

FAQ – Remote Learning at Burford – Parents and Students

How do I reset my Office 365 password?

Ask a parent or guardian to email Mr Wilsdon (m.wilsdon@burford.oxon.sch.uk) with your name and log on number and he will be in touch with a new temporary password.

How do I access my ClassCharts code?

Email your tutor and they will be able to resend it. If they aren't able to help, email Mrs Scantlebury.

How do I access my GCSE Pod Account?

Your account details, including log on information, has been sent to your email. Simply search your email for GCSE Pod and you should find it. If you can't find it, contact Mrs Scantlebury.

How do I get Microsoft Office 365 for free?

Mac and Windows:

Open your web browser

Go to <https://portal.office365.com>

Enter your School Office 365 details

Click on Install Office (towards the top right)

Click on Office 365 apps.

Office 365 will now start to download.

If you are using a phone or tablet:

Go to your App Store and download the Office program that you need for example Word or PowerPoint.

Once downloaded you need to sign into the App using your School Office 365 details.

How do I submit homework on ClassCharts?

If your teacher wants you to submit your homework on CC, they will tell you in their homework instructions and enable you to upload work.

When a student logs on to their app and clicks on the details of their homework they will have an '+upload attachment' button which they can select to upload work/documents for your teachers to see.

Your teacher will be able to give you feedback on your work on this too.

In order for students to access feedback a teacher has given, if they go back into the homework section on their app there will be a yellow feedback button on the relevant homework that they can select to see any feedback staff have given.

Where do I find teacher feedback on ClassCharts?

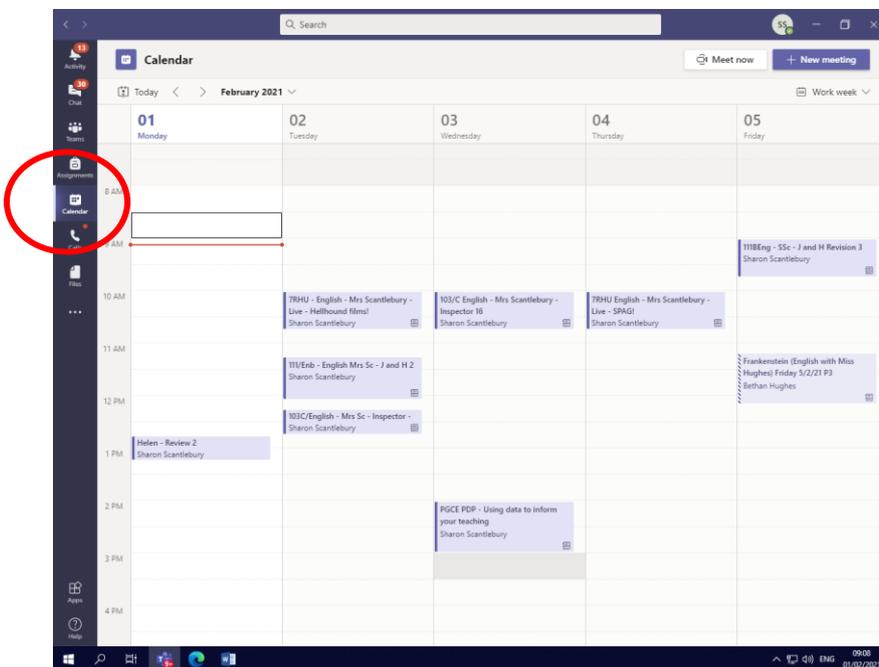
Where do I find the link to join my Microsoft Teams Live lesson?

Your teacher should tell you on ClassCharts whether a lesson will be live. Then you will receive an invitation in your school email.

When you click on the Teams app, find the Calendar icon in the left hand toolbar. It is circled in red here. Then your calendar should be revealed. Make sure you are on the right week.

You can see your Teams lessons – each one is blocked out in purple. When it is time for your lesson, a Join button will appear in the purple rectangle, just press and it will let you join.

Your teachers will try hard to issue invitations at the beginning of the week but this might not always be possible so keep an eye on it!

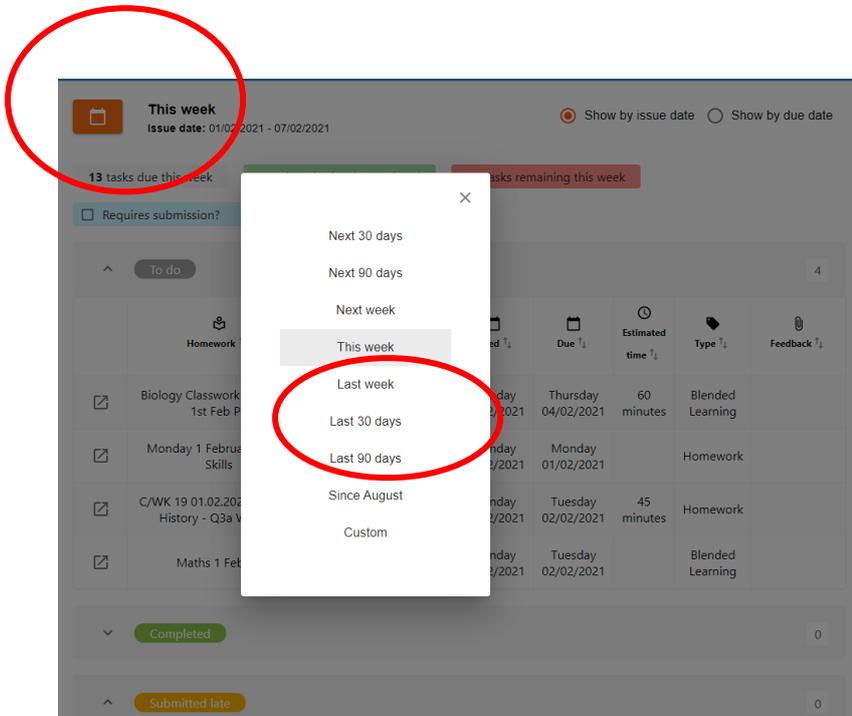


How do I find ClassCharts work when the deadline has passed?

Go to the orange calendar icon in the top left of your ClassCharts screen.

Click on it. The last 30 days is probably a good option.

Make sure that your settings are on Show by Issue date.



Give it a minute or two to reset and when you scroll down. You should see all of the work set for the last 30 days. The number on the left of the greyed out toolbar will be greater than usual so make sure you reset to last week after you have found what you are looking for

Last 30 days
Issue date: 02/01/2021 - 01/02/2021

● Show by issue date ○ Show by due date

13 tasks due this week 0 tasks submitted/completed 13 tasks remaining this week

Requires submission?

To do 49

	Homework	Teacher	Lesson	Issued	Due	Estimated time	Type	Feedback
<input checked="" type="checkbox"/>	Distance Learning- Iron and Steel	Mr S Love	10D/Eg1	Monday 04/01/2021	Tuesday 05/01/2021	60 minutes	Blended Learning	
<input checked="" type="checkbox"/>	Welcome back Year 10	Miss A Vella	10B/Ar1	Monday 04/01/2021	Tuesday 12/01/2021	3 hours	Blended Learning	
<input checked="" type="checkbox"/>	C/WK 13 To what extent did the Nazis control German 'hearts and minds'?	Mrs E Thomas	10A/Hi1	Tuesday 05/01/2021	Wednesday 13/01/2021	1 hours	Blended Learning	
<input checked="" type="checkbox"/>	Year 10 Study Skills - Lockdown Support Session	Mr S Bassett	10C/Sk1	Wednesday 06/01/2021	Wednesday 06/01/2021		Blended Learning	
<input checked="" type="checkbox"/>	Families and Relationships L1	Mrs K Wright	10ZN/Re	Wednesday 06/01/2021	Monday 11/01/2021		Homework	
<input checked="" type="checkbox"/>	Biology work for CEB - Thursday January 7 Period 3	Mrs C Brown	10ZN/Bi	Thursday 07/01/2021	Sunday 10/01/2021	45 minutes	Blended Learning	

How do I get PowerPoint audio to work on Chromebooks?

Upload the PowerPoint to Office 365 OneDrive and then open it using PowerPoint online.

<https://portal.office.com>

Could I use a games console to access online learning?

Xbox

1. Plug a keyboard into the Xbox USB slot.
2. Go to my games and apps.
3. Find and select Microsoft Edge.
4. Navigate to your online learning platform.

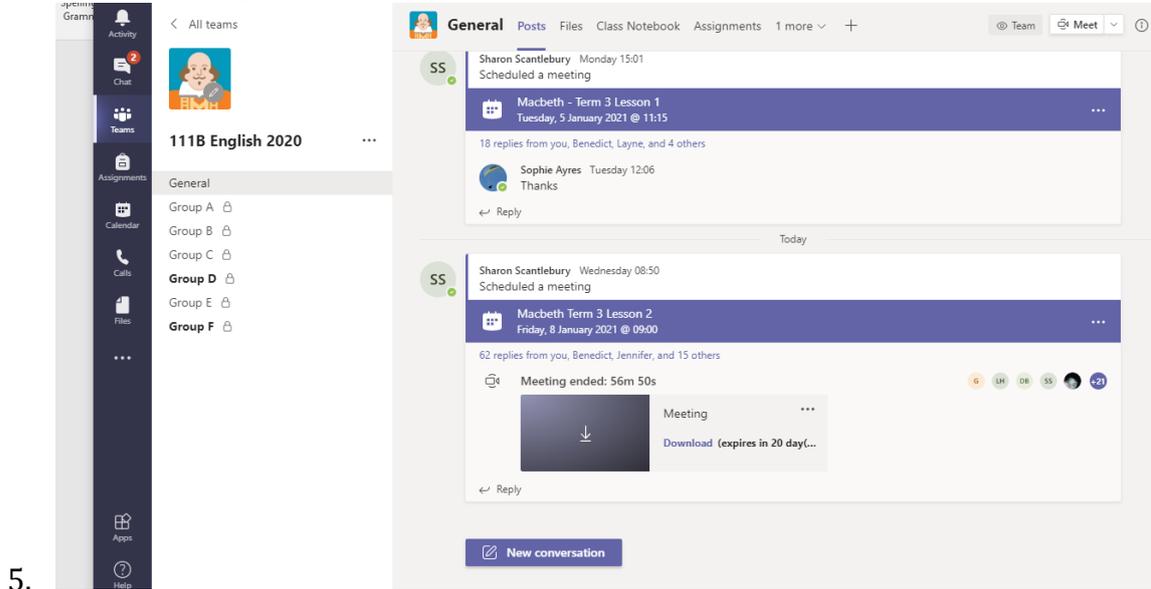


PlayStation

1. Identify the PlayStation internet browser icon (WWW with dots around it).
2. Press the PlayStation logo on the controller.
3. Go to the library and find options for games and applications.
4. Go to applications and you will find the internet browser.
5. Navigate to your online learning platform and log in as usual.

Where do I find recordings of lessons if I need to access them at a later time?

1. Open Teams app.
2. Go to toolbar on Left Hand side.
3. Select Activity or Teams. If looking at Teams, make sure it is the one for that particular subject e.g. 111B English.
4. The recording should appear on the screen. See below.



What should I do if I log onto ClassCharts and see:

Error Message "The provided token has expired"?

This message means that a program that can read the file is missing.

If the message relates to a PowerPoint or Word files, please download Microsoft Office - see "How do I get Microsoft Office 365 for free?" in this document.

If the message relates to a PDF document, please download Acrobat Reader DC from <https://get.adobe.com/uk/reader/>. If you are using a mobile device please download the Acrobat Reader App from your store.