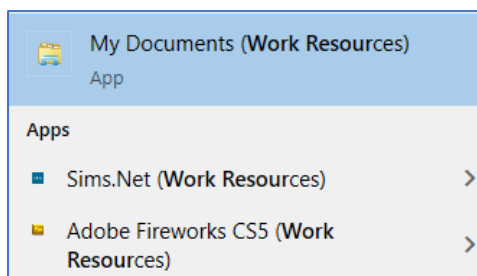


LPGS Remote Learning Tools

We have several tools available that can aid remote learning in the event of a school closure.



Remote Apps

Will let you access:

- your school my documents,
- school documents area
- software including Word and Powerpoint



Firefly

- View tasks
- Submit Work



Office 365 Outlook

- Get notified of any tasks and other notices
- Communicate with staff



Office 365 Microsoft Teams

- Live lessons
- Teachers share their screen with students
- Teachers talk to students live/live chat

Guidelines

If the school had to close and students were learning from home we recommend students have their Outlook account and Microsoft Teams open in a browser so they can receive any messages that come through in a timely manner. **Live lessons will be scheduled in advance and students will be notified via an email of the date and time of the lesson.**

Remote Apps (Remote Desktop)

Purpose: Will let you access your school my documents, school resources area from home as well as software including Word and Powerpoint

Accessing it requires your normal school username (e.g. A10937) and password.

It is recommended that you create a link between your computer and school using one of the sets of instructions below.

- [Windows 8](#)
- [Windows 10](#)
- [Apple Devices](#)

Windows users only: Alternatively, you can just access it via your web browser as demonstrated at lunchtime today. [Click here to open remote apps via your browser](#)

Firefly

Purpose: View tasks and submit work

Accessing it requires your normal school username (e.g. A10937) and password.

- [Click here](#) (or google 'LPGS Firefly')

Useful tutorials

- [Viewing a task](#)
- [Marking tasks as done](#)
- [Submitting work via Firefly](#)

Office 365: Outlook and Teams

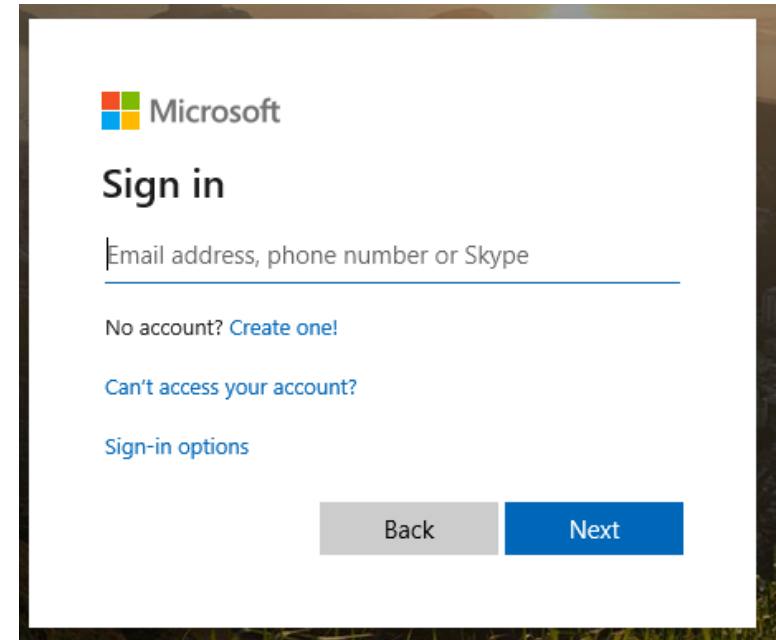
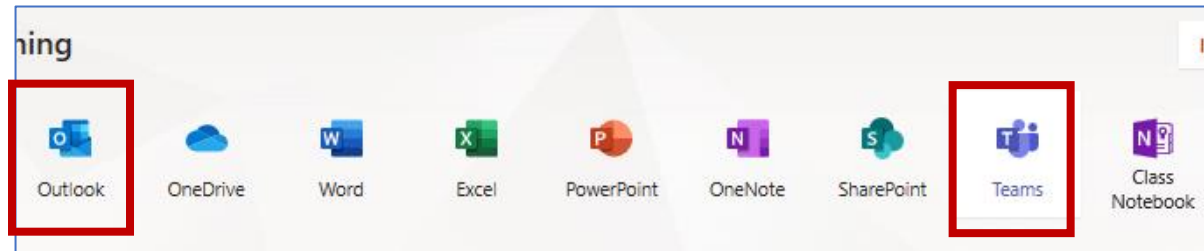
Purpose: Will let you check emails and watch live lesson/conversation

Accessing it requires your school email (e.g. A10937@lpgs.bromley.sch.uk) and password.

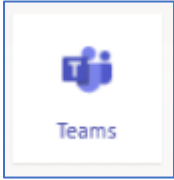
USE CHROME to login to www.office.com

Once logged in you will have access to a range of Microsoft apps including **Outlook** as well as **Teams**.

You can click on Outlook to view your emails/send emails.



Opening Teams



1. Click on the **Teams icon** to open the app

Your classes should appear as tiles on the left hand side. Do not panic if you do not have any/many classes listed as they will only appear once your teacher has activated them.

2. Click on a class to open their Teams page

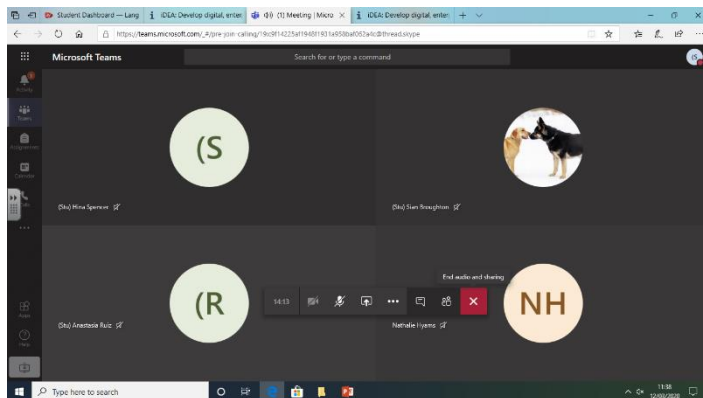
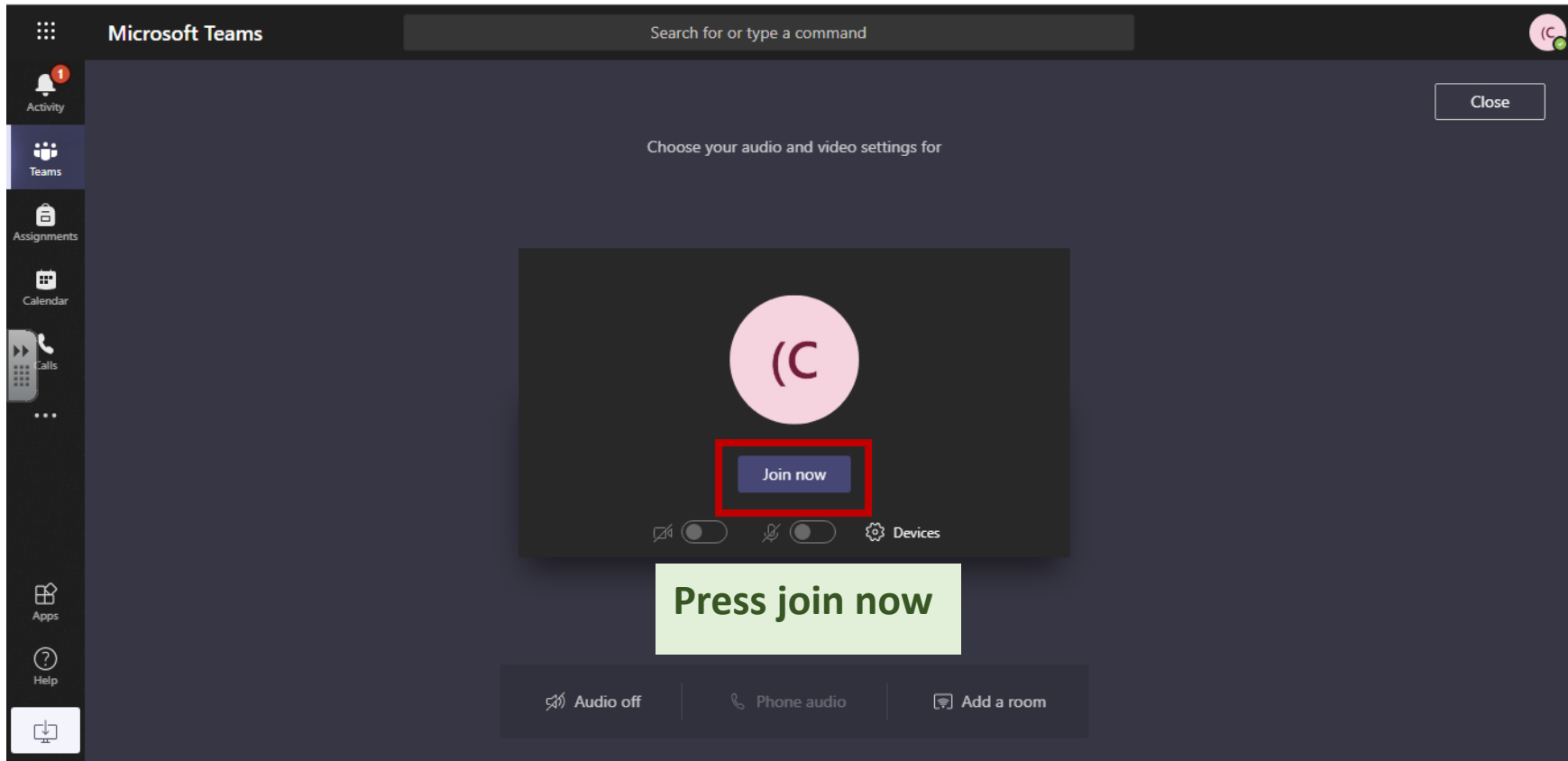
A screenshot of the Microsoft Teams application interface. The top bar shows "Microsoft Teams" and a search bar. The left sidebar contains navigation icons for Activity, Teams, Assignments, Calendar, Calls, and Apps. The main area shows a list of teams under "Your teams", including "8llt1 - ICT" and "General". A red arrow points to the "General" team. A large green text box is overlaid on the right side of the screen, containing instructions about live lessons and email reminders. A red-bordered box highlights a "Meeting now" notification with a "Join" button. Below the notification, there is a "Meeting started" message and a "Reply" button. At the bottom, there is a text input field for starting a new conversation and a set of icons for various actions.

If a teacher wants to run a live lesson you will be sent an email with the date and time. About 15 minutes before the meeting you will be sent an email reminder. You can join the meeting via the email or visit the right class and Click join to join the lesson

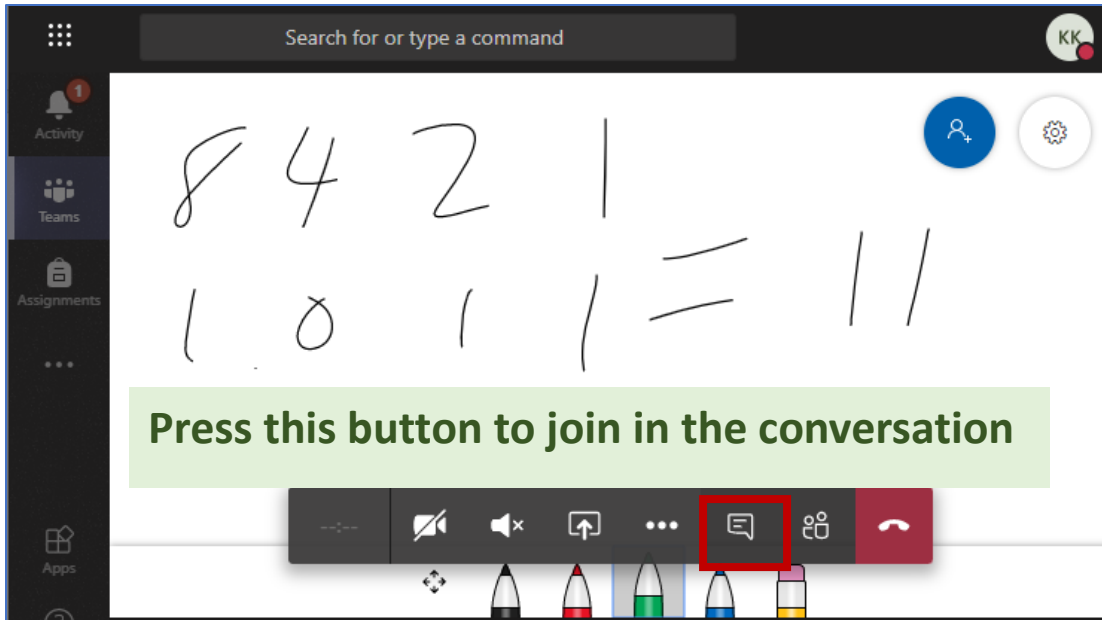
Your classes will be listed here (if teachers have activated your group)

Join

Lessons can be recorded and will appear in the appropriate 'channel' for play back at a later date.



You will see other students joining the meeting



The teacher will display information on the screen.

It will look something like these screens



Microsoft Teams

Search for or type a command

Activity

Teams

Assignments

Calendar

Calls

...

Apps

Help

(S)

(Stu) Hina Spencer

(Stu) Sian Broughton

When the lesson is over, press here to exit

End audio and sharing

14:13

(R)

(Stu) Anastasia Ruiz

Nathalie Hyams

NH

Type here to search

11:38
12/03/2020

If you have any issues with any of the systems please contact Miss Kelly: kk@lpgs.bromley.sch.uk