Seahaven Academy
The best in everyone™
Part of United Learning

Computer Systems Information and Help Guide

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Microsoft Office 365

This is the site that will be used for live lessons during this period of remote learning. This is the first site students should log into in the morning to set them up for the days learning.

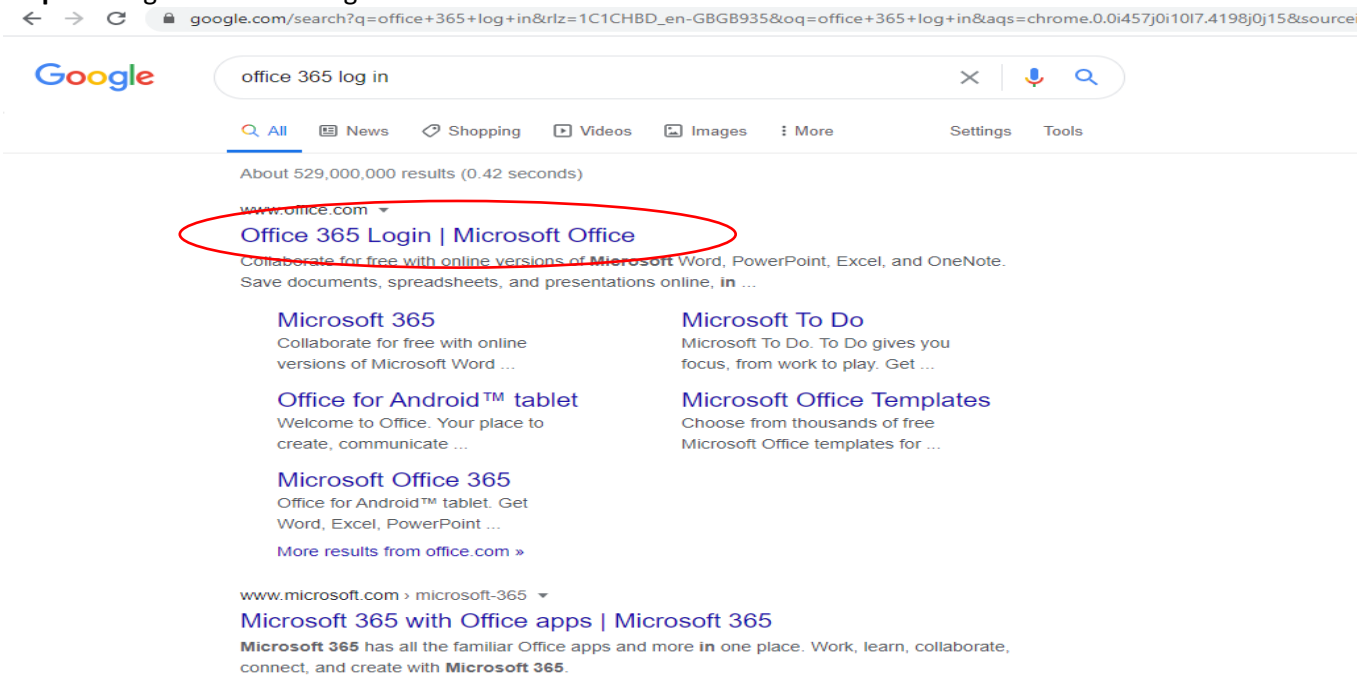
Resetting passwords for Office 365

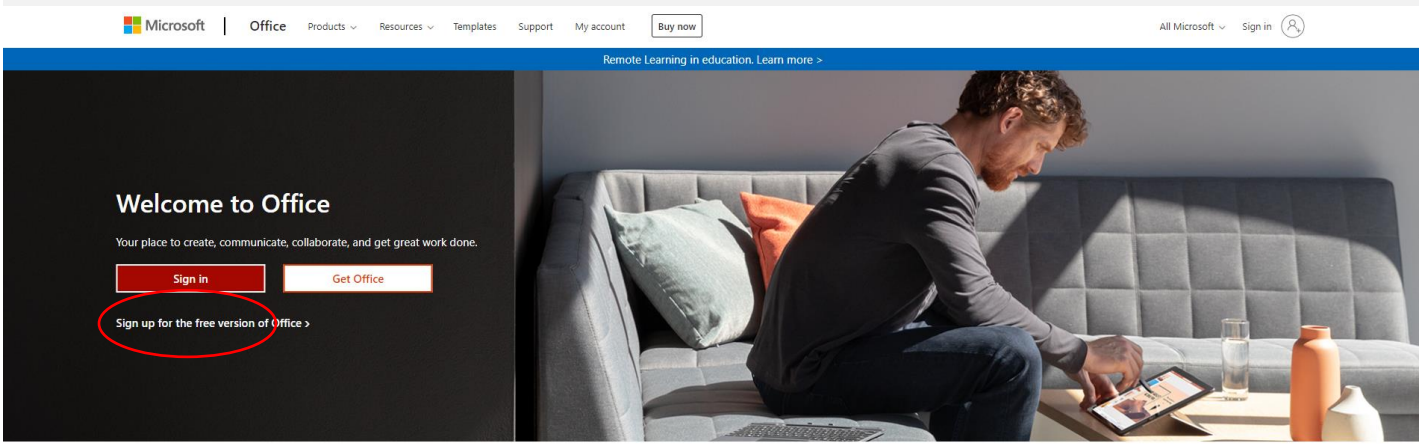
If you have genuinely forgotten your password, please get your parents/carers to email helpdesk@seahavenacademy.org.uk You need to include your username (e.g. HoneybourneL20) and your password will be reset. Please be aware that this may take some time due to the IT team's work load.

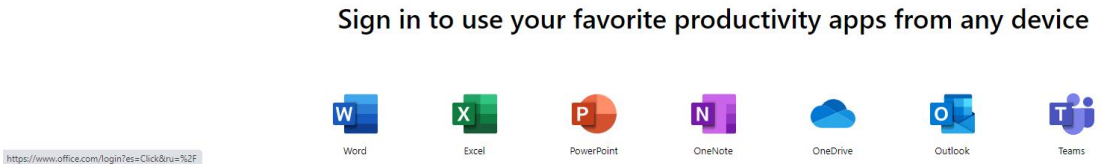
Student guide for accessing Office 365 and TEAMS (TEAMS is used for Online and live lessons)

Please follow the steps below to access Teams on your computer at home.

Step 1: Google 'Office 365 login'

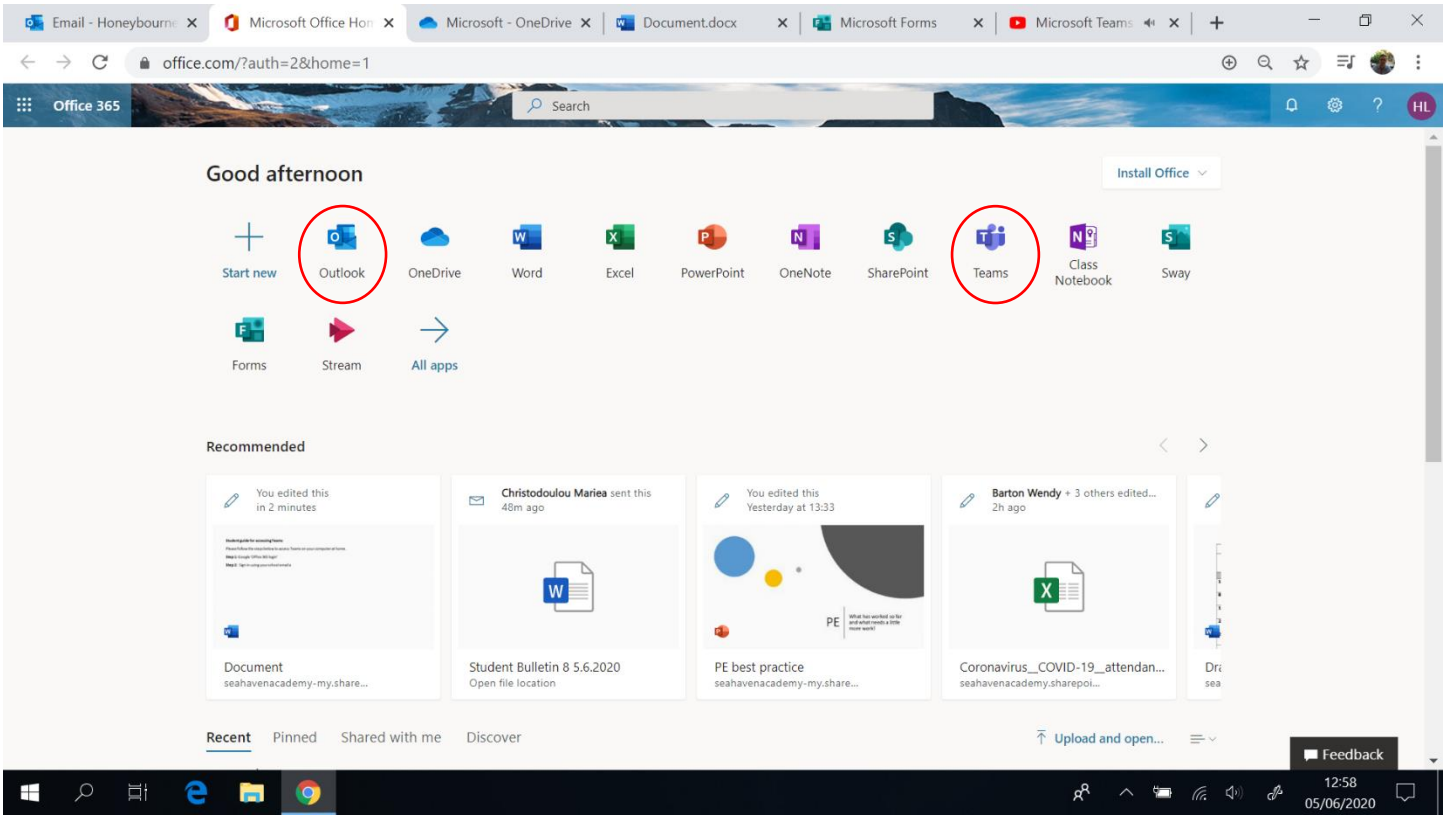




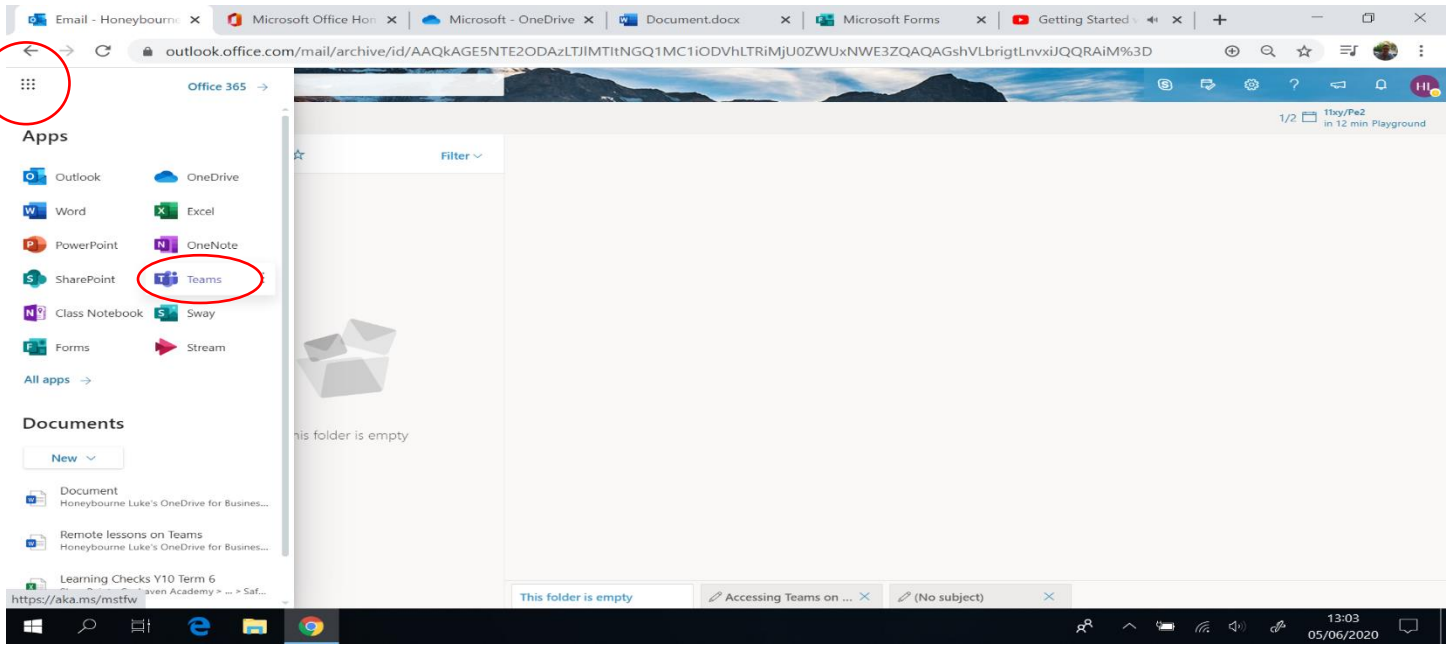


Step 2: Sign in using your school email and password. This is the same log in you use to log on to the computers in school. E.g. Username: HoneybourneL20@seahavenacademy.org.uk

Step 3: If your screen looks like this, click on the relevant area. Outlook is where your emails are. Teams will be where live lessons are held.

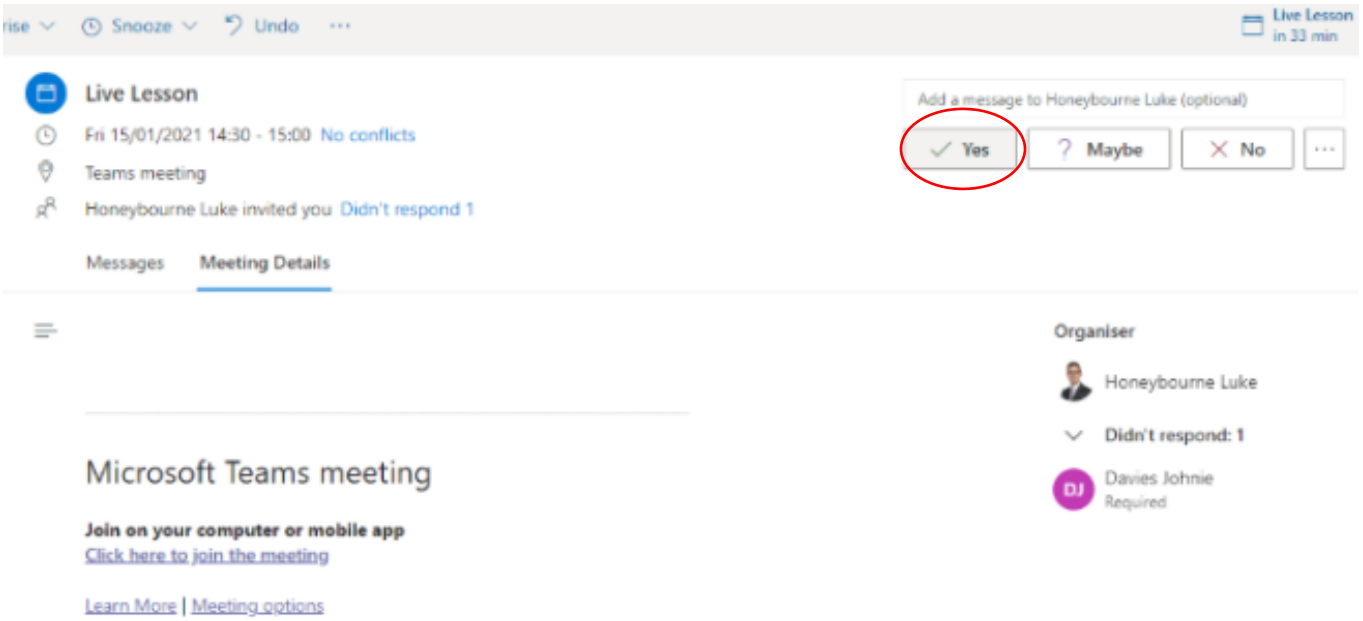


Step 4: If the login takes you straight to your emails, click on the small squares in the top left corner and go to Teams

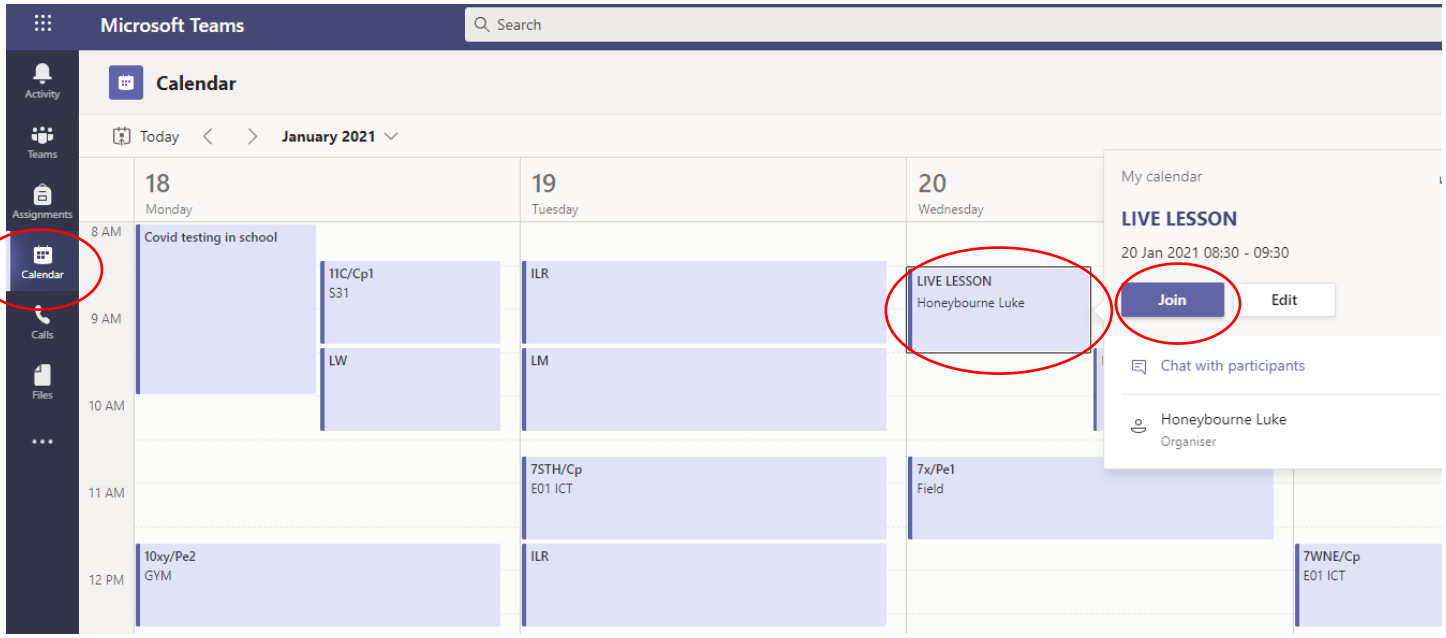


Accessing live lessons on Teams.

Students will receive an email inviting them to attend a live lesson. Students should click 'Yes'



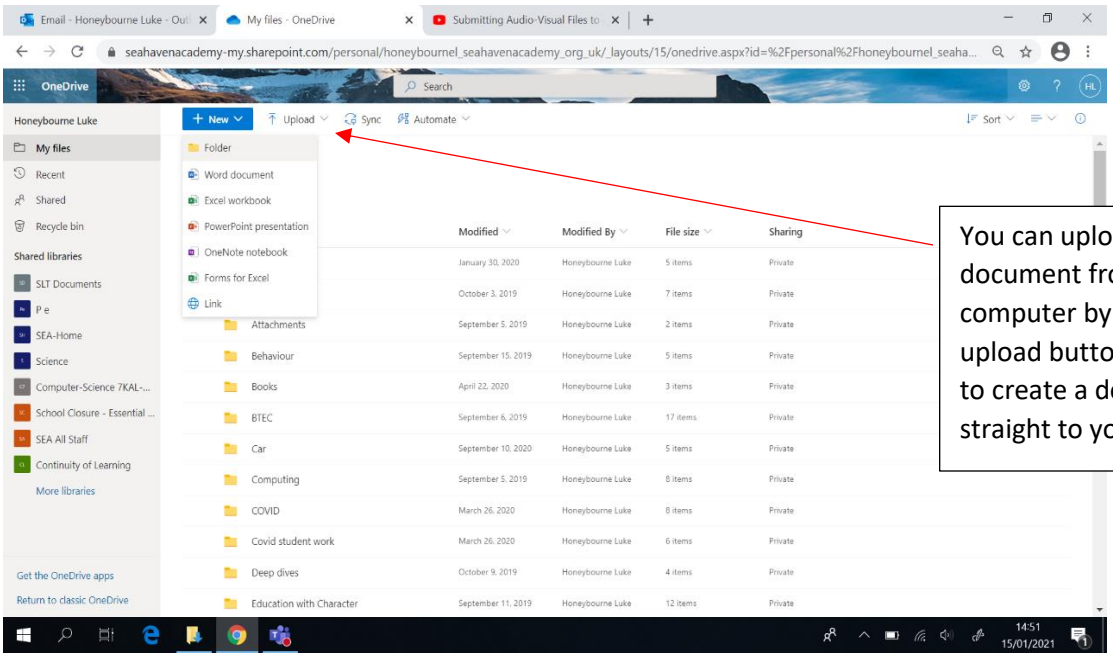
The lesson will also appear on the Calendar section of Teams. Students need to click 'Join' on the link to access the lesson. Students will then be held in a waiting room until the teacher is ready to start the lesson.



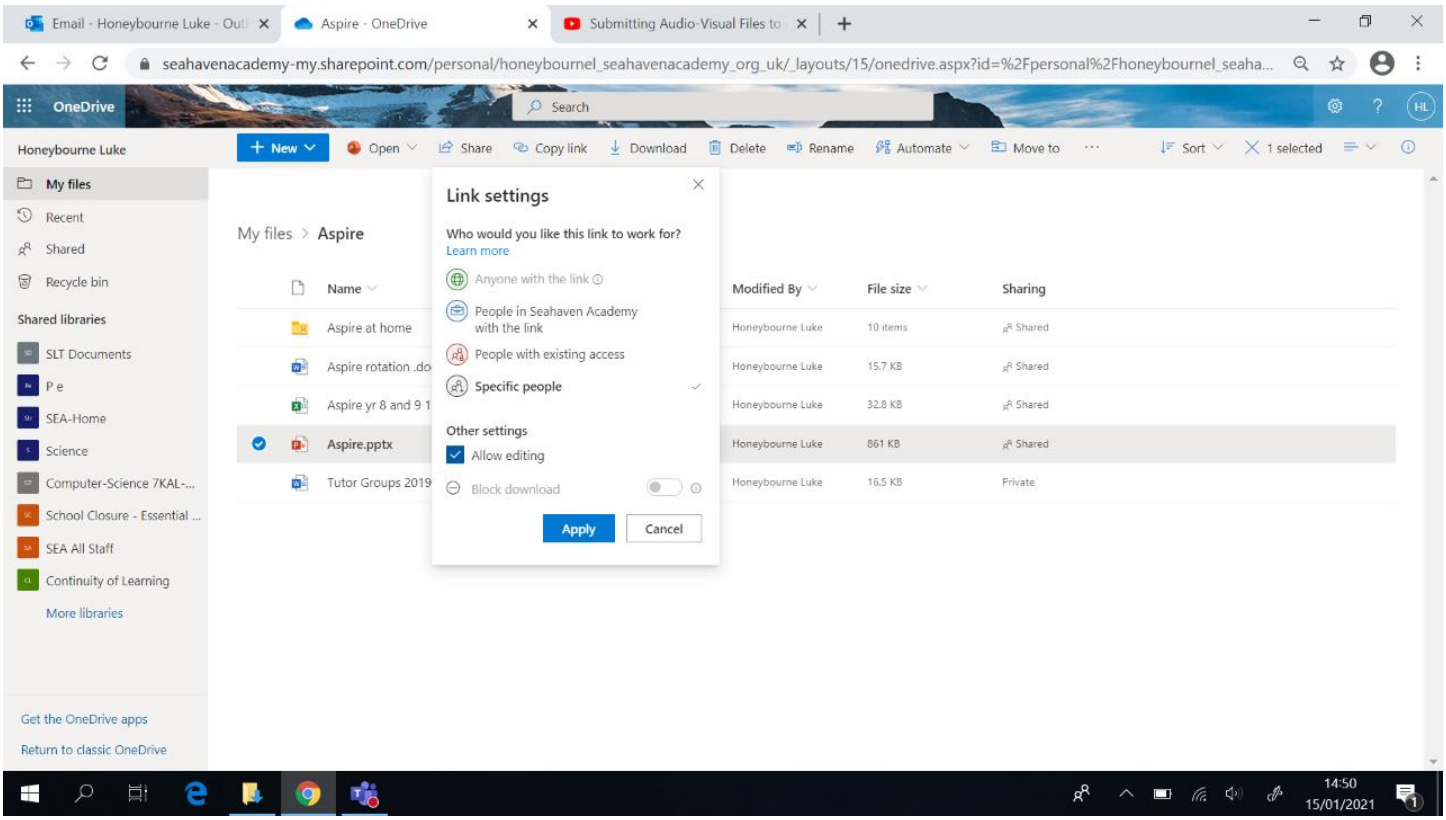
Below is a link to a Student and Parents guide to using Microsoft Teams
https://www.youtube.com/watch?v=SemjM2fHV2Q&t=375s

Accessing OneDrive

OneDrive is your personal online storage area in Office 365. From here you can create documents, share files and folders of work with your teacher. When you share, you will need to give them rights to edit the document. You can also attach links from here, specifically audio and visual files that you might use in Music. Any work that you complete here is automatically saved, removed the risk of losing it.



You can upload a document from your computer by clicking the upload button or click new to create a document straight to your OneDrive


Email - Honeybourne Luke - Out
Aspire - OneDrive
Submitting Audio-Visual Files to
seahavenacademy-my.sharepoint.com/personal/honeybourne_seahavenacademy_org_uk/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fhoneybourne_seaha...
OneDrive
Search
Honeybourne Luke
New
Open
Share
Copy link
Download
Delete
Rename
Automate
Move to
Sort
1 selected
My files
Recent
Shared
Recycle bin
Shared libraries
SLT Documents
P e
SEA-Home
Science
Computer-Science 7KAL-...
School Closure - Essential ...
SEA All Staff
Continuity of Learning
More libraries
Get the OneDrive apps
Return to classic OneDrive
My files > Aspire
Name
Modified By
File size
Sharing
Aspire at home
Aspire rotation .do
Aspire yr 8 and 9 1
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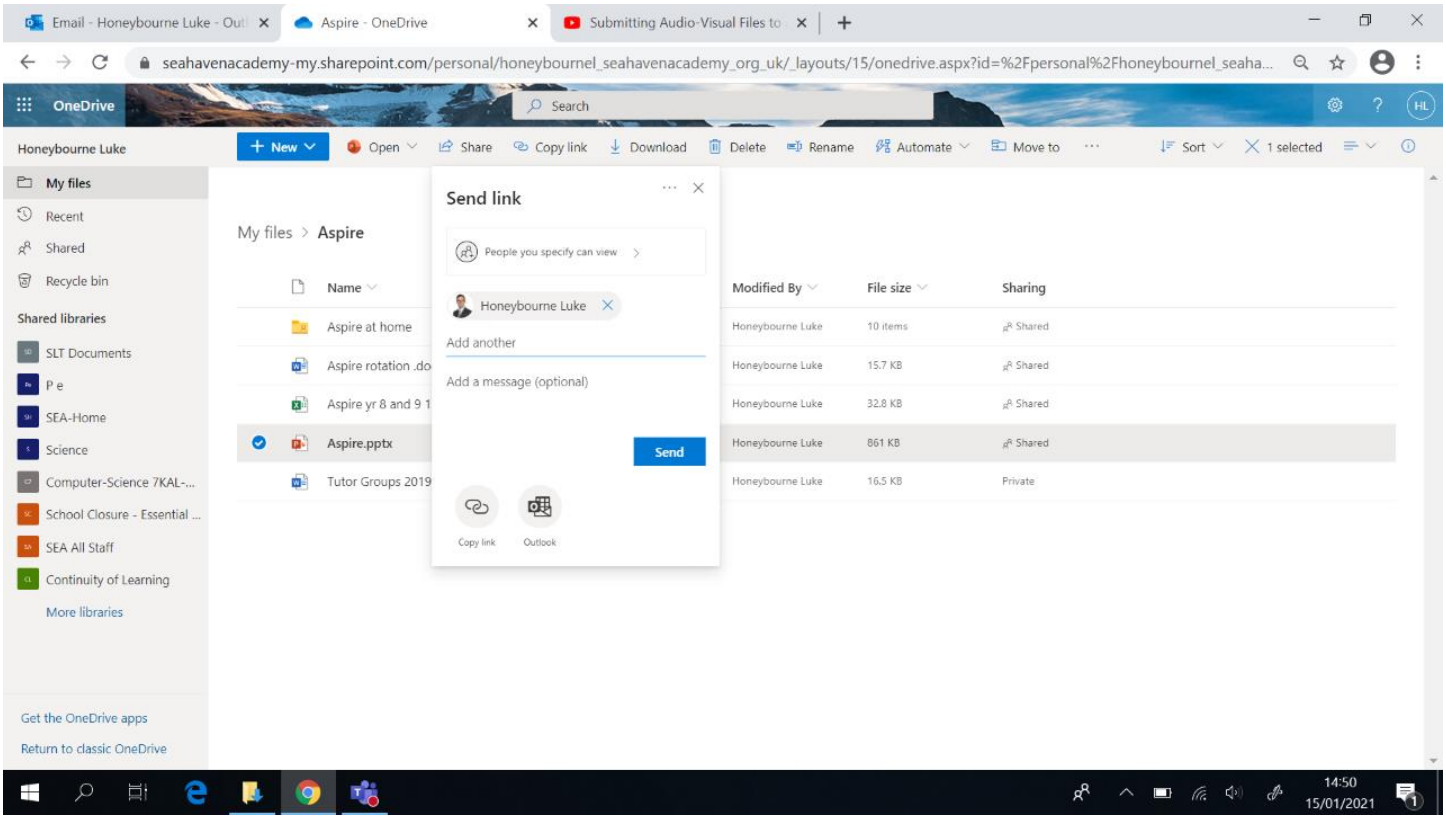
Tutor Groups 2019
Honeybourne Luke
10 items
15.7 KB
32.8 KB
861 KB
16.5 KB
Shared
Private
Link settings
Who would you like this link to work for?
Learn more
Anyone with the link
People in Seahaven Academy with the link
People with existing access
Specific people
Other settings
Allow editing
Block download
Apply
Cancel
14:50
15/01/2021


Email - Honeybourne Luke - Out
Aspire - OneDrive
Submitting Audio-Visual Files to
seahavenacademy-my.sharepoint.com/personal/honeybourne_seahavenacademy_org_uk/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fhoneybourne_seaha...
OneDrive
Search
Honeybourne Luke
New
Open
Share
Copy link
Download
Delete
Rename
Automate
Move to
Sort
1 selected
My files
Recent
Shared
Recycle bin
Shared libraries
SLT Documents
P e
SEA-Home
Science
Computer-Science 7KAL-...
School Closure - Essential ...
SEA All Staff
Continuity of Learning
More libraries
Get the OneDrive apps
Return to classic OneDrive
My files > Aspire
Name
Modified By
File size
Sharing
Aspire at home
Aspire rotation .do
Aspire yr 8 and 9 1
Aspire.pptx
Tutor Groups 2019
Honeybourne Luke
10 items
15.7 KB
32.8 KB
861 KB
16.5 KB
Shared
Private
Send link
People you specify can view
Honeybourne Luke
Add another
Add a message (optional)
Send
Copy link
Outlook
14:50
15/01/2021

Satchel One (Show My Homework)

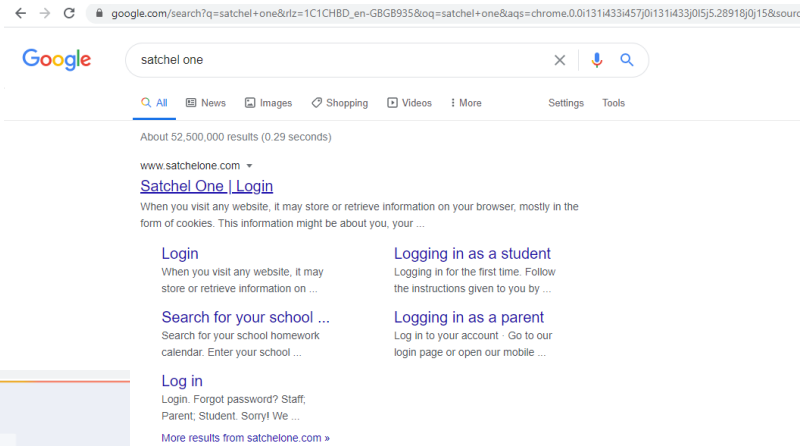
All classwork and homework will be set on Satchel One.

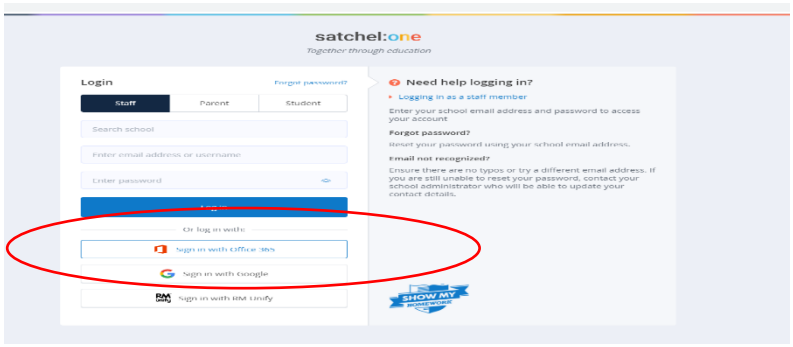
Accessing Satchel One (Show My Homework)

Step 1: Google 'Satchel One'

Step 2: Click on the top link (www.satchelone.com)

Step 3: Click 'Sign in with Office 365'. If Office 365 has been opened, this will go to the page personalized to the student. If Office 365 hasn't been opened, students will need to enter their school log-in details.





Submitting work through Satchel One (Show My Homework)

You are able to submit work online through Satchel One if the teacher has requested the work to be submitted online.

To submit the work, follow these steps:

Step 1: Go to "Submit".

Step 2: Type a message for your teacher or even your full answer.

Step 3: Attach any files you need to, similar to how you would attach documents to an email. You are able to attach multiple documents when you are submitting these.

Step 4: Click "Submit assignment to teacher" to send it your teacher.

For further instructions and a video guide on how to submit work on satchel please take a look at the following link:

https://help.satchelone.com/en/articles/2912000-submitting-my-work-online

Accessing Hegarty Maths

While school is closed, most of your Maths work is to be completed on **Hegarty Maths.** Please make sure you always check 'Show My Homework' first as this may not be the case for every single lesson.

If you do not know your Hegarty Maths password, here is what you need to do:

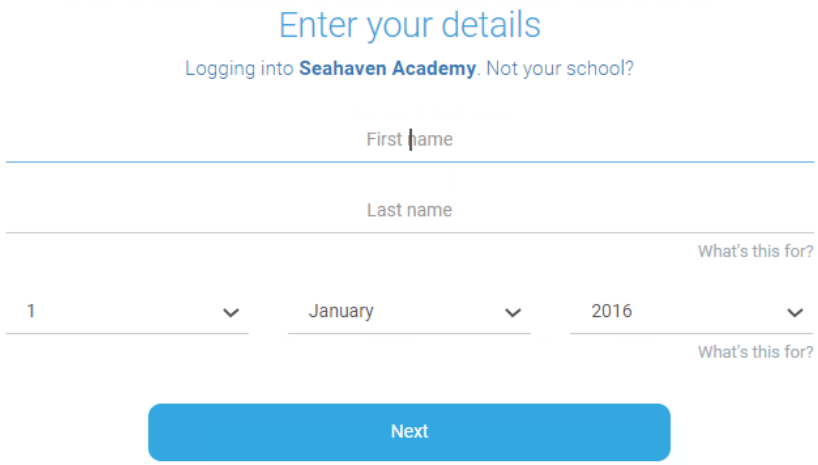
Step 1: Go to **https://hegartymaths.com/**

HegartyMaths
HegartyMaths has made a huge difference. In just a few months our year 11s have logged many hundreds of hours on the site and answered over 50, 000 questions.
hegartymaths.com

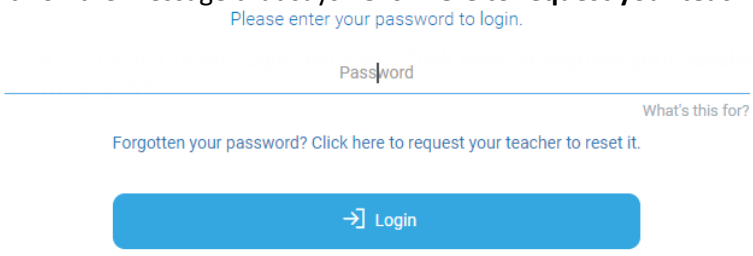
Step 2: Click on Student Log in

Step 3: Type in our School name - Seahaven Academy

Step 4: Type in your First name, Last name, and your date of birth



Step 5: Click on the message that says **"Click here to request your teacher to reset it"**



Step 6: Wait for your teacher to reset the password.

Step 7: Once this is done, pick a password, type it in.

If you have any other problems with Maths, please email your Maths teacher.

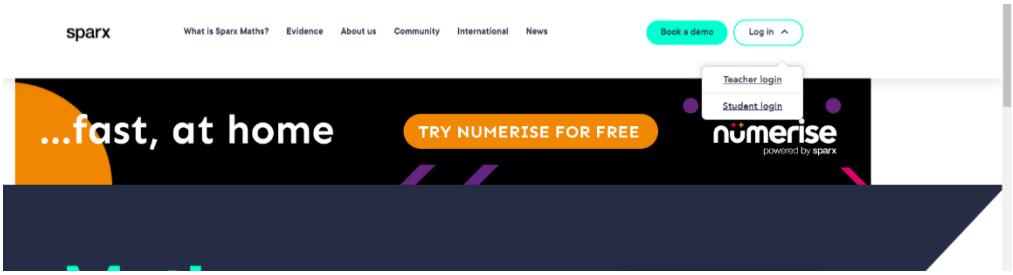
How to log into SPARX

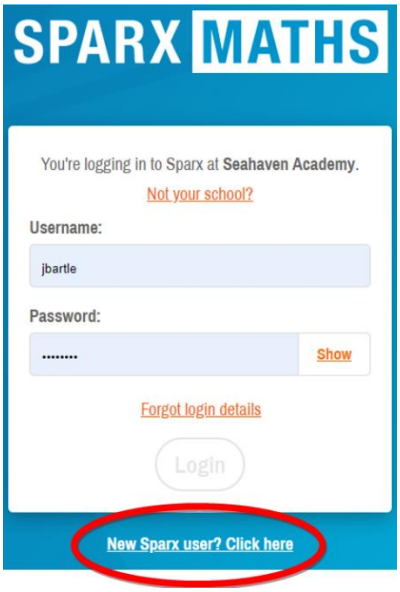
SPARX is currently used for Year 7 Maths homework.

To log into SPARX go to https://sparx.co.uk/

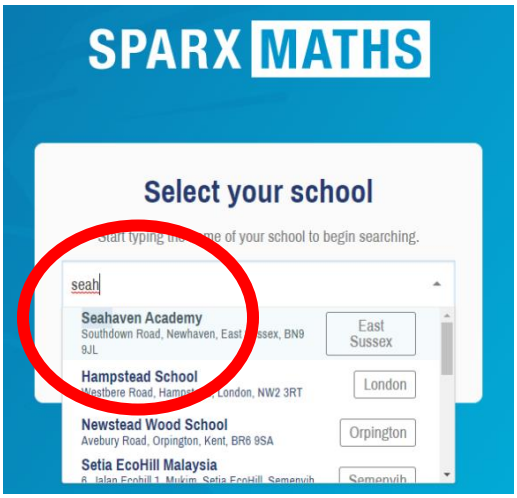
Step 1: If you haven't used SPARX before: Click on the "New Sparx user?" button at the bottom

If you have used SPARX before: Click on **Login** and choose **Student login** from the drop down list

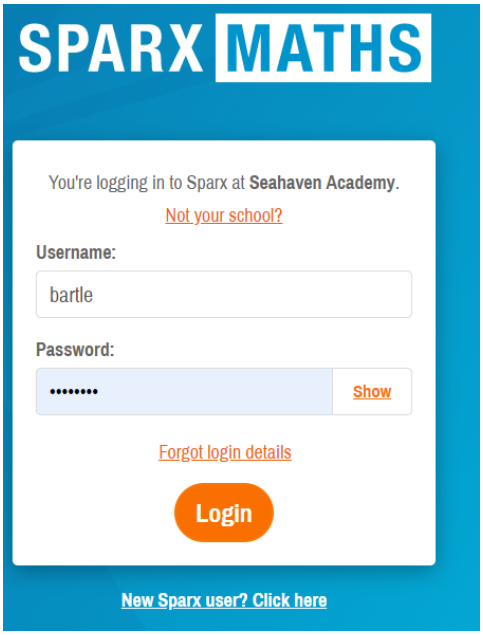




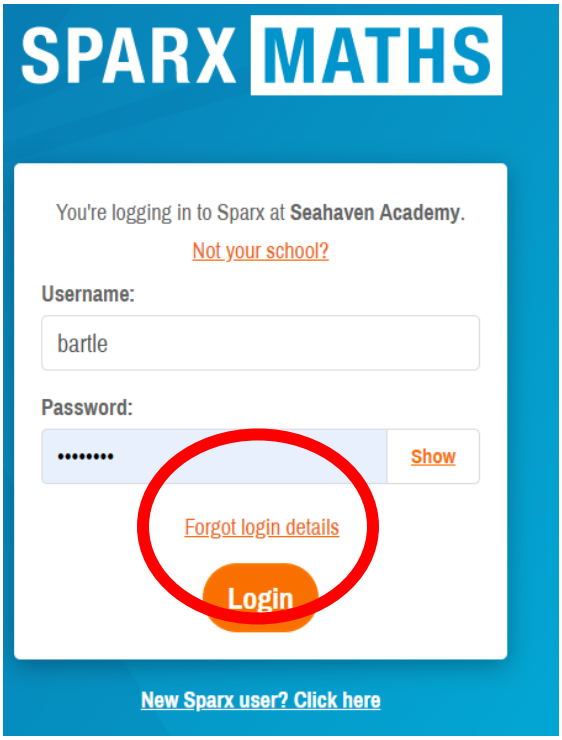
Step 2: (Only if you haven't saved log in details previously). Start typing "Seahaven Academy" and choose the school when it appears

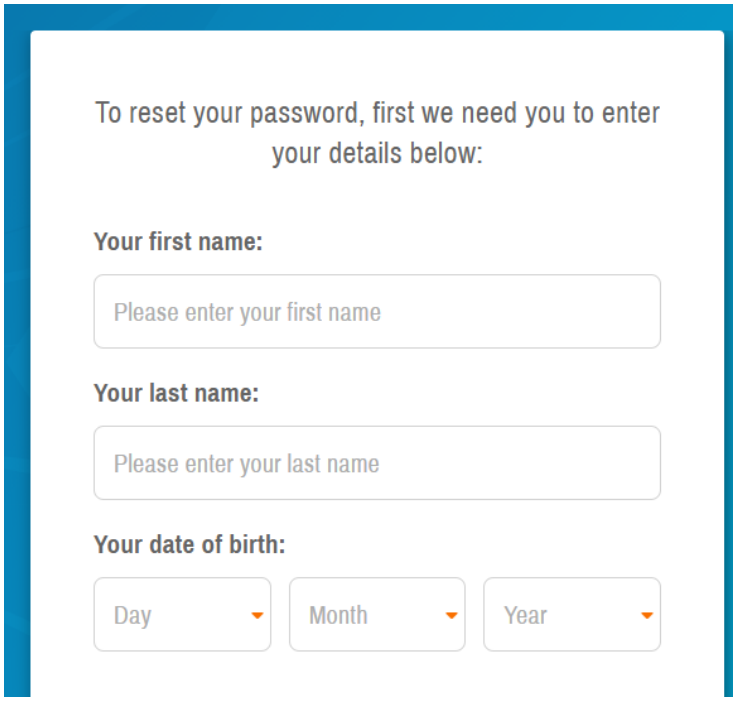


Step 3: Type in your username and password

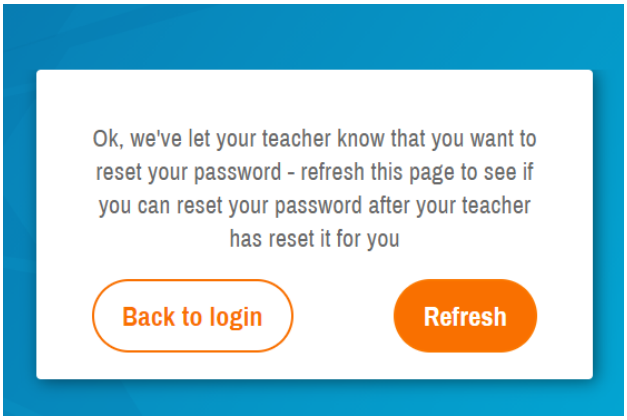


If you have forgotten your login details, click on “forgot login details” circled below. Enter your details into the form and click submit. **TIP – Your login is always your first name followed by your second name with no space and all lowercase. E.g. Donald Duck = donaldduck**





The following box will appear:



Your teacher will have been sent a password reset request from you. Please wait patiently until they reset it – it might not be immediately, especially at the weekend!

If that didn’t work (after waiting patiently) then email your teacher directly.

If that doesn’t work, then email Mr Bartle
bartlej@seahavenacademy.org.uk

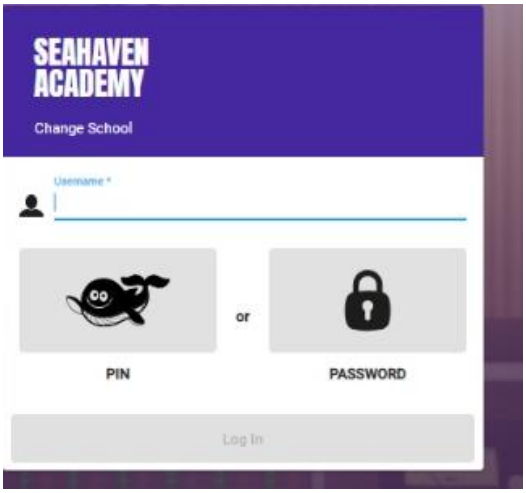
Accessing Times Tables Rock Stars

To access Times Tables Rocks Stars go to: https://ttrockstars.com/

Step 1: Click “Login” and then “School Pupils”

Step 2: Enter your username. This will always be the first 3 letters of your first name followed by the first three letters of your second name, no capitals and no spaces: **e.g. Gerald Billingshurt would be gerbil**

Step 3: Click on “Password” Please note your password is 3 random letters set by Times Tables Rock Stars.



If you have forgotten your password, then please contact the teacher who you would normally have for your Times Tables Rock Stars lesson. If this doesn’t work, then please contact Mr Bartle: bartlej@seahavenacademy.org.uk

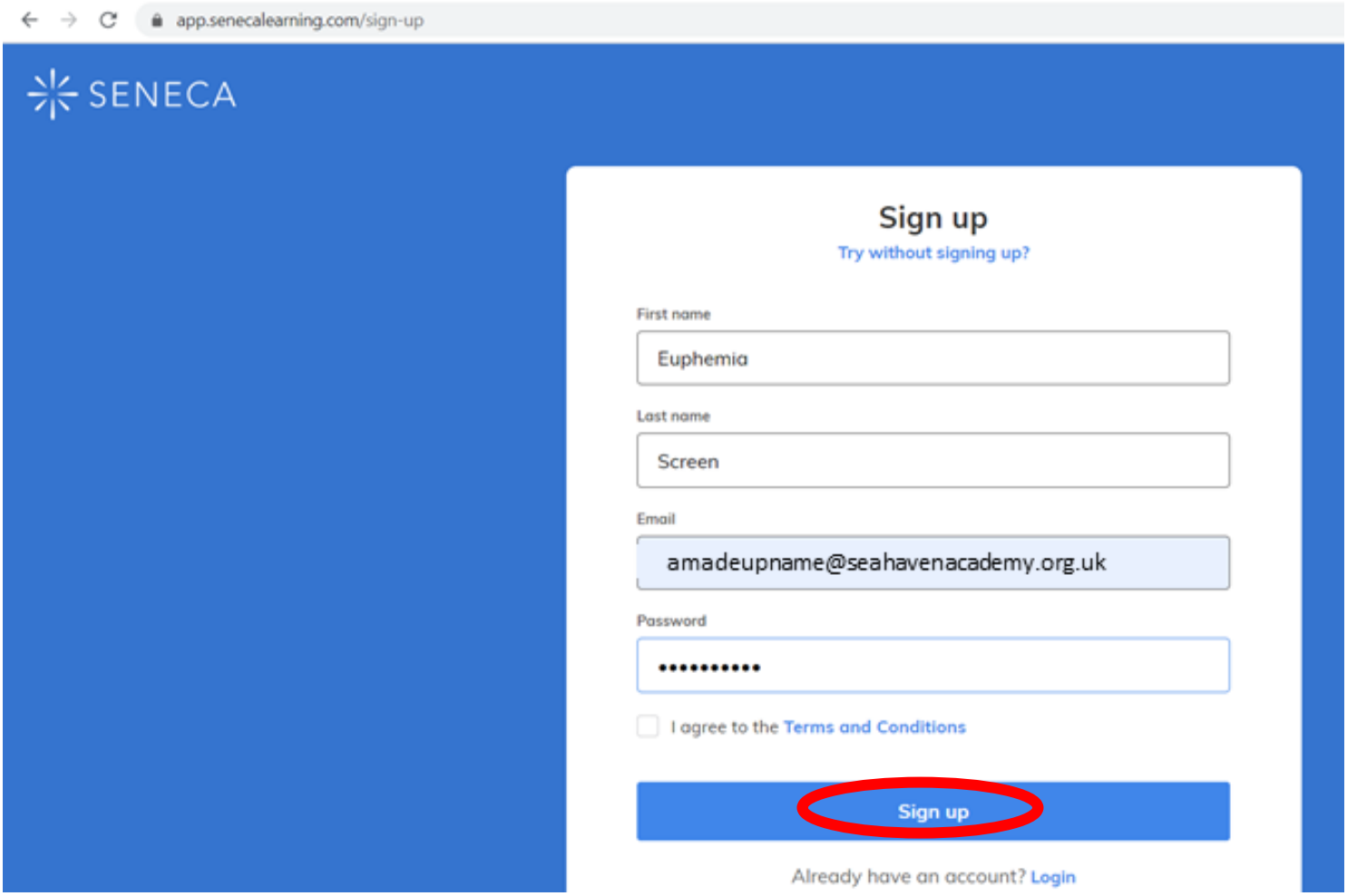
The office staff also have access to your password but please ask them as a last resort.

Seneca

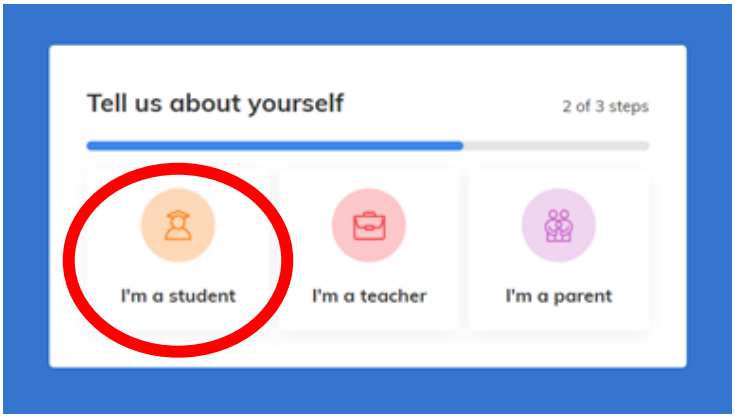
Students must have registered an account on Seneca using their school email address to be able to access the content.

Accessing Seneca

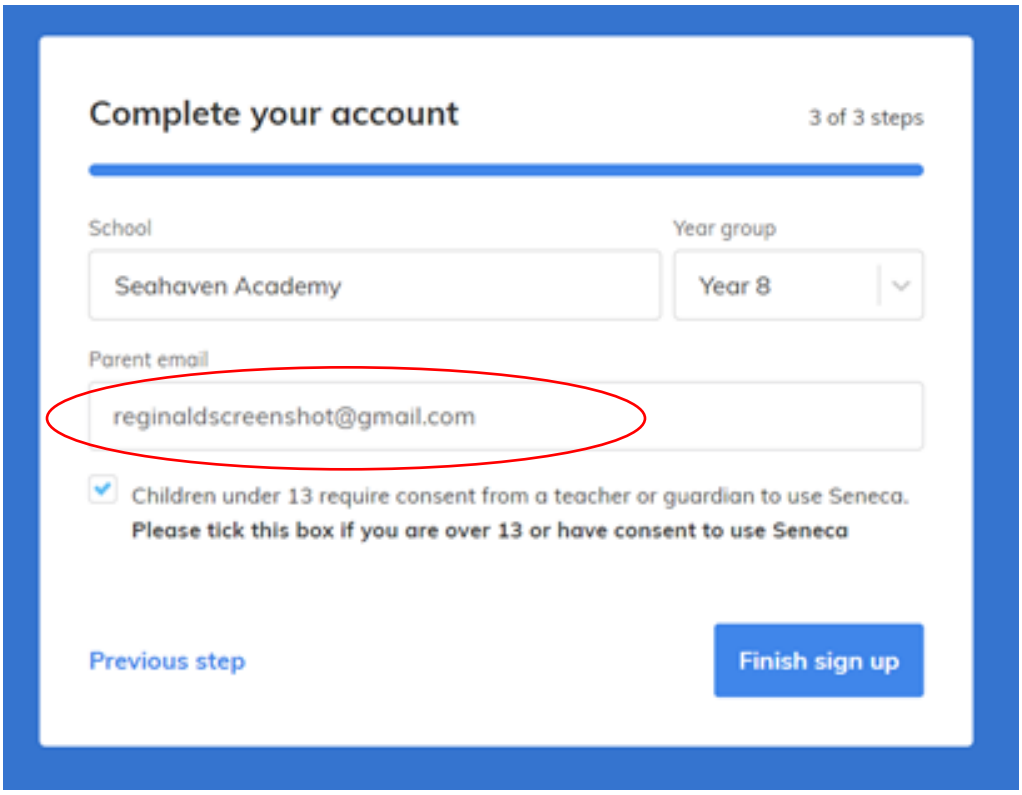
Step 1: Google Seneca to log in or go to : https://senecalearning.com/en-GB/ When you click on the link, you will be taken to the below screen. Enter your school details. Use the same password you use to log in to the school system.



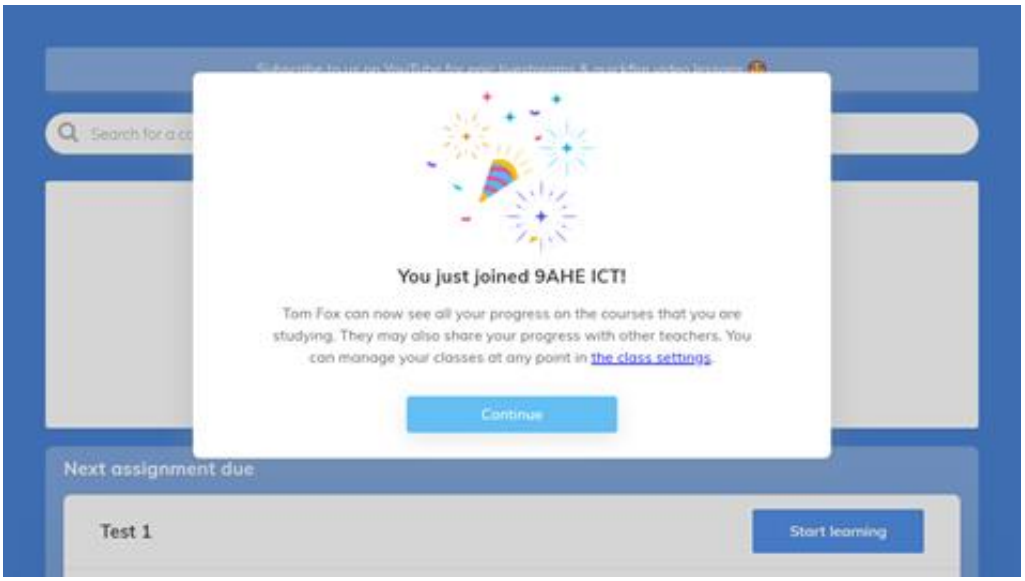
Step 2: On the next screen Click that you are a student



Step 3: Enter your parent/carers email address (let them know you are doing this)

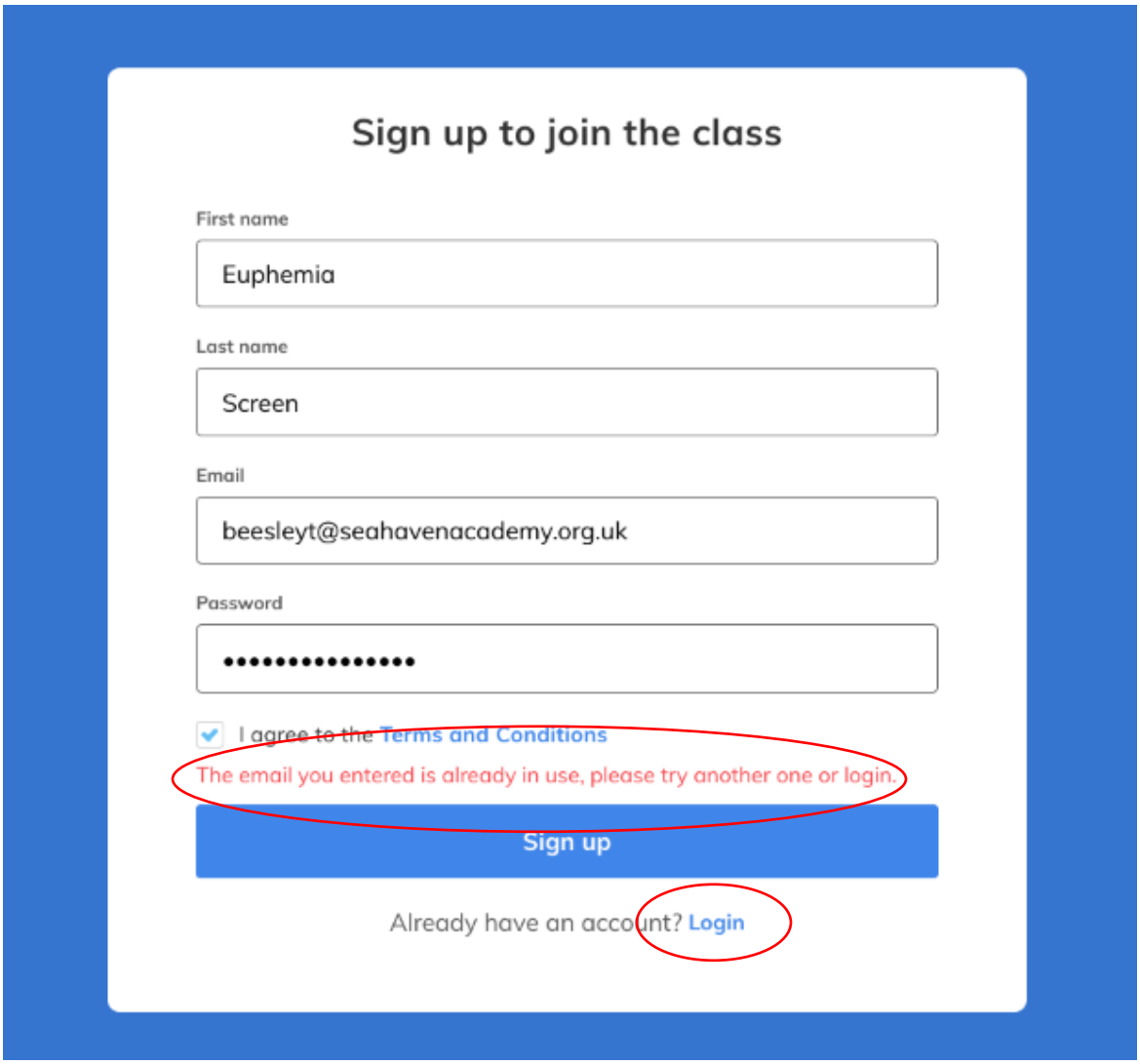


Step 4: You should now be logged into the system



If you are trying to sign up to SENECA and it says your email address is already in use, it means you already have an account.

- Try logging in using your school email address and password that you use
- If this doesn't work, then click on password reset (press the blue log in below to get in to the log in screen and then request a reset)

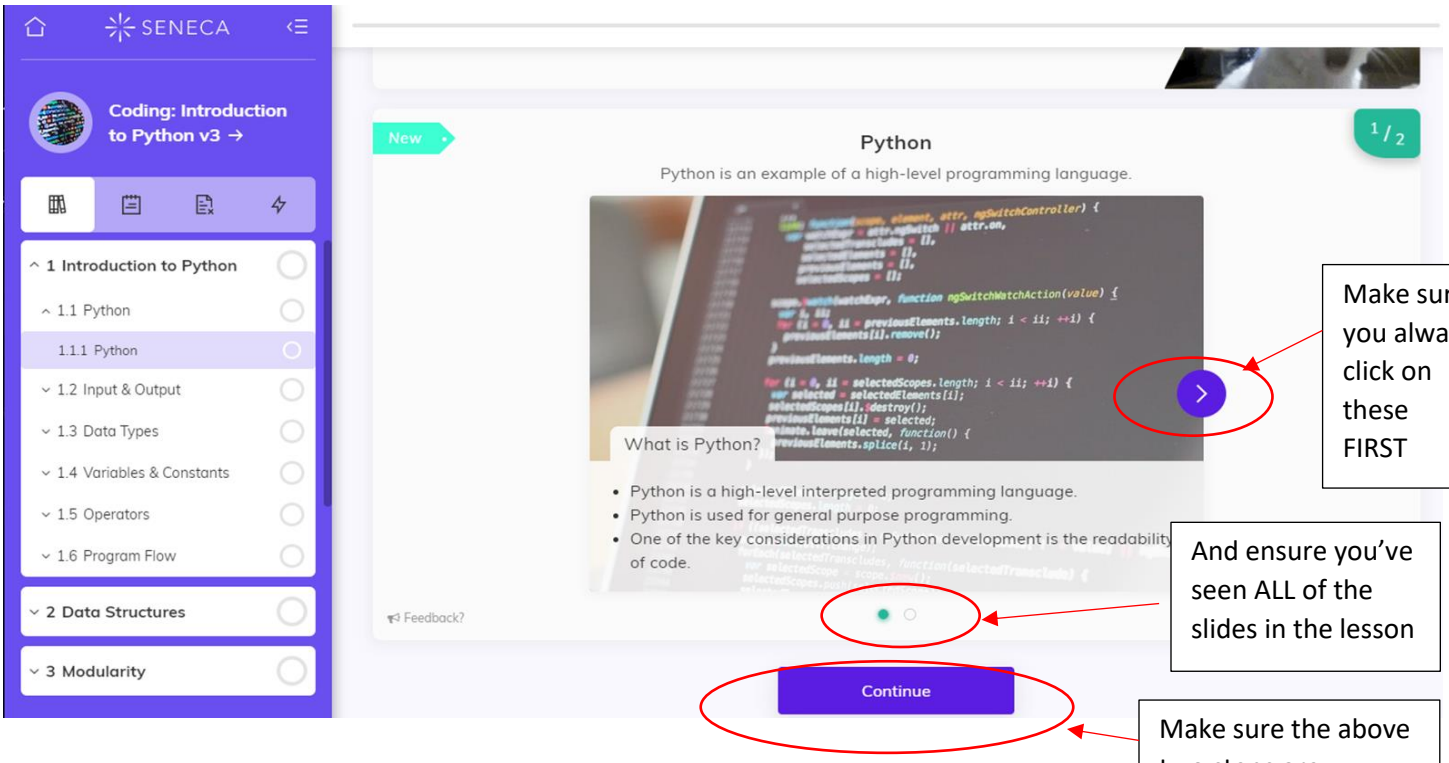


If you have checked all of this and there is still an issue, then contact your teacher

Note: Students can access many of the free resources by clicking on the “Students, use for free” tab on the front page.

Working through a lesson on SENECA

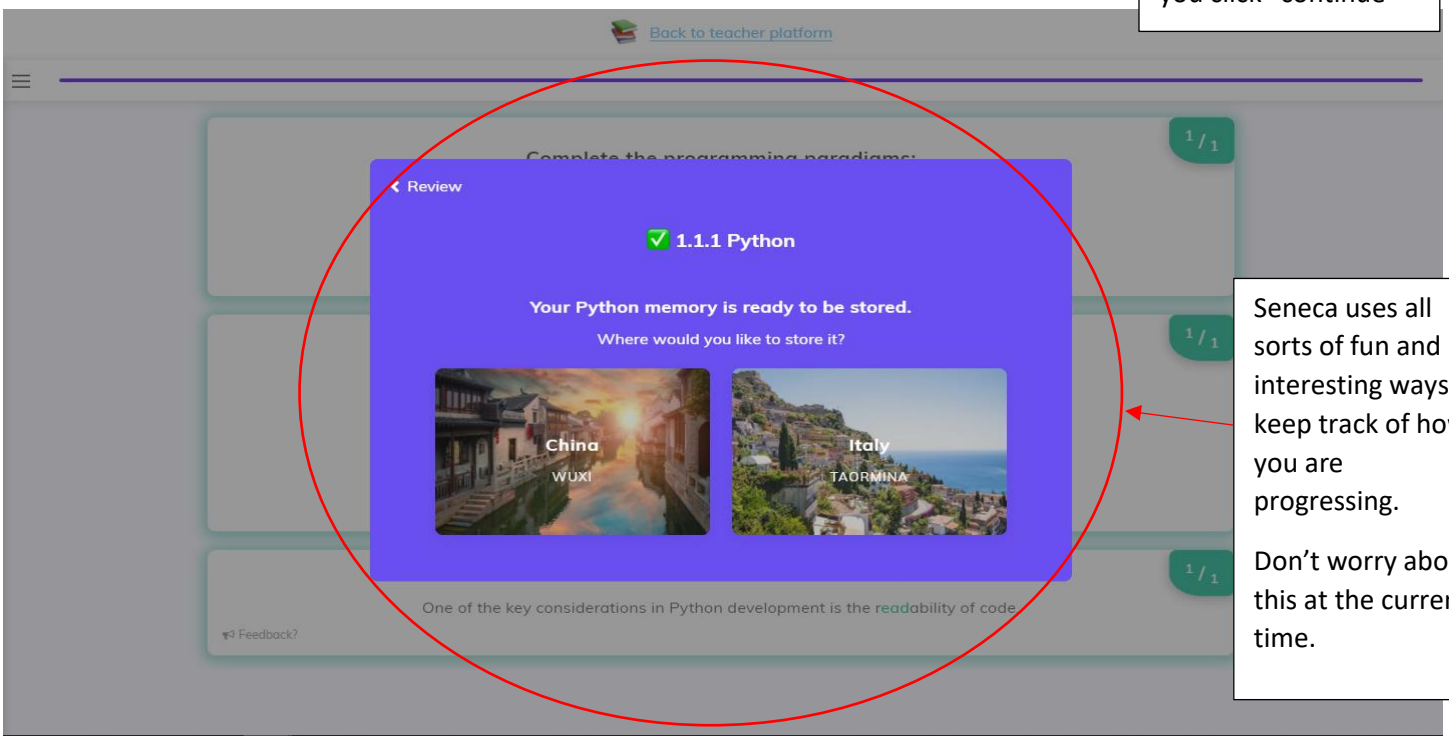
To work through a lesson on SENECA, make sure you complete all the sections on the section that you are trying to complete.



Make sure you always click on these FIRST

And ensure you've seen ALL of the slides in the lesson

Make sure the above two steps are completed before you click "continue"



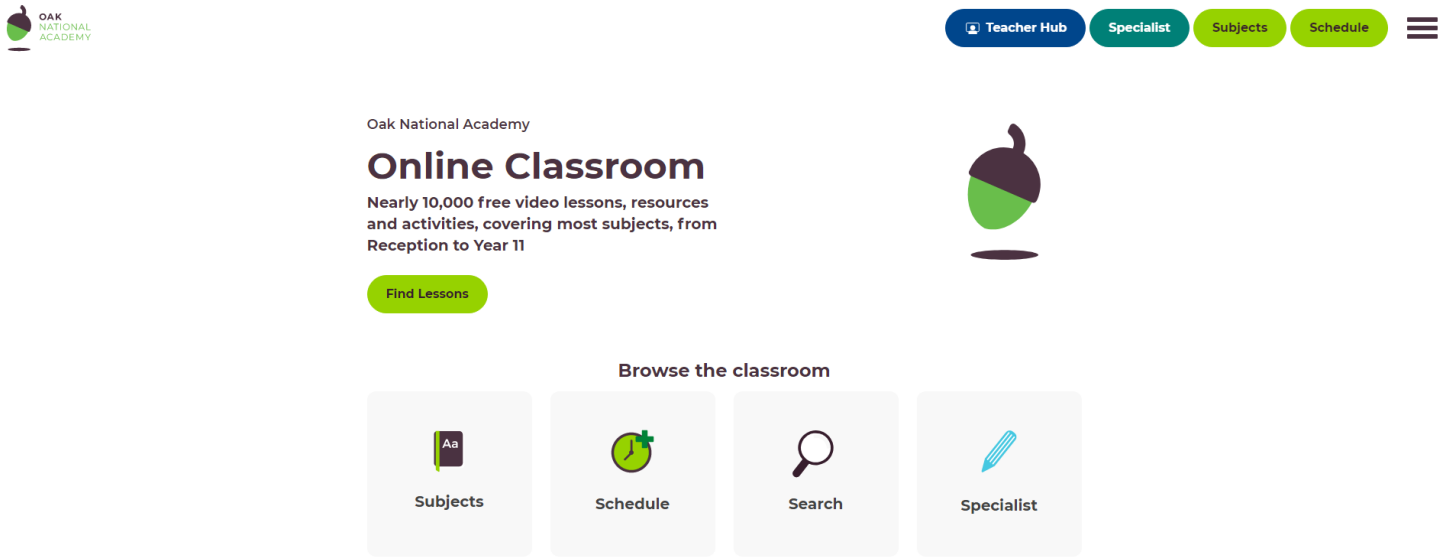
Seneca uses all sorts of fun and interesting ways to keep track of how you are progressing.

Don't worry about this at the current time.

Accessing Oak National Academy

Step 1: Google Oak National Academy and log onto https://www.thenational.academy/

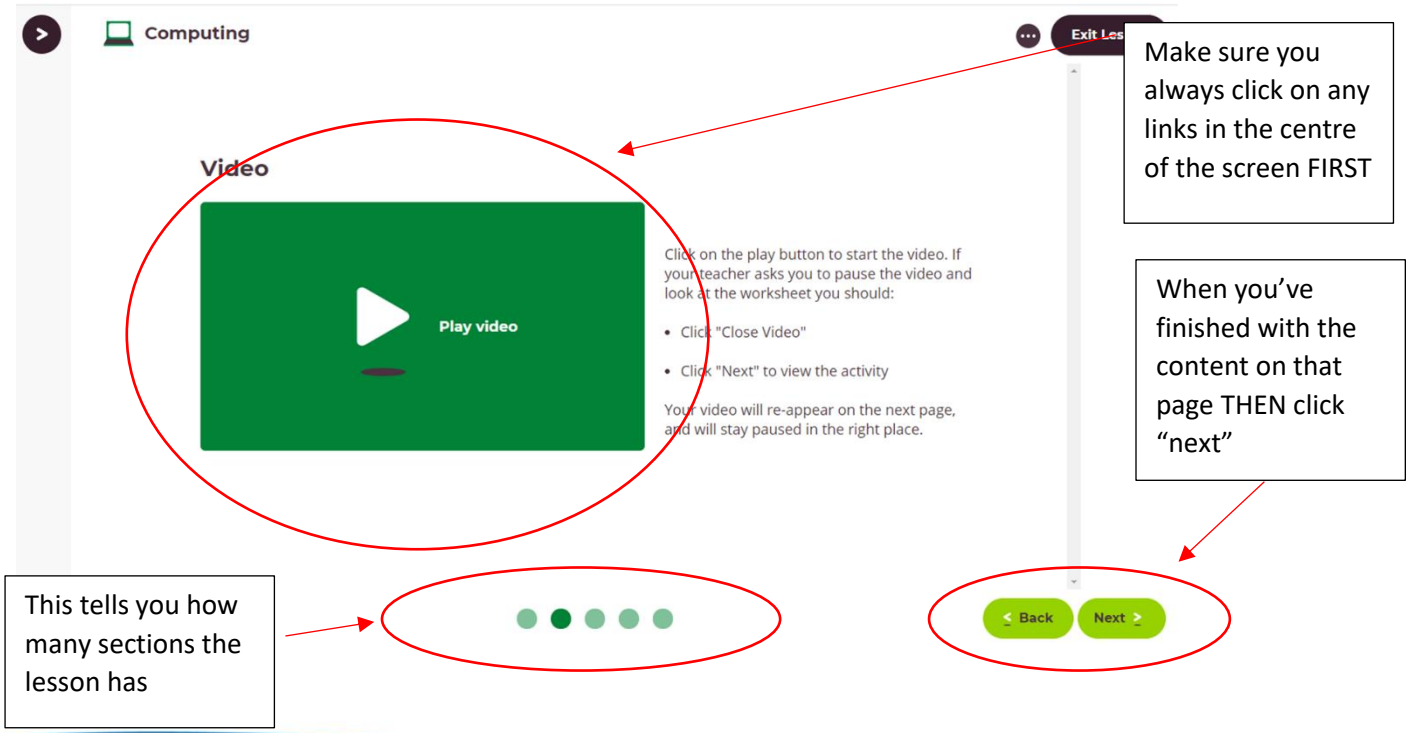
Step 2: Click on pupils and click on subject



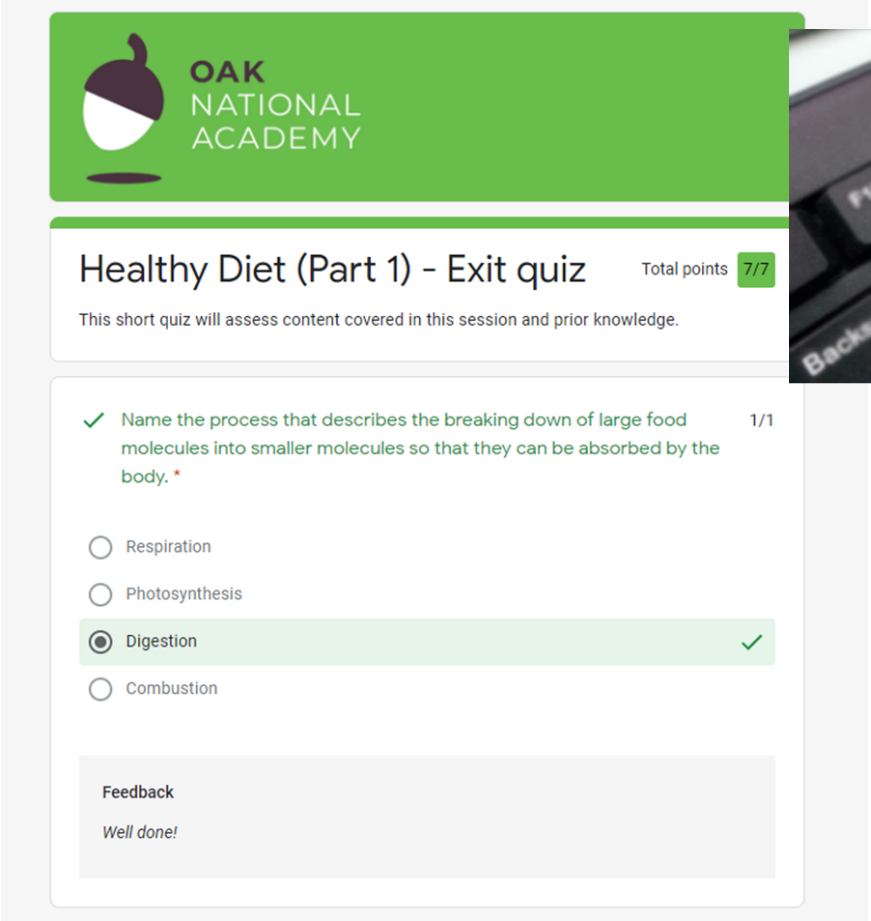
Step 3: Select the correct key stage (Key Stage 3 Yr 7,8 and 9 and Key Stage 4 Yr10 and 11**)**

Step 4: Select the subject you wish to study and then select the year group/unit or topic

Step 5: Follow the lessons provided. Lessons are there for you to follow, tasks to complete and quizzes



When you have completed the quiz teachers may request a screen shot to do this following press print screen and the paste it into Satchel One/SMHW.



PRT SCRN to copy screen

Ctrl+V to paste

Accessing Languagenut

To access Languagenut go to www.LanguageNut.com

Remember usernames and passwords are case sensitive so make sure capital letters are correct and there are no spaces.

Usernames and passwords will be attached to the Show My Homework instructions (as a PDF document with the class-name as a title)

Step 1: Go to www.LanguageNut.com and log in.

Alternatively, on a tablet/phone go to the Play Store/App Store and download the free app – then log in. The app is recommended for tablets/phones.

Step 2: You should see an assignment has been set for you.

Step 3: Complete the assignment, multiple attempts are possible – you do not need to contact your teacher to submit work as we can see what has been done.

Helpful hints:

- Remember to LOGIN and not sign in.
- Making notes on paper whilst you are working may help
- For the short writing tasks – make sure you don't add extra spaces and that the accents are correct.
- If you have been set longer writing tasks or speaking tasks – these will be marked by your teacher rather than LanguageNut.

Please ensure that you look at specific instructions from your teacher which will be on Show My Homework.

E-Safety

Remote learning tips from National Online Safety Seahaven Academy

Remote learning outside the classroom ensures that students continue to make progress. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However, it also requires a level of discipline and careful planning. That's why we've created this guide to help students understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

1. TREAT REMOTE LEARNING THE SAME AS CLASSROOM LEARNING
Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behaviour and conduct. Focus on learning and don't get distracted by your surroundings.

2. USE CLASSROOM LANGUAGE
If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid positing negative comments or spamming the chat. Full sentence answers should be used at all times.

3. TAKE REGULAR SCREEN BREAKS
Remember to have regular screen breaks in-line with the school day, try to get some fresh air and enjoy other activities away from electronic devices.

4. ALWAYS CONDUCT REMOTE LEARNING IN AN OPEN SPACE AT HOME
To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a desk at home in an open space so parents/carers can supervise if necessary.

5. ONLY COMMUNICATE THROUGH APPROVED SCHOOL PORTALS AND PLATFORMS

It's important that you send messages and any pictures or images required for class through approved school channels. These will be Office 365 and Show My Homework, though some subjects might use other platforms, but your teacher will always direct you to these.

6. STICK TO TEACHER RULES AND GUIDELINES AROUND REMOTE EDUCATION

Ms. Christodoulou has issued you with guidance on remote learning and the rules to follow. Always maintain positive classroom behaviour and remember that you are in a learning environment and not a social setting.

7. DRESS APPROPRIATELY

As part of your remote learning, make sure you are awake in plenty of time and dressed appropriately for school. Staff may ask you to turn your cameras on to interact in the lesson.

8. DON'T SHARE PASSWORDS OR OTHER SENSITIVE INFORMATION

In the same way you keep your personal details private, always keep these safe and never share them with others. If you have forgotten your Office 365 password, please email your tutor to reset it. If your password is department specific, you will need to email your subject teacher.

9. DON'T USE SCHOOL PLATFORMS TO DISCUSS PERSONAL MATTERS

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.

10. LOOK AFTER YOUR MENTAL HEALTH AND WELLBEING

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your friends. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.

This link to the school website takes to a range of helpful websites that can support your mental health: https://www.seahavenacademy.org.uk/news/coronavirus-covid-19

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