Bradon Forest School

All things Computing

User Guide
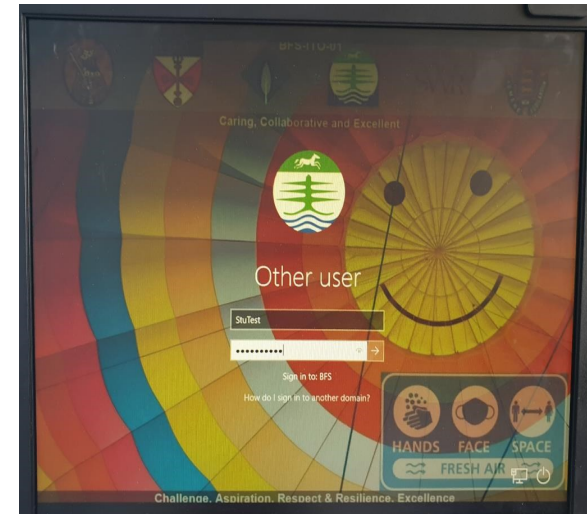
2022—2023

Stick your computing
details sticker
here

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Logging on to the computers in school for the first time

You will use your username which will be in this format (the 4 lines will be replaced with 4 numbers unique to you):

BFS220_ _ _ _

You will also need a password which is originally set in this format as your date of birth:

_ _ / _ _ / _ _ _ _

Changing your password at first log on

Because people may know your date of birth (which your password is originally set as) the computer will prompt you to change it straight away.
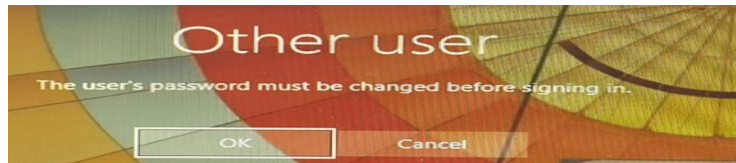
To do this you will need to enter your existing password of your date of birth and then think of a new password which is a minimum of 8 characters and MUST NOT use the £ symbol. You will need to enter this new password in twice to confirm it!

Make sure it is something you will remember as you may not be on the computing carousel first so it may be a little while until you log onto a computer in school.
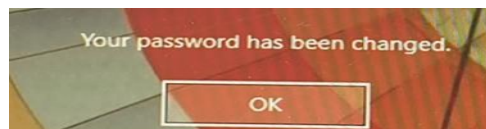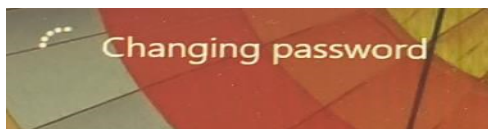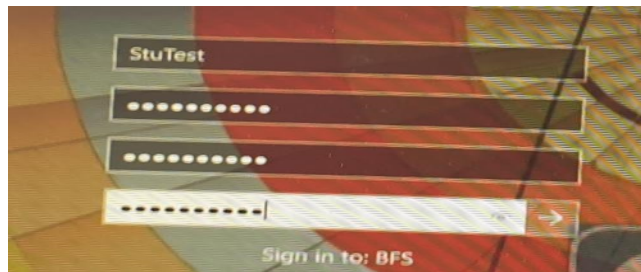
Microsoft Teams in School

Each time you log on Microsoft Teams will load in the background. At this first log in however you will need to confirm your sign in details.

Teams when it loads, should already have your BFS email address in the log on box and if it does then click the purple sign in box.

If for some reason Teams does not have your log in details stored, then please type in your BFS email address which is your username followed by @bradonforest.wilts.sch.uk

E.G BFS2201234@bradonforest.wilts.sch.uk

You will see once you are logged in that you belong to many "Teams" and these are basically a team for each class you are in. Not all subjects use Teams but those that do will teach you how to use it in their lessons.
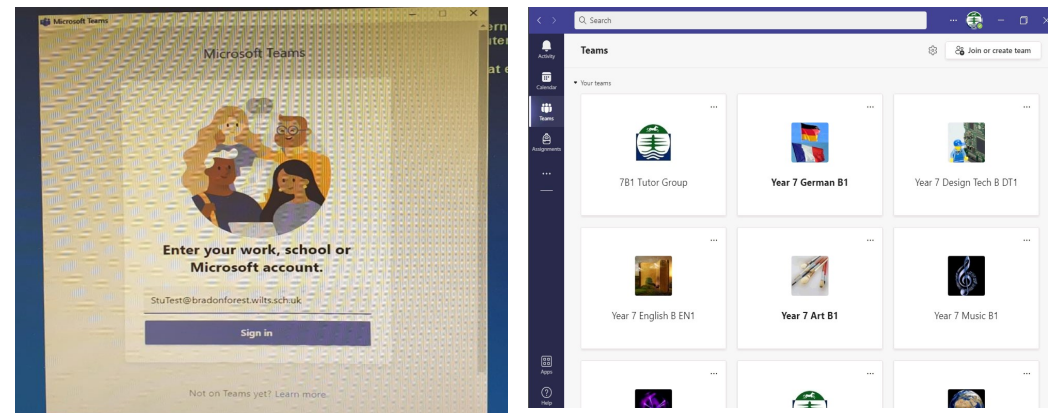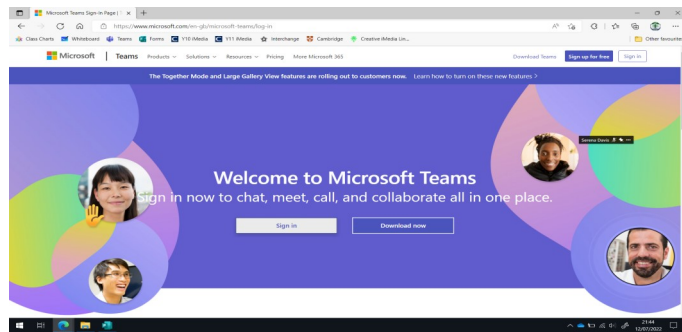
Accessing Microsoft Teams from home

To access Microsoft Teams from home simply carry out a Google search for "Microsoft Teams log in" and select the result for "Microsoft Teams Sign–In Page"

https://www.microsoft.com/en-gb/microsoft-teams/log-in
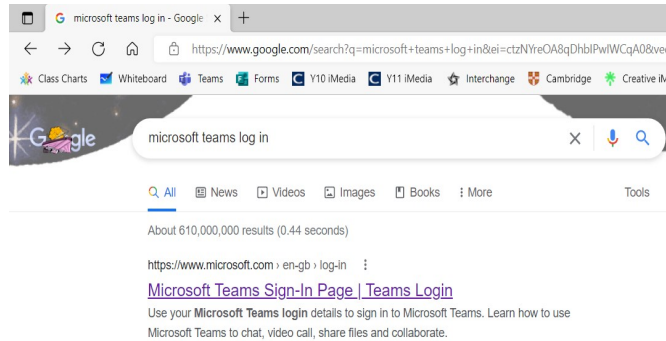
Select the "Sign in" button and enter your sign in details of your school email address and school password.

You will then be logged in to the web based version of Teams and can view all your Teams, assignments and Team's files here.
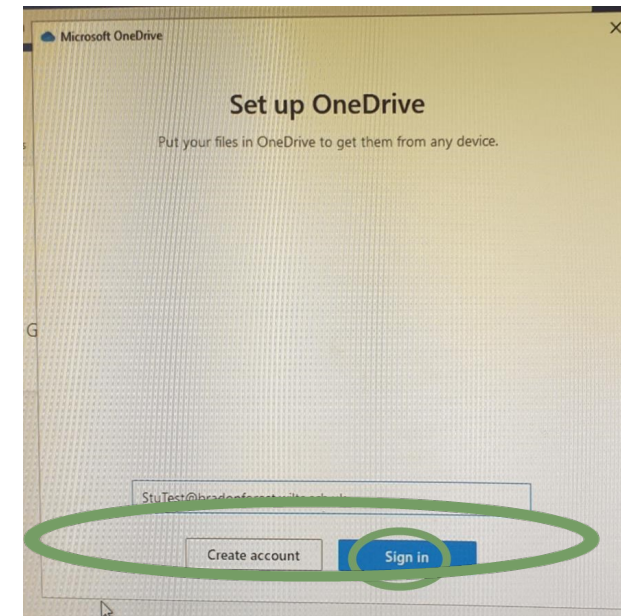
Accessing OneDrive for the first time in School

All the work you do in school is saved in something called "OneDrive" this is basically your work area which only you have access to in order to save files and work in it.

Just like Teams, on your first log on OneDrive will automatically prompt you to log on too, to do this, simply enter your email address again E.G.
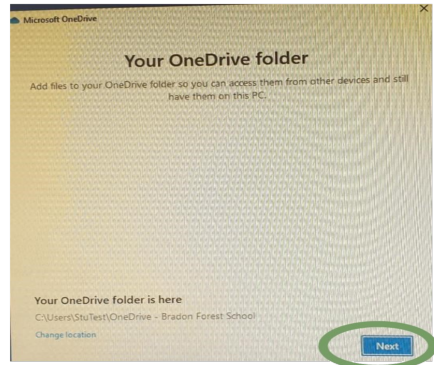
BFS2201234@bradonforest.wilts.sch.uk
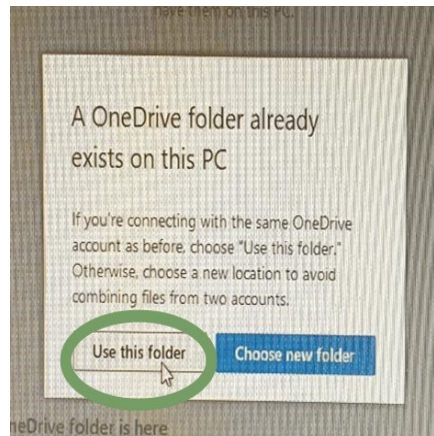
Then click "Sign in"

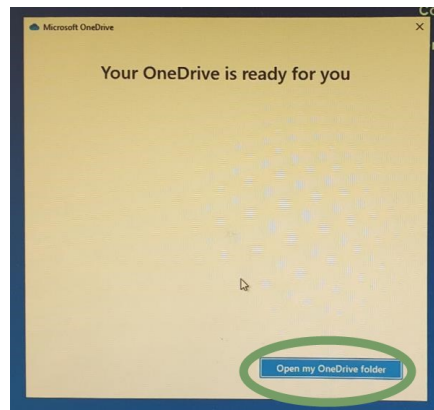# Accessing OneDrive for the first time in School

After you have selected to sign in you then need to:
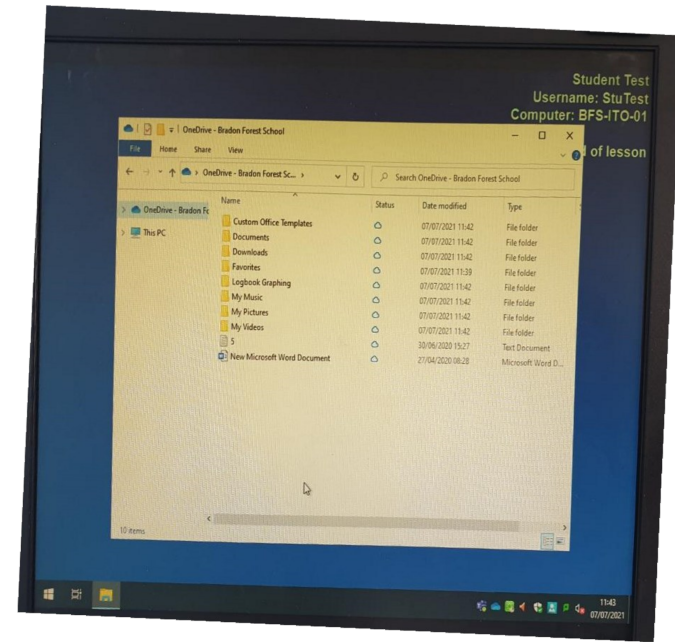

Click
"Next"

Select
"Use this folder"

Select
"Open my OneDrive Folder"

Using OneDrive in School

Your OneDrive Folder is your work area where you will save all your work in school as well as outside of school so you can later access it too.


If for any reason your OneDrive isn't working, make sure you check the tool bar down in the bottom right of the screen and check the blue cloud icon is there (If it has a grey line going through it then this means you are not logged in!
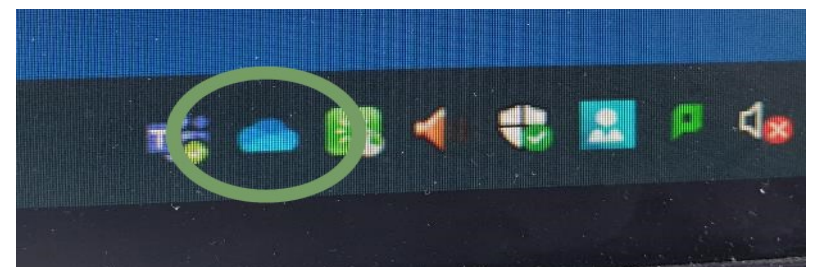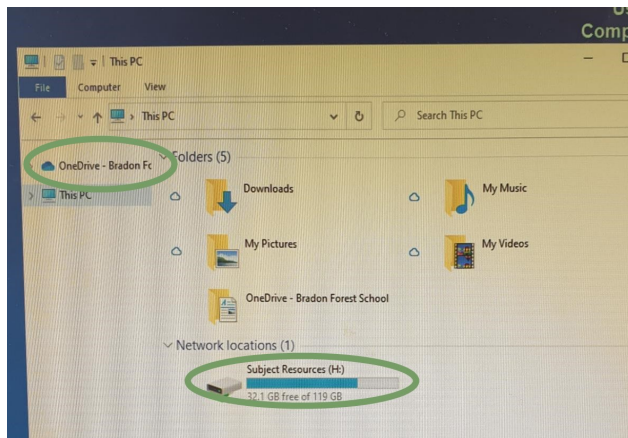
Using OneDrive in School

Each time you need to access files in your OneDrive from school you just need to select the "File Explorer" icon from the windows menu.
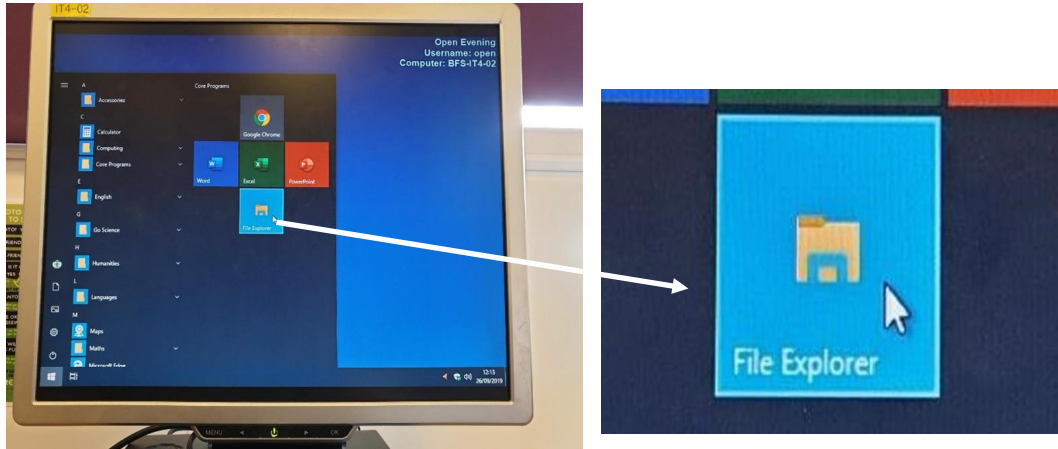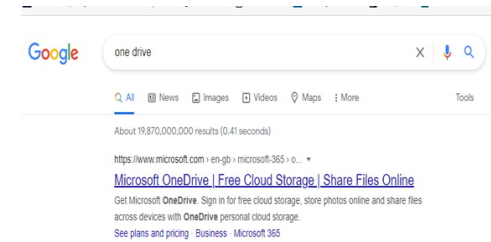

Once File Explorer opens you will have access to your OneDrive and the H Drive which is where subjects put resources for students to use.
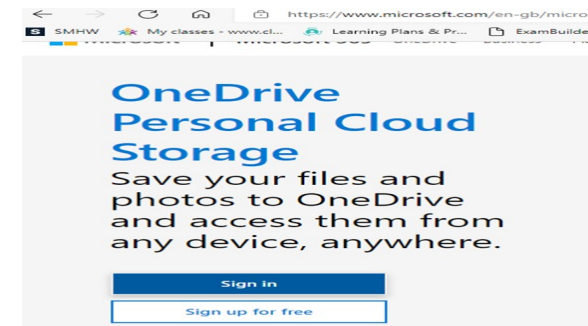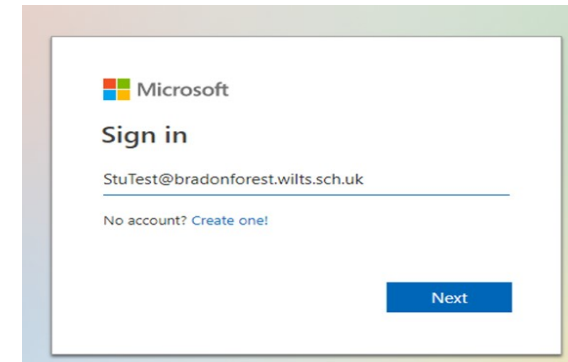

Accessing OneDrive from home

If you want to access your school documents from home then go to Google, type in OneDrive.

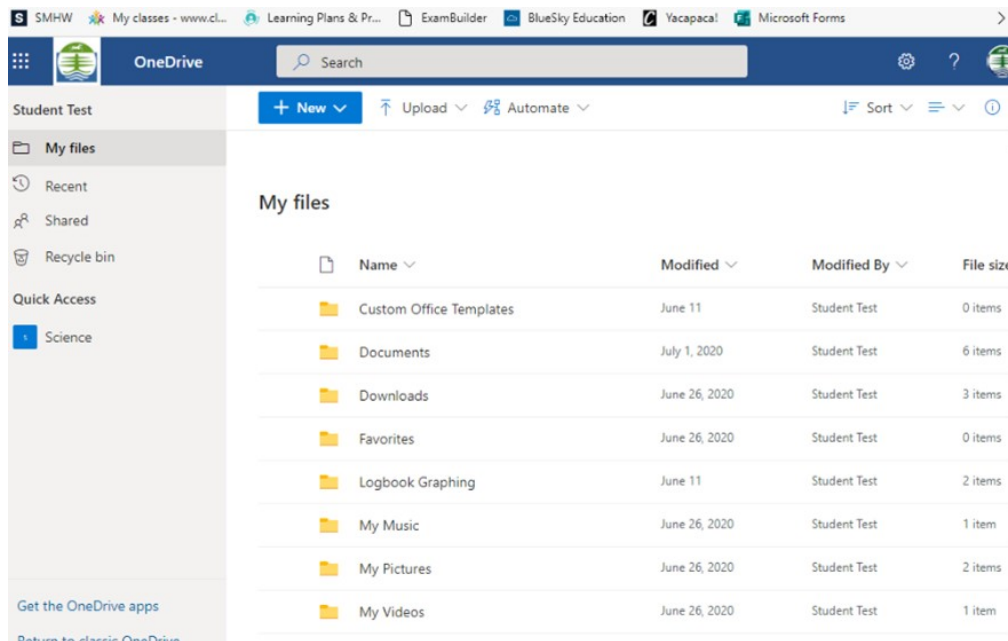Then load the OneDrive homepage and select the sign in button.

Enter your BFS email details and your password.

Accessing OneDrive from home

Once you are logged in you should see all the folders you see on the computer at school.

You can then open any documents here and carry on working on them or save documents you start at home too.


Accessing the H Drive in School

The H Drive is where all the subjects in school can save resources for you to access. All the subjects are listed alphabetically in the H Drive.
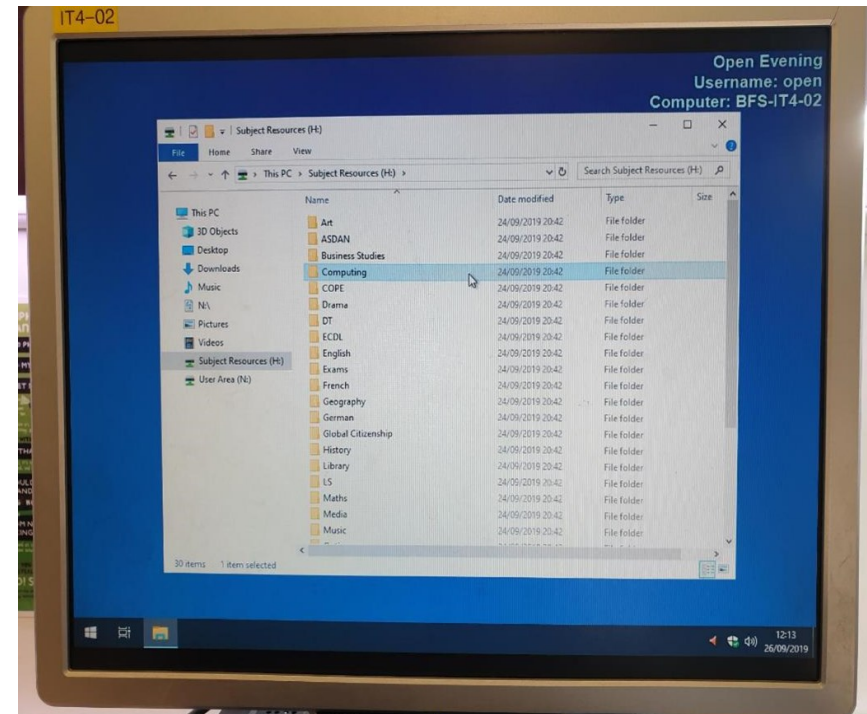

You can not edit documents in the H Drive so you will need to open them and then save them into your own OneDrive in order to be able to edit them.

Getting on the Internet

To access the internet you need to fist select the "Windows" icon and then the "Microsoft Edge" icon.
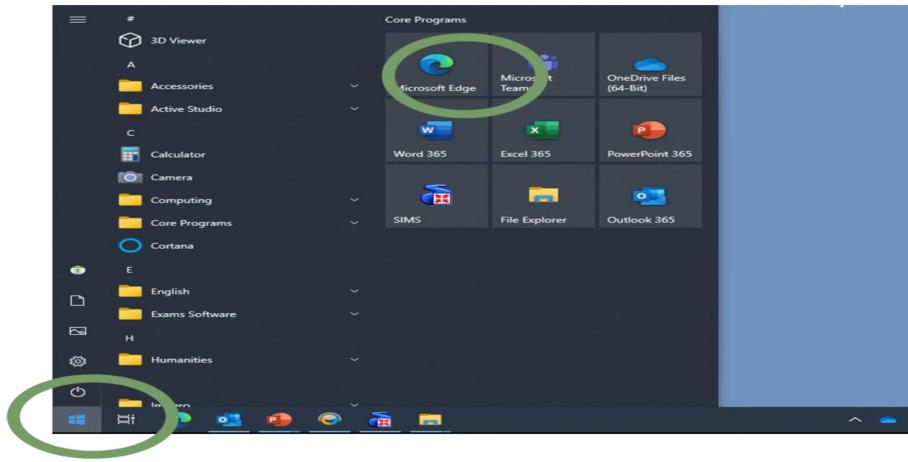

Once Microsoft Edge opens it will go to the school's Intranet page. You can type in the address bar at the top if you wish to browse the internet. You could type Google or just start typing for what you want to search for.

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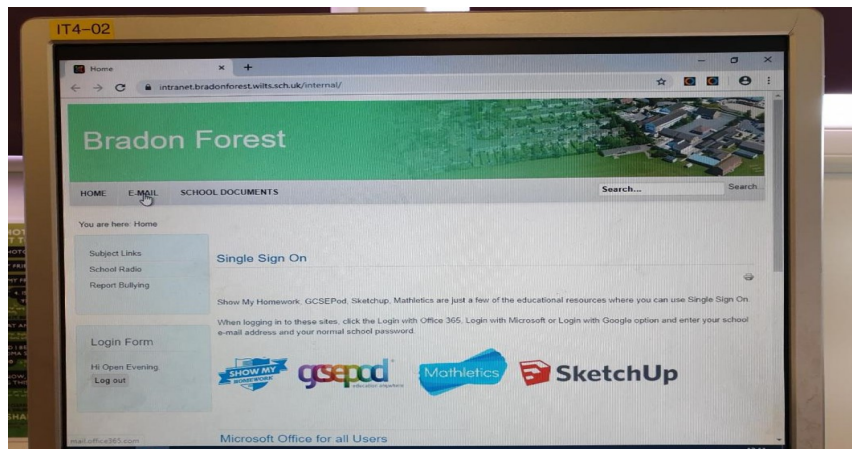
Logging in to your email

To access email while in school, you can access it from the intranet home page. To access email from home type Bradon Forest school Intranet into a Google search and then select email.
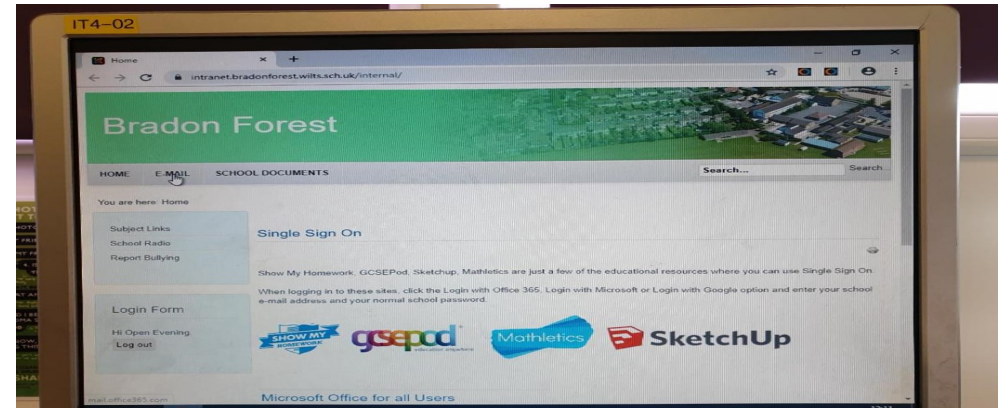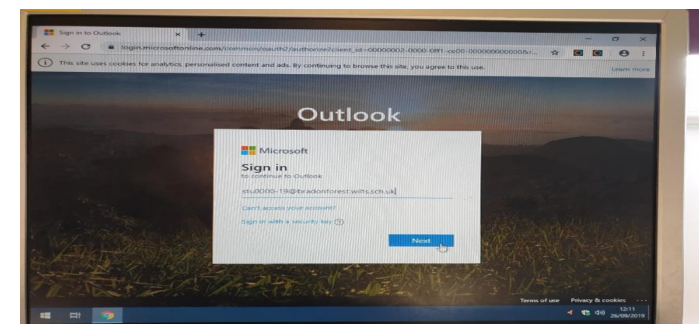

You use your BFS Username with the following after it:
@bradonforest.wilts.sch.uk

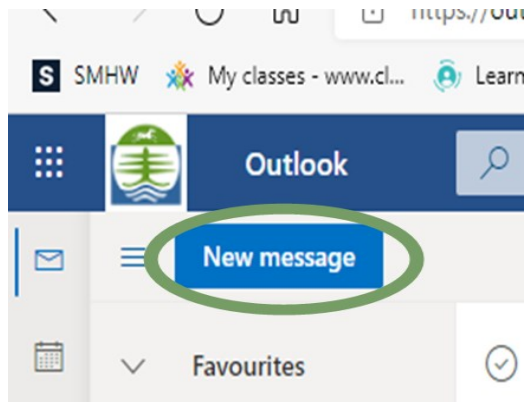E.G BFS2201234@bradonforest.wilts.sch.uk

Click "Next" , enter your password and then select "Log on"

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Sending an email

Once you have logged in to you email account you can send emails! Please be aware all emails are monitored so don't try sending horrible emails etc. To write a new email, click on the "New Message" button.
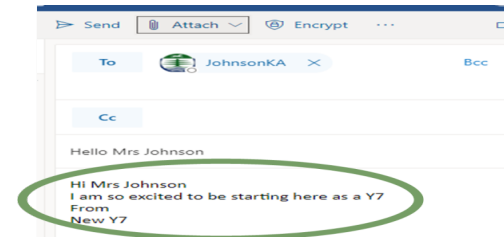

In the "To" box you can either write the person's email address or start typing the name of the person and it will check your address book for you.
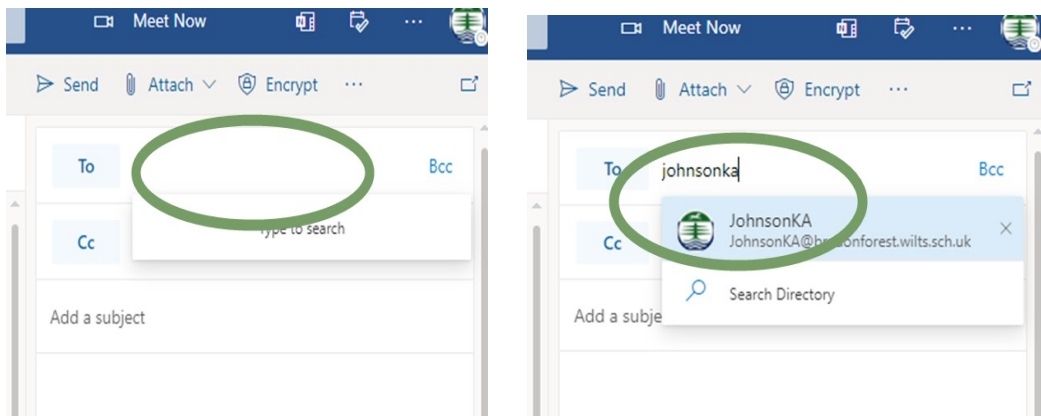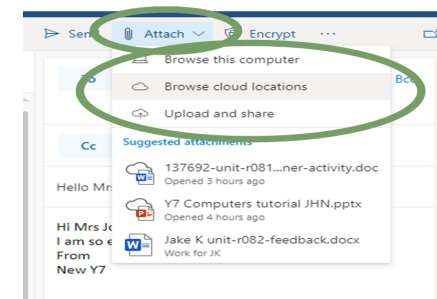
Sending an email

Once you have selected the person you are emailing, write a subject for the email and then type your message.

To attach a file to the email select the "Attach" button (has a picture of a paper clip with it) and then select where you want to find the file to attach (Could be the computer you are on or a cloud location like your OneDrive folder etc.)

If you select the file you will then see a little icon showing the file name and type.
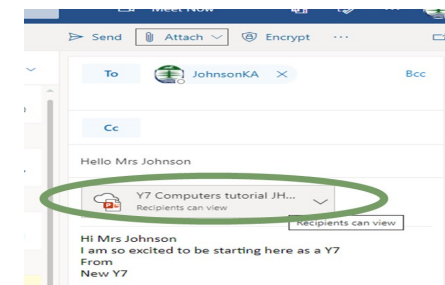
Using Class Charts for homework

To see homework set to you at Bradon , either visit the website or install the Class Charts App.

https://www.classcharts.com/student/login

Once you have logged in using your 'student code' (this will be given to you soon) you will see the Homework tab in your account. Selecting this tab will display a list of the homework tasks which you have been given.

To change the date range for displayed homework tasks, click on the orange Date button.

To display tasks in the order they were set, click on the Issue Date button

To display tasks in the order they are expected to be handed in, click on the Due date button.

To mark a homework task as completed, view the homework task of your choice in more detail and tick the Completed? checkbox.
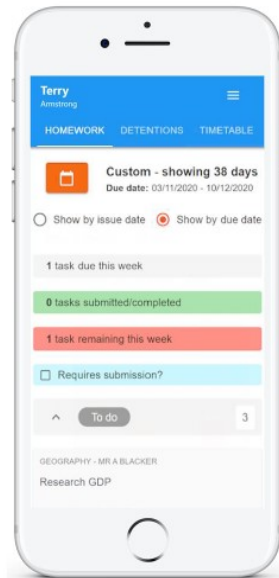
Using Class Charts for homework

To view a homework task in more detail, click on the expand icon in the bottom right hand corner of the homework tile. A popup will appear that contains the a description of the homework task, the estimated   completion time and any links or attachments that may have been included.
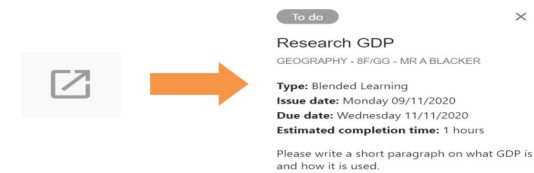
Keeping track of home work— As you are assigned homework tasks, you may want track of how you are progressing for the current week.

The three banners above the homework status categories count the number of homework tasks that are due this week, how many of those tasks you have completed and how many tasks you still need to complete.
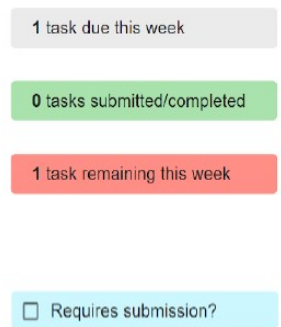
To only see homework tasks that require an attachment submission, tick the checkbox labelled "Requires submission?".