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Before you say you can't or don't know how to do something—USE THIS BOOKLET TO HELP YOU!
There are lots of videos here to help you:

https://youtube.com/playlist? list=PL52rYoY6bW6lup5fsqSIPl 3p61aqmEM8r

You will need your Passwords. Please write them down on this page

Box 1:	School Network Login		
Username:			
Password			

Box 5:	Office 365
Username:	
Password	

Box 2:	Epraise Login
Username:	
Password	

Box 6:	Kerboodle
Username:	
Password	

Box 3:	Hegarty Login/SPARX Login			
Username:				
Password				

Box 7:	Accelerated Reader
Username:	
Password	

Box 4:	Bedrock Login
Username:	
Password	

Box 8:	Seneca
Username:	
Password	

This means you and your teachers are working from home, but the Academy is still open, and some teachers are in the Academy working in frontline school. Most lessons will be live online with your teacher.

Your School Day-will be:

School Day Years 7 & 8					
08:20 - 08:50	Tutor Time				
08:50 - 09:45	Period 1				
09:45 - 10:05	Break				
10:05 - 11:00	Period 2				
11:00 - 11:55	Period 3				
11:55 - 12:25	Lunch				
12:25 - 13:20	Period 4				
13:20 - 14:15	Period 5				
14:15 - 15:10	Period 6				
15:10 - 15:35	Reading				

School Day Years 9, 10 & 11					
08:20 - 08:50	Tutor Time				
08:50 - 09:45	Period 1				
09:45 - 10:40	Period 2				
10:40 - 11:00	Break				
11:00 - 11:55	Period 3				
11:55 - 12:50	Period 4				
12:50 - 13:20	Lunch				
13:20 - 14:15	Period 5				
14:15 - 15:10	Period 6				
15:10 - 15:35	Reading				

- This booklet will help you know what to do each day.
- It will also tell you who to contact if you need help.
- At the start of every session, you need to log onto EPRAISE and find your lesson.
- It will be set as Classwork and you need to open it up and follow the instructions.
- Your lessons will start within 10 mins of the timetabled time. This is to allow you to log on and open the necessary work/Team/PowerPoint
- Your lesson will finish 5 minutes before the end so you can go to the toilet/collect a drink/snack.

This means you and your teachers are working from home, but the Academy is still open, and some teachers are in the Academy working in frontline school. Most lessons will be live online with your teacher.

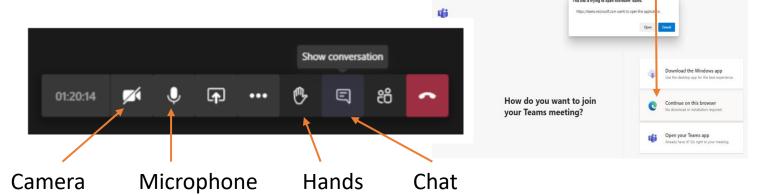
You must log into your tutor session ready for an 8.20am start each day. This will be LIVE.

How to login to your tutor session

- 1. Click the link sent to you in an E-praise message to access live tutor at 8:20am
- 2. The meeting will open you will be able to see your tutor
- 3. Choose continue this browser OR if you have the Teams app you can click open your Teams app.
- 4. TURN OFF YOUR CAMERA and MICROPHONE when asked.
- 5. You can use the show conversation button to ask questions and click the hand icon to raise your hand.

BE PREPARED

- 1. Have a clear work-space
- 2. Plan your day
- 3. Upload your work
- You must log onto tutor. You will be marked absent if you are not present.



5. For Year 7-10 at the end of each day, you will be sent a recording of a book for your year group to read along with. There will be instructions with a link on E-Praise each day which will take you to the video.

This means you and your teachers are working from home, but the Academy is still open, and some teachers are in the Academy working in frontline school. Most lessons will be live online with your teacher.

You will be following your normal timetable. Your lessons will be set on EPRAISE at the start of each lesson.

You need to:

- log onto EPRAISE
- find your lesson on the PLANNER and follow the instructions.
- Some lessons will be live using TEAMS
- Other lessons will be voice-over PowerPoints and other lessons might direct you to work independently.
- Click the link to access your lesson.

In this booklet there are instructions as to how to access your Live Lessons on TEAMS.

<	20th September - 26th September 2020					
Sun 20th September	Mon 21st September	Tue 22nd September	Wed 23rd September	Thu 24th September	Fri 25th September	Sat 26th September
+	Year 7-10 Daily Reading Prep	Year 7-10 Daily Reading Prep	Year 7-10 Daily Reading Prep	Year 7-10 Daily Reading Prep	Year 7-10 Daily Reading Prep	+
	11f/Sc2 Biology	+	Year 7-10 Bedrock PREP	+	Year 7-10 Bedrock Prep	
	+		11f/Sc2 Biology		+	
			+			

- Complete all work set and upload your completed work to your teacher via epraise or email (Years 10 and 11). Remember you can take a photo of your work and upload it onto EPRAISE or EMAIL. See page 13 to show you how to upload your work.
- We expect you to be logged into your lessons on time.
- If the lesson is not Live you will be able to ask for help using EPRAISE during the lesson. Use the EPRAISE messenger service for this. Your teacher will be answering all messages during this time from their classroom.

nmary Sheets Biology Pa

Create a workspace

This can be difficult as you may have limited space at home and your parents may also be working from home at the same time.

- Find a clear space free of clutter where you can work.
- Have everything you need ready to complete your work such as your stationary equipment, device and exercise books.
- keep this neat, tidy and organised especially if you are sharing the workspace with other members of the family.

PLEASE USE YOUR PREP BOOKS TO COMPLETE YOUR HANDWRITTEN WORK.

Plan a routine —have regular breaks and get to bed on time just as though we were in school. Ensure that you have access to epraise and all of your passwords.

Make sure you take a break between your lessons. There is a 5-minute break for you to go to the toilet/collect a drink/snack etc.

Once lessons are completed at 3.35pm it would be good for you to take some exercise, spend time doing things you enjoy – this might include reading, drawing, tv programmes, other hobbies.

Try to eat healthy, well-balanced meals, drink enough water. For students on Free School Meals-we will provide your parent with a voucher.

USE THIS TIME TO LOOK AWAY FROM THE SCREEN.

-

E-praise – Login

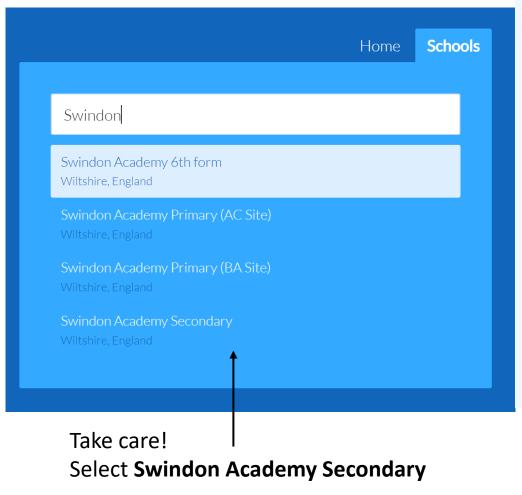




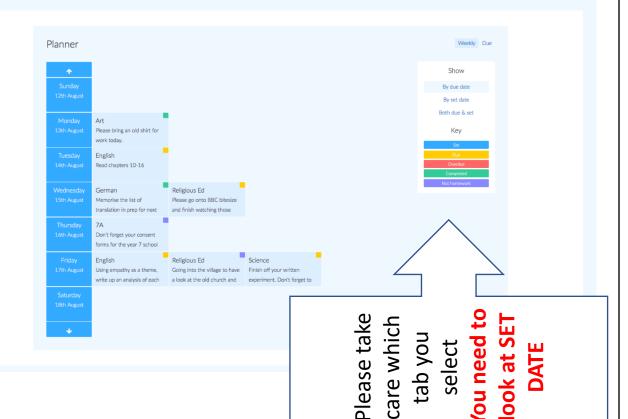
Please work through the following steps to log into epraise.

Open your internet browser and type www.epraise.co.uk into the search bar.

Your work will be on the PLANNER section

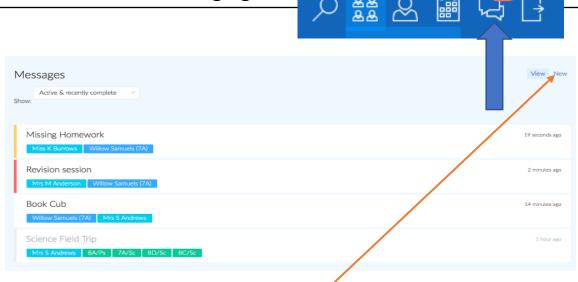


The Planner shows you homework and notes that have been shared with you. You can find this on our website by going to Me > Planner and on the app there is a dedicated tab. Homework can be marked as complete, which will automatically update the red indicator that shows how many tasks are left to do.



We are here for you-USE EPRAISE to ask for help

You can send a message go to

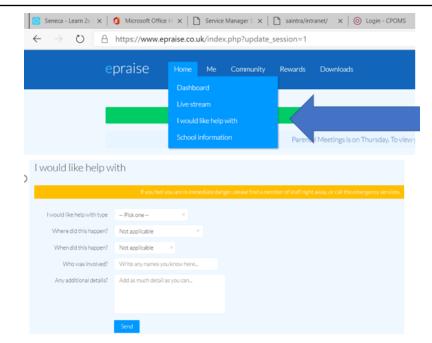


To send a message click new.

Messenger allows you to send and receive messages from your teacher if you need to ask them a question or are having trouble with anything. You can view your inbox on our website by going to Me > Messages and there is a dedicated tab on the app

Your teacher will be answering your messages during lesson time only. If they are not teaching you LIVE.

You can also go to HOME:



Please use 'I need help' shown above to ask for help when you need it. Your College Leader will get these messages.

You should use this to request password resets for any of your passwords.

If you have forgotten your epraise password please email schoolclosure@Swindon-academy.org

E-praise – Accessing live lessons





In your Epraise planner you will find each Lesson labelled P1, P2, P3 etc

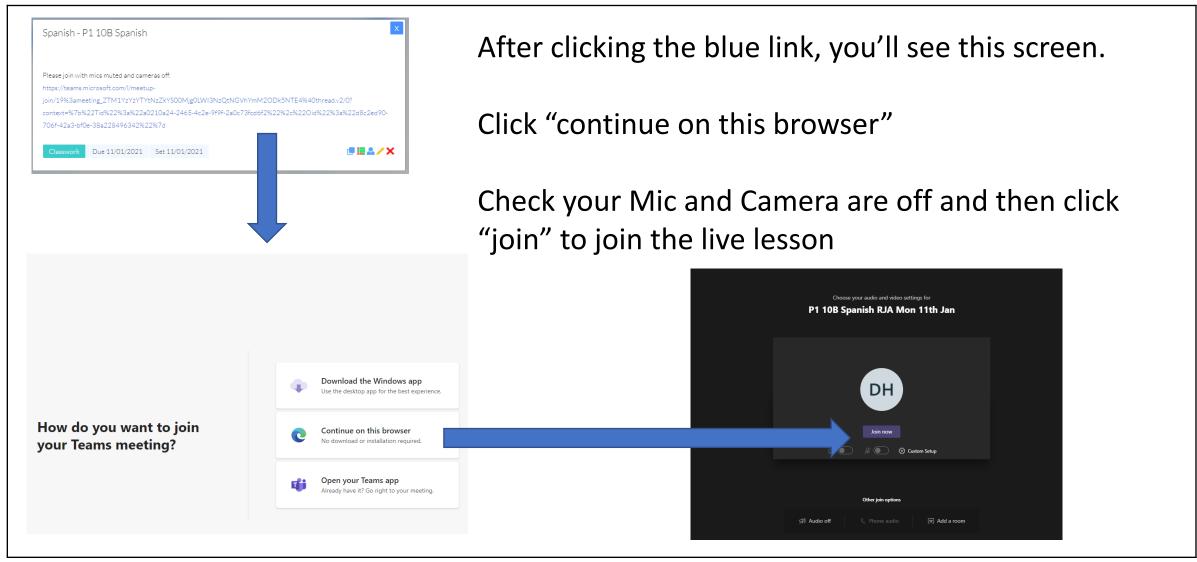


Click the lesson you need to join and you will be given a link like the link below



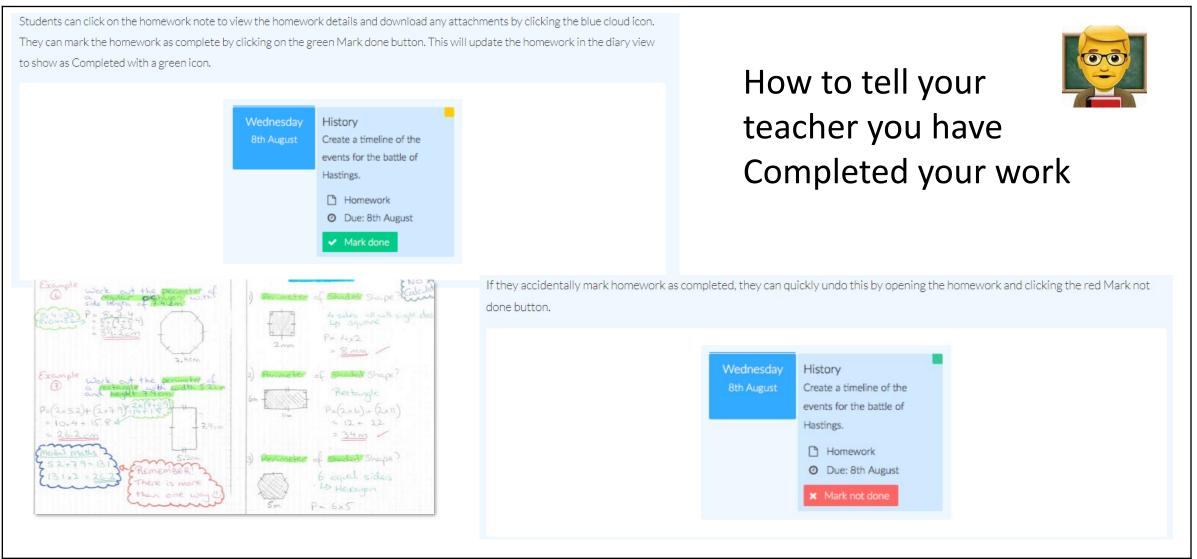
E-praise – Accessing live lessons





E-praise – Completing lesson work



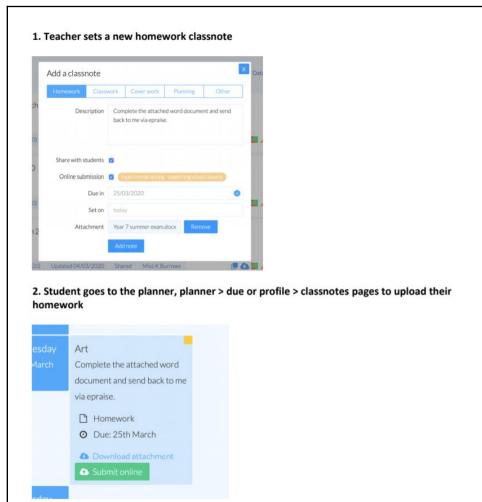


E-praise – Uploading lesson work





If your teacher as asked you to upload work-you need to:



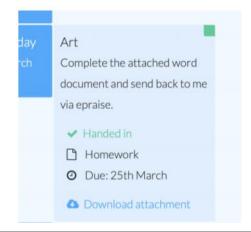
3. Student selects their homework (limit to 1 file per upload, maximum 3mb)



4. Student confirms this is the correct file and clicks Upload



5. The work is automatically marked as handed in

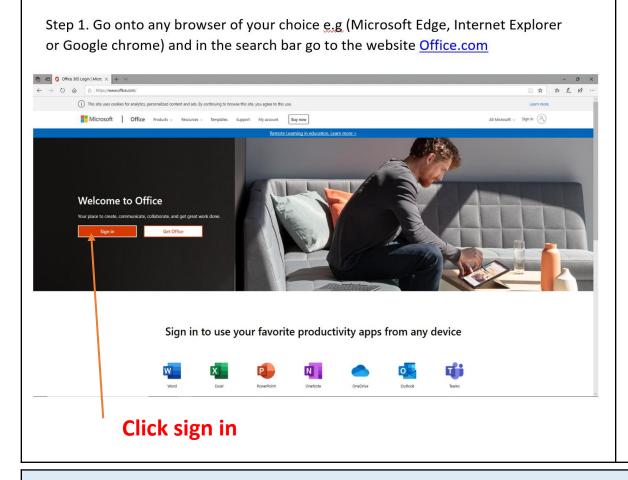


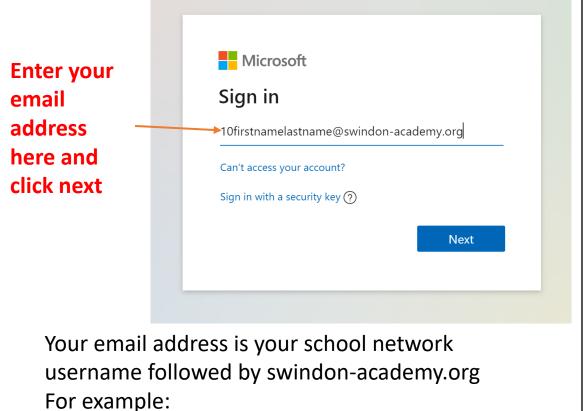
Office 365 – Login





Please work through the following steps to log into Office 365.





10firstnamelastname@Swindon-academy.org

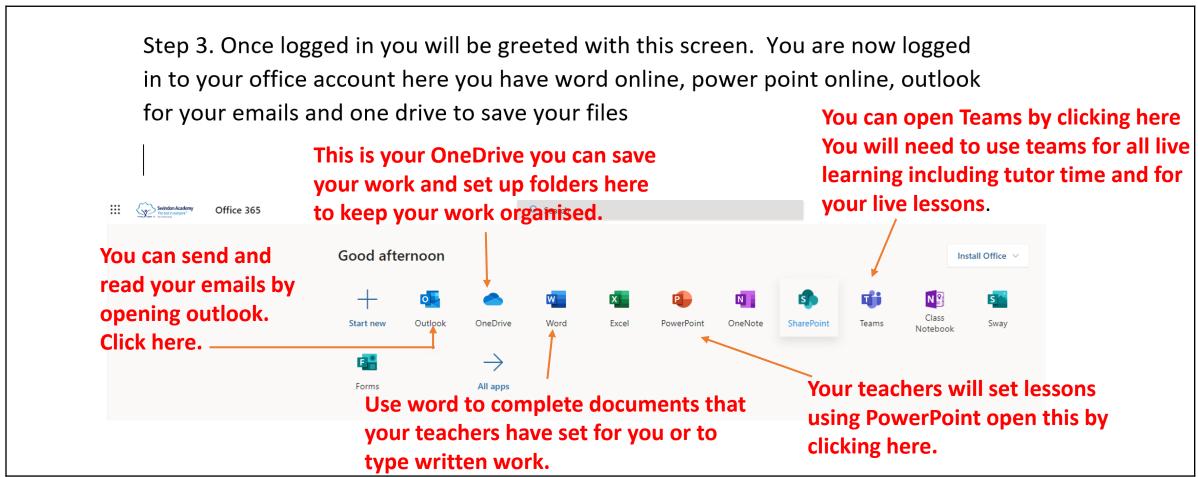
Office365 can be used as a dashboard for all your work.

One drive allows you to save and store files on the cloud allowing you to access your files on any device at any time. https://youtu.be/ZI5qsVyllIs

Office 365 – Dashboard







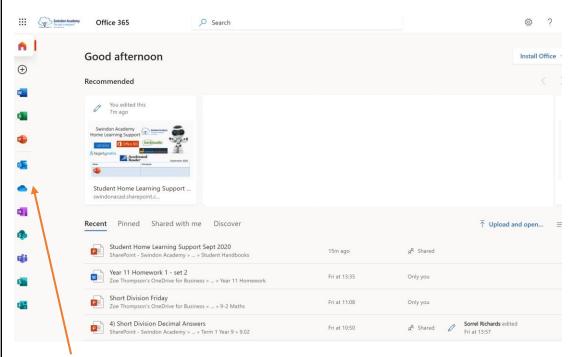
See the video on YOU TUBE to help you It can be found here.... https://youtu.be/WbRspY7T21E

Office 365 – OneDrive

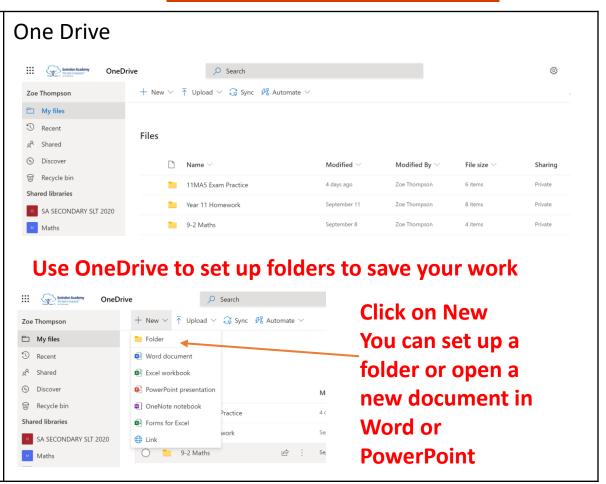








Your homepage may look like this. The icons for Teams, Word, Outlook, OneDrive and PowerPoint are at the left of the screen.

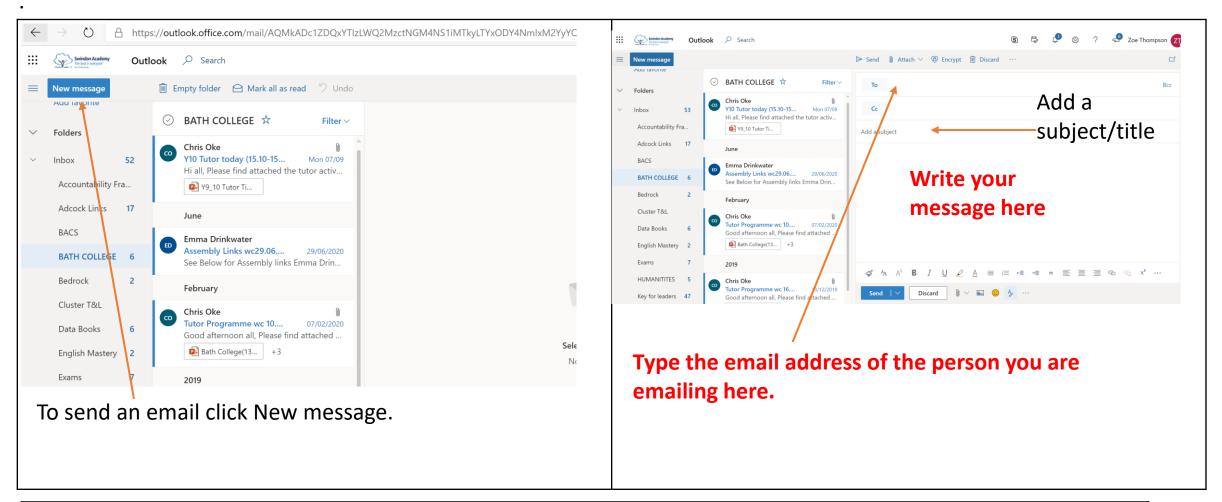


Office365 can be used as a dashboard for all your work.

One drive allows you to save and store files on the cloud allowing you to access your files on any device at any time.





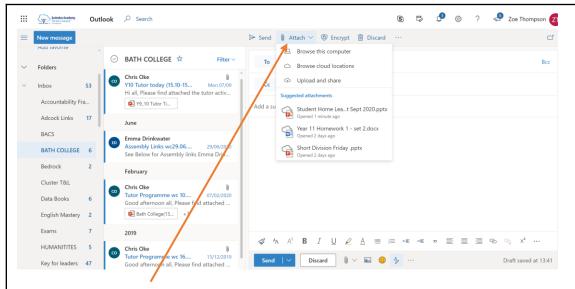


Office365 can be used as a dashboard for all your work.

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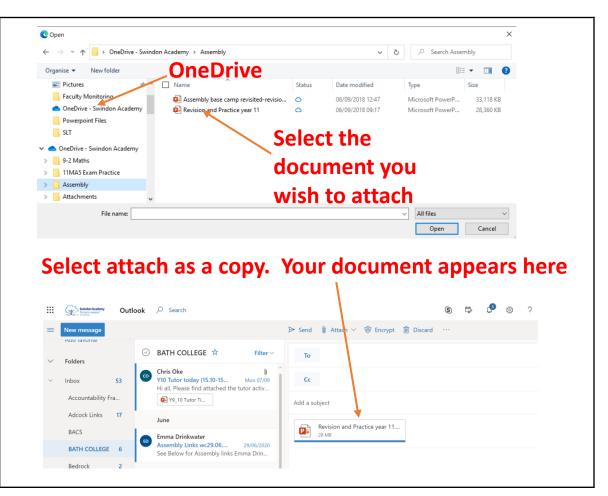




To attach a document click here.

Click browse this computer you will see your one drive.

Your document may appear in suggested attachments.



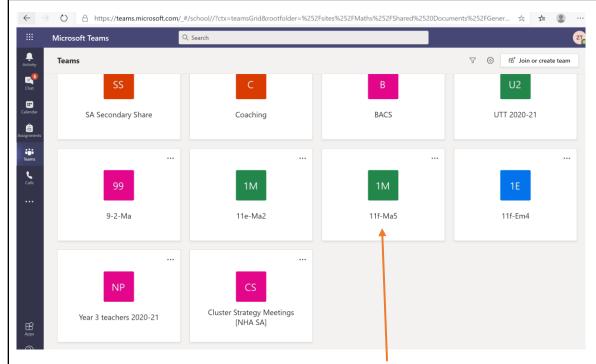
Link to video: https://youtu.be/lk7waXIQ EU

Teams – Homepage

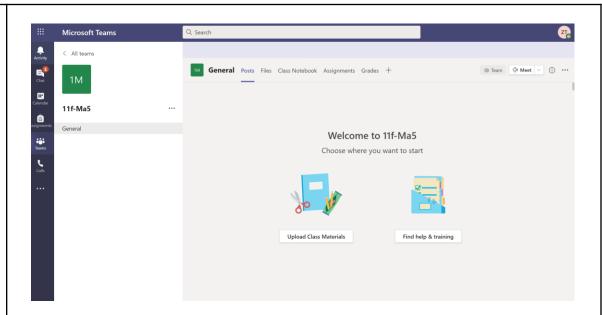








Select the team for either your tutor or class. For example if you are in 11F-MA5 select this team



Your teacher will upload resources into your team in files and in class notebook.
You will access live lessons here.

Prep during lockdown



Prep is an important part of learning at Swindon Academy which helps you to achieve the best grades possible in your exams.

In Year 7-9, you still need to complete your Maths Sparx or Hegarty Maths prep.

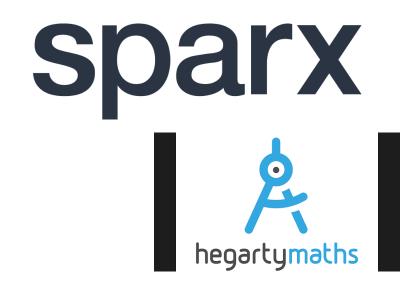
In Year 7-10, you also need to complete your 20 minutes of personal reading every day.

You should also continue to complete your bedrock lessons each week.

KS4/KS5

In Years 10-13, you will continue to receive prep as normal. Prep will be set on Epraise like before and your teachers will be checking your prep.

Use the "upload" box to submit a photo of your prep or a document to your teacher.



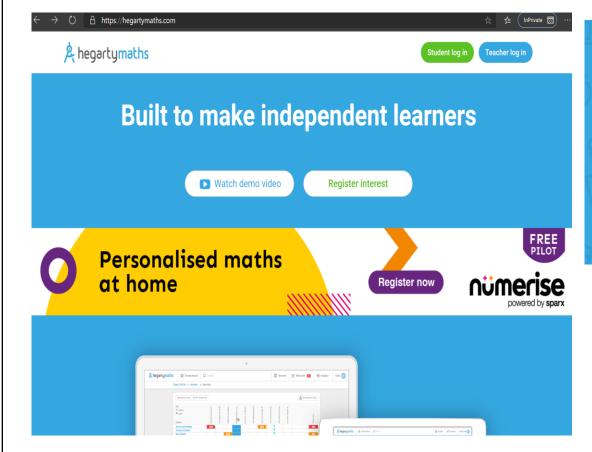


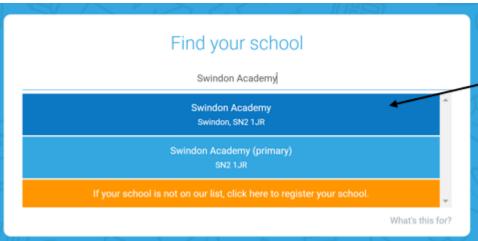
Hegarty Maths — Login





Please work through the following steps to log into Hegarty Maths.





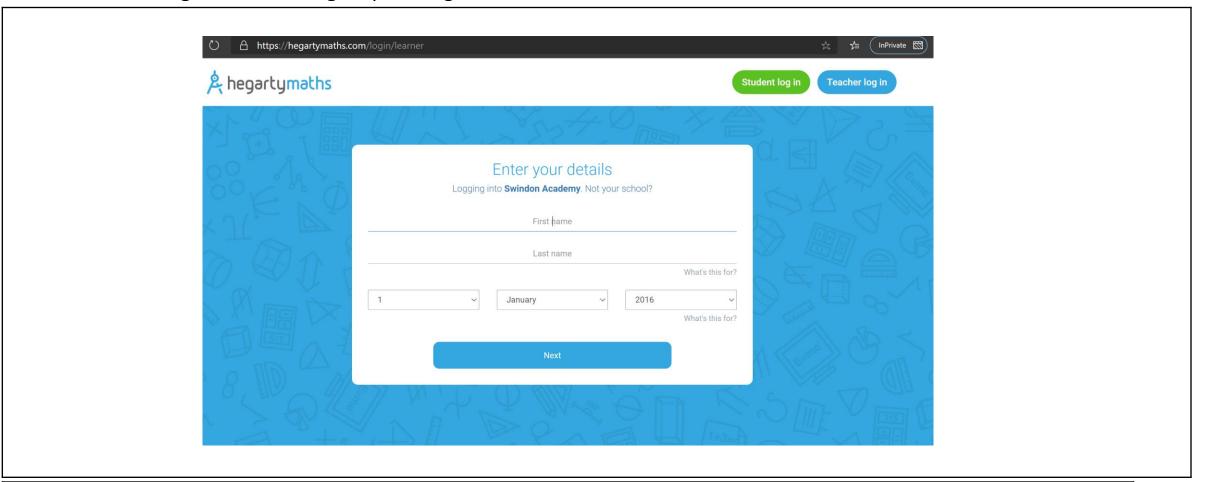
Type Hegarty maths into your internet browser. Select student log on Select Swindon Academy

Hegarty Maths – Login





Please work through the following steps to log into Office 365.



Enter your name and date of birth

Hegarty will ask you to enter a password of your choice

You will then be logged in and able to view the tasks that have been set by your maths teacher.

Year 7- SPARX:



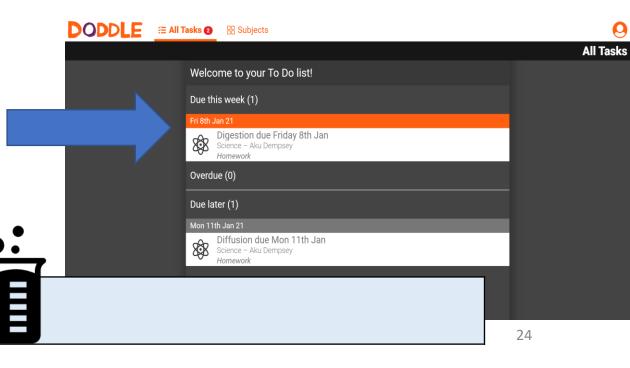
You will need to be able to access SPARX You will have already done this If you can't log into SPARX — USE THE I NEED HELP WITH FEATURE ON E-PRAISE.

FORGOT YOUR PASSWORD USE THE 'I NEED HELP WITH BUTTON ON EPRAISE' OR MESSAGE YOUR MATHS TEACHER DURING YOUR LESSON.

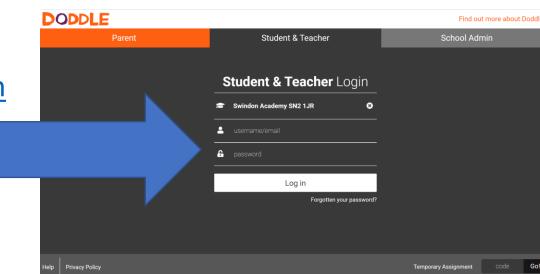


Science prep on Doddle (KS3)

- 1. Log in at https://www.doddlelearn.co.uk/app/login
- Select your school Swindon Academy SN2 1JR
- Your username follows the following format:
- Year 7: NameSurname20 e.g. PerrieEdwards20
- Year 8: NameSurname19 e.g. JadeThirlwall19
- Year 9: NameSurname18 e.g. Leigh-annePinnock18
- If it is your first time logging in, your password is password.
- If you can't log in please message your science teacher on epraise.
- 2. You will see the quizzes due this week and due later. Click on the quiz to access it.
- 3. Don't forget to press Submit when you're done!



Please write your username in Box 6 on Page 4.







Please work through the following steps to log into Bedrock.

 Open a GOOGLE CHROME BROWSER. Bedrock will not work properly on other browsers. This is important if you are using an iPhone or Apple product as the Safari browser will not work correctly. You can download the GOOGLE CHROME browser for free from the app store.



2. Go to https://app.bedrocklearning.org. Make sure you are on the student tab (Not the teacher tab). ← → ひ A https://app.bedrocklearning.org 9 9 ☆ 10 1 ★ 10 ... bedrock vocabulary Welcome to **Bedrock** Username Password FORGOT YOUR PASSWORD USE Support Contact Us Privacy Policy Copyright Bedrock Learning 2020

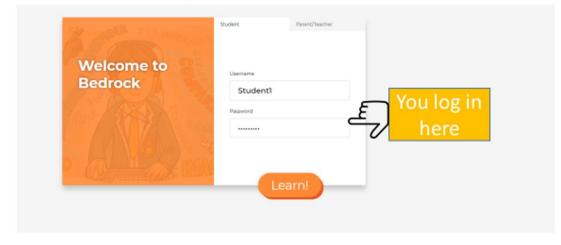
THE 'I NEED HELP WITH BUTTON
ON EPRAISE' OR MESSAGE YOUR
ENGLISH TEACHER DURING YOUR
LESSON.



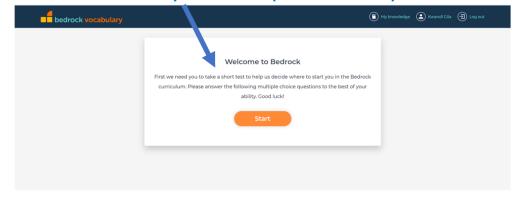


Please work through the following steps to log into Bedrock.

3. Type in your username and password. Make sure to type it in exactly. You must put in the capital letters in the correct place.



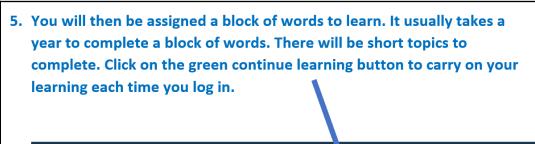
4. The first time you log in there will be a short test to assign you to the correct level. Make sure you answer all questions the best you can.

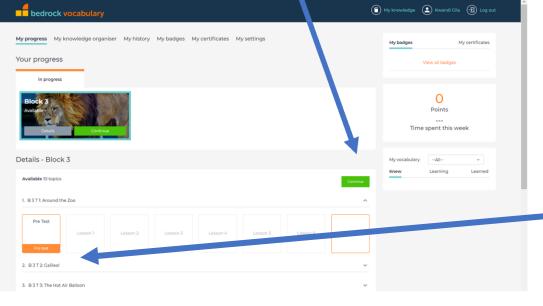






Please work through the following steps to log into Bedrock.





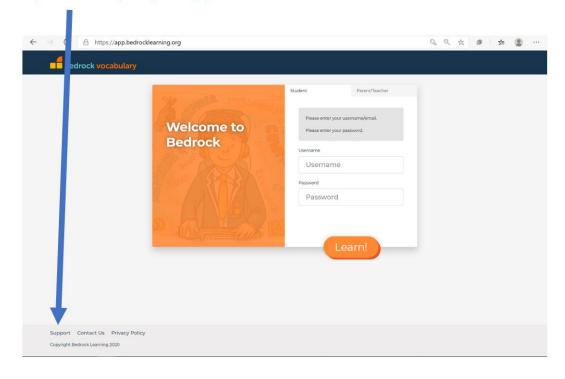
6. You will do short tests at the start and end of a topic. You will do these in addition to your lessons. You must do two lessons a week every week during term time plus any tests. This means some weeks you have more Bedrock work to do than other weeks. You can always do more than the minimum target.



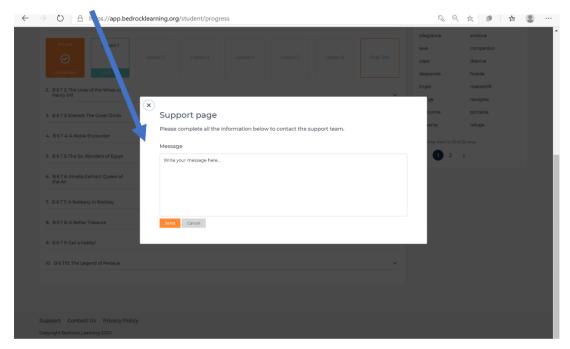


Please work through the following steps to log into Bedrock.

7. If you need support or if Bedrock is not working for any reason. You must click on the support button on the bottom of the page. This is the quickest way to get support.



8. Type in the issues and press send. You teacher will get a reply for you and your problem will be fixed as soon as possible.



Accelerated Reader-Login

Please work through the following steps to log into Accelerated Reader.

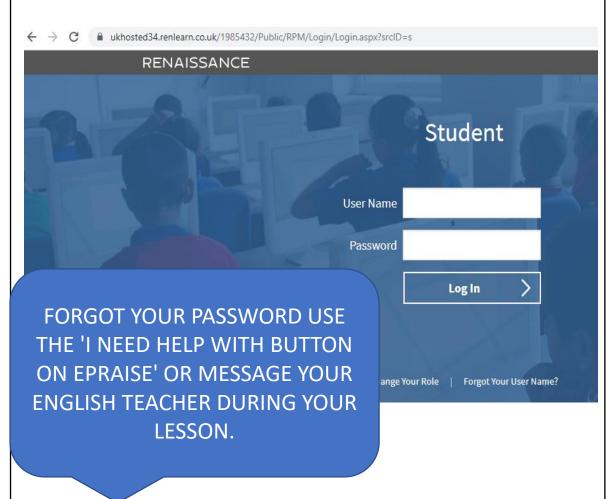


Go to the Accelerated Reader website:

https://ukhosted34.renlearn.co.uk/1985432/Public/RPM/Login/Login.aspx?srcID=s

Please note that you cannot just Google 'Accelerated reader' to get to this page as this link is specific to Swindon Academy.

You will also have a daily reading reminder in your notes section of epraise which will have the link for you to click to go directly to the correct page.



Accelerated Reader-Login

Accelerated Reader

Please work through the following steps to log into Accelerated Reader.

Your <u>username</u> is the first letter of your first name and the first 4 letters of your surname.

Example:

Student's name: John Smith

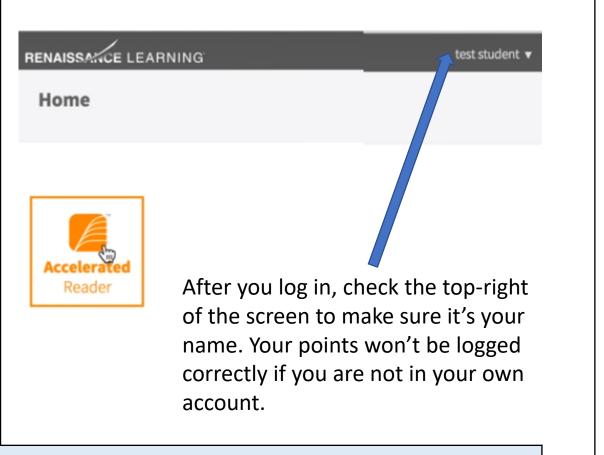
Student's login: jsmit

Password:

abc

Do not change your password.

If the name at the top is not your name, log out and try logging in again with 1 after your username (e.g. jsmit1). If this is also not you, try again with a 2 after your username (e.g. jsmit2).



Please write your username and password in Box 7 on Page 4.

Accelerated Reader—Book Quiz

Please work through the following steps to take a quiz on your finished book.

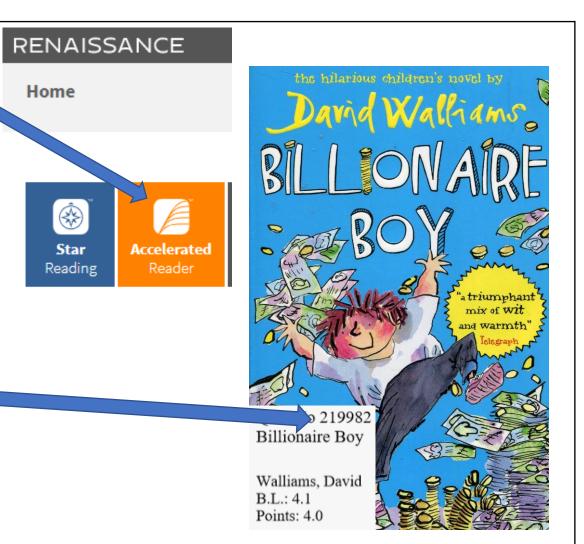


Once logged in, use the orange 'Accelerated Reader' button to take a quiz on a book you have finished reading.

There will be a search bar. You can search from the title of your book, but sometimes the cover of the book you have is not the same as the cover shown on the screen, or there can be several different versions of the book.

The easiest way to find the exact quiz for your book is to type the book quiz number into the search bar. That way, you can be sure to get the right quiz every time.

You only need to take the reading practice quiz, but you can try the other quizzes if you like. Remember, when taking your quizzes, you should not be going back into the books to look for answers.



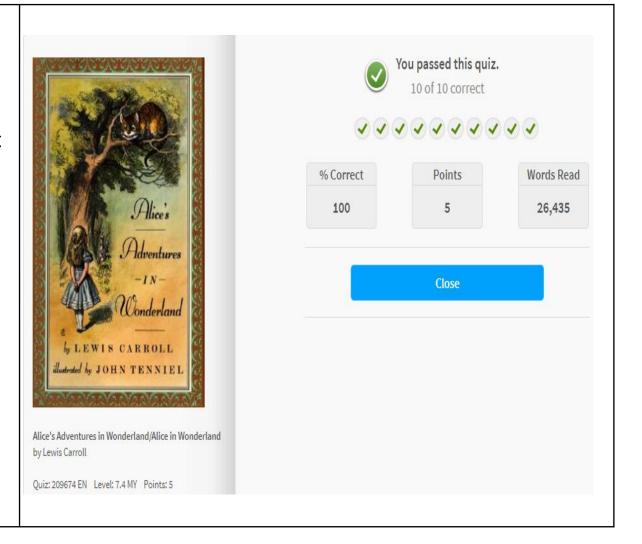
Accelerated Reader—Book Quiz



Please work through the following steps to take a quiz on your finished book.

After you have finished the quiz, you will see a screen that will let you know your results. You should make a note of how many points you earned from the book.

You need to pass with at least 60% to get some of the available points, and with 100% to get all available points.



Swindon Academy Knowledge Organisers



For every term in Years 7, 8 and 9, the content for each subject has been broken down into a Knowledge Organiser. All of the Knowledge Organisers have been collated into a **booklet** which each student receives. These booklets support the students with their revision and classwork.

Term 3

Year 7 Standard Knowledge Organiser 2020-21

Year 7 Grammar Stream Knowledge Organiser 2020 - 21

Year 7 Alternative Curriculum Knowledge Organiser 2020 - 21

Year 8 Standard Knowledge Organiser 2020-21

<u>Year 8 Grammar Stream Knowledge Organiser 2020 - 21</u>

Year 8 Alternative Curriculum Knowledge Organiser 2020 - 21

Year 9 Standard Knowledge Organiser 2020-21

<u>Year 9 Grammar Stream Knowledge Organiser 2020 - 21</u>

Year 9 Alternative Curriculum Knowledge Organiser 2020 - 21

