

SCHOOLBOX GETTING STARTED



NEWCASTLE
GRAMMAR
SCHOOL

Schoolbox Getting Started

The Schoolbox Parent Portal provides you with access to key information about the School and your child's learning, which may include the following, depending on the year your son or daughter is in:

- Timetable
- School Calendar
- Canteen
- The Learning Centre
- Primary Class Pages
- Due Work
- Assessment Schedules
- Assessment Notifications
- Assessment Task Results and Feedback
- Co-curricular Information
- School News and Information
- Contact Details for staff

This allows for clear communication between home and School, as we appreciate the importance of this relationship in supporting student achievement. Schoolbox is a dynamic environment and content is added regularly.

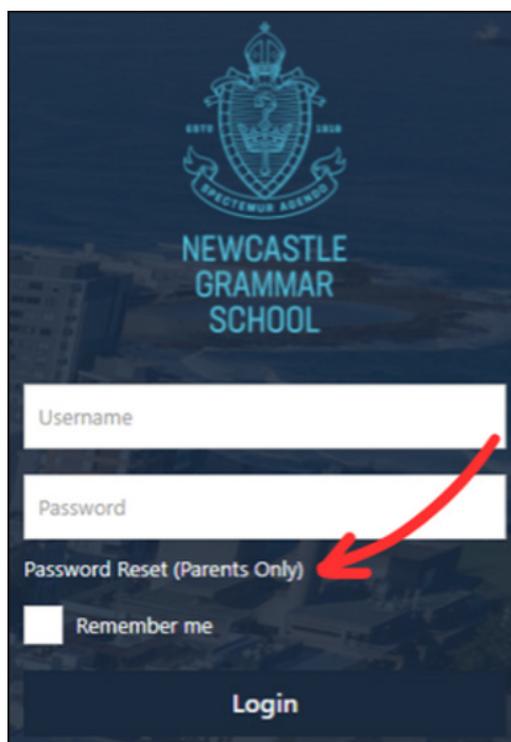
For new parents, to login to the Parent Portal, please use the following information:

Website: <https://portal.ngs.nsw.edu.au/>

Username: The email address you provided the school on enrolment.

Password: Click the 'Password Reset (Parents Only)' text to have a password setup link emailed to you.

Check your inbox for the following email 'NGS Schoolbox Portal Password Change' sent from office@ngs.nsw.edu.au. Please also check your junk mail folder.



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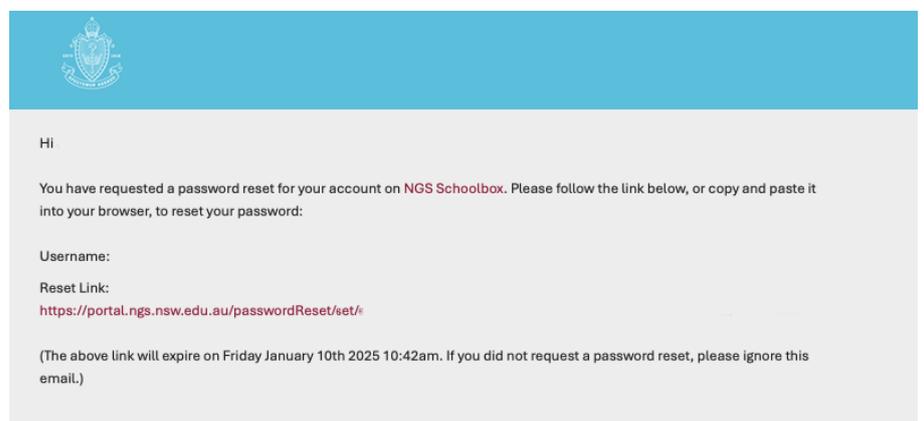
Username

Password

Password Reset (Parents Only)

Remember me

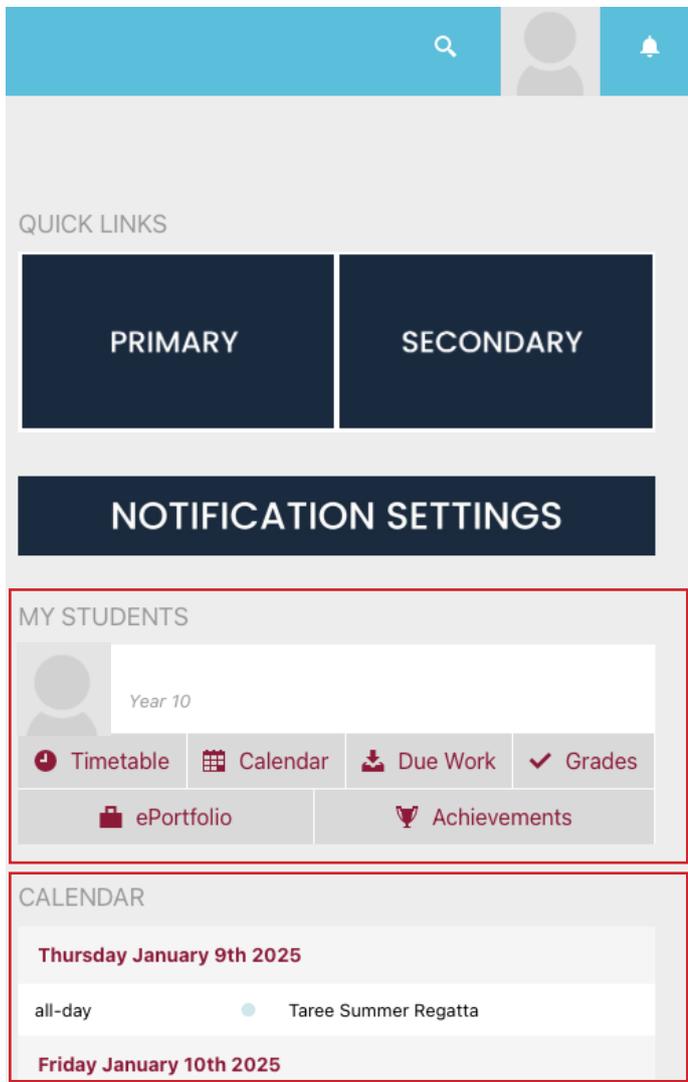
Login



The NGS Schoolbox home page features a variety of components to keep you up to date with the school and your student's academic and co-curricular progress.

Your student/s will be listed under 'My Students' allowing you to access their timetable, calendar, due work, grades, ePortfolio and achievements.

The calendar component offers a short summary of upcoming events on the school calendar.



Dashboard Overview

The top menu features quick links to a variety of services including:

- Parent Connect
- Clipboard (Co-curricular)
- Your student's timetable
- School calendar
- School news
- Groups - which you have been made a member of
- School newsletter

The side menu features a variety of quick links including your favourite groups and pages.

The News Headlines will show your five latest news items.

Top Menu

The screenshot displays the Newcastle Grammar School dashboard interface. On the left is a dark blue side menu with the school crest and logo. The top of the dashboard features a light blue navigation bar with icons for Connect, Clipboard, Timetable, Calendar, News, Groups, and Newsletter. Below the navigation bar, a personalized greeting 'Good Afternoon,' is shown. The main content area is titled 'SCHOOLBOX NEWS HEADLINES' and contains a list of news items. The first item is '2025 Individual Instrumental Lessons sign ups are now open on Clipboard.' followed by 'Merry Christmas!' and 'NGS Netball 2025 Season Registrations are NOW OPEN!'. The final item is 'Wellbeing for All'. Each news item includes a small image, the author's name, and the date. A red box highlights the top menu, side menu, and the news headlines section.

Side Menu

- NGS SCHOOLBOX
 - Absence Notification
 - Co-curricular
 - Parent Resources
 - Flexischools Website
 - School Interviews
 - User Guide & FAQs
 - Change Password
- MY STUDENTS
- MY FAVOURITE GROUPS
 - Careers
 - Chess Hill Campus
 - Co-curricular

Top Menu

- Connect
- Clipboard
- Timetable
- Calendar
- News
- Groups
- Newsletter

Good Afternoon, [User Name]

SCHOOLBOX NEWS HEADLINES

All **News Headlines**

2025 Individual Instrumental Lessons sign ups are now open on Clipboard.
By Mrs Ellee Jeffress — 4 weeks ago | 1 attachments
Dear Parents and students, Sign ups for 2025 Individual Instrumental lessons are now open on clipboard. Please use the clipboard button in your parent portal to see the list of activities.

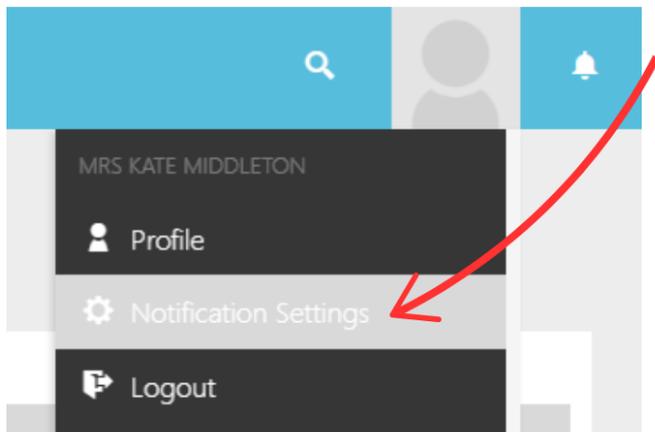
Merry Christmas!
By Ms Marnie Thomas — 1 month ago
Dear lovely NGS Community, I hope you are well and have had a beautiful weekend. Well, it is hard to believe but we have nearly made it to the end of the year. As this is our last Visible Wellbeing blog for the year, Charlotte and Julian would like to wish you a Merry Christmas.

NGS Netball 2025 Season Registrations are NOW OPEN!
By Natalie Howard — 1 month ago | 1 attachments
NGS Netball 2025 Season Registrations Are NOW OPEN! We're excited to announce that registrations for the 2025 NGS Netball season are open early this year. By starting the process now, we aim to make the start of the school year smoother and identify early if additional players need to be recruited.

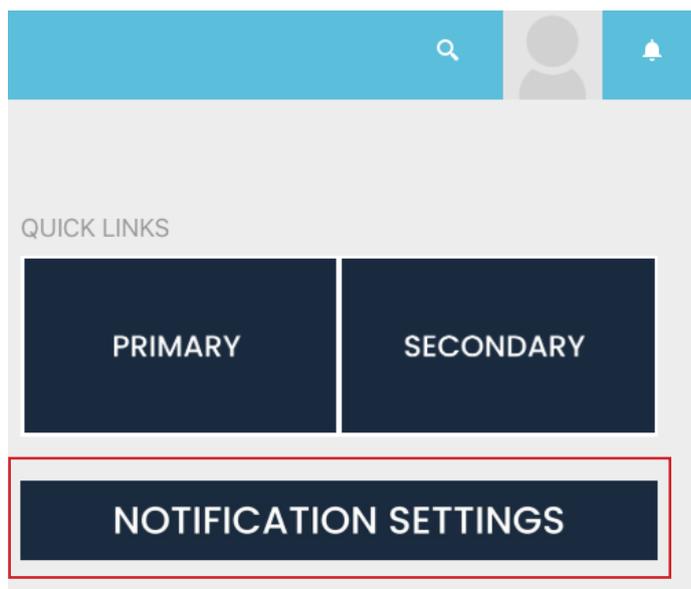
Wellbeing for All
By Ms Marnie Thomas — 1 month ago
Hello lovely NGS Community, I hope you are all well and having a beautiful weekend. This week I would like to focus on the wellbeing of my gorgeous colleagues.

Notifications

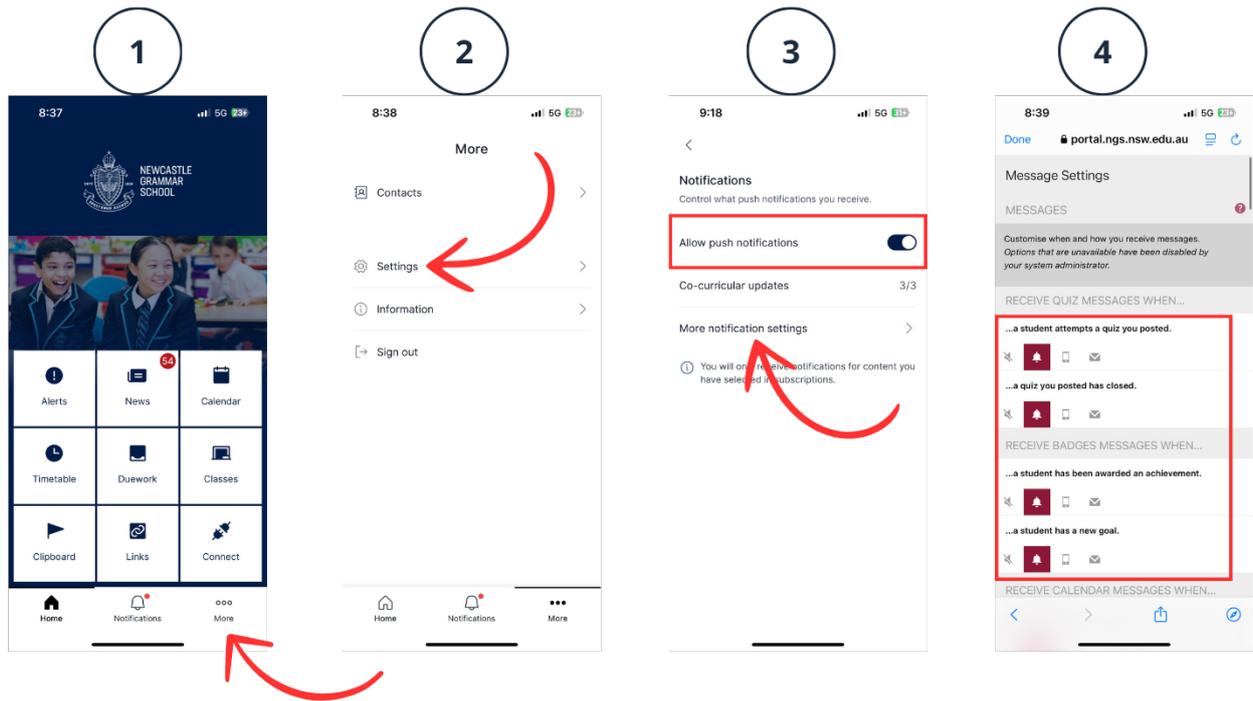
We recommend reviewing your Notification Settings and customising them to your preference. Select the portrait at the top right of the Schoolbox interface and select Notification Settings.



Or via the home screen button NOTIFICATION SETTINGS under Quick Links.



These settings can also be modified via the NGS app.



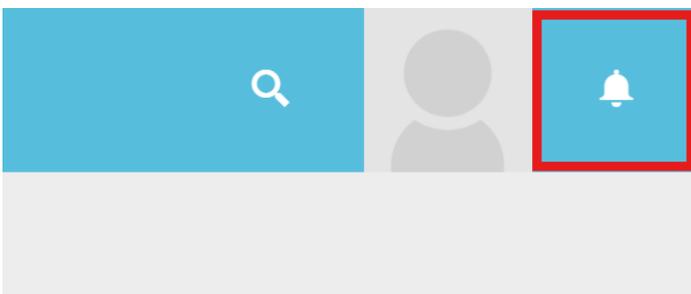
Notification Settings allow you to customise which notifications you will receive, and by which means it is delivered to you.

Notifications can be delivered in different ways such as email, text message or banner. Notification settings are highly customisable to your specific preferences.

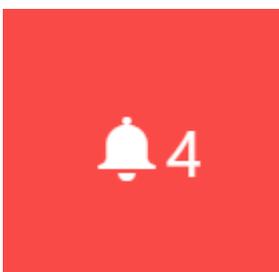
Notification types include:

Instant

When enabled, instant notifications triggered by news posts, group updates, grading feedback and many other areas of Schoolbox will appear sequentially within your internal notification list. The internal notification list can be accessed by selecting bell icon at the top right corner of the Schoolbox interface.



The bell icon will turn red when you have unread notifications.



Email

Selecting email means you will receive an email at the time the notification is triggered. The email digest option combines multiple notifications into a single email which is delivered at 1:00PM on Fridays.

Push

Selecting Push will allow notifications to be sent to your mobile phone via the NGS app immediately when notifications are triggered.

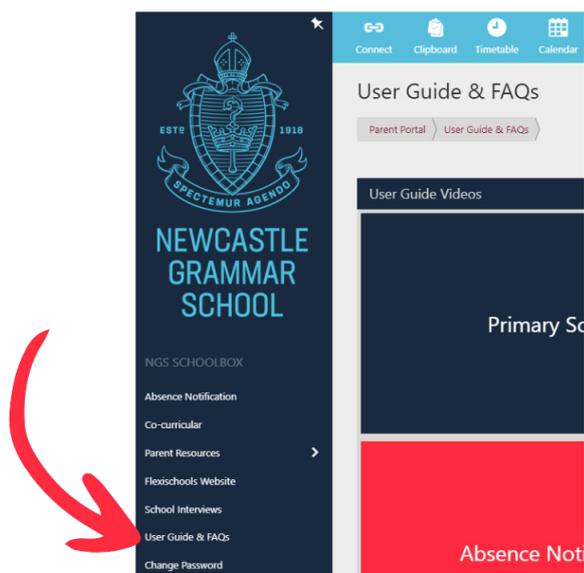
Mute

You may also mute a specific notification trigger if you no longer wish to receive alerts when a particular event occurs.

Below are icons labelled for each notification delivery option.



User Guides & FAQs are available on the left side menu. Here you will find additional support material to help navigate NGS Schoolbox effectively.



The NGS IT team is available to assist you with set up, access and use of Schoolbox and it's related systems.

Contact ithelpdesk@ngs.nsw.edu.au or 02 4929 5811