



# Remote Learning – SMH

The screenshot displays the Satchel One Learning platform interface. The top navigation bar includes the Satchel One logo, a search bar for students and classes, and a language dropdown set to EN. The main content area shows a homework assignment titled "Vocabulary test for next week - Quizlet" for group 8A2/Sp. The assignment is set for Tuesday, 24 Nov, and is due on Wednesday, 02 Dec. The task description states: "Next week you will have a vocabulary test - 45 words in Spanish that you will need to know and note down in English. Go to quizlet and recap the vocabulary that we have covered over this first module. All the vocabulary on the test we have learnt in lessons, but you need to be able to recognise it and know it off by heart. The vocabulary revision will also help you as we will complete the reading and listening assessment the following lesson." A link to the Quizlet resource is provided: <https://quizlet.com/152441094/me-presento-flash-cards/>. The interface also includes a sidebar with navigation options like Dashboard, My classes, Calendar, Timetable, My drive, Community resources, My resources, Reports, Notice board, Support, and Logout. A "Share this task" toggle is visible in the "Community resources" section.

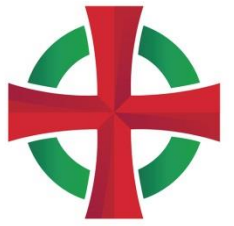
- You all have your log ins for SMH / Satchel One
- Your teachers will set independent work on SMH for you
- You can submit work via SMH – you can add attachments and send in pictures
- Your teachers can attach work back to you
- You can communicate with your teachers in the comment section
- Your parents also have their own accounts and can see the work you are receiving.



# Remote Learning – Microsoft Office 365



- Through your Microsoft Office 365 account that you have all been issued with, you have access to Outlook, Teams, an online version of PowerPoint and Excel and much more. This is very helpful as you will all be able to access any PowerPoint resources sent by your teachers.



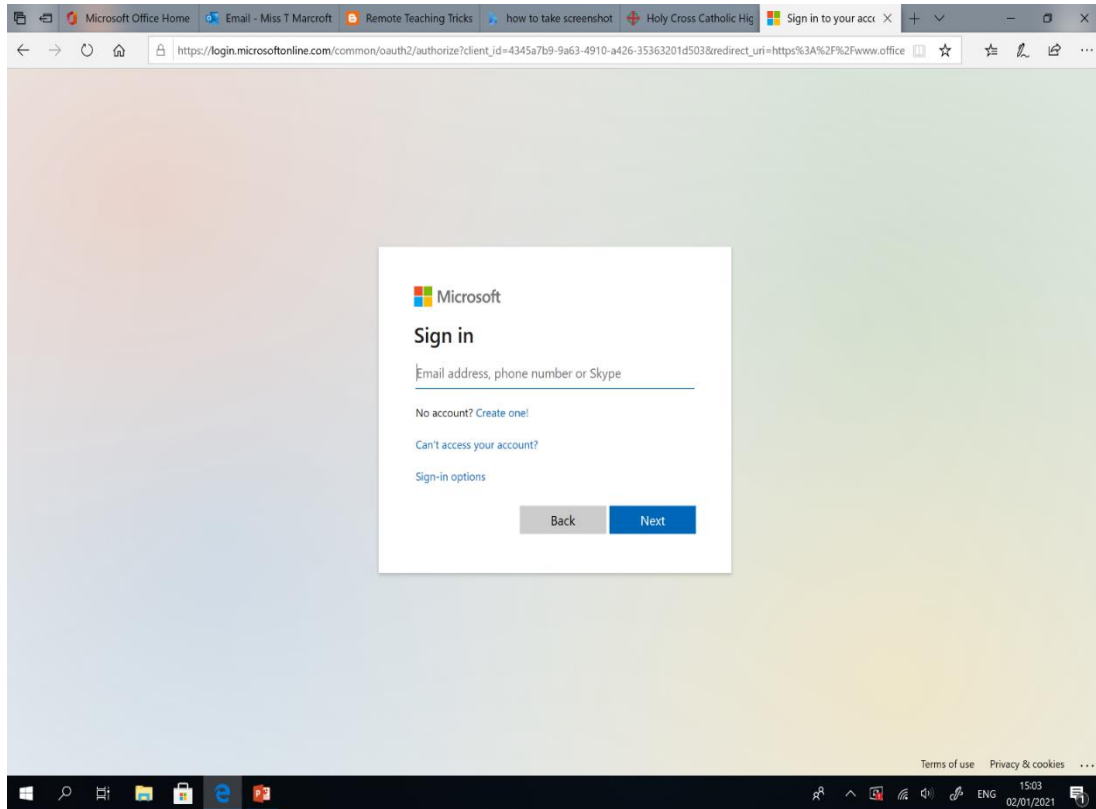
# Remote Learning – Microsoft Office 365

The screenshot shows a web browser window with the URL <https://www.holycross.lancs.sch.uk/>. The website header includes the Holy Cross logo and navigation links: About Us, Parents, Pupils, Curriculum, News & Events. A red circle highlights the 'Portal Logins' dropdown menu, which contains the following options: Show my Homework, Office 365 Login, School Synergy, ParentPay, and AccessIT Library. Below the header is a large banner with the text: 'Updated school opening details now available', 'Following the recent Government changes, please click here for the latest information on school reopening for January 2021.', 'January 2021', and 'Phased Return Information'. The banner also features a large red cross logo and the GOV.UK logo.

- To log in to Office 365, go to our school website: <https://www.holycross.lancs.sch.uk/>
- Click on the Portal Logins section (top right) and click on Office 365 Login.



# Remote Learning – Microsoft Office 365



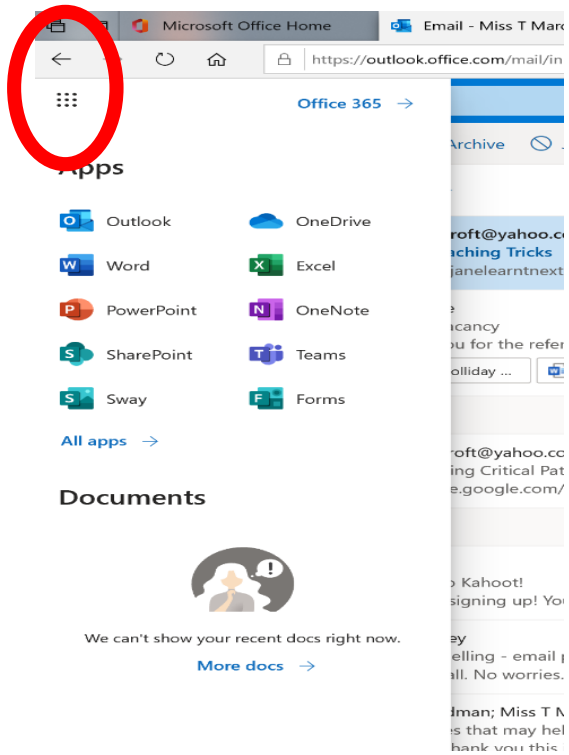
- Type in your school e-mail address to sign in:

e.g. [19bloggsj@holycross.lancs.sch.uk](mailto:19bloggsj@holycross.lancs.sch.uk)

And then your password – you have all created your own memorable passwords. If you have forgotten it, you will need to have a reset from Mr Cowley/ Mr Howarth. Please email [365support@holycross.lancs.sch.uk](mailto:365support@holycross.lancs.sch.uk) with your full name, year group and they will send you a reset either via SMH/ your parent's email address. They will work hard to get this rectified as soon as possible. Once you have a new password, please make a note of it and keep it safe.

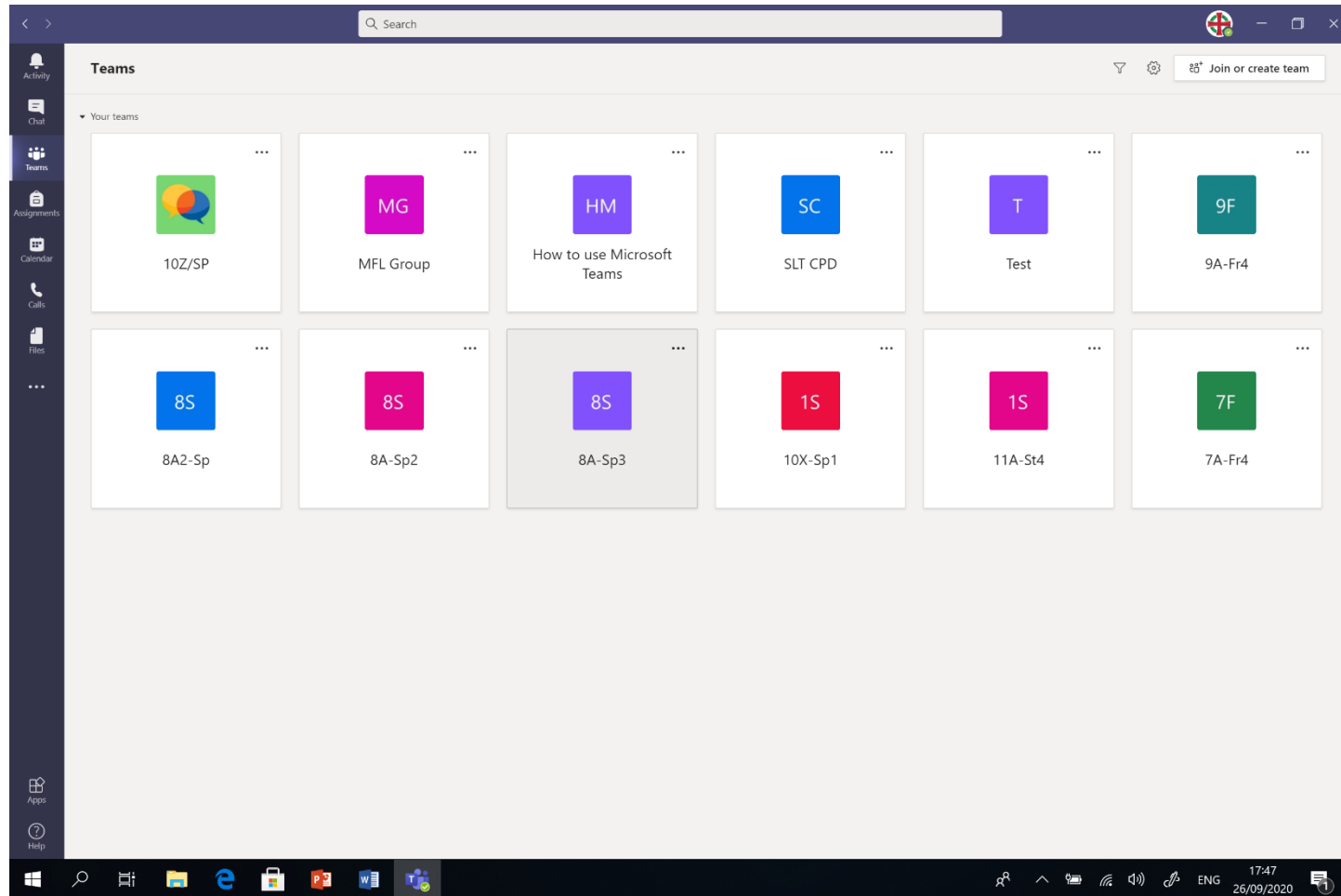
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# Remote Learning – Microsoft Office for Teams



- From there, you can access Outlook for your e-mails, and if you click on the 9 square dots in the left-hand corner, you can access PowerPoint, Teams and more.

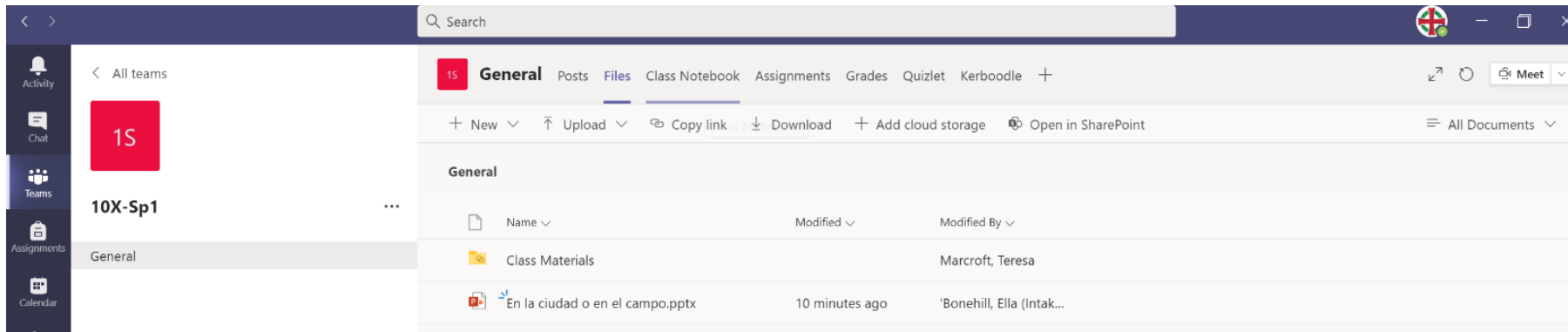
# Microsoft Teams



- When you log in to Teams your classes should appear in the Teams section.
- Click on your class for your lesson following your normal timetable. Remember it will be Week B.

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# Microsoft Teams



When you access a class you will find at the top of each section:

**Posts** – You can ask a question, both teachers and other pupils in class will see this. This will also be where the live lesson will appear for you to 'join' as well as in the calendar section. The live lesson will appear in the post after being recorded.

**Files** – Teachers can upload any files e.g. word documents, PowerPoints for you to follow and/or download. If they are in class materials, they can not be edited.

**Class Notebook** – A digital work book where you can complete work.

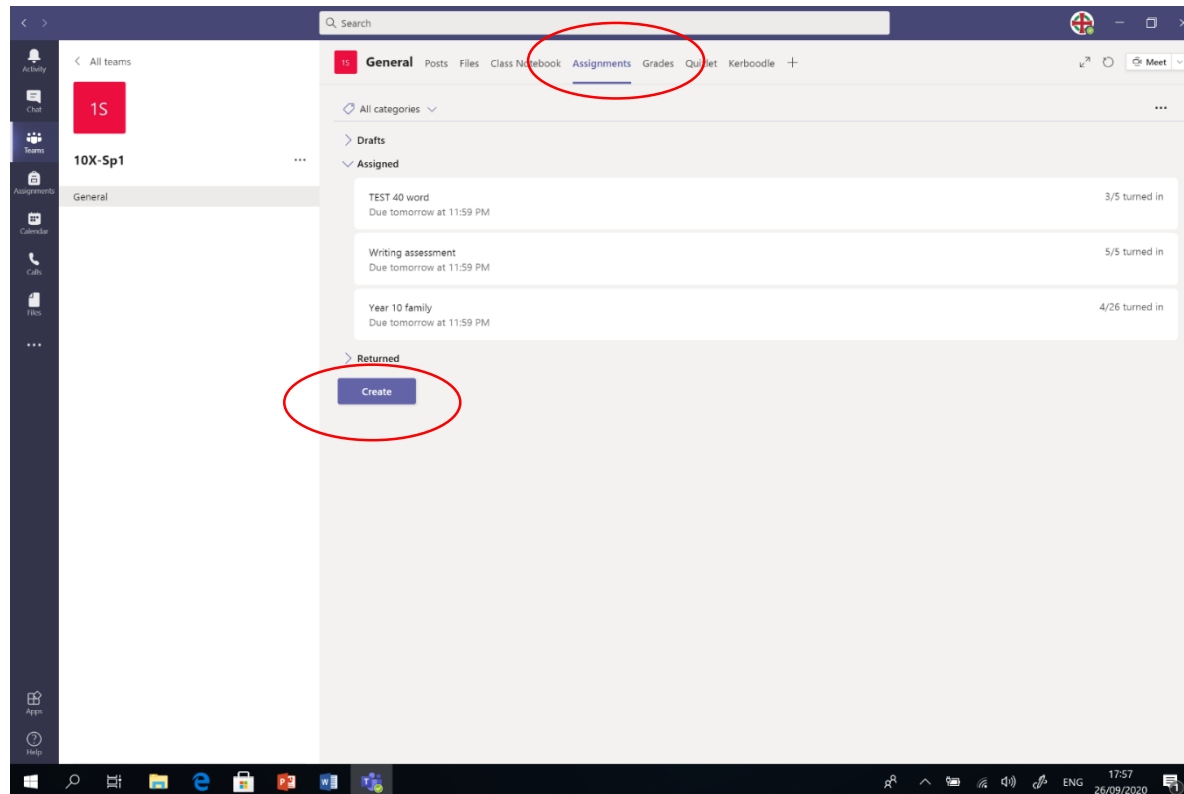
**Assignments** - Teachers will add worksheets/ exam questions for you to complete electronically and you can submit straight back for marking.

**Grades** – Any worked marked, the teacher can submit back in the grades section.

Additional apps that your teacher have added that are subject specific.

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# Assignments



- Your teacher can create assignments or quizzes for you.
- You can click on assignments and see them all and when they are due.
- To send back to your teacher, you just press 'turn in' and then your teacher can mark and return the work for you to answer any questions and complete any redrafting.



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# Meeting



- When attending a live lesson, you will receive notice in your calendar of the scheduled meeting, along with an e-mail and there will be a note in the post section of your class team, so definitely no excuses to not be there!
  - When you press join, you will be placed into a waiting room for your teacher to accept you into the meeting.
  - Your teacher will be able to track attendance at live lessons.
  - Cameras will be turned off and microphones will be muted.
  - You can raise your hand to ask a question, and then your teacher will unmute you to answer and you will also be able to answer questions in the chat section or if your teacher uses whiteboards/ class notebook.
  - Once the lesson is ended, your teacher will ask you to leave the meeting and the lesson will then be uploaded to the post section as a recorded version.
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# Pupil Conduct



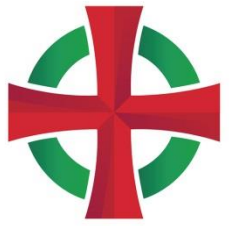
- The same behaviour policy applies when you are at home. Remember that we have high standards and expectations of you all.
  - Please read the following ICT acceptable use policy on the next slide. You are all aware of this.
  - Make sure you are respectful to others in the class and to your teacher, manners still apply online and the correct use of Standard English in the chat function.
  - Teams is to be used for school work only.
  - Any misbehaviour or inappropriate comments will lead to severe sanctions upon return.
  - All lessons will be recorded to monitor behaviour.
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# Pupil Conduct and ICT Acceptable Use Policy



- I will only access the Office 365 and the computer network system with my own username and password, which I will keep a secret from others.
  - I will not enter or tamper with another user's personal use area or access other pupil's files.
  - I will use the computers and Office 365 for school work and homework only. I will only store files on the system for use with my school work. I will not store images, music, and video for any other purpose and all files that are stored are legal and appropriate.
  - When using email I will only contact people my teacher has approved. The language used will be neither rude nor offensive. The messages I send will always be polite and responsible.
  - I will not breach the security systems put in place to protect the school network.
  - I will report any unpleasant material or messages that are sent to me to a member of school staff.
  - I understand that the school may monitor and check my files, email account, internet history, and computer activity at any time.
  - I am aware that live lessons will be recorded for monitoring purposes.
  - I will not involve myself in any form of cyber bullying.
  - I am responsible for the backup and safety of my own files. School backups are taken regularly, but these are a last resort.
  - During remote learning I will be available to learn remotely during the school day from 08.50-15.10.
  - During remote learning, I will ensure school work is completed on time, to the best of my ability and submitted to the class teacher.
  - I will maintain the upkeep and take care of any equipment and/or resources that the school allows me to borrow during remote learning.
  - I will ensure I wear suitable clothing during live lessons.
  - I will join the online lesson ready with the correct books, equipment and any other resources requested by the teacher ready to take part.
  - I will ensure I am situated in a suitable area within the home with an appropriate background.
  - I will use appropriate language during online remote learning lessons.
  - I will not record, store, take pictures or distribute any video material/ part of the online lesson outside of the live lesson.
  - I will mute my microphone at all times, unless granted permission from the teacher to unmute.
  - I will report any safeguarding concerns to school including any upsetting content, incidents of online bullying.
  - I understand that my parents will be informed if I break any of these rules and sanctions may be issued depending on the severity of the breach.
- I have read this policy and agree to follow it. If I do not understand part of the policy and how it applies to me, I will ask a teacher or technician for help.
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# If you need support

- For technical issues, for example, resetting passwords, accessing school IT or school ICT issues, please email [365support@holycross.lancs.sch.uk](mailto:365support@holycross.lancs.sch.uk)
  - For subject issues, please contact your teacher via SMH as you have always done, this is the quickest and easiest way. You can also send an email enquiry to [admin@holycross.lancs.sch.uk](mailto:admin@holycross.lancs.sch.uk) and add your class teachers' name to the subject box.
  - For well-being queries or to speak to Morna, you can e-mail [counsellor@holycross.lancs.sch.uk](mailto:counsellor@holycross.lancs.sch.uk) and for Linda, via SMH or via admin or your form tutor/HOY.
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