



ICT Induction

September 2020

(For remote learning, independent learning and catching up any missed lessons.)

What you need to know and be able to do.

	Task/Activity	Completed
1	Log on to your school email	
2	Install / access Microsoft Office applications @ home	
3	Find your way round Microsoft Teams	
4	Find and complete any assignments set by your teachers	
5	Submit work	
6	Communicate with your teachers via Teams/Email	
7	Log on to MyMaths	
8	Log on to ClassCharts	
9	Log on to Kerboodle	
10	Know how to access the library resources	
11	Know how to access GCSE Pod (KS4 Students only)	
12	Record the relevant details in your Planner (and keep them somewhere safe at home).	

Your school email is a key tool that you will need to access the teaching tools we will be using as a school. You should get into the habit of checking your school email daily.

School email addresses have the format

F01*****@beckfootoakbank.org


Or

OAK01*****@beckfootoakbank.org

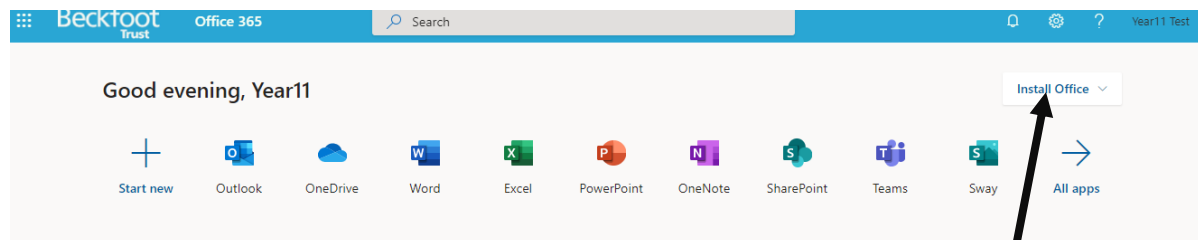
Write your email address in your planner now

Your **tutor** will tell you your email and password if you do not know it.

Logging in to Office 365

From the school website – click on the  Office 365 icon on the left hand side and login using your school email and password.

This will take you to a home page.



From here you can install office on your laptop or device by clicking on the Install Office button.

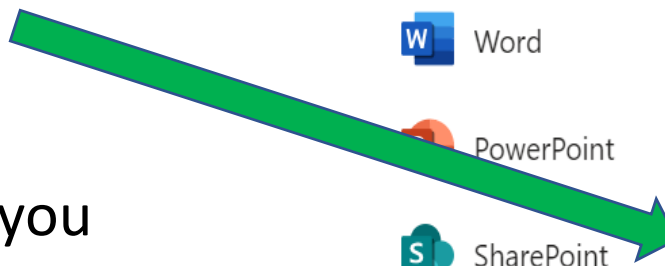
Logging on to Teams

Go to the waffle in the top left hand corner



[Office 365](#) →

Click the Teams icon



Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



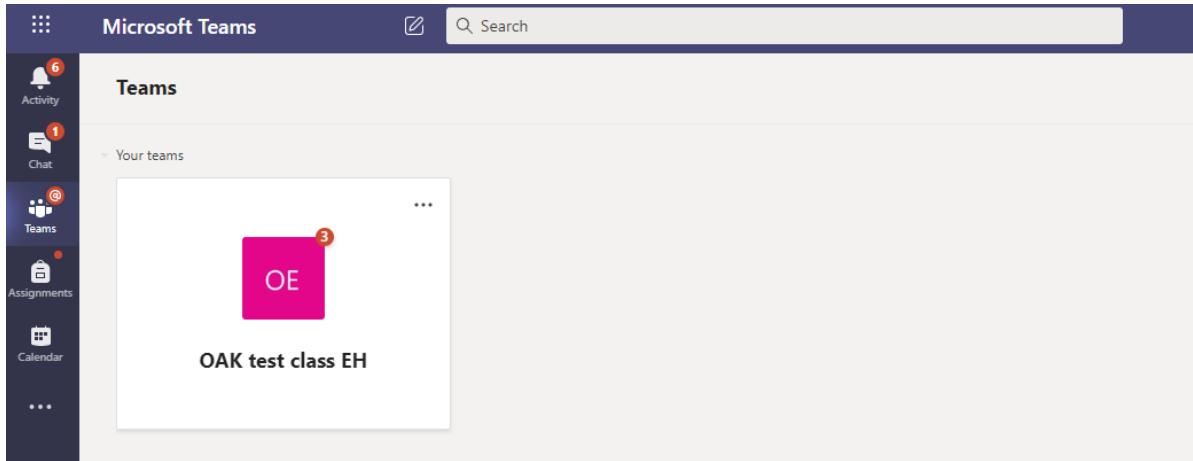
Teams



Sway

[All apps](#) →

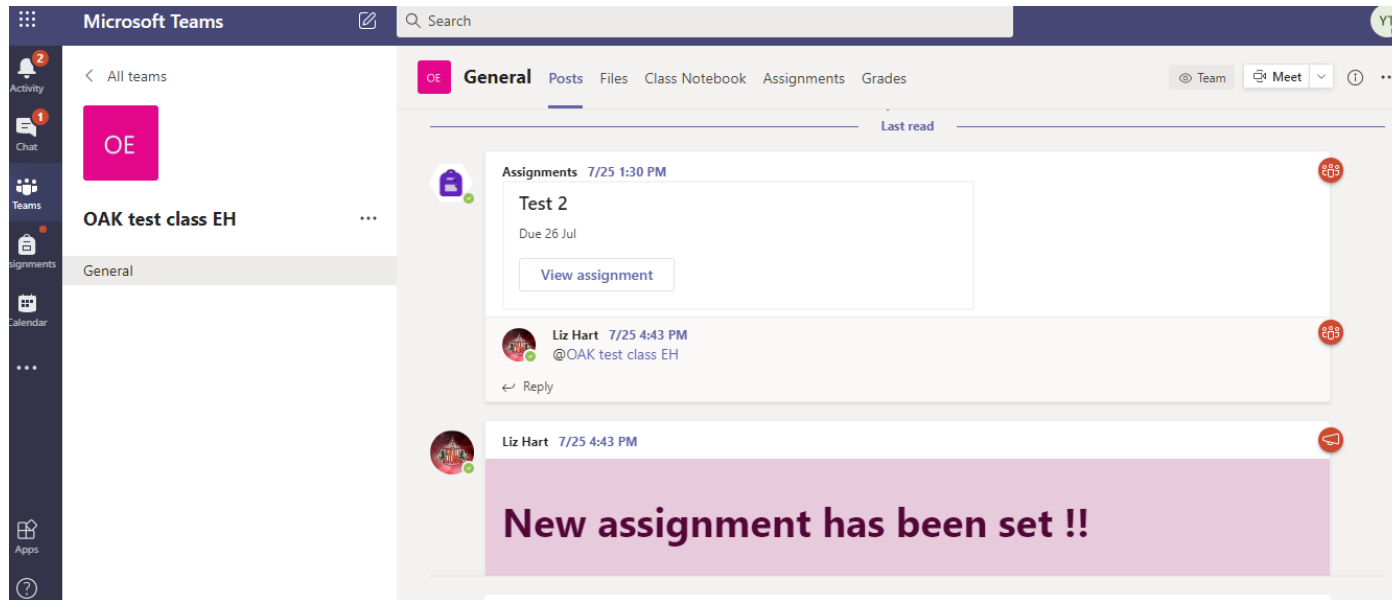
If you use a phone/device you will need to download Teams from your app store and log on using your school details



All of the classes you are a member of will show here.

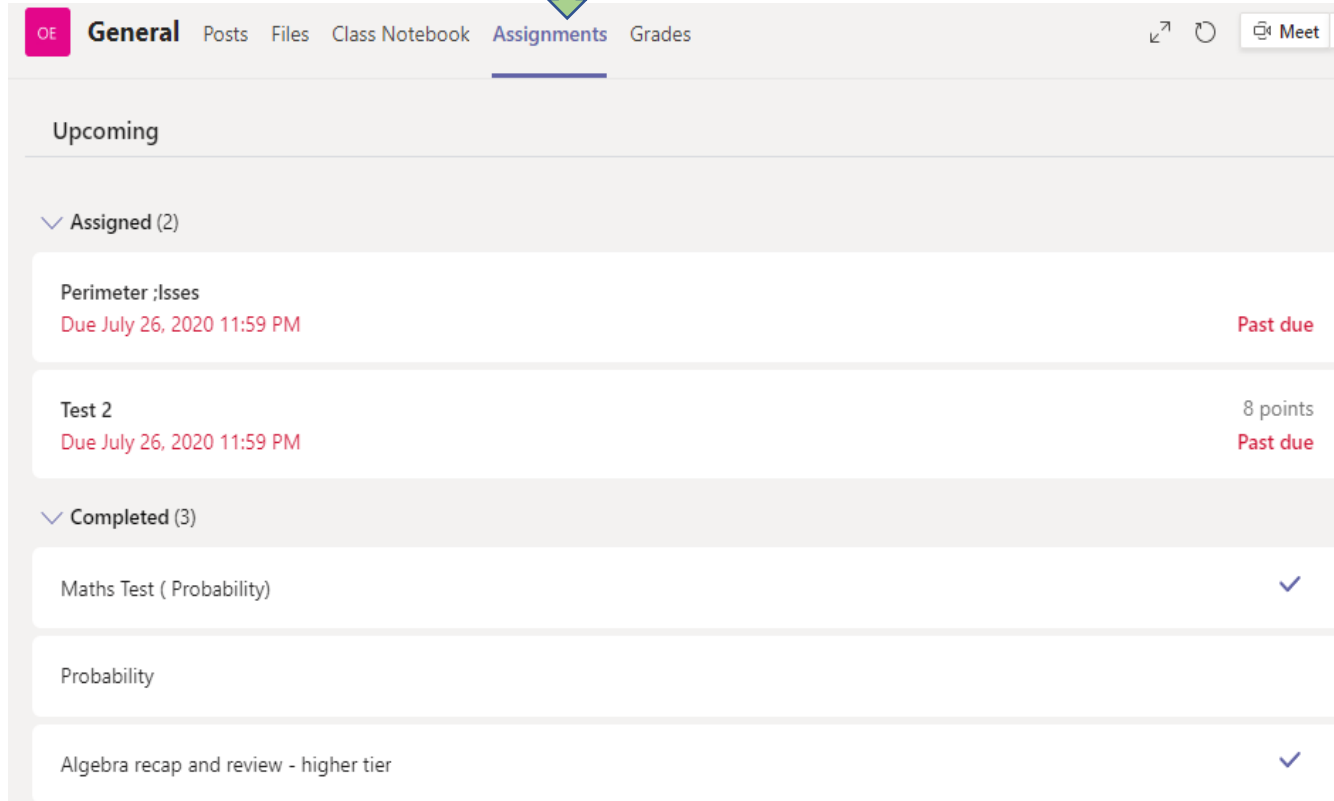
To look at the work for a particular class click on the relevant class.

Information you will see



The Posts tab shows messages from your teacher and announcements. You can also message your teacher here.

Assignments Tab

A screenshot of a web application interface showing the "Assignments" tab. The interface has a top navigation bar with tabs: "General", "Posts", "Files", "Class Notebook", "Assignments" (which is highlighted with a blue underline), and "Grades". To the right of the tabs are icons for a link, a refresh, and a "Meet" button. Below the navigation bar, the page is divided into two sections: "Upcoming" and "Completed (3)". The "Upcoming" section contains two items: "Perimeter ;lsses" and "Test 2", both with a due date of "Due July 26, 2020 11:59 PM". The "Perimeter ;lsses" item is marked as "Past due" in red text. The "Test 2" item is marked as "8 points" and "Past due" in red text. The "Completed (3)" section contains three items: "Maths Test (Probability)", "Probability", and "Algebra recap and review - higher tier". Each completed item has a blue checkmark icon to its right.

OE General Posts Files Class Notebook Assignments Grades

Upcoming

Assigned (2)

Perimeter ;lsses
Due July 26, 2020 11:59 PM Past due

Test 2
Due July 26, 2020 11:59 PM 8 points
Past due

Completed (3)

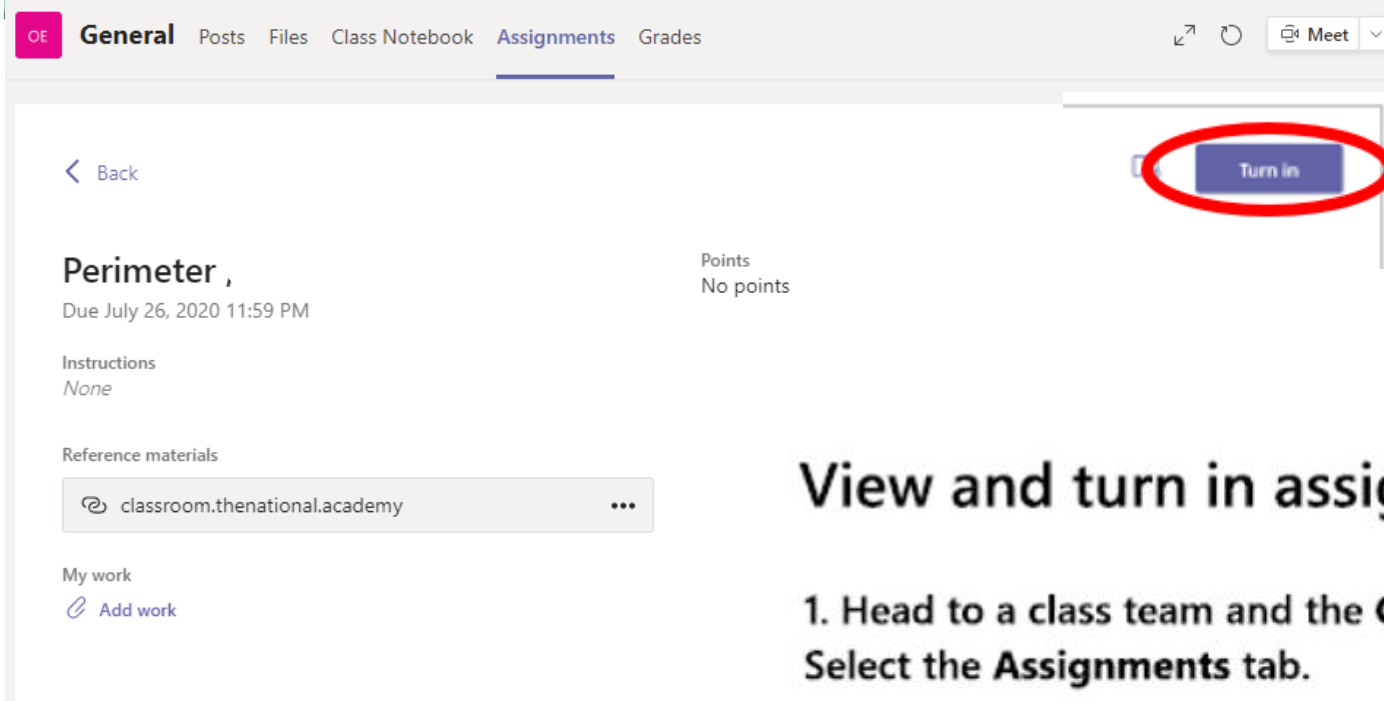
Maths Test (Probability) ✓

Probability

Algebra recap and review - higher tier ✓

This shows all of the assignments for the particular class.

Click on an assignment to complete it



OE General Posts Files Class Notebook Assignments Grades

< Back

Perimeter ,

Due July 26, 2020 11:59 PM

Points
No points

Instructions
None

Reference materials

classroom.thenational.academy ...

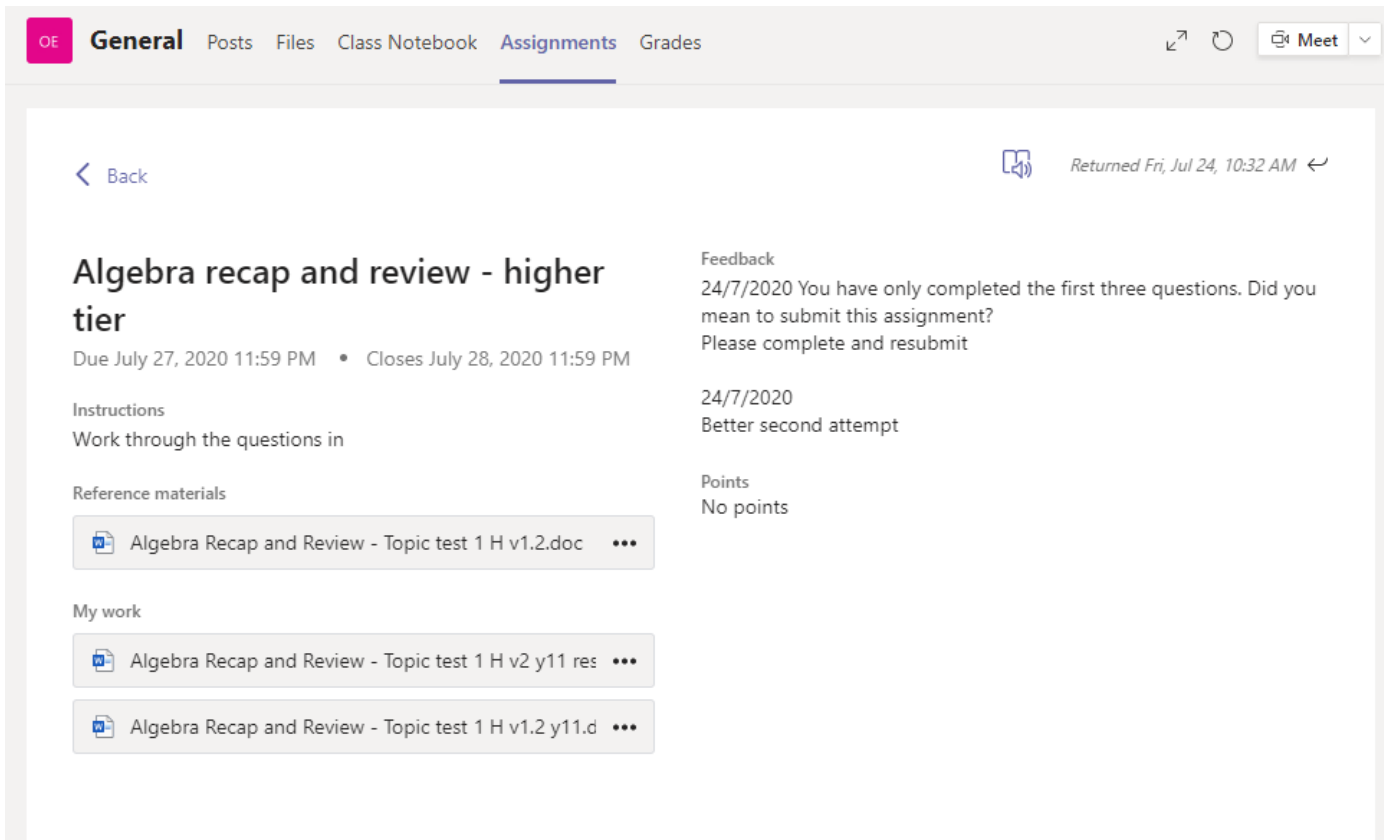
My work
Add work

Turn in

View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by clicking **+ Add work**.
4. Click **Turn in**.

Remember to save any written work before you submit it.

A screenshot of a learning management system (LMS) interface. At the top, there is a navigation bar with tabs: "General" (highlighted in pink), "Posts", "Files", "Class Notebook", "Assignments", and "Grades". To the right of the tabs are icons for a link, a refresh, and a "Meet" button. Below the navigation bar, the main content area is divided into two columns. The left column contains the assignment title "Algebra recap and review - higher tier", the due date "Due July 27, 2020 11:59 PM", and the closing date "Closes July 28, 2020 11:59 PM". Below this are sections for "Instructions" (Work through the questions in), "Reference materials" (with a document icon and the file name "Algebra Recap and Review - Topic test 1 H v1.2.doc"), and "My work" (with two document icons and file names "Algebra Recap and Review - Topic test 1 H v2 y11 res" and "Algebra Recap and Review - Topic test 1 H v1.2 y11.d"). The right column contains a "Feedback" section with a date "24/7/2020" and the text "You have only completed the first three questions. Did you mean to submit this assignment? Please complete and resubmit". Below this is another "24/7/2020" entry with the text "Better second attempt". At the bottom of the right column, there is a "Points" section with the text "No points". A "Back" link is located at the top left of the main content area, and a "Returned Fri, Jul 24, 10:32 AM" status is at the top right.

Logging into ClassCharts

Log in

Teacher	Parent	Student
---------	--------	---------

Date of birth:

☒ Remember me

Log in

To log in and view your report you will need to enter the code provided to you by your teacher.


Go to ClassCharts page :-

www.classcharts.com/student/login

Click on the Student login button

You will need your pupil code - your tutor will give you this (record it in your planner)

You will also need to put in your date of birth
DD/MM/YEAR



Log in



Teacher	Parent	Student
---------	--------	---------

☒ Remember me


Log in


To log in and view your report you will need to enter the code provided to you by your teacher.


Log in with:


 


Class Charts


Behaviour


 Announcements


 Homework

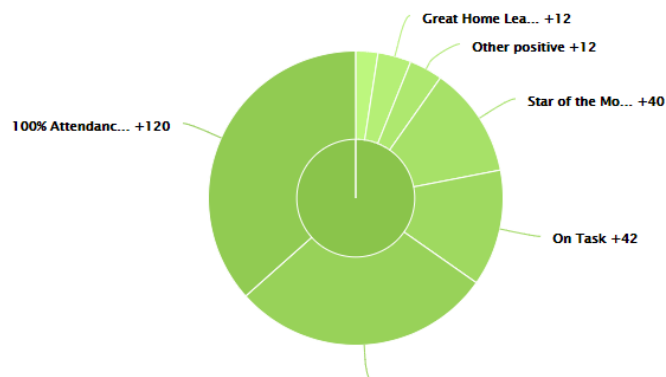

 Attendance


Since August
 Date: 01/08/2019 - 01/08/2020

Clicking on the different tabs – you can find out relevant information.

At the moment home learning is still set on class charts – we will be moving to Teams.

Behaviour score breakdown



Logging in to MyMaths

Go to the my maths website – www.mymaths.co.uk then click on Log in



Primary

Secondary

Subscribe

Testimonials

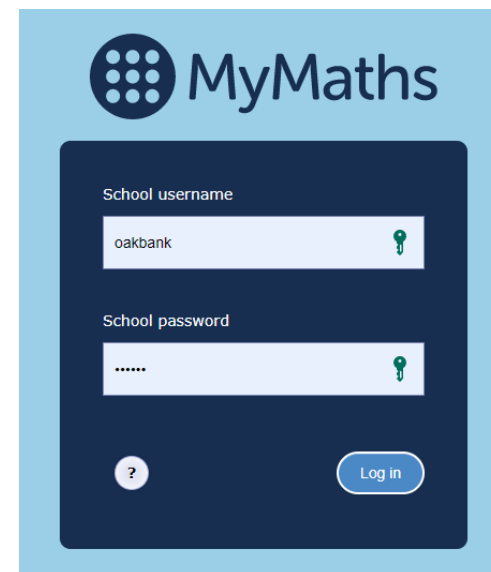
News

Log in

You need to enter the school details first

School username is oakbank

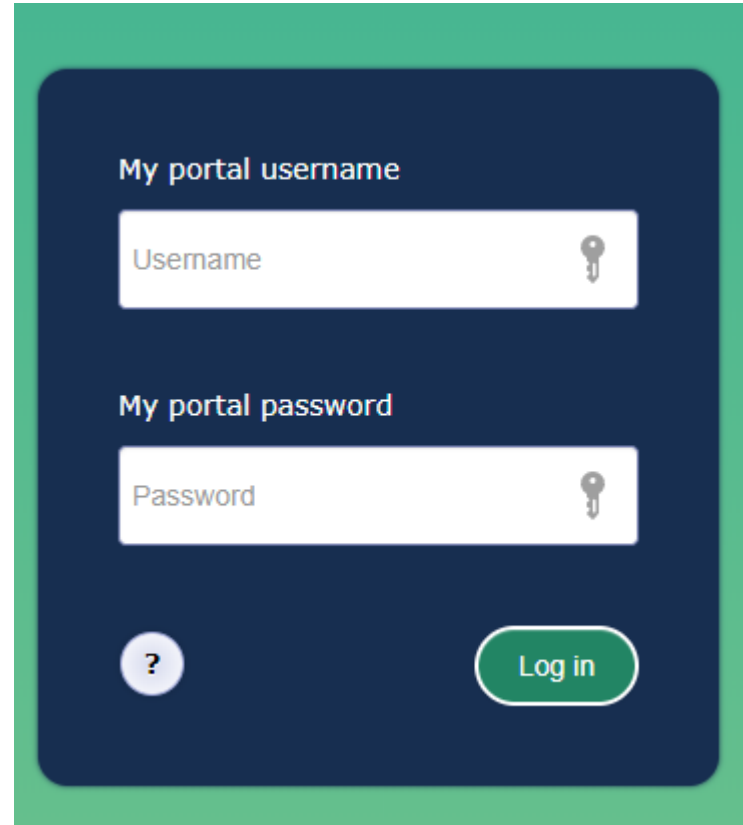
School password is obtuse



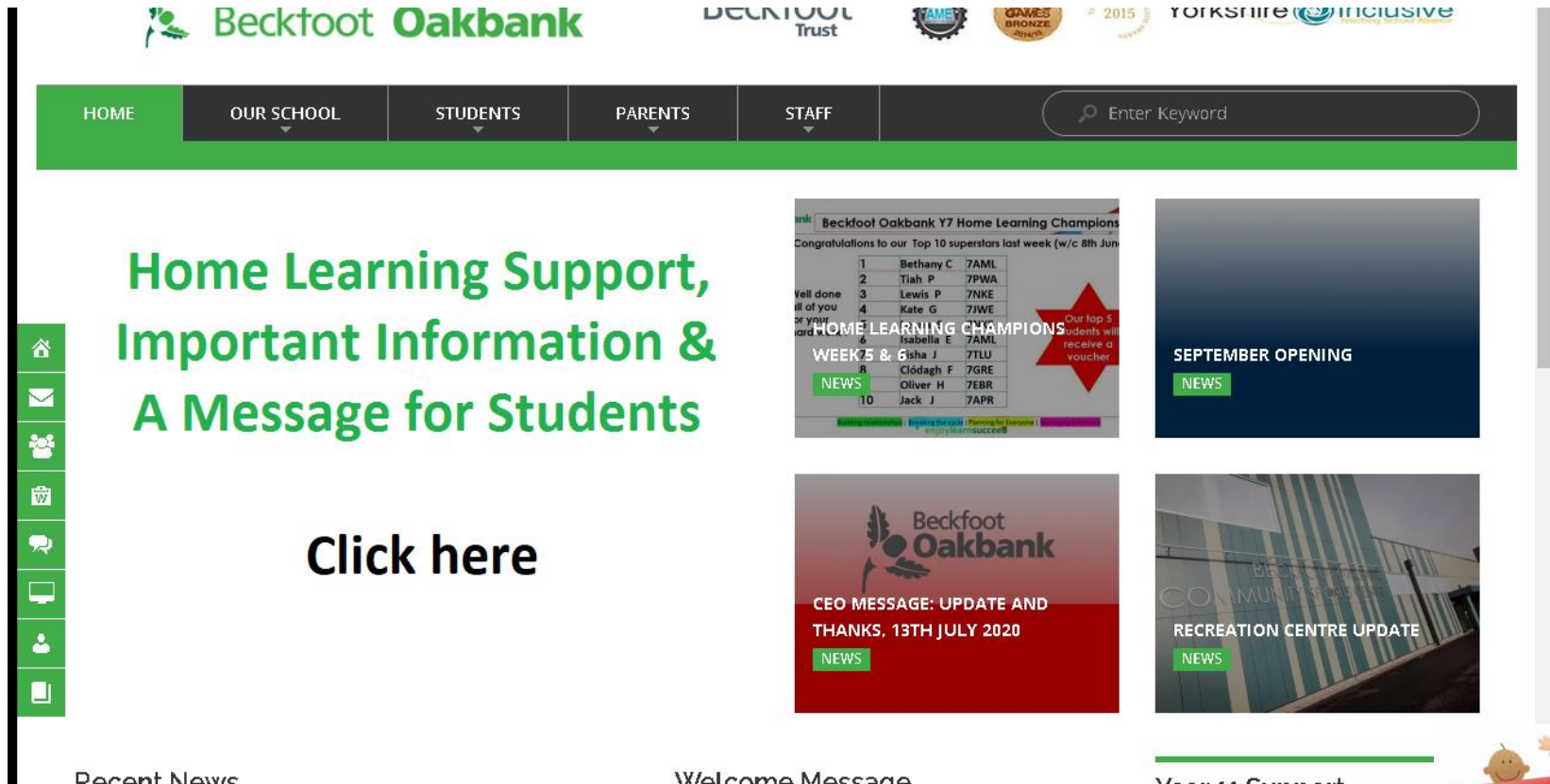
The image shows a screenshot of the MyMaths login interface. At the top is the MyMaths logo. Below it is a dark blue login box. Inside the box, there are two input fields: 'School username' with the text 'oakbank' and a key icon, and 'School password' with masked characters '.....' and a key icon. At the bottom left of the box is a question mark icon, and at the bottom right is a 'Log in' button.

Then enter your username and password

Your tutor will tell you your user name and password if you cannot remember it.

The image shows a login interface for MyMaths. It features a dark blue background with a teal border. There are two input fields: 'My portal username' and 'My portal password'. Each field has a white text box with a key icon on the right. Below the password field is a circular button with a question mark and a green 'Log in' button.

Step one – on our website click the **Access IT Tab**- the bottom one



The screenshot shows the Beckfoot Oakbank website homepage. At the top is the school's logo and navigation menu with links: HOME, OUR SCHOOL, STUDENTS, PARENTS, STAFF, and a search bar. Below the menu, there are several news tiles. A large green text overlay on the left side of the page reads: "Home Learning Support, Important Information & A Message for Students". Below this, a black button says "Click here".

Home Learning Support, Important Information & A Message for Students

Click here

Recent News

Welcome Message

Beckfoot Oakbank Y7 Home Learning Champions

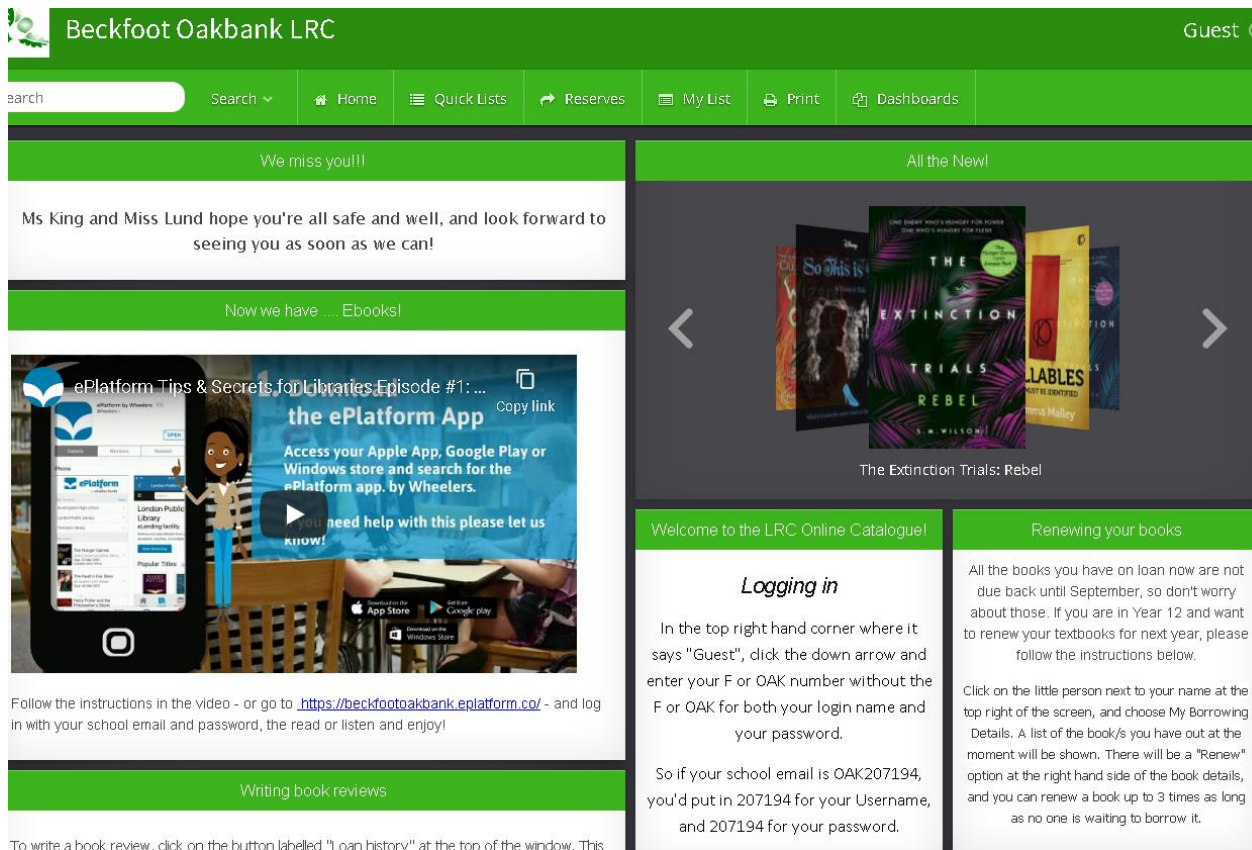
Rank	Name	Score
1	Bethany C	7AML
2	Tiah P	7PWA
3	Lewis P	7NKE
4	Kate G	7JWE
5	Isabella E	7AML
6	Isabella E	7AML
7	Isabella E	7AML
8	Clodagh F	7GRE
9	Oliver H	7EBR
10	Jack J	7APR

SEPTEMBER OPENING

RECREATION CENTRE UPDATE



Step two – follow the instructions in the **logging in box**



Beckfoot Oakbank LRC

Guest

Search

Home Quick Lists Reserves My List Print Dashboards

We miss you!!!

Ms King and Miss Lund hope you're all safe and well, and look forward to seeing you as soon as we can!

Now we have Ebooks!

ePlatform Tips & Secrets for Libraries Episode #1: ...
the ePlatform App
Access your Apple App, Google Play or Windows store and search for the ePlatform app. by Wheelers.
you need help with this please let us know!

Follow the instructions in the video - or go to <https://beckfootoakbank.eplatform.co/> - and log in with your school email and password, the read or listen and enjoy!

Writing book reviews

To write a book review, click on the button labelled "Loan history" at the top of the window. This

All the New!

The Extinction Trials: Rebel

Welcome to the LRC Online Catalogue!

Logging in

In the top right hand corner where it says "Guest", click the down arrow and enter your F or OAK number without the F or OAK for both your login name and your password.

So if your school email is OAK207194, you'd put in 207194 for your Username, and 207194 for your password.

Renewing your books

All the books you have on loan now are not due back until September, so don't worry about those. If you are in Year 12 and want to renew your textbooks for next year, please follow the instructions below.

Click on the little person next to your name at the top right of the screen, and choose My Borrowing Details. A list of the book/s you have out at the moment will be shown. There will be a "Renew" option at the right hand side of the book details, and you can renew a book up to 3 times as long as no one is waiting to borrow it.

- Click on Guest
- Click the down arrow
- Use the number part of your f number for both the login and password (leave out the f)
- Example if your f number is f123456, your log in AND password would be 123456

How You Will Access GCSEPod



1

Go to: <https://members.gcsepod.com>

Click New Here? Get Started!

2

The box is pink you will only log in on this for the first time

3

Enter your details-
you must write your name as it is on the register

4

Create your username and password
Use your f number as username and the same password- it must be 8 characters long

LOGIN

[NEW HERE? GET STARTED](#)

NEW USER

FIRST NAME	<input type="text" value="Forename"/>
LAST NAME	<input type="text" value="Surname"/>
DATE OF BIRTH	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2005"/>
SCHOOL	<input type="text" value="Search for your school"/>

[Been here before?](#)

If they've already activated their account, they can simply enter their username and password.



GCSEPod



Filtering the subjects that you study

- To avoid watching pods which do not cover your subjects of specification you will be able to filter (by ticking) the subjects that you do
- **Important** SCIENCE – make sure if you are doing Double award you watch pods from the COMBINED Science menu .
If you are doing Triple Science you watch pods from the individual science menu ie Biology, Chemistry, Physics.
- Now pick a subject and watch your first pod ! You can create your own playlists of key topics.



Logging on to Kerboodle

Some subjects use Kerboodle for access to resources
The website is www.Kerboodle.com/users/login

The institution code is **DY7**



Lessons, Resources, Assessment,
and Kerboodle Books

[Contact us about trying Kerboodle](#)

Username/Email

Password

Institution Code

Log in

[Trouble logging in?](#)

E – Safety is important.

Do



- Keep personal info private
- Speak politely and be kind to others when chatting online.
- Tell a trusted adult if you are being bullied online
- Use passwords to protect personal information
- Tell a trusted adult if you see something online which you don't like.

Don't



- Accept friend request from people you don't know.
- Spend too much time on your device.
- Reply to online messages from bullies
- Be mean and nasty online
- Share personal information with strangers.

The school uses e-safe as a tool to support your online safety.

What you need to do now

You need to make sure you know the following and have written the details in your planner.

- School email
- How to get in to Teams and find your Teams / Classes
- How to login to Class Charts
- How to login in to your MyMaths Account
- How to access GCSE Pod (KS4 only)
- How to access Kerboodle if relevant
- Download Office 365 at home if you have an appropriate device

You now need to make sure that you practice these skills and check your school email regularly.

	Task/Activity	Completed
1	Log on to your school email	
2	Install / access Microsoft Office applications @ home	
3	Find your way round Microsoft Teams	
4	Find and complete any assignments set by your teachers	
5	Submit work	
6	Communicate with your teachers via Teams/Email	
7	Log on to MyMaths	
8	Log on to ClassCharts	
9	Log on to Kerboodle	
10	Know how to access the library resources	
11	Know how to access GCSE Pod (KS4 Students only)	
12	Record the relevant details in your Planner (and keep them somewhere safe at home).	