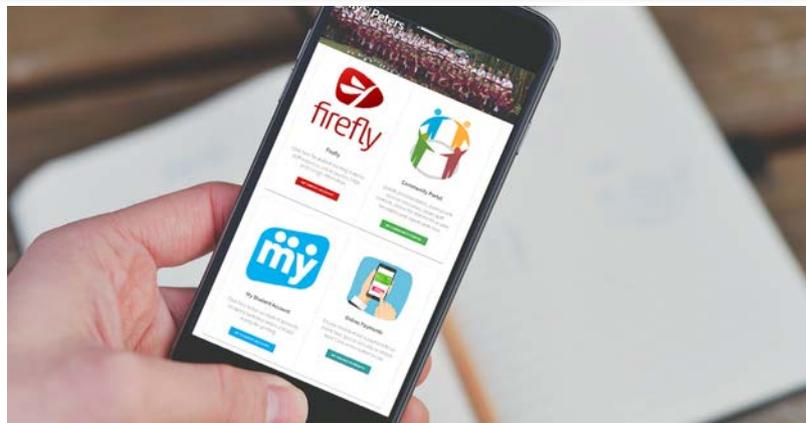


Quick Guide to St Peters Online



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mystpeters.com	3	An orientation video for parents is available online at bit.ly/welcome-to-firefly
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	<p>My St Peters mystpeters.com myStPeters is a login gateway site that is used as a starting point for accessing core College systems. You will find all the links to logged in services that you will need as a parent.</p>
	<p>Firefly access via mystpeters.com Firefly is the College’s Learning Management System (LMS) which provides an online platform for teaching and learning. Parents have access to information relating to their child and their learning. Additional College information is also found here.</p>
	<p>Community Portal access via mystpeters.com The Community Portal is a key platform where parents can update personal details, book parent teacher interviews, locate staff and parent contacts, access fee statements, view timetables and report cards.</p>
	<p>St Peters App download from iOS or Android app store The App is available as a free download for IOS and Android users. It provides important alerts, includes links to Newsletters, College events and more.</p>
	<p>St Peters website stpeters.qld.edu.au The St Peters website provides information for current and prospective parents. College calendars and newsletters are published to this site. Quick links provides access to other systems.</p>



My St Peters

access at mystpeters.com

The myStPeters Portal is a gateway portal for all the links you will need as a parent, staff member or student at St Peters. It is recommended that you bookmark this site on your devices. Here, you will be able to access:

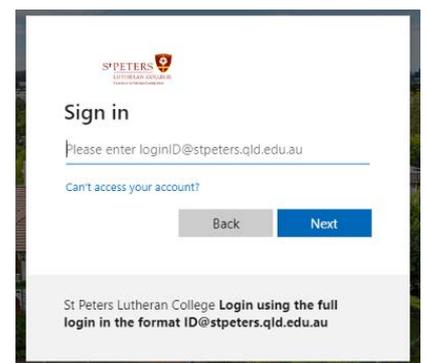
- Firefly
- Community Portal
- My Student Account
- Online Payments



 <p>Firefly</p> <p>Click here for student learning material, staff resources, online courses, FAQs and College information.</p> <p>MY FIREFLY ACCOUNT</p>	 <p>Community Portal</p> <p>Update personal details, book parent teacher interviews, locate staff contacts, access fee statements or view timetables and report cards here.</p> <p>MY COMMUNITY PORTAL</p>	 <p>My Student Account</p> <p>Click here to top-up student accounts, complete tuckshop orders and add money for printing.</p> <p>MY STUDENT ACCOUNT</p>	 <p>Online Payments</p> <p>Do you need to make a payment for an event, tour, special activity or school fees? Click on the button below.</p> <p>MY ONLINE PAYMENTS</p>
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When you go to mystpeters.com for the first time you will be prompted to login using your St Peters username and password. Your login name will be in the format `<parentID>@stpeters.qld.edu.au`. Your parent ID is sent to you via email prior to your child's commencement at the College. If you are unsure of your password, select the **Forgot Password** option.

Once you have logged in to this site, clicking on one of the options listed will retain your user credentials for convenient log in to the other systems. Please ensure that you are logged in as with a Parent account in order to access information that is intended for parents.





Firefly

[access via mystpeters.com](https://mystpeters.com)

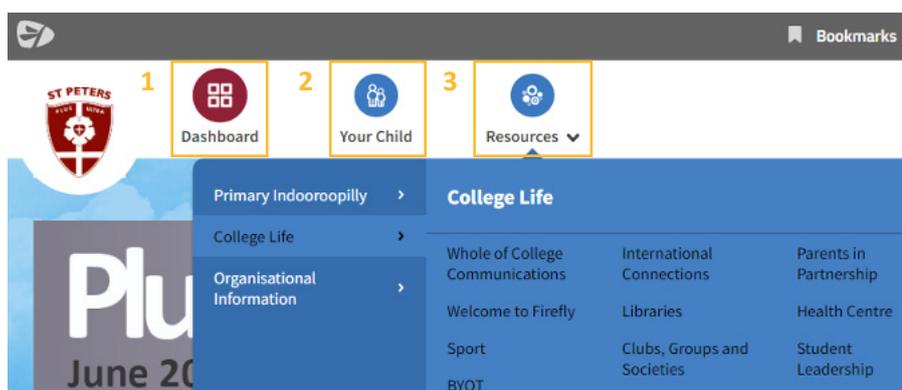
Firefly is the College's Learning Management System (LMS) which provides an online platform for teaching and learning. Parents have access to information relating to their child and their learning. Some content is only visible to students and their teachers. If you want to see more of what your child does, we recommend you ask your child to show you how they use this tool to support their learning.

Parents can access the following depending on their child's year level:

- Your child (information about your child or children including timetable, reports and tasks, or digital portfolio content)
- Resources (such as curriculum information, subject information, assessment calendars, class blogs, and BYOT details)
- Calendar, Timetable and Reports for their child(ren)
- Posts, Comments & Edits made by your child or children
- Other resources and information relating to their child's sub-school

SITE NAVIGATION (PARENT VIEW)

1. **Dashboard** - Return to the Dashboard (or homepage) by selecting from the main navigation or by clicking on the school logo
2. **Your Child(ren)** - This shows you the profile for your child/ children, including tasks, timetable, reports and other site activity
3. **Resources** - This tab allows you navigate to the pages you have access to. Parents can access their relevant sub-school as well as the College Life and Organisational Information sections. The Sub-School sections contain year level pages (for Primary Years), curriculum information and subject pages (for Secondary Years)



The image below shows the main navigation for students.



The Planner shows a calendar view of a student's timetable and any Firefly tasks set by their teachers.

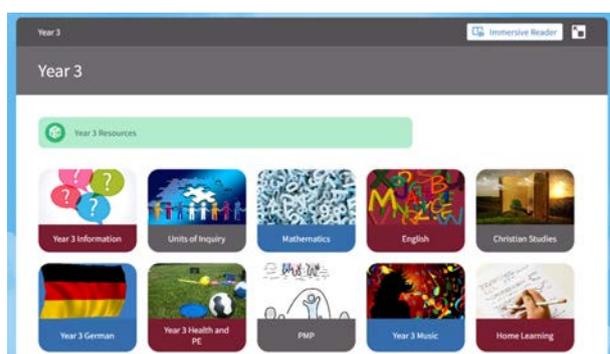
Tasks lists tasks that are assigned that student. These can be filtered by different options.

Personal Pages and **Personal Blog** displays an area where students can create their own Firefly pages. This may not be enabled for all students.

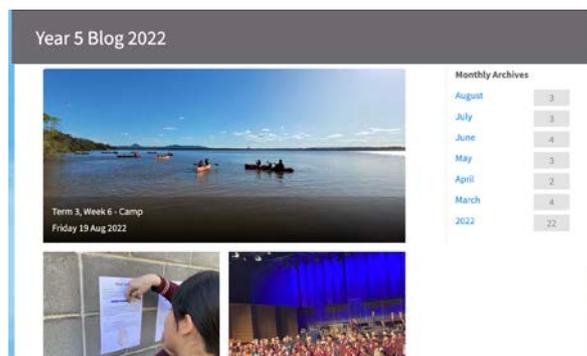
STUDENT USE (PREP TO YEAR 6)

Students in the Primary Years use Firefly for various reasons, and in age-appropriate ways. Examples of use include access to learning materials, home learning, blogs and digital portfolios.

Resource pages are organised by Year Level, these include a rich range of learning resources. These pages are used increasingly by students as they progress through the Primary Years – growing responsibility for managing their learning. Parents are encouraged to regularly view the class and year level blogs as these give a rich account of learning and other activities at the College.



Year Level page



Year Level blog

Students in Primary Years also contribute to their digital learning portfolios. These are accessible to parents via their child's profile (select the child's name from the My Child menu).

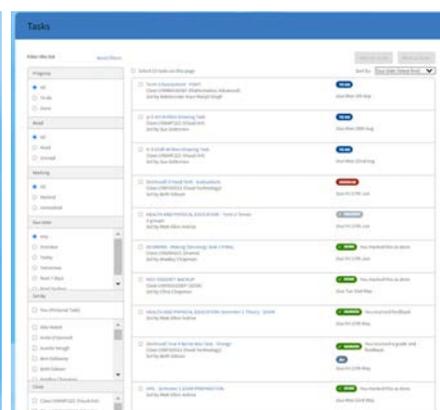
STUDENT USE (YEARS 7 – 12)

Students in Years 7-12 Indooroopilly regularly login to Firefly to view resources for their subjects, submit tasks, and engage in interactive activities.

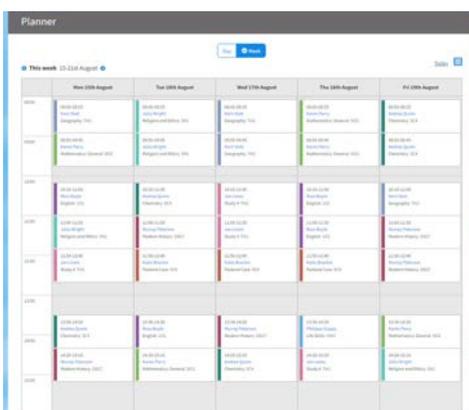
Each Subject in a Year Level has a course page that provides students and parents with details about what is covered, the assessments, and the resources that are used. Learning functionality may be supplemented with the use of tools such as Microsoft Teams, OneNote, electronic resources, and other subject specific tools. Parents are encouraged to view these pages as the first place to find out more about their child's learning. At Indooroopilly, Assessment Calendars for each Year Level are viewable as a calendar under the Junior High and Senior School Curriculum pages.



Subject page



Task List



Planner

In Years 7-12, students are often set tasks by their teachers. In Years 11 and 12, students receive feedback on their assessments via Firefly tasks. Tasks are not mandated for feedback at other year levels but many teacher use this functionality for a range of purposes, or supplement learning with tools such OneNote.

To learn more about Firefly go to: bit.ly/welcome-to-firefly



Community Portal

access via mystpeters.com

The Community Portal is an interface for the College's Student Information System and allows parents to view and update information related to their child(ren) and their own details.

- View and update details such as contact and medical information
- View your child's timetable, attendance details, results, and report cards
- Book parent teacher interviews
- View fee statements and other debtor receipts
- Find email addresses of school staff and other useful contacts
- Set visibility of your contact details to other parents and view details of parents in your child's year level

See below for an explanation of menu items

The screenshot shows the St. Peter's Lutheran College Community Portal. The header includes the college logo and the text 'S^tPETERS LUTHERAN COLLEGE Excellence in Christian Co-education'. The navigation menu has 11 items, each with a number: 1. Welcome, 2. Results, 3. My Details, 4. Finance, 5. Timetable, 6. Interviews, 7. Reports, 8. Contact Us, 9. Parent Directory, 10. Attendances, 11. My Student Account, and Logout. The 'My Student Account' item is highlighted, and a dropdown menu is open showing 'Parent 1', 'Parent 2', 'Student 1 (5)', and 'Student 2 (1)'. Below the menu, there is a 'Logged in as' field and a 'Document Date Range' dropdown. A table of 'Student Reports' is displayed with columns for 'Type', 'Created', 'Download', and 'Open'. The table lists reports for Prep, Year 1, and Year 2, with dates and times.

Student Reports	Type	Created	Download	Open
Prep Report - Semester 1 2017	PDF	24/07/2017 2:08:43 PM		Open
Prep Report - Semester 2 2017	PDF	4/12/2017 7:44:28 AM		Open
Year 1 Report - Semester 1 2018	PDF	28/06/2018 7:02:15 AM		Open
Year 1 Report - Semester 2 2018	PDF	7/12/2018 9:27:12 AM		Open
Year 2 Report - Semester 1 2019	PDF	28/06/2019 1:25:10 PM		Open
Year 2 Report - Semester 2 2019	PDF	5/12/2019 11:34:56 AM		Open

1. Choose between the list of people related to your account. This appears on pages where information is available for specific users (eg. Timetables and Reports)
2. Results – Currently this is used mainly for year 11 and 12 with continuous reporting
3. My Details – update your contact details, includes medical, legal, dietary requirements and emergency contacts for children. Parents are encouraged to make sure their details are up-to-date
4. Finance – view statements and receipts for bills such as school fees
5. Timetable – View timetables for your child
6. Interviews – Book and view Parent Teacher Interviews (only accessible when bookings are open)
7. Reports – View and download academic reports
8. Contact Us – all staff related to your child/ren for timetabled teachers and co-curricular
9. Parent Directory – Opt in to share your contact details with other parents in your child's year level (you must share at least 1 contact method to see others in the directory)
10. Attendances – details your child's attendance
11. My Student Account – link to the student account system for tuckshop and printing – see page 9



The St Peters School App

[download from iOS or Android App stores](#)

The St Peters app can be download from the Apple and Android App stores by searching for 'St Peters Lutheran College'.

The College app is used to access information, notifications, and announcements. It contains the following:

ALERTS

You can receive notifications each time an alert notice is published to inform you of any urgent or important information.

CALENDAR

College events are at your fingertips. With one touch, find out what's on today, this week or for the month ahead.

NEWSLETTERS

The Rock and Cornerstone newsletters are published weekly term-time to the App.

MUSIC

Access Ensemble timetables and information about Music Concerts.

SPORT

View Sport draws and notices and wet weather notifications.

MYSTPETERS

A direct link to the gateway portal.

CONNECT

Follow the College on social media.

EVENTS

Book or RSVP online to College events.

CONTACT

Call and email important College contacts straight from the App.

MAP

View interactive campus maps for Indooroopilly and Springfield.

LINKS

Helpful links to Firefly, the St Peters website, Online Payments and St Peters social media.

SETTINGS

In Settings you can choose to receive specific information using the Subscriptions option and to configure your notifications.





Online Payments

access via mystpeters.com

Online Payments is accessed via mystpeters.com (icon pictured) or from the Quick Links section on the College website

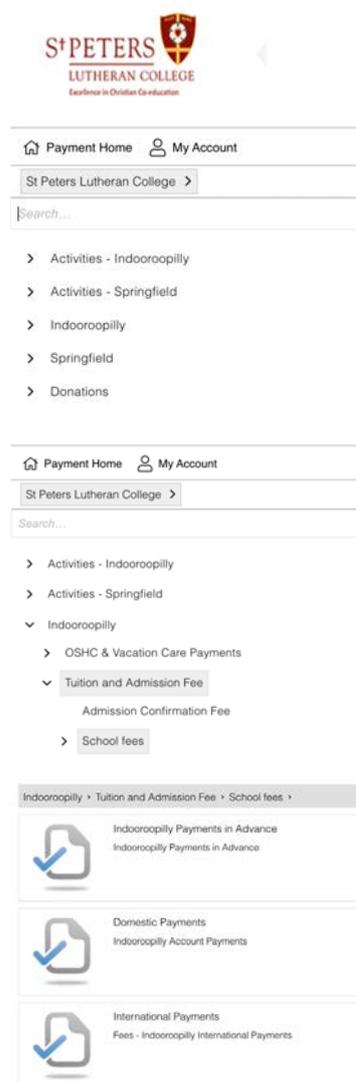
The Online Payments is a secure online store that allows parents to pay for School tuition and enrolment fees, various activities donations and more. There are 5 main menu items (pictured on the right) that parents can use to locate the items they want to make a payment for. These areas expand to reveal sub-categories. For some sub-categories, there is an additional list to select a specific item from.

For school fees, and some other options, payment is linked to the debtor account (the ID of the parent listed as the main authority for payment of fees). The receipts for these items can be viewed in the Finance tab in the Community Portal. Items that do not require a debtor account will send an email to the nominated email address that is entered on the payment form.

On Checkout, you can choose to use a login to securely retain credit card details for future payments, or manually enter details each time.

HOW TO PAY SCHOOL FEES

1. Choose the category for your child's school - Indooroopilly or Springfield
2. Select Tuition and Enrolment Fees
3. Click on School Fees
4. Select from the 3 payment options
 - Payments in Advance (if the account is in credit or to pay more than the due amount)
 - Domestic Payment
 - International Pay
5. Complete the details for your payment. Ensure that you enter the Student Last Name and Debtor ID correctly. The Debtor ID and other required details are listed on the payment slip at the bottom of your School account for each term.



5

<p>PAYMENT SLIP</p> <p>If mailing your payment please tear off this slip and return with payment.</p> <p style="text-align: center; border: 1px dashed black; padding: 5px;">SAMPLE ONLY</p> <p>PAY BY INTERNET: payments.stpeters.qld.edu.au</p> <p>  Biller Code: 292664 Ref: XXXXXX </p>		<p>DEBTOR ID XXXXX</p> <p>ACCOUNT NAME Sample</p> <p>ACCOUNT DATE 1/07/2022</p> <p>TOTAL \$5,000.00</p> <p>DUE DATE July 12, 2022</p>
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For FAQs relating to Online Payments go to: bit.ly/welcome-to-firefly



My Student Account

access via mystpeters.com

My Student Account allows you to top up your child’s account, complete tuckshop orders, add money for printing and other College needs. Students use their student card to process payments with funds on MSA.

Please note, it is not the same as the Online Payments link outlined in the previous section, however, when you select the Recharge option the amount is added to a shopping cart in the online payments system.

The screenshot shows the 'Account List' page on the 'my HOME' portal. It features a navigation bar with 'My Accounts', 'My Profile', 'Help', and 'Sign-Out'. The main content area displays two student accounts. Callouts provide the following information:

- Student name and account number:** Points to the student name and ID number (e.g., Student Name1 (1234567890)).
- Orders *:** Points to the 'ONLINE ORDERS' button.
- Shows what your child has purchased:** Points to the 'HISTORY' button.
- Amount available:** Points to the 'ACCOUNT BALANCE' (e.g., \$9.40).
- Add funds:** Points to the 'RECHARGE' button.
- Move funds between accounts:** Points to the 'TRANSFER FUNDS' button.
- Edit Account:** Points to the 'MANAGE' dropdown menu.

**orders only available at certain locations and times*

The Manage menu allows you to edit the account to:

- Set a daily spend limit
- Low balance notification
- Add allergy alert message
- Prohibit items from purchase

The 'Account Details' form includes the following fields and options:

- Name:** Text input field.
- Daily Spend Limit:** A toggle switch set to 'ENABLED' and a text input field for the limit amount (e.g., \$ 10).
- Low Balance Notification:** A toggle switch set to 'ENABLED' and a text input field for the threshold amount (e.g., \$ 5.00).
- Save Changes:** A red button with a checkmark icon.

Account Details

The 'Prohibited Purchases' section shows a list of categories that can be restricted:

- MISC
- Drinks
- Snacks
- Hot Food
- Hot Lunch Specials
- Ice Creams
- Sandwiches / Rolls / Wraps / Bagels
- Lunches

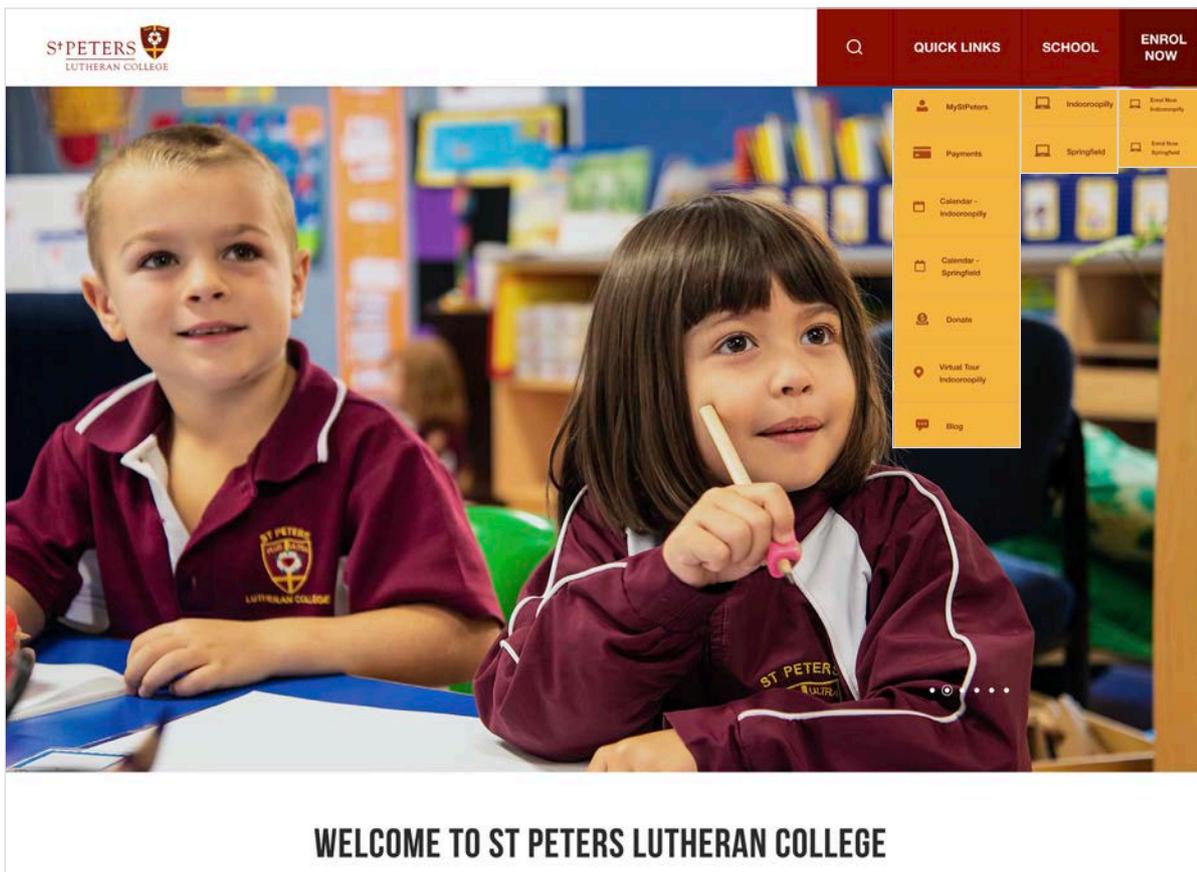
Prohibited Purchases



St Peters Website

access at stpeters.qld.edu.au

The College Website is the public online presence of the College. The main site menu is to the top-right of the page. Quick Links shows the most commonly accessed items. The School menu links to both Indooroopilly and Springfield schools. Each school site includes more detail about that location and includes a calendar of events, details of each sub school, newsletter access, and other promotional articles.



QUICK LINKS

- myStPeters (parent portal)
- Payments
- Calendar - Indooroopilly
- Calendar - Springfield
- Donate
- Virtual Tour Indooroopilly
- Blog

SCHOOL

- Indooroopilly
- Springfield

ENROL NOW

- Enrolment Indooroopilly
- Enrolment Springfield

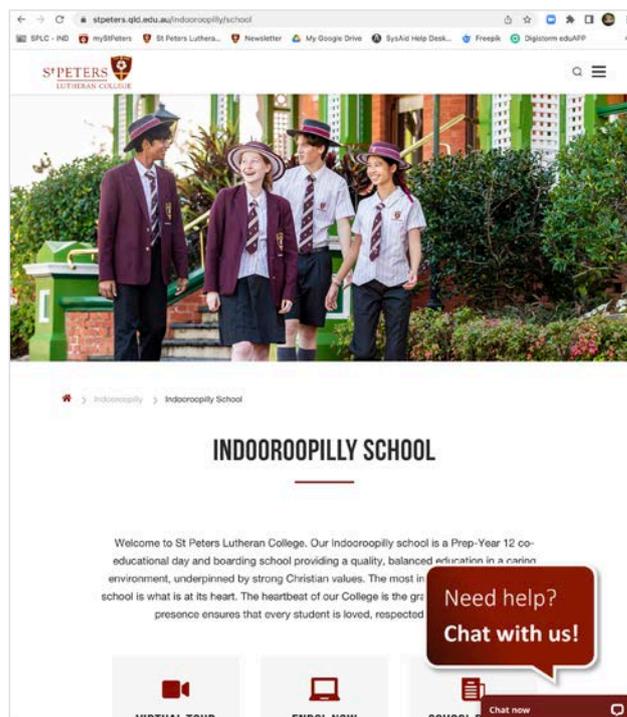
INDOOROOPILLY SCHOOL

Website with information about the College, quick links to a virtual tour, enrolling and the annual school report. The page includes links to sub-schools, plus the opportunity to chat with a staff member in real time.

The Rock online

stpeters.qld.edu.au/indooroopilly/news-events/newsletter

The Rock is the weekly newsletter for St Peters Indooroopilly, published term-time.



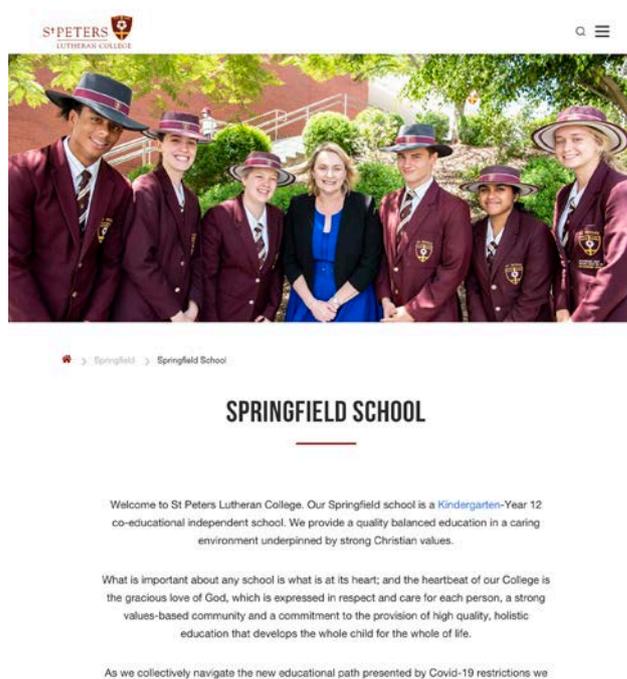
SPRINGFIELD SCHOOL

Website with information about the College, quick links to a contacting us, enrolling, the school prospectus and sub-schools.

Cornerstone online

stpeters.qld.edu.au/springfield/news-events/newsletter

Cornerstone is the weekly newsletter for St Peters Springfield, published term-time.





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