

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 18th September work will no longer be set on SatchelOne (Show my Homework).

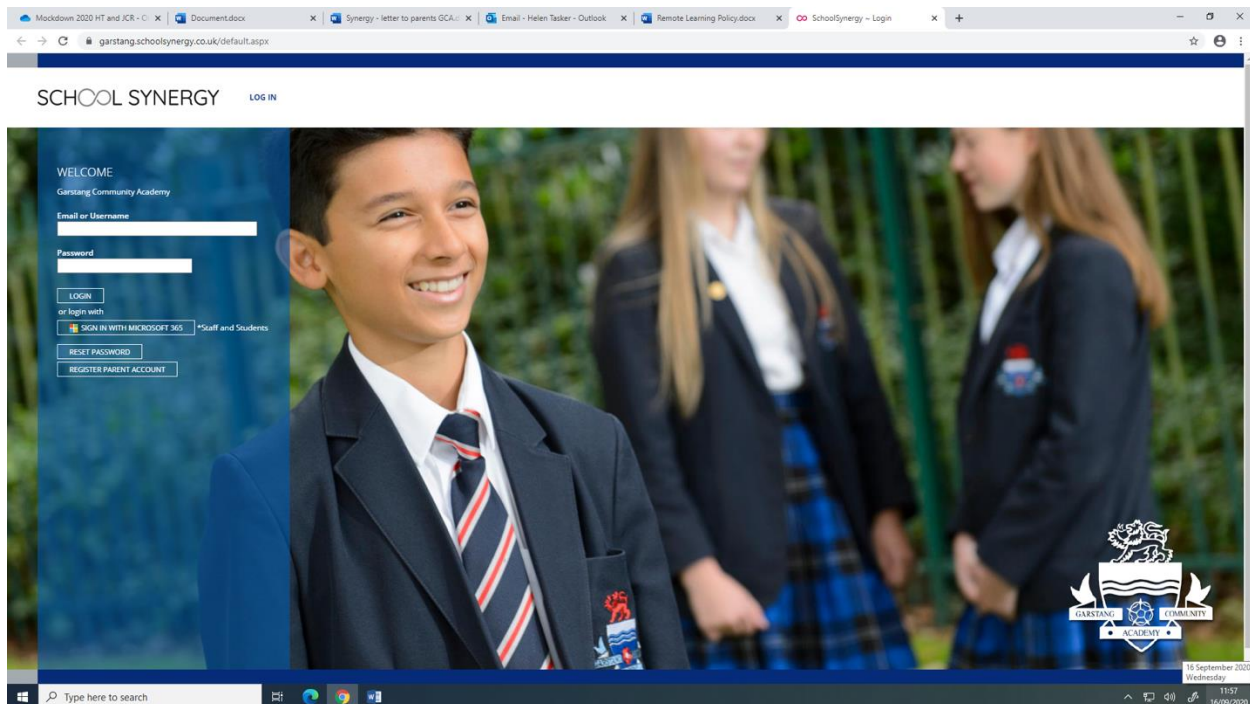
Go to the school website:

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

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	VIEW
Miss Foster	Get baking!	VIEW

CALENDAR: UPCOMING EVENTS

[VIEW ALL](#)

Date	Event
19/10/18 08:35	Age Concern Bake Sale
17/10/18 15:30	Football - vs Middlesbrough 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](#)

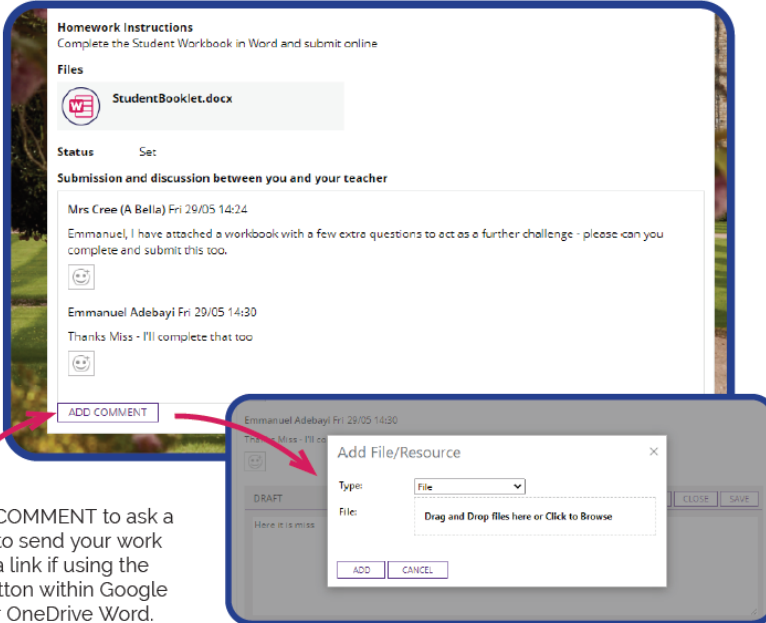
Week	Mon	Tue	Wed	Thu	Fri	
1	15/10	16/10	17/10	18/10	19/10	
Tutor Group	8B	8B	8B	8B	8B	
1	09:15 - 10:15	8x/Ma2 Mrs Mumford Mathematics M2	8x/Te4 Mr Hughes Technology T1	8x/Ma2 Mrs Mumford Mathematics M2	8x/Ge3 Mrs Pearson German L6	8x/Ma2 Mrs Mumford Mathematics M2
2	10:15 - 11:15	8x/Mu1 Miss Foster Music M1	8x/Te4 Mr Hughes Technology T1	8x/En2 Mr Sinclair English E2	8x/Fr3 Mr Gray French F2	8B/Sc 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' attached. 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 a red arrow points to the 'ADD COMMENT' button. Another red arrow points to the 'Add File/Resource' dialog box, which is open over the 'ADD COMMENT' button. 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' prompt. 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 the 'CLASS WORK - THIS WEEK (14 SEP - 20 SEP)' section of the School Synergy portal. At the top, it indicates the week commencing 14/09/2020. A note states: 'Unread alerts or communication are displayed in red.' The grid below lists 12 subjects, each with a color-coded header and a status indicator:

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

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