

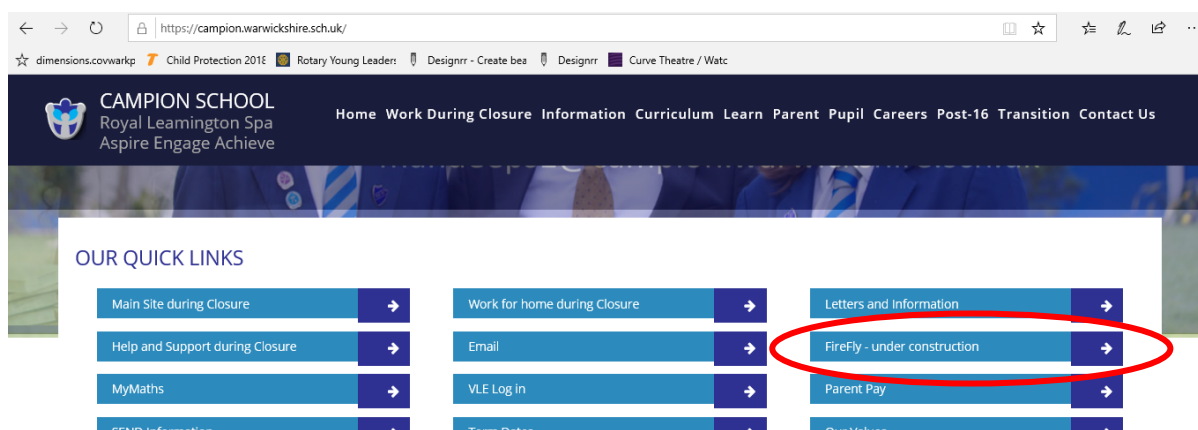
Guide to using Firefly



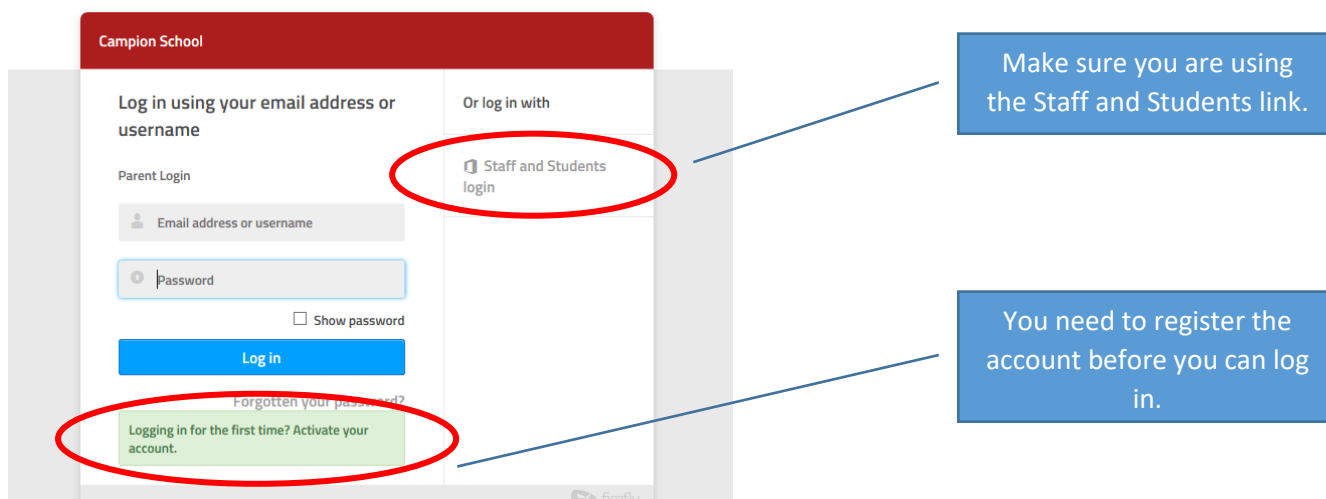
Here is a brief guide of how you can get started and register your student account

You will need to know your school email address and the password for your email address. If you do not know what they are then get in touch with the school.

You can only access FireFly through the school website. You cannot use Google to find it as you need the school specific site. Find the FireFly Quick Link at the top of the homepage on the school website. Click on the Quick Link.



Make sure that you are trying to get in to the **Staff and Students** section by clicking on the link.

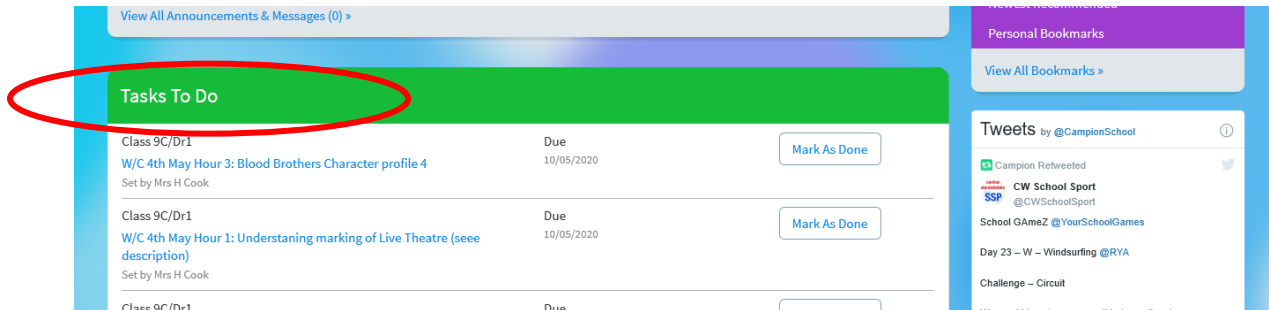


Under the username and password boxes is a link that asks you to register. You need to use this link the first time you want to log on. It will ask for your email address. **It will only work with your school email address.** It will email you a link for you to create a password.

You will be now able to log on to FireFly. You will still need to use the Quick Link on the website.

Here is a brief guide of how to use Tasks

When you have logged on you will see the Tasks to Do section. It will show all the outstanding tasks and their due date. Click on the blue name of the task to open up the content.



Tasks will have three buttons at the top of the page.

Use **Send a File** if you complete the work online and want to upload the file, such as PowerPoint, Word or a video clip.

You **must** use **Mark as Done** when you have completed the task, even if you have uploaded it already.

If you want to ask the teacher a question use **Send a Comment**.

