Crickhowell High School
STUDENTS' GUIDE TO E-LEARNING

WHAT IS E-LEARNING?

E-learning is simply any learning that is delivered electronically rather than in person, through the use of mobile technology, laptops and software apps.

You will have regular opportunities to have face-to-face online lessons with your teachers, and will use a variety of apps to continue your learning in all subjects.

WHAT DO YOU NEED FOR E-LEARNING?

A mobile phone, laptop or a tablet will be fine for you to use, so use whatever you have available to you. If you don't have access to any of these, a relatively cheap alternative called a **Raspberry Pi** can be bought here. Once setup, it will allow you to browse the internet and access **Office 365**.

You will also need access to the following apps:

▶ OneDrive

▶ OneNote

▶ Teams

▶ PowerPoint

▶ Word

▶ Go4schools

▶ Quizizz

▶ GCSEPod

WHERE TO GET HELP

If you are having any difficulties, just email any of the members of staff named below, and they will get back to you as soon as possible. Remember to explain your problem in detail.

- Mr Lewis – alanl@chs.wales
- Mr Bird – neil@chs.wales
- Miss Ware – tracy@chs.wales

ACCESSING ONLINE RESOURCES

▶ Follow this link to access a folder containing all learning materials provided by your teachers:

https://chs.wales/E-Learning2020

▶ Your teachers may also use **Microsoft Teams** or **OneNote** to offer additional learning materials. Your subject teachers will tell you more about this

SCHOOL EMAIL

- If you are in year 8-13, your email address is your school username followed by **@students.crickhowell-hs.powys.sch.uk**

- If you are in year 7, your email address is your school username followed by **@chs.wales**

- Your password is the same one you use to log onto the school computers

- You can access the school email via the **Outlook** app or from **Office.com**

GCSE POD

GCSE Pod gives you access to 1000s of podcasts covering every subject you study. It is be used on the mobile app, but can also on tablet or internet-enabled device.

If you've not already done so, access GCSE Pod by:

1. Visit www.gcsepod.com on a web-browser

2. Click **Login**

3. If you have previously used GCSE Pod, log in using the username and password you created

4. If you have not previously used GCSE Pod, click **New Here?**

5. Select **Student**

6. Enter your first name and last name in full, your date of birth and school name

7. Then enter a sensible username, password and password hint (something to prompt you in case you forget the password)

8. Select the courses you are studying, then click **Save**

9. **Once you have done this, GCSE Pod is best accessed on your mobile phone**

If you have already used GCSE Pod but forgotten your details, email Mr Lewis (glgnl@chs.wales) to get

MICROSOFT TEAMS

- Download the Teams app for your phone/tablet/PC, or visit **Office.com**

- Sign in using your school email address and password

- Select **Teams**

- You will see a list of Teams that you are a part of – there is one for each subject you study

- Choose the group you wish to use by selecting **General** underneath its name

- Here you can see recent **Posts**, **Files** and **More**

- To join a meeting, select the **Meeting** from the **calendar**, then **Details**, then **Join**. Lastly, Click **Join Now**

- If you select **Activity** it will show you recent **Assignments**, **Meetings** and conversations

Under no circumstances should you use Chat to post anything inappropriate

ONENOTE

▶ Download the OneNote app for your phone, tablet or PC, or visit Office.com and sign-in using your school email address and password

▶ Select the Learning materials will be stored in **Content Library** – you will not be able to add or alter anything in this area

▶ You will also have a personal area to store your work and where your teacher will leave written or audio feedback

▶ There is also a **Collaboration Space** that both you and your teacher can add to and alter
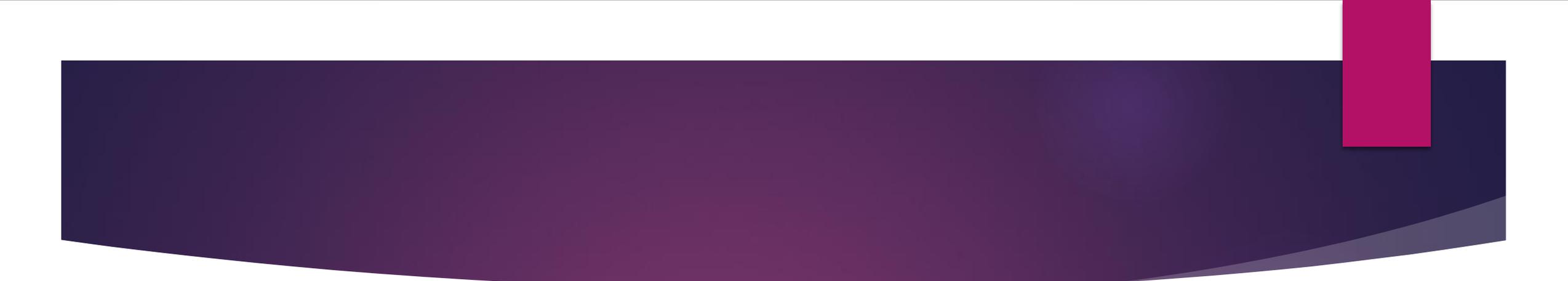
To view your Notebooks:

- Select Notebooks
- Select More Notebooks
- Select the Notebook you wish to use, then click it again when it is ready

To add a page to a section:

- On the mobile app press the + sign in the bottom right
- On the browser or desktop app, click Add Page at the bottom of the screen

To upload work to OneNote

- Select the NoteBook and Page you want to upload to

- Click onto the page, then choose Insert, then File

- Browse to your file and select it

To open a different NoteBook

- Select the left arrow in the top left until it shows you a list of Notebooks you have looked at

- If the Notebook you want is not there, select **More Notebooks**

QUIZIZZ

Quizizz is an online Quiz maker that students can remotely answer.

To take part in a quiz

▶ Open the Quizizz website on a web-browser, or the Quizizz app.

▶ Enter the code given to you by your teacher

▶ Enter a **sensible** name. Any silly names will be kicked from the quiz

▶ Your teacher will start the quiz once everyone has joined

▶ Read each question carefully and choose the correct answer(s)

▶ At the end of the quiz you will receive immediate feedback on how well you did

GO4SCHOOLS

▶ Go to the Go 4 Schools Website (www.go4schools.com) using a web-browser

▶ Click on the **Students** button

▶ Click the **Forgotten Your Password** link

▶ Enter your email address and **Send Password Reset Link**

▶ Check your email for the Go4schools message

▶ Copy the link in the email and create a password for your account

▶ The password needs 8 characters, uppercase, lowercase, number and symbol, and it must be a password that you've never used before

ONEDRIVE

If you've not already done so, copy all your work onto OneDrive. To do this:

▶ The next time you log onto a computer, sign into OneDrive from the pop-up window

▶ When you go to your file browser (Windows key and e) you will see a link to OneDrive if you scroll up

▶ Drag and drop all the files or folders you need from your N: drive to your OneDrive

▶ Once this is complete, you will be able to access your files from any device that has OneDrive installed

WORKING WITH OTHERS USING OFFICE ONLINE

To share a document with others, or to work with them on the document at the same time:

1. Go to **Office.com**

2. Select the program you want to use

3. Create a blank document

4. Give it a proper name

5. Click **Share**

6. Enter the name of who you want to share it with

7. Click the box underneath **Share Link**

8. Tick **Allow Editing**, if you want them to work on it at the same time as you are.

9. Click **Send**

10. Your recipient will receive an email with a link to open the file

Office 365