Remote Teaching and Learning

FAQs on student access to the new Learning Environment

27 March 2020

CONTENTS

The following Frequently Asked Questions (**FAQ**'s) provides guidance to Parents and Students (Years 7 – 13 only) on use of the new Bedford Modern Learning Environment.

Q: HOW DO THE STUDENTS ACCESS THE BEDFORD MODERN LEARNING ENVIRONMENT FROM OUTSIDE OF SCHOOL?

A: All that is required is an Internet connection and computer or device with a modern Web browser (Chrome is recommended). Access into the System is via a link on the **BMS School Website** – **My BMS** – **Students** – **New VLE**. Once students have Logged in successfully, they should be taken to a list of their Classes.

Students can also download the Microsoft Teams app for use on several compatible devices/platforms from this Website https://teams.microsoft.com/downloads.

Q: I AM ACCESSING THE NEW VLE ON AN APPLE MAC COMPUTER BUT CANNOT SEE ALL FEATURES?

A: We are aware that some features do not display or work correctly when using the Safari Web Browser, we would therefore encourage all users to download and Install the Chrome Web Browser instead.

Q: HOW DO STUDENTS ACCESS WORK SET BY THE TEACHERS OR HAND IN WORK USING THE NEW BEDFORD MODERN LEARNING ENVIRONMENT?

A: Currently there are several methods that the teachers are using to set work to the students. They are as follows:

1. Emailing the students directly with work.
2. Signposting the students to SharePoint Subject Resource Sites.
3. Using Microsoft Teams to enable students to collect and then hand in work from Subject Folders. This also enables the staff and students to collaborate with each other.

Although each subject teacher will be in touch separately with the students with specific instructions on how they plan on setting and collecting work, most staff will use Teams.
We have therefore provided instructions on two ways of achieving this using Teams:

Option i) How students can upload their work to the student folder using Microsoft Teams. This can be used for all subjects.

NOTE: The VLE (SharePoint) and Microsoft Teams are synchronised. This means that whichever application the students uses to upload their work then it will be visible to view in both.

Step 1: Select the class to which you would like to upload your student work.
**Step 2:** Click on 'Files' in the tab bar at the top of the page.
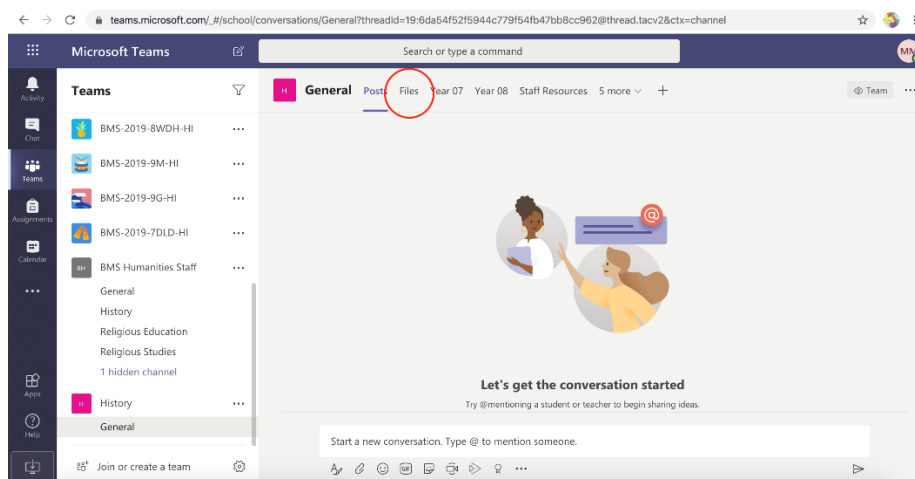
Step 3: You can click 'Upload' or you can Drag-and-Drop your student work, this automatically puts it in your student folder for that subject.
NOTE: Microsoft Teams and the VLE (SharePoint) are synchronized, so it will appear in both once uploaded.
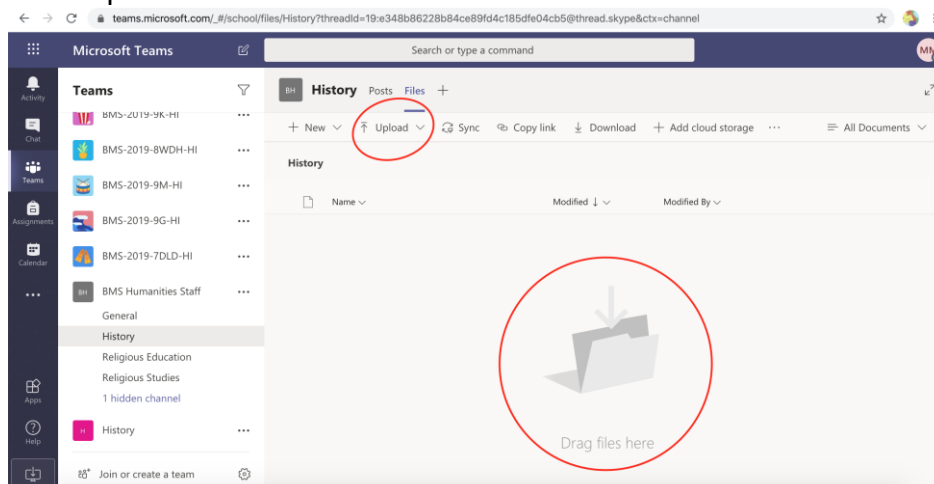
Step 4: Once you have uploaded some work, it may look something like this. **NOTE:** Make sure you name your work so that it is clear what it is, like this student has. e.g. 'Lesson 1 notes', or 'Y7 Castles Project Task 1'
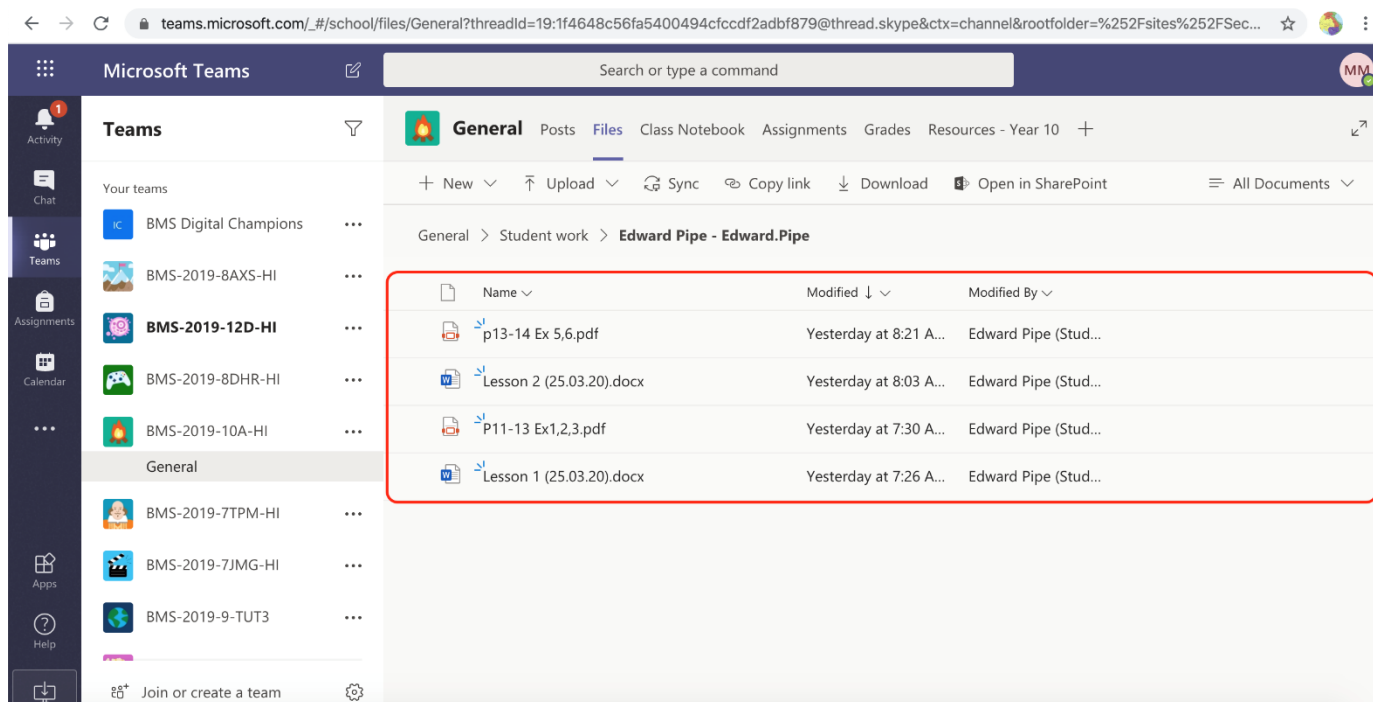
Step 5: Your teacher can now see all your work.

You may notify your teacher (By tagging your teacher in the Posts section of Teams using the @ symbol) that you have uploaded some work, but there is no need to attach the work again in an email or message.

Make sure you keep your student folder organised.

Option ii) How students can Turn in an assignment using Microsoft Teams. This can be used for all subjects.

To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

Step 1: Navigate to the General channel in the desired class, then select **Assignments**.
You can also use your search bar to search for an assignment by keyword.

Step 2: Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.
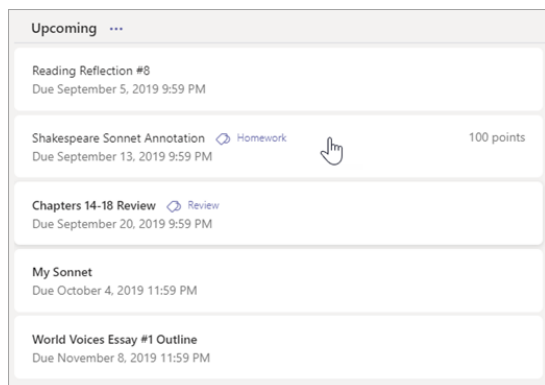
Tip: Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

Step 3: If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file. **Note:** You can attach a file up to 50 mb in size.

Tip: Work on Office files associated with this assignment right from here - no need to leave the app.
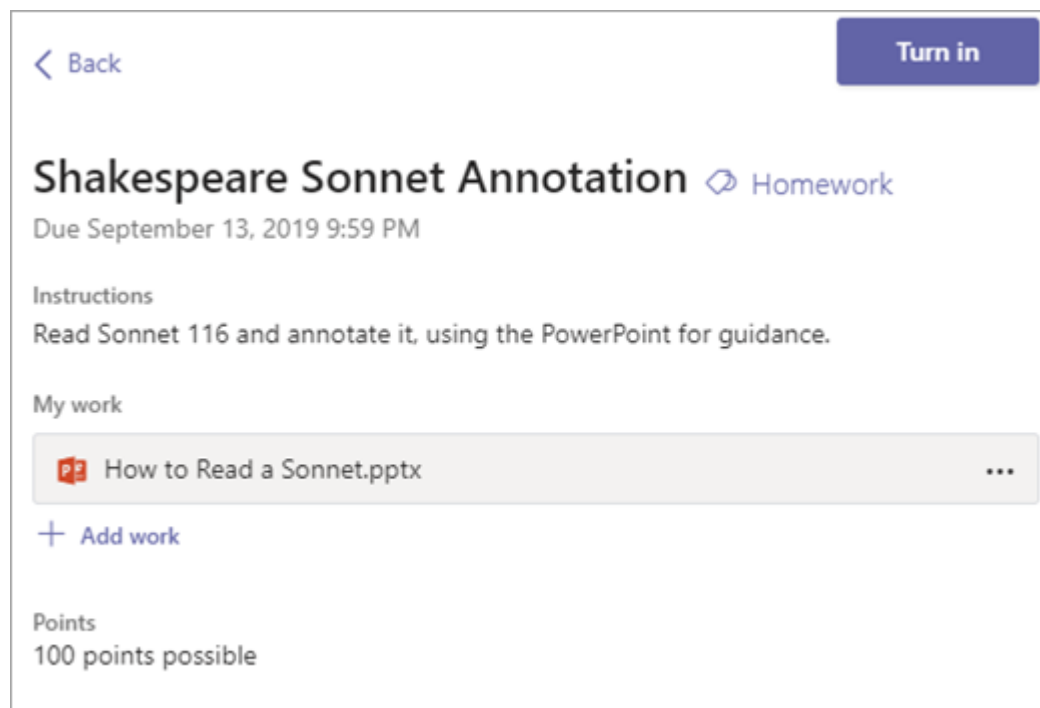
Step 4: Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:

- **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
- **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

Q: WE HAVE MORE THAN ONE CHILD AT THE SCHOOL AND IF WE ARE USING THE SAME COMPUTER TO ACCESS THE NEW VLE WE SOMETIMES SEE THE OTHER CHILD'S SETS EVEN THOUGH WE HAVE SIGNED OUT OF THEIR ACCOUNT?

A: This is an issue where the users Login credentials are cached into the Web Browser. If you are therefore experiencing this issue, please clear the Web Browser cache as follows:
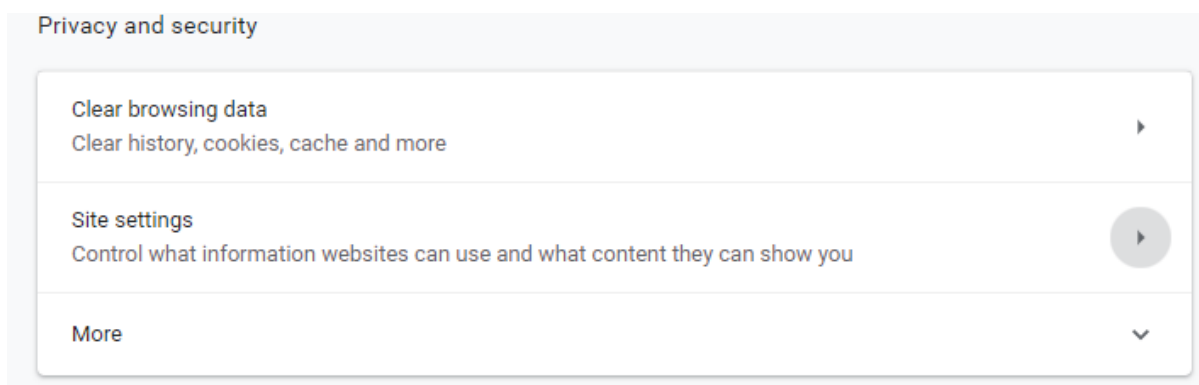
Step 1: In the Chrome Web Browser, click on the 3 dots (Located in the top right-hand corner of the browser
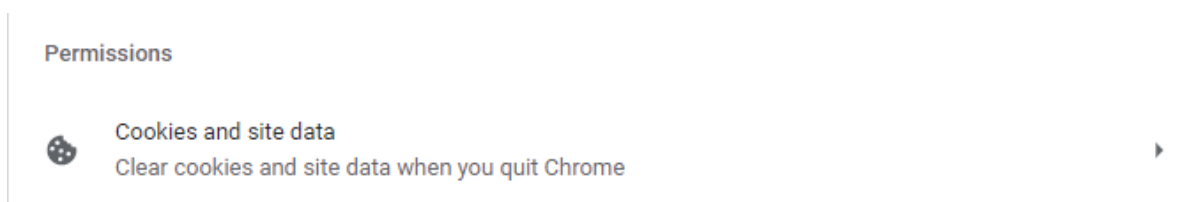

Step 2: Click on **Settings**
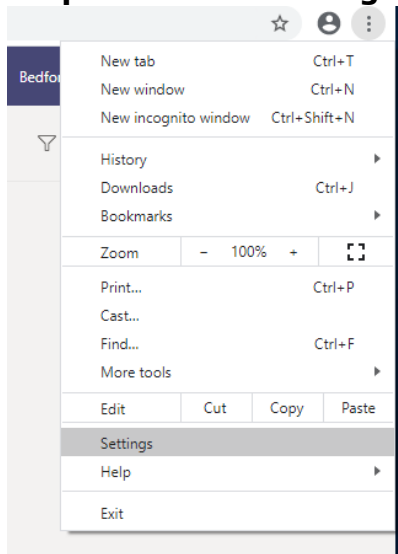
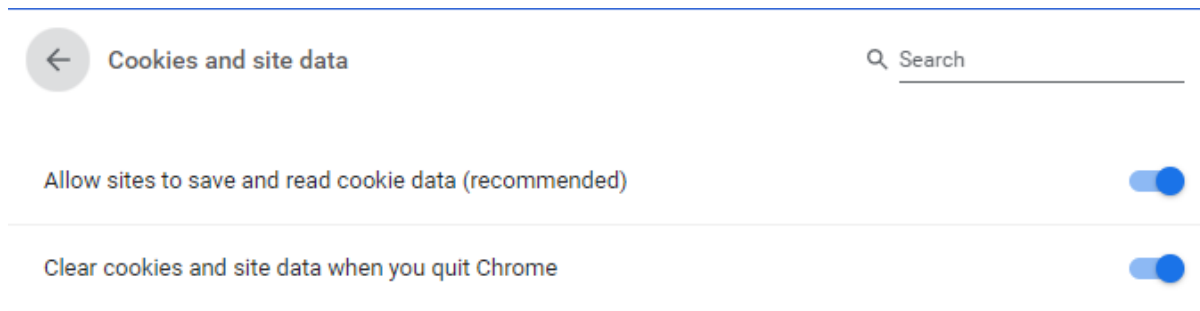**Step 3:** Navigate and click on the **Site settings** section

**Step 4:** From here, click on **Cookies and site data**

Ensure that the option **Clear cookies and site data when you quit Chrome** is enabled.

Step 5: The next time that you use the new VLE, sign out of your child's account and then close the Browser the issue should be resolved.

Q: WHY DO STUDENTS SOMETIMES RECEIVE AN ERROR MESSAGE WHEN THEY TRY TO ACCESS MICROSOFT TEAMS, EVEN THOUGH THEY ARE ABLE TO SEE THEIR TEACHING GROUPS.

A: For the students to be able to see and access their Teaching Group Team, there class teachers are required in the first instance to invite them into and activate the Team. If their class teacher hasn't activated the group, students will most likely receive the error message below:
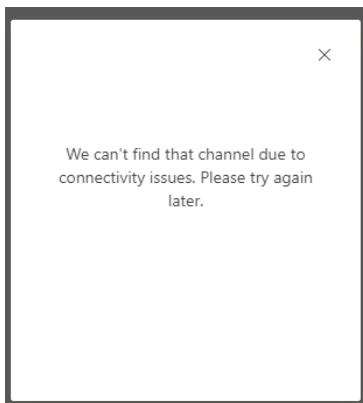
# Q: WHAT TEACHING GROUPS SHOULD THE STUDENTS BE USING IN MICROSOFT TEAMS?

A: We are aware that some students may see additional legacy Team Groups in the new VLE (Many of these Groups are from last Year's classes).

We are currently in the process of removing these old Groups from the System, but in the meantime the students should ignore any Groups that look like those highlighted in yellow on the illustration below, but should instead use the teams with the prefix **BMS-2019-**

Students can also hide any old sets as follows.
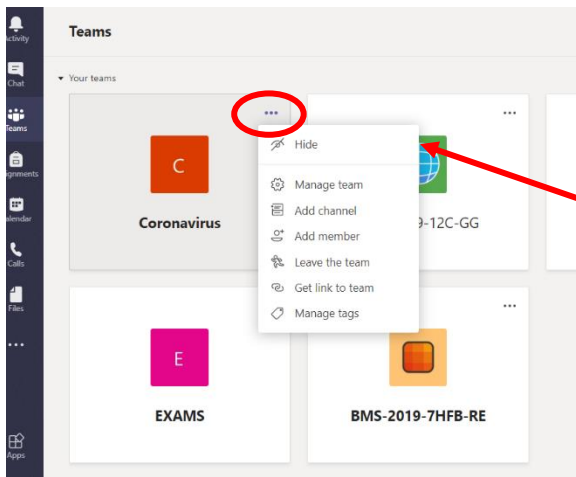
If you click on the 3 circles you have the option to hide them. You can also move them around by dragging them, so the most important ones are first.

FAQs on other useful resources for the Students

Q: HOW DO STUDENTS DOWNLOAD AND INSTALL A FULL COPY OF MICROSOFT OFFICE FOR USE ON MY HOME COMPUTER?

A: Students are entitled to download and install the full version of Microsoft Office on up to five devices (PCs or Apple Mac's); and Office Mobile on up to five mobile devices completely free of charge. This option is available to all current Bedford Modern School students whilst they are enrolled at the School.

You can initiate this by clicking on the Microsoft Office 365 Tile via a link on the **BMS School Website** – **My BMS** – **Students**. Once successfully Logged in with your School network username and password, by clicking on the option 'Install Office' and then from the 'Office 365 apps' link it will download the Software onto your home computer or mobile device (Available on up to 5 devices devices).
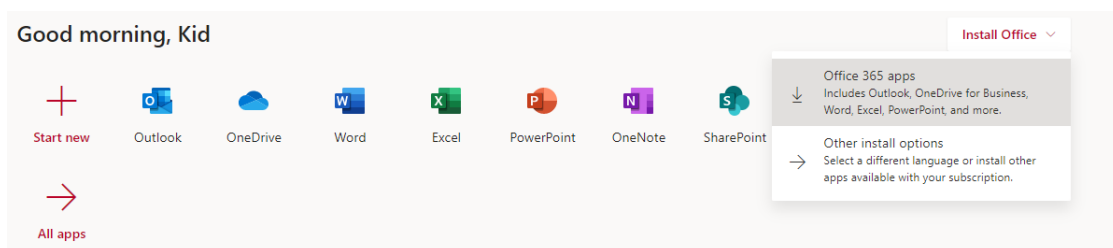
Q: HOW DO STUDENTS DOWNLOAD AND INSTALL A FULL COPY OF THE ADOBE CREATIVE SUITE OF APPLICATIONS FOR USE A HOME COMPUTER?

A: All students in Years 7, 9, 10, 12 and 13 have access to the Adobe Creative Suite of Applications, accessible via https://creativecloud.adobe.com. This site enables students to work away from the school computers on any work that has been set by their teacher that requires the use of the Adobe Suite Packages e.g. Photoshop, Illustrator, Acrobat, InDesign, Animate in addition to any other available applications.

Step 1: Students should navigate to https://creativecloud.adobe.com and Login with their School email address and password. Once successfully Logged in, students should be taken to the Adobe Creative Suite Portal.
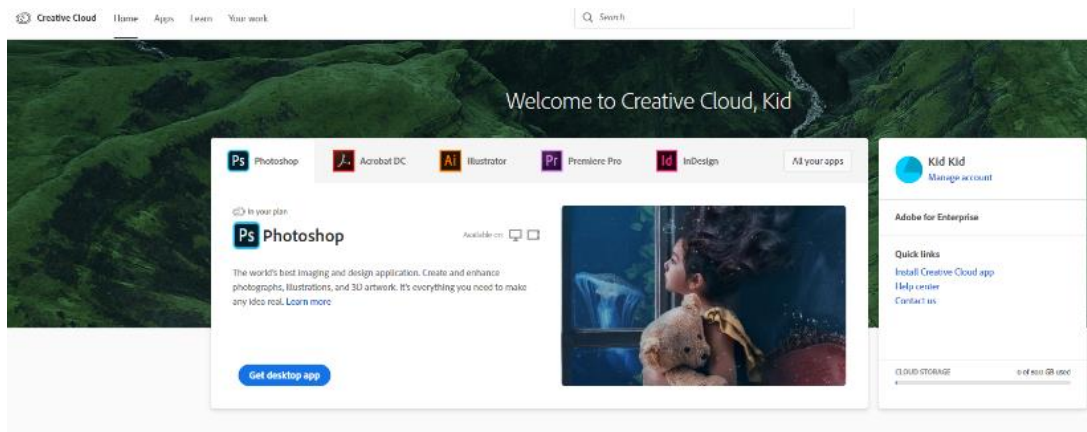
Step 2: Students should then choose where they want to go next. E.g. If they want to download and Install Adobe Applications they would click on the 'Apps' link at the top of the Page.
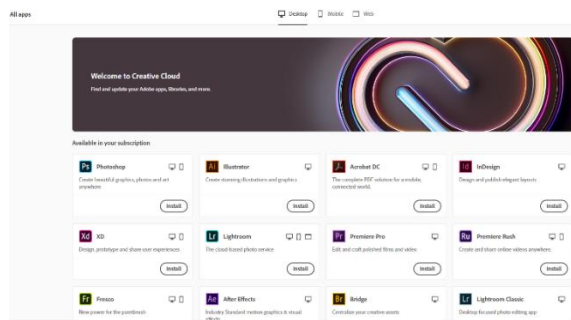

Step 3: Students would then be able to Install (By clicking on the Install option) any available Adobe Package. The Software can be downloaded, Installed and used on up to two computers. For example, this could be two laptops or two desktops, one could be a PC and the other an Apple Mac. As the software is installed on the computer; they do not need to be connected to the Internet to use Creative Cloud applications. Some Software applications are however also available for use on a Mobile Device or via the Web.

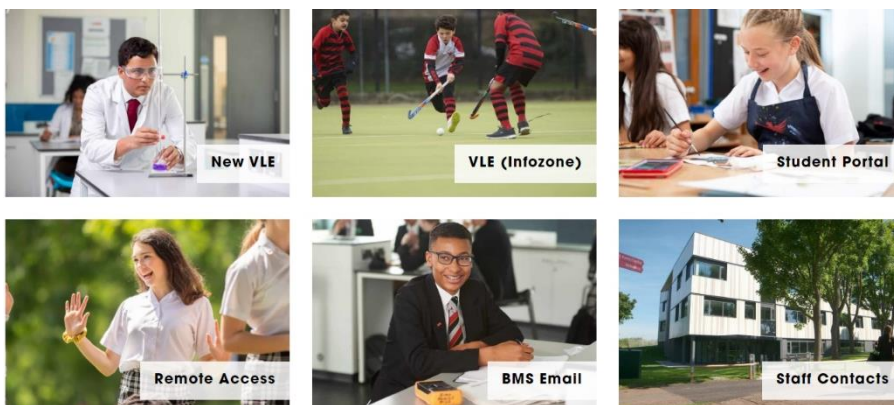# Q: HOW DO STUDENTS ACCESS DOCUMENTS FROM THEIR SCHOOL NETWORK FOLDERS REMOTELY?

A: The School has a limited number of licences for this feature, so use it to gain access to a file you have created at school, save it to OneDrive and then <u>logout please</u>.

To create **<u>new</u>** documents, please use **Office 365.**

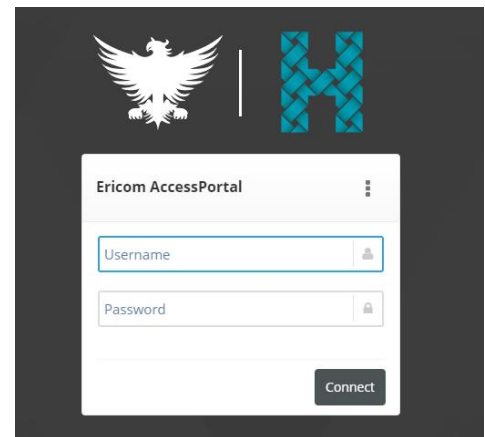**Step 1:** Go to the **BMS** website and select **My BMS** > **Students**:
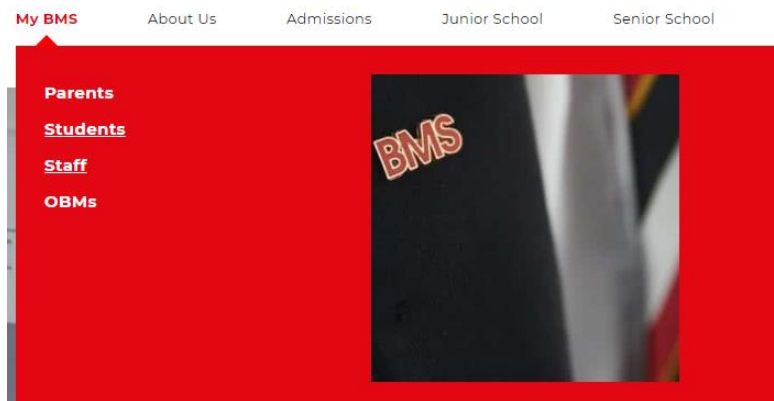

Step 2: Select **Remote Access**:

Step 3: Use the first option- **via Web Browser** for quick and easy access:

Step 4: Click on **Launch Access Portal** and this screen should appear. Enter your normal network Username and Password. Then Click **Connect**


Step 5: When you see this screen, select **BMS Desktop** and after a short delay your school desktop will appear on the right side of the screen:
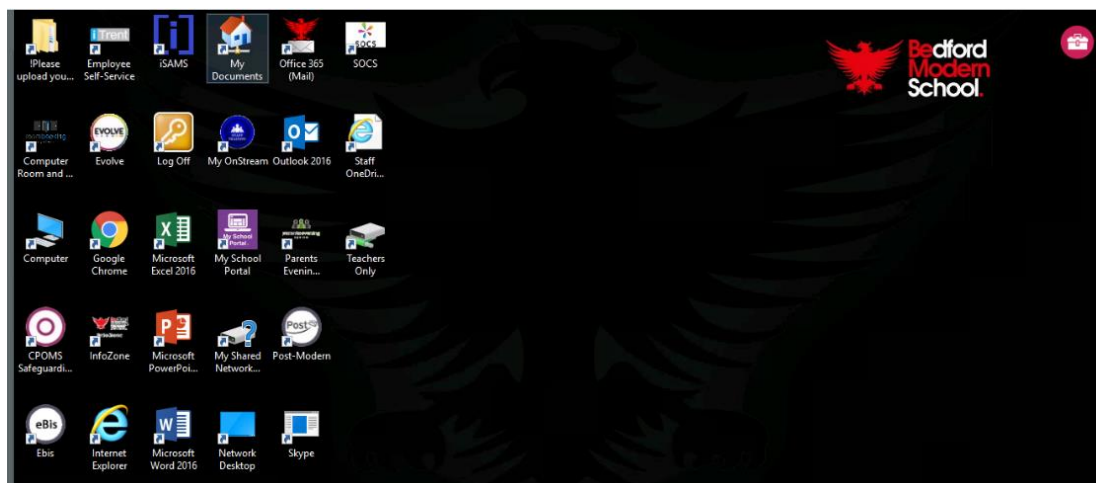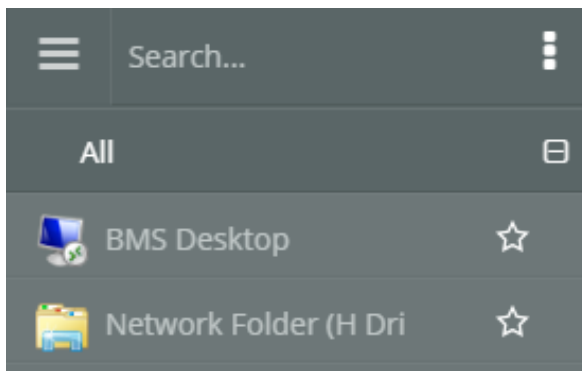

Step 6: You can now navigate to **My Documents** from the Desktop and access your files stored at school. Please follow the instructions on the next page to save files you need to **One Drive**, so that you can use them at home.

Step 7: To store a document to **OneDrive** (Office 365) to access from home, follow these steps:

a. **Use File > Save as** and choose **Add a Place**:
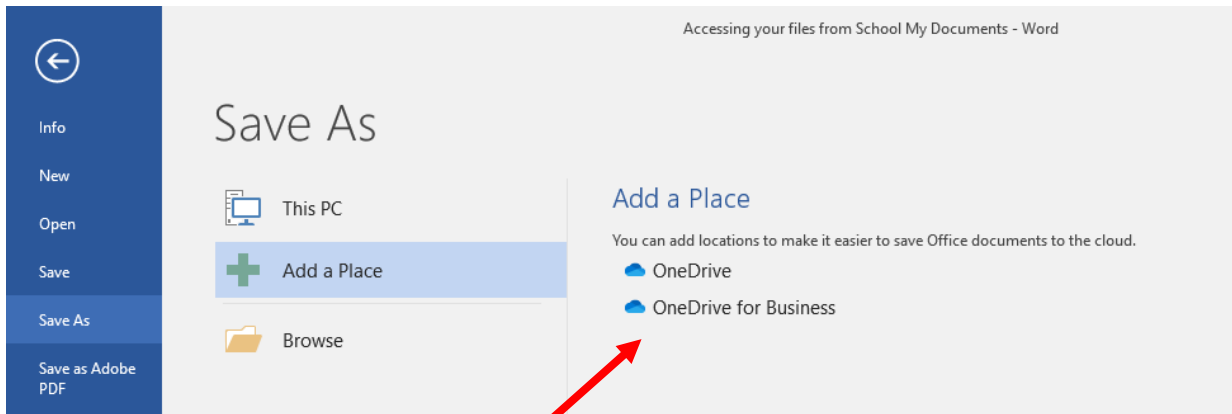
b. Select **OneDrive for Business** and sign in with your **bedmod email address**:
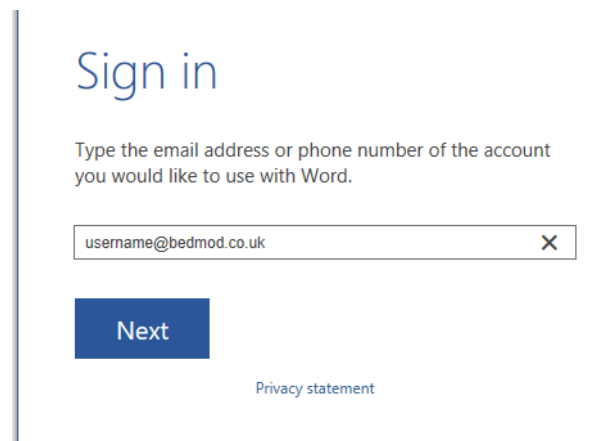
c. **OneDrive** then becomes an option to save to.

d. You can now easily access this document at home from your **OneDrive** folder, via your Office 365 Portal: