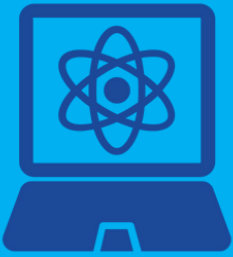


# Ark Globe Online



## Getting Ready for Online Learning

There are a few key things you need to be able to do to make the most of online learning.

- A. Accessing the VLE**
- B. Using Email**
- C. Using Teams**
- D. Navigating the website**

It goes without saying that you need your username and password to access the VLE, Email and Teams.

# HERE'S HOW:

### A. Accessing the VLE

**1. Go on to the school website:**  
arkglobe.org

**2. At the top of the page it says 'Student VLE.'**  
Click on this.

**3. Enter your username and password.**

**4. You are now on the VLE.**  
Click on Learning Resources and your subjects and teachers appear.

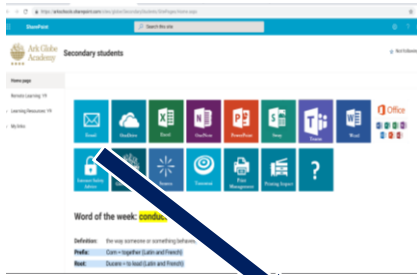
### 5. Accessing resources

If you click on a subject (try Science). Folders will appear. If you click on lessons you will be able to access the resources (PowerPoints and worksheets) for lessons being taught.

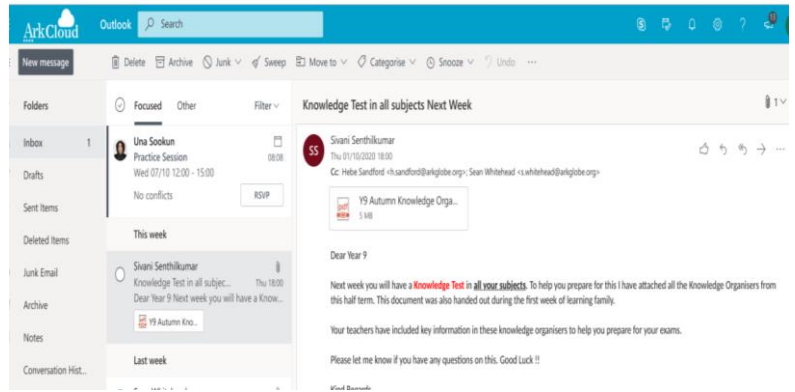
The screenshots show the following steps:

- The school website (arkglobe.org) with a red arrow pointing to the 'Student VLE' link in the top navigation bar.
- A Microsoft sign-in page where a red arrow points to the 'Sign in' button.
- A Microsoft 'Enter password' page where a red arrow points to the password input field.
- The VLE dashboard showing 'Home page' with 'Remote Learning: Y9' and 'Learning Resources: Y9' highlighted by a red arrow.
- The 'Curriculum' page for 'Science - Combined: Year 9' showing a grid of teachers and their subjects.
- The 'Lessons' page for 'Year 09' showing a list of folders for each week, with a red arrow pointing to the 'C3.1.2 Atoms' folder.
- The 'C3.1.2 Atoms' folder containing various resources like 'C3.1.2 Atoms Worksheet.docx' and 'C3.1.2 Atoms.pptx', with a red arrow pointing to one of the files.

## B. Using Email

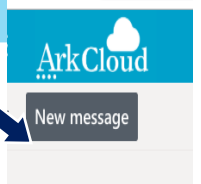


1. Log on to the VLE through the school website.

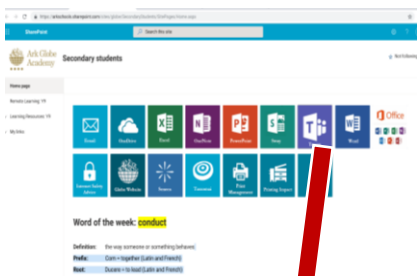


2. When you click on the email icon, your email will come up.

You can write emails by clicking on 'new message'. Remember to keep any communication professional. This is not your personal email but a school email.



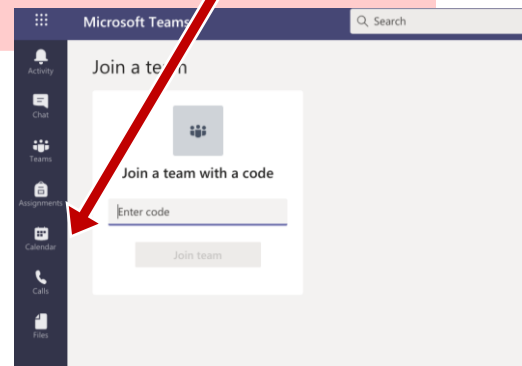
## C. Using Teams



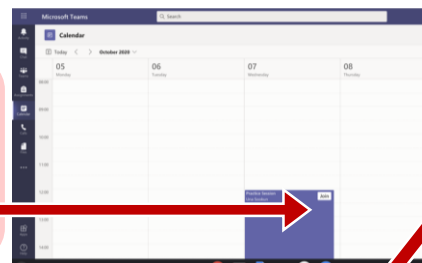
1. Log on to the VLE through the school website.



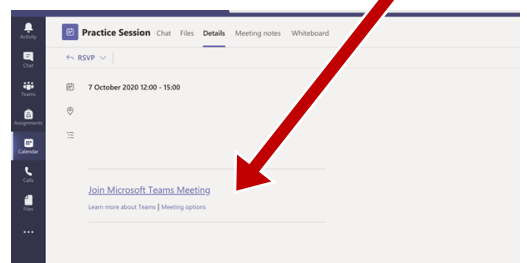
2. Click on the Teams icon and look at the side bar. If you click on calendar you will be able to see where lessons have been scheduled.



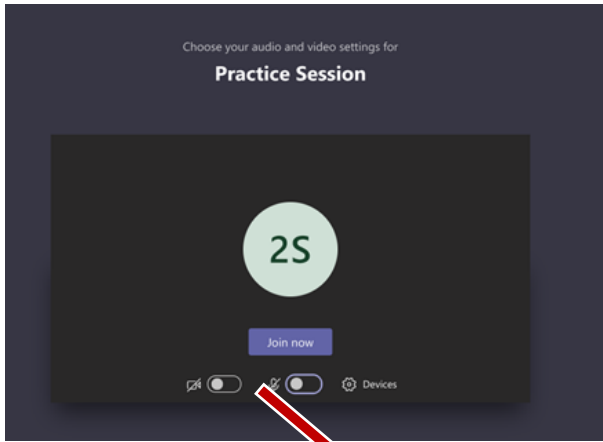
3. To join a lesson, click on the lesson scheduled in your calendar. If the lesson has started it will say join on your calendar. If it hasn't it will take you to another screen where you can click on join.



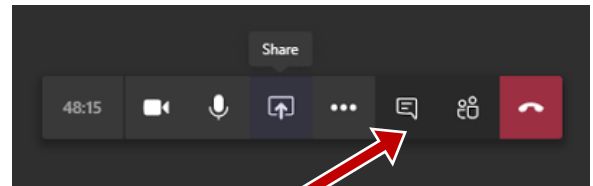
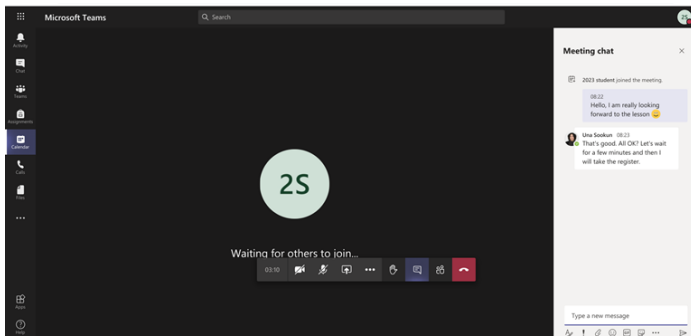
OR



**4. Make sure you are on mute and your camera is off.**

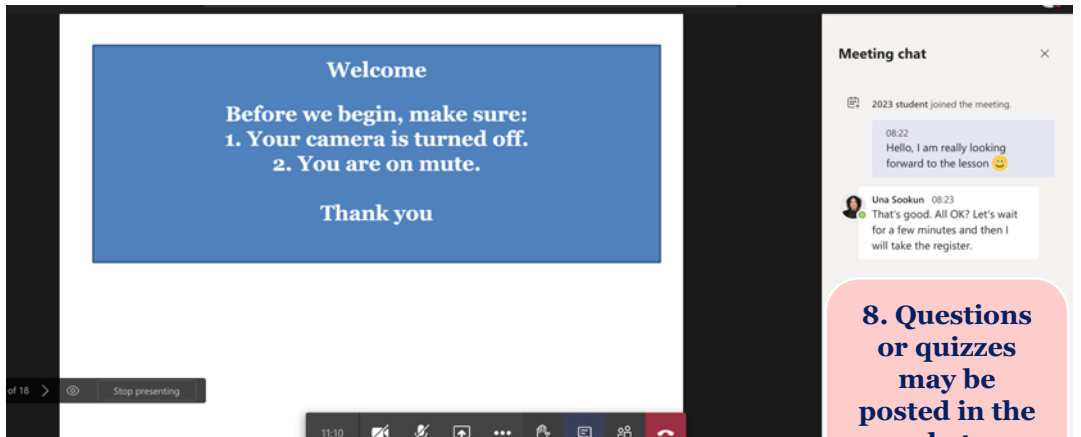


**5. Your teacher will be told you want to come into the lesson and they will let you in. Remember to keep your camera off and be on mute (unless told otherwise)**



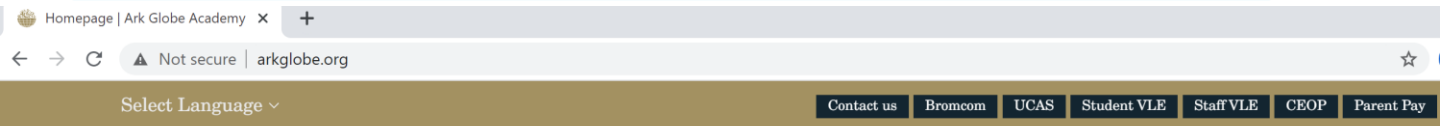
**6. You can use the chat function if you want to ask anything.**

**7. Your teacher will upload the lesson on the screen and teach you as normal.**



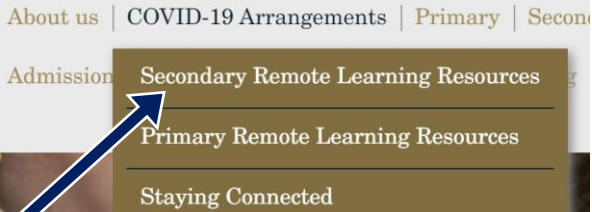
**8. Questions or quizzes may be posted in the chat.**

**D. Navigating the Website.** If we go into lockdown you can access work packs from the website.

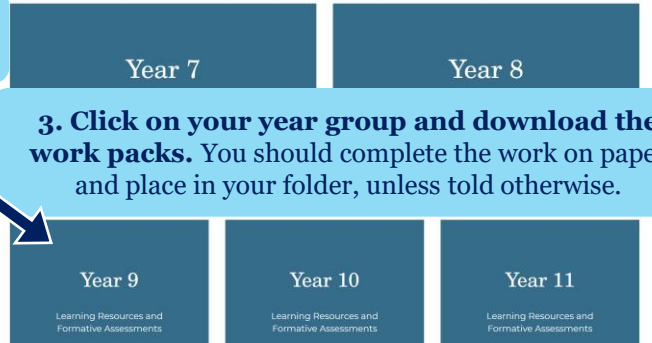


About us | COVID-19 Arrangements | Primary | Secondary | Sixth form | School life | Admissions | Our policies | Work for us | Fundraising

**1. Click on COVID-19 Arrangements**



**2. Click on Secondary Remote Learning Resources**



**3. Click on your year group and download the work packs.** You should complete the work on paper and place in your folder, unless told otherwise.

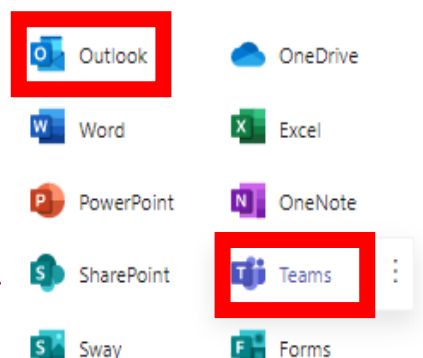
**The 'Waffle'**

When you log onto the VLE, you will see 9 dots in the corner. This is the 'app launcher', sometimes called the 'waffle.' If you click on it, it brings up all the applications you may want to use.



Office 365 →

**Apps**



Remote Learning: Y7