



POD Parent Guide

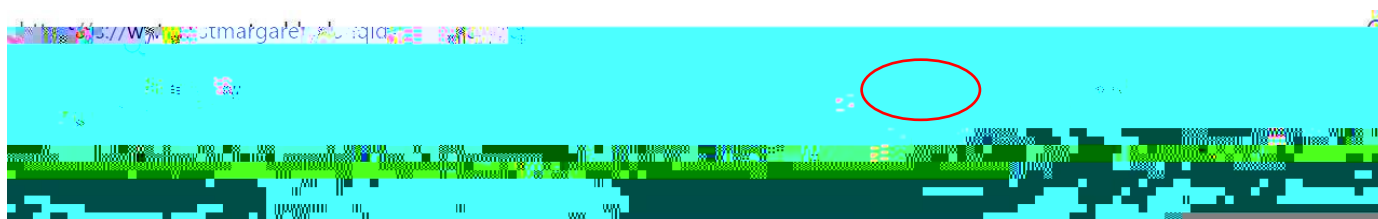


The Place of Discovery (POD) is the one-stop shop for parents to access the main features of the platform.

Logging In

To login to the POD follow these instructions:

1. Go to the school website and select The POD link (Image 1). It's located at the bottom of the website.



2. You will be redirected to the Login page (Image 2). Your login credentials are as follows:

- Login Name: Parent ID e.g. 572539
- Password: existing password



(Image 2)

The Dashboard

The Dashboard is the first screen you encounter once logged into The POD (Image 3). The dashboard is separated into five distinct areas. The coloured borders have been drawn on to help identify the different areas of the screen. These areas are identifiable as follows:

- Quick Links – Main section **(Green)**
- My Daughter/s & My Groups **(Orange)**
- Left Menu **(Pink)**
- Top Menu **(Yellow)**
- Notifications **(Purple)**

(Image 3)

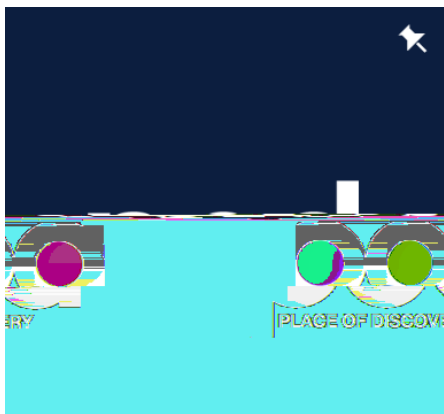
* Some of these areas are available when navigating to other pages in The POD. The top and left menus

My Daughter/s & My Groups

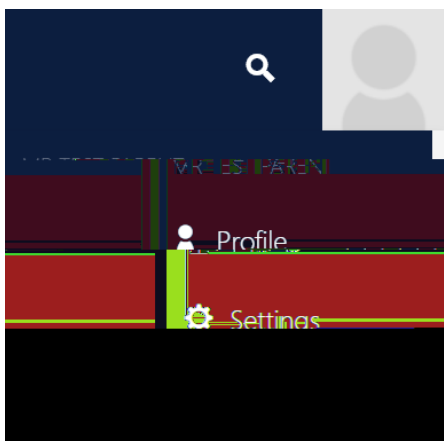
The right section (Image 4) of the screen underneath MY DAUGHTER/S allows you to access the following information:

The image below shows the view of a parent with one daughter. Any additional daughters are listed underneath.

- **Timetable:** The 5-day timetable for that child.
- **Calendar:**



St Margaret's POD Logo: If you ever get lost in The POD, clicking the logo in the top left corner will take you back to the parent dashboard (home screen).



Parent Icon: If you click the drop-down arrow next to your parent name, under Profile you can view your contact details; change/ manage notification options in Settings and Logout of the system.

Notifications window (Top right corner)

The notification window is situated in the top right corner of all pages in The POD. The notifications informed you about updates in the POD. The notification icon is a bell and by default is navy in colour. When a new notification appears, the window will turn red and the number of new notifications will be shown and the text will be bold (Image 10). Once read the text will return to normal. Notifications can also be received via email and through the St Margaret's mobile app as a push notification. For further information about this, refer to the App User guide.

