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 their learning, such as:

- Sharepoint
- Word
- Powerpoint
- Excel
- Teams
- OneDrive
- OneNote
- Outlook (to contact teachers)

How to get access
Click on the 'Office 365' link at the top of the school website and login using your school login details:

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

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

SharePoint   OneDrive

The Academy at Shotton Hall

PARENT GUIDE
TO INSIGHT, POD AND OFFICE 365

PARENT GUIDE
TO INSIGHT

The Academy at Shotton Hall

Insight can be accessed by parents and students to access information such as:

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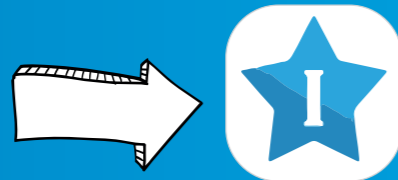- View merits
- See homework set and received
- View reports

TASC INSIGHT — REALTIME PARENTAL ACCESS

How to get access
Go to **https://tasc.shottonhallacademy.co.uk/INSIGHT/** or use the link at the top of the school website.

Download the app
You can also download the **Insight app** 'Insight by TASC' from the app store.

You will need to scan this QR code when you first download the app.

Haven't used insight before or having problems?
Please contact **insight.help@shottonhallacademy.co.uk** stating your child's full name and registration group in the email.

PARENT GUIDE
TO POD

The Academy at Shotton Hall

POD can be used by <u>students only</u> to access information such as:

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

POD

SharePoint

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Click on the Sharepoint app and 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:

STUDENT POD
Home | YEAR 7 | YEAR 8 | YEAR 9 | YEAR 10 | YEAR 11 | Recent | Pages | Recycle Bin | EDIT LINKS | Search this site

- YEAR 7
- YEAR 8
- YEAR 9
- YEAR 10
- YEAR 11

INSIGHT | PLANET ESTREAM | OPEN MIC | KERBOODLE
CAREERS | TWITTER | FACEBOOK | INSTAGRAM

Please note:
If you are accessing POD from a mobile or tablet and you do not see this screen, look for the '...' at the bottom of the page and choose 'switch to PC view'