



The Academy
at Shotton Hall

PARENT GUIDE

TO OFFICE 365

Office 365 can be used by students to access a range of free apps to support learning such as:

- . Outlook (email to contact teachers)
- . Word
- . PowerPoint
- . Word
- . SharePoint
- . Teams
- . OneDrive
- . Excel
- . OneNote

How to get access

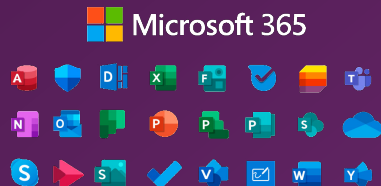
Click on the 'Office365/POD' link at the top of the school website and login using your child's school login details:



Username: (insert your username)@shottonhallacademy.co.uk
Password: The password you use for school computers

Download the app

You can download the Office 365 apps from your smartphone store - they're completely **FREE!**



Should you have any problems, or require any additional support contact:
enquiries@shottonhallacademy.co.uk



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Office 365, INSIGHT and Student POD

GUIDE FOR PARENTS

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

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



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PARENT GUIDE TO INSIGHT

Insight can be accessed by parents and students from **September 2025** to access information such as:

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

How to get access

Click on the 'Insight' link at the top of the school website or got to

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

and login using your child's school login details:

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

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PARENT GUIDE TO 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.

POD can be used by students only (parents do not have their own accounts) to access information such as:

- . Revision tools
- . Topic resources
- . Knowledge organisers
- . School calendar
- . Assessment resources
- . And more...

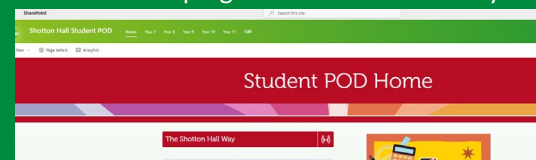
How to get access

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Click on the SharePoint app and search for 'Students POD'. Once you have found it click 'Follow' in the top right-hand corner for easy access in future.



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ict.support@shottonhallacademy.co.uk

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