



Crookhorn College – Blended Learning

Technical Support Guide

A Guide for Students and Parents



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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 [What is itslearning?](#), [Expectations](#) and [Daily Routine](#) pages. You can then visit any section that you require more information on, or support with, as and when required.

September 2022 version

Updates from September 2021


- Removal of Teams Online lesson guide
- Addition of the itslearning Parent App
- Amendments to the MathsWatch login – use of Microsoft email details
- Addition of details for Seneca

What is itslearning?

its Learning is the College's main platform for all our learning. It is used extensively in College during lessons and to support a student's independent learning out of the classroom. This mix of work in College and at home (or in our study club) 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.

its Learning should be the first place students visit to find their work. Through itslearning students 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 independent 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 independent (or remote) work provision, please contact Mr Brunink, Assistant Headteacher – Blended Learning (adam.brunink@crookhorn.hants.sch.uk).

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, Covid-19 reasons), it is our expectation that they engage with the work their class is doing in lessons using the **Plans** on the course pages and completing activities set by their teachers.

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

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.

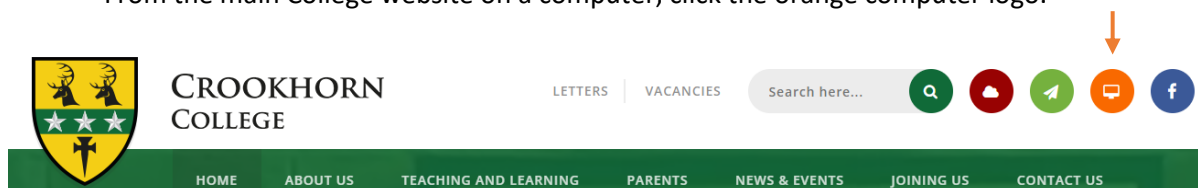
This would include:

- 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

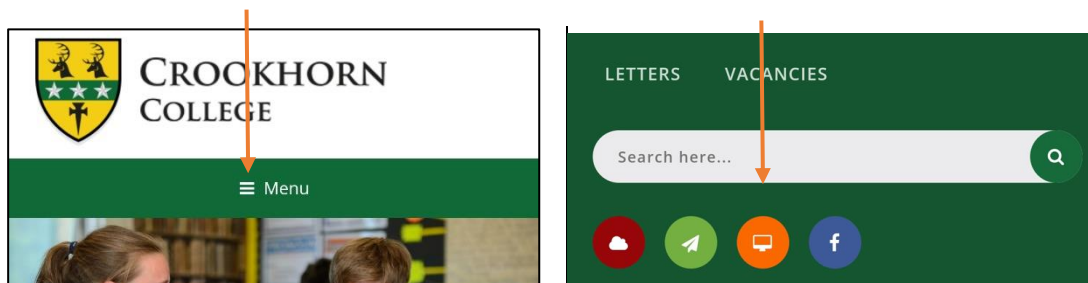
From the main College website on a computer, click the orange computer logo.



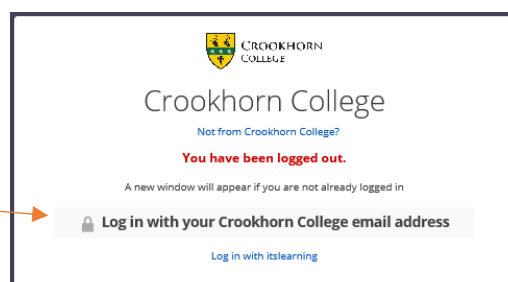
Or:

From the main College website on a mobile device:

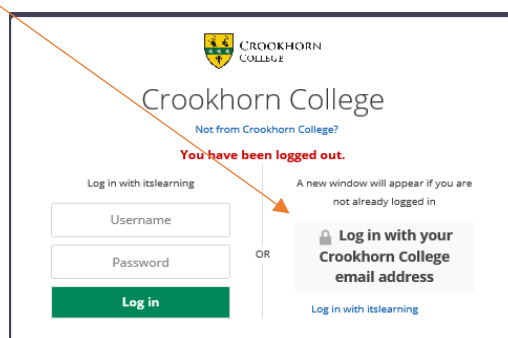
click the menu button and then the orange computer logo



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



and then...



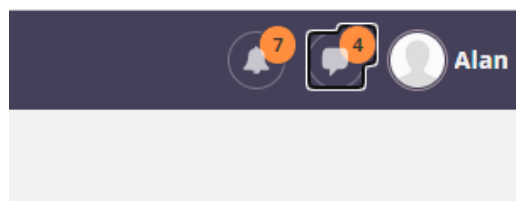
You will then be taken to a Microsoft log in page where you will need to use your standard school username followed by **@crookhorn.hants.sch.uk**

Your password is the same as you use in College.

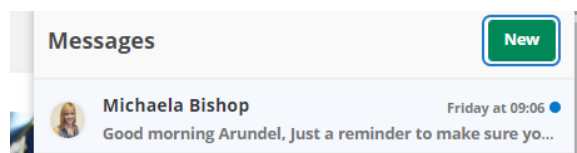
Computer – Checking Messages

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.

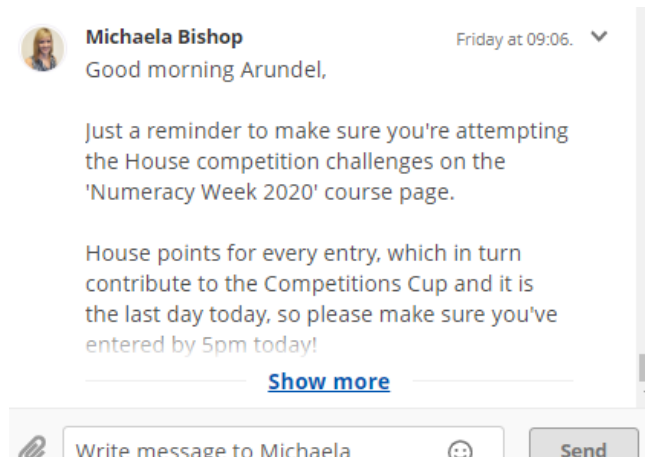


Clicking on the icon takes them into the message window.

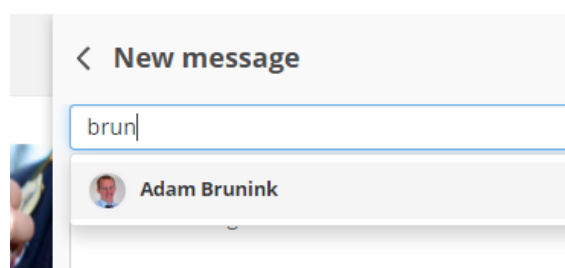


A message with a blue dot at the right has not been read.

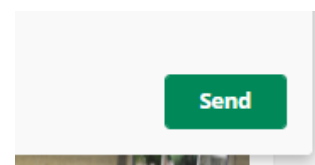
Clicking on the message will open it to the full message.



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:

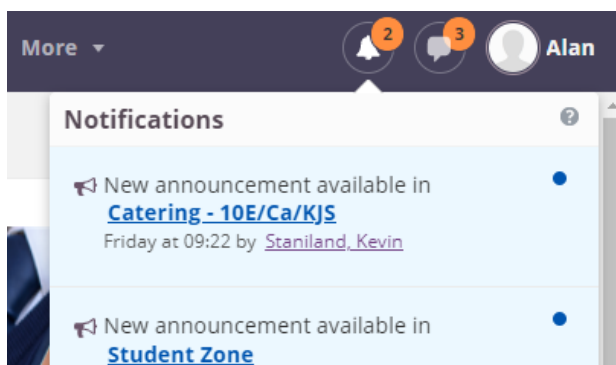
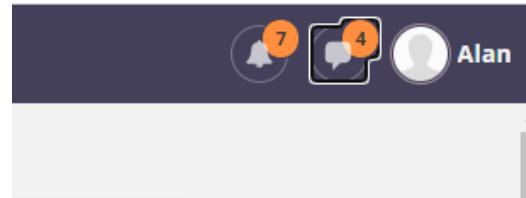
- The messaging system is formal communication with staff and students should be as respectful, as they would to someone when talking face to face.
- Staff members use the message system, but do not respond 24hours a day. They may also choose to work outside College hours, but will not expect a response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

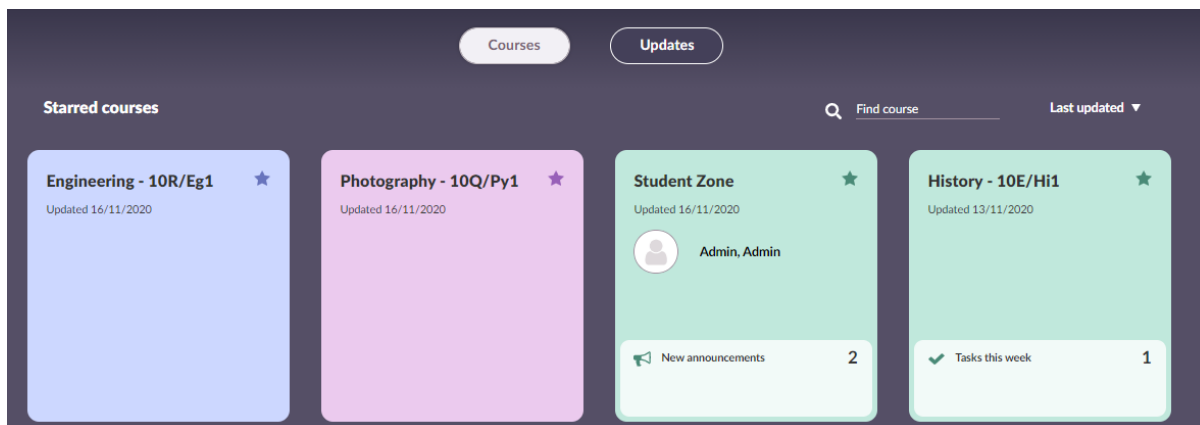
Notifications with a blue dot are new.

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.

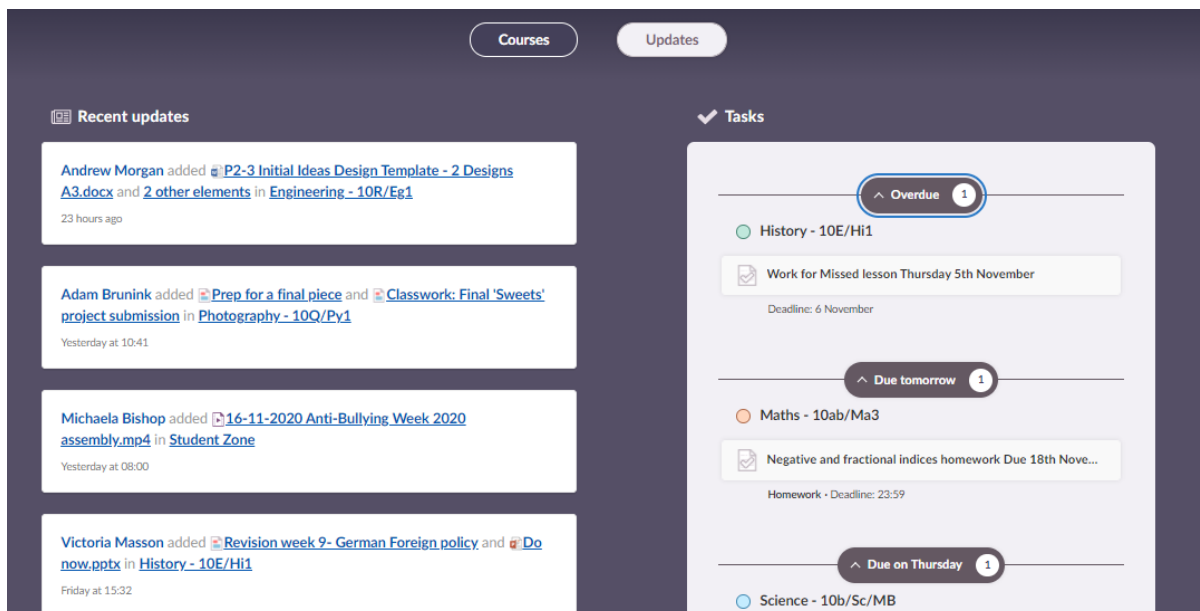
There are two different views of this page.



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.



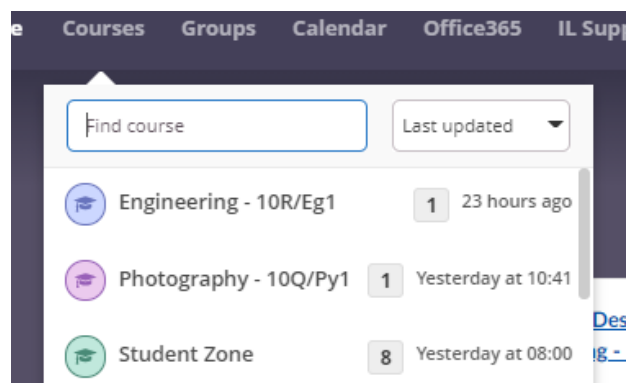
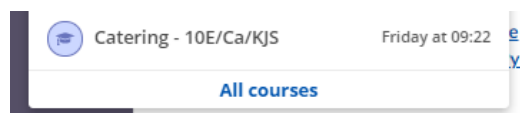
Computer users – Accessing Class Courses

- [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
<input type="checkbox"/> Star	<input type="checkbox"/> Unstar	Show	Active				
<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

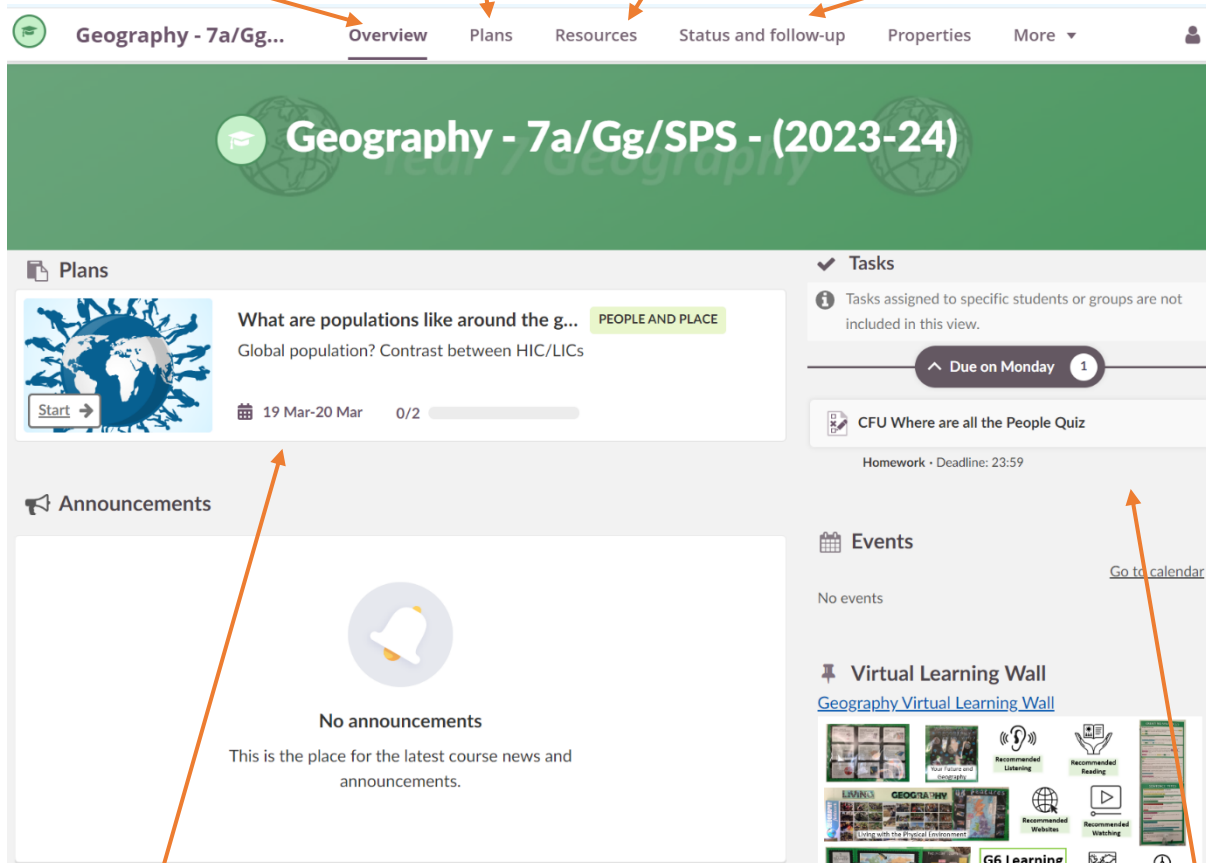
Shows current and past plans of work

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 Section

The current Plan of work with details, activities and resources

You need to press *Show More* to see the entire plan

Tasks List


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

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 click anywhere in the plan box.



BIG QUESTION

COMPONENT

Global population?
Contrast between HIC/LICs

KEY ELEMENTS

Location of populations globally. Application of map interpretation.

Dense and sparse populations and reasons for this.

TWR

Where are all the people? What can map, patterns & graphs tell us about the global population?

How do populations change over time?

What can map, patterns and graphs can tell us about the global population?

Longitude & Latitude

Atlas usage

HICs/LICs/NEEs

ACTIVITIES

L2 Where are the people?

Do Now Task: Complete the quiz

Task 1: Make a prediction

Task 2: Complete the table using maps

Task 3: Choose 2 of the images on slide 8 - explain how and why they would cause population density

Task 4: Complete the table to show physical (natural) and human (made by people) reasons for dense and sparse populations.

Challenge task: Why is Portsmouth one of the most densely populated cities in the UK?

RESOURCES

0/2
Start →

- ☐ L2 Where are the people 2022.pptx
- ☐ CFU Where are all the People Quiz

HOMEWORK

Resources

Any PowerPoints, worksheets etc. used in the lesson are available here for further independent study.

Homework and other assignments that need to be submitted are also listed here.

Dates

Some *Plans* are for individual lessons

Some *Plans* are for a collection of 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 working away from the classroom (for instance when a science class has a practical activity).

Key elements

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

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.

The screenshot shows the 'Plans' tab selected in a course page. The page title is 'Geography - 7a/Gg/SPS - (2023-...'. Below the title are two tabs: 'Overview' and 'Plans'. The 'Plans' tab is active. Under the 'Plans' tab, there are four filter options: 'Current (1)', 'Past (28)', 'Without date (0)', and 'Topic (6)'. The 'Topic (6)' filter is selected. Below the filters, there are five plan entries, each with a folder icon, a title, and a date range:

- What geographical skills do we have?**
4 plans - 12 Sept-4 Oct
- Viva Las Vegas!**
6 plans - 10 Oct-14 Nov
- Local explorers**
7 plans - 21 Nov 2023-9 Jan 2024
- Baseline Assessment - Recap**
2 plans - 10 Jan-23 Jan
- Planet tour**
8 plans - 24 Jan-6 Mar

There are various options at the top of the screen.

Selecting 'Topic' allows students to view the topics covered.

Clicking on a topic shows the lessons covered with the Big Question and Component visible.

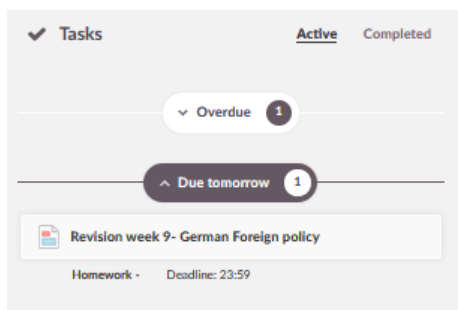
Clicking into a plan will open it in the view from the previous page.

The screenshot shows the 'Topic / Viva Las Vegas!' page. At the top, there is a back arrow and the title 'Topic / Viva Las Vegas!'. Below the title, there are two sections: 'LINKS TO PRIOR LEARNING' and 'LINKS TO FUTURE LEARNING'. The 'LINKS TO PRIOR LEARNING' section contains the text 'Ks2 North America environmental regions.' The 'LINKS TO FUTURE LEARNING' section contains the text 'Ks3 Ecosystems (living world topic Ks4), Locational knowledge, Physical landscapes, Resource mana'. Below these sections, there are three plan entries, each with a globe icon, a title, a question, a date range, and a progress bar:

- Is Las Vegas a world away from Waterloooville?** (VIVA LAS VEGAS!)
Where are we located? How does this compare to Las Vegas?
10 Oct 0/1
- Is Las Vegas a world away from Waterloooville?** (VIVA LAS VEGAS!)
What is North America like?
11 Oct 0/1
- Is Las Vegas a world away from Waterloooville?** (VIVA LAS VEGAS!)
What is Las Vegas like?
17 Oct-18 Oct 0/2

Computer Users – Submitting an Assignment

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

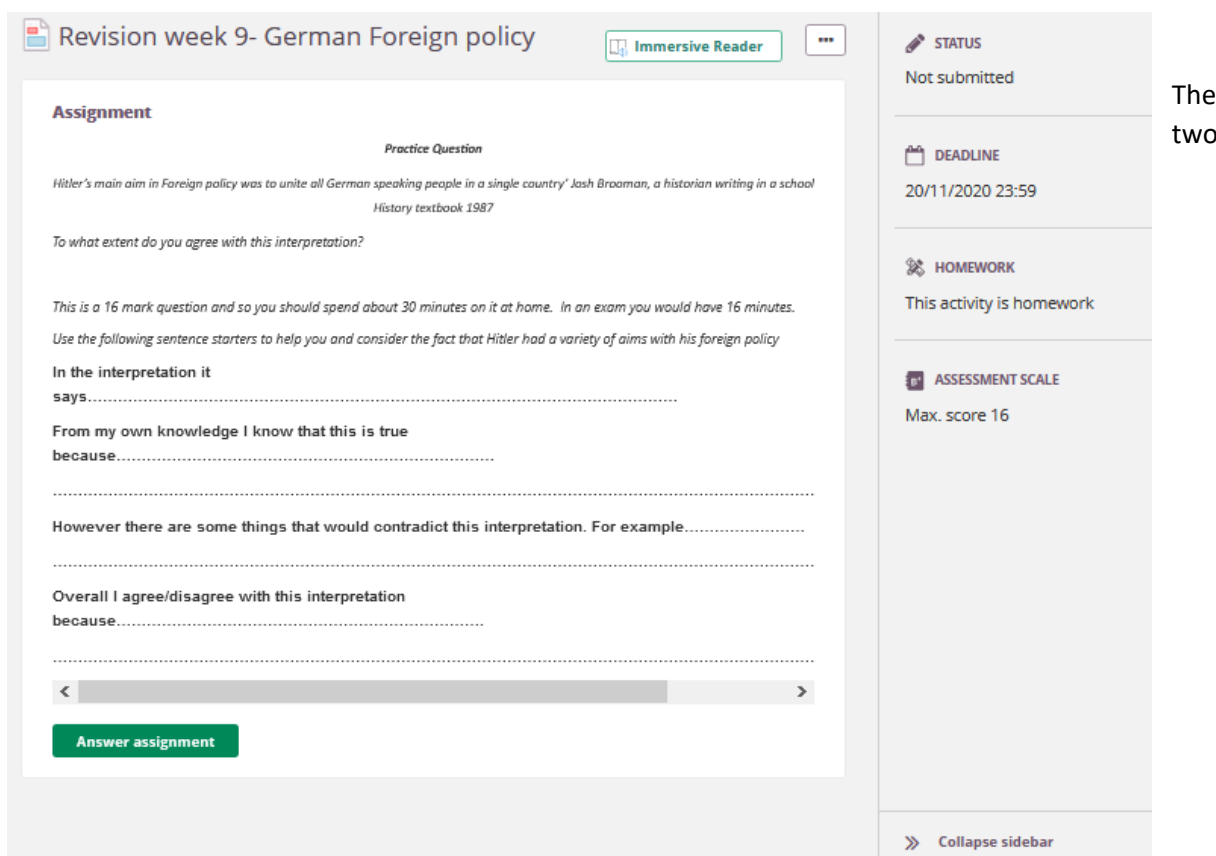


In this example, the student has some revision work to do on German Foreign policy.

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.

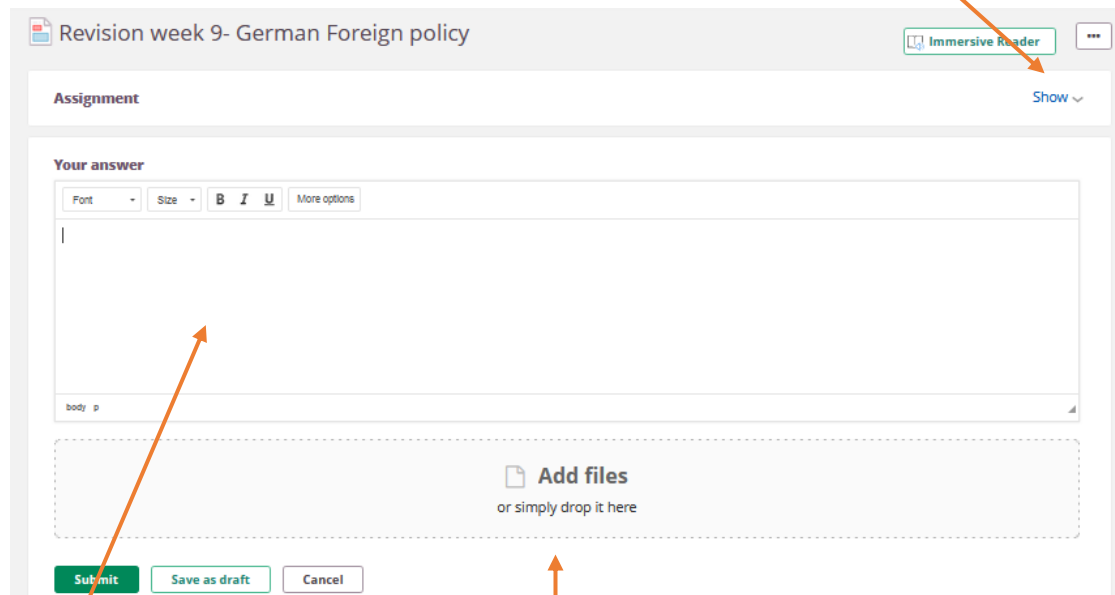


The two

arrows at the bottom with
hide/show this side bar

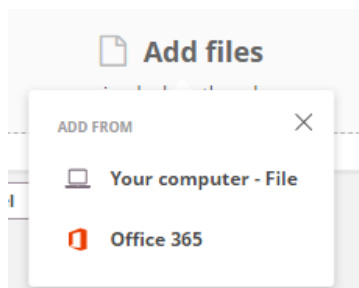
To answer the assignment, the student will need to press the *Answer Assignment* button to be taken to the submission page:

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.



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

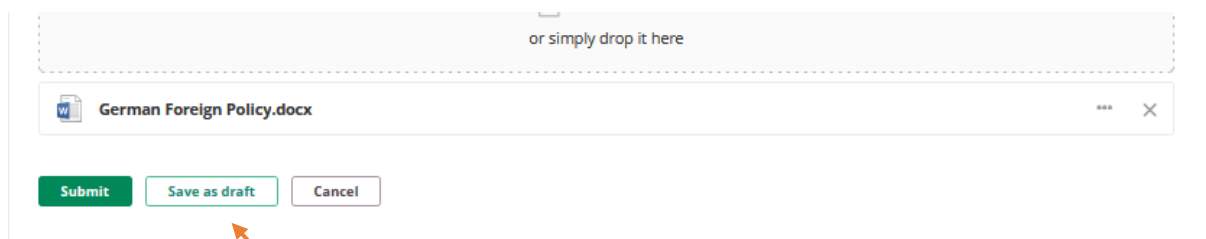
If the student has completed the work in a Word document, they can upload a file through the *Add files* section.



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

Office 365 will navigate to files stored in their College Office 365 OneDrive where you can pick the file(s) you wish to add.

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.

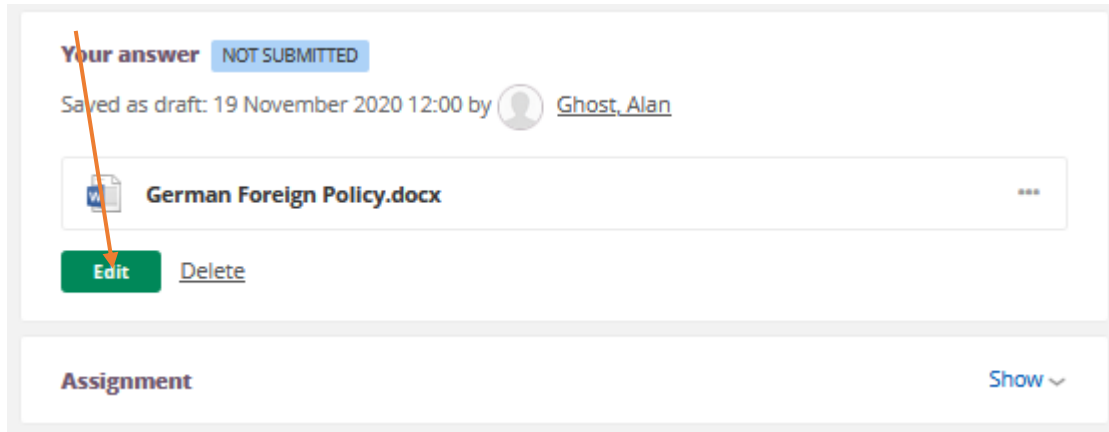


The *Save as draft* option, allows students to complete some of their work and then come back to it and finish.

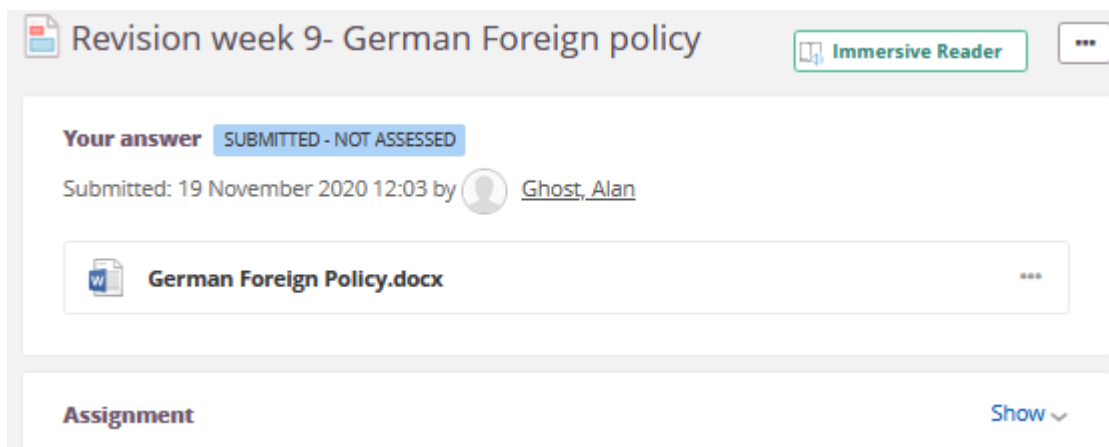
[Return to Contents](#)

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 main content area is divided into two sections. The first section, titled "Score", shows the work was assessed on 19 November 2020 at 12:39 by "Brunink, Adam". The score is "11 of 16 (68.75%)". Below this is a "Feedback" section with the text: "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)" and "Please can you add your opinions in on the sources material you have selected." The second section, titled "Your answer", shows the status "ASSESSED - AWAITING RESPONSE" and the submission time "Submitted: 19 November 2020 12:03 by Ghost, Alan". Below this is a document preview for "German Foreign Policy.docx" with a green "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

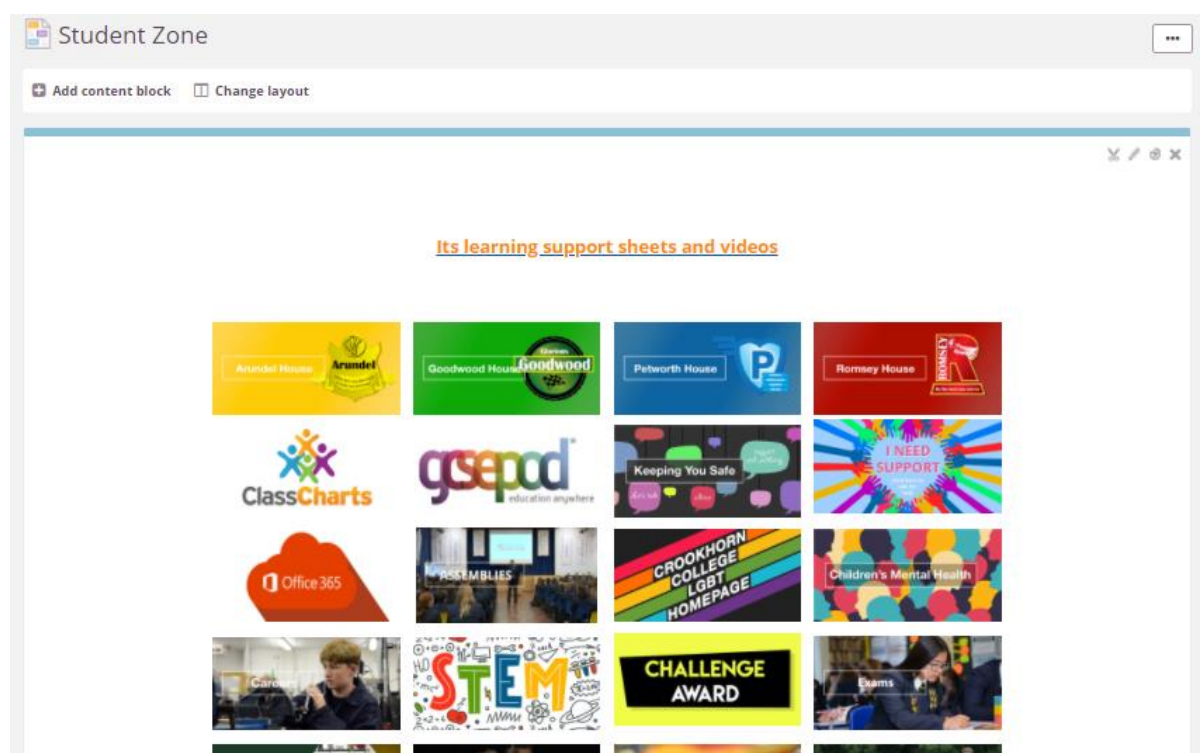
Computer Users – Viewing information on the Student Zone

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.

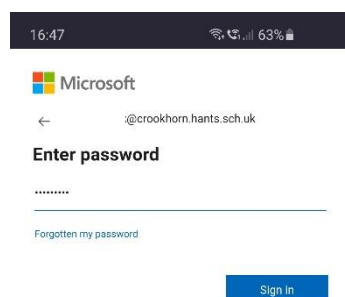
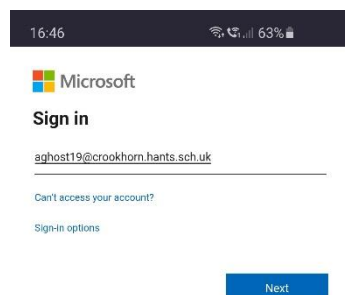
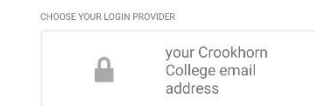
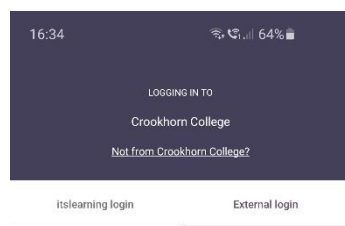


Mobile App - Logging into itslearning

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



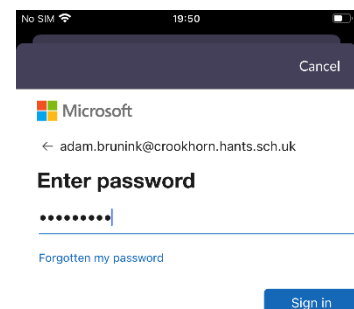
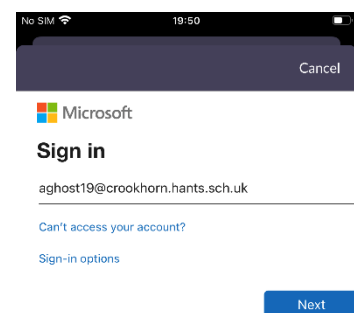
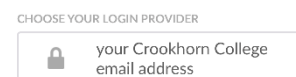
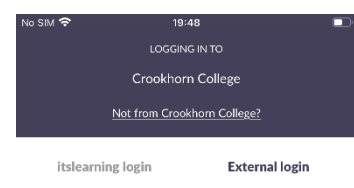
Open the app and select *External login*.

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.

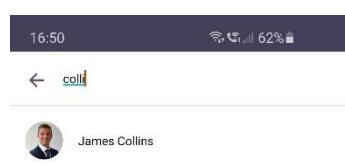
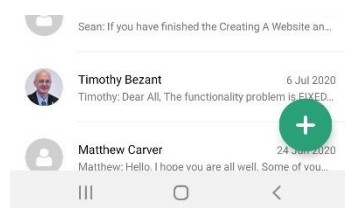
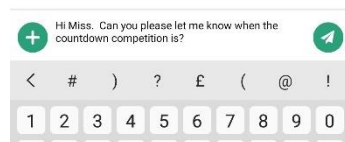
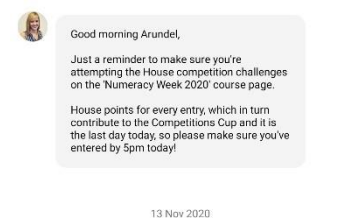
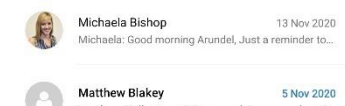
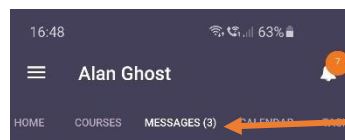
iPhone



Mobile App – Checking Messages

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

Android



Select the *Messages* tab to view your messages.

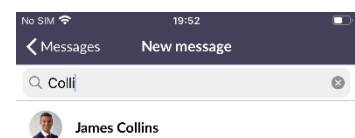
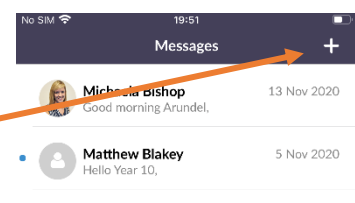
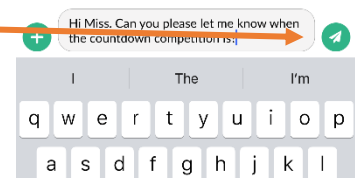
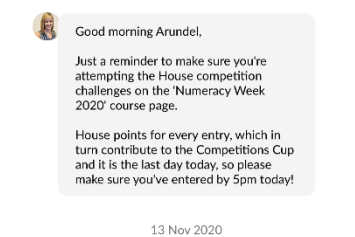
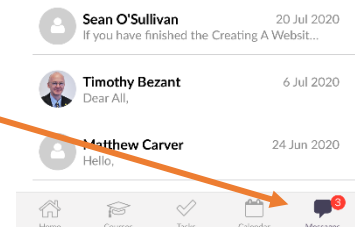
Read and respond as needed.

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

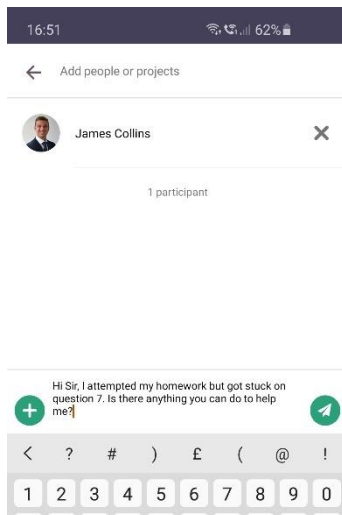
To message a staff member, click the plus button.

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

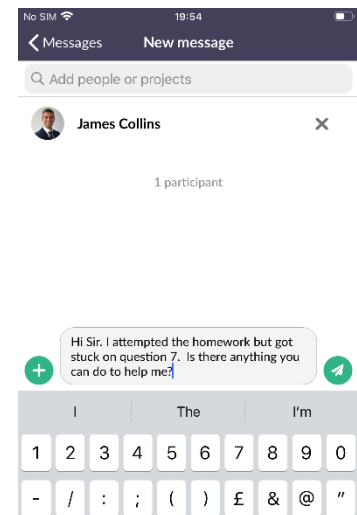
iPhone



[Return to Contents](#)



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



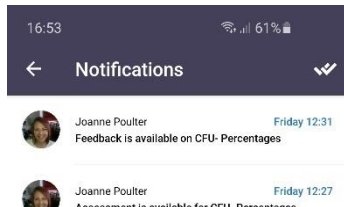
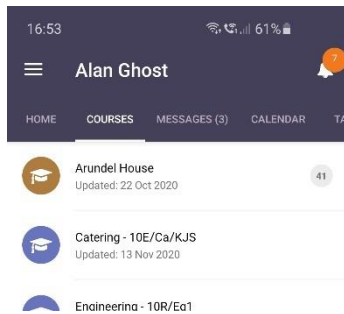
Please note:

- 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

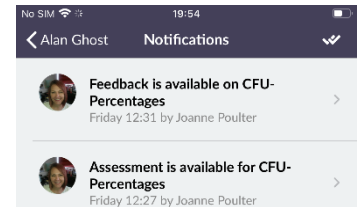
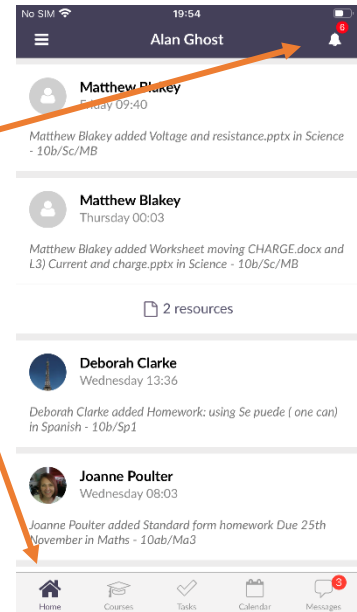


Clicking the bell will take you into the Notifications window where you can read brief details about the notification.

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.

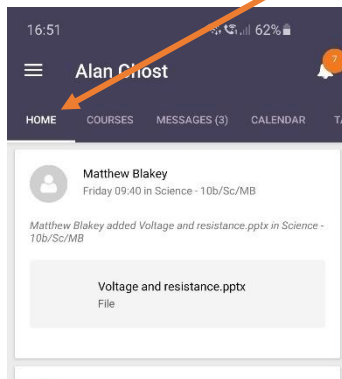
iPhone



Mobile App – Checking the News Feed

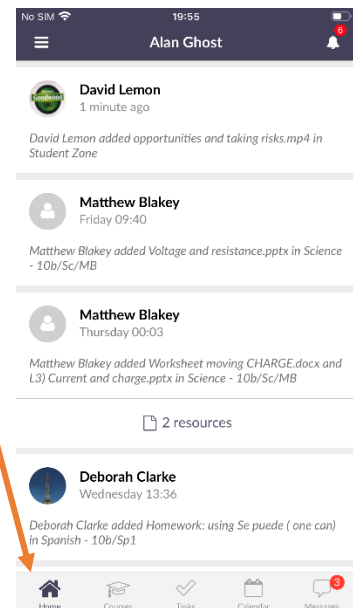
The news feed is a collection of all the notices and new resources available across all the courses a student is a member of.

Android



The News feed is available on the Home tab.

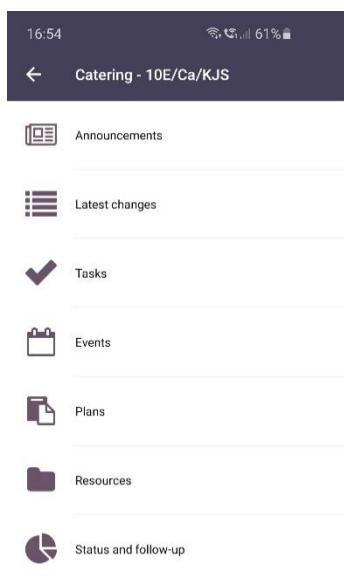
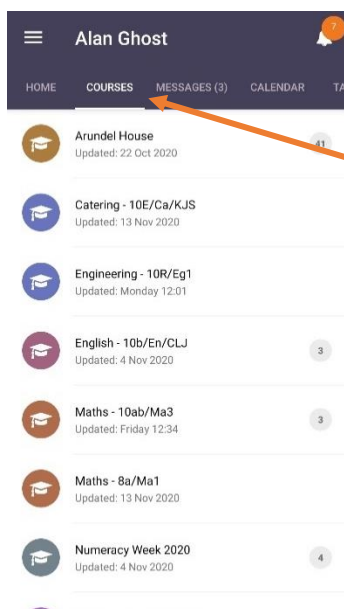
iPhone



Mobile App – Accessing Class Courses

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

Android

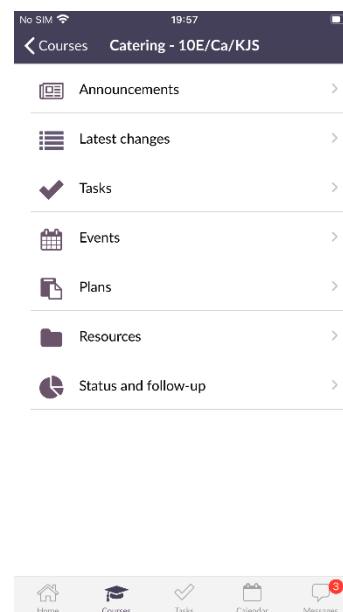
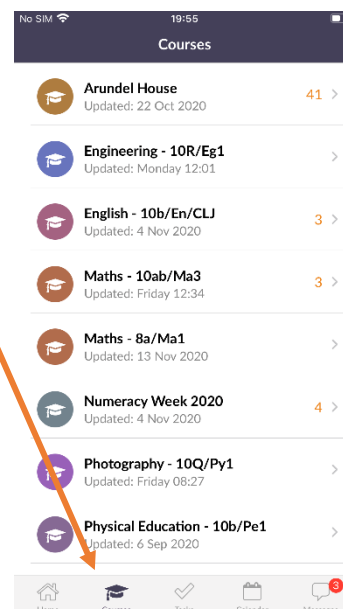


From the *Courses* tab you can see all the courses you are enrolled in.

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.

iPhone

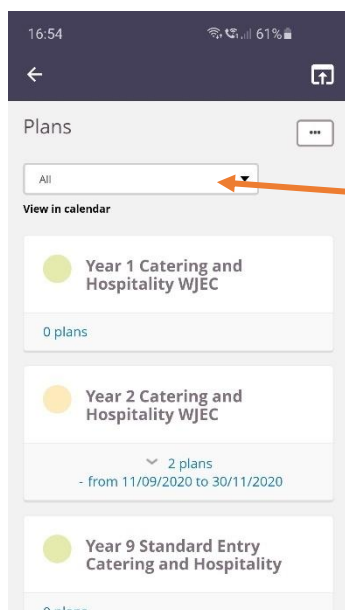


Mobile App - Viewing the current Plan of work

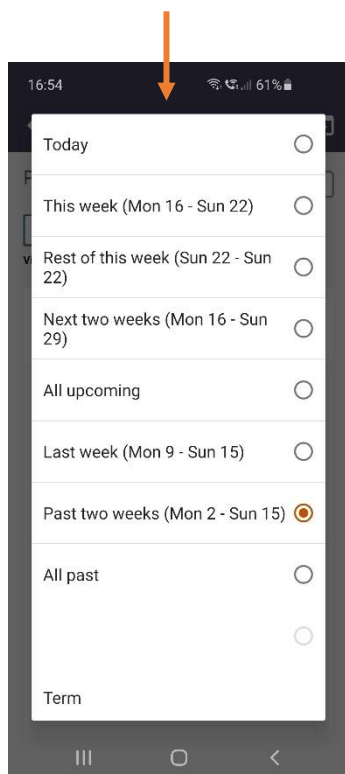
Plans are where teachers put details of the current work being covered in class.

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.

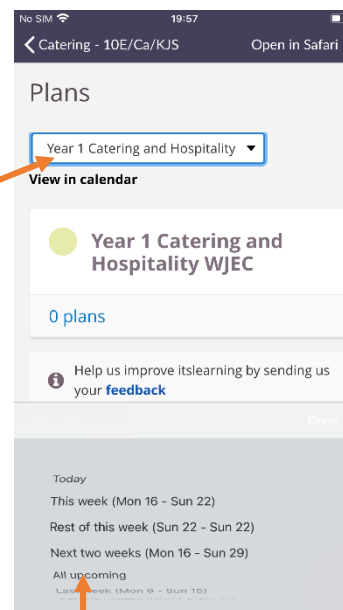
Android



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



iPhone



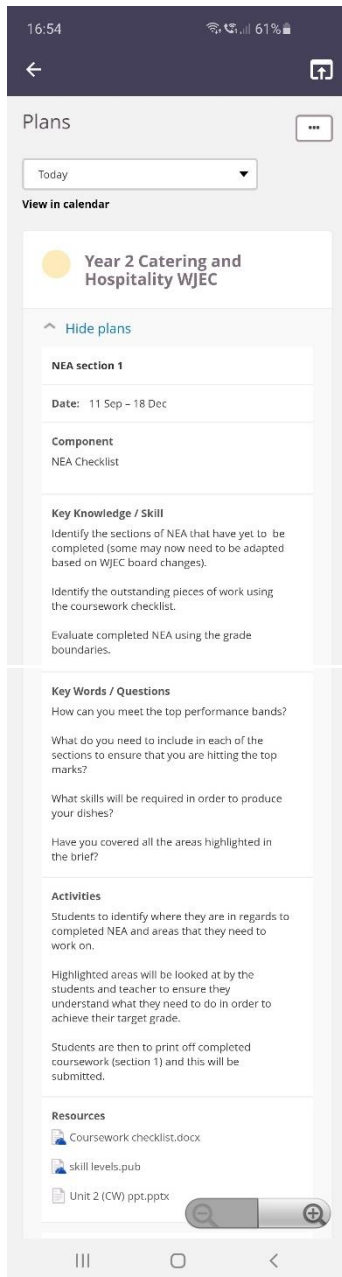
for iPhone users, the selection appears as a scroll at the bottom of the page

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

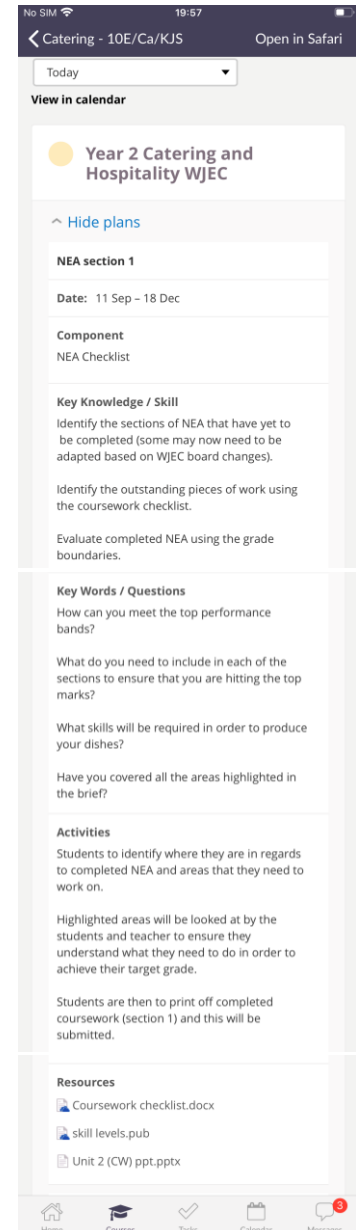
You should use the selection box at the top to narrow down your choice of plan you want to see.

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).

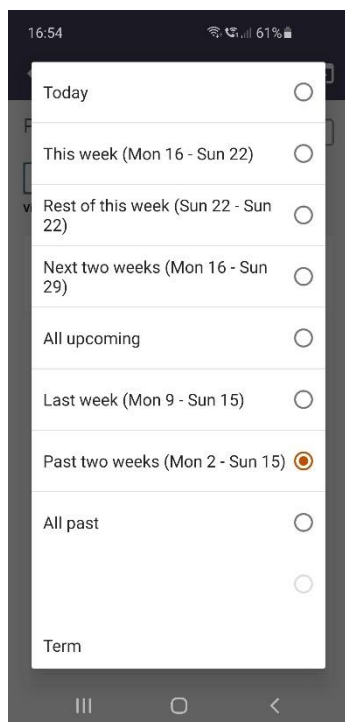
Resources

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

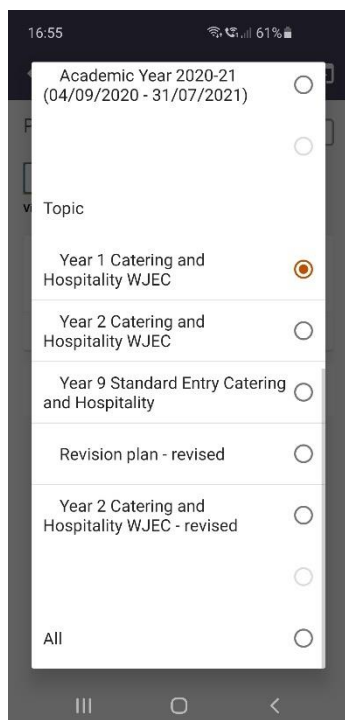
All *Plans* that have previously been available to students are available for reference and revision. Students are encouraged to complete independent revision activities; and when needed they should revisit past plans.

Android



Select from a particular time frame...

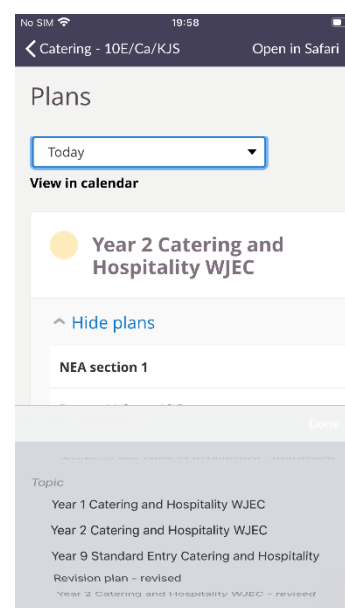
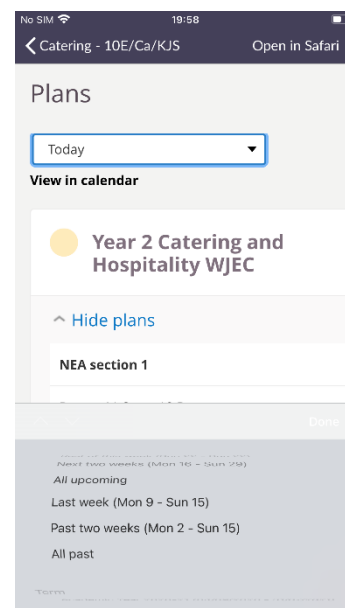
useful for catching up on work missed if absent for a lesson or two.



or select a topic.

useful for revision

iPhone



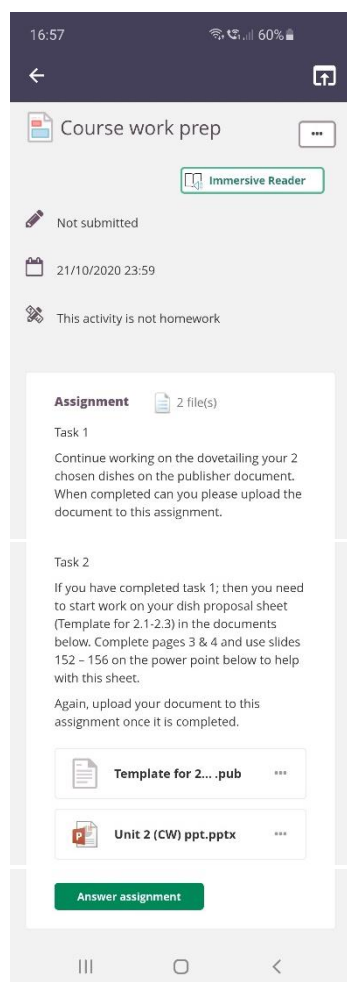
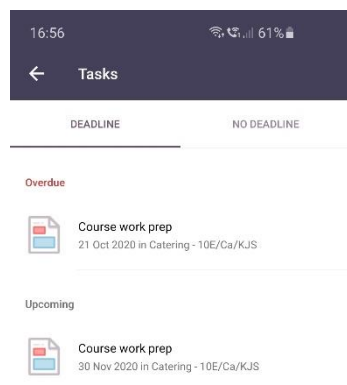
Mobile App – Submitting an Assignment

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

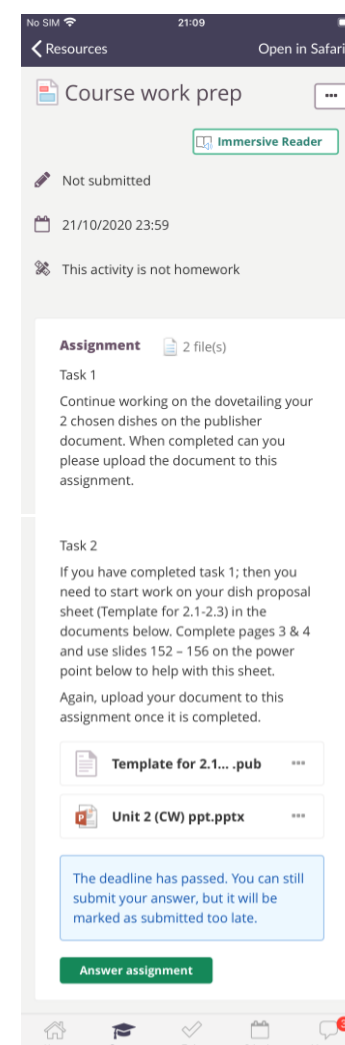
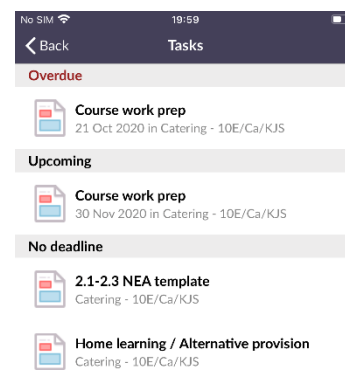
In this example, the student has Course work prep to do for Catering.

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.

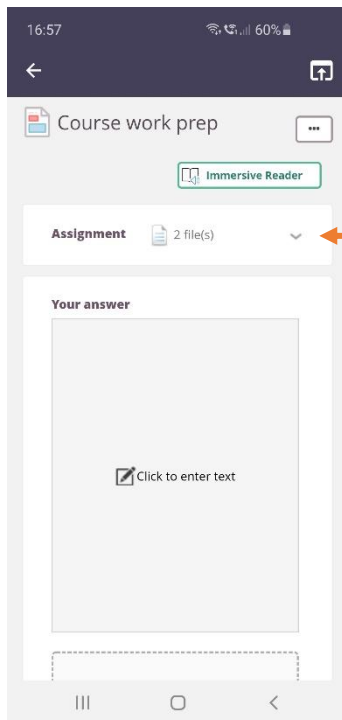
Click on the Assignment to access it.

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

Details of work to be completed below.

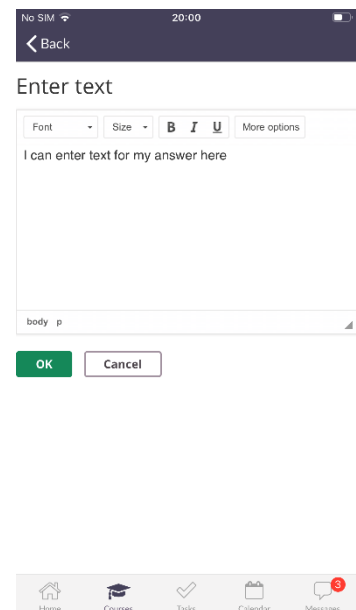
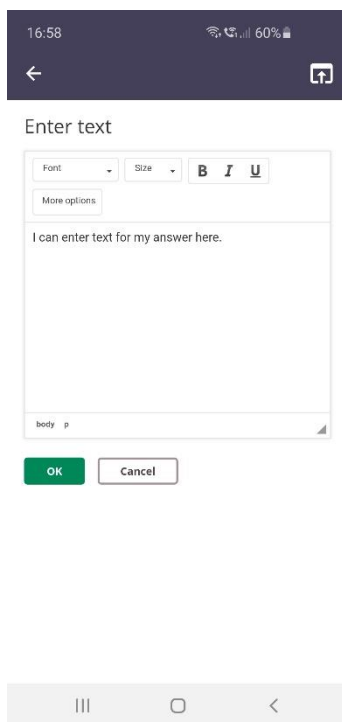
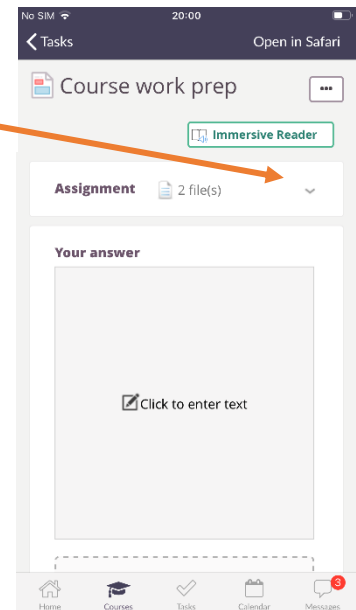
Where relevant, there are resources attached.

At the bottom is the answer assignment button.

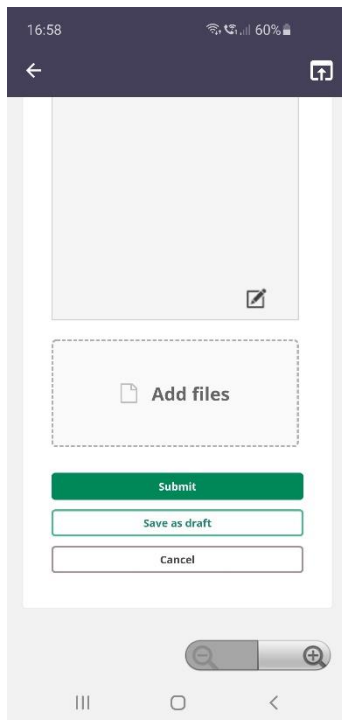


At the top of the *Answer* window is a link to the details and resources of the assignment so you can refer to these as you need – click the arrow.

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



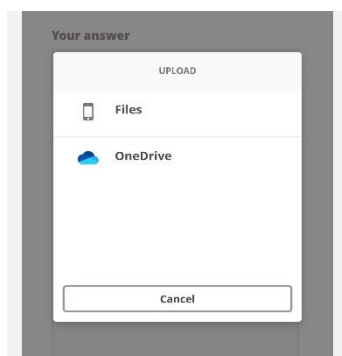
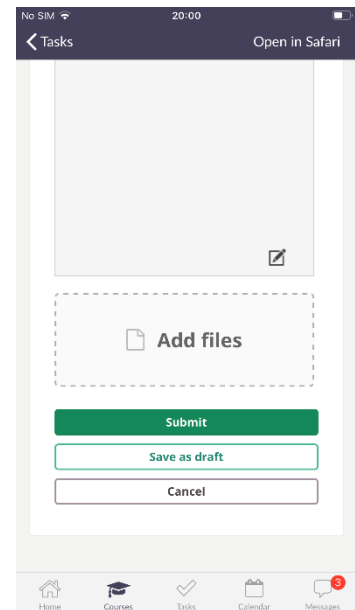
[Return to Contents](#)



In all assignments is the option to upload a file.

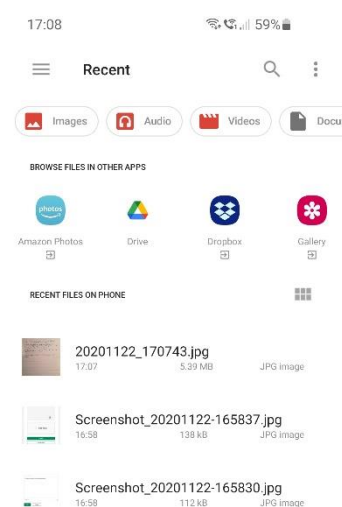
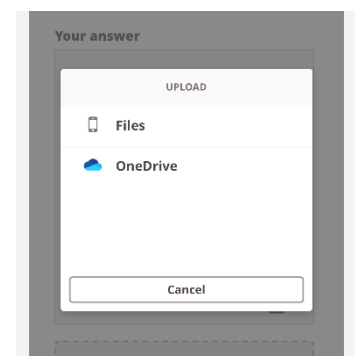
This can be any type of file – Word, PowerPoint or a photograph.

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.

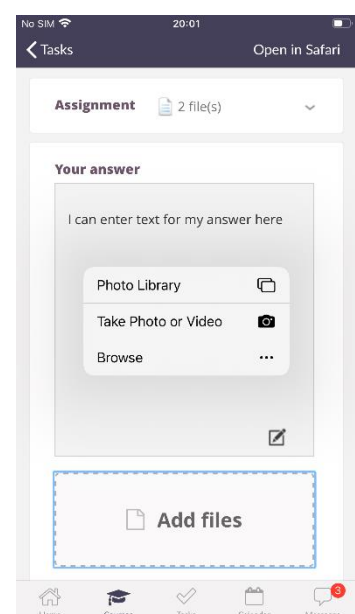


Android users must take a photo in advance before going to upload to itslearning.

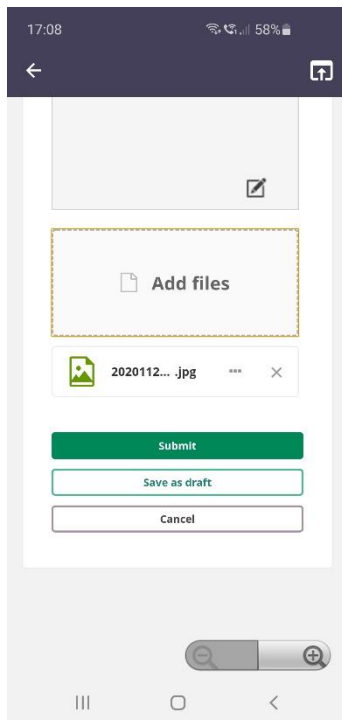
Select the image you want and press *Done*.

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*.



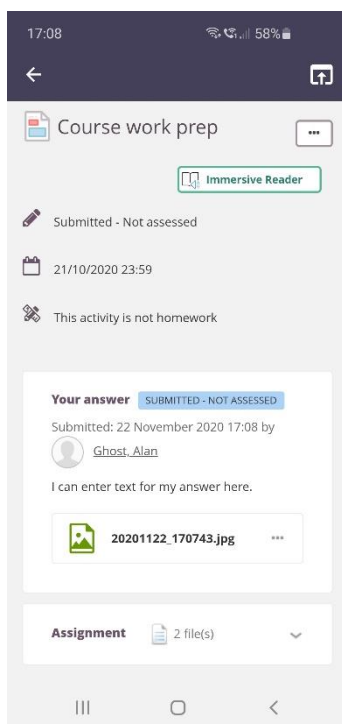
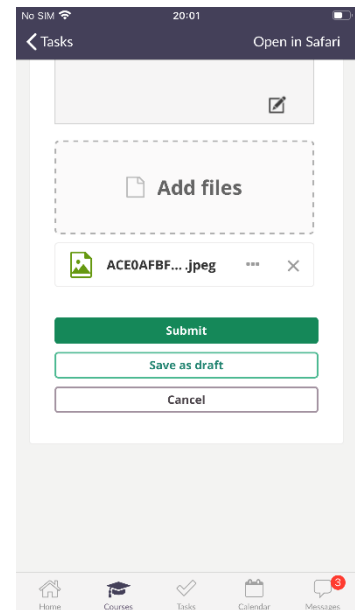
You will need to navigate your phone to find the image you want to send and press ok or done as required by your phone.



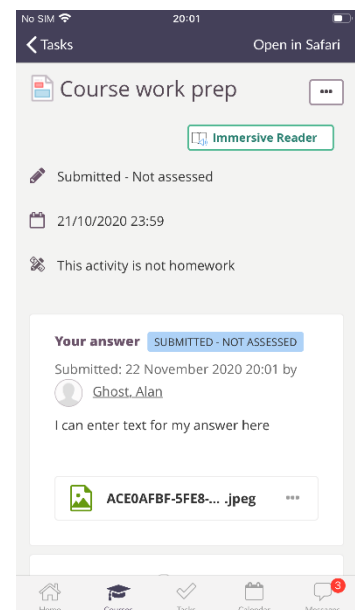
Once a file/photo is uploaded, you will be directed back to the assignment window.

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).

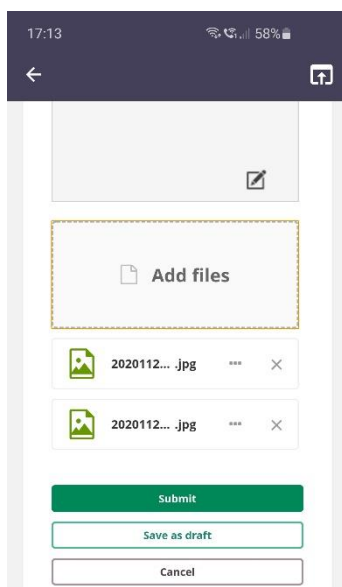
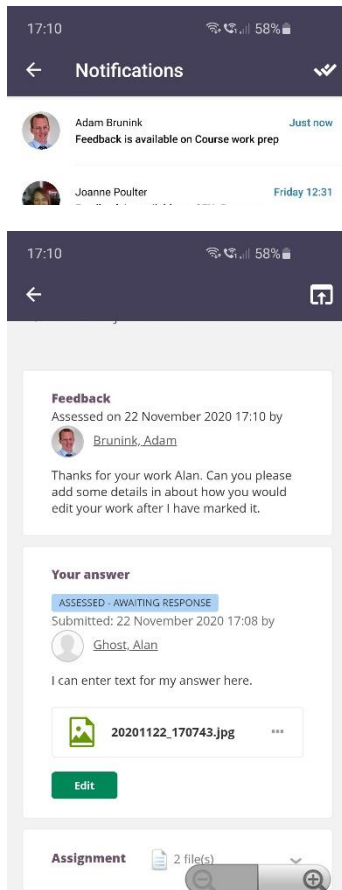


Once an assignment has been submitted, you will see the confirmation screen saying *Submitted – Not Assessed*.

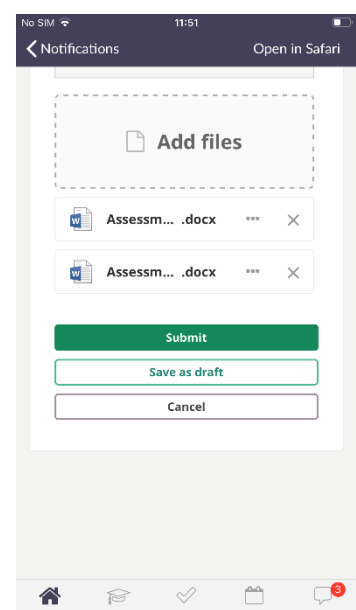
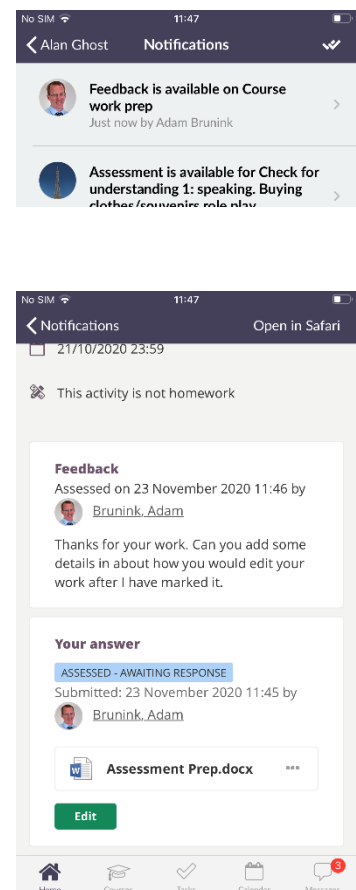


Mobile App Users – Reviewing and responding to marked work

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.

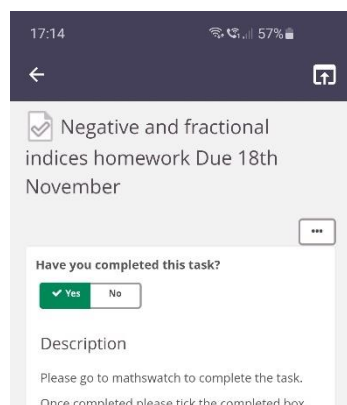
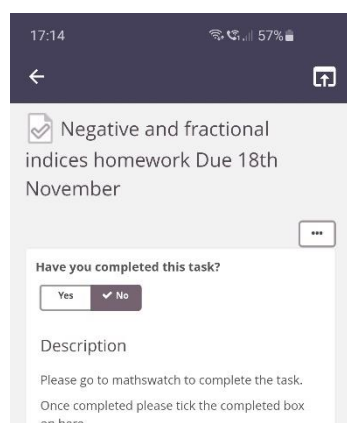
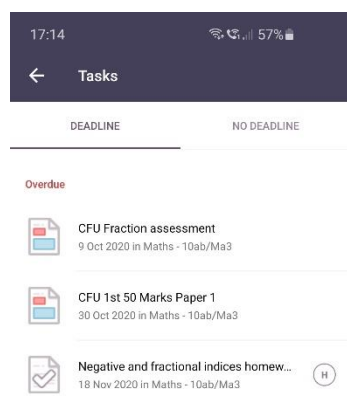
Don't forget, you can always *Save as draft* if you want to come back to the assignment at a later time.

Mobile App – Marking a Task as complete

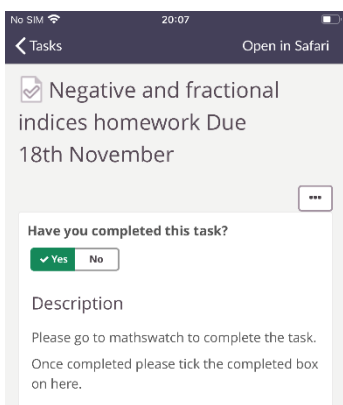
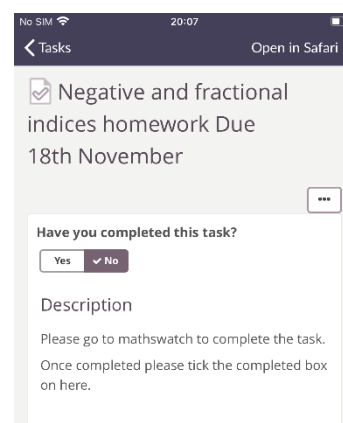
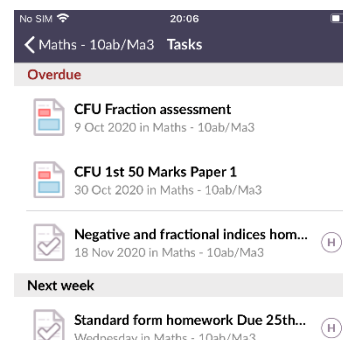
Some activities a student needs to complete are not submitted through itslearning as they may be on paper or through a subject specific website.

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 – Viewing information on the Student Zone

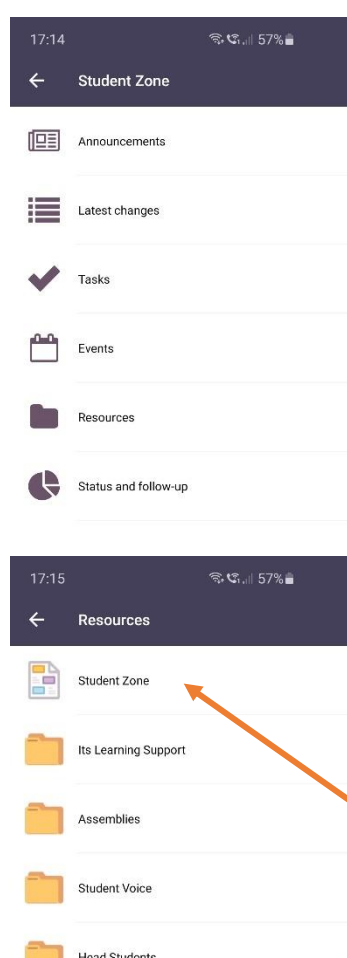
Our main information page in itslearning is the Student Zone.

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

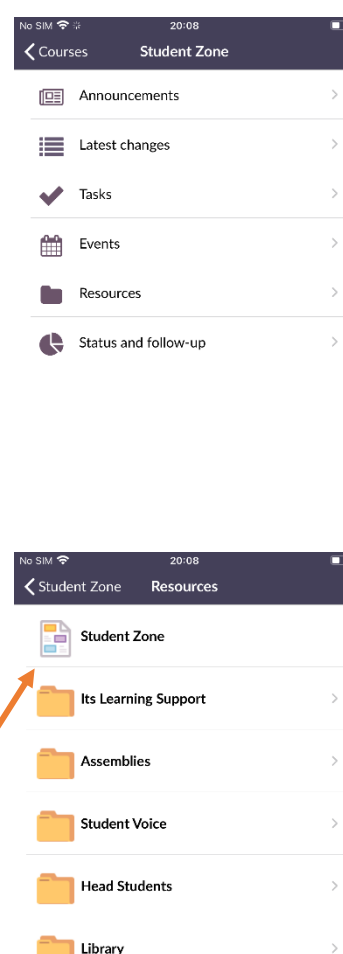
Some of the links are only available to particular students – for example a student in Arundel can only access the Arundel House page and will get an error message if they try to access the other house pages.

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

Android



iPhone



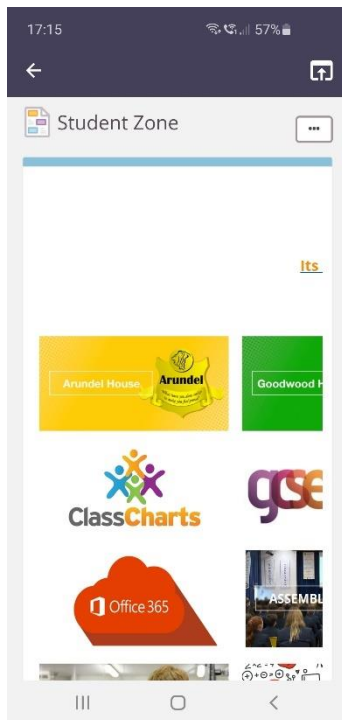
The Student Zone can be accessed through the *Courses* drop down tab.

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

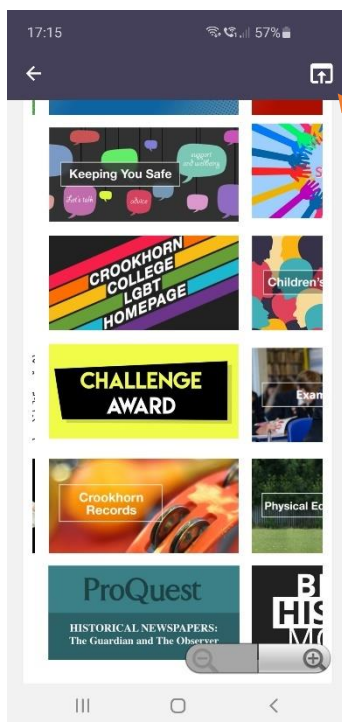
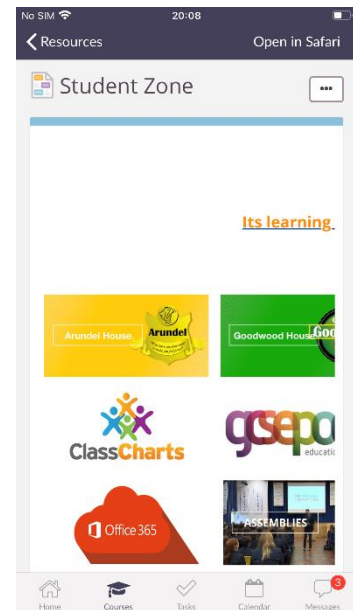
You will see many folder of information.

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

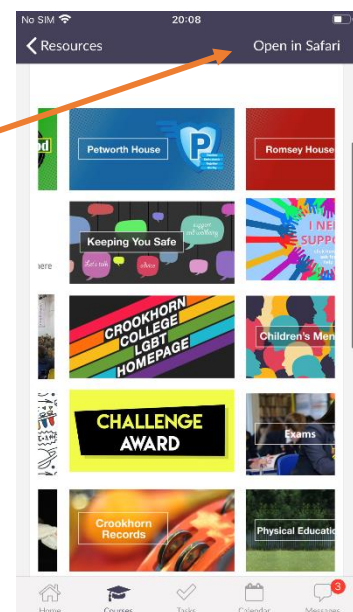
[Return to Contents](#)



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.



Student Progress Review (SPR) and Mentoring

From September 2021, the College will be using the **Personalised development** section in its learning to record student progress review conversations and the goals set during the session.

Students will be expected to interact with this process, making their own comments on the conversation had with their tutor and detailing their progress towards their goals.

Parents have the opportunity to interact in the process too, through the Parent portal.

A similar process is used for the College's mentor program (applicable to some students only).

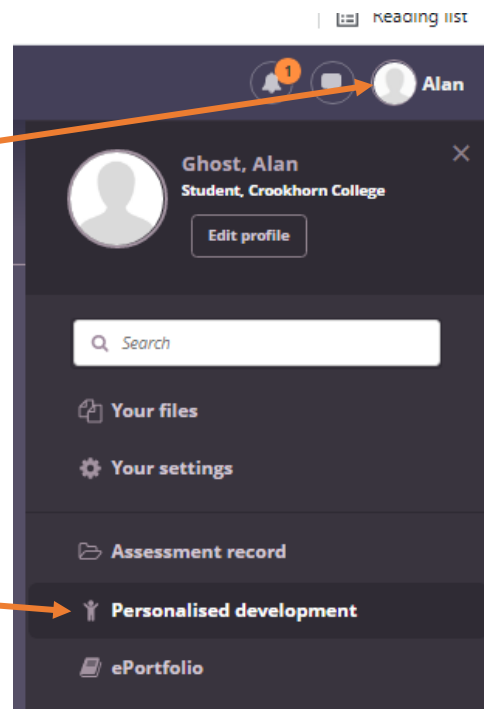
- [Accessing the Personalised development section for SPR/Mentor notes on a computer](#)
- [Accessing the Personalised development section for SPR/Mentor notes on a mobile](#)

- [Student Progress Review on the parent portal](#)

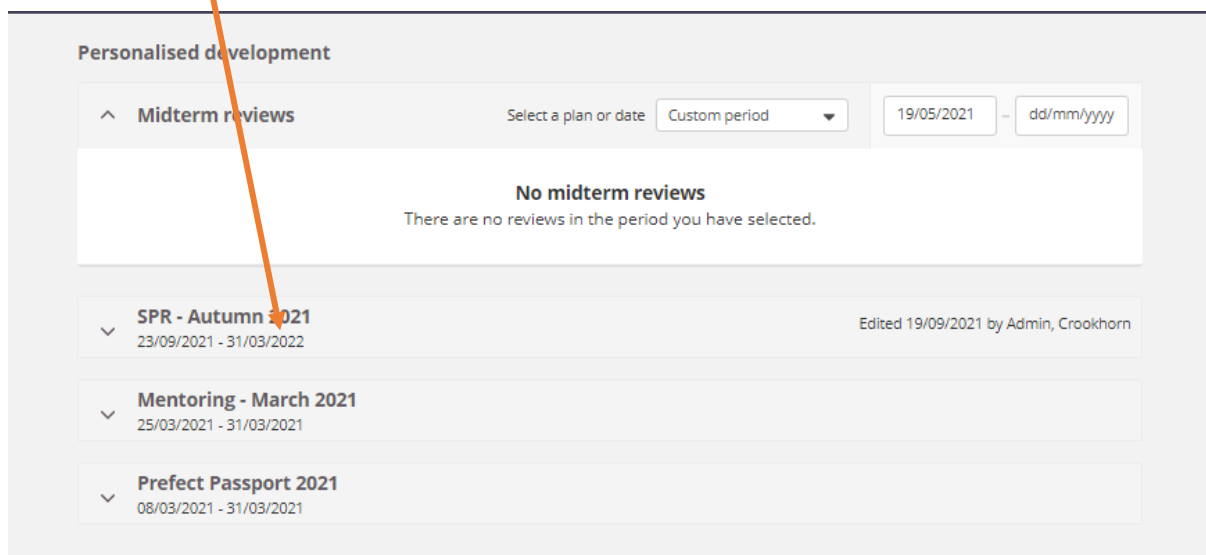
Computer Users - Personalised development section (for SPR/Mentoring notes)

Click on your name at the top right of the main screen to show your personal menu.

Select **Personalised development** to bring up your records.



Select the record you wish to view and make comments on.



All forms are similar but will have different headings depending on the purpose of the form.

Areas that only your teachers or your parents can type into are fixed.

The screenshot shows a form titled "SPR - Autumn 2021" with a sub-header "23/09/2021 - 31/03/2022" and a note "Edited 19/09/2021 by Ghost, Alan". The form contains several sections:

- Notes from discussion (Classcharts, latest report, itslearning assessment etc.)**
Really great to see so many commos and housepoints
Your drama feedback s particularly positive - are you considering this for your options?
We discussed your report and our concerns are with Maths and Computer science
- Goal 1**
Maths - ensure all answers in your book show full working out - spring report is Good or better
- Goal 2**
Computer Science - complete all homework, messaging Mr O'Sullivan before submitting if you don't understand the task - spring report is good or better
- Goal 3**
General - Attend 1 sporting extra-curriculum club a fortnight - be able to discuss what you attempted at next SPR
- Student comment**
I am also planning on auditioning for a part in this years production
- Parent comment**
-

Two orange arrows are present: one points to the "Notes from discussion" section, which is a fixed area, and the other points to the "Student comment" text box, which is an editable area.

Areas that you can type into have a box around them.

Having typed your comment, the form is automatically saved when you exit the page.

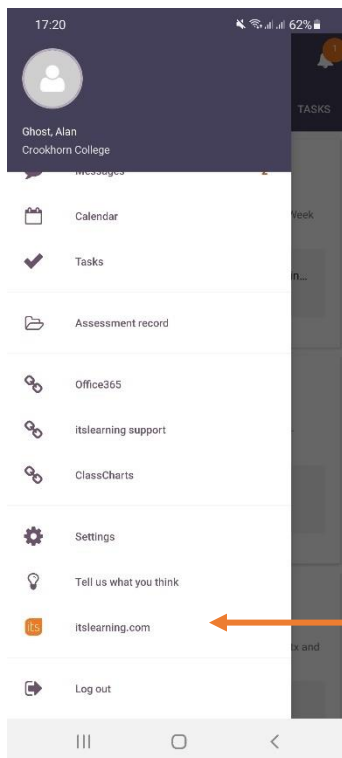
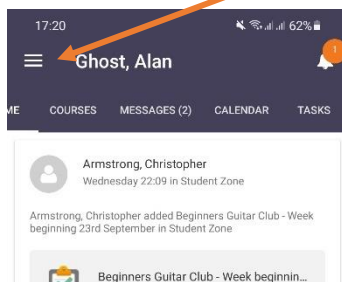
Mobile App - Personalised development section (for SPR/Mentoring notes)

The itslearning app does not have a **Personalised development** section and therefore you'll need to follow the steps below to open itslearning in a web browser.

Android

Open the app.

Click on the three lines at the top left.

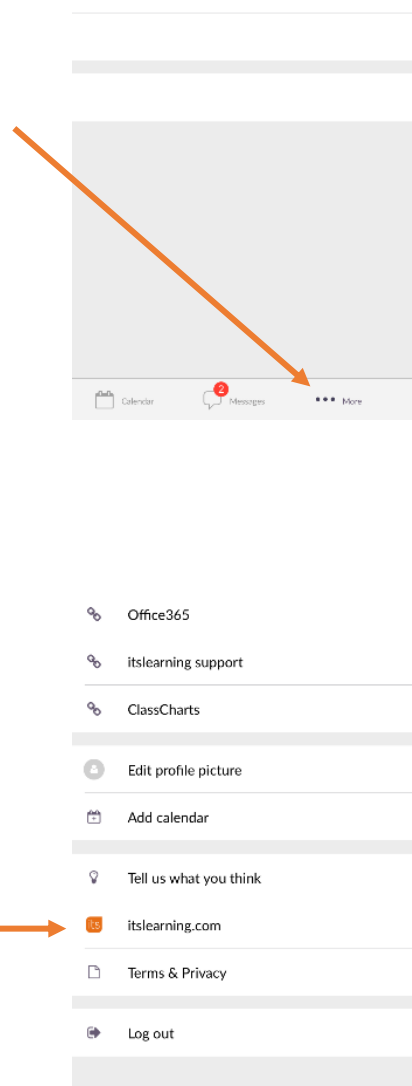


Scroll down and find the **itslearning.com** link.

iPhone

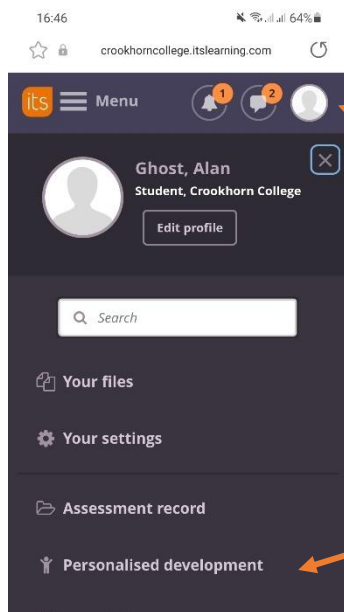
Open the app.

Click the three dots at the bottom right.



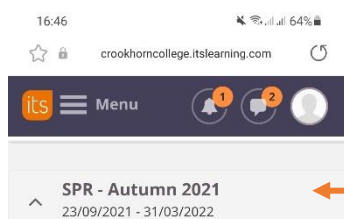
You'll then be taken into a web browser to complete the next steps.

Android and iPhone



Click on your photo (round icon if you haven't set a photo) at the top right to show your personal menu ...

... and select **Personalised development**.



Select the form you wish to view or comment on.



Areas that only your teachers or your parents can type into are fixed.

Areas that you can type into have a box around them.

Having typed your comment, the form is automatically saved when you exit the page.

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:

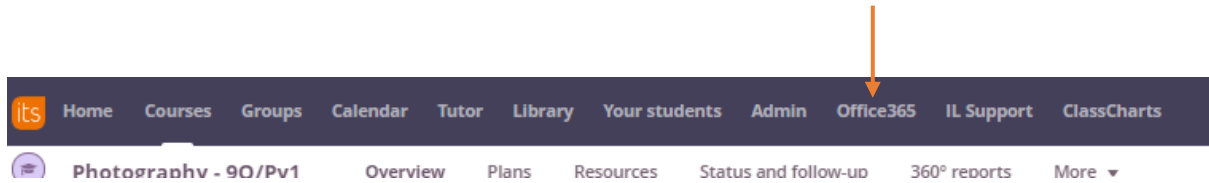
- a Crookhorn College email address
- OneDrive cloud storage
- Microsoft Office Apps.

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

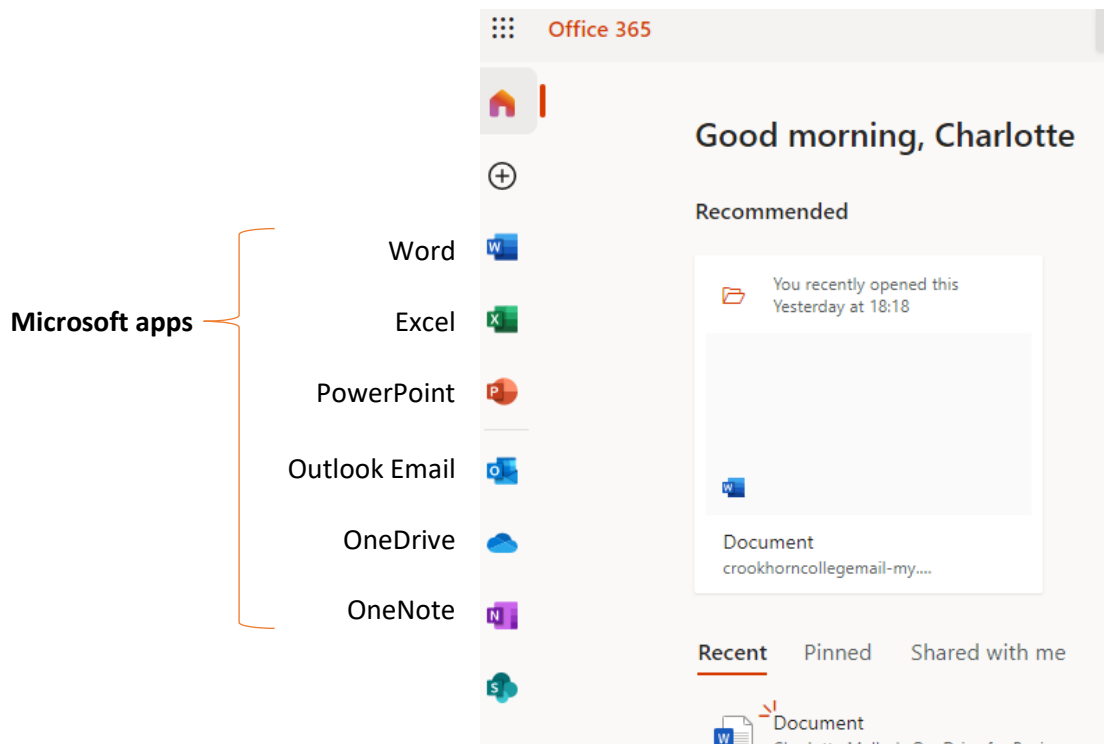
Accessing Office 365 on a Computer (via itslearning) and working online

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.

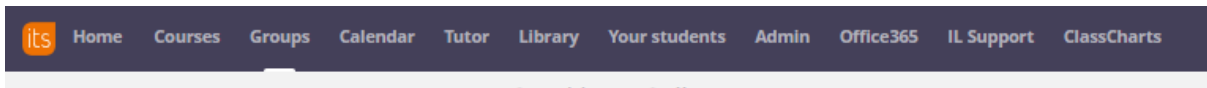
Installing Office 365 apps to a computer

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.

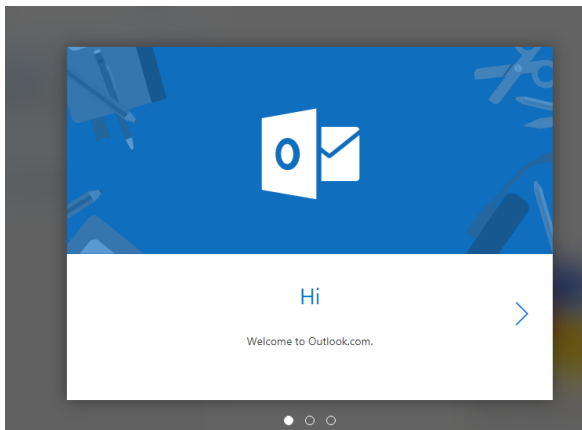
These work through the web-based viewer and can be installed on 5 devices, including tablet and mobile devices.

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.

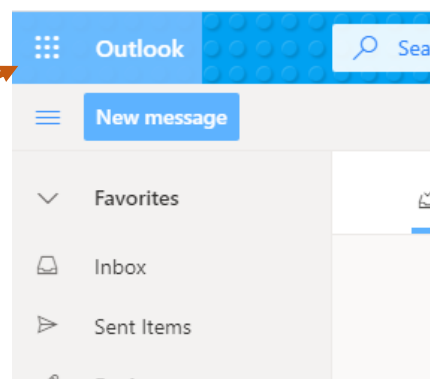


Click through any Welcome screens.

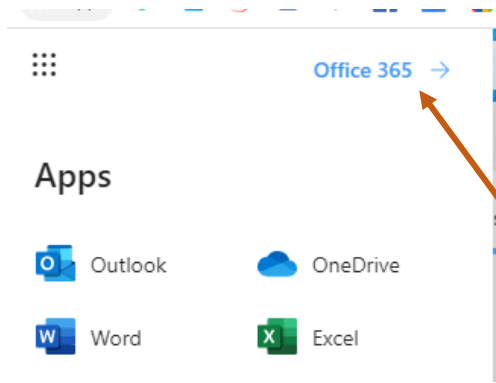
If you've previously logged into O365, these won't appear this time.

You'll land in the main email window.

Click on the dots at the top left corner.



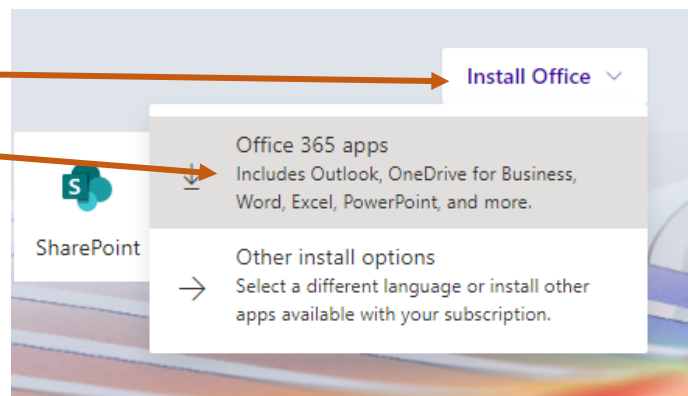
[Return to Contents](#)



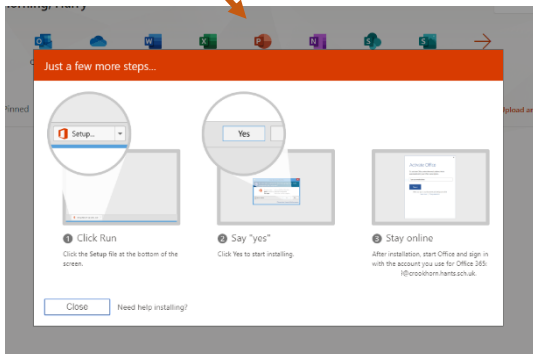
In this pop up you'll find links to the web-based versions of the Microsoft apps, these can be used straight away and any work saved to OneDrive.

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](#).

Saving Apple Mac *Pages* documents as *Word* files for submitting in assignments for teacher feedback

Predominantly the College works with Windows computers and Microsoft apps, therefore staff members are unlikely to be able to open files created in Mac Pages, Numbers and Keynote without conversion first. If you work in these Mac only aps, please following the process detailed below before submitting to an itslearning assignment.

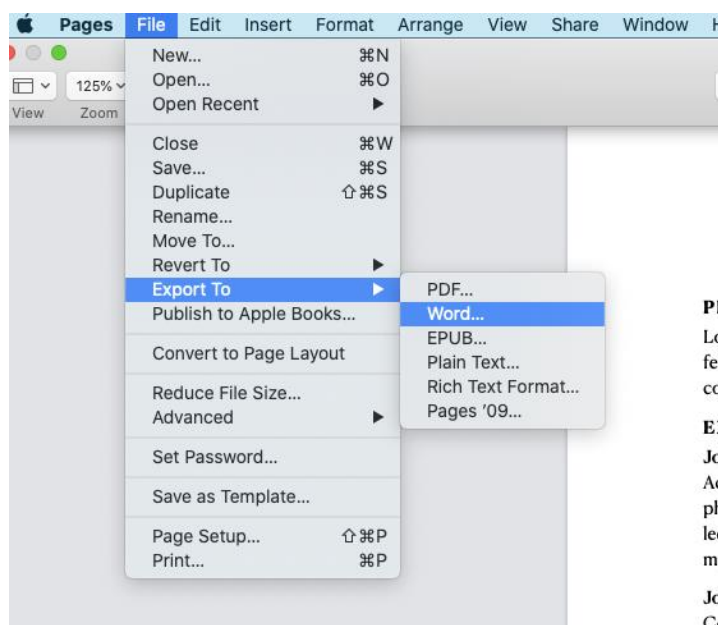
*The below details the process for Pages, however a similar process can be used to convert **Numbers** to **Excel** and **Keynote** to **PowerPoint**.*

Having created your document in **Pages** you will need to *Export* to a Word file before submitting to the assignment.

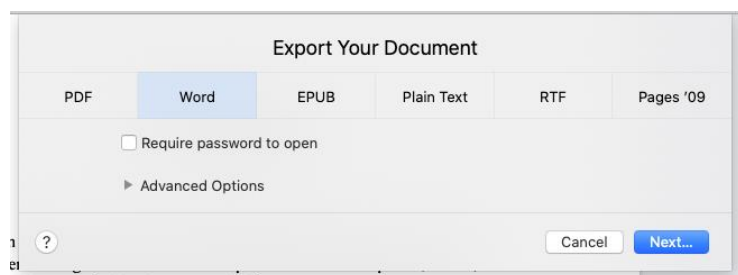
Click on the **Pages** – **File** menu

Select **Export To**

Select **Word...**



You'll then be taken to confirmation window where you press **Next**



Having confirmed, you be sent to the normal save window where you should save with a suitable file name.

Please note – for those who prefer to use Microsoft apps, the Office365 apps can be downloaded and installed onto a Mac computer using your College email address – [see the relevant pages in this guide](#).

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

itslearning Parent Homework Portal – Computer Logging in

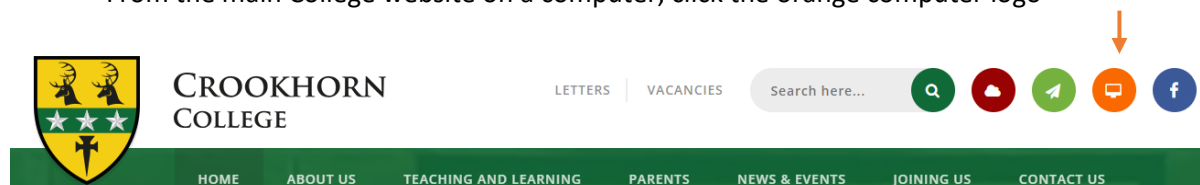
itslearning also has a [parent mobile app](#) available on android and iPhone

Either:

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

Or:

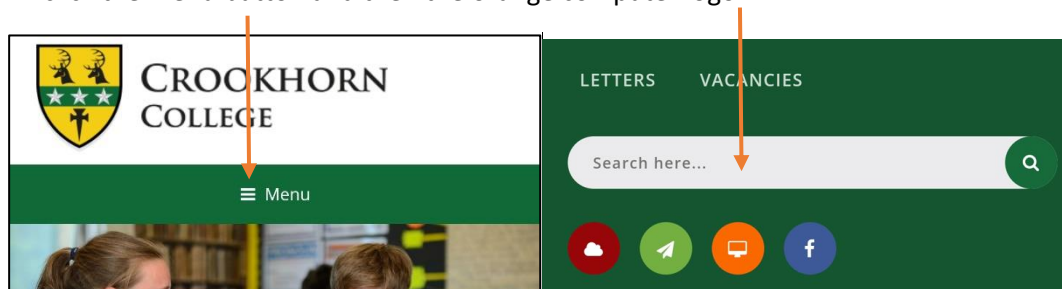
From the main College website on a computer, click the orange computer logo



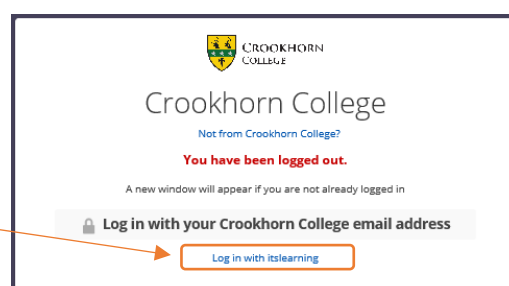
Or:

From the main College website on a mobile device:

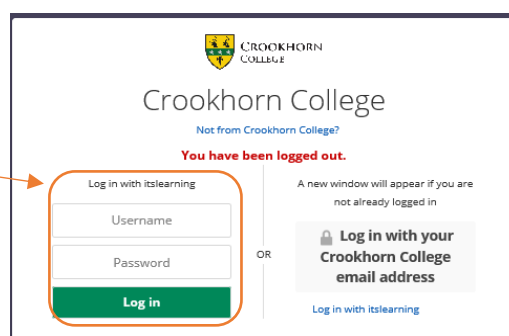
click the menu button and then the orange computer logo



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 a user named Alan Ghost. The navigation bar at the top includes 'Home', 'Courses', 'Groups', and 'Your children'. The main content area is divided into several sections: a welcome message, 'Useful Terminology' (explaining Course, Tasks, and Course Overview), 'About Alan' with a profile picture, and 'Individual learning plans'. On the right side, there are 'Tasks' (Active and Completed) and a 'Course overview' table listing subjects like Maths, Photography, Spanish, Engineering, and Science. Arrows from the text blocks point to specific elements: 'Your children' in the navigation bar, the user's name 'Dad' in the top right, the 'Your settings' link in the right sidebar, the 'Completed' tab in the tasks section, and the 'Course overview' table.

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.

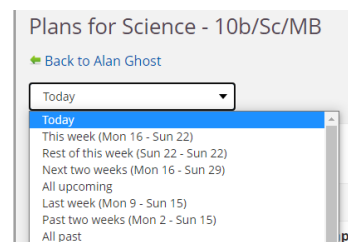
Not all subjects assess in itslearning. For those that do, clicking on the icon will take you to the assessments page and for that course and show feedback comments and assessment grades.

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 'Tasks' section in the Parent Homework Portal, with the 'Completed' tab selected. It lists tasks for 'Spanish - 10b/Sp1' and 'Science - 10b/Sc/MB'. The 'Spanish - 10b/Sp1' task is highlighted, showing details like 'Check for understanding 1: speaking. Bu...' and 'Status: Assessed - complete'.

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>	Potential difference, Current, Resistance, Variable	<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>	Voltage and resistance.pptx

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 "Poten..."

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?

Parent Portal - Student Progress Review (SPR) and Mentoring

From September 2021, the College will be using the **Personalised development** section in itslearning to record student progress review conversations and the goals set during the session.

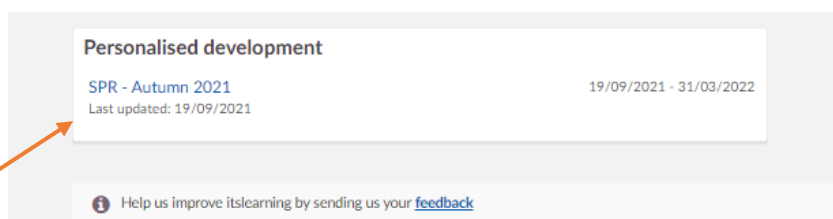
Students will be expected to interact with this process, making their own comments on the conversation had with their tutor and detailing their progress towards their goals.

Parents have the opportunity to interact in the process too.

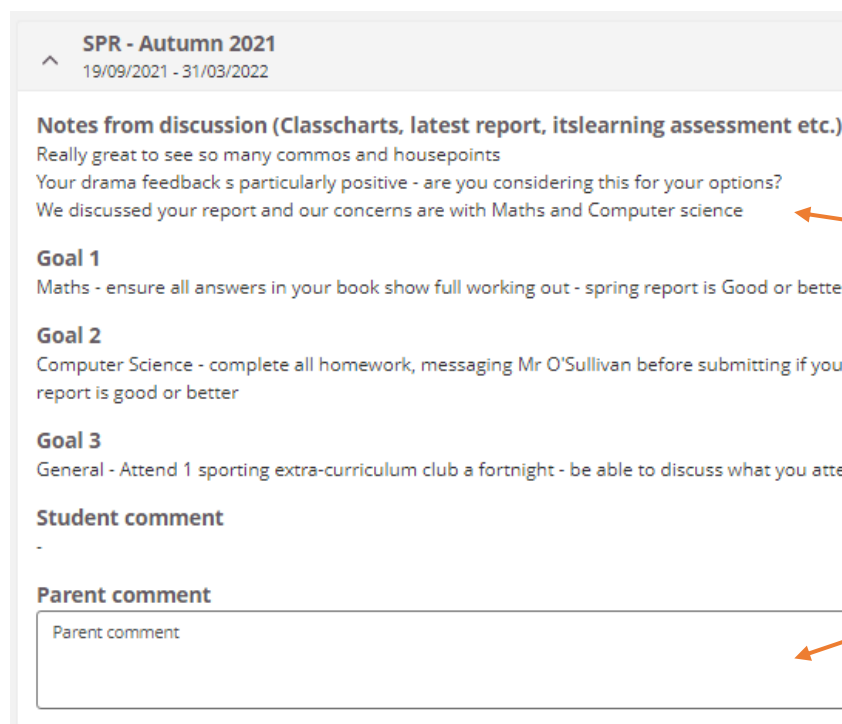
A similar process is used for the College's mentor program (applicable to some students only).

[Log into](#) the Parent Homework Portal

At the bottom of the Portal main page, is the **Personalised development** section.



Clicking on the link of the title of the form will open the form.



Areas that only the teachers or your child can type into are fixed.

Areas that you as a parent can type into have a box around them.

Having typed your comment, the form is automatically saved when you exit the page.

This form is for comments relevant to the SPR process only and is not a communication tool with staff: please do not expect a reply. Staff will look at parent comments when they review a student's progress towards their goals.

To communicate with staff, please phone the College or use email.

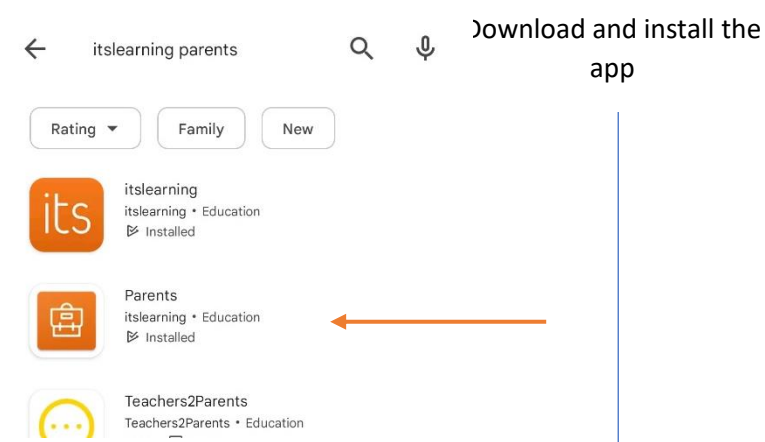
The parent's app does not give access to the Personal Development section for Student Progress Review goals. This needs to be completed by logging into a web browser.

itslearning Parent app

please note: you need the itslearning parent app – using the student app will log you in but not give access to the relevant parent sections.

In the app store or Google Play, please search for 'itslearning parents'. The iPhone app is called 'itslearning parents' however the Android app is just 'Parents' – it's an orange logo with a school bag and published by itslearning.

Android



A screenshot of the itslearning login page for Android. The page has a dark purple header with the 'its learning' logo. Below the logo is a search bar with the placeholder text 'Search for your school or site'. Underneath is a section titled 'LOGGING IN TO' with 'Crookhorn College' selected. Below that is a link 'NOT FROM CROOKHORN COLLEGE?'. At the bottom, there are two tabs: 'ITSLEARNING LOGIN' (selected) and 'EXTERNAL LOGIN'. The 'ITSLEARNING LOGIN' section has fields for 'Username' (containing 'd.ghost') and 'Password' (masked with dots). A green 'LOG IN' button is at the bottom.

Type **Crookhorn College** into the search box

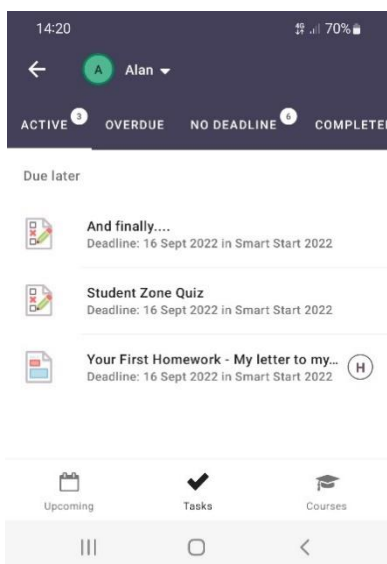
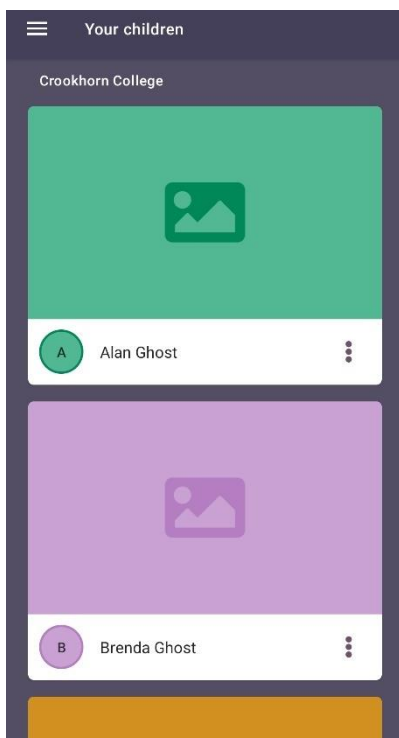
Use the **ITSLEARNING LOGIN** page and enter the details you have been provided with. Please contact the College if you do not have these details.

iPhone



A screenshot of the itslearning login page for iPhone. The page has a dark purple header with the 'its learning' logo. Below the logo is a search bar with the placeholder text 'Search for your school or site'. Underneath is a section titled 'Crookhorn College' with a link 'Not from Crookhorn College?'. At the bottom, there are two tabs: 'itslearning login' (selected) and 'External login'. The 'itslearning login' section has fields for 'USERNAME' (containing 'd.ghost') and 'PASSWORD'. A green 'Log in' button is at the bottom.

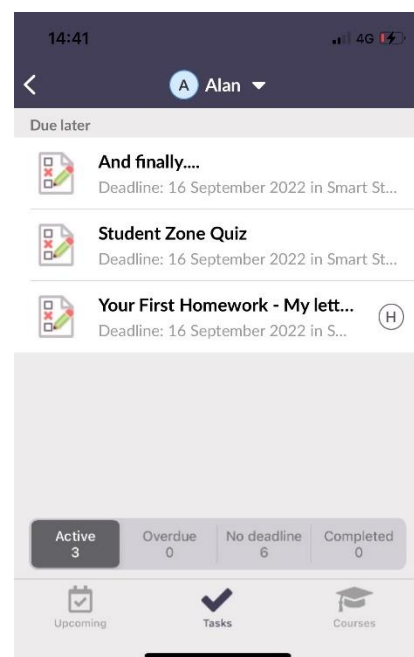
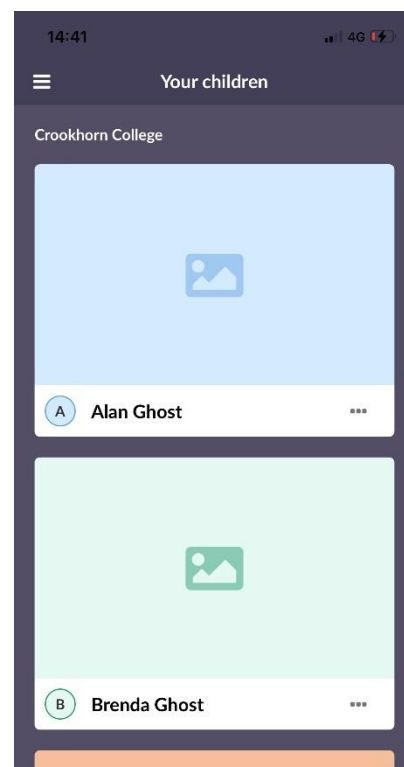
Android



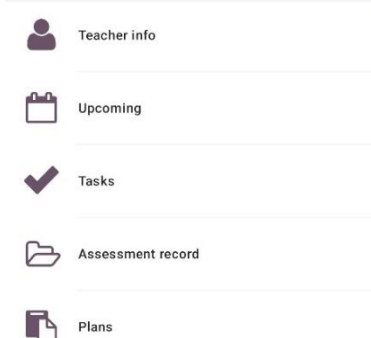
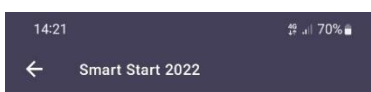
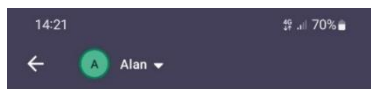
For those with multiple students in the College, you will be able to view all children in the app by selecting them from the home page.

The tasks tab lists the activities that your child needs to complete. Some of these are classwork and some are homework. Activities marked with an **H** are specifically for homework

iPhone



Android

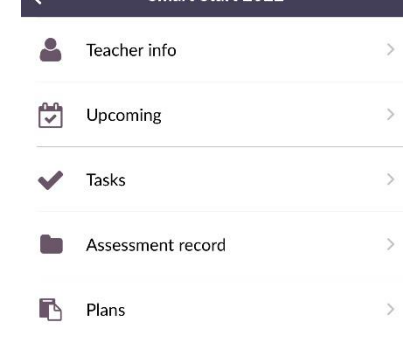
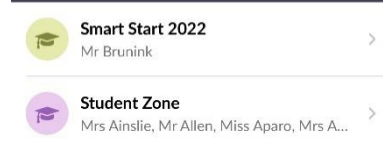


The **Courses** tab lists the classes and other pages your child has access to

Clicking into a course will allow you to view **Tasks, Assessments** and **Plans** for that specific class.

Please note: due to our staff collaborating on planning and other aspects, the **Teacher info** tab will often have more staff listed than actually teach your child. If needed, please ask your child who their main teacher is.

iPhone



The parent's app does not give access to the Personal Development section for Student Progress Review goals. This needs to be completed by logging into a web browser.

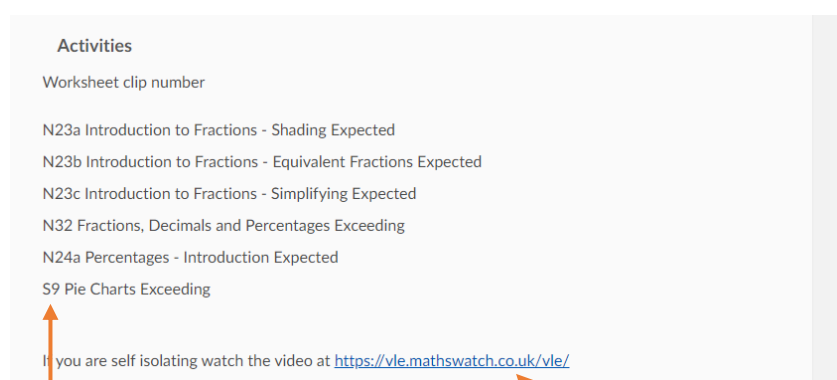
MathsWatch

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.

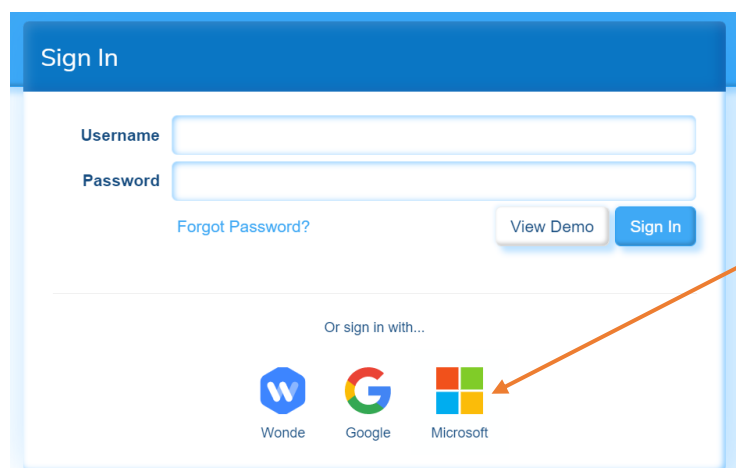


This shows the students which video they need to complete on maths watch.

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

Logging into Maths Watch

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



Your log in to MathsWatch is the same as your log in to itslearning – email address and password.

Please press the **Microsoft** button. The first time on a specific computer you'll be sent to the Microsoft log in screen.

Main MathsWatch page and finding Worksheet clips

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

MathsWatch

My Work Videos My Progress Extras Jasmine's account Logout 187 days until renewal

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 KS3

Standard All

Topic All

Search S9

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.

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

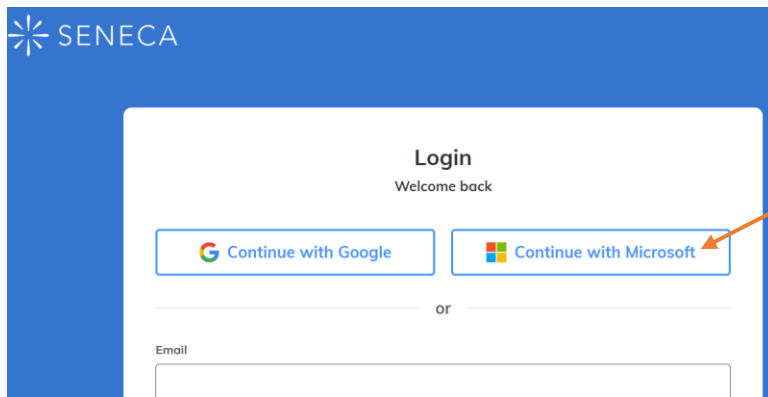
Seneca

Seneca is a platform for retrieval practice – the process of simple testing to pull information previously learnt back to the forefront of your mind and therefore secure it in your long term memory

Seneca is available on a computer and as a mobile app

Logging in to Seneca

<https://app.senecalearning.com/login>



Your log in to Seneca is the same as your log in to itslearning – email address and password.

Please press the **Continue with Microsoft** button. The first time on a specific device you'll be sent to the Microsoft log in screen.

Seneca have provided the following video to support students navigating and completing all assignments.

<https://www.youtube.com/watch?v=SRdxPOK5kes>

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.

All students are given a code when they start at Crookhorn. If a student has lost their code they should go to reception for a reminder.

If the College is closed to a year group (or everyone) and is operating remote lessons, staff will continue to award commendations for high quality work. They will also record that remote work is not being completed if relevant. Heads of House will monitor those students who are not completing remote work when required.

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

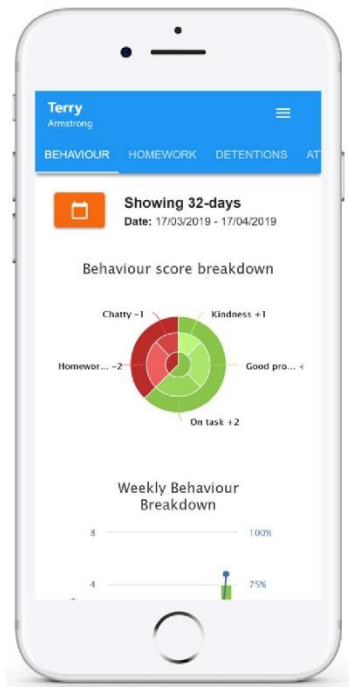
Class Charts for Students

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.

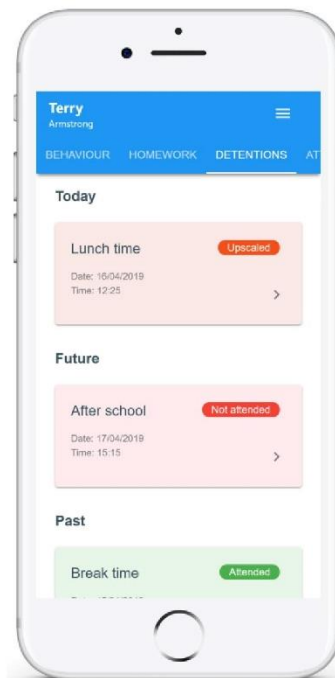
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

Attended: You have sat this detention.

Not attended: You have not sat this detention.

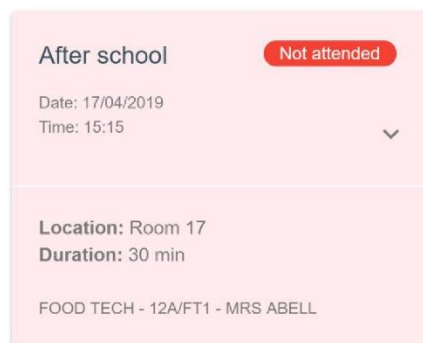
Pending: This detention has not been sat and has not been marked as Attended / Not attended by your teacher.

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.

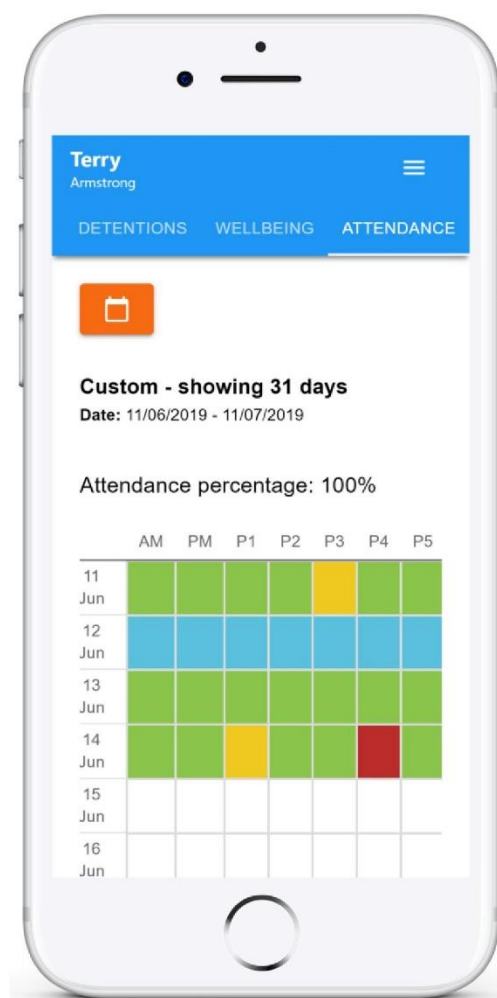
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

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

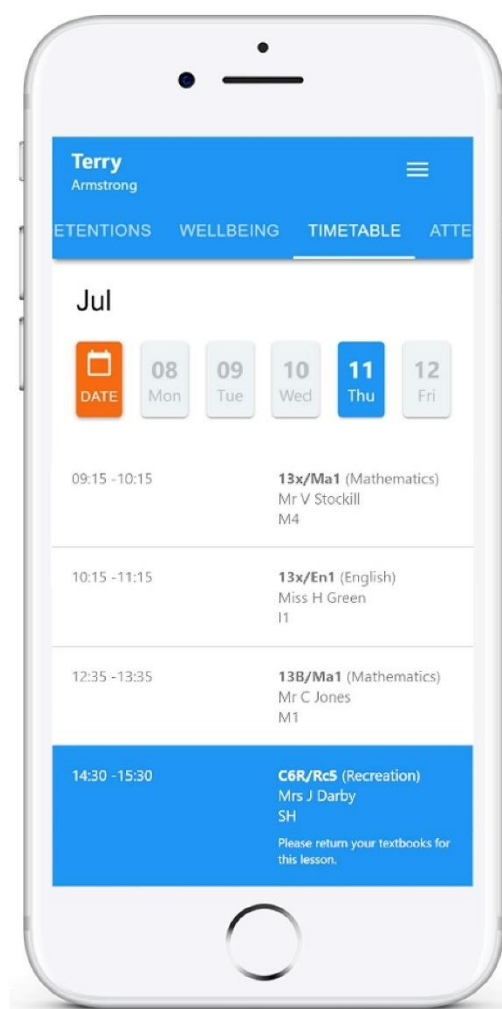
If your school has decided to share timetable data with pupils, you will see the [Timetable](#) tab in your account.

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.



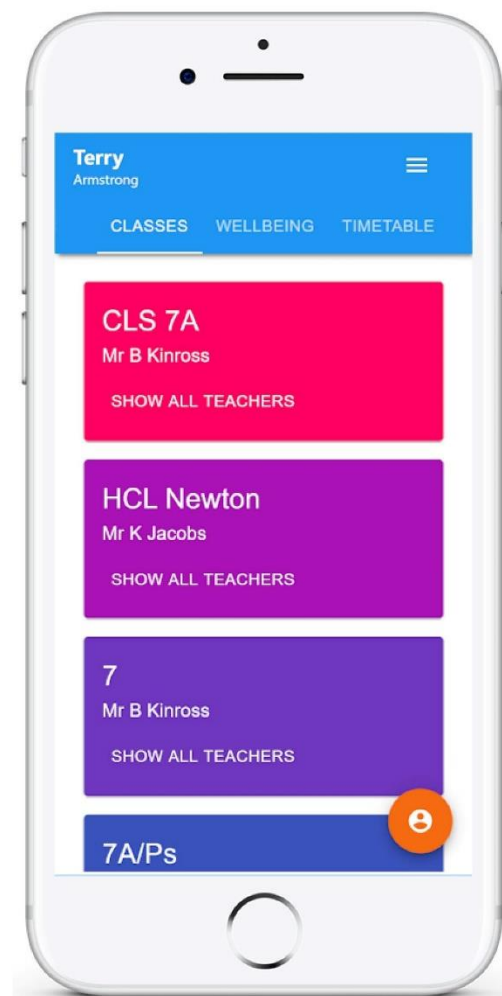
Class Charts for Students

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.

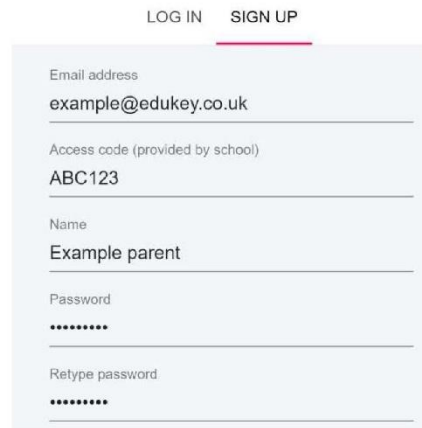


Class Charts for Parents

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' being underlined. 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

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

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	
+1	Terry Armstrong Reading awarded by Mr B Butterfield in 10A/Ar1. 09:20
-1	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

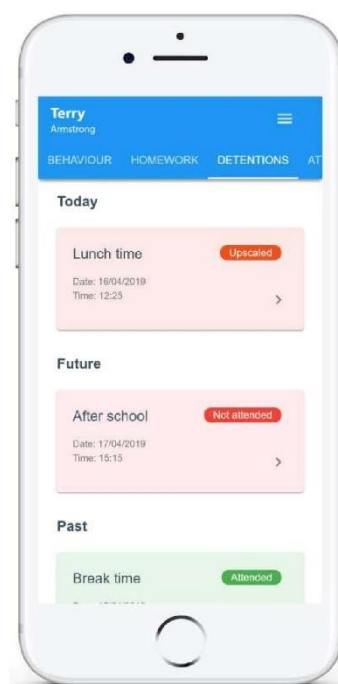
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

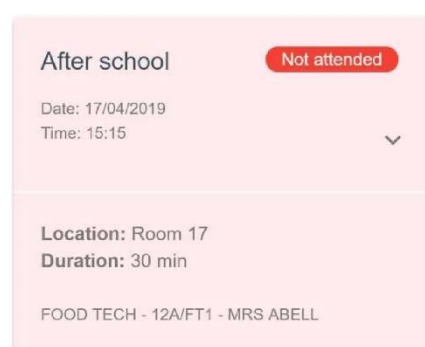
Pending: This detention has not been sat yet.

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.

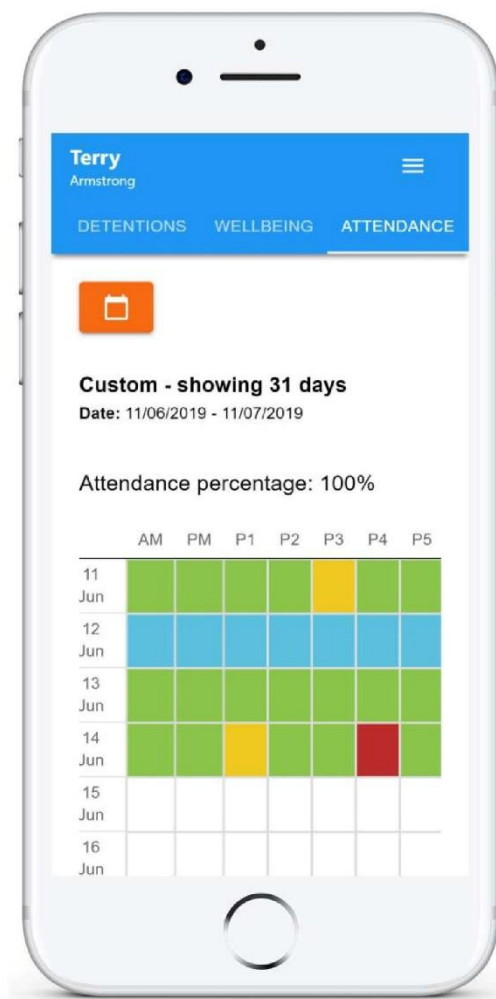
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

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.

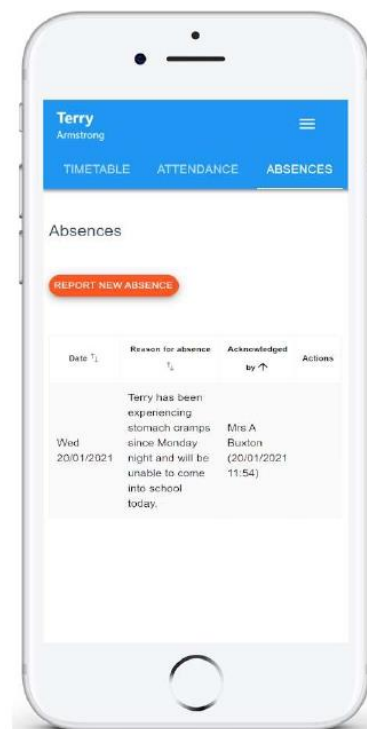
Class Charts for Parents

Absences

If your school has decided to allow parents to report absences, you will see the [Absences](#) tab when viewing pupils from that school.

Selecting this tab will display a list of [absences that you have reported](#), once you have reported them. This includes [when](#) the absence took place, the [reason](#) for the absence and who [acknowledged](#) your absence report.

To report an absence, click on the [Report new absence](#) button.



Next, enter the details of the reported absence into the [form](#) provided.

You can also include up to 5 [files](#) in your absence report as [supporting evidence](#). To do this, click on the [Attach supporting evidence](#) button and select the files of your choice.

Click on the [Submit](#) button to send your pupil's absence report to their school. The absence can be [edited](#) and [deleted](#) until it has been [acknowledged](#) by a teacher.

Date of absence: 26/01/2021  

[Reason for absence](#)
Terry missed the bus today.

Please report your child's absences as soon as possible

Attachments

[+ ATTACH SUPPORTING EVIDENCE](#)

You can upload a maximum of 5 attachments, each up to 250mb in size.

[SUBMIT](#) [CANCEL](#)

Class Charts for Parents

Timetable

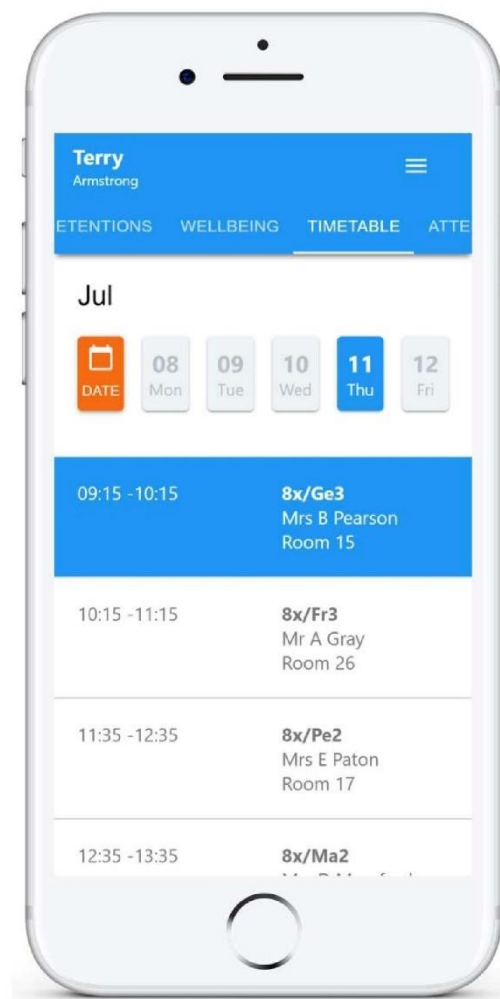
If your school has decided to share timetable data with parents, you will see the [Timetable](#) tab when viewing pupils from that school.

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.



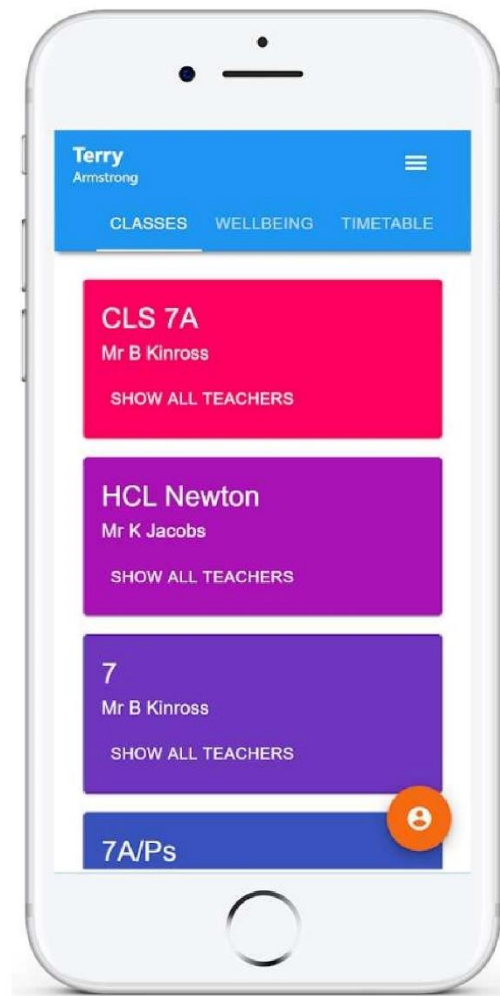
Class Charts for Parents

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

The badges section is a virtual record of the badges and certificates that your child earns over their time at Crookhorn. This does not reset every year, therefore this section will be a great record of their achievements.

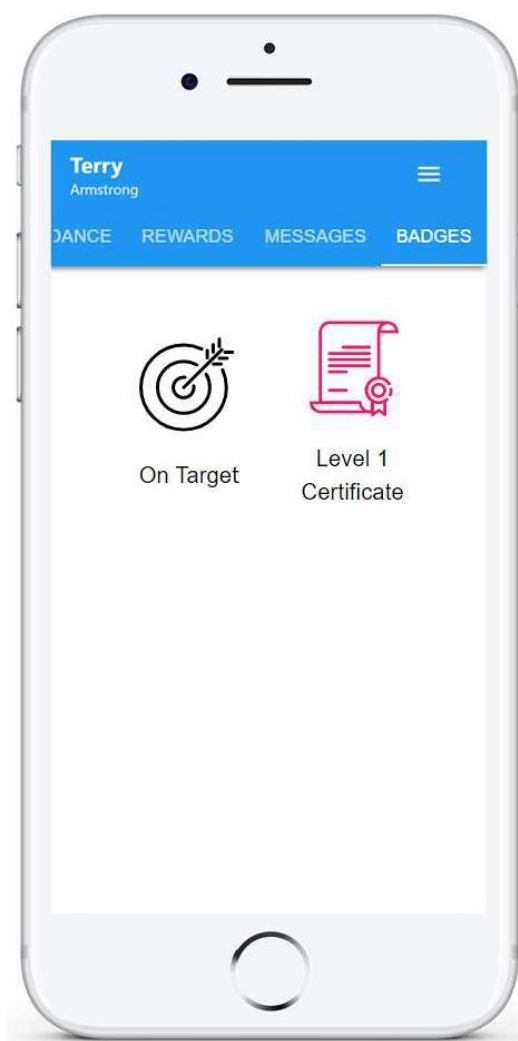
Badges

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

Badges are a way for your school to inform you [when significant behaviour](#) goals have been [achieved](#).

Your child will be issued with a badge when they meet the badge's [criteria](#). The criteria for each badge will be set up by the school.

Any badges that your child has earned will be displayed here, listing each [type of badge](#) and [how many times](#) they have been awarded.



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 icon and a person silhouette, 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.

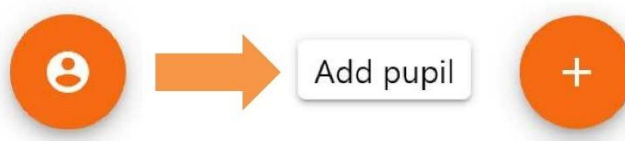
A green rectangular message box with a white checkmark icon and the text "You have successfully added a child."

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, there 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, there are two buttons: 'OK' and 'CANCEL'.

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



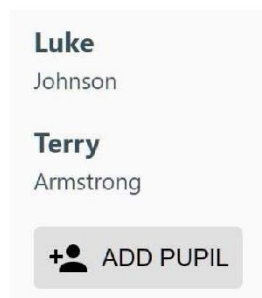
Class Charts for Parents

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.

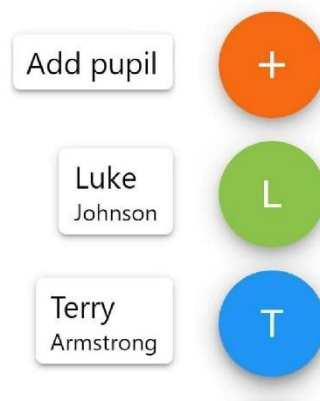


You can check to see which pupil is currently selected by looking for the **orange tab** highlighting their name in the left hand side menu.



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