



Crookhorn College – Remote Learning

A Guide for Students and Parents

January 2020



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Use of this guide

This guide booklet is intended as a reference guide and not as a document to read from cover to cover.

Please use the [Contents](#) pages to navigate to the relevant section that you (student or parent) require support in.

For new parents, or those who are unfamiliar with our College systems, we recommend scanning through the contents pages to gain an idea of what we provide for the students and then reading through the [Expectations](#) and [Daily Routine](#) pages. You can then visit any section that you require more information on, or support with.

January 2021 version


Updates from December 2020 version

- Addition of several YouTube tutorial links.
- Addition of MathsWatch support page.
- Alteration to the expectations for live sessions.


Expectations of remote learners


If a student is not in College for any reason and is well enough to complete work (including, but not limited to, self-isolating for Covid-19 reasons), it is our expectation that they engage with the work their class is doing in lessons.

If a student is unwell and not able to work, we understand their priority is to get better.

 **Learning** is the College's main platform for all our remote and home learning and is used extensively in College as well. This mix of work in College and at home is called Blended Learning.

The vision for 'Blended Learning' at Crookhorn College is a mix of the critical face to face teacher input in the classroom supported by the organised access to the learning resources used in lessons. It affords the possibility of additional learning resources and activities that encourage students to grow in confidence with knowledge and understanding, or to learn in greater depth independently.

 **Learning** should be the first-place students visit to find their work. Through itslearning student may also be directed to other platforms (such as MathsWatch) for subject specific activities.

This guide has been put together to support students with their remote work. Please use the [contents pages](#) to navigate to the relevant support material as and when required. Where relevant, there are supporting video links at the top of the page: 

Students will need to know various passwords to access the platforms we use. If a student requires a new password, or other log on details, they should contact the relevant member of staff – please see the [list](#) at the end of this guide.

If you have any questions or issues relating to any aspect of our remote and homework provision, please contact Mr Brunink, Assistant Headteacher – Digital Learning (adam.brunink@crookhorn.hants.sch.uk).

A good daily routine

Whether a student is working full remotely or in College with us, we recommend that they get themselves into a regular daily routine.

This would include:

- Checking for new messages from members of staff – replying to them if required
- Looking at their notifications to look for assessed work
- Visiting the **Home** page and viewing the news feed
- Following their timetable:
 - a. looking at the **Plan** for the day
 - b. look at the activities they need to complete and plan-ahead to meet the deadline
 - c. use the past plans and resources to complete revision of prior learning

Specific sheet/videos to support this routine are collated in this guide. As computer and mobile device use are different, please see the [contents page](#) and navigate to the relevant support section.

Computer users - Logging into Its Learning

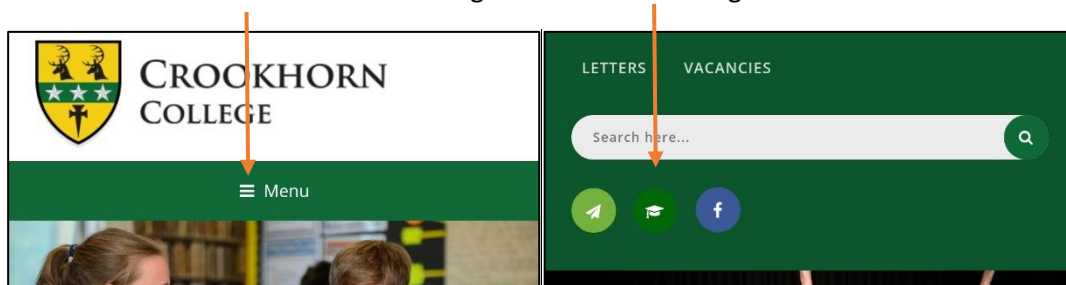
From the main College website on a computer, click the green mortarboard logo.



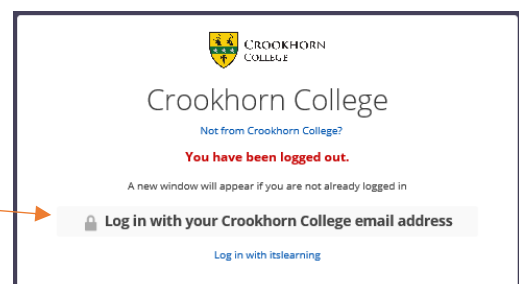
Or:

From the main College website on a mobile device:

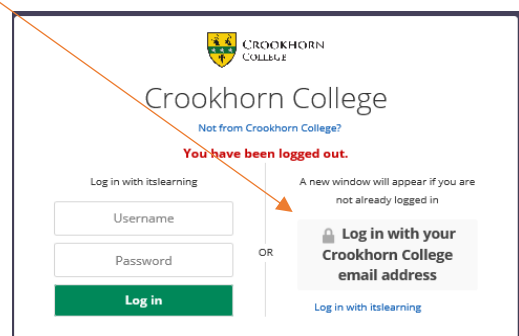
click the menu button and then the green mortarboard logo



Click **Log in with your College email address**



and then...



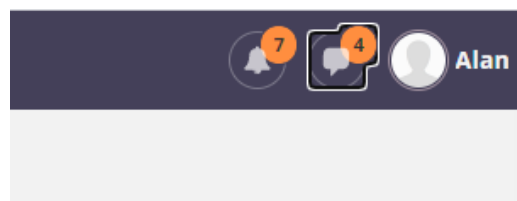
You will then be taken to a Microsoft log in page where you will need to use your standard school username followed by **@crookhorn.hants.sch.uk**

Your password is the same as you use in College.

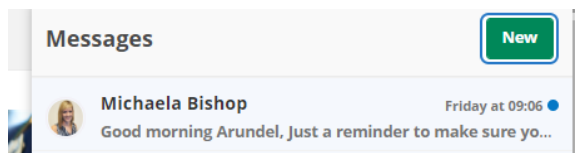
Computer – Checking Messages

itslearning has an internal message system that students can use to communicate with staff and receive information from them.

At the top right of the page is the *Message* icon – in this example you can see that Alan has 4 unread messages.

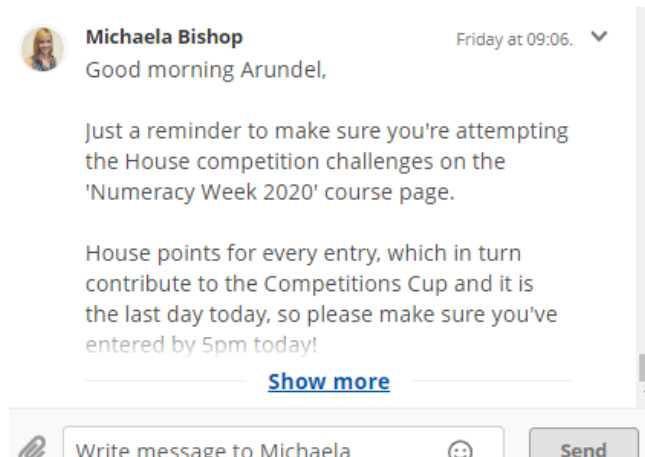


Clicking on the icon takes them into the message window.

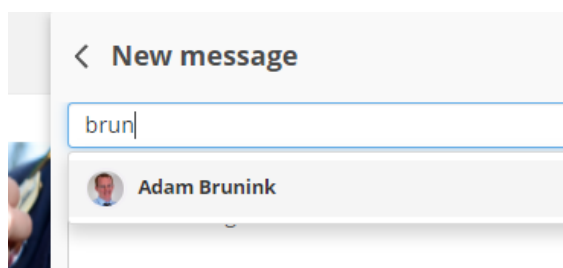


A message with a blue dot at the right has not been read.

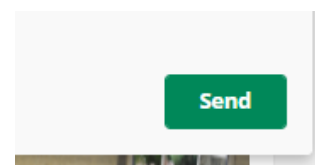
Clicking on the message will open it to the full message.



To send a message to a member of staff, press the green *New* button and start to type their surname. You will see the member of staff appear and you can select them.



Having typed your message, there is a green paper aeroplane at the bottom right to send the message.



Please note:

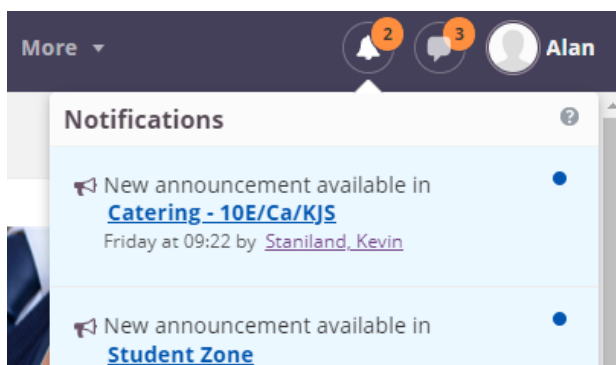
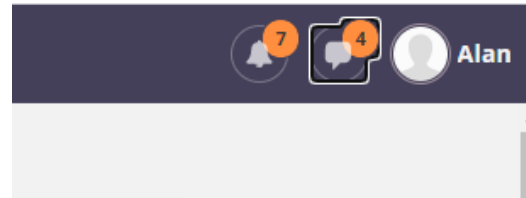
- The messaging system is formal communication with staff and students should be as respectful, as they would to someone when talking face to face.
- Staff members use the message system, but do not respond 24hours a day. They may also choose to work outside College hours, but will not expect a response from students immediately.

Computer users – Checking Notifications

If a member of staff posts and announcement on a page or marks a piece of work, students receive a notification.

The notifications icon is the little bell at the top right

– in this example you can see that Alan has 7 new notifications.



Clicking on the bell, will open the notifications window.

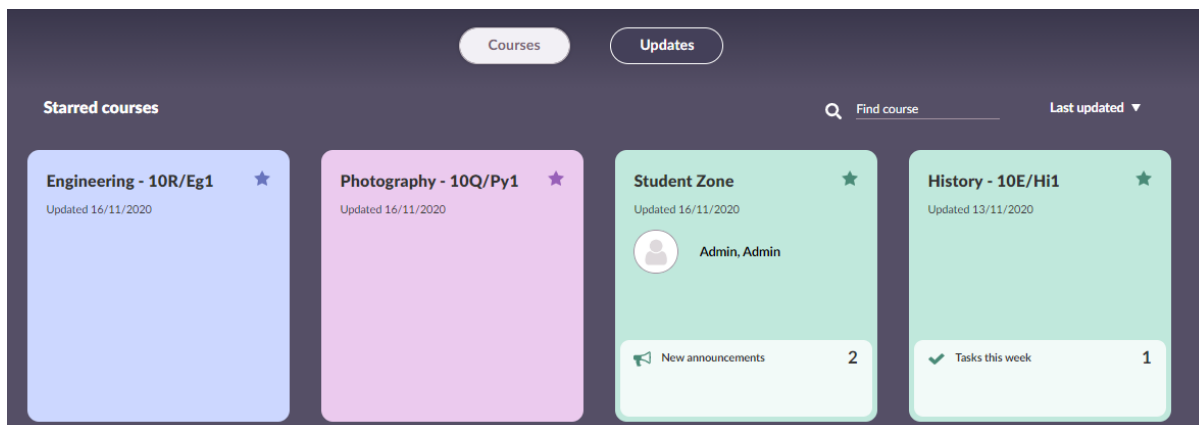
Notifications with a blue dot are new.

Clicking on a notification will take you to the full details of the announcement or marking.

Computer users – Checking the News Feed

The *Home* tab in itslearning is an overview of all the courses a student is registered to.

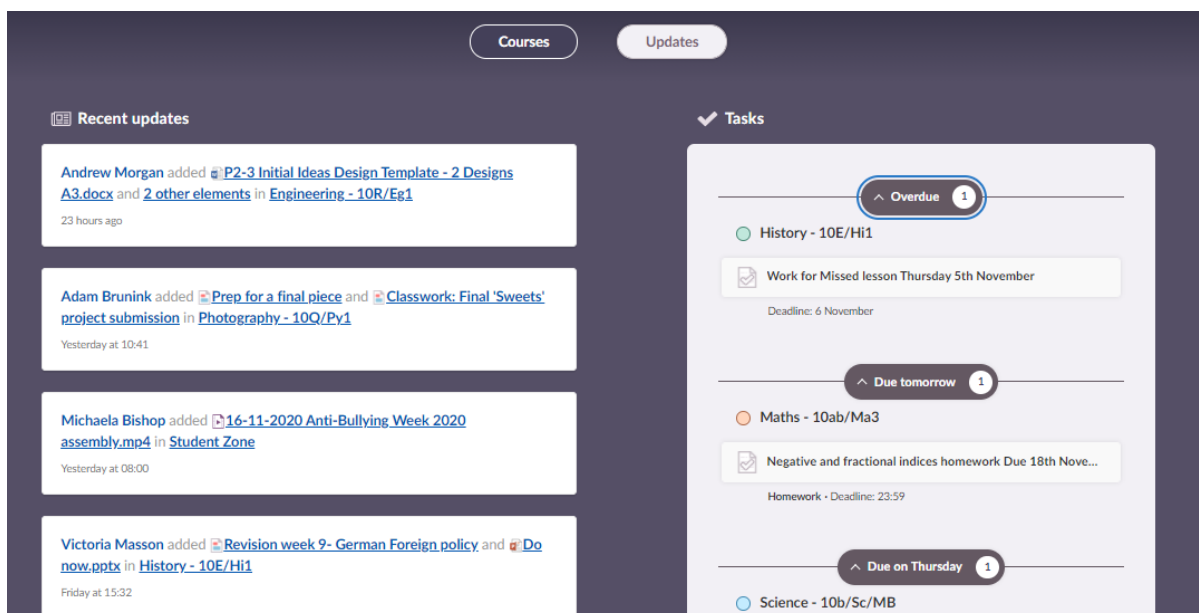
There are two different views of this page.



On the above view, all the student's courses are separated and new announcements and tasks are listed for each one.

On the below view, the courses are combined into one summary with a news feed on the left (showing new resources and announcements for every course) and on the right is a list of Tasks, in date order that are needed for every course they have.

We recommend using this view.



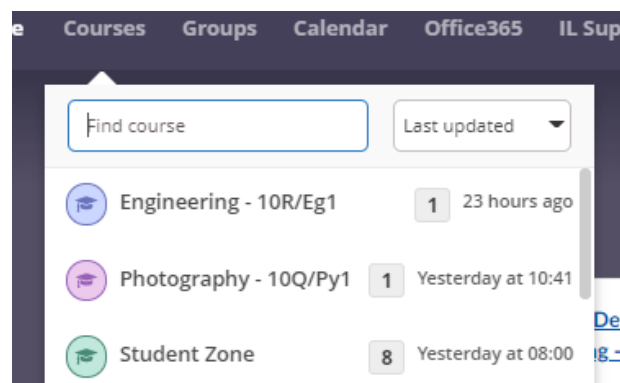
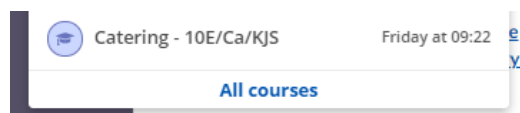
Computer users – Accessing Class Courses

- [Viewing the current Plan of work](#)
- [Viewing previous Plans of work](#)

There is a course for every lesson a student has. There are also courses for other support and enrichment activities.

Clicking on the Courses tab will bring up a drop-down list to select from. Students can also start typing into the *Find course* box.

If a student cannot find a course, they should click on *All courses* at the bottom of the drop-down.



Courses							Enrol in courses
<div>★ Star ★ Unstar Show Active ▼</div>							
<input type="checkbox"/>	Title	Friendly name	★	Last updated	Last visited	Status	Role
<input type="checkbox"/>	Arundel House		★	22/10/2020 08:09	22/09/2020 21:09	Active	Student
<input type="checkbox"/>	Catering - 10E/Ca/KJS		★	11/11/2020 08:24	17/11/2020 11:30	Active	Student
<input type="checkbox"/>	Engineering - 10R/Eg1		★	16/11/2020 12:01		Active	Student

Only courses with yellow stars appear on the drop-down list – students can customise their drop-down lists as they want.

The front page of every course is the same.

Overview Tab

This is the main page

Plans Tab

Shows current and past plans of work

Resources Tab

Access to current and past resources in a folder structure layout

Status and follow-up

Access to any marking and feedback awarded through itslearning

Plans

Open plans

[Planning for the Personal response](#)

Moving into a project

From: 04/11/2020 08:00 To: 18/11/2020 09:00

Key Knowledge / Skill

Development from one idea to the next

Clear linking between ideas so the moderator know your thoughts

Consistent presentation

Key Words / Questions

Linking [Show more](#)

Announcements

Adam Brunink
Just now

Spend some time browsing round a virtual art gallery

Agora Gallery Virtual Tour
Link

Latest changes

[Subscribe](#)

Adam Brunink added [Agora Gallery Virtual Tour](#)
Just now

Tasks

Active Completed

Due later 1

Classwork: Final 'Sweets' project submission

Deadline: 24 November

Events

No events

[Go to calendar](#)

Tasks List

Work that's needed to be completed with the deadline it needs to be completed by

Plans Section

The current Plan of work with details, activities and resources
You need to press *Show More* to see the entire plan

Announcement

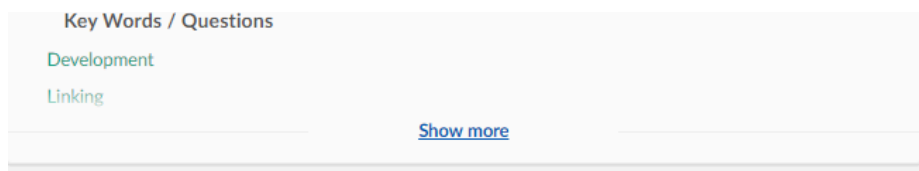
Quick messages the teacher has sent

Computer users - Viewing the current Plan of work

Plans are where teachers put details of the current work being covered in class.

These are used for those working from home, homework support and for students to be able to revisit and revise work covered in class as they identify the need. This is the heart of our Blended Learning approach.

On the overview tab or a course page, the plan is at the top left. To view the entire plan, students need to press *Show More* at the bottom of that box.



Plans
[Open plans](#)

[Planning for the Personal response](#)

Moving into a project
From: 04/11/2020 08:00 To: 18/11/2020 09:00

Key Knowledge / Skill
Development from one idea to the next

Clear linking between ideas so the moderator know your thoughts

Consistent presentation

Key Words / Questions
Development
Linking
Analysis
Review

Activities
Using the 'Mark scheme' in [OneNote](#) – complete the self-assessment but identifying where you feel you currently are – mark this on the markscheme.
This will be followed by 1 to 1 discussions with me on the development of your project

Tasks

- Continue development as you need – refer to your tick list in the [feedback notes](#)
- Develop a plan for the Final personal response
 - Ensure this is written down – consider theme, presentation, what shoots you need etc
- Work on moving the project forward in accordance with your plan

Agora Gallery Virtual Tour

Classwork: Final 'Sweets' project submission

Homework

2nd Full project review

Dates

Some *Plans* are for individual lessons
Some *Plans* are for a collection of lessons.

Key information

Used to focus the student to the work being covered in the lessons.

Activities

The workflow process for the students in College. This can be used by students after the lesson to consolidate their learning. Those working out of the classroom can use this to work independently – there may be some activities listed specifically to support those at home (for instance when a science class has a practical activity).

Resources

Any handouts, PowerPoints etc. used in the lesson.

Any Tasks that need completing are listed here – as well as in the *Tasks* section of the overview page.

Computer users – Viewing previous Plans of work

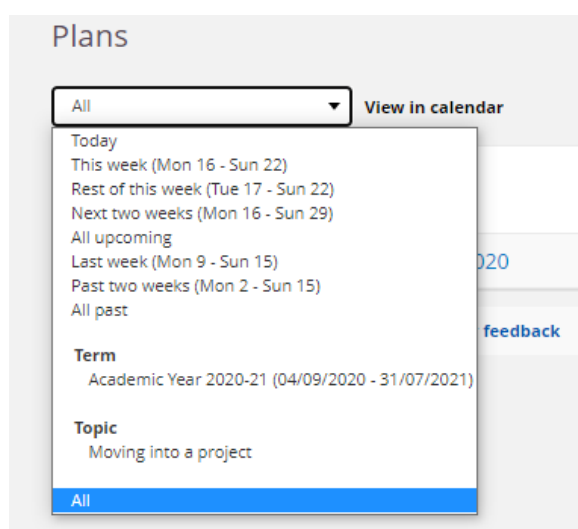
All *Plans* that have previously been available to students are available for reference and revision. Students are encouraged to complete independent revision activities; and when needed they should revisit past plans.

Click on the *Plans* tab on the top white bar of a course page.

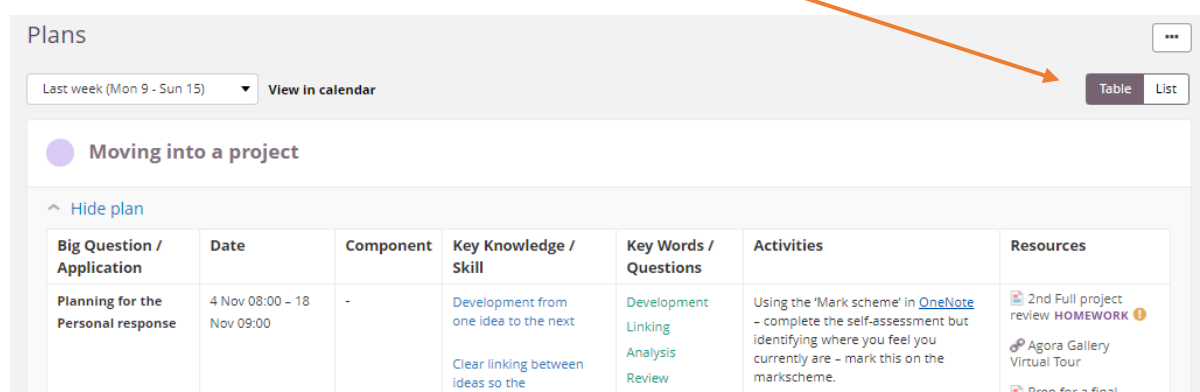


At the top of the page is a drop-down box to be able to narrow down the search for a particular plan.

Students can select from various time options or can select a particular topic.



There are two different layouts in the Plans tab. Below is in Table View.



In list view, the *Plan* looks more like the view on the *Overview* page. This is shown on the next page:

Plans

Last week (Mon 9 - Sun 15)
View in calendar

Table
List

Moving into a project

^ Hide plan

Planning for the Personal response

Date: 4 Nov 08:00 – 18 Nov 09:00

Key Knowledge / Skill
Development from one idea to the next

Clear linking between ideas so the moderator know your thoughts

Consistent presentation

Key Words / Questions
Development
Linking
Analysis
Review

Activities

Using the 'Mark scheme' in [OneNote](#) – complete the self-assessment but identifying where you feel you currently are – mark this on the markscheme.
This will be followed by 1 to 1 discussions with me on the development of your project

Tasks

- Continue development as you need – refer to your tick list in the [feedback notes](#)
- Develop a plan for the Final personal response
 - Ensure this is written down – consider theme, presentation, what shoots you need etc
- Work on moving the project forward in accordance with your plan

Resources

2nd Full project review **HOMEWORK**

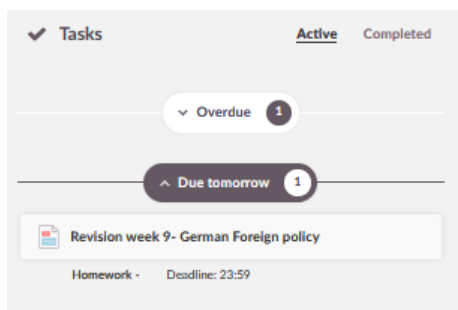
Agora Gallery Virtual Tour

Prep for a final piece **HOMEWORK**

Classwork: Final 'Sweets' project submission

Computer Users – Submitting an Assignment

Assignments are used when a student needs to send work into their teacher for marking and feedback.



In this example, the student has some revision work to do on German Foreign policy.

This task has appeared on the Task list of his history course, and on his Home tab.

On clicking the assignment, the student is taken through to the work.

The instructions are at the top, and the details of the assignment are to the right.

Revision week 9- German Foreign policy

Immersive Reader

...

Assignment

Practice Question

Hitler's main aim in Foreign policy was to unite all German speaking people in a single country' Jash Brooman, a historian writing in a school History textbook 1987

To what extent do you agree with this interpretation?

This is a 16 mark question and so you should spend about 30 minutes on it at home. In an exam you would have 16 minutes. Use the following sentence starters to help you and consider the fact that Hitler had a variety of aims with his foreign policy

In the interpretation it says.....

From my own knowledge I know that this is true because.....

However there are some things that would contradict this interpretation. For example.....

Overall I agree/disagree with this interpretation because.....

< [Progress Bar] >

Answer assignment

STATUS

Not submitted

DEADLINE

20/11/2020 23:59

HOMEWORK

This activity is homework

ASSESSMENT SCALE

Max. score 16

>> Collapse sidebar

The two

arrows at the bottom with hide/show this side bar

To answer the assignment, the student will need to press the *Answer Assignment* button to be taken to the submission page:

If the student needs a reminder of the task (or in this case may want to copy and paste the words of the sentence starters) they can press the Show link.

Revision week 9- German Foreign policy

Immersive Reader

Assignment

Show

Your answer

Font Size B I U More options

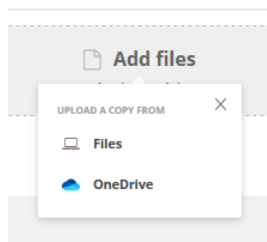
body p

Add files
or simply drop it here

Submit Save as draft Cancel

To type an answer, the student can just type directly into the window.

If the student has completed the work in a Word document, they can upload a file through the *Add files* section.



Files will navigate you to the files stored on your computer.

OneDrive will navigate to files stored in their College Office 365 OneDrive.

Once selected, the file will be uploaded. Several files can be uploaded in this way. Once all files are in, then the student will press *Submit* to send this work to the teacher.

or simply drop it here

German Foreign Policy.docx

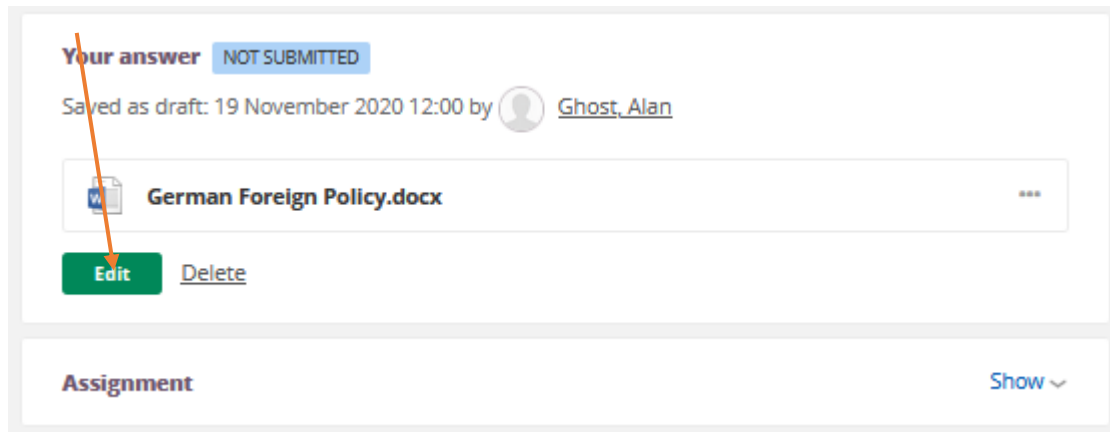
Submit Save as draft Cancel

The *Save as draft* option, allows students to complete some of their work and then come back to it and finish.

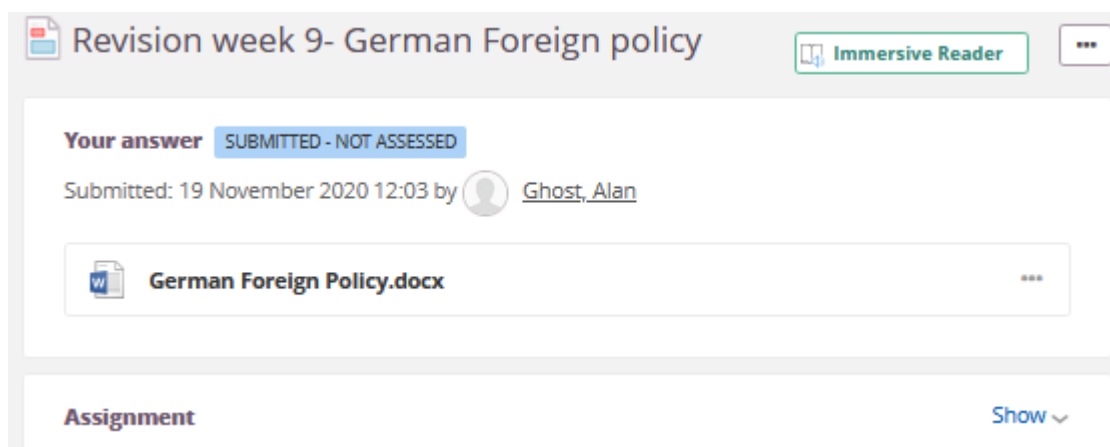
[Return to Contents](#)

If saving work as a draft, the student will see *Not Submitted* at the top of the assignment.

When the student comes back to the assignment, they will then be able to *Edit* their work.



When the work is completed, they can press the *Submit* button and they'll be taken to a page where they get the *Submitted – Not assessed* confirmation. The student cannot alter the work until the teacher has marked it and returned for response work if needed.

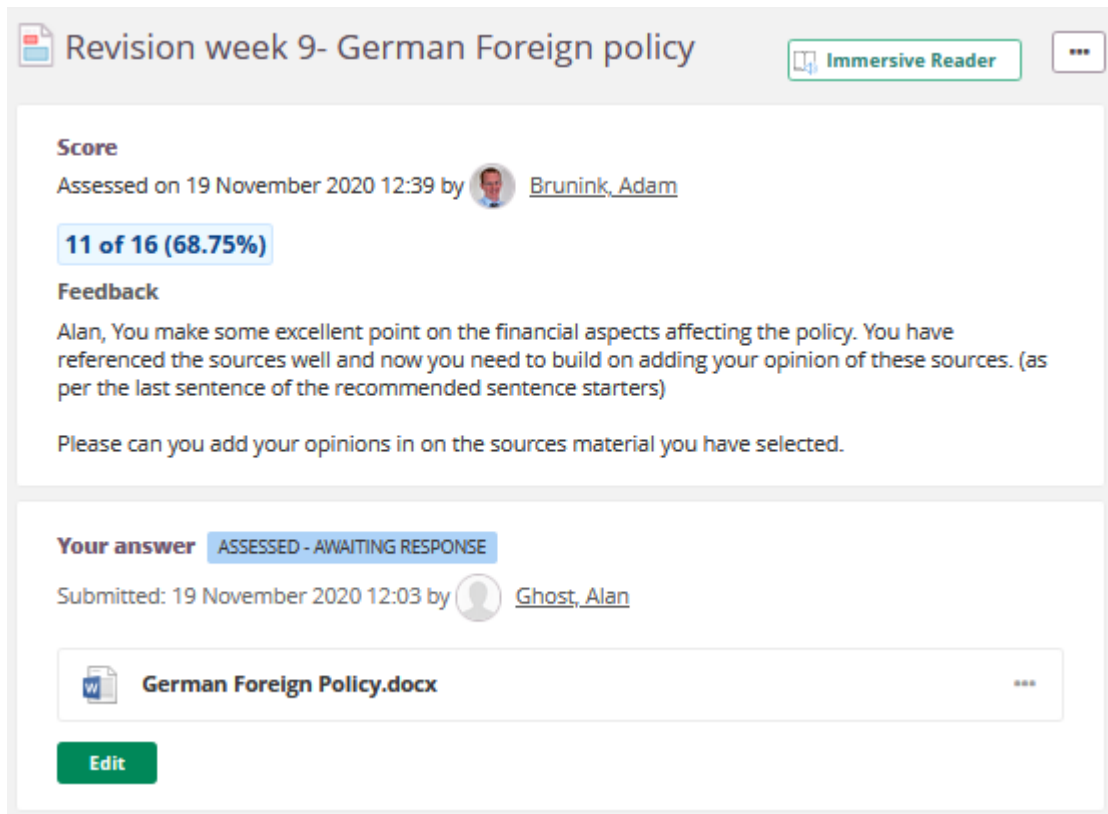


Computer Users – Reviewing and responding to marked work


Once a piece of work has been marked the students will receive a [notification](#). Students should then visit the work, read the feedback and complete any actions requested.


When the student goes back into the assignment, they will see the feedback at the top of the page – along with the mark awarded if relevant.

In this instance, the teacher is asking the student to go back into his work and add in some details.



The screenshot shows a student's assignment page titled "Revision week 9- German Foreign policy". At the top right, there is an "Immersive Reader" button and a menu icon. The page displays the following information:

- Score:** Assessed on 19 November 2020 12:39 by  [Brunink, Adam](#)
- 11 of 16 (68.75%)**
- Feedback:**
Alan, You make some excellent point on the financial aspects affecting the policy. You have referenced the sources well and now you need to build on adding your opinion of these sources. (as per the last sentence of the recommended sentence starters)

Please can you add your opinions in on the sources material you have selected.
- Your answer:** ASSESSED - AWAITING RESPONSE
- Submitted: 19 November 2020 12:03 by  [Ghost, Alan](#)
- A document icon labeled **German Foreign Policy.docx** with a menu icon to its right.
- An **Edit** button.


The student should then go back into the assignment, via the edit button, and complete the actions requested in the same way they originally edited .

Computer Users – Marking a Task as complete

Some activities a student needs to complete are not submitted through itslearning as they may be on paper or through a subject specific website.

In the example below, the student needs to complete some work in MathsWatch.

The Task shows the link to the website and the deadline for completion.

 **CFU - MathsWatch**

Have you completed this task?

Description

Homework is on mathswatch

<https://vie.mathswatch.co.uk/vie/>

Login details

Information

Published 21 October 2020 by [Attw](#)

HOMEWORK


Deadline: **22 October 2020 08:00**

This task is mandatory

Once the student has completed the activity, they should come back to the task and mark as complete.

Doing this lets the teacher know they have completed the work and removes the task from the student's task list (both in this course and in the Home page overview).

Where students have been given the opportunity to mark a task as complete, it is their responsibility to do so.

 **CFU - MathsWatch**

Have you completed this task?

Description

Homework is on mathswatch

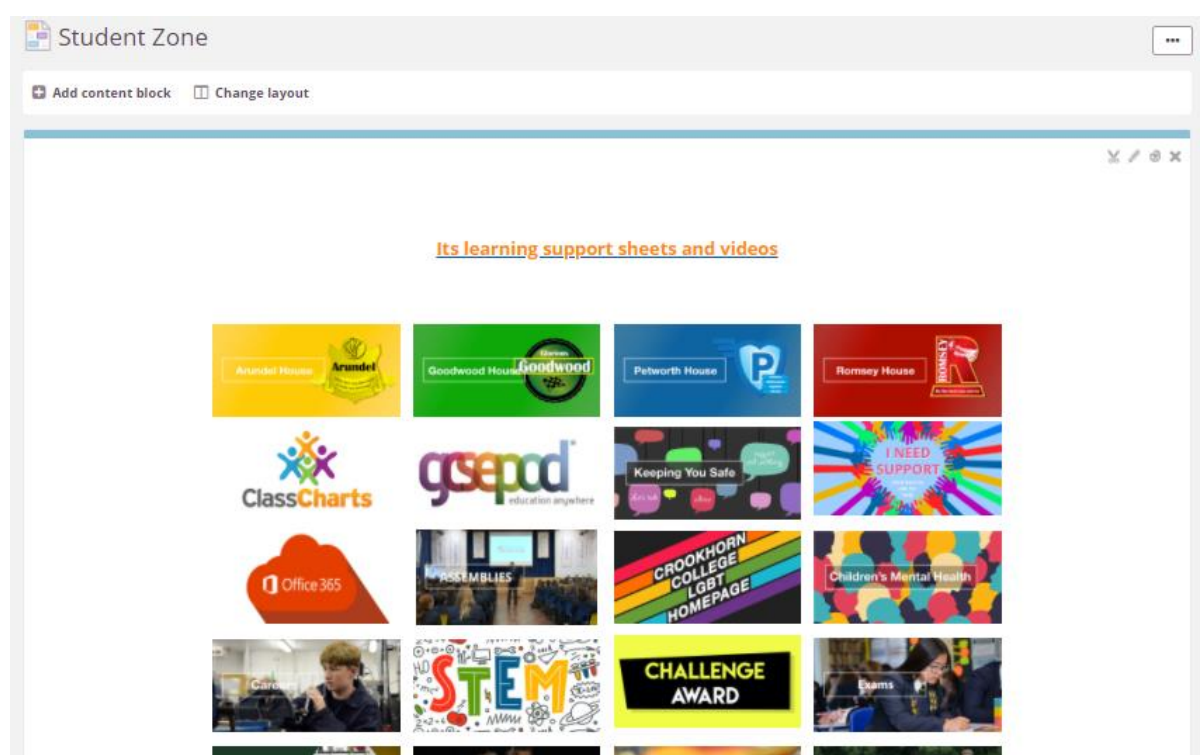
Computer Users – Viewing information on the Student Zone

Our main information page in itslearning is the Student Zone. The Student Zone can be accessed through the *Courses* drop down tab.

Students should click on the icon for the page they would like to access.

Some of the links are only available to particular students – for example a student in Arundel can only access the Arundel House page and will get an error message if they try to access the other house pages.

From time to time, other relevant element are displayed at the top or bottom of the Student Zone page.

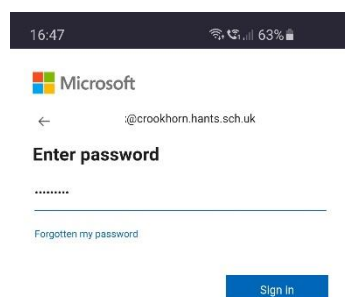
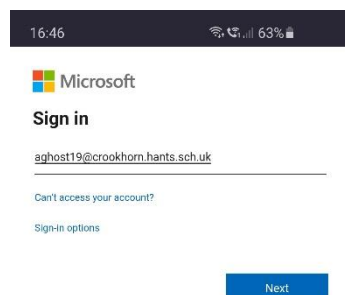
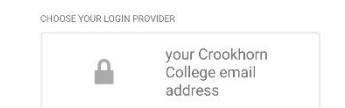
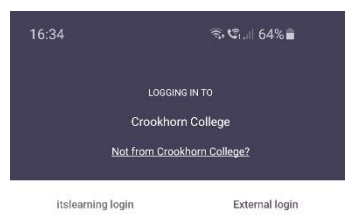


Mobile App users - Logging into itslearning

itslearning has a mobile app for both iPhone and Android. We recommend that students use the app in combination with working on a computer.

The app is free and should be downloaded from the app store for your device.

Android



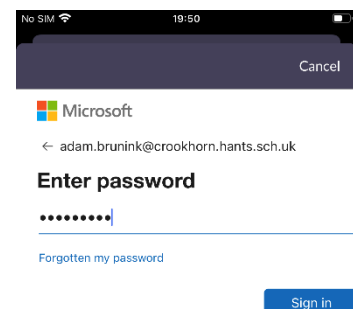
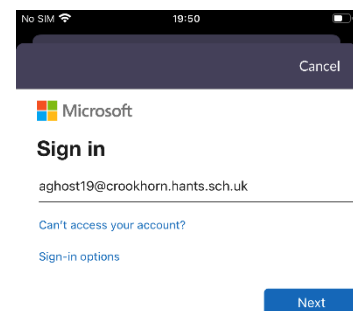
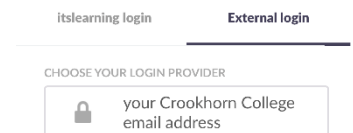
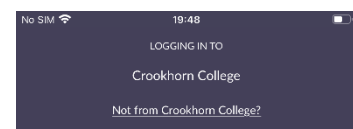
Open the app and select *External login*.

Click on your *Crookhorn College email address*.

Type your email address – which is your college username followed by @crookhorn.hants.sch.uk

Enter your password – which is the same as the password you use in College.

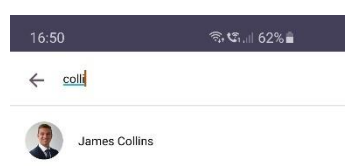
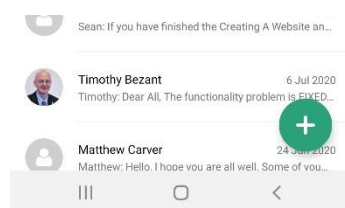
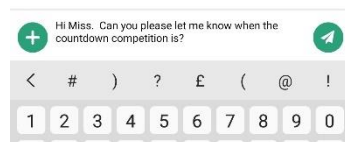
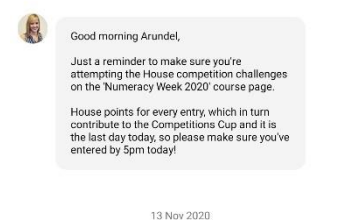
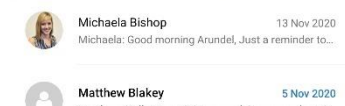
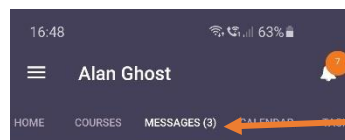
iPhone



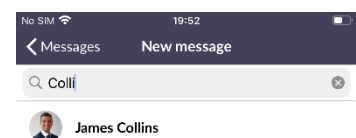
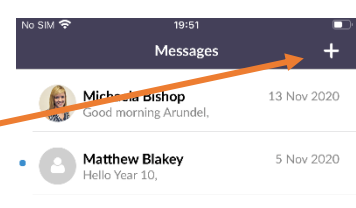
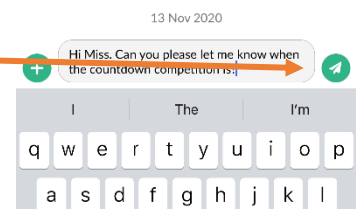
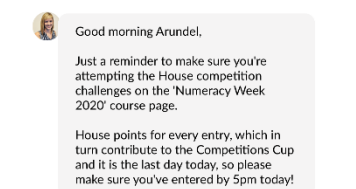
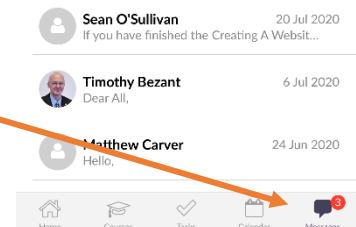
Mobile App – Checking Messages

itslearning has an internal message system that students can use to communicate with staff and receive information from them.

Android



iPhone



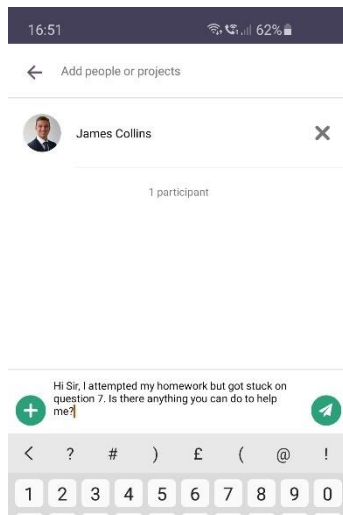
Select the *Messages* tab to view your messages.

Read and respond as needed.

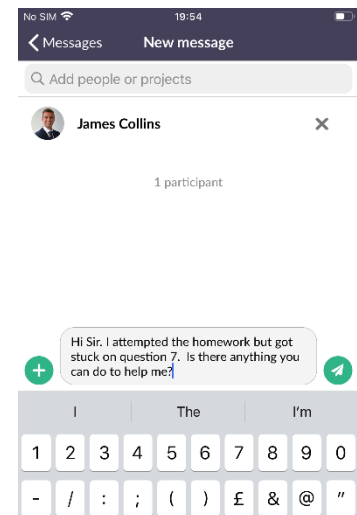
Once you've typed your message, you'll get a little green paper aeroplane appear at the bottom right – click this to *Send*.

To message a staff member, click the plus button.

Start typing their name and they will appear below – click on their name to open the message window.



Type your messages and press the green paper aeroplane to send.



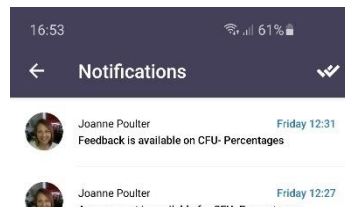
Please note:

- The messaging system is formal communication with staff and students should be as respectful as they would to someone when talking face to face.
- Staff members use the message system, but do not respond 24hours a day. They may also choose to work outside College hours, but will not expect a response from students immediately.

Mobile App – Checking Notifications

Once a piece of work has been marked the students will receive a [notification](#). Students should then visit the work, read the feedback and complete any actions requested.

Android



Notifications are shown by the bell at the top right of the screen.

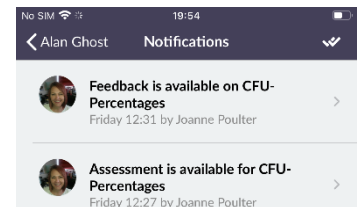
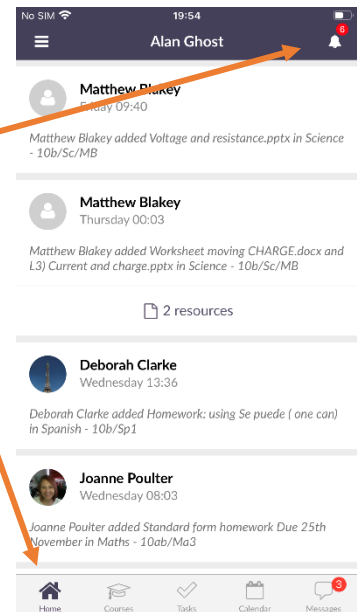
for iPhone users, the bell only shows on the *Home* tab.

Clicking the bell will take you into the Notifications window where you can read brief details about the notification.

In this case, feedback has been given on some work.

Clicking on the notification will take you to the particular piece of work or resource.

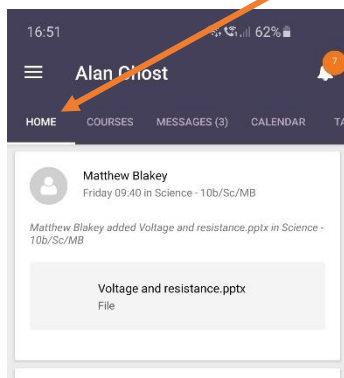
iPhone



Mobile App – Checking the News Feed

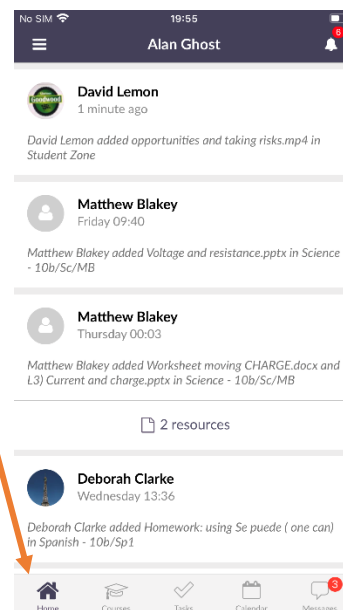
The news feed is a collection of all the notices and new resources available across all the courses a student is a member of.

Android



The News feed is available on the Home tab.

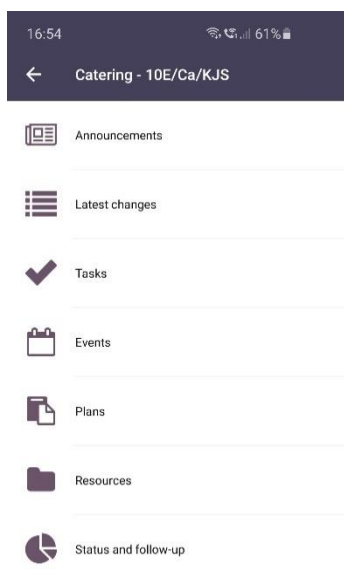
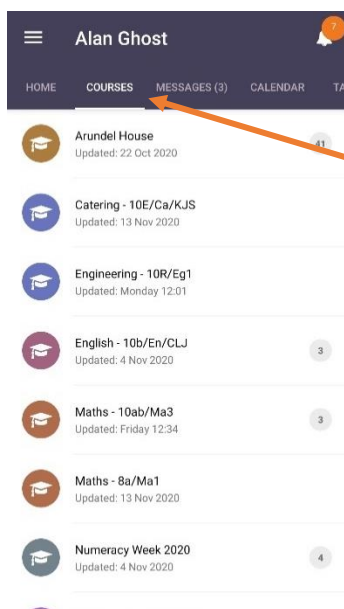
iPhone



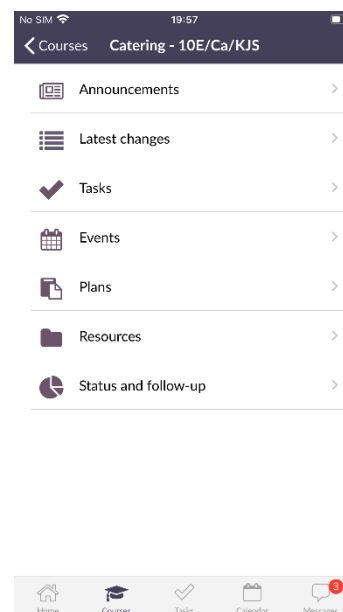
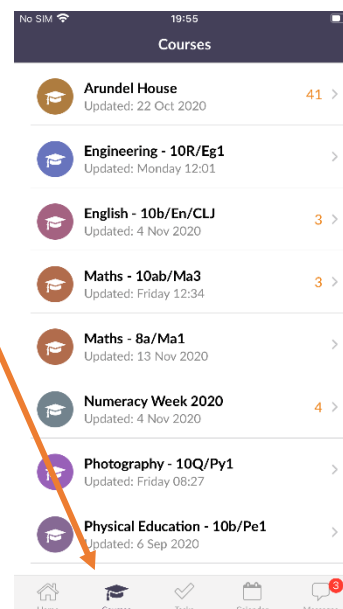
Mobile App – Accessing Class Courses

- [Viewing the current Plan of work](#)
- [Viewing previous Plans of work](#)

Android



iPhone



From the *Courses* tab you can see all the courses you are enrolled in.

Unlike the computer view, there is no Star favourites option.

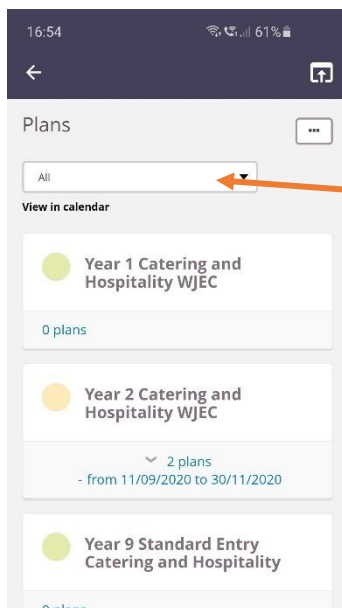
Clicking into the course will take you to the main page for that course where you can access all the elements associated with that subject.

Mobile App - Viewing the current Plan of work

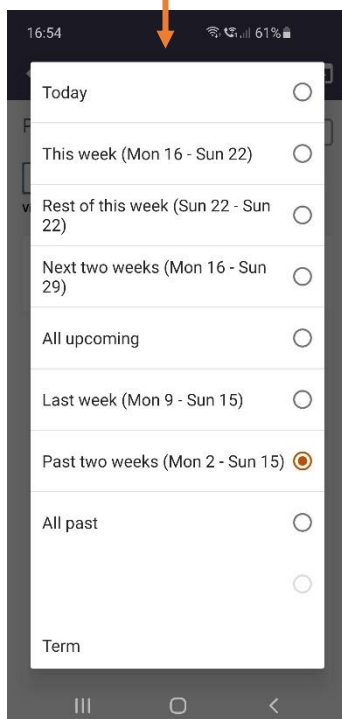
Plans are where teachers put details of the current work being covered in class.

These are used for those working from home, homework support and for students to be able to revisit and revise work covered in class as they identify the need. This is the heart of our Blended Learning approach.

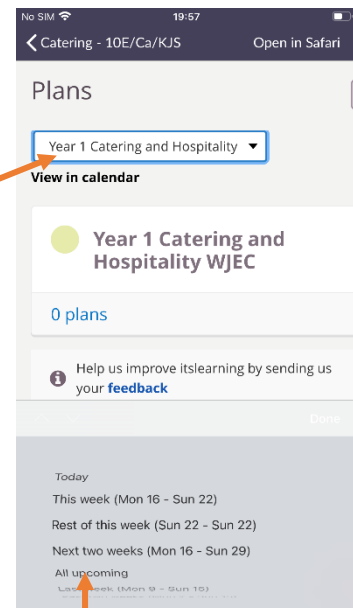
Android



for Android users, the selection appears as a pop-up window



iPhone



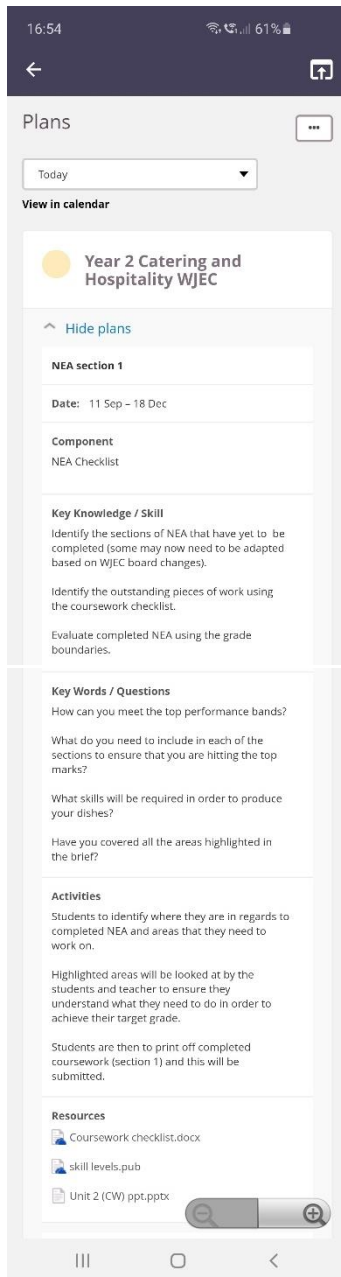
for iPhone users, the selection appears as a scroll at the bottom of the page

When you click into Plans, you will see all the topics and plans for that course.

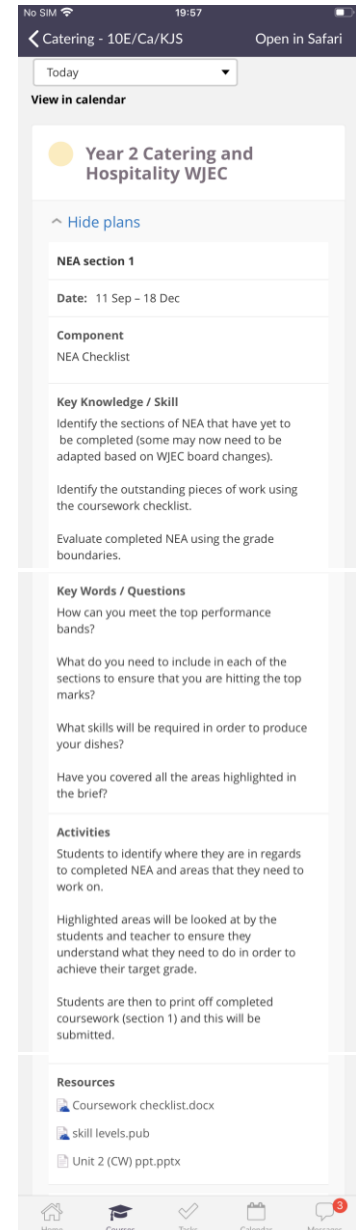
You should use the selection box at the top to narrow down your choice of plan you want to see.

To see the plan for the current lesson, select *Today*.

Android



iPhone



Dates

Some *Plans* are for individual lessons
Some *Plans* are for a collection of lessons.

Key information

Useful to focus the student to the work being covered in the lessons.

Activities

The work-flow process for the students in College. This can be used by students after the lesson to consolidate their learning. Those working out of the classroom and use this to work independently – there may be some activities listed specifically to support those at home (for instance when a science lesson has a practical lesson).

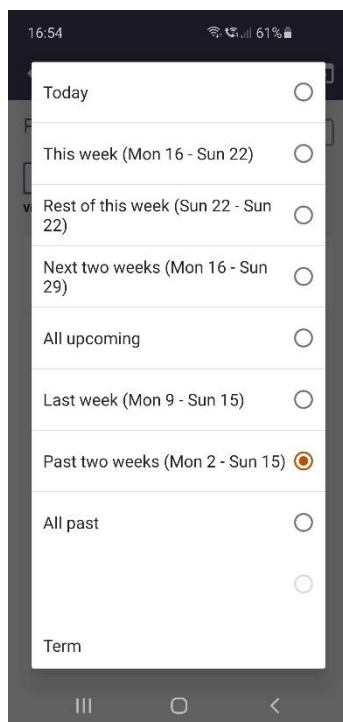
Resources

Any handouts, PowerPoints etc. used in the lesson.
Any Tasks that need completing are listed here – as well as in the *Tasks* section of the overview page.

Mobile App – Viewing previous Plans of work

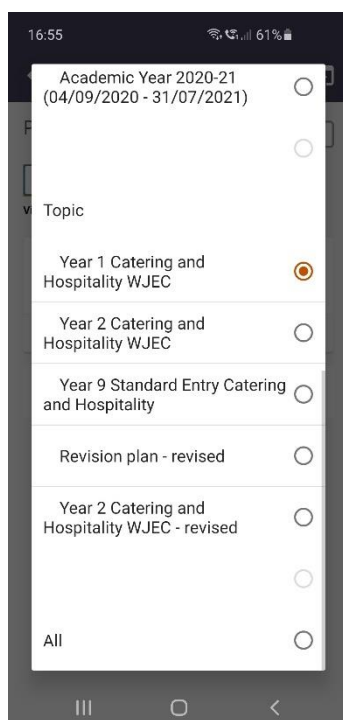
All *Plans* that have previously been available to students are available for reference and revision. Students are encouraged to complete independent revision activities; and when needed they should revisit past plans.

Android



Select from a particular time frame...

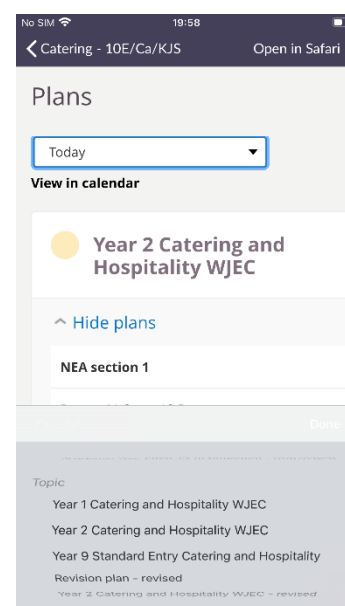
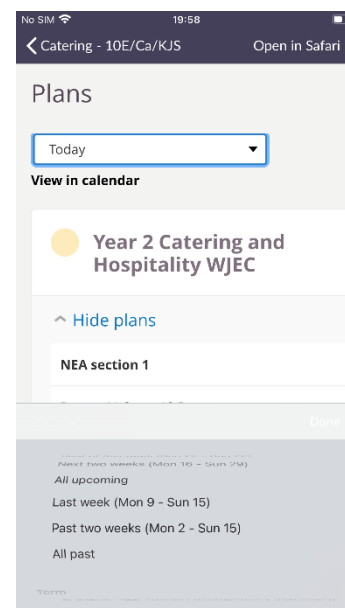
useful for catching up on work missed if absent for a lesson or two.



or select a topic.

useful for revision

iPhone



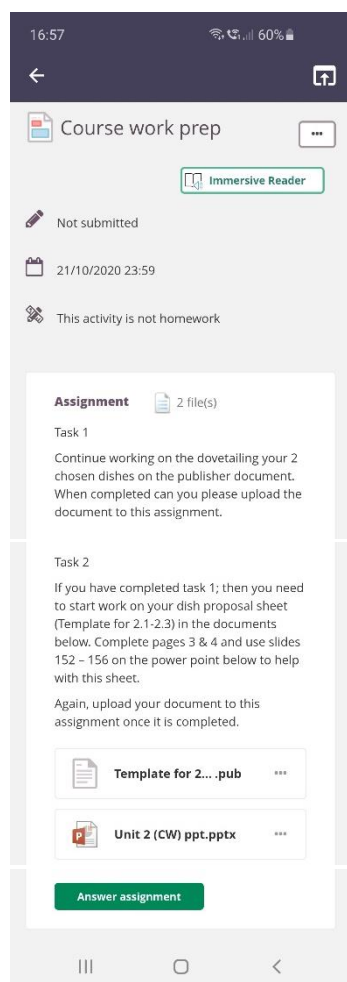
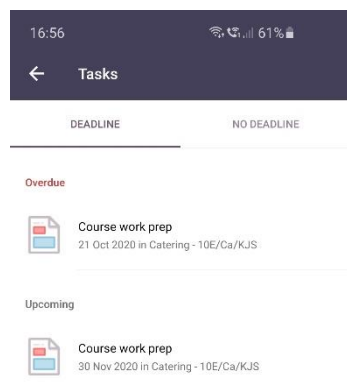
Mobile App – Submitting an Assignment

Assignments are used when a student needs to send work into their teacher for marking and feedback.

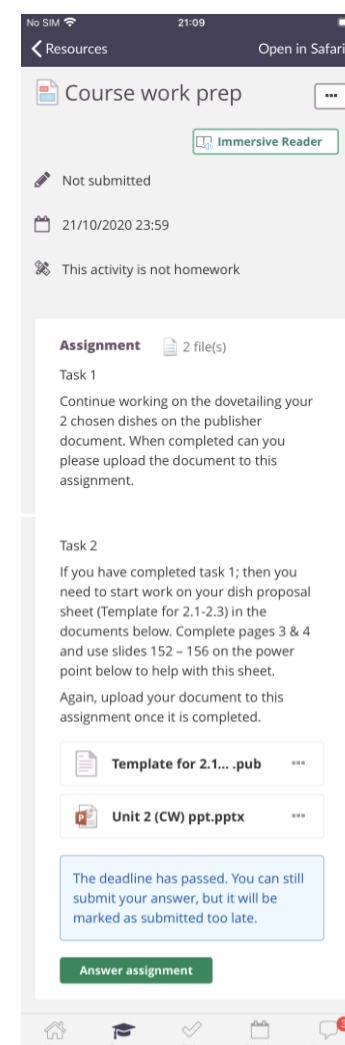
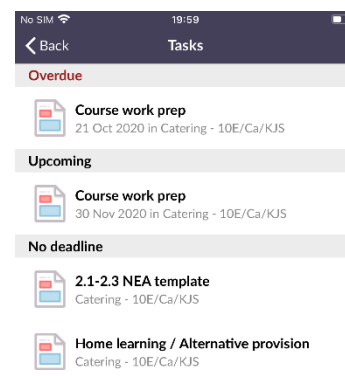
In this example, the student has Course work prep to do for Catering.

This task has appeared on the Task list of his catering course, and on the *Tasks* tab of the app.

Android



iPhone



Assignments on the list appear in time order with overdue and due now at the top.

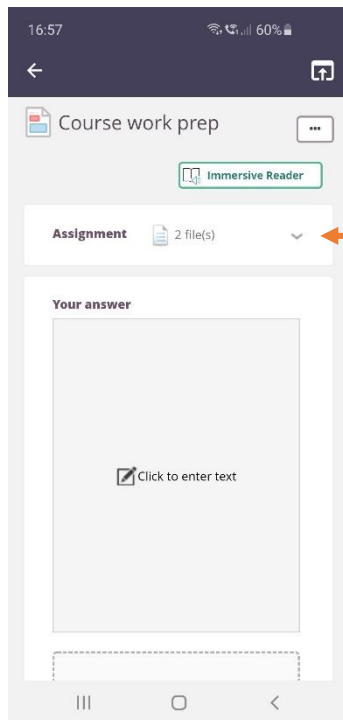
Click on the Assignment to access it.

The details of work are laid out with dates, assessment scales etc. at the top.

Details of work to be completed below.

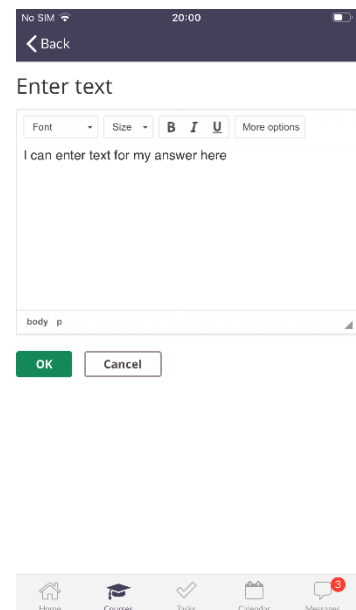
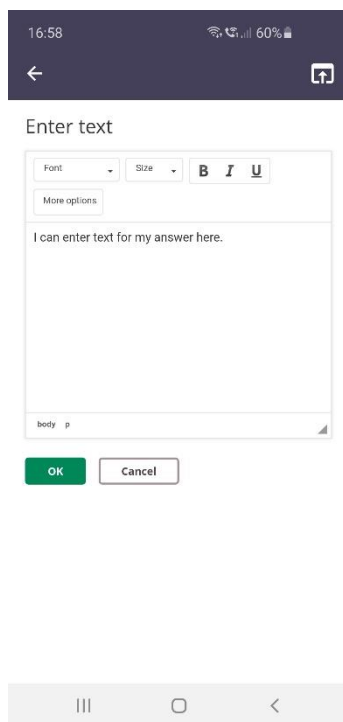
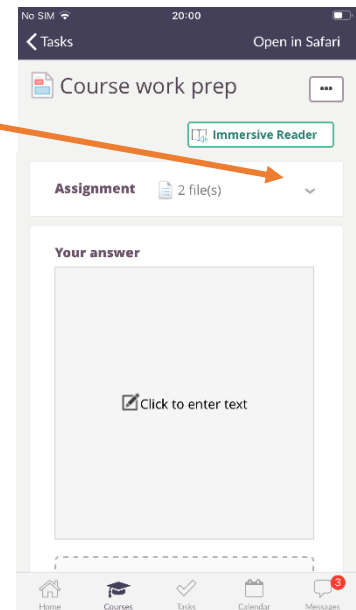
Where relevant, there are resources attached.

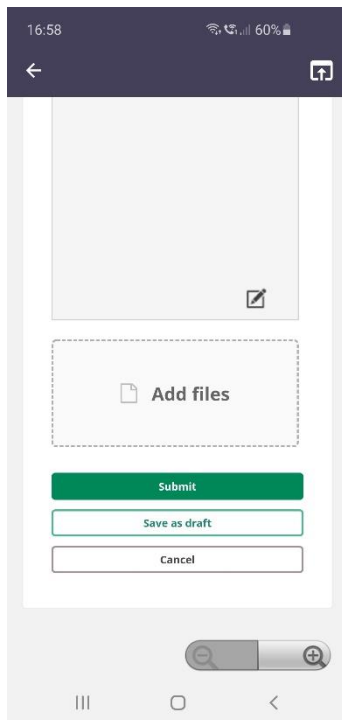
At the bottom is the answer assignment button.



At the top of the *Answer* window is a link to the details and resources of the assignment so you can refer to these as you need – click the arrow.

There is a space for students to type their answer directly into the assignment – click in the window.

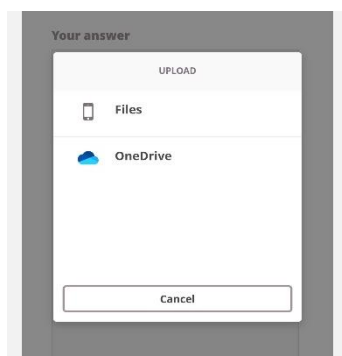
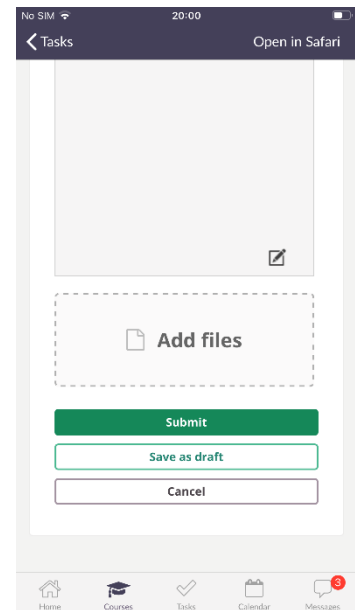




In all assignments is the option to upload a file.

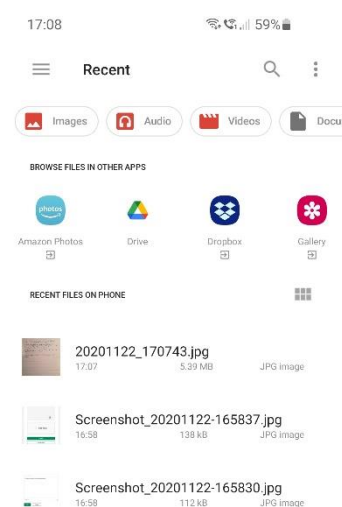
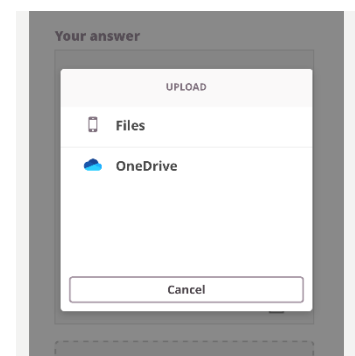
This can be any type of file – Word, PowerPoint or a photograph.

Students working remotely may choose to write answers on paper and upload a photograph.



To upload a file already on your phone, select *Files*.

If you have been working in Word online for example, your work is saved in your Office 365 OneDrive and OneDrive is installed on your phone, then you can use this option.

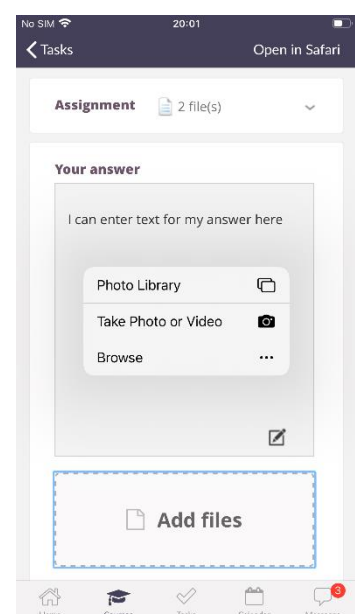


Android users must take a photo in advance before going to upload to itslearning.

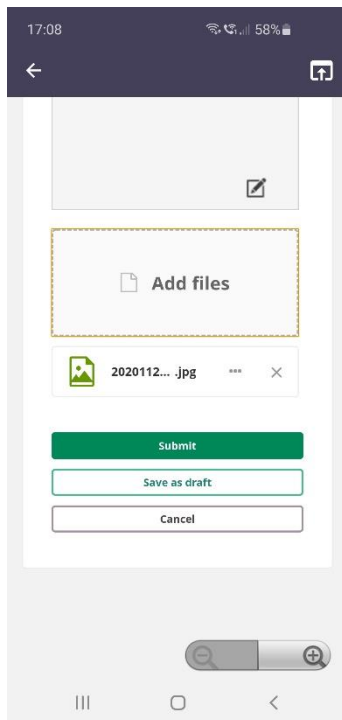
Select the image you want and press *Done*.

iPhone users can take photos directly in the app. You can also take a photo in advance and add it from your Photo Library.

To upload a file saved on your phone, select *Browse*.



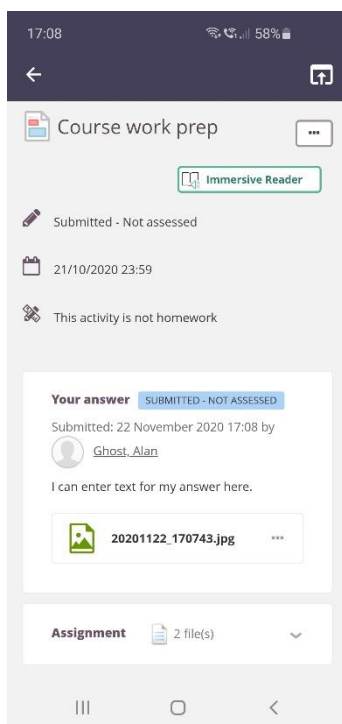
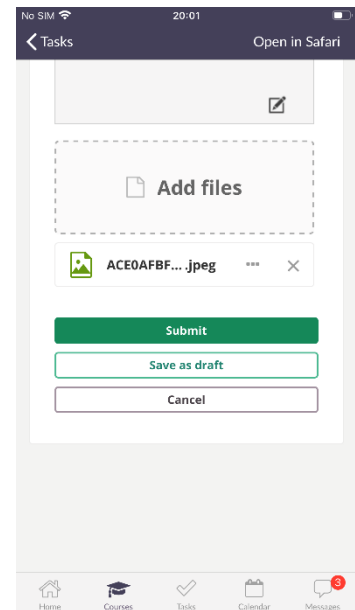
You will need to navigate your phone to find the image you want to send and press ok or done as required by your phone.



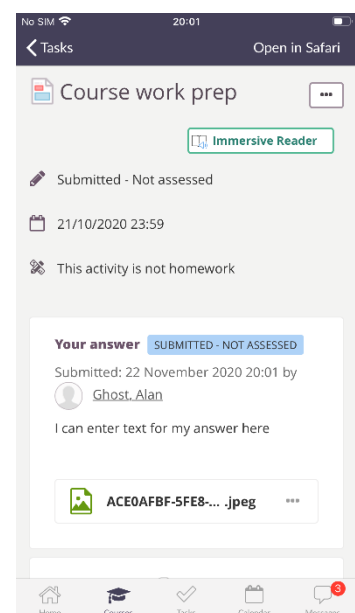
Once a file/photo is uploaded, you will be directed back to the assignment window.

If you have completed the assignment, you can press *Submit*.

If you wish to come back and work on it some more at another time, press *Save as Draft* (see [Reviewing an assignment](#) for details on how to edit your work after submitting as draft).

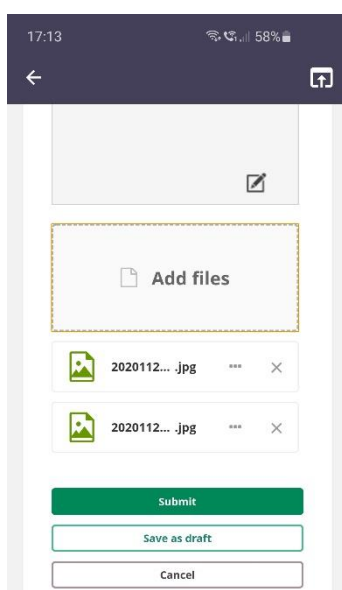
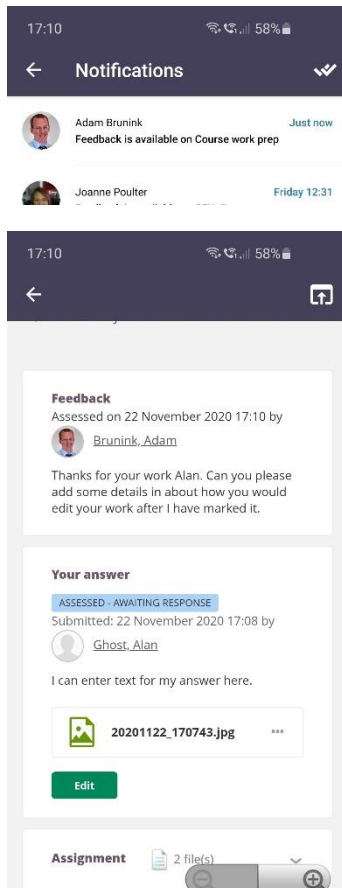


Once an assignment has been submitted, you will see the confirmation screen saying *Submitted – Not Assessed*.

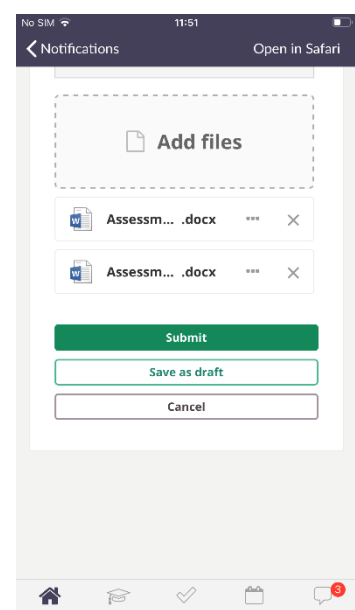
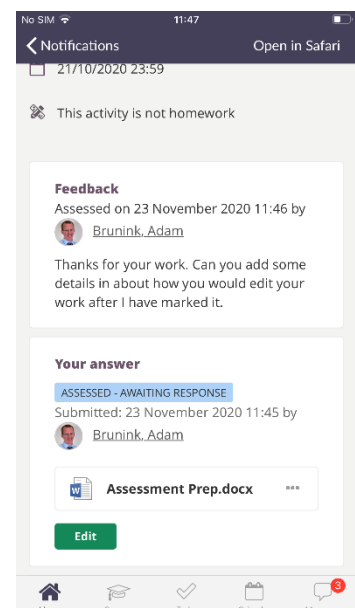
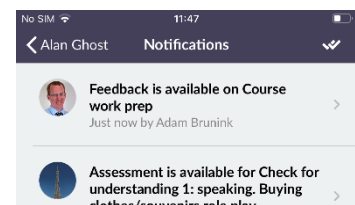


Mobile App Users – Reviewing and responding to marked work

Android



iPhone



Once a piece of work has been marked the students will receive a [notification](#). Students should then visit the work, read the feedback and complete any actions requested.

When the student goes back into the assignment, they will see the feedback at the top of the page – along with the mark awarded if relevant.

You will need to press 'Edit' to get back into the assignment.

Once back in, you can add more files or edit the text you've typed earlier.

This is done in the same way as working on the assignment before.

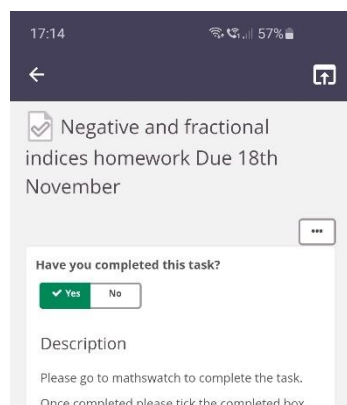
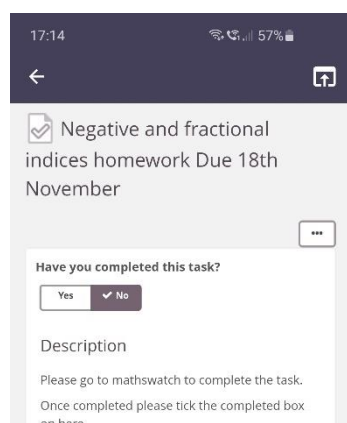
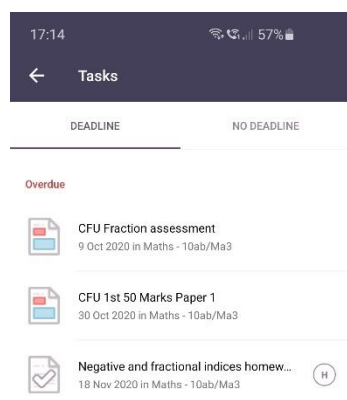
Don't forget, you can always *Save as draft* if you want to come back to the assignment at a later time.

Mobile App Users – Marking a Task as complete

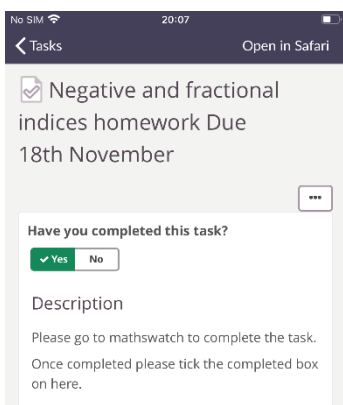
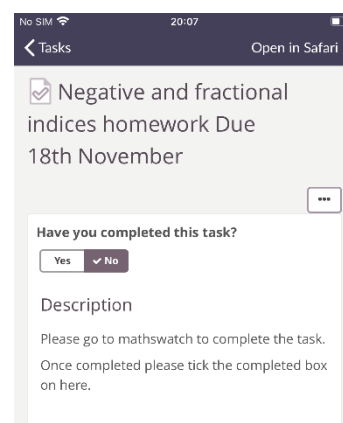
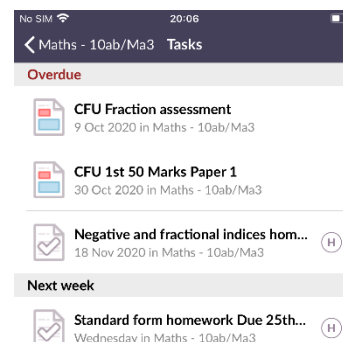
Some activities a student needs to complete are not submitted through itslearning as they may be on paper or through a subject specific website.

These tasks appear as a *Tick icon* in a student's Task List.

Android



iPhone



In this example, the student needs to complete some work in MathsWatch.

The Task shows the link to the website and the deadline for completion.

Once the student has completed the activity, they should come back to the task and mark as complete.

Doing this lets the teacher know they have completed the work and removes the task from the student's task list (both in this course and in the Home page overview).

Where students have been given the opportunity to mark a task as complete, it is their responsibility to do so.

Mobile App Users – Viewing information on the Student Zone

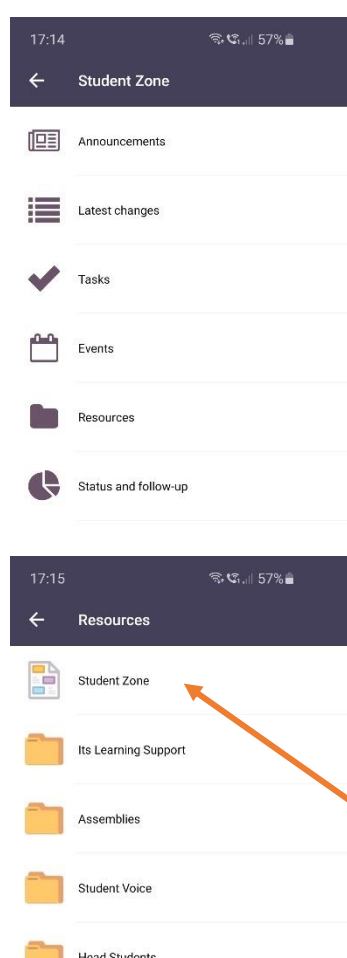
Our main information page in itslearning is the Student Zone.

Students should click on the icon for the page they would like to access.

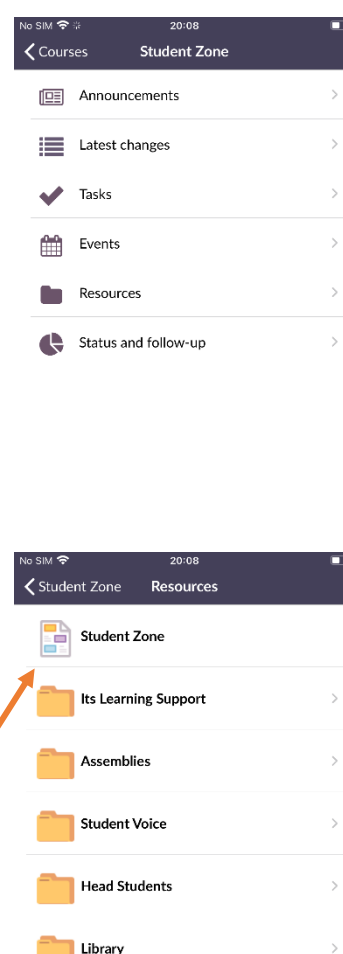
Some of the links are only available to particular students – for example a student in Arundel can only access the Arundel House page and will get an error message if they try to access the other house pages.

From time to time, other relevant elements are displayed at the top or bottom of the Student Zone page.

Android



iPhone



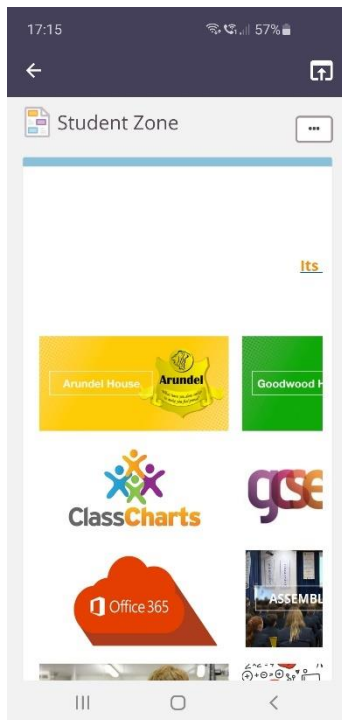
The Student Zone can be accessed through the *Courses* drop down tab.

To find information and resources in any course (that are not in a plan), the best place to visit is the *Resources* page.

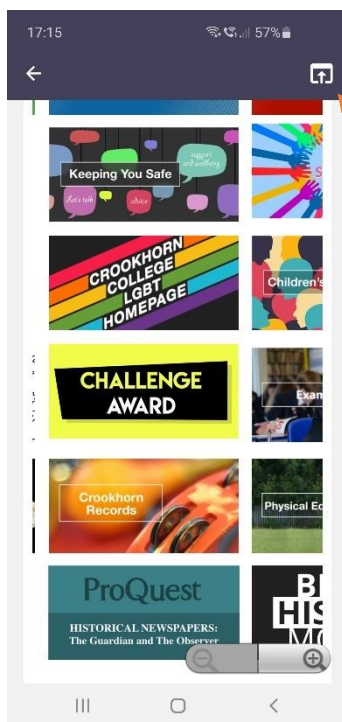
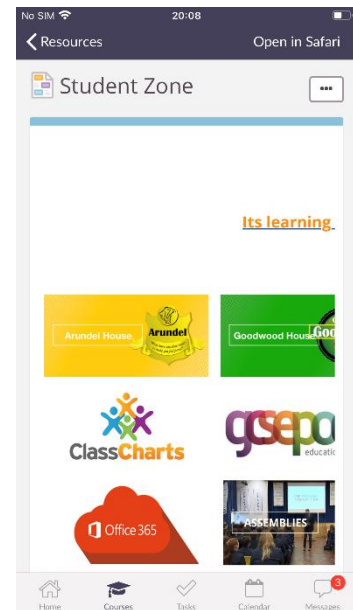
You will see many folder of information.

For the Familiar look of the *Student Zone*, please click on the Student Zone Page.

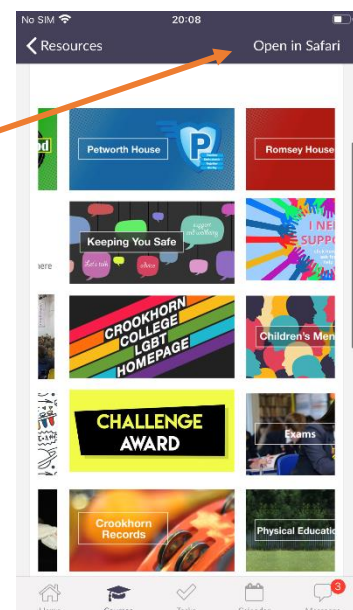
[Return to Contents](#)



You can scroll around the page as needed.



If you would prefer to see this (or any other itslearning page) in a browser on your phone, you can use the link at the top left of any page/resource.



Online Live Session Guidance

In the event that the College needs to close to an individual year group or to all students, live 'online' sessions will be offered as appropriate to the subject.

You will follow your usual College timetable, accessing the live online session at the start of the scheduled lesson time or as instructed by your teacher.

Our lesson expectations are:

- You will aim to log on to the session in a quiet and distraction free area. (If you are not in a quiet area use the mute button so your background noise does not cause a distraction)
- You will need to be on time with any equipment needed; you will be advised in advance by your teacher if you need something specific, but please be prepared with what you would usually take into the classroom.
- You will need to dress appropriately – you do not need uniform on, but you should be dressed as you would for a College non-uniform day (no caps or hoods or sleep wear).
- you will need to enable the video so that your teacher can see you.
- you will need to speak respectfully to staff and other students, as you would in the classroom.
- If you are not dressed appropriately; if you are in an inappropriate location or if you are not behaving sensibly for the session, then you will be removed from the session and we will notify your parents of the reason.
- All sessions will be recorded for safeguarding purposes and kept for period of time.
- All sessions will need to have at least two students logged in otherwise the live session cannot go ahead.

The platform for these sessions will be Microsoft Teams, through itslearning.

- You need to visit your class course page. Your teacher will set-up a resource for you with an appropriate title – this should appear under the Resources tab and attached the plan for the day.
- In the resource will be the Link to the online session.
- The same link is used for all lessons with that subject / teacher.
 - If you have two teachers for one subject, there will be two live session links – please ensure you know which one you should be using.

The following pages are some instructions on how to access Microsoft Teams. All devices and browsers are different, so please use these as a guide. Please read all these guidelines in advance so that you are prepared for joining your session at the right time.

[Return to Contents](#)

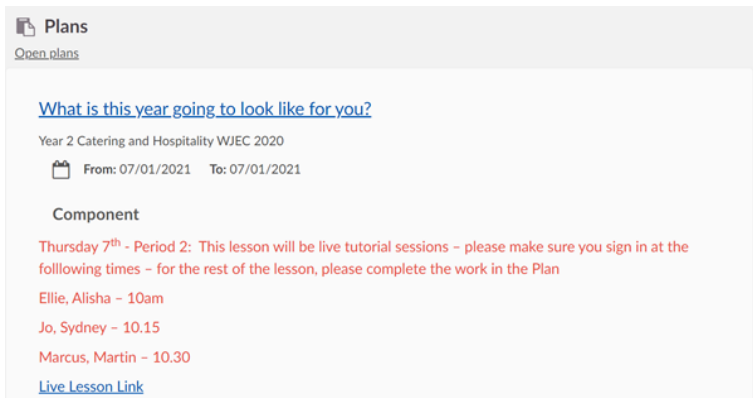
Using Microsoft Teams - On a laptop/computer with a webcam

Visit the class course for the live session

The link will be at the top of the 'Plan' for the day

Computer view

Mobile app view



Plans
[Open plans](#)

[What is this year going to look like for you?](#)

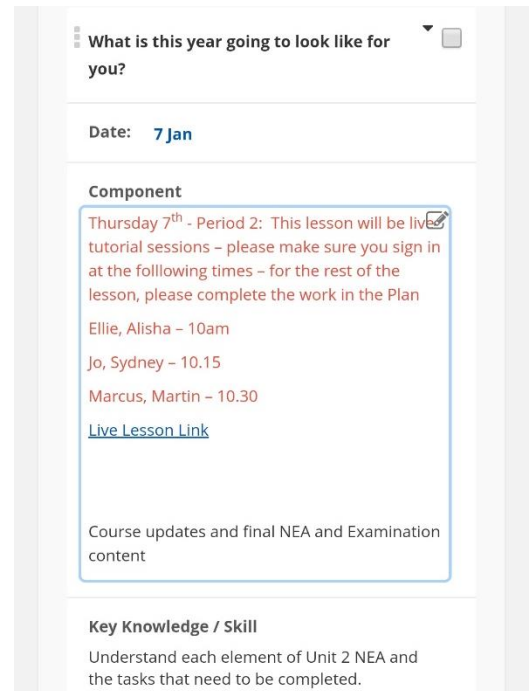
Year 2 Catering and Hospitality WJEC 2020
From: 07/01/2021 To: 07/01/2021

Component

Thursday 7th - Period 2: This lesson will be live tutorial sessions – please make sure you sign in at the following times – for the rest of the lesson, please complete the work in the Plan

Ellie, Alisha – 10am
Jo, Sydney – 10.15
Marcus, Martin – 10.30

[Live Lesson Link](#)



What is this year going to look like for you?

Date: 7 Jan

Component

Thursday 7th - Period 2: This lesson will be live tutorial sessions – please make sure you sign in at the following times – for the rest of the lesson, please complete the work in the Plan

Ellie, Alisha – 10am
Jo, Sydney – 10.15
Marcus, Martin – 10.30

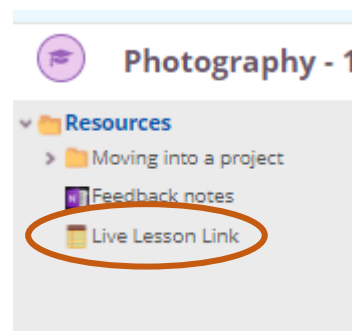
[Live Lesson Link](#)

Course updates and final NEA and Examination content

Key Knowledge / Skill

Understand each element of Unit 2 NEA and the tasks that need to be completed.

- You may also find the link under the *Resources* tab

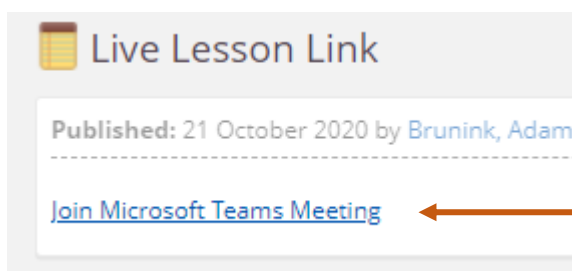


Photography - 1

Resources

- Moving into a project
- Feedback notes
- Live Lesson Link**

After clicking the link in the plan, you will need to 'Join Microsoft Teams Meeting'

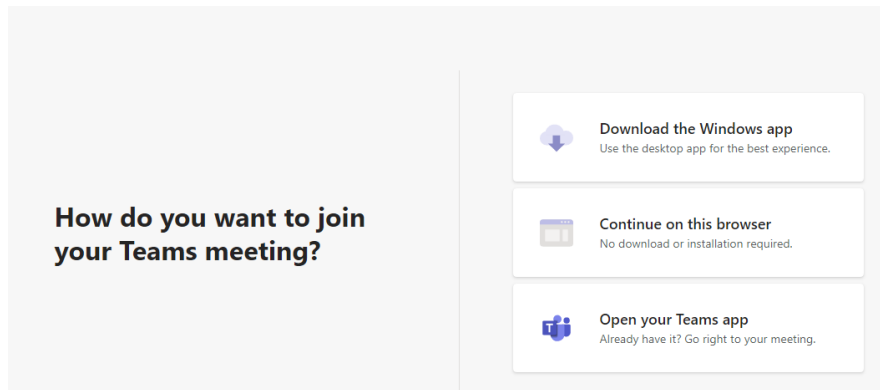


Live Lesson Link

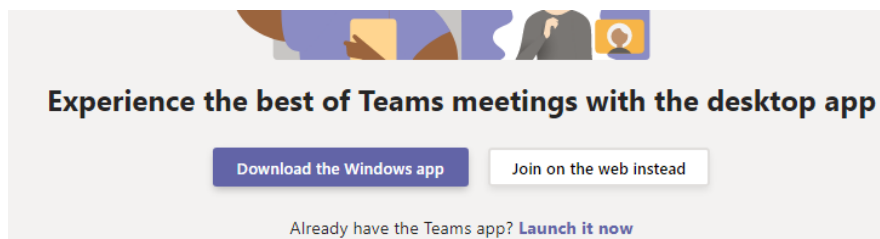
Published: 21 October 2020 by Brunink, Adam

[Join Microsoft Teams Meeting](#)

You will be taken to a page asking how you would like to enter the 'meeting'.



or



- We recommend downloading and installing the MSTEams app (it's free). However – you can 'Continue on this browser'/'Join on the web instead' if you don't want to download.
 - *Downloading will take about 5 minutes to install, depending on computer and internet speed – this will only need to be done once.*

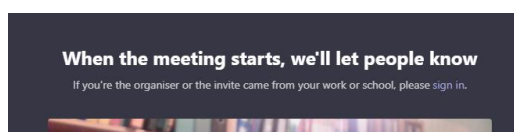
When the teams window opens



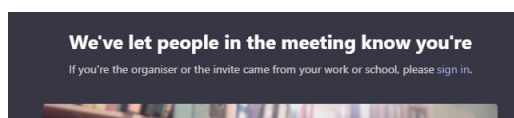
Type your name (please use your real First and Surnames or you will not be admitted to the session).

Enable both webcam and microphone – your browser may ask for permission, so look out for other pop-ups.

Press **Join now**



This screen means you've arrived before your teacher – please just wait, they will be along shortly.



This screen means you're in the waiting room and the teacher will let you in when they are ready.

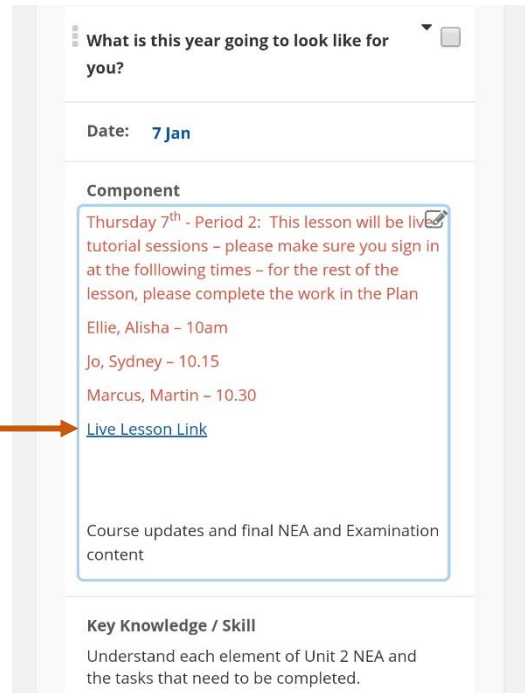
Using Microsoft Teams - On a mobile device

Mobile devices **require** the Microsoft Teams app. We recommend installing this from your app store before attempting to access the session.

You will be signing into these meetings with the 'guest' option in Microsoft Teams, therefore no sign-in is required.

Once installed:

Access your class course and find the link in the plan:



Another window will appear where you will be given the option to '**Join Microsoft Teams Meeting**'.

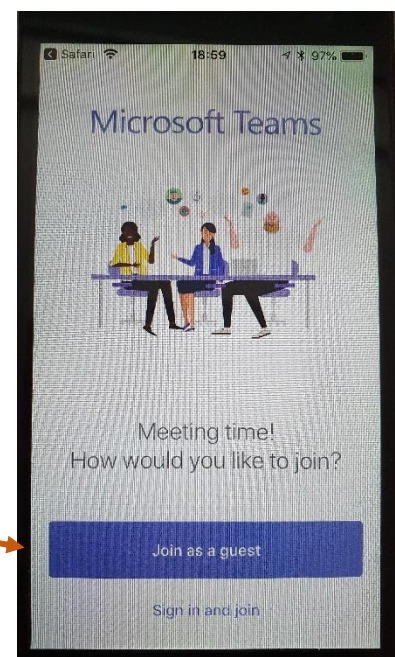
(iphone users, please see note at the bottom of these instructions)

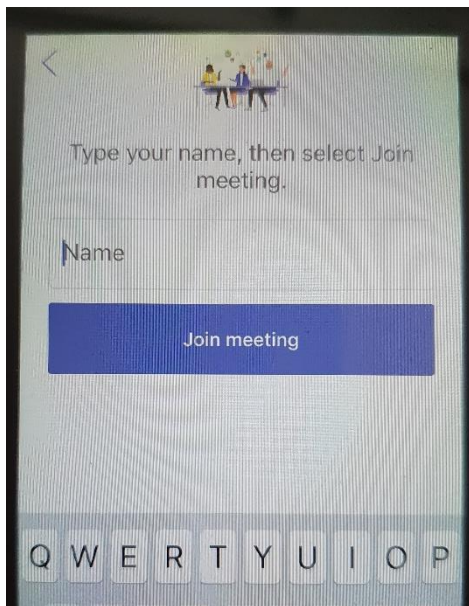
If installed already, you'll be directed to the Microsoft Teams app.

If the app is not installed, please follow the guidance on your phone to download from the app store / Google play.

Click **Join as a guest**

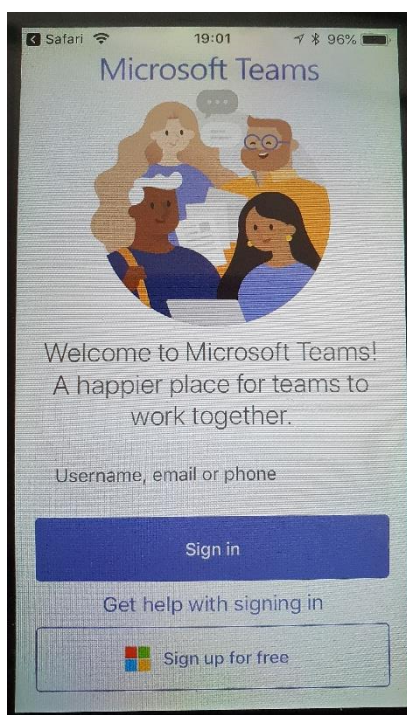
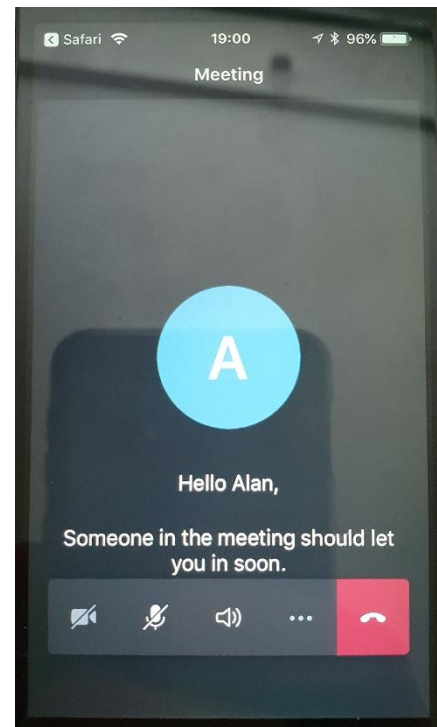
(Do not Sign in)





Enter your name (first name and surname please otherwise your teacher will not recognise you and will not let you in).

Once connected, you'll sit in a similar screen to this until your teacher lets you in.

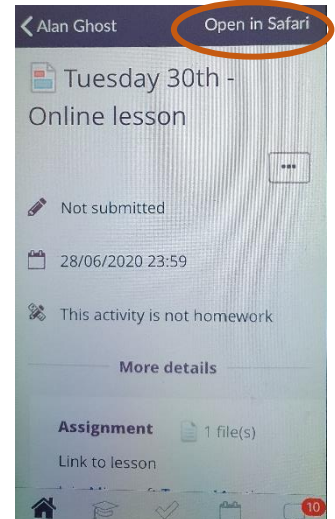


Please note – if you end up at this screen, please **close** the app, go back to itslearning and try again – you **do not** need to sign in.

Note for iPhone users

Depending on the version of iOS you are running, some iPhone users have issues accessing the link. If the link doesn't work, please follow the instruction below.

When in the itslearning app and you've found and opened the resource with the **'Join Microsoft teams meeting'** link (**do not press it yet!**), please press **'Open in Safari'** at the top right of the assignment. Once this has opened, you can then press the Join meeting link.



Be prepared. You can try this out before your lesson. Visit one of your course pages, find the Live session link and try to connect. If it is not your session time, you will only get to the 'Waiting for the meeting to start'/'When the meeting starts, we'll let people know' screen. At this point you know you have set things up correctly and you can leave the meeting.

If you have any questions, please message Mr Brunink.

Microsoft Office 365

As part of the systems we use in College – students are set-up with an Office365 account.

This gives them access to:

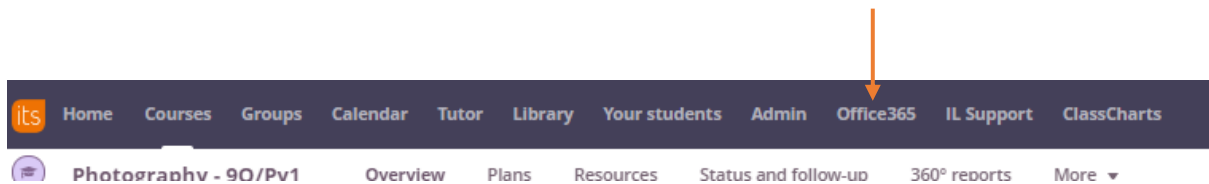
- a Crookhorn College email address
- OneDrive cloud storage
- Microsoft Office Apps.

The Microsoft Apps work through a web-browser and can be installed on 5 devices, including tablets and mobile devices.

- [Accessing Office 365 on a Computer \(via itslearning\) and working online](#)
- [Installing Office 365 Apps to a computer](#)
- Office 365 on a mobile device or Chromebook

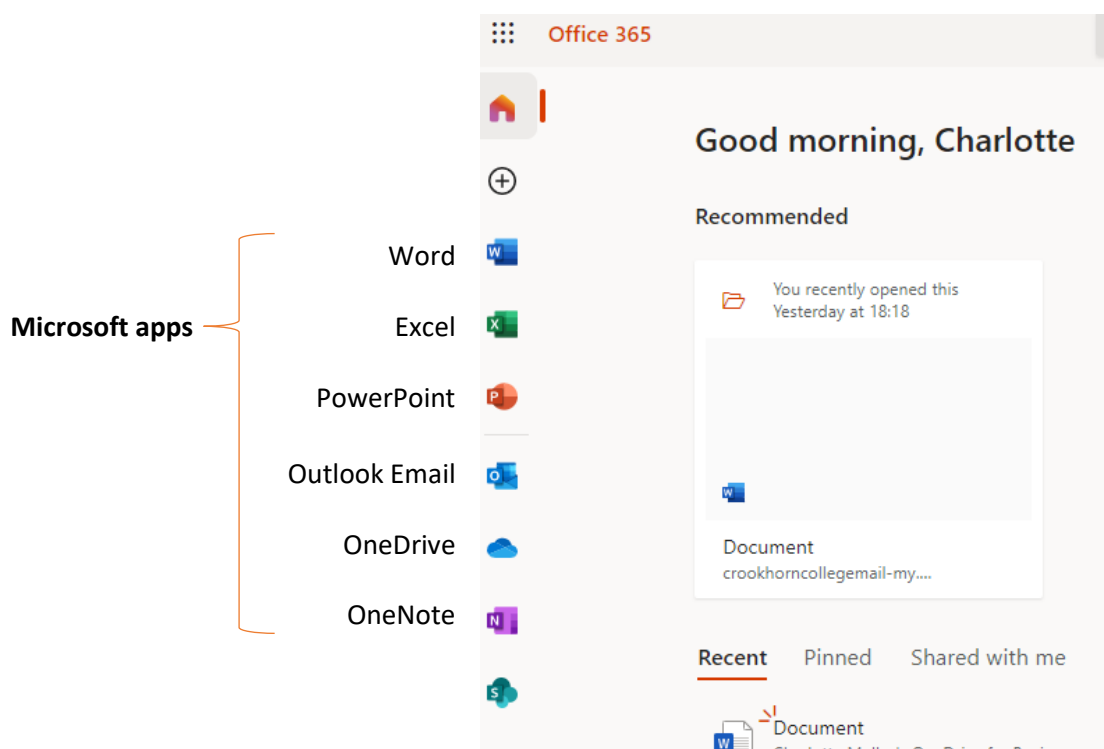
Accessing Office 365 on a Computer (via itslearning) and working online

The easiest way to access Office 365 is through itslearning and the link that is on the top bar.



On clicking this, you will be taken to the main Office 365 screen.

If prompted to log in, please use the same details that you use to log into itslearning



To open a new Word document, just click on the Word icon.

Work completed in Office 365 online are saved directly to OneDrive and can be accessed at home and in College.

Documents saved in OneDrive can be directly added to an assignment in itslearning without the need to download. Please see the *Submitting an assignment* section of this guide.

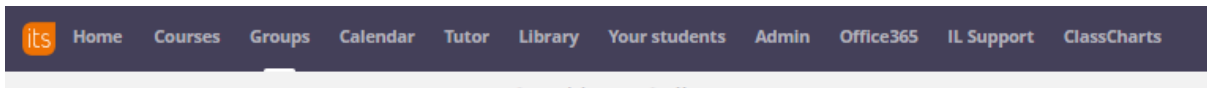
Installing Office 365 apps to a computer

As part of the systems we use in College – students are set-up with an Office365 account. This gives them access to a Crookhorn email address, OneDrive cloud storage and the Microsoft Office Apps.

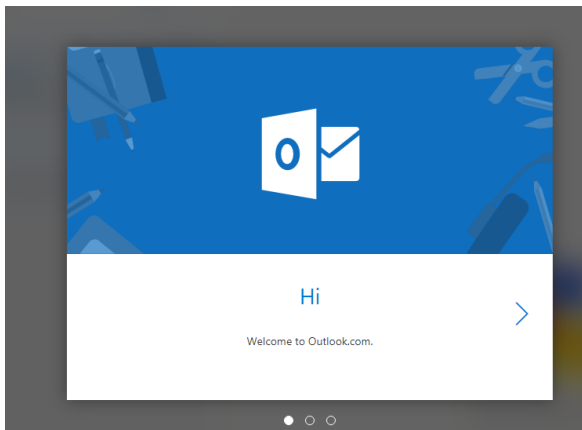
These work through the web-based viewer and can be installed on 5 devices, including tablet and mobile devices.

These instructions will talk you through installing the Office suite onto a computer.

Visit itslearning and select the **Office 365** link from the top blue bar (if it does not show – click *More* at the end to find it)



If asked to sign in, please use the same details you do to log into itslearning at home.

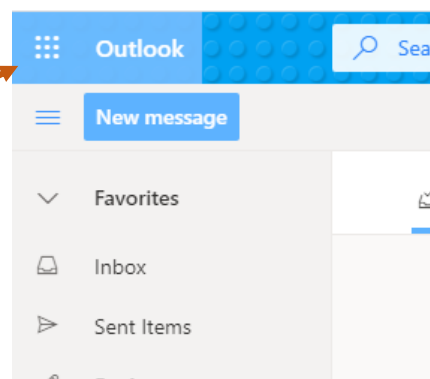


Click through any Welcome screens.

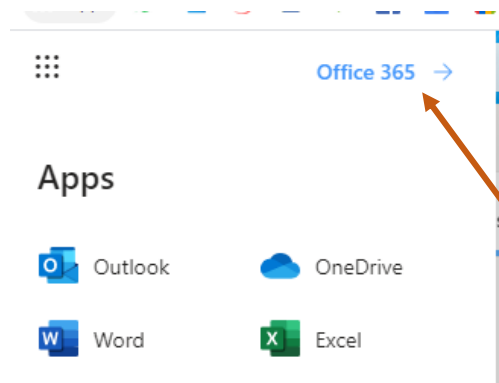
If you've previously logged into O365, these won't appear this time.

You'll land in the main email window.

Click on the dots at the top left corner.



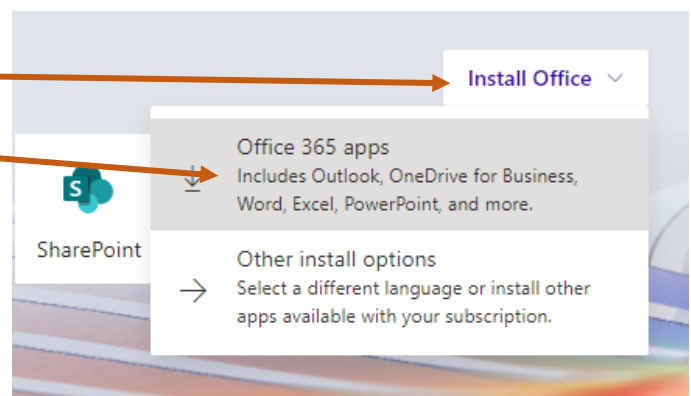
[Return to Contents](#)



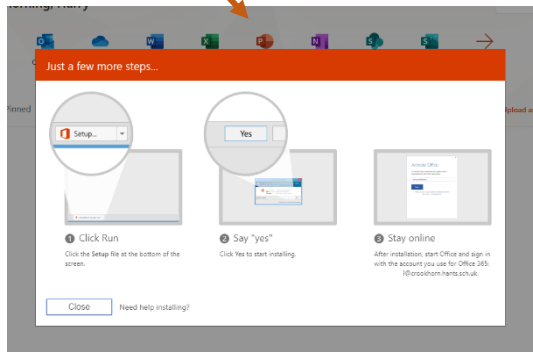
In this pop up you'll find links to the web-based versions of the Microsoft apps, these can be used straight away and any work saved to OneDrive.

To install the Office suite on a computer, click the **Office 365** link.

Click the **Install Office** link and Select **Office 365 apps**.



You will then be presented with instructions specific to your browser – follow these onscreen instructions.



During the install process, you may be asked for your account details. These are the email address you use to log into Its Learning and the same password.

Documents saved in OneDrive can be easily accessed in College and uploaded directly into an [itslearning assignment](#).

Office 365 on a mobile device or Chromebook

As part of the systems we use in College – students are set-up with an Office365 account. This gives them access to a Crookhorn email address, OneDrive cloud storage and the Microsoft Office Apps.

These work through the web-based viewer and can be installed on 5 devices, including tablet and mobile devices.

- Visit the app store for your device.
- Search and download the Microsoft Office 365 apps
- When prompted to sign in, please use the same details that you sign into itslearning with.

Documents created in apps on a mobile device can be saved to OneDrive (once this has been installed). Documents saved in OneDrive can be uploaded directly into an itslearning [assignment](#).

Parent Homework Portal

- [Logging in](#)
- [Navigating the page](#)

Parents have their own log in to itslearning. This log in will take them to the Parent Homework Portal.

Through the Parent Homework Portal, parents can see the work and other relevant information for all their children currently at the College.

This includes

- Current and past *Plans* of work
- Current Assignments and Tasks to be completed
- Assessment details of work that has been submitted and assessed through itslearning
- Individual learning plans (used for our Student Progress Review days) – *unfortunately these are not running during 2020-21*
- Access to the student's ePortfolio – if they have chosen to create on

Parent Homework Portal - Logging in

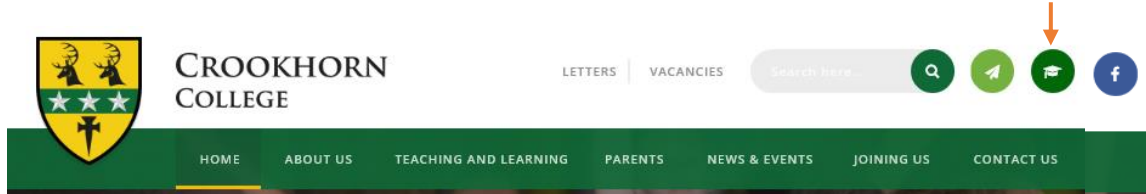
please note: itslearning currently does not have a parent mobile app and log in must be done via a web-browser. Using the student app will not allow access to the information detailed below.

Either:

visit <https://crookhorncollege.itslearning.com/>

Or:

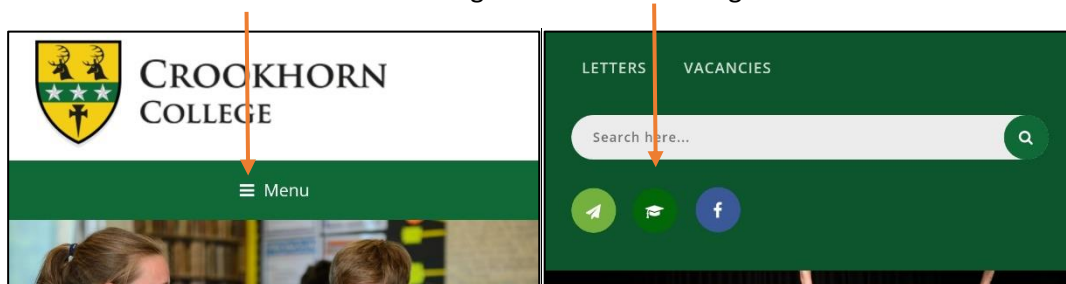
From the main College website on a computer, click the green mortarboard logo



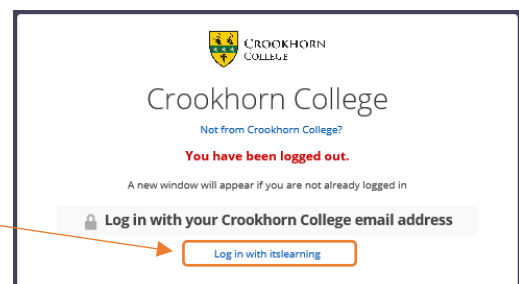
Or:

From the main College website on a mobile device:

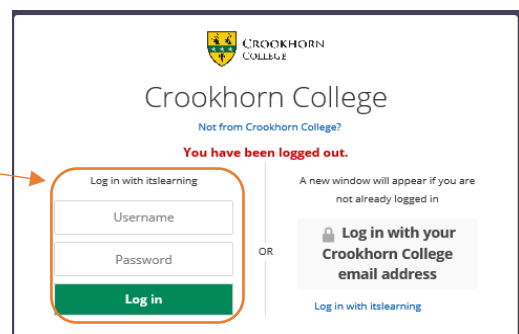
click the menu button and then the green mortarboard logo



Click **Log in with itslearning** and then...



on the left hand side of the log in screen please enter the *username* and *password* that you have been given and press **Log In**.



This is different to how the students' log in – they should log in with their Crookhorn College email address. If you have not received a username and password please email Mr Brunink, Assistant Headteacher - Digital Learning: itslearning.admin@crookhorn.hants.sch.uk

Parent Homework Portal - Navigating the page

Click *Your Children* to see a list of your children currently enrolled at Crookhorn. Parents with only one child with us will see their child's name

Click *your name* – you can change your details and settings

The screenshot shows the Parent Homework Portal for Alan Ghost. The page has a navigation bar with 'Home', 'Courses', 'Groups', and 'Your children'. The 'Your children' tab is selected, showing a list of children: Alan, Tye, and Your settings. The main content area for Alan Ghost includes a welcome message, useful terminology, a course overview, and a list of tasks. The 'Tasks' section shows a list of tasks with due dates and status. The 'Course overview' section shows a list of courses with reports.

The *Profile* and *ePortfolio* are items that the students can choose to complete. The *ePortfolio* will be part of the College Challenge award from December 2020

Individual learning plans form part of our SPR process (which unfortunately is not running during 2020-21)

Entering an email address allows easy password reset and future relevant messages sent to your inbox (marketing emails will not be sent)

From *Your settings* you can change your password

Having selected a child, you can see the Tasks they have to do. Clicking a task will open it, showing the instructions and any attached worksheets

The course overview box will have a list of all the subject courses your child is enrolled in.

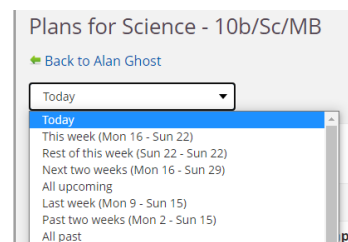
Not all subjects assess in itslearning. For those that do, clicking on the icon will take you to the assessments page and for that course and show feedback comments and assessment grades.

Clicking on the icon will take you to the work plans for that subject. Please see the next sheet for details of work plans...

Clicking the *Completed* tab will show the tasks that your child has finished, and any overall assessments that have been awarded

The screenshot shows the 'Completed' tab in the Tasks section. It displays a list of tasks that have been completed, including 'Spanish - 10b/Sp1' and 'Science - 10b/Sc/MB'. The 'Completed' tab is selected, and the 'Active' tab is also visible.

When you click into the Plan for a course, you will see the work that has been set. At first you will see everything that has been set so far this year. We recommend narrowing down your selection using the drop-down option at the top of the page.



Plans for Science - 10b/Sc/MB

Back to Alan Ghost

Today

Table List

P4 Electric Circuits

Hide plan

Big Question / Application	Date	Component	Key Knowledge / Skill	Key Words / Questions	Activities	Resources
P4.3 Potential Difference and Resistance	20 Nov - 23 Nov	-	<p>*Current depends on both resistance and potential difference.</p> <p>*The greater the resistance the smaller the current will be.</p> <p>*potential difference = current \times resistance</p> $\frac{V}{I} = R$ <p>*potential difference, V, is measured in volts</p> <p>*current, I, is measured in amperes, A</p> <p>*resistance, R, is measured in ohms, Ω</p>	<p>Potential difference, Current, Resistance, Variable</p>	<p>Use the following resources to complete the tasks</p> <p>Task 1: Using the diagram, can you explain what ohms, volts and amps are?</p>	<p>Voltage and resistance.pptx</p>

There are two views available for Plans – *Table* is shown in the image on the left, *List* will show each column of the table underneath one another (see image below).

Students should use the Plan of work to help them when remote learning and revising after a topic.

All resources needed to complete the work should be in the resources sections of the Plan. This will include worksheets, PowerPoints, links to external videos etc. as well as assignments for class and homework.

Back to Alan Ghost

Today

Table List

P4 Electric Circuits

Hide plan

P4.3 Potential Difference and Resistance

Date: 20 Nov - 23 Nov

Key Knowledge / Skill

*Current depends on both resistance and potential difference.

*The greater the resistance the smaller the current will be.

*potential difference = current \times resistance

$$\frac{V}{I} = R$$

*potential difference, V, is measured in volts

*current, I, is measured in amperes, A

*resistance, R, is measured in ohms, Ω

Key Words / Questions

Potential difference, Current, Resistance, Variable

Activities

Use the following resources to complete the tasks:

GCSE Science Revision Physics "Potential Difference"

The total energy carried by the current has been stored between the two lamps.

Task 1:
Using the diagram, can you explain what ohms, volts and amps are?

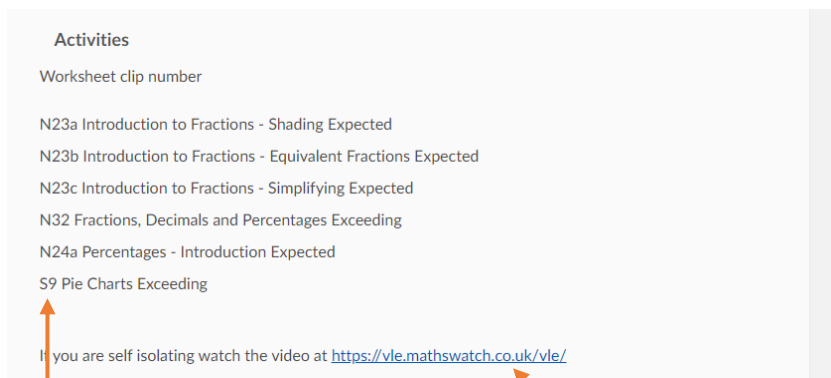
MathsWatch

MathsWatch is a collection of Maths videos and questions that the Maths department use for class and homework activities.

Specifics of the work to be completed are set through itslearning. Students will then navigate to MathsWatch to complete the work.

Details of work

Details of the work to be completed will be in the *Plans* section of the student's itslearning course.



This shows the students which video they need to complete on maths watch.

To access MathsWatch, students can navigate directly there, or *Right Click* the link and select 'Open in New Tab'

Logging into MathsWatch

A screenshot of the MathsWatch login interface. It features a blue header bar with the word 'Login' and a close button. Below the header, there are two input fields: 'Username' with the text 'xxxxxxxxxxxx@crookhorn' and 'Password' with a masked password '.....'. At the bottom, there are four buttons: 'Login With Wonde', 'Forgot Password?', 'View Demo', and a blue 'Login' button.

The student's maths teacher will be able to provide details of the Username and Password

Main MathsWatch page and finding Worksheet clips

To search for a specific *Worksheet clip number* as detailed in the itslearning Plans click **Videos**

Please check your assignments below, you have 12 unread messages

Assigned Work

This Year's Work | All Work | Showing All Types ▾

Homework Average: 40.1% | Test Average: 0%

Title	Type	Assigned By	Assigned	Due	Marks	%	Grade
Week 12 GCSE Foundation revision	HW	J Poulter	09/12/2020	16/12/2020 08:00	81/148	55%	
Week 11 GCSE Foundation revision	HW	J Poulter	02/12/2020	09/12/2020 08:00	33/75	44%	
Week 10 GCSE Foundation revision	HW	J Poulter	25/11/2020	02/12/2020 08:00	9/86	10%	
Week 9 GCSE Foundation revision	HW	J Poulter	18/11/2020	25/11/2020 08:00	25/66	38%	

Specific work set to the student – this should be completed by the deadline

Year 7 and 8 should set this to KS3 (unless specifically instructed to change it)

Year 9-11 should set this to GCSE

Type the video code detailed in the itslearning plan

Click the video when it appears below

Find a Clip

Qualification:

Standard:

Topic:

Search:

Choose Clip (1)

Clip	Title
S9	Pie Charts

- click on that video and watch it
- answer any questions on a piece of paper
- click on to the interactive questions tab
- complete those questions - this will be seen by their teacher.

Maths Extension Work

Students can complete the extension worksheets (time permitting) which are also found next to interactive tab or directly on itslearning.

Students will be able to self-mark these. The worksheet code is the same as the worksheet clip code.

S9 Pie Charts Exceeding

If you are self isolating watch the video at <https://vle.mathswatch.co.uk/vle/>

for the topics listed above and then complete the interactive questions found at the top of the video.

As an extension, complete the work sheet found next to the interactive tab and self mark using the answers in the resources.



exceeding_worksheets.pdf



exceeding_worksheets_answers.pdf

In the event MathsWatch is unavailable, all students can complete the extension sheets.

Vocab Express

Vocab Express is a language learning website that the school has signed you up for.

It is not a games site. It revises and practises vocabulary. The vocabulary that you will be using all comes from the books we use in class. You might use this in class or be set a task for homework. You can also use it whenever you have a spare moment at home.

Go to <https://www.vocabexpress.com/login/>

Log in by typing in your username and password which are personal to you. Your username is 20surname (for example: 20johnson) (All lower case)

You will need your personal password: This will be given to you by your teacher. Do not use anyone else's login or password.

You will need School Code = UKCROO (uppercase)

Go to **learn vocab** tab at the top

The units from the textbook will load up:

- Mira 1/2 for Spanish students.
- Expo 1/2 for French students.

You might see **"my current assignment"** further down the page if your teacher has set you a task. This will be a set of vocabulary to complete. You might not be able to do all of it in the time so do as much as you can.

Click on the grey boxes 1, 2, 3 etc. Each number is a separate vocab block

Go to **"launch learning"** (type in words) OR **"match up challenge"**

Words will appear on the screen. You can memorise / revise them.

Click on the tabs at the bottom of the page – learn French/Spanish to English= the word appears in French/Spanish on the screen – you type in English

Learn English to French/Spanish (harder) the word appears in English and you type in French. It might be set to "ignore accents" to make it easier to type in French/Spanish.

If you type in English or French/Spanish your spelling must be right to get the point.

You can work on any blocks or vocabulary/topics. Revise what we have done in class, go to the next units or complete the assignment set by your teacher.

You can check how you are doing compared to your classmates by clicking on scoreboard at the top.

Please contact Mrs Clarke if you need your log in details: debbie.clarke@crookhorn.hants.sch.uk

Class Charts

- [Logging in and navigating as a student](#)
- [Logging in and navigating as a parent](#)

Class Charts is used to record attendance, rewards and sanctions.

If the College is closed to a year group or everyone, staff will be using Class charts to record attendance at the online lessons.

Staff will continue to award commendations for high quality work. Heads of House will continue to monitor those students who are not completing remote work when needed.

Class Charts for Students

Logging in to Class Charts

Follow the steps below to access your student account.

1. Enter your [email address](#) and [password](#) into the fields provided.

Access code *

Your access code

Please enter the access code supplied by your teacher.

☒ Remember me

2. Click on the [Log in](#) button.

LOG IN

3. Enter your [date of birth](#) if prompted and click on the [OK](#) button.

Date of birth

Please enter your date of birth below.

Date of Birth

12/06/2009

OK

CANCEL

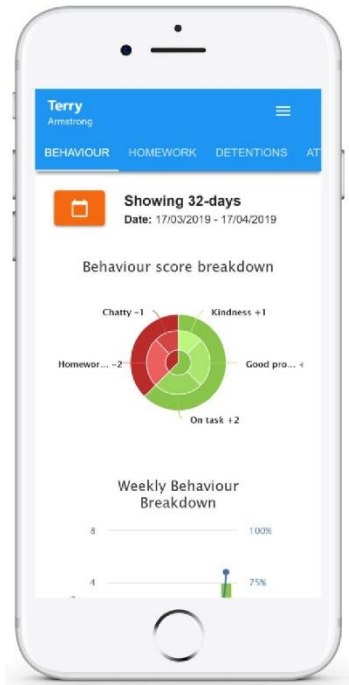
Class Charts for Students

Behaviour

If your school has decided to share behaviour information, you will see the [Behaviour](#) tab in your account.

Selecting this tab will display your overall behaviour in the form of a pie chart and a bar graph.

By default, the displayed date range is [31 days](#) . To view a different range of behaviour data, click on the [Date](#) button.



Below these graphs you will find a list of behaviour activity. These display the [behaviour](#) that was awarded, [when](#) it was awarded, [who](#) awarded the behaviour, the [lesson](#) the behaviour was awarded in, and how many [points](#) the award is worth.

The level of detail within each behaviour award depends on the settings that your school has enabled.

Activity

Tuesday 16 April

- +1

Terry Armstrong

On task awarded by Mrs A Abell in 12A/Ft1.

13:04
- 1

Terry Armstrong

Homework issue awarded by Mrs A Abell in 12A/Ft1.

12:04

Class Charts for Students

Detentions

If your school has decided to share detention information with pupils, you will see the [Detentions](#) tab in your account.

Selecting this tab will display a list of [detentions](#) which have been set for you.

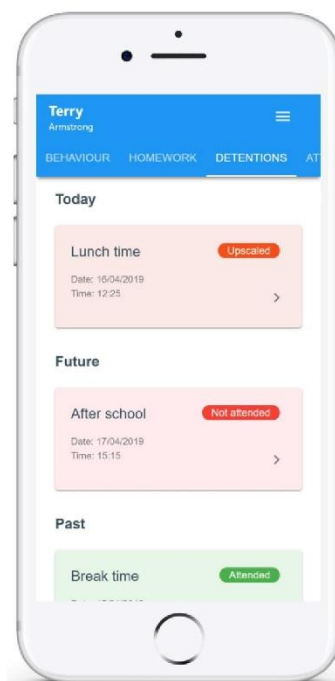
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

Attended: You have sat this detention.

Not attended: You have not sat this detention.

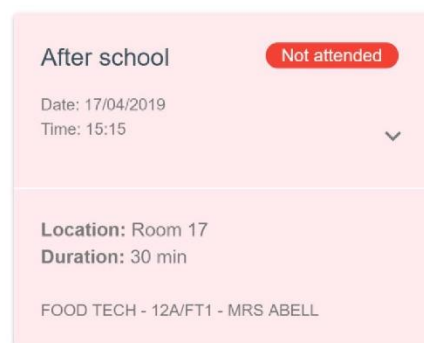
Pending: This detention has not been sat and has not been marked as Attended / Not attended by your teacher.

Upscaled: This detention has escalated into another type of detention.



To view more information about a specific detention, click on the [arrow](#) icon.

This will bring up a popup that describes the detention, including the [location](#) for the detention, the awarding [teacher](#) and [scheduling information](#).



Class Charts for Students

Attendance

If your school has decided to share attendance information with pupils, you will see the [Attendance](#) tab in your account.

Selecting this tab will present your [attendance](#) data for the past [31 days](#).

To change the displayed timeframe of attendance records, click on the orange [Date](#) button and select the date range of your choice.

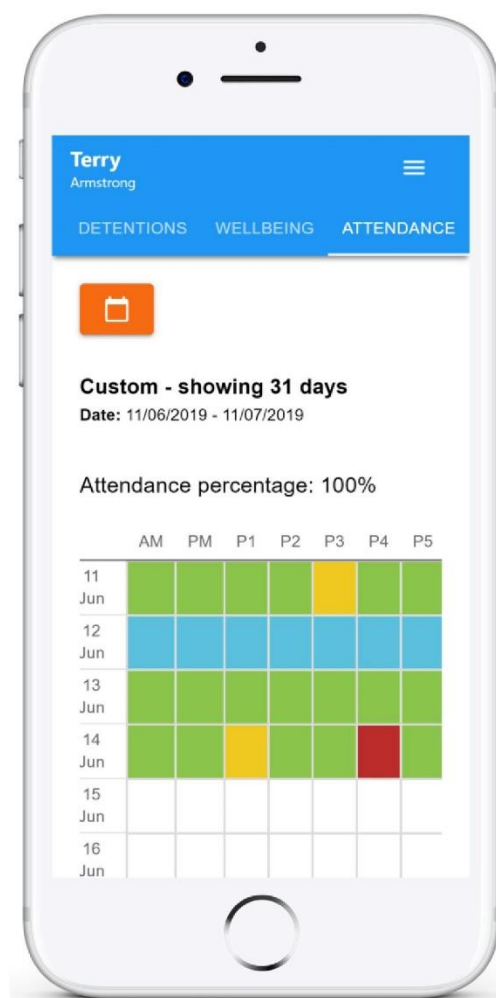
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

Present: You attended the lesson.

Late: You were late to the lesson.

Authorised absence: You did not attend the lesson, but had a valid reason for doing so.

Unauthorised absence: You did not attend the lesson and did not have a valid reason to do so.



9

At Crookhorn College we only report AM/PM attendance and not individual lesson attendance. Attendance details for the current day are not shown.

Class Charts for Students

Timetable

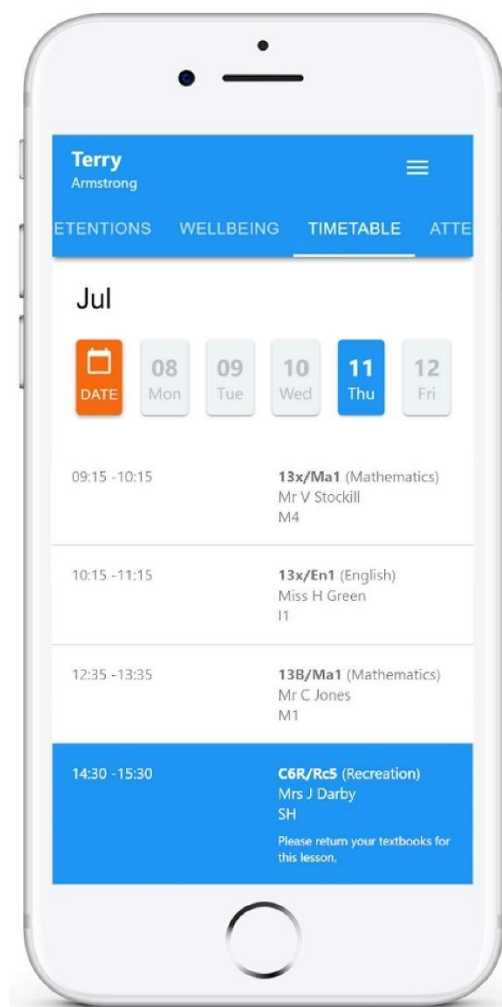
If your school has decided to share timetable data with pupils, you will see the [Timetable](#) tab in your account.

Selecting this tab will present you with your [timetable](#) for the current day. This includes the [time](#) for each lesson, the [lesson name](#), the [teacher's name](#), the [room](#) where the lesson will take place and the [lesson subject](#). If your teacher has left [timetable notes](#), you will also see them for the lesson in your timetable.

Your current lesson will be highlighted in [blue](#), as shown on the right.

To view your timetable for another day of the week, click on one of the other [displayed dates](#) along the top of the timetable.

To change the displayed week, click on the orange [Date](#) button and select a date from the week of your choice.



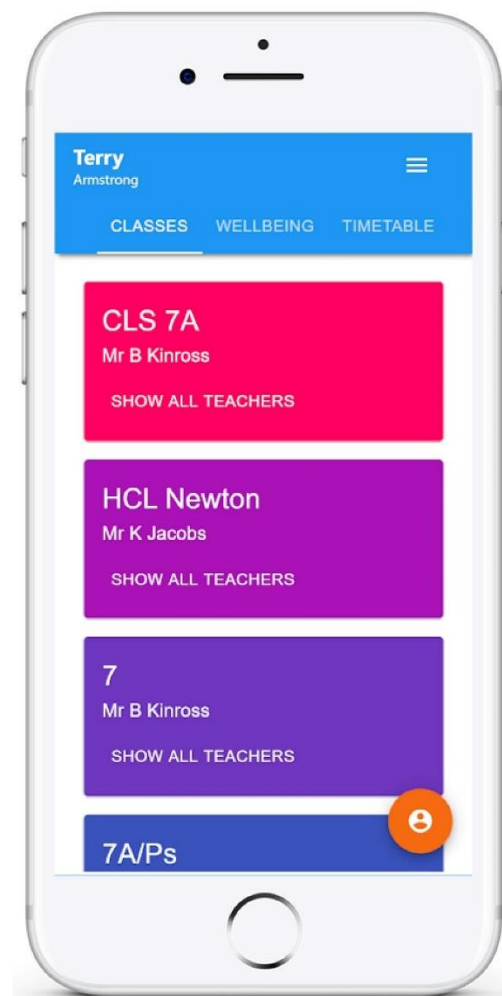
Class Charts for Students

Classes

If your school has decided to share class data with pupils, you will see the [Classes](#) tab in your account.

Selecting this tab will present you with a list of your [classes](#). Each class tile will display the class [name](#), the class [teacher](#), the [subject](#) and the [room](#) the class takes place in (if applicable).

To view the full list of teachers for a specific class, click on the [Show all teachers](#) button for the class of your choice.



Class Charts for Students

Account settings

If you're using the desktop view, you can access the account settings menu through the [Settings](#) button in the top right hand corner of the page.

If you're using the mobile app, these options can be accessed through the [three lines](#) menu in the top right hand corner.

The [Change password](#) page allows you to enter a new password for your Class Charts parent account.

The new password must be a minimum of [8 characters](#) long, but we also recommend including an [uppercase](#) letter, a [lowercase](#) letter, a [number](#) and a [symbol](#).

The [Account details](#) page allows you to change the displayed name on your Class Charts parent account and the email address used to log in and receive notifications.

If you no longer wish to use your Class Charts parent account, click on the [Delete Account](#) option to permanently delete it. Should you change your mind, you will need to sign up again using the [parent code](#) provided to you by your school.

SETTINGS LOGOUT



× Change password

Current password

New password

Repeat password

× Account details

Full name

Example parent

Email address

example@edukey.co.uk

SAVE

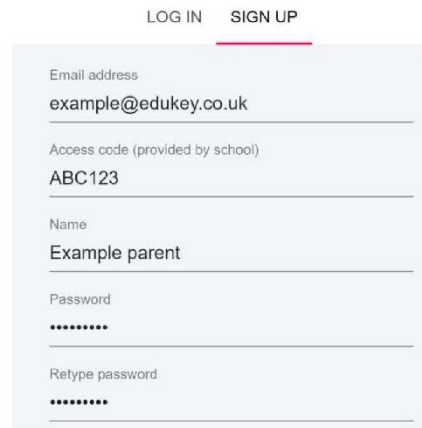
DELETE ACCOUNT

Class Charts for Parents

Signing up to Class Charts

1. Select [Sign up](#) from the main page and fill in the form provided. Enter your [parent code](#) into the [Access code](#) field.

Please note: Your Access Code is [not](#) the same as your password. The access code is only needed for the initial sign up.



A sign up form with a light blue background. At the top right, there are two links: 'LOG IN' and 'SIGN UP', with 'SIGN UP' highlighted by a pink underline. The form contains five input fields: 'Email address' with the value 'example@edukey.co.uk', 'Access code (provided by school)' with the value 'ABC123', 'Name' with the value 'Example parent', 'Password' with masked characters '*****', and 'Retype password' with masked characters '*****'.

2. Click on the [Sign up](#) button below the form.



3. Confirm the pupil's date of birth when prompted. Click on the [Date of Birth](#) field and use the date picker to enter the correct date.



A white dialog box with a black border. The title is 'Date of birth confirmation'. The text inside says 'To confirm you are the parent / guardian, please enter your child's date of birth.' Below this is a label 'Date of Birth' and a text input field containing '06/04/2007'. At the bottom right are two buttons: 'OK' and 'CANCEL'.

4. A [confirmation message](#) will appear, indicating that the sign up process is complete. [Verify](#) your email address to continue.



Class Charts for Parents

Behaviour

If your school has decided to share behaviour information with parents, you will see the **Behaviour** tab when viewing pupils from that school.

Selecting this tab will display multiple graphs which represent an overview of **your child's achievement** and **behaviour** data within a **customisable timeframe**.

By default, the displayed date range is **31 days**. To view a different range of behaviour data, click on the **Date** button to select from the available presets or create your own custom date range.



Below these graphs you can find a list of behaviour activity relating to your child. These display the **behaviour** that was awarded, **when** it was awarded, **who** awarded the behaviour, the **lesson** the behaviour was awarded in, and how many **points** the award is worth.

The level of detail within each behaviour award depends on the settings that your school has enabled.

Thursday 11 July



Terry Armstrong

Reading awarded by Mr B Butterfield in 10A/Ar1.

09:20



Terry Armstrong

Off task awarded by Mr B Butterfield in 10A/Ar1.

Disrupting the lesson

09:00

Class Charts for Parents

Detentions

If your school has decided to share detention information with parents, you will see the [Detentions](#) tab when viewing pupils from that school.

Selecting this tab will display a list of [detentions](#) which have been set for your child

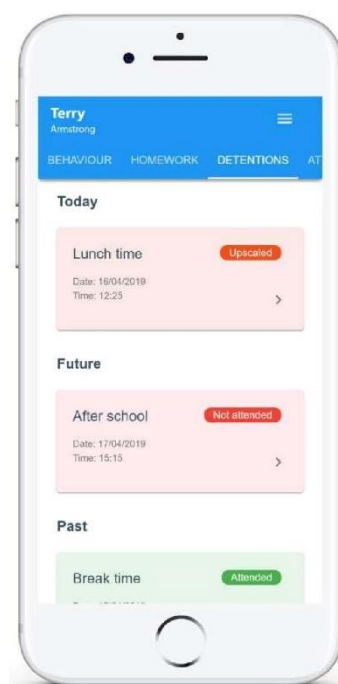
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

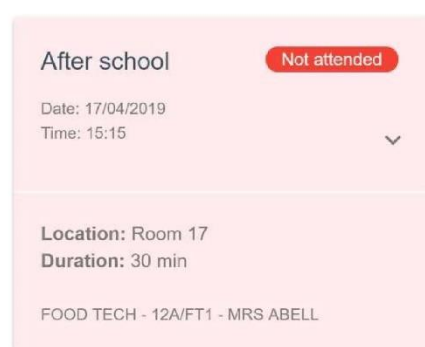
Pending: This detention has not been sat yet.

Upscaled: Your child's detention has been escalated into another type of detention.



To view more information about a specific detention, click on the [arrow](#) icon.

This will bring up a popup that describes the detention, including the [location](#) for the detention, the awarding [teacher](#) and [scheduling information](#).



Class Charts for Parents

Attendance

If your school has decided to share attendance records with parents, you will see the [Attendance](#) tab when viewing pupils from that school.

Selecting this tab will present you with a table of **your child's attendance** data for the past **31 days**.

To change the displayed timeframe of attendance records, click on the [Date](#) button and select the date range of your choice.

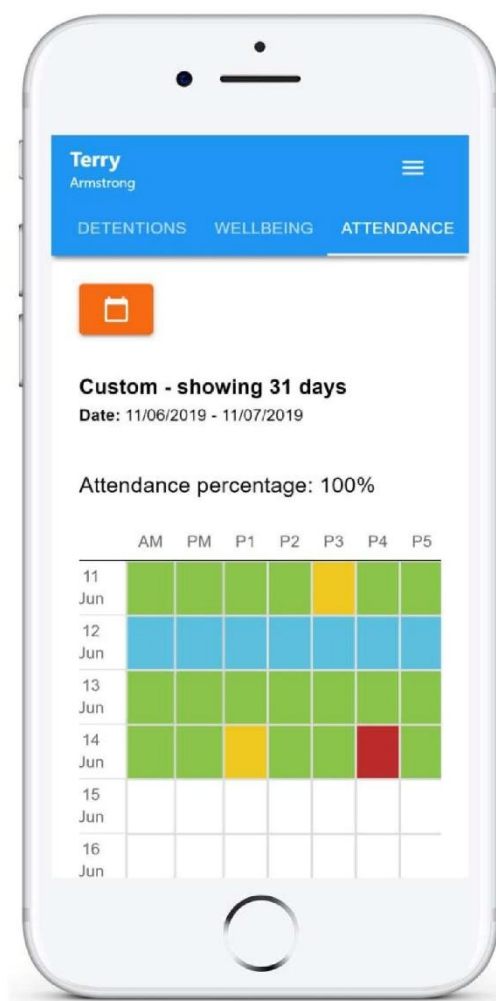
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

Present: Your child attended the lesson.

Late: Your child was late to the lesson.

Authorised absence: Your child did not attend the lesson, but had a valid reason for doing so.

Unauthorised absence: Your child did not attend the lesson and did not have a valid reason to do so.



9

At Crookhorn College we only report AM/PM attendance and not individual lesson attendance. Attendance details for the current day are not shown.

Class Charts for Parents

Timetable

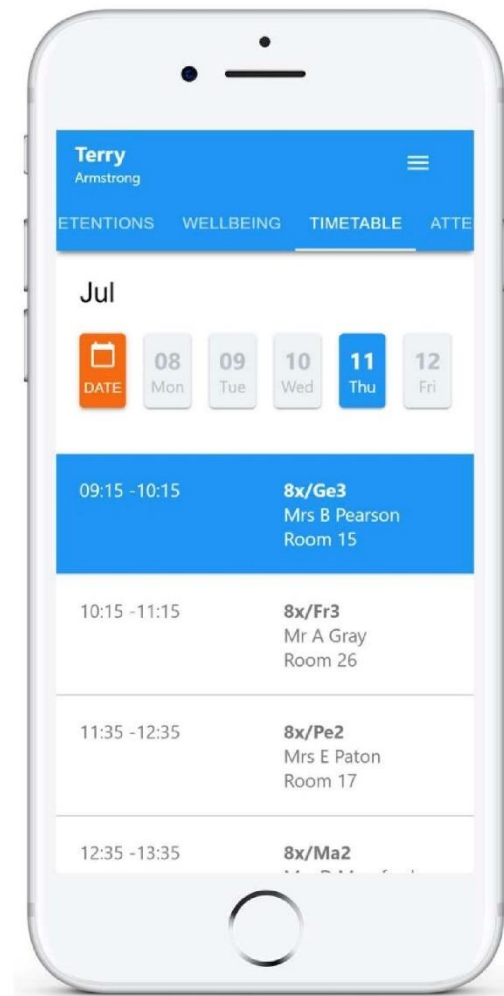
If your school has decided to share timetable data with parents, you will see the [Timetable](#) tab when viewing pupils from that school.

Selecting this tab will present you with your **child's timetable** for the current day. This includes the **time** of each lesson, the **lesson name**, the **teacher's name** and the **room** where the lesson will take place.

Your child's current lesson will be highlighted in **blue**, as shown on the right.

To view timetable data for another day of the week, click on one of the other **displayed dates** along the top of the timetable.

To change the displayed week, click on the **Date** button and select a date from the week of your choice.



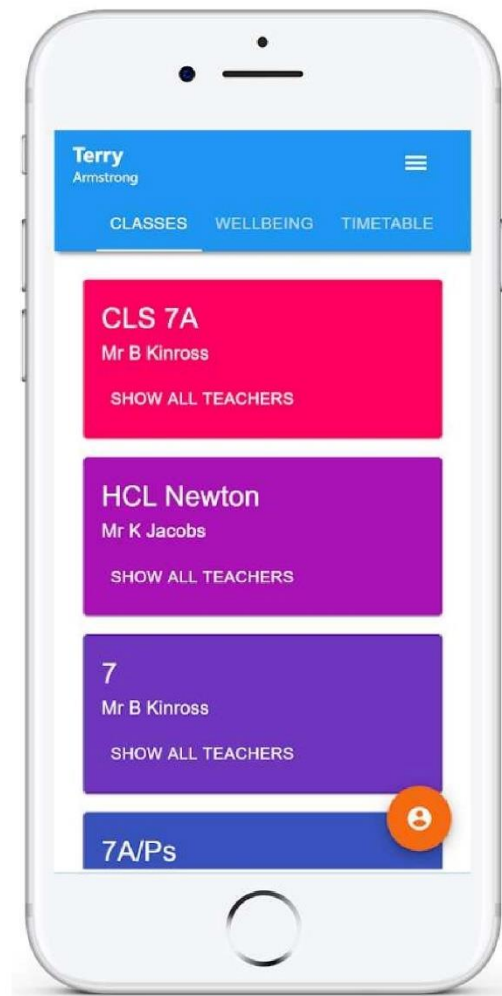
Class Charts for Parents

Classes

If your school has decided to share class data with parents, you will see the [Classes](#) tab when viewing pupils from that school.

Selecting this tab will present you with a list of **your pupil's classes**. Each class tile will display the class [name](#), the class [teacher](#), the [subject](#) and the [room](#) the class takes place in (if applicable).

To view the full list of teachers for a specific class, click on the [Show all teachers](#) button for the class of your choice.



Class Charts for Parents

Logging in to Class Charts

Once you have signed up to Class Charts, you can log back into your parent account at any time.

1. Select [Log In](#) from the main page and enter your [email address](#) and [password](#) into the fields provided.

LOG IN SIGN UP

Email address *

Your email address

Password *

Your password

2. Click on the [Log in](#) button to begin accessing your Class Charts [parent account](#).



If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled [Remember me](#).

☒ Remember me

If you have forgotten your password, click on the [Forgot your password](#) link. You will be prompted to confirm your email address so that a password reset email can be sent.

Forgot your password? [Click here to reset.](#)

Class Charts for Parents

Adding additional pupils

Once you have set up your Class Charts parent account, you can [add additional children](#) to the same account. To add another child to your account, please follow the steps below:

1. Click on [Add Pupil](#) button in the left hand side navigation menu.

A grey rectangular button with a white plus sign and a person icon, followed by the text "ADD PUPIL".

2. Enter [the Parent Access Code](#) that was provided to you by your school.

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code
ABC123

OK CANCEL

3. Enter your child's [date of birth](#) when prompted.

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
08/03/2006

OK CANCEL

4. A [confirmation message](#) will appear and the child will be added to the left hand side navigation menu.

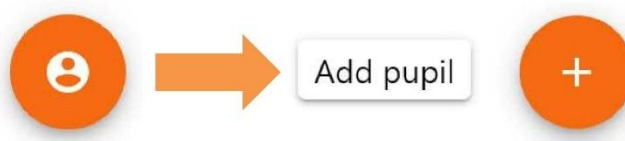
A green rectangular message box with a white checkmark icon and the text "You have successfully added a child."

Class Charts for Parents

Adding additional pupils (app)

You are also able to add additional children through the Class Charts [Parent app](#). To add another child to your account via the app, please follow the steps below:

1. Click on the [Pupil](#) icon in the bottom right hand corner of the app and select [Add pupil](#).



2. Enter the [Parent Access Code](#) that was provided to you by your school.

A screenshot of a mobile app screen titled 'Add a child to your account'. Below the title, it says 'Please enter the parent code supplied by the school to add a new child.' There is a label 'Code' followed by a text input field containing 'ABC123'. At the bottom right of the screen are two buttons: 'OK' and 'CANCEL'.

3. Enter your child's [date of birth](#) when prompted.

A screenshot of a mobile app screen titled 'Date of birth confirmation'. Below the title, it says 'To confirm you are the parent / guardian, please enter your child's date of birth.' There is a label 'Date of Birth' followed by a text input field containing '08/03/2006'. At the bottom right of the screen are two buttons: 'OK' and 'CANCEL'.

4. A [confirmation message](#) will appear and the child will be added to the pupil icon popup.



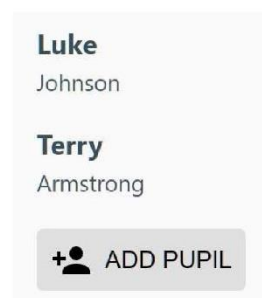
Class Charts for Parents

Switching between pupils

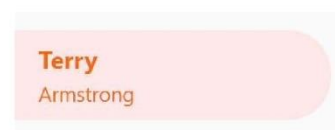
If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

To switch between pupils on the desktop view, click on their **name** in the left hand side menu.

Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.

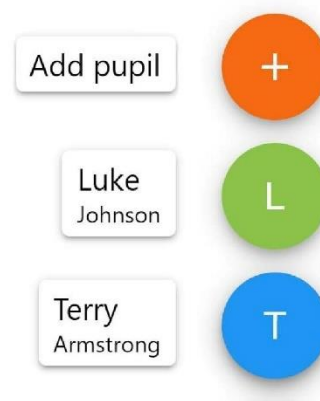


You can check to see which pupil is currently selected by looking for the **orange tab** highlighting their name in the left hand side menu.



To switch between children on the mobile app, click on the **Pupil** icon in the bottom right hand corner of the app and select the child of your choice.

Their individual pupil dashboard will open, allowing you to swipe between their available tabs.



Class Charts for Parents

Account settings

If you're using the desktop view, you can access the account settings menu through the [Settings](#) button in the top right hand corner of the page.

If you're using the mobile app, these options can be accessed through the [three lines](#) menu in the top right hand corner.

The [Change password](#) page allows you to enter a new password for your Class Charts parent account.

The new password must be a minimum of [8 characters](#) long, but we also recommend including an [uppercase](#) letter, a [lowercase](#) letter, a [number](#) and a [symbol](#).

The [Account details](#) page allows you to change the displayed name on your Class Charts parent account and the email address used to log in and receive notifications.

If you no longer wish to use your Class Charts parent account, click on the [Delete Account](#) option to permanently delete it. Should you change your mind, you will need to sign up again using the [parent code](#) provided to you by your school.

SETTINGS LOGOUT



× Change password

Current password

New password

Repeat password

× Account details

Full name

Example parent

Email address

example@edukey.co.uk

SAVE

DELETE ACCOUNT

How to request passwords and other log in details

There are various systems and websites that we use that require usernames, passwords, establishment codes etc.

Should you require details for a particular system or website, please contact the relevant member of staff as detailed below.

 <i>For student and parent accounts</i>	Mr Brunink	itslearning.admin@crookhorn.hants.sch.uk
	Mr Brunink	itslearning.admin@crookhorn.hants.sch.uk
	Mrs Mack	clare.mack@crookhorn.hants.sch.uk
 MathsWatch	Mr Patel	mitesh.patel@crookhorn.hants.sch.uk
	Mrs Clarke	debbie.clarke@crookhorn.hants.sch.uk
	Mr Russell	sean.russell@crookhorn.hants.sch.uk
	Mr O'Sullivan	sean.osullivan@crookhorn.hants.sch.uk
	Mr O'Sullivan	sean.osullivan@crookhorn.hants.sch.uk
 <i>For student and parent accounts</i>	Reception	reception@crookhorn.hants.sch.uk