

Excellent ~~Homework~~

PPR

Firefly access

Student Guidance

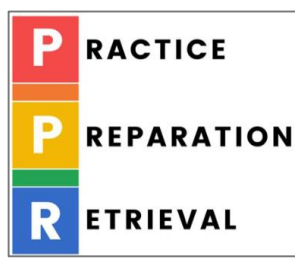
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Purpose of this guidance

The purpose of this guidance is to ensure that you are aware of:

1. How to activate your Firefly account
2. How to access your Firefly account
3. How to download the **Firefly App**
4. How the main Firefly page works
5. How to mark a task on Firefly as complete



1. Activating Firefly Account

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1. Activating Firefly Account

Step 1:

Go to the school website:
www.woodbridgehigh.co.uk

Click on "Quick Links"

Click on "Firefly"



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1. Activating Firefly Account



Step 2:

On the Firefly log in page, press the link that says "**Activate your account**".

Woodbridge High School

Log in using your email address or username

Staff, Student and Parent Login

Email address or username

Password

Show password

Log in

[Forgotten your password?](#)

[New to Firefly? Activate your account.](#)

Or log in with

Admin: Site login (Firefly)

Student login: Google Account

Office 365

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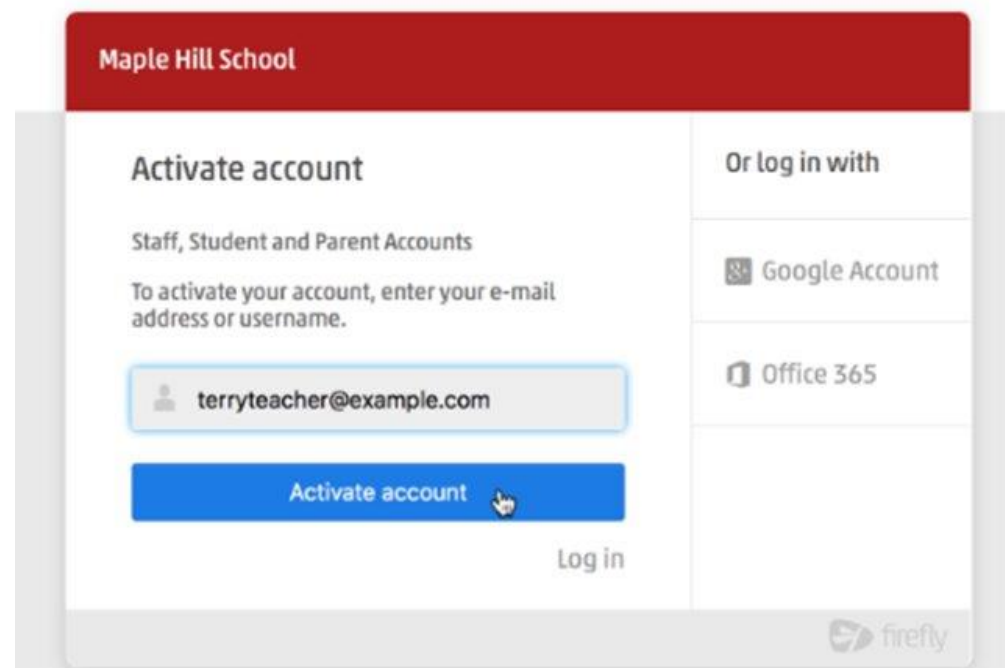


1. Activating Firefly Account

Step 3:

Enter the email address the school already holds on record for you. This is your @woodbridgehigh.net account

Select "**Activate account**".
An email will be sent to you.



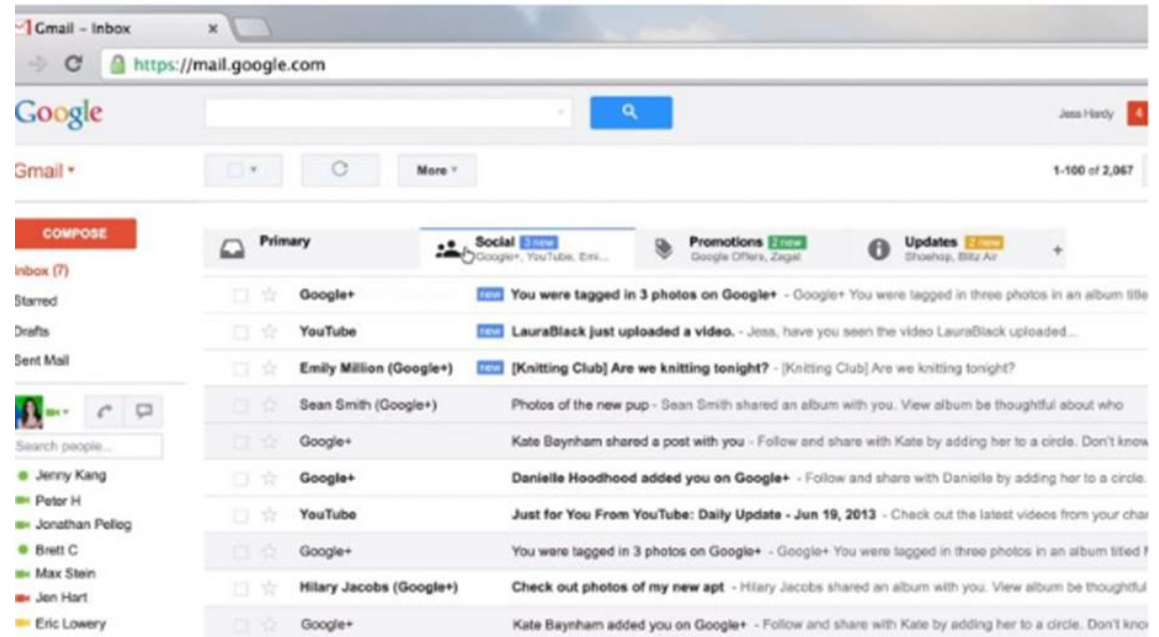


1. Activating Firefly Account

Step 4:

Access your school email inbox.

Open the email from Firefly and select **"Activate account"**.



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1. Activating Firefly Account

Step 5:

Enter the password of your choice, then choose **"Save password"**.

You can always reset your password later if you forget it.



Maple Hill School

Please enter a new password

Your username: sstudent

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



1. Activating Firefly Account

YOU SHOULD NOW BE LOGGED IN TO FIREFLY

Please read the guidance for what to do when logging in to Firefly every time after the initial activation

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2. Logging in to Firefly **Every time !**

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2. Logging in to Firefly

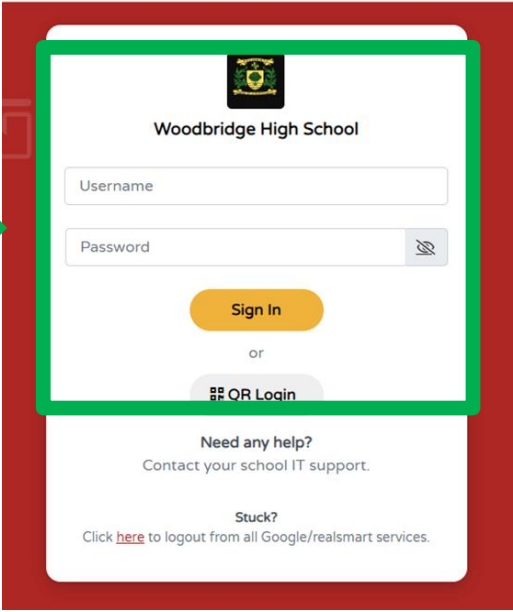
Step 1:

Log in to Real Smart

Visit school website
www.woodbridgehigh.co.uk

Click on "Quick Links"

Click on "Google Drive"



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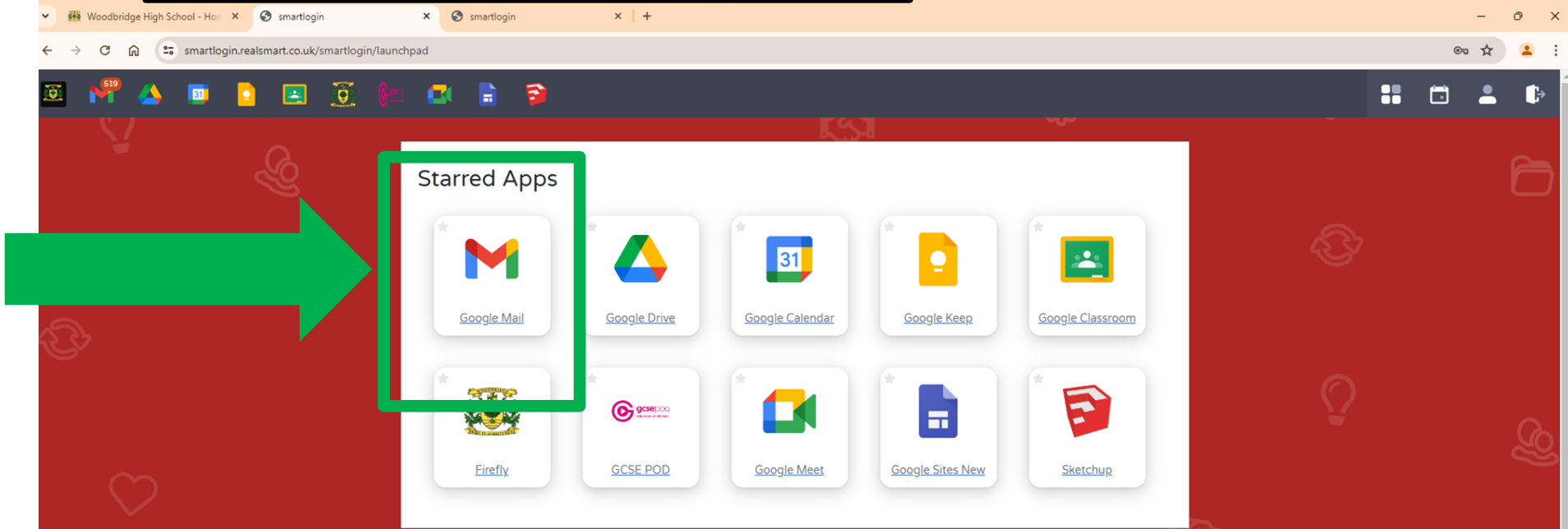
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2. Logging in to Firefly

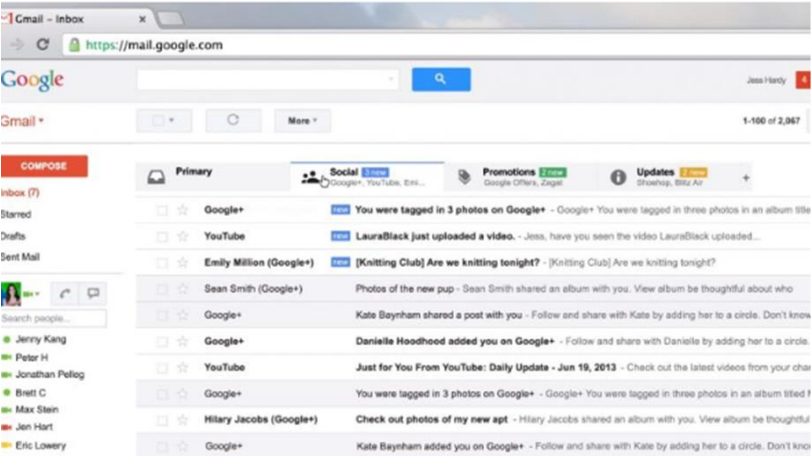
Step 2:

You will be taken to the **Real Smart** Home Page

Click on **"Google Mail"**



You should be taken to your school email account



**If you cannot see your school emails then close Chrome and try again!
If this doesn't work, contact your teacher**

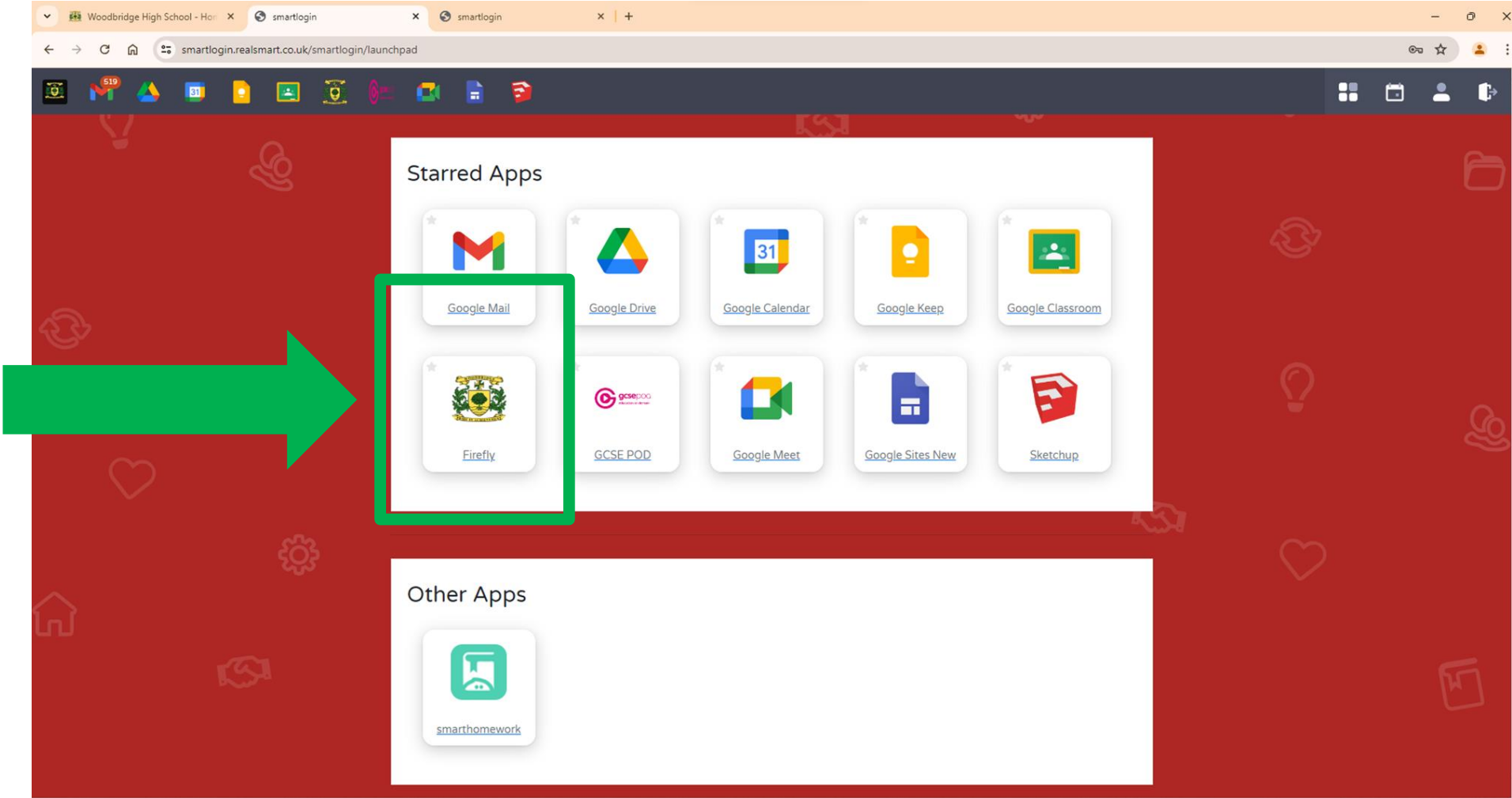


2. Logging in to Firefly

Step 3:

Go back to the **Real Smart** Home Page

Click on "Firefly"



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2. Logging in to Firefly

Step 4:

Log in to "Firefly"
using "Student login:
Google Account"



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2. Logging in to Firefly

You should now get through to the Firefly Home Page

The screenshot shows the Firefly Home Page interface. At the top, there is a navigation bar with icons for Dashboard, Resources, Planner, and Tasks, along with a search icon. The main content area is divided into several sections:

- Messages:** A list of messages with titles and brief descriptions:
 - Non-Uniform Day:** Dear Parents and Carers, On Friday 19th July, we have organised a non-uniform day to raise money for our five house charities. The house charities are child focused and include, ... Sent on 8/7/2024 at 4:30 PM
 - Summer Food Appeal:** Dear Parents and Carers, As the six week Summer break from school approaches, and after the huge success of the project last year, Woodbridge High School are launching the Food ... Sent on 8/7/2024 at 4:30 PM
 - Annual School Lockdown Drill:** Dear Parents / Carers, I am writing to let you know that we will be holding our annual lockdown drill on Monday 15th July. This is an important part of ... Sent on 8/7/2024 at 4:30 PM
 - PPR Questionnaire - DO NOW!** Dear Year 7 It was a pleasure to speak to you all today during Assembly. As promised, please see below a link to the PPR Questionnaire. Please complete this by ... Sent on 8/7/2024 at 4:30 PM
 - Y7 End of Year Report June 2024:** Dear , Please find attached Anaya's progress report for the summer term. The study skills levels are colour-coded and are related to effort and behaviour, home learning, organisation and preparation ... Sent on 28/6/2024 at 4:30 PM
- Your Two Week Timetable:** A calendar view showing dates from Monday 15th to Sunday 21st, with a link to "See more events".
- Bookmarks:** A section for "Newest Recommended" and "Personal Bookmarks" with a link to "View All Bookmarks".
- Contact your Year Coordinator:** A section with two entries for Year 7 and Year 8, each with a star icon and an email address:
 - Year 7: akelly@woodbridgehigh.co.uk
 - Year 8: sobrien@woodbridgehigh.co.uk

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3. Downloading the Firefly App

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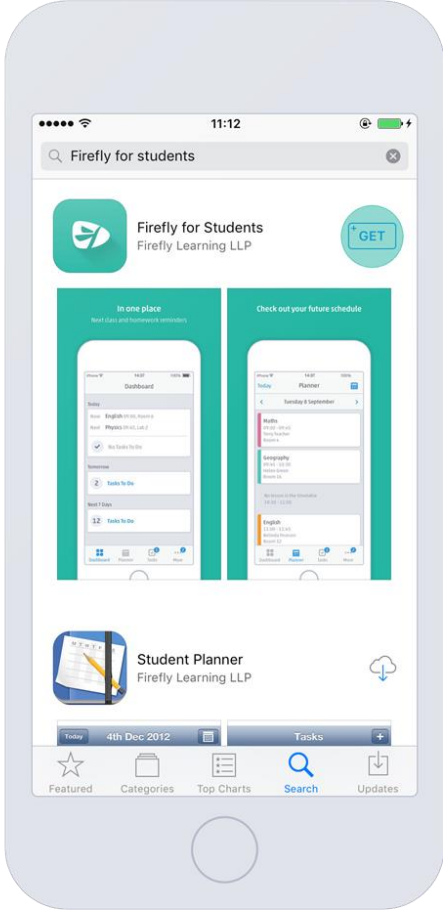
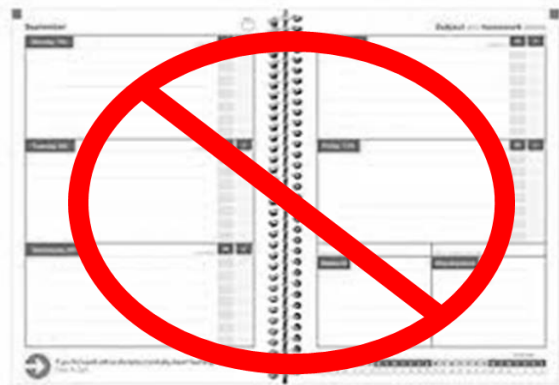
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3. Downloading the Firefly App

At **Woodbridge High School** we do not have physical student planners so it's important to know how to use the **app on your mobile phones/tablet devices** to see all the tasks you have due, where ever you are.





3. Downloading the Firefly App

IOS (Apple)

Go to the app store and search for "Firefly for Students" then click "Get" then click "Install"

You might be prompted to enter your icloud password



Android

Open the play store and search for "Firefly for Students" then select "Install" then choose "Accept"



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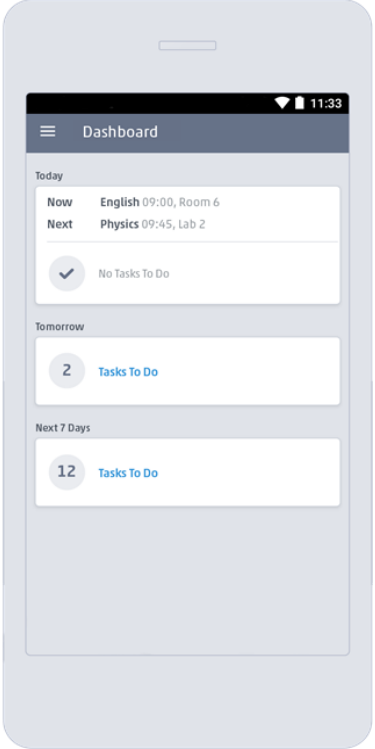
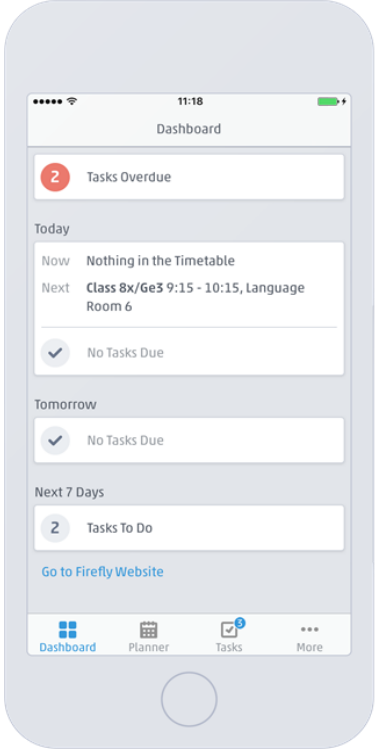
3. Downloading the Firefly App

Enter the school code

WOODBIDGEHIGH

Enter your **Firefly log in details**

You should now be logged in!





4. Understanding Main Firefly Page

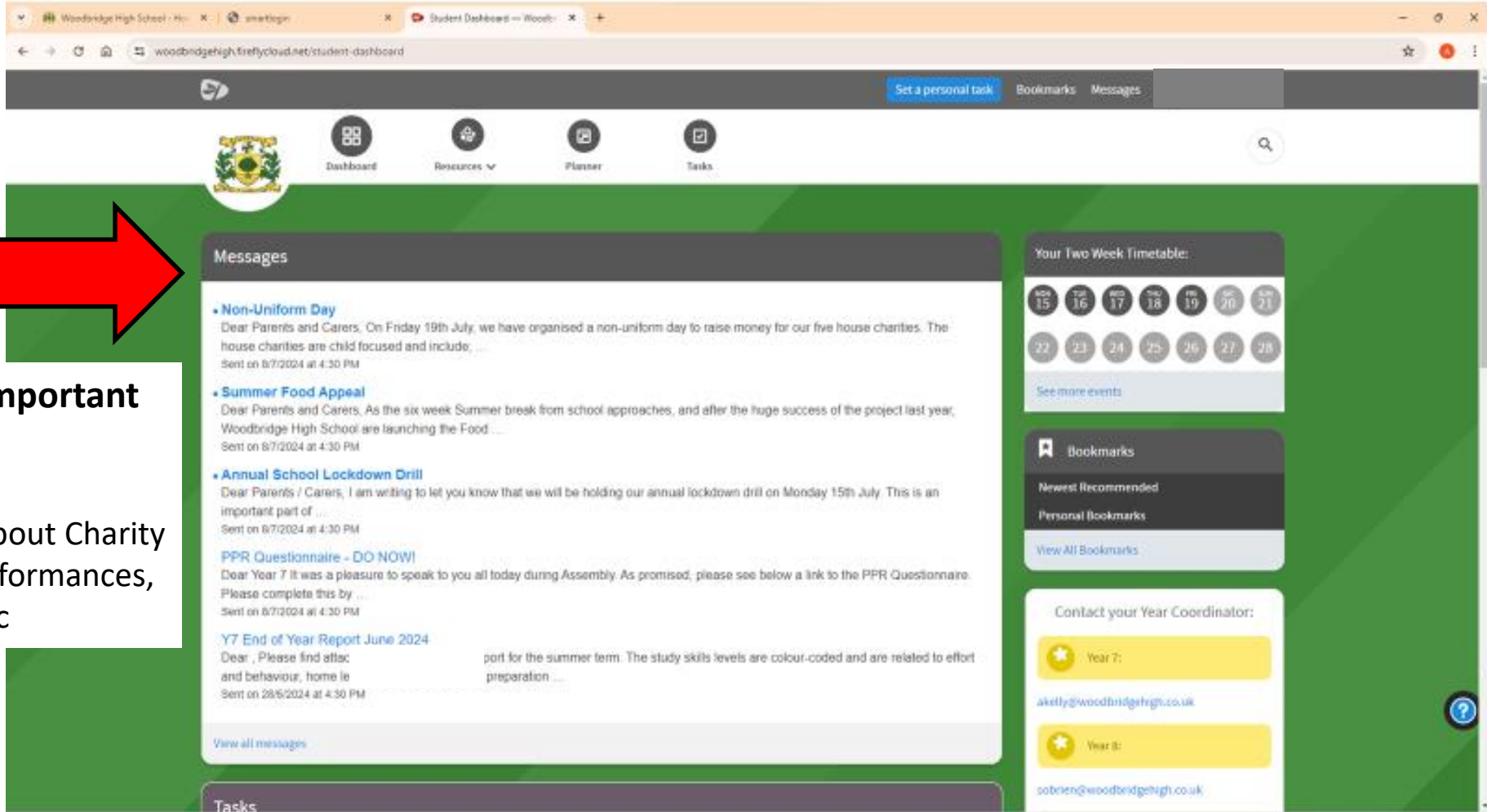
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4. Understanding Main Firefly Page



Messages and important information

e.g. Information about Charity events, School performances, Sporting events etc

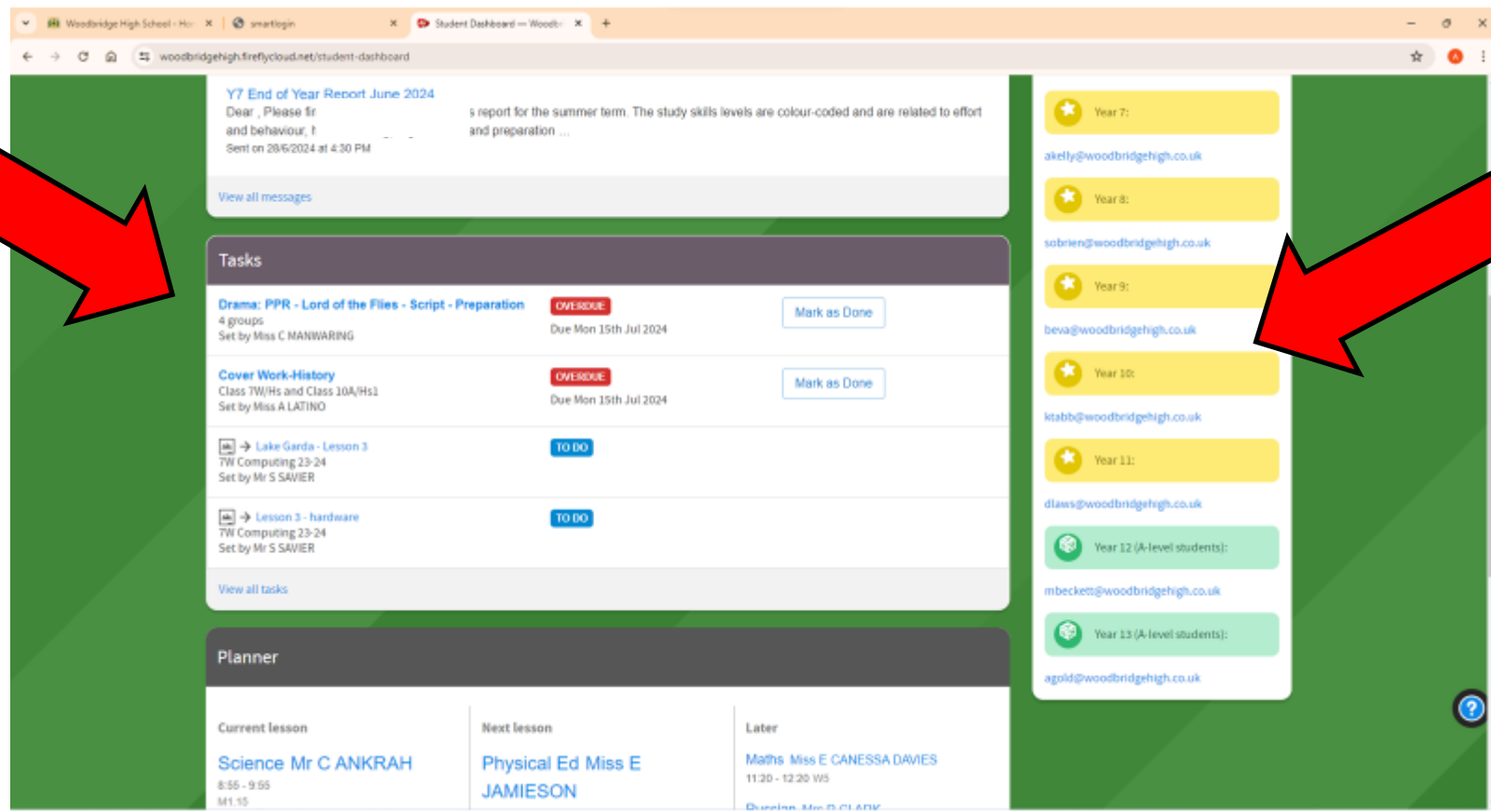
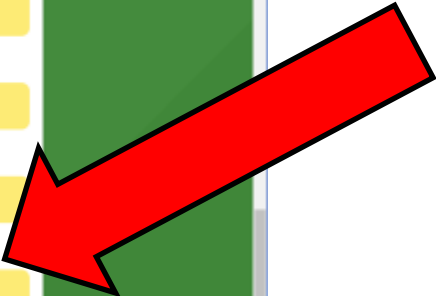
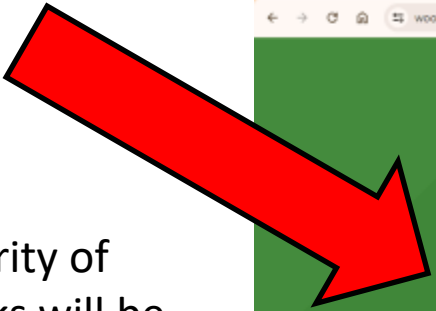


4. Understanding Main Firefly Page

Tasks

The majority of these tasks will be PPR Tasks for students to complete at home.

It may also include (i) cover work if a teacher is away (ii) lesson resources for lessons.



Contact details for Year Coordinators

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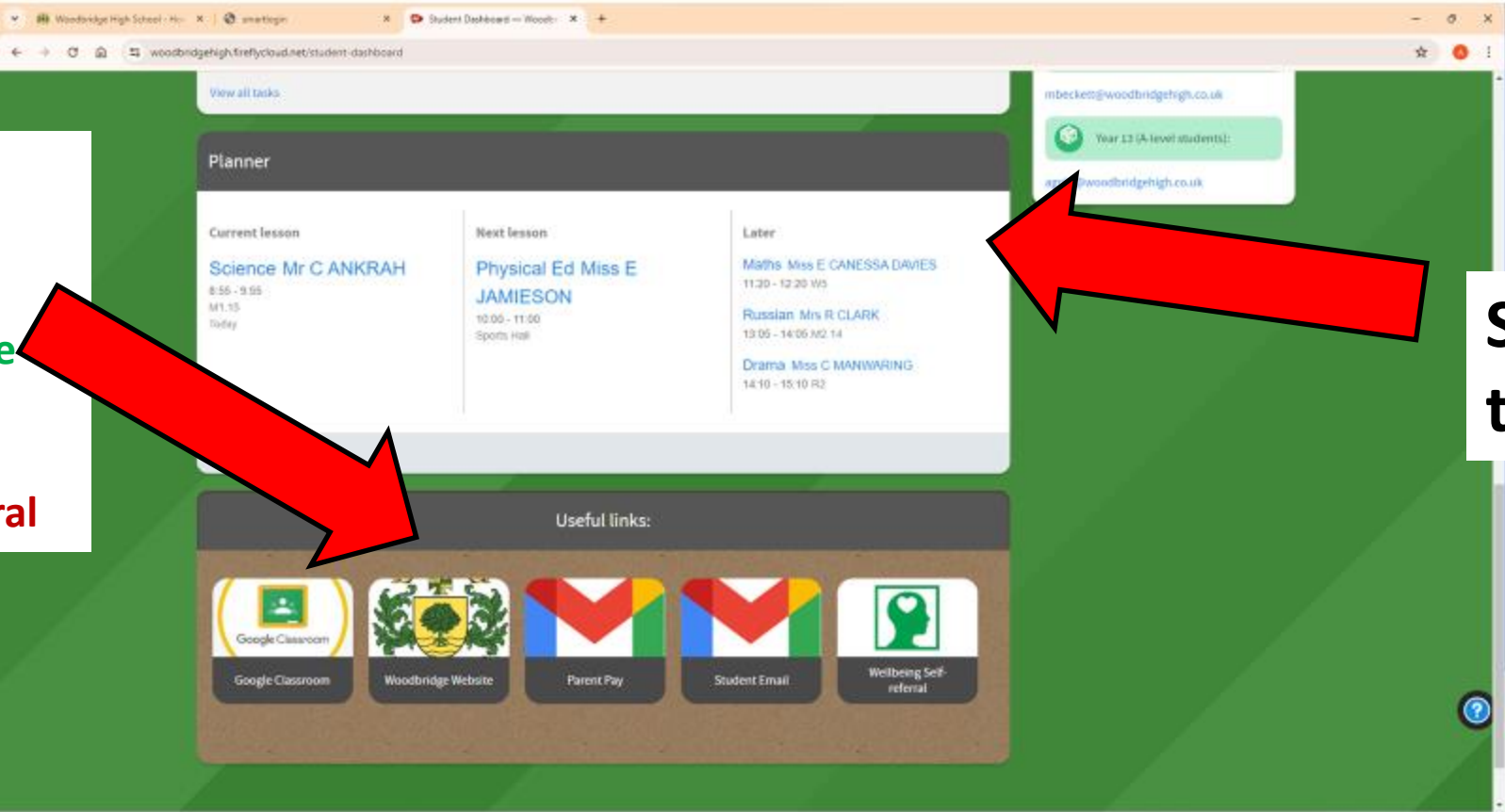
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4. Understanding Main Firefly Page

Useful links

- Google classroom
- Woodbridge Website
- Parent Pay
- Student Email
- Wellbeing self-referral



Student's timetable

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5. Marking a Task as Completed

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How are PPR tasks set?



PPR: ART: Tonal Drawing Pharaoh/Queen: RETRIEVE, PRACTICE

Class 8Y/Ar

Set by Mrs C JOOMUN

TO DO

Due Mon :

PPR:Spanish-music writing-practice

Class 8YW/Sp1

Set by Mr C HENNESSY

DONE

Due Thu 2

PPR – English – Task 4 - Greek drama – prep for main assessment – Preparation and Retrieval and Practice!

Set by Mr A FAISAL

DONE

Due Wed :

PPR - GRAPHICS - ENVIRONMENT - PREPARATION

Class 8YW/Gr1

Set by Miss R GLEESON

DONE

Due Tue 1

PPR: Maths -preparation for test - PRACTICE PREPARATION RETRIEVAL

Class 8S/Ma1

Set by You

DONE

Due Tue 1

PPR: German - Learn clothes vocabulary - RETRIEVAL

Class 8YW/Gn1

Set by Miss S HALL

TO DO

Due Mon :

- Instructions given on **Firefly**.
- Firefly will say if PPR task is **PRACTICE**, **PREPARATION** and/or **RETRIEVAL**

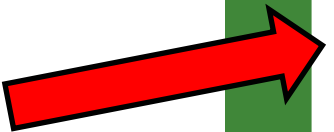
5. Marking a Task as Completed

Student's TASKS

Clear filters Sort by: Due Date (latest first)

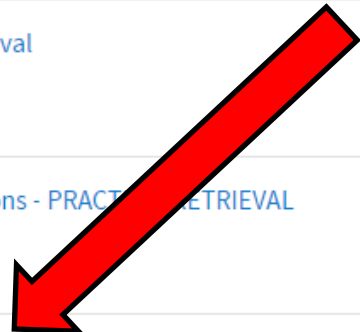
- Progress**
- All
 - To do
 - Done
- Due Date**
- Any
 - Overdue
 - Today
 - Tomorrow
 - Next 7 days
 - Next 14 days
- Set By**
- Ms E BURCH
 - Cover Teacher

PPR: Physics- Past Paper- Practice Class 10Y/Ph B2 Set by Miss F MOHAMMED	TO DO Due Fri 6th Sep 2024
PPR: English - Links to help you remember your Core Lit Texts Class 10Y/En5 Set by Ms P COLMAN	TO DO Due Wed 4th Sep 2024
PPR- Knowledge test- Retrieval Class 10B/Hs1 Set by Miss A LATINO	TO DO Due Fri 19th Jul 2024
PPR: Maths - Pre test solutions - PRACTICE PREPARATION RETRIEVAL 7 groups Set by Mr G BENNETT	TO DO Due Thu 18th Jul 2024
PPR: Maths - Pretest - PRACTICE PREPARATION RETRIEVAL Class 10XY/Ma3s Set by You	DUE TODAY Due Wed 17th Jul 2024



You can filter your tasks page so it only shows tasks that you still have **"To do"**

Click on a task to access **full instructions**



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5. Marking a Task as Completed

PPR: Maths - MathsWatch and Pretest : PRACTICE PREPARATION RETRIEVAL

The screenshot shows a task page with a sidebar on the left and a main content area on the right. At the top of the main area are three buttons: 'Send a File', 'Mark as Done', and 'Add Comment'. A red arrow points from the 'Send a File' button to the 'Task Description' section in the sidebar. Another red arrow points from the 'Mark as Done' button to the main content area. The sidebar contains sections for 'Task Details', 'Task Description', and 'Attachments'. The main content area shows the task's due date, assessment type, and a list of tasks to be completed.

If your teacher has asked you to upload your work click on **"Send a File"**

Once you have completed a task click **"Mark as Done"**

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5. Marking a Task as Completed

PPR: Maths - MathsWatch and Pretest : PRACTICE PREPARATION RETRIEVAL

The screenshot shows a task management interface. At the top, there are three buttons: 'Send a File', 'Mark as To Do', and 'Send a Comment'. A large red arrow points to the 'Mark as To Do' button. Below the buttons, the task details are displayed:

- Task Details:** Set Date: Friday 12th July, Set By: Ms E BURCH, Due Date: Tuesday 16th July.
- Task Description:** Dear year 10, Your test on Chapter 15 - graphs and equations will be on Thursday 18 July 2024. **The PPR is a biggy this week - but last big push before the Summer holidays.** In preparation for this test please completed the following:
 - Compulsory** - Iteration worksheet (attached). Video below to assist if you missed any of the lessons.
 - Compulsory** - MathsWatch - 15 questions on iteration, solving quadratic inequalities and completing the square.
 - Optional** - Watch video on Inequalities on graphs/ regions below - make notes.
 - Compulsory** - Complete the Pretest. Use the attached worked solutions and the videos for each question to support you. I will be checking the pretest on Tuesday. Please bring to the lesson.
- Attachments:** Chapter 15 (H) worked solution videos_ (1).docx, Iteration PPR.pptx, 15. Unit-test-higher-chapter-15-equations-and-graphs-54-marks-calc PRE TEST.pdf, Chapter 15 (H) worked solution videos_.docx

You can return the task to the to do list by clicking on "Mark as To Do"



Checklist

1. Have you activated your Firefly account?

2. Can you access Firefly?

3. Have you downloaded the Firefly App?

4. Can you mark a task as Completed?



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Send us an email if you have any questions

Queries about PPR:

Form Tutor and Subject Teacher in the first instance

Queries about accessing Firefly or the Firefly App:

IT Support. itsupport@woodbridgehigh.co.uk