



Online Learning User Guide 2022/23

For Parents & Students



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Websites

WEBSITE	ADDRESS
EduLink One	www.edulinkone.com
Calthorpe Park school	https://www.cps.hants.sch.uk/
OFFICE 365 From this site you can access: <ul style="list-style-type: none">• Teams• Outlook• Word• Excel• Powerpoint	https://www.office.com/
Kerboodle	www.kerboodle.com
Dr Frost Maths	www.drfrostmaths.com
Seneca Learning	www.senecalearning.com
EduBandLab	https://edu.bandlab.com/

PLATFORMS

THEIR FUNCTIONS AND HOW TO USE THEM



EDULINK ONE

Its Function:

Here you will find instructions from teachers for all online lessons or homework that has been set.

Lesson instructions may be set daily, or weekly.

It is always best to check Edulink for lesson information, work and instructions, **especially** if there is not an online lesson scheduled.

Teachers also attach other documents which are needed for the lesson, so be sure to check.

How does it work?

- Go to the Edulink One website and log in.
- When logged in, click on the 'HOMEWORK' tab.
- Here you will find a list of subjects. Click on the subject you want and here you will find any information needed. Either written in the 'Homework Detail' or attached at the bottom as a document.
- When you click on the document it will download to your device.



OFFICE 365

Its Function:

Office 365 is where you will find all of the Microsoft applications that can be used for **free** when signed in with the school email address and password.

These are applications are:

Word

Teams

Powerpoint

Outlook (Emails)

Excel

How does it work?

- Go to the Office 365 website.
- Sign in.
- When you have logged into Office 365, all of these applications will appear in tabs down the left-hand side of the screen.
- You can then click on a tab and use each one as you please, clicking the small square grid, at the top left of the screen, to get back to the Office 365 Homepage.



MICROSOFT TEAMS

Its Function:

This is where **all** of the online lessons take place. This can be accessed via your internet browser (Internet Explorer, Chrome, Safari etc. when logged into Office 365), or you can download the application to your computer, smart phone or tablet. When you go to Microsoft Teams in the internet browser on your PC/laptop, it will give you the option to download the desktop application.

Some older operating systems do not support the Teams application; in this case the website browser version will be your best option.

How does it work?

Accessing Lessons

- Log in (internet browser or application).
- Click on **Calendar** – you will see a schedule of each lesson on the correct times and days. **Not all teachers send invitations which is what appears on the Calendar.** If there is not a live lesson on the calendar, then go to the class Team and join the lesson in there.
- A window will pop up – in this window turn the microphone and camera toggles to off. (You can turn them back on during the call if needed).
Cameras and microphones are not a necessity for your online lessons.
- Click the '**Join**' button on the lesson you are wanting to attend and the teacher will admit you into the lesson meeting. Have patience with this, because if you are late, they may be teaching!
- Whilst in the meeting, there is a speech bubble icon in the bar that appears at the bottom of the call. If you click on this, it will open the chat feature so students can chat with their teacher and peers.



MICROSOFT TEAMS

Continued

Submitting Assignments to Teams

- Click on the 'Assignments' tab on the left-hand side of the Teams window.
- All assignments that are due will be on the screen in a list – Find the one you want to submit work to and click on it.
- Click 'Add work'.
- In the pop-up window click 'Upload from this device'.
- When uploaded, click 'Hand In' on the top right of the window.

Finding Files for a Lesson through Teams

- Click on the class Team.
- In the next window, click on 'Files' along the top row of tabs.
- Here the teacher will guide you to the file that is to be accessed

Uploading a File of Work to Teams

- Click on your class Team.
- Click on Files.
- Click 'Upload'.
- Choose 'File'.
- Search your device for the file and click on it.
- Your device will then upload the file into that area. The teacher may ask you to upload it into a certain Folder in the File area, so check where to upload it if you are unsure.



OUTLOOK

Its Function:

In Outlook students will find their school email account. Teachers will email the link to their lessons in Teams to this so you can also access your lessons via these links.

If a teacher emails, this is where it can be found and you can also email them from here too. All the teachers email addresses are synced with the outlook site.

How does it work?

- Go to either Office 365, or the standalone Outlook website and sign in with your school email address.
- Here all of emails received are listed. To open one, just click on it.
- To email a teacher, just type their name in the 'To:' box when writing a new message and their email address should automatically appear in a drop-down list.



KERBOODLE

Its Function:

Kerboodle is a site that is used by the Science and the Modern Foreign Languages Department. Here students are able to access digital copies of the textbooks used in the classroom and it is incredibly useful for revision.

Teachers can also set the students assignments on their Kerboodle accounts. Teachers can see student's scores and monitor their activity on the site.

How does it work?

- Go to the Kerboodle website.
- Log in using the relevant details (see page 18)
- Year 7 and 8 should access the Activate Textbooks (if required).
- Years 9, 10 & 11 access the AQA GCSE Science (9-1) Textbooks.
- On the next screen, click on 'Assessments' to find any assignments.



DR FROST MATHS

Its Function:

Dr Frost Maths is of course used by the Mathematics Department.

Teachers set homework and end of topic tests here for students to complete.

The students are also often instructed to access the maths video lessons on this site. This is usually mentioned in the weekly instructions.

If you start work but don't get to finish it, Dr Frost ***will allow you to pick up where you left off*** the last time you used it.

How does it work?

- Go to the Dr Frost Maths Website.
- Log in.
- At the top left of the screen click on 'Work Set'. This is where you will find any homework or classwork.
- To find a video – type the video number that the teacher has instructed you to watch, into the search box at the top of the homepage.
- The video link should then appear on the page for you to click on.



SENECA LEARNING

Its Function:

Seneca Learning is a website that teachers may guide your student to for revision. It covers nearly all subjects and topics for each. Students can test their knowledge by taking short quizzes.

Teachers also create classes and set assignments through Seneca Learning. Student's progress is monitored, so access to this site may possibly be required in order to further help student's subject knowledge.

To sign up to use this site, students 13 years old and under will need to also enter a parent/guardian's email address.

How does it work?

How to Join a Class

- Click 'Join Class' and follow the instructions.
- If a teacher has asked you to join an online class, they will give you a code which you enter after you click 'Join Class'.

How to use for general revision

- Log in using school email and password.
- Click on the class you need.
- From here you can just choose the subject or topic you want to revise and then just follow the on-screen instructions. Quite simple!



EduBandLab

ITS FUNCTION:

Education Bandlab (or referred to as EduBandLab) is a website that is used by the Music Department. The site allows students to undertake practical work, giving them the chance to use various instruments and techniques to create, record and listen back to their music. The Music Department began using the site during Remote Learning and are to continue using it at school with the students.

Students need to have headphones during their lessons in school to allow them to partake. **(Please note that wireless headphones are not compatible with our IT systems and students will require wired headphones.)**

How Does It Work?

- Access the 'EduBandLab' website (**not to be confused with the main website 'BandLab'**). <https://edu.bandlab.com/> .
- Click the link '**Start as student**' on the webpage.
- On the next screen **enter the 7-digit code** your teacher has provided you with (If you forget this code then ask your teacher to remind you).
- You will then be prompted to enter your information in order to **sign up for an account**.
- If you forget your log in details for this site, you will be able to retrieve them yourself by clicking on 'Forgotten password' and following the onscreen prompts. Ensure you sign up using your school email to make remembering this detail easier.

Students should access this site via Google Chrome, if possible, to allow ease of access.

EDUBANDLAB IS FOR YEARS 7 AND 8 ONLY

Platforms – Information for Logging in.

PLATFORM	INITIAL LOG IN SCREEN	USERNAME	PASSWORD (case sensitive)
OUTLOOK		School Email Address	School Password
EDULINK ONE	SCHOOL ID: Calthorpe	School Username (First half of school email address)	School Password
OFFICE 365		School Email Address	School Password
KERBOODLE	Username: In most cases* this is <i>your</i> first initial & surname Password: The same as your username	The same as the initial log in username (Institution Code: dzb8)	A password chosen by the student after initial log in
DR FROST		School Email Address	A password chosen by the student after initial log in
SENECA		School Email Address	School Password
EduBandLab	7-Digit Code: Provided by your teacher	School Email Address (advised) (Sometimes students have chosen another)	A password chosen by the student

* If you have any issues with your Kerboodle account, do not hesitate to contact Mrs Hale
j.hale@cps.hants.sch.uk

SCHOOL EMAIL FORMAT

The school email is made up of different parts.

For example:

20s03sj@cps.hants.sch.uk

The first part '20', represents the year the student started secondary school.

The second part 's03' is the student's tutor group. (The 0 is always a zero)

The third part 'sj' is the student's initials.

Therefore, a student that started secondary school in 2020, in the tutor group S03, whose name is Sarah Jones would have the above/below email:

20s03sj@cps.hants.sch.uk

Their school Username for various platforms (mentioned previously in the document), will be the first half of the email address:

20s03sj

Each Year's email address will start with:

Year 7 – 22

Year 8 – 21

Year 9 – 20

Year 10 – 19

Year 11 - 18

WHO TO CONTACT IF YOU FORGET LOG IN DETAILS?

PLATFORM	WHO TO CONTACT?	NOTE
EduLink One	Mrs J. Hale*	All use the same password.
Outlook	Mrs J. Hale*	
Office 365	Mrs J. Hale*	
Seneca	Mrs J. Hale*	
Kerboodle	Mrs J. Hale*	
Dr Frost	Your Maths Teacher	
EduBand	You can reset this yourself on the site.	If you forget the class code, you will need to get it from your teacher.

*Mrs Hale's email address is: j.hale@cps.hants.sch.uk

LOG IN DETAILS RECORD

PLATFORM	USERNAME	PASSWORD (case sensitive)	
School Computers			All use the same password
Edulink	(School ID: Calthorpe)		
School Email (Outlook)	@cps.hants.sch.uk		
Office365	@cps.hants.sch.uk		
Seneca	@cps.hants.sch.uk		
Dr Frost	@cps.hants.sch.uk		
Kerboodle	(Inst. Code: DZB8)		
EduBandLab			