Using the Chiltern Hills
Learning Platform and Show My Homework

In this guide I will provide a step by step method (including pictures) for showing you how to get your children to log into both their email systems, as provided by Chiltern Hills, as well as Show my homework, where all lessons that should be happening will be posted.

The school has a robust system setup for use outside of the school and as the Administrator of it, my email is always open for further assistance. I can be reached on ICTsupport@chacademy.co.uk and anything sent to this inbox will be received by both myself and my assistant who will then do our utmost to respond to any weird issues that might occur.

After following all these steps, you will be able to use the Outlook email client, the online versions of Office, the OneDrive file store area and Show My Homework. All of these things are easily accessible via the homepage of our school.
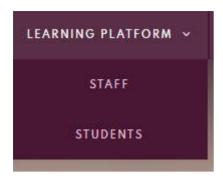
Step 1:

Please open a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, Microsoft Internet Explorer) and go to the web address www.chilternhillsacademy.co.uk

This will take you to our website (which contains much information about any school events or warnings to do with the site)
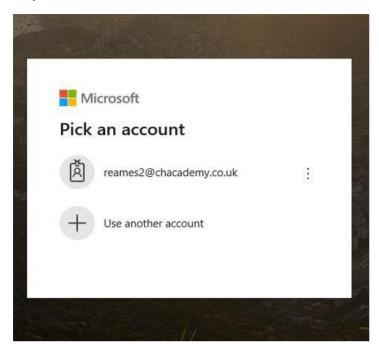

In the top right of the web page you will see the above options. We need to hover the mouse cursor over the option that says LEARNING PLATFORM and a drop down menu will appear.

Both of these options take the user to our learning platform where we can access all of our online systems for doing school work and correspondence.

Please click on STUDENTS and wait for the page to change.

Step 2:

The webpage will change into a plain looking one with this box in the middle. As I have used the webpage before, it has remembered my email address.
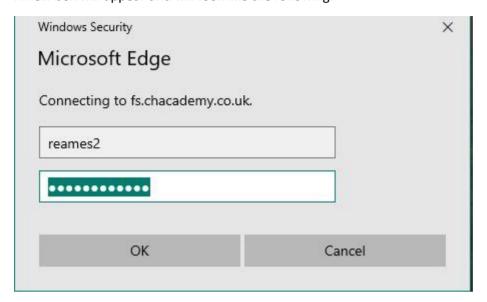
Your page might have an empty box in it but this is fine.

In the space where it is asking for an email address, your child needs to put their username followed by @chacademy.co.uk

This will be the same thing they use to log onto the school computers when they are in school. Please type in the full email and press next.
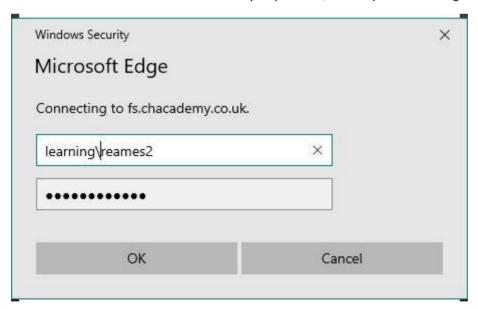
Step 3:

A new box will appear and will look like the following:

In this box your child will need to enter their username and password that they would use if logging onto any of the school's computers. I filled the example with my own username and password.
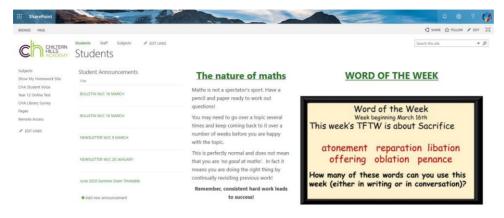
If for some odd reason this does not let you proceed, then try the following instead:

Very occasionally the addition of learning\ can help with logging on, but this should not be necessary.

Step 4:

Once the username and password have been entered the webpage should load into something resembling the following:

This is the learning platform that all students see when opening a web browser on the schools computers.

From this point on, the majority of students should know what to do and where to go. On the off chance they have forgotten I will provide a little more guidance on how to access several areas.

Step 5:

To access email, please click on the icon in the very top left of the webpage. It is the square comprised of 9 smaller squares that we call the waffle.

When clicking the waffle a drop down menu that looks like this will appear:
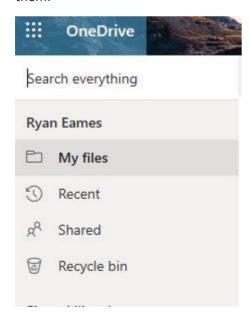
Apps

All of these apps are accessible at any time when clicking the waffle. Outlook is the app that deals with all the email. OneDrive is where you can save and store any file you wish. Often teachers will place a file in their OneDrive folder that can be accessed by a student.

In order to see these files, opening the app and choosing the option to see all shared files will show them:

This is what is displayed on the left hand side of the webpage once you are in the OneDrive app. The option 'Shared' is where you will find anything that teachers have given students access to.

The Word, Excel and Powerpoint options in the waffle are all online based versions. This means any work done in them is saved automatically to OneDrive. In terms of ease, any document saved to onedrive can be accessed anywhere in the world. This means any work done at home can easily be accessed at school without the need for memory sticks or emailing work to oneself.

If a teacher is going to offer full teaching lessons based upon the expected classes that student was going to take then the Teams App will be the place that the student will go.
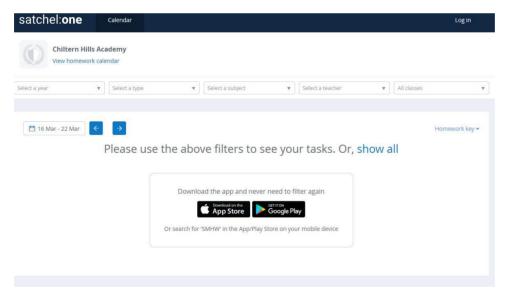
When opening the teams app it will display a list of all classes that student belongs to and each class is handled by the specific teacher in question (who will go through with explanations in class).

Show My Homework

All students will have been given a show my homework logon when they first started but it is possible that they will have forgotten the details. Luckily, there is a simple way to get this back.
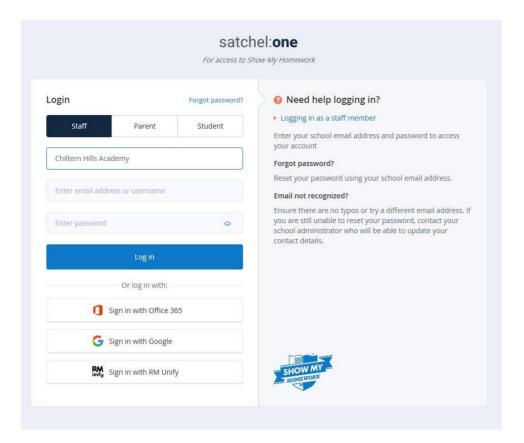

On the learning Platform page there are several links down the left hand side. Click the one that says Show My Homework Site and wait for the webpage to load to something that looks like the following:

This page is how you can see all homework for all students across the board. All you need to do is choose the appropriate options from the drop down boxes that are lined up under the homework calendar link.

However some homework requires full logging into the site to see as such, please click the log in button in the top right to see a page that looks like the following:

Firstly get the student to click the student option which will change the page slightly.

Make sure Chiltern Hills Academy is the selected choice from option 1.

Their school email will be what is used in option 2.

Their password will be whatever password they set the very first time they logged into show my homework. It is NOT the same password used to access our school computers.

Once all three options have been entered and you have proceeded you will then be shown the full calendar of homework belonging to that student, including any handouts, questionnaires and other homework files set by the teacher.

Forgotten Password

Some students may not recall what their password was from when they had set it. In which case there is a very easy way to get that back. At the top of the login page above the Student box you will see a link called Forgot Password?

Please click this to take you to the following page:

In this box please put the students email address (I used my own as an example).

This will then send an email instruction to the student's school email detailing the steps required to get access back to show my homework.

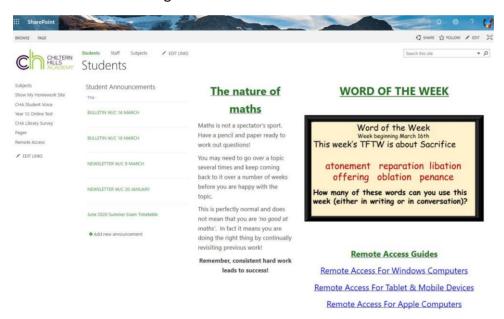The email can be accessed from the first few steps of this document.

Remote Desktop

Some students require access to photoshop and other more specialised programs that the Learning Platform and Office 365 does not provide. In these edge cases the school has a system in place called Remote Desktop. This gives a way for someone to log into our system and still use these helpful programs.

There are 3 documents that explain how to use Remote Desktop based upon the specific platform you are using, whether it be a Windows computer, an Apple computer or a tablet or mobile device.

I have placed each of these three documents on the front of the Learning Platform for students to easily open.

To find them please log onto the learning platform as explained earlier in the document. You should see the following:

The three blue sentences under Remote Access Guides are each a separate link to a full document that explains how to properly access our remote desktop system, as well as what you are able to do with it.

Thank you kindly for following along. Please direct any further queries not satisfied by these steps to ICTSupport@chacademy.co.uk and again, I or my assistant will do our best to get you through the system.