

FIREFLY GUIDE FOR PARENTS

In order to access Firefly, please follow the process below. There are instructions for both a web browser login and for using the Firefly app.

If you need further help, or something you need is not covered in these instructions, please take a look at the very helpful support pages provided by Firefly here:

<https://helpcentre.fireflylearning.com/parents>

or email ContactUs@chellaston.derby.sch.uk

WEB BROWSER

LOGGING IN:

- Navigate to the main Academy website (www.chellaston.derby.sch.uk) and click the Firefly link in the top-right corner.
- This will take you to a landing page, where you will need to click the Parent & Guardian Login option.



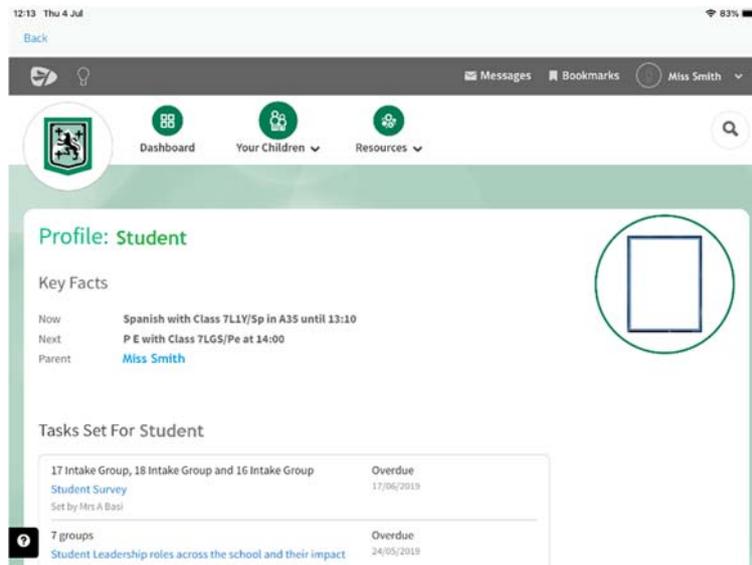
- You will then be presented with a Firefly login screen.
 - If you have logged into Firefly in the past, you will need to re-link your account following the upgrade. To do this, click the **Forgotten your password?** link and follow the process using the email address that you have registered with the school previously.
 - If this is your first time logging in to Firefly, then please click the **Logging in for the first time? Activate your account.** link.
- Once you are logged in, you will be taken to the Parent Dashboard.

VIEWING CONTENT

- From the dashboard, you can navigate through subject and general Academy resources as well as news article and surveys etc via the Resources menu at the top, or via shortcuts posted to the dashboard when relevant.
- In addition, you will see a menu choice called Your Child or Your Children, depending on the number of students you have at the Academy.



- When you click onto a child's name, you will see their profile screen. At present, you will be able to view their timetable, and any tasks they currently have set and when they are due. Very shortly, we will also be adding attendance, behaviour and reporting data too.

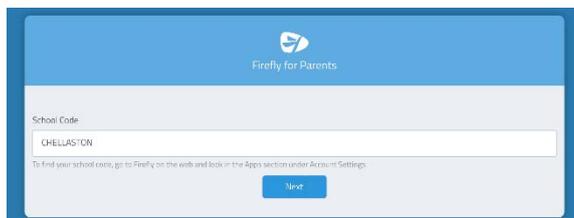


FIREFLY APP

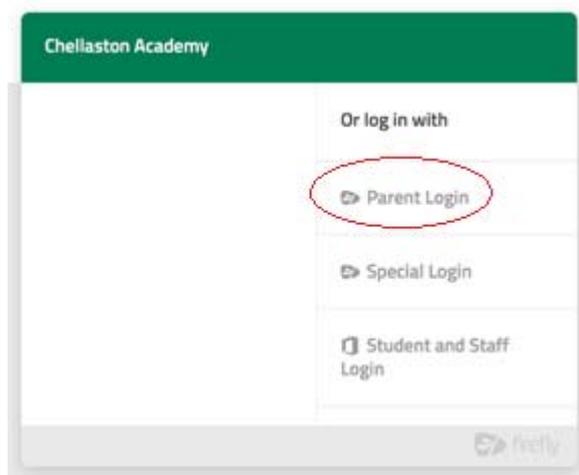
- Firstly, search your app store for Firefly for Parents. Download and install as appropriate for your device.

LOGGING IN

- When first loading the app, you will need to enter our school code. This is CHELLASTON.

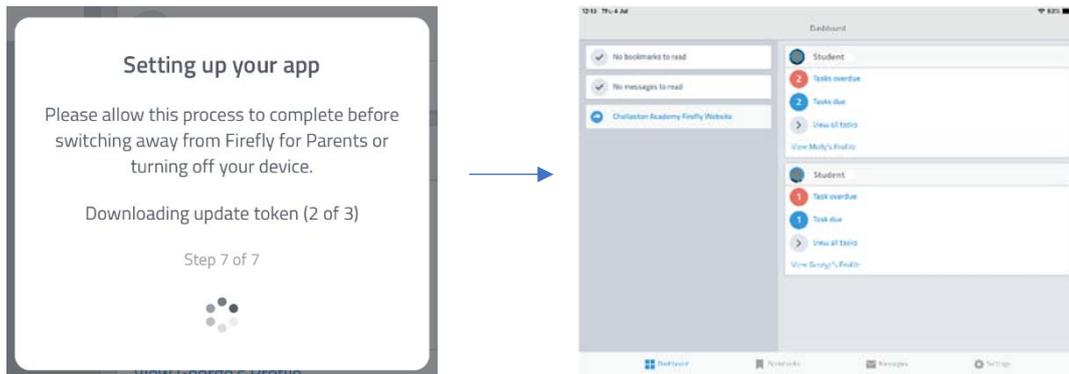


- From the next screen, please choose the Parent Login option.



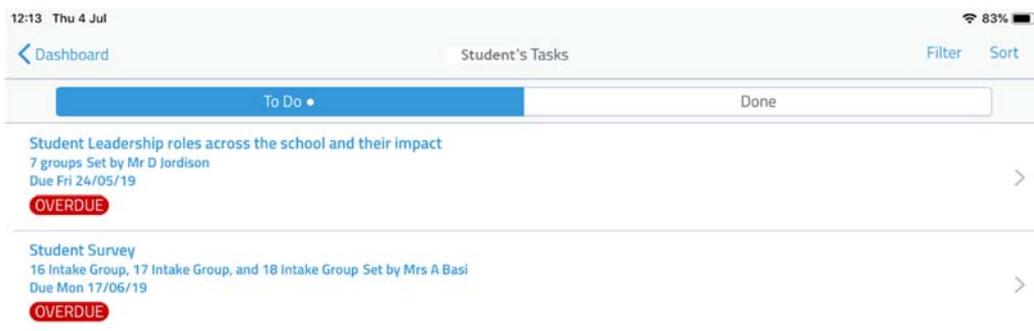
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- Once you are logged in, Firefly will run through a short configuration process and you will be taken to the Parent Dashboard.



VIEWING CONTENT

- From the parent dashboard, you can see your children at a glance with details of how many homework tasks are due or overdue.
- Tapping onto Tasks Due will expand to show details of current tasks.



- Tapping on the View Profile link will take you to your child's full Firefly profile where at present, you will be able to view their timetable, and any tasks they currently have set and when they are due. Very shortly, we will also be adding attendance, behaviour and reporting data too.

