



Hazelwick Insight Parent Portal

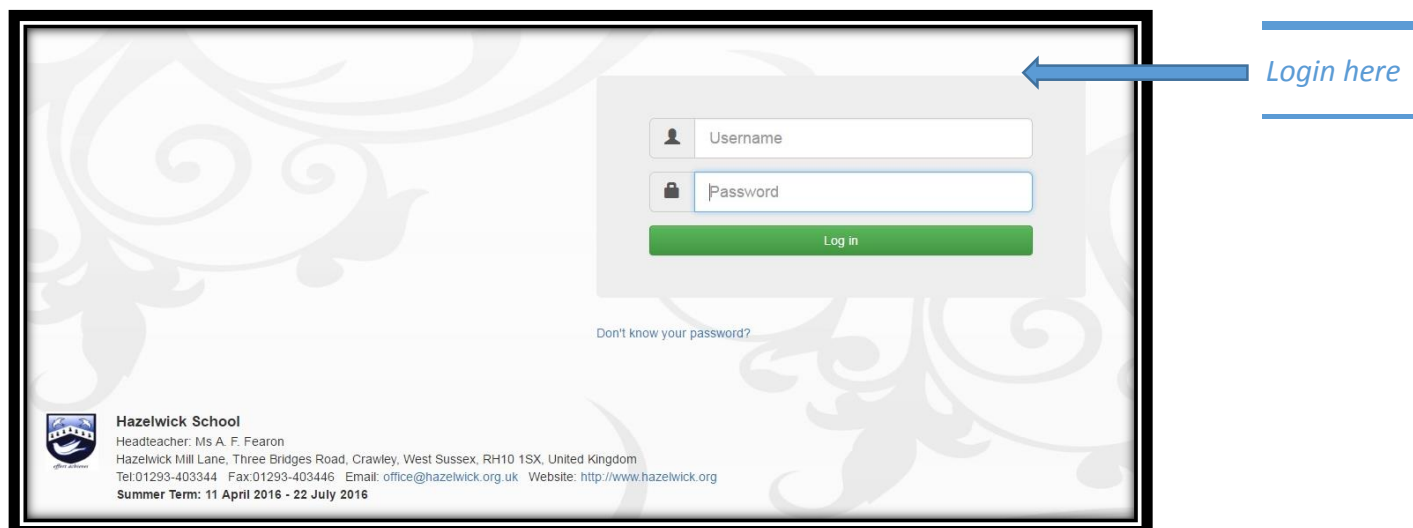
User Guide

Logging On

You will receive your login via an email.

Go to <https://insight.hazelwick.org/INSIGHT/secure.aspx> and enter the username and password supplied. You will be prompted to create your own password when you first log on. This web address can also be accessed via the school website and the Useful Links menu.

- Please keep this password secure and secret, as your Insight account contains personal and sometimes sensitive information about your children.
- Please do not let your children use your login – their school usernames and passwords will allow them to access all the relevant information on a read-only basis via the Insight portal.



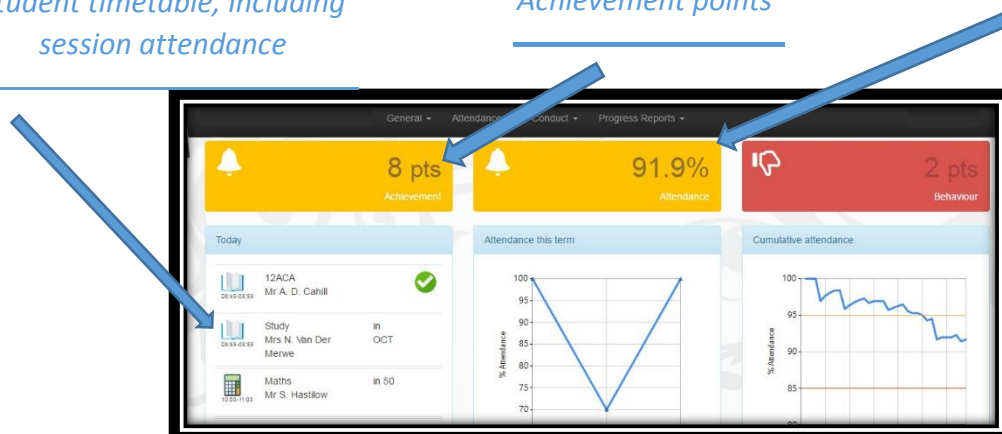
Getting Started: Welcome page

On logging in, you will automatically open the **Welcome** page which gives you an overview of your child's information. If you have more than one child at the school, you can switch between them by clicking on their name and selecting other students attached to your account.

Student timetable, including session attendance

Achievement points

Recent attendance



How might this be used?

- Offer praise when achievement points are given. What were they for?
- What was the behaviour point for? Is there a pattern – no homework completed across several subjects?
- A missed lesson – this may have been for an appropriate reason (music or sporting event). If this is the case, there may well be some work to catch up. Have they set about doing this yet?
- Is there a regular pattern to absence? This might indicate an underlying anxiety about going in on this day.

The tabs at the top of the screen enables you to access more detailed information.

Attendance in more detail

If you have concerns about attendance, you might need to look at this in more detail. This is easily done by clicking on the **Attendance** tab on the menu and navigating to **Session attendance**.

| Week beginning | Mon AM | Mon PM | Tue AM | Tue PM | Wed AM | Wed PM | Thu AM | Thu PM | Fri AM | Fri PM | Attendance |
|----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------|
| 31/08/2015 | # | # | # | # | / | / | / | / | # | # | |
| 07/09/2015 | # | # | # | X | / | / | / | X | / | / | 100% |
| 14/09/2015 | / | / | / | / | / | / | / | / | / | / | 100% |
| 21/09/2015 | / | / | / | / | / | / | / | / | # | # | 100% |
| 28/09/2015 | / | / | V | V | / | M | / | / | / | / | 90% |
| 05/10/2015 | / | / | / | / | / | / | / | / | / | V | 100% |
| 12/10/2015 | V | V | / | / | / | / | / | / | / | / | 100% |
| 19/10/2015 | / | / | / | / | / | / | / | / | / | / | 100% |

This shows the weekly attendance and makes it easy to see patterns for attendance/absence. Examples might be lateness to registration or an afternoon missed with high frequency.

Be aware that an X used with an afternoon sixth form register does not mean that a student was absent, but could mean that they did not have a scheduled lesson during period 4.

How might this be used?

- Offer praise when attendance is high.
- The code 'V' indicates a visit of some sort. Be curious – where did they go?
- A late for the morning registration might be strange if you know they get to school on time, or do they need to get up earlier in order to catch the earlier bus?

Timetable

| Wednesday 04/05/2016 | | | | | | |
|--|---|--|---|--|--|--|
| 08:45 AM 08:55 11HJO Miss H. S. Jones / - Present (AM) | 08:55 1Wed:1 09:55 History 11C/Hi5 T08 Mr P Myers | 10:00 1Wed:2 11:00 Triple Science 11X/Tr 31 Mr K A Hayton | 11:20 1Wed:3 12:20 P E 11X/Pe N/55 Mr P J O'Brien | 12:55 PM 13:00 11HJO Miss H. S. Jones \ - Present (PM) | 13:05 1Wed:4 14:05 Triple Science 11X/Tr 98 Mr S L Tasker | 14:10 1Wed:5 15:10 German 11D/Gm2 95 Mrs L M R Booker |
| Thursday 05/05/2016 | | | | | | |
| 08:45 AM 08:55 11HJO Miss H. S. Jones / - Present (AM) | 08:55 1Thu:1 09:55 Maths 11X/Ma1 63 Miss N J Jones | 10:00 1Thu:2 11:00 Triple Science 11X/Tr 26 Mrs Y G Clark | 11:20 1Thu:3 12:20 English 11X/En3 9 Mrs L F Butcher | 12:55 PM 13:00 11HJO Miss H. S. Jones \ - Present (PM) | 13:05 1Thu:4 14:05 Latin 11A/La 94 Mr S Reid | 14:10 1Thu:5 15:10 French 11B/Fr2 92 Mrs C R Hughes |

You can look at their timetable for the week by selecting **Timetable** under the **General** tab.

How might this be used?

- *Some students find it difficult to organise all of their work to take in each day. Use this to help them check that the correct books and equipment are packed for the next day.*
- *Do they need kit for PE or ingredients for a Food Technology lesson? Use this tool to plan their week in advance.*

Conduct

The Welcome page only gives the number of achievement or low level behaviour points. These are split into today, this week, this term and a running total for the year. By selecting the **Conduct** tab, at the top of the screen, you can find out for what reason and for which subject either the achievement points were achieved or the behaviour point was given.

Information on why/when the points were given is shown here

| Event date | Event time | Type | Points | Location | Staff Involved | Recorder | Issued In | Subject |
|--------------------|------------|------------------------------|--------|----------|----------------|----------------|-----------|---------|
| 26/04/2016 | | Able to Reason | 1 | | Mr S. Hastilow | Mr S. Hastilow | 12A/Ma1a | Maths |
| 26/02/2016 | | Able to Reason | 1 | | Mr S. Hastilow | Mr S. Hastilow | 12A/Ma1a | Maths |
| 03/02/2016 | | Excellent Effort - Classwork | 1 | | Mr T. Hussain | Mr T. Hussain | 12A/Ma1b | Maths |
| Maths -THU: Effort | | | | | | | | |
| 03/12/2015 | | Able to Reason | 1 | | Mr T. Hussain | Mr T. Hussain | 12A/Ma1b | Maths |

How might this be used?

- Some students may be somewhat reluctant to talk about the rewards they were given. Use this as an opportunity to ask what they did. Remember that these are significant and special enough for the teachers to record them and not simply an everyday event.
- The behaviour points may highlight a particular issue in a subject. Use this as a chance to challenge their reasons for poor behaviour or missing homework. As with the achievement points, the behaviour has been significant enough for the teacher to record it and it should be treated seriously.

Linked adults and agencies

| Academic | |
|--|--|
| Mrs L. F. Butcher, English Lit. Class | Miss R. E. Davidson, English Lit. Class |
| Mr S. Hastilow, Maths Class | Mr T. Hussain, Maths Class |
| Mrs E. A. Jerrard, Art & Design | Mr I. S. Marston, Study |

This tab in the **General** menu gives you the names of all staff within the school who have a **SIMS** link to your son/daughter.

Progress Reports

By navigating to this menu you can access your child's reports by clicking on the **Progress Reports** tab. This will reveal your child's latest Progress Update.

Use to access old reports

The screenshot shows the 'Progress Reports' menu with a blue arrow pointing to the 'Year 1...' dropdown. Below the menu, a table displays subject performance data.

| Subject | Class Teacher | CPI | Challenge Target Grade | Effort | Deadlines | Behaviour |
|--------------------|---------------|-----|------------------------|-----------|----------------|-----------|
| English | Mrs Butcher | A*2 | A* | Excellent | Fully Reliable | Good |
| English Literature | Mrs Butcher | A*3 | A* | Excellent | Fully Reliable | Good |
| Mathematics | Miss Jones | A*1 | A* | Excellent | Fully Reliable | Good |
| French | Mrs Hughes | A*1 | A* | Excellent | Fully Reliable | Good |
| German | Mrs Booker | A*1 | A* | Excellent | Fully Reliable | Good |
| History | Mr Myers | A*3 | A* | Excellent | Fully Reliable | Good |
| Latin | Mr Reid | A*1 | A* | Excellent | Fully Reliable | Good |
| Physical Education | Mr O'Brien | A*1 | A* | Good | Fully Reliable | Good |

How might this be used?

- This makes it very easy to find and compare previous Progress Update reports, especially if a recent report has been misplaced.

- *The progress of your child can be gauged by comparing their most recent to previous reports. Praise can then be given if they have shown progress or an improvement in their attitude to their studies.*

Frequently Asked Questions

User Accounts – Shared household accounts, separated families, personal details.

If we have an email address for each parent, then you will both have your own login to access your child's information. This includes parents who are not co-habiting. By default, Insight creates a username for each priority contact held on our system.

Attendance data

When viewing school attendance data, please bear in mind that there is a delay of up to two days for the updating of this information.

How do I reset my password?

If you forget your password, don't panic! Simply visit the Insight homepage; beneath the main login window you have the option to reset your password. Simply enter your username or registered email address and click on the 'Submit' button. If you have an email address and it was listed correctly in Insight, you will receive your new password via email. Look for the recipient name Insightsims@hazelwick.org.uk within your inbox. If you cannot see this email, please check your Junk Mail filter. If you do not have an email address, expect your details to arrive by post. (Remember to update Insight whenever you change your email address.)

How do I change my password if I am already logged in to Insight?

Look for the 'padlock' icon at the bottom centre of the Insight webpage. Simply click on this option and enter in your amended password and again to confirm your new password.

I have more than one child, how do I view their individual details? (The Merge Feature is not used)

At the centre bottom of the Insight webpage, you should see separate pictures for your children. If they have not yet had a school photograph taken, then an empty picture frame will be displayed (see example). Simply click on your child that you wish to view, and only their details will then be displayed, such as Timetable, Behaviour and so on. If only one of your children is displayed, then please contact the school, as the information may be entered incorrectly within our system.

Merging accounts

All siblings should already be linked at the bottom of the welcome page. If this is not the case and you have received multiple usernames and passwords for your children, please use the 'Merge Accounts' tool (the icon resembles a sellotape dispenser) to connect two accounts together under a single login.

Viewing the Insight webpage via a Mobile device

Please be aware that not all mobile phones support the Insight website. Although devices such as iPads will allow you to use Insight, it is optimised for use on a computer using a browser and therefore you may find some functions of Insight may not work. If you login using a mobile device and only see the title with the contact email addresses at the top of the webpage, this is an indication that it will not work; please use a computer with Internet Explorer or equivalent. For best viewing experience, please use Internet Explorer/Google Chrome/Firefox. For viewing reports, Adobe Reader should be installed to ensure that they are viewed in the correct format. All the above are available to download free.

My webpage appears to have stopped working?

If you see the 'please wait' notification or the page is not loading for a prolonged period of time, simply press and hold down the 'CTRL' key and then the 'F5' key. This will force a reload of any webpage.

Workplace Internet Restrictions

Some workplaces restrict specific services/websites. Insight uses TCP Port 80; please pass this information on to your IT administrator, providing the address <http://insight.hazelwick.org.uk>

Security/preventing unauthorised viewing

Please remember **NOT** to select the 'remember me' option if you are using a PC at work, or in any public place. Always ensure you 'log off' when you have finished by clicking on the door icon located bottom centre of your screen. Simply closing your browser window will keep you signed in and will allow an unauthorised person to view your account information if they revisit the Insight homepage.

What help is available to me?

Email addresses are provided at the very top of this website. If you notice any information that you believe is incorrect regarding your child, please email your son/daughter's Head of Year. For technical support queries only, such as lost username or problems logging in, contact helpdesk@hazelwick.org.uk and we will aim to respond within 24 hours.

We hope you will find Insight easy to use. If you encounter any problems with the system, please contact our Insight administrator at insight@hazelwick.org.uk.

We would be grateful for any feedback about Insight to inform our development of the system in future. Please address these to Mr Simon Tasker, Assistant Head at stasker@hazelwick.org.uk.