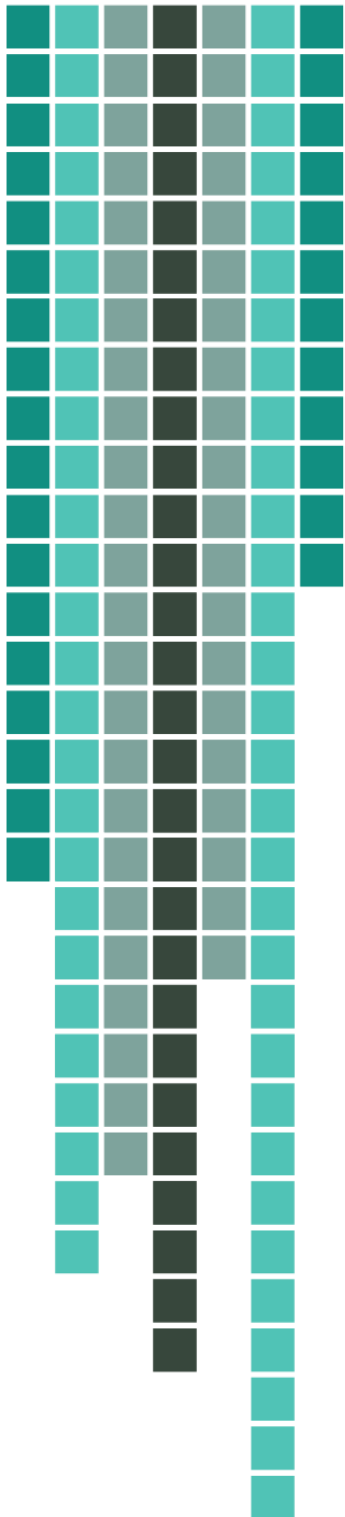




Eggar's School



Accessing Eggar's Systems from Home

2020 - 2021

Introduction

The purpose of this document is to bring together a guide on how to access Eggar's School systems from home either from a computer/laptop or from a mobile device or tablet. Accessing these systems will support students completing home learning or, if we found ourselves in a local or wider lockdown situation.

Account details

Each student at Eggar's have been issued with a school username and email address. The format of the username is outlined in this section. The username will consist of the information set out below:

- Year of entry: 2020
- Surname: Smith
- First Name: Jane




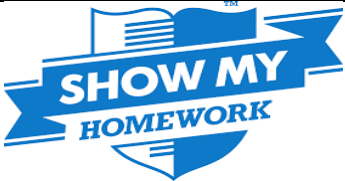


The username will look like this: **20SmithJ**

The username and email address will remain the same throughout a student's time at Eggar's for accessing all systems used in and out of school.

Systems

Part of our teaching and learning strategy is for students to access a wide range of apps and website to support their learning.

Below is an outline of the main systems that students will access:

Microsoft 365 (formally Office 365) <ul style="list-style-type: none">○ Outlook (email)○ OneDrive (Cloud storage)○ Teams (Collaborative space)○ Online Word, Excel and PowerPoint	 Microsoft 365
Seneca (Online learning platform)	
GCSEPod (Mini video and audio clips linked to specific learning)	
Satchel One (formally Show My Homework)	
Kahoot (game-based learning platform)	
Quizlet (flashcards and revision site)	

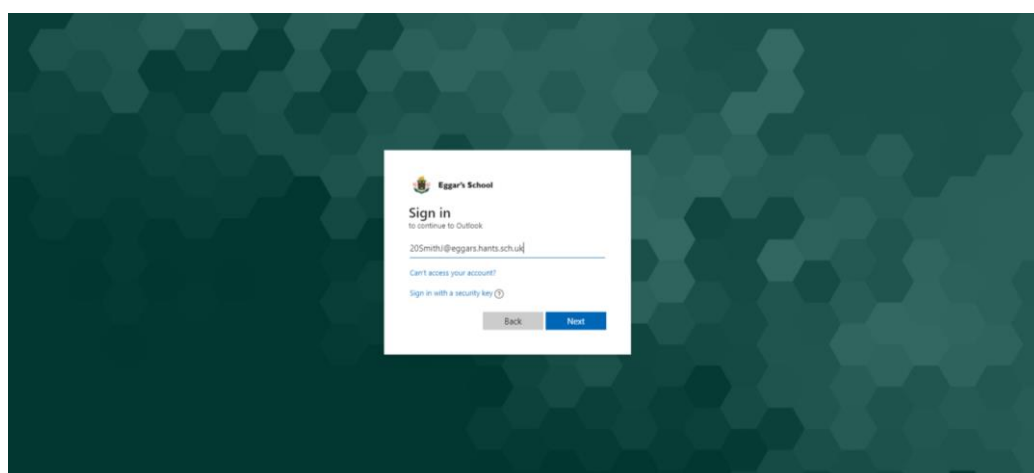
Accessing Outlook email from home

To access Outlook email use the following steps:

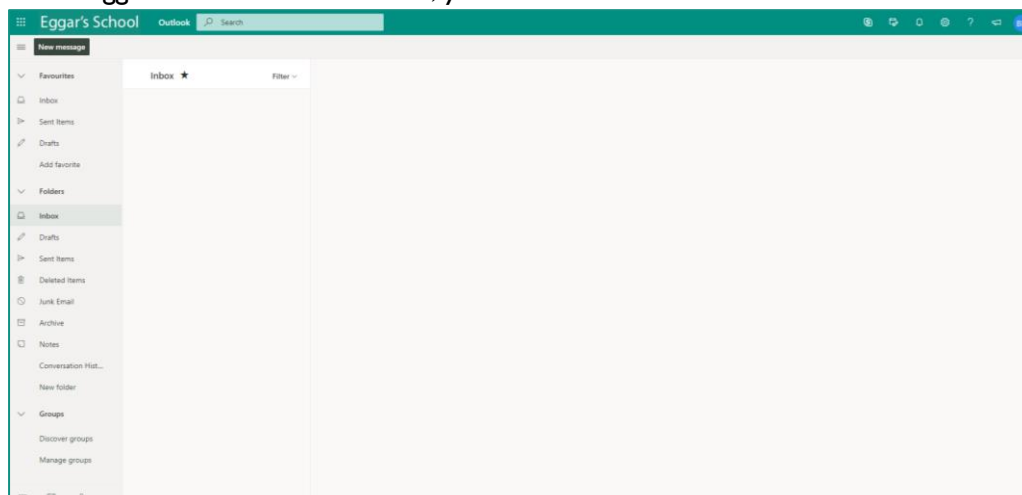
STEP 1: Navigate to Eggar's homepage www.eggars.net and click the envelope icon in the top right hand corner (shown within the red circle below).



STEP 2: You will be redirected the log in page. Enter the email of the student logging in. The password will be the same password as a student uses to log in at school.

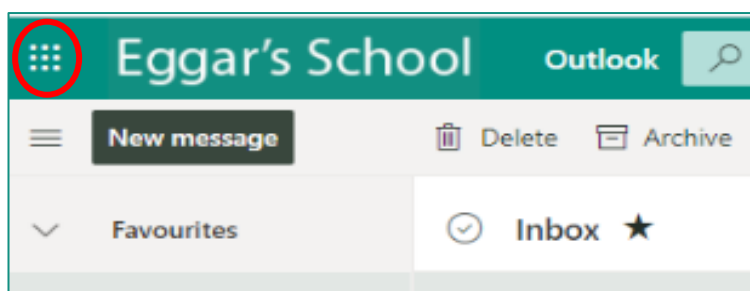


STEP 3: Once logged into the email account, you will be taken to the school-based email below.

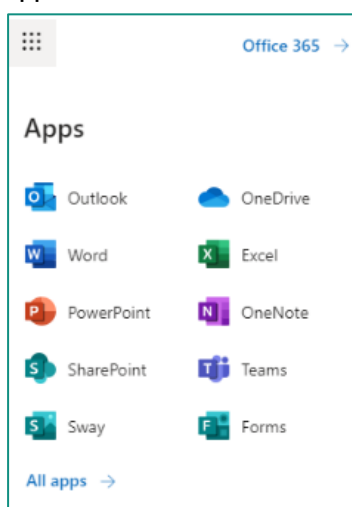


All students at Eggar's have access to email. We ask all users to be mindful when using the Eggar's email system; all communication should be appropriate, kind and respectful and used for learning purposes only.

STEP 4: In the top left-hand corner of the header, Eggar's School, the square with 9 dots (below in the red circle) is known as the mosaic and is used to access other Microsoft 365 apps.



When the mosaic is clicked, additional apps are available on a student's Microsoft 365 accounts – this is shown below:

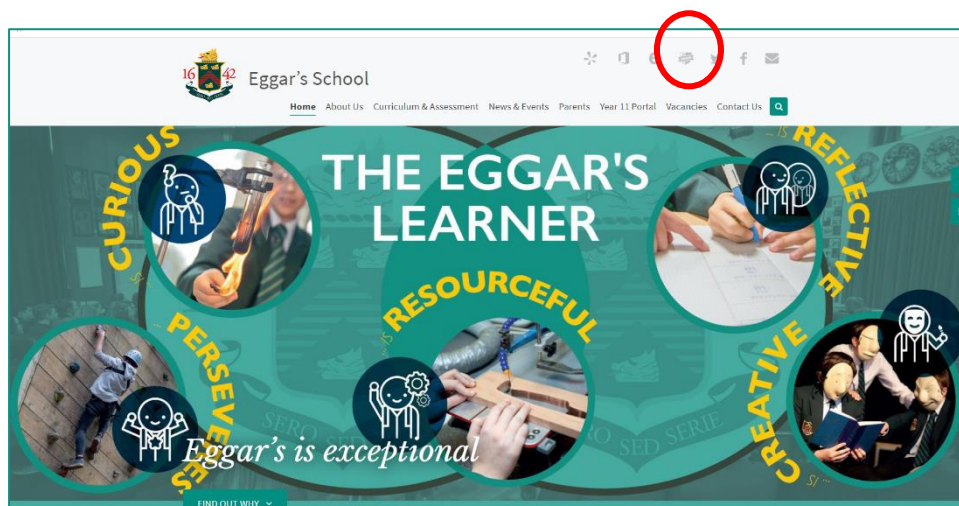


Students have access to a range of apps including OneDrive, online Word, Excel and PowerPoint. There is also a link to Microsoft Teams; a system that students will use more frequently throughout this academic year.

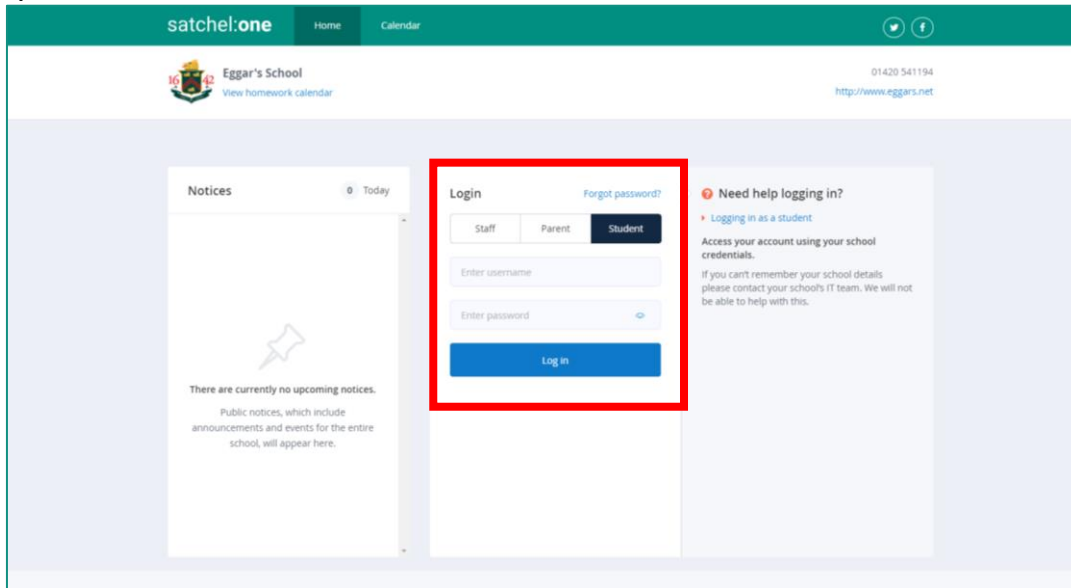
Accessing Show My Homework

To access Show My Homework apps please follow:

STEP 1: Navigate to Eggar's homepage www.eggars.net. Click the shield icon in the top right-hand corner (shown in the red circle below):



STEP 2: Once redirected to the log in page, enter the required details (marked in red square below). Ensure you click **Student**. Enter the username and password used to log into the school computer systems.



Support: If you require help with logins and password **ONLY** please email us at:

enquiries@eggars.hants.sch.uk

For all other support with the Show My Homework system, please contact Show My Homework directly using the link below:

<https://help.showmyhomework.co.uk/ContactUs>

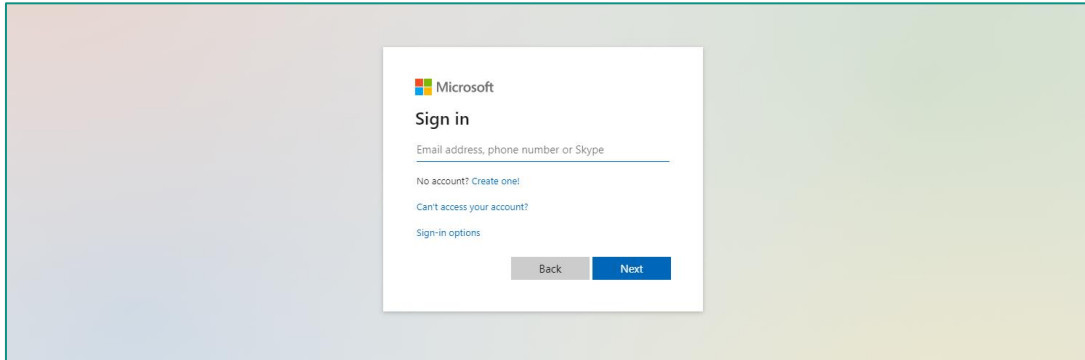
Access to Microsoft 365

To access Microsoft 365 apps please follow:

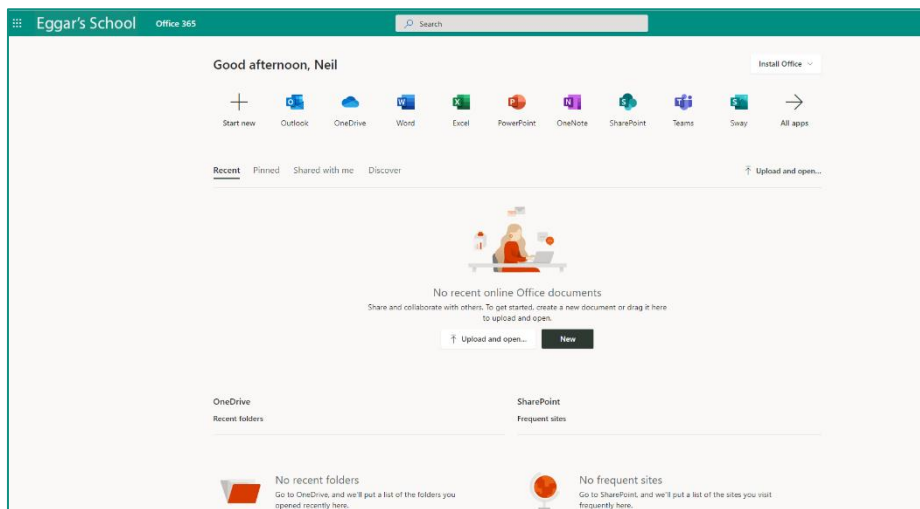
STEP 1: Navigate to Eggar's homepage www.eggars.net and click the square icon in the top right hand corner – this is shown within the red circle below.



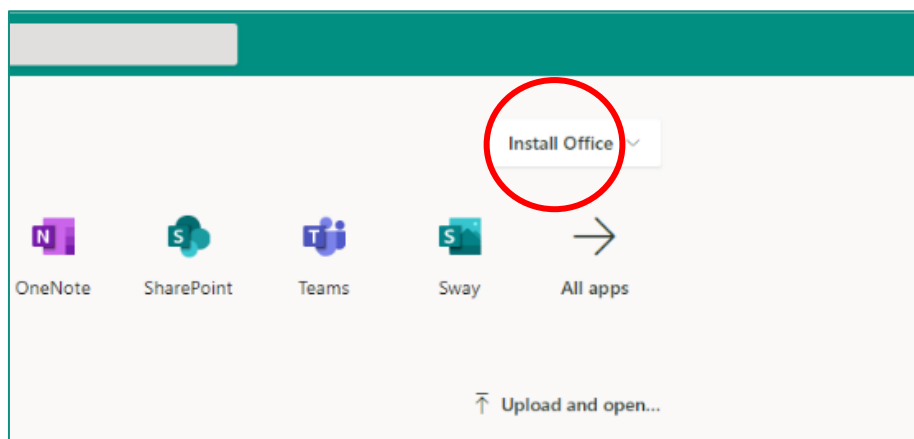
STEP 2: You will be redirected to the log in page. Enter the email of the student logging in. The password will be the same password the student uses to log in at school.



Once you are logged in, you will be redirected to the Office 365 homepage shown below:



In the top right-hand corner of this screen the **Install Office** button, (marked with a red circle below). This will give you the ability to download the full Office 365 suite for home use free of charge. It remains free whilst a student is enrolled at Eggar's School.



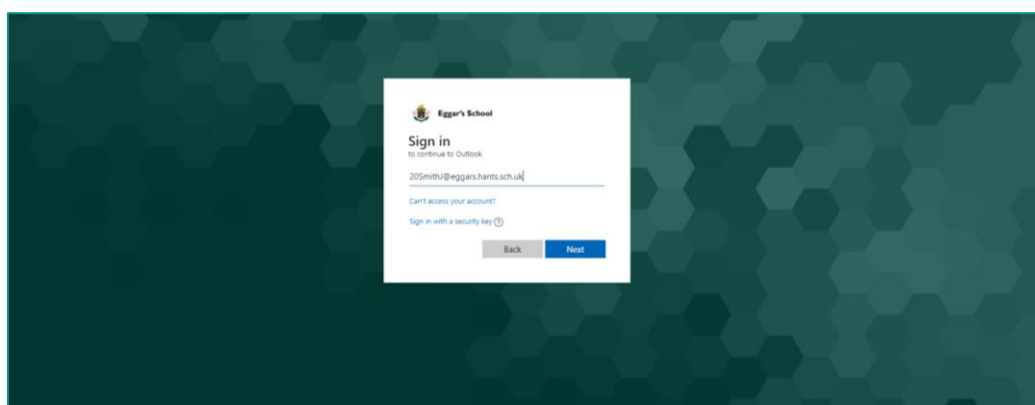
Accessing Microsoft Teams

Microsoft Teams is accessed by:

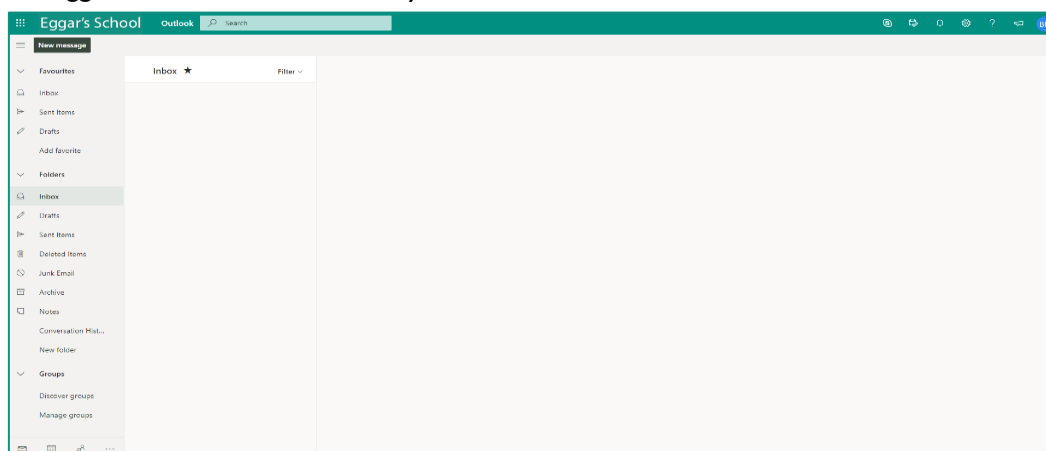
STEP 1: Navigate to Eggar's homepage www.eggars.net. Click the envelope icon in the top right-hand corner (shown by the red circle below).



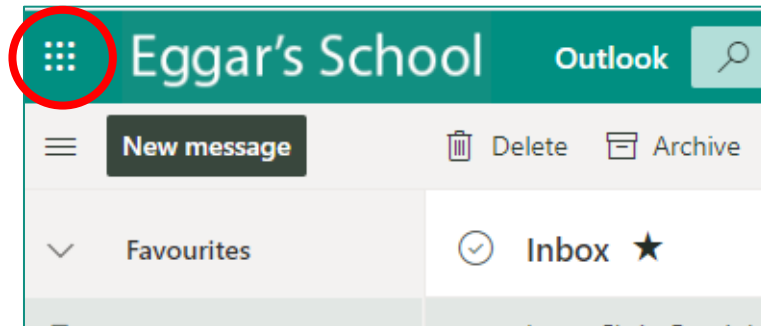
STEP 2: Once redirected to the log in page enter the email of the student logging in. The password will be the same password the student uses to log in at school.



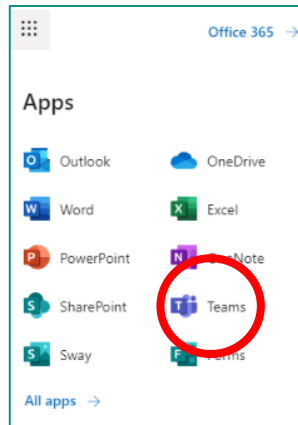
Once logged into the email account, you will be taken to the school-based email below.



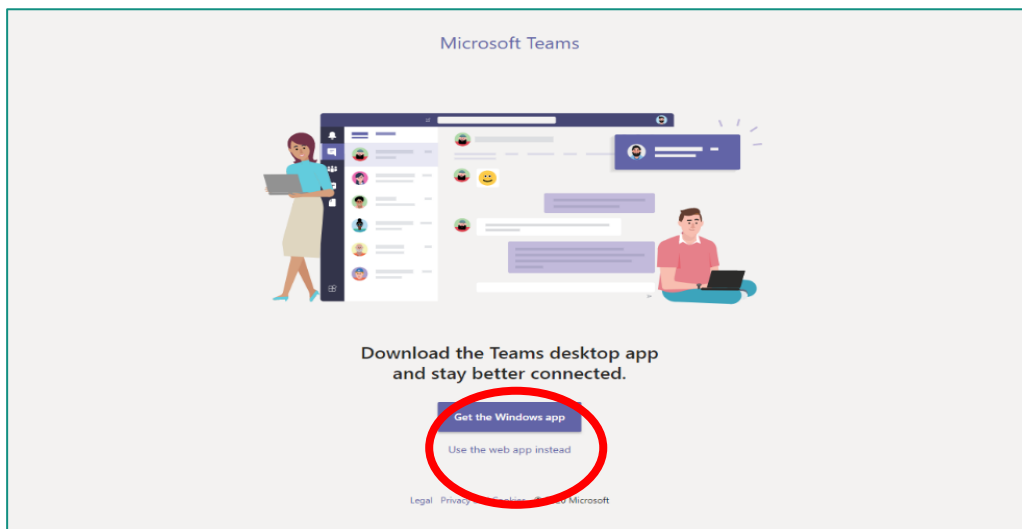
STEP 3: In the top left-hand corner of the Eggar's School header find the square with 9 dots (below in the red circle), known as the mosaic, to access other Microsoft 365 apps.



When the mosaic is clicked, **Teams** (marked in a red circle) is included in the additional apps,



Once clicked you will be redirected to the screen below. Click to **use the web app instead** (marked with red circle below)



You will be redirected to the Teams homepage. This will show the Teams that an individual student has been assigned to. Each Team has a name starting with 20/21 followed by the class code. These can be cross-referenced to the student's timetable.