Accessing School IT Systems

At MVC we have a number of IT systems that students use, and this small leaflet aims to inform you about how students can access them.
<mark>You may want to ask your child to write down their passwords for each system and keep a copy of these safe in case they forget.</mark>

- **Homework is communicated using Go4Schools**
- **Classwork and work for students at home (isolating) is set in Teams.**

Microsoft Office 365

All students have access to Office 365 and all the apps within it.
These includes Word, Excel, PowerPoint and Outlook (for emails). Teams and OneNote are also included in this suite of apps.

- Teams is the means by which we set work for home-learning if the school is closed or if your child is isolating. It is also how we might run online classes if the school were closed due to a lockdown.
- Students may talk about Assignments – this is an area within Teams.
- Students may talk about Class Notebook – this is an area within Teams that links directly to OneNote, and so the same documents can be opened in either app.

The CATalogue is an area of Microsoft's SharePoint that is dedicated to Melbourn Village College and cannot be accessed by anyone outside of our school community. This is where resources may be shared.

OneDrive is a cloud-based storage system – each student has their own private OneDrive area to store their files. Students are encouraged to make folders for each of their subjects, and to name files with sensible names so they can find their files more easily later.

Logging on: all the Microsoft products use the same methos of logging in, the same email address and password.
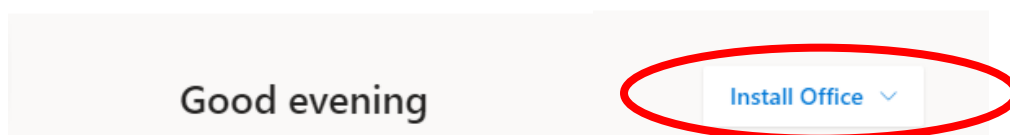Use this link - Office 365 Login | Microsoft Office

Students should use their school email address to log on.
This is their 6-digit unique number and '@melbournvc.org'.
>   e.g. 422678@melbournvc.org

Each student has created their own unique password for their account **which they will need to remember** and use both in school and when logging on from home.

Once logged on, students can also download a copy of the Office suite of apps. This may be useful so that students can still access apps when offline.

If your child has forgotten their password, follow the link to the Office 365 page and click on the 'password' link – you can then request a reset of the password.
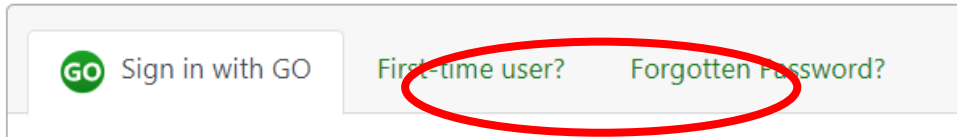
Go4Schools

Go4Schools is not a Microsoft product.
It shows students their:
- Timetable
- Homework
- Marks in assessments

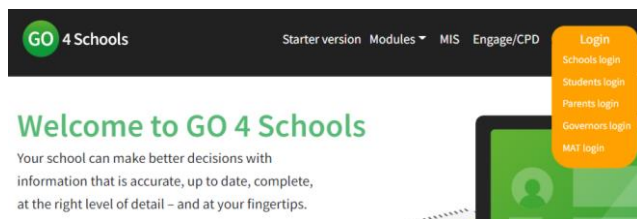Parents can also log on and see the above information.

When setting this access up, students are asked to make their own password. They should click here:
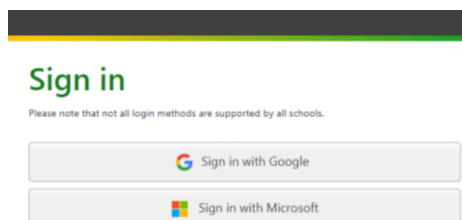Students - Sign in - GO Authentication (go4schools.com) and click on 'First time user':

Then enter their school email address (see above section) and make themselves a new password. Once this step is done, students can then use 'Log in with Microsoft' button. Occasionally they will be asked to enter the password they made, as additional confirmation.

Students can use their Microsoft details instead of a password for Go4Schools.
Use this link - Home page – GO 4 Schools

Clicking on the orange 'Login' button allows students to select the 'Students login' or parents the 'Parents login'.

Students then log in by selecting 'Sign in with Microsoft' and use their school email address and password as normal.

Parents can log in by entering the email address we hold for them, and a password they have made.
The FIRST time you log in, you click 'First time user' to create your unique password.
There is also a 'Forgotten password' link that you can use – this will send a reset link to your email address and enable you to get back into Go4Schools without needing to contact the school.
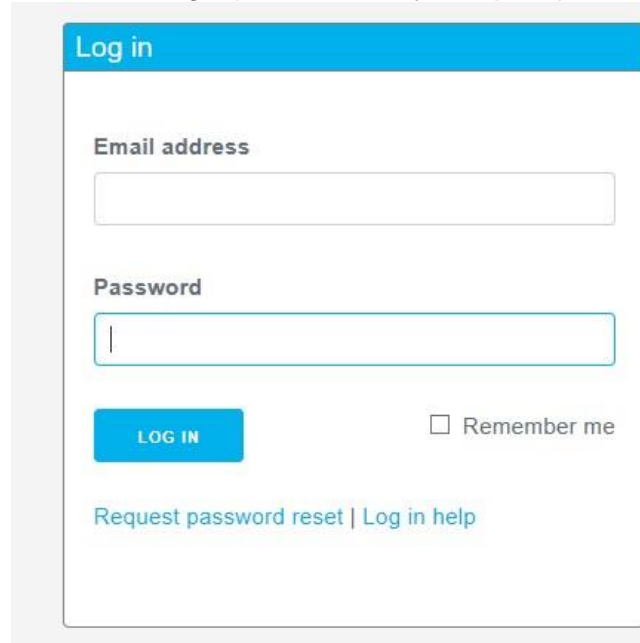
Departments use other websites and apps, and I'll tell you about the main ones below…..

My Child At School (MCAS)

Access to 'My Child At School' (MCAS) can tell parents/carers about their child's attendance and behaviour at school. MCAS is available as a website on a laptop, PC or tablet, and as an app for phones and tablets, available from all app stores. On joining MVC, parents/carers receive an email inviting them to link with their child's account or they can link into the app or website using the school's ID number or postcode (14767, SG8 6EF) and the email address they have given the school. If you have any difficulties linking in MCAS, please email MEL-DataManager@melbournvc.org to ask for assistance.

SchoolPost Mailbox

- Click on 'MVC SchoolPost mailbox' in Quick Links at the bottom of any SchoolPost email received.
- Use your email address and password to log in
- For first time users, please request password reset to set up your password.
- If the reset email does not come through, please check your spam/junk folder.
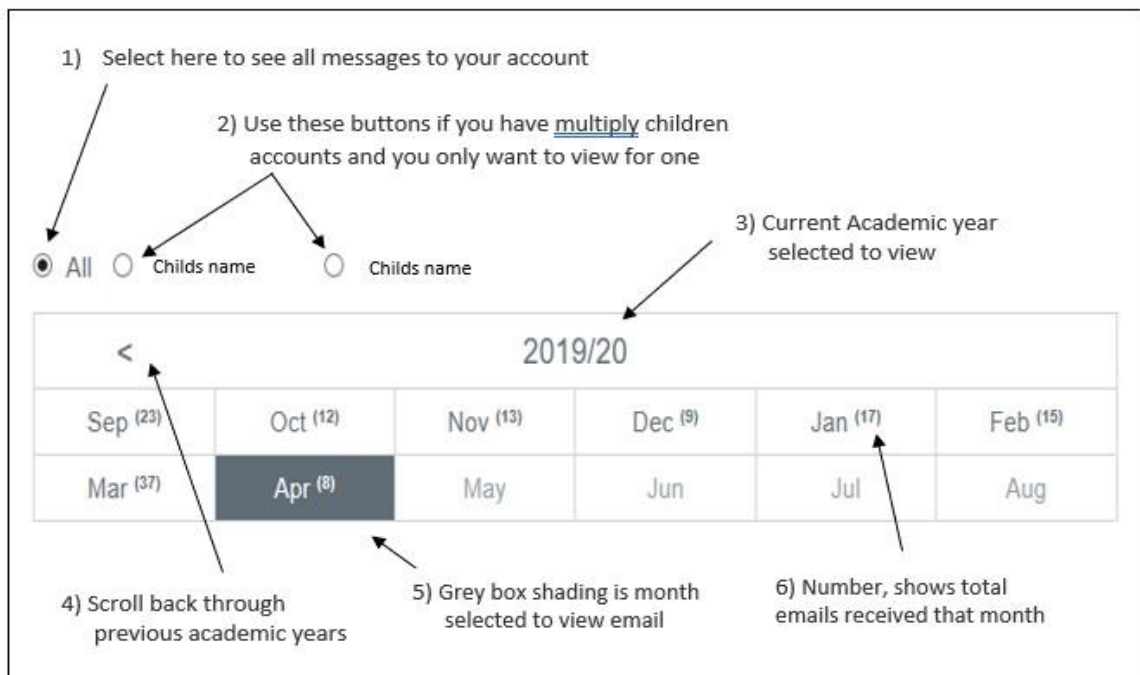
Log in

Email address

Password

LOG IN   ☐ Remember me

Request password reset | Log in help

Your SchoolPost Mailbox

- Once in your mailbox, you will be able to access any communication sent to your account.
- The default view for your mailbox will be the current academic year and the current month.
- Use the mailbox overview to search for older emails in previous months or academic years.

1) Select here to see all messages to your account

2) Use these buttons if you have multiply children accounts and you only want to view for one

3) Current Academic year selected to view

◉ All   ○ Childs name   ○ Childs name

<		2019/20			
Sep (23)	Oct (12)	Nov (13)	Dec (9)	Jan (17)	Feb (15)
Mar (37)	Apr (8)	May	Jun	Jul	Aug

4) Scroll back through previous academic years

5) Grey box shading is month selected to view email

6) Number, shows total emails received that month

Seneca Learning

Seneca online learning is a homework and revision platform with 250+ exam board specific interactive courses. Seneca classroom is used by MVC students, primarily in science and history, and is one of the fastest growing homework and revision platforms in the UK. The Seneca Learning app combines tech and neuroscience, and is proven to let students learn twice as fast as traditional revision guides.

Students use the class code given to them by their teachers to join the class.

Students should then use their school email and their own password to access the site at www.senecalearning.com.

Should a student forget their password, then they are able to request a 'password reset' on the Seneca Learning site.

Collins Connect

Students at MVC now have full access to all the science resources that are used by their teachers in classrooms daily. To access these resources, students navigate any browser to https://connect.collins.co.uk/school/portal.aspx and click Student Sign in button.

The first time students access these resources, they will then enter our school name, and enter their details (as below)
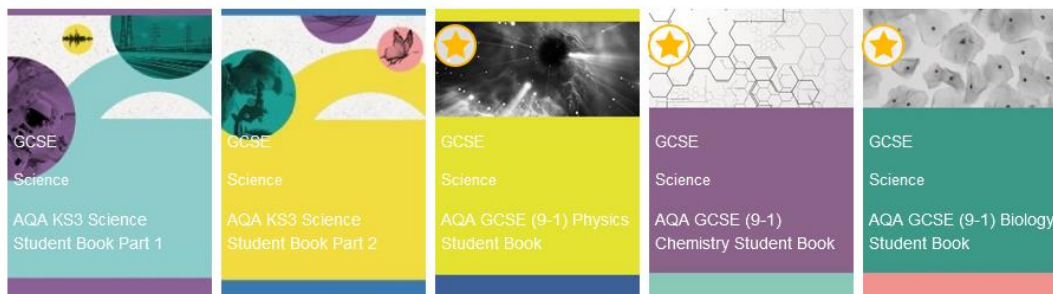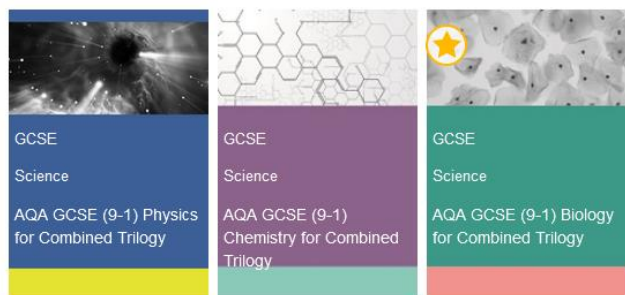

Students are then prompted to create login details, including a password.

On initial tab1 - if Year7 they use Student Book1, Year8 use Student Book2. GCSE Triple students use the separate science books.

GCSE combined science students go onto tab 2 at the bottom, and click the science they want to study/access.

For all sciences, students need to click on the content (standard view), and find the relevant topic and lesson.

Languagenut

Spanish learning homework is set weekly on Languagenut for KS3. Pupils are given an individual login and password and can add the app to their ipad via Self Service. Once they have logged on, their work will be available as an assignment and includes listening, reading, speaking and writing exercises. If a pupil forgets their password they should ask their teacher to re-send it.

Pupils in KS4 can use Seneca Learning by adding AQA GCSE Spanish to their existing account.

Quizlet **GoChinese**

All Mandarin learners should have paper copied homework, which is set weekly. Students on both KS3 and KS4 are required to download the booklets through the sharepoint. The links are:
KS3 Booklets:
https://catrustorg.sharepoint.com/:f:/r/sites/MEL_Subjects_MN/Student%20Resources/KS3/KS3%20Booklets?csf=1&web=1&e=ddYRDc
KS4 Booklets:
https://catrustorg.sharepoint.com/:f:/r/sites/MEL_Subjects_MN/Student%20Resources/KS4/GCSE%20Booklets?csf=1&web=1&e=ljj1Pr

KS3 Mandarin learners can use **Quizlet MVCMrFan** for reviewing each topic. MEP and KS4 students are required to use '**gochinese**' for extra learning. Each of them should have account name and password.

Sparx Maths

Sparx - Melbourn Village College (sparxmaths.uk) – Students log in using their Microsoft credentials

This package is how we set a majority of homework in the maths department. We usually set Sparx weekly and relate it to the topics we are learning in class. But Sparx is clever and uses algorithms to determine exactly what questions your child will be given to attempt. When your child first uses Sparx, the algorithms learn about your child's level of understanding and their speed of working. It learns which questions your child gets incorrect the first time, and allows them to revisit those questions, or similar ones, after a space of time. So, although every child is set an amount of work to complete, no two children will have the same questions set them; some children will be set fewer questions or will revisit older topics to have another go at them. One thing they have in common – every child will be set work, at their own pace, and all questions will be at just the right level to provide a little bit of challenge but be achievable.

As well as completing the set work, children have the option to do extra work – this can be work at their own level or, if brave, at a higher level to challenge them a bit further. All the work, both homework and extra work, earns the students 'stars' within the package.

Sparx feeds back to teachers – it provides information about how much homework each child has completed, and about which questions a class struggled with – this is really useful information as we can feed it back into lessons and go over topics they struggled with. Please do encourage your child to complete the Sparx work – it can be done in more than one sitting across the week.

Independent research by the University of Cambridge has demonstrated that 83% of students using Sparx for just 15 minutes a week, every week, made more progress than their peers. And further, that an hour a week made significant differences to the grades of students. (Reference: cam.ac.uk/research/sparx)

This video can explain a little more: Sparx video
Just one word of warning – beware of doing your child's Sparx homework for them; if you do it quickly and get all the answers right, the algorithms will set your child more, and harder, work!