

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.
MS Teams	This allows for interactive and live. lessons	It is best to use MS Teams outside of Citrix. Students can access Teams by using either Google Chrome or Microsoft Edge as an internet browser and signing in at www.office.com with their academy email and password. Or, students can download the app freely to a mobile device or computer from the same website or their app store, students will then need to sign in with their academy email and password on Teams on the app.

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 is to be found on SharePoint. Students select the relevant department on the left hand side, then they select their teacher from the next menu that appears. Students should also check their emails regularly for additional guidance and invites to Teams Lessons.

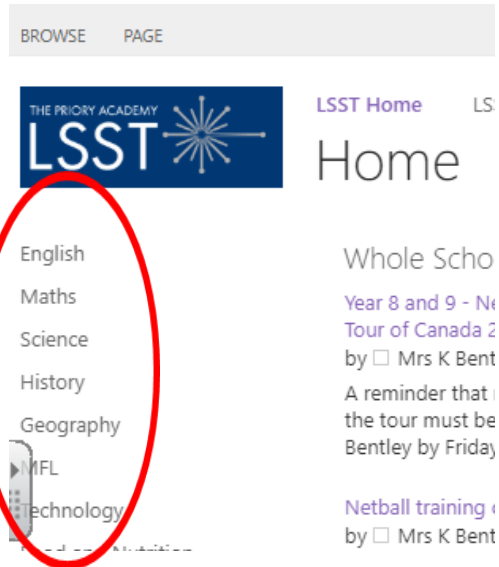
4. Submission of Work

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:



The screenshot shows the LSST SharePoint homepage. At the top left, there is a navigation bar with 'BROWSE' and 'PAGE' options. Below this is the LSST logo, which includes the text 'THE PRIORITY ACADEMY' and 'LSST' next to a starburst icon. To the right of the logo, the text 'LSST Home' and 'LS' is visible. The main heading is 'Home'. On the left side, there is a vertical menu with the following items: English, Maths, Science, History, Geography, AFL, and Technology. A red circle is drawn around this menu. On the right side, there are several news items, including 'Whole Scho', 'Year 8 and 9 - Ne', 'Tour of Canada 2', 'by Mrs K Bent', 'A reminder that |', 'the tour must be', 'Bentley by Friday', 'Netball training |', and 'by Mrs K Bent'.

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



Home

Applied Business

Business Staff Site

Site contents

Student Work

Recent

Busine

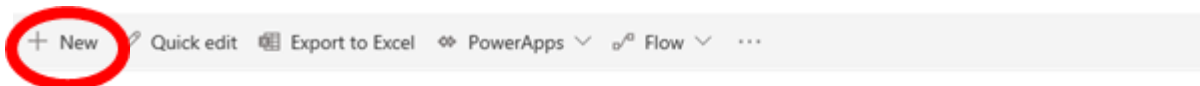
There are

+ 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	

- 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

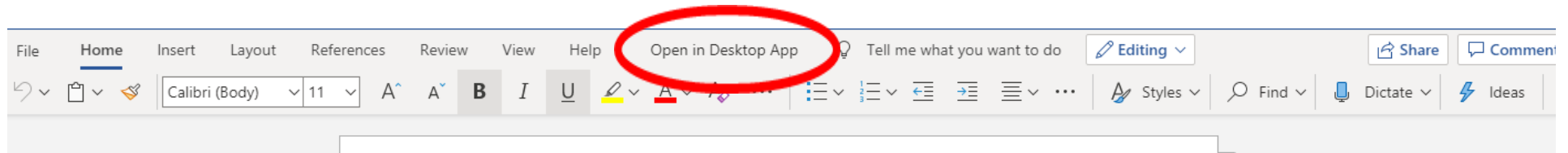
Cancel

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. MS Teams

The following expectations are to be followed on MS Teams:

- Students may only attend Teams Sessions they have been invited to using an Academy login. Students are to not forward the invite to their own personal email account and try to join using this. And, students are to not forward any Teams Meeting invites to others. Teachers will only let Students into a Teams Meeting if they have been invited and are using an Academy login (pnumber).
- Students must have their camera off during all online lessons and their microphone muted. A teacher may invite students to unmute their microphone during question and answer sessions. Any questions students want to ask at any other time should be sent using the chat function.
- Students may have a parent/carer present with them during a session if they are at home. However, other children such as siblings or friends are not allowed to be present during online lessons.
- Because cameras can be turned on accidentally, students need to dress appropriately for the session, if not in uniform, e.g. as per guidance for non-uniform days. Academy uniform is not necessary.
- Language must always be professional and appropriate during lessons, including any family members that may pass in the background. This also applies to any comments given in the chat function. All discussion in the chat function should be related to the lesson.
- Be aware all lessons on MS Teams are recorded. This is so the lesson can be shared with classmates unable to attend. They will not be shared within anyone outside of The Priory Federation. Staff will not record these to their own devices and they will be saved on the Academy IT system. Students **must not** record sessions or parts of sessions on their own devices. Neither must any member of the student's family record sessions.
- The teacher delivering the online session will also inform students of any additional expectations they have at the start of each session.
- All other normal academy rules and behaviour expectations apply during online lessons, as they would in normal lessons and around the academy.

8. Other

8.1 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.

8.2 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.