The Piggott School



Year 7

2021-2022

Accessing Online Systems in September

- Email & Calendar
- Satchel: One (Homework)
- MS Teams

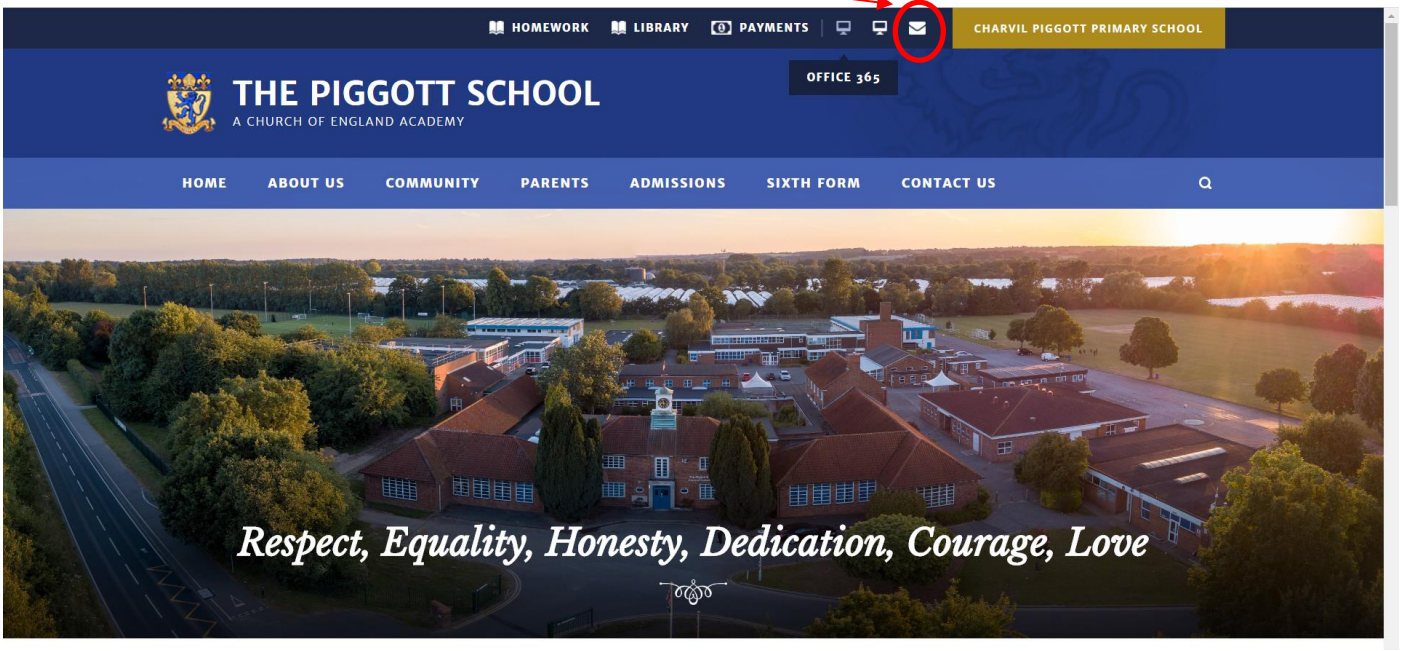
Student Guidelines

Communication @ The Piggott School

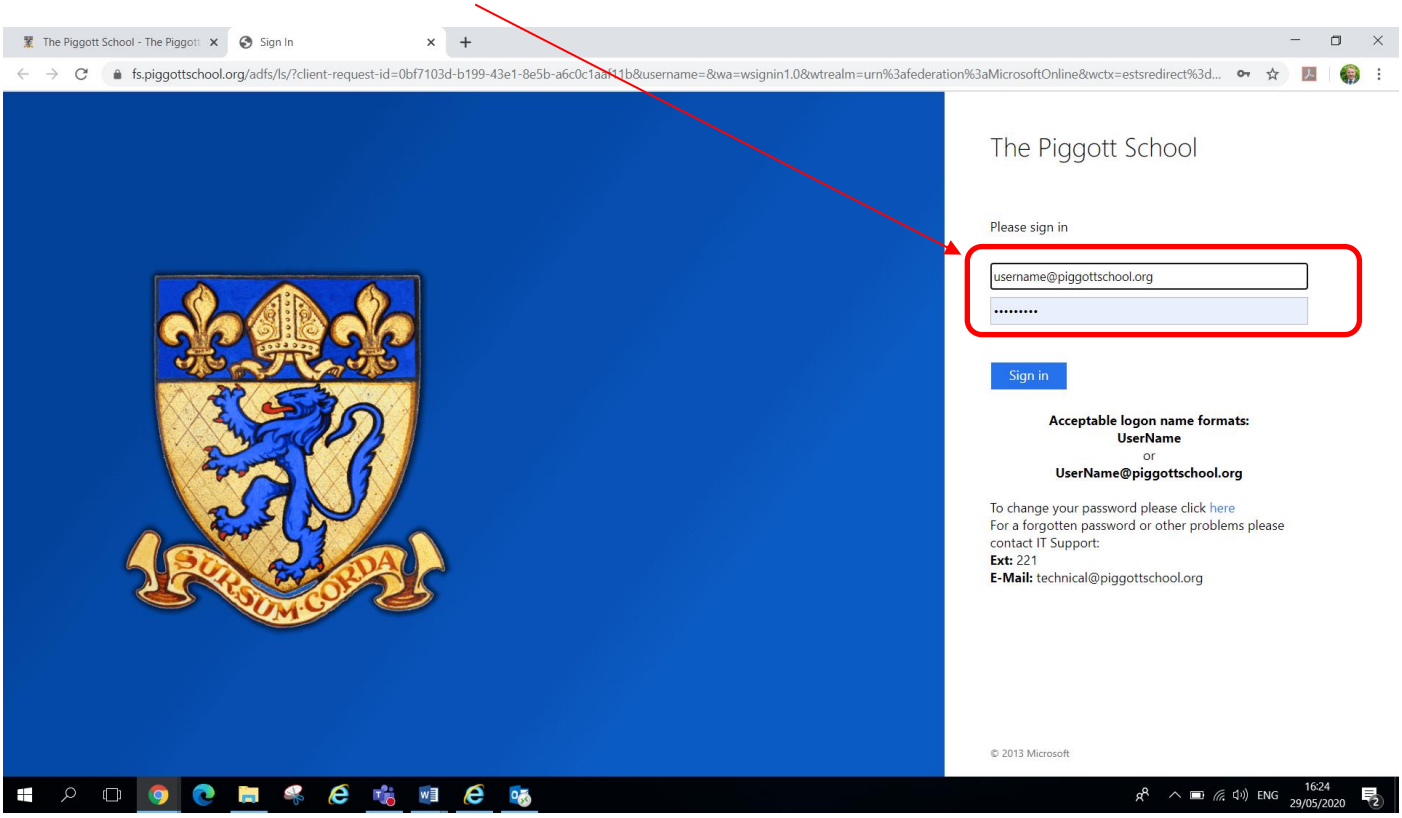
You will be shortly receiving your login details to access the school systems but, in the meantime, please read the guide below to understand how to access your emails and calendar.

Accessing emails

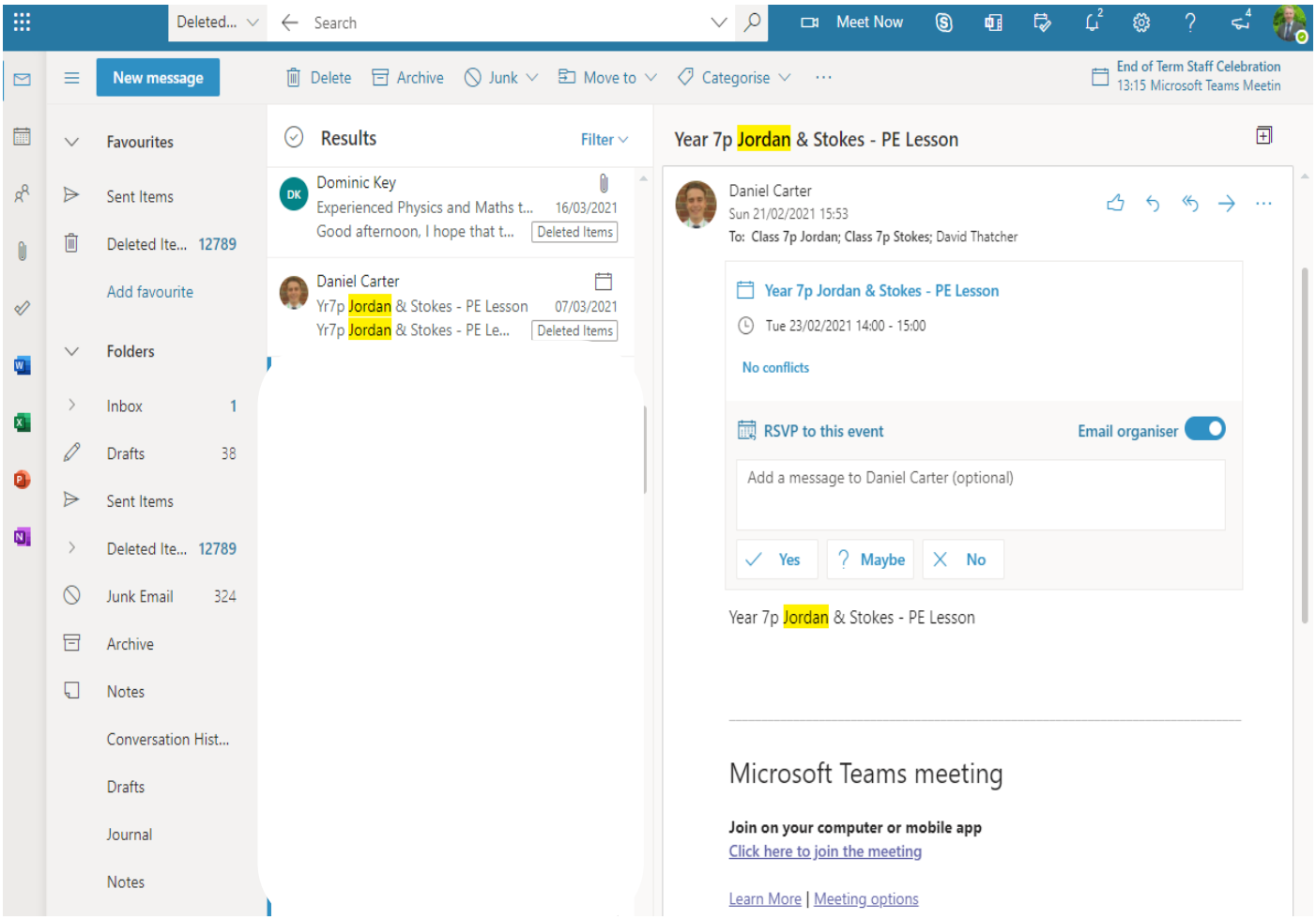
- Go to school website and click on the 'Email' icon



- Once you have recieved a temproary login and set your new password you will be able to access email



- All the new pupils will be able to access their accounts on Thursday 2nd September from 1pm
- When you have logged in you will be able to access you emails and calendar.



If you have any questions about accessing emails or any of the online systems, please speak with your tutor or contact technical@piggottschool.org

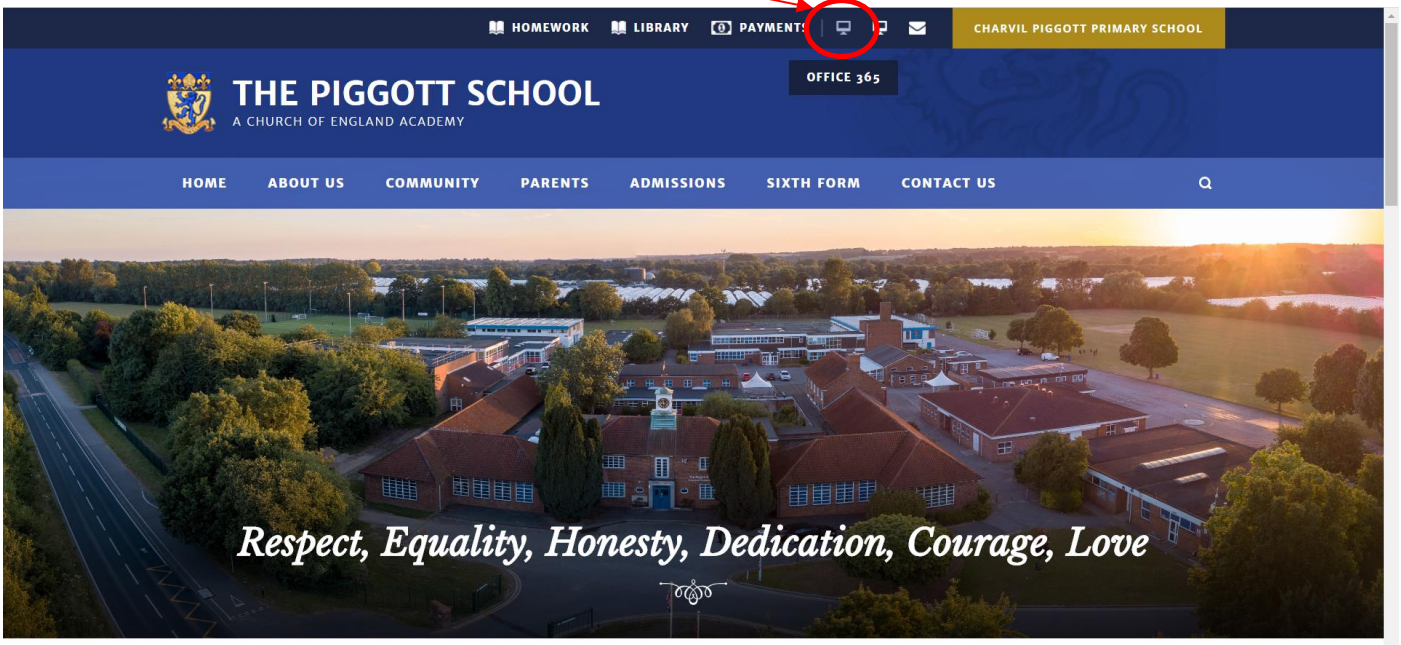
Student Guidelines

Online Learning @ The Piggott School

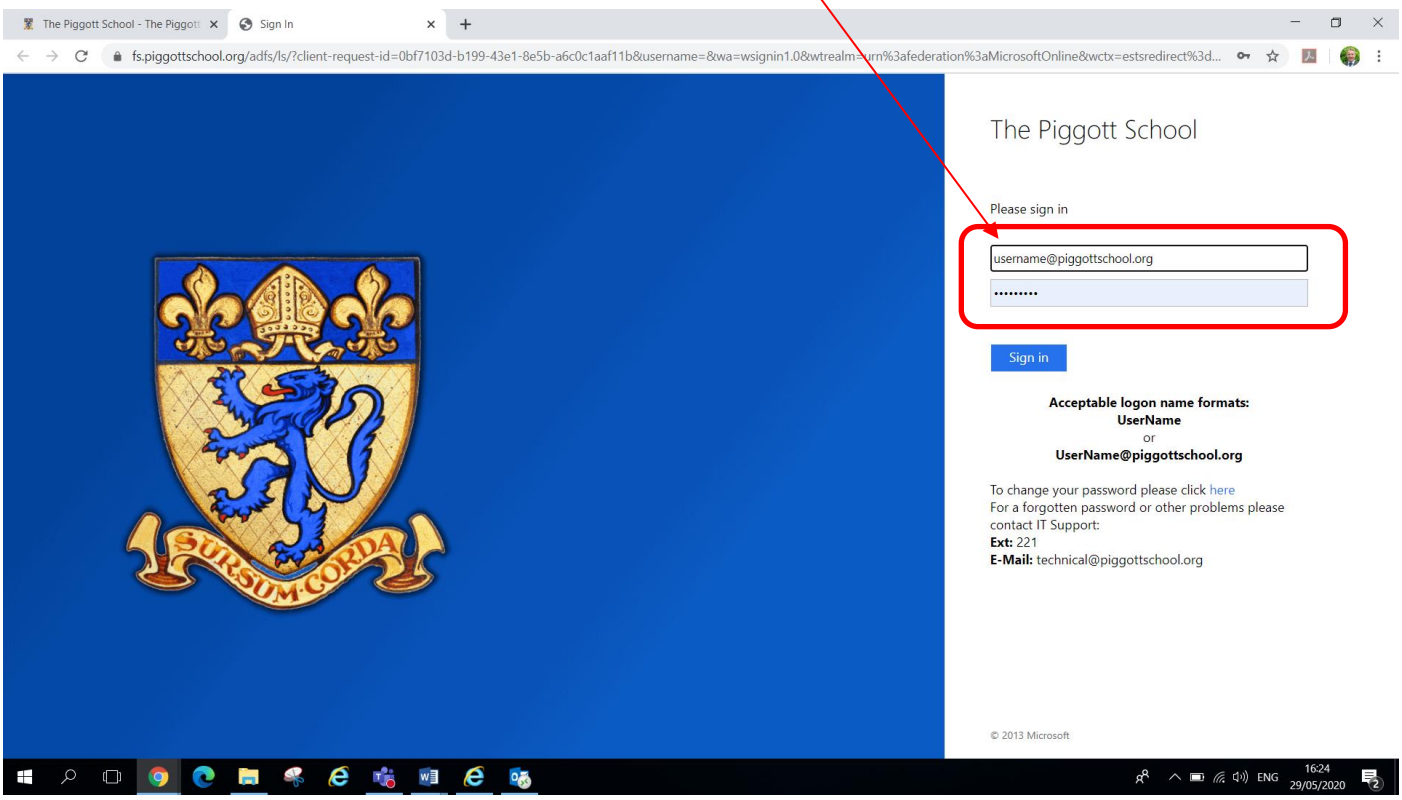
In September you will receive your login details to access the school systems but, in the meantime, please read the guide below to understand how to access MS Teams for online lessons.

Accessing MS Teams

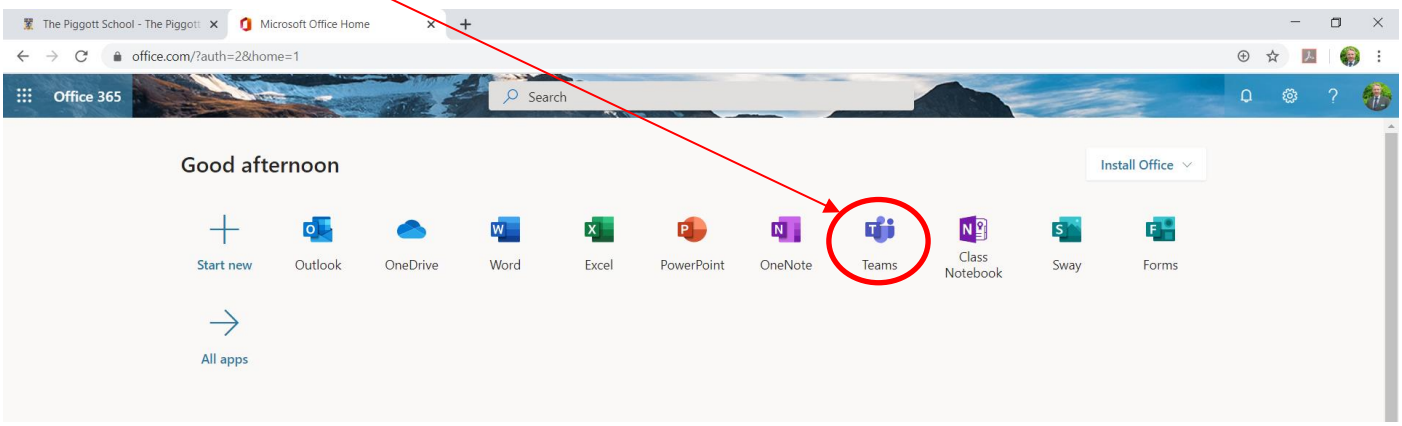
- Go to school website and click on the 'Office365' icon



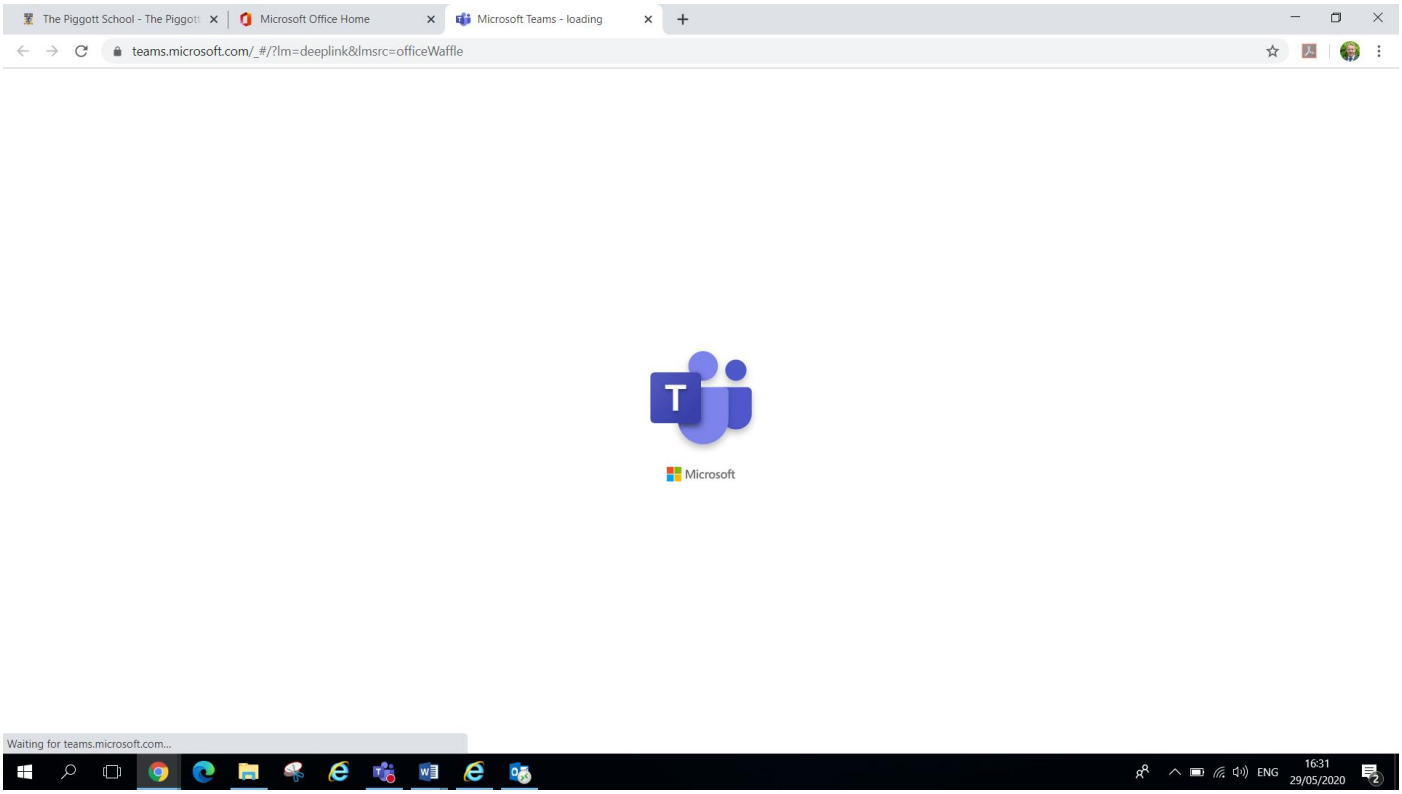
- Login to the system using your username@piggottschool.org and password



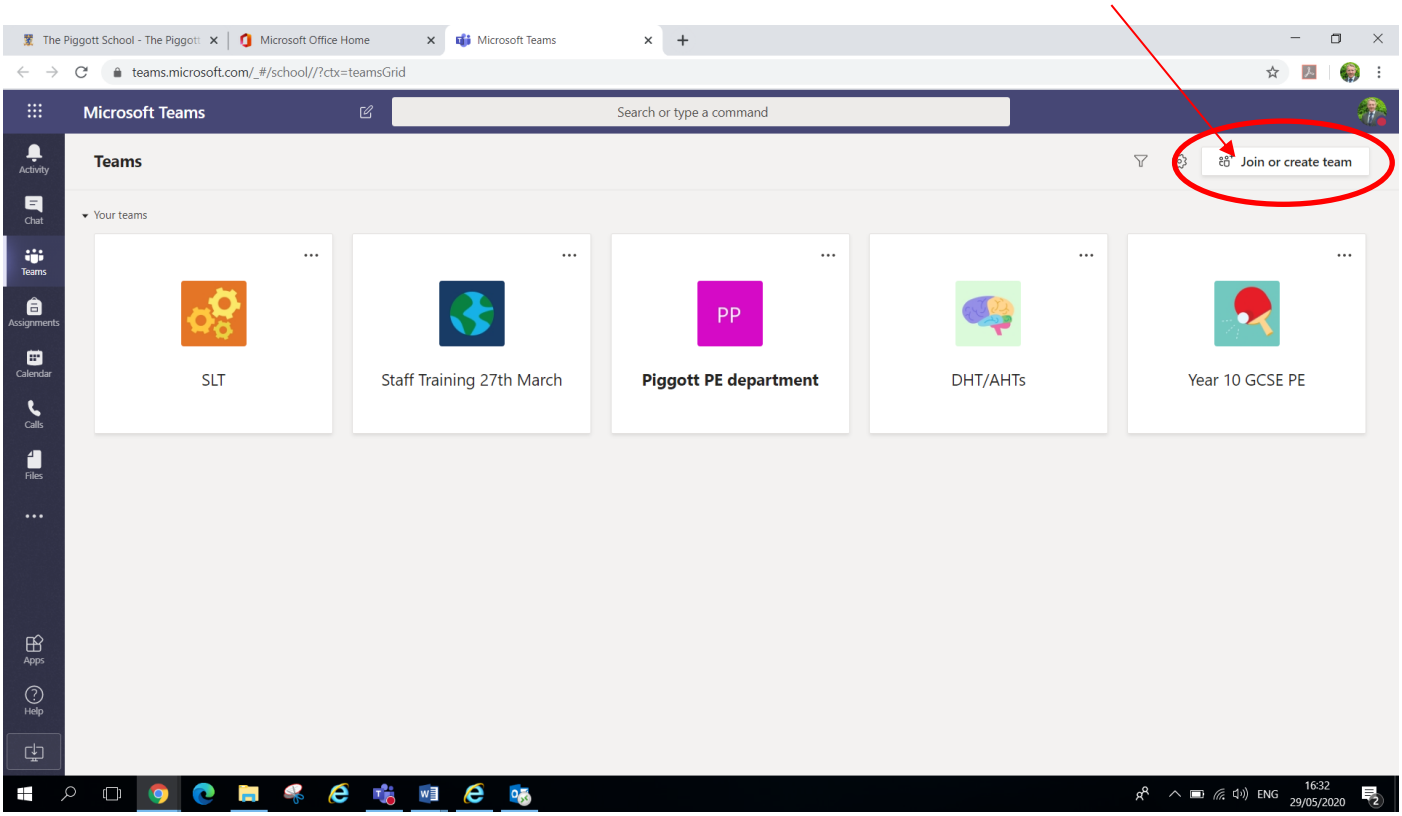
- Click on the ‘MS Teams’ icon to access the application



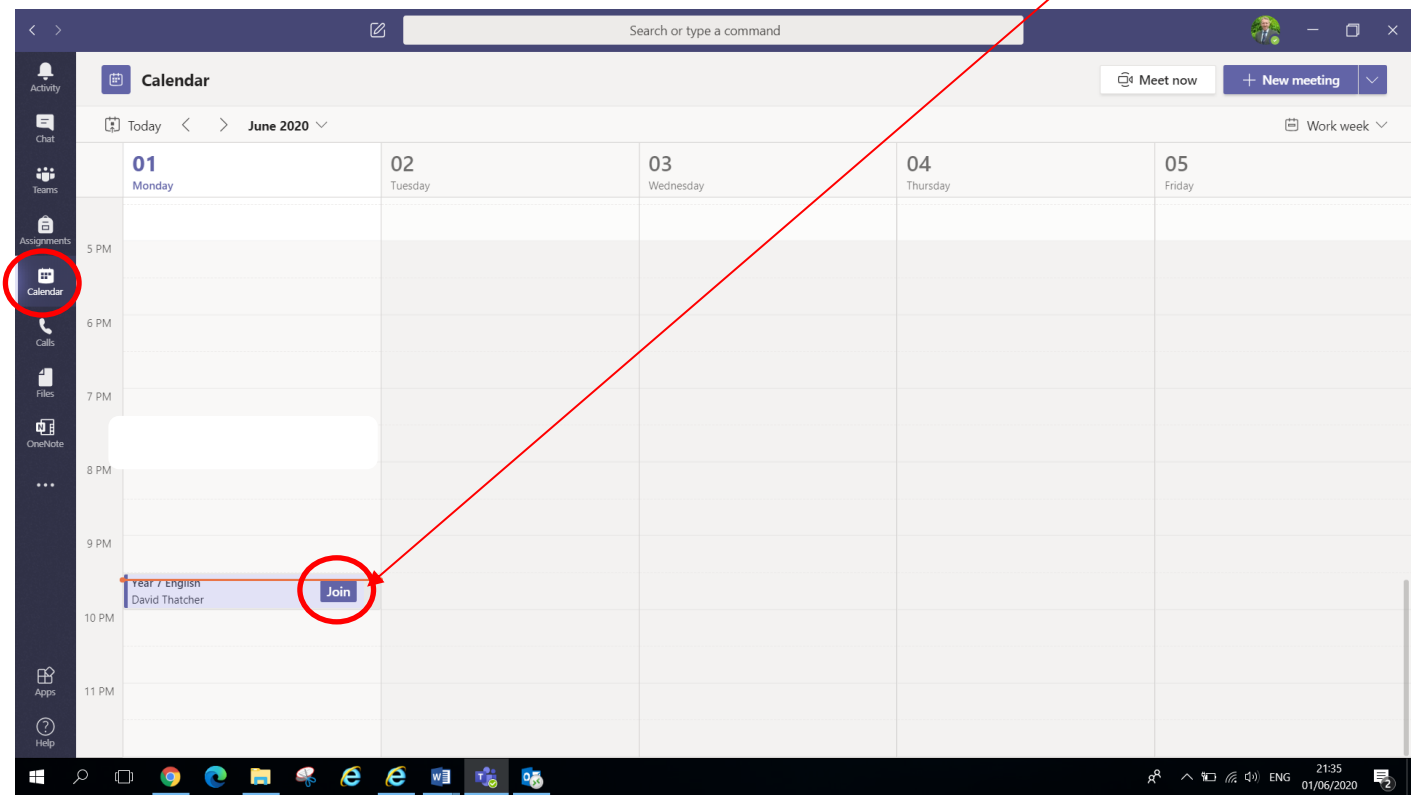
- The application will load giving you access to MS Teams



- You will then be able to join teams or respond to invites that have been sent to you by your teachers

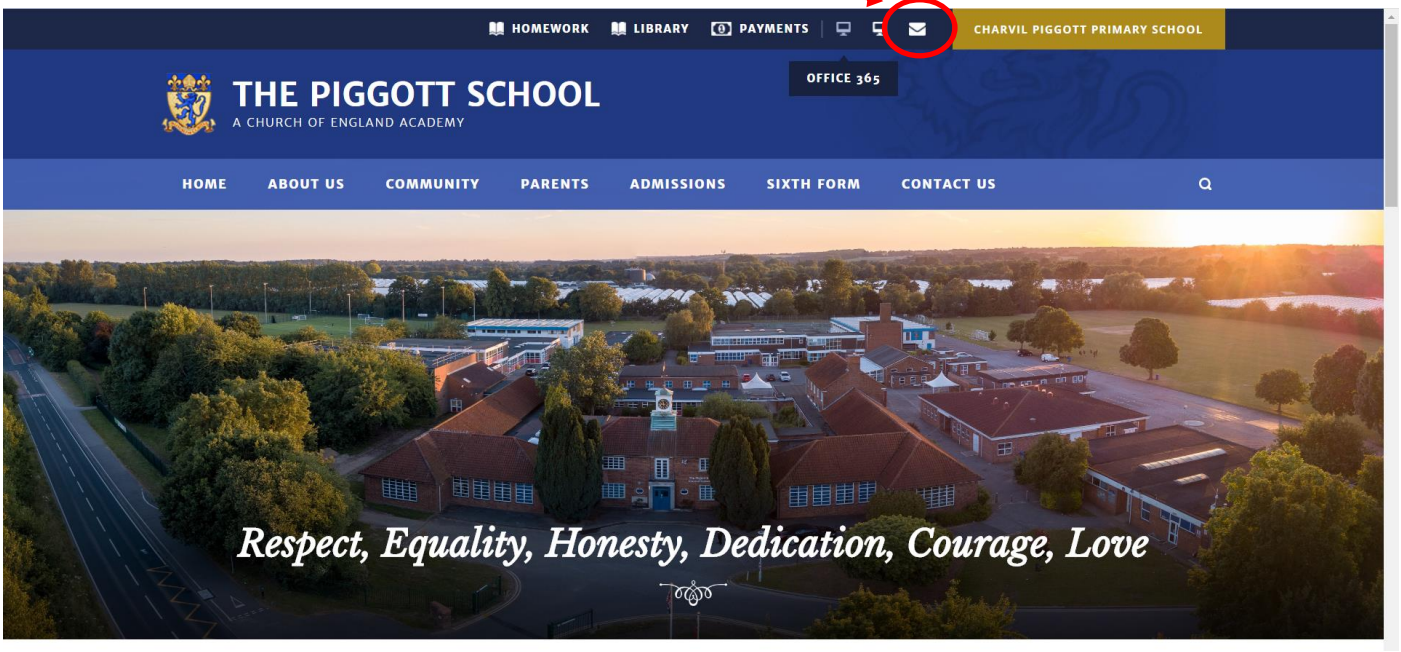


- Your teachers will set up a MS Teams lessons and you will receive a notification your calendar. You will then be able to 'join' the lesson at the appropriate time

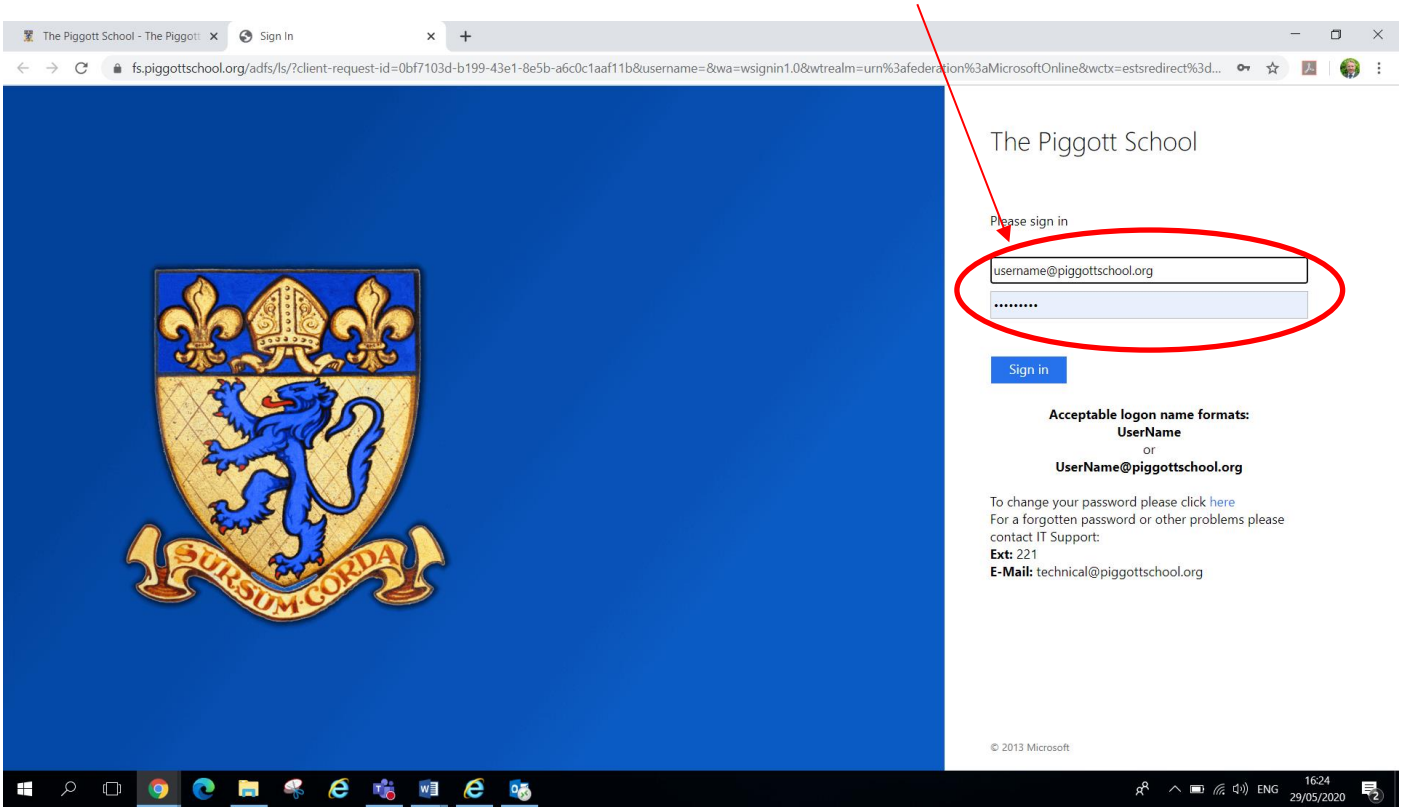


Using Email to access MS Teams

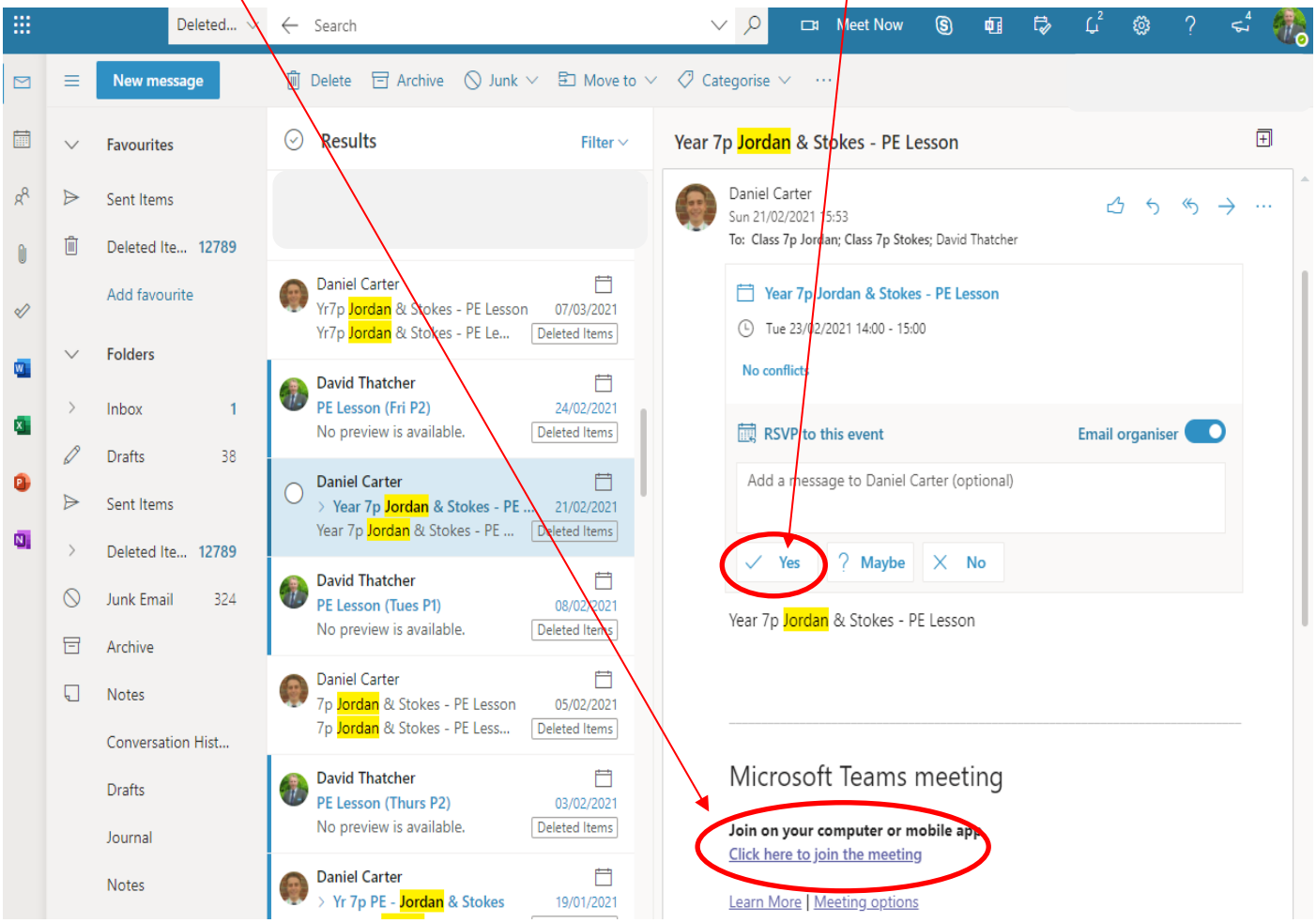
- Go to school website and click on the ‘email’ icon



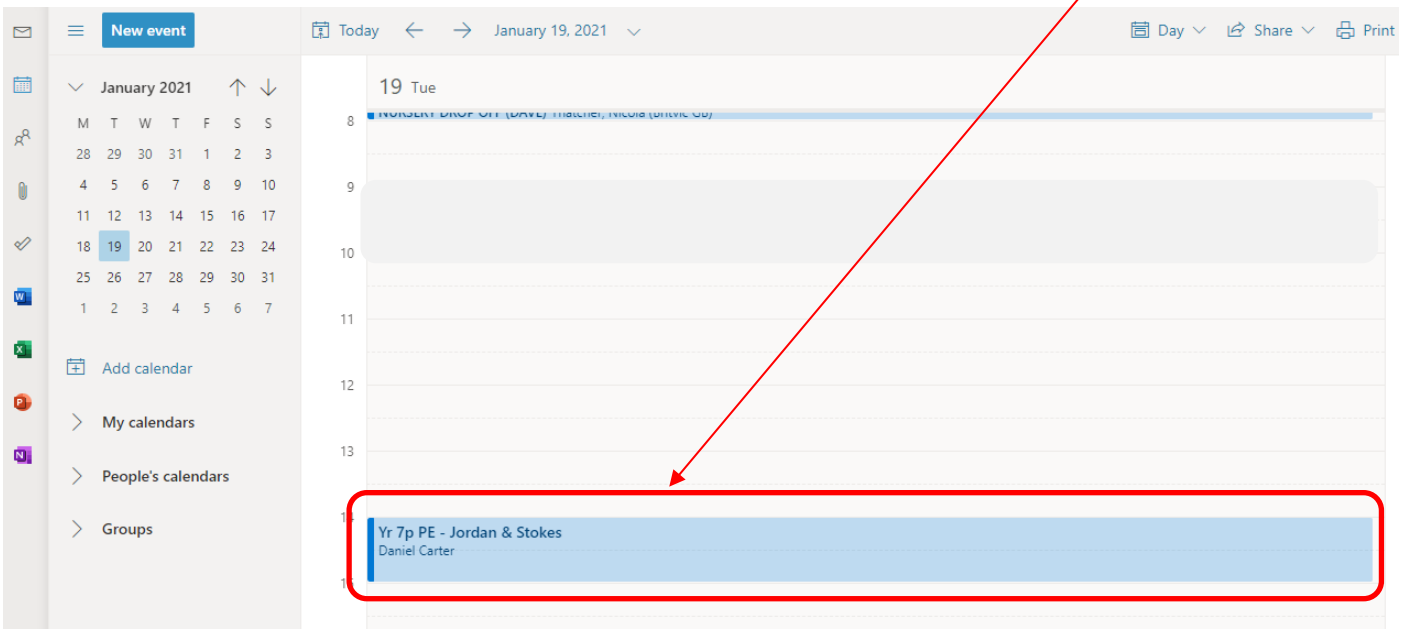
- Login to the system using your username@piggottschool.org and password



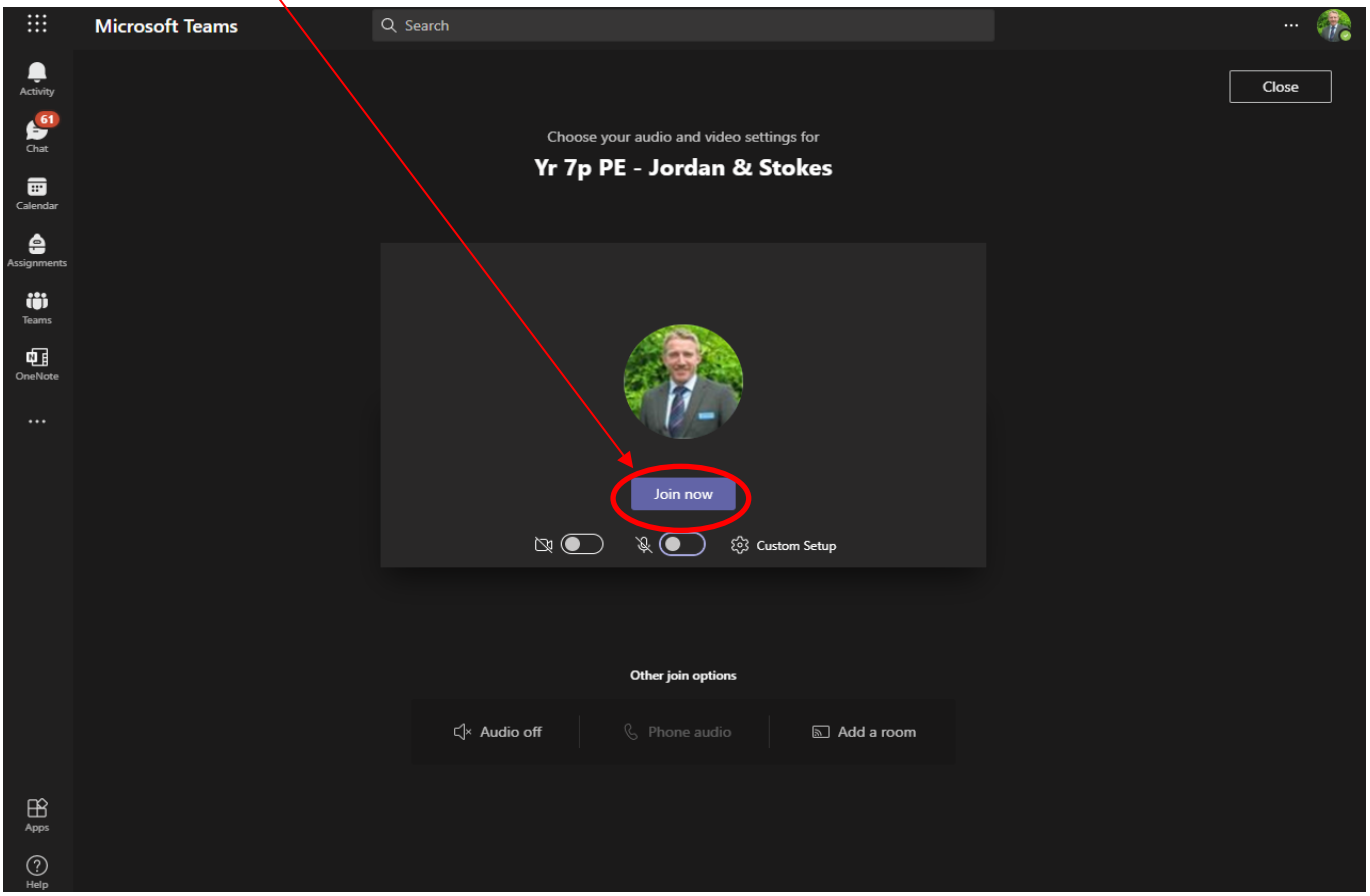
- In your email you will receive a MS Teams invitation to join the online lesson. You then have the option to RSVP to the invitation. This will add the lesson to your calendar.
- Or you can join the lesson by clicking on the link at the bottom.



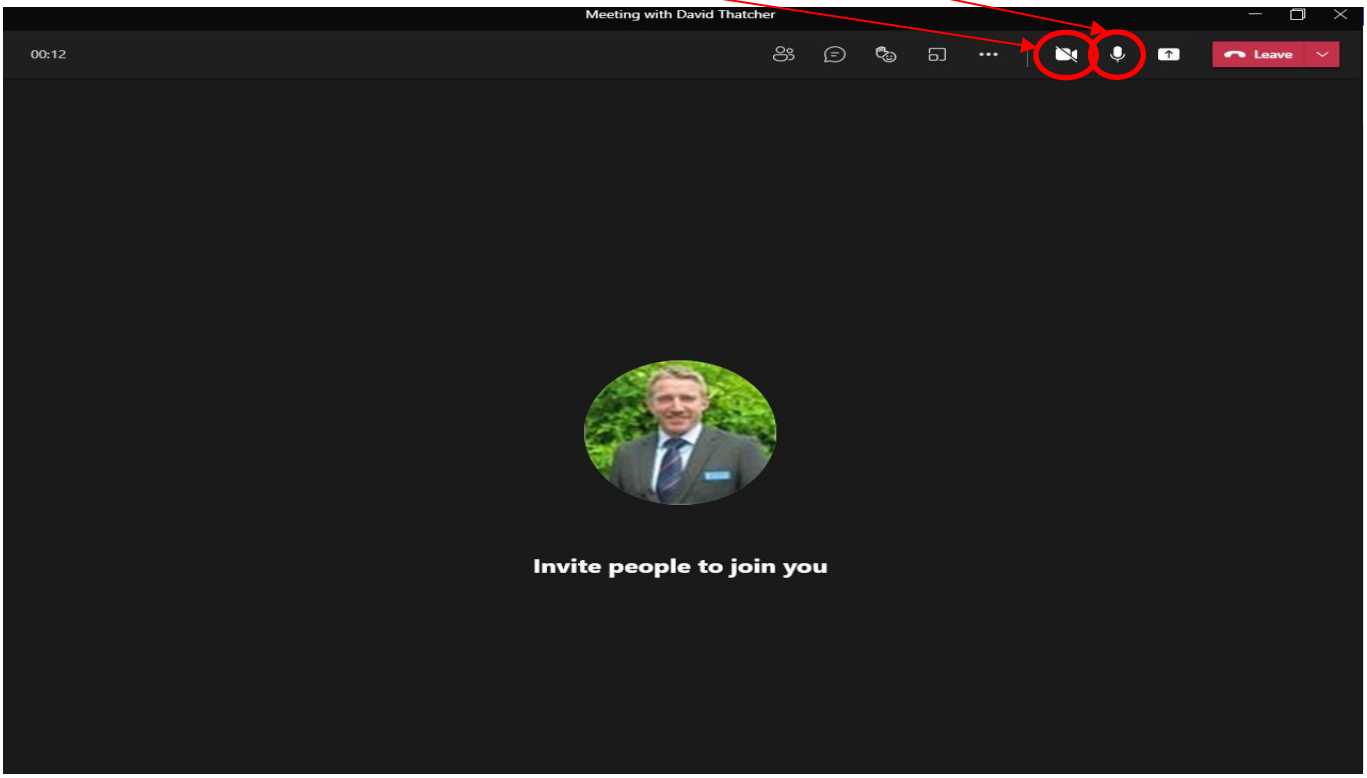
Here is how the lesson will look in your calendar once you have responded to the invite.



- When you click on the lesson in your calendar it will allow you to ‘join’ at will show the screen below
- Click the ‘join now’ icon.

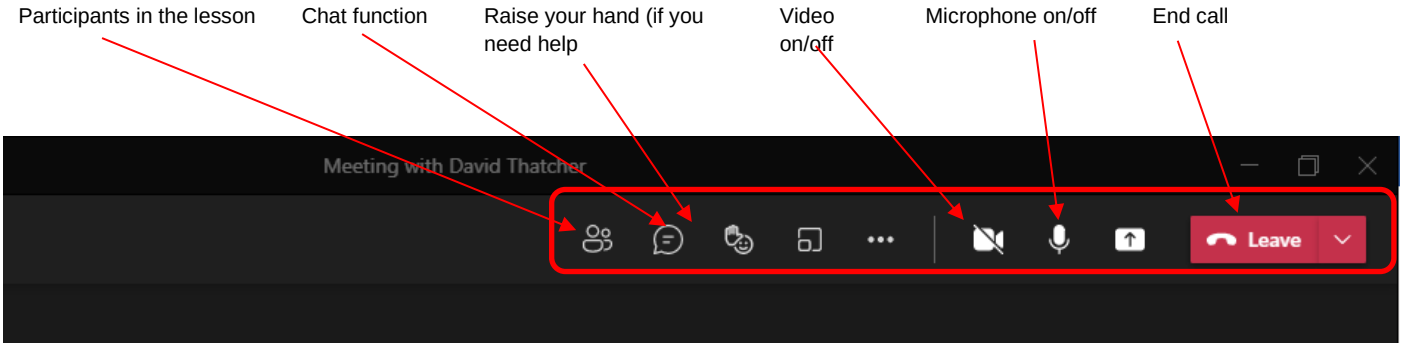


- You will be asked to turn off your video and microphone



- Once you have ‘joined’ you should then see the teacher who is delivering the lesson and you are set to go

Options on the tool bar



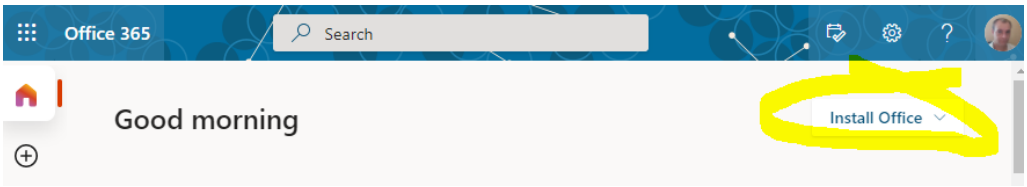
- All the new pupils will be able to access their accounts on Thursday 2nd September by 1pm
- Logins will be sent out to parents email addresses as soon as they are active.
- When you have logged in you will be able to access your emails and calendar which will contain your timetable and any teams meetings accepted.

If you have any questions about accessing MS Teams or any of the online systems, please speak with your tutor or contact technical@piggottschool.org

Student Guidelines

How to obtain a full copy of the Microsoft Office applications

Should you wish to install the full office applications on your Desktop/laptop you can do that by signing into https://portal.office.com with your piggottschool.org account and clicking the button highlighted below



To get a desktop copy of teams that will pop up notifications when the browser is closed go to this link and sign in with your school account to activate the application

Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams

To get a copy of the office applications for Chromebook (or tablets) you will need to open the app store on your device and search for Outlook, Word, Excel, PowerPoint, Teams separately.

Each of these apps will need signing in once with your piggottschool.org login to activate the first time you use them.

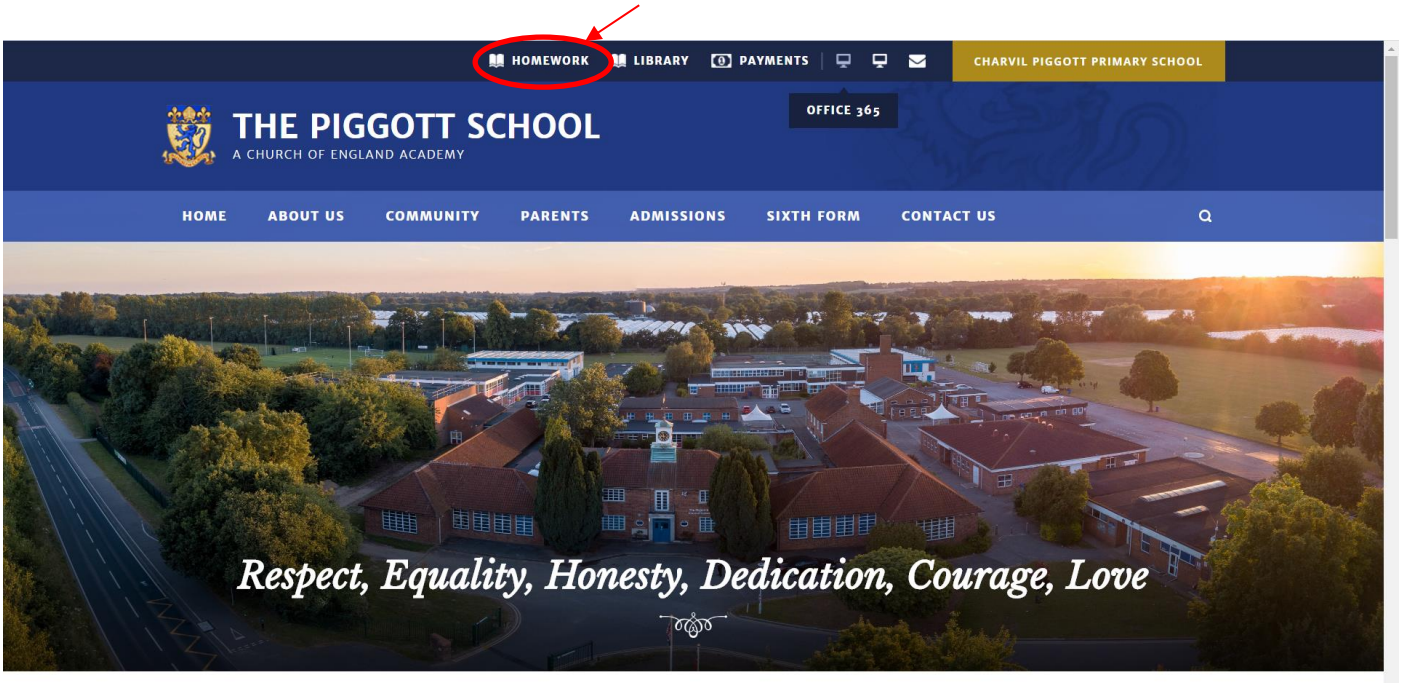
Student Guidelines

Homework @ The Piggott School

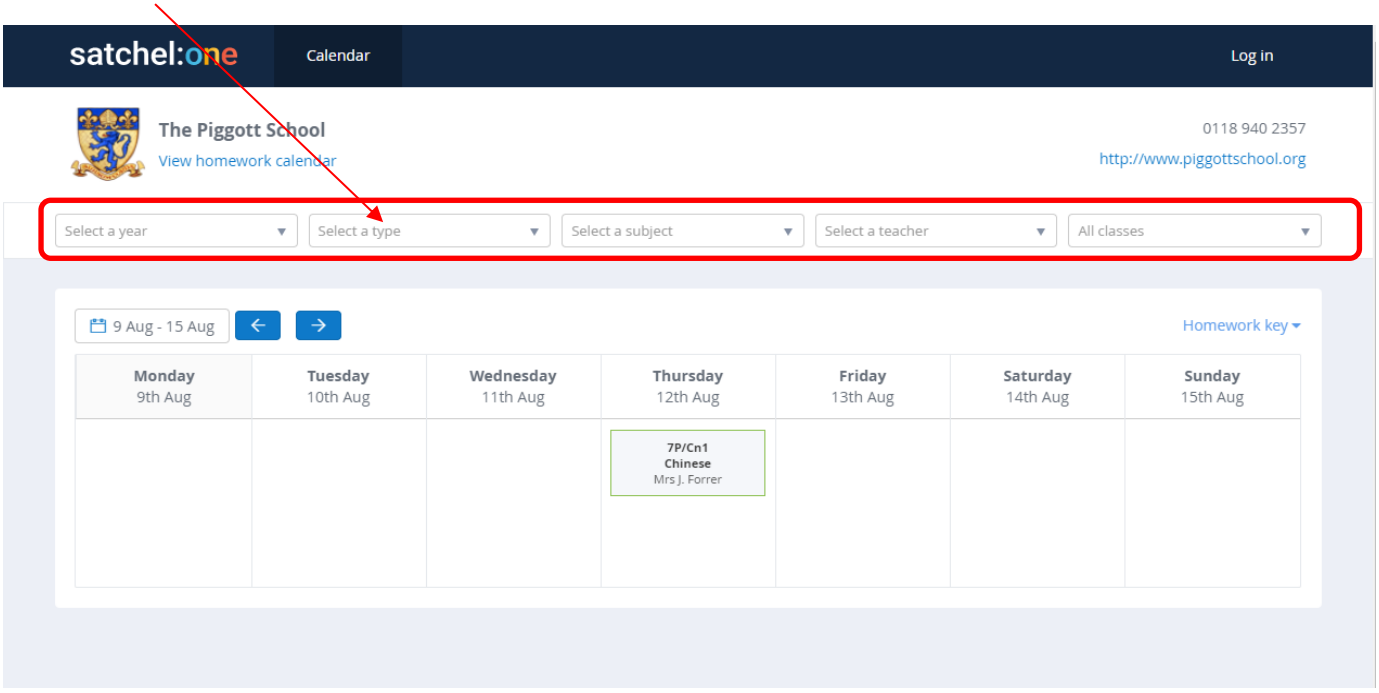
In September you will receive your login details to access the school systems but, in the meantime, please read the guide below to understand how to access Satchel: One (Show My Homework).

Accessing homework

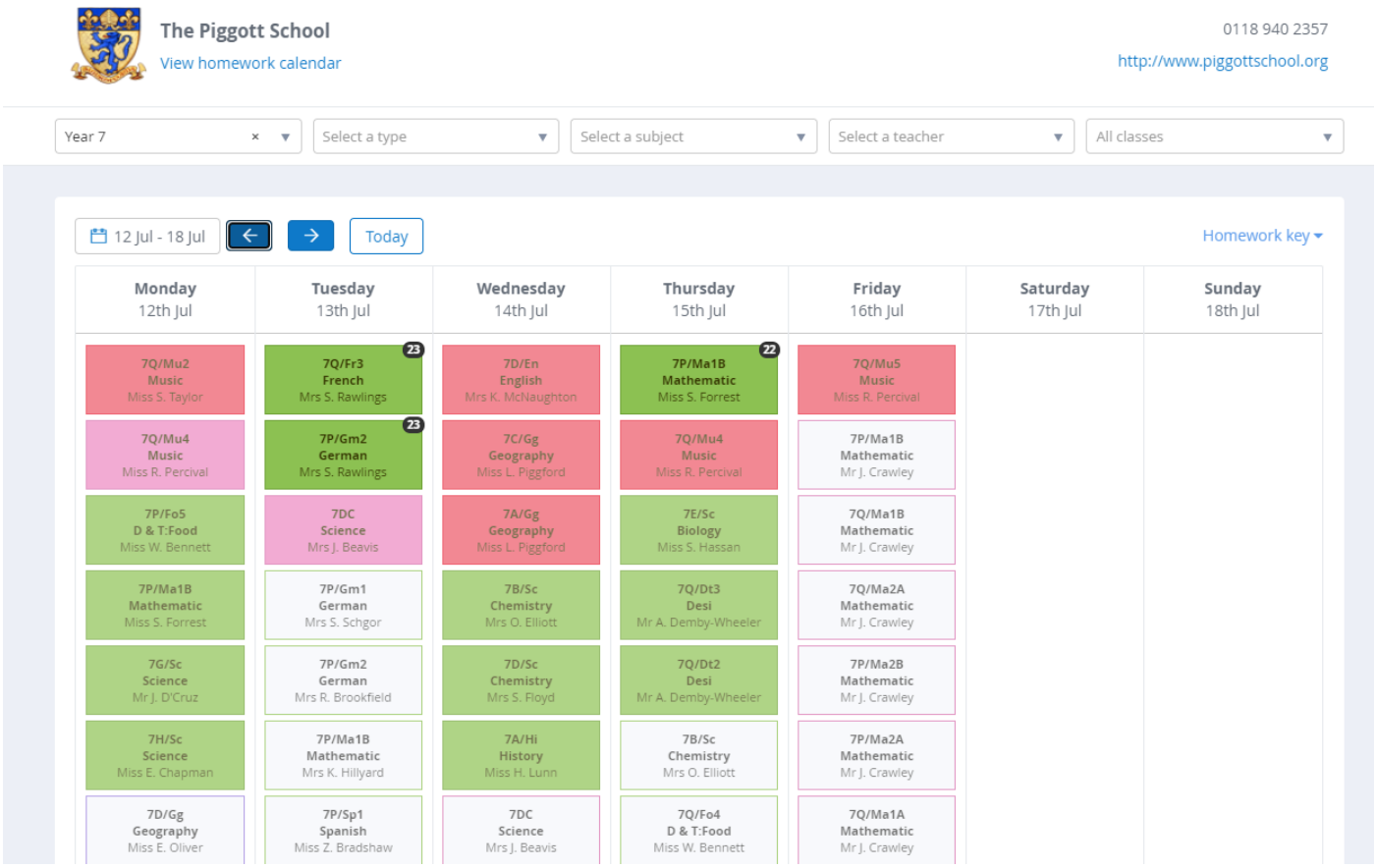
- Go to school website and click on the 'Homework' icon



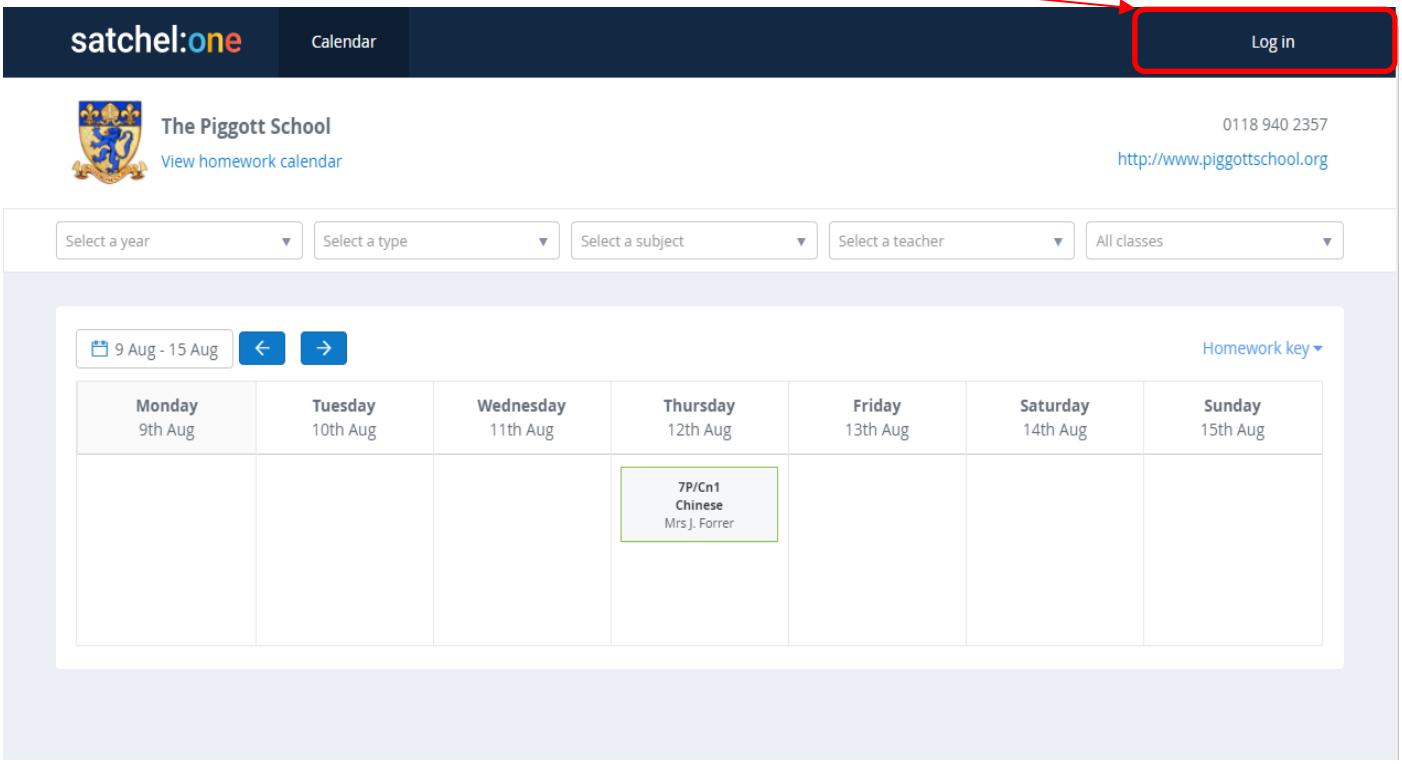
- To access the whole school homework calendar without logging in you can select different options as below. You can filter by year group, type of task, subject, teacher and/or class



- Below is an example of all homework tasks set for Year 7 in a specific week during the term

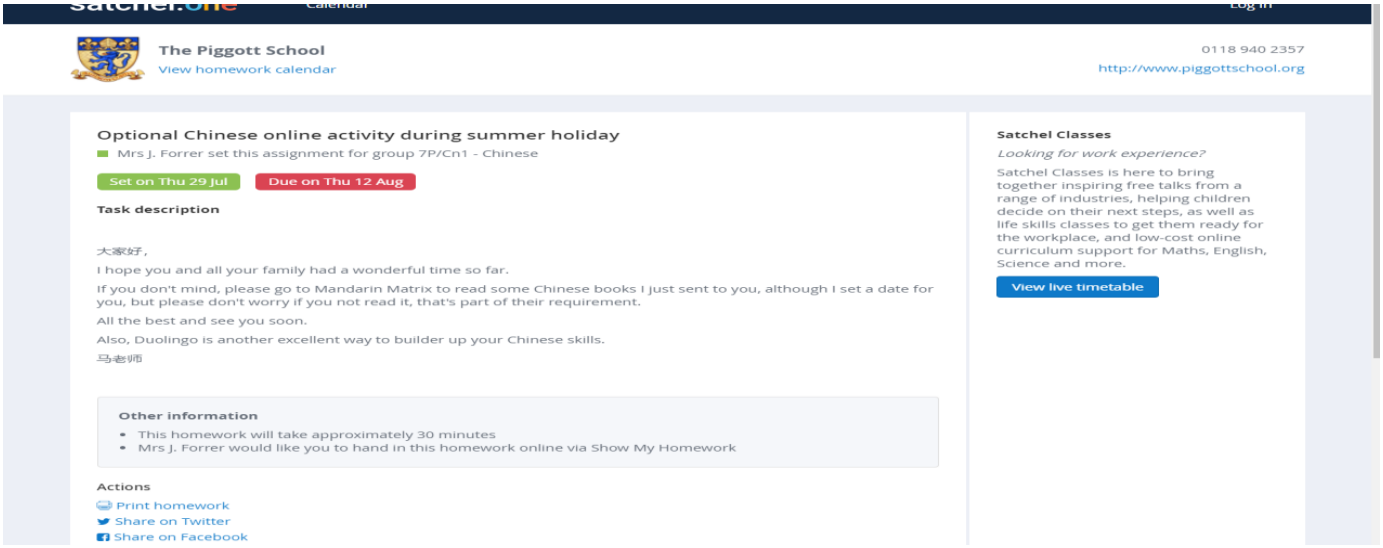


- Once you have your login details you will be able to login to the system using your username@piggottschool.org and password here

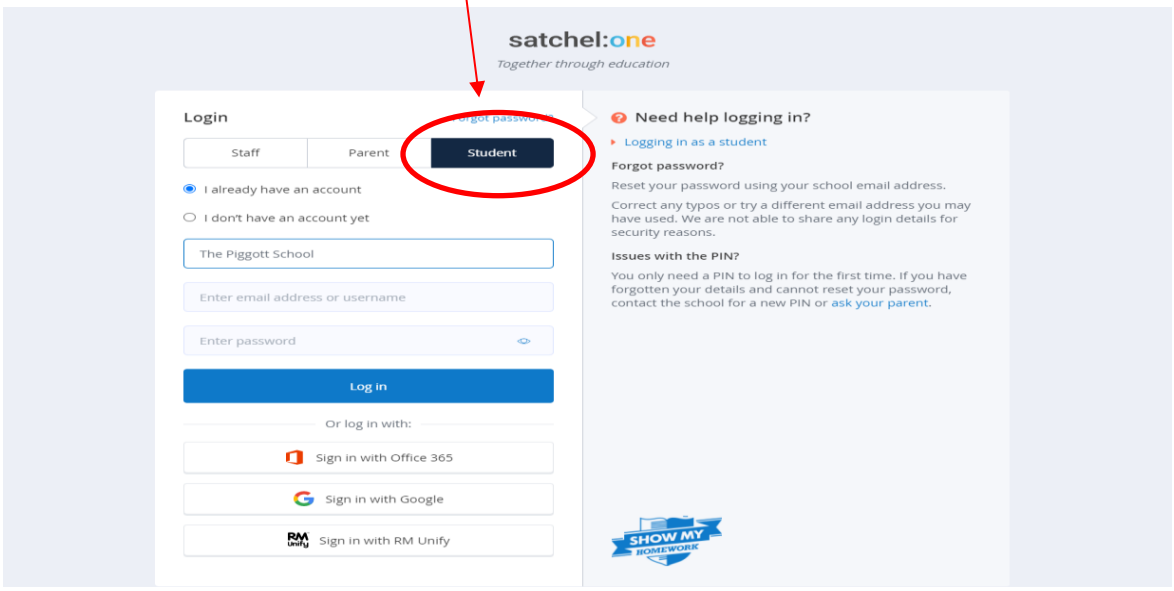


- Once logged click on any homework task to view the instructions. This will include the deadline, any attached documents and links required to complete the task

- You will be shown how to use this platform fruther in September



- All the new pupils will be able to access their accounts on Thursday 2nd September from 1pm
- Once you have received your login details you wuill be able to access your specific homework tasks
- Click the “sign in with google button” and enter your piggottschool.org email account into the pop up.
- Your password for google apps will be what you set previously for your email account.



For more help visit this link to find out more about logging in and accessing the system

https://help.satchelone.com/en/collections/1695417-students

If you have any questions about accessing Satchel: One or any of the online systems, please speak with your tutor or contact technical@piggottschool.org