



BRENTFORD SCHOOL FOR GIRLS

BRENTFORD 6th FORM



STUDENT ICT GUIDE



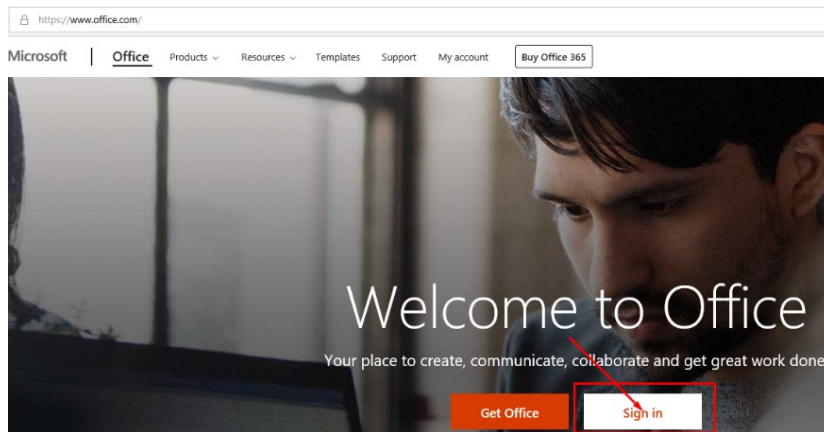
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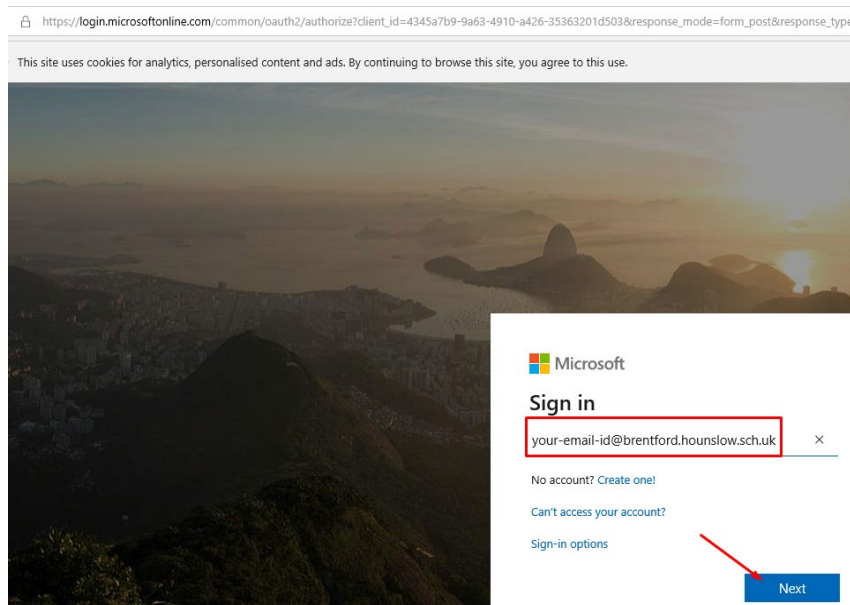
How to access the school email and other Office 365 Apps

Please follow the steps below:

- Open a web browser, the most commonly used are: Google Chrome, Microsoft Edge, Firefox and Safari.
- Type and navigate to <https://office.com/>
- Click on **Sign in**



- Enter your school email:
your-school-login@brentford.hounslow.sch.uk
and click next:



- When prompted enter the password and the Passcode if prompted
- On the next window click on the box next to don't show this again and click on Yes



tgov@brentford.hounslow.sch.uk

Stay signed in?

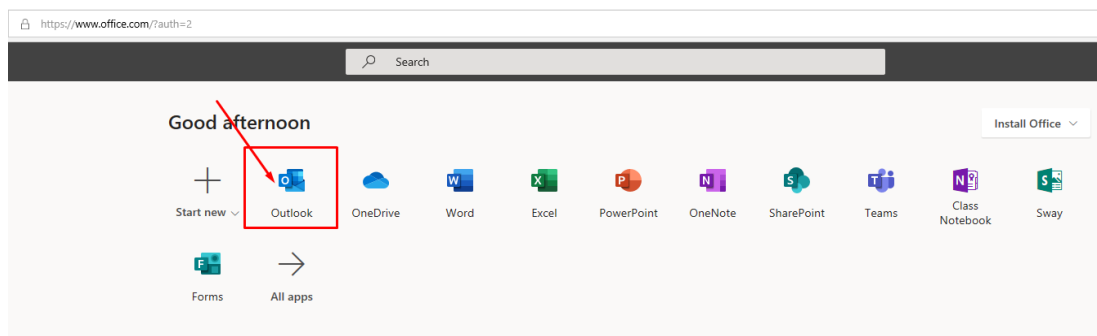
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

- From here you can open and use any of the apps:
- Click the Outlook icon to access your school emails



You should now be able to access your school emails.

To access your emails from a smart device, please add your school email to your favourite email app or install the Outlook App and select **Exchange** as the email provider when prompted.

For any issues please contact us through the email: support@brentford.hounslow.sch.uk or our school extension: 5020, Tel: 020 8847 4281

How to create and reply to an email

Create and send email

1. Select new message.
2. Add recipients and a subject.
3. Type your message.
4. If you want to share a file, select attach and choose a suggested attachment. You can also Browse this computer or browse cloud locations to find the file you want to attach.
5. Select Send.

How to respond to an email

- Select reply and type your message like usual.
- You can select the like button instead of writing a response.
- Use a suggested reply to save time and quickly respond.
- Select send

A short video guide can be found here:

[How to Create and reply to email using Outlook 365](#)

How to install Office 365 apps on your personal devices

From the same page, office.com you can also install the Office apps in your personal devices, by clicking on install Office on the top right of the page.

When prompted login with the school email and password:

your-school-login@brentford.hounslow.sch.uk

How to use Office 365 Apps, PowerPoint, Outlook, Word, etc.

Text and video guides to become familiar with using Office 365 online Apps:

[Office for the web training](#)

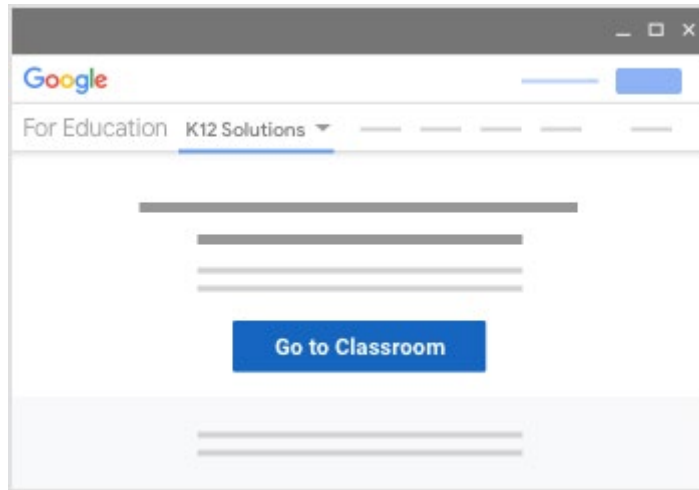
Google Classroom

Google Classroom is an online learning platform.

It can be accessed from any device connected to the internet such as laptops, computers, Chromebook, iPads or mobile phones. We recommend that you download the Google Classroom app if you are using it on a tablet or phone

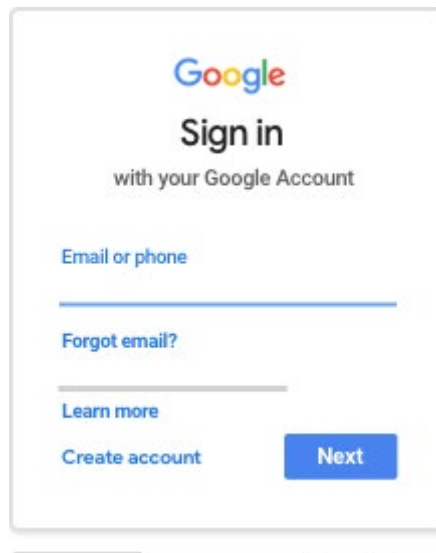
Login using your Google school account first time

Go to classroom.google.com and click Go to Classroom.



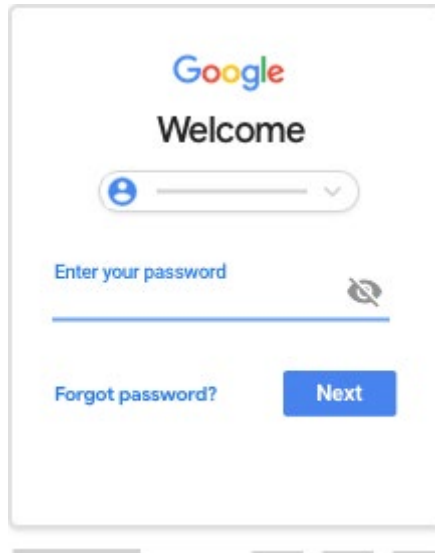
Enter the school Google account, **username@bsfg.school**

Username = A **year 7** student called **Jane Doe** would have usually the following account based in the year group:
21doe@bsfg.school

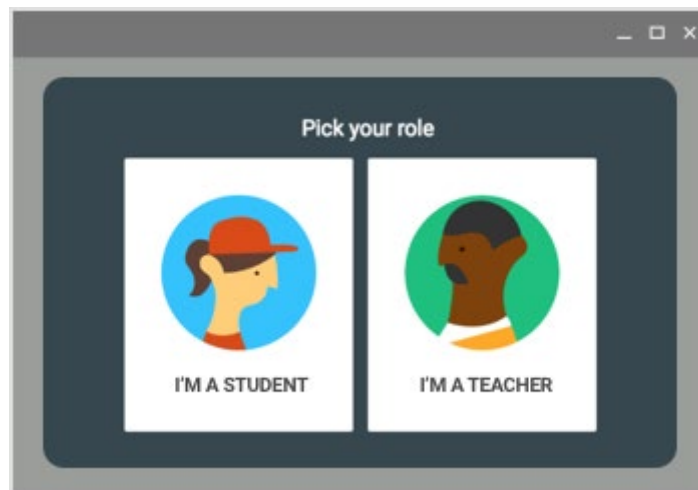


Enter your password and click Next.

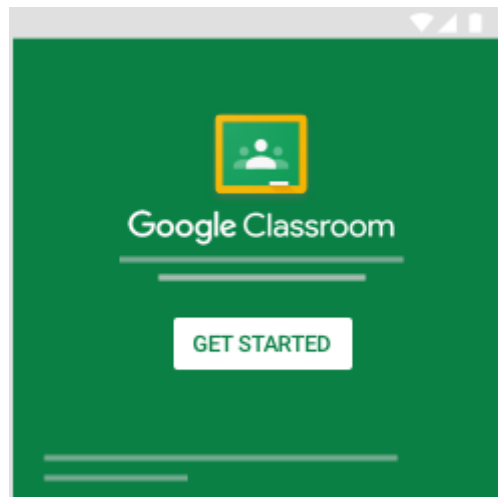
Password = the password you have selected or the temporary one that we shared with you.



If there is a welcome message, review it and click Accept.
Click I'm A Student.



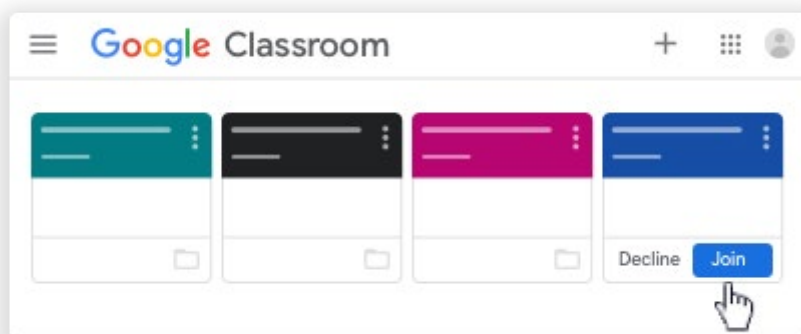
Click get started.



How to join a Google class

Your teachers should already have added you to your classes. When you log in, you will see a list of classes you have been invited to join.

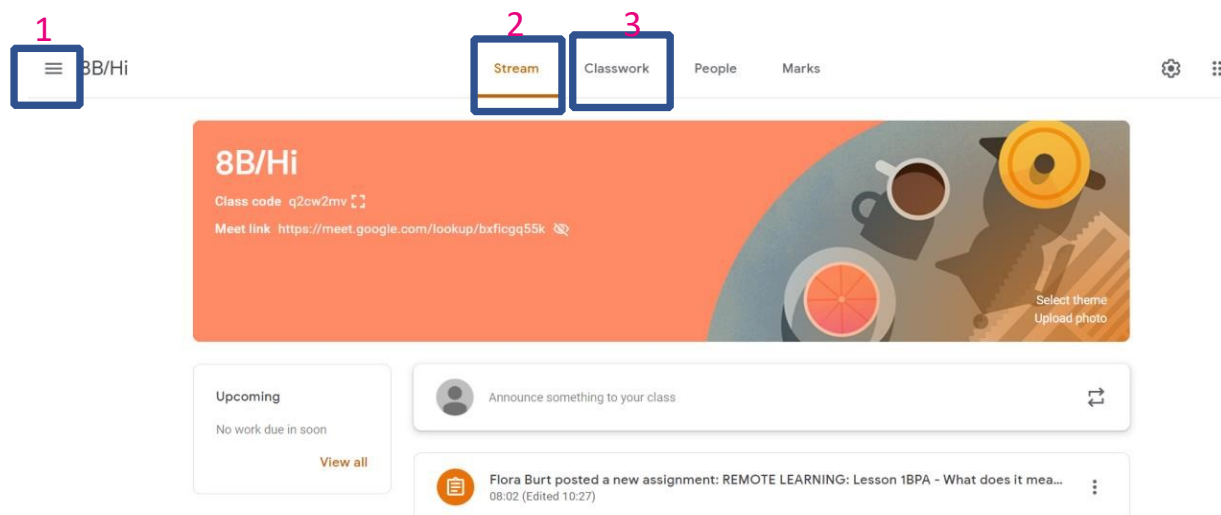
Click 'Join':



If a class seems to be missing, contact the relevant teacher who will be able to help you.

The Google Class Page – an overview

Click on an individual class to view its page.



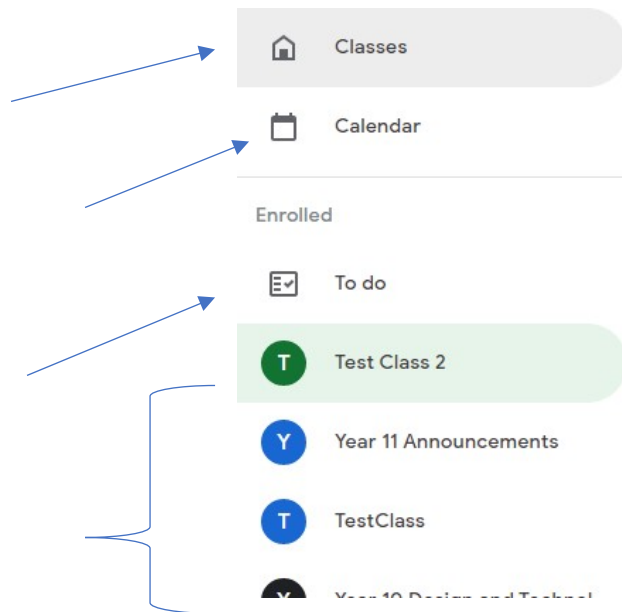
1. Access the **main menu** by clicking the three lines. Here you can:

Click 'classes' to view all of your classes

Click 'calendar' to see a calendar of work that is due to be handed in.

To do to see a list of work you need to complete

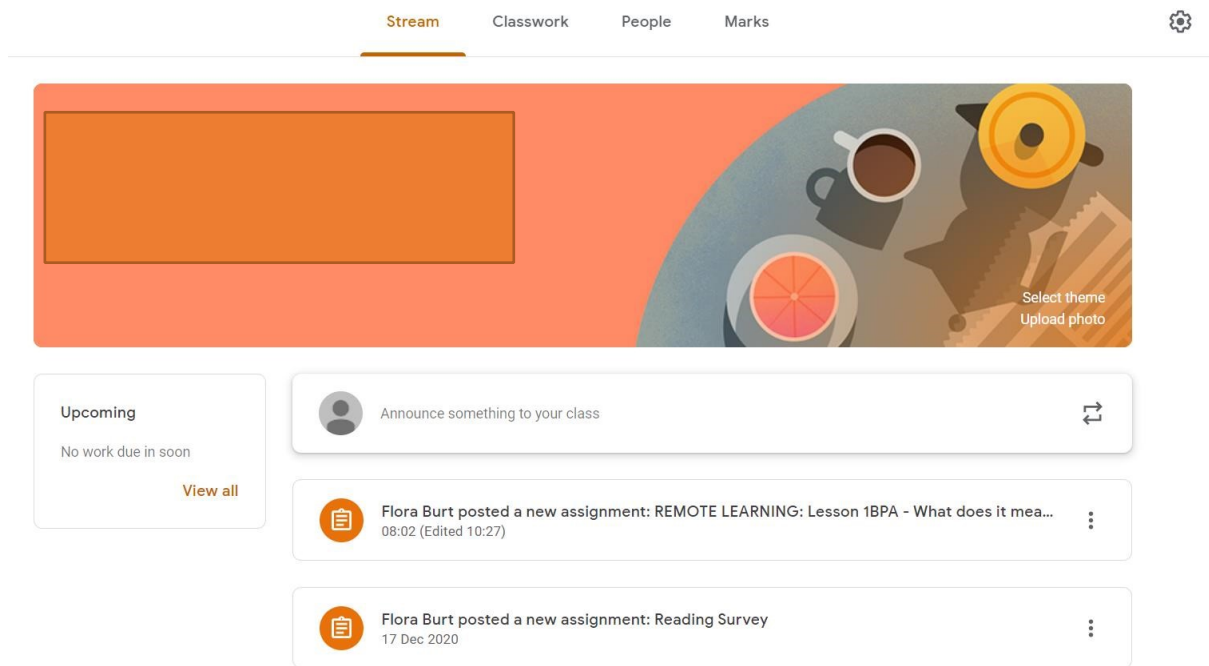
Click on an individual class to go to that Class' page



2. = The class **Stream** where you can see the latest messages and work set by your teacher
3. = The **Classwork** page where you can get more detail about your work, view any attachments and submit your completed work

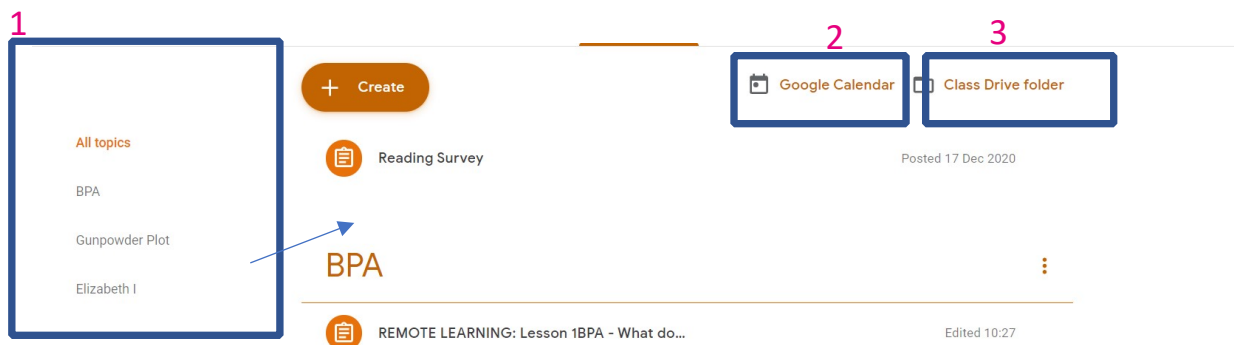
The Google Class Page – Stream

When you click on a class, the first thing you will see is its stream. Here you will find updates about the work your teacher has set and any announcements they have made.



The Google Class Page - Classwork

Probably the most important tab – **click on this to view the details of your classwork, download any worksheets or resources and submit work.**



1 = List of topics. Your teachers might organise work into different topics. These might be different units of the course, or the week the work was set. Click on a topic to see the work for that topic. It will appear on the right. Click on a piece of work to see this in more detail.

2 = Click here to see a calendar for that class. This will show you when work is due to be handed in.

3 = Click here to see the Google Drive for that class. All of the worksheets and other resources that have been posted for that class will be stored in here.

How to view a piece of classwork (Assignment)

Click once on a piece of work (an 'assignment') in your classwork list. You will see a **summary** of the work you need to complete. Click '**view assignment**' at the bottom to see more detail and **submit** work.

The screenshot shows a Google Classroom assignment card for 'Lesson 19: Theme 2 (Local, national, internat...'. The card includes a due date of 'Due 3 Jul', a status of 'Missing', and a post date of 'Posted 30 Jun'. The instructions are numbered 1, 2, and 3. Below the instructions are two attachments: 'Year 10 and 11 Spanish | ...' with a link to a Quizlet class, and 'Y11 Knowledge Map - H... Word'. At the bottom of the card is a 'View assignment' button. Numbered callouts 1 through 7 point to various elements: 1 points to the title, 2 to the due date, 3 to the post date, 4 to the status, 5 to the instructions, 6 to the attachments, and 7 to the 'View assignment' button.

1 = Title of the work

2 = Date it's due

3 = Date it was set

4 = Status of the work. "Assigned" = you will need to complete this. "Handed in" = you have submitted your work on Google Classroom. "Missing" = you did not submit any of your work on Google Classroom

5 = Instructions

6 = Attachments such as knowledge maps, links to websites, booklets, worksheets

7 = Click '**view assignment**' to see further details and submit your work

How to Submit Work

Click '**view assignment**' to see more detail about a piece of classwork and submit it.

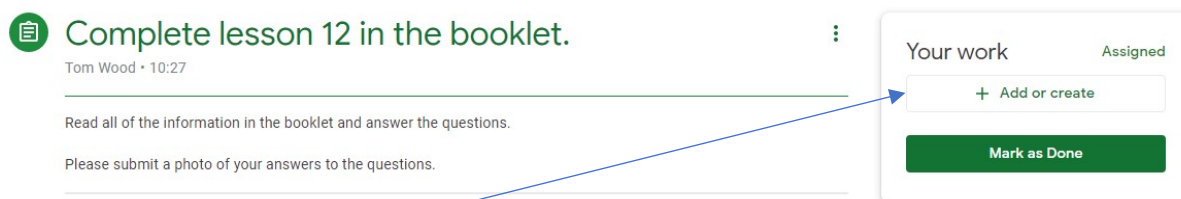
Read the instructions on a piece of work carefully to see how your teacher wants you to submit a piece of work. Teachers may set work in different ways depending on the lesson.

They might:

- a) Ask you to complete handwritten work in a booklet or exercise book
- b) Ask you to complete work electronically by typing on a Google Doc

How to submit evidence of hand-written work (e.g. in booklets or exercise books)

Sometimes, your teacher might ask you to complete written work in a booklet or exercise book which you have taken home. Look at this example:



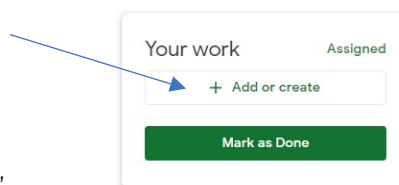
In the 'Your Work' box, there is no attachment for you to type on because the teacher wants you to hand-write your answers.

A teacher may ask you to submit a photo of the work you have done

If you have a mobile phone or tablet, it is easier to use the **Google Classroom mobile app** to do this. Download this for free on your device's App store and follow these instructions:

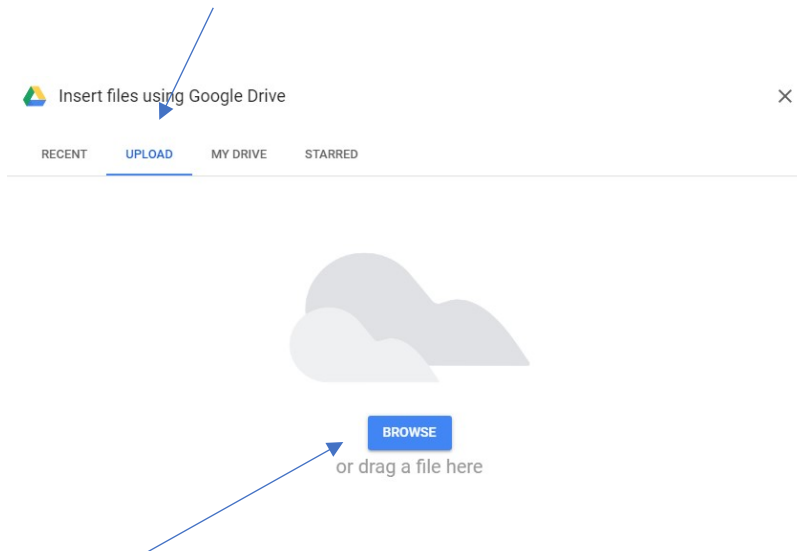
- 1) Find the class in the main menu, go to the classwork page and click on the correct assignment.
- 2) Click the upward arrow in the 'Your Work' box at the bottom of the screen
- 3) Click 'add attachment'
- 4) Click 'Take a Photo' and take a photo of your work with your camera
- 5) Click 'Hand in'

If you can't download the mobile app, you will need to transfer the photo to your computer. Save your photos in a clearly labelled folder (e.g. "Photos of work") and make sure it has a clear name (e.g. "English Booklet Lesson 12 21.9.20"). Then, take the following steps on Google Classroom:

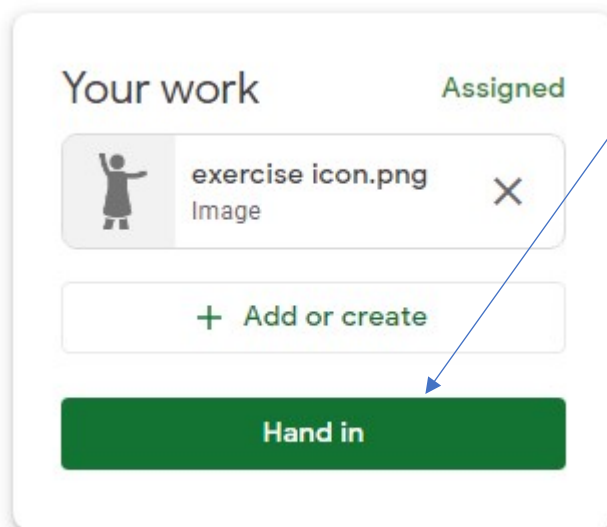


- 1) On the assignment, click '+Add or Create'
- 2) Click 'File'
- 3) A window will pop up called 'Insert files using Google Drive' (see below)

Click the 'Upload' tab



- 4 Browse to find the file of the photo of the work, or drag the file into the box.
- 5 This will take you back to the assignment page. Click 'Hand In':



How to complete a piece of work on a Google Doc and submit it

Sometimes, your teacher will attach a question or worksheet on a Google Doc for you to type on and submit. Look at this example from Spanish:

Lesson 19: Theme 2 (Local, national, international and global areas of interest) Topic 2 (volunteering and healthy living)

Adam Brown • 30 Jun

Due 3 Jul

1. Go to Quizlet and click on Vocabulary **32a**. Use the Flashcards to look through the vocab and then complete Learn, Write and Spell. If you have not joined the Quizlet class yet follow the link below to do so. This should take approximately 30 minutes.

2. Complete the "Healthy living 3" sheet. This should take approximately 50 minutes.

3. Complete Vocab test 32a (separate assignment). This should take approximately 10 minutes.

Year 10 and 11 Spanish | Quizlet
<https://quizlet.com/join/qgXWge...>

Pearson Sign In
<https://www.activeteachonline.c...>

Y11 Knowledge Map – Health...
 Word

Your work Missing

Testing Student - ...
 Google Docs

+ Add or create

Hand in

Private comments

Add private comment...

The 'Your Work' box contains the Google Doc which your teacher wants you to write on and submit. Click on the Google Docs file.

Your work Missing

Testing Student - ...
 Google Docs

+ Add or create

Hand in

This will open up the Google Doc in a new window. Type your answers onto the Doc:

Lesson 19: Theme 2 (Local, national, international and global areas of interest) Topic 2 (volunteering and healthy living)

docs.google.com/document/d/1vMAM0KSrhuCLDF2U_SzEXpNhtTleXTEvHHg5Cds/edit

Testing Student - Healthy living 3

Objetivo: to be able to discuss healthy lifestyles

1. Match up the vocabulary.

1. (no) me parece N	A. harmful
2. daña los pulmones	B. it stains your teeth yellow
3. el mal aliento	C. to smoke cigarettes
4. mancha los dientes de amarillo	D. to get addicted
5. perjudicial	E. to take hard drugs
6. la capacidad para tomar decisiones	F. it makes you feel more grown up
7. te hace sentir bien	G. a strong physical dependence

It will save automatically as you type.

Once you are finished, you can close the browser window. The Doc will be saved in your Google Drive.


Back on the assignment screen, when you are ready click 'Hand in'.

Lesson 19: Theme 2 (Local, national, international and global areas of interest) Topic 2 (volunteering and healthy living)


Adam Brown • 30 Jun

Due 3 Jul


1. Go to Quizlet and click on Vocabulary **32a**. Use the Flashcards to look through the vocab and then complete Learn, Write and Spell. If you have not joined the Quizlet class yet follow the link below to do so. This should take approximately 30 minutes.
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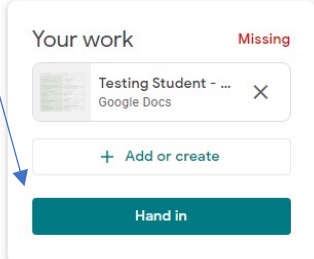
Year 10 and 11 Spanish | Quiz...
<https://quizlet.com/join/qgXWge...>



Pearson Sign In
<https://www.activeteachonline.c...>



Y11 Knowledge Map – Health...
Word

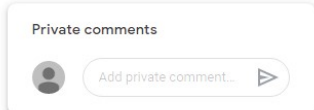


Your work Missing

Testing Student - ...
Google Docs

+ Add or create

Hand in



Private comments

Add private comment...

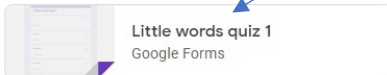
If your teacher has asked you to complete a Google Form Quiz you will see it in the attachments. Simply click the link to open the quiz in a new window. Work through the questions until you reach the end and submit the form.

Little words quiz 1

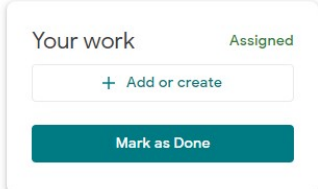
Adam Brown • 16 Jul

21 points

Due 7 Sep



Little words quiz 1
Google Forms



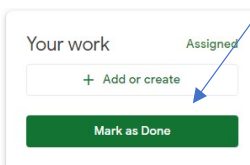
Your work Assigned

+ Add or create

Mark as Done

What if my teacher hasn't asked for work to be submitted?

Sometimes your teacher might not want you to submit anything for an assignment. To keep your records up to date, you should mark the piece of work as completed. Simply click "mark as done" in the "your work" box on the assignment screen:



Your work Assigned

+ Add or create

Mark as Done

How can I see a piece of work my teacher has marked?

If your teacher has said they will mark a piece of work, you will get a notification in Gmail once they have returned it. Find the document by going to the Classwork tab (see above) for that class and click on 'View your work':

Find the correct assignment and click on 'view assignment':

Creative Writing

Tom Wood • 17 Aug
89/100

Due Tomorrow

Please complete task one: write a lovely story.
Please type your answers in the attached Google doc and submit when you are finished.

Class comments

1 = if you submitted a Google doc as part of the homework, click on it to open it and see if your teachers have left comments on it

2 = your teacher may leave general comments about the work here. You can respond or ask questions.

3 = your teacher might ask you to resubmit your work after making some corrections. You might choose to do this yourself! (Ask your teacher if they wouldn't mind looking at your corrections)

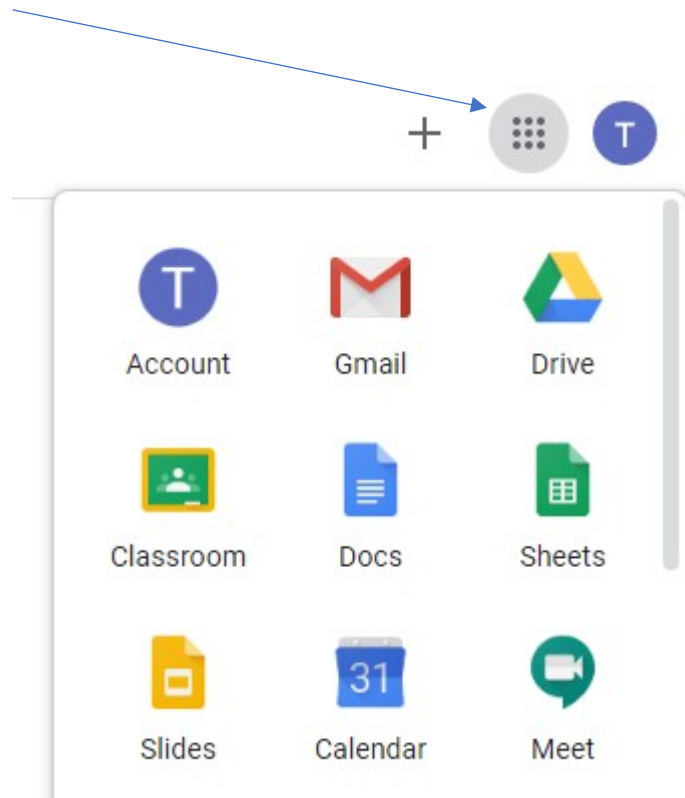
1

2

3

How to communicate with your teacher

If you want to ask your teacher a question about a specific piece of work, you can do this on the assignment page: Write a comment in 'private comment' under the 'Your work' box.



Lesson 19: Theme 2 (Local, national, international and global areas of interest) Topic 2 (volunteering and healthy living)

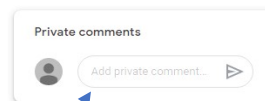
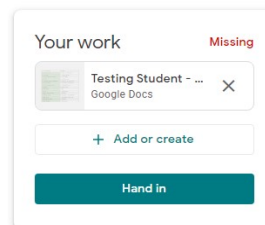
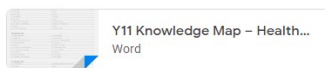
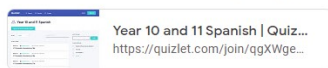
Adam Brown · 30 Jun

Due 3 Jul

1. Go to Quizlet and click on Vocabulary **32a**. Use the Flashcards to look through the vocab and then complete Learn, Write and Spell. If you have not joined the Quizlet class yet follow the link below to do so. This should take approximately 30 minutes.

2. Complete the "Healthy living 3" sheet. This should take approximately 50 minutes.

3. Complete Vocab test 32a (separate assignment). This should take approximately 10 minutes.



Google Applications

Your school Google account gives you access to different apps. The important ones you will need to know about for remote work are summarised below.

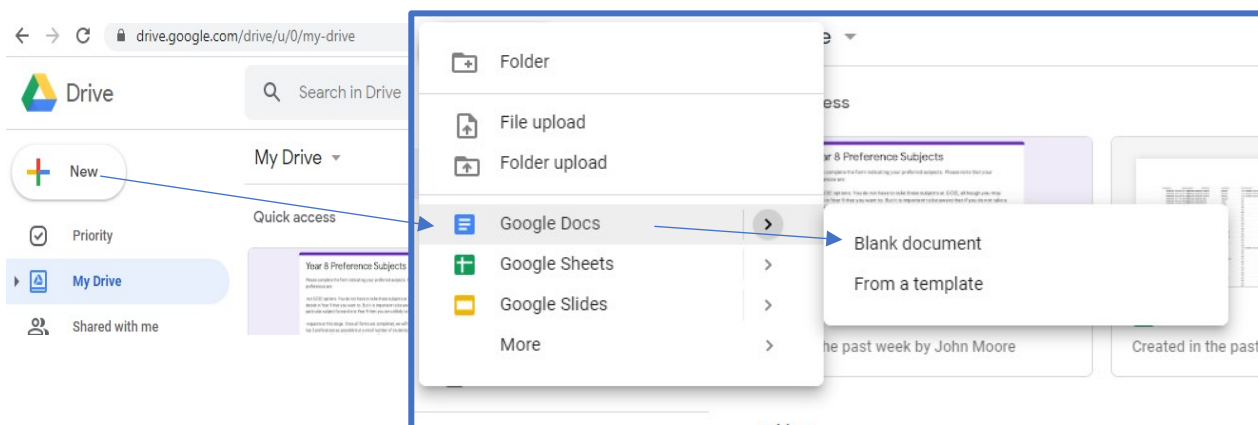
After you have logged, click the app launcher, waffle, in the top-right corner of the screen:

Google Drive is an online storage area.

Any work which you do in Google (e.g. on a Google Doc) will be saved here. It is useful as you can access your saved work on any device.

Google Docs is Google's equivalent of Microsoft Word and your work is saved automatically in Google Drive as you type. This is useful because you can work on a document from any device without installing any other software – you just need to log in to Google.

If you want to create your own new Google Doc, click the big 'New' button in Google and select Docs. Work saves automatically, so just close the document when you are finished.



Do you want to learn more about a feature?

Please use this link:

<https://support.google.com/edu/classroom/answer/9582544>

GCSE Pod Student Guide

GCSE Pod is an online learning resource which is specifically designed to support students learning key knowledge and concepts for their chosen GCSE subjects.

Logging in:

1. Go to gcsepod.com
2. Please use the '**Sign in with Google**' under the main login screen
3. Type in your school google school account and password if prompted like:
4. `your-school-login@bsfg.school`

LOOKS LIKE YOU'RE NEW HERE!

Before we can log you in we need to finalise a few details and activate your account. You'll only need to do this once.

First Name

Last Name

In case you ever want to login to GCSEPod via www.gcsepod.com rather than coming through your school virtual learning environment, you'll need to set up a username and password so that we know who you are!

As an added bonus, you can use your username and password to login to the GCSEPod Apple App! Just download the App from the AppStore and take GCSEPod with you everywhere!

The first time you time login, you will be shown a welcome screen. Please follow the instructions on the screen and complete your account details.

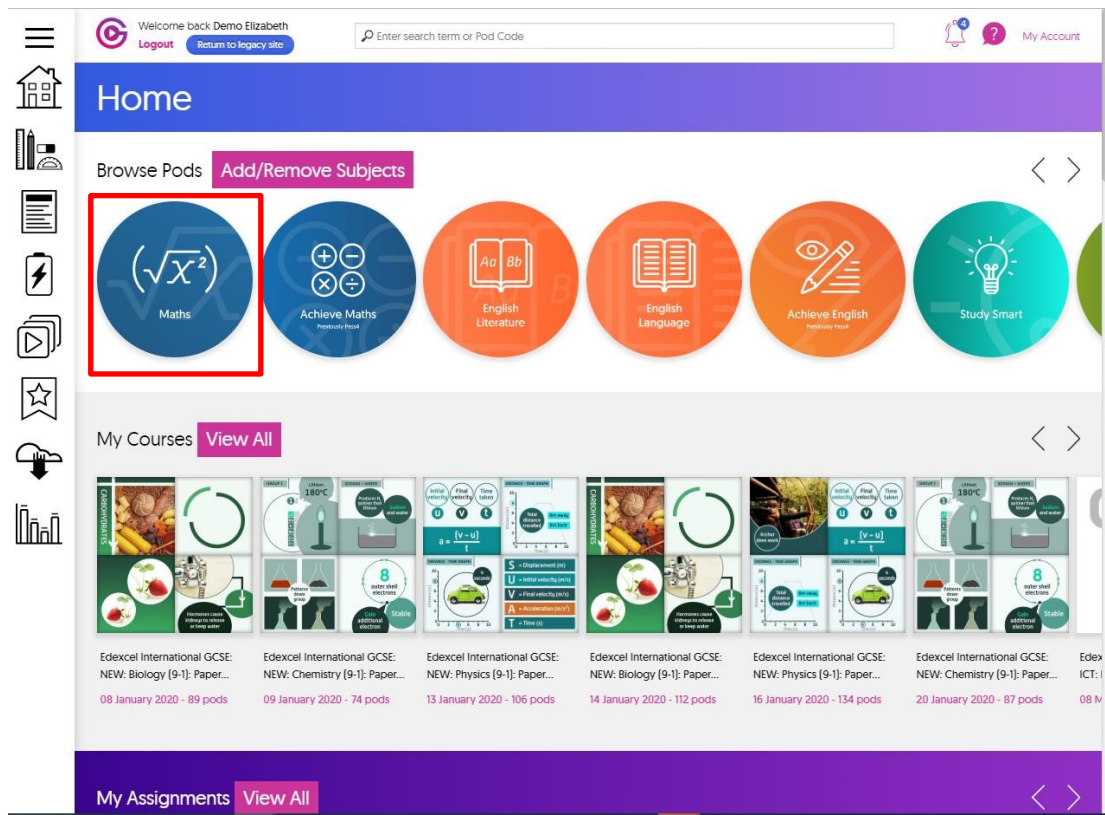
Using GCSE Pod

Viewing Pods and completing assignments

Pods are short interactive video lessons.

Please below instructions for viewing pods and completing assignments that have been set by the teacher.

Pods can be accessed via the home screen as shown below by clicking on a subject.



An example of a pod is shown below.

The screenshot shows a video player interface. At the top, the mathematical expression $20 - 2 \times 2^2 + 10$ is displayed. Below it, two blue arrows point right, with the text "No brackets" in red and "Power" in orange. A large purple play button is centered below the arrows. The video title "The Order of Operations" is shown at the bottom left, along with a Creative Commons license icon and the code "MATHS-19-004". The author is listed as Charlotte Young and the narrator as Arabella Arnott and Gareth Williams. A link for "View copyright information" is provided. A description states: "This chapter explores the order of operations." On the right side, a sidebar lists related topics: "Number Maths [Full Course] 1 Titles - [5 Pods]", "Calculation - 5 Pods", "The Order of Operations 00:00 / 03:07", "Adding & Subtracting Whole Numbers 00:00 / 02:51", "Negative Numbers 00:00 / 03:55", "Multiplying Whole Numbers 00:00 / 02:59", and "Dividing Whole Numbers 00:00 / 03:03". At the bottom right, a clock icon indicates "16 Minutes of Video".

Assignments that require completion can be accessed through the 'My Assignments' section shown below.

An example of an assignment is shown below.

The screenshot shows the "Assignments" section of a learning management system. The page has a purple header with the title "Assignments". Below the header, there are filter buttons: "Still To Do (5)", "All (8)", "Completed (3)", and "Missed Deadlines (4)". A sidebar on the left contains icons for home, search, assignments, a red-bordered icon representing a list or document, a lightning bolt, a play button, a star, a hand cursor, and a bar chart. The main content area displays four assignment cards:

- 01 MATHS: Module 1, Lesson 1: Conversions** (Assignment set by: Mrs Smith). Due: 18th Nov 19 [17 days ago]. This assignment relates to: Achieve Maths [previously Pass4]. Duration of included Pods: 8 minutes. Questions: 5. Status: Not Started. Start Assignment.
- Biology - Bioenergetics** (Assignment set by: Mrs Smith). Due: 18th Nov 19 [17 days ago]. This assignment relates to: Biology. Duration of included Pods: 7 minutes. Questions: 6. Status: Not Started. Start Assignment.
- Physics - Electricity** (Assignment set by: Mrs Smith). Due: 18th Nov 19 [17 days ago]. This assignment relates to: Physics. Duration of included Pods: 18 minutes. Questions: 7. Status: Not Started. Start Assignment.
- Nuclear Fusion and Fission** (Assignment set by: Mrs Smith). Due: 21st Sep 16. This assignment relates to: Physics. Duration of included Pods: 12 minutes. Questions: 3. Completed On: 22/08/2016. Marked On: 22/08/2016. Your Score: 100.0%. Status: Complete. Watch Pods Again. View Results.

CHQ – Extra-curricular clubs and activities booking

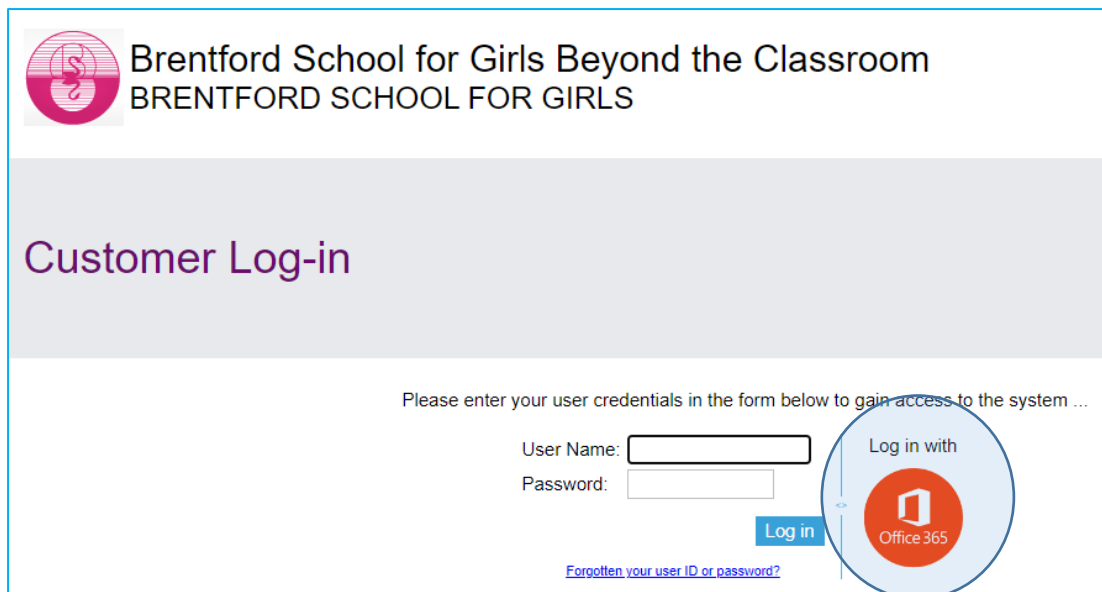
CHQ is the online platform that the school uses for students to request a place on an activity or a trip.


Please be advised that there is a limited number of spaces on some activities and it will be a “first come, first served” basis of selection.

Please access the site using the address below (or from the school’s Portal under applications):

<https://mychq.net/bsfg/>

You will see the login screen below:



 **Brentford School for Girls Beyond the Classroom**
BRENTFORD SCHOOL FOR GIRLS


Customer Log-in

Please enter your user credentials in the form below to gain access to the system ...

User Name:

Password:

[Forgotten your user ID or password?](#)

Log in with

Office 365

Choose to login using Office 365 as indicated above. If you are using a school computer this should automatically log you in. If you are accessing it from home, you will need to use your school email and password to log in, like below:

21doe@brentford.hounslow.sch.uk

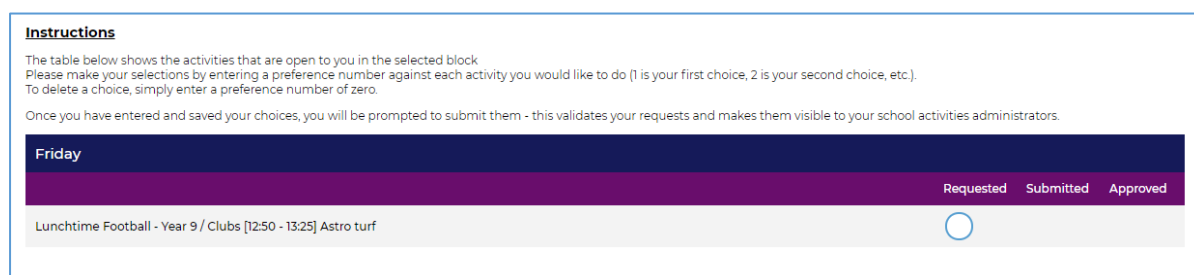
When you log in you should see the screen similar to below:



The screenshot shows a user interface with several sections. At the top is 'My Timetable Today' with a list of lessons: Tutorial Miss Claire Falconer (C2) 08:50-09:10, Bus St Mr Paul May (C8) 09:10-10:00, Bus St Mr Paul May (C8) 10:00-10:50, Single Sci Mr Harold Garner (C4) 11:10-12:00, Single Sci Mr Harold Garner (C4) 12:00-12:50, Maths Mr Arshman Butt (C4) 13:30-14:20, and Maths Mr Arshman Butt (C4) 14:20-15:10. Below this is 'My Activity Sign-Ups' with a dropdown menu showing '2020-2021 Summer term 1'. A button labeled 'VIEW / MANAGE / SUBMIT ACTIVITY CHOICES' is positioned below the dropdown. Further down are sections for 'My Forthcoming Fixtures', 'My Forthcoming Events', and 'Past Fixtures', each with a dropdown arrow.

Please click the link under “My Activity Sign Ups” called “2021-2022 Summer Term 1”. This will list the activities you can book in your year group.

An example is below:



The screenshot shows instructions for activity sign-up. It states: 'The table below shows the activities that are open to you in the selected block. Please make your selections by entering a preference number against each activity you would like to do (1 is your first choice, 2 is your second choice, etc.). To delete a choice, simply enter a preference number of zero. Once you have entered and saved your choices, you will be prompted to submit them - this validates your requests and makes them visible to your school activities administrators.'

Below the instructions is a table for 'Friday' with columns for 'Requested', 'Submitted', and 'Approved'. The table contains one row: 'Lunchtime Football - Year 9 / Clubs [12:50 - 13:25] Astro turf' with a preference number '0' in the 'Requested' column.

Please follow the instructions to complete any requests by specifying your choices in order of preference by a number.

As mentioned previously, please sign up to activities as soon as possible as numbers are limited. However, I will leave the sign up open for the whole term in case you decide to sign up at a later date if there are spaces available.

If you are having any problems accessing the site, please email Mr May on

pmay@brentford.hounslow.sch.uk

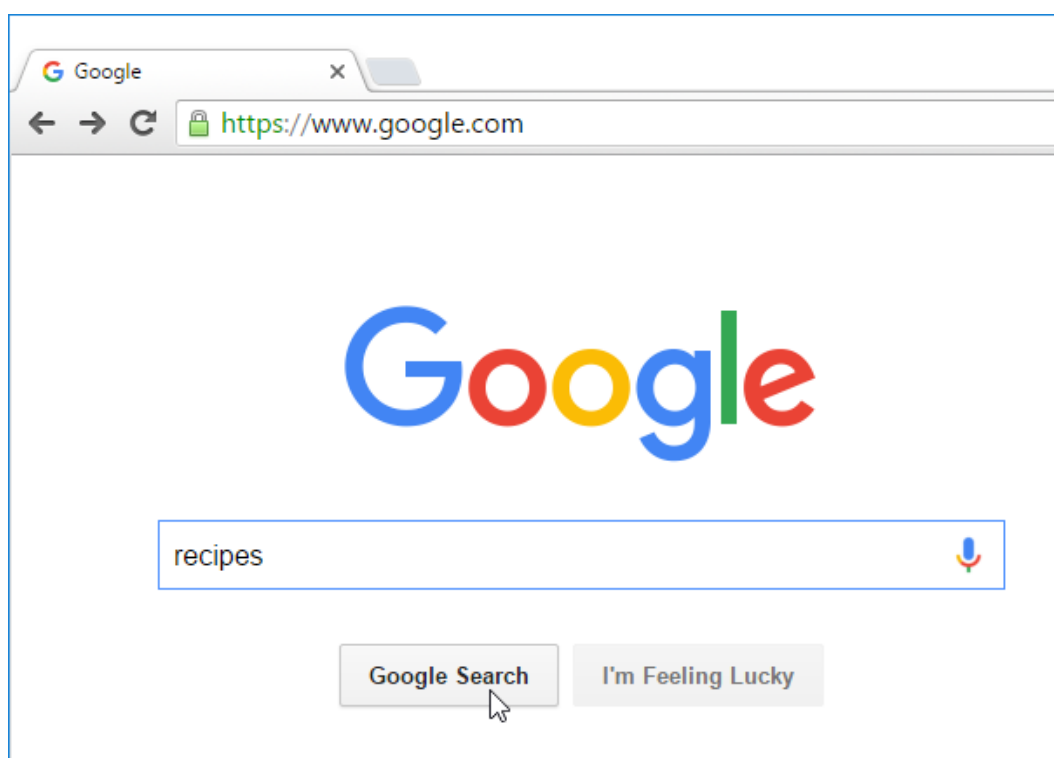
Using search engines

With billions of websites online today, there is **a lot** of information on the Internet. **Search engines** make this information easier to find. Let's look at the basics of using a search engine, as well as some techniques you can use to get **better search results**.

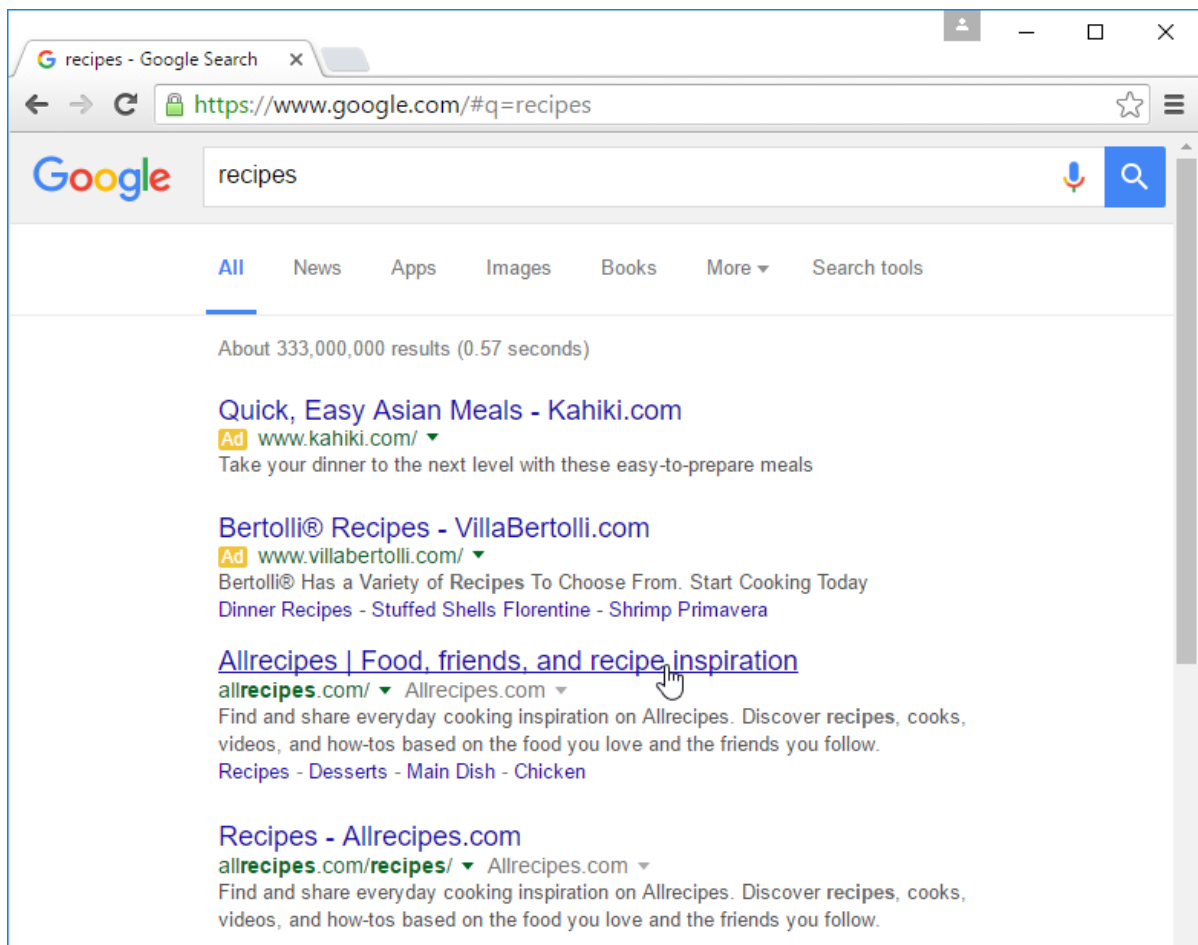
Watch the video below to learn more about searching the Web:

How to search the Web

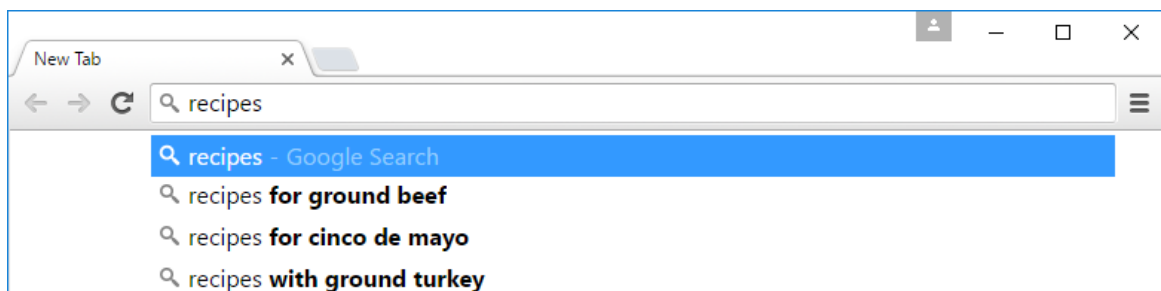
There are many different search engines you can use, but some of the most popular include **Google**, Yahoo!, and Bing. To perform a search, you'll need to navigate to a search engine in your web browser, type one or more **keywords**—also known as **search terms**—then press **Enter** on your keyboard. In this example, we'll search for **recipes**.



After you run a search, you'll see a list of **relevant websites** that match your search terms. These are commonly known as **search results**. If you see a site that looks interesting, you can click a link to open it. If the site doesn't have what you need, you can simply return to the results page to look for more options.



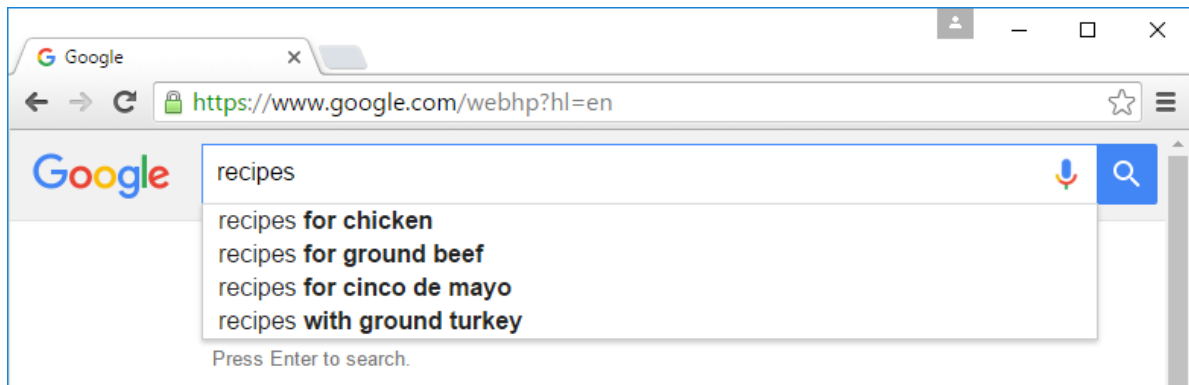
Most browsers also allow you to perform a web search directly from your **address bar**, although some have a separate **search bar** next to the address bar. Simply type your search terms and press **Enter** to run the search.



Search suggestions

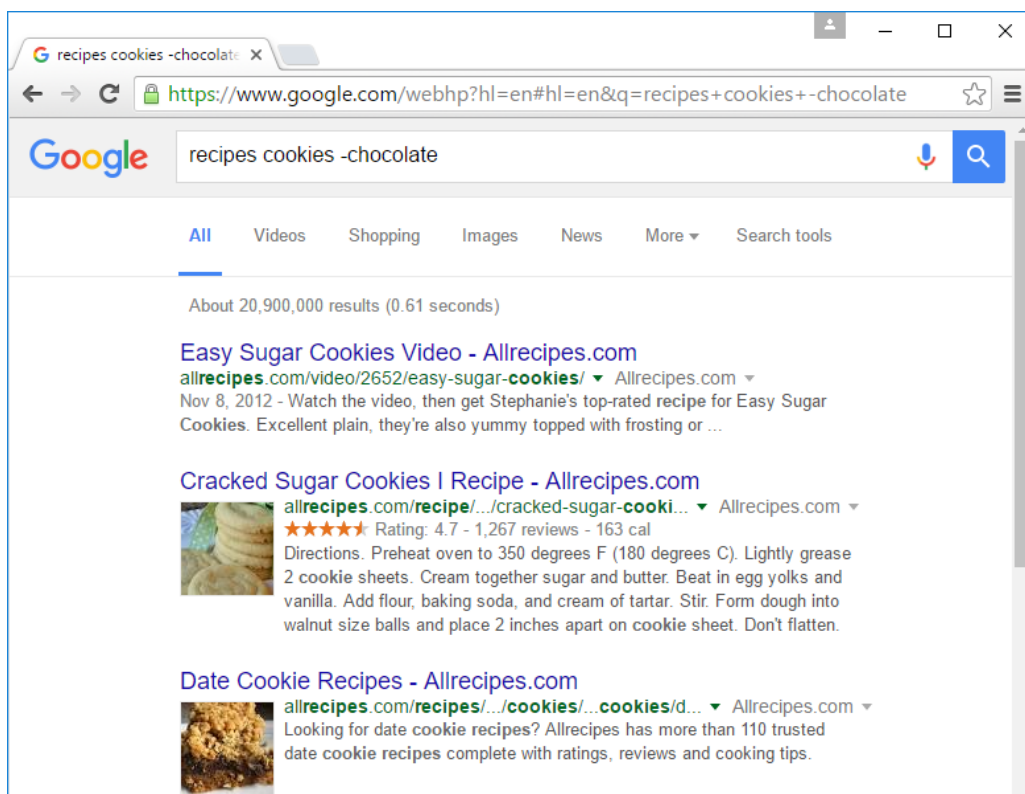
If you don't find what you're looking for on the first try, don't worry! Search engines are good at finding things online, but they're not perfect. You'll often need to **try different search terms** to find what you're looking for.

If you're having trouble thinking of new search terms, you can use **search suggestions** instead. These will usually appear as you're typing, and they're a great way to find new keywords you might not have tried otherwise. To use a search suggestion, you can click it with your mouse, or select it with the arrow keys on your keyboard.

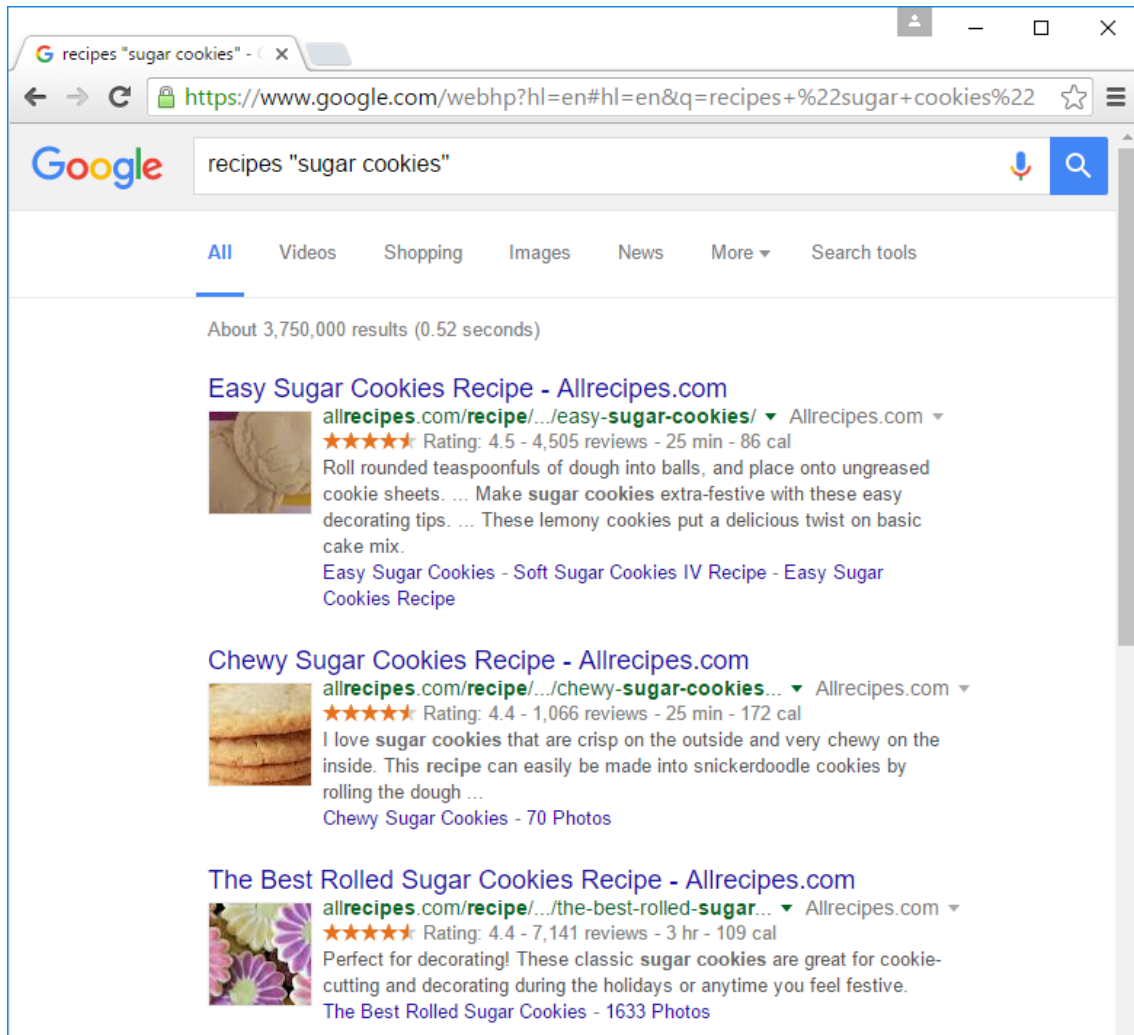


Refining your search

If you're still having trouble finding exactly what you need, you can use some special characters to help refine your search. For example, if you want to **exclude a word** from a search, you can type a **hyphen (-)** at the beginning of a word. So if you wanted to find cookie recipes that don't include chocolate, you could search for **recipes cookies - chocolate**.



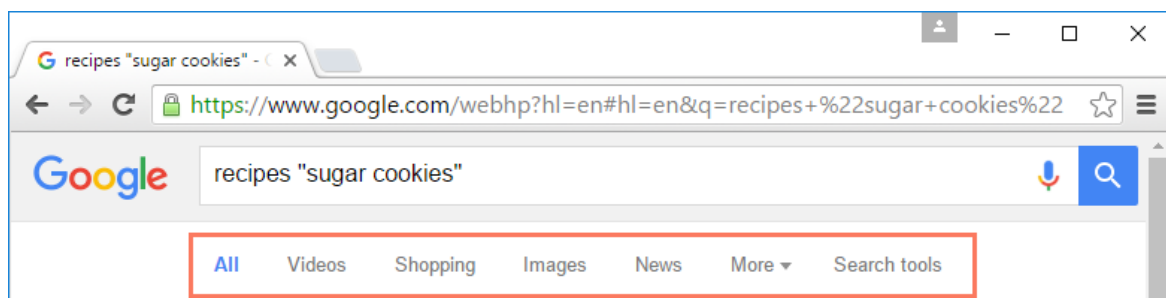
You can also search for **exact words** or **phrases** to narrow down your results even more. All you need to do is place **quotation marks (" ")** around the desired search terms. For example, if you search for **recipes "sugar cookies"**, your search results will only include recipes for sugar cookies, instead of any cookies that happen to use sugar as an ingredient.



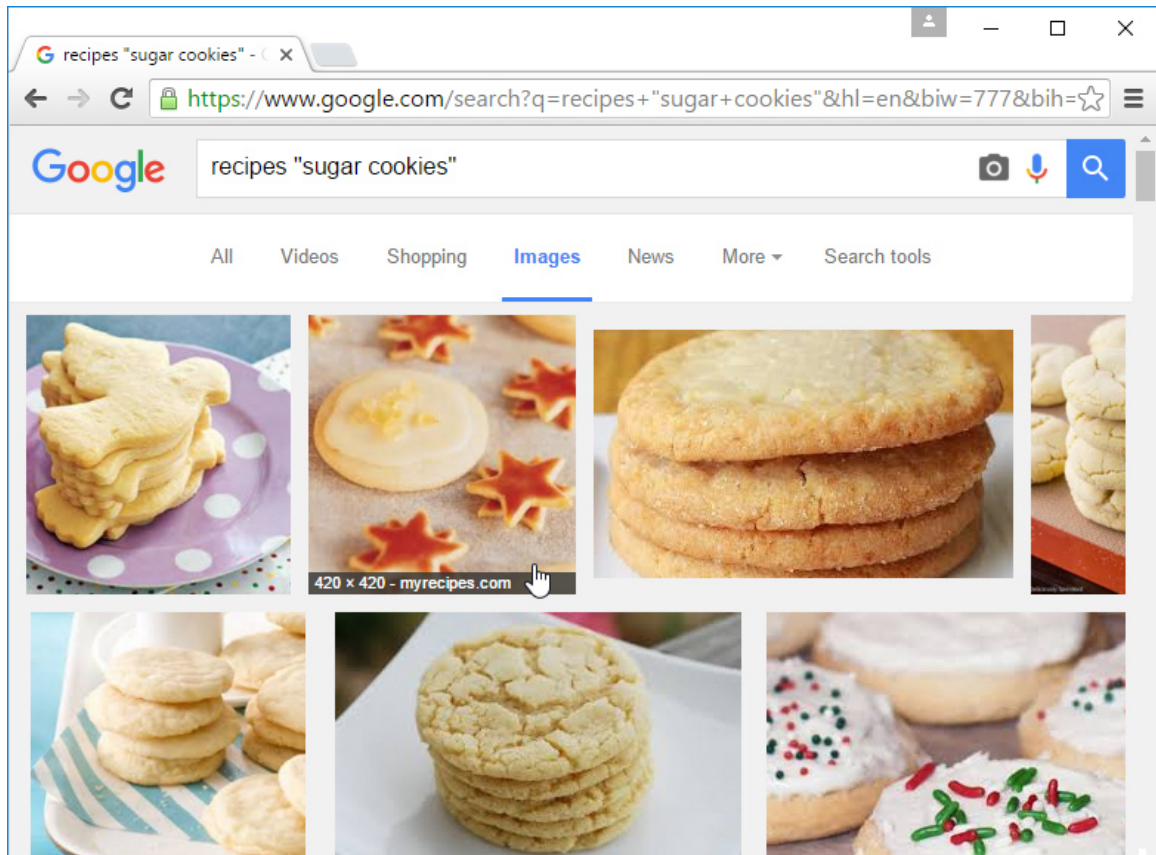
These techniques may come in handy in certain cases, but you probably won't need to use them with most searches. Search engines can usually figure out what you're looking for without these extra characters. We recommend trying a few different **search suggestions** before using this method.

Content-specific searches

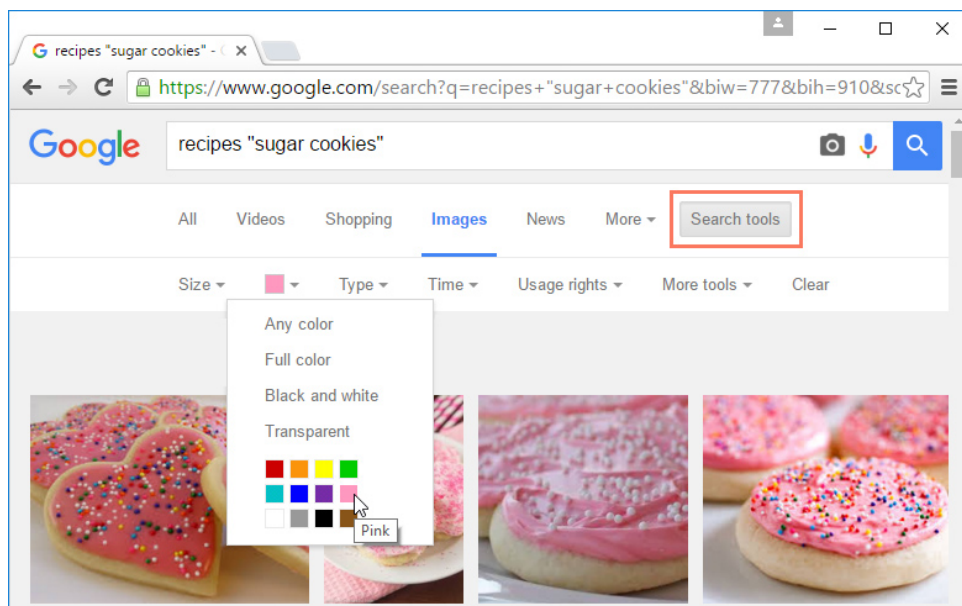
There may be times when you're looking for something more specific, like a **news article**, **picture**, or **video**. Most search engines have **links** at the top of the page that allow you to perform these unique searches.



In the example below, we've used the same search terms to look for **images** instead of websites. If you see an image you like, you can click to visit the website it originally came from.

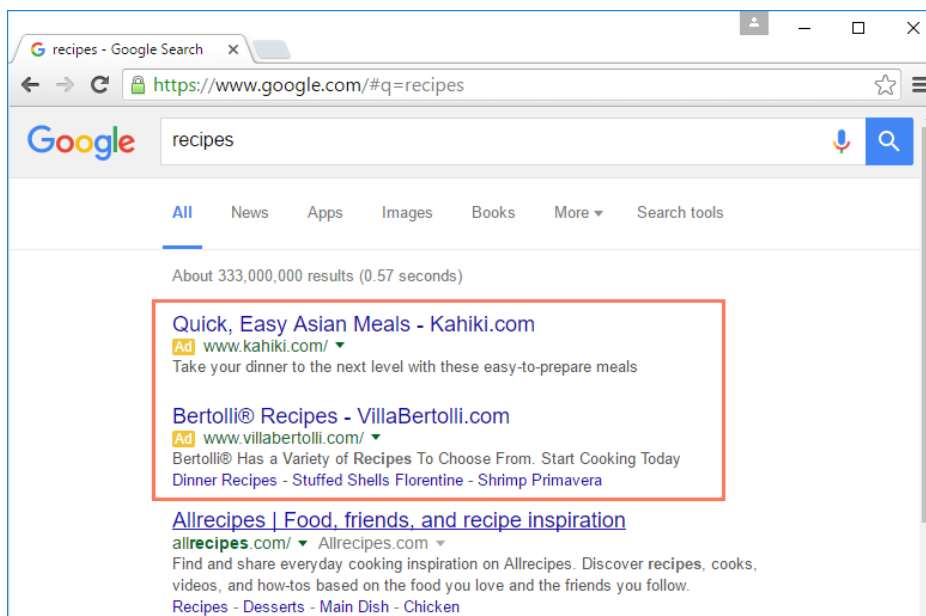


You can use the extra **search tools** to narrow down your results even more. These tools will change based on the type of content you're looking for, but in this example we can filter our images by **size, color, image type**, and more. So if you wanted to find cookies with pink frosting, you could search for images that are mostly pink.



Advertisements

One final thing to note: Most search engines include advertisements with search results. For example, you can see advertisements at the top of the search results below.



These ads are based on your search terms, and they often look similar to other search results. While they may be useful in some cases, it's usually more helpful to focus on the actual search results.

Laptop use in the sixth form

In order to prepare you for life beyond Brentford it is an expectation that you will have a laptop in school with you for all of your lessons in sixth form. If you don't have your own laptop then you will be issued a chromebook and you should ensure that this chromebook comes with you to every lesson. Teachers will be planning their lessons to include ICT and therefore not having your laptop will put you at a significant disadvantage and we don't want this! Your laptop/chromebook is a crucial part of our equipment list at sixth form and failure to bring your laptop will unfortunately lead to a sanction. Please work with us and ensure that you bring your laptop/chromebook with you to all lessons. The only exception would be if your teacher tells you that you don't need your laptop otherwise you should have it with you for every lesson.

In the sixth form you will be set 5 hours of independent study every week excluding homework and again much of this will require you to use a laptop. Your independent work will be available via Google Classroom and you should join the Google Classroom for each of your sixth form subjects as soon as possible in September. Effective use of ICT will be such an important part of your sixth form experience please do keep in regular contact with our IT support dept. via support@brentford.hounslow.sch.uk should you have any queries or experience any problems.