PAKEFIELD HIGH SCHOOL INTRODUCTION TO REMOTE LEARNING

Your timetable for remote learning has exactly the same lessons as your timetable in school, but the timings are slightly different.

You should log into teams ready for the start of each session – this is very important for safeguarding and welfare reasons!

9:00 - 10:00	**Period 1**
10:00 - 11:00	**Period 2**
11:30 - 11:45	**Coaching**
11:45 – 12:45	**Period 3**
13:30 - 14:30	**Period 4**

ACCESSING REMOTE LEARNING

What are my login details?

Your email address and the password you are initially given are your login details to any computer in school. Once you are logged in, you can change to your password (remember to make it at least 8 letters long with at least one capital letter and at least one number).

What is my email address?

Your email address is made up of two parts the first being your S number which takes the format of an S followed by six numbers – S200456.
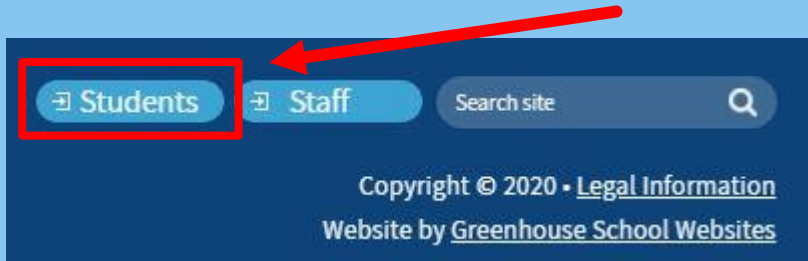
The second part is "**@student.pakefield.org.uk**".

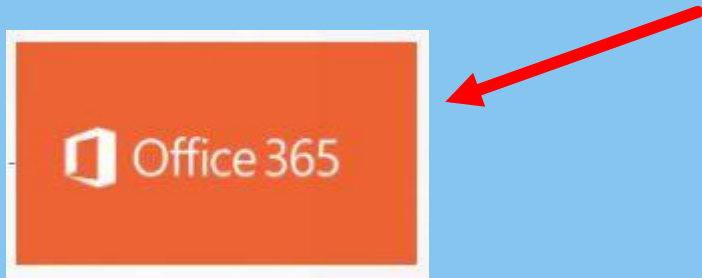So if my S number were S200456 my email would be "**s200456@student.pakefield.org.uk**".

Your password is the same as the one you use to login to a computer.

ACCESSING REMOTE LEARNING AT HOME

Open your web browser and go to www.pakefield.org.uk, then scroll to the bottom of the page and click on "Students"
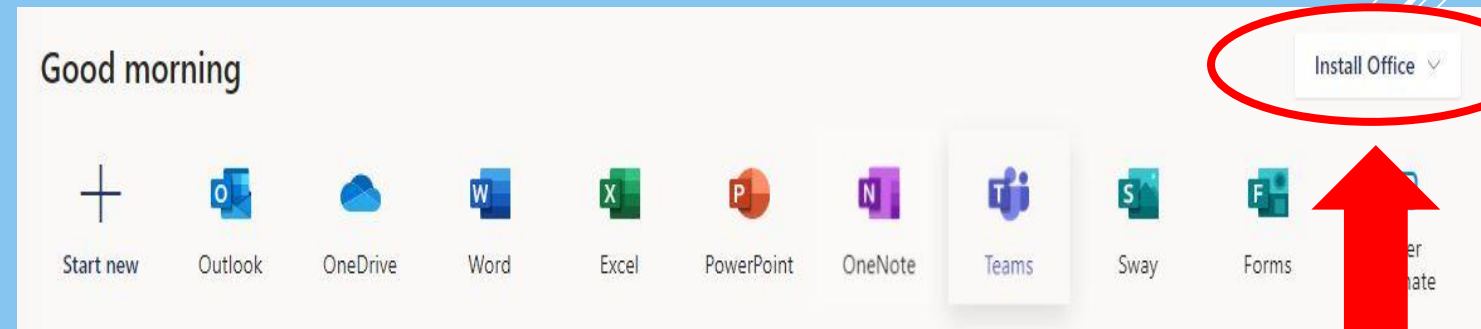
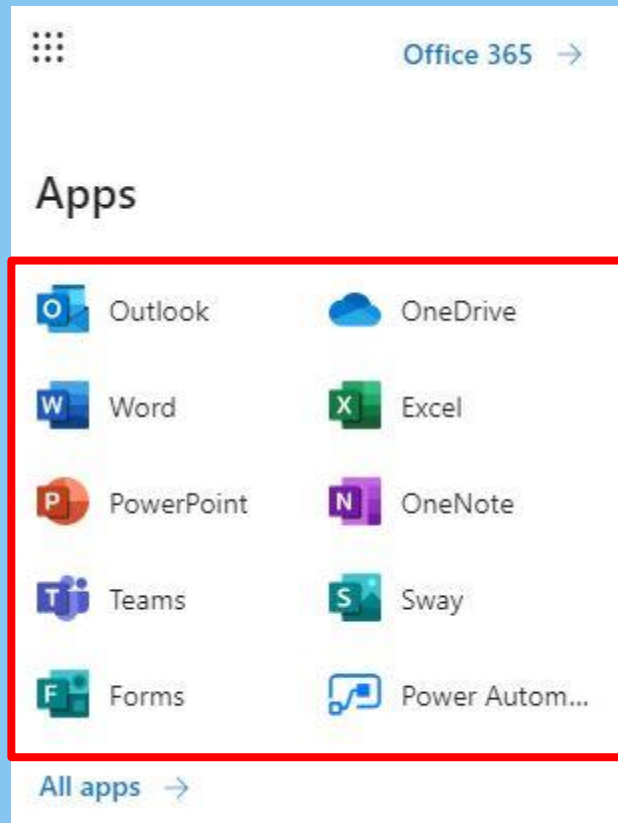Click on the orange "Office 365" button

Login using your email address and password – you now have access to Office and Teams.

Your online work is set by your teachers on Teams.

HELPFUL TIPS

Use the Waffle ➔ ⠿ CLARION ACADEMY TRUST   Office 365

Clicking the waffle, which is on every page, allows you to move to another service quickly

⠿   Office 365 →

Apps

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- Teams
- Sway
- Forms
- Power Autom...

All apps →

Good morning   Install Office ⌄

+									
Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	Teams	Sway	Forms

If you use a tablet, PC or Mac – you can install the Office software for free, just click "Install"
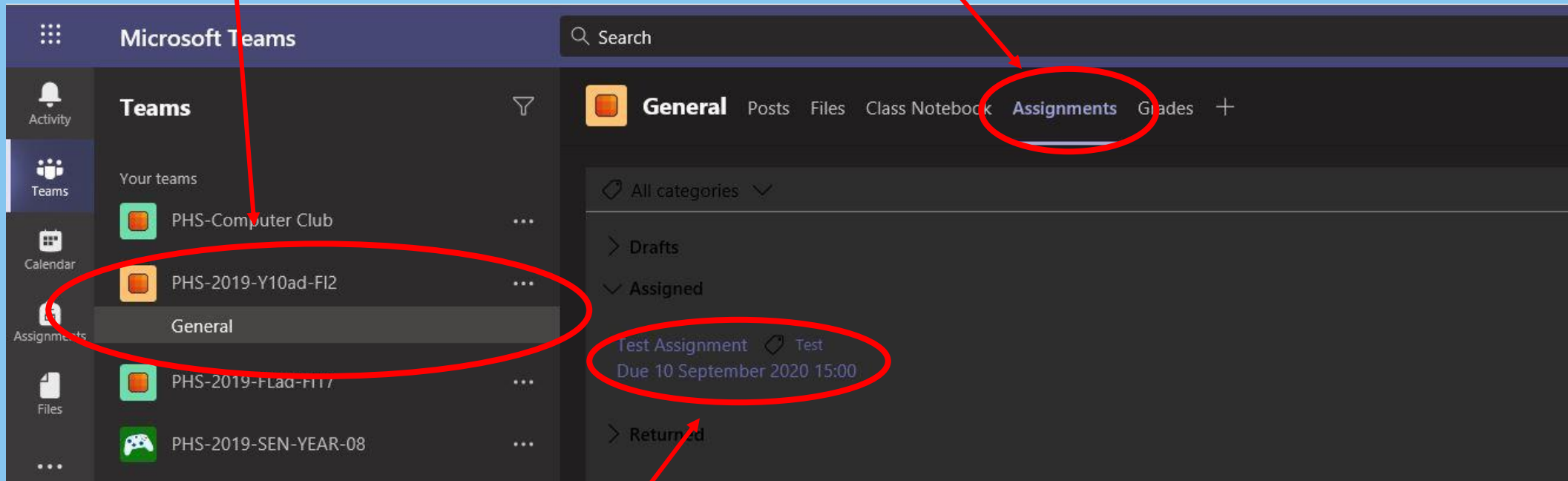
HOW DO I USE TEAMS?

Once you have selected Teams from the Office 365 menu you are presented with a list of all of your classes on the left hand side.
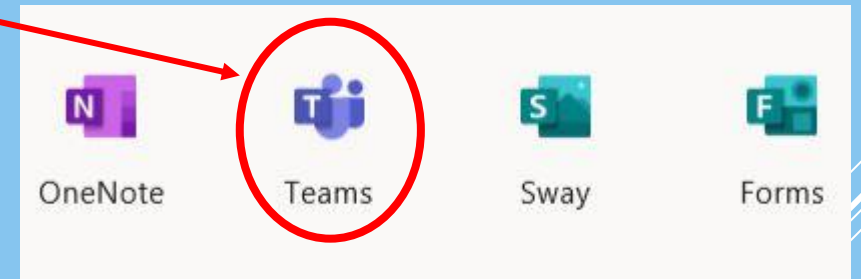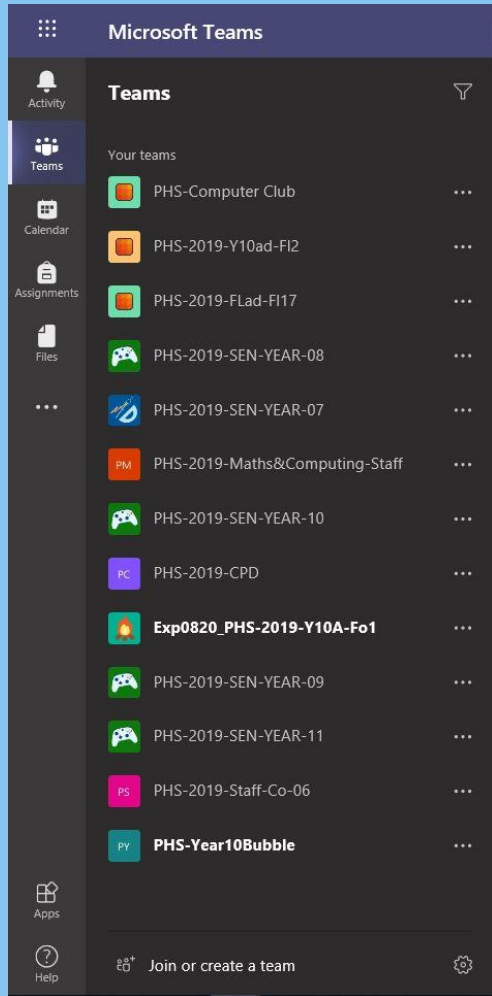
HOW DO I USE TEAMS - 2

Click on a class on the left panel and the on "Assignments" in the right panel to show any work

You can then see your assigned tasks and click on them to open the work.

HOW DO I USE TEAMS - 3

Once you have your assignment open, everything you need to complete the work will be displayed.

This includes any worksheets required, PowerPoints for the lesson, blank documents to work in and any other files you may need.

The assignment will also display the date and time it is due in by.

At this point you will be able to attach any other files relevant to the work by clicking the "**Attach**" button – you must do this before submitting the work.

Once you have completed all the work for the assignment, you need to click on the "**Submit**" button.

If you press "**Submit**" by accident or realise you need to add something, you can press "**Unsubmit**", make any changes then press the "**Submit**" button again.

HOW DO I USE TEAMS – JOINING LIVE LESSONS

The posts page will show "Assignments" and links to live lessons.
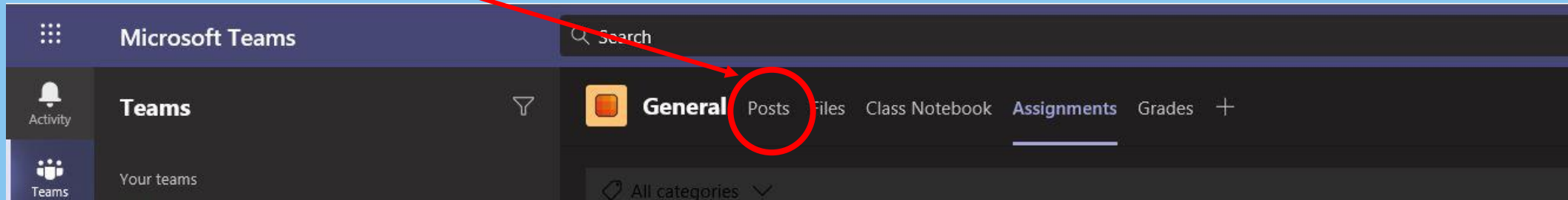
Click on a meeting link, then 'Join' to enter a live lesson.
- You do not need to have a webcam on.
- You can communicate with your teacher using the hands up feature in the lesson, and ask a question verbally or through the chat function.
- You will also receive an email invitation to each lesson too – you can click the link from your inbox to access the lesson instead.

HOW DO I GET HELP?

Watch the videos on the student information page on the school website. If you are really stuck after this, click the "email ICT department" link.

Student ICT Services

Please click on any of the tiles below to access your Student ICT services.

SPaG · Office 365 · ClassCharts · MathsWatch · Doddle. · Collins

If you have any issues accessing any of the services above or have forgotten your username or password, please visit the ICT Office, at the end of the Science corridor. Alternatively, you can e-mail the **ICT department.** We can only accept requests from recognised parents/carers email addresses that we have on record for that student. Please make sure the email contains the student's full name, form group and date of birth.