

THE SACRED HEART LANGUAGE COLLEGE
TRANSITION NEWS





Welcome

Welcome to the November Transition Newsletter. This issue will include:

- A message from Mrs. Flynn & Ms. Aggarwal who are the Directors of Study for Year 7.
- Further Advice on our ICT systems



A message from Mrs. Flynn & Ms. Aggarwal

Our first term at The Sacred Heart Language College is almost complete!

We have been very impressed with how well you have settled into Year 7. Many teachers have commented on your positive conduct and attitude to learning; which makes us immensely proud to be your Directors of Studies.

Here are just some of your successes:

- You have received your Sacred Heart badges; it was a real pleasure listening to each form's verse of our school hymn 'Called by Christ'.
- Fresher's Week was extremely successful – teachers were really pleased with how many of you took part.
- After school clubs are beginning to run weekly and are extremely popular.
- Fantastic Summer Reading Challenge entries- certificates to be distributed later in the term.
- Winners of the new beginnings' photography competition will be announced in assembly shortly. I'm not sure how we will choose, there are some superb pieces of work!
- All forms will have celebrated their class Masses now and elected their form chaplain, pupil voice and eco representatives.
- It has been a real privilege watching year 7 rise to the challenge and hone leaderships skills.
- We look forward to seeing you singing by candlelight on **Wednesday 20th December**; it is such a lovely evening!

Remember - keep the RIGHT mindset and you will BE AWESOME!



Further Advice on our ICT systems

There are two main ICT systems pupils use to support their learning.

satchel:one

(formally know as Show my Homework)

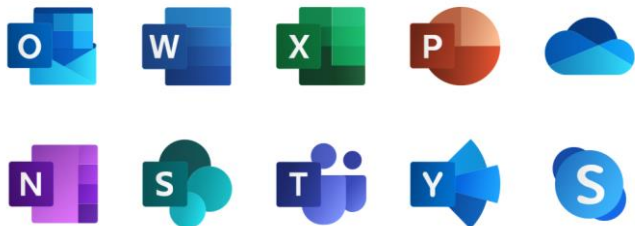


What advice will be covered in this newsletter?

1. **Key areas on the website for pupils-** noticeboard, calendar and communication with teachers.
2. **Troubleshooting-** the solutions for the common issues/problems faced by pupils.

Microsoft Office 365

(SharePoint, Teams, One Drive, Outlook)



1. **How to access** SharePoint through the school website?
2. How to **upload documents** to One Drive?
3. How to access your **school email**?
4. How to access **Teams**?



satchel:one (SMHW)

1. Key areas on the website for pupils

Noticeboard

Notice Board

September 2019 [Previous] [Next] This month

● Announcement ● Event

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28

Calendar

satchel:one Lucy Account settings

To-do list

Calendar

My calendar School calendar

Select a year Select a type Select a subject Select a teacher

26 Aug - 1 Sep [Previous] [Next] Today

■ Homework ■ Spelling Test ■ Quiz ■ Differentiated ■ Class Test

Monday 26th Aug	Tuesday 27th Aug	Wednesday 28th Aug	Thursday 29th Aug	Friday 30th Aug
2019 Summer Homework (KS1/KS2 Additional Exercise) (KS1 & KS2)	2019 Summer Homework (KS1/KS2 Additional Exercise) (KS1 & KS2)	2019 Summer Homework (KS1/KS2 Additional Exercise) (KS1 & KS2)	2019 Summer Homework (KS1/KS2 Additional Exercise) (KS1 & KS2)	2019 Summer Homework (KS1/KS2 Additional Exercise) (KS1 & KS2)
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The noticeboard feature is where teachers may post general announcements or events to a particular class or year group.

The Directors of Study will post here to convey a message to the whole year group.

It is important that pupils regularly check this part of the website.

The calendar feature is the best way to view your homework.

It gives you an overall picture of all the tasks that have been set as well as the due dates.

This will help pupils organise their time so that you are not doing your homework the night before.



satchel:one (SMHW)

1. Key areas on the website for pupils

Managing homework tasks

The screenshot shows the 'To-do list' page in Satchel One. It features a search bar at the top with the text 'Filter list by using key words in the search box'. Below the search bar, there are three sections of homework tasks, each with a date and a title:

- Monday 25 July:** Mice of Men. Description: 'I have set a piece of work for you to complete based on the ... Homework for group Eng1-Ch - English - Mr. I. Mehmed'. A red box highlights the date '25'.
- Friday 04 August:** Henry VIII. Description: 'test for rainfall attachment in app Homework for group German 6 - History - Ms. R. Muhoza'. A red box highlights the date '04'.
- Thursday 10 August:** Jane Austen Quiz. Description: 'Please take the following quiz about Pride and Prejudice. Quiz for group German 6 - English - Ms. R. Muhoza'. A red box highlights the date '10'.

Navigation buttons for 'This week' and 'Next week' are visible between the task sections.

The To-do list is an organisational tool to help pupils keep on top of your deadlines. Any homework assigned by teachers will appear on the To-do list.

Communicating with teachers

The screenshot shows the communication interface for a homework task titled 'Jealousy in Shakespeare's Othello'. It includes a 'Description' tab, a 'Results' tab, and a 'Submit' tab. The 'Results' tab is active, showing a comment box with the text 'Enter your comment below' and a character count of '0 / 1000'. A teacher's profile picture is visible next to the comment box.

Below the comment box, there is a message from the teacher: 'Have you turned in your homework yet? Once you do, your teacher will share feedback for you here.'

On the right side, there is a 'Details' panel for the assignment. It shows the title 'Jealousy in Shakespeare's Othello', the subject 'English - 8D', and the teacher 'Miss Chapple'. It also displays the due date 'Due on Sat 28 Sep' and the status 'Status: Not submitted'. A message from the teacher is visible in the 'Activity' section: 'Friday Home! I'm not sure how to answer question 4. 12:25 pm'.

The Comments feature allows students to communicate with teachers through Satchel One. Teachers will be able to see the comments pupils leave for them and your teacher will be able to leave comments.



satchel:one (SMHW)

2.Troubleshooting

Here are some solutions to the common issues faced by pupils and parents when using the satchel:one website.

Why do I keep being logged out of my account?

Why can I not tick off tasks from my 'To Do List' ?

Why can I see some tasks on the website but not on the app?

Are you typing in your email address / password correctly?

Pupils need to ensure that they are logged on using their own details rather than their parents as what pupils can view is different.

The mobile app shows fewer tasks than the website does. This is because the app is intended to be a compact version of the website. If you're unable to find a task on the app, please check your *Calendar*.

If your parent helped set up your account, are you using their email address?

The *'To Do List'* feature is only enabled on the pupil account.

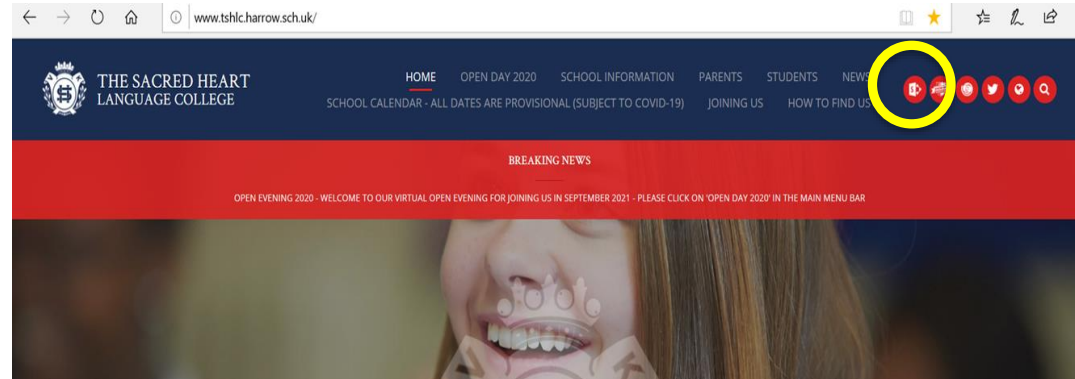
Did you set up your account on the website or mobile app? Please ensure you log on via a computer asap.



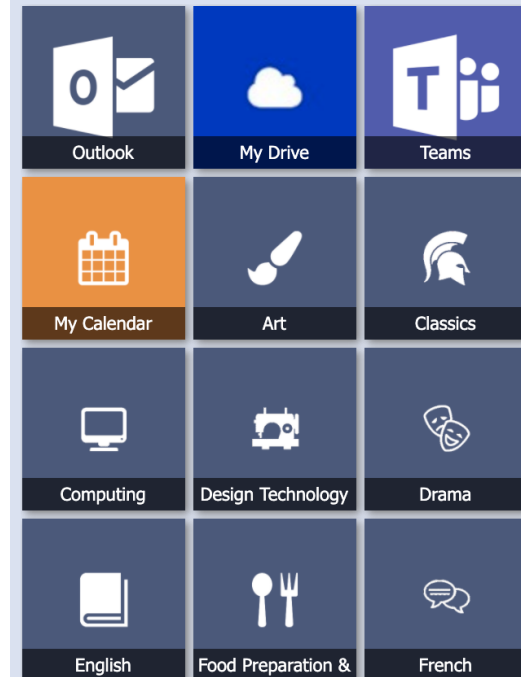
Microsoft Office 365

1. How to access SharePoint?

- SharePoint is the online platform used by the school (See screenshot to the right) This can be accessed via the school website using your email address.
- In the student learning resources section you will see folders for each department containing a range of learning resources.
- Teachers may ask you to access this for a particular homework.



Student Learning Resources

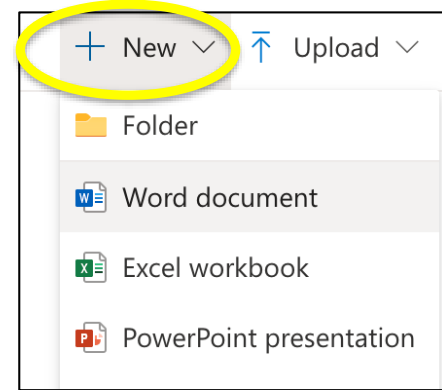




Microsoft Office 365

2. How to upload documents to One Drive

- You will use OneDrive to upload your evidence once you have completed an aspect of the Year 7 Enhanced Learning Curriculum.
- You can access OneDrive by clicking the 'My Drive' icon which can be found in the Student Learning Resources on SharePoint.
- To upload evidence (photos etc) click the 'New' button and then select either a Word document or a Folder to keep/store your Year 7 evidence.
- Remember to name that piece of evidence 'REvidence'

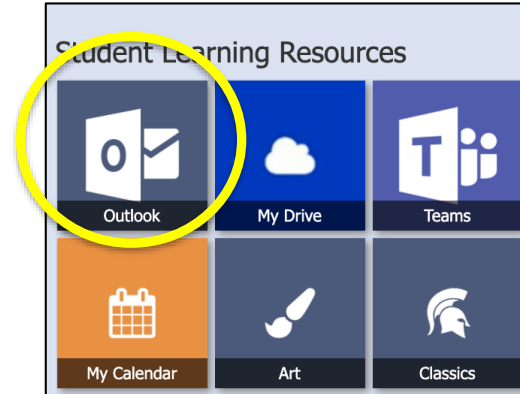




Microsoft Office 365

3. How to access your school email?

- To access your school emails you need to click the 'Outlook' which can be found in the Student Learning Resources on SharePoint.
- To log in pupils need to use their your school username plus @tshlc.harrow.sch.uk and your school password.



23ASmith @tshlc.harrow.sch.uk

Year you started the school **1st** letter of your first name Surname

E.G.

Year 7- **23ASmith @tshlc.harrow.sch.uk**

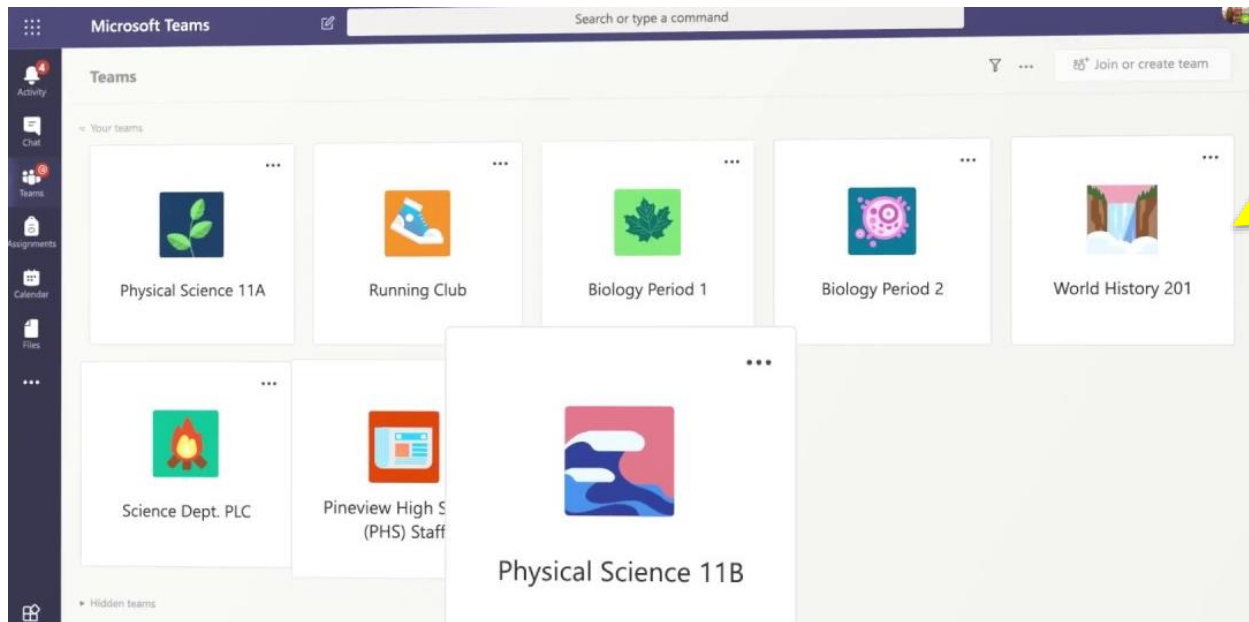
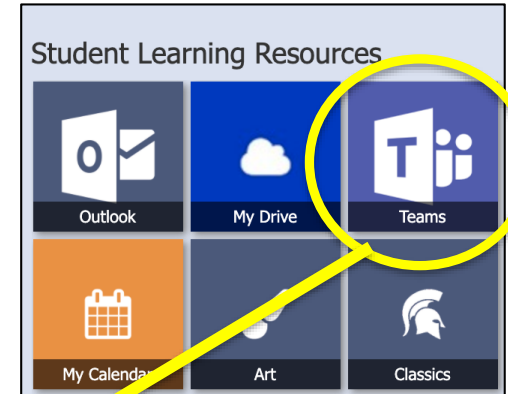
Year 8 - **22ASmith @tshlc.harrow.sch.uk**



Microsoft Office 365

4. How to access Teams

- To access your class teams you need to click the 'Teams' which can be found in the Student Learning Resources on SharePoint.



Please see the 'Teams' home screen page.

You will have a team for all of your classes.

E.G. Mrs Flynn RE 7T

Use the link below for more information and tutorial videos on how pupils can use teams.
<https://sacredheartlanguagecol.sharepoint.com/sites/StudentsImpInfo/SitePages/Using-Microsoft-Teams.aspx>
(This can also be found under the important information icon in the Student Learning Resources on SharePoint)



Additional support

Satchel:one

How to use the student calendar?

<https://help.satchelone.com/en/articles/2911891-student-calendar>

How to access the noticeboard?

<https://help.satchelone.com/en/articles/2911951-announcements-events>

How to communicate with teachers?

<https://help.satchelone.com/en/articles/2911863-leaving-comments-for-your-teachers>

Microsoft Office 365

How to use Microsoft Teams?

<https://sacredheartlanguagecol.sharepoint.com/sites/StudentsImpInfo/SitePages/Using-Microsoft-Teams.aspx>



Supporting your daughter what can we do?

Continue to visit our website - www.tshlc.harrow.sch.uk. We will continue our Transition Newsletter in Autumn term which can be found in [Induction for New Students](#) section with other information.



Follow

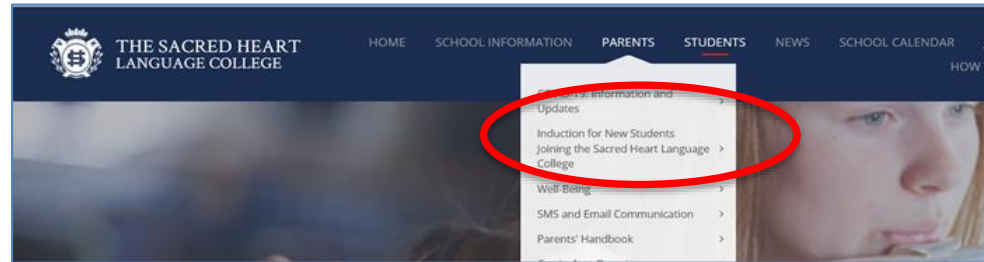
Sacred Heart, Harrow

@TSHLC

Welcome to The Sacred Heart Language College, Harrow, London.

📍 Harrow, London tshlc.harrow.sch.uk 📅 Joined November 2013

Like and follow #tshlc on twitter and have a look at some of the activities the students have been involved with over the year.



You will have received log in details for show my Homework, which is now know as Satchel One.
Log in so you can begin to see how it works.



Thank You

Thank you for taking the time to read our
Transition newsletter.

We hope you have found the advice useful.