

WELCOME

Longridge High School

You have been logged out due to inactivity.

Email or Username

Password

LOGIN

or login with

 SIGN IN WITH MICROSOFT 365

*Staff and Students

RESET PASSWORD

REGISTER PARENT ACCOUNT



School Synergy Training

Pupil Guide

Section 01

Logging On & The Home Page

01 | Logging On & The Home Page

To log onto Synergy, click the 'Sign in with Microsoft 365' option.

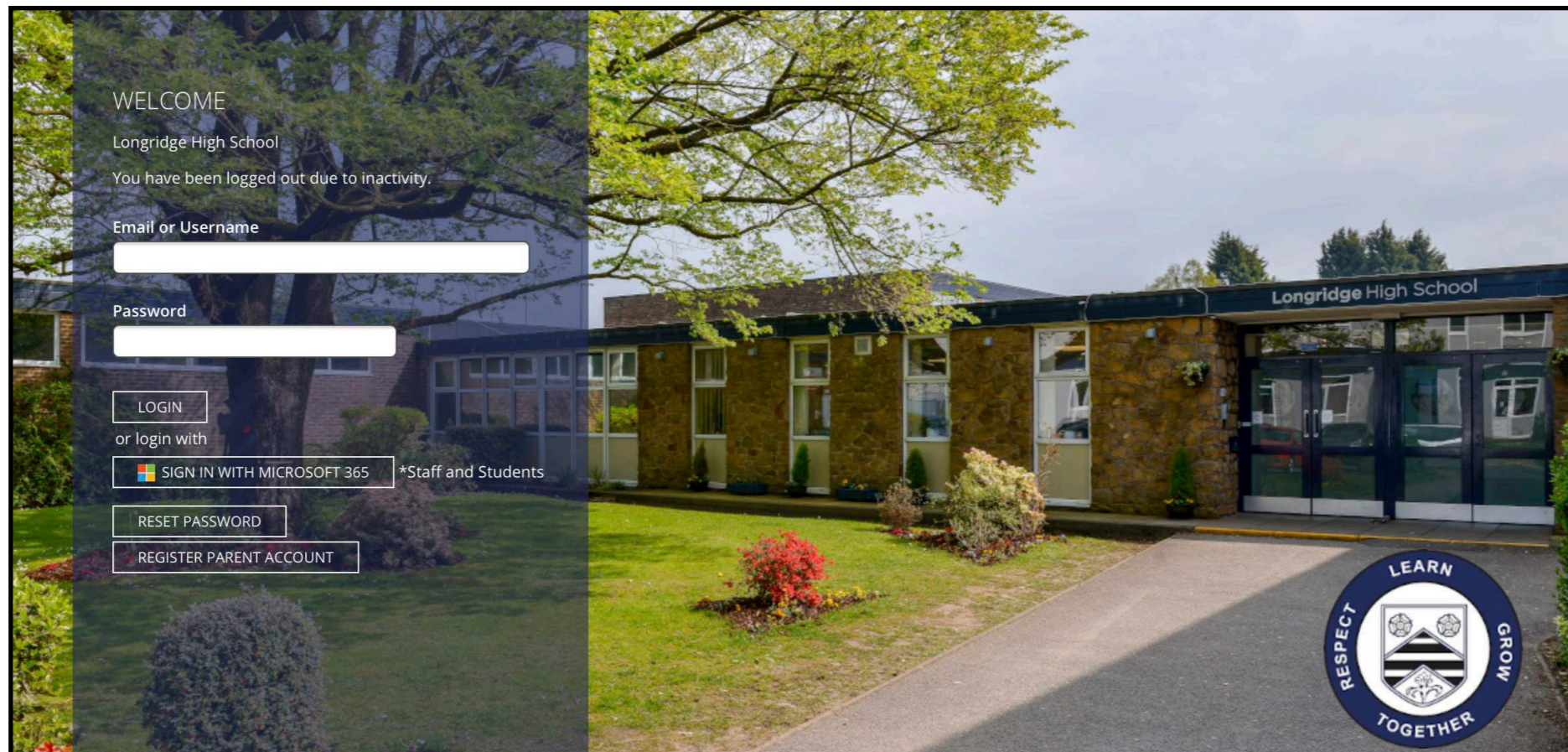
Your email address is:

firstnamesurname@lhs.lancs.sch.uk

For example, bobsmith@lhs.lancs.sch.uk

Your password is the same one that you use to log onto the network when you are in school.

Please make sure you haven't made any spelling mistakes!



01 Logging On & The Home Page

The Home Page

When you log into Synergy there is a whole host of information available to you on the home page. The numbers on the notification badges for each option show how many unread messages/work you have. These are similar to the notification badges on your phone/apps

1. Any messages or discussions you have will be displayed in your Inbox here.
2. Any bulletins from teachers will be displayed here. These may be individual, class, form or year group messages.
3. Any outstanding homework tasks (now known as Assignments) are displayed here. They are categorised into 'Overdue', 'Due Today' and 'Next 7 Days'.
4. This is the current week of your timetable. Current days and lessons will be highlighted. If you click on the lesson, it will take you to the classwork page for that subject.
5. You can also see a brief summary of your current weekly behaviour and attendance

The screenshot shows the 'SCHOOL SYNERGY' home page. At the top, there is a navigation bar with 'Main Menu (Click to open)', 'UNASSUME', and 'Logout'. Below this is a 'HOME' header. The main content area is divided into several sections:

- 1** (Inbox): A list of 'RECENT MESSAGES' with 'INBOX' (6), 'BULLETIN' (1), and 'CLASS WORK'.
- 2** (Bulletins): A section for 'BULLETIN' messages.
- 3** (Assignments Outstanding): A section for 'ASSIGNMENTS OUTSTANDING' with buttons for 'OVERDUE', 'DUE TODAY', and 'NEXT 7 DAYS'.
- 4** (Timetable): A 'TIMETABLE' section showing a weekly grid for the week of 08/03/21 to 12/03/21. The current day, Wednesday 10/03/21, is highlighted in red.
- 5** (Attendance and Behaviour): A 'HALF TERM SUMMARY (FRI 19 FEB - FRI 26 MAR)' section. It includes an 'ATTENDANCE' donut chart showing 100.00% 'Present' and a 'BEHAVIOUR' bar chart showing 'Your Achievement (Positive)' at 1 and 'Your Behaviour (Negative)' at 2.

On the right side, there is a 'CALENDAR: UPCOMING EVENTS (3 DAYS)' section showing 'No upcoming events.' and a background image of 'Longridge High School' with a circular logo that says 'LEARN GROW TOGETHER'.



Please Note:

If you access Synergy on a mobile phone, the layout may differ due to the screen size of your device. All images in this guide are taken from a laptop.

Section 02

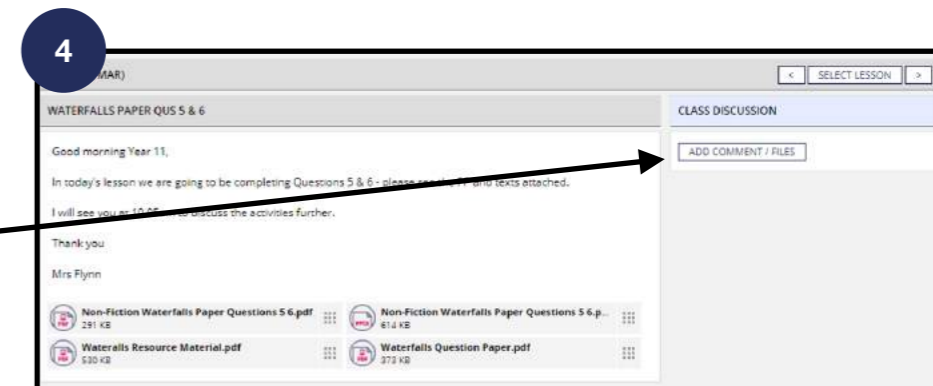
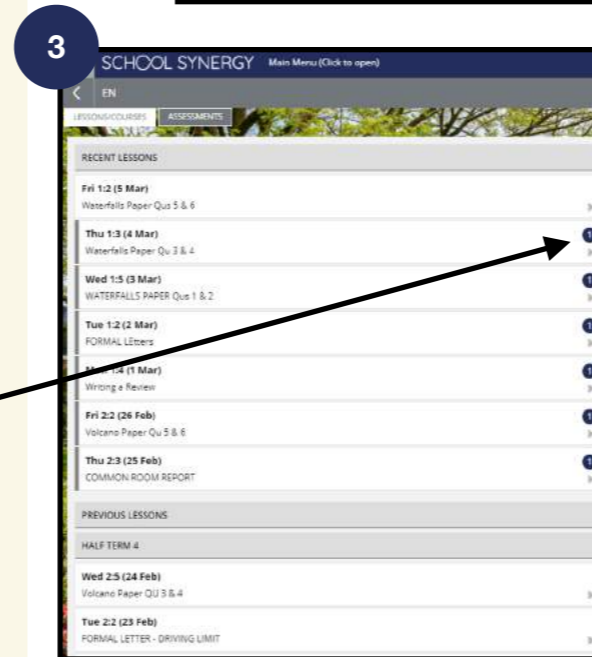
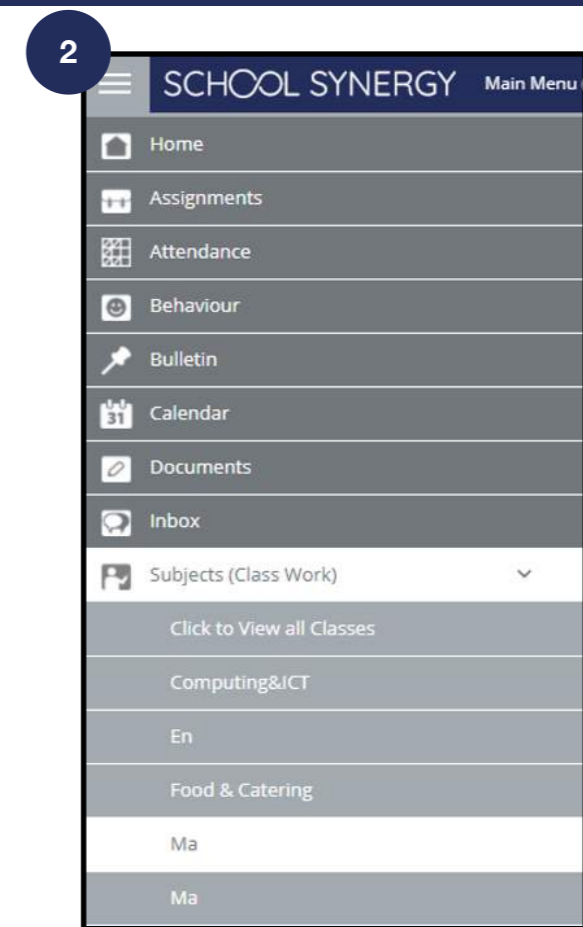
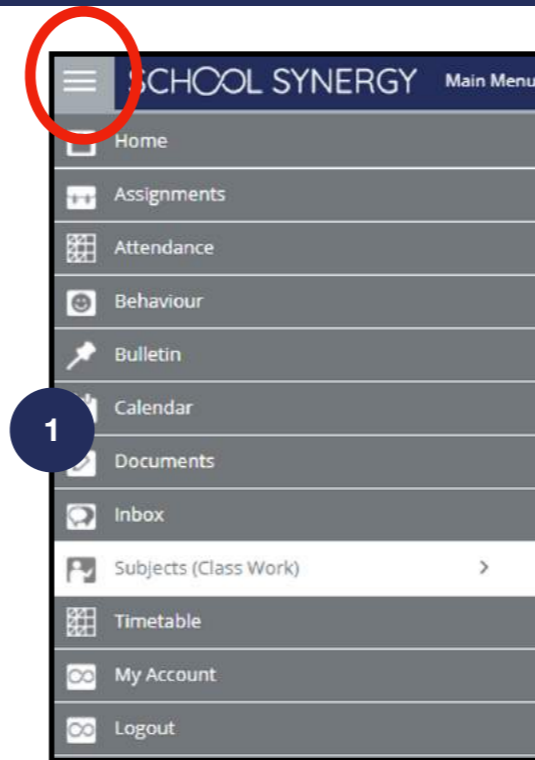
Remote Education

02 Remote Education

Self Isolation/Remote Education

If you are self isolating or working at home, teachers will be setting work for you to do on Synergy. To access your work, please follow these steps.

1. Select Subjects (Class Work) from the grey menu bar as circled.
2. Once you click on the Subjects (Class Work) option, you can select the subject from below.
3. All lessons for that subject will then be displayed with the most recent at the top along with a title of the work. You can select past lessons from below. Any unread tasks will have a notification badge next to it.
4. Clicking on any task will expand and show the full details of the lesson along with any added files, links or comments. Click the 'Add Comments' box to submit any work or messages.



Section 03

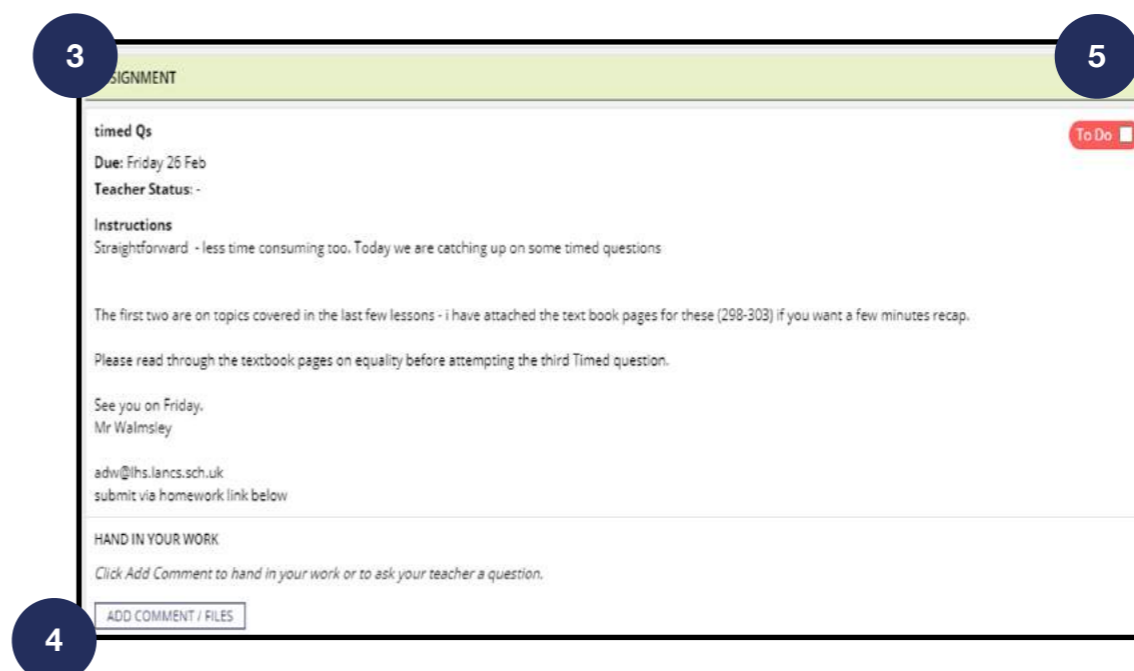
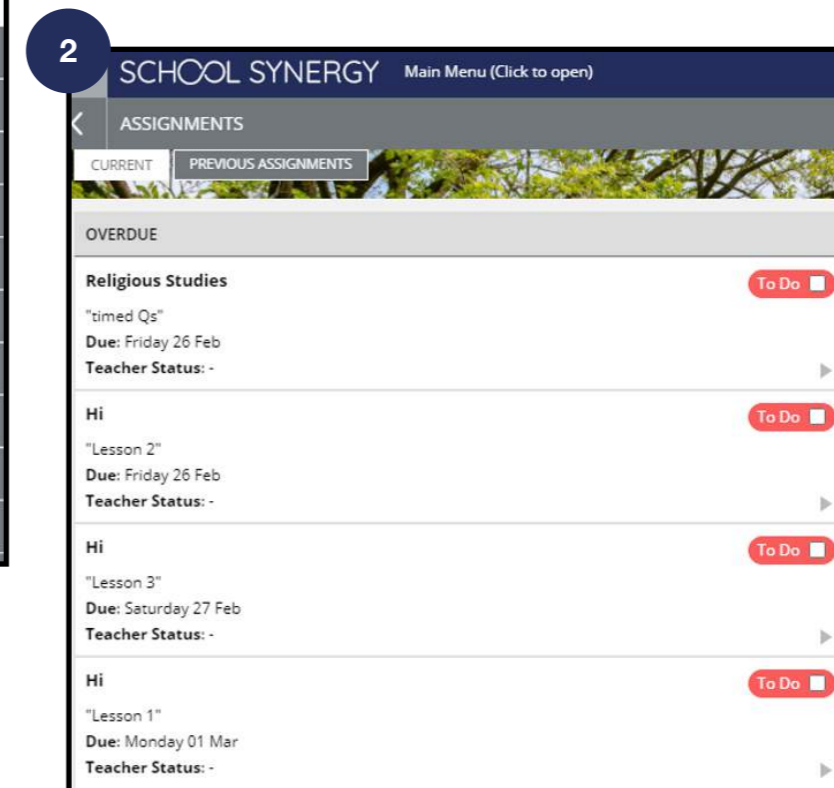
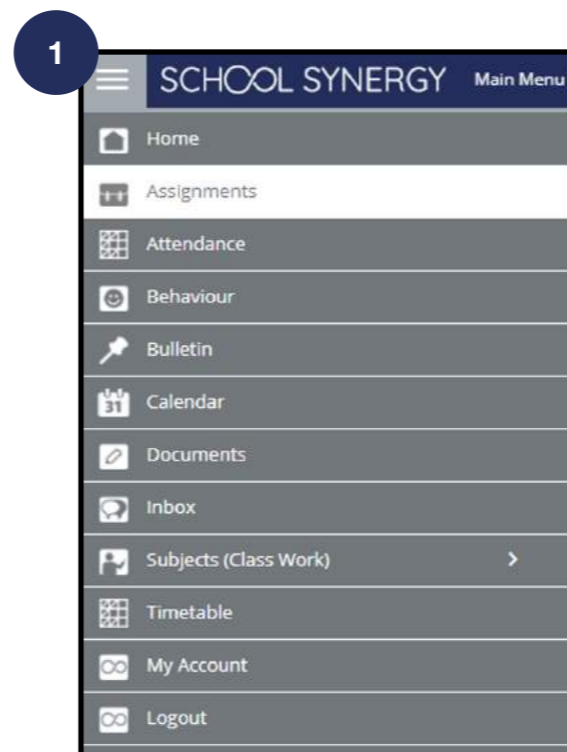
Assignments

03 Assignments

Accessing your Homework

Homework on Synergy is now called Assignments, all of which will now be set on Synergy. Some teachers will ask you to submit your assignments through Synergy whilst others will just set tasks to be completed in your exercise books or on other websites like GCSE pod and Educake.

1. Click on the menu and select 'Assignments'
2. You will then see a list of all of your current tasks with the most recent first.
3. Click the task to expand the information to see the full instructions, resources.
4. If you wish to upload a file, click the **ADD COMMENTS/File** box
5. **IMPORTANT:** Once you have completed/submitted your work, tick the 'To Do' box to clear the homework from your current list.



Section 04

Communication

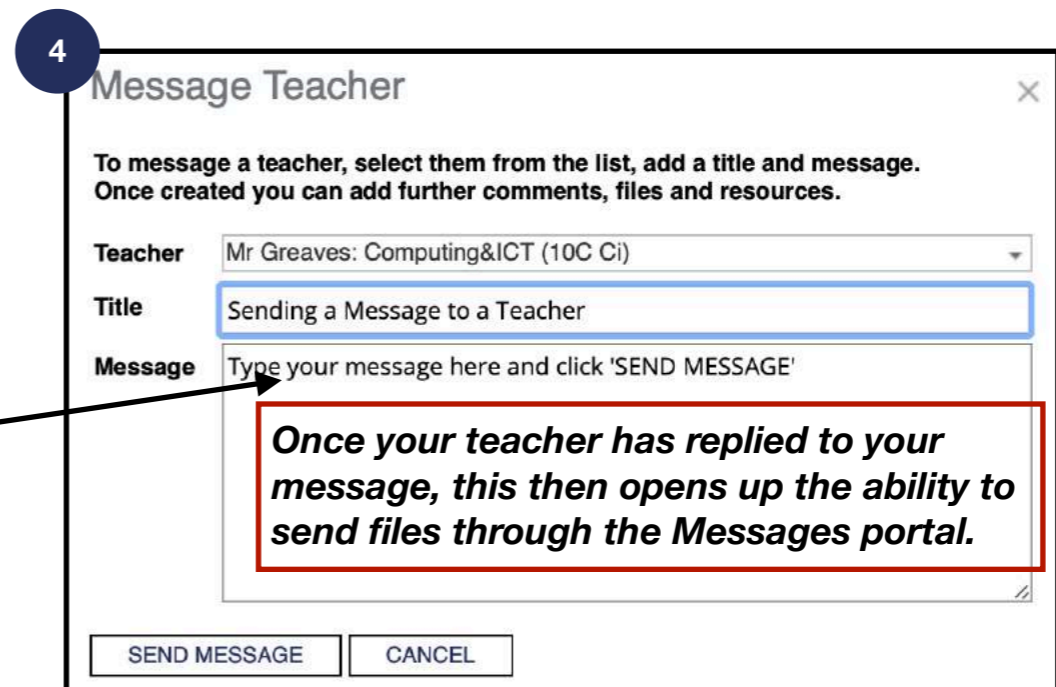
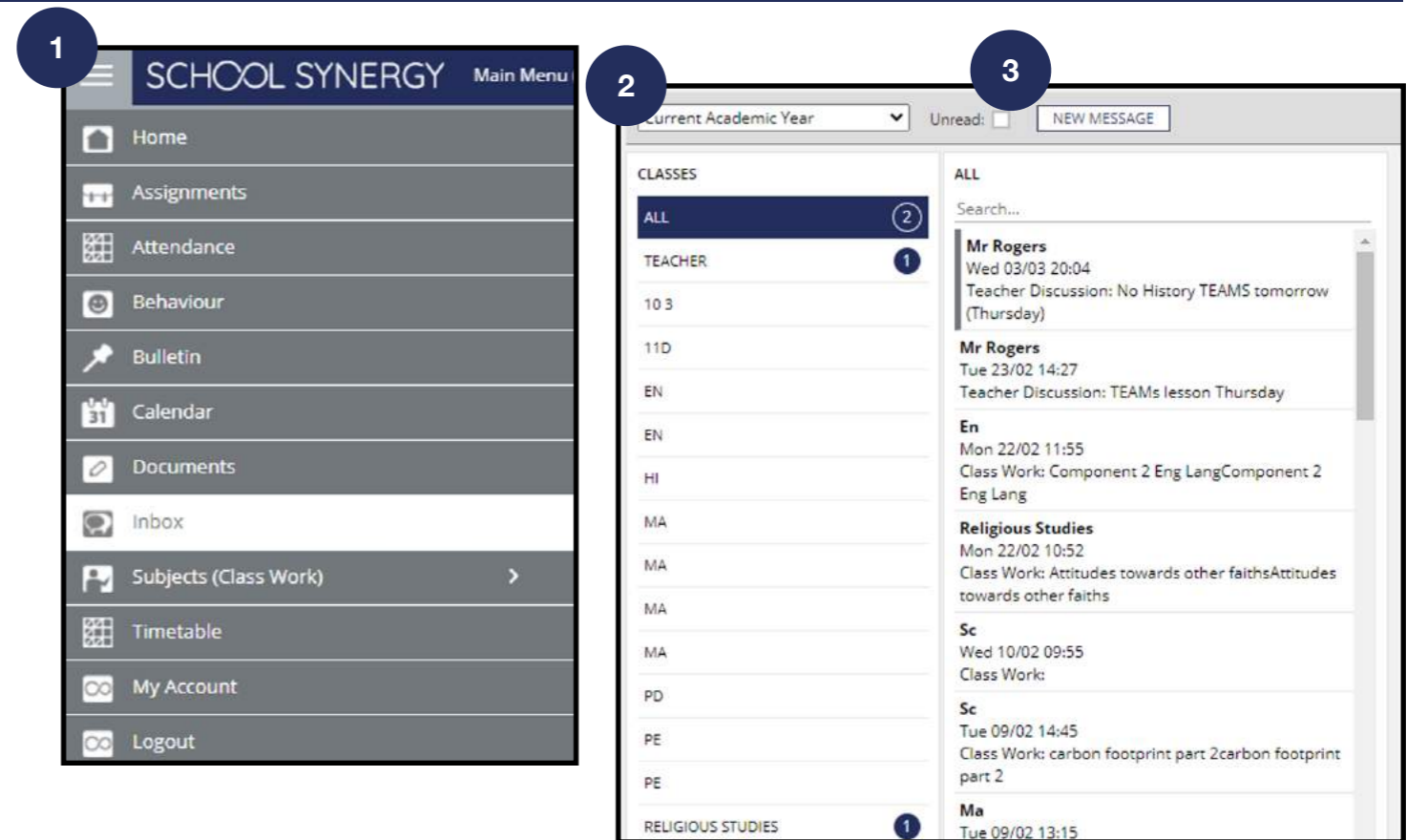
04 Communications

Communications

Synergy allows you to send and receive messages from both teachers and support staff.

1. Click on 'Inbox' from the menu bar.
2. Your inbox contains any messages and homework feedback from staff.
3. To send a new message, click the 'Message Teacher' box. This message will be private between you and the selected teacher.
4. In the pop up box:
 - Select the teacher you want to message from the drop down list.
 - Add a title
 - Type your message
 - Click 'Send Message'

REMEMBER: *Your name will appear on any sent messages to staff so appropriate messages only!*



IMPORTANT: *It is your responsibility to log into Synergy every day to check for any communications, homework and updates.*

04 Communications

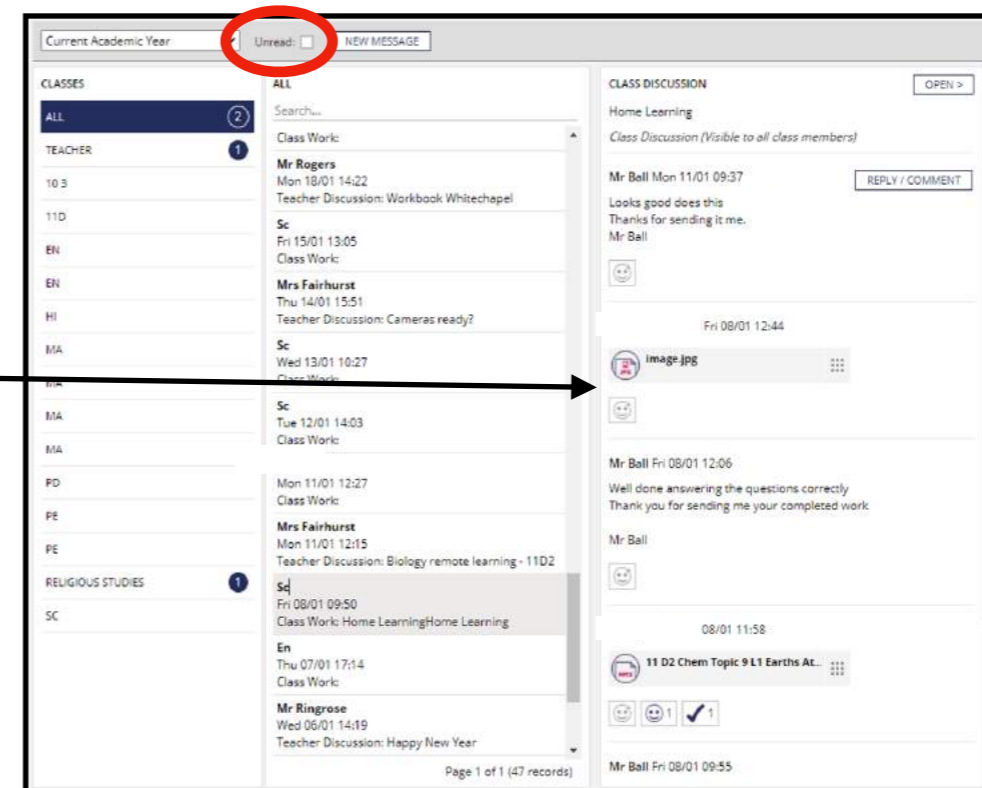
Discussions and Messages

On some homework or class work tasks, your teacher may enable a discussion. This is different to messages as each member of the class can see each others post. A discussion could also be enabled so pupils can ask each other and the teacher questions regarding the task that has been set. See the image opposite as an example.

Sending messages (see point 4 on the previous page) to a teacher are private and nobody else from your class can see them.

Please Note: Discussions and Messages are both collected in your Communications inbox so don't get confused by each one.

Select the Unread box (circled) to show only messages that you have not read.

A screenshot of the 'Message Teacher' dialog box. It contains a dropdown menu for 'Teacher' with 'Mr Greaves: Computing&ICT (10C Ci)' selected. Below this is a text input field for 'Title' containing 'Sending a Message to a Teacher'. Underneath is a larger text area for 'Message' with the placeholder text 'Type your message here and click 'SEND MESSAGE''. At the bottom of the dialog are two buttons: 'SEND MESSAGE' and 'CANCEL'.

IMPORTANT: It is your responsibility to log into Synergy every day to check for any communications, homework and updates.