

Welcome  
to  
Chosen Hill School  
Login Information Booklet

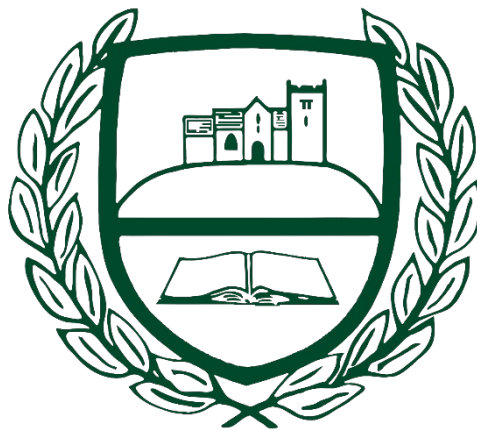


**Name:**

**LM Group:**

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## Logging in at School

**Step 1** – when told you will be asked to log in you will see a screen like this.

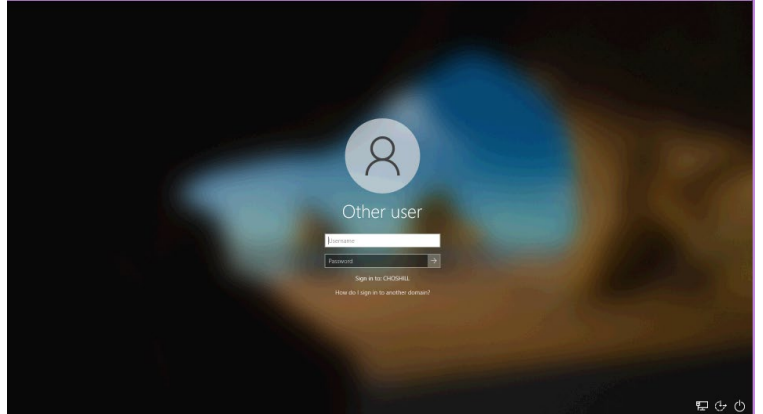
**Step 2** – Type in your **Username**.

**Step 3** – Type in your **Password**.

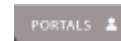
(if you type your password wrong three times it will lock please ask your teacher to unlock for you.)

**Step 4** – the system will now login.

**Step 5** – Wait for Google Chrome to pop open.



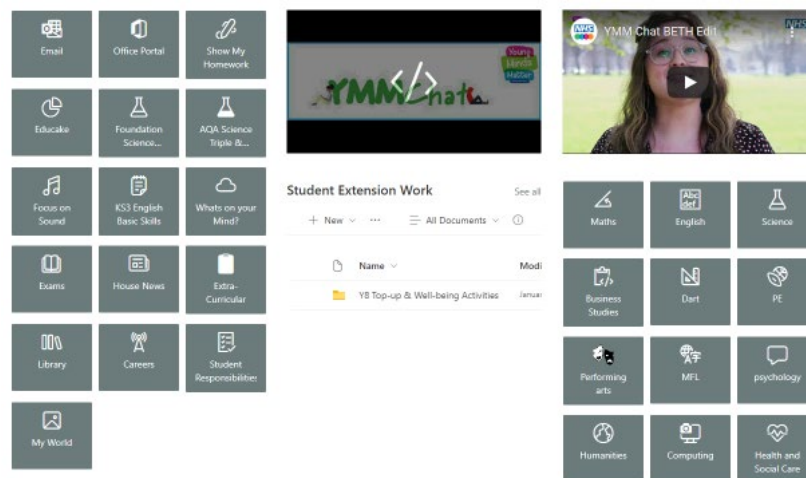
**Step 6** – Click on **Portals**



**Step 7** – Click on **Student Login**



**Step 8** - You will now be in the student area you will access your **emails, Class charts, and other resources** from here.





## Logging in at home

Logging into the school network both in school and at home is the same.

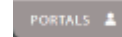
**Step 1: Open Google Chrome**  Or **Safari**   
(**Internet Explorer** and **Edge** do not work. We have not run any tests on **Firefox**)



**Step 2** – Navigate to <https://www.chosenhillschool.co.uk>



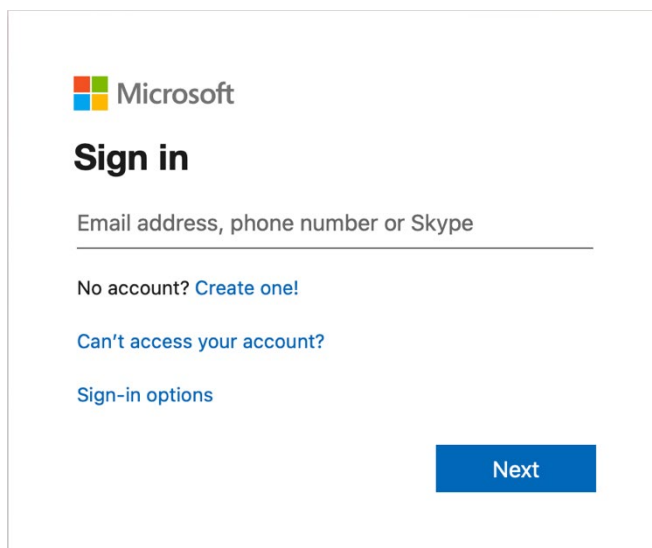
**Step 3** – Select **Portals**



**Step 4** – Click on **Student Login**



**Step 4** – you will now see the Microsoft login screen <http://portal.office.com/>



Microsoft

### Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Sign-in options

Next

Please type your whole email into this screen [\\*\\*\\*\\*@chosen-hill.gloucs.sch.uk](mailto:****@chosen-hill.gloucs.sch.uk)

**Step 5** – You will then be navigated to another screen this will ask for your Password.

**Step 6** – you will then be sent to the Chs Home Page

The screenshot displays a dashboard with the following elements:

- Navigation Grid (Left):** A grid of 16 icons for services such as Email, Office Portal, Class Charts, Educake, Foundation Science, AQA Science, Focus on Sound, KS3 English Basic Skills, Whats on your Mind?, Exams, House News, Extra-Curricular, Library, Careers, Student Responsibility, and My World.
- Video Player (Top Center):** A video titled "YMM Chat BETH Edit" with a play button overlay.
- Document List (Center):** A section titled "Student Extension Work" with a "See all" link. It includes a "New" button, a filter for "All Documents", and a folder named "Y8 Top-up & Well-being Activities" dated "Janua".
- Subject Grid (Right):** A grid of 14 subject icons: Maths, English, Science, Business Studies, Dart, PE, Performing arts, MFL, psychology, Humanities, Computing, Health and Social Care, Sociology, and Sixth Form.

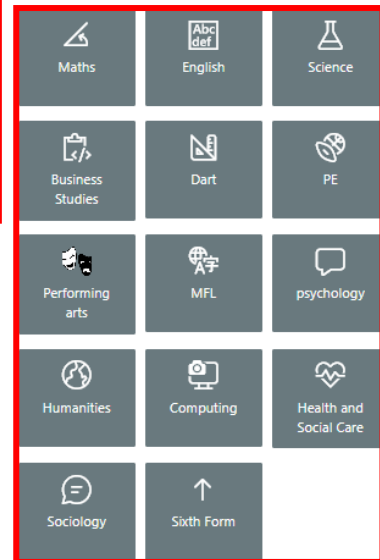
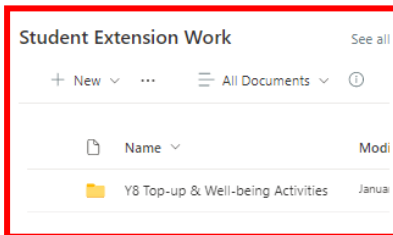
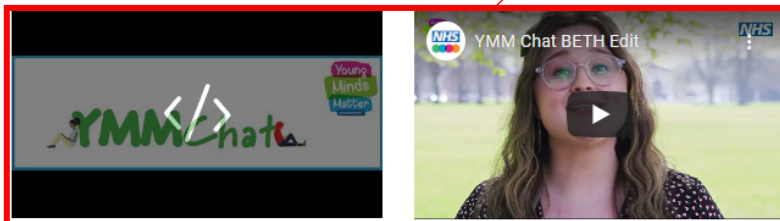
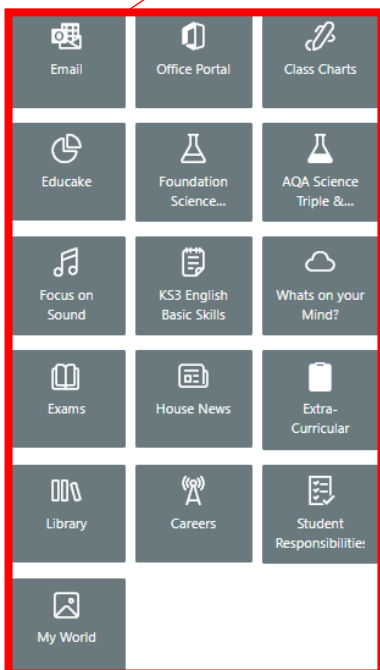
## Student SharePoint

### Quick links –

- **Emails**
- **Office Suite**
- **Homework**
- **Other Resources**

### Videos –

**Important videos will be put here for example – Mental Health, and Sports Day.**



### Student Extension Work –

**If pointed this is where your teachers may put extra work**

### Subject Areas –

**This is where you will go to get to your subject areas.**

## Class Charts

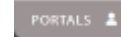
Class Charts student pin:

Class Charts parent pin:

Step 1 - Navigate to <https://www.chosenhillschool.co.uk>



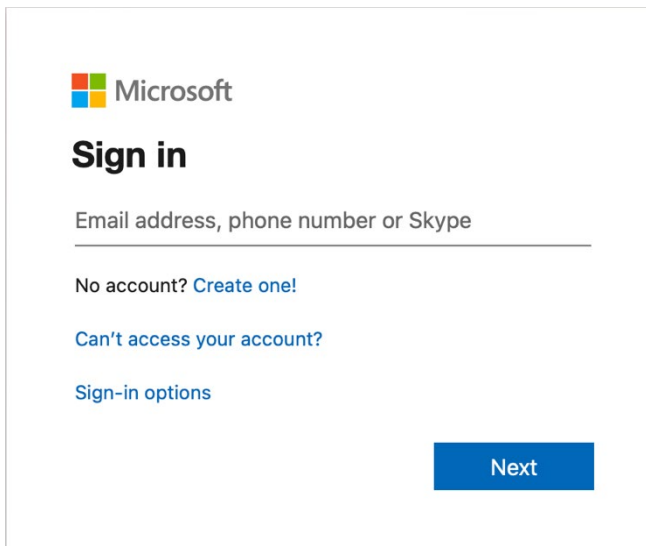
Step 2 – Select Portals



Step 3 – Click on Student Login



Step 4 – you will now see the Microsoft login screen <http://portal.office.com/>



Please type your whole email into this screen [\\*\\*\\*\\*@chosen-hill.gloucs.sch.uk](mailto:****@chosen-hill.gloucs.sch.uk)

Step 5 – You will then be navigated to another screen this will ask for your Password.



## Step 6 – you will then be sent to the Chs Home Page

The screenshot shows a dashboard with a grid of icons on the left for services like Email, Office Portal, Class Charts, Educake, Foundation Science, AQA Science, Focus on Sound, KS3 English Basic Skills, Whats on your Mind?, Exams, House News, Extra-Curricular, Library, Careers, Student Responsibility, and My World. In the center is a 'Student Extension Work' section with a document list. On the right is a grid of subject icons including Maths, English, Science, Business Studies, Dart, PE, Performing arts, MFL, psychology, Humanities, Computing, Health and Social Care, Sociology, and Sixth Form. A video player at the top right shows a woman with the text 'YMM Chat BETH Edit'.

## Step 7 – Click on Class Charts

## Step 8 – The Class charts site will open

The screenshot shows the Class Charts website. The top navigation bar includes 'Primary', 'Secondary', 'CONTACT US', and 'ABOUT US'. The main content area is split into two columns. The left column has a 'Log in' section with tabs for 'Teacher', 'Parent', and 'Student'. Below the tabs is a 'Pupil code' input field, a 'Remember me' checkbox, and a 'Log in' button. Below this are links for 'App Store' and 'Google play'. The right column has a blue background with the text 'Class Charts for students' and a white box containing the text: 'I forgot my code', 'I am sorry but we cannot help with this and you will need to ask your school to provide you with a new code.', 'Quick Start Students guide', and 'For additional information about Class Charts, please check out our Quick Start guide for students. [Click here](#)'.

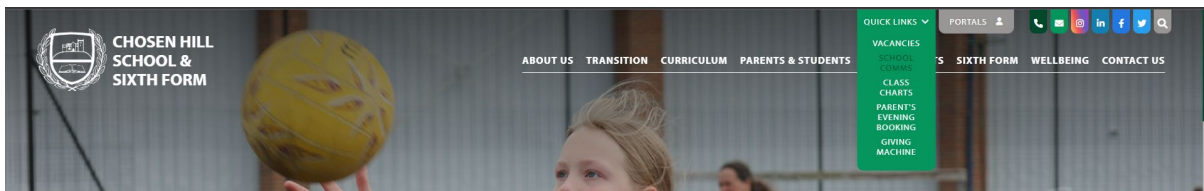
## Step 9 – Click on Student and enter your Pupil code.

# School Gateway

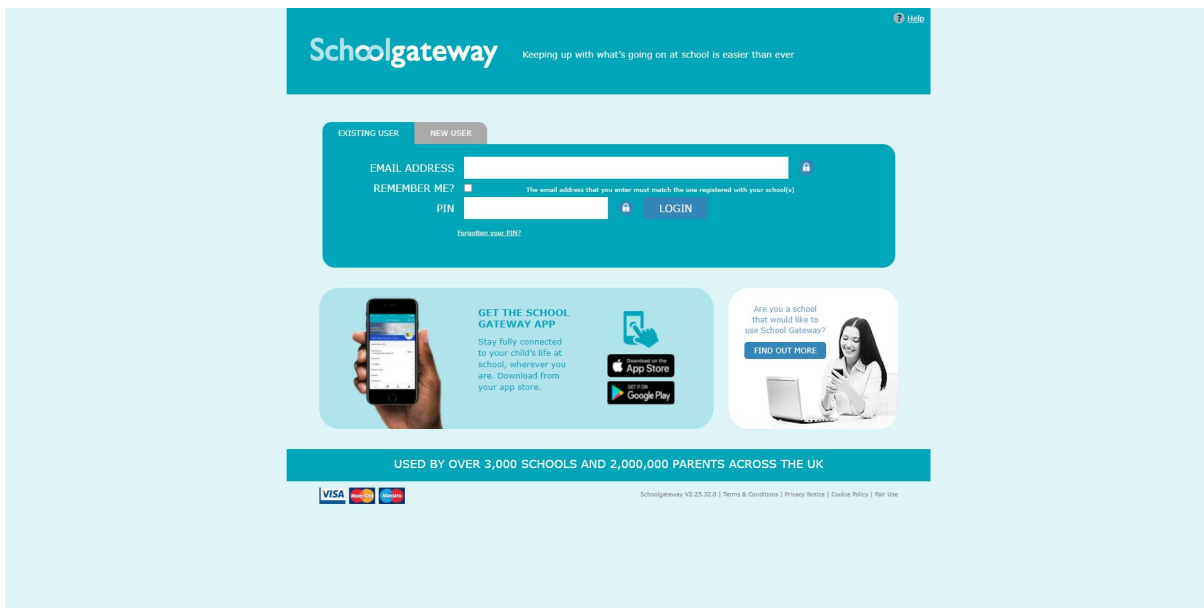
## School Gateway

To register for the School Gateway system please follow these instructions. If you visit the School Website <https://www.chosenhillschool.co.uk/>

and at the top of the home page on the right hand side you will see School Comms.



Click on this and this will take you directly to the school Gateway to register.



Click on New User and it will ask you for your email address and mobile phone number. **This must match what we have on our school system for you.**

EXISTING USER NEW USER

Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message.


EMAIL ADDRESS


MOBILE

I agree to the School Gateway [Terms and Conditions](#) and the [Privacy Notice](#)

SEND PIN

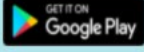
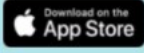
Once you have input these details it will send a pin to your mobile phone. Download the

School Comms App  to your phone and when you click on this it will ask you for your email address and PIN. In put these details and you should see what is available for you to buy / top up your dinner money account etc.



**GET THE SCHOOL GATEWAY APP**

Stay fully connected to your child's life at school, wherever you are. Download from your app store.



## Fusion App

Hello

We are excited to share with you our pre-ordering service that will allow you to purchase items from your school canteen using your mobile phone. Say goodbye to queuing with the Fusion Mobile app!

### Getting started

#### Download the app

You can download the app by scanning the relevant QR code for your phone, or by searching 'Fusion Mobile' on your app store.



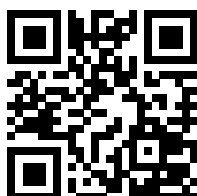
*If you have problems finding the app, head on over to <https://connect.crbcunninghams.co.uk> for the download links.*


#### Create an account

After you have downloaded the app, you will need to create your account that can be used to pre-order your food. On the login page, tap on the **Sign-up** option.

Next, either click on the **Scan Code** button and follow the on-screen instructions to scan your **onboarding code** below or simply type it in.

#### Your unique onboarding code:





Now, enter the e-mail address that you want to use for your account. Enter a password and choose a security question, providing an answer that you will remember (You'll need this if you ever forget your password).

Tap on the **Register** option and you'll receive an activation e-mail shortly afterward. Follow the instructions in the e-mail to complete your registration.

Once activated, you can log into the app and start placing orders!

### **So, what can you do in the app?**

#### **Check your balance**

That's right! No longer do you need to queue at a device in the school to check whether you have enough funds remaining to order that meal you've been thinking about; you can now check your balance at home or on the school bus.

#### **Order your food in advance**

Obviously, the most important part of a pre-order app is the ability to order your food in advance, and you can precisely do that. Choose when you're ordering for and then choose from our tasty menus, and we'll take care of the rest.

Bring your unique order number and our canteen staff will have your food ready and waiting for you to collect, no queues, no hassle!

#### **View your upcoming meal selections**

If you've placed multiple pre-orders, it's easy to check what you've ordered from within the app. We'll show you all your meal choices along with your unique order number so that when it's time to collect your food all you need to do is turn up and show your order number.

#### **What if I need help with the app?**

We're hoping that the app is really easy to use, but don't worry, if you do run into any problems you can always visit <https://connect.crbcunninghams.co.uk/help> to view a range of articles that should get you up and running in no time.







# Chosen Hill School

Brookfield Road, Churchdown, Gloucester, GL3 2PL

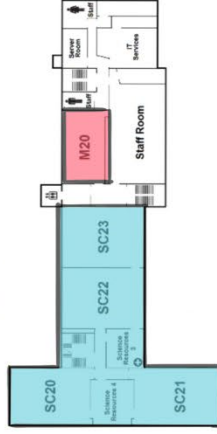
Ground Floor



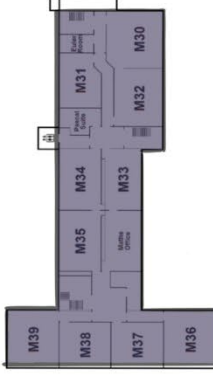
Lacock Building First Floor



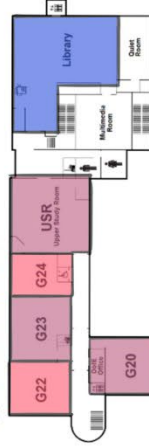
Middle School First Floor



Middle School Second Floor



Upper School First Floor



Upper School Second Floor



## Map Key

-  Halls
-  DART
-  Science
-  ICT Rooms
-  Humanities
-  PE
-  HUB
-  English
-  Music
-  Drama
-  6TH Form
-  Library
-  Maths
-  MFL

## Apps

Below is a list of apps that will make you and your child's time at chosen hill much easier. You can either search the app store on your phone or tablet or you can find the links on the digital copy of this booklet on the school website.

<b>Google Play Store (Android)</b>	<b>Apple Apps (iphone)</b>
<a href="#"><u>Google Chrome</u></a>	<a href="#"><u>Google Chrome</u></a>
<a href="#"><u>MS OneNote</u></a>	<a href="#"><u>MS OneNote</u></a>
<a href="#"><u>MS Outlook</u></a>	<a href="#"><u>MS Outlook</u></a>
<a href="#"><u>MS Word</u></a>	<a href="#"><u>MS Word</u></a>
<a href="#"><u>MS Excel</u></a>	<a href="#"><u>MS Excel</u></a>
<a href="#"><u>MS PowerPoint</u></a>	<a href="#"><u>MS PowerPoint</u></a>
<a href="#"><u>MS Teams</u></a>	<a href="#"><u>MS Teams</u></a>
<a href="#"><u>MS OneDrive</u></a>	<a href="#"><u>MS OneDrive</u></a>
<a href="#"><u>MS SharePoint</u></a>	<a href="#"><u>MS SharePoint</u></a>
<a href="#"><u>Fusion App</u></a>	<a href="#"><u>Fusion App</u></a>
<a href="#"><u>Class Charts (Student)</u></a>	<a href="#"><u>Class Charts (Student)</u></a>
<a href="#"><u>Class Charts (Parents)</u></a>	<a href="#"><u>Class Charts (Parents)</u></a>
<a href="#"><u>School Gateway</u></a>	<a href="#"><u>School Gateway</u></a>

