

An IT Guide for Students and Parents



Sapere Aude



SENECA

Miss Stoddard

AST@tbowa.org

Homework@tbowa.org

I came to give life - life in all its fullness



John 10:10



Sapere Aude

Homework completed on Seneca

- RS
- Geography
- History
- Healthy Living
- Food
- Drama
- Music



Pupils will have drama and music on rotation so will only have the subject they are currently studying in their lessons



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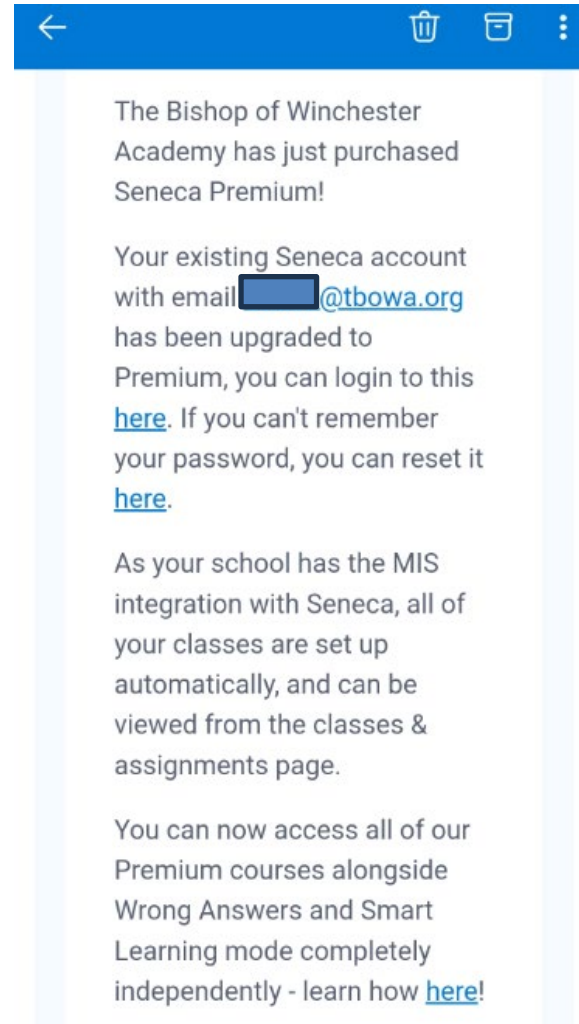
Activate your account

Students have been sent an activation link to your TBOWA email. Click to upgrade to Premium.

It will ask you to log in with your TBOWA email address.

If you have forgotten your password/need to set one, click forgotten password.

Students should choose a password that is secure.



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Seneca reminders

You can opt in to get Seneca reminders by email when first logging in.

This will help you remember to complete your homework.



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Signing in

- You only have to activate your account once.
- After this, you should sign in using Microsoft 365.
- Microsoft 365 is your school email and password.
- Hint: There is a Seneca App which you can download to access your homework.



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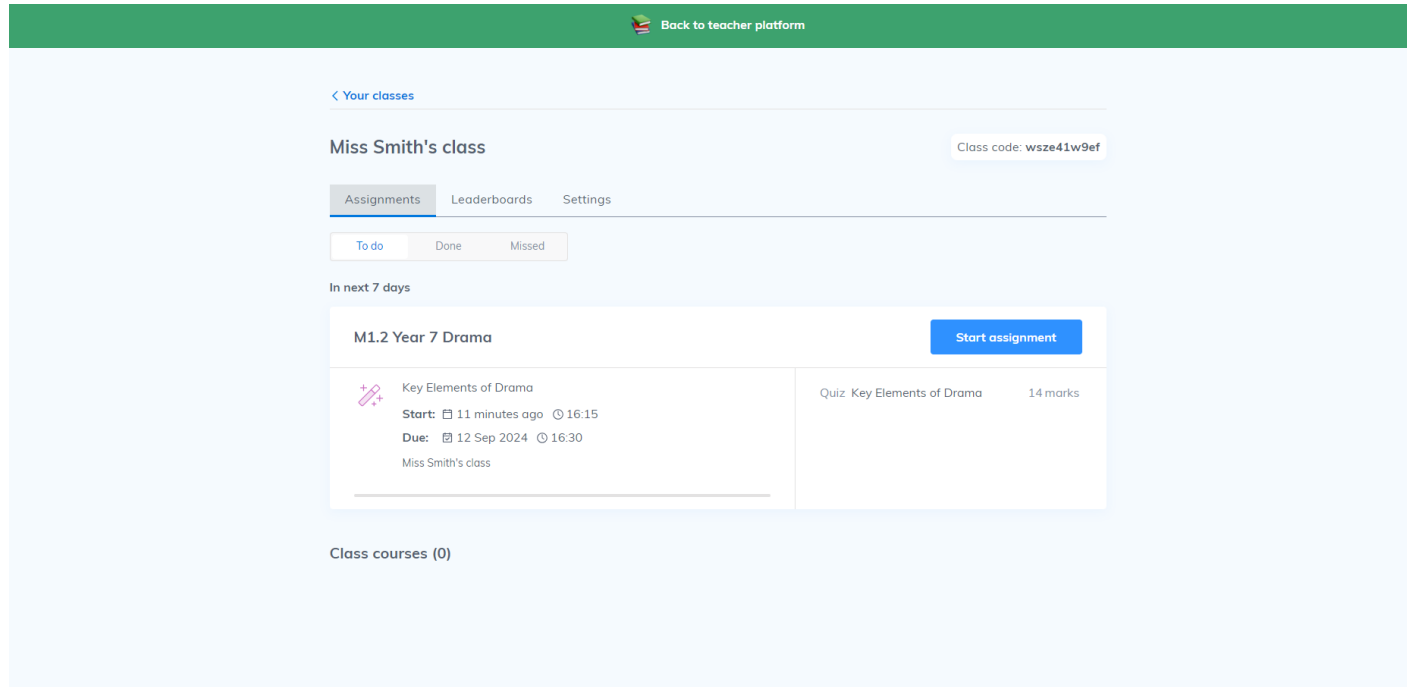
Completing Homework

You can click on classes to find your own class for each subject.

The screenshot displays the SENECA teacher platform interface. At the top, there is a green navigation bar with the text "Back to teacher platform". Below this, the SENECA logo is on the left, and navigation links for "Home", "Courses", "Assignments", "Classes", and "Emma" are on the right. The main content area is titled "Emma's classes" and features two buttons: "Invite a teacher" and "Join class". A search bar labeled "Search your classes" is positioned below the buttons. A red rectangular box highlights two class options: "Miss Stoddard's class" and "Miss Smith's class". Each option includes a small person icon and the teacher's name.

Completing Homework

You can also go to assignments to find the homework for the week.



The screenshot shows a user interface for a teacher platform. At the top, there is a green bar with a "Back to teacher platform" link. Below this, the user is logged in as "Miss Smith's class" with a class code of "wsze41w9ef". The interface has tabs for "Assignments", "Leaderboards", and "Settings". Under "Assignments", there are sub-tabs for "To do", "Done", and "Missed". A section titled "In next 7 days" displays an assignment card for "M1.2 Year 7 Drama" with a "Start assignment" button. The assignment details include "Key Elements of Drama" (marked with a red pencil icon), a start time of "11 minutes ago" at "16:15", and a due date of "12 Sep 2024" at "16:30". A quiz titled "Quiz: Key Elements of Drama" is also listed with "14 marks". At the bottom, it shows "Class courses (0)".

Completing Homework

Read the key information and complete the quiz for your homework.

The screenshot shows a quiz interface with a light blue background. At the top left is a home icon and a blue progress bar. At the top right is a three-dot menu icon. The quiz consists of four questions:

- Question 1: A list of options: Emotion, Movement, Dialogue (with a red 'x' icon), and Attention (with a green checkmark icon).
- Question 2: A text question: "Imagination is the ability of the mind to be creative." with a score of 0/1 in an orange bubble.
- Question 3: A text question: "What does teamwork in Drama typically involve?" with a score of 1/1 in a green bubble. The options are: Solo acts, Personal achievements, Individual rehearsals, and Group effort (with a green checkmark icon).
- Question 4: A text question: "_____ is the power of focusing all one's attention." with a score of 0/1 in a grey bubble.

At the bottom center is a blue "Check" button.



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Completing Homework

The screenshot shows a quiz completion interface. At the top, a question asks "What is the significance of the stage in a theatre?" with the answer "Backstage area" entered. A modal window in the center displays the following text:

Congratulations! You completed
Key Elements of Drama

Below the title is a clapping hands icon. Two progress bars are shown: "Quiz complete!" and "64% correct". A blue "Continue" button is at the bottom of the modal. The background shows a question about the definition of a stage, with the answer "A stage is a raised floor or platform for performances." visible at the bottom.




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Completing Homework

Remember you should achieve 80% or higher in your quiz to complete your homework. Retry to achieve a higher score.

 Back to teacher platform



Home Courses Assignments Classes Emma ▾

Your assignments

 To do

 Done



 Missed

M1.2 Year 7 Drama

[Retry](#)



Key Elements of Drama

Start:  17 minutes ago  16:15

Due:  12 Sep 2024  16:30

Miss Smith's class



Quiz: Key Elements of Drama

64%



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Homework will then be marked as complete if you get 80% or higher **or** retry 3 times.

The screenshot shows a quiz completion modal for 'Key Elements of Drama'. The modal is white with a blue border and a close button in the top right corner. It contains the following text and elements:

- Header: "Congratulations! You completed **Key Elements of Drama**"
- Icon: A clapping hands icon with blue sparkles.
- Progress: "1 / 1" in a green bubble in the top right corner of the modal.
- Message: "Quiz complete!" with a gold medal icon.
- Score: "93% correct" with a green bar chart icon.
- Button: A blue "Continue" button.

The background shows a quiz question: "What is the significance of the stage in a theatre?" with a text input field containing "Seating area". Below the question is a feedback message: "A stage is a raised floor or platform for performances." with a "1 / 1" score indicator.

To do List

Your homework for the week will appear in your To do list. When this has been completed it will move to your Done list.

 [Back to teacher platform](#)



[Home](#) [Courses](#) [Assignments](#) [Classes](#) [Emma](#) ▾

Your assignments

 [To do](#)

 [Done](#)

 [Missed](#)


In next 7 days

M1.2 Year 7 Healthy Living

[Start assignment](#)



Understanding Health, Fitness, and Well-being

Start:  34 minutes ago  16:00

Due:  12 Sep 2024  16:15

Miss Stoddard's class

Quiz Understanding Health, Fitne... 11 marks



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Missed Homework

If you have missed any homework, it will be in your Missed list.

The screenshot shows the SENECA student dashboard. At the top, there is a green navigation bar with a "Back to teacher platform" link. Below this, the SENECA logo is on the left, and navigation links for "Home", "Courses", "Assignments", "Classes", and "Emma" are on the right. The main content area is titled "Your assignments" and features three tabs: "To do", "Done", and "Missed". The "Missed" tab is currently selected. Below the tabs, a green message box displays the text "No missed assignments".



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Teacher checking


You will have 1 week to complete your homework from Monday-Sunday.






Your teacher will check this in your first lesson the following week.



Grades



Excel  Send all parent reports 

Gradebook By course By topic

Metric: Average score Due: Custom From: 13 / 03 / 2024 To: 12 / 04 / 2024 Premium 

<input type="checkbox"/>	Student ^	Avg ^	Incomplete ^	8 Apr 2024 Percentages	2 Apr 2024 knowledge g...	2 Apr 2024 knowledge g...
<input type="checkbox"/>		91%	0	90%	92% 	92% 
<input type="checkbox"/>		79%	0	79%	N/S	N/S
<input type="checkbox"/>		91%	0	91%	N/S	N/S
<input type="checkbox"/>		88%	0	64%	100%	100%
<input type="checkbox"/>		0%	1		N/S	N/S
<input type="checkbox"/>		0%	1		N/S	N/S
<input type="checkbox"/>		0%	1		N/S	N/S

N/S Assignment not set  Late  Incomplete

Page 1 of 1  

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.

Fill in your details below to create your account

Your first name:

Your last name:

Your date of birth:
Day
Month
Year

Step 2. Choose your password

Now set a password, make sure you choose one that you will remember

Choose your password

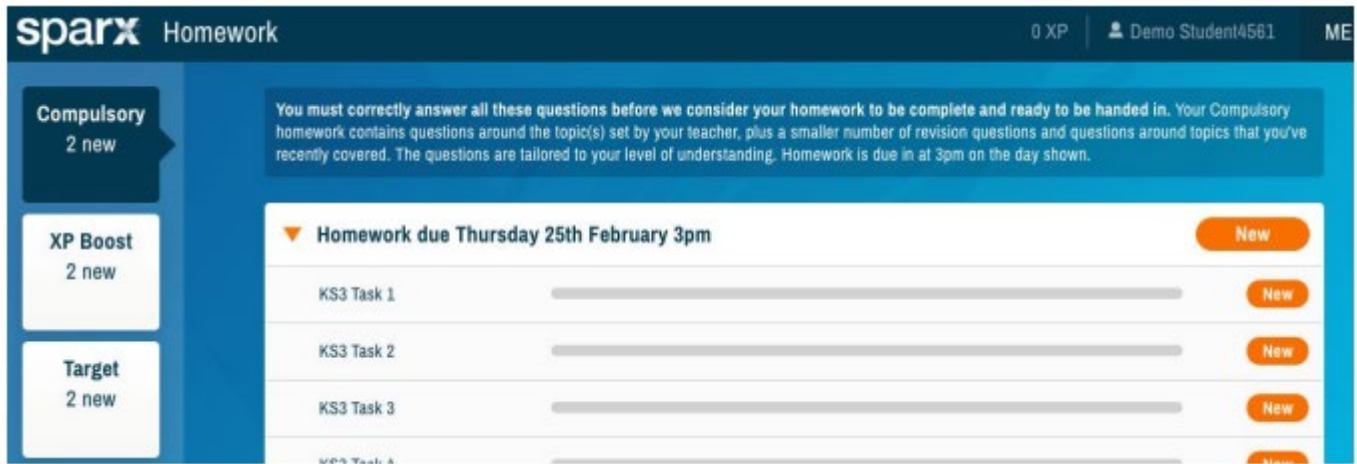
Your password needs to:
✔ Be 6 or more characters

- 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.

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)

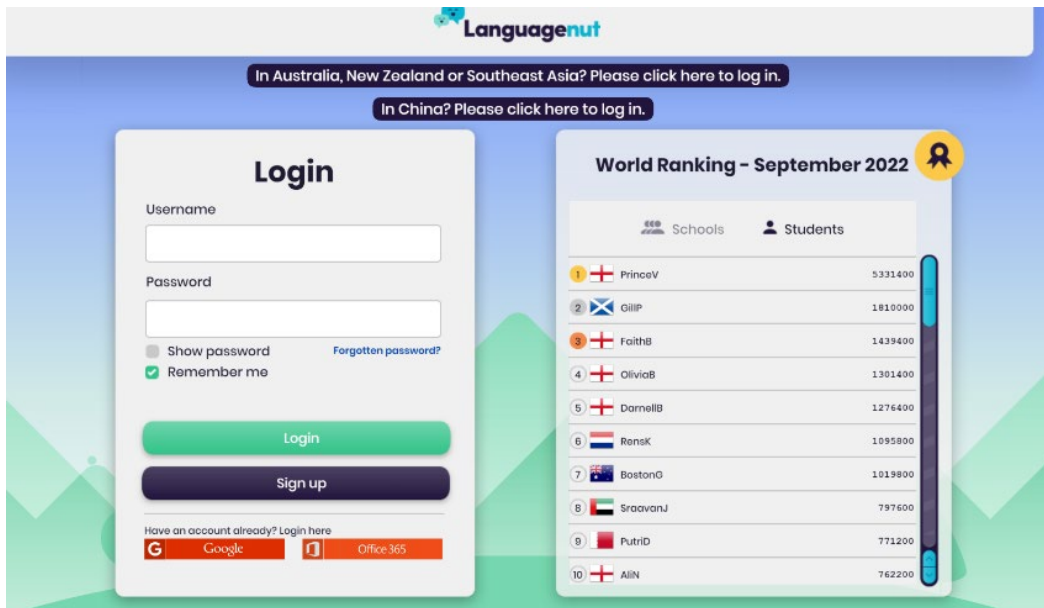
If you are working on this in school, there are icons for both websites on the desktop.

HAPPY READING!

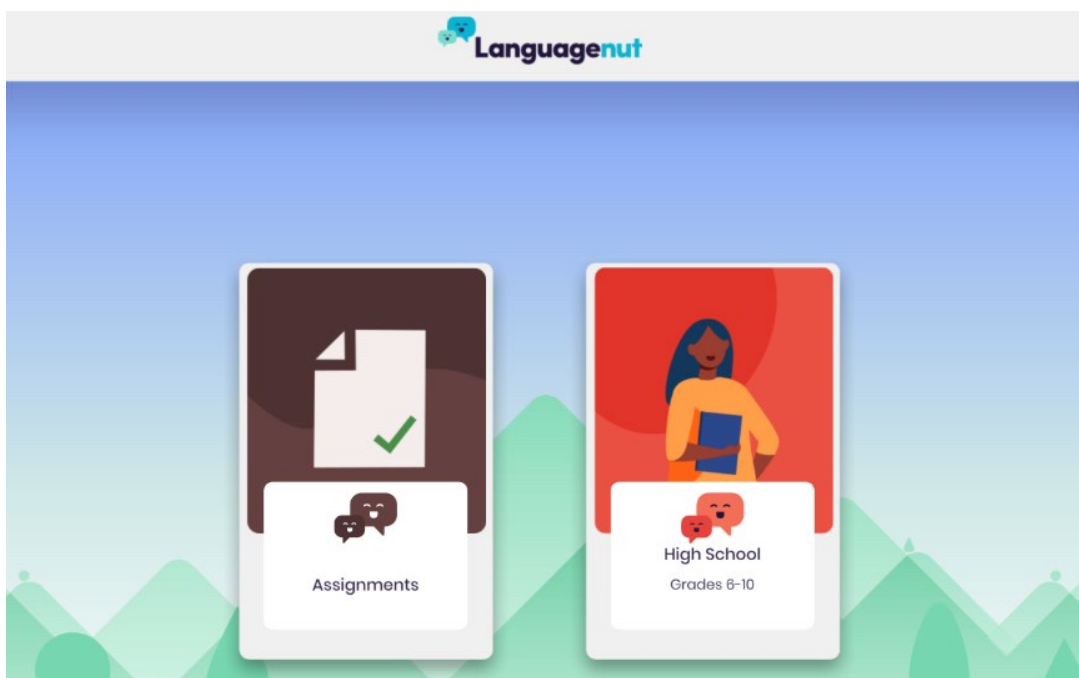
Language Nut - MFL

Getting logged into www.languagenut.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.



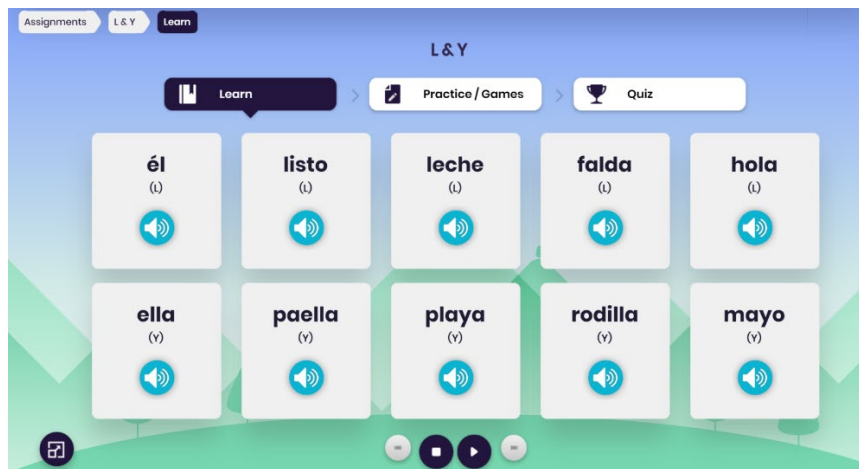
- You will then see this. Click on assignments to open them up and find your homework.



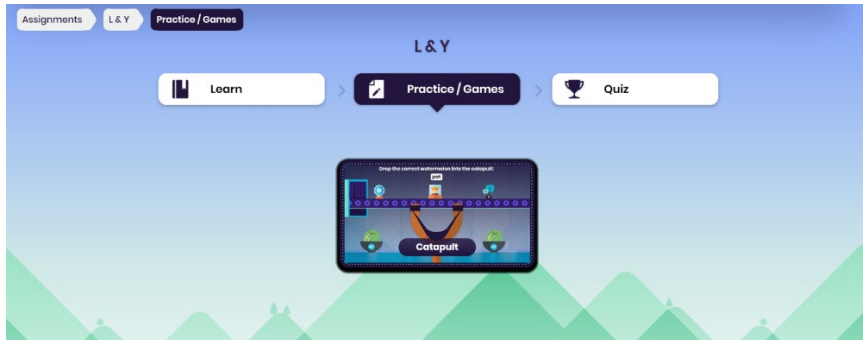
- You will then see a list of assignments set. Homework is clearly marked ‘Homework’ with the date it is set and with the homework Learning Question for the week. This will also be on Show My Homework for you to check. **Any assignment with ‘ALP’ at the beginning is not homework but work to be completed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

Assignments		New	Past
Homework-Year 7- MI-LQ2. What does Spanish sound like? Due date: 16/09/22 <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	0/4	Average Score: -
ALP-Year 7- MI- ¿Cuándo es tu cumpleaños? Due date: 17/09/22 <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- MI- ¿Tienes hermanos? Due date: 17/09/22 <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% 78% 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.



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



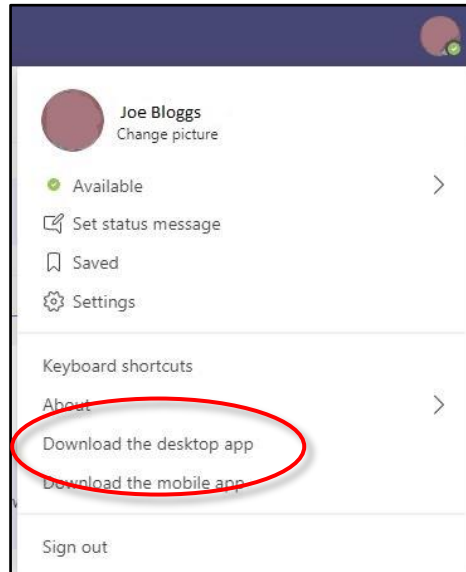
- Once you have completed all the 'Practice / Games' then move onto the 'Quiz' at the end to check your level of understanding. **You will have to complete ALL the 'Practice / Games' set before being able to take the quiz.**
- Any tasks you complete are saved automatically and your teacher sees your 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'.

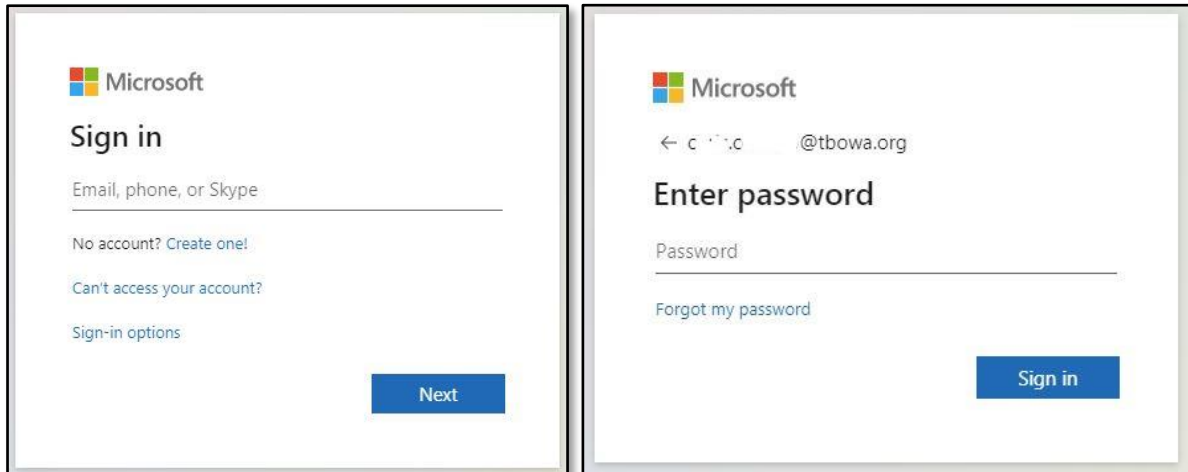


- Once downloaded, run the installer.
- Once it's installed, sign in using your full email and password again. You should see the Teams window appear once you're logged in.
- This app will open every time you start your PC. If you don't want that to happen, find the Teams icon near your clock  (you might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

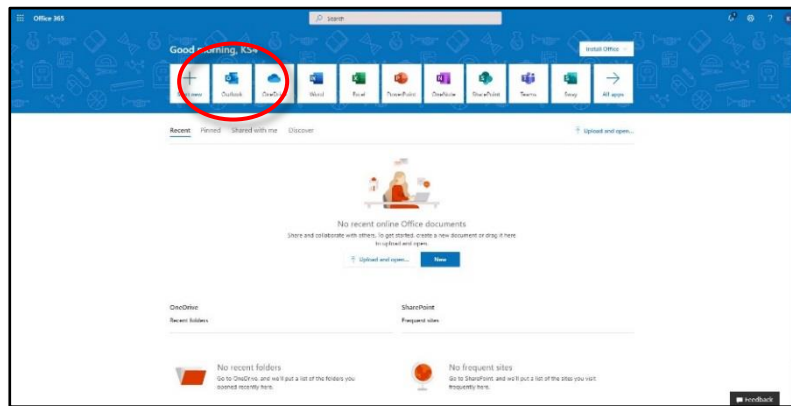
Accessing Email from Home - Student

Office 365 emails

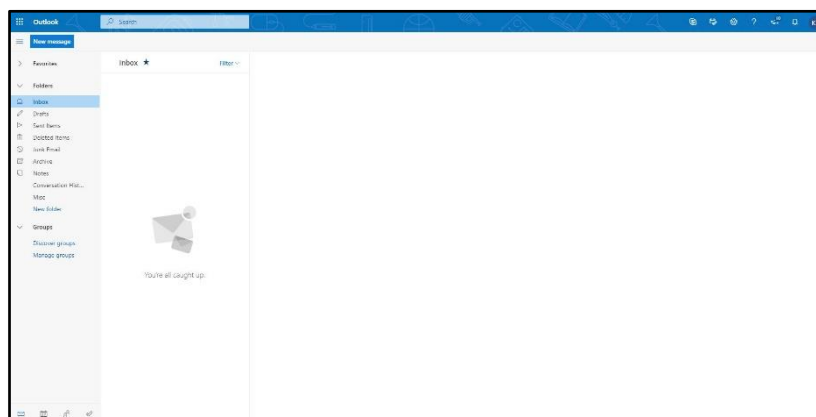
- Goto <http://office.com>
- Click the 'Sign in' button, top-right of the screen.
- Enter your full school email address. (<studentnumber>@tbowa.org). Click 'Next'.
- Enter your password. Click 'Sign in'.



- Choose 'Outlook' from the Office 365 Dashboard.



- Browse your email.



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:

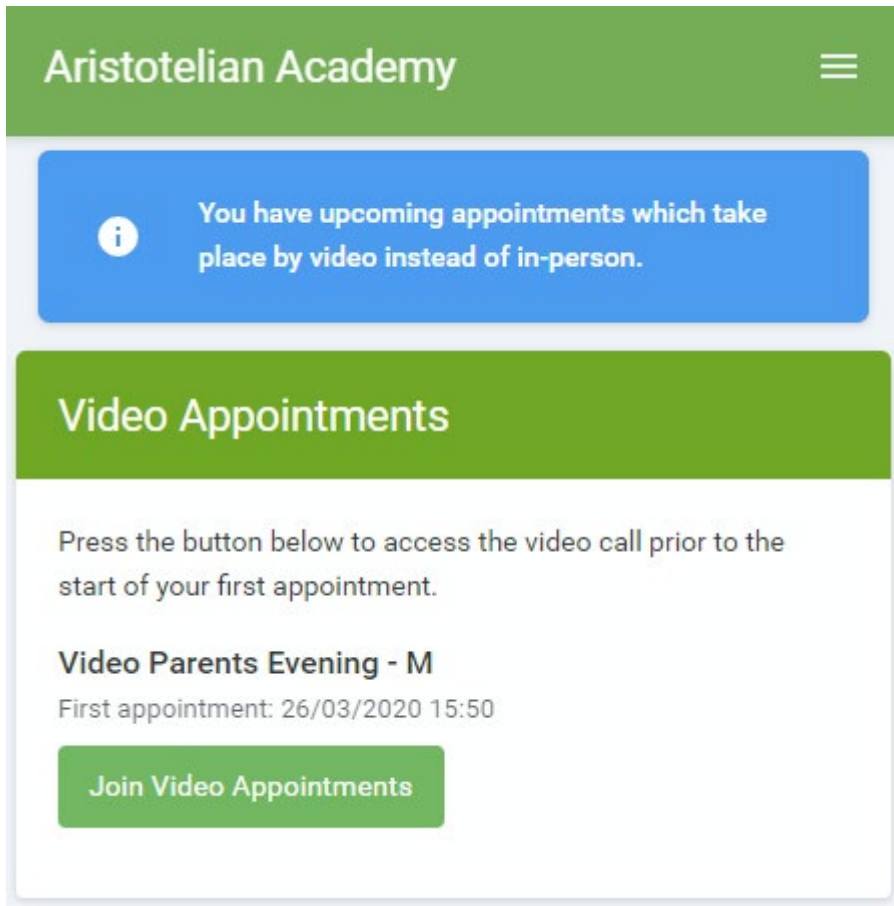
- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

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.

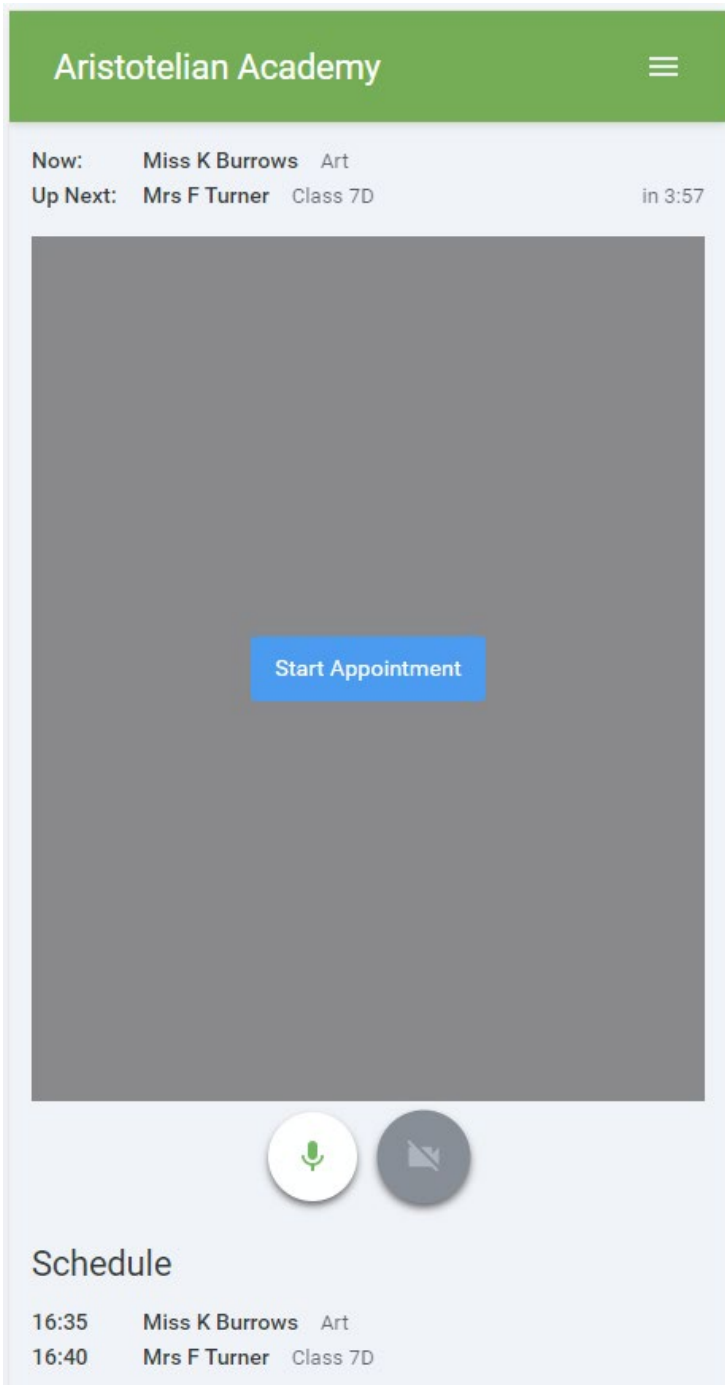


2. The Video Call screen

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.

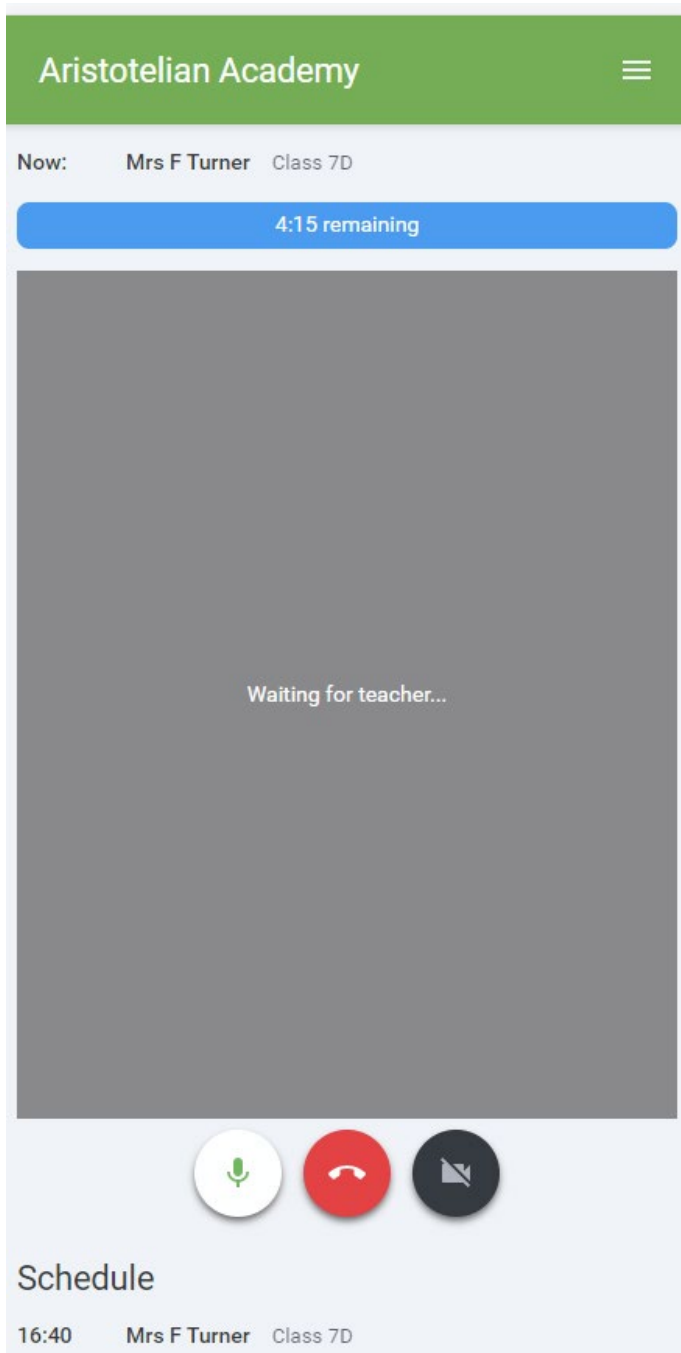
On this screen you can see the following:

- 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.

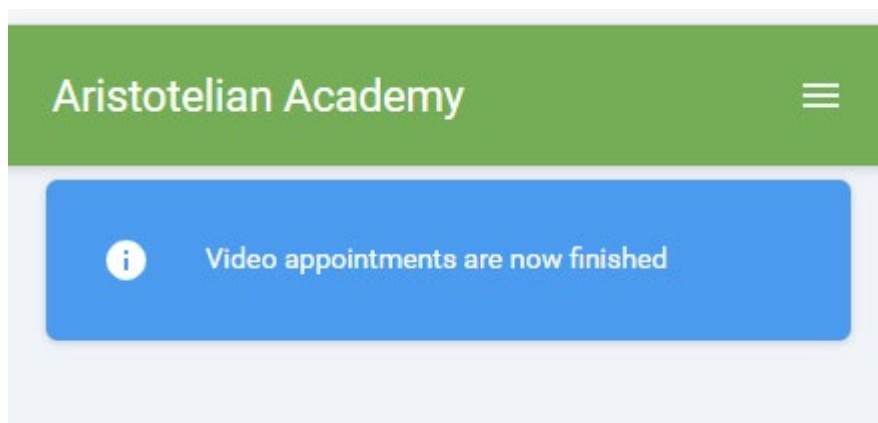
4. Follow on calls

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 Storr- English

Rebekah.Storr@tbowa.org

Bryony Wallace – Mathematics

Bryony.Wallace@tbowa.org

Russ Carr – Science

Russ.Carr@tbowa.org

Ryan Dunn – Religious Studies

Ryan.Dunn@tbowa.org

Emma Copp- PE

Emma.Copp@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 - MFL

Colette.Dodge@tbowa.org

Dominique Cherry - Social Sciences

Dominique.Cherry@tbowa.org

Ian Pethick - Computer Science

Ian.Pethick@tbowa.org

Karen Maselino - Business KS4

Karen.Maselino@tbowa.org