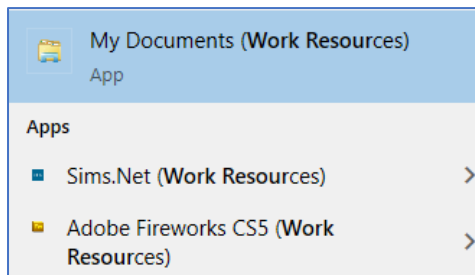# LPGS Remote Learning Tools

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,
- staff shared area etc
- specialist software including SIMS & 4Matrix
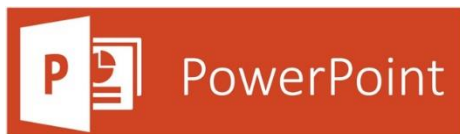
Firefly

- Set tasks
- Attach documents/videos
- Set up self marking quizzes
- Create discussion forums

Office 365 Microsoft Teams

- Live lessons
- Share your screen with students
- Talk to students live/live chat
- Upload documents

Adding commentaries to Powerpoints

- Add an audio commentary to a powerpoint
- Can video yourself
- Set the powerpoint as a FF task

Remote Apps (Remote Desktop)

Purpose: Will let you access your school my documents, staff shared area etc from home as well as specialist software including SIMS & 4Matrix

Accessing it requires your normal school username (e.g. KK) 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: Set tasks to students

Accessing it requires your school email and normal school password.

- https://lpgs.fireflycloud.net

Useful tutorials

- Setting a task
- Viewing tasks you have set
- Viewing student responses
- Marking and Feedback
- Managing Tasks (including deleting and editing)

Please tick the parent portal box to ensure parents can easily view tasks that have been set
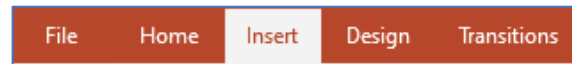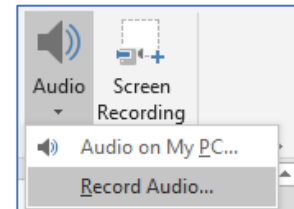
Powerpoint with Narration

Accessing it: Open a new or existing Powerpoint
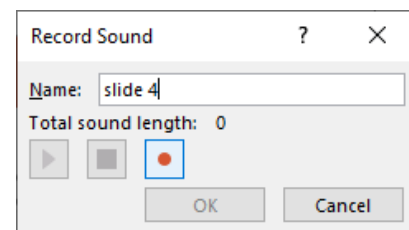
Adding an audio commentary to each slide
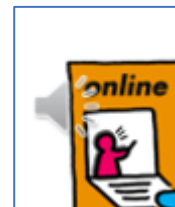
1. Click on the **Insert** tab

2. Select **Audio** - > **Record Audio**

3. Give the audio file a **name** e.g slide 4

4. Press the **red record** button

5. When you have finished talking press the **stop** button

A **sound icon** will appear in the middle of the slide. The default setting is for it to play in sequence, if you have animations etc it will play after these
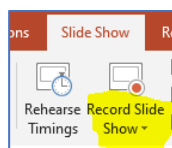
To play automatically

• Click on the **sound icon** that has appeared in the middle of the slide

• Click on the **Playback** option

• Change the **In click sequence** setting to **Automatically**
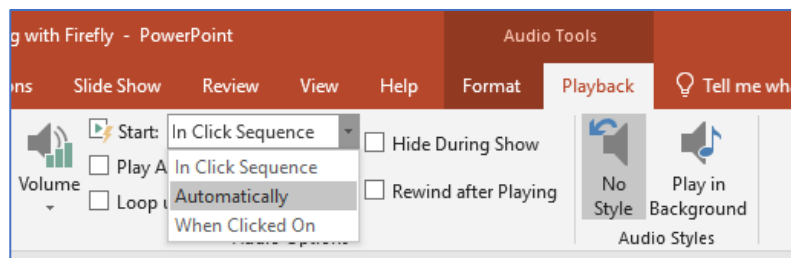
Video yourself talking and annotating the Powerpoint (video is optional)

You can record yourself talking through each slide via the **record slide show** option.

1. Go to the **slideshow** tab

2. Click on **Record slideshow**.

3. Press **record** and start talking and moving through the slides as normal. It will insert the videos into the bottom right hand side of each video automatically.
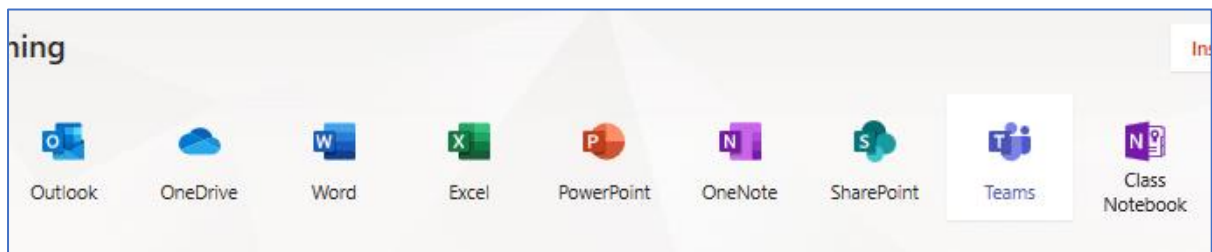
Office 365
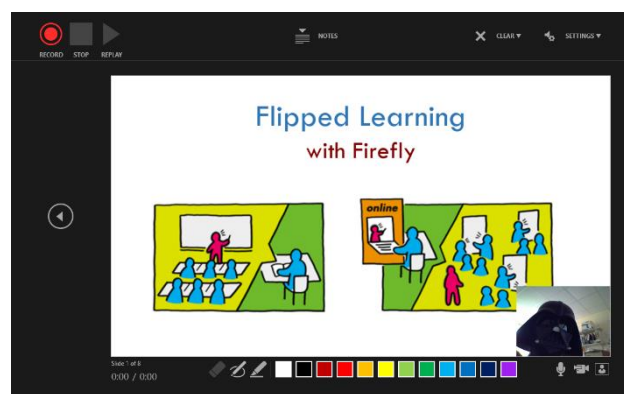
Purpose: Will let you deliver live lessons/live chats with classes

Accessing it requires your school email (e.g. kk@lpgs.bromley.sch.uk) and password.
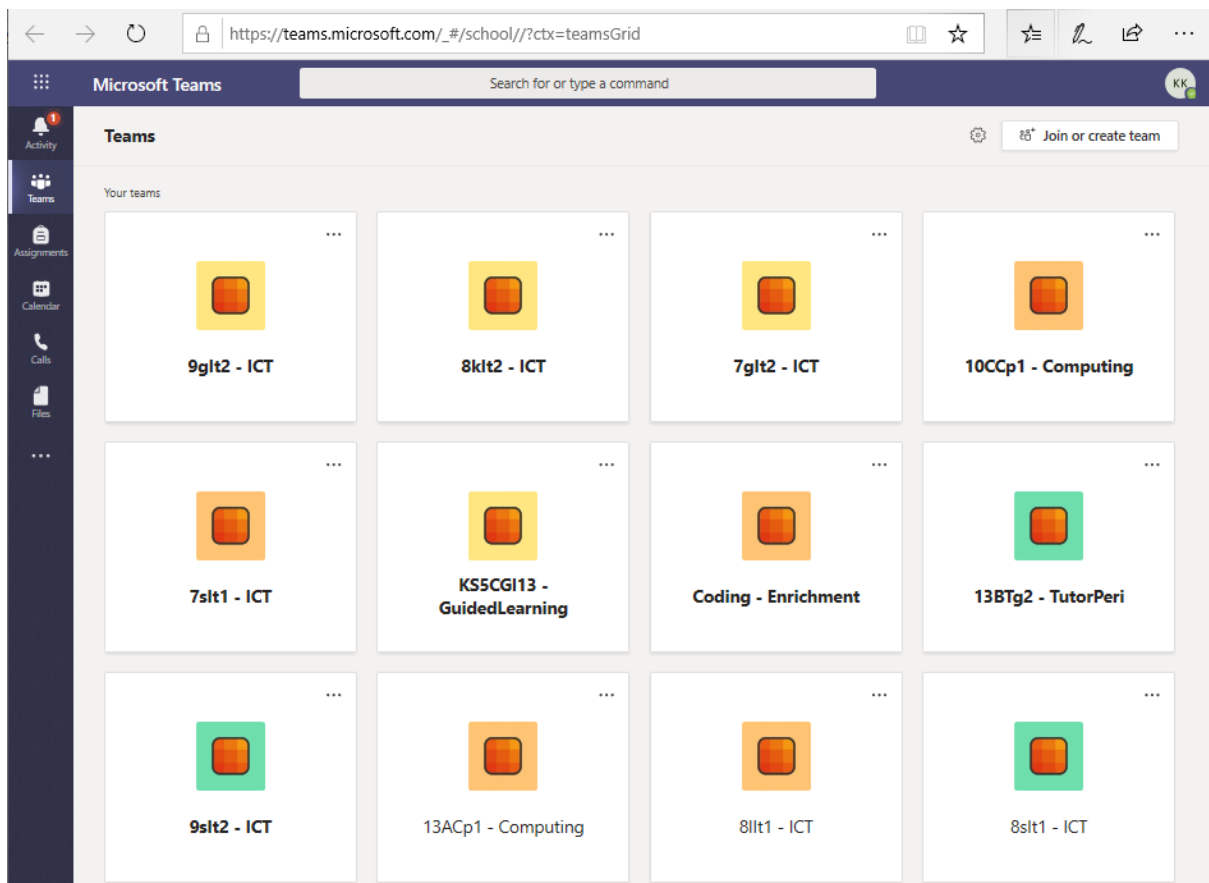
USE CHROME to login to www.office.com

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


Opening Teams

1. Use chrome to login to www.office.com

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

   Your classes should appear as tiles

3. Click on a class to open their Teams page

Activating a new class

If it is the first time you have clicked on the class you need to **Activate the Team** by pressing the **Activate** button (circled).

It will take a minute or two for the students to be linked to the class
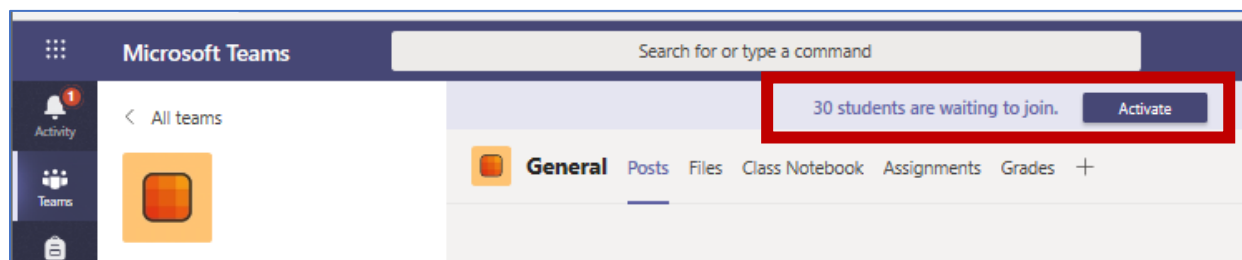

Creating 'Channels'

Every class starts with a general channel but you can add more e.g for each topic/week/lesson

A channel can contain its own posts, files and notes page so you can organise your lessons efficiently.

Live lessons can be launched from any channel and then any recording/chat transcript is stored within with that channel.

To create a new channel

1. Click on the **ellipsis** next to the group name

2. Select **'Add channel'**
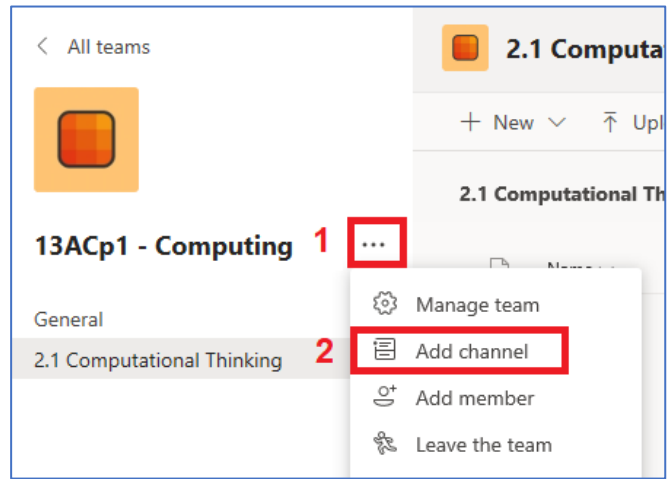
3. Fill out the **name** of the channel and any other details you want.

4. Tick The **automatically show this channel in everyone's channel list** checkbox
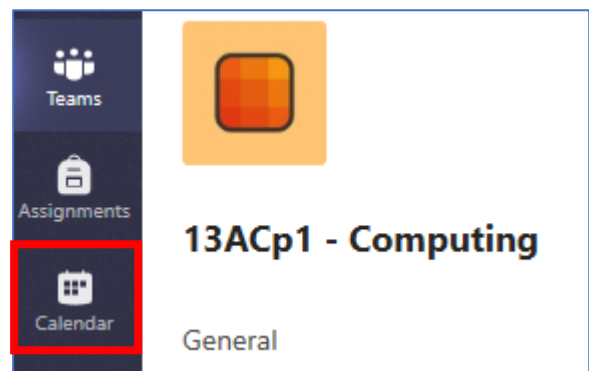

Scheduling a live lesson

You can pre schedule a live lesson so an email will be sent to the attendees and a join button will be posted on the appropriate channel page.

1. Click on the calendar button

2. A calendar will appear

3. Click on the appropriate date/time slot or just press the New Meeting button

   A new window will appear:

4. Fill out the details of the meeting and press SEND

   NOTE: You do not need to add attendees individually – you can use the **Add Channel** option (circled) to link the meeting to a channel and all the people that can see that channel will be invited to the meeting.
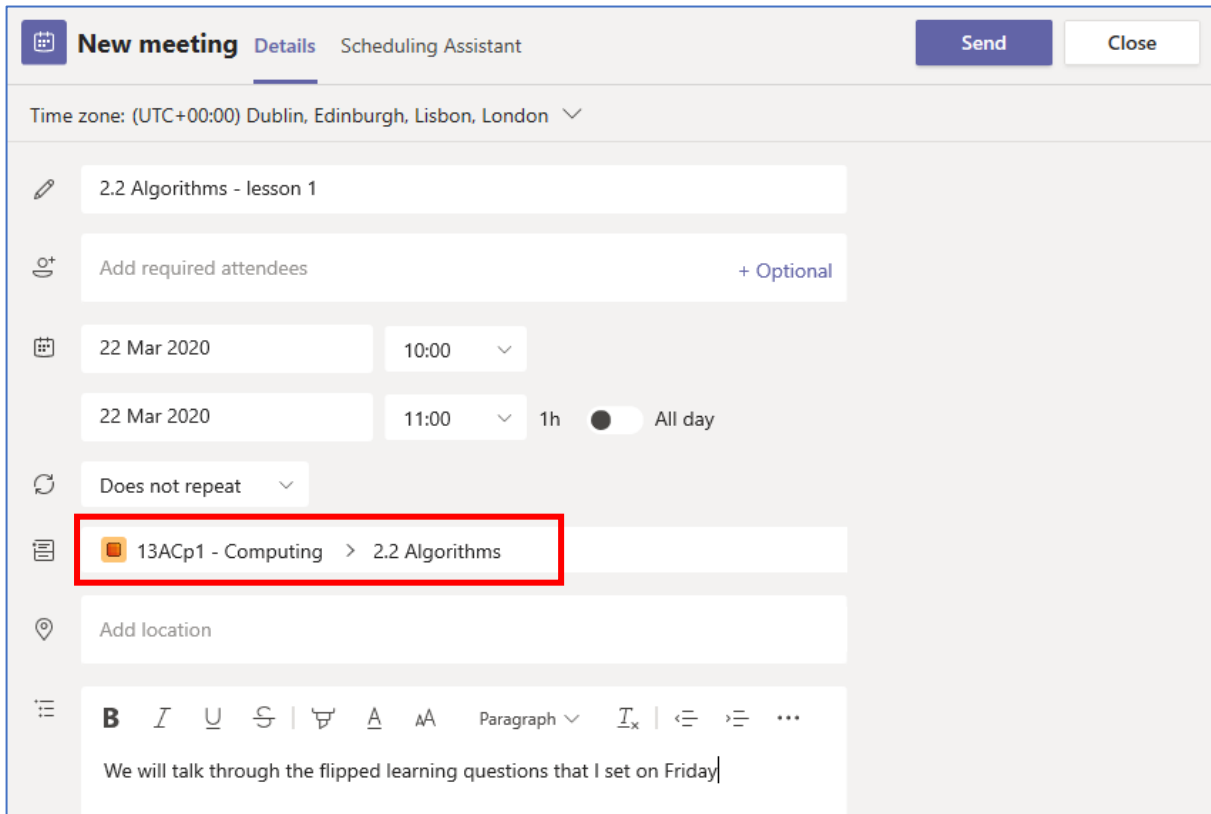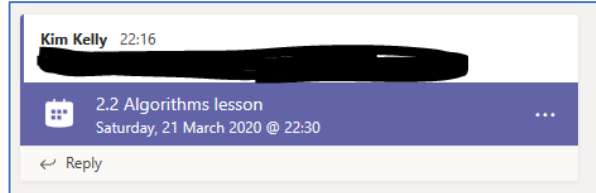
What happens next?

An email will be sent to the attendees

The meeting will appear in your calendar and on the appropriate channels post page.

An email reminder will be sent to the attendees about 10 minutes before the meeting. The join button will appear on the posts page at the appropriate time.

If you record the meeting it will appear on the posts page within the thread for the meeting.

Starting a prescheduled 'live lesson'

Note you will need to have a device with a microphone in order to speak to students

The meeting you scheduled will appear you your TEAMs calendar (and your outlook calendar). Both give you the ability to join the meeting. Teams is probably easier as you are already logged into it.
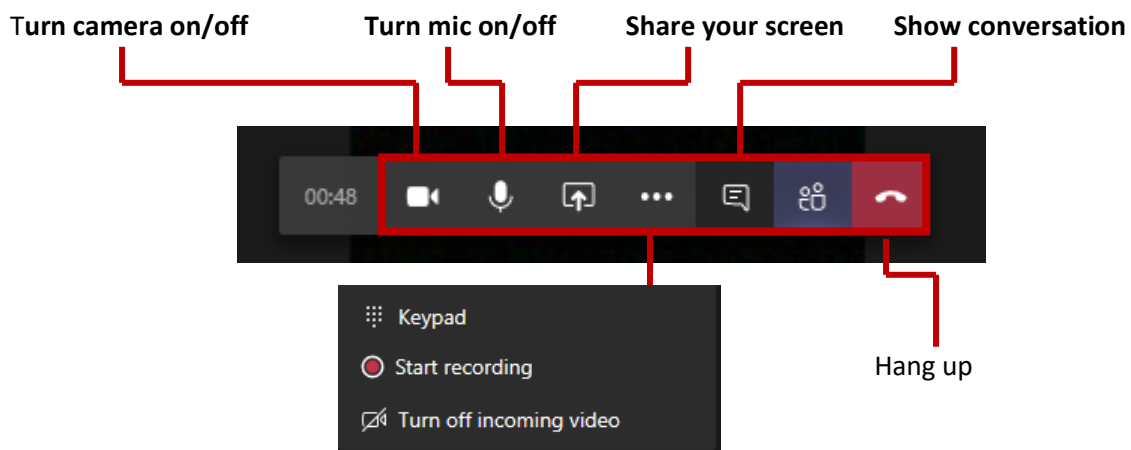
1. Click on the join button

2. A new window will appear, allowing you to configure your camera and microphone.

3. You can switch off your camera and press JOIN now.
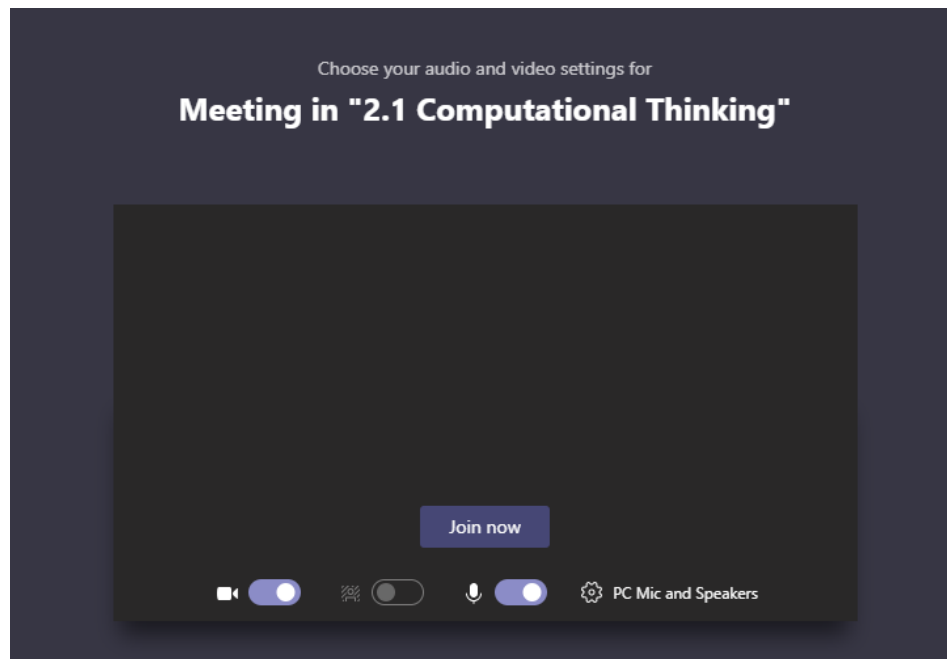
Recording the meeting and other features

Students who have joined will be listed on the right hand side of the screen.

During a meeting you will have the following options:

The record the meeting function is found by pressing the more option ellipsis, it will record the screen, audio and conversation. These will all be listed within the channel the meeting is associated with.
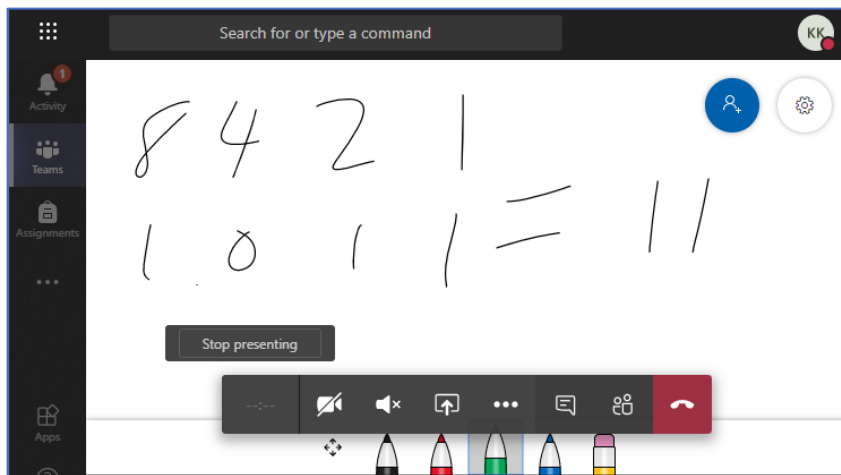
Sharing your screen

You can share your whole desktop or a document or a 'whiteboard'.

Some options are not readily available in Microsoft Edge so Chrome is recommended.

Screen share lets you share your whole desktop or just a single application within your desktop.
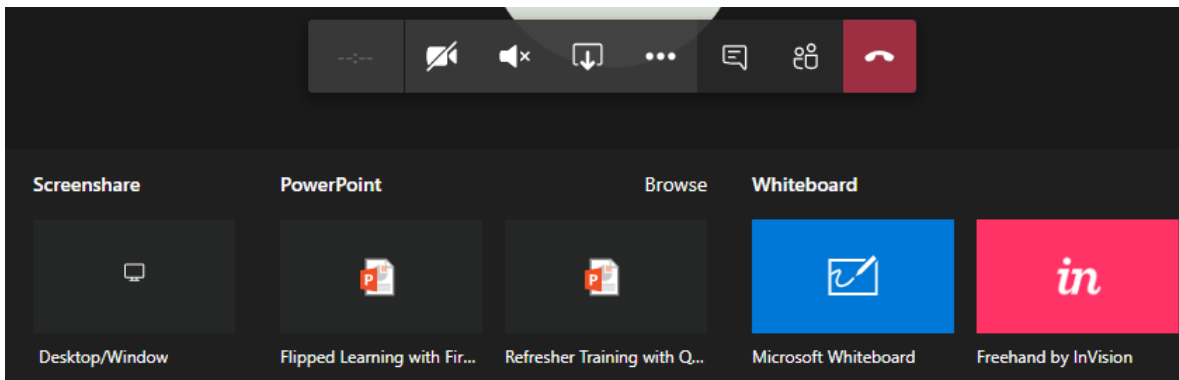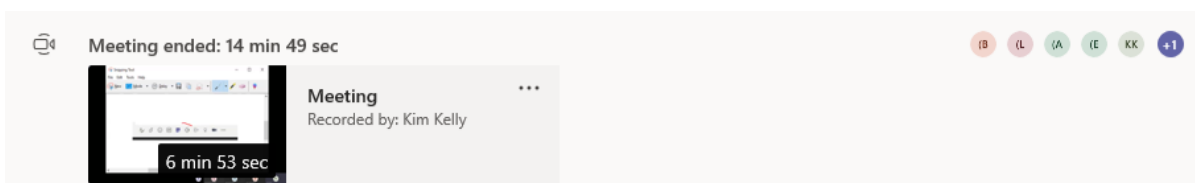
Microsoft Whiteboard looks like this

A PowerPoint with a conversation going would look like this:

Once the lesson is over you can press the hang up button.

If you have pressed the record feature during the meeting, the full recording (voices, screens and chat) will be stored within the channel the meeting was linked with.

FAQs

Can I record meetings?
Yes, in the more option section there is a 'record now' function. It records all visuals and audio as well as the conversation that took place during the meeting.

Am I expected to you use with all of my groups?

Live lessons are not an expectation and realistically would be difficult to co-ordinate for classes of 30. However it may prove very useful for smaller KS4/KS5 classes. If some students cannot make it the meeting can be recorded so they do not miss out.

Can I mute students mics?

Yes, but they can unmute them themselves. We will look into this to see if we can take more control. Set ground rules before the lesson starts.

Does this work on Apple devices?

It appears to have issues with Safari but you can open google Chrome on your Apple device and it appears to work. There is a Teams App for iphones and ipads.

Can I use this on my phone?

There is a Teams app that lets you set up, join and run a meeting on your phone via the calendar option as described above.

You will be able to share your screen with the team and there are options to share your phone screen, powerpoints, images and videos that are stored on your phone.