



Scarborough
Sixth Form College

Remote Working

Student Guide to services

Student Information for Remote Working

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This document will be updated as and when required. Please note the version number in the page footer if requesting support or comparing versions for the most recent information.

Acceptable Use Policy

Please remember that by accessing any of these services you are bound by the college acceptable use policy, specifically but not exclusively the following clauses:

- Do not disclose your password to others, or use passwords intended for the use of others.
- Do not use the computers and services in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- IT staff may review files and messages to ensure that users are using the system responsibly.
- Do not use the services to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the College, as well as other students or staff. This includes abiding by copyright laws.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the College, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.

Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

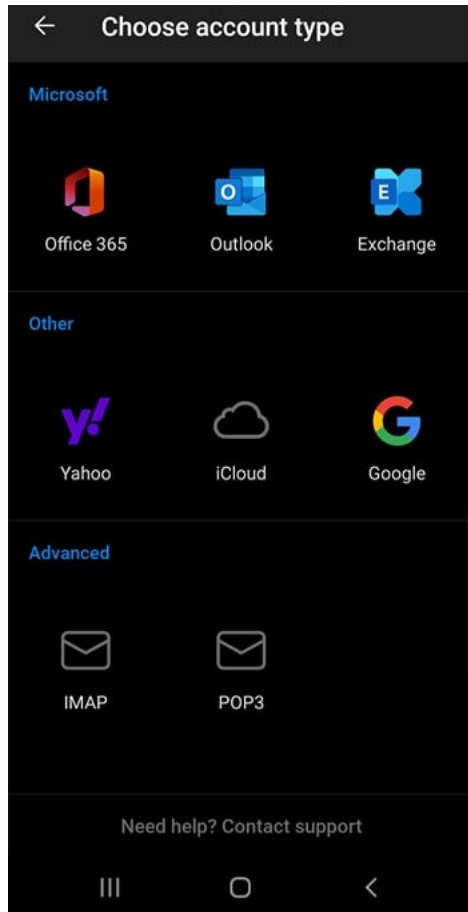
Additional action may be taken by the College in line with existing policy regarding College behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

Accessing Email

Your student email address is your student number followed by **@student.s6f.org.uk**, for example, a student with the student number 393939, their email would be **393939@student.s6f.org.uk**

Your email will be one of the primary ways that your teachers will contact you. You can access your email through a web browser at <https://webmail.s6f.org.uk> but we would really recommend adding it to your smart phone as follows:

- **Go to the App store on either Samsung/Android or Apple, download the Outlook app.**
- **Open the App and select “Add new Account”**



- **Select “Office 365 Account” and Enter your details.**
- **Your email should now be set up and you will be able to access email from your phone.**

Accessing Moodle

Your teacher may ask you to access resources on the college Moodle site.

You can access this at <https://moodle.s6f.org.uk/moodle>. Log in with your student number and your college password. Your Moodle Homepage should show links to a course page for each of the subjects that you are studying.

Accessing ClickView

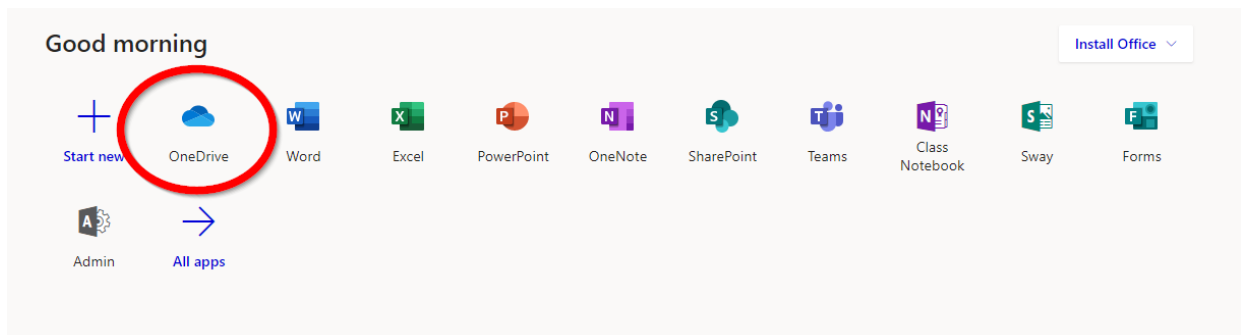
Your teacher may ask you to access video or audio resources on the college ClickView library.

You can access this at <https://clickview.s6f.org.uk> Log in with your student code and your college password.

When you log in, you will see our college video library which is sorted by subjects.

Accessing OneDrive

To access your OneDrive visit <https://portal.office.com> in your browser and fill in your student email and password. Once you have done this you will be presented with a page including OneDrive, Word, Power Point etc. From here you can click the OneDrive link on the left-hand side of the page which will take you to your personal OneDrive.



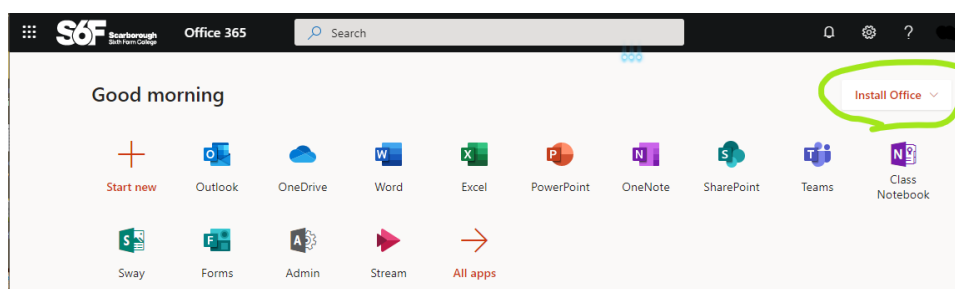
If you are unsure how to use OneDrive, Microsoft provide short and easy to follow videos on how to use it [click here](#).

Getting Microsoft Office for Home Use

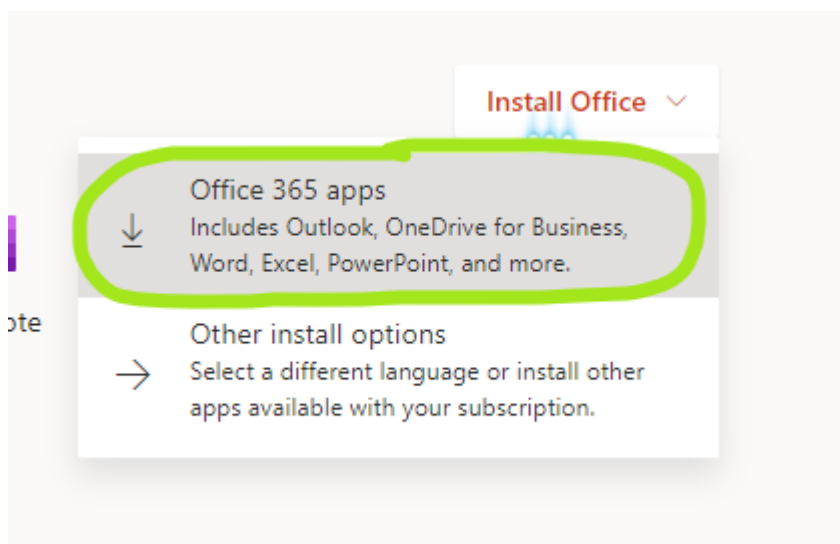
You can get Microsoft Office on your Home PC or Mac, or for your iPad, iPhone, or Android (for example Samsung) device.

For a Windows PC or Mac, go to <https://portal.office.com> in your web browser and log in using your student email address (if you don't know your email address, see the section 'Accessing Email') and your college password.

Click on Install Office in the top right corner of the screen to open the install menu:



The menu has two options, choosing 'Office 365 apps' will download a file to get the Office Apps installed on your computer:



When the file has downloaded, click it to start the installation and follow the instructions that appear on screen. Once Office has installed, you may need to sign in to one of the apps (Word, Excel, PowerPoint) with your student email and college password to apply your free license.

For an iPad or iPhone, download the office app from the App store:

<https://apps.apple.com/gb/app/microsoft-office/id541164041>

Sign into the app with your student email and college password to unlock all of the features.

For an Android device, download the office app from the Google Play store:

https://play.google.com/store/apps/details?id=com.microsoft.office.officehubrow&hl=en_US

Sign into the app with your student email and college password to unlock all of the features.

Accessing Microsoft Teams

Your teacher may use Teams to communicate with you, set you assignments, share resources with you, or deliver an online lesson.

You can use Teams in your computer's web browser, or download the desktop application for a better experience. You can also get mobile apps for iPhone, iPad and Android (for example Samsung) devices.

OUR RECOMMENDATION IS TO INSTALL THE APP ON YOUR MOBILE DEVICE IF YOU HAVE ONE

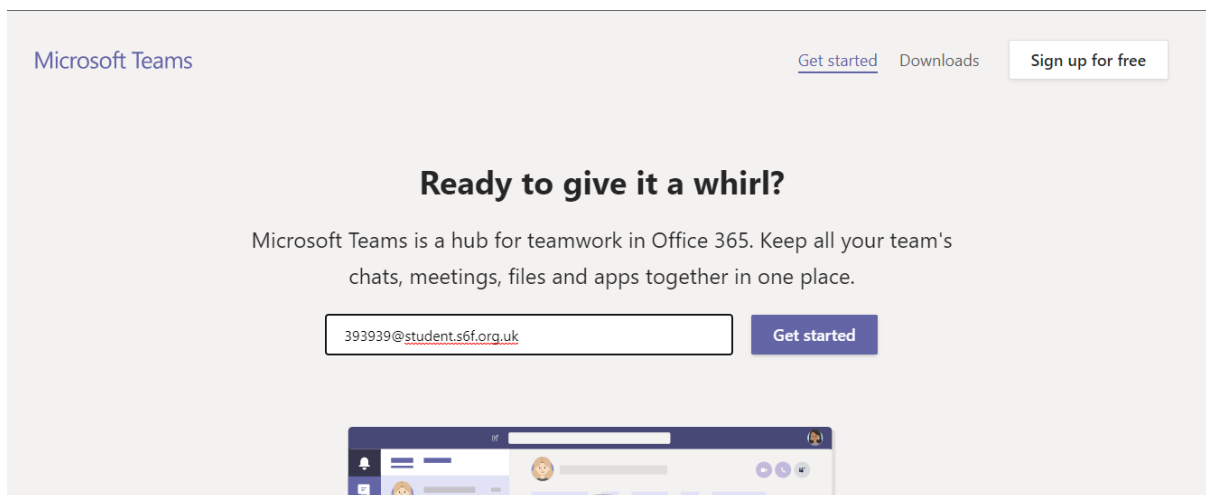
To get the mobile app for your iPad or iPhone search for Microsoft Teams in the App store.

To get the mobile app for your Android device search for Microsoft Teams in the Google Play store.

Once you have installed the app, sign in with your college email and password.

IF YOU ARE UNABLE TO INSTALL THE APP ON A MOBILE DEVICE, OR WOULD LIKE TO USE A COMPUTER AS WELL

To use Teams in your web browser (on your Windows, Mac, Linux or Chromebook computer), go to <https://teams.microsoft.com/> and log in with your college email and password:



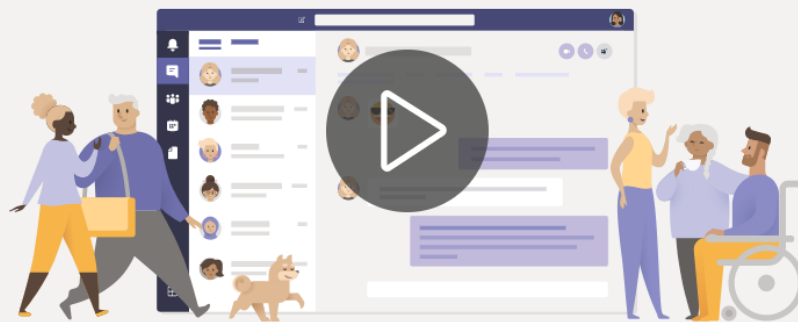
Alternatively, to install the desktop application on your home computer, go to <https://teams.microsoft.com/> and click on 'Downloads' in the top right corner:

Ready to give it a whirl?

Microsoft Teams is a hub for teamwork in Office 365. Keep all your team's chats, meetings, files, and apps together in one place.

Enter your company email address

Get started



On the Downloads page, click on 'Download Teams' to get the recommended version for your computer:

Teams on your desktop. It's just better.

↓ Download Teams

More options

[Note: If you click more options you can choose an alternative version of Teams if you are downloading it to install on a different computer or device, this is unlikely to apply to most people]

Get Teams on all your devices

Desktop

 Windows 64-bit

 Windows 32-bit

 Mac

 Linux DEB 64-bit

 Linux RPM 64-bit

Mobile

 iOS

 Android

Once you have installed the app, sign in with your college email and password.

Microsoft have released some tutorials which you can find here <https://support.office.com/en-us/teams>

For support with other Office365 tools please visit <https://support.office.com/>

Rules for live video lessons with Teams [added 20/03/2020]

Your teacher may invite you to attend lessons delivered over the internet using Microsoft Teams.

Please observe the following rules if engaging with these types of lessons:

- Turn off your video camera before joining the conference (this is so that other people attending the lesson cannot see you)
- Be respectful of other users in the language that you use and in your onscreen behaviour (ie do not post inappropriate or offensive messages, keep your microphone off unless asked to speak by the teacher, do not attempt to take control of the screen)
- Be aware that lessons are most likely to be recorded for you to refer back.

Accessing the Student Portal

To access the student portal visit <https://portal.s6f.org.uk> and log in with your student number and college password when prompted to access your page.

On the portal you can view your Timetable or access your Email by clicking on the icons in the left menu.