29 May, 2014

Dear Parents,

The purpose of this letter is to explain how best to access information you may need via the College website and Parent Portal.
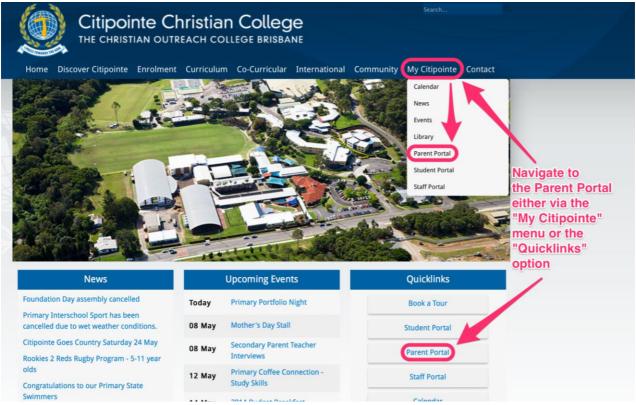
The Citipointe Christian College website

The Citipointe Christian College home page

The **College website** showcases all things related to the College and can be accessed via a web browser at the following address: http://brisbane.coc.edu.au. It provides information for prospective parents and students, current parents and students and past parents and students. News, upcoming events, tour dates, the school calendar and contact information are a few examples of the content that can be found here.

We encourage all parents to visit the College website regularly to keep abreast of the news and activities taking place across campus. The website is also home to the **Parent Portal** which is a gateway into two other systems important in the life of the Citipointe parent and student.
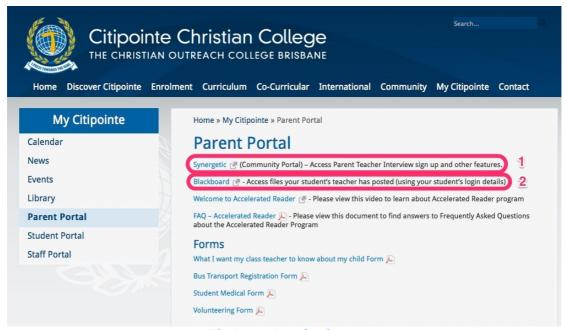
The Parent Portal

The **Parent Portal** can be accessed in one of two ways – you can select either the "My Citipointe" menu and then select the "Parent Portal" option, or you can select the "Parent Portal" option directly from the "Quicklinks" menu.

Accessing the Parent Portal webpage

Once inside the Parent Portal, you will be presented with a web page that provides links to Synergetic (1), Blackboard (2) and information about the Accelerated Reader program (Primary School) as well as various downloadable forms.

The Parent Portal webpage

Synergetic

Synergetic is the school management system and is predominantly used for school related administrative tasks by the College staff to maintain data such as student information, class information and student results. The parent interface (Synergetic Portal) allows you the parent, access to things such as your contact information, parent teacher interview bookings, student related documents, and timetables (Secondary School). To log into the Synergetic Portal, access it through the "My Citipointe" menu, and "Parent Portal" option on the College website, or go directly to https://synergetic.brisbane.coc.edu.au.

The Synergetic login page

You have a unique Username (id) allocated to you in the school management system that you may have used in the past to book parent teacher interviews. It is in the form of a 5 digit number.

We generate a random password for you when you are first added to the system. If you are unaware of this password or you have changed your password and can't remember it, simply use the "Forgotten your password?" option on the login page of the Synergetic Portal page and your password will be emailed to you.

You will note when logged in, that on the right hand side of the screen, are links to each of your enrolled children. Select a child and then use the tabs above to find the appropriate information.

NB: to get your student's Blackboard log in information you need to select the "Docs" tab within the Synergetic Portal and then open up the PDF document link entitled "Student Username".

Your password can be changed at any time by selecting the "Change Password" option under the "My Account" menu, within the Synergetic Portal. If you have any technical difficulties with the Parent Portal please email parentportal@cccb.zendesk.com with your questions.

Blackboard

The Blackboard login page

Blackboard is the College online Learning Management System. It has replaced C3B.net as the online learning environment and it contains a host of subject specific content, information and activities for students.

Where Blackboard may be used predominantly to enhance an individualized learning experience in older years, parents of younger students may find useful resources to reinforce concepts taught at school. While this system is mainly subject based, parents may wish to log in to Blackboard via their student's account to explore some of what Blackboard has to offer.

Your student's log in credentials can be found in Synergetic (explained above) under the "Docs" tab. To log in to Blackboard, click on the link found under the Parent Portal (access it through the "My Citipointe" menu on the College website) or go to https://cccb.blackboard.com.

To reiterate, if you have any technical difficulties with the Parent Portal please email parentportal@cccb.zendesk.com with your questions.

Thank you for your patience and willingness to adapt as we grow and develop these new systems. Ultimately they will improve the efficiency and accessibility of what is offered at Citipointe Christian College Brisbane.

Yours sincerely,

Mr Ben Davis
Director of ICT
for the College Executive