GUIDANCE FOR PARENTS and STUDENTS on doing ONLINE LEARNING

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ACCESSING ONLINE LEARNING

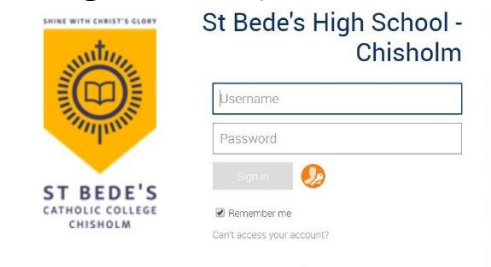## Step 1:

- Login to Internet
- Go into MNConnect.cloud

- Go into Compass (click the green button)

- You will have to click on the orange button to get into St Bede's (don't put in login details)

- You will have to login with your username and password (check the back of planners for this)

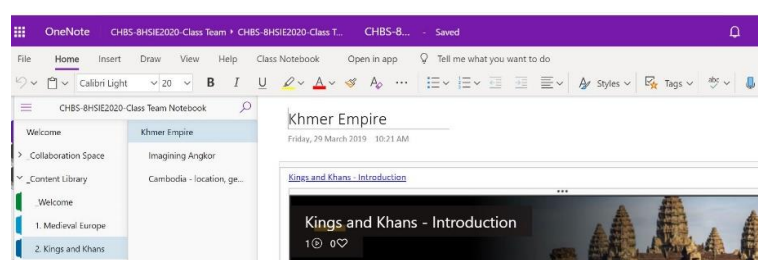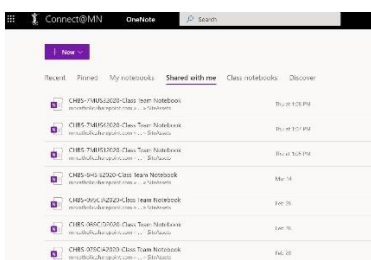- Check your SCHEDULE for the day. (Your timetable/Which subjects you would have had that day)
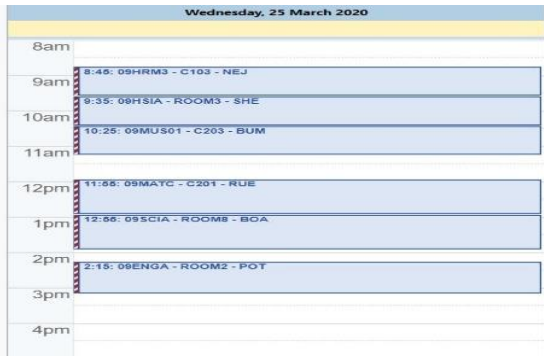
- You are only required to spend as much time on a subject as you would have in class. (i.e. 1 period = 55min or 2 period = 110min)
- Click on the period/subject on your schedule.
- You will be taken to the page for that class for that day.
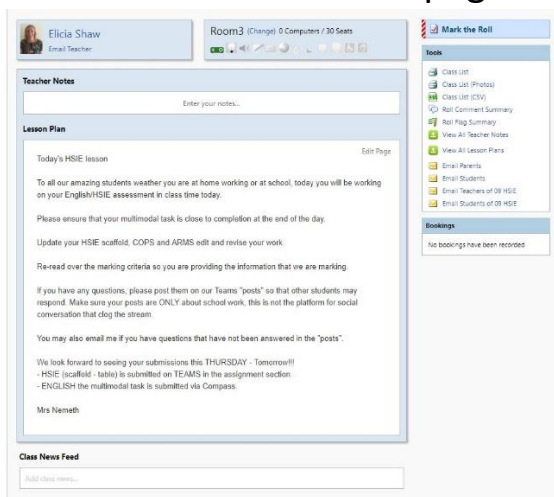
- On this page you will see class notes. On these class notes your teacher will leave instructions for you on what to do plus links that you may need to access the work for that day.
  Make sure you read any documents, watch video clips and answer questions that are left for you.
- Your class work and video links may also be on OneNote or teams. Make sure you check under the heading for the topic you are currently working on.
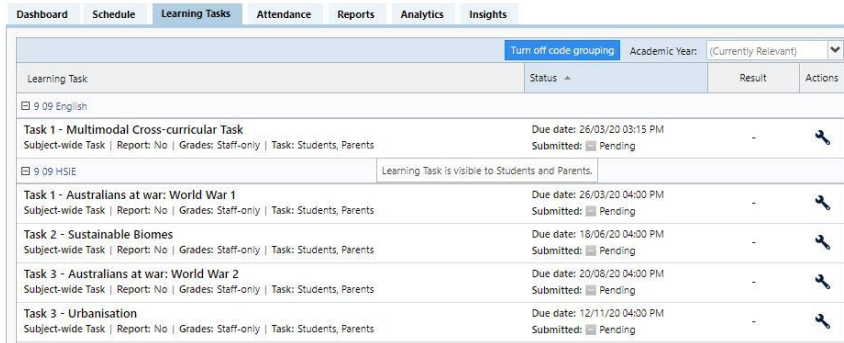
ASSESSMENTS DURING ONLINE LEARNING
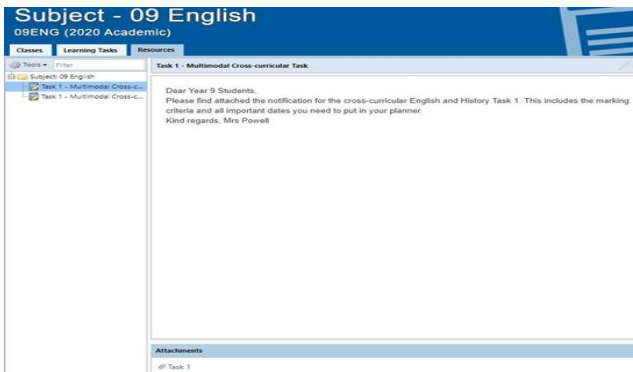
- Go into compass.


- Click on Learning Tasks.

- Find and click on the Subject.
- Click on Resources.
- Click on the task to download
- Look at the bottom of the screen and click on the task again.

- You should now be able to see the downloaded task at the bottom of your screen and can open this by clicking on it. You should save this.

- Remember all assessment tasks are still due. Check Assessment Due dates on Compass under Learning Tasks in the Assessment Notifications.

- If you need help with any classwork or Assessment task you can contact your Class Teacher and if you need more help, please contact your Case Manager (as assigned to you per email).

- Also check your email/ teams every day as your teacher may have sent you a scaffold or an adjusted task.

- Check TEAMS every day for conversations about classwork and tasks.
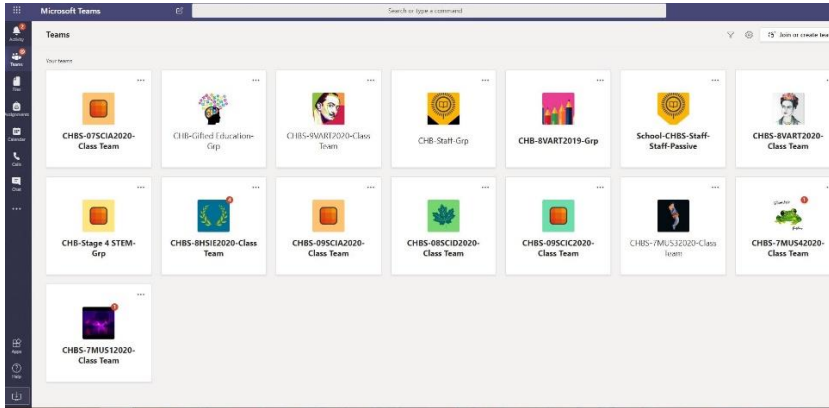
ACCESSING EMAIL or TEAMS

- Login to Internet
- Go into MNConnect.cloud
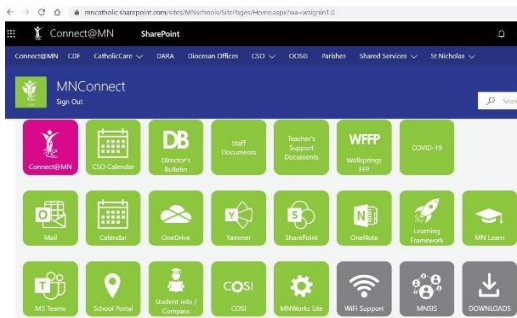
- Click the green Email button or
- Click the green TEAMS button for online TEAMS or the App button outside of Internet

MAKE SURE TO RESTART YOUR COMPUTER EVERY DAY SO THAT UPDATES CAN LOAD AND ONENOTE CAN SYNC.

HOW TO SUBMIT AN ASSESSMENT TASK VIA COMPASS:

1. Open **compass** in google chrome
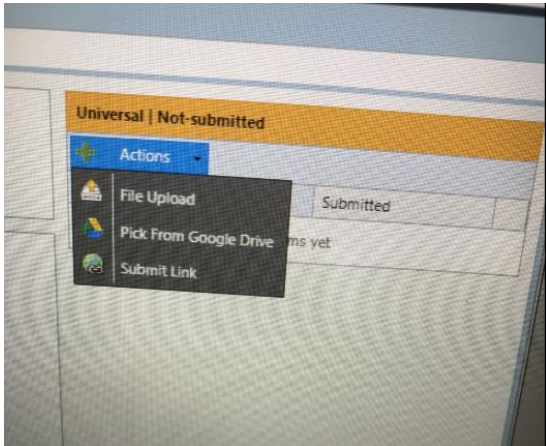2. Click the **pencil** along the top left hand side bar

3. Select the **learning tasks** tab
4. Look through the list and find which subject/assessment you need to submit
5. **Select the assessment** (click it)
6. On the right-hand side, there is a **green plus button** which looks like this:

7. **Click the green 'plus' button –** now you will see this

8. **Click 'file upload'**
   Note: If your assessment is a **SWAY**, or some **other online task**, you will need to submit a link. See **troubleshooting** to view how to get sharable links.
9. **Click 'browse'** – You are now going to browse your computer for your document
10. You need to **remember where you have saved the document** you wish to upload. Most documents you will need will be in your 'OneDrive'. **Your OneDrive is in your documents, and looks like this**:
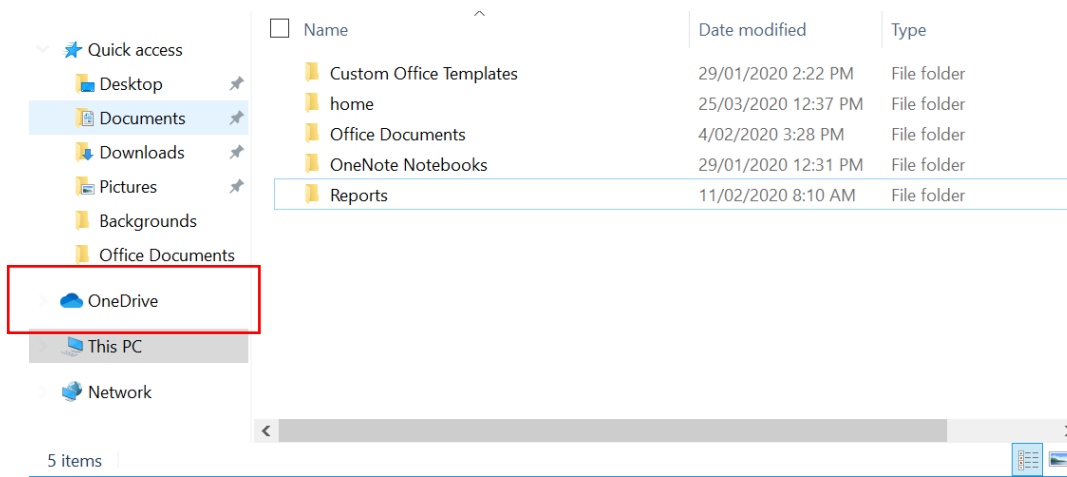
11.   **Click the folder which contains your document**.

12.   **Click the document and upload/open it**.

13.   **Check your upload was processed correctly**:

The file name should now appear on the right-hand side of the page, underneath the green plus button.

**If you get to step 11 and can't see your file anywhere:**

If you can't see your document here, or anywhere in your documents, you need to re-save the file. One way to re-save:

1. Open he document you worked on through 'Word' or 'PowerPoint'
2. When you open the app, you should see something like this, which shows your 'recent' document which have been worked on
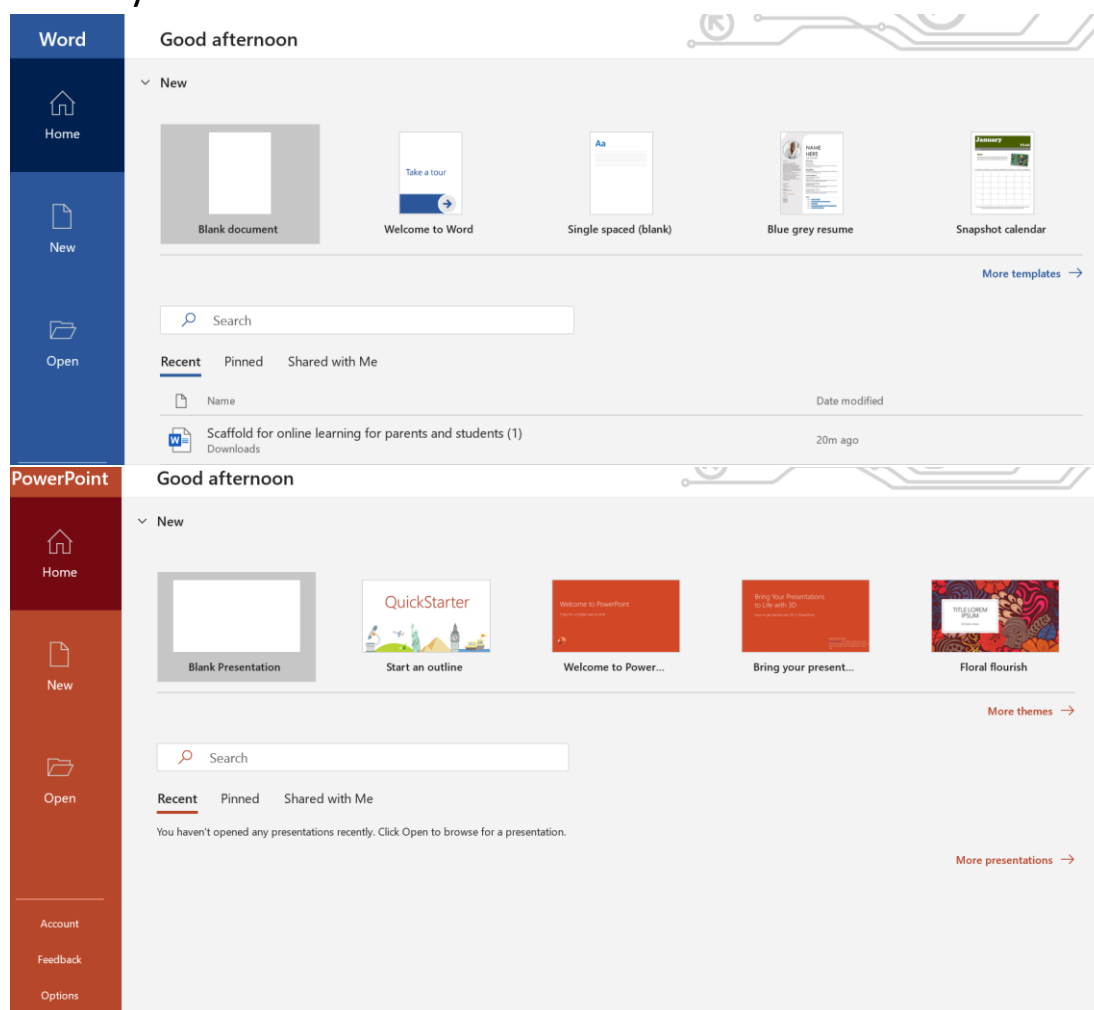
As you can see, this person has no recent documents for PowerPoint. However, the person who is using word has a 'recent' file which is a copy of this 'scaffold for online learning' document.

3. **Find the document you are looking for**. For example, this user would **open this document by clicking it**
4. **Click 'file'** (up the top)
5. **Click 'Save as'** (down the left-hand side). You page should now look like this:
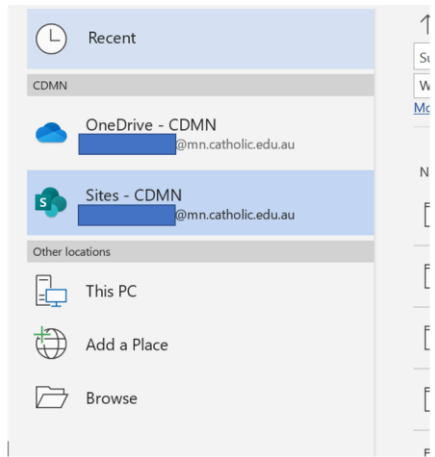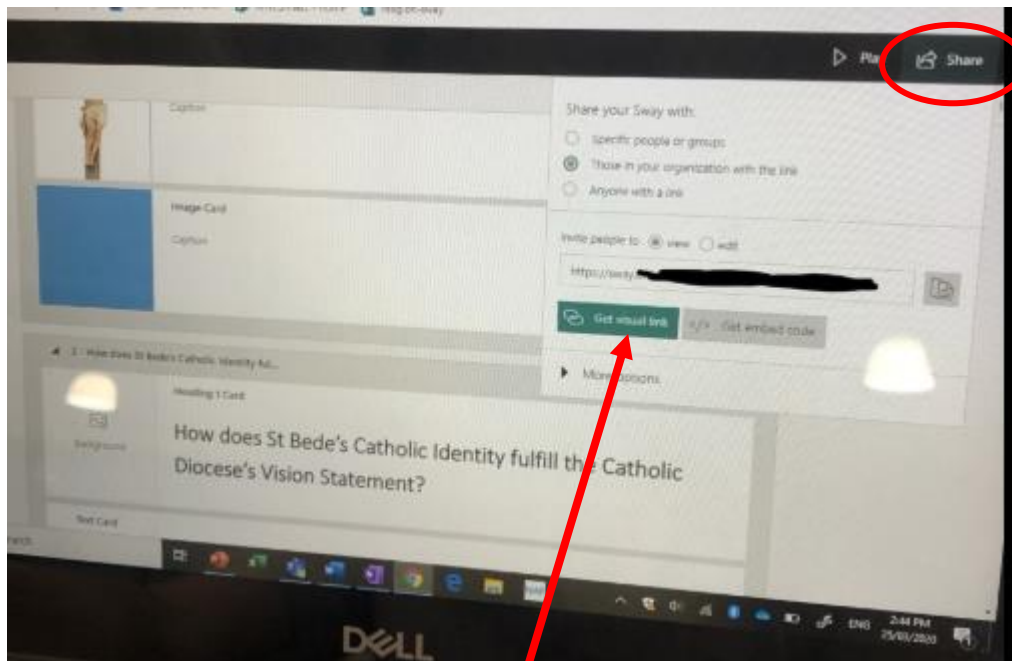
6. **Click 'browse'**
7. **Save it into your OneDrive → 2020 → subject folder**
8. **TAKE 2** – open the Compass learning task and browse again. Remember to look in your OneDrive this time

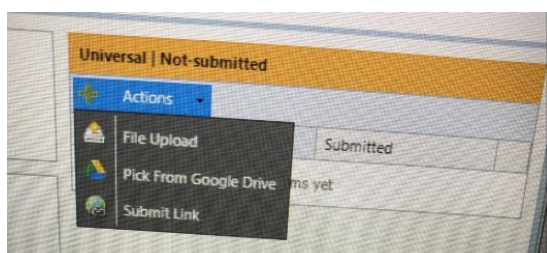**If you need to submit a link for an online task – E.g. for a ==SWAY==**

1. **Open your SWAY or online task**
2. **Click 'share'** in the far-right corner

3. **Get, and copy the sharable link**
4. **Paste the link** in the **'submit link'** part of Compass

If your file wont upload to compass – Some solutions:

1. **Close the Compass window** down and try again.
2. **Ensure you don't have the file you are trying to upload opened** in word or PowerPoint. Compass will not let you upload a document which is already opened in your task bar. **Close all documents** and try again.
3. **Ensure the internet is properly connected** and try again.
4. **Shut down your whole computer** and try again.
5. **Email the task** to you teacher OR contact them via teams