

The Piggott School



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 <u>technical@piggottschool.org</u>





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

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Good afternoon + © Start new Outlook -> All apps	OneDrive Word	Excel PowerPoint OneNote Teams	Install Office V Class Notebook Sway Forms				

• The application will load giving you access to MS Teams

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

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• 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

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OneNote	8 PM					
	9 PM	Year / English				
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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

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- 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.

	E New event	☐ Today ← → January 19, 2021 \lor	📋 Day 🗸 🖻 Share 🗸 🔒 Print
		19 Tue	
RR	M T W T F S S 28 29 30 31 1 2 3		
0	4 5 6 7 8 9 10 11 12 13 14 15 16 17	9	
Ø	18 19 20 21 22 23 24	10	
•	25 26 27 28 29 30 31 1 2 3 4 5 6 7	11	
8	🗄 Add calendar	12	
0	> My calendars		
N	> People's calendars		
	> Groups	1. Yr 7p PE - Jordan & Stokes Daniel Carter	

- 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.

	Microsoft Teams	Q Search	🦓
Activity Galendar		Choose your audio and video settings for Yr 7p PE - Jordan & Stokes	Close
Assignments			
t iii Teams			
OneNote			
		Join now Dig O & Custom Setup	
		Other join options	
		C ≺ Audio off	
Apps			
? Help			

• 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 <u>technical@piggottschool.org</u>





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 <u>https://portal.office.com</u> with your piggottschool.org account and clicking the button highlighted below

Office 365 Office 365	
Good morning	Install Office V

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

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• 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

satchel:one	Calendar					Log in
The Piggott View homewo	rk calendar					0118 940 2357 http://www.piggottschool.org
Select a year	▼ Select a type	▼ Sele	ct a subject	▼ Select a teacher	•	All classes
💾 9 Aug - 15 Aug 🤇	÷					Homework key 🕶
Monday 9th Aug	Tuesday 10th Aug	Wednesday 11th Aug	Thursday 12th Aug	Friday 13th Aug	Saturda 14th Au	y Sunday g 15th Aug
			7P/Cn1 Chinese Mrs J. Forrer			

• 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

satchel:one	Calendar					Log in
The Piggott View homework	School calendar				htt	0118 940 2357 p://www.piggottschool.org
Select a year	▼ Select a type	▼ Sele	ct a subject	▼ Select a teacher	▼ All clas	sses 🔻
9 Aug - 15 Aug Monday 9th Aug	→ Tuesday 10th Aug	Wednesday 11th Aug	Thursday 12th Aug 7P/Cn1 Chinese Mrs J. Forrer	Friday 13th Aug	Saturday 14th Aug	Homework key - Sunday 15th Aug

- 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.

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Login	orgot passworth	🚱 Need help logging in?
Staff Parent	Student	 Logging in as a student
	Statent	Forgot password?
 I already have an account 	\smile	Reset your password using your school email address.
○ I don't have an account yet		Correct any typos or try a different email address you may have used. We are not able to share any login details for security reasons.
The Piggott School		Issues with the PIN?
Enter email address or username		You only need a PIN to log in for the first time. If you have forgotten your details and cannot reset your password, contact the school for a new PIN or ask your parent.
Enter password	•	
Log in		
Or log in with:		
Sign in with Office	365	
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RM Sign in with PM I	laif.	SHOW MY

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 <u>technical@piggottschool.org</u>