

## Instructions for accessing and using your Synergy account

- You can use any device (phone; android; ipad; iphone; laptop) - it needs to have access to the internet.
- You should log in every day and check for homework
- This will now replace Show My Homework. From Friday 18<sup>th</sup> September work will no longer be set on SatchelOne (Show my Homework).

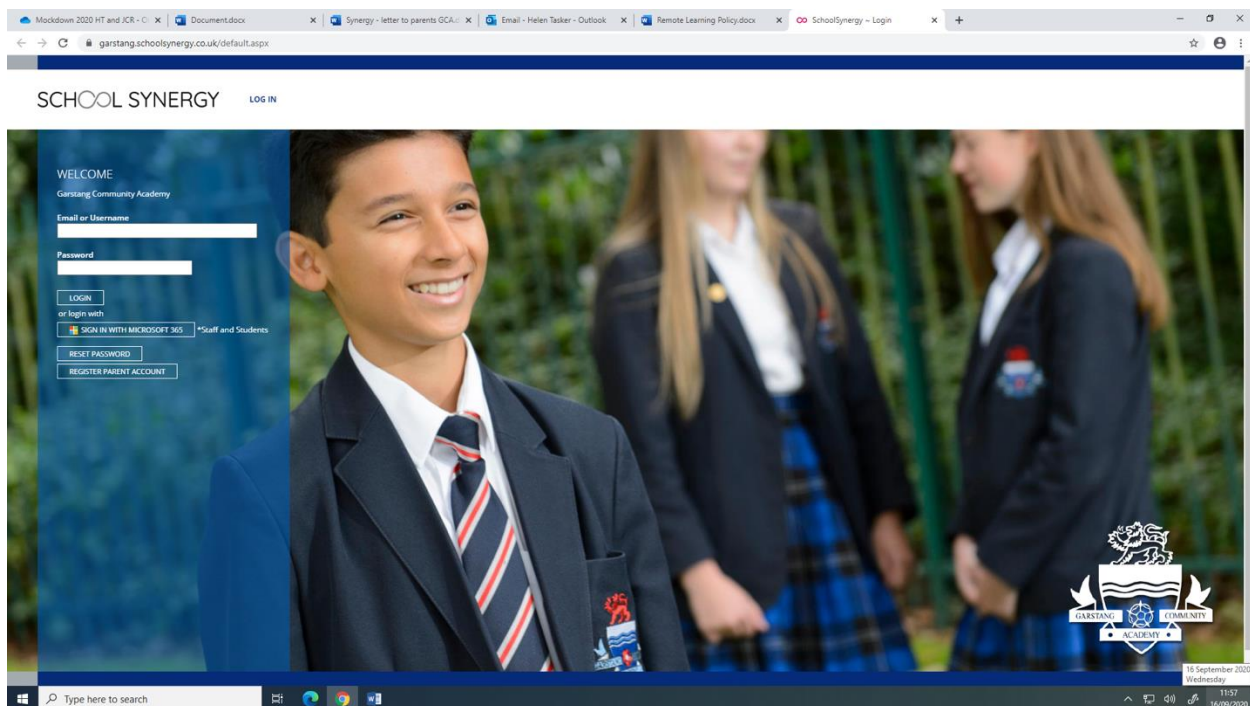
Go to the school website:

[www.garstangcommunityacademy.com](http://www.garstangcommunityacademy.com)

Scroll down to the bottom and click on the box that says 'School Synergy Portal' and looks like this



Once you have done this, you will see this:



Click on 'Sign in with Microsoft 365'

You will then need to enter your school email address, which you should have written down!

Your school email address follows the pattern:

year you started in Y7 > surname > first initial

followed by **@student.garstangacademy.com**

for example: [18TaskerH@student.garstangacademy.com](mailto:18TaskerH@student.garstangacademy.com)

Then enter your password – which you should know and should have written down and kept somewhere safe!

You should then see your homepage, which looks a little like this (but with our school in the picture!):

**SCHOOL SYNERGY** Synergy School (Wonde) - Jason Aaron My Account | Logout

## Student Portal

Home | Student Bulletin | School Calendar | Timetable | Homework | Behaviour | Attendance

### DETECTIONS

You have 0 detention(s) today and 1 upcoming detention(s).

[VIEW](#)

### BULLETIN AND NOTICES (QUICK VIEW)

[VIEW BULLETIN](#)

Teacher	Title	
Mrs Asher	Times Table Rockstars Competition	<a href="#">VIEW</a>
Miss Foster	Get baking!	<a href="#">VIEW</a>

### CALENDAR: UPCOMING EVENTS

[VIEW ALL](#)

Date	Event
19/10/18 08:35	Age Concern Bake Sale
17/10/18 15:30	Football - vs Middlergh Academy
17/10/18 08:35	Careers Exhibition

### MY HOMEWORK DUE

[VIEW ALL](#)

**8B/Sc**  
Science  
Mrs Anderson  
"Chemical Reactions"  
Due Fri 19 Oct - Due in 2 days

**8x/En2**  
English  
Miss Young  
"Spellings"  
Due Fri 19 Oct - Due in 2 days

### TIMETABLE

[PREVIOUS](#) [TODAY](#) [NEXT](#)

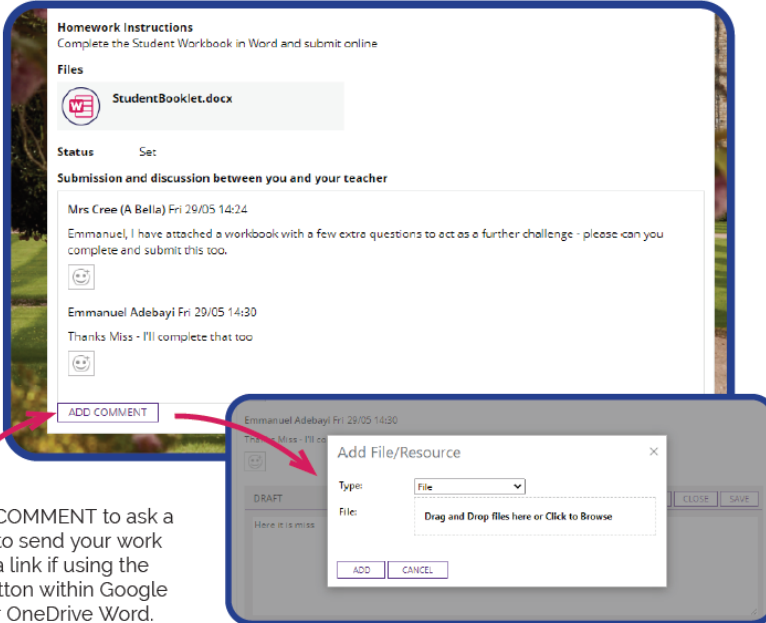
Week	Mon	Tue	Wed	Thu	Fri
1	15/10	16/10	17/10	18/10	19/10
<b>Tutor Group</b>	<b>8B</b>	<b>8B</b>	<b>8B</b>	<b>8B</b>	<b>8B</b>
<b>1</b> 09:15 - 10:15	<b>8x/Ma2</b> Mrs Mumford Mathematics M2	<b>8x/Te4</b> Mr Hughes Technology T1	<b>8x/Ma2</b> Mrs Mumford Mathematics M2	<b>8x/Ge3</b> Mrs Pearson German L6	<b>8x/Ma2</b> Mrs Mumford Mathematics M2
<b>2</b> 10:15 - 11:15	<b>8x/Mu1</b> Miss Foster Music M1	<b>8x/Te4</b> Mr Hughes Technology T1	<b>8x/En2</b> Mr Sinclair English E2	<b>8x/Fr3</b> Mr Gray French L2	<b>8B/Sc</b> Mrs Chase Science S6

01772 367630 | support@schoolsynergy.co.uk Terms and conditions

Your homepage will display student notices, your timetable and upcoming homework

If you click on the homework in the list on the left, you can see the details and have access to any resources and will be able to submit completed homework. You can also ask your teacher any questions about the homework.

## SCHOOL SYNERGY



The screenshot shows a 'Homework Instructions' page with a file named 'StudentBooklet.docx'. Below the file, there is a 'Submission and discussion between you and your teacher' section. A comment from 'Mrs Cree (A Bella)' is visible, and an 'ADD COMMENT' button is highlighted with a red arrow. A second red arrow points from the 'ADD COMMENT' button to an 'Add File/Resource' dialog box. The dialog box has a 'Type' dropdown set to 'File' and a 'File' field with a 'Drag and Drop files here or Click to Browse' instruction. There are 'ADD' and 'CANCEL' buttons at the bottom of the dialog box.

Use the ADD COMMENT to ask a question and to send your work as a file or as a link if using the 'Share File' button within Google Documents or OneDrive Word.

To submit your homework you can take a photo of your written work, or save a file with your work in it, and upload it (just like you did in SMH).

If you click on a lesson on your timetable you will be able to see the work that your teacher has set for that lesson's classwork (to be done in class) and any details or instructions

The expectation is, that if you are absent from school due to isolating, you must complete the classwork and submit your work by uploading it for every lesson – follow your timetable each day, just like you would in school. This is very important.

There is also a tab at the top called 'classwork' and you can see all the work that you have been set across all your subjects. It looks like this:

The screenshot shows a web browser window displaying the 'School Synergy' portal for Garstang Community Academy - Rubi Ashcroft. The page title is 'CLASS WORK - THIS WEEK (14 SEP - 20 SEP)'. Below the title, there are navigation buttons for 'PREV', 'CURRENT WEEK', and 'NEXT'. A red notification bar states: 'Unread alerts or communication are displayed in red.' The main content is a grid of subject tiles:

<b>Computer Awareness</b> 8851/Cs Miss Procter No alerts.	<b>Creative Arts</b> 8851/Cr Mrs Crow Class Work <b>Mon</b>	<b>Design Technolog</b> 8851/Dt Mrs Fielden No alerts.	<b>English</b> 8851/En Mrs Howarth No alerts.
<b>French</b> 8851/Fr Dr Glover No alerts.	<b>Games</b> 8851/Ga Miss Royds No alerts.	<b>Geography</b> 8851/Gg Mr Felvus No alerts.	<b>History</b> 8851/Hh Ms Hockey No alerts.
<b>Mathematics</b> 8851/Ma Mr Molloy, Mrs Whitehead No alerts.	<b>Pers Socia</b> 8851/Ps Mr Dawson No alerts.	<b>Physical Education</b> 8851/Pe Mr Dawson No alerts.	<b>Religious Education</b> 8851/Re Ms Hockey No alerts.

The Creative Arts tile is highlighted in yellow, and the word 'Mon' is highlighted in green. The other tiles are white with no alerts. The footer contains contact information: 'e: support@schoolsynergy.co.uk' and 'Terms and conditions'.

Anything you haven't read will be highlight in red; if you have seen it and accessed it, it will be highlighted in green