Insight Student Platform

User Guide

How to logon & use insight
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1 Introduction

1.1 How to log on

To access Student Insight and view homework set by your teachers, in School click on the shortcut on your desktop as shown on the right. Click on the icon to log on automatically to your own Snapshot page as shown below.

Outside school, go to the PMS website, on the right hand side of the homepage you can click on the Insight link.
If the link on the School website link doesn’t work you can log on using this URL; [http://insight.plumsteadmanor.com](http://insight.plumsteadmanor.com), this will take you to the Plumstead Manor Insight page as shown below.

1.2 Log on to Insight

Login text

Enter the username and password given to you by your teacher.

- To log on to Insight click on the Username and enter the username and password that has been supplied to you.
- Example: Username: **03CD09**
  
  Password: **pupil1**
1.3 The **Main Page**

**Snapshot**

Once you log on you will come to the main page where you will see in a snapshot the number of homework you have been set.

On this block you can see the no 2 and homework written below, meaning you have 2 outstanding pieces of homework.
2 General - The Homework Tab

- Click on the General Tab
- The box with the options will appear
- On the list you will see the Homework link
- Click on the homework button to take you to your homework.

- Clicking on the homework button will bring you to this page
- All the homework you have been set, will be seen on this page
- The section highlighted red shows you what homework you have outstanding, homework that is overdue, grade and whether the homework is completed or not
2.1 Viewing Homework

- Homework can be viewed by subjects
- The status can also be viewed individually.

- Under the Subject and Status bar, you can change how you want to see your homework.
- This is particularly useful if you have a lot of homework on the page.

If you are still not sure about how to use this platform, speak to Ms Bob-Manuel in C207 or your Computer Science/ICT teacher.
2.2 Viewing attachment on homework

To view an attachment sent on Insight homework, you need to click on:

- General
- Homework

Click on the homework with the attachment, double click on the attachment and click **save as** to save a copy of the document on your personal document.

- Edit the worksheet attached
- Click Save again and email or print out a copy to submit to your teacher.
4. Click on save and select save as

5. Now click on open to open the attachment after saving

6. The document is now open and ready for editing

7. Click on the yellow bar at the top of your document to Enable Editing so that you can complete the task set, save a copy again once you have finish. Print a copy or email it to your teacher.