

Remote Learning

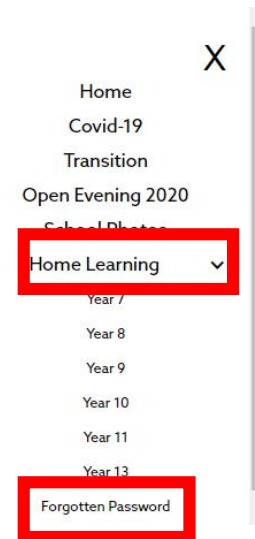
Accessing IT Systems from home

Reset Password

- If you need to reset your password from home:

Step 1 – Access the Lightcliffe Academy Website

Step 2 – Choose 'Remote Learning' from the menu on the right hand side



Your new password will be sent to your parents email address. Please ask them to check their 'Junk Folder'.

If your parents have changed their email address then this needs to be updated with school.

Accessing Home Learning lessons whilst self-isolating

Step 1 – Access the Lightcliffe Academy Website

Step 2 – Choose 'Remote Learning' from the menu on the right hand side

Step 3 – Click on the relevant Year Group



You will be directed to log in to Foldr (see slide 5 for details). This will take you directly to the work for your year group. Choose the relevant subject and member of staff. You can then select the lesson for the day(s) you are off.

Accessing Foldr

- Foldr contains:
 - Your personal files
 - DRL – Digital Resource Library (all subject files and documents)


Step 1 – Access the Lightcliffe Academy Website

Step 2 – Press the Foldr icon



<https://www.lightcliffeacademy.co.uk/>

Step 3 – Type your school *username*




Welcome to Foldr
Lightcliffe Academy

Username
lconlon

NEXT

[Forgot password?](#)

Step 3 – Type your school *password*



Welcome to Foldr
Lightcliffe Academy

Password for lconlon@lightcliffeacademy.co.uk
.....

SIGN IN

[Cancel](#) [Forgot password?](#)

 My Files Search My Bookmarks

My Files

Name



Home Drive Staff



Staff Shared



Digital Resource Library

Your personal folders
and files

All subject folders and files

My Files » Digital Resource Library

Filter...

Name



Art



ASDAN



ASN AEP



BTEC



BTEC Dance

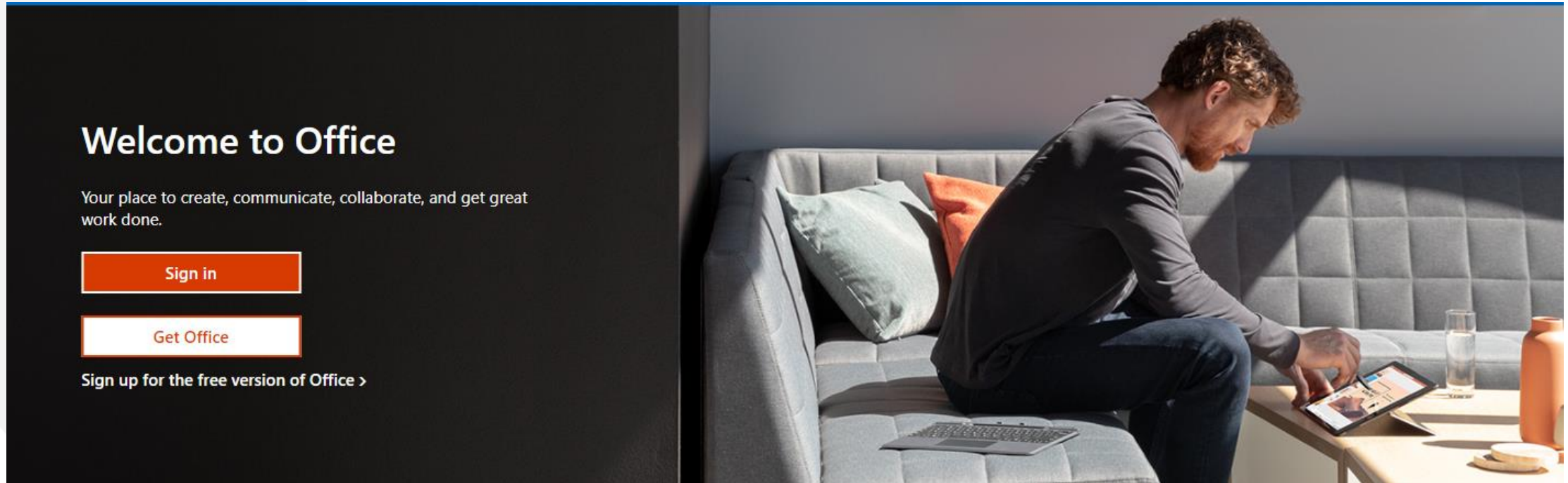


BusinessStudies

Accessing Emails

Step 1 – [Go to Office 365](#)

Step 2 – Select Sign in



Step 3 – Type your school *email address*



Sign in

lconlon@lightcliffeacademy.co.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Your email address is:

[SchoolUsername@lightcliffeacademy.co.uk](#)

Step 3 – Type your school *password*



lconlon@lightcliffeacademy.co.uk

Enter password

.....

[Forgot my password](#)

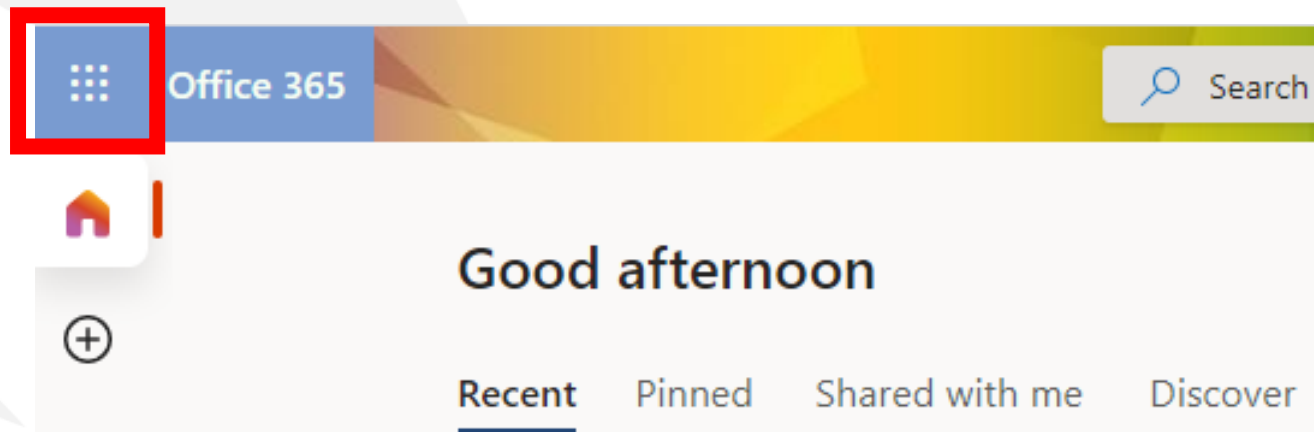
[Sign in with another account](#)

Sign in

Microsoft Office Suite

- Through your email account you can:
 - Send emails
 - Use some Office Applications – Word, PowerPoint, Excel (even if you don't have these installed on your home devices).
 - Upload everything to OneDrive so you can access your files from any location and any device when you have Internet access.

Step 1 – Click on the grid on the top left hand corner of the screen



Step 2 – Choose the application you wish to use



Office 365 →

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway

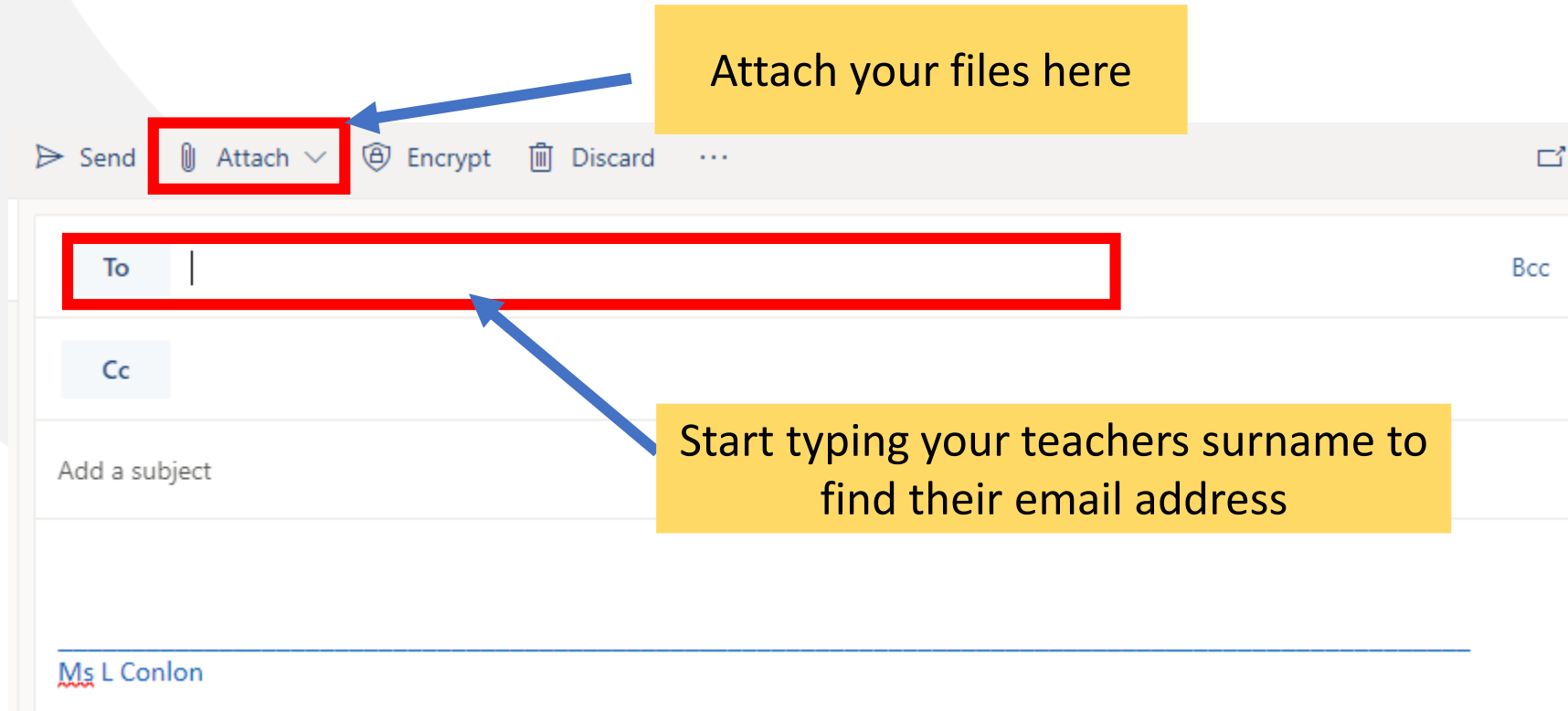


Forms

All apps →

Emails

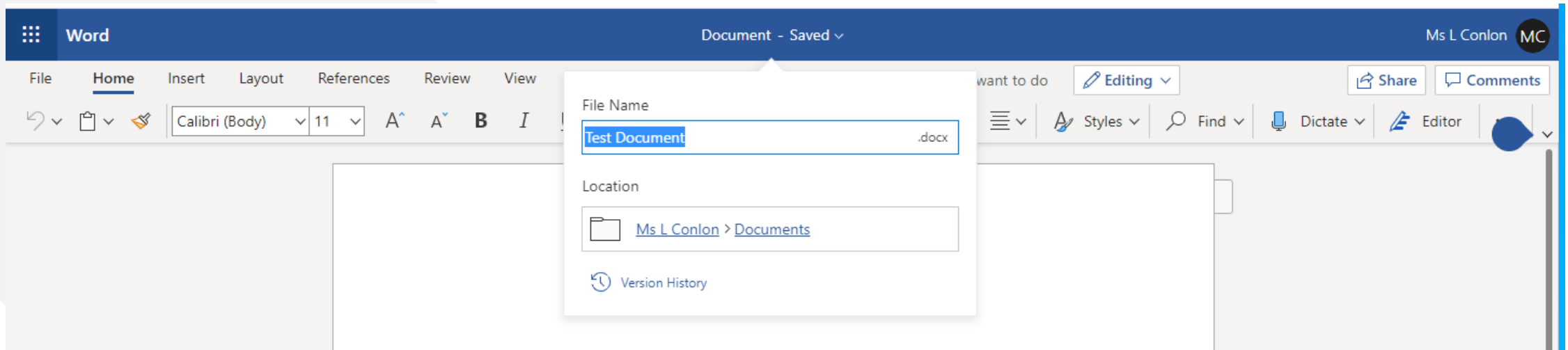
- Email your teachers questions about your work or the word itself.



The screenshot shows an email composition window. At the top, there is a toolbar with buttons: 'Send', 'Attach' (highlighted with a red box and a blue arrow pointing to a yellow callout box saying 'Attach your files here'), 'Encrypt', 'Discard', and a menu icon. Below the toolbar, the 'To' field is highlighted with a red box and a blue arrow pointing to a yellow callout box saying 'Start typing your teachers surname to find their email address'. The 'Cc' field is visible below the 'To' field. The 'Subject' field is labeled 'Add a subject'. At the bottom, the email address 'Ms L Conlon' is visible.

Word, PowerPoint, Excel

- This looks the same as it would on a PC or laptop but allows you to work on the **online** version.
- Anything you create in here will automatically save in **OneDrive**.
- You can also save and download it to your device using the **File Tab** then selecting **Save As**.



One Drive

- This is cloud storage.
- You can save any files or folder in here (just like you would in you home drive).

Office 365 →

Apps

Outlook OneDrive
Word Excel
PowerPoint OneNote
SharePoint Teams
Sway Forms

All apps →

OneDrive

Search

Ms L Conlon

+ New Upload Sync Automate

Files

Name	Modified	Modified By	File size	Sharing
Test Document.docx	A few seconds ago	Ms L Conlon	10.8 KB	Private

Hegarty Maths

- **Site:** hegartymaths.com
- **Username:** school name, name, date of birth as per website
- **Password:** as set up by students
- **Contact:** Use help links on website



GCSE Pod (Year 10 & Year 11)

- Site: gcsepod.com
- Username: Click "New here? Get Started"
- Password: Set up own password on website
- Contact: Use help links on website or
asmithson@lightcliffeacademy.co.uk as last resort.



LOGIN

NEW HERE? GET STARTED


USERNAME OR EMAIL ADDRESS

PASSWORD

LOGIN

SIGN IN WITH GOOGLE

Your Google account's email address must match your GCSEPod account.



NEED HELP?

I'VE FORGOTTEN MY LOGIN DETAILS