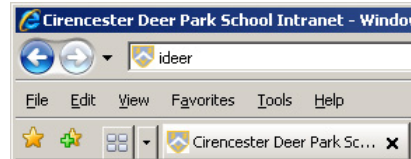


iDeer Quick Guide

Logging on

Open web browser, e.g. Internet Explorer.

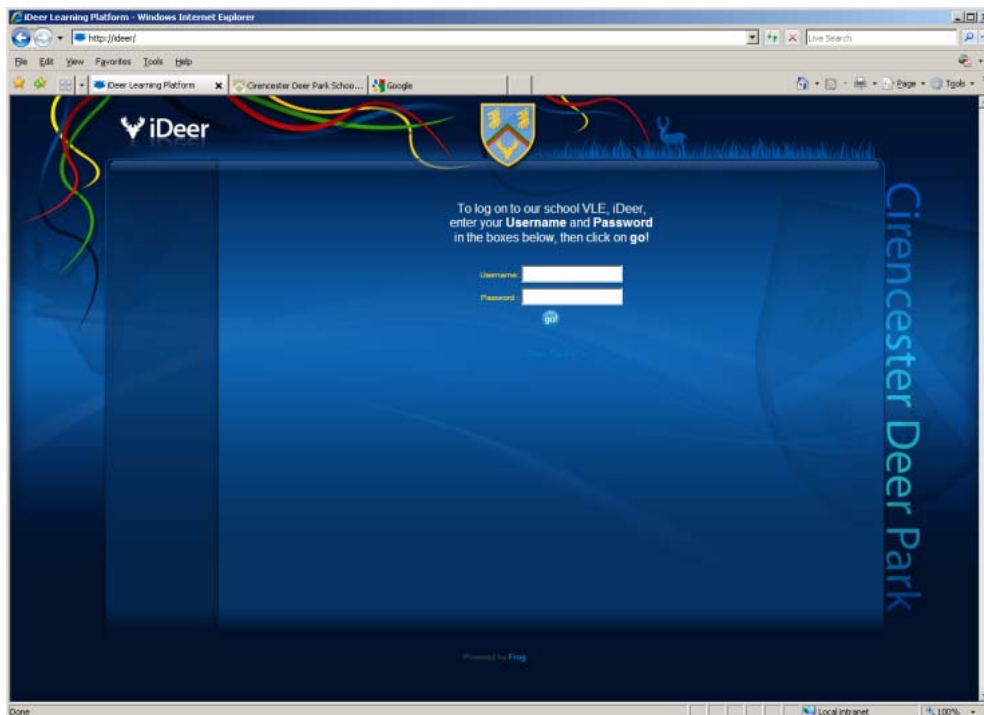
From inside school, type
iDeer into the web address box.



From home, type **https://www.ideer.deerparkschool.net**

Note: make sure you use **https** with an 's' at the end, not http. This means that the site is secure, with a locked paddock image. You could add it to your Favourites to save having to type it in each time!

At the Login page, use your normal school login. If you cannot log on, come over to IT Support in Monkscroft.



iDeer Quick Guide

The Dashboard

The dashboard is the first page you come to after logging on. It's a personal home page, which can be customised. E.g. change your picture (My Profile), post notes for yourself (Edit Page, My Notes).



Finding Resources

Go to **Classroom** on the left, select **School Departments** (this may be renamed to something like Faculties) and double click on the faculty you want. Each Faculty will have their own mini website; the faculty will probably also have a folder structure. You will be told where to find the resources you will need.

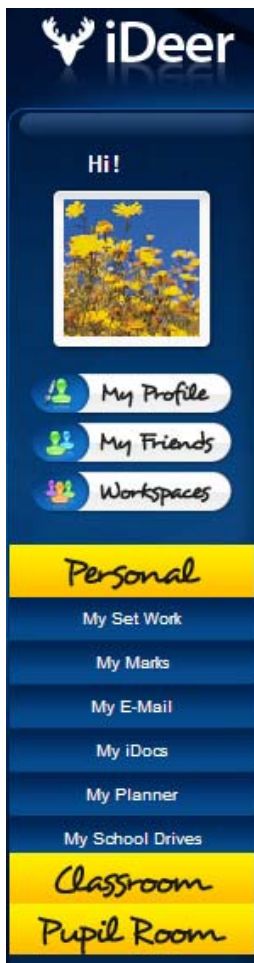
iDeer Quick Guide

Navigation



Home your iDeer home page
Website www.deerparkschool.net
Exit logs you off

There are three main areas on the 'accordion' menu on the left: Personal, Classroom and Pupil Room.



Personal

My Set Work	Where you retrieve, edit and return homework.
My Marks	Displays your marks.
My Email	Your email... you'll need to log on
My iDocs	Your personal storage area. Set up your own filing system.
My Planner	My Diary, My Timetable, Student Calendar.
My School Drives	Your network drives. Access to your home drive and shared drives.

Classroom

My Classes	Your classes...
School Departments	Resources by Faculty
Search Resources	

Pupil Room

Student Information	School Notices, Student Notices
School Documents	School Trip, Term Times etc
Chats and Forums	

iDeer Quick Guide

My iDocs

This is your personal storage area. Organise yourself! To create folders, select **New, Folder**, insert Folder Name, click OK.

You can upload files to here. Select **New, File**. In pop up box, click on **Select File** (or Fetch File from URL), select the file, click on **Upload Files**, then **Close**.

My Profile

You can change your photo here! **To change your picture**, click on My Profile, then on the Edit button under the silhouette image.

Click on the select button 

Select Browse, find an **appropriate image** of yourself – click on My Files on the left to get to your iDocs if you've uploaded one there or click on the Browse button to select it from elsewhere, select Upload (should then appear in the preview pane on the right), Ok, Submit .

The supported image file formats here are .jpg, .jpeg, .gif and .png

My Friends

This school-only social networking area has been disabled for the moment, until we write Guidelines for use.