

Remote Working – ICT Guidance for Students and Parents/Carers

The following guidance can be used to help support with home working. It answers many ICT related questions about topics such as SharePoint, email, receiving work and submitting work.

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1. Home Gateway: Citrix, Outlook and SharePoint

Home Gateway is part of our Academy website. This is where you will find the full collection of ICT resources that are available to students to use from home. It can be found [here](#).

The table below explains the three main options available:

Application	Description	Logging In and Guidance
Citrix	A remote desktop. Logging into this allows students to work as though they are at the academy. They have access to their documents and all of the software they would have available on site.	To login students need to use their 'P Number' and the password they would use to log in when at the academy. Citrix works on most devices. More guidance can be found here . However, it is best on laptops and desktops. On mobile devices and tablets there is no keyboard so it can only be used to 'click and see' and no typing can be done.
Outlook	This provides access to academy emails.	Works well on all devices. Students needs to login with their full academy email address (p21****@poryacademies.co.uk) and their password.
SharePoint	This is an internal website where students can find a library of resources including work set by each department to complete during the Academy Closure.	SharePoint does not work well on mobile devices. In this case students should login to Citrix on their mobile and use this to look at SharePoint. On a laptop and desktop it works well. Students should login in with their academy email address and password.

2. Resetting a Password

Go to Citrix (see previous section). You will then be prompted to enter your username and password. After entering these details you will be prompted to 'Change Expired Password'. The old password will be the above and then you will be asked to enter a new password. The new password must be at least 8 characters long, contain an uppercase, a lowercase character and a number. Passwords cannot be changed in Outlook or SharePoint.

3. Receiving Work from Teachers

Work can be found on the SharePoint homepage using the guidance under the heading 'Academy Closure':

The screenshot shows the SharePoint homepage for LSST. The top navigation bar includes the SharePoint logo, a search bar, and icons for notifications, settings, and help. Below the navigation bar, there are links for 'LSST Home', 'LSST Staff', and 'EDIT LINKS'. The main content area features a large heading 'Home' and a prominent red circle around the text 'Academy Closure'. Below this heading, there is a paragraph of text in orange and black, followed by a paragraph in black. A second red circle highlights the word 'English' in a blue link. Below 'English', there are sections for 'Maths' and 'Science', each with a blue link. On the right side of the page, there is a section titled 'Whole School Notices [1]' with two entries: 'Juggling PE challenge' and 'PE social distancing relay'. A vertical sidebar on the left lists various subjects: English, Maths, Science, History, Geography, MFL, Technology, Food and Nutrition, ICT & Computing, Music, PE, Psychology, RE, Social Sciences, and Art.

As you can see there are specific links to follow for each subject. Some teachers may also email further guidance on work or links to where the work is on SharePoint to help students further.

There is also a link that can be followed to obtain support for mental health and wellbeing during this time.

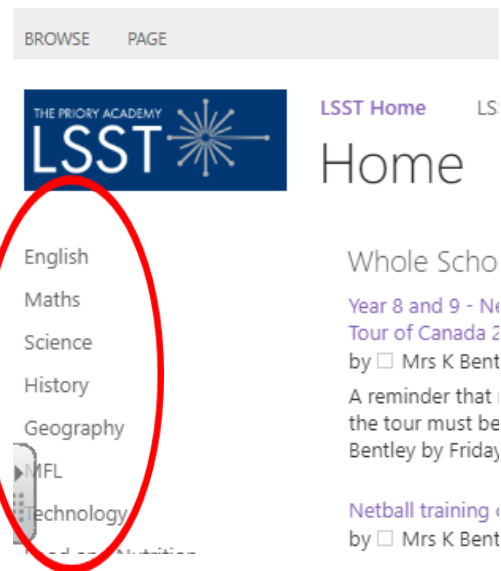
4. Submission of Work

Work can be submitted using either SharePoint or email, both options are explained here. Please submit work in the way it is requested by the teacher who sets it. If they ask for it via SharePoint then submit via SharePoint and if they ask for it via email then send via email. Only exception should be where this cannot be done for technical reasons, for example you cannot access SharePoint as you are using a mobile device and have no access to a laptop or desktop. In this case please do send work by email instead, but explain to the teacher who set the work that you need to do this and why.

Please also ensure work is sent in a format that will open on the academy system. For example Google Docs and Pages don't work on the academy system. All Microsoft and Adobe programmes are good to use. If you are unsure, use Citrix to check if the programme is on the academy system.

4.1 Submitting work via SharePoint

1. Select the relevant department on the SharePoint homepage on the left hand menu:



2. Then once in the correct department on the left hand menu select 'Student Work':



Home

Applied Business

Business Staff Site

Site contents

Student Work

Recent

Busine

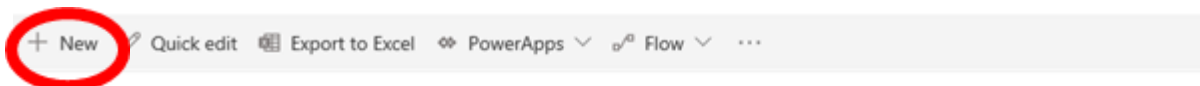
There are

+ Add |

Subjec

Business Student Work

3. On the menu below click 'New':



Business and Economics Work Submission

Title	Student name (first...)	Teacher	Year Group	Attachme
Legal Structures	Joe Bloggs	Miss Morley	10	

4. This menu appears. Complete the form and attach the work using the last section. You can select the class teacher and Year Group from the drop down menus that appear. Ensure you click 'save' at the end.

New item

Title *

Enter value here

Teacher

Select an option



Student name (first and last):

Enter value here

Year Group

Select an option



Attachments

Add attachments

Save

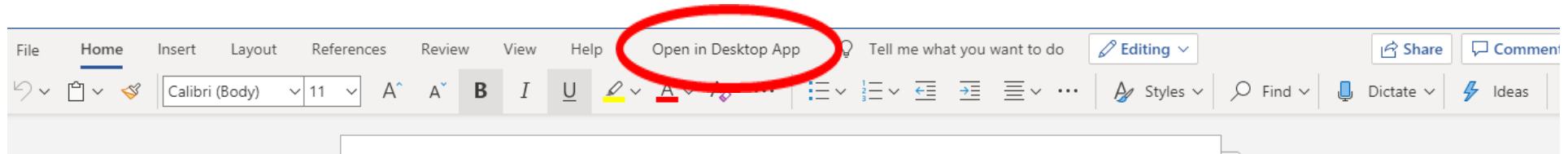
Cancel

4.2 Submitting work via Email

Use Outlook to send work via email. If sending a picture of work done on paper, a worksheet or in an exercise book please ensure the image is clear and any written work is easy to read.

5. Making Sure Work is Saved Properly

A few students have lost work due to not saving it properly. When a teacher has sets a piece of work on SharePoint such as a worksheet to be completed, firstly make sure it is opened in desktop mode, you may need to click where shown in the screen shot below:



Once this is done select 'File', 'Save As', press 'Browse' and then save a copy into your documents (select your P Number on the right hand side of the menu that pops up).

6. Receiving Feedback

When you have submitted work through SharePoint then teacher feedback (if required) will be given by one of three ways:

1. You may see a comment in the feedback column where you submitted your work like below:

Title	Student name (first ...	Teacher	Teacher Feedback	Year Group
Break Even	Joe Bloggs	Mr Sleight	Great work, well done!	9

- Alternatively the teacher may have commented on the work. To see the feedback given go to the page where you submitted your work and click on the title of your work ('Break Even' in the example on the previous page). You will then see a screen like below:

Break Even

Title *

Break Even

Teacher

Mr Sleight

Student name (first and last):

Joe Bloggs

Year Group

9

Teacher Feedback

Great work, well done!

Attachments

Figure 1.docx

Click on the attachment (circled above) to open it and you will see the work again with teacher comments on!

- Your teacher might email feedback instead. This is particularly likely if the work was set via email.

7. Other

7.1 Lost password for a website such as Doddle or Maths Watch

In this case email the teacher who set the work to complete on this website who should be able to reset this for you.

7.2 YouTube

Some teachers will have set work that includes YouTube videos and playlists to watch. Due to technical reasons these will not work if you are logged into Citrix. Please copy the link to any YouTube videos you have been asked to watch and watch these in a browser on your own device.