

Accessing & Completing School Work at Home

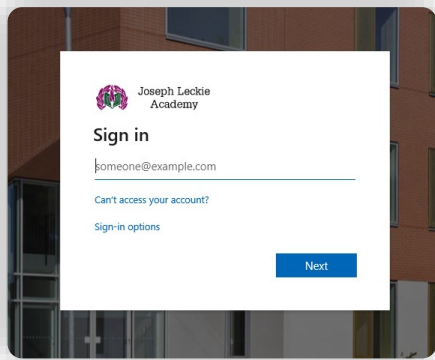
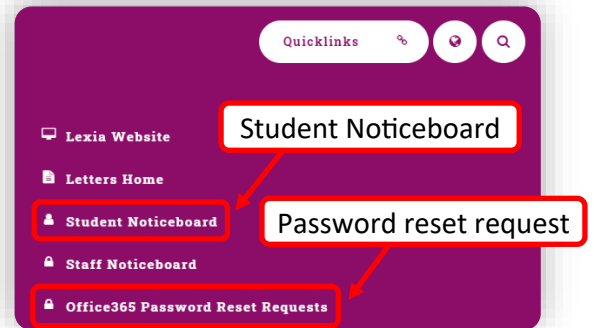
If you are having to self-isolate or if there is a national lockdown and the Academy is closed, you will still need to complete school work. Your teachers will send instructions for work via email or Ruler Classroom. The Academy's Student Noticeboard is the best place to start, as it provides links to all the areas you'll need.

To access the Student Noticeboard, go to the Joseph Leckie Academy website:

www.josephleckieacademy.co.uk

and click 'Quicklinks'.

Click on 'Student Noticeboard' and you will be asked to sign in to your Academy Office 365 account.



Your email address will be your Academy network username followed by: @students.jlacademy.co.uk

For example, a.student10@students.jlacademy.co.uk

If you have forgotten your username or password you can ask use the 'Office 365 Password Reset Request' in 'Quicklinks' to request a new password.

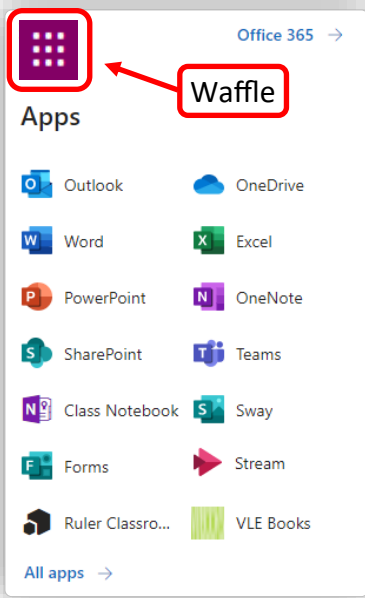
Once you have logged in you'll be able to see the student Noticeboard, from here you'll be able to access department sites, year group sites, etc...

Department Sites

Year Group Sites

Notices

Quick Links

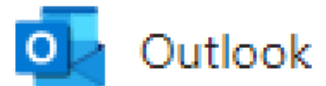


From the Student Noticeboard you will also be able to access Office 365 Apps (Teams, Stream, Forms, etc...), Ruler Classroom and VLeBooks (the Academy eBook Library).

To access these apps, click the waffle in the top left hand corner, and the following will pop up.

Simply click on the app you would like to access. If the app that you need isn't in your list, click 'All apps' to search for what you need.

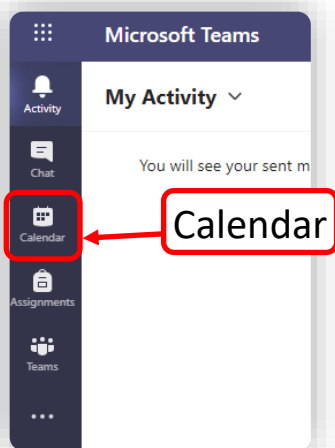
We will have a brief look at Outlook, Ruler Classroom and Teams.



Outlook provides you with access to your Academy email. Your teachers may email you with details of how to access and complete your work, as well as links to videos and resources. See the email guides for 'Dos and Don'ts' and 'Sending an Email Using Outlook'.

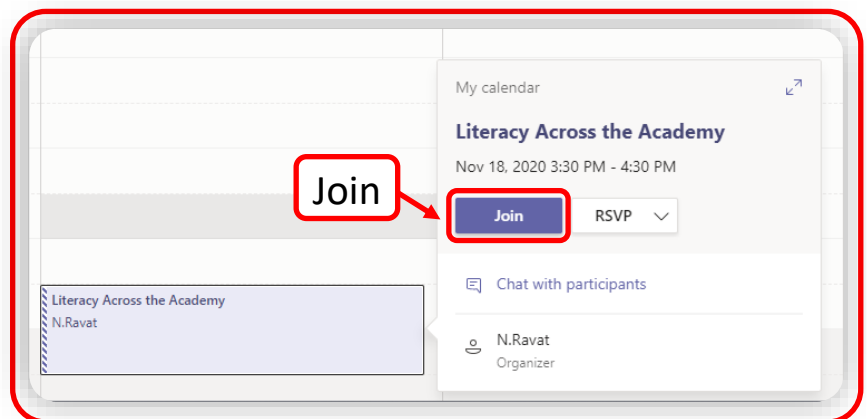
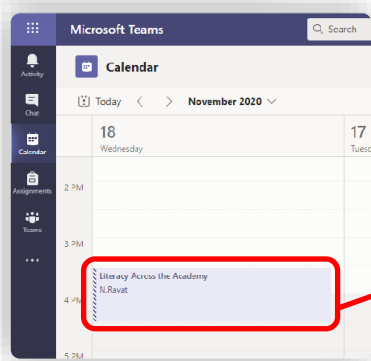
Ruler Classroom

Your teachers may use Ruler Classroom to set work for you. You should check this regularly for new work. See the Ruler Classroom guides for how to find and complete homework.



In Teams you will be able to access assignments that have been set in Teams and take part in online lessons (your lessons will be scheduled as Teams meetings).

To see your scheduled lessons click on the 'Calendar', this will open your calendar. To join a lesson click on the lesson in your calendar and select 'Join' (you will only be able to join lessons at their scheduled time).



During a Teams lesson you will be allowed to type comments to your teacher in the chat box, however you must be aware that this is a monitored educational resource and you should use it with maturity and respect.

For further information go to:
<https://www.josephleckieacademy.co.uk/remoteteaching>