

Lode Heath School Insight User guide



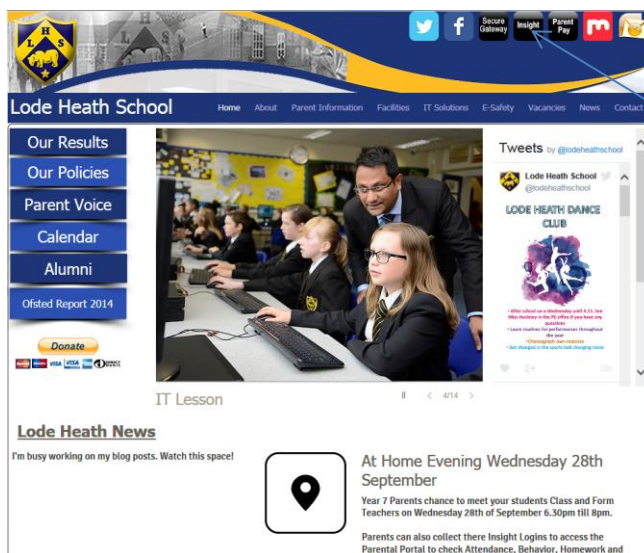
Insight is Lode Heaths Parental portal and allows Parents, Students and Staff access to information about Students Attendance, Behaviour, Detentions, Time Tables, Reports and Assessment and Homework etc

Accessing Insight

To access Insight go to the school website;

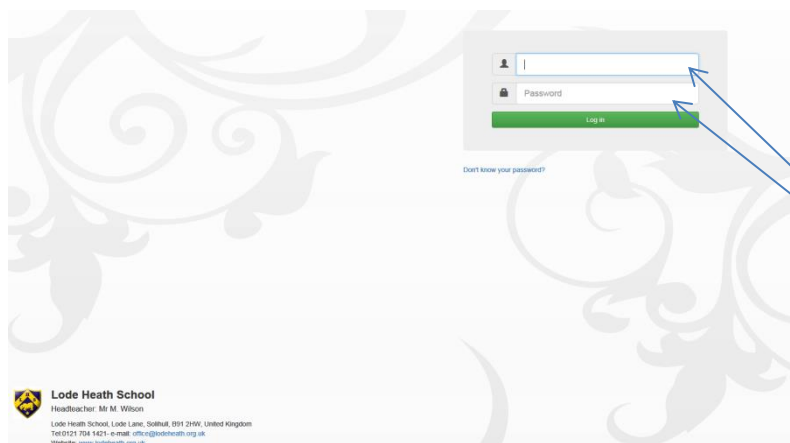
<http://www.lodeheathschool.co.uk/>

You then need to click the Insight link please see below;

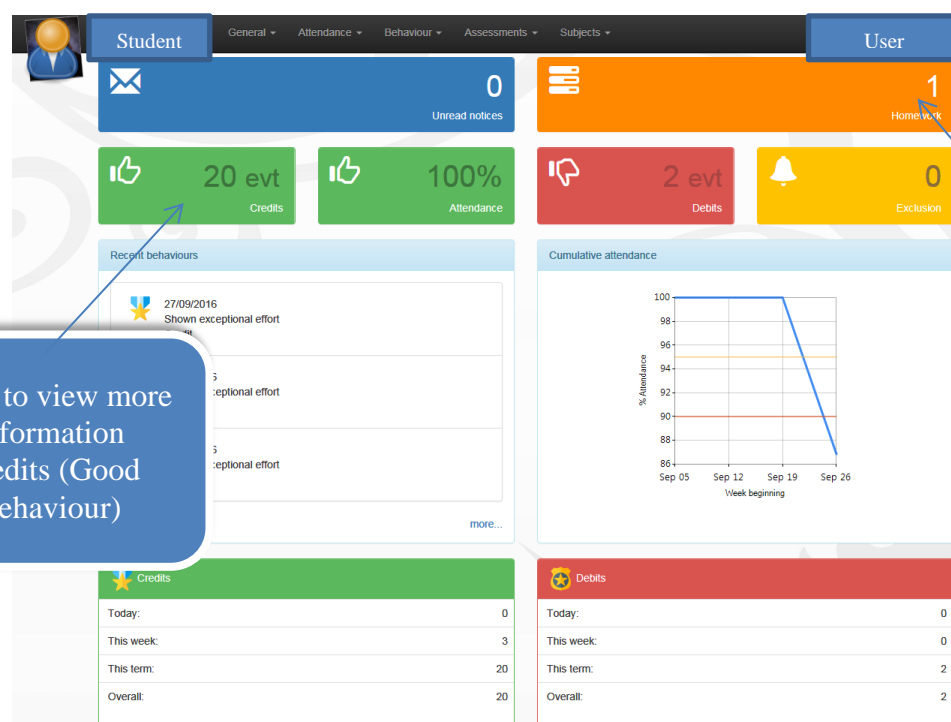


Insight link

On the Insight login page please enter Insight Username and Password provided by the school these are usually provided in year 7 at the At Home Evening event.



When you login the first screen you see is the Students Snapshot screen showing key information in regards to the student including Attendance, Behaviour etc. please see below, you can click these buttons to get more detailed information.



From the Snapshot screen on Insight you can also access other information by using the drop down Menu's at the top please see below;

The screenshot shows the 'Student' profile page in the Insight system. At the top, there is a navigation bar with tabs: 'Student', 'General', 'Attendance', 'Behaviour', 'Assessments', and 'Subjects'. Below this is a 'Snapshot' menu with options: 'Snapshot', 'Homework', 'Personal details', 'Options offer', and 'Timetable'. The main content area displays various metrics: 'Credits' (Acceptable attendance), 'Attendance' (Acceptable attendance), 'Debits' (2 evt), and 'Exclusion' (0). Below these are sections for 'Recent behaviours' (listing three instances of 'Shown exceptional effort Credit' on 28/09/2016, 27/09/2016, and 27/09/2016) and 'Cumulative attendance' (a line graph showing attendance percentage over time). At the bottom, there are two tables: 'Credits' and 'Debits'.

Click dropdown arrow to view more options.

After click the drop down you get box with more options such as Time Table, Personal details etc.

Category	Value
Today:	1
This week:	4
This term:	21
Overall:	21

Category	Value
Today:	0
This week:	0
This term:	2
Overall:	2

You can do the above and select options for General, Attendance, Behavior, Assessment and Subject (**to view reports**). Please see below;

The screenshot shows the 'Student' profile page with the 'Attendance' dropdown menu open. The dropdown menu displays options: 'Attendance Summary', 'Report absences', 'Attendance Comparison', and 'Attendance Career'. Arrows point from the 'Attendance' dropdown menu to the 'Attendance' tab in the navigation bar and to the 'Attendance' metric card in the main content area.

Click the drop down arrow and more options such as Time Table, Personal details etc. are displayed.