

Accessing Firefly

Rev. 01

Introduction

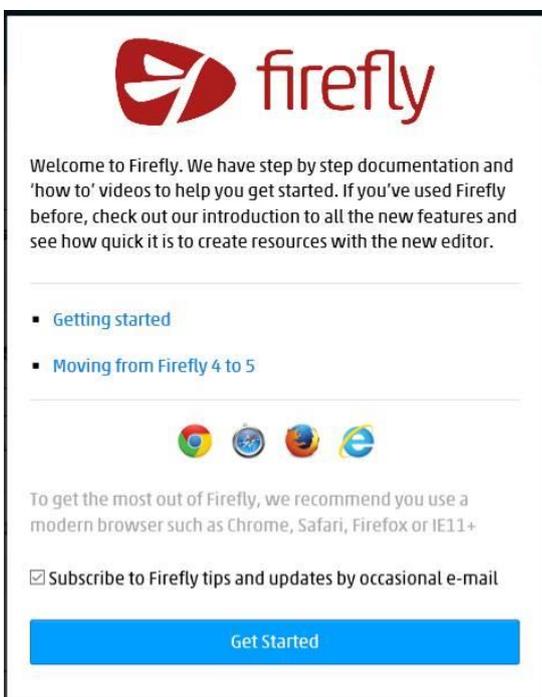
Firefly is Heathfield School's new VLE (Virtual Learning Environment). It replaces the old Intranet.

1. Go to the Firefly Site

Do this first time in school! Open the Microsoft Edge browser and go to

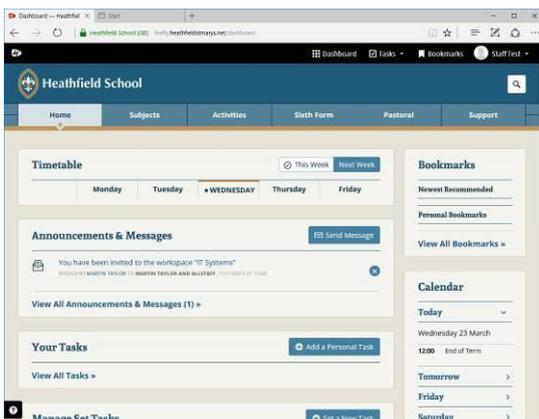
<https://firefly.heathfieldschool.net>

This will take you to the Getting Started screen. You can leave the Subscribe to Firefly tips ticked. Click Getting Started.



2. Start Using Firefly

You will be presented with the Home Page (Dashboard). Check to see that you are showing as the correct user top-right with your photo (it will use your login credentials). Start using Firefly.

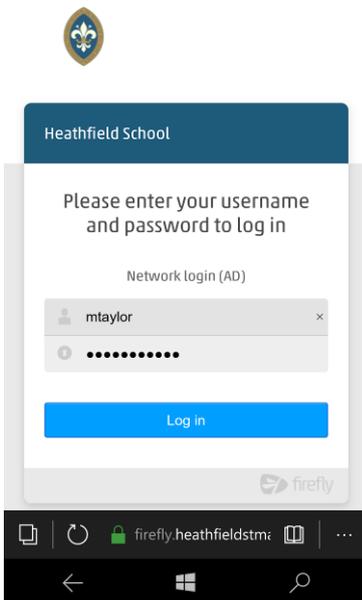


3. Accessing from Home

Use Microsoft Edge, Chrome or Internet Explorer 11. When accessing from home, Firefly doesn't know who you are (because you're not on the school network). You will need to authenticate to continue. On some machines you will see a pop-up requiring the usual method of login with school\username and your password:



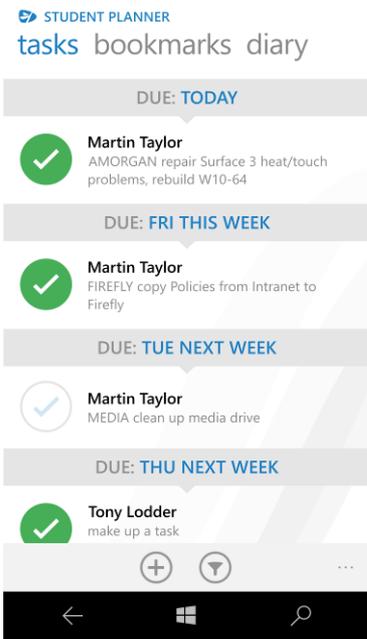
Otherwise you will see a login form:



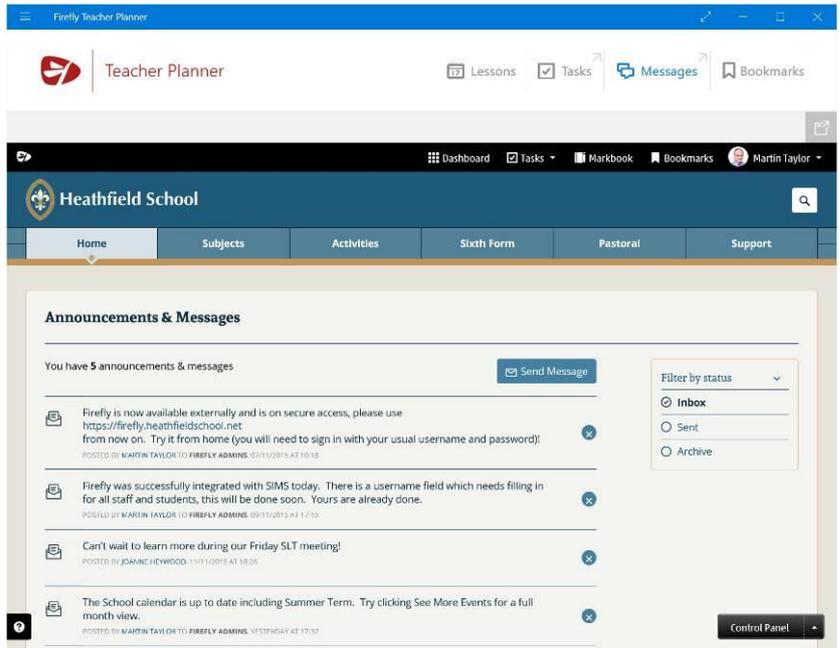
a. Apps

There are apps available for all three major platforms (Windows 10, Windows 10 Mobile, iOS, Android) called **Teacher Planner** (for tablets) and **Student Planner** (for phones). Despite their names, use whichever one suits your platform. Download them from the appropriate Store. They are all free for Firefly users.

When setting up the app, the school code is HEATHFIELD (capitals). Then login as usual with your username and password.



Student Planner



Teacher Planner