

An IT Guide for Students and Parents

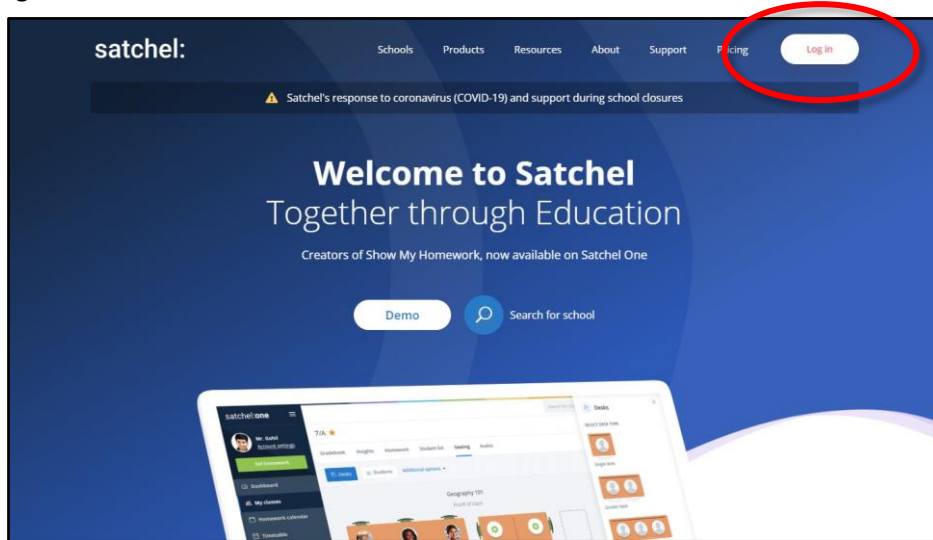


Sapere Aude

Logging into Show My Homework (SMHW)

Logging In

- Goto <http://teamsatchel.com>
- Or Google “Show My Homework”.
- Click the ‘Log in’.



- Choose ‘Sign in with Office 365’.
- Enter your full email address and password. You should now be logged into your dashboard.

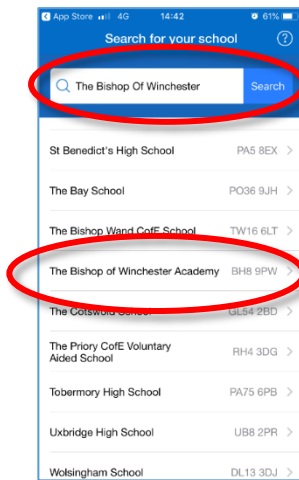
- If you have any issues logging in, try using Chrome’s Incognito Mode. If another account is signed into Chrome (eg For GMail account), that account overrides the SMHW account and will error.

Logging into the Show My Homework App

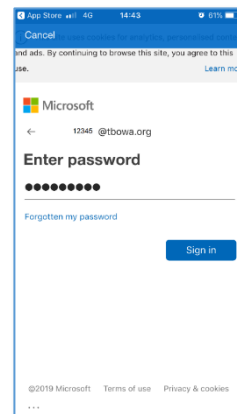
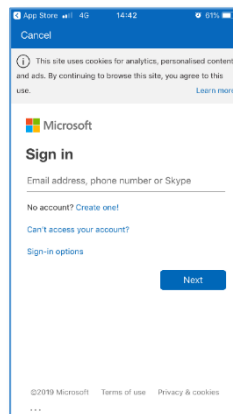
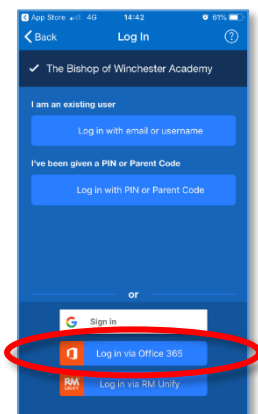
Logging In



- Download & Open App.
- Search for your school.
- Choose your school.



- Select 'Log in via Office 365'.
- Enter full school email address. Click 'Next'.
- Enter your password. Click 'Sign in'.



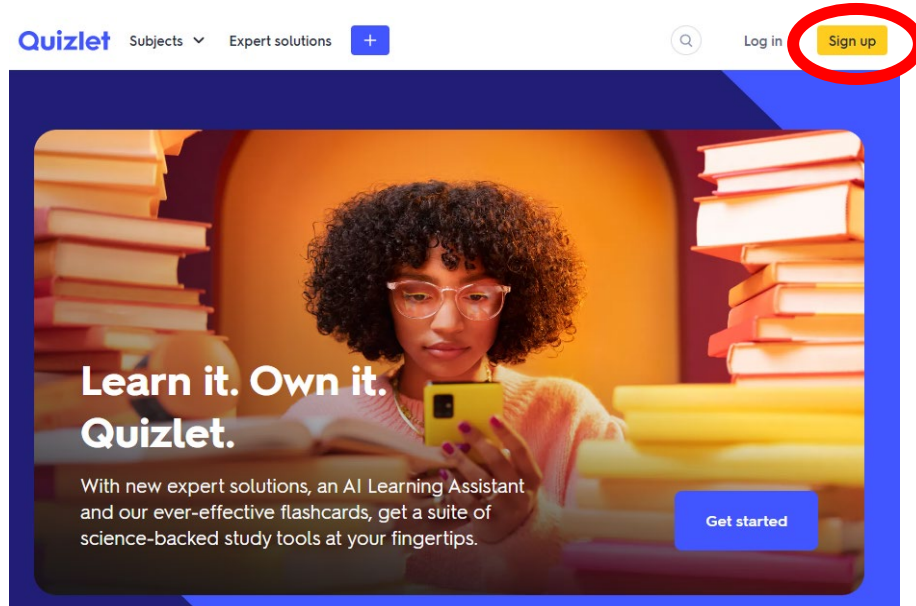
- Choose 'Yes' or 'No' to stay signed into the app.



- You should now be logged in.


Signing up to Quizlet

- Go to <https://quizlet.com>
- Or Google Quizlet
- Click Sign up



- Fill in birthday as 1st January 2000
- Add your TBOWA email address. This is your school login then @tbowa.org
For example – 12345@tbowa.org
- Your username should include your first and last name so you are easy to identify by your teacher
- Set your password as the same as your TBOWA log in so it is easy to remember
- Click I accept Quizlet's Terms of Service and Privacy Policy
- Click Sign up

Sign up **Log in**

 Continue with Google

OR EMAIL

BIRTHDAY

January 1 2000 ?

EMAIL

user@quizlet.com

USERNAME

andrew123

PASSWORD

.....

☐ I am a teacher

☐ I am a parent

☒ I accept Quizlet's [Terms of Service](#) and [Privacy Policy](#)

Sign up

Already have an account? [Log in](#)

I have forgotten my Quizlet account details

- Go to log in
- Click 'Use magic link instead'
- Enter your TBOWA email address (12345@tbowa.org)
- Sign into your TBOWA email using outlook on google. Your password is the same as your normal TBOWA log in
- You will have been sent a reset link from Quizlet
- When you click on the link it will give you access to your Quizlet account
- There will be a tab at the bottom to ask you to reset your password. Click this to reset your password. Make sure you write it down

Sign up Log in



Log in with Google



Log in with Facebook



Log in with Apple

Type your email address or username

EMAIL

Type your password

PASSWORD

[Forgot?](#)

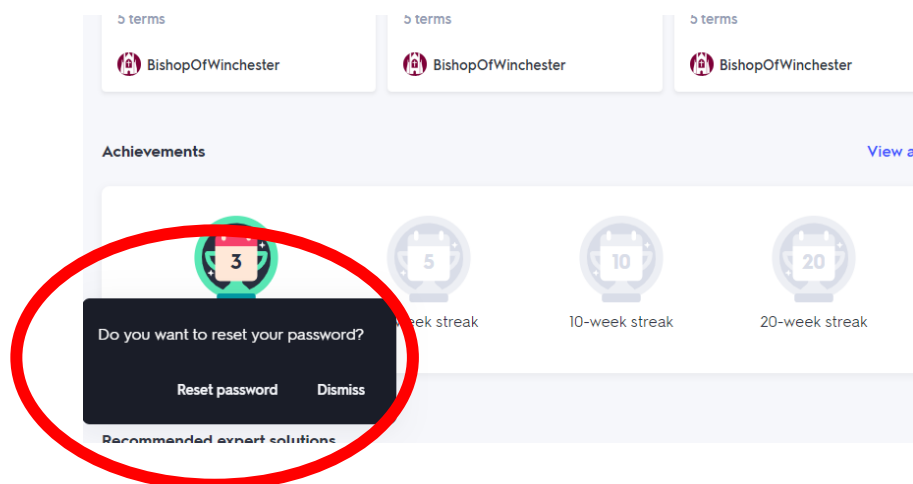
By clicking Log in, you accept Quizlet's [Terms of Service](#) and [Privacy Policy](#)

Log in

Remember to log out on shared devices

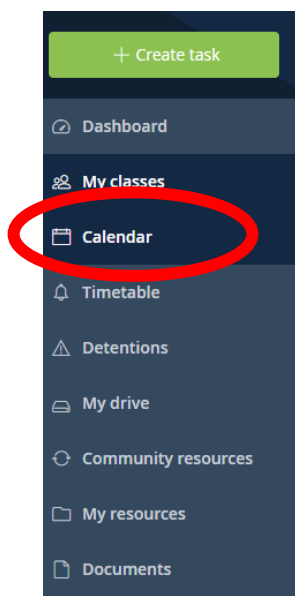
[Use magic link instead](#)

New to Quizlet? [Create an account](#)



How do I join my classes?

- Log onto Satchel One (see separate guide)
- Click on Calendar on the left-hand side
- You will then see the assignments your teachers have set you
- This will include the Quizlet class codes for you to join



My calendar

School calendar

Select a year

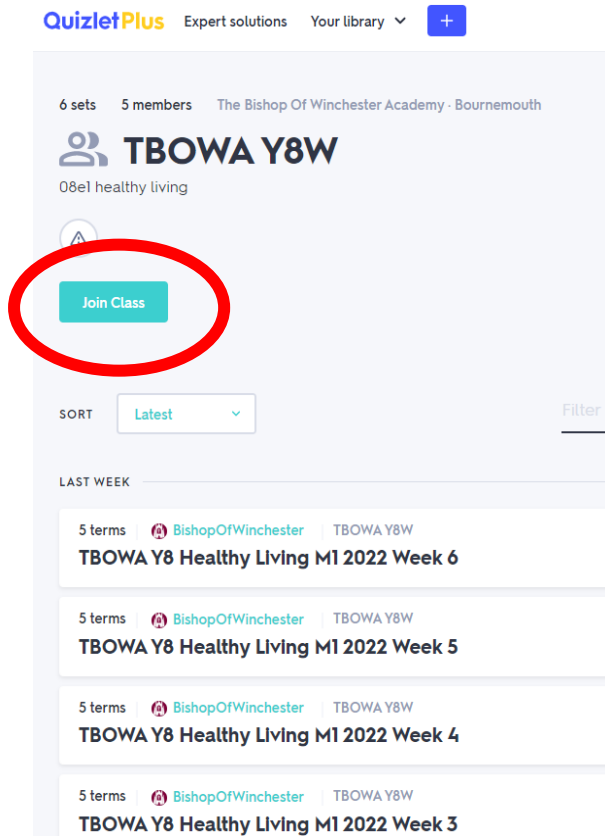
Select a type

Select a subject

19 Sep - 25 Sep

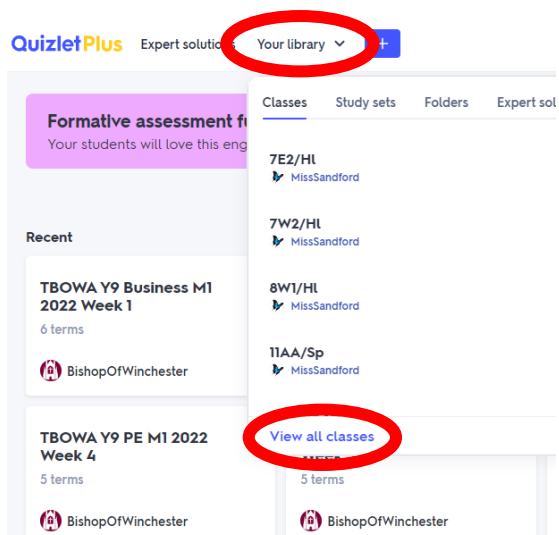
Mon 19/09	Tue 20/09	Wed 21/09	Thu 22/09	Fri 23/09
	7E Healthy Living 07E2/HI Physical Education Miss E. Sandford			
	7W Healthy Living 07W2/HI Physical Education Miss E. Sandford			
	8W Healthy Living 08W1/HI Physical Education Miss E. Sandford			
	9BB PE 09BB/Pe Physical Education Miss E. Sandford			

- Click on the assignment to find the class link
- Click on the link or copy and paste into google
- Click 'Join class' at the top of the page
- You will now be able to access the weekly KO sets allocated to the class

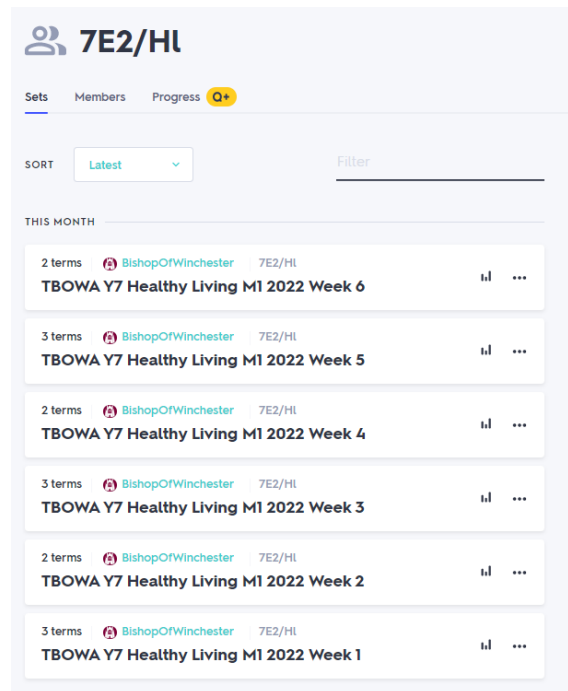


How do I complete my KO sets on Quizlet?

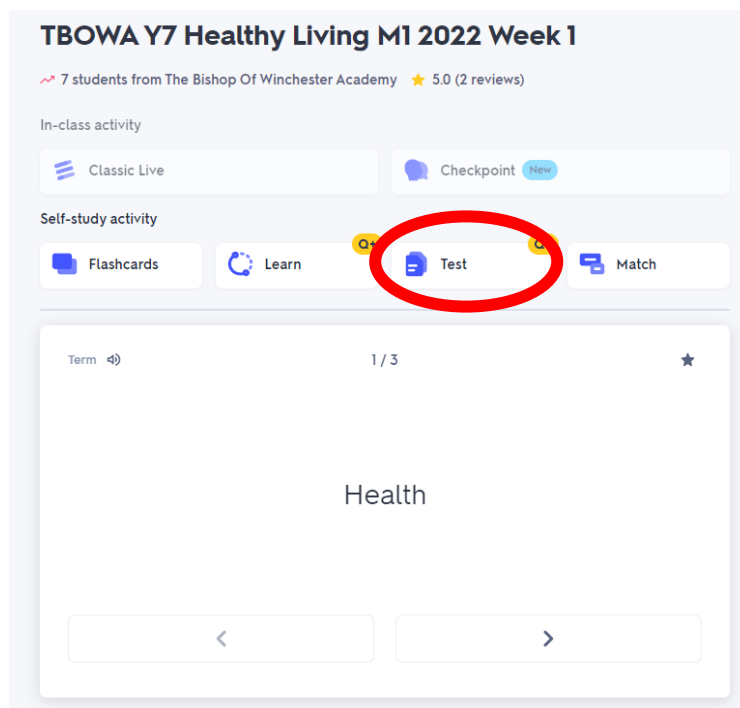
- Click on 'Your Library' at the top and 'View all Classes'



- Click on the class you are completing homework for that night
- This will show you your sets for the half term
- Click on the relevant week you are completing



- Scroll through the key words to learn them
- Click on the key words to reveal the definition
- You must complete at least two tasks including the 'Test' as part of your homework
- You should achieve at least 80% on your test to achieve mastery and complete your homework. You can retake this if you need to



- Your score will automatically be sent to your teacher
- You do not need to submit anything else on Quizlet or Satchel One

Any homework concerns please email homework@tbowa.org

Getting logged into Sparx



- Go to <https://sparx.co.uk>, click login at the top right corner and select student login. Here they will be asked to start typing the name of their school before being prompted to select it from a drop down list.
- If this is the first time your child has logged in, they will need to select 'New Sparx User' and enter their name and date of birth in order to confirm their username.

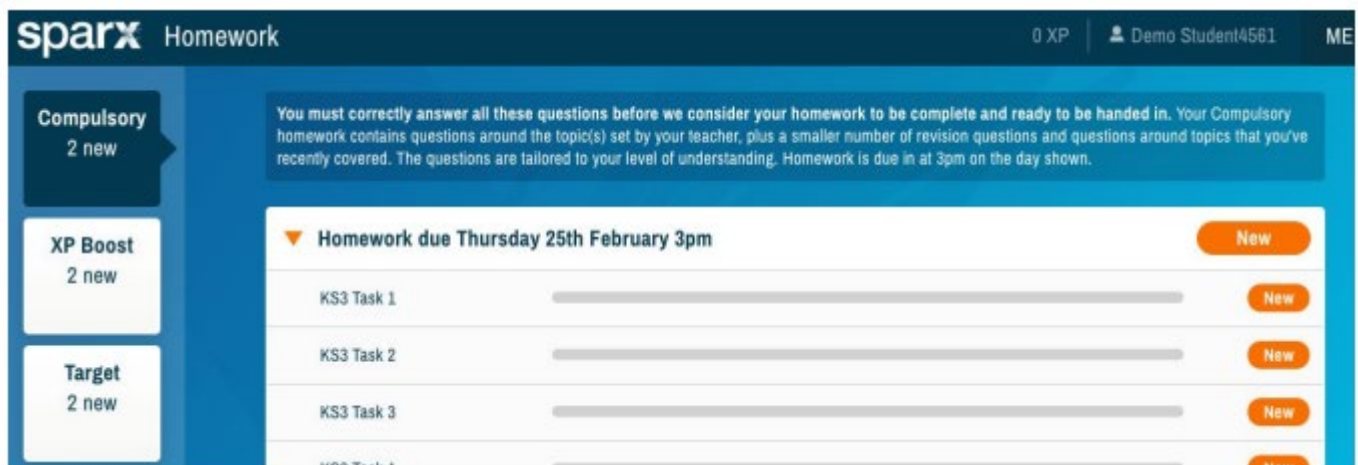
The image displays two side-by-side screenshots of the Sparx user registration process. The left screenshot is titled 'Fill in your details below to create your account' and contains three input fields: 'Your first name:', 'Your last name:', and 'Your date of birth:'. The date of birth is split into 'Day', 'Month', and 'Year' dropdown menus. A 'Submit' button is at the bottom. The right screenshot is titled 'Step 2. Choose your password' and shows a password input field with a 'Show' button. Below the field, it states 'Your password needs to: Be 6 or more characters' with a green checkmark icon. At the bottom are 'Back' and 'Confirm your details >' buttons.

- They will then be asked to set their own password, which they will need to remember. This password needs to contain at least 6 characters.
- If your child has forgotten their password, they need to click 'forgot login details' on the login screen. They will be asked to provide their name and date of birth before being presented with a confirmation screen.
- This will send their teacher a link to reset their password. Once the password reset has been granted students will need to go back to 'forgot login details' and re-enter name and DOB. They will then be asked to create a new password.

What is Sparx Maths Homework?

- Sparx homework is tailored to your child, and should offer them just the right level of challenge, based on the topics that their teacher has set.
- Homework contains 3 elements: Compulsory, XP Boost and Target.
- All questions in the Compulsory section must be answered correctly for the homework to be marked as complete. This should take roughly an hour a week.
- Each task bar will show as green when fully complete. For homework to be classed as complete, all task bars for that homework need to be fully green.

- The homework will show on the menu page each week, with the due date and the percentage complete:



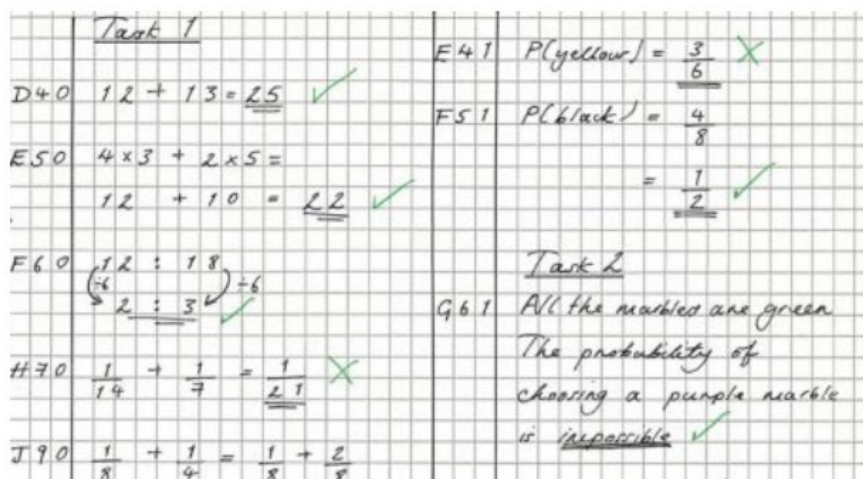
- XP boost questions are at a similar level to Compulsory, and offer extra practice
- Target questions have been designed to challenge your child.

If a student receives too much assistance with their homework, Sparx may think they're able to tackle more difficult questions and their work could get harder. To prevent this, always encourage them to attempt the question first and to watch the support video before getting help

What are bookwork checks, and how do they work?

We believe that a good standard of bookwork is very important in helping students to embed good practice.

- In Sparx, every question is accompanied by a 'bookwork code'.
- Your child should write this down, and then write their workings and answer next to the code
- When they are asked for the answer they gave for a particular bookwork code, they need to give the exact answer they wrote down.
- Here is an example of good bookwork; as you can see all workings and wrong answers have been recorded:



- If a student fails a bookwork check in Sparx, they will need to re-do the question, even if they originally gave the correct answer. This is to record their workings.
- The more bookwork checks your child gets correct, the fewer they'll see

How can I support my child when they're stuck?

- Even if your child thinks they will answer incorrectly, they should make the first attempt on a question without assistance. This will enable the teacher to see what they are working on, and also helps Sparx correctly determine their level.
- Each question is accompanied by a help video. Watching the video with your child is a great way to support and encourage them with the question
- If your child gets a question wrong three times, Sparx will suggest they seek help
- The teacher will also be notified that they need help with this particular question
- Students can receive extra support with Sparx as part of our John10:10 Programme. These sessions run from 3pm till 4pm every Monday and Tuesday.
- Parents whose children have been set Compulsory homework will receive a weekly email from Sparx, which includes an update on how much homework their child has completed as well as any they have outstanding from the previous weeks. This will allow you to monitor your child's homework completion. Thank you in advance for your support in helping your child to achieve their full Mathematical potential.

SENECA

About SENECA

Seneca is student administered. They must sign up with their own username and password - we have no control over this, and students must reset their passwords themselves if forgotten. We encourage students to use their school email address so that we can guide them on resetting their password where necessary.

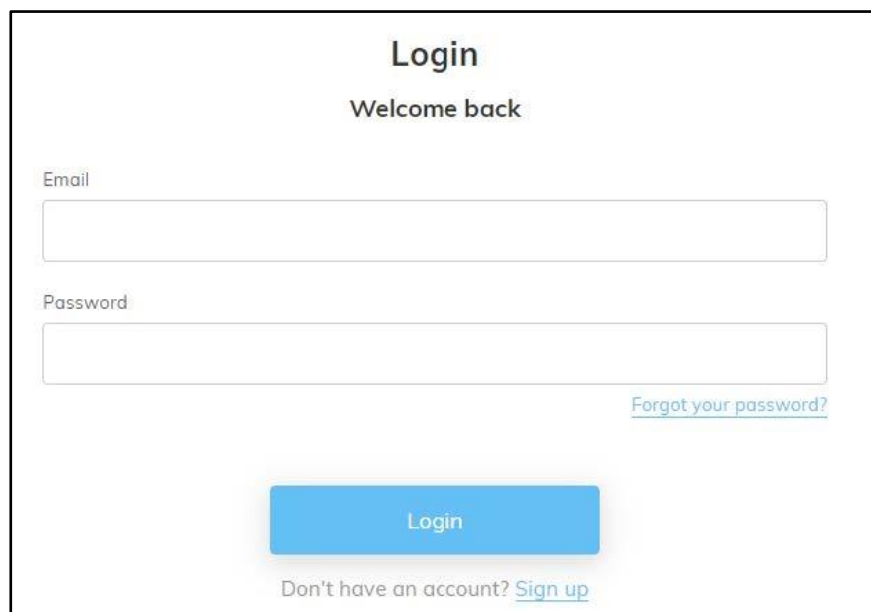
The questions on Seneca are a pre-made list, however teachers can set assignments. Students must join a class to receive the assignments, which they can do by inputting a class code. All of the science class codes are uploaded on the Academy website in the closure work, and on SMHW.

The Seneca help centre has lots of information and guides to support staff and students on how the platform works.

<https://help.senecalearning.com/en/>

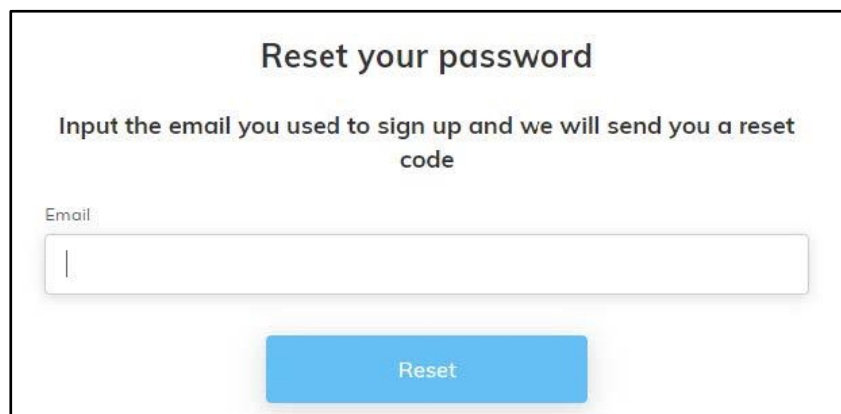
Resetting your SENECA password

- Click on 'Forgot your password?'



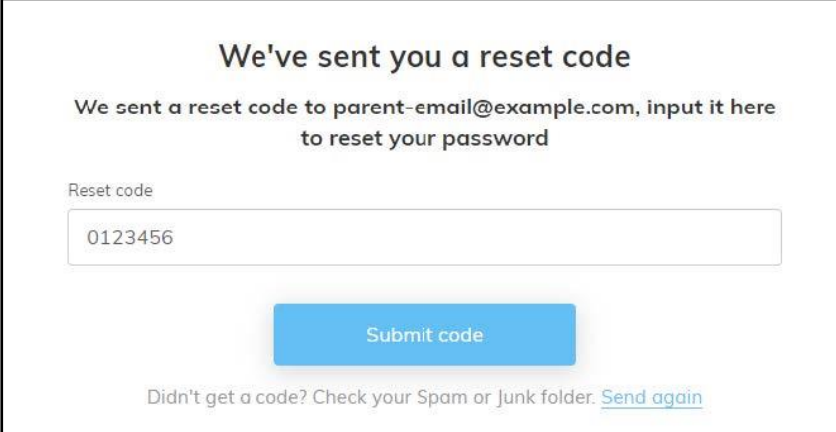
The screenshot shows the SENECA Login page. At the top, it says "Login" and "Welcome back". Below this are two input fields: "Email" and "Password". To the right of the "Password" field is a link that says "Forgot your password?". At the bottom of the form is a blue button labeled "Login". Below the button is a link that says "Don't have an account? Sign up".

- Enter the email that you setup SENECA with. Click 'Reset'.



The screenshot shows the SENECA "Reset your password" page. At the top, it says "Reset your password". Below this is a message: "Input the email you used to sign up and we will send you a reset code". Below this message is an input field labeled "Email". At the bottom of the form is a blue button labeled "Reset".

- SENECA will now email you a verification code.
- Enter this number into the text box. Click 'Submit code'.



We've sent you a reset code

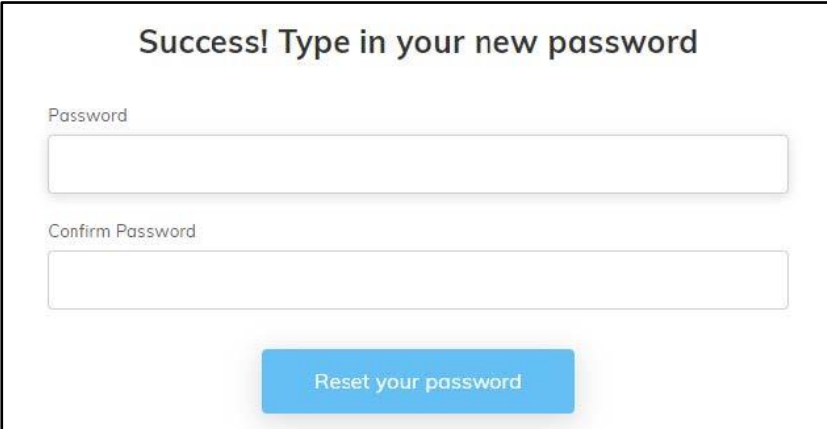
We sent a reset code to parent-email@example.com, input it here to reset your password

Reset code

[Submit code](#)

Didn't get a code? Check your Spam or Junk folder. [Send again](#)

- Enter and confirm your new password. Click 'Reset your password'.



Success! Type in your new password

Password

Confirm Password

[Reset your password](#)

- You should now be back at your dashboard.
- If you are still struggling to log in, please contact SENECAresets@tbowa.org

Accelerated Reader/ MyON

All KS3 students have this information on stickers, one on the front of their English book and one in their planner.

1) Log onto <https://www.myon.co.uk/index.html>

(go to myONlogin, put the school name in and then your AR username and password - on your sticker in your planner - you used them for the Star Test)

Your username is your school id number and your password is

Bishop22 (Year7)

Bishop21 (Year 8)

Bishop 20 (Year 9)

2) Complete the AR quiz within 48 hours of finishing the book by logging onto the Renaissance site -

<https://ukhosted84.renlearn.co.uk/2236682/>

Both websites work best by typing in the address in full into the browser)

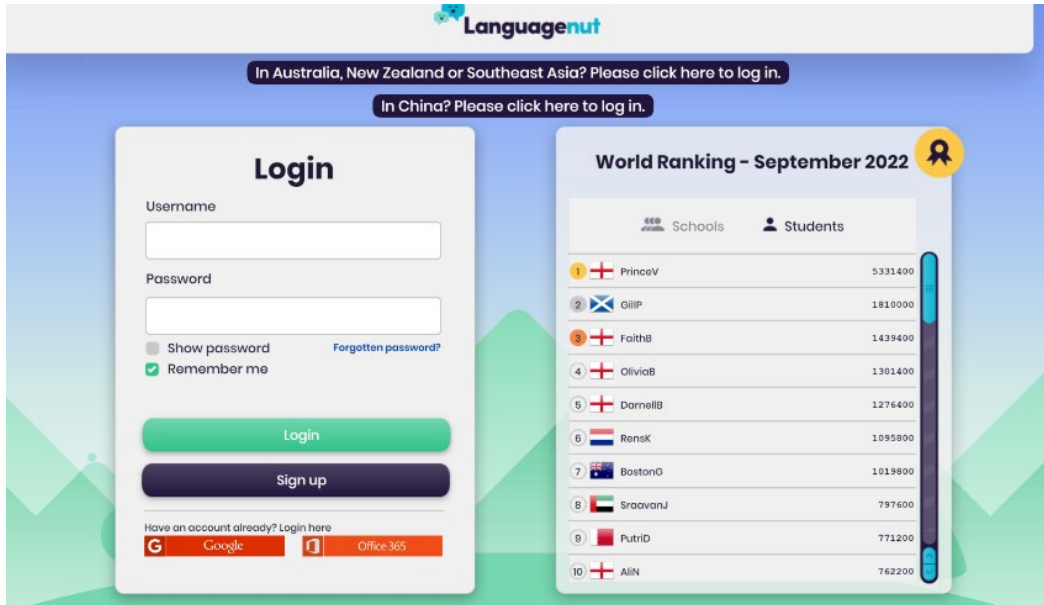
If you are working on this in school, there are icons for both websites on the desktop.

HAPPY READING!

Language Nut - MFL

Getting logged into www.languagehut.com

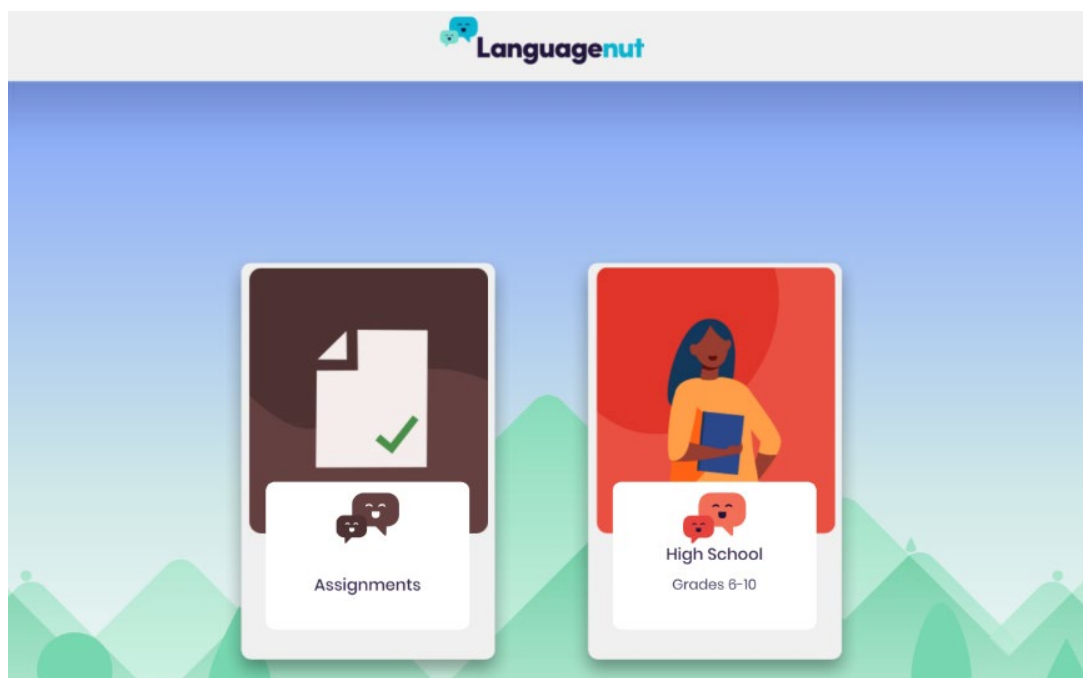
- Your Spanish teacher has provided you with a printout of your log on details (username and password) which you stuck in your planner during a Spanish lesson.
- Each password is individual and is a word followed by a number with no spaces so you will need to type it in carefully.
- Once you have the website open and click on 'Log in' on the homepage you will see this where you type your username and password.



The screenshot shows the Language Nut login page. At the top, there are two banners: "In Australia, New Zealand or Southeast Asia? Please click here to log in." and "In China? Please click here to log in." Below these is the "Login" section with fields for "Username" and "Password". There are checkboxes for "Show password" and "Remember me", a "Forgot password?" link, and "Login" and "Sign up" buttons. At the bottom of the login section, it says "Have an account already? Login here" with "Google" and "Office 365" login options. To the right is the "World Ranking - September 2022" section, which has tabs for "Schools" and "Students". The "Students" tab is selected, showing a list of students with their names, flags, and scores.

	Schools	Students
1	PrinceV	5331400
2	Gilip	1810000
3	FaithB	1439400
4	OliviaB	1301400
5	DarnellB	1276400
6	RensK	1095800
7	BostonG	1019800
8	SraavanJ	797600
9	PutriD	771200
10	AliN	762200

- You will then see this. Click on assignments to open them up and find your homework.



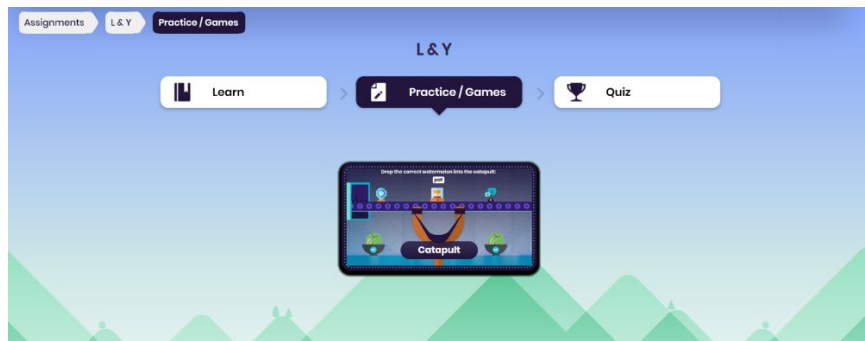
- You will then see a list of assignments set. Homework is clearly marked 'Homework' with the date it is set and with the homework Learning Question for the week. This will also be on Show My Homework for you to check. **Any assignment with 'ALP' at the beginning is not homework but work to be completed in ALC if it is ever needed.**

Assignments		New	Past
Homework-Year 7-M1-LQ2. What does Spanish sound like? Due date: 26/05/22 <i>"You can repeat this assignment to improve your score. Some phonics work this week :)"</i>	1. Phonics → L / l & y / y → Cotoputit 2. Phonics → L / l & y / y → Imposter 3. Phonics → L / l & y / y → Penguin 4. Phonics → L / l & y / y → Concert	Completed Tasks: 0/4 Average Score: -	
ALP-Year 7-M1-¿Cuándo es tu cumpleaños? Due date: 26/05/22 <i>"You can repeat this assignment to improve your score."</i>	1. Vocab Trainer → Los números 1-31 → Listening → Multiple Choice 2. Vocab Trainer → Los números 1-31 → Listening → Word Pop 3. Vocab Trainer → Los números 1-31 → Reading → Word Pop 4. Vocab Trainer → Los números 1-31 → Reading → Multiple Choice 5. Vocab Trainer → Los números 1-31 → Writing → Word Pad	80% 90% 90% 100% 70%	Completed Tasks: 5/5 Average Score: 86%
ALP-Year 7-M1-¿Tienes hermanos? Due date: 26/05/22 <i>"You can repeat this assignment to improve your score."</i>	1. Vocab Trainer → ¿Tienes hermanos? → Listening → Multiple Choice 2. Vocab Trainer → ¿Tienes hermanos? → Listening → Word Pop 3. Vocab Trainer → ¿Tienes hermanos? → Reading → Word Pop 4. Vocab Trainer → ¿Tienes hermanos? → Reading → Multiple Choice	38% 75% 75% 100%	Completed Tasks: 5/5 Average Score: 78%

- Click on the first task in blue and it will open the first page where you see the words in your homework. You must use the listening icons to practise pronunciation before you move on.

The screenshot shows the 'Learn' section of the L&Y interface. At the top, there are three tabs: 'Learn' (selected), 'Practice / Games', and 'Quiz'. Below the tabs, there is a grid of 10 word cards. Each card displays a Spanish word, its initial letter in parentheses, and a blue speaker icon for audio playback. The words are arranged in two rows of five: 'él (l)', 'listo (l)', 'leche (l)', 'falda (l)', 'hola (l)' in the first row, and 'ella (y)', 'paella (y)', 'playa (y)', 'rodilla (y)', 'mayo (y)' in the second row. At the bottom of the screen, there are navigation controls including a back arrow, a play button, and a stop button.

- Once you have completed the 'Learn' section then click on the next step of 'Practice / Games' where you will do various activities.



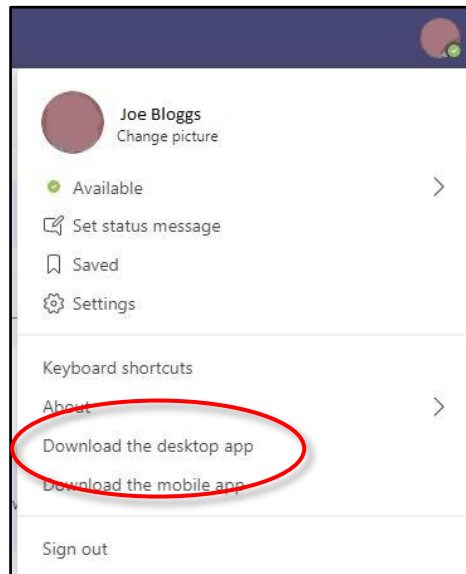
- Once you have completed all the 'Practice / Games' then move onto the 'Quiz' at the end to check your level of understanding. **You will have to complete ALL the 'Practice / Games' set before being able to take the quiz.**
- Any tasks you complete are saved automatically and your teacher sees your progress and scores for each task, as well as your average score for the homework.
- You can repeat any task to improve your score and we aim for an average of 80%.
- Any issues please see your Spanish teacher or email homework@tbowa.org


Teams for Students

Installing the Desktop App at Home

You will use Teams for ICT and Computer Science. You may have to use this at home in which case you will have to install the desktop app. A web version is available, but it's best to use the desktop app.

- Go to <https://teams.microsoft.com/>
- Login using your full school email address and password.
- Click on your face at the top right of the screen and choose 'Download the desktop app'.

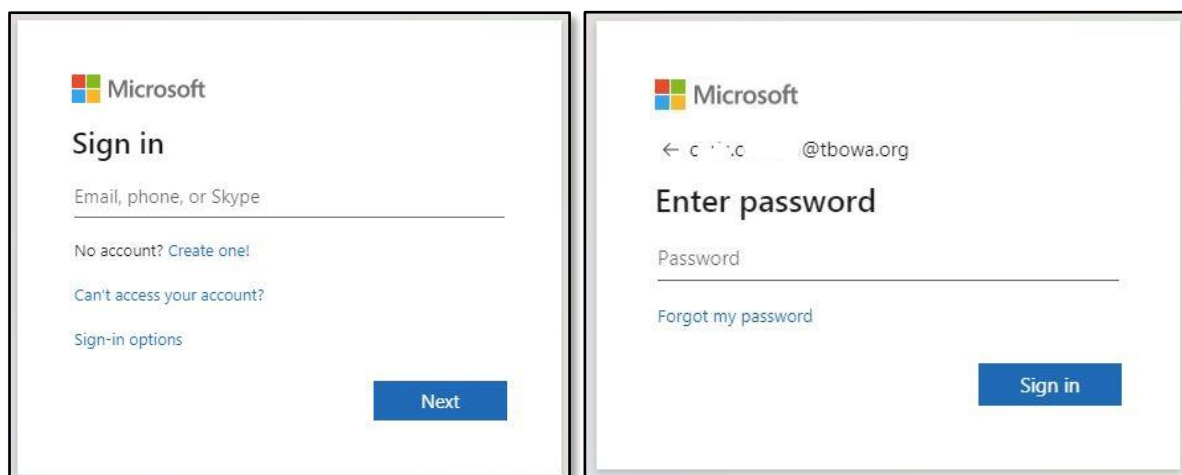


- Once downloaded, run the installer.
- Once it's installed, sign in using your full email and password again. You should see the Teams window appear once you're logged in.
- This app will open every time you start your PC. If you don't want that to happen, find the Teams icon near your clock  (you might have to click the ^ to find it), right click it and choose Settings. You can untick Auto-start application in there.

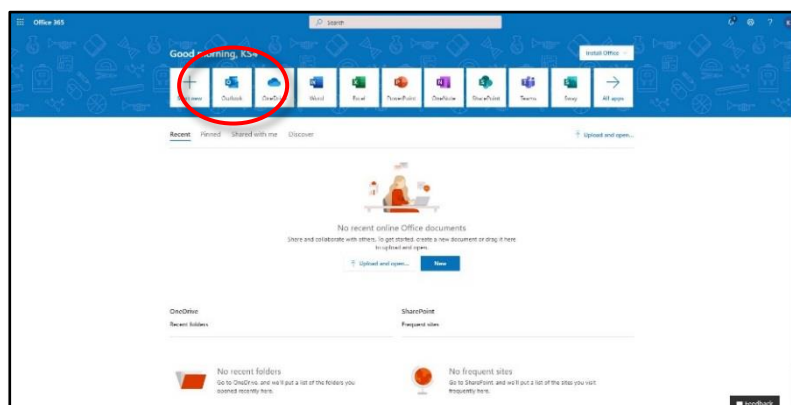
Accessing Email from Home - Student

Office 365 emails

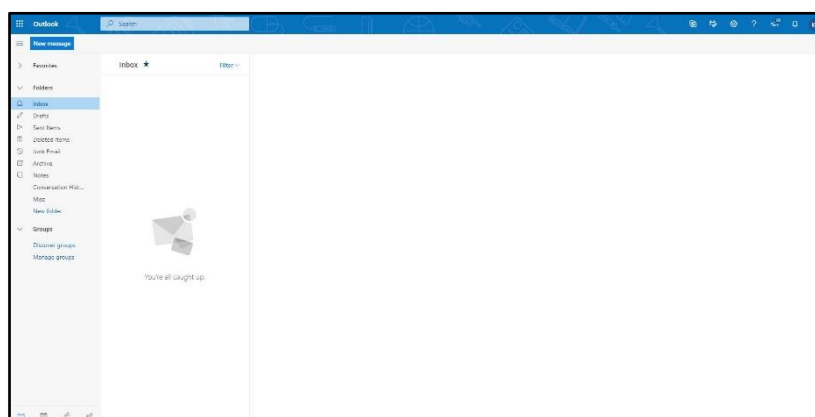
- Goto <http://office.com>
- Click the 'Sign in' button, top-right of the screen.
- Enter your full school email address. (<studentnumber>@tbowa.org). Click 'Next'.
- Enter your password. Click 'Sign in'.



- Choose 'Outlook' from the Office 365 Dashboard.



- Browse your email.



Parents' Guide for Booking Appointments

Browse to <https://tbowa.schoolcloud.co.uk/>

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2009

[Log In](#)

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
[Open for bookings](#)

Friday, 17th March
[Open for bookings](#)

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ Mr J Brown
SENCO

☒ Mrs A Wheeler
Class 11A

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30			
16:40			
16:50	+		+
17:00	+		+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

View 11 Selected Bookings
Appointment times: 16:30 - 17:00

The parent waiting for the appointment? Please enter the school via the main entrance and follow the signs for the Main Hub where the meeting room is located. Booking is available in the main school as per usual.

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Brown	Ben	English	E6
Mr J Brown	Andrew	English	E6
Mr J Brown	Ben	Maths	M2
Mr J Brown	Andrew	Mathematics	M2
Mr J Brown	Ben	French	L4
Mr J Brown	Andrew	French	L4
Mr J Brown	Ben	Science	S1

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

Video Appointments: Parents - How to attend appointments over video call

This article tells you what to do when your school has informed you that your appointments with teachers will be held via video call.

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
iPhone/iPad: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

We also recommend:

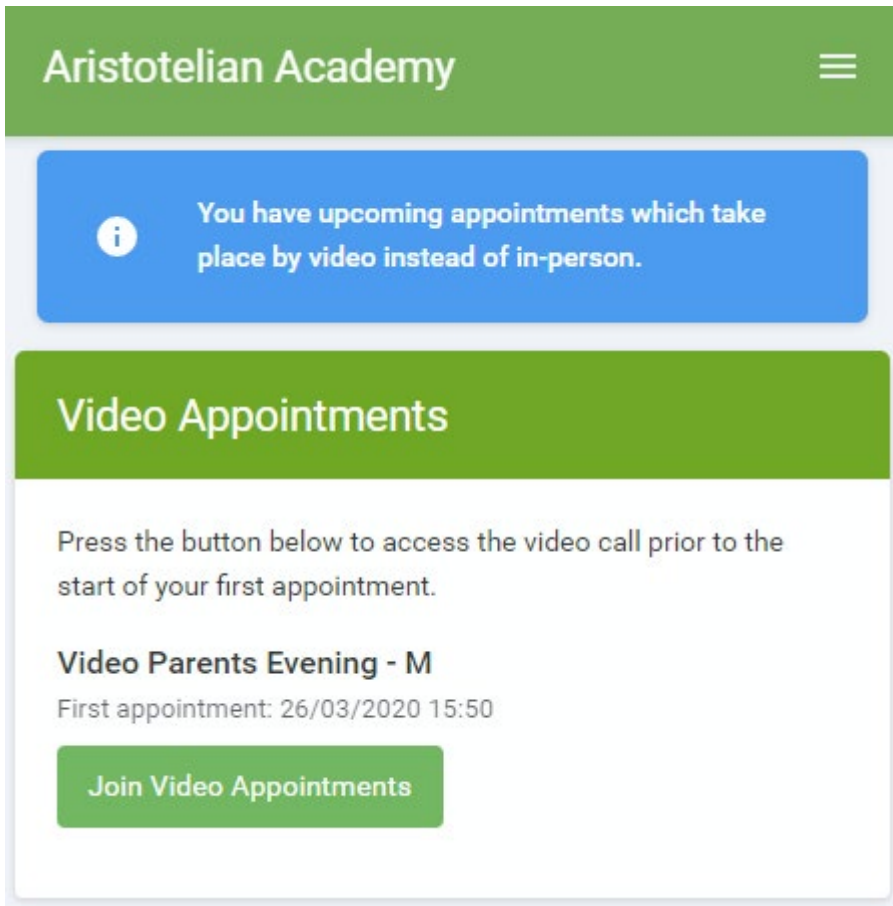
- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments, login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your first appointment.

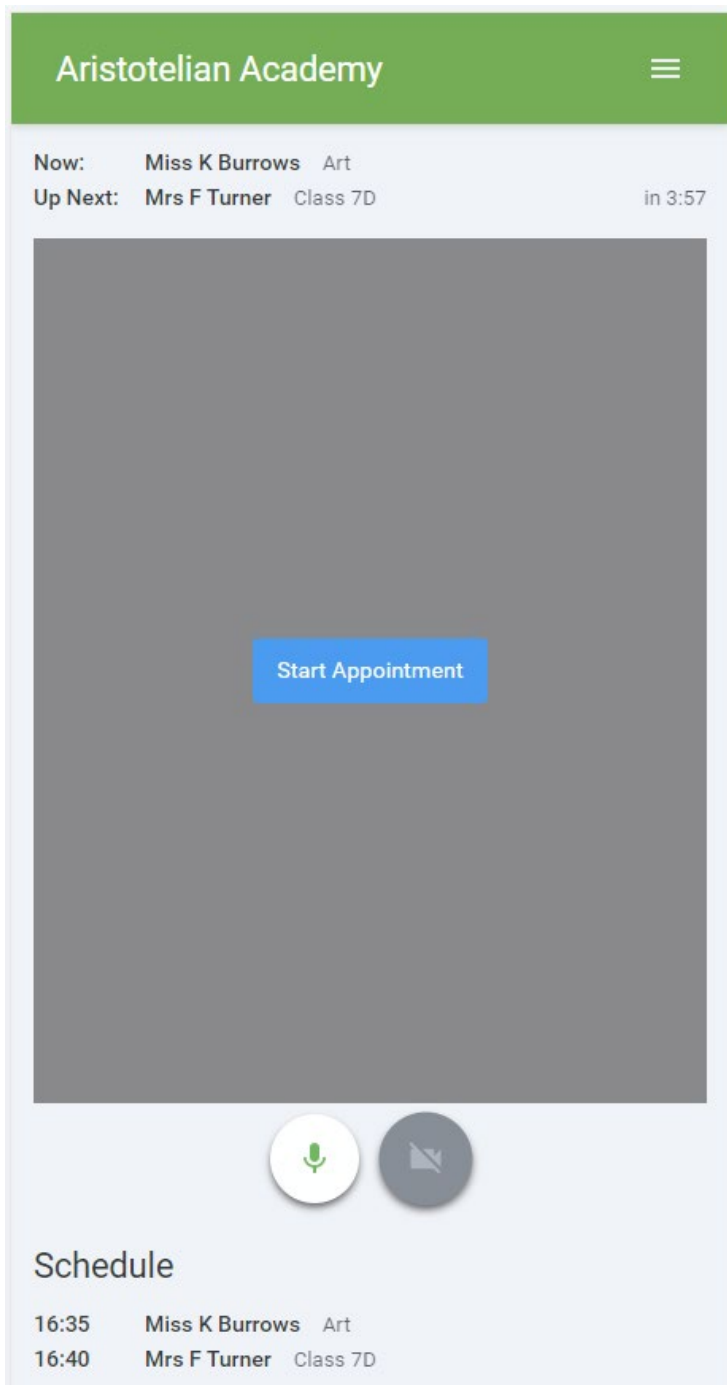


2. The Video Call screen

When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

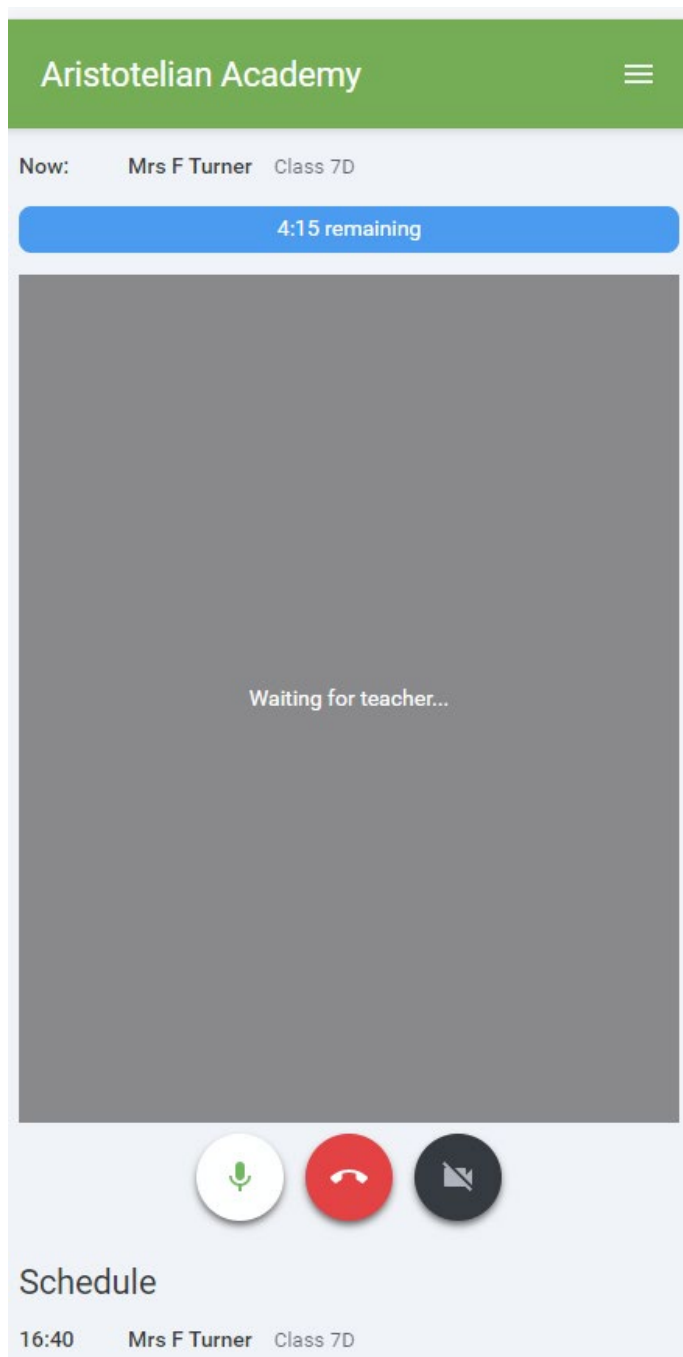
On this screen you can see the following:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the *Start Appointment* button.



3. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.



When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

If you lose access to the system for some reason during the call, log in again and click *Start Appointment* on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer. The appointment will always end at the scheduled time.

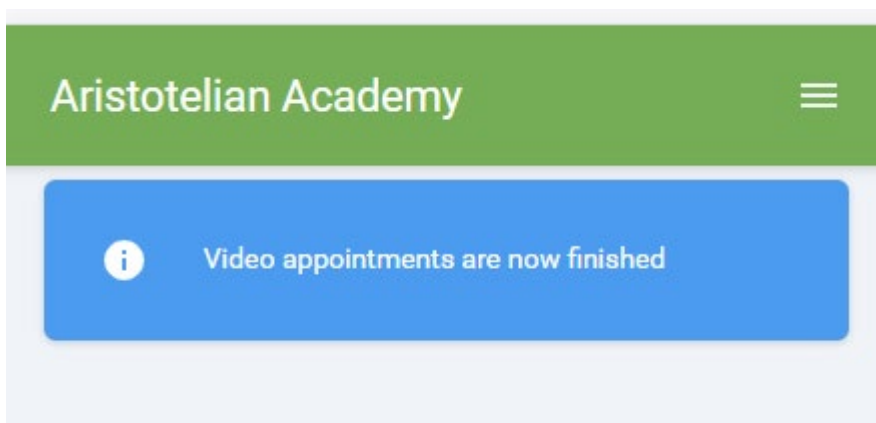
4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

Note that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.



Head of Departments

If your child is struggling with accessing any work that is due to be completed at home, please contact your child's teacher in the first instance. Below is a list of Heads of Departments that can assist further if required.

Rebekah Lee - English

Rebekah.Lee@tbowa.org

Louisa Peddle – Mathematics

Louisa.Peddle@tbowa.org

Lewis Watton – Science

Lewis.Watton@tbowa.org

Ryan Dunn – Religious Studies

Ryan.Dunn@tbowa.org

Emma Sandford - PE & Quizlet/Satchel One

Emma.Sandford@tbowa.org

Rachel Pelling - Expressive Arts

Rachel.Pelling@tbowa.org

Jacob Wheeler – History

Jacob.Wheeler@tbowa.org

Simon Abel – Geography

Simon.Abel@tbowa.org

Colette Dodge

Colette.Dodge@tbowa.org

Dominique Cherry - Social Sciences

Dominique.cherry@tbowa.org

Ian Pethick - Computer Science

Ian.pethick@tbowa.org

Jules Darker-Larkings - Business KS4

Jules.darker-larkings@tbowa.org

