

The Academy at Shotton Hall



Office 365, INSIGHT and Student POD

GUIDE FOR PARENTS

<https://tasc.shottonhallacademy.co.uk/INSIGHT/WebApp/>

<https://www.office.com/>

Office365 and Student POD

Your child has access to all resources and materials they need to ensure they are successful in their education. Student POD is our Virtual Learning Environment that provides students with the help they need to complete homework and study independently.

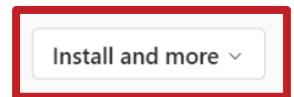
How to login

Navigate using a web browser such as **Safari** or **Google Chrome** to The Academy at Shotton Hall website <https://www.shottonhallacademy.co.uk/>.

You can then click the OFFICE365/POD link in the top right corner of the home page, alternatively you can access Office365 directly using the website address of <https://www.office.com/>.



Top tip: You can download Office applications for free once logged in, click the install and more button on the right!

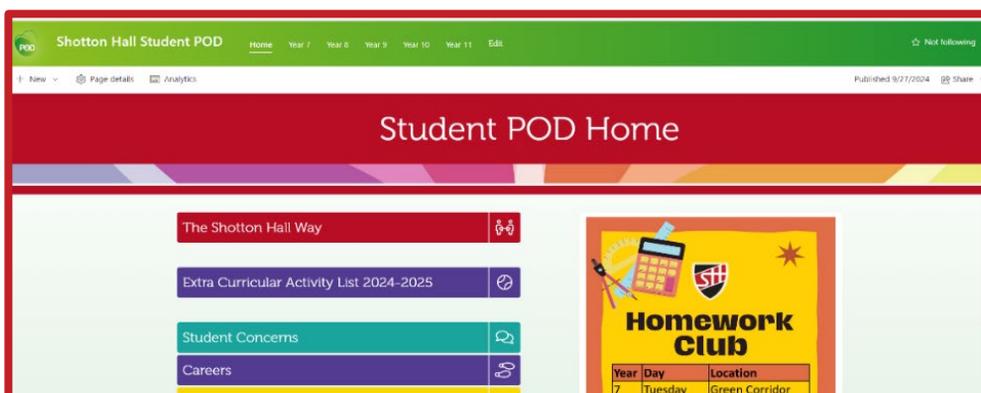
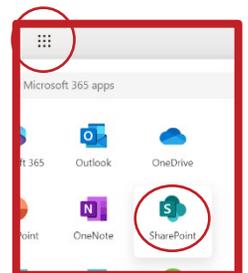


Your child's login details have been given to them in school and are:

Username: (insert your username)@shottonhallacademy.co.uk

Password: The password you use for school computers

1. Click on the SharePoint app from the waffle menu in the top left corner.
2. Search for 'Student POD'. Once you have found it click 'Follow' in the top right-hand corner for easy access in future. You should see the screen below:



What is INSIGHT?

Here at The Academy at Shotton Hall we want you to be able to access information about how your child is performing and progressing whilst at school.

INSIGHT is a web-based application that provides secure access to student data, from attendance and behaviour and homework to school reports, in a clear, easy to use and understandable manner. Even non-technical parents can engage in their child's learning and participate in school life.

How to login

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You can then click the INSIGHT link in the top right corner of the home page, alternatively you can access the web application directly using the website address of <https://tasc.shottonhallacademy.co.uk/INSIGHT/WebApp/>



You should have a username and password to login.

Username: your registered school email address.

Password: you will have set this when you initially received the account details.



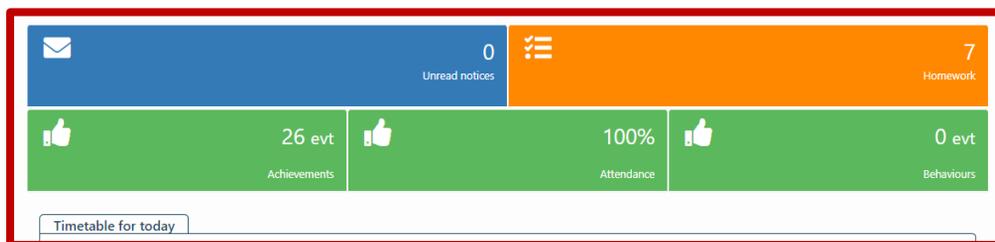
What you can access

Parents can access data such as:

- Attendance
- Behaviour
- See homework set and received
- View reports
- View merits
- Check timetables
- Assessment data

The interface

The landing page is called Snapshot, this has an overview of notices, homework, achievement attendance and behavior - just click each to find out more. Your child's timetable for the day will also be shown here.

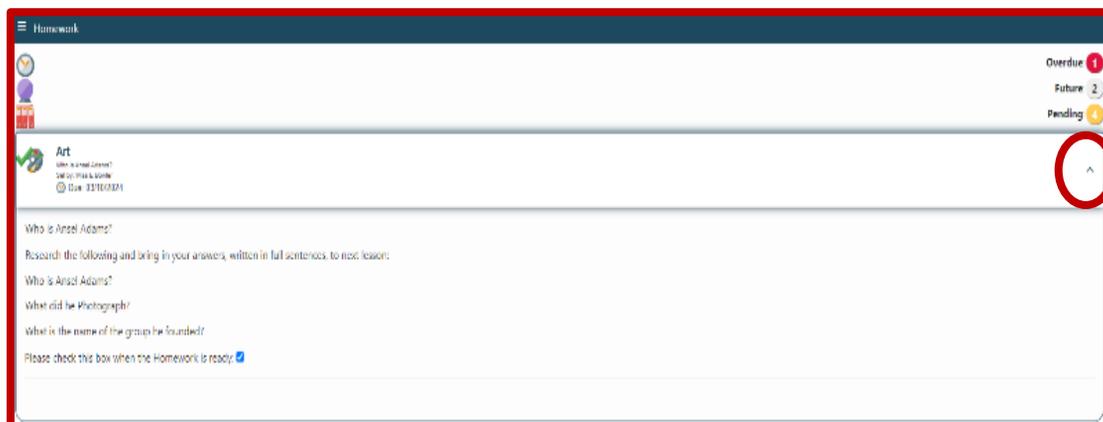


To navigate around the app, click the burger menu in the top left corner.

Homework page



This shows all homework and lets you know which are overdue, due in future or pending. You can see details of homework and check them as ready by clicking the expansion arrow on the right.



Should you have any problems, or require any additional support contact:

Office365: enquiries@shottonhallacademy.co.uk

INSIGHT: ict.support@shottonhallacademy.co.uk