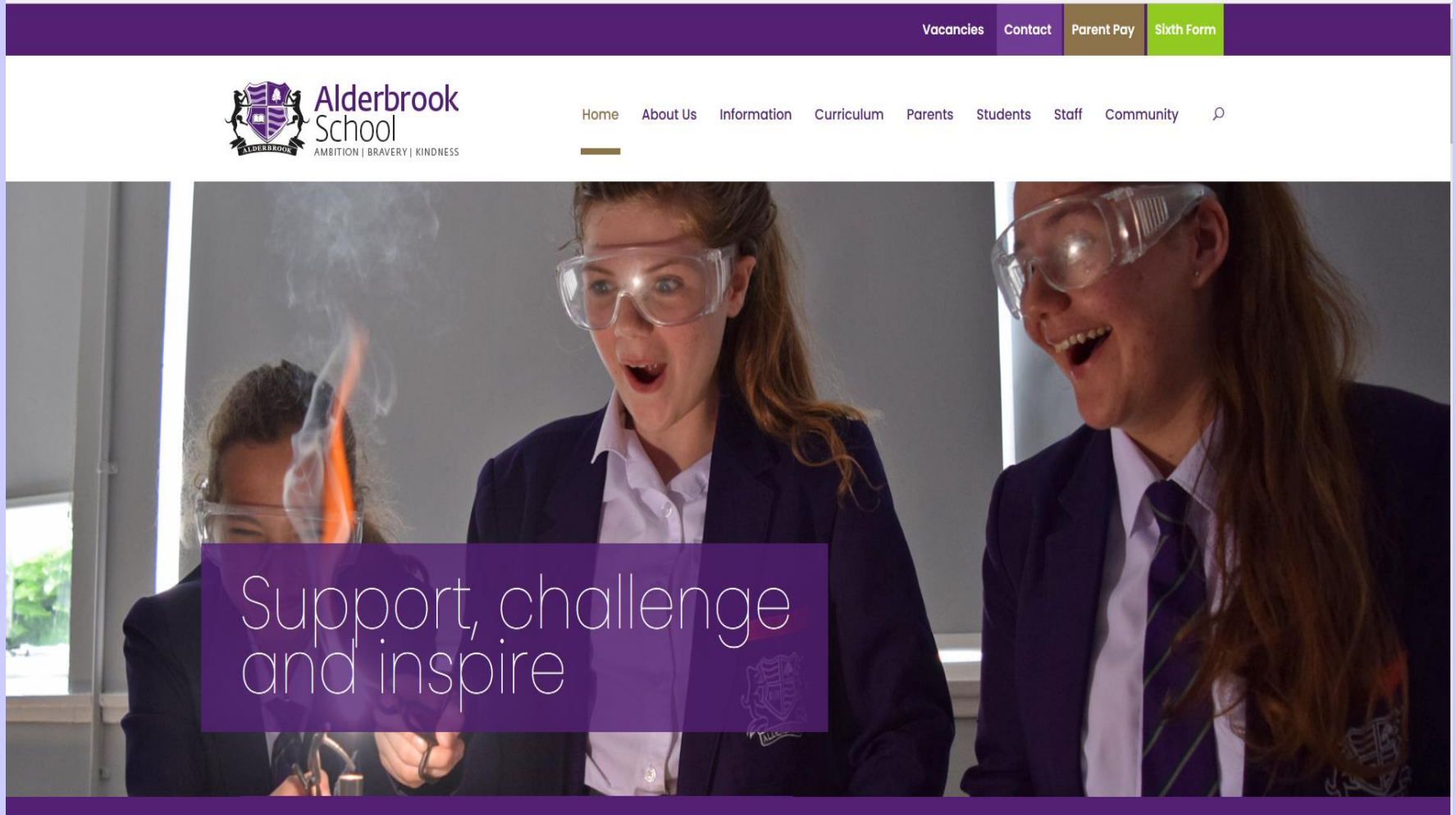
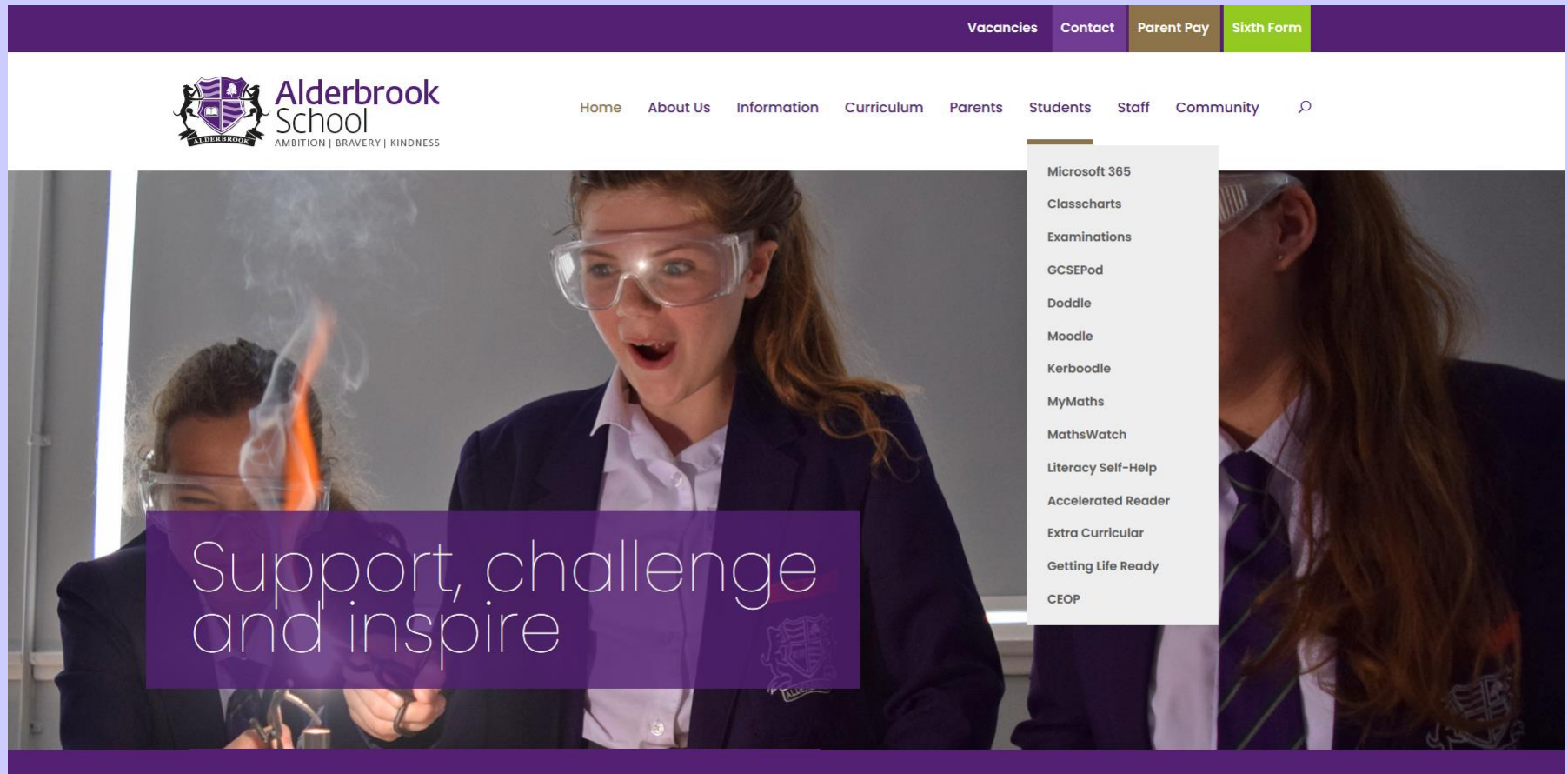


Step 1: Log onto the school website: www.alderbrookschool.co.uk



Step 2: On the menu hover over 'Students'

Here you will find all the main tools you will be expected to use at home to support your learning.



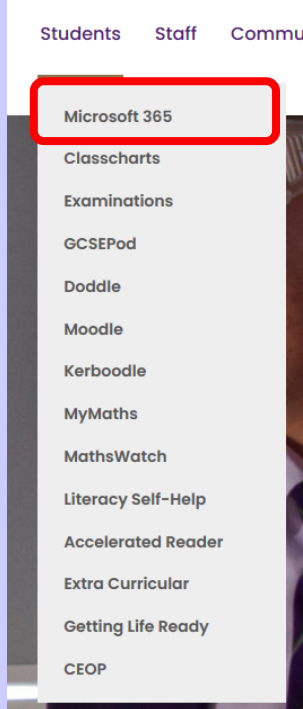
The screenshot displays the Alderbrook School website. The top navigation bar is purple with links for Vacancies, Contact, Parent Pay, and Sixth Form. Below this, the main navigation bar is white with links for Home, About Us, Information, Curriculum, Parents, Students, Staff, and Community. The 'Students' link is highlighted, and a dropdown menu is visible, listing various resources: Microsoft 365, Classcharts, Examinations, GCSEPod, Doodle, Moodle, Kerboodle, MyMaths, MathsWatch, Literacy Self-Help, Accelerated Reader, Extra Curricular, Getting Life Ready, and CEOP. The background of the website features a large image of two students in a chemistry lab, with a purple overlay containing the text 'Support, challenge and inspire' and the school crest.

Alderbrook School
AMBITION | BRAVERY | KINDNESS

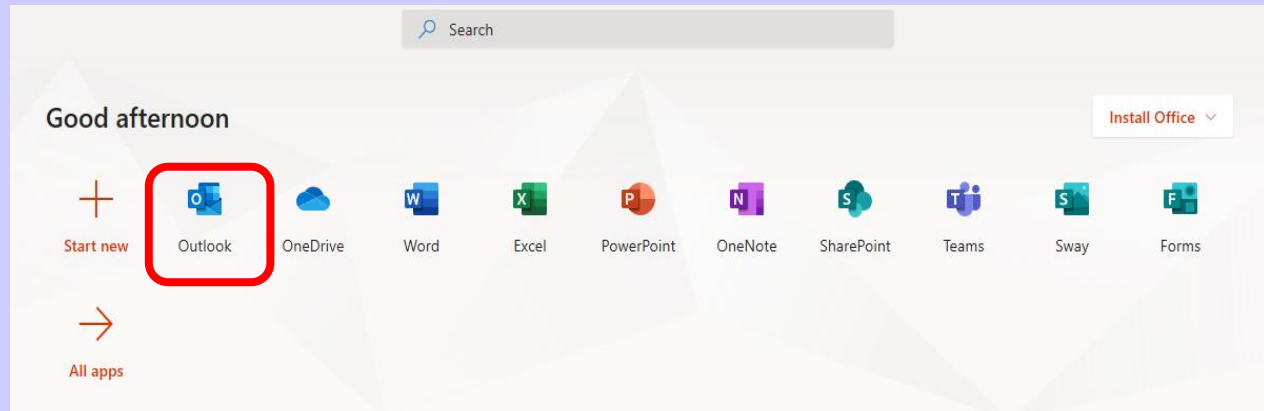
Home About Us Information Curriculum Parents **Students** Staff Community

Microsoft 365
Classcharts
Examinations
GCSEPod
Doodle
Moodle
Kerboodle
MyMaths
MathsWatch
Literacy Self-Help
Accelerated Reader
Extra Curricular
Getting Life Ready
CEOP

Support, challenge
and inspire



Step 3: At the top of the **‘Students’** menu you will see Microsoft Office 365, click on this.



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 you 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.

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

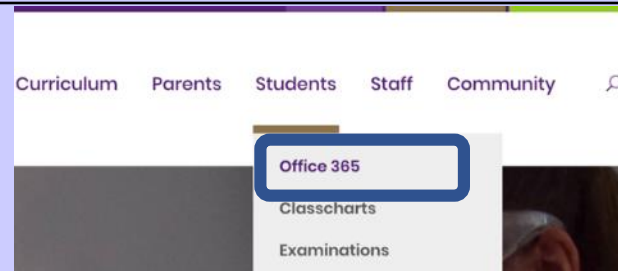
Accessing Microsoft

Load up the Alderbrook website by typing in:

www.Alderbrook.co.uk

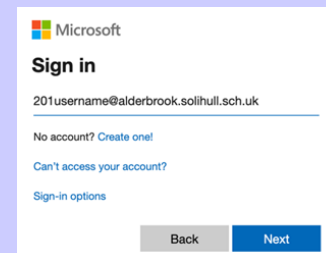


Hover your mouse over where it says **“Students”** then select **“Office 365”**

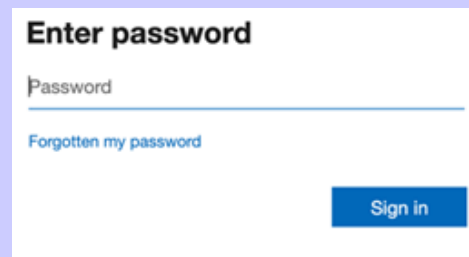


Then type in your email address using the format:

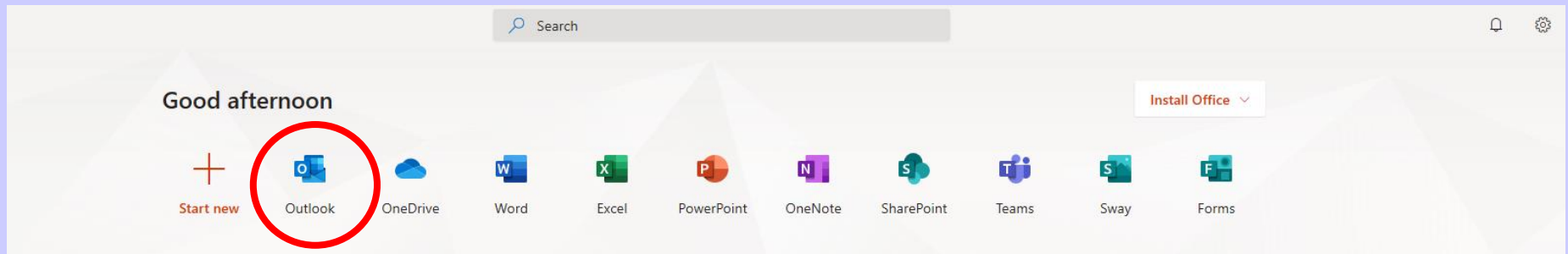
201username@alderbrook.solihull.sch.uk



You will then be asked to enter your password. This password is the same you use to log onto the school system.



Microsoft Office 365: Outlook (sending an email)



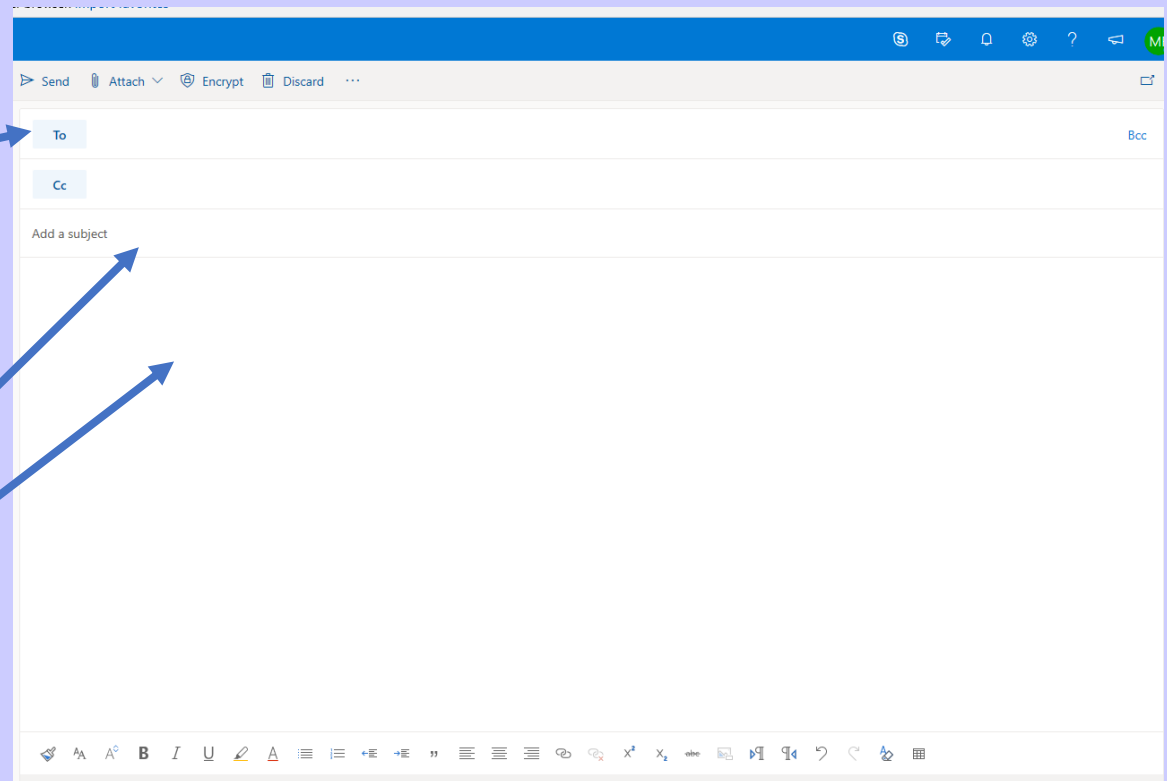
You can send an email to ask teacher questions and attach work to send to your teachers

Step 1: Click on 'New'

Step 2: Go to 'To' start to type on the name of the person you want to send the email and their email address will appear.

Step 3: Give the email a title

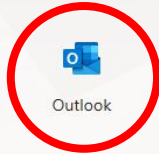
Step 4: Type your message.



Microsoft Office 365: Outlook

Good afternoon

Start new



Outlook

OneDrive

Word

Excel

PowerPoint

OneNote

SharePoint

Teams

Sway

Forms

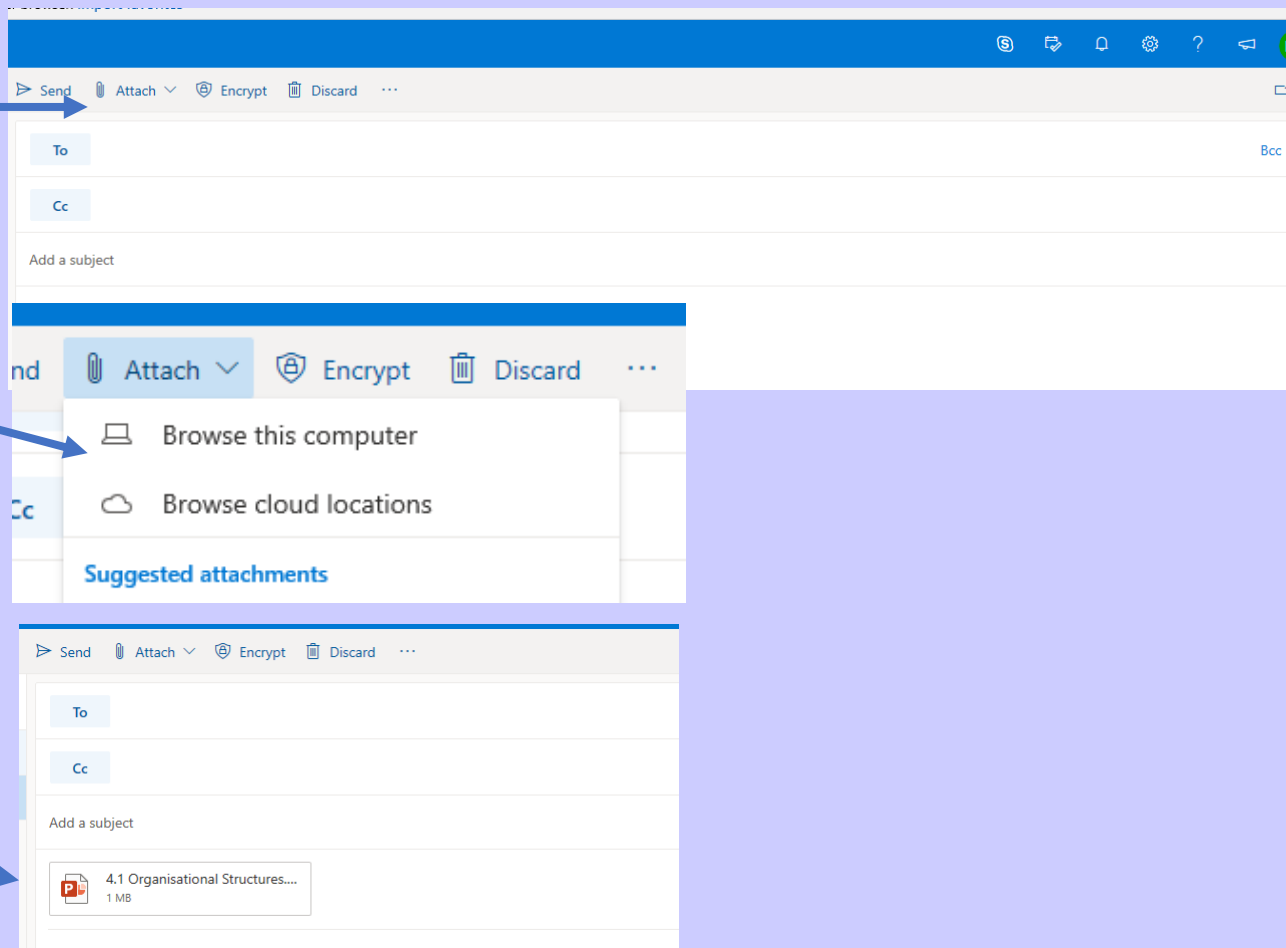
Install Office

Step 5: To attach your work. Click on **'Attach'** with the paperclip next to it.

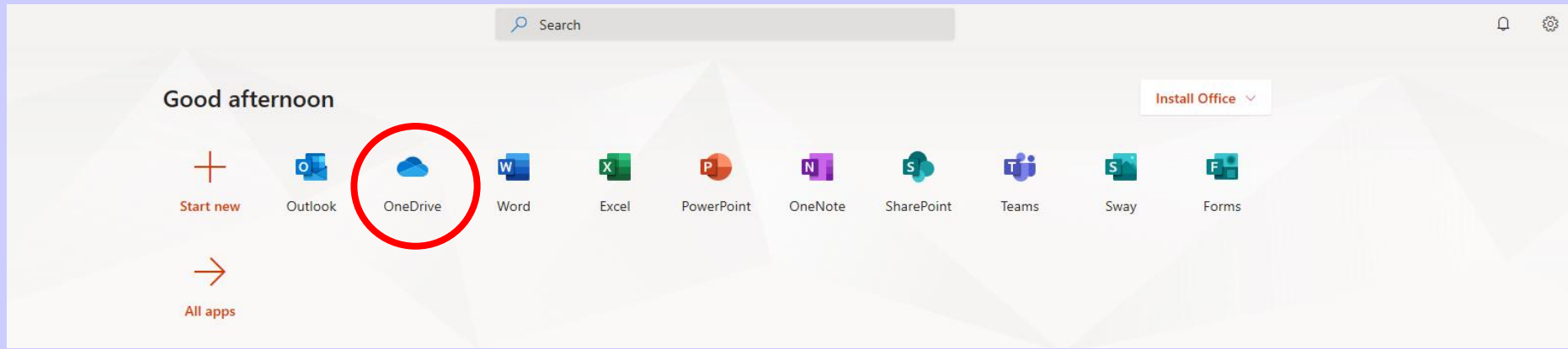
When you clicked on **'Attach'** select the location you have saved your document.

When you click on your document, it will attach itself to your email.

Then click **'Send'**



Microsoft Office 365: OneDrive (where you can save your work)



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

Files can be uploaded in 2 ways:

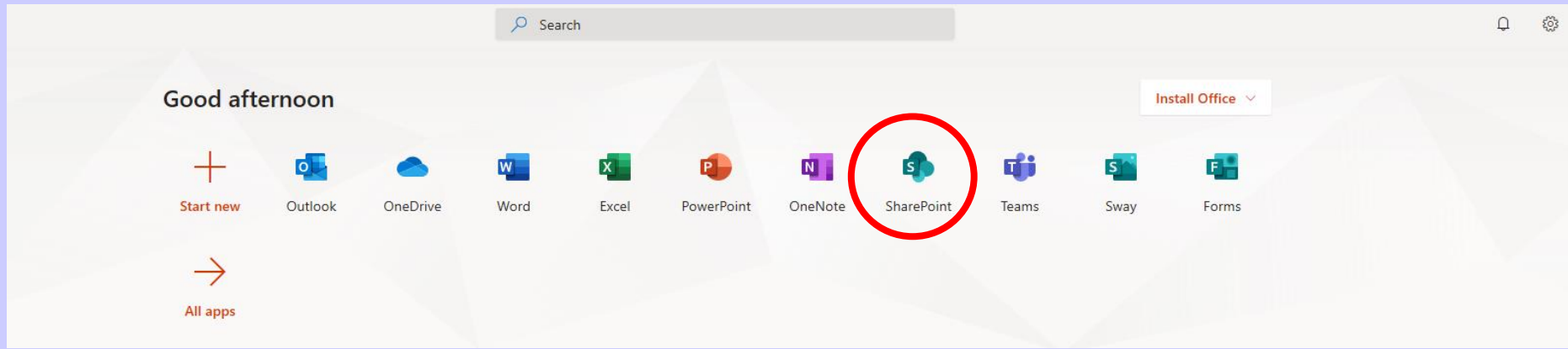
1. Drag and drop files or folders into the area you want them
2. Click the 'Upload' button at the top of the Window and select the files or folders you want to upload

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.

Microsoft Office 365: SharePoint

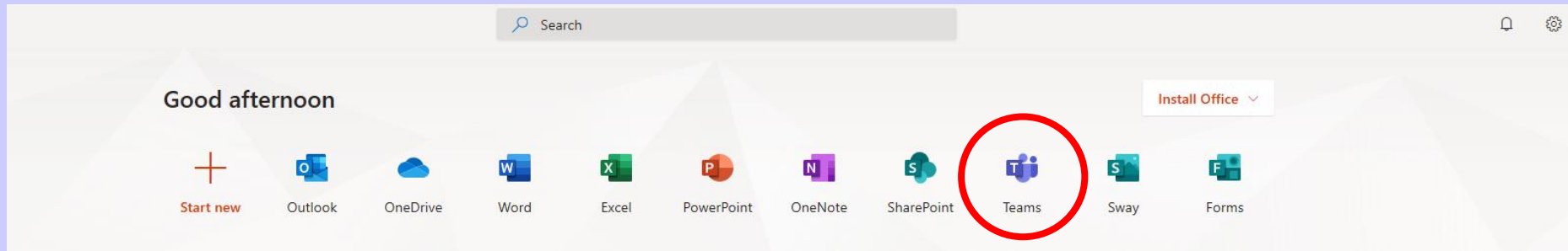


Some departments already have SharePoint Sites set up (PE, D & T, EPQ and Health & Social Care).

These can be used for uploading tasks and assignments and staying in communication with your teachers.

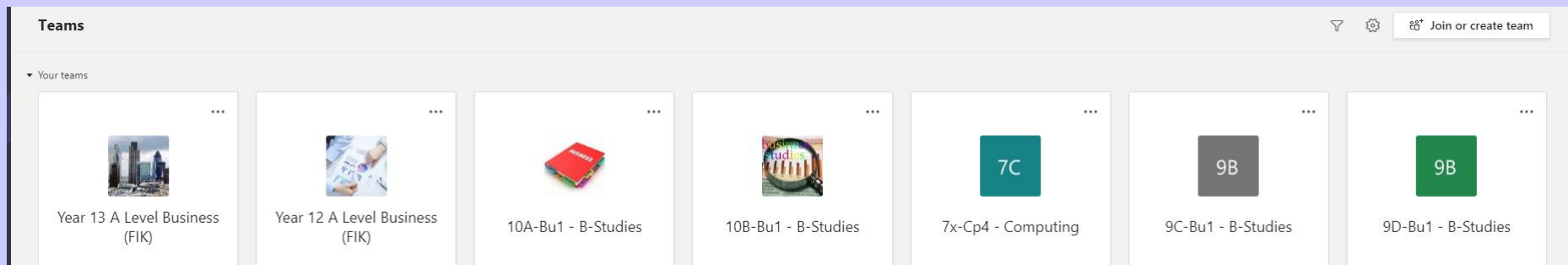
Please make sure with your teacher if they are already using SharePoint, that you fully understand how and what your teacher will want you to be doing.

Microsoft Office 365: Teams



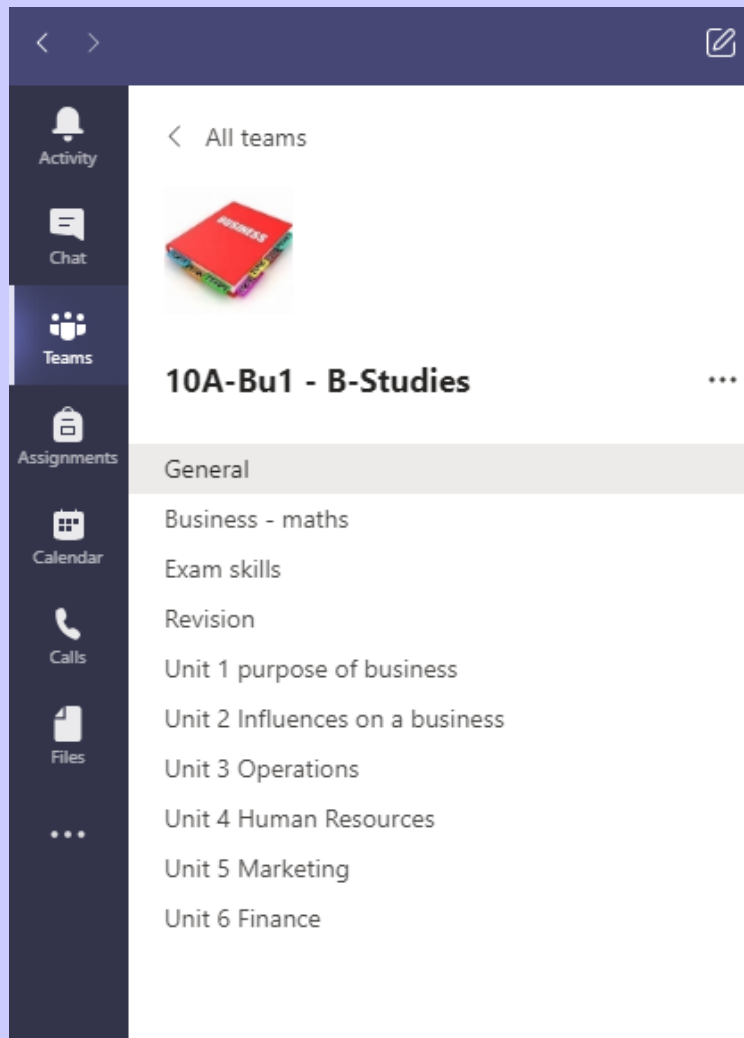
Once you click on Teams you will see all the teams you are a part of.

Click on a team.



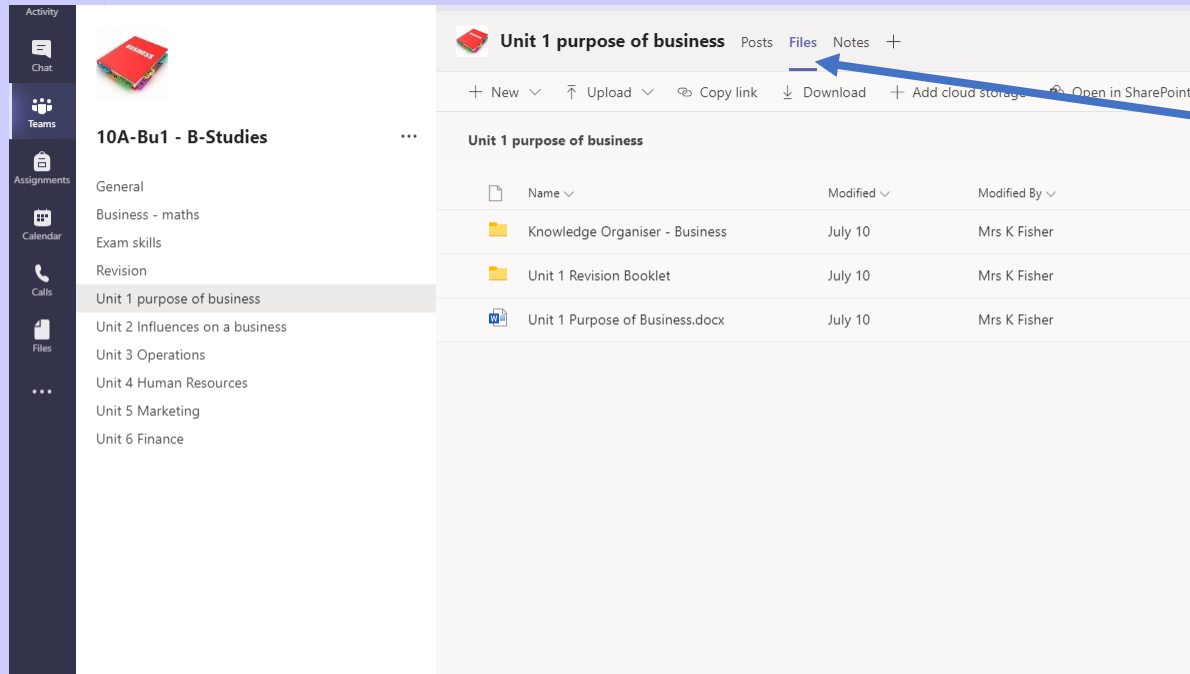
If there are any live lessons you will need to join them if you can. When a live lesson is being conducted by your teacher, there will be a notification in the top right of your screen. This notification will inform you of which teacher & class is being streamed live and will ask you to click 'join'. Once you click join, make sure your camera and microphone are disabled and you may enter your live lesson by clicking join for a second time. Your live lessons will take at the scheduled usual lesson time.

Microsoft Office 365: Teams



When in your team you will see a list of different channels where your teachers may have identified different units or topics you will cover.

Microsoft Office 365: Teams



The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Files' icon is highlighted. The main area shows the 'Files' tab for the team 'Unit 1 purpose of business'. A blue arrow points from the 'Files' tab in the top navigation bar to the 'Files' icon in the sidebar. The file list contains the following items:

Name	Modified	Modified By
Knowledge Organiser - Business	July 10	Mrs K Fisher
Unit 1 Revision Booklet	July 10	Mrs K Fisher
Unit 1 Purpose of Business.docx	July 10	Mrs K Fisher

If you click on 'Files' you will see any resources or documents your teacher has left, you to use.

Assignments

The screenshot shows the Microsoft Teams interface with a sidebar on the left containing icons for Chat, Teams, Assignments (highlighted), Calendar, Calls, Files, and a menu icon. The main content area displays an assignment titled "1.7.1 Purpose and Function of Software" with a due date of "Due 8 July 2020 23:59" and a status of "Points: No points". Below the title, the "Instructions" section reads: "Complete the COR/CONS and CHA questions for purpose and function of software. Documents do not require printing and corrections should be done in a different colour. Work should be submitted to teams for feedback." The "Reference materials" section lists four items: "COR ANS.docx", "CONS.docx", "1.7.1 Purpose and Function of Software.pptx", and a "YouTube Video", each with a document icon and a three-dot menu icon.

1.7.1 Purpose and Function of Software Points: No points

Due 8 July 2020 23:59

Instructions

Complete the COR/CONS and CHA questions for purpose and function of software.
Documents do not require printing and corrections should be done in a different colour.
Work should be submitted to teams for feedback.

Reference materials

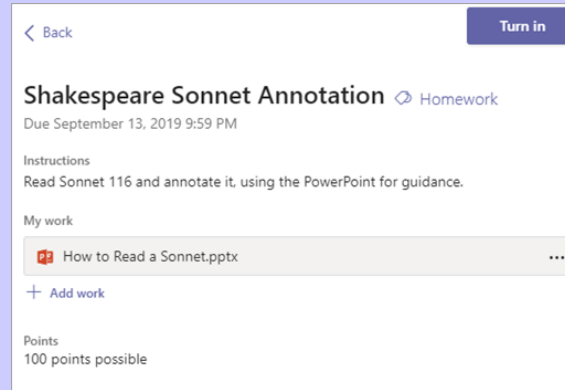
- COR ANS.docx
- CONS.docx
- 1.7.1 Purpose and Function of Software.pptx
- YouTube Video

- On the left hand row you have got a tab called **“Assignments”**
- This is where you can access work set by members of staff and access the recommended resources.
- It also allows you to upload your work for feedback.

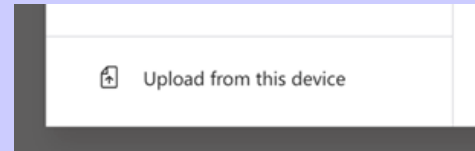
Uploading Assignments

To upload an assignment.

Click on “add work”. This will then allow you to upload from different locations.



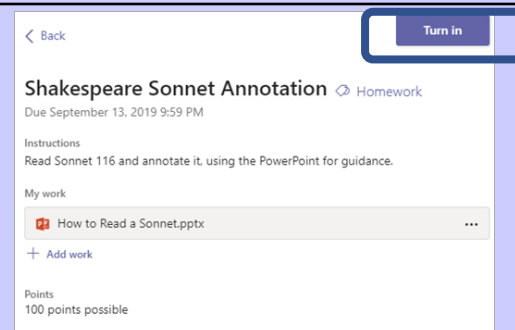
You should select upload from this device.



Once you have found the file you wish to upload, double click on it. Wait for the file to upload then press done.

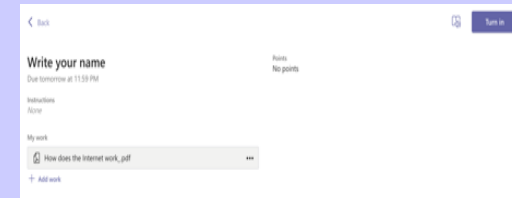
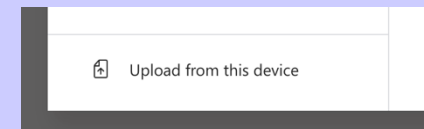
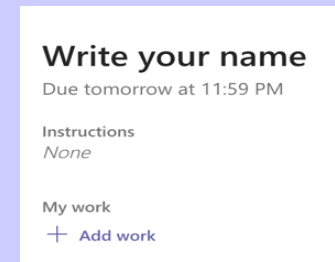


Then select “**Turn In**” this will mean you have submitted your work meaning the teacher can provide feedback.



Microsoft Office 365: Teams

- When an assignment has been set. You can find it by clicking on the option “assignment”. Then clicking on the relevant class. The assignment will also be shown in the team page also.
- Save the document (either to your device or one drive). Click “**add work**” on the assignment due.
- If it's saved to one drive, click one drive and click the document you want to upload. If it's saved to your device, click “upload from this device” then click on the document you want to upload. Then click attach.
- It will then upload. You then need to select ‘**Done**’. Once the file has been uploaded.
- Then select ‘**Turn it in**’. This will allow the teacher to provide feedback on your work.



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.

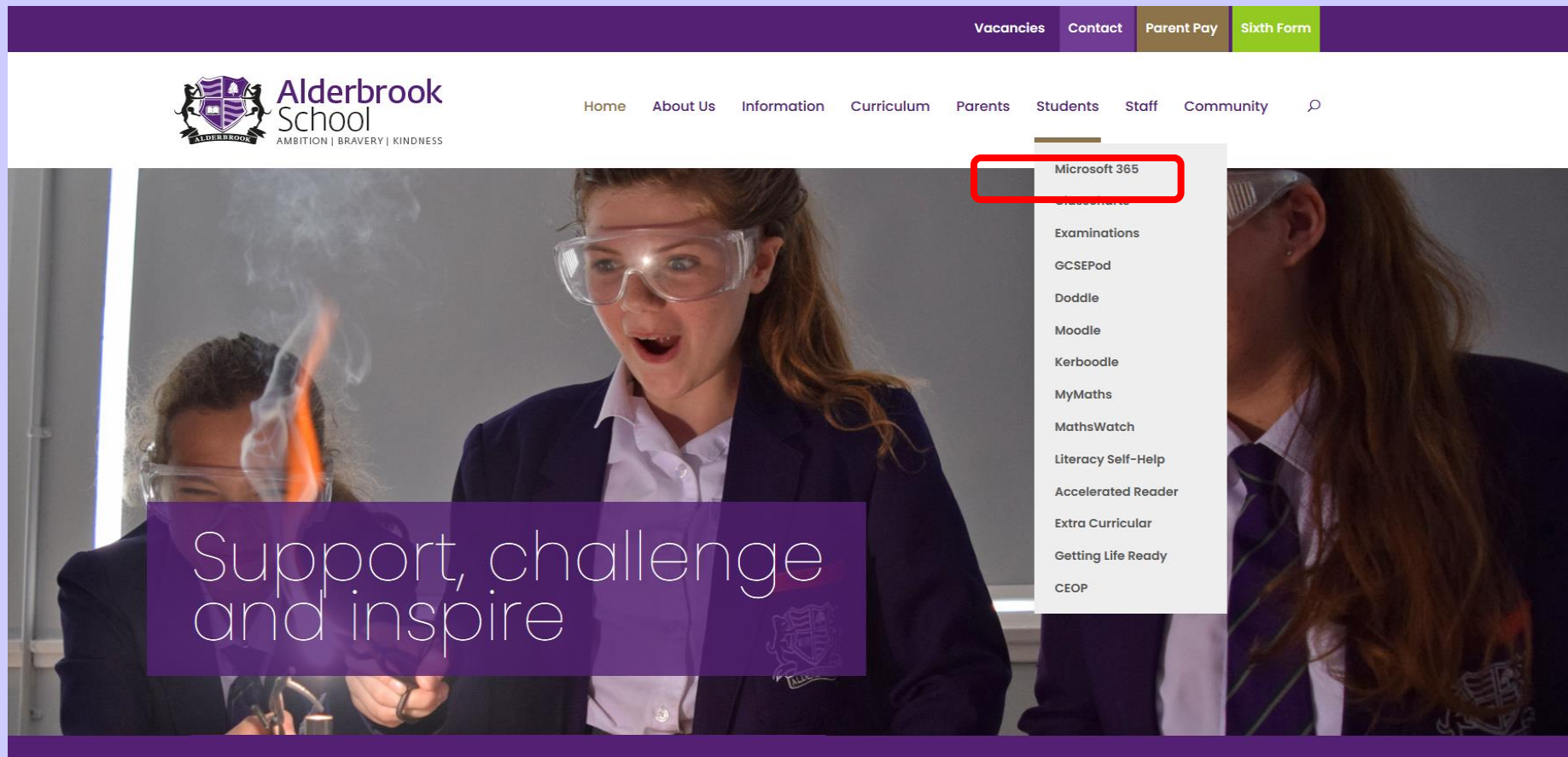
How to use and access Classcharts

On the menu hover over '**Students**'

Then click on '**classcharts**'

This is where any work is set by your teachers.

To log into Classcharts you need to type in your code if logging in for the first time



The screenshot shows the Alderbrook School website. The header is purple with links for Vacancies, Contact, Parent Pay, and Sixth Form. Below this is a white navigation bar with links for Home, About Us, Information, Curriculum, Parents, Students, Staff, and Community. The 'Students' link is highlighted with a red box, and a dropdown menu is visible, listing various resources including Microsoft 365, Examinations, GCSEPod, Doodle, Moodle, Kerboodle, MyMaths, MathsWatch, Literacy Self-Help, Accelerated Reader, Extra Curricular, Getting Life Ready, and CEOP. The background of the website features a large image of two students in a chemistry lab, with a purple overlay text that reads 'Support, challenge and inspire'.

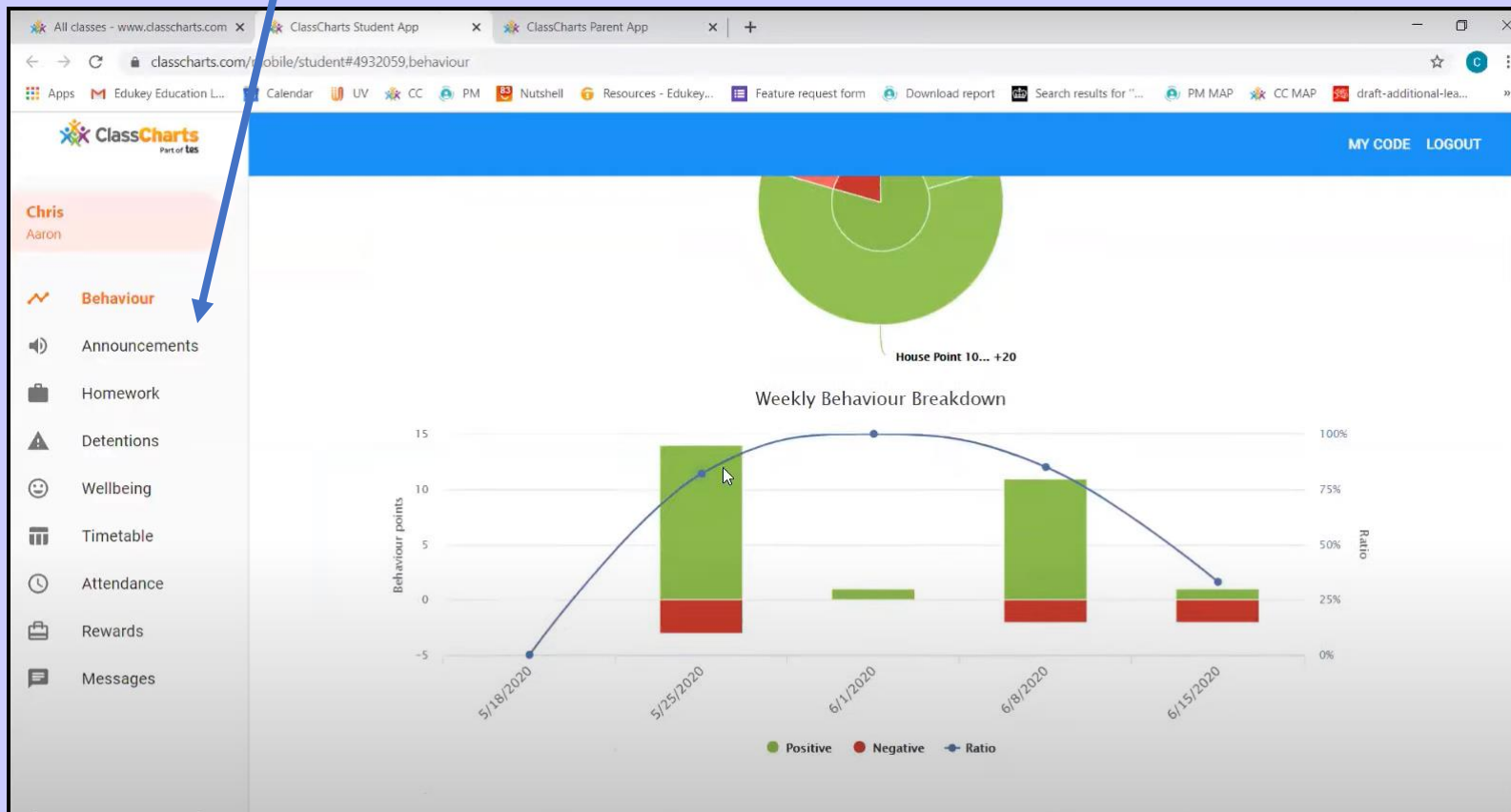
Alderbrook School
AMBITION | BRAVERY | KINDNESS

Home About Us Information Curriculum Parents **Students** Staff Community

Microsoft 365
Examinations
GCSEPod
Doodle
Moodle
Kerboodle
MyMaths
MathsWatch
Literacy Self-Help
Accelerated Reader
Extra Curricular
Getting Life Ready
CEOP

Support, challenge and inspire

When you open up Classcharts this show all the different sections.



When you click on 'Announcements' this will show you any messages or reminders you need to know about.

The screenshot displays the ClassCharts mobile app interface. At the top, there are three browser tabs: 'All classes - www.classcharts.com', 'ClassCharts Student App', and 'ClassCharts Parent App'. The address bar shows the URL 'classcharts.com/mobile/student#4932059.announcements'. Below the browser tabs, there is a navigation bar with various icons and labels: 'Apps', 'Edukey Education L...', 'Calendar', 'UV', 'CC', 'PM', 'Nutshell', 'Resources - Edukey...', 'Feature request form', 'Download report', 'Search results for "...', 'PM MAP', 'CC MAP', and 'draft-additional-lea...'. The main content area is titled 'Announcements' and features a list of announcements. The first announcement is from 'Demo School 16 AWB' dated 'Jun 4 2020 - Mrs A Abell' with the title 'Virtual Sports Day'. The text of the announcement states: 'Sports Day Next Wednesday (17th June) . There will be more information to follow.' The second announcement is also from 'Demo School 16 AWB' dated 'May 13 2020 - Mrs A Abell' with the title 'COVID-19 Update'. The text of the announcement states: 'We hope to re-open schools from June 1st. We will be opening to year 10 and 12 first. More information to follow.' On the left side of the screen, there is a sidebar menu with the following items: 'Chris Aaron' (with a profile icon), 'Behaviour', 'Announcements' (highlighted with an orange background), 'Homework', 'Detentions', 'Wellbeing', 'Timetable', 'Attendance', 'Rewards', and 'Messages'.

When you click on 'Homework' this will show you any what homework you have been set.

The screenshot shows the ClassCharts mobile app interface. At the top, there's a navigation bar with the ClassCharts logo and a blue header with 'MY CODE' and 'LOGOUT'. Below the header, a sidebar on the left lists various app features: Behaviour, Announcements, Homework (highlighted in orange), Detentions, Wellbeing, Timetable, Attendance, Rewards, and Messages. The main content area is titled 'Custom - showing 38 days' with a date range of 'Due date: 11/06/2020 - 18/07/2020'. It features a toggle switch to 'Show by due date'. Under the 'To-Do' section, there are three homework assignments: 1. GERMAN - MISS F BURTON: 'Create a poster advertising a holiday to Tobago', issued Tuesday 02/06/2020, due Friday 12/06/2020. 2. ENGLISH - MRS A ABELL: 'Using Connectives Worksheet', issued Thursday 04/06/2020, due Tuesday 16/06/2020. 3. DESIGN & TECHNOLOGY - MRS A ABELL: 'Personal Hygiene and Safety Handbook', issued Friday 12/06/2020, due Wednesday 17/06/2020. Below these, under the 'Completed' section, is one assignment: SCIENCE - MRS A ABELL: 'Osmosis Honey Experiment', which is marked as completed with a green checkmark. A modal window titled 'Homework Details' is open, showing details for the first assignment: 'GERMAN - 9X1/GE - MISS F BURTON', issued Tuesday 02/06/2020, due Friday 12/06/2020. The task description is 'Create a poster advertising a holiday to Tobago'. There is a section for 'My attachments' with an 'UPLOAD ATTACHMENT' button and a note that up to 5 attachments can be uploaded, each up to 250mb in size. Supported file formats are listed at the bottom.

Click on the grey box and then you will see the homework details for that subject.

Homework Details

GERMAN - 9X1/GE - MISS F BURTON

Issue date: Tuesday 02/06/2020

Due date: Friday 12/06/2020

Create a poster advertising a holiday to Tobago

Create a poster advertising a holiday to Tobago

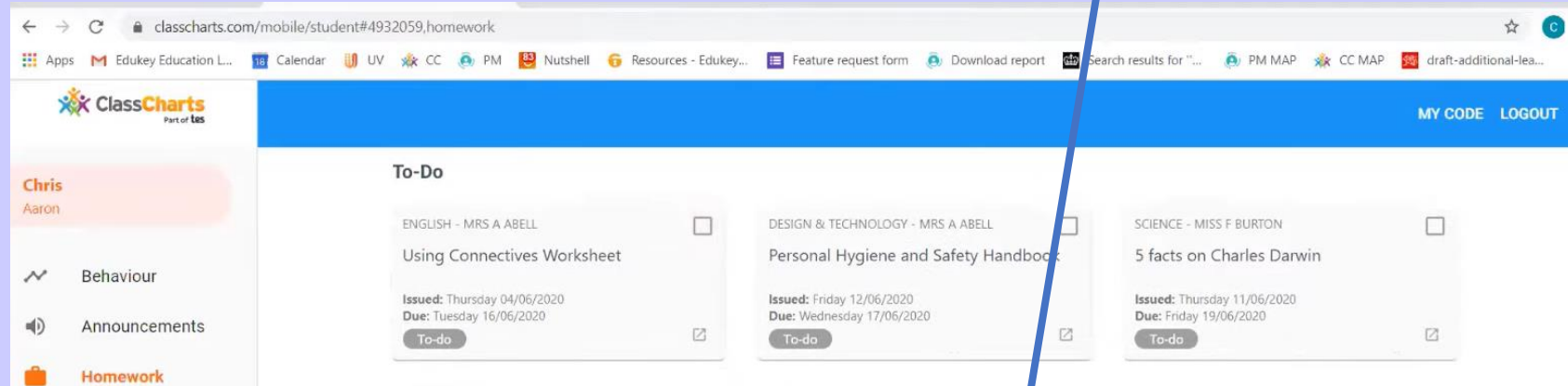
My attachments

+ UPLOAD ATTACHMENT

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .pub, .txt, .png, .jpeg, .jpg, .gif, .rtf, .mp3, .odt, .odp, .csv, .mp4, .mov, .m4a, .sb3

When you have completed your homework and want to see the feedback from you teacher you click on 'Feedback'



Homework Details

SCIENCE - 9X/SC2 -MRS A ABELL

Issue date: Wednesday 10/06/2020

Due date: Friday 19/06/2020

Estimated completion time: 1 hours

Osmosis Honey Experiment

Students describe what would happen, osmotically to a cell placed in honey. Assignment must include an illustration.

My attachments

OSMOSIS EXPERIMENT.docx

Teacher's note: This is a great piece of work, Chris. Well done.

+ UPLOAD ATTACHMENT

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: doc, docx, xls, xlsx, ppt, pptx, pdf, epub, txt, png, jpeg, jpg, gif, rtf, mp3, odt

Then you can see your teacher feedback.

Homework attachment submissions

For certain homework tasks, you may be asked by your teacher to [upload your work](#) as an [attachment](#).

When viewing a homework task in more detail, you will see the [Upload attachment](#) button if your teacher is expecting your work to be uploaded.

To submit a homework attachment, click on the [Upload attachment](#) button and select the files of your choice. Successfully uploaded files will then appear above the button.

If your teacher leaves feedback on one of your homework attachments, you will see a [Feedback](#) icon appear on the associated homework task.

To view the feedback, click on the [expand](#) icon in the bottom right hand corner of the homework tile. Your teacher's feedback will appear directly below your homework attachment.

Homework Details

RECREATION - C6R/RC5 - MRS A ABELL

Issue date: Friday 20/03/2020

Due date: Friday 27/03/2020

Estimated completion time: 10 minutes

Write a book review

Write a 500 word review on the book of your choice

My attachments

 My book review.doc



[+ UPLOAD ATTACHMENT](#)

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .pub, .txt, .png, .jpeg, .jpg, .gif, .rtf, .mp3, .odt, .odp, .csv

RECREATION - MRS A ABELL



Write a book review

Issued: Friday 20/03/2020

Due: Friday 27/03/2020

[To-do](#)

[Feedback](#)



My attachments

 My book review.doc

Teacher's note: Excellent work!



[+ UPLOAD ATTACHMENT](#)

If you are unable to access any of the tools needed to complete your work or you need to reset your password use this email address:

itsupport@alderbrook.solihull.sch.uk