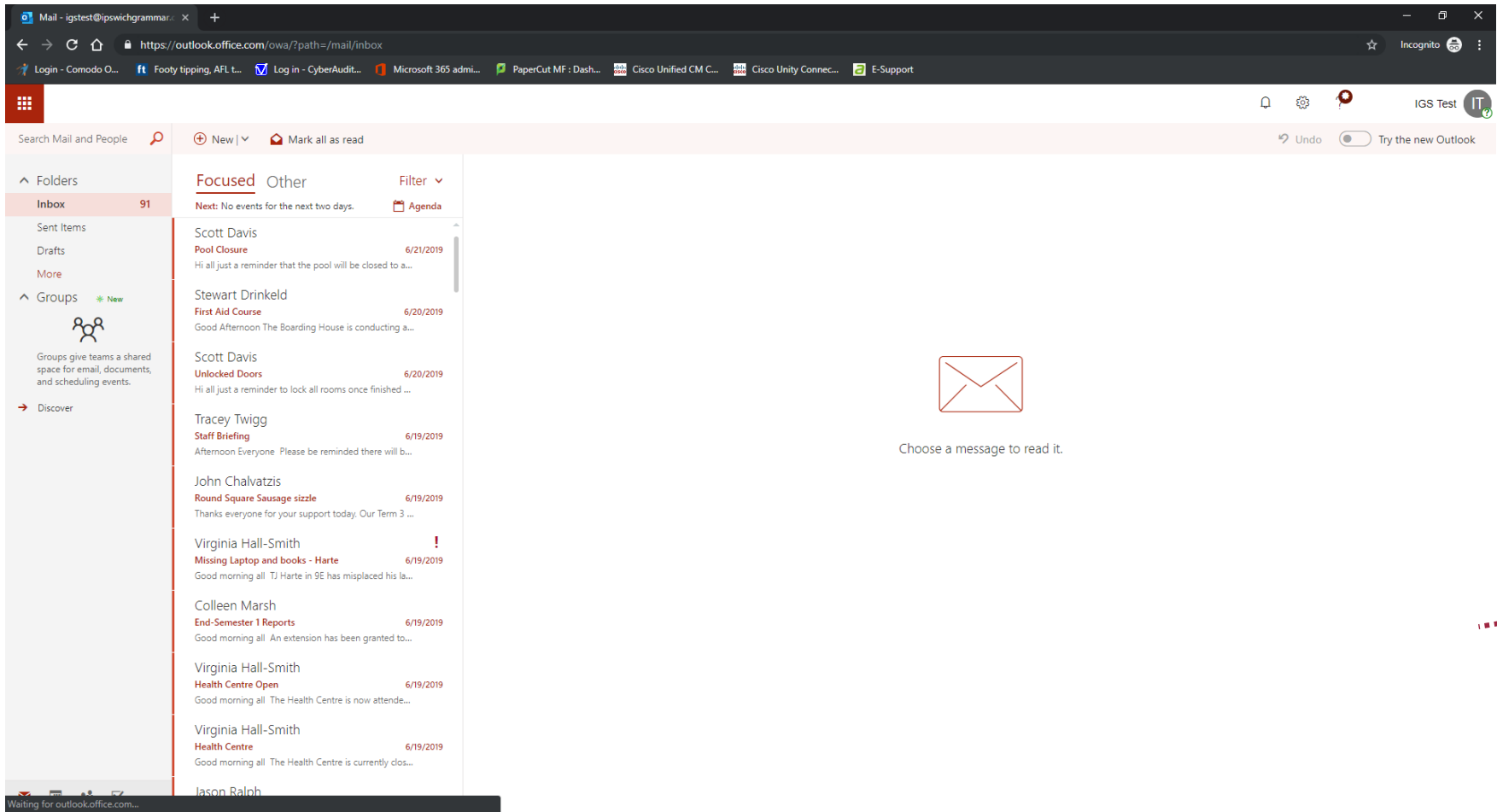
All of your class pages are created and edited by their respective teachers. Although they may present different. They all have important class information, such as News, Due Work and Resources.

# Accessing Emails



## Accessing your Emails:

You can access your emails by clicking the Email tile on the Dashboard. This will take you to the Microsoft Outlook Web Mail Client. You may be required to enter your details before logging in. For Example:  
Email Address: 12345@my.ipswichgrammar.com  
Password: Password



## Importance of Emails:

It is important that you regularly check your emails, Although most news for major events is posted on Schoolbox, there will be instances your teachers and coaches may contact your directly via email with important notices and updates.



## IT Help Desk



### *IT Help Desk:*

By clicking on the IT Help Desk tile you will be navigated to the IGS Information Services web page. From this page you will be able to access all software provided by the school as well as helpful how-to guides and important documents.



### *Self Service Portal:*

If you are experiencing an issue with your computer or certain software. You are able to log a request using the Self Service Portal. This request will be sent directly to the IT Team and will be actioned as soon as possible.

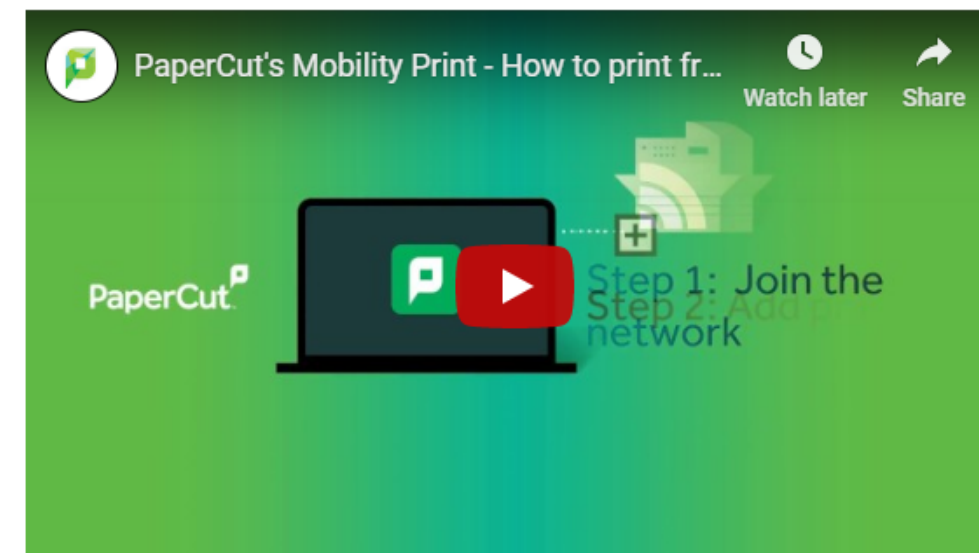
## How to Print



### ***Mobility Print:***

All users have access to the Mobility Print solution. This solution allows users to print at anytime and collect their documents from the printer when available. To install Mobility Print, click the 'Mobility Print' tab in the top menu.

## Set up printing on a Windows device



### ***Mobility Print:***

Click on the highlighted link to install Mobility Print.

[Click this link](#) to download and run the Mobility Print installer.

### ***Mobility Print:***

During the installer, you will be prompt to enter your user name and password. This will be your IGS login details:

Username: 12345

Password: Password

## Using the Calendar

### Calendar Filters:

Filter your calendar by Groups, Events or by Campus

Calendar for Test Student						
< Today >		July 2019			Filters List Month Week Day Export	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
School Holidays						
7	8	9	10	11	12	13
School Holidays						
14	15	16	17	18	19	20
School Holidays		Term 3 Commences students		7pm Incinerator Theatre Fundraiser	All Staff, Boarders, Tennis, Cross Country, Phot Junior School Photos - Form, Individual, Leade	GPS Chess Round 1 V BSHS (HOME) GPS Sport Term 3 v BSHS (AWAY)
21	22	23	24	25	26	27
10am Assembly (Prep - 12) (Mid-Year Prefect		3:15pm Art Club (Years 4 - 8)		3:15pm Art Club (Years 4 - 8)	GPS Chess Round 2 V BGS (HOME)	GPS Sport Term 3 Round 2 v BGS (AWAY)
28	29	30	31	1	2	3
		3:30pm Parent Teacher Interviews	6pm Football & Tennis Presentation Evenings	5:30pm Year 7 Twilight Tours	GPS Chess Round 3 V TGS (AWAY)	GPS Sport Round 3 v TGS (HOME)
					6pm IGS Ghost Tour	
4	5	6	7	8	9	10
Central Comets 10-12 Cricket Trials		8:30am Junior GPS Music Day of Excellence		3:15pm Art Club (Years 4 - 8)	GPS Chess Round 4 V NC (AWAY)	GPS Sport Term 3 Round 4 v NC (HOME)
10am Assembly (Prep - 12)		3:15pm Art Club (Years 4 - 8)				Photos - Rugby

### View Calendar Event Details:

Click on a specific event to see full details of the event



## Managing Groups

**Manage/Join Groups:**  
On the left-hand side select the Manage Groups item as shown below

**My Groups:**  
You then find your selected groups on the left-hand side under My Groups.

**Join Groups**


Free Access ?

- ☐ Before and After School Care
- ☐ Boarding
- ☒ Careers
- ☐ Cattle Show Team
- ☐ Chess
- ☐ Cognitive Verbs
- ☐ Debating
- ☐ Duke of Edinburgh
- ☐ IGS Basketball
- ☐ IGS Cricket
- ☐ IGS Cross Country
- ☐ IGS Football
- ☐ IGS Rugby
- ☐ IGS Runners
- ☐ IGS Swimming
- ☐ IGS Tennis
- ☐ IGS Track and Field
- ☒ IGS Volleyball
- ☐ Junior School
- ☐ Junior School Parent Support Group
- ☐ P and F
- ☒ Round Square

**Select Groups to Join:**  
Select your required group(s) and select "Join Selected Groups". Free Access groups mean that you will immediately be granted access to this group. Other groups will require moderator approval.

# Customising your Notification Settings

**Profile Dropdown:**  
To access your notification settings, select the drop-down arrow next to your profile picture



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Message Settings

HOMEPAGES

If you unfollow a homepage, you will receive *no* messages that come from it.

Homepage

Careers

IGS Volleyball

Round Square

FOLLOWING

FOLLOWING

FOLLOWING

MESSAGES


Customise when and how you receive messages. *Options that are unavailable have been disabled by your system administrator.*


RECEIVE QUIZ MESSAGES WHEN...

...a teacher marks your attempt of a quiz.


...a quiz that you need to attempt opens.


...you failed to attempt a quiz.







+













+











+





**Settings:**  
Select Settings to access the Message Settings Customisation panel

**Choose your options:**  
Select the *mobile phone* to enable push notifications via the IGS Mobile App or select the *email* icon to receive email alerts

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If you have any questions regarding Schoolbox or require technical assistance, please contact:

**Information Services**

Email: [helpdesk@ipswichgrammar.com](mailto:helpdesk@ipswichgrammar.com)

Phone: 07 3813 9653

If you have any questions relating to changes of personal details, please contact:

**Data Coordinator**

Email: [datacoordinator@ipswichgrammar.com](mailto:datacoordinator@ipswichgrammar.com)

Phone: 07 3813 9618