

RELATIONSHIPS FOR LEARNING



Values In Action

*Respect Responsibility
Relationships Resilience*



Digital Guide for Home Learning



Golden Skills



Home Learning: A guide for secondary students

Your learning can happen anywhere with the tools provided by the Inspire Learning Programme in Scottish Borders. On your iPad there are a range of Apps from Apple and Glow 365 Office to support learners of all ages and abilities remotely.

For secondary school learners, all schools will use **Microsoft Teams** and **Show My Homework** apps as the two main ways to collaborate with teachers while at home. There may be other apps or online resources which individual teachers will also use.

Guidance for 'home learning'

- Following the Timetables for each year group(attached at end), teachers should plan 'home learning lessons' in place of each of the in-school lessons they would normally teach.
- Each home learning lesson should be planned to last approximately 45-minutes.
- Teachers should plan lessons, rather than discreet activities. Typically, lessons should include:
 1. A clear learning intention and success criteria.
 2. A retrieval practice activity (such as a quiz which assesses recent and less recent learning)
 3. High-quality resources which students can access to learn new material (such as reading, video presentations, PowerPoint presentations etc.)
 4. Relevant practice activities
 5. A task which assesses student learning towards the end of the 45 minute lesson
- Lessons should be planned in 'blocks', so that they link to one another (as opposed to them being 'stand-alone' entities).
- Towards the end of each week, month and/or topic, there should be an assessment activity of some kind. Through this, students should be asked to demonstrate their learning over this period. Results can be tracked.
- **Teachers should be available to help students and answer any questions they have, between 9am and 4pm, Monday – Thursday, and 9am – 1pm on a Friday.** They will be available for specific groups of students at times on the timetable.
- Students should contact teachers for help using **MS Teams** or by **Glow e-mail**. Teachers should reply within a reasonable timeframe. Typically, this would be at some point on the same or the next working day.

Glow

Glow is Scotland's nationally available digital environment and can support learning across the whole curriculum. **Glow** is not just one place or platform, instead it offers a username and password that gives access to a number of different web services.

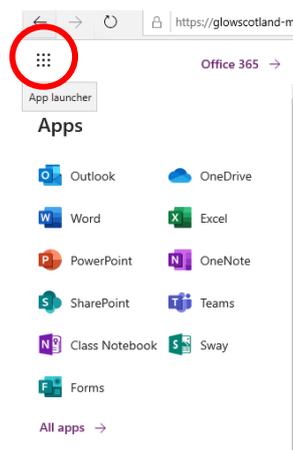
Glow is restricted to learners and educators to ensure that it is a safe online environment. Your child will have a unique Glow username (****@glow.sch.uk) and password in order to access Glow.

If they have forgotten their password, please email nicola.douglas@glow.sch.uk

Microsoft Apps (Office365) & Sign in

Learner iPads have many Microsoft apps available and learners have been using these in lessons. This requires learners to sign into the Outlook app (email) regularly. **If a sign in is required a grey bar will appear along the bottom of the Outlook app when it is open.** This is indicated by other apps failing to sync, upload documents or stating that you are working offline.

Glow gives learners access to common Microsoft products such as Word, Excel and Powerpoint. These can be accessed through the 9 dots in the top left of a glow section.



MICROSOFT TEAMS



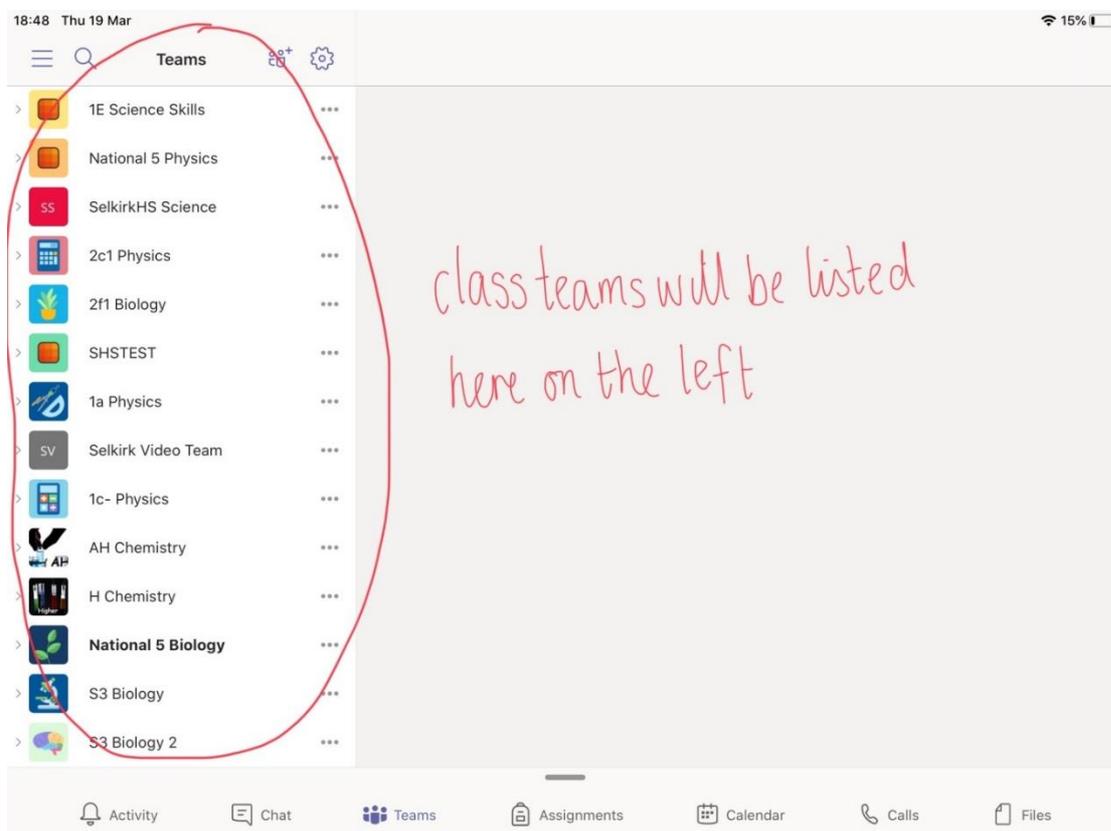
An Introduction to Microsoft Teams

Microsoft Teams allow members of a team (in our case a class and their teacher) to communicate and share resources with one another over a secure platform.

Learners should have Microsoft Teams installed on their iPads, if not please do so through the 'self service' app

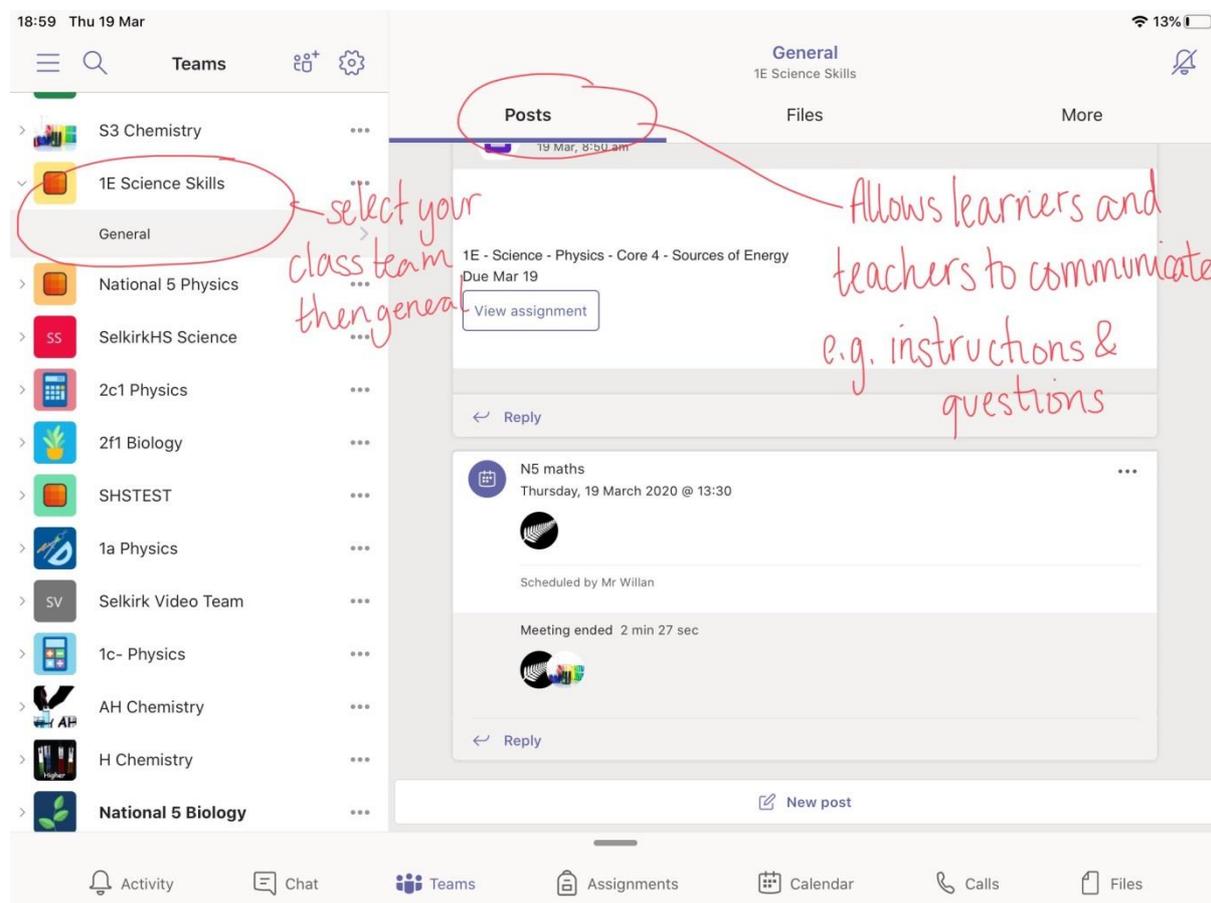
Step 1: Finding your class Team page

Within Microsoft Teams you may be part of a number of different teams. Each team has it's own dedicated space for collaborating and sharing resources where only people who have been added to that team can access. (If you can't see them listed select 'Teams' at the bottom of the page.)



Step 2: Using the Posts feature

Once clicked on your class Teams page you will be able to see about three tabs along the top of the screen. The first of these which we will focus on is 'Posts'.



The 'Posts' section within Microsoft Teams will allow learners and teachers to communicate with one another within a secure page. **If the learner is muted, communicate with the teacher via email (Outlook)**

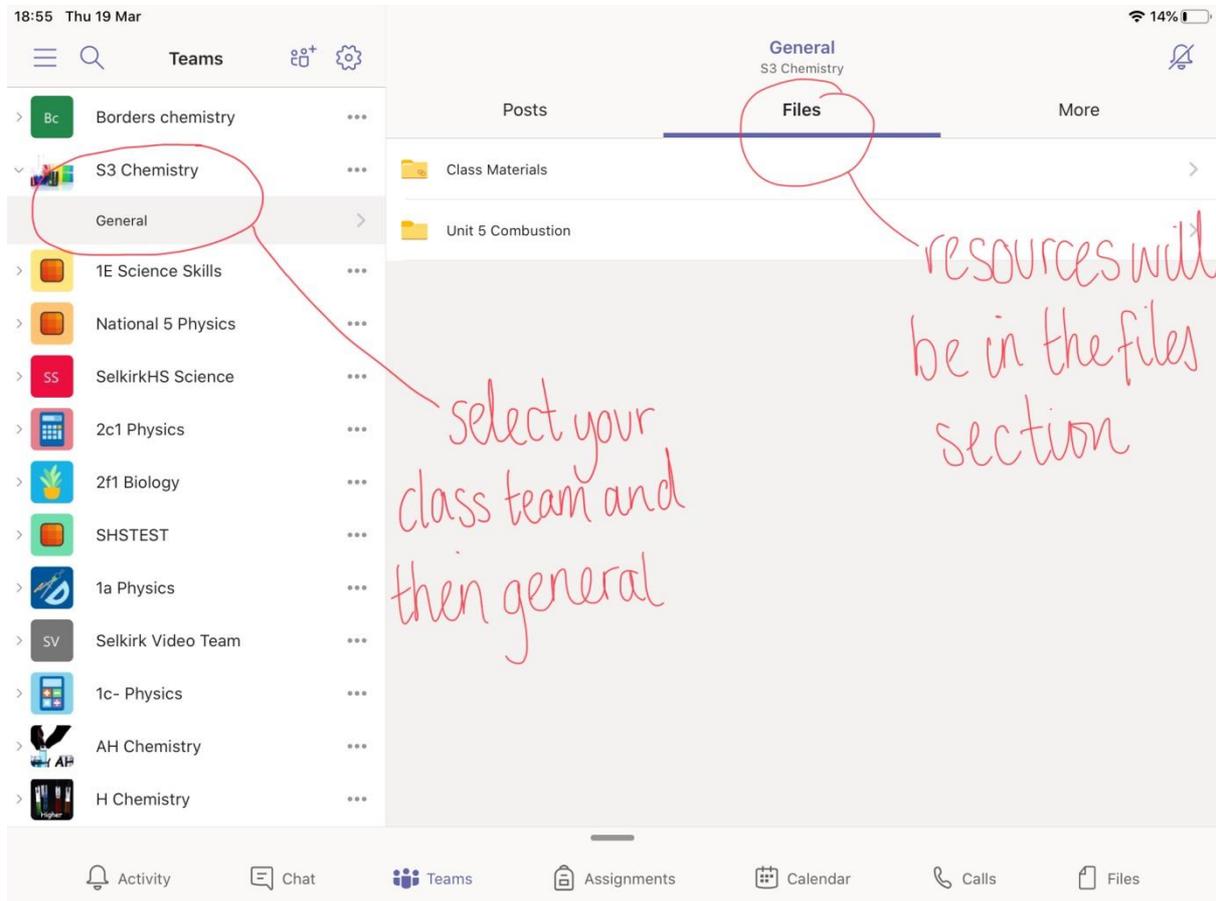
Learners given access to this feature **MUST** use it sensibly – for adding questions and comments regarding learning. This will ensure important messages are not missed. Students failing to meet these expectations will be muted.

Learners and teachers can also use this feature within teams to attach documents by clicking on the small paperclip underneath the comment box and uploading a file. This will be useful for handing in work completed for feedback. **Files are visible to everyone here though – do not post anything you don't want people to see. Use the assignments feature or email.**

If your teacher has posed you a question or challenge within this section of teams page then we suggest you **click on 'reply' just below their message** to answer rather than typing a comment into the box at the bottom of the page. This will allow all comments relating to a particular topic to stay in the one place.

Step 3: Accessing Files

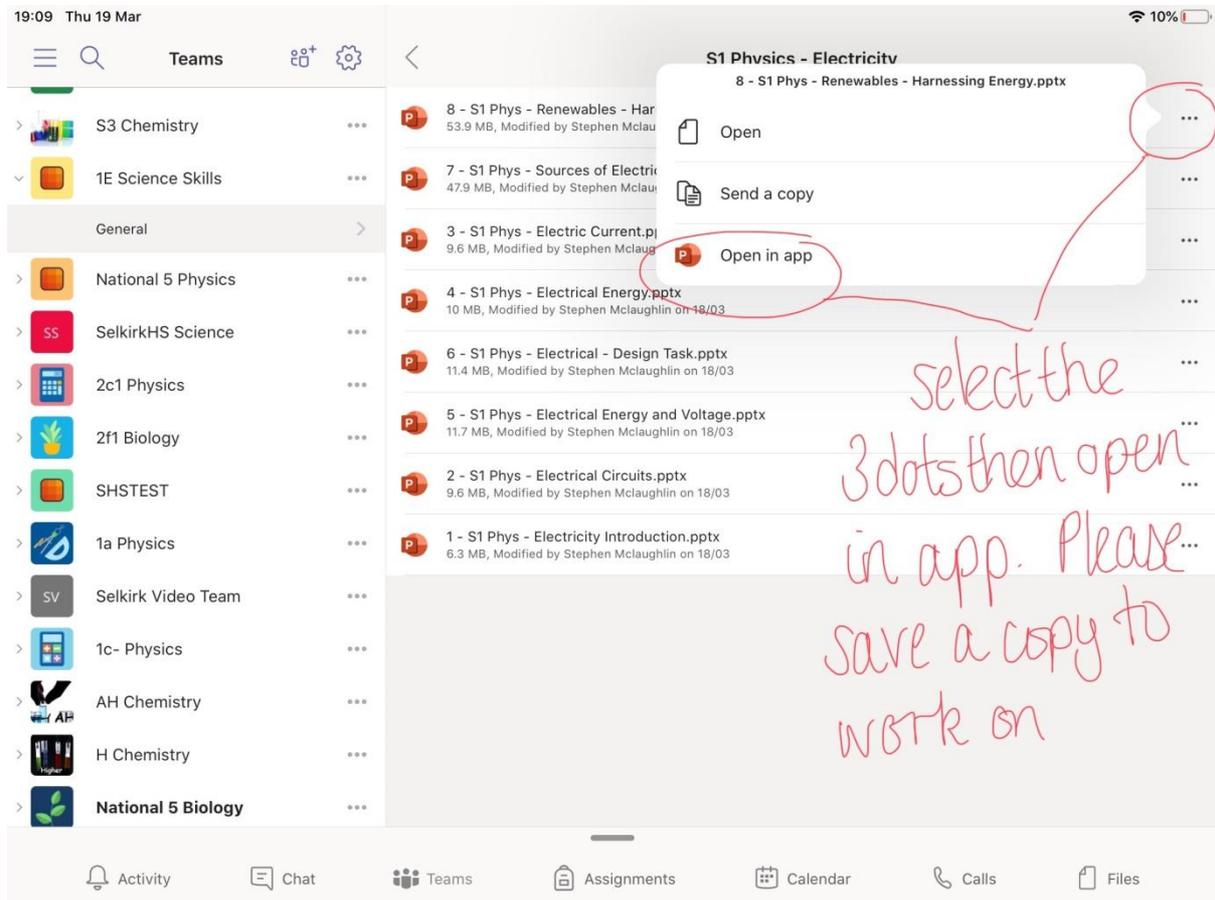
For home learning it is important that the class teacher has a secure place to share all necessary files with their class. These can be accessed by clicking on the second Tab along the top of the page, titled 'Files'.



Once you click on the Files tab. This will allow you to see resources which have been uploaded by the teacher.

Step 4: Downloading Resources

To download resources from the class materials section, select the three dots to the right of the file name and select 'share', then 'open in app'.



When you open the file, you will need to save a copy by selecting the  in the top left corner. This can then be edited, (saves automatically) and then returned to the teacher if necessary through 'Teams', 'Outlook' or 'Show My Homework'.

Questions

The Inspire Learning Project Team are working with schools across the Scottish Borders to ensure that all secondary staff are confident in the use of available tools in order to keep classes running remotely in the event of school closures or students being unable to physically attend classes. These resources enable:

- Sharing of content with students remotely
- Marking and feedback capability through assignments
- Online collaboration and communication
- Video classes via Teams set up by teachers in the calendar

How will my child communicate with their teachers and classmates?

Teams is an online classroom hub, where your student can chat with their whole class, in groups with other students, and one-on-one with their teachers. Through Teams, your child's teacher can also make video calls.

Each of your child's subject class gets its own team, which is set up by their teachers

How is my student's communication and activity monitored in Teams?

Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute students who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for students to build and practice digital citizenship alongside their academic learning.

Is Teams simply a chat app, or can my student study, work, and complete assessments there as well?

With the **Assignments** app built right into Teams, your child can see work their teachers have assigned them, submit that work, and see their grades and feedback. For other

ongoing work, every class team has a **Class Notebook**, where your student could have their own private notebook space to complete tasks, take notes, reference resources etc.

How does my student turn in assignments using Teams? Can they check their grades in Teams?

Students can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**.

Students can read more [here](#) about keeping track of and turning in assignments.



Microsoft Teams

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Every team has channels
Click one to see the files and conversations about that topic, department, or project.

Start a new chat
Launch a one-on-one or small group conversation.

Add tabs
Highlight apps, services, and files at the top of a channel.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Reply
Your message is attached to a specific conversation.

Add files
Let people view a file or work on it together.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

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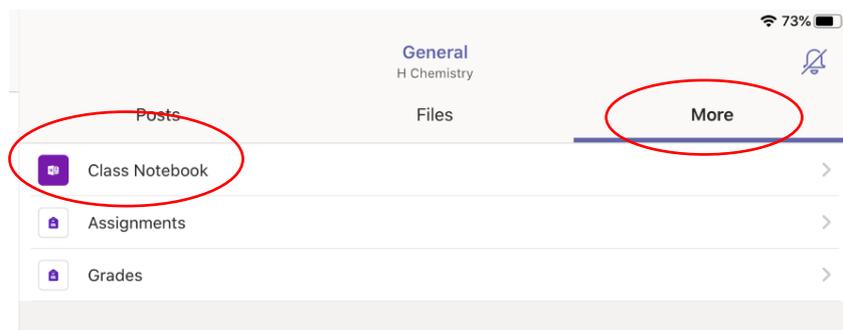
Add files
Let people view a file or work on it together.

One Note

One note is a digital note book. It is organised into sections and pages and allows pupils to type, draw, add pictures of their work and also has audio recording.

Teachers can set up Class Notebooks through teams. Some classes have been using them in class this year. Teachers can send work to a learner's One Note and then mark it.

To use a Class Notebook for the first time, learners need to sign in to their Class Team (general), select 'More' then Class Notebook. It may take some time to set up.



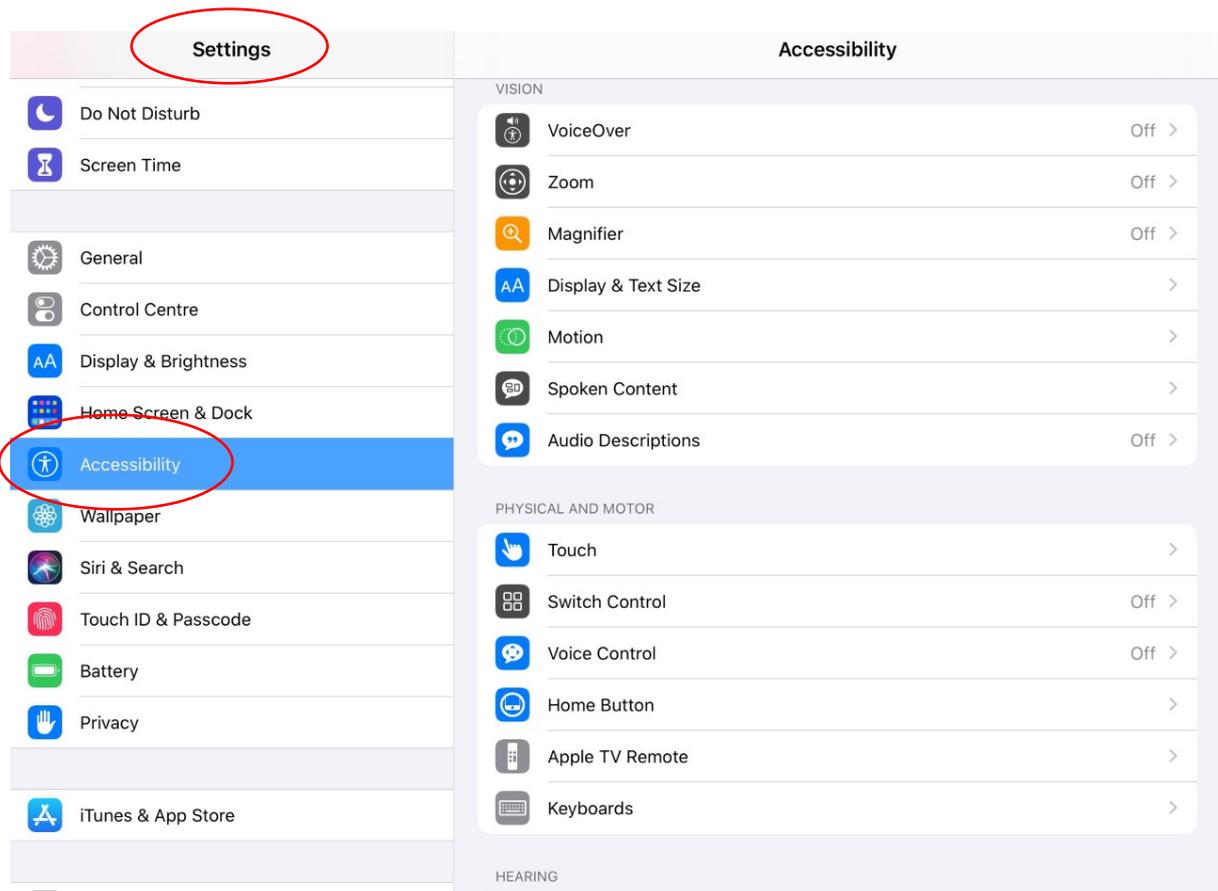
After the first time, the One Note app can be used.



Accessibility, Immersive Reader and Office Lens

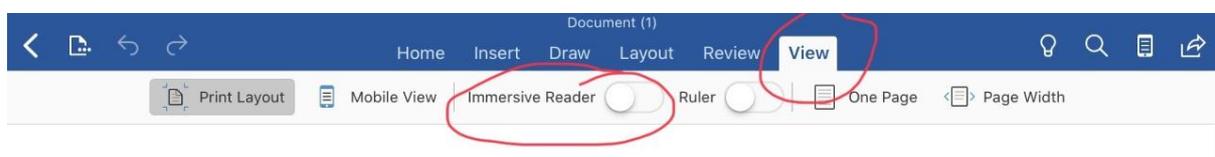
- <https://www.lifewire.com/ipad-accessibility-guide-1994516>
- <https://wke.lt/w/s/7RWMsc>

The iPads have many features to help learners. Go to Settings (the cog) then **Accessibility** settings. This brings up many possibilities. Most learners will already have chosen settings which suit them.



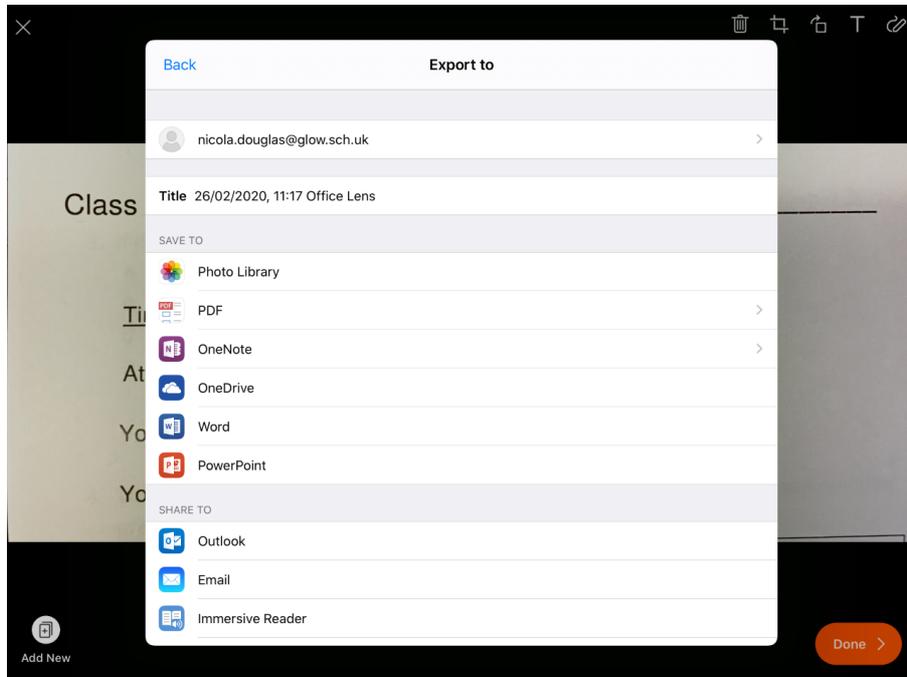
Microsoft Apps have an in built tool called **Immersive Reader** to improve readability. It has many settings which learners can choose to enhance their experience.

It can be found in the 'View' tab.





Office Lens is an app on the iPads which you can use to convert images to PDF, Word and PowerPoint files, and you can even save images to OneNote or OneDrive. It can be used with Immersive Reader to help learners read printed documents such as text books.



Show my homework

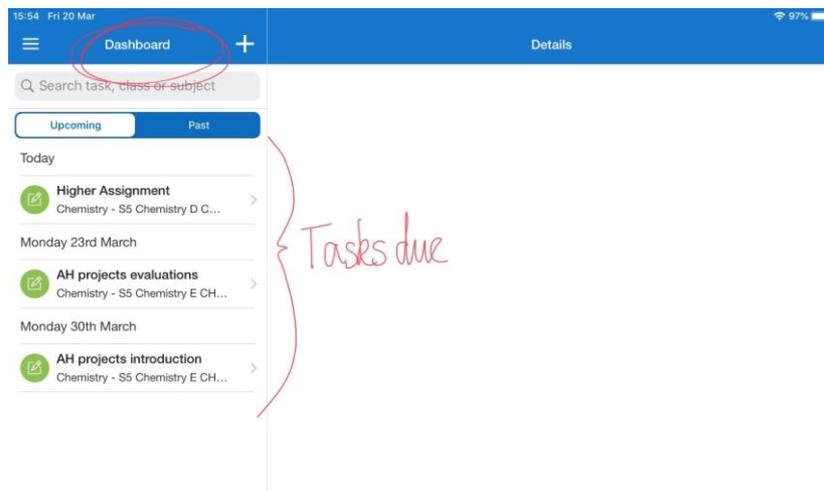


Show My Homework is the other core way that learning can be shared when home learning using the iPad. Learners in SBC learners and parents can view homework/assignments details and upcoming deadlines and notifications ensure that you will always know what work your child has and when it's due.

Learners have been using Show My Homework for several weeks now. They should all have an app on their iPad and notifications set up.



When the app is selected, it opens to the dashboard which shows the tasks due. Selecting a task gives more details about the task and may include attachments. Many tasks will send the learners to the class Team.



Learners can message their teachers while on the task to ask questions. Teachers will reply when they can.

Submitting Work Online via the App

You can upload documents and images straight from your mobile device via the Show My Homework App:

1. Click on the paperclip in the bottom left-hand corner of the screen
2. Select where you want to upload your file from, e.g. your picture gallery, Dropbox or Google drive
3. Choose the correct file and click Upload

Submitting Work Online via the Browser

Show my homework can also be accessed from the desktop site. Search for Show My Homework or Satchel One on a search engine. Sign in using glow email addresses and passwords. It can be easier to submit documents using this site than the app.

On a computer, your online homework will have three tabs along the top: Description, Results, and Submit.

1. Select Submit
2. Next, either type your answer online in the text editor or upload a document from your computer, Google Drive or Dropbox
3. Then click on Submit assignment to teacher to notify your teacher of your submission

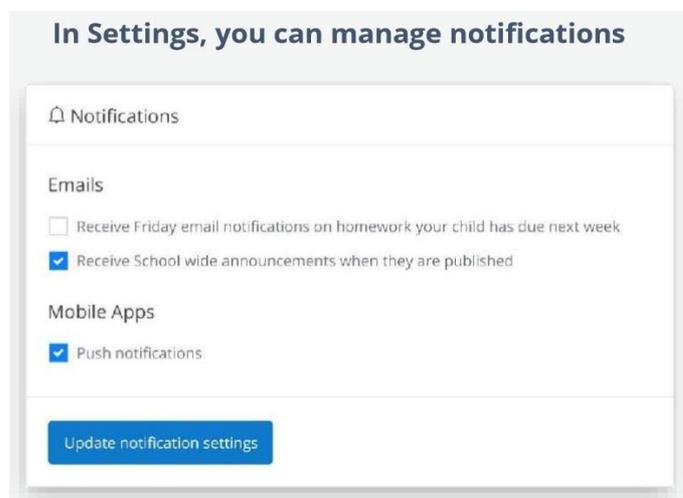
You can also save your progress as a draft at any time and come back to finish the task later.

How does it work for parents?

- Download the Show My Homework App from the App Store
- Open the app and type in your school's name
- Type in your email/username and password. **Parents have a unique code to sign in. Please contact the school office if you do not have yours.**
- You will be taken to your child's To-do List
- You can start using Show My Homework on the go

What will I see?

- Get notifications straight to your phone
- Visibility -See exactly how much homework has been set and when it's due
- See when homework has been submitted and the grades awarded for it.
- If you have more than one child at the school, then they will appear on the same page.



help.showmyhomework.co.uk

020 7197 9550

General troubleshooting

Have you tried turning it off and back on again?

iPads sometimes go wrong or crash. Here are a few tips you can follow to try and get them functioning properly.

1. Check for a Software Update

Open the settings app (looks like a cog) and go to General and then to Software Update. If it indicates that an update needed then do it. Also, ensure that Automatic Updates is turned ON.

2. Close Apps

Double click the Home button to bring up all of the apps that are running in the background. Swipe each one up to close it.

3. Network Reset

Open the settings app (looks like a cog) and go to General then (at the bottom) to select Reset then Reset Network Settings. It will ask for your iPad pin/passcode then select the red reset. The screen will black and an apple appear, it will then ask for your pin/passcode again.

4. Hard Reset

Hold down the Power button and the Home button. The iPad will turn off and then an Apple logo appears. Then release both buttons. The iPad will restart after about 30 seconds.

4. Proxy Authentication

If you get a pop-up asking you for a proxy authentication you need press settings and enter your username and password. These are the ones you'd usually use on a school computer but the username has to be preceded by cluster2\

Email Inspirelearning@scotborders.gov.uk for help.

Alternatively, you can contact nicola.douglas@glow.sch.uk with any problems and make the subject "iPad Help". We will try to help you solve the issue.



At home with Inspire Learning: A guide for learners

Dedicate appropriate timing for learning, as guided by your teachers



Submit all work within the agreed time in Teams or SMH

Check Teams and SMH for assignments, resources and courses daily



Work in a quiet, comfortable space and take short breaks when needed

At home with Inspire Learning: A guide for parents

**Provide a quiet space during
the day for learning**



**Engage in conversations on
posted materials for learning**

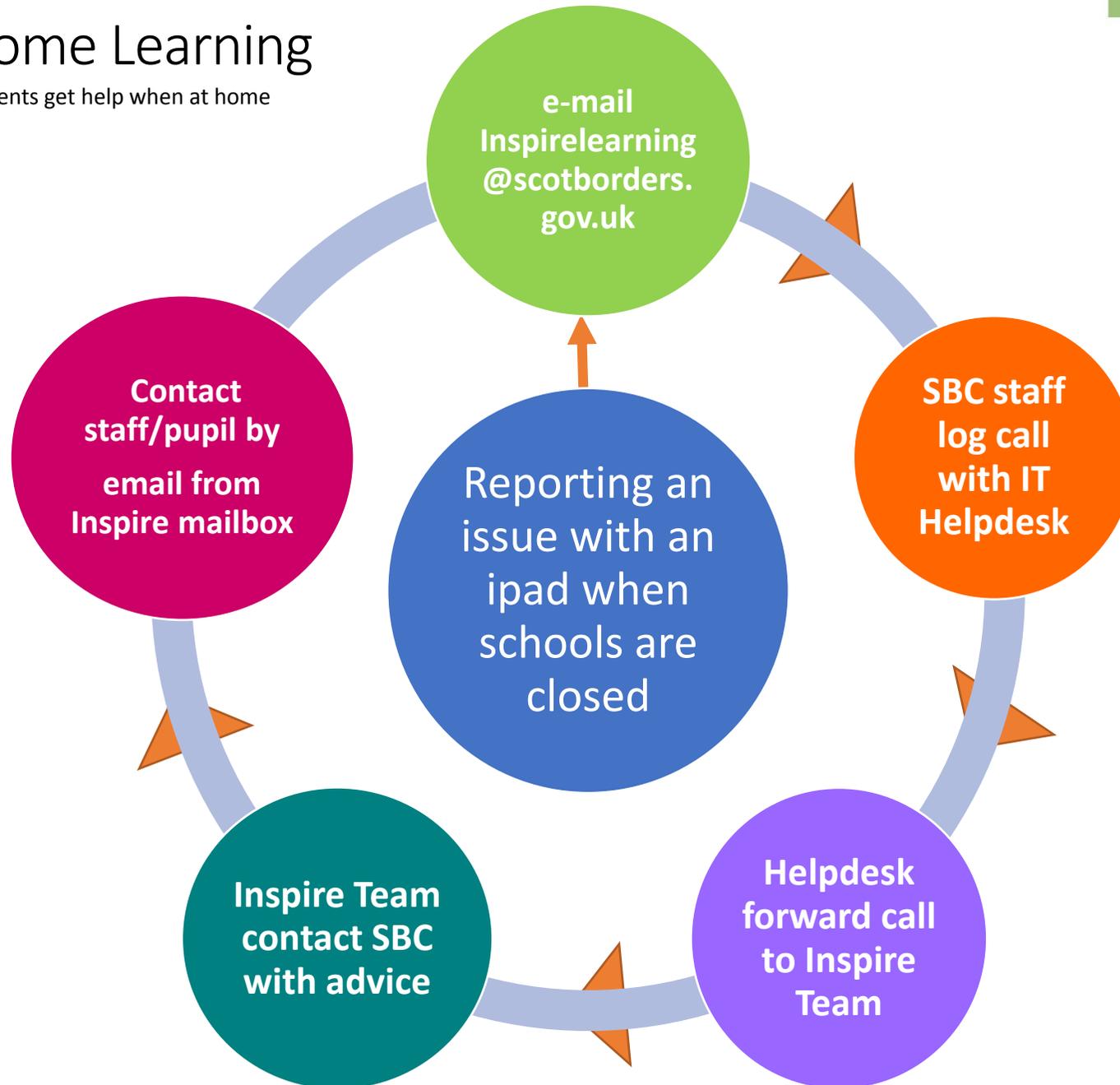
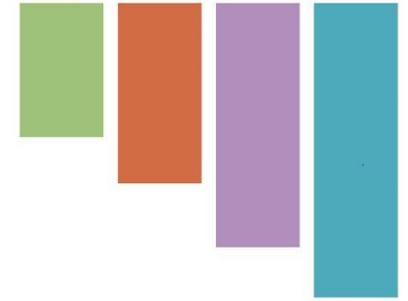
**Monitor time spent in online
and offline learning**

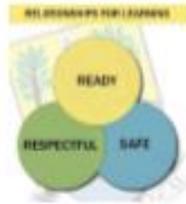


**Access to wi-fi at home or
another location**

Inspire Home Learning

How do staff and students get help when at home





Values In Action
Respect Responsibility
Relationships Resilience



Homelearning 2020

Pastoral teachers are available at all times

S1	1 09.30-10.15	2 10.15-11.00	3 11.30-12.15	4 12.15-13.00	5 14.00-14.45	6 14.45-15.30
Monday	Eng and Languages		Science		Health and Wellbeing (PE or Home Ec or PSE)	
Tuesday	Maths		Expressive Arts (Art or Music or Drama)		Social Subjects (History or Geography or Modern Studies or RME)	
Wednesday	Eng and Languages		Social Subjects (History or Geography or Modern Studies or RME)		Expressive Arts (Art, Music, Drama)	
Thursday	Maths		Technologies and Enterprise Technologies		Science	
Friday	Health and Wellbeing (PE or Home Ec or PSE)		Technologies and Enterprise Employability			





Values In Action
Respect Responsibility
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Homelearning 2020

Pastoral teachers are available at all times

S2	1 09.30-10.15	2 10.15-11.00	3 11.30-12.15	4 12.15-13.00	5 14.00-14.45	6 14.45-15.30
Monday	Maths		Expressive Arts (Art or Music or Drama)		Science	
Tuesday	Eng and Languages		Social Subjects (History or Geography or Modern Studies or RME)		Health and Wellbeing (PE or Home Ec or PSE)	
Wednesday	Maths		Technologies and Enterprise Employability or Rural		Social Subjects (History or Geography or Modern Studies or RME)	
Thursday	Eng and Languages		Expressive Arts (Art, Music, Drama)		Technologies and Enterprise Technologies	
Friday	Science		Health and Wellbeing (PE or Home Ec or PSE)			





Values In Action
Respect Responsibility
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Homelearning 2020

Pastoral teachers are available at all times

S3	1 09.30-10.15	2 10.15-11.00	3 11.30-12.15	4 12.15-13.00	5 14.00-14.45	6 14.45-15.30
Monday	Health and Wellbeing (PE or Home Ec or PSE)		Maths		Social Subjects (History or Geography or Modern Studies or RME)	
Tuesday	Science		Eng and Languages		Expressive Arts (Art, Music, Drama)	
Wednesday	Social Subjects (History or Geography or Modern Studies or RME)		Maths		Technologies and Enterprise (Technologies)	
Thursday	Technologies and Enterprise (Business or Employability or YAA)		Eng and Languages		Health and Wellbeing (PE or Home Ec or PSE)	
Friday	Expressive Arts (Art or Music or Drama)		Science			





Values In Action
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Homelearning 2020

You can contact your Teacher at these times!

Pastoral teachers are available at all times

S4/5/6	1 09.30-10.15	2 10.15-11.00	3 11.30-12.15	4 12.15-13.00	5 14.00-14.45	6 14.45-15.30
Monday	Science Social Subjects Expressive Arts Technologies and Enterprise		Health and Wellbeing Social Subjects Technologies and Enterprise Eng and Languages		Expressive Arts Technologies and Enterprise Maths Eng and Languages	
Tuesday	Health and Wellbeing Social Subjects Expressive Arts Technologies and Enterprise		Health and Wellbeing Social Subjects Expressive Arts Technologies and Enterprise		Technologies and Enterprise Maths Eng and Languages Science	
Wednesday	Health and Wellbeing Expressive Arts Technologies and Enterprise Science		Health and Wellbeing Expressive Arts Eng and Languages Science		S6 Leadership Award Health and Wellbeing Maths Eng and Languages Science	
Thursday	Health and Wellbeing Social Subjects Expressive Arts Science		Health and Wellbeing Social Subjects Maths Science		S6 Leadership Award Social Subjects Expressive Arts Maths Eng and Languages	
Friday	Social Subjects Technologies and Enterprise Maths Eng and Languages		S6 Leadership Award Social Subjects Expressive Arts Maths Eng and Languages			

