**THE HUB:**

# Quick Start Guide

We're excited to introduce you to an improved Hub experience. From Term 1, 2026 we will be migrating The Hub over to a new Learning Management System (LMS) that will improve communication and provide increased visibility on learning.

# The Hub is Moving

We'd like to (re)introduce you to The Hub, now powered by Schoolbox. SchoolBox is a new Learning Management System (LMS) that will be introduced to our ākonga, staff and whānau throughout 2026.

Beginning with our school calendar, absences, and the lunch menu, many of our key services (including access to school reports) and weekly communications to/for our kura will eventually be accessible via the new platform.

Our vision is for The Hub to become a valuable tool for connecting all facets of life and learning at Rangi Ruru, providing a onestop point of contact for information and updates on teaching, learning and extracurricular activities.

Over the course of the 2026 school year, additional features and capabilities will be added to The Hub. Each new feature is intended to help improve the way we, as a kura, communicate and engage with our community of parents and caregivers.

## FEATURES

The Hub will work alongside our existing portal, FACTS, and our intent is to build a unified experience, a single gateway to access the information you need. FACTS will still be available as it acts as our source of truth, where parent and student data is stored.

Initially, by logging in to The Hub via Schoolbox, parents/caregivers will be able to view and access all of the information you have been able access on the current Hub, including:

- View news and updates specific to you and your child/ren
- View and manage your notifications
- Easily access and view the school calendar
- View lunch menu
- Notify absences and lateness

You will also be able to view the below information for your student(s):

- Tutor and teacher information
- Clan
- Timetable
- Assigned work
- Learning feedback
- Grades (as logged)

As new features are introduced, new guides and resources (like this one) will be created and shared with parents, students and staff – helping to ensure everyone is kept up to date as we move The Hub on to this exciting new platform.

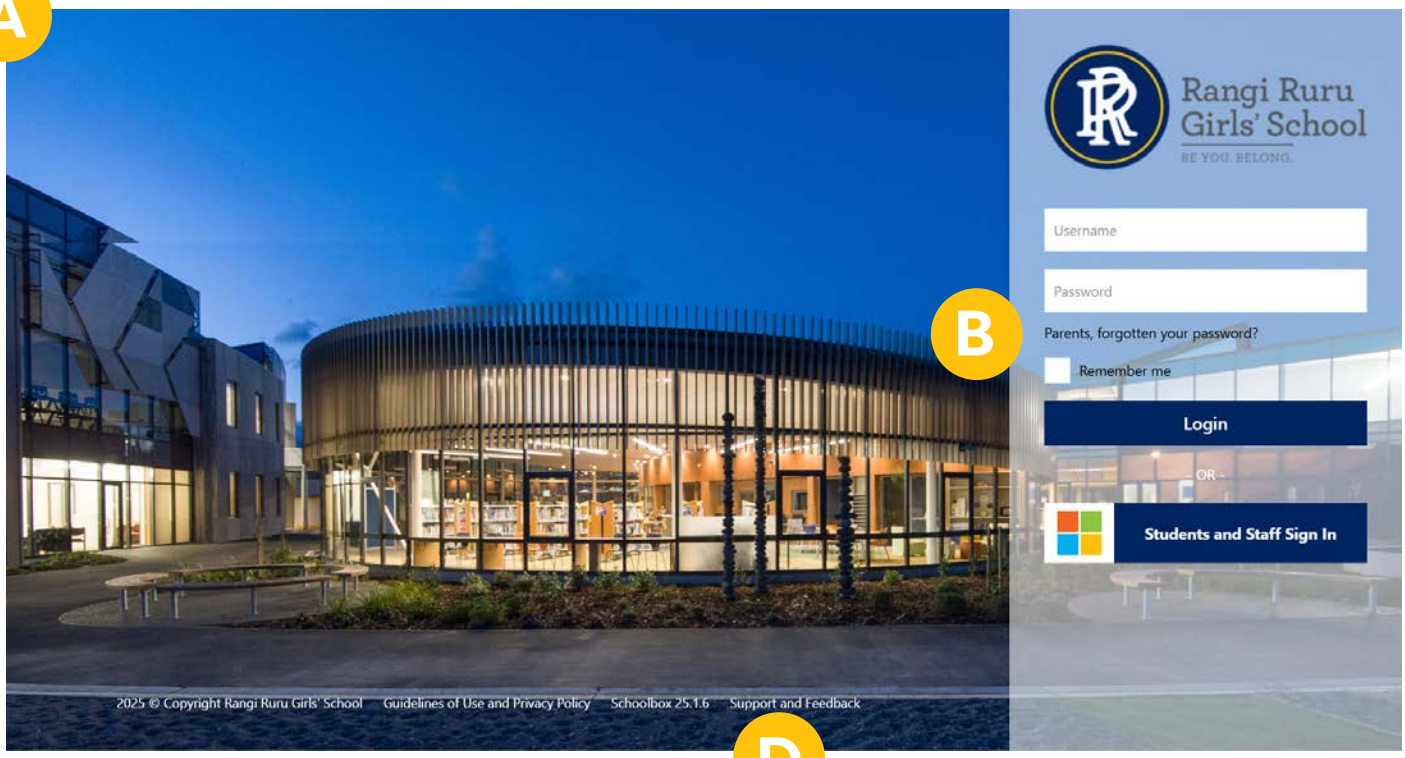
# Accessing the Hub

**NOTE: You will recieve your login information via email prior to Term 1 commencing.**

Accessing The Hub for the first time, via our new LMS, is a quick and easy process – but you will need to begin by setting a password. The email address we have on record for the school is the email address you will use to access The Hub.

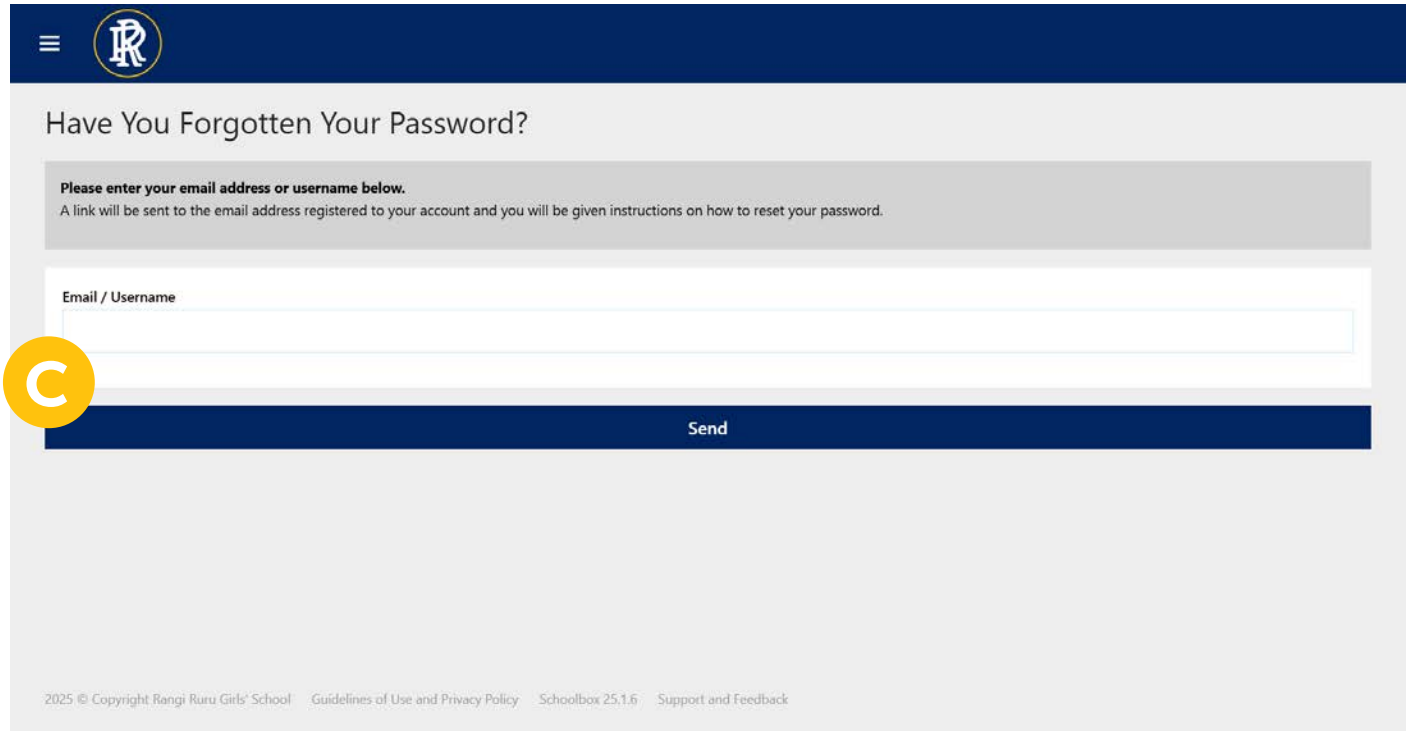
If you have only provided one email address you will only have one account for The Hub access. If you would like to have two accounts, you can submit your second email address to our Database team to have a second account set up.

A




B

D




C

## SETTING A PASSWORD

1. [A] Open your web browser (Microsoft Edge, Google Chrome, or similar) and navigate to: https://rangi.schoolbox.cloud/

   A link can also be found on the Rangi Ruru website in the footer menue at the bottom of every page.

2. [B] Click on the 'Parents, forgotten your password?' link on the login page.

3. Your username is the email address you have registered as the default contact email with Rangi Ruru.

   [C] Enter it in the username field, then press send to receive a password reset email.

   **Note:** This will be your email address, and is not the username you use to access FACTS.

4. Check your email inbox. Make sure the email did not go in your spam folder. Use the reset link contained in the email or copy and paste it into your web browser to navigate to the page to set a new password.

5. Enter your new password twice and press the 'Reset Password' button.

6. Use your username and the password you set to login.

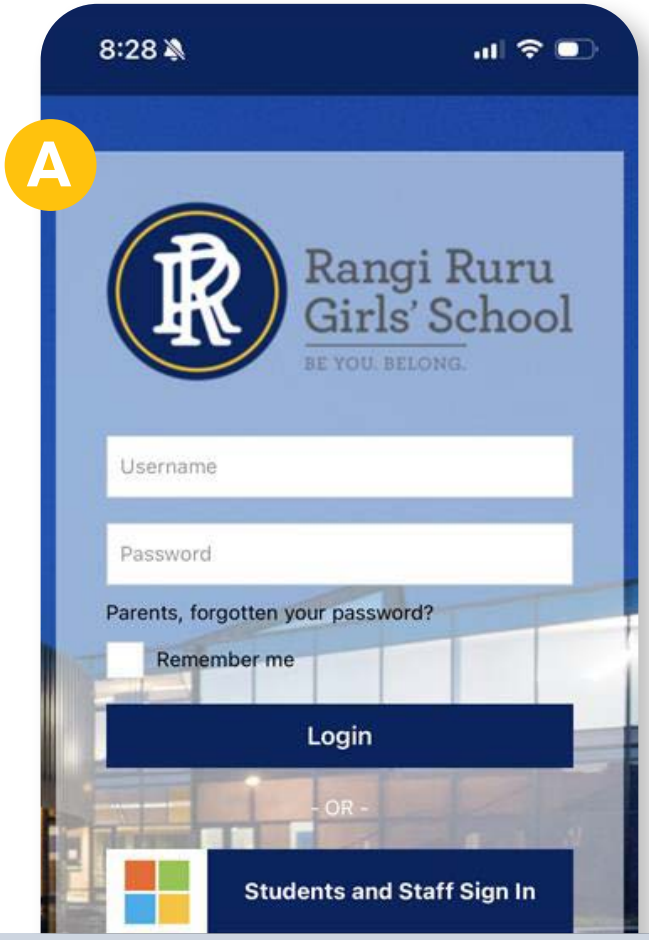
## LOGIN ASSISTANCE

1. To request assistance with logging into The Hub:

2. [A] Open your web browser (Microsoft Edge, Google Chrome, or similar) and navigate to: https://rangi.schoolbox.cloud/

3. [D] Click 'Support and Feedback' link on the bottom of The Hub login page.

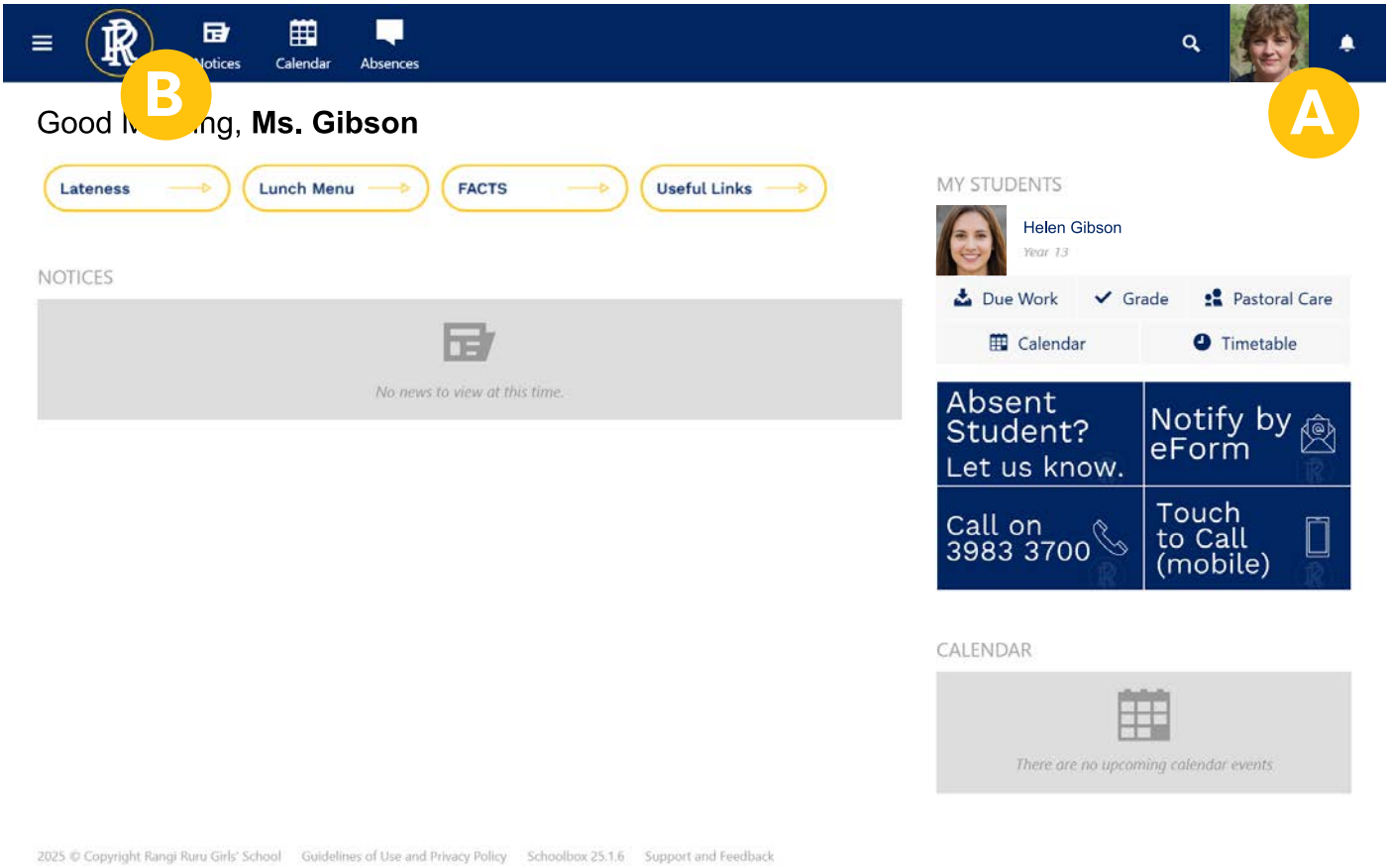
4. Complete the online form, selecting 'Login Issue' as the nature of your request, and press 'Submit' to email our IT team, Cyclone.

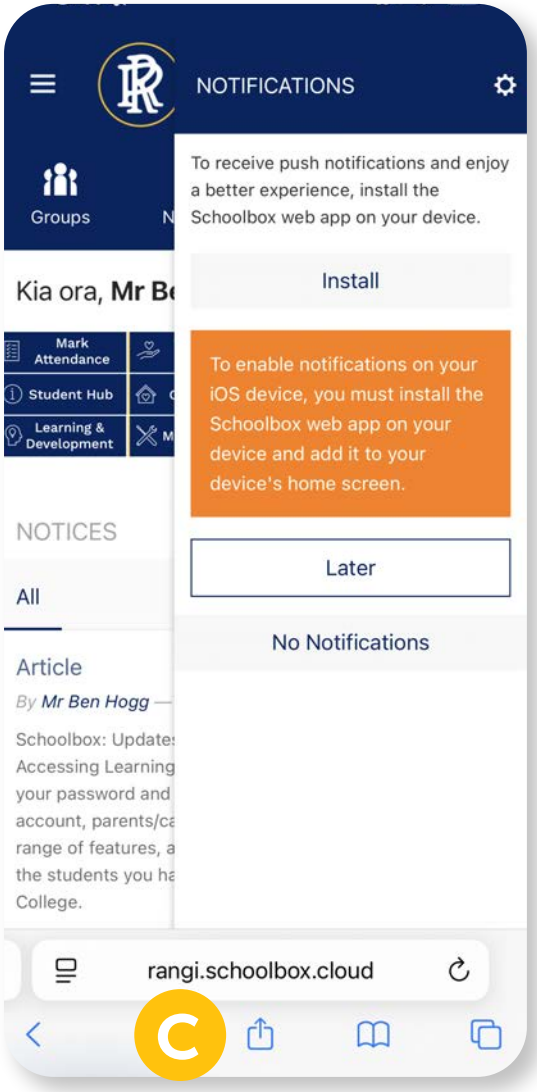


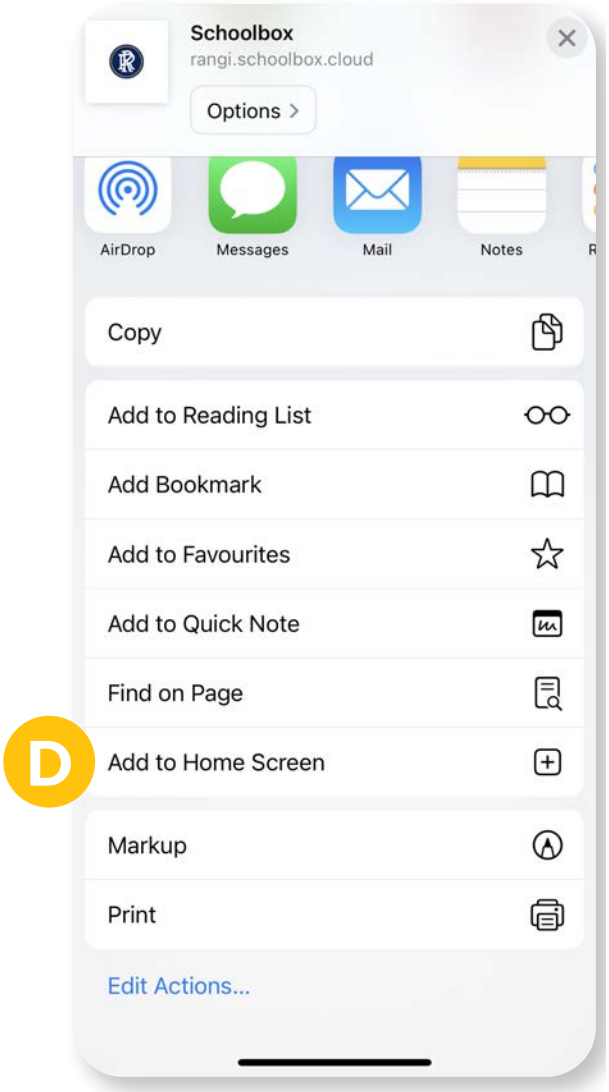

## Log in to The Hub

To log in to The Hub, either scan the QR Code or visit:

https://rangi.schoolbox.cloud


Notices
Calendar
Absences
B
A
Good M ng, Ms. Gibson
Lateness
Lunch Menu
FACTS
Useful Links
NOTICES
No news to view at this time.
MY STUDENTS
Helen Gibson
Year 13
Due Work
Grade
Pastoral Care
Calendar
Timetable
Absent Student? Let us know.
Notify by eForm
Call on 3983 3700
Touch to Call (mobile)
CALENDAR
There are no upcoming calendar events
2025 © Copyright Rangi Ruru Girls' School
Guidelines of Use and Privacy Policy
Schoolbox 25.1.6
Support and Feedback


NOTIFICATIONS
To receive push notifications and enjoy a better experience, install the Schoolbox web app on your device.
Install
To enable notifications on your iOS device, you must install the Schoolbox web app on your device and add it to your device's home screen.
Later
No Notifications
Groups
Kia ora, Mr Be
Mark Attendance
Student Hub
Learning & Development
NOTICES
All
Article
By Mr Ben Hogg
Schoolbox: Update
Accessing Learning
your password and
account, parents/ca
range of features, a
the students you ha
College.
rangi.schoolbox.cloud
C


Schoolbox
rangi.schoolbox.cloud
Options
AirDrop
Messages
Mail
Notes
Copy
Add to Reading List
Add Bookmark
Add to Favourites
Add to Quick Note
Find on Page
Add to Home Screen
D
Markup
Print
Edit Actions...

## NOTIFICATIONS

1. Once you have set your password and accessed your Schoolbox account, parents/caregivers will be able to access a range of features, and updates specific to each of the students you have enrolled at Rangi Ruru.
2. Your dashboard is tailored to reflect the notices, updates, notifications and events that are relevant to the child/ren you have enrolled at Rangi Ruru.
3. [A] Current/Active Notifications can be accessed as a list, by clicking or tapping on the bell icon in the top righthand corner of the dashboard.
4. [B] Notices – which includes updates that are specific to your child/ren – can be accessed via the 'Notices' icon at the top of the screen.
5. To view information and updates specific to your child, click or tap on their picture.

## INSTALL THE WEB APP

To receive push notifications and enjoy a better experience, install the Schoolbox web app on your Apple device.

1. [C] Select the Share button in the menu bar of your browser.
2. From the list of options, select 'Add to Home Screen'.
3. [D] If 'Add to Home Screen' option doesn't exist, you can scroll down the list and select 'Edit Actions' and then 'Add to Home Screen'.
4. Once you've added the web app to your home screen, you must then go to the web app on your home screen to enable notifications.
5. If you're still unable to add it to your home screen, please contact your support team.

# Contact Our Team

Should you have any questions or require any assistance with beginning to use The Hub, please contact our friendly team:

**Head of Digital Transformation and Innovation** - Owen Flattery
o.flattery@rangiruru.school.nz

**Database Manager** - Jude Connochie
j.connochie@rangiruru.school.nz