



Remote Learning Toolkit

A student guide to remote learning at Little Heath School.

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Remote Learning at LHS



We recognise not every student has access to the same technology at home. All students have been surveyed and asked to provide details of their access to technology at home so we can plan to ensure everyone can access remote learning. If you have any specific concerns, please contact the Key Stage Secretary for your child's year group. Contact details can be found here: [Contact details for Key Stage Secretaries](#)

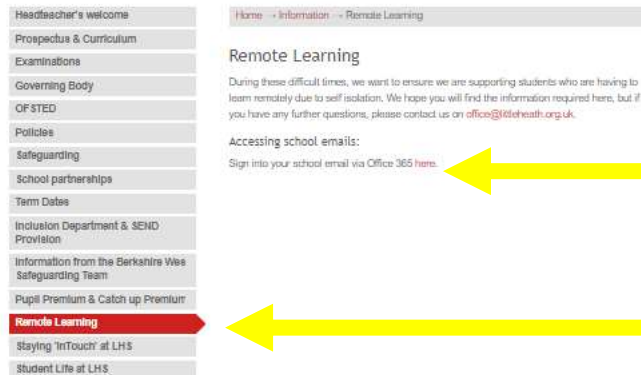
Show my Homework, Microsoft Teams and email will be our primary forms of communication with you for any remote learning.



1

On the school website you will find links to the following:

1. Show My Homework (If you do not know your password, please contact your tutor)
2. The Remote Learning section of the website, containing information about remote learning at Little Heath School.
3. Links to useful websites. These are updated regularly.
 - a. School email sign in
 - b. Direct link to Teams
 - c. PiXL apps
 - d. Kaboodle
 - e. Dr Frost
 - f. My Maths
 - g. Seneca
 - h. Oak National Academy etc.



3

2

Preparing for remote learning:

To enable you to fully engage with remote learning during these changing times, check you know how to:

- Log into *Satchel One (Show My Homework)* to view homework and remote learning tasks.
- Log into your school email using your school email address and password.
- Send an email to your teachers
- Create, save and upload documents in One Drive
- Access your Class and Tutor group in Microsoft Teams
- Ask a question and access files in your Class and tutor Microsoft Team
- Join a live lesson in Microsoft Teams



Satchel One (previously called Show My Homework):



This is the first place to check for your remote learning. Teachers will always set your homework and/or remote learning here.

Tick work off your list as you complete the tasks to stay organised.

Adults at home can log in and see the work set.

Teachers can see who has looked at the work that has been set.

satchel:
one



Remember to download the app to your phone. Ask your tutor if you have forgotten your login details.

Accessing your email through Office 365:



Office 365

To access your school email from home, either:

click <https://www.office.com/?trysignin=0>

or

visit the remote learning section of the school website:

<https://www.littleheath.org.uk/page/?title=Remote+Learning&pid=323>

You can also access your school emails on your phone or tablet by downloading the outlook app.

If you have forgotten your login details, please get an adult at home to email forgottenpassword@littleheath.org.uk with your full name, tutor group and date of birth.



E-mail:

To email your teacher, type the last few letters of their surname. Choose which teacher you want to email.

To view any emails sent to whole class, scroll down on the left to 'Groups'. Click on the group. If the class name is in bold, there is a new email to your whole class.

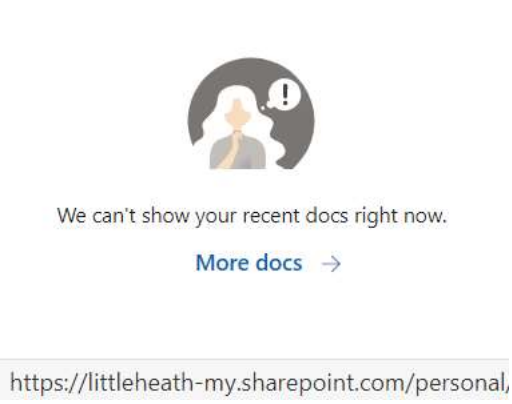
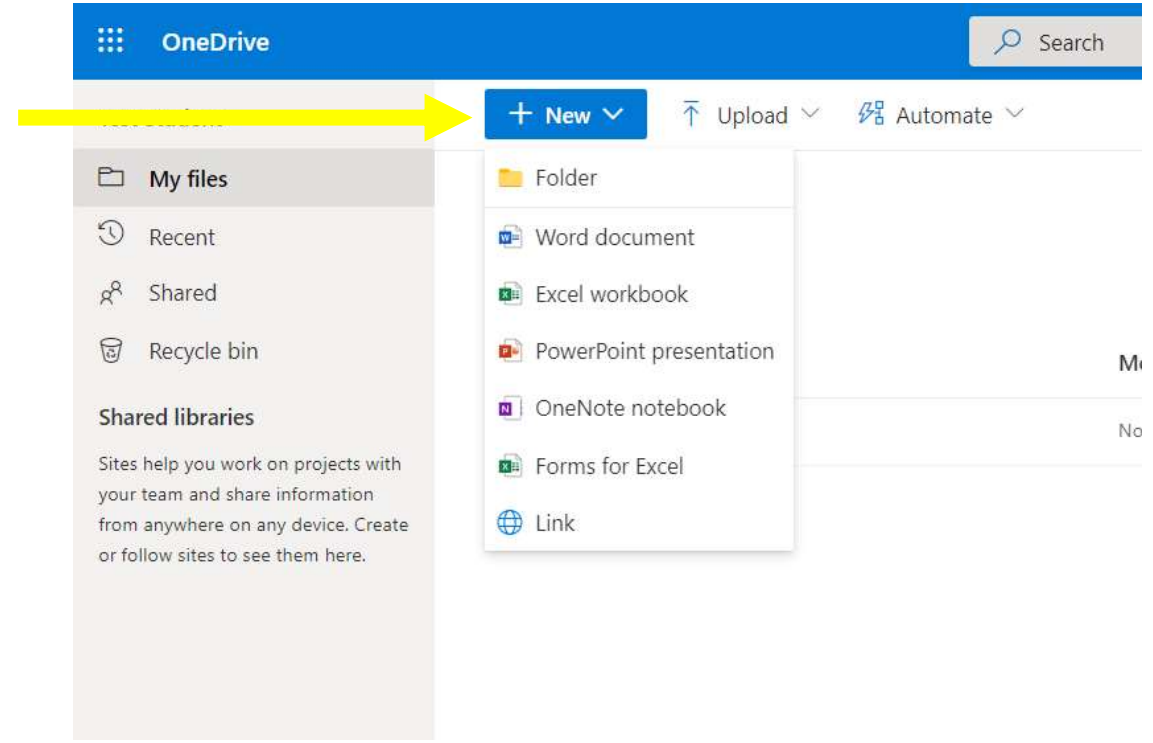
The screenshot shows the Microsoft Outlook web interface. The browser address bar displays the URL: https://outlook.office.com/mail/group/littleheath.onmicrosoft.com/Section_11E/email. The page title is "Little Heath School...". The Outlook interface includes a search bar, a "New message" button, and a navigation pane on the left. The navigation pane shows folders like "Inbox", "Drafts", "Sent Items", "Deleted Items", "Junk Email", "Archive", "Notes", "Conversation Hist...", "New folder", "Groups", "English - 11E/E...", "13C-TestMath", "Discover groups", and "Manage groups". The "Groups" folder is expanded, and the "English - 11E/E..." group is selected, indicated by a yellow arrow. The main content area shows an email composition screen for the "English - 11E/En11" group. The "To" field contains "sc", and a dropdown menu shows "Mrs S Chaventre" with the email address "SChaventre@littleheath.org.uk". The "Cc" field is empty. The "Add a subject" field is also empty. The email body contains a message from "English - 11E/En11" dated "Monday P5" with the subject "Monday P5" and the text "If you're self isolating at home and have ...". Below this, there are two messages from "Mrs S Chaventre" with the subject "test" and the text "No preview is available.". The "This week" section shows a message from "Mrs S Chaventre" dated "Mon 16/11" with the subject "I'm really sorry" and the text "I'm really sorry, I have to go home so will...". Below this, there is a message from "Mrs S Chaventre" dated "Mon 16/11" with the subject "Y11 English" and the text "No preview is available.". The bottom of the screen shows a "Send" button, a "Discard" button, and a "Select an item to read" dropdown menu.

OneDrive: cloud based storage. A place for you to create documents and save your school work.



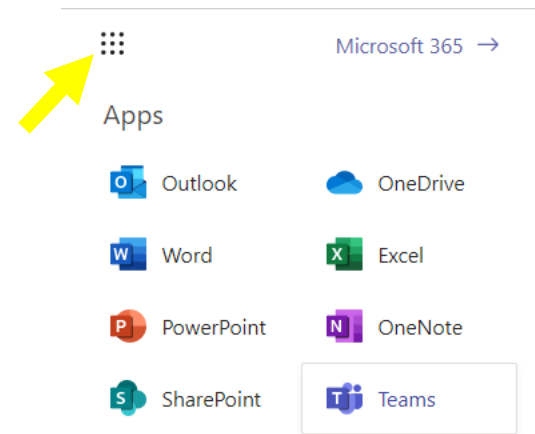
To open OneDrive, select the 9 dots in the top left hand of your email. Click OneDrive.

Click 'New' and choose to create Word and Powerpoint documents online for free. You can save them in folders to organise your work. You can also upload documents you have already been working on at home.



You can access these from anywhere: home, school and through the OneDrive app, should you want to download it to your phone or tablet.

Teams: a collaborative workspace for you, your class and your teachers enabling you to have conversations, share files and take part in live lessons.



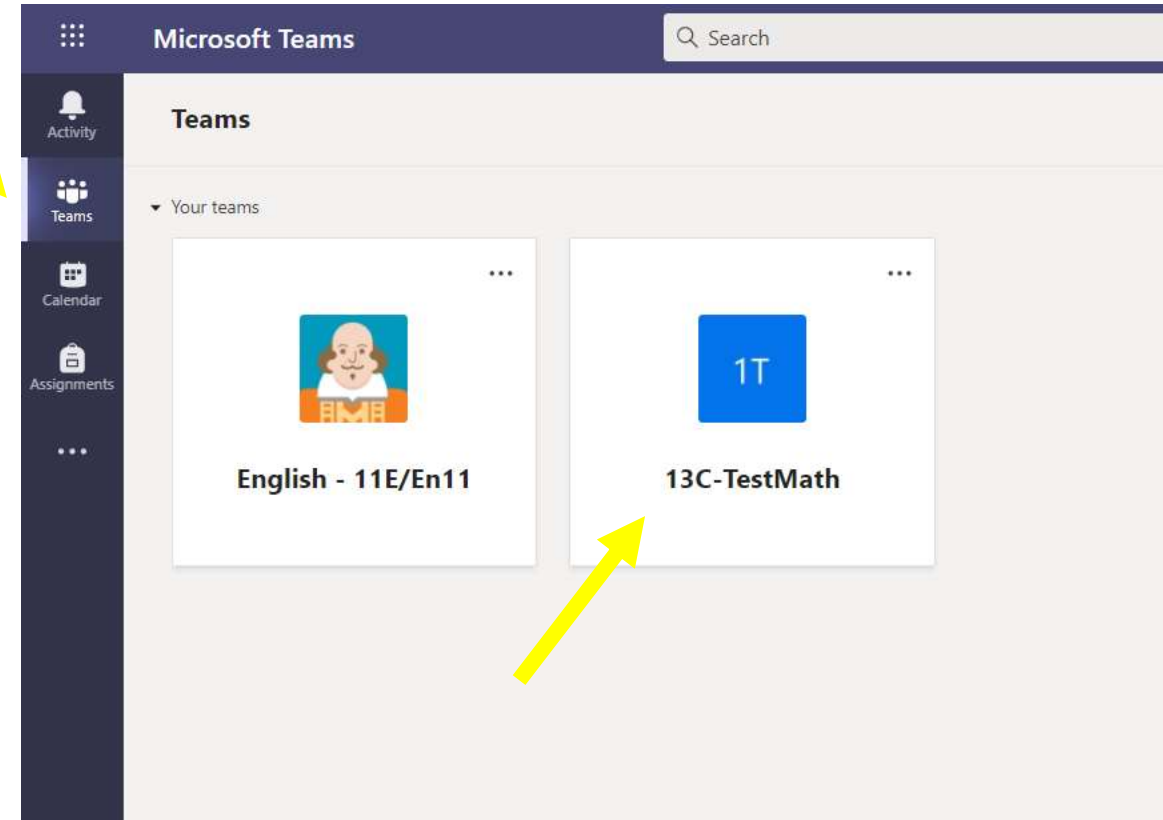
You can access Teams by clicking the 9 dots in the top left of your email screen or directly at:

<https://teams.microsoft.com>

You can then choose to use it in the web browser or download it to your computer.

You have a Team created for each of your classes, your tutor group and your year group.

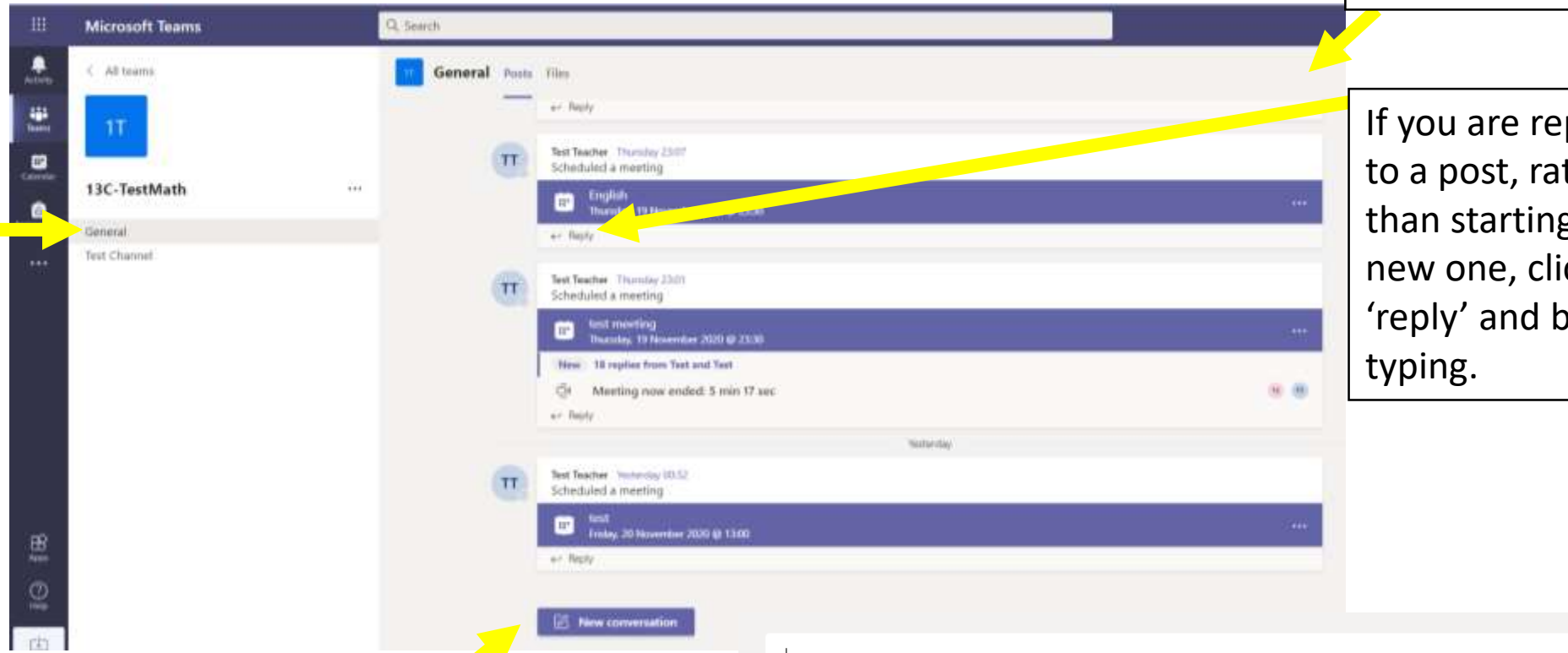
To access your team, click the corresponding square.



Teams: Joining in with a conversation

Your Team is organised in channels (topics). Select an appropriate channel for your question or comment.

They may be organised by units that you study throughout the year.



Turn channel notifications on or off by pressing the three dots.

If you are replying to a post, rather than starting a new one, click 'reply' and begin typing.

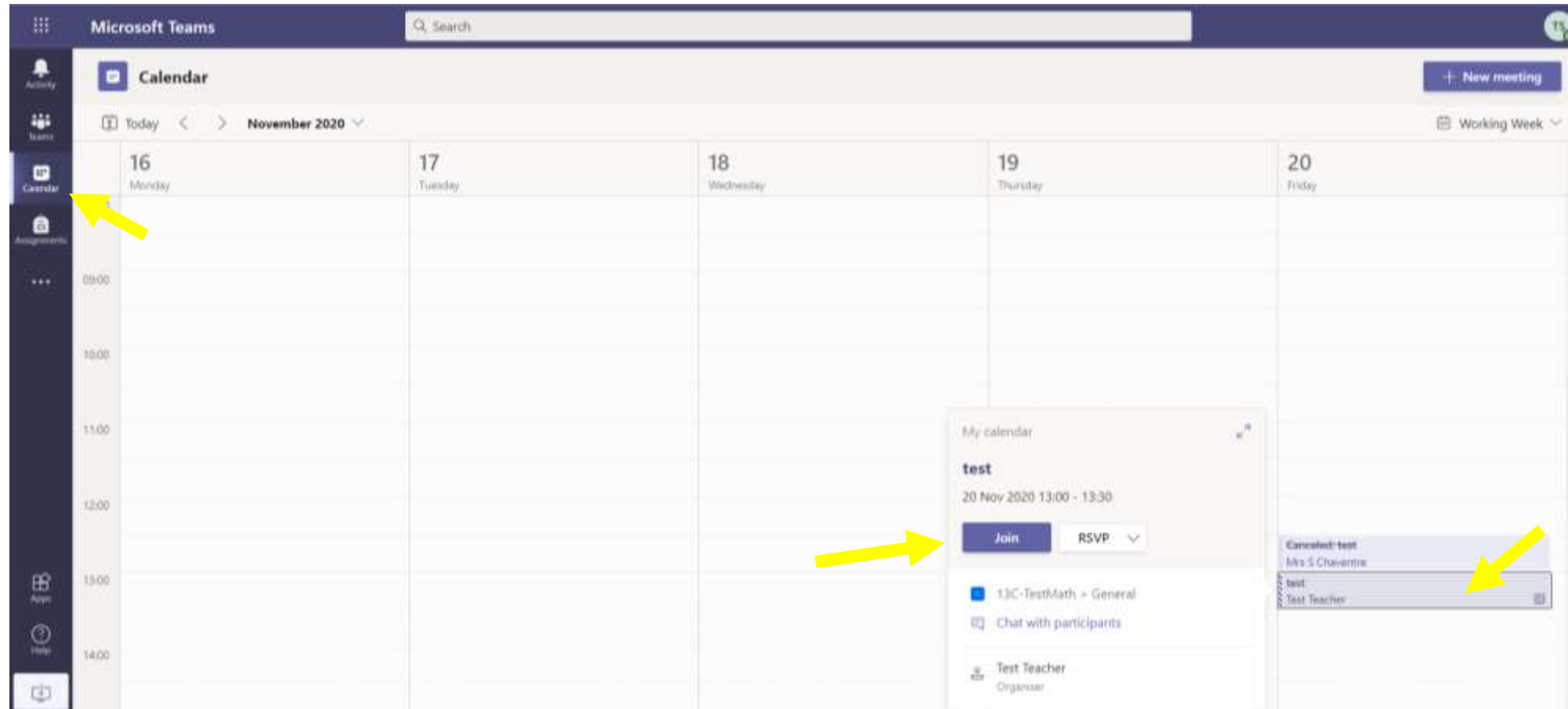
To post a question to your class and teacher, click 'New Conversation' and type into the box.

Ensure all posts are appropriate. Your teachers will be able to control the conversation and delete posts if necessary.

Teams: Joining a live lesson

If your teacher has organised a live lesson, it will be recorded on *Show My Homework*. There are two ways to join a live Teams lesson.

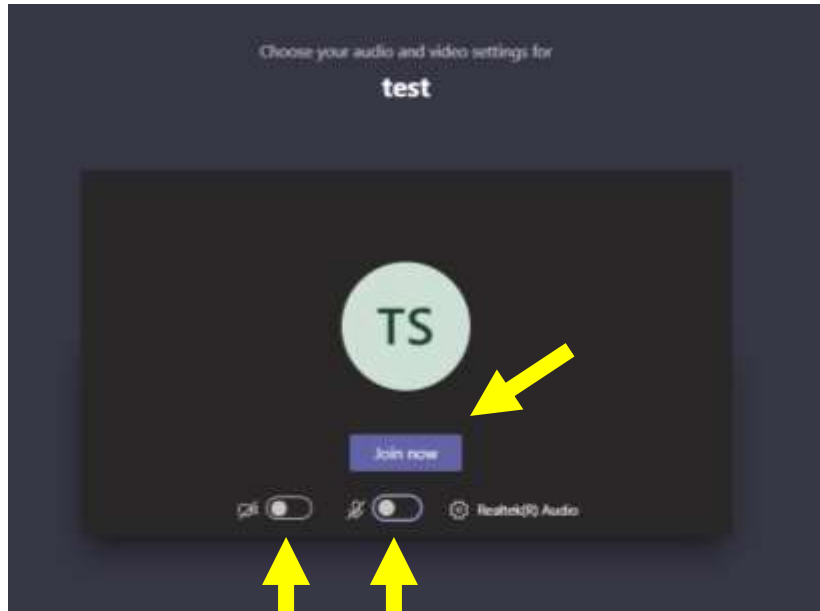
1. If available, click the link on Show My Homework and join directly
2. Through your calendar in Teams.



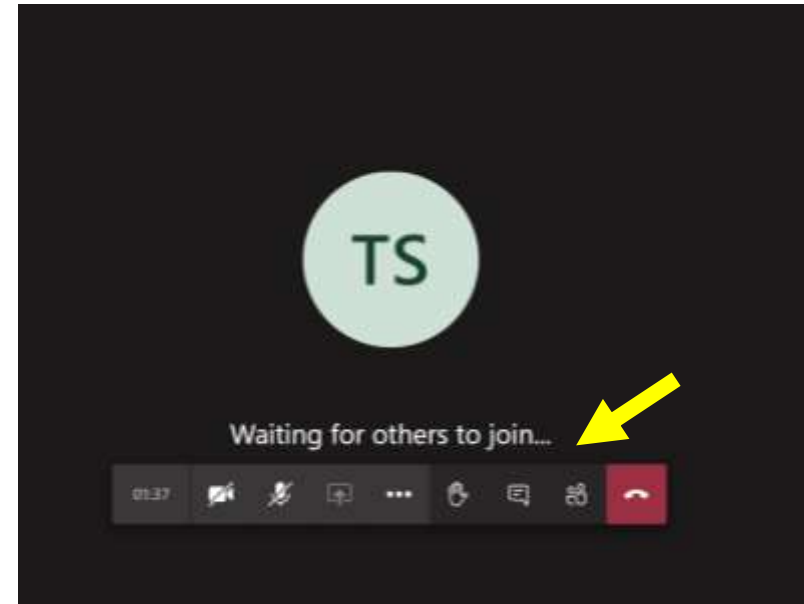
Click on the meeting and 'Join'.

Carefully read our protocols for remote learning before joining your live lessons.

Teams: During the lesson

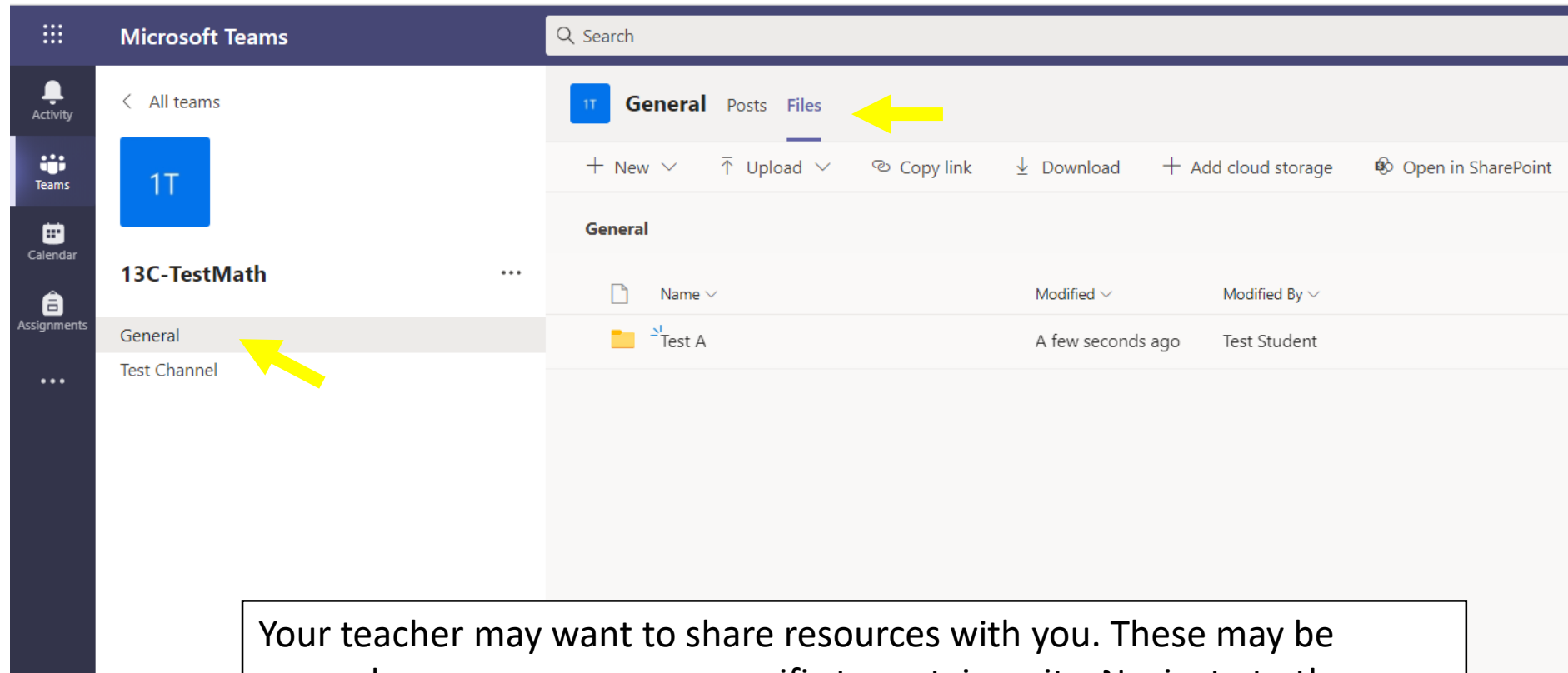


As you join the lesson, please ensure your camera and microphone is toggled off.



During the lesson, your teacher will share their screen with you so you can see the resources of the lesson. There will be opportunities for you to interact by asking and answering questions and raising your hand by clicking the hand in this toolbar. All tools you need to enable this can be found in the area above. When the lesson is finished, hang up using the red button.

Teams: Accessing Files



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Teams, Calendar, and Assignments. The main area is divided into three sections: a left sidebar for team navigation, a top header for the current team, and a main content area for the selected channel.

- Navigation Pane:** Shows 'All teams' with a back arrow, a team icon '1T', and the team name '13C-TestMath'. Below this, the 'General' channel is selected and highlighted, with a yellow arrow pointing to it. Below 'General' is 'Test Channel'.
- Team Header:** Shows the team icon '1T', the name 'General', and tabs for 'Posts' and 'Files'. A yellow arrow points to the 'Files' tab.
- Channel Header:** Contains action buttons: '+ New', 'Upload', 'Copy link', 'Download', '+ Add cloud storage', and 'Open in SharePoint'.
- Channel Content:** A table with columns 'Name', 'Modified', and 'Modified By'. It lists a folder named 'Test A' with a modification time of 'A few seconds ago' and 'Test Student' as the modifier.

Your teacher may want to share resources with you. These may be general resources, or more specific to certain units. Navigate to the appropriate channel. To access files, and other tabs, click 'Files' and they will be listed below. All files can be opened online, please do not download and share the materials.

Your Quick Guide to Learning Remotely at Home

When working remotely at home, you may find the days quite intense. To avoid becoming overwhelmed, it is important to structure your day to help you organise your time and be productive. Where possible, stick to your school timetable, allowing for breaks throughout the day. Complete lesson tasks at the time of your lesson, but these may not last the full hour. As well as completing your school work, it is important to look after your own wellbeing too. If you have time, complete an activity that promotes positive wellbeing from the suggestions on your year group Team. Please keep in touch with your tutor and teachers and do not be afraid to ask for help.

1

Check [Show My Homework](#) from 9am to see your list of tasks and lessons. These will be posted daily or weekly depending on the nature of the remote learning and the subject. Expect a mixture of pre-recorded lessons and more traditional tasks. Where possible, some live lessons and/or live Q&A sessions will be offered. If a whole tutor group is working remotely, expect to join some live tutor times during PM registration. Links to useful websites for remote learning can be found [here](#) on our website.

2

Check [Microsoft Teams](#) throughout the day. Check your calendar; interact with your teacher and class; access any resources and join any live sessions. If you cannot join a live lesson, your teacher will post a recording.

3

Complete a [daily wellbeing activity on Teams](#). Suggestions are grouped under 'Be Creative', 'Be Active' and 'Be Mindful' on your Year Group Team. Why not contribute your ideas to these channels on Teams?

Protocols for Remote Learning on Microsoft Teams

By using Microsoft Teams for remote learning at Little Heath School, you are agreeing to the following:

- When joining live lessons, I will turn off my camera and mute my microphone for the duration of the lesson, unless invited to unmute by the teacher.
- I will use the raise hand function in a lesson and wait to be invited to unmute by the teacher, if I have a question or want to answer a question.
- If I post in Teams it will be related to learning and not individuals. If a teacher deems a post to be inappropriate they reserve the right to delete it.
- I will not download or share any resources posted by the school.
- I will use Standard English in communication.

If I choose NOT to adhere to the protocols above, I will receive a warning in the first instance. If I continue to behave irresponsibly and NOT adhere to these protocols I understand it may result in the school contacting home and me losing access to live lessons. My ability to interact through Teams will also be limited.