Remote Learning

ST EDWARD'S COLLEGE

DIGITAL PLATFORMS TO BE USED

The College will be using several digital platforms to achieve the above and details of these are below. The platforms used will be:

- **Microsoft 365 E-mail** - for communication between pupils and teachers.
- **Microsoft Teams** - to carry out live lessons and meetings between pupils and subject teachers or form tutors.
- **Firefly** - for all homework tasks and all preparation work with subject tutors uploading resources and tasks to all pupils.
- **ClassCharts** - for 'engaged' or 'not engaged' points to assist with tracking pupil engagement.

MICROSOFT TEAMS

MS Teams is part of every pupil's school e-mail under Office 365. Every pupil will be provided with their own unique College e-mail address and password.

MS Teams can be accessed from the application launcher button in the top left of your e-mail window as shown right. You can also use links to both your e-mail and MS Teams that can be found under the Pupil & Students' section of the College website.
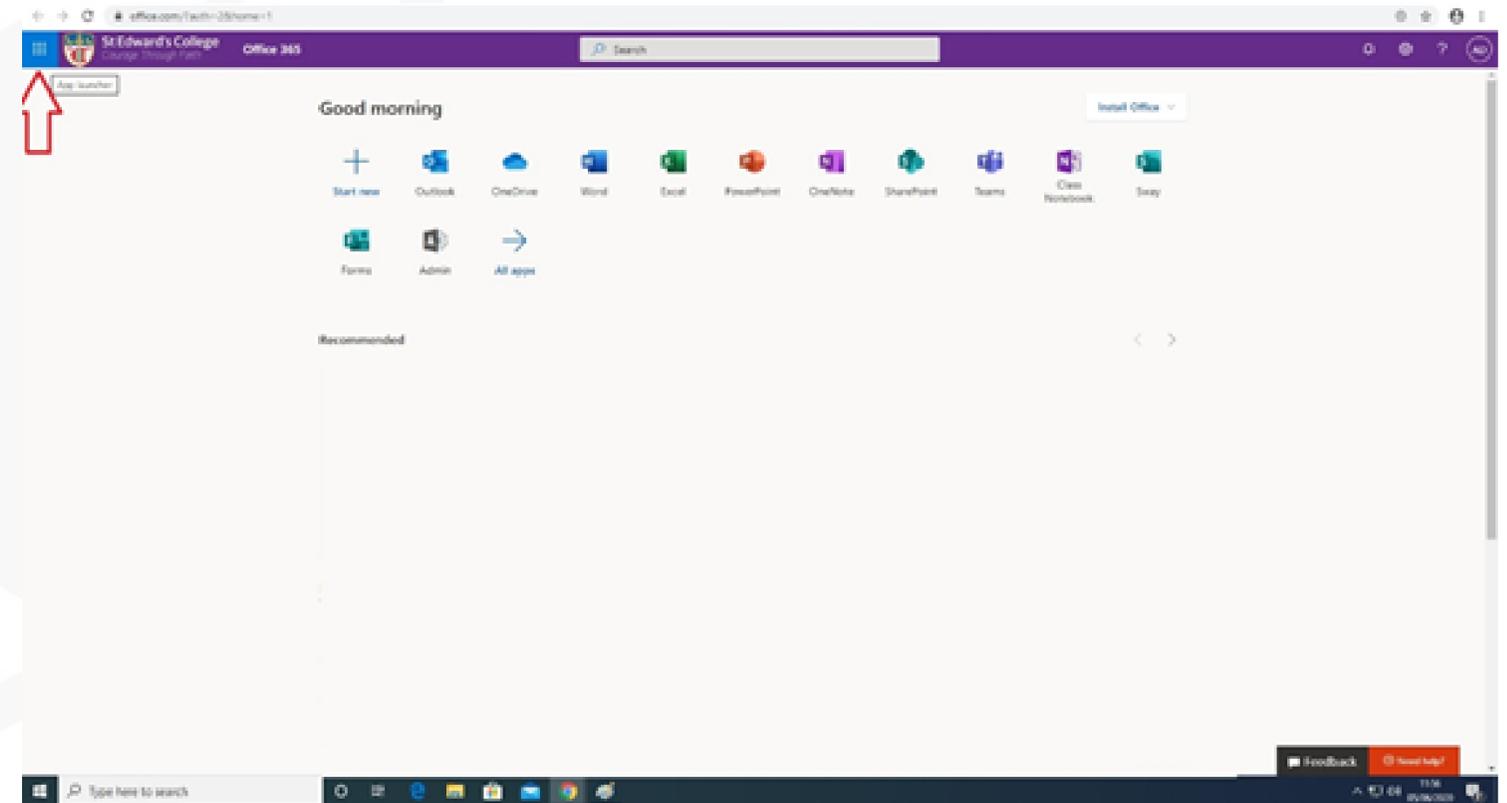
REMOTE LEARNING

Then select Microsoft Teams. If Teams is not at first listed you may need to select the "All Apps" button and then select Teams:

Once Teams has loaded you will see all the Teams that you are a member of:
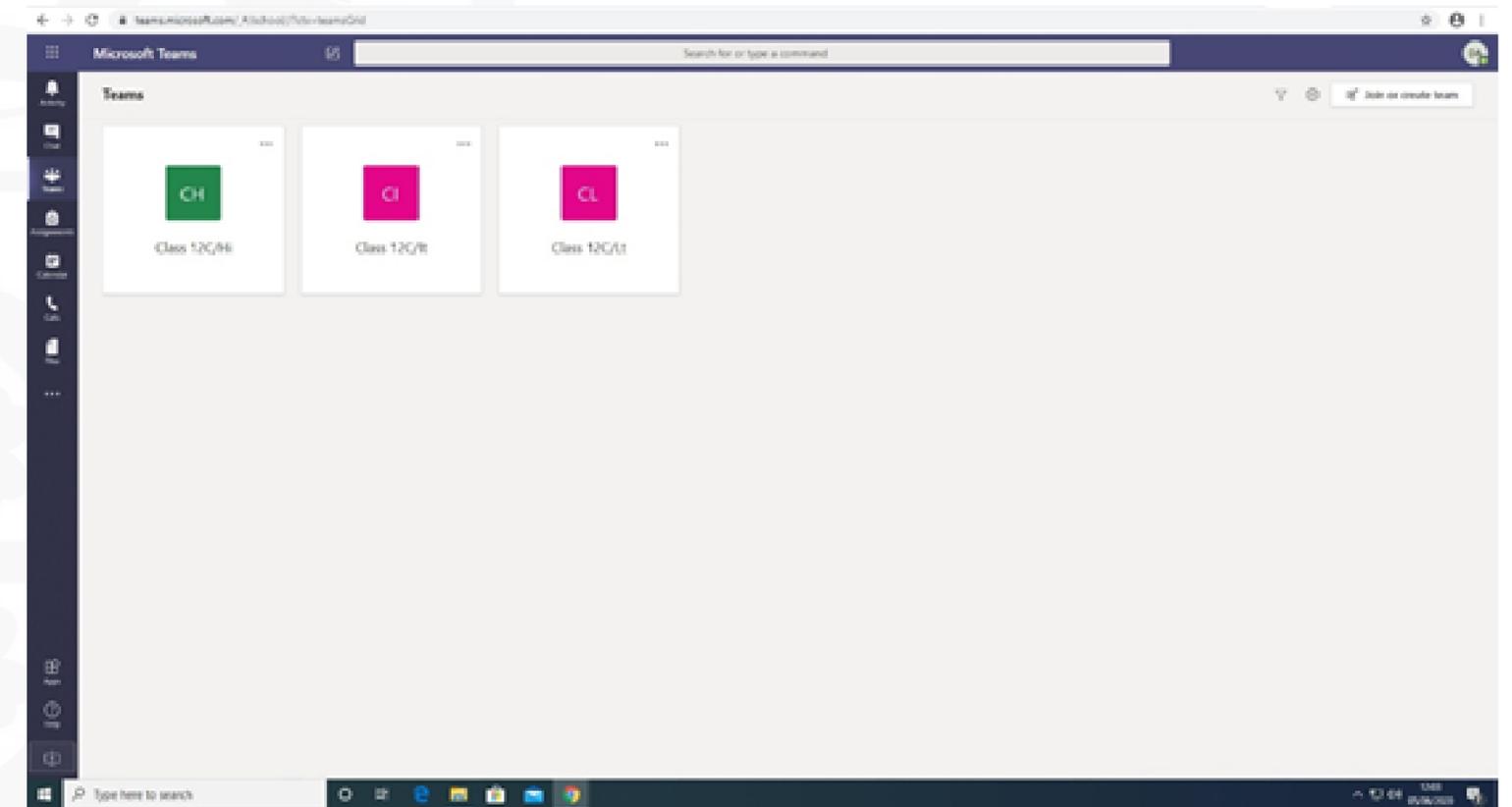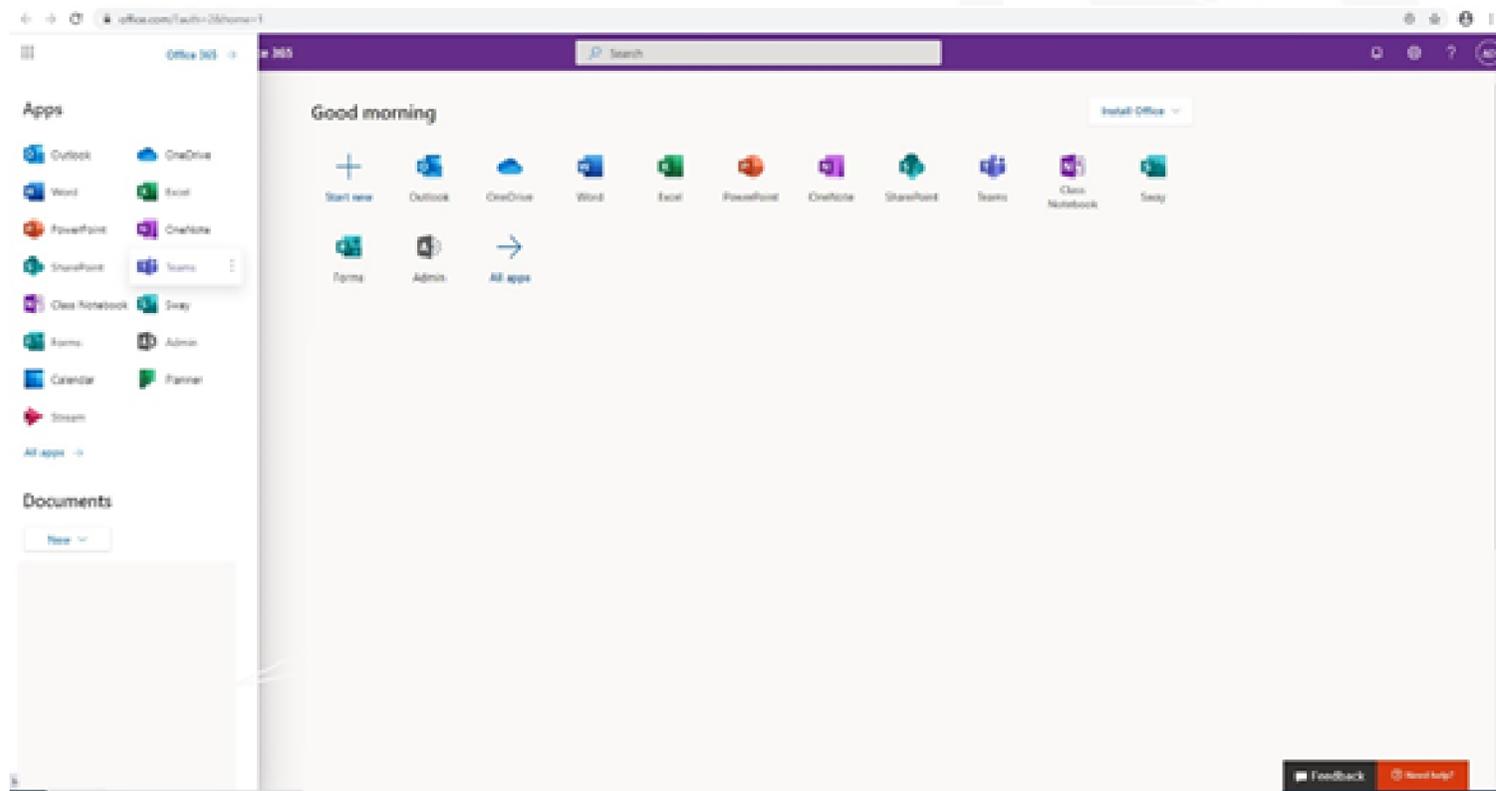
REMOTE LEARNING

You will be able to select your team and see any posts or scheduled meetings that have been arranged for your Team.

To join an online meeting you will receive an email before the meeting. This will contain a link for you to click which will load the online meeting for you:
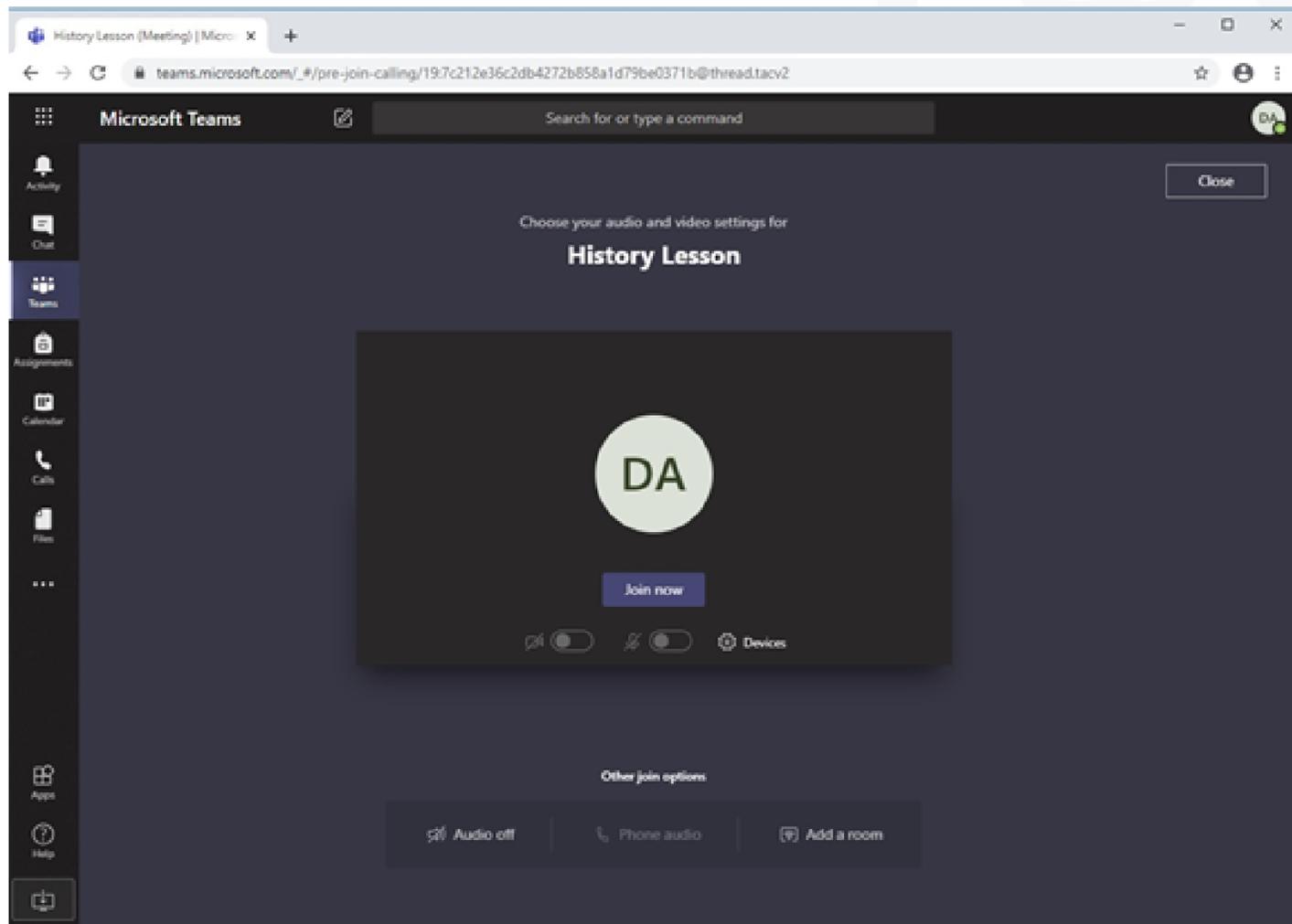
You will also be able to go to your class Team and there will be a link there to allow you to join your online lesson:
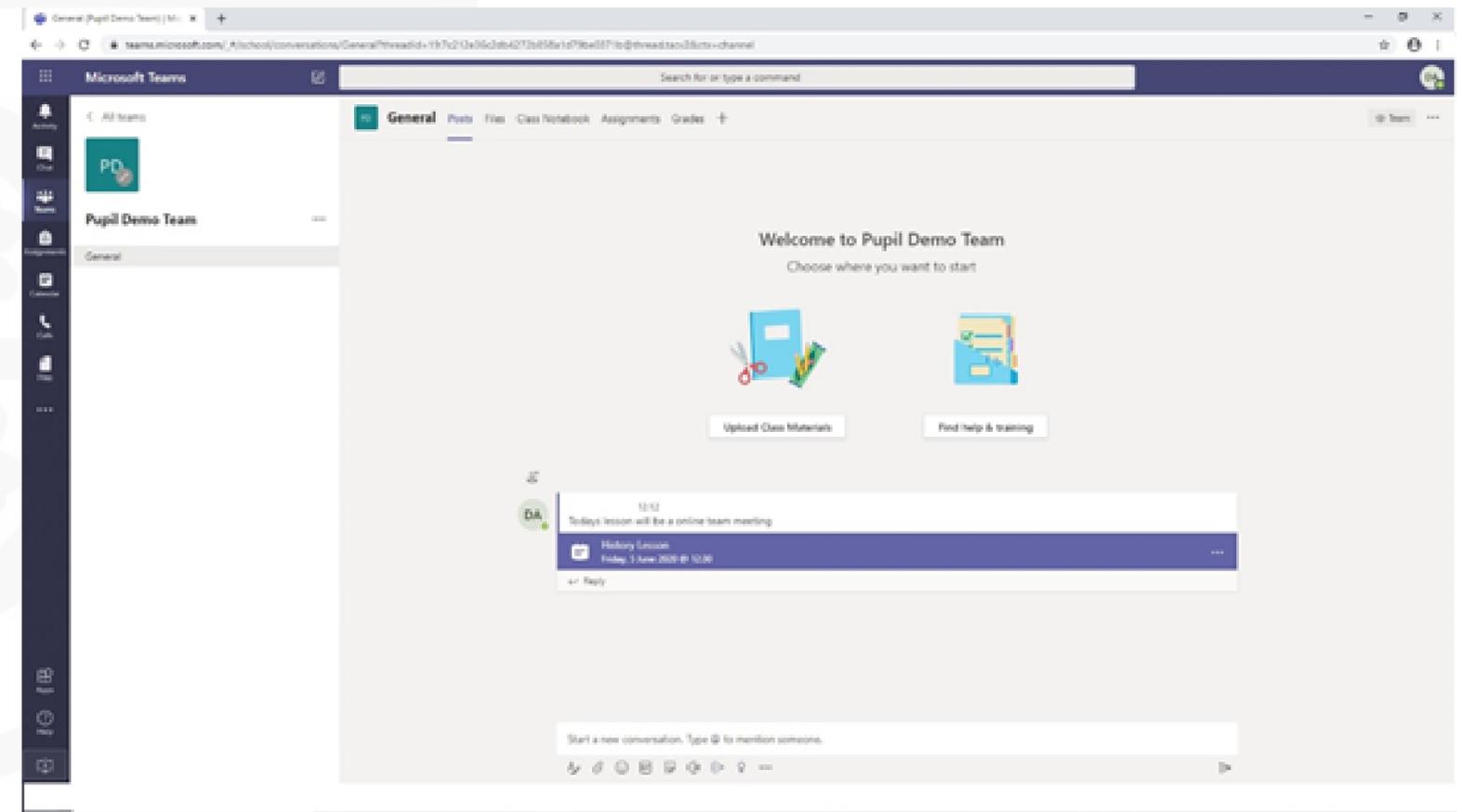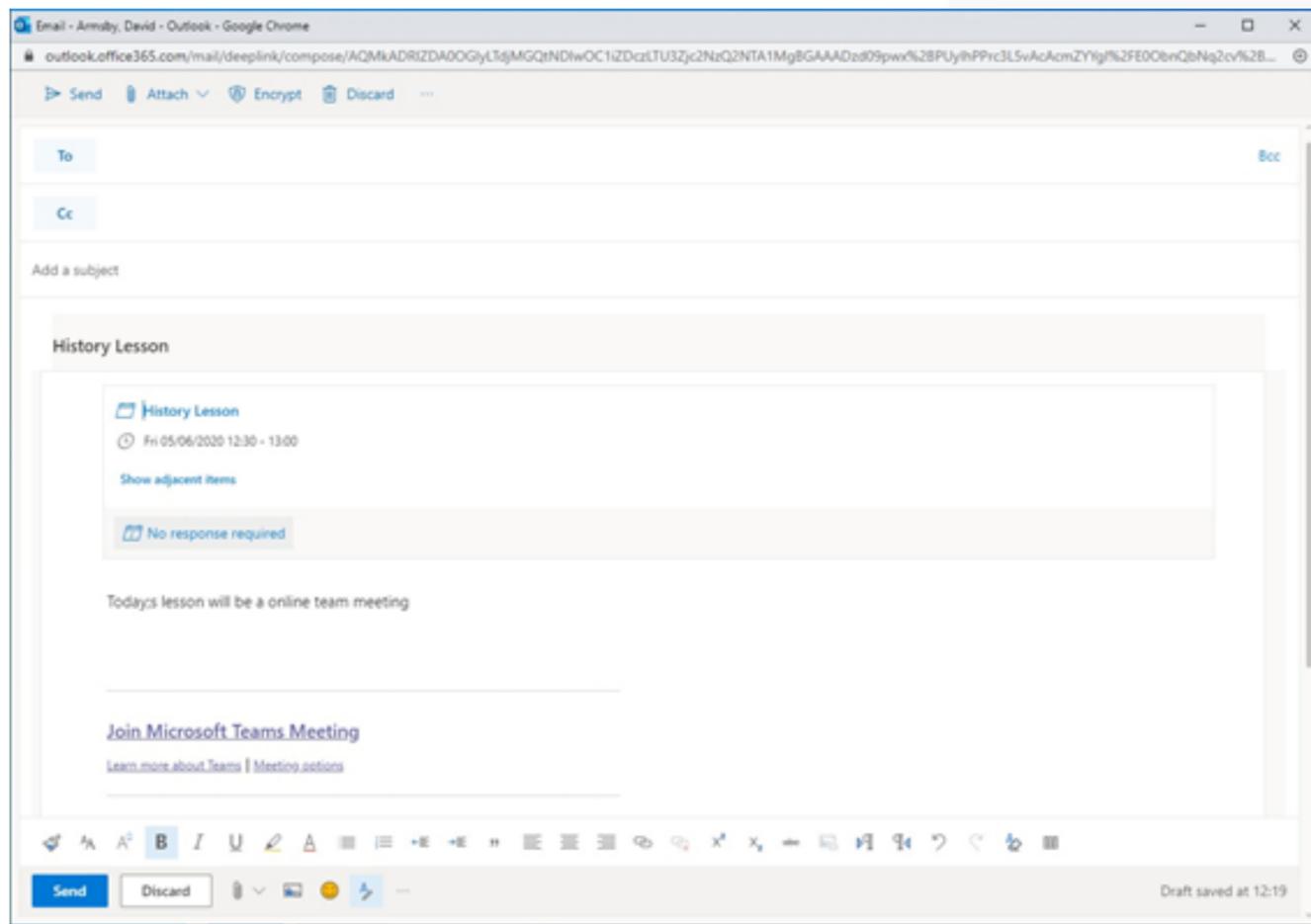
REMOTE LEARNING

Once you have selected to join your meeting you will be taken to a pre-launch screen where you can select whether to turn your camera and microphone on or off:

Once you then click "Join Now" you will begin your online lesson with your teacher.

MS Teams will be used to conduct live lessons between subject teachers and their classes. The meetings are interactive and provide the chance for pupils to ask questions during the lesson.

All lessons will be 50 minutes duration if using TEAMS, to build in a 10 minute wellbeing break between lessons since too much screen time is not healthy nor makes for good learning. The lessons will begin at the scheduled time (as on the school timetable) but end 10 minutes early.

Pupil Expectations while using Microsoft Teams:

- Pupils should only use MS Teams in a living or communal area, not in bedrooms. Parents should ensure this. If pupils are using their camera during MS Teams, they need to check their background (for example, personal items such as family photographs). Again, parents should ensure this is appropriate.
- Pupils should be appropriately dressed – same standard of dress expected in school (full school uniform is not necessary, but pupils must be fully dressed and not wearing any material with offensive, contentious or political slogans or logos).
- Pupils should follow the clear instructions and expectations of the subject teacher.
- Instructions on expectations will be given at the beginning of each lesson.
- Pupils can disable their camera facility or the member of staff can at any time. The teacher is in charge of the session and will run it as they see fit, and has the discretion to record the session if they wish to.
- Pupils' microphones will be muted by the subject teacher, unless the pupil is asking a question or contributing to the session.
- Pupils should be aware that all messages they leave on the chat function can be seen by their classmates, teachers and parents. If they post anything irrelevant or inappropriate, they will be sanctioned. Mature and professional participation is expected.

FIREFLY - PUPILS & STUDENTS

Firefly is our digital content platform where all College homework tasks and subject prep work is posted.

Every College pupil has their own Firefly login which will be their College email address and password. From Firefly, pupils are able to submit work electronically to their Subject Tutors to review and mark this online.
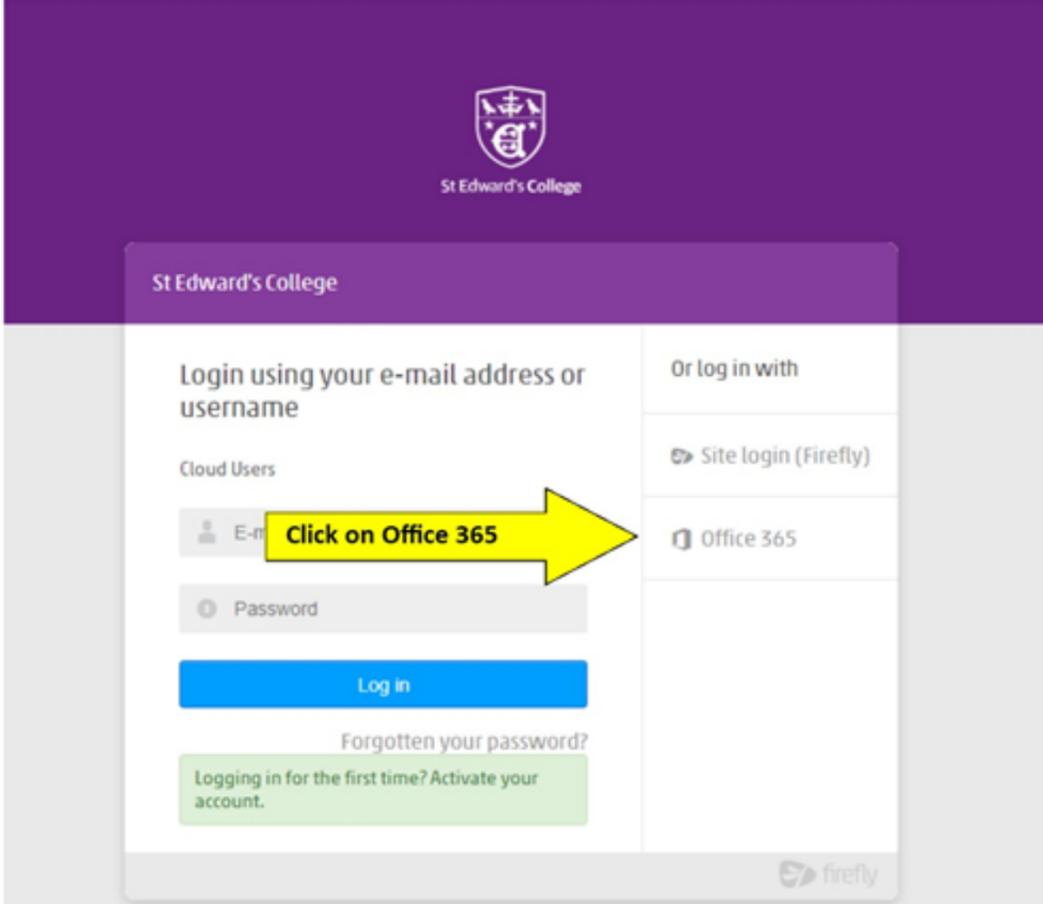
Firefly can also be used to ask questions about set tasks between pupils and tutors.

LOGGING IN TO firefly FROM HOME

Either: visit the Pupil/Student section of the school website, click on the Firefly tab

Or: type the following address into your internet browser

st-edwards.fireflycloud.net

Your user name is your school e-mail address
eg 14bloggs-j@st-edwards.co.uk

Your password is your school e-mail password

FIREFLY - PARENTS

Firefly keeps parents up to date with your child's (or children's) progress and enables teachers to provide parents with the resources they need to support learning outside the classroom.

Parents can access the Firefly dashboard to see up-to-date information about your child (or children) and also be kept informed of relevant school information that we hope you will find useful.

On the portal, you will be able to see your child's Timetable and also any Homework tasks that have been set or are overdue.

FIREFLY - PARENTS

How to access your own personal Firefly portal:

ACTIVATING YOUR ACCOUNT

1. In your browser, go to: **st-edwards.fireflycloud.net**
This link also features at the top of the Firefly page in the Parent's section on the College website

2. Select Logging in for the first time? Activate your account. Enter the email address the school already holds on record for you, then select Activate account. An email is sent to you

3. Check your email inbox. Make sure to check your spam filters if you don't find it anywhere

4. Open the email and select Activate account

5. Enter the password of your choice, then confirm it

6. Choose Activate account
Your account is activated and you're now logged in to the Parent Portal.

Hi Paul Parent

To access your new account and set a password, please use the link below:

Activate account

FIREFLY - PARENTS

How to access your own personal Firefly portal:

LOGGING IN

1. In your browser, go to the Parent Portal address:
st-edwards.fireflycloud.net

2. Choose the correct login option: Enter your credentials directly on the main screen and select Log in

3. You're now logged in to the Parent Portal

4. If you have trouble logging in, please get in touch with our friendly Support team at **firefly@st-edwards.co.uk**

5. To download the Firefly app for parents please access the Apple or Google store and search 'Firefly for Parents'
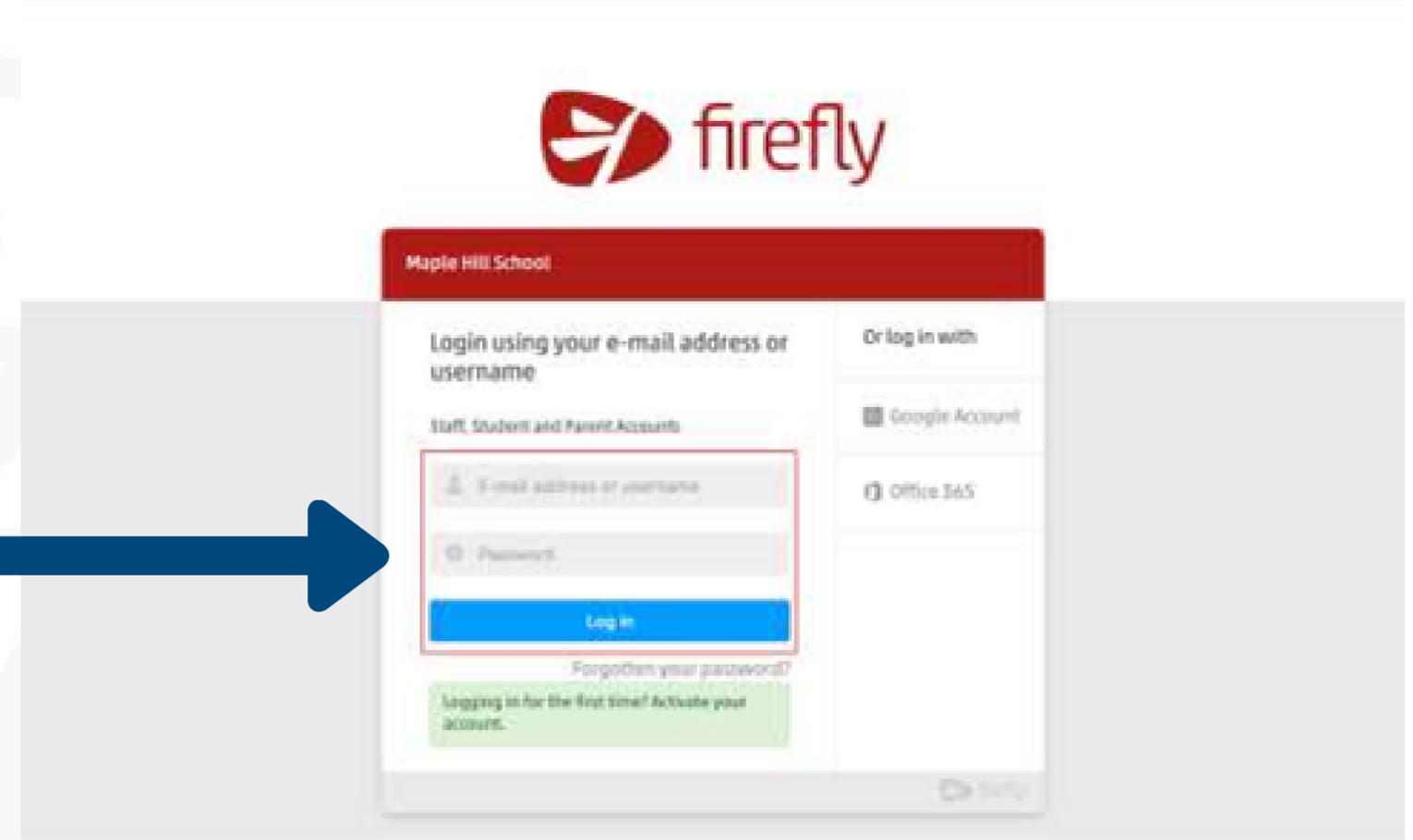
firefly for parents

CLASSCHARTS – PARENTS

- The College uses ClassCharts to keep track of our pupil's achievements, access behaviour reports and track scheduled detentions. If you have more than one child at the school you can use the same parent account to view achievement data for all your children.

- ClassCharts for parents can be accessed via our website, or by iOS and Android apps.

- You can access the parent website and links to the parent apps at: **https://www.classcharts.com/parent/login**

- Every College parent will be provided with their own unique Classcharts code for each child you have at St Edward's.

REMOTE LEARNING

MINIMUM IT EQUIPMENT:

To be able to access the above platforms, pupils and students will need access to a suitable internet-enabled device. All the solutions the College use are cross-platform and will work on Microsoft Windows Desktop and Laptops, MacBooks and both Apple and Android tablets.

We have a long tradition of seeking to help any pupil who does not have access to the basic IT equipment necessary to engage with his/her work, due to family financial constraints. Any parent or pupil wishing to discuss their IT access confidentially should email the address below.

Any issues or problems should be e-mailed to **help@st-edwards.co.uk**