

Introduction to IT



Learning Intentions

- Recap the session from last week
- Login to the school network
- Satchel:One – the Homework platform
- Check your email
- Teams – joining a meeting



Last week

- How the computers in Bradfield work
- Online Safety and Data Security at Bradfield School
- Logging on
- Changing a password
- Office 365



Activity 1

- Login to the school network
- If you can't remember your password, check your phone or your piece of paper



Satchel:One

- Background to Satchel:One (Show My Homework)
- What we use it for at Bradfield School
- What you need to know to login to Satchel:One
- What other people can see from Satchel:One



Activity 2

- Load Microsoft Edge
- Find the tab named Google
- Search for Satchel:One
- Bring up the login page



Signing in to Satchel:One

- What is Single Sign On
- How do we do this at home?
- What is the difference between home and School



Activity 3

- Sign in to Satchel:One
- Explore the website
- Find the sample homework that has been set for you



Activity 4

- Check your school email
- Have a look at what has been sent to you
- Complete the form from Mrs Lofthouse



Microsoft Teams - Meetings

- Used for online learning
- Important that you know how to join a meeting



Activity 5

- Load Microsoft Teams from Office 365
- Look at your calendar



Joining a meeting

- Two different types of events in your calendar
- Look for the Join button on a calendar event



Activity 6

- Find the meeting for your form in Microsoft Teams
- Join the meeting
- Wait to be admitted
- Watch your screen and interact as you are asked to



Teams Meetings

- What to expect
- What is expected of you
- What to do in case of a problem



Recap

- Where to get IT support
- Where to change your password
- How to get onto Office 365
- How to get onto Satchel:One
- How to join a Teams meeting
- Your responsibilities

