

Remote Teaching and Learning: For Students

As a School we have all the tools we need to Teach and Learn remotely – all you need are an Internet connection and a device.

Computer, Laptop, Tablet, Smart Phone; Windows, Apple, Google, Andoid – it really doesn't matter.

Assignments can be set in Kerboodle, Doodle, MathsWatch, My Maths and GCSEpod.

Please make sure that you have the required log in details for the platform your teacher wants you to use – test these log ins while you are at school to make sure that you are happy with the process. Help is available as follows:

Kerboodle – Log in details can be obtained or reset by itsupport@alderbrook.solihull.sch.uk
Doodle – Log in details can be obtained or reset by itsupport@alderbrook.solihull.sch.uk
(Geography and Science)

MathsWatch – Log in details provided by Maths Department

My Maths – Log in details provided by Maths Department

GCSEpod – Log in instructions are available on the School web site by going to the students dropdown menu and selecting GCSEpod

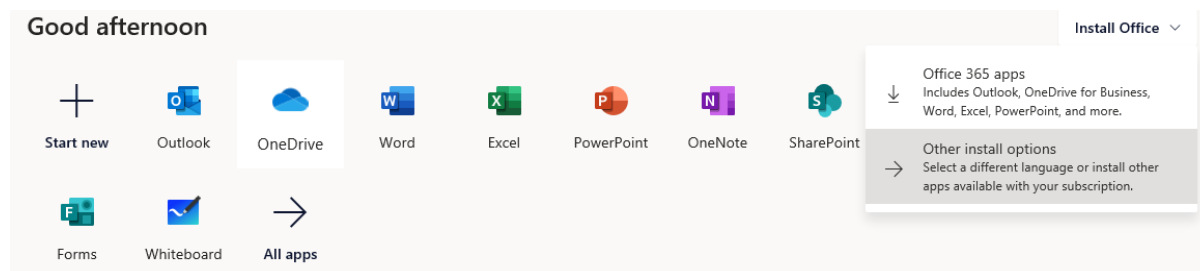
Office 365

This is available to ALL students, all you need are your email address and your normal network password. Reminder letters have been sent recently to all students with ClassCharts and email address, if you require assistance with your Office365 accounts please inform your form tutors.

To access your Office 365 account – Open the School website (www.alderbrookschool.co.uk), on the menu hover over 'Students' and click on 'Office 365'.

In the Office 365 login page enter your school provided email address and click 'Next', Enter your normal Network Password (the one you use to log in to a computer at Alderbrook) and click 'Sign in'. If this is the first time you are accessing your Office 365 account you may be asked to select your Time zone – please ensure your select '(UTC +00:00) Dublin, Edinburgh, Lisbon, London'.

ALL users are entitled to install up to 5 instances of the complete Microsoft Office Suite on their personal devices at home (Windows PC, Laptop or Tablet or Apple Mac) – This can be done by clicking on the 'Install Office' link on the Tiled Home Screen and then follow the instructions:



It is recommended to use either Microsoft Edge or Google Chrome to access Office 365.

OneDrive:

This is a PERSONAL file storage area in Office 365. You can create Folders, upload documents and share these with a class mate or teacher for work purposes. This is monitored by our IT team.

Files can be uploaded in 2 ways:

1. Drag and drop files or folders into the area you want them
2. Click the 'Upload' button at the top of the Window and select the files or folders you want to upload

You can share a file or a folder with others (ALL files remain 100% private **UNTIL** you share them with someone else, like your teacher).

Select the item you want to share, click on 'Share' at the top of the Window, chose whether you want others to be able to Edit or just Read (untick 'Allow editing'), select the person or people you want to share with then click 'Send' (Please note only valid Alderbrook emails can be used).

Note: If you share a file, then all you are giving access to is that individual file; if you share a folder you are giving access to everything within that folder – this includes anything you add to the folder in future.

SharePoint:

Some departments already have SharePoint Sites set up (PE, D & T, EPQ and Health & Social Care). These can be used for uploading tasks and assignments and staying in communication with your teachers.

Please make sure with your teacher if they are already using SharePoint, that you fully understand how and what your teacher will want you to be doing.

Important notes

When working on Microsoft Office documents in Office 365 you will get a much more enhanced experience by opening the document in the locally installed application:

Right click the file > Click 'Open' > Click 'Open in app'

The first time you do this on any device it will ask you to verify your login details (email and password).

When working on an Office document in the browser it will save automatically, but to ensure a final save and close the document just click on your name.

*You cannot install Microsoft Office suite onto an Android or Apple Smart phone or tablet. The individual apps (Word, Excel, OneDrive etc.) are available from the appropriate App Store free of charge.