HOLLY LODGE
GIRLS' COLLEGE

EXPECT TO ACHIEVE

Distance Learning

Pupils' Guide

Expect to Achieve

Distance Learning
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What is distance learning?

Distance learning is the work that takes place away from your normal classroom setting. Usually, it is the work you complete at home at the end of the school day. However, in the event of a school closure or your year group being sent home to isolate, it will take the form of **Classwork**.

What will I need to do my distance learning?

Access to the internet to access SMHW
Login and password details – SMHW, Mathswatch and GCSEPod
A computer

What happens if I do not have access to a computer and/or WiFi?

We will already now this from the survey you completed at the start of academic year. We will make sure you have access to paper copies of the work your teachers have set for you.

What do I do with the work I complete?

You must keep all the work you do safe and in a well-organised manner as you will have to show it to your teachers upon your return to school. Your teachers may also ask you to upload your work on SMHW. Instructions on how to do this can be found in this guide on **page 4.**

How do I contact my teachers if I have a problem?

If you wish to contact your teachers, you should do this via the messaging tool on **SMHW** or alternatively, you can email your teacher using your **school email**.

Usernames and Passwords

You need to know what your username and password is for the following:

- School computers
- SMHW
- School email
- Mathswatch
- GCSEPod

School Computers

Username: 20dalya — Year you started Holly Lodge followed by your surname and the initial of your first name – Ann Daly

Password: 123456 — Usually 6 digits long

SMHW

This is the same as your school login details so there is no reason for you not knowing it.

Username: 20dalya

Password: 123456

School Email

You can access this by going to our school website: www.hollylodge.liverpool.sch.uk

From here. Go to the **Student** tab and select **Email.** This will take you directly to our school email account.

You will use your school username and password to access your school email.

Alternatively, instead of going to the school website, you can log in to:
https://owa.hollylodge.liverpool.sch.uk

MathsWatch

Username: 20dalya@hollylodge (school username followed by **@hollylodge**)
Password: hollylodgepupil (this is the same for all pupils)

GCSE Pod – For year 9-11 students only

Students must first set up an account

- Go to GCSEpod.com
- Log in - top right hand corner.
- Click "New here? Get started".
- Follow the instructions.
- You can set your own username and password but make sure you can remember it so perhaps include your school username and password in there somewhere.

Students can download the free GCSE Pod app if they intend using it on their phone.

Show My Homework (SMHW)

Show My Homework is the platform your teachers use to upload the work they want you to do at home.

You can access **SMHW** in any one of the following ways:

1. The easiest and the quickest way of accessing your work is through the free SMHW app for your computer and phone.

2. Go to: https://hollylodgegirls.satchelone.com/school/home

3. Go to the school's website. From here you can access the link to SMHW from the **Student** tab.

When you log in using your school username and password, you will then be able to see the work your teachers have set for you. Previous tasks will also be accessible.

The colours of the tasks are key to the type of task your teacher wants you to do. It is therefore useful to know the following:

Red	**Classwork** – Used in the event of a school closure or a year group sent home to isolate. You may be asked to submit work for marking.
Pale green	**Assignment** – You may have to submit work to for marking.
Pink	**Assignment** – Your teacher does not want you to submit anything
Dark green	A **spelling test** has been set.
Yellow	A **quiz** has been set for you.

Submitting work

You must pay attention to those assignments that require you to submit work to your teacher. You have 2 options. **Either** you write your answer in the text box you access from the **Submit** tab. **Or**, you create your own document in either Microsoft Word / PowerPoint or Google Docs. Your teacher will indicate the format required.

Follow these instructions:

1. You will see 3 tabs below the initial description of the work. **See image 1**
   Description **Results** **Submit**

2. When you want to submit work, click the **Submit** tab.

3. It will take you to a page where you can write your answer or just simply leave a message for your teacher**.** **See image 2**

4. You also have an option to attach a file to your teacher as well as, or instead of, writing your answer in the space indicated in **image 2**. **You can choose files from your computer, Google Drive or OneDrive.** **See image 3**

5. Remember to submit your work by pressing the tab **Submit assignment to teacher** once you have finished.

6. You can also save your progress as a draft at any time and come back to finish the task later.

Image 1

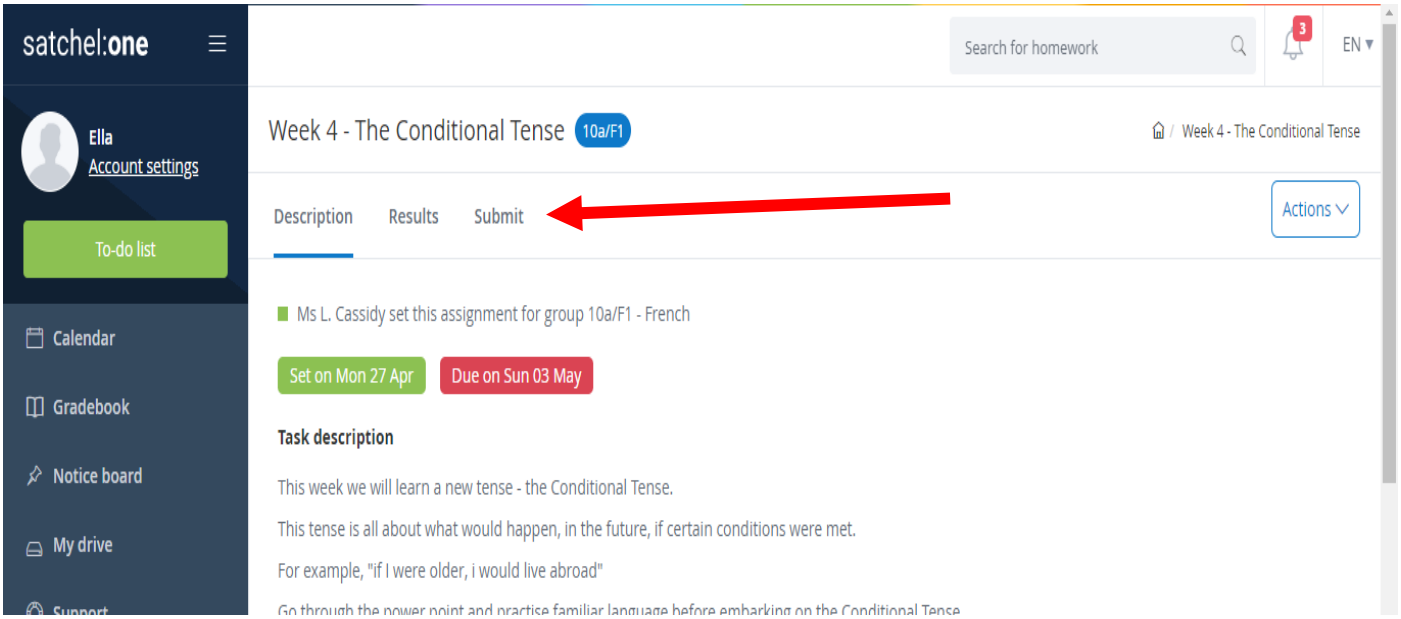
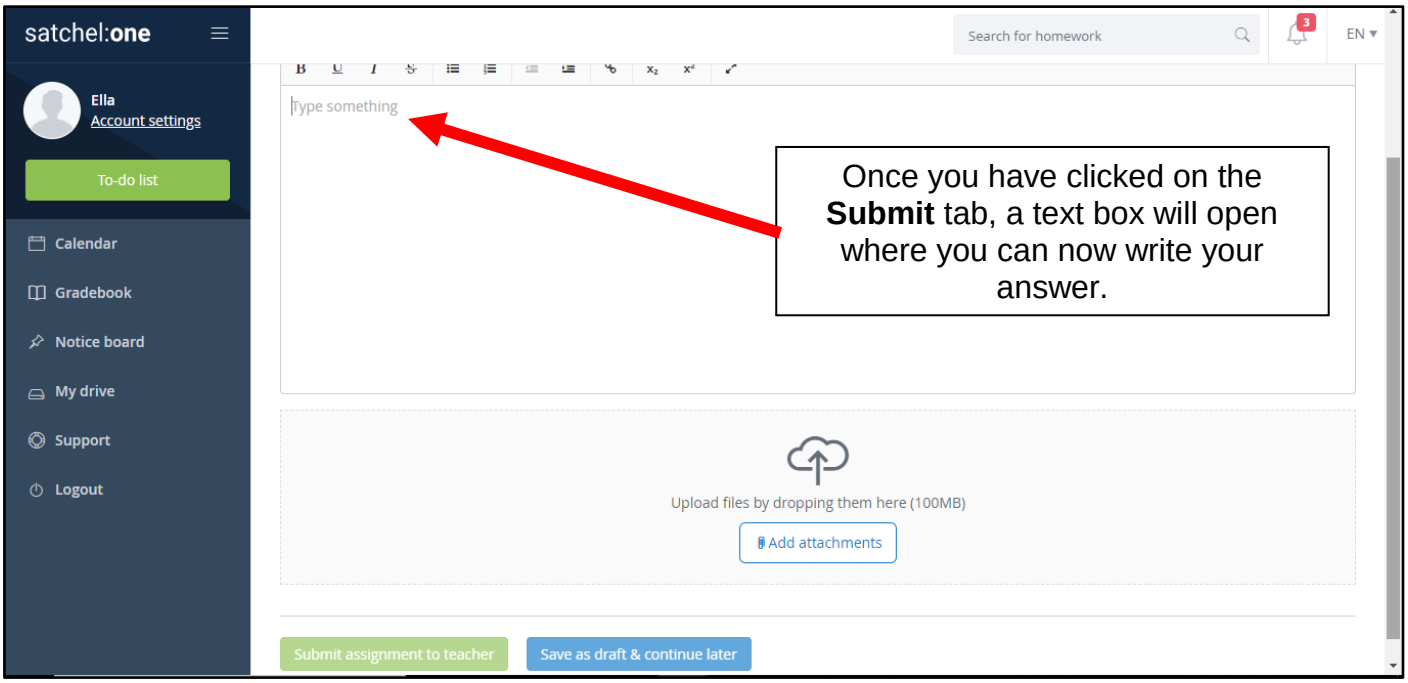


Image 2


satchel:one
Search for homework
EN
Ella
Account settings
To-do list
Calendar
Gradebook
Notice board
My drive
Support
Logout
Type something
Once you have clicked on the **Submit** tab, a text box will open where you can now write your answer.
Upload files by dropping them here (100MB)
Add attachments
Submit assignment to teacher
Save as draft & continue later

C

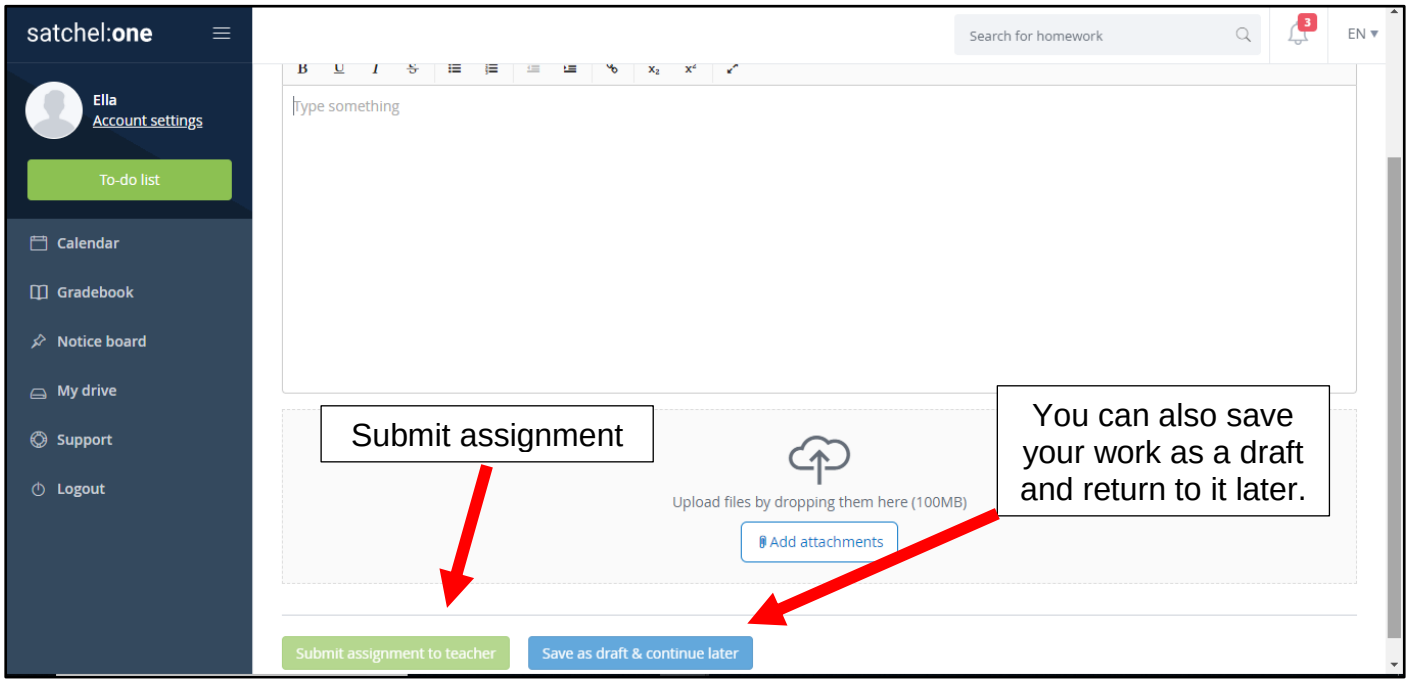
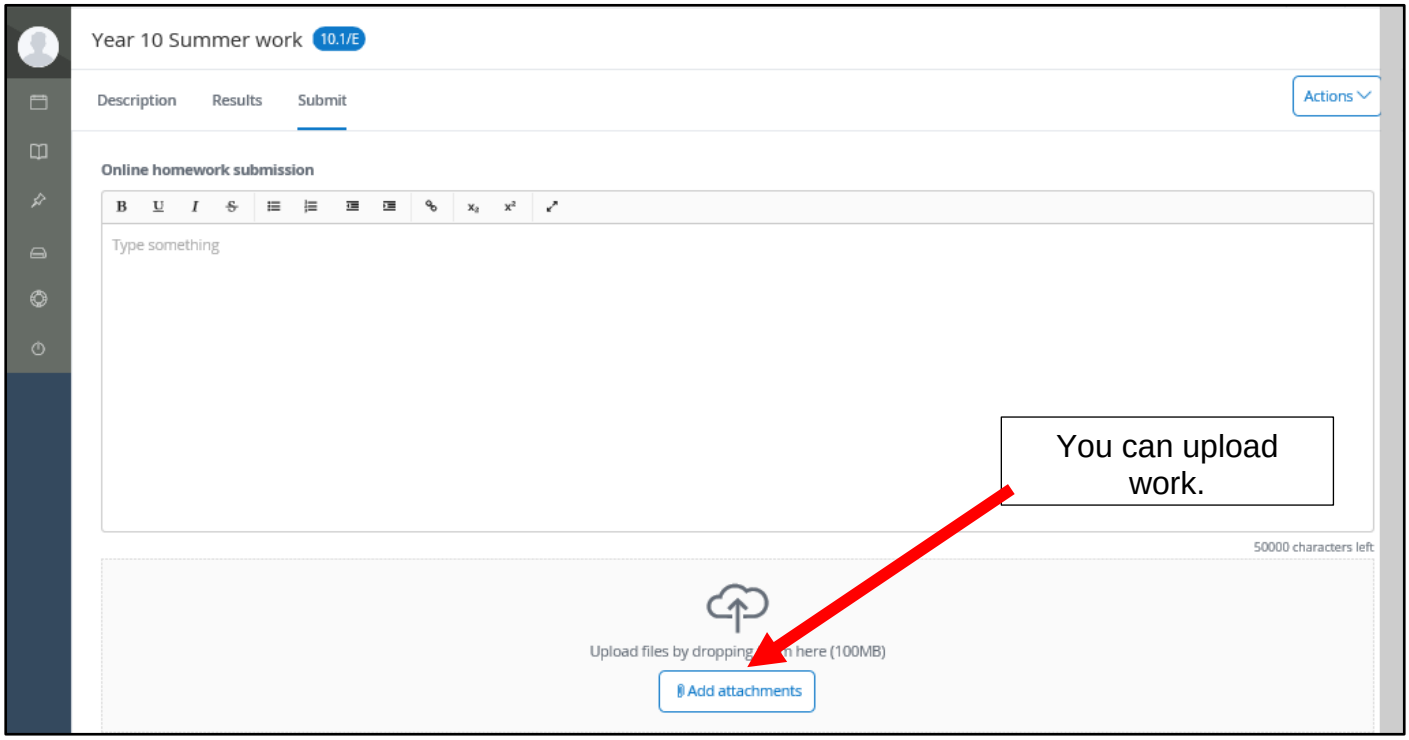
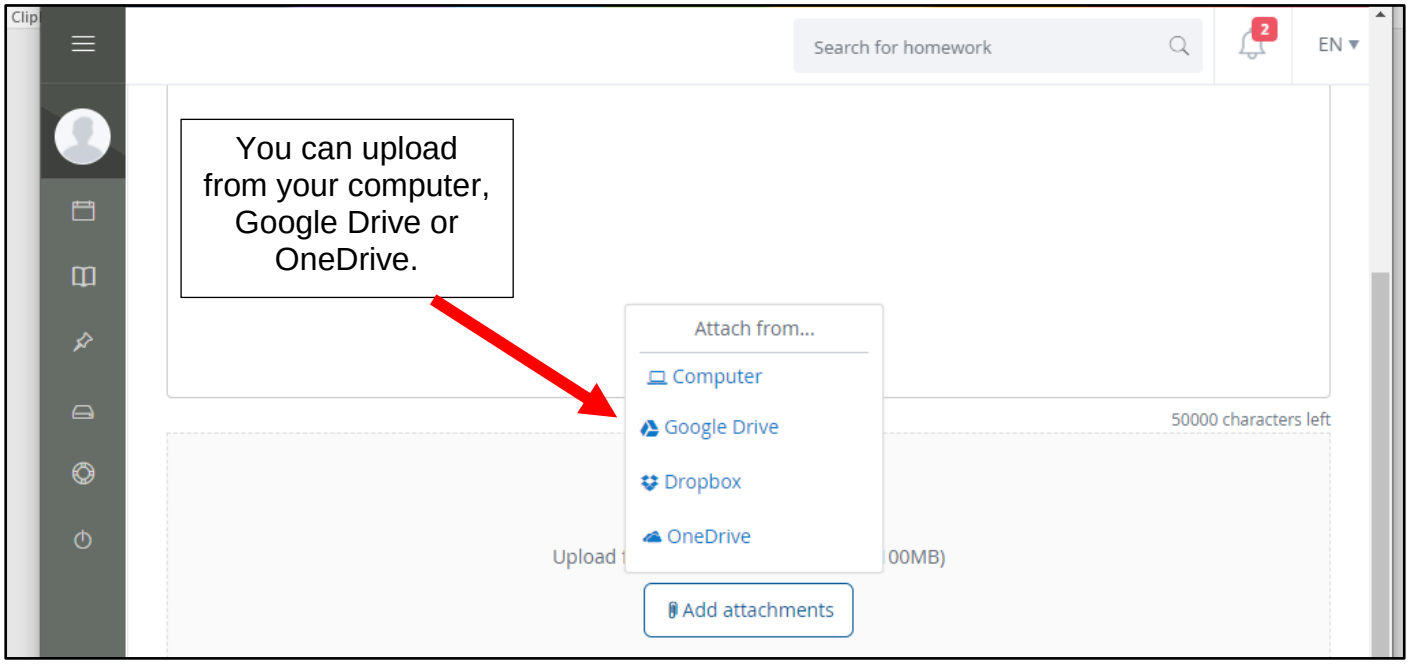

satchel:one
Search for homework
EN
Ella
Account settings
To-do list
Calendar
Gradebook
Notice board
My drive
Support
Logout
Type something
Submit assignment
You can also save your work as a draft and return to it later.
Upload files by dropping them here (100MB)
Add attachments
Submit assignment to teacher
Save as draft & continue later

Image 3


Year 10 Summer work
10.1/E
Description
Results
Submit
Actions
Online homework submission
Type something
You can upload work.
50000 characters left
Upload files by dropping
here (100MB)
Add attachments


Search for homework
EN
You can upload from your computer, Google Drive or OneDrive.
Attach from...
Computer
Google Drive
Dropbox
OneDrive
50000 characters left
Upload
00MB)
Add attachments

Access to Microsoft software – Word, PowerPoint and Excel

When you use a school computer, you have access to this software. You may also have bought this software for your own personal computer. However, this is not the case for all of you and this makes it difficult to open files that have been created using this software.

As a school we can give you access rights to use this software.

Use the following steps to help you access this software:

1. Go online and type in the following address into your web browser: https://portal.office.com. You will also find this address on our website in the **Pupil** tab.
2. Type in your school email address. **See image 1**
3. Type in your school password. (6 digits) **See image 2**
4. You will now see all the Microsoft apps you can now access. You are most familiar with Word, PowerPoint and Excel. **See Image 3**
5. You will also see an icon called OneDrive - the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices. **See image 3**
6. Open your chosen app and create your document.
7. Once you have finished, you need to give your document a name. Go to **File** and **Save As.** From here, you can save your work on line, in OneDrive. **See image 4**
8. If you want to save a copy onto your personal computer, you will still go to **Save As** and choose the **Word** option **Download a Copy** (to your computer). **See image 4**
9. Remember to name your documents carefully so that you can find them easily.

Office 365 App for Students

Alternatively, you can download the Office 365 app for students onto your computer. **See image 5**

Expect to Achieve

Image 1

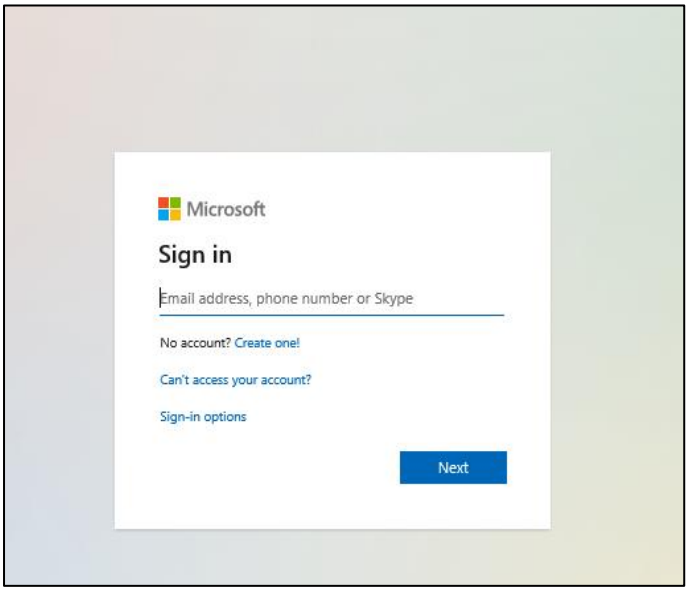


Image 2

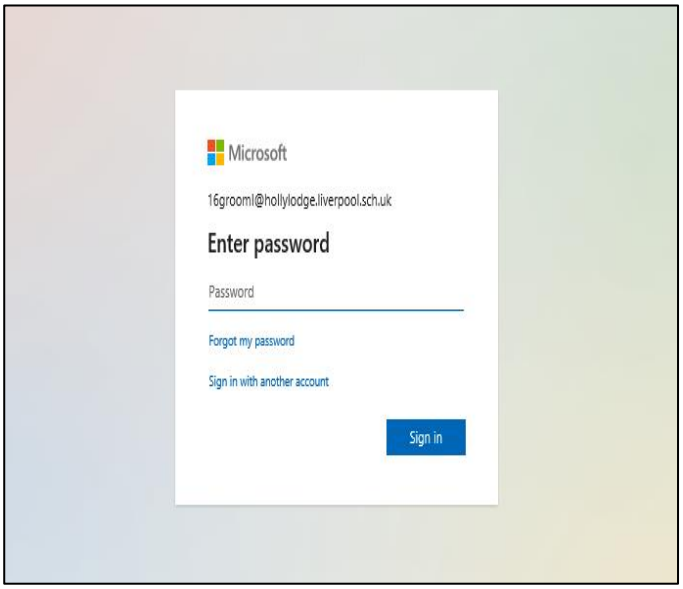


Image 3

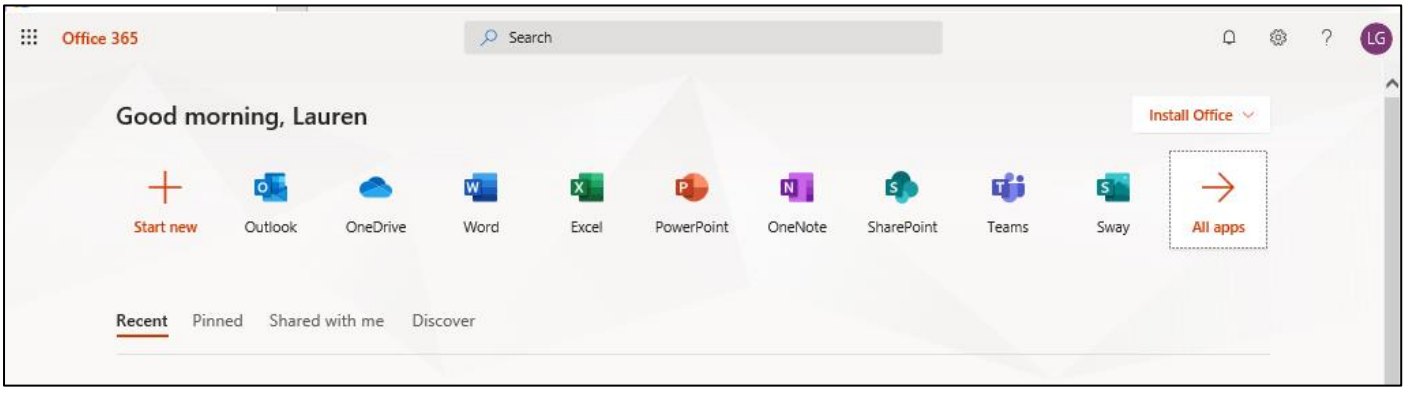


Image 4

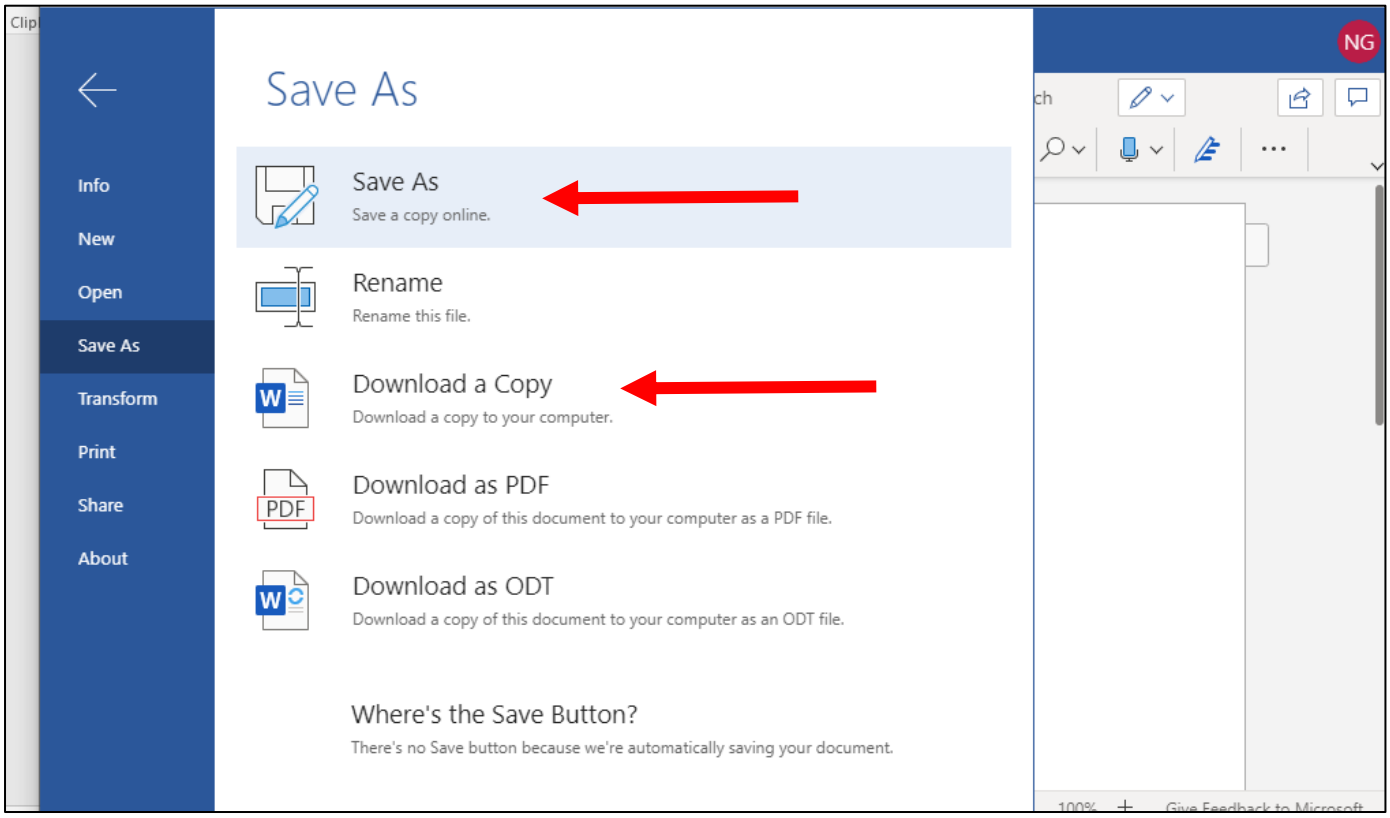
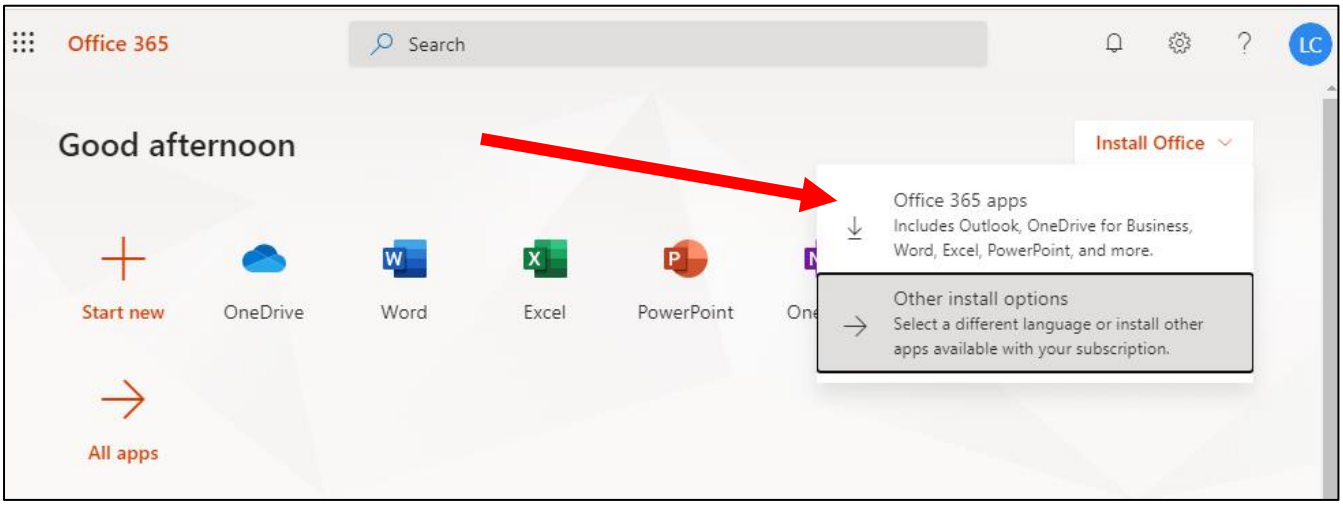



Image 5