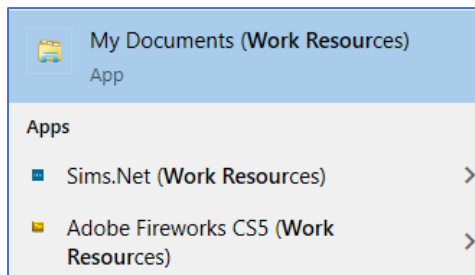


LPGS Remote Learning Tools

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,
- school documents area
- software including Word and Powerpoint



Firefly

- View tasks
- Submit Work



Office 365 Outlook

- Get notified of any tasks and other notices
- Communicate with staff



Office 365 Microsoft Teams

- Live lessons
- Teachers share their screen with students
- Teachers talk to students live/live chat

Guidelines

If the school had to close and students were learning from home we recommend students have their Outlook account and Microsoft Teams open in a browser. These will notify them if a task or live lesson comes through.

Remote Apps (Remote Desktop)

Purpose: Will let you access your school my documents, school resources area from home as well as software including Word and Powerpoint

Accessing it requires your normal school username (e.g. A10937) 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: View tasks and submit work

Accessing it requires your normal school username (e.g. A10937) and password.

- [Click here](#) (or google 'LPGS Firefly')

Useful tutorials

- [Viewing a task](#)
- [Marking tasks as done](#)
- [Submitting work via Firefly](#)

Office 365: Outlook and Teams

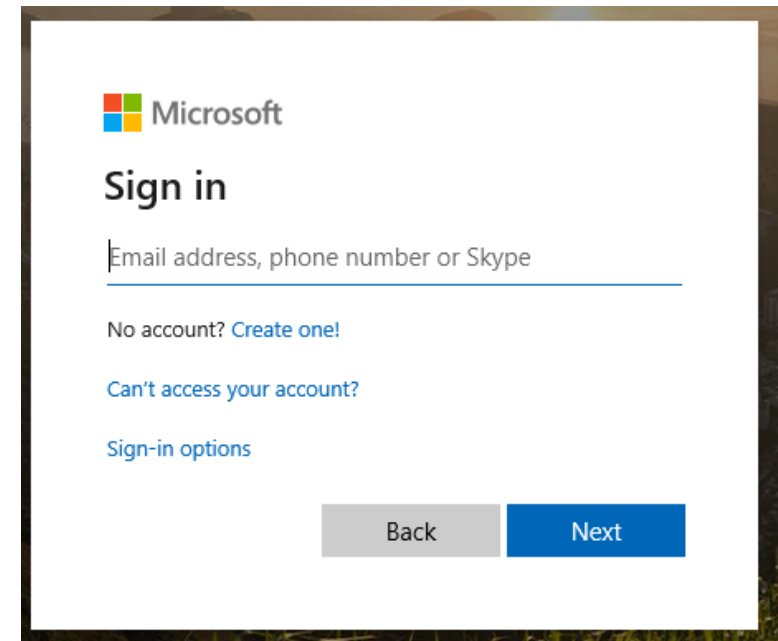
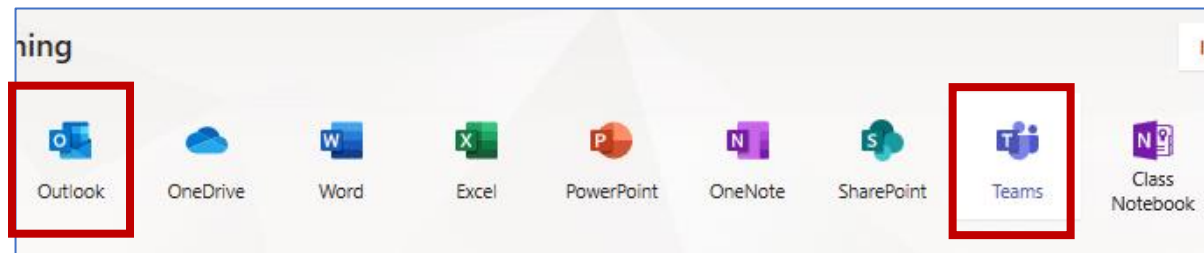
Purpose: Will let you check emails and receive notifications if a teacher wants to run a live lesson/conversation

Accessing it requires your school email (e.g. A10937@lpgs.bromley.sch.uk) and password.

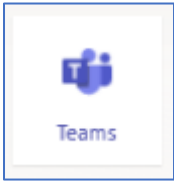
USE CHROME to login to www.office.com

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

You can click on Outlook to view your emails/send emails.



Opening Teams



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

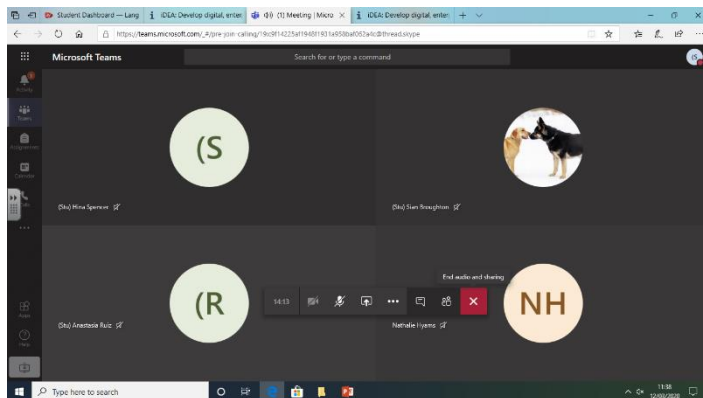
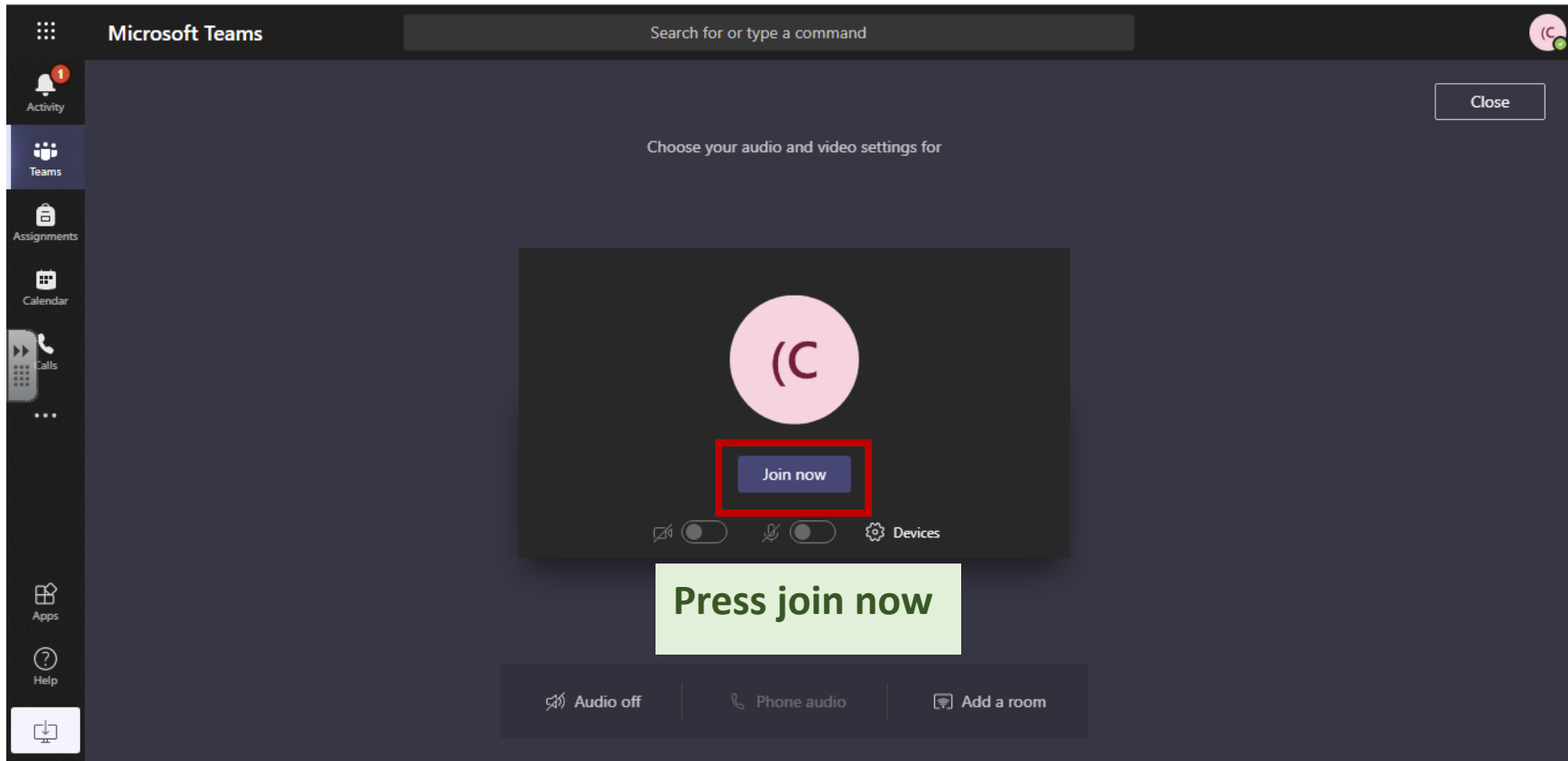
Your classes should appear as tiles on the left hand side. Do not panic if you do not have any/many classes listed as they will only appear once your teacher has activated them.

2. Click on a class to open their Teams page

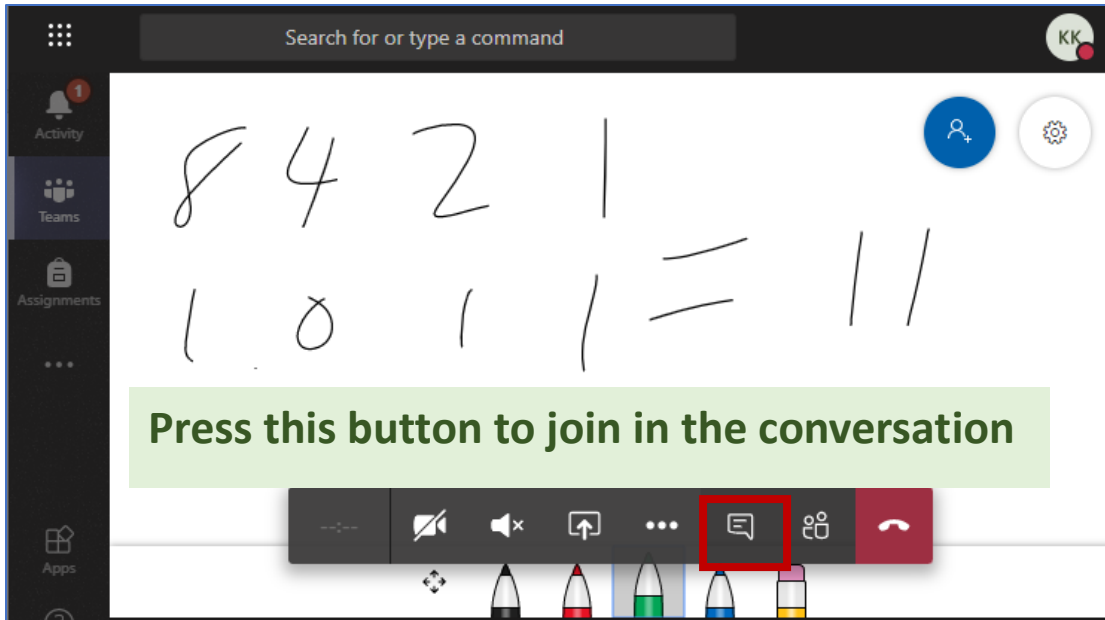
A screenshot of the Microsoft Teams application interface. The top bar shows "Microsoft Teams" and a search bar. The left sidebar contains navigation icons for Activity, Teams, Assignments, Calendar, Calls, and Apps. The main area shows a team page for "8llt1 - ICT" with a "General" channel. A meeting notification is displayed at the bottom of the channel, with a "Join" button highlighted by a red box. A green text box with an arrow pointing to the "General" channel tab contains the text: "Your classes will be listed here (if teachers have activated your group)". Another green text box is overlaid on the meeting notification, containing the text: "If a teacher wants to run a live lesson you will be prompted to join here. Click join to join the lesson".

Your classes will be listed here (if teachers have activated your group)

If a teacher wants to run a live lesson you will be prompted to join here. Click join to join the lesson

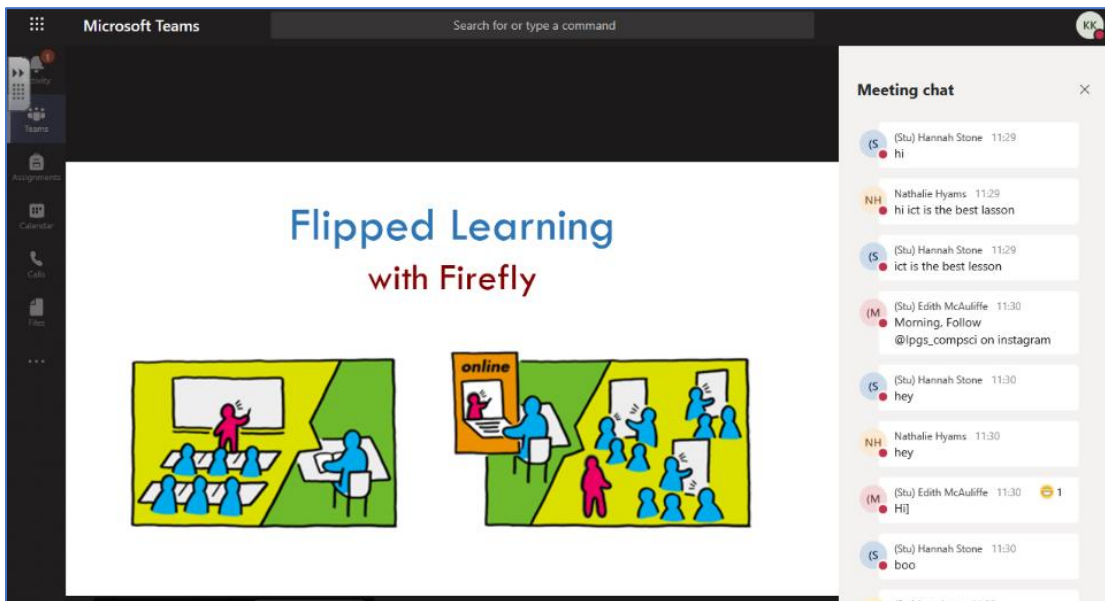


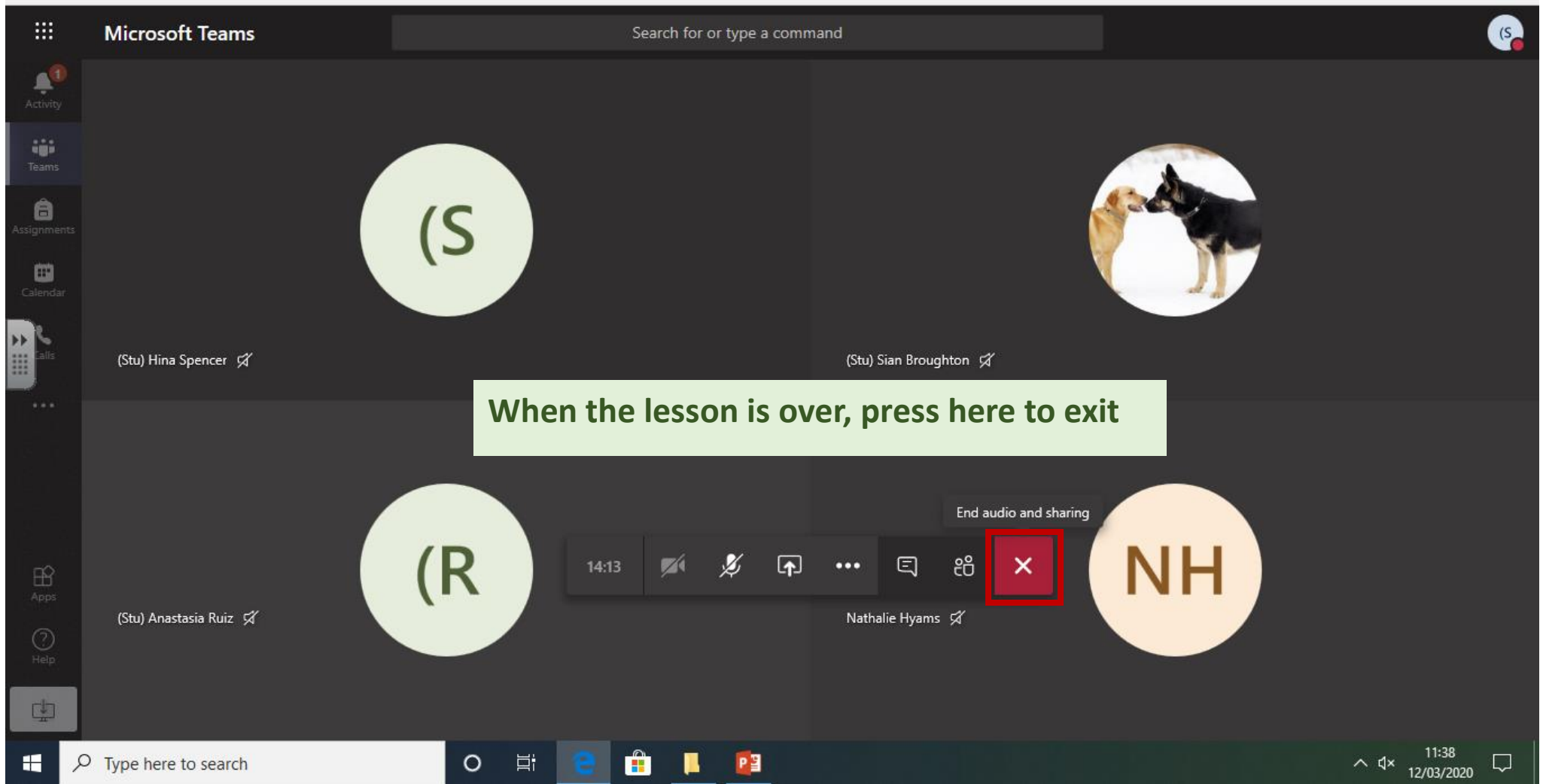
You will see other students joining the meeting



The teacher will display information on the screen.

It will look something like these screens





Live lessons will not be saved, but the conversation will be accessible once the lesson is over.

If you have any issues with any of the systems please contact Miss Kelly: kk@lpgs.bromley.sch.uk