

Talaxy - Parents Guide

Talaxy is the new 'one-stop shop' for teachers, parents and students. This new portal has replaced Insight and the homework site.

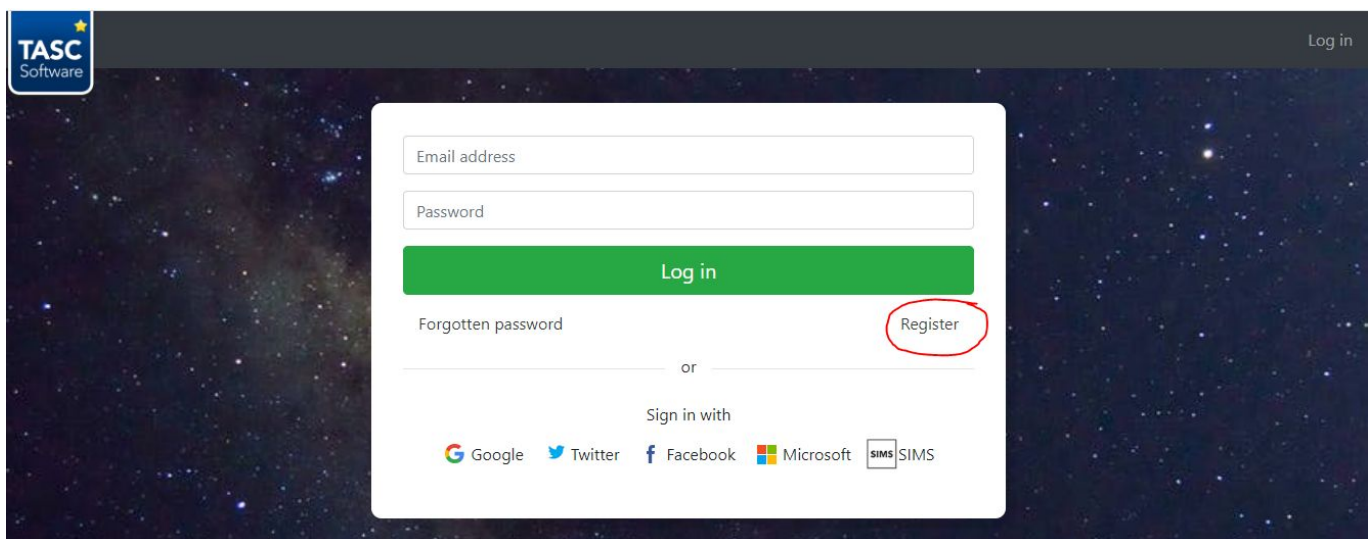
How to register

To start using Talaxy you will need to register using this link tws.talaxy.app

Click 'LOG IN' located in the top right hand corner of the screen

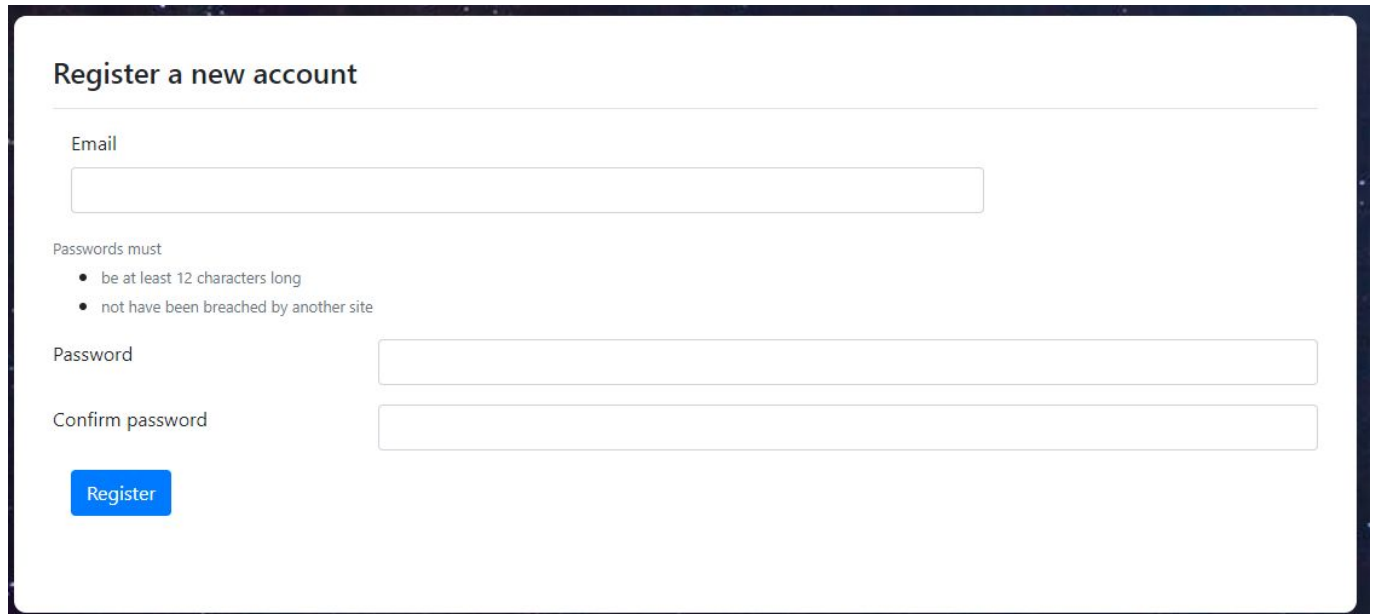


Click on 'Register'



The most important step here is to enter your email address **which you currently receive your school communications to**. If the email you enter here does not match this email address the register process will not be successful.

Please note the password is required to be 12 characters long.



The image shows a registration form titled "Register a new account". It contains the following elements:

- Title:** Register a new account
- Email:** A text input field for the user's email address.
- Passwords must:** A list of requirements:
 - be at least 12 characters long
 - not have been breached by another site
- Password:** A text input field for the user's password.
- Confirm password:** A text input field for the user to confirm their password.
- Register:** A blue button to submit the registration form.

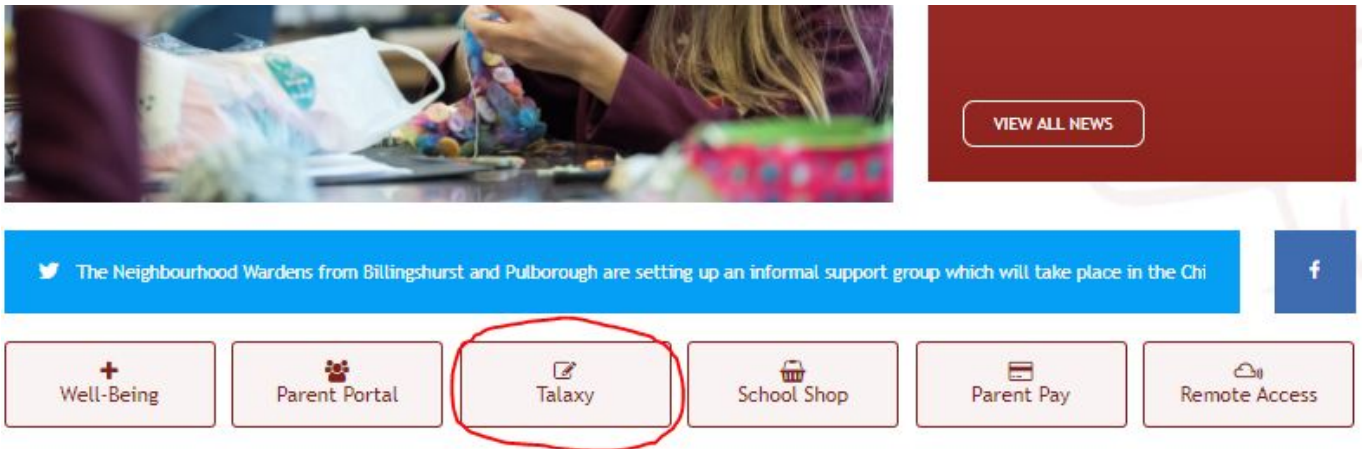
After creating your password click 'Register'. The system will check your email address to check it matches our records and you will receive an email to confirm your registration.

Please note: If the email address is not the same as the email address used for receiving communications from the school the registration will not work.

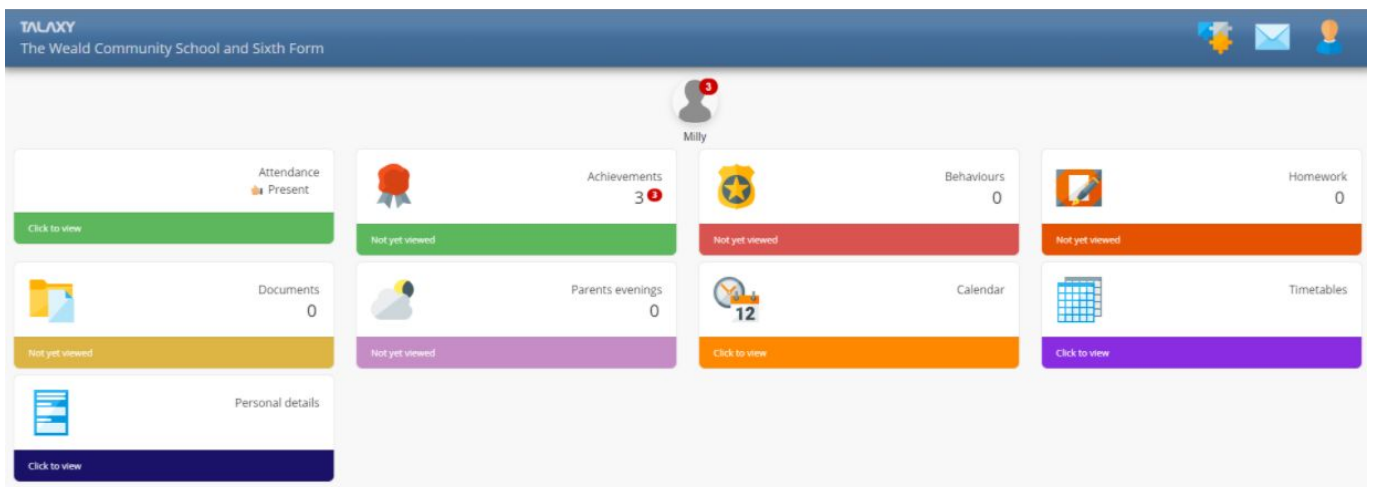
Alternatively you can login with Twitter or Facebook as long as you use your email address on our system as authentication.

The Talaxy Portal

To access the portal click the link to Talaxy from the school website: www.theweald.org.uk.



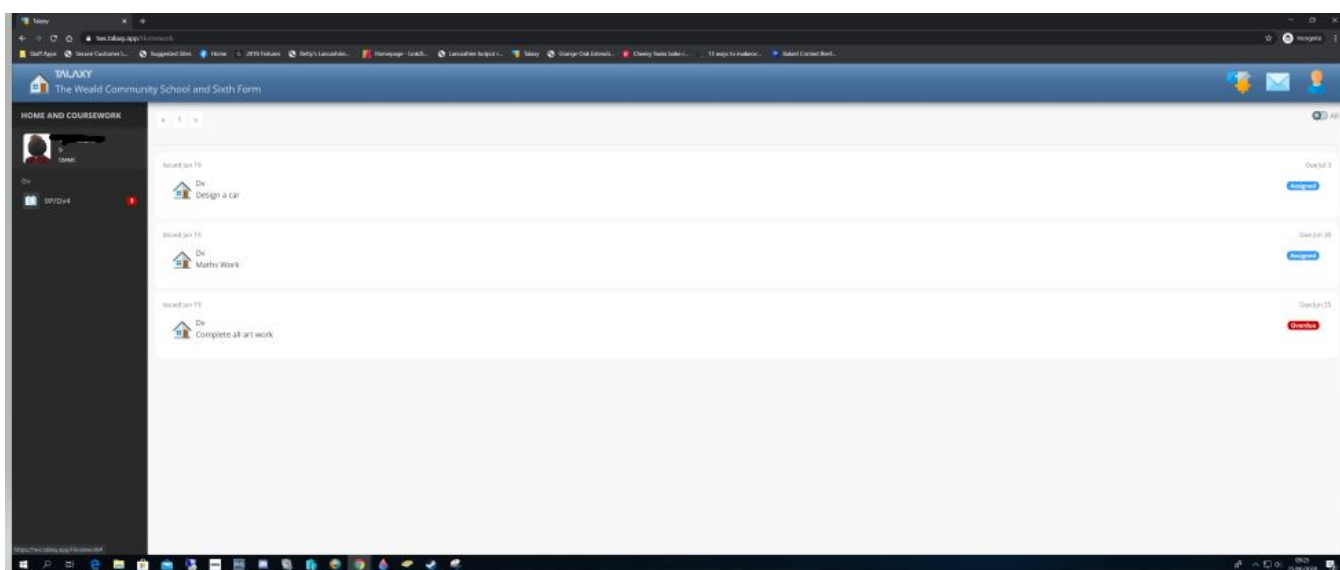
Once you are logged in using your email and password you will see a dashboard that looks like this:



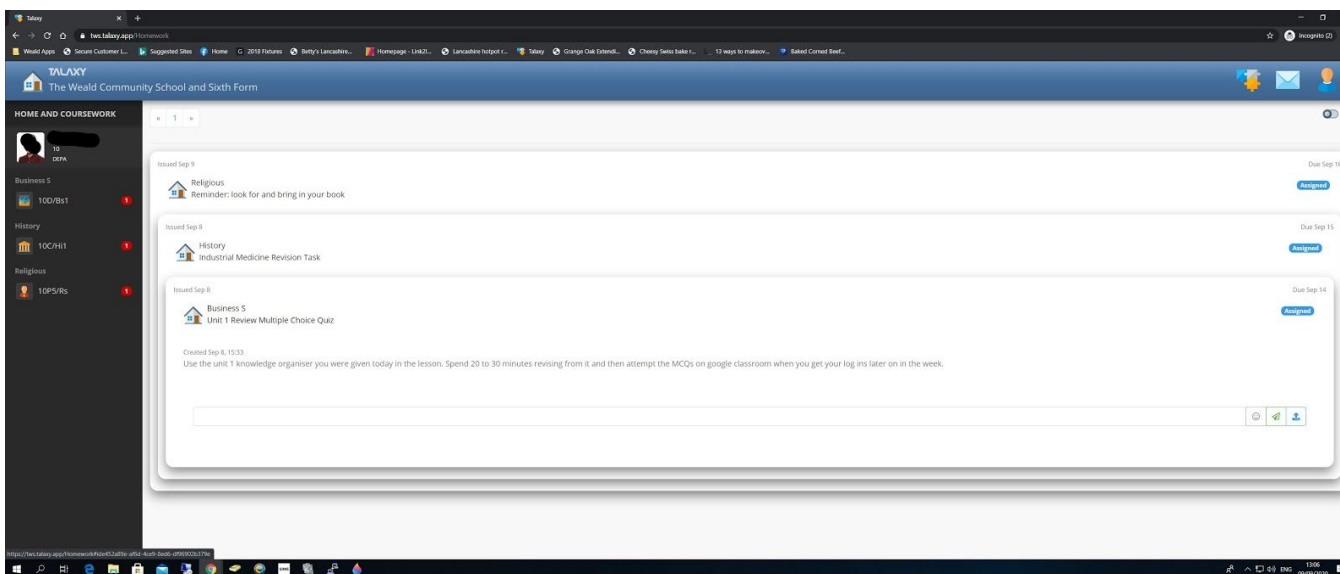
On this dashboard you will see all the things that were available to select on the Insight Parent Portal including achievements, attendance, behaviour and, where relevant, parents' evenings. Plus there are new features as well including a new category of homework. Here you will be able to see what homework has been set for your child(ren) and when it is due.

Viewing homework

To view a child's homework click on the 'Homework' button. You will see a list of the work set by teachers.

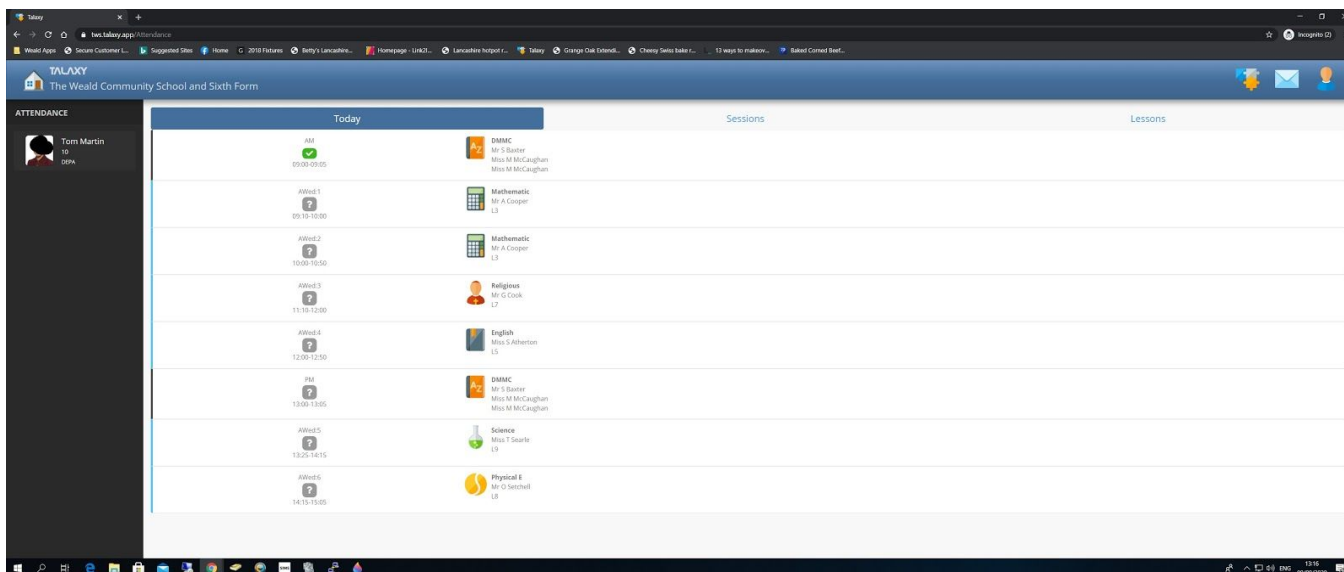


You can click on each homework to expand and see more details.



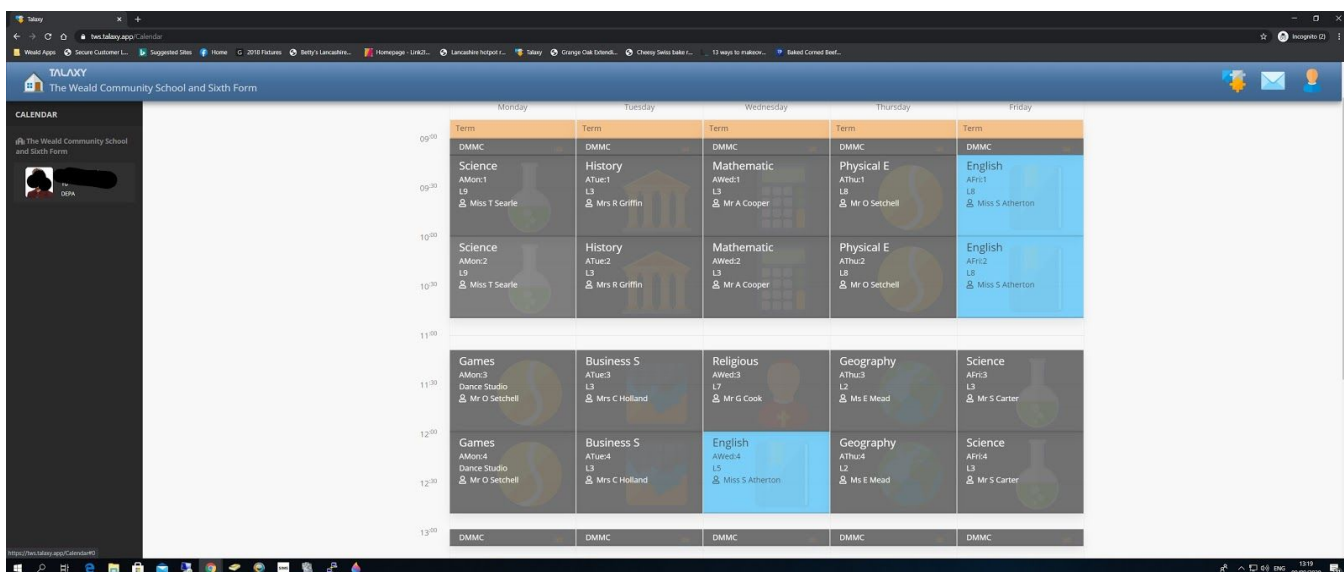
Attendance

The attendance button will take you to the section like below where you will be able to see your child(ren)'s attendance.



Timetable

To access your child(ren)'s timetable follow the timetable button.



Achievements and Behaviours

All reward points and behaviour points are viewable in these sections. To view further information click on the item you wish to find out more about.

The screenshot displays the TALAXY portal for 'The Weald Community School and Sixth Form'. The user is logged in as Tom Martin (DEPT). The main content area is divided into two columns: 'Achievement' and 'Behaviour'. The 'Achievement' column shows a total of 194 events and 204 points, while the 'Behaviour' column shows 73 events and 72 points. Below these columns, there are several 'General' achievement items, each with a description and a date. The first item is 'Self-aware- resilient, motivated & reflective HP' dated Jun 9 2020. The second is 'Enthusiasm- optimistic, curious & engaged HP' dated Jun 11 2020. The third and fourth items are 'Self-aware- resilient, motivated & reflective HP' dated Apr 30 2020 and May 11 2020 respectively. Each item has a green '1' in a box on the right.

Personal Details & Documents

Within these sections you will be able to amend the personal details the school has for you, and key communication documents will be made available for viewing via the documents section. Currently all communication to parents is available via the main school website.

Parents' Evenings

The booking system for all parents' evenings will be accessible on the Talaxy portal. Further information will be provided on using the booking system nearer the dates when this is open for parents to book slots.

Support Questions

If you have any queries or require further support to access the Talaxy portal, please contact the Network Support team using networksupport@theweald.org.uk.