

Intended Learning



How to access Beehive, the VLE, email and OneDrive at home.

So we have access to the school's digital resources when not in school.

I will have used Beehive, the VLE, email and OneDrive to access work outside of school.

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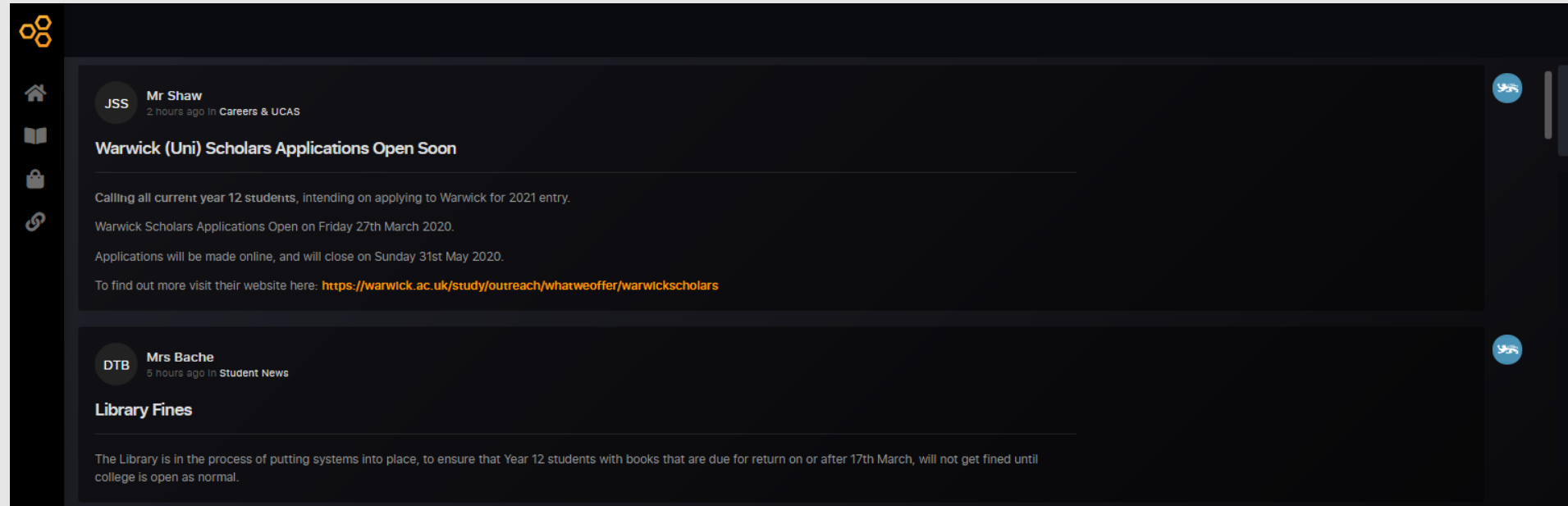
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Accessing Beehive

Navigate to <https://beehive.lionhearttrust.org.uk>
Log in with your school username and school password

Username: 2015HPotter

Email: 2015HPotter@beauchamp.org.uk



Accessing Beehive

Click on Planner
then
Click on Assignments

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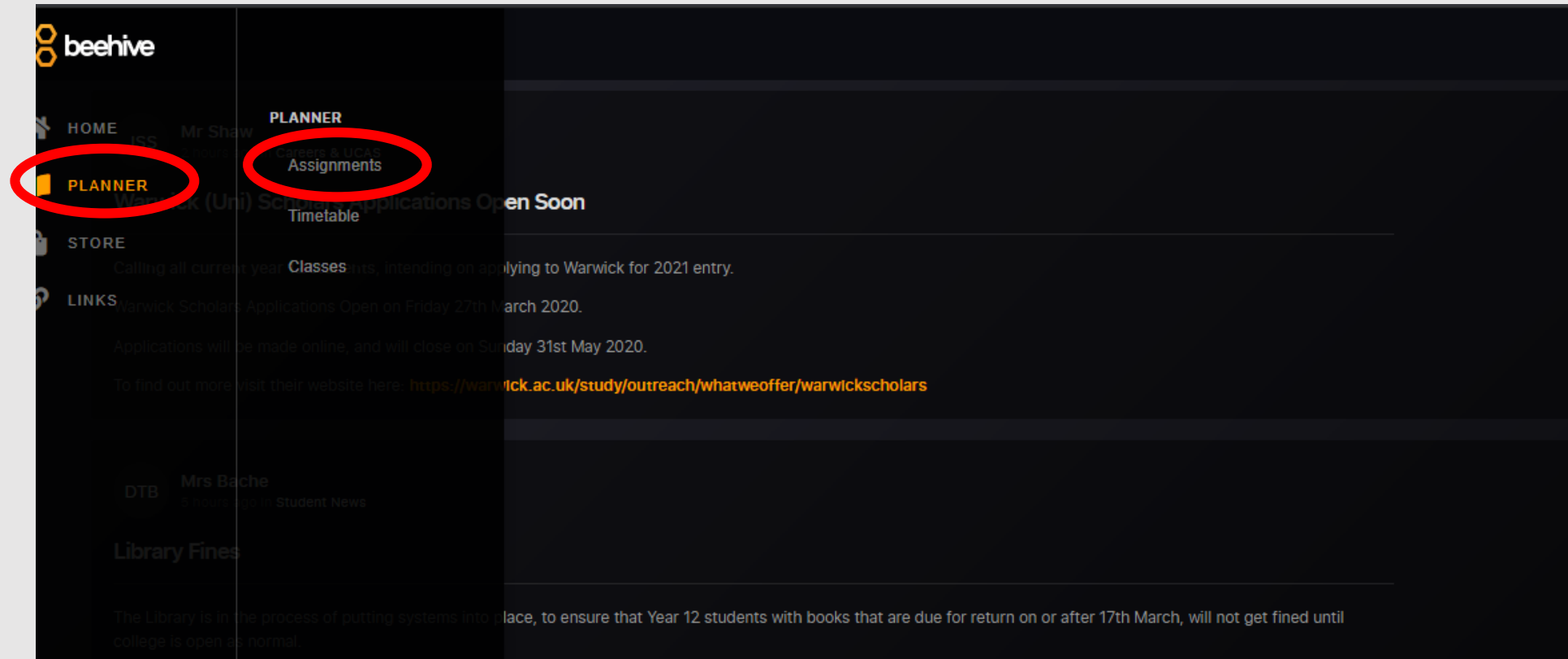
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Accessing Beehive

Click on a task on the left to load the information

The screenshot shows the 'Assignments' page in the Beehive system. A red circle highlights a specific task in the table. The table has columns for SUBJECT, ASSIGNMENT, SET ON, SET BY, DEADLINE, and COMPLETE. The highlighted task is for 'Science' with the assignment 'Knowledge Task 2 and 3 in Ecosystems homework booklet', set on 'Yesterday' by 'Mr Gibbs', with a deadline of 'Tuesday'.

SUBJECT	ASSIGNMENT	SET ON	SET BY	DEADLINE	COMPLETE
Religious Studies	Five things that I have found out about Humanism	Wed 27th Nov 2019	Mrs Carr	Thu 5th Nov	
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Science	Knowledge Task 2 and 3 in Ecosystems homework booklet	Yesterday	Mr Gibbs	Tuesday	
Mathematics	Year 8 Homework 7	Thu 12th Mar 2020	Miss Smith	Tomorrow	
Computer Science	Work for lesson on 20-03-2020	Today	Mr Davda	Tomorrow	
French	Homework for Monday 16.03.2020 -complete the worksheet house +furniture	Thu 12th Mar 2020	Mrs Moore	Mon 16th Mar	
Computer Science	Revise for test on computational thinking & data representation.	Fri 6th Mar 2020	Mr Davda	Thu 12th Mar	
French	Vocab Test on Monday 09.03.2020	Tue 3rd Mar 2020	Mrs Moore	Mon 9th Mar	
French	Vocab Test on Monday 09.03.2020	Thu 5th Mar 2020	Mrs Moore	Mon 9th Mar	
Mathematics	Geometry Progress Check	Fri 28th Feb 2020	Miss Smith	Thu 5th Mar	
Geography	Revision for end of topic on population	Fri 28th Feb 2020	Mr Reece	Thu 5th Mar	

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Accessing Beehive

Your task then shows on the right
You can click 'Mark Assignment Complete' when its done

The screenshot shows the 'Assignments' page in Beehive. It features a table with columns for SUBJECT, ASSIGNMENT, SET ON, SET BY, DEADLINE, and COMPLETE. The first three rows are for 'Religious Studies' assignments. A red circle highlights a green button labeled 'Mark Assignment Complete' in the right-hand pane, which is open to show details for the assignment 'Five things that I have found out about Humanism'.

SUBJECT	ASSIGNMENT	SET ON	SET BY	DEADLINE	COMPLETE
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Logging in to the VLE

- Navigate to <https://vle.lionhearttrust.org.uk> (or click the link within Beehive)
- Log in with your standard school username and password (Do not add @beauchamp.org.uk)

A screenshot of the Lionheart Academies Trust VLE login page. The page features the Lionheart Academies Trust logo at the top left. Below the logo is a navigation bar with "Home" and "Log in to the site". The main content area is titled "LOG IN" and contains two input fields: "USERNAME / EMAIL" with the text "thomas.fitzjohn" and "PASSWORD" with masked characters. Below the password field is a checkbox labeled "REMEMBER USERNAME" which is checked. A blue "LOG IN" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Forgotten your username or password?".

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Finding your subjects

- From Beehive, your tasks should link through to the pages you need on the VLE.
- If you get lost, click Dashboard and your subjects will be listed under 'my courses'

A screenshot of a VLE interface. At the top, a dark blue header bar contains the name 'THOMAS FITZJOHN' and a profile picture. Below this is the 'Lionheart Academies Trust' logo. A navigation menu includes a 'Dashboard' link with a house icon, which is circled in red. The main content area is titled 'MY COURSES' and lists 'GCSE COMPUTER SCIENCE' and 'STAFF - TRAINING', with an 'ALL COURSES ...' link below. A large red oval highlights the 'MY COURSES' section.

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Asking Questions

At the top of each course page will be a discussion forum for that subject.

This is where you ask questions
Click on 'Start a Discussion'

A screenshot of a web interface for Lionheart Academies Trust. The page title is 'Key Stage 3 English'. The main content area is titled 'GET IN TOUCH' and contains a list of items: 'Announcements', 'Start a Discussion', and 'Current Marks'. The 'Start a Discussion' item is circled in red. There are 'EDIT' buttons next to each item. A '+ ADD AN ACTIVITY OR RESOURCE' button is also visible. On the right side, there is a sidebar with 'MY COURSES' at the top, followed by 'KEY STAGE 3 ENGLISH' and 'NAVIGATION'. Below 'KEY STAGE 3 ENGLISH' is an icon of books and the text 'Activities & resources for Key Stage 3 English'.

Asking Questions

To start a new discussion click...
'Add a new discussion topic'

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A screenshot of the Lionheart Academies Trust forum page. The page header includes the school logo and 'MY COURSES' dropdown. A breadcrumb trail shows 'Dashboard / My courses / Key Stage 3 English / Get in Touch / Start a Discussion'. A search bar and 'SEARCH FORUMS' button are visible. The main content area has a 'START A DISCUSSION' heading and a blue button labeled 'ADD A NEW DISCUSSION TOPIC' which is circled in red. Below the button, it says '(There are no discussion topics yet in this forum)'. A right-hand navigation sidebar lists 'NAVIGATION' options like 'SITE HOME', 'SITE PAGES', 'MY COURSES', and 'KEY STAGE 3 ENGLISH' with sub-items like 'PARTICIPANTS', 'BADGES', 'COMPETENCIES', 'GRADES', and 'GET IN TOUCH'.

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Asking Questions

Give your question a suitable subject so the member of staff knows how to help you best
Remember to click 'Post to Forum' when you're done

A screenshot of a forum interface. At the top, it says 'START A DISCUSSION' in blue. Below that is a dropdown menu for 'YOUR NEW DISCUSSION TOPIC'. The 'SUBJECT *' field is highlighted with a red circle. Below the subject field is a 'MESSAGE *' section with a rich text editor toolbar containing icons for text formatting, lists, links, images, and attachments. The rest of the message content area is empty.

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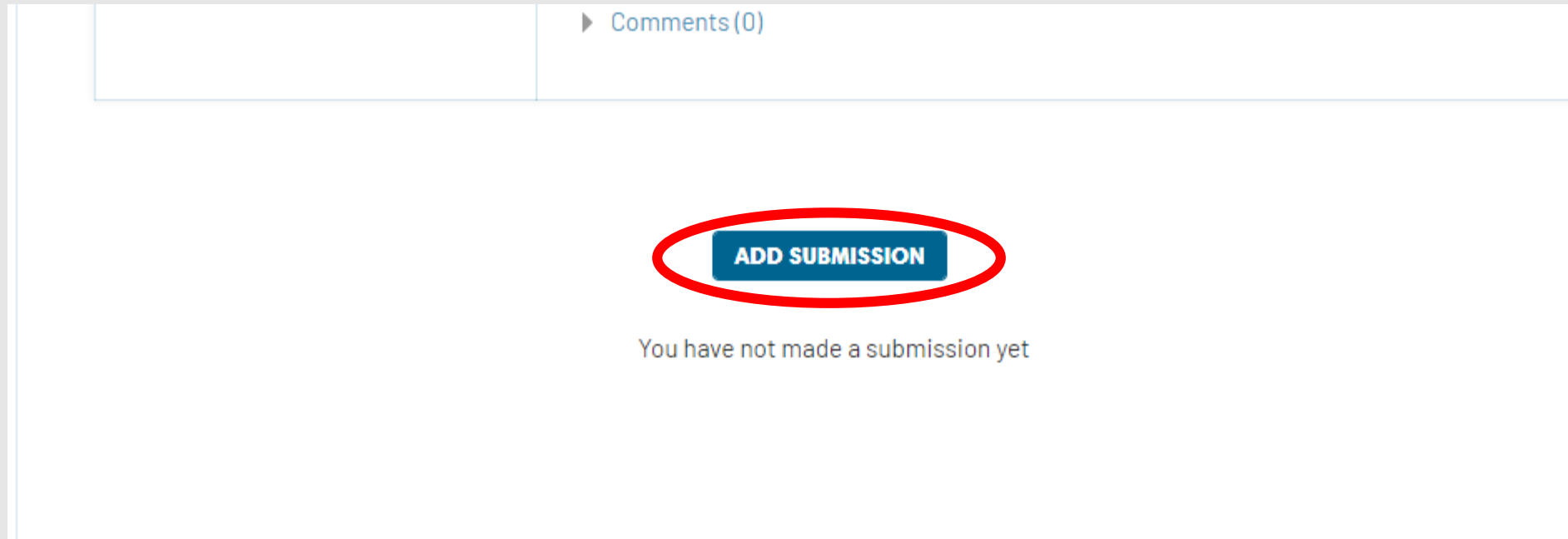
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Uploading Answers

Your task might require you to type an answer or upload a file.

If it does it will have this icon 

When you click on it you will be given your teacher's instructions and be asked to 'add submission'



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Uploading Answers

The teacher will either want you to type your answer and click 'Save changes'

ONLINE TEXT

SAVE CHANGES CANCEL

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Uploading Answers

Or they will want you to upload a file of your work
You can drag and drop a file to the red rectangle area, or
click the red circle area to upload your file
Click 'save changes' at the bottom to submit

The screenshot shows a 'FILE SUBMISSIONS' interface. At the top right, it states 'Maximum size for new files: 750MB, maximum attachments: 20'. On the left, there is a toolbar with a red circle around a document icon with a plus sign. Below the toolbar is a 'Files' section. A large red rectangle highlights a dashed border area containing a blue downward arrow and the text 'You can drag and drop files here to add them.' At the bottom, there are two buttons: 'SAVE CHANGES' and 'CANCEL'.

The School Email System

(Office365)

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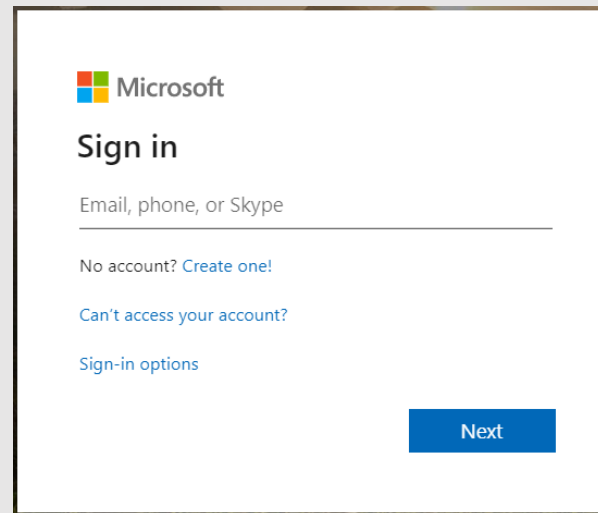


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- ▶ Go to <https://portal.office.com>
- ▶ Type in your school email address and click next
- ▶ Email addresses start with your username.
- ▶ All email addresses end **@beauchamp.org.uk**



Example

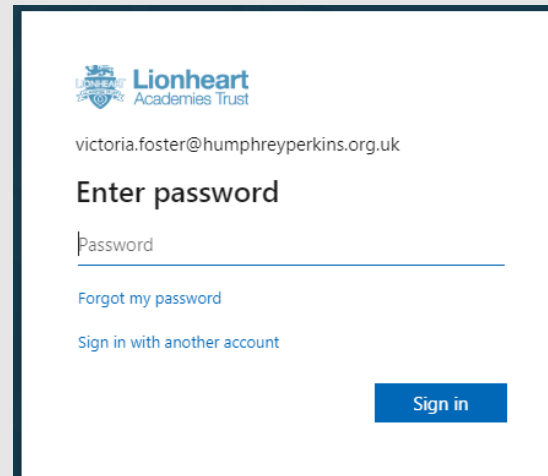
Username: 2015HPotter

Email: 2015HPotter@beauchamp.org.uk

The School Email System

(Office365)

- ▶ It will ask you for your password



Lionheart Academies Trust

victoria.foster@humphreyperkins.org.uk

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

- ▶ This will be the same password you use to log into the school computers and beehive.

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Accessing School Emails

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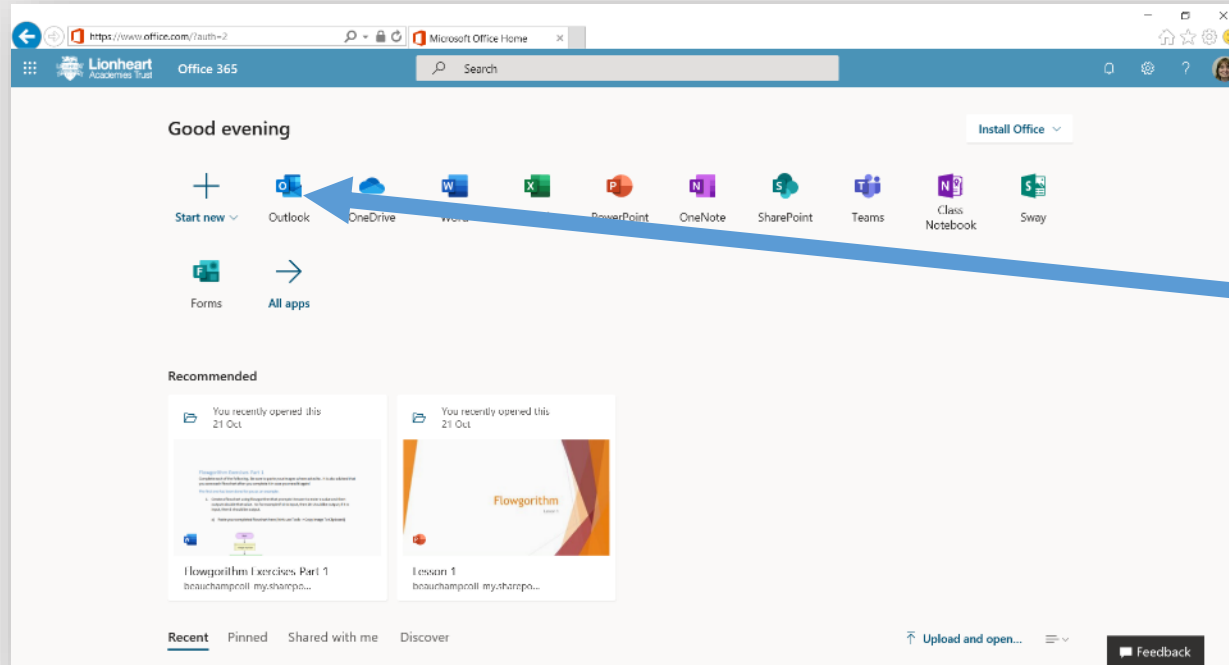
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Click on 'Outlook'

Accessing Your OneDrive Files

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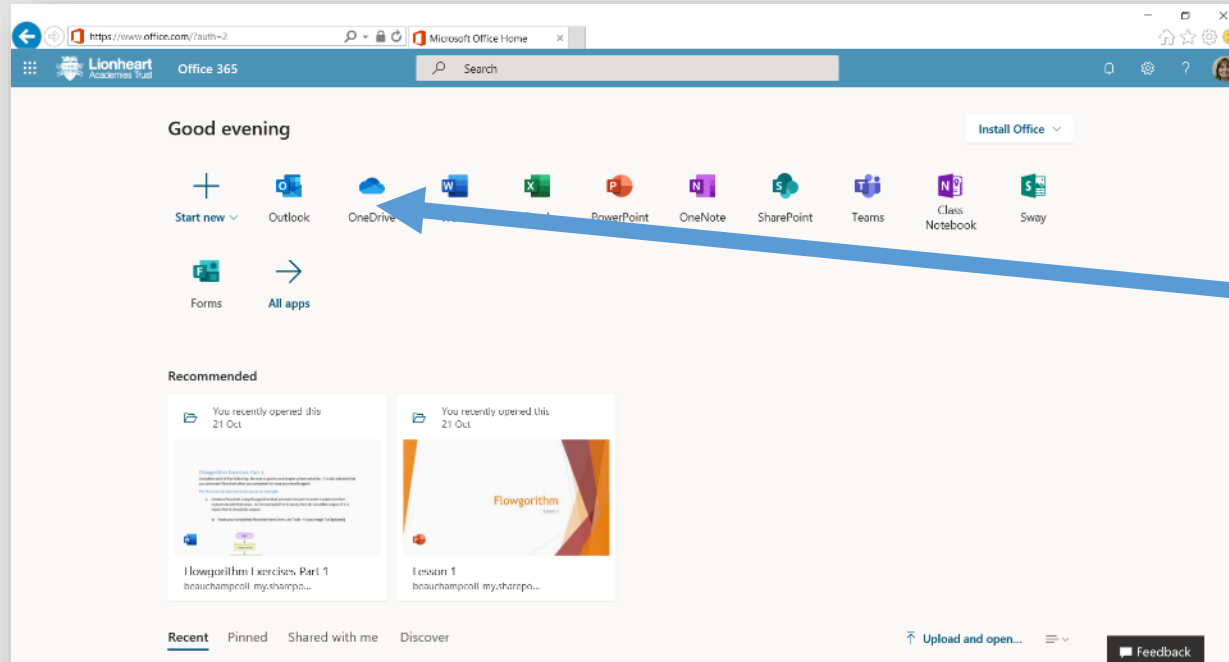
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Click on 'OneDrive'

Accessing Your OneDrive Files

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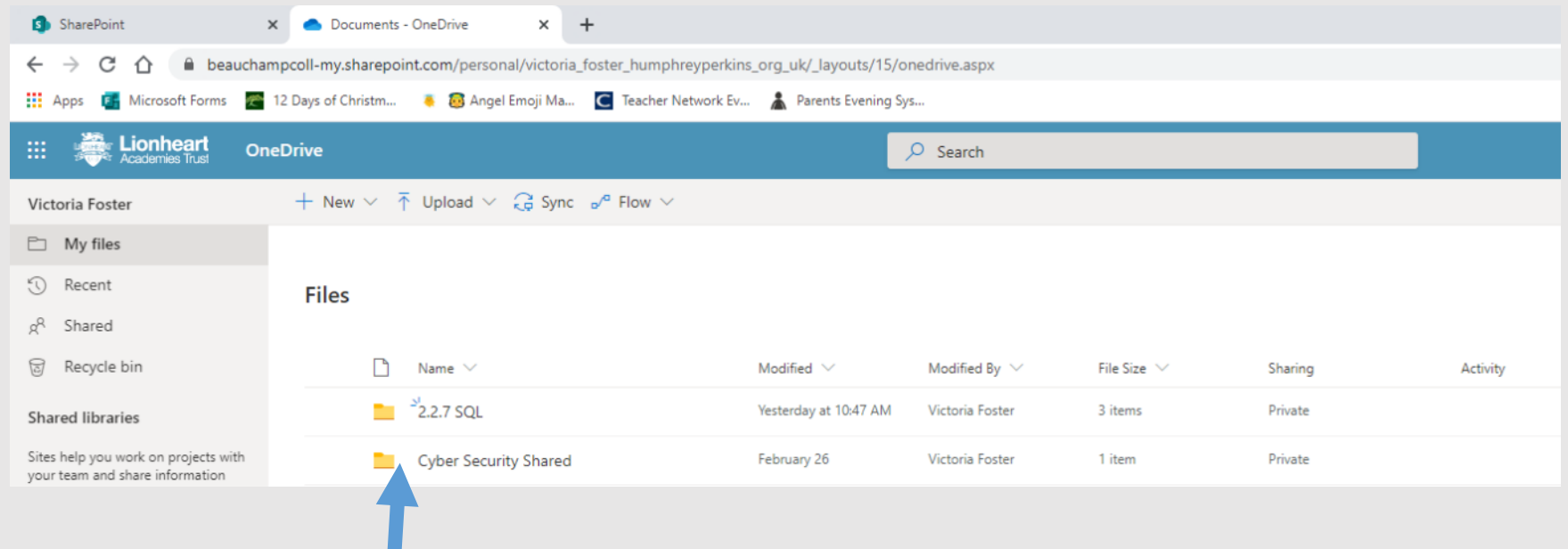
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All the files you upload to your OneDrive account will appear here

Accessing Your OneDrive Files

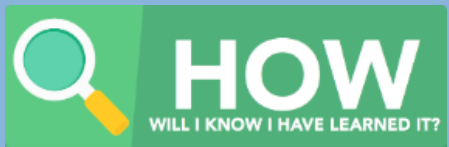
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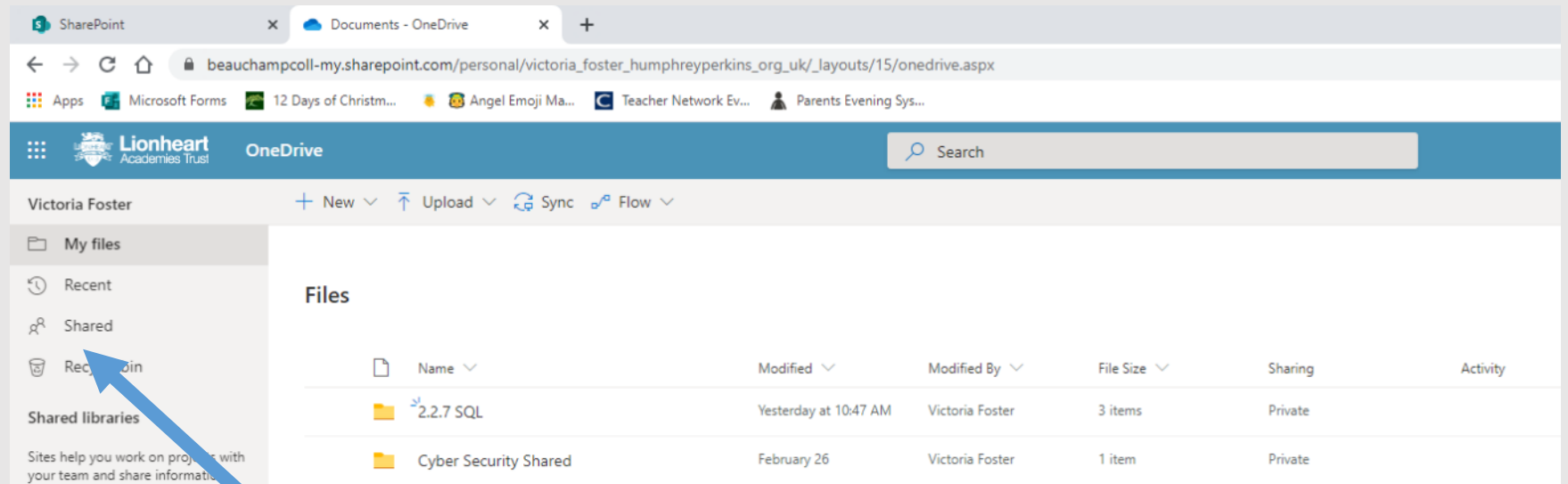
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If a teacher has shared a folder or some work with you, you can find it here.

Accessing Microsoft Office

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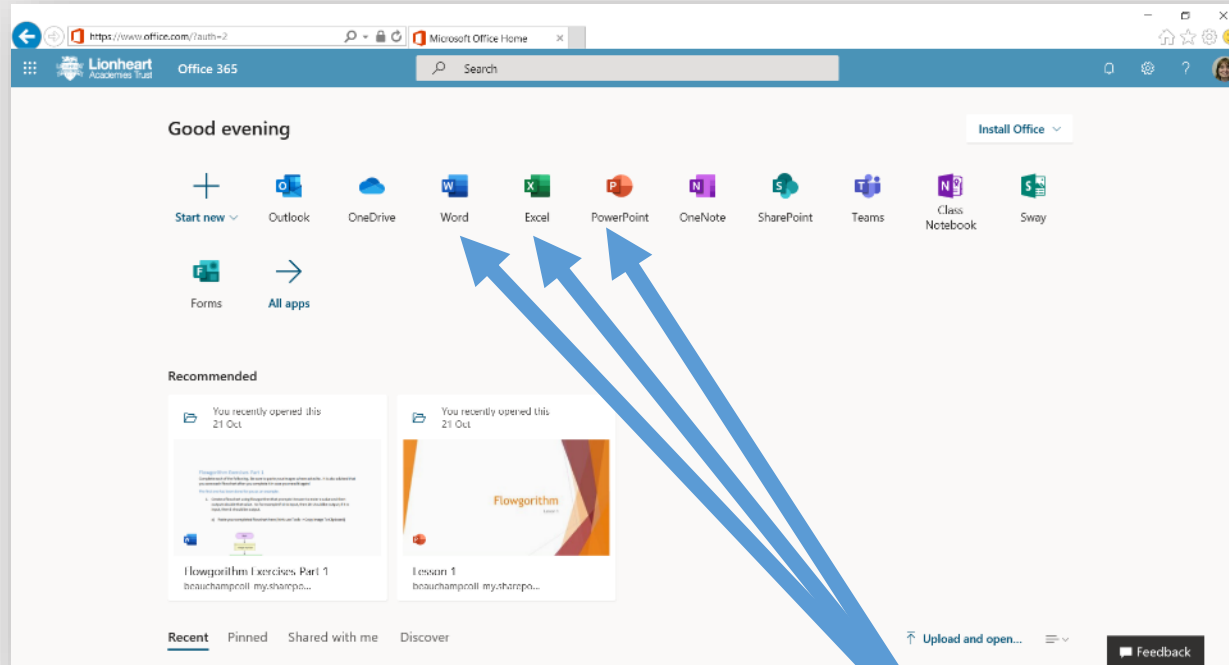
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You have got access to Microsoft Office at home through your Office365 account.

Accessing Microsoft Office

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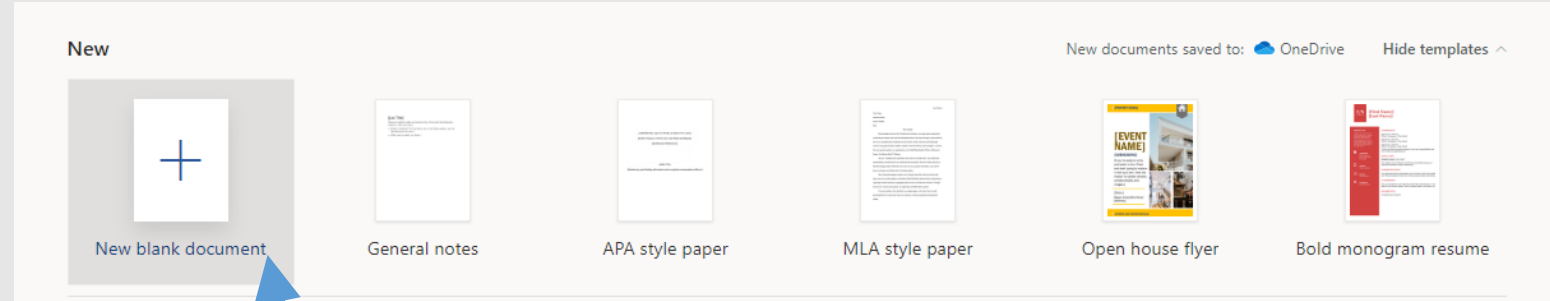
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If you click on either Word, PowerPoint or Excel it will allow you to create a new document.

Accessing Microsoft Office

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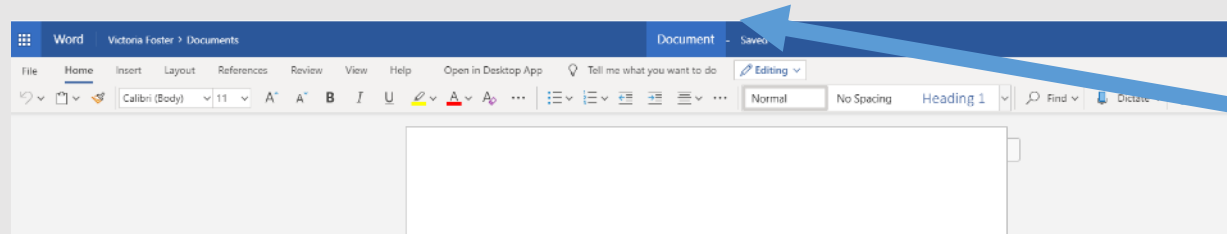
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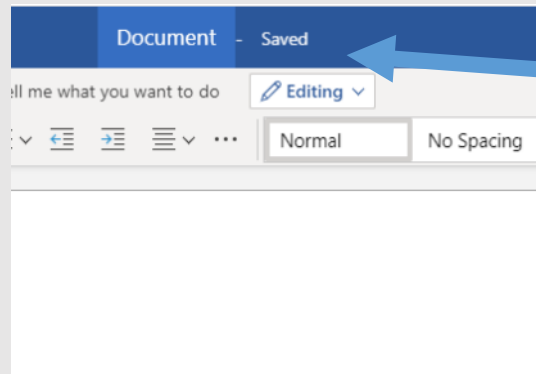
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You can change the name of your document by clicking here.



Your document will save automatically. You can check the status just here.

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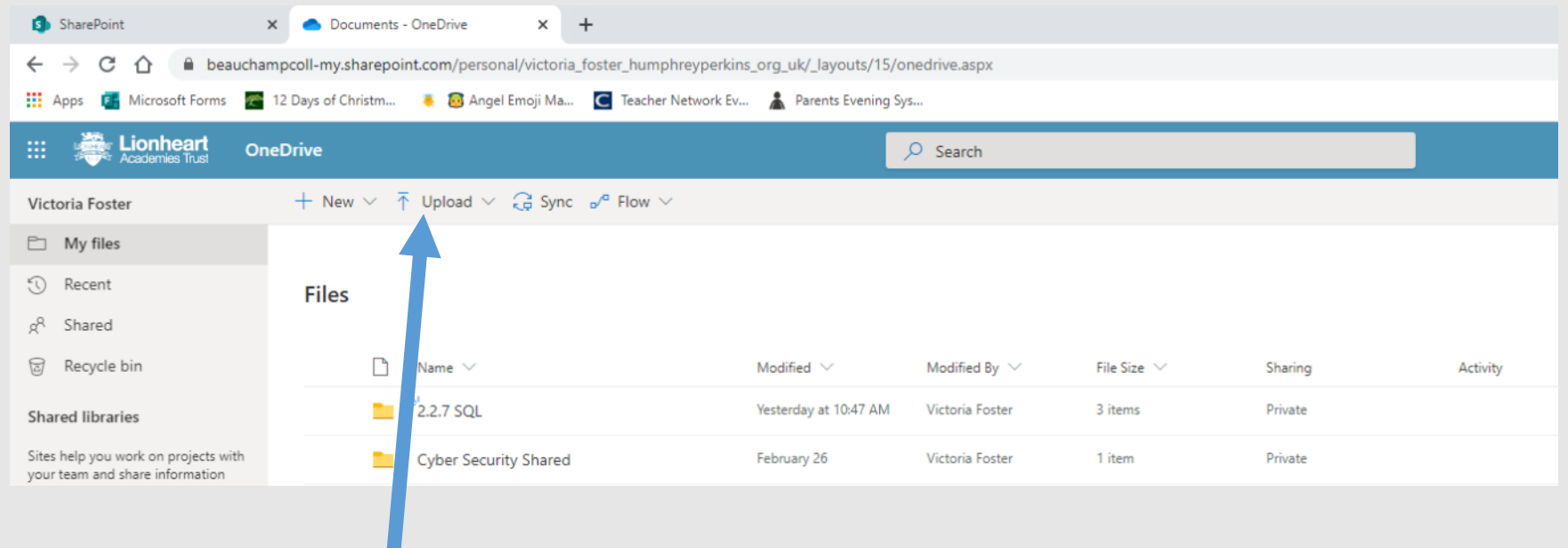


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Uploading Work to OneDrive



If you have been doing work at home and want to upload it to the OneDrive you need to select 'Upload'

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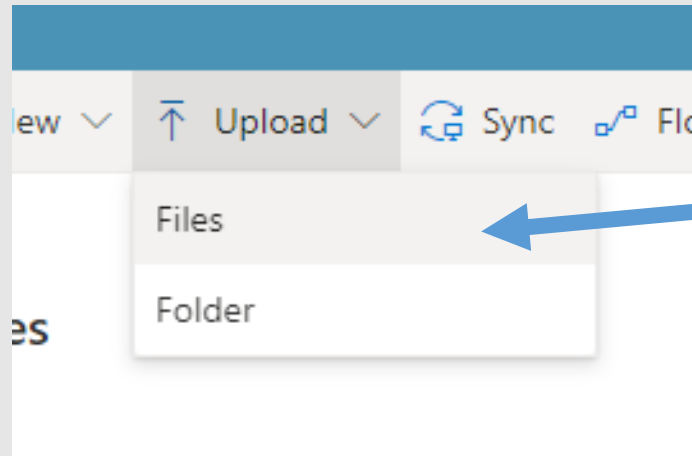


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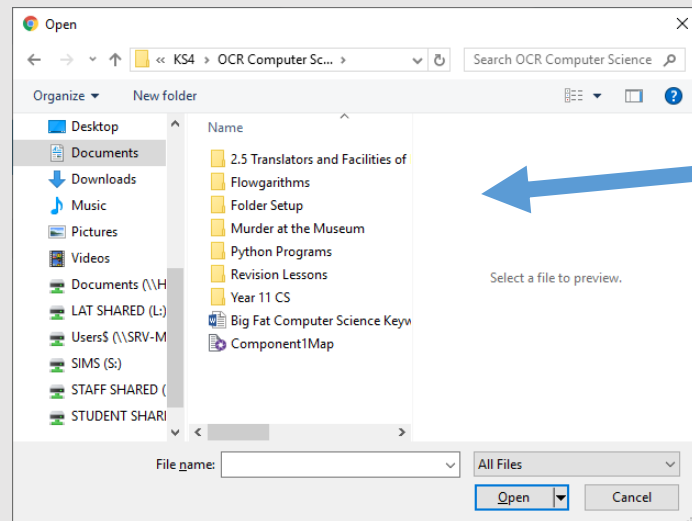


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Uploading Work to OneDrive



Choose whether it is a file or a folder that you are uploading.



Find your work and select it to upload

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IT Help

If you have any technical issues then please email your school's IT helpdesk at

beehivesupport@beauchamp.org.uk