



Chosen Hill School  
Year 7 Students—IT Information Booklet

(Student name)

Username:

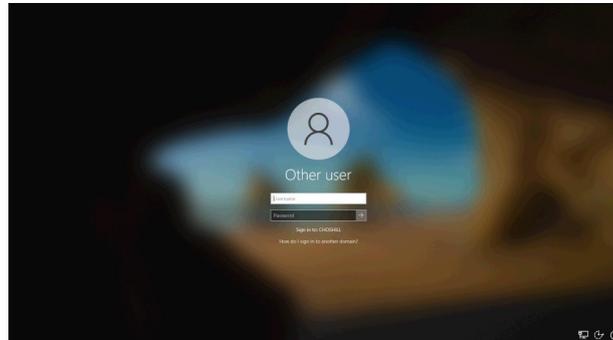
Temporary Password:

(Please change your password to include an uppercase and lowercase letter, a number and a special character)

*(Your password will sync with your Microsoft 365 account)*

## Logging into the PCs and Microsoft 365

1. Enter your username and password into the appropriate boxes on the pc login page.
2. (change your password if its your first time logging in)



3. To login to 365, first open a web browser. In school, this will open automatically when you login to the pc. We recommend that you use one of the below browsers.



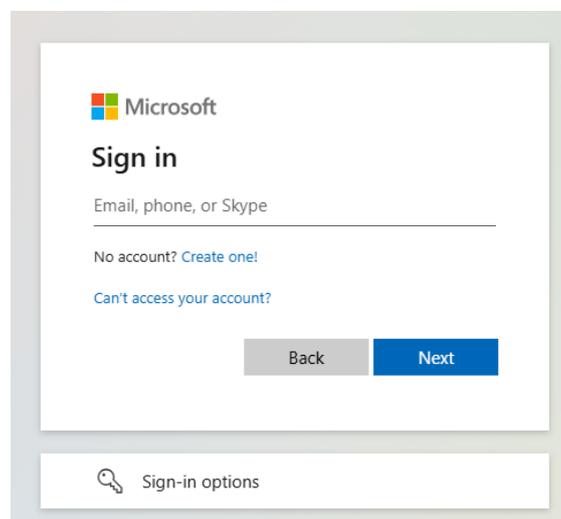
Microsoft Edge



Google Chrome

4. Search for Microsoft365.com
5. Go to sign in
6. Input your school email address and password into the login boxes. Your school email address is

**(your username)@chosen-hill.gloucs.sch.uk**



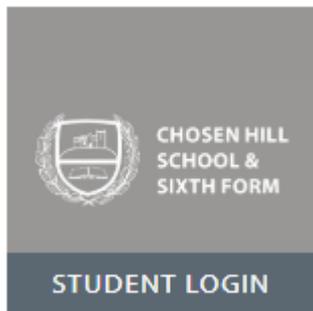
# The Student Portal

Through the student portal, you can access lots of different services that are used in school.

- Office 365
- Classcharts
- Sparks Maths and Science
- Subject SharePoint sites
- Help Sites

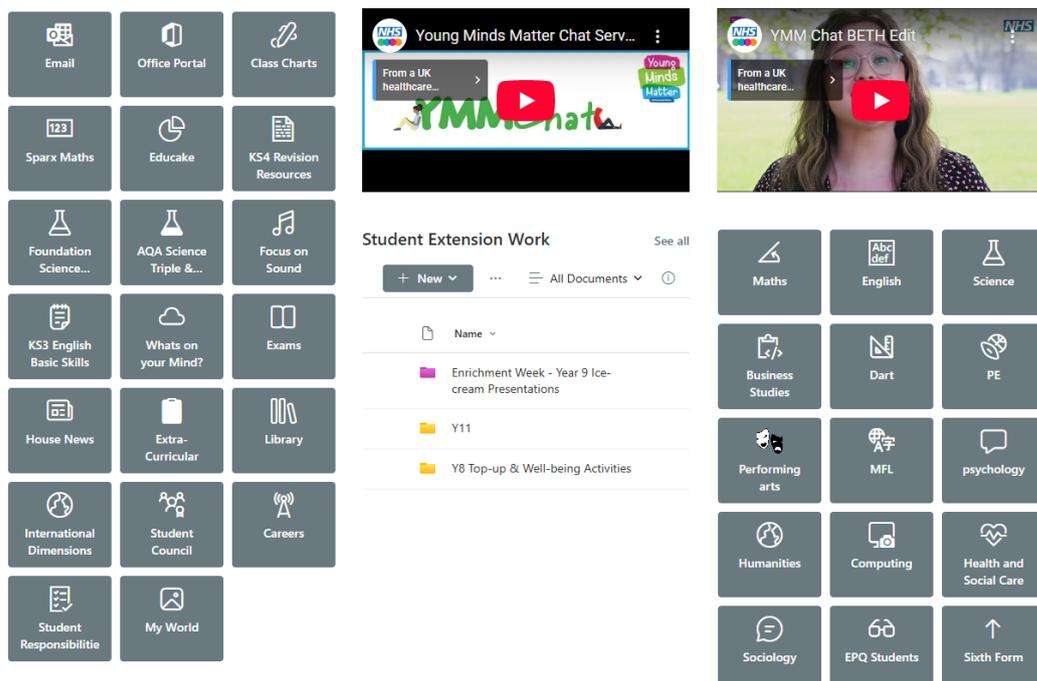
To access the site

1. Open the school website
2. Select 'Portals' in the top right
3. Then select 'Student Login'



If you are in school, you will go straight into the student site. If you are accessing the portal from home, you will be asked to sign in with your school office 365 account.

This is what the student SharePoint site looks like



## Class Charts

To access class charts, open a web browser.

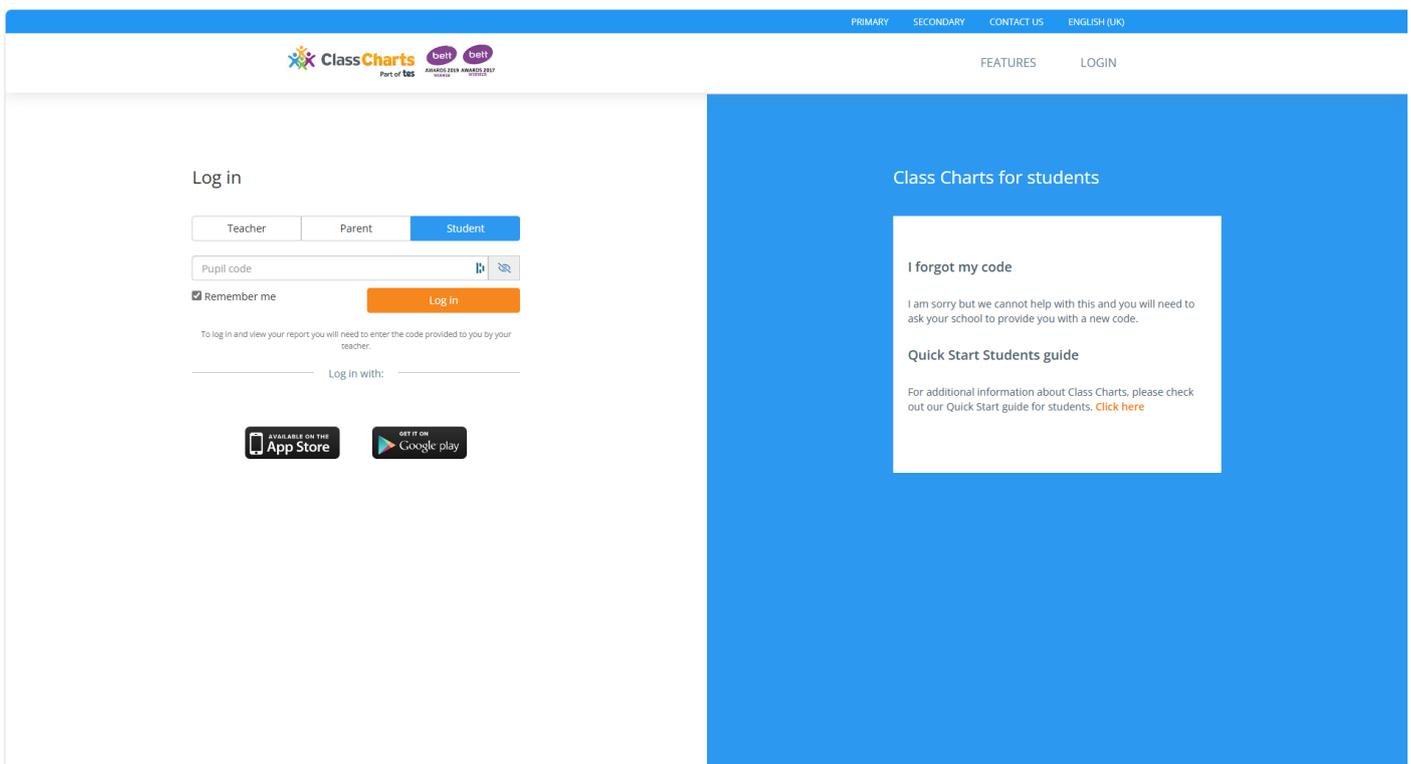


Microsoft Edge



Google Chrome

Navigate to [www.classcharts.com](http://www.classcharts.com)

A screenshot of the ClassCharts website. The page has a blue header with navigation links: PRIMARY, SECONDARY, CONTACT US, and ENGLISH (UK). Below the header is a navigation bar with the ClassCharts logo (including 'Part of tes' and 'Dial1' badges), and links for FEATURES and LOGIN. The main content area is split into two columns. The left column is white and contains a 'Log in' section with three tabs: Teacher, Parent, and Student (which is selected). Below the tabs is a 'Pupil code' input field with a search icon and a 'Remember me' checkbox. An orange 'Log in' button is positioned to the right of the input field. Below the button, there is a note: 'To log in and view your report you will need to enter the code provided to you by your teacher.' and a 'Log in with:' section. At the bottom of the left column are two app store badges: 'AVAILABLE ON THE App Store' and 'GET IT ON Google play'. The right column has a blue background and is titled 'Class Charts for students'. It contains a white box with the heading 'I forgot my code' and the text: 'I am sorry but we cannot help with this and you will need to ask your school to provide you with a new code.' Below this is a section titled 'Quick Start Students guide' with the text: 'For additional information about Class Charts, please check out our Quick Start guide for students. [Click here](#)'.

Enter your student pin and sign in.

You can also download the classcharts app on your phone.