

## 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.

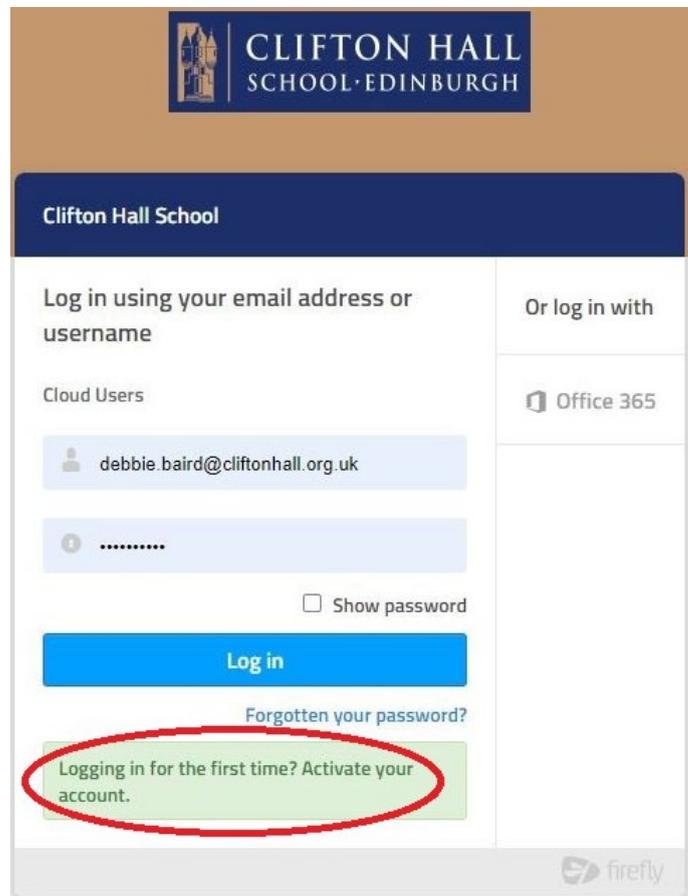
### Logging into Firefly

To get to the login panel, go to <https://cliftonhall.fireflycloud.net/>

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.

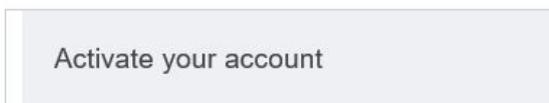
*Figure 1- Firefly login showing activation*



The screenshot shows the login interface for Clifton Hall School. At the top, there is a header with the school's name and logo. Below this, the page is titled 'Clifton Hall School'. The main content area is divided into two columns. The left column contains the primary login form with fields for 'Log in using your email address or username' and 'Cloud Users'. The email field contains 'debbie.baird@cliftonhall.org.uk' and the password field is masked with dots. There is a 'Show password' checkbox and a blue 'Log in' button. Below the button is a link for 'Forgotten your password?'. A green box highlights the text 'Logging in for the first time? Activate your account.' which is also circled in red. The right column offers an alternative login method: 'Or log in with Office 365'. The Firefly logo is visible in the bottom right corner.

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.



Hi Debbie Baird,

To activate your account, please use the link below.



2. If using Firefly for the **first time** as a parent, your account will need to be activated.

a) Select **Logging in for the first time? Activate your account.** (red ring in Figure 1)

b) Enter the email address the school already holds on record for you, then select **Activate account.** An email is sent to you.

c) Check your email inbox. Make sure to check your spam filters if you don't find it anywhere.

d) Open the email and select **Activate account.**

e) Enter the password of your choice, then confirm it.

3. 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.

4. The password students' use for Firefly is the same as their network / O365 password. It must be at least 8 characters long, and include uppercase, lowercase, numeric and special characters. This is set up at activation.

5. 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).

6. If you experience difficulty logging in to Firefly, please contact IT support [itsupport@cliftonhall.org.uk](mailto:itsupport@cliftonhall.org.uk)



Please enter a new password

Your username: debbie.baird@westoun.com

Type your new password

Show password

**!** Your password needs to have:  
➤ 8 characters or more  
➤ A mix of uppercase and lowercase letters  
➤ At least one number  
➤ At least one symbol (not a letter or a number)

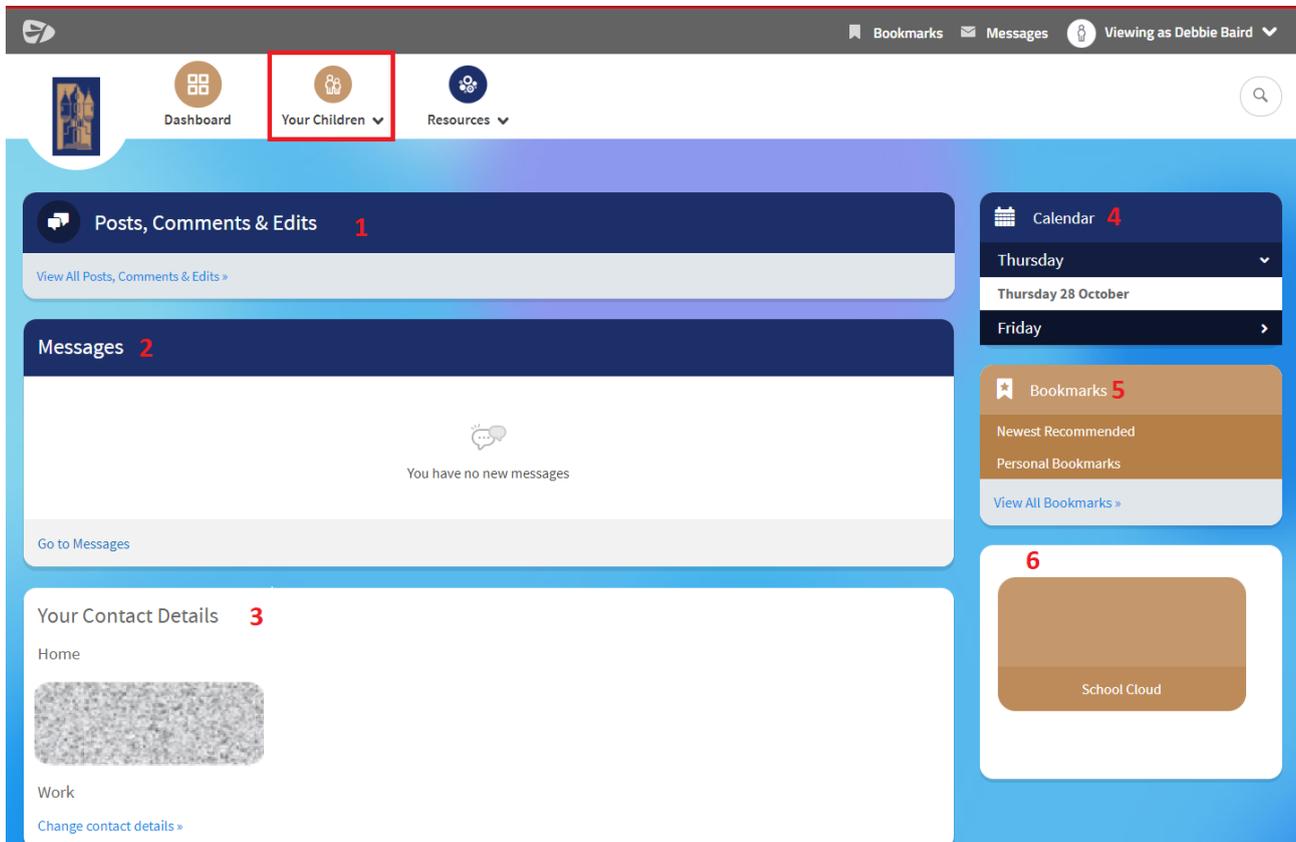
**★** You can use spaces in your password. Keep your passwords memorable and unique to you. Don't use common phrases or titles.

Save Password

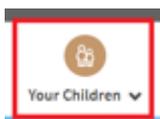
# Dashboard

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.



1. Keep up to date with changes
2. Any messages sent from school will be at the top.
3. You can update your contact details as and when required.
4. You can view the school calendar
5. You can add bookmarks to important pages
6. There is also a shortcut to School Cloud for parent's evenings and club bookings



## Your Children

If you have more than one child, you can chose which child you want to view information for.

## Keeping up to date

You can keep up to date by bookmarking or following pages.

**Bookmarking** - like when you use the internet, saves a link to pages you are interested in.

**Following** - you can follow changes in the Posts, Comments and Edits section of

your dashboard. This is an excellent way of keeping up to date with learning materials or extracurricular information.

If you're in the home page for a section, e.g. Subjects > Physics, then following this page will also keep you informed of any updates made for the whole section.

## 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.

## 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

## 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. you will not be able to open these tasks however you will be able to see:
  - What the work is (Task title)
  - When it needs to be done by (Due date)
  - If it has been completed (or whether it is **Overdue, Done** or **To Do**)

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.

## Access

There is a firefly app available, however we have received very poor feedback. It is really designed to only be used to look at tasks and timetables.

To use the app the school code is (all lower case no space) **cliftonhall**

I recommend that you use it on your browser. Chrome is the recommended browser.

You can add a shortcut to Firefly on your home Screen for easy access.

Here are instructions on how to do this for:

[Android](#)

[iOS](#)