

Dear Parents/Carers,

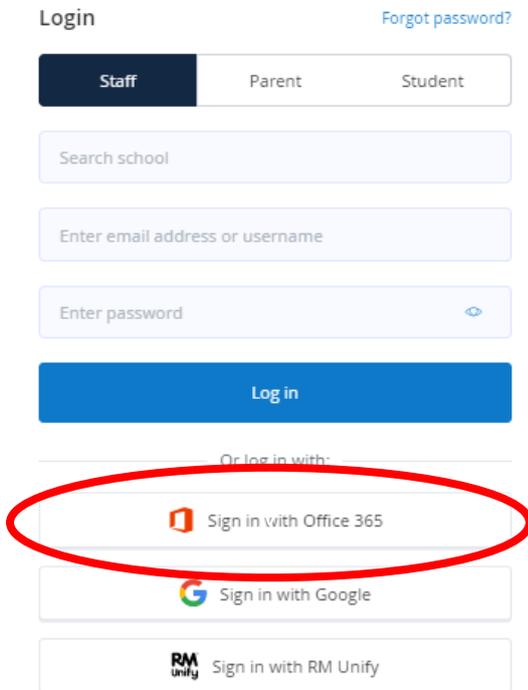
This is a sheet to go through all our online platforms and how your child can access them.

All online **live lessons will be set on Microsoft Teams**. This can be accessed on any device which is connected to the internet. Each student can log on using their school email, or independently through the Teams application, initially set up through their school email address.

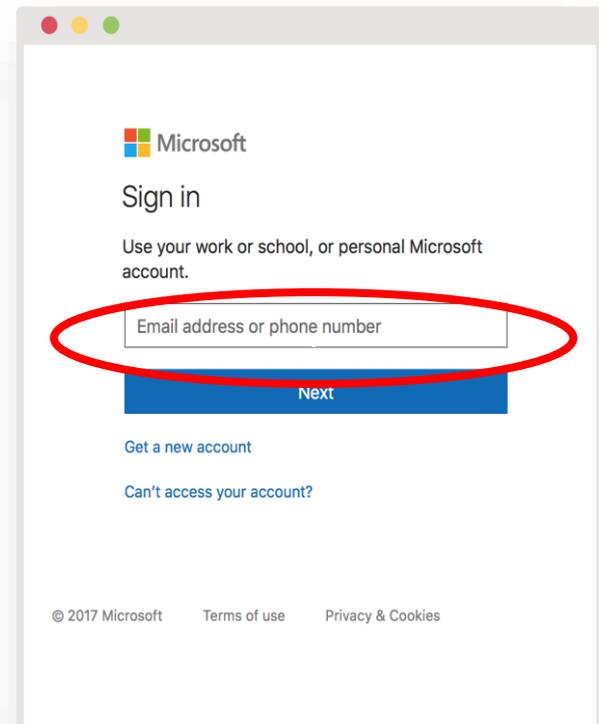
I will now take you through the 3 ways we use SMHW, student email and Teams.

The first way is **Show My Homework (SMHW)** in which students can access their homework normally, but if at home all work will be set on here. If isolating they log in in the normal way they do to access their homework and it will be set with the title of 'Students working at home in 'class name'. (If students are isolating it will say 'Students who are isolating in class...') They will have the class work and their homework set and both will expect to be submitted via the SMHW page. You can do this on the app if using a phone also. We have previously sent you information on SMHW, but all students have their log ins in their planners

1. The best way to get to SMHW is to log in by typing into the web browser www.satchelone.com
2. Students will be asked to login using their Office365 login (emails and passwords in planner)



The screenshot shows the login page for SatchelOne. At the top, there are tabs for 'Staff', 'Parent', and 'Student'. Below these are input fields for 'Search school', 'Enter email address or username', and 'Enter password'. A blue 'Log in' button is positioned below the password field. Underneath, there is a section titled 'Or log in with:' with three options: 'Sign in with Office 365', 'Sign in with Google', and 'Sign in with RM Unify'. The 'Sign in with Office 365' option is circled in red.

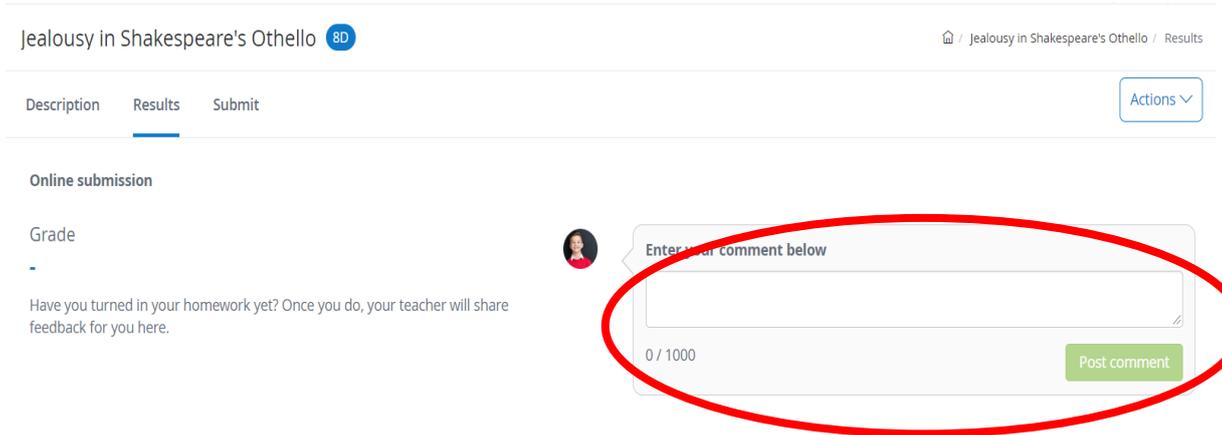


The screenshot shows the Microsoft 'Sign in' page. It features the Microsoft logo at the top, followed by the text 'Sign in' and 'Use your work or school, or personal Microsoft account.' Below this is an input field for 'Email address or phone number', which is circled in red. A blue 'Next' button is located below the input field. At the bottom, there are links for 'Get a new account' and 'Can't access your account?'. The footer contains copyright information and links for 'Terms of use' and 'Privacy & Cookies'.

It will come up with their name and all their class work and homework for them.



3. On SMHW there is a function where students can access their teacher for feedback or ask a question for help. Comments can only be left on the homework task itself, so you will need to locate the homework task first. The student needs to click the *Results* tab and type your comment in the text box. When you've submitted your comment by clicking *Post comment*, your teacher will be notified of this comment in their account. It works the same way on the app if you are using SMHW on a phone. A picture of what it looks like is below.



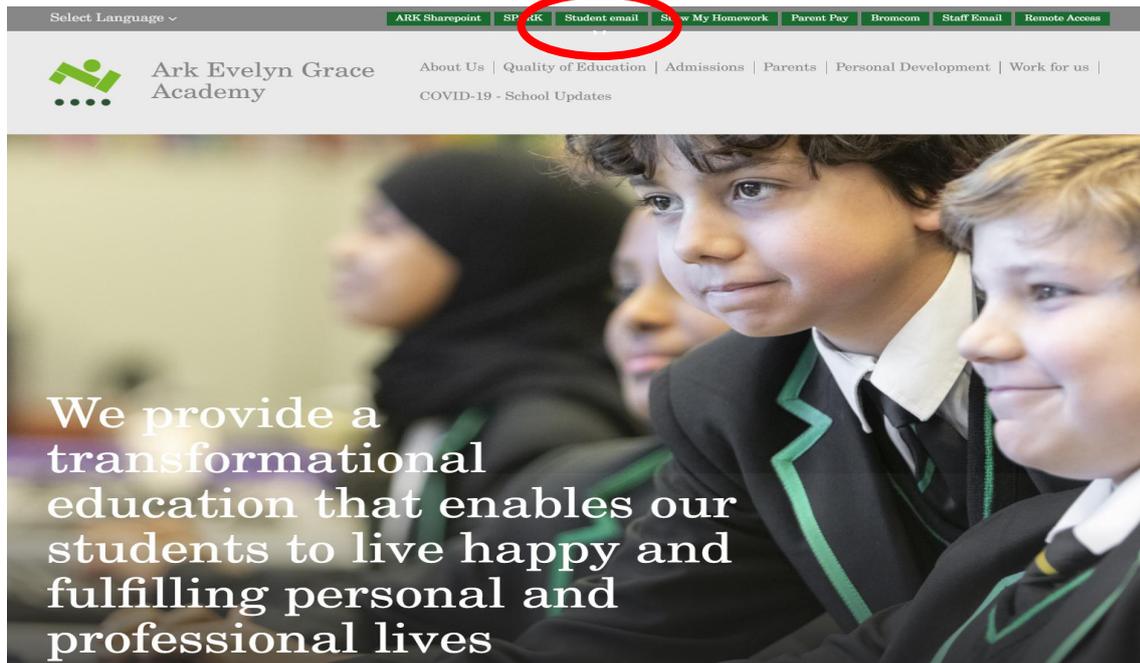
4. It is really good to have SMHW downloaded on your and your child's phone. This means you get updates regularly. The app looks like the below picture when searching on the app store.



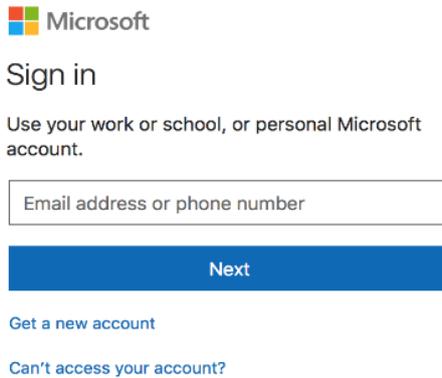
School Email

We would like to encourage our students to log into their school email. This will provide an opportunity to improve and increase communications between students and teachers. We have made it very easy for students to gain access to their outlook school email. It will also have the Teams link in there for their online live lesson. In order for students to access school email, they need to:

- 1) Visit Evelyn Grace Academy website. Students click on student email



2) Students will be asked to login using their Office365 login (same as SMHW)



Microsoft

Sign in

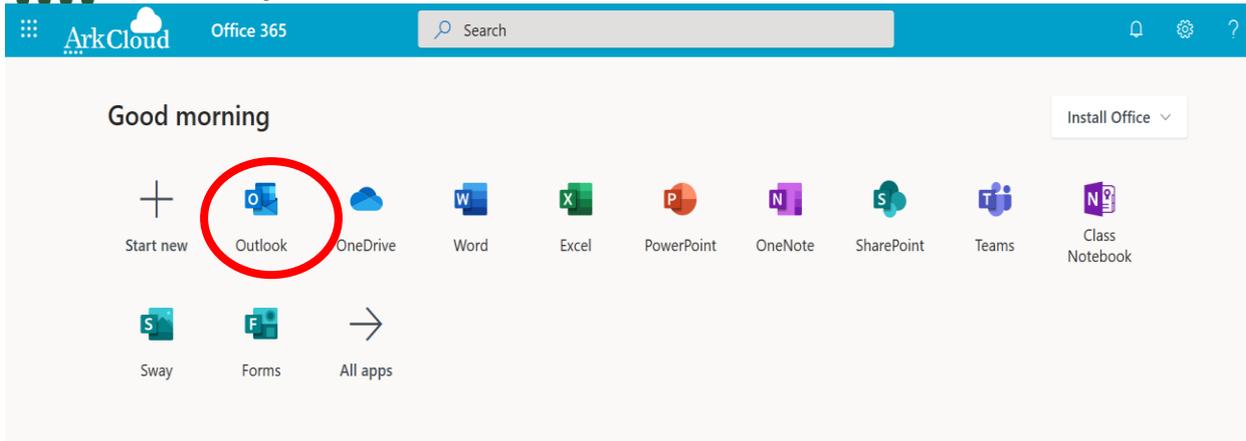
Use your work or school, or personal Microsoft account.

Next

[Get a new account](#)

[Can't access your account?](#)

3) When student's login, they will see the screen below. They can click on outlook which will take them directly to their outlook email.

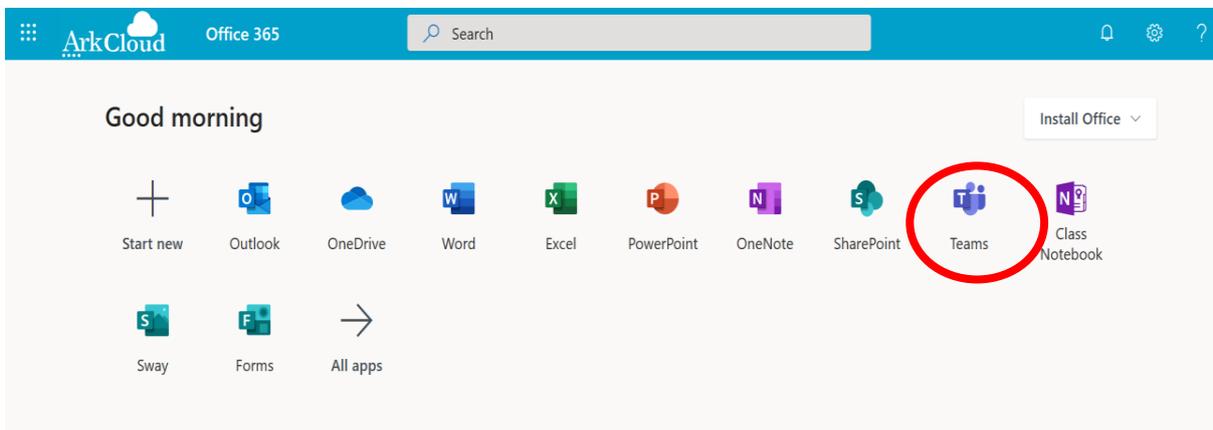


We please ask that you encourage your child to log in because:

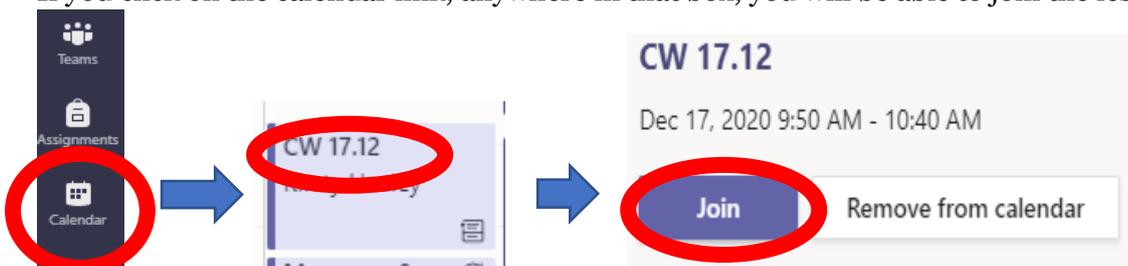
- Teachers may send additional resources that support the work set on Show My Homework (SMHW).
- Students can have direct access to all their teachers and support staff.
- Students can request additional help from their teachers if they need additional support or mentoring.
- Students can access codes needed for them to participate in EGA's online live classroom lesson (where applicable)

If students do not log on, they will miss these vital resources that will support their home learning.

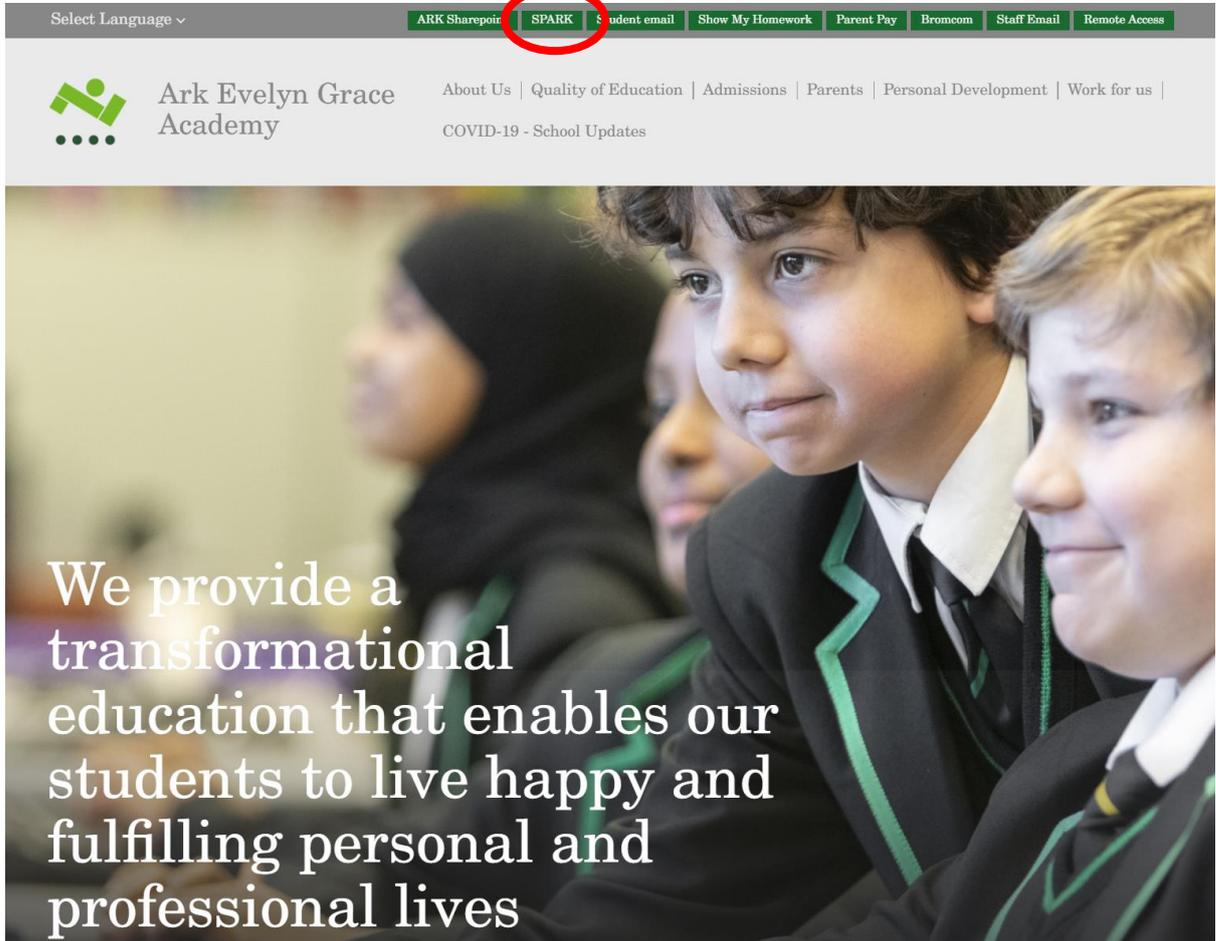
For live lessons set on Microsoft **Teams** they can click on here or go through their link which will be sent in their email.



When you click onto this link you will have a calendar. All lessons will be set into this calendar. If you click on the calendar link, anywhere in that box, you will be able to join the lesson.



Students can also access extra resources and student work using the SPARK link. This has student's workbooks and links to other sites such as Oak National, Seneca and Hegarty maths



The screenshot shows the top navigation bar of the Ark Evelyn Grace Academy website. The 'SPARK' link is highlighted with a red circle. Below the navigation bar, the website header includes the school logo, name, and a list of navigation links: 'About Us | Quality of Education | Admissions | Parents | Personal Development | Work for us | COVID-19 - School Updates'. The main content area features a photograph of students in school uniforms and the text: 'We provide a transformational education that enables our students to live happy and fulfilling personal and professional lives'.

- 4) All students were given their user names and email addresses and they were stuck in their planners at the beginning of term.