

## Lockdown Self Help Guide



### This guide will include.

1. When are my online lessons?
2. What items do I need for my online lesson?
3. How do I get into my live lesson?
4. What do I do if I need help?
5. How do I send my work to my teacher?



## 1. When are my online lessons?

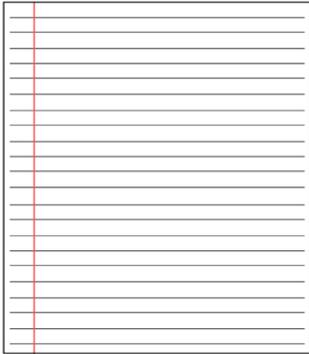
Your online lessons are scheduled for the same time your lesson would have been in school.

Lesson	Time
Lesson 1	08.50 – 09.40
Lesson 2	09.45 – 10.35
Form period	10.35 – 10.55
Lesson 3	10.55 – 11.45
Lesson 4	11.50 – 12.40
Lunch for year 7-8	
Lesson 5	12.45 – 13.35
Lunch for year 9 – Monday – Thursday Lunch for year 10 – Tuesday, Thursday and Friday	
Lesson 6	13.40 – 14.30
Lunch for year 9 – Friday Lunch for year 10 – Monday and Wednesday	
Lesson 7	14.30 – 15.20

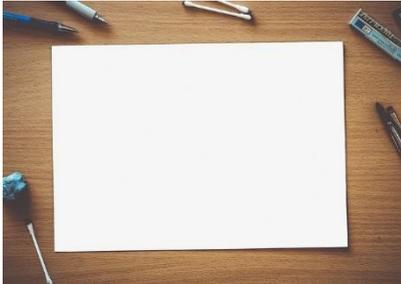
Top Tip – When your teacher has scheduled a lesson it will get an email notification. If you accept the lesson it will appear in your calendar on TEAMS.

## 2. What items do I need for my online lesson?

It is important to try and keep organised for your lessons. Here are few things you may need to help you in your lesson.



Lined Paper



Plain paper



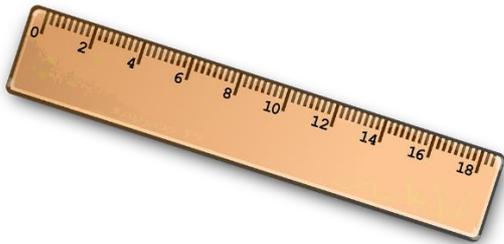
Pen



Pencil



Eraser



Ruler



Calculator (maths and science)

**Apollo 11 Mission to the Moon | Year Two | Spring 2**

Timeline	Crew	Vocabulary
1 April 12 <sup>th</sup> 1961 Russian cosmonaut Yuri Gagarin becomes the first person to go to space.	1 Neil Armstrong Commander	1 <b>Apollo 11</b> The name given to the overall mission to land on the moon.
2 May 25 <sup>th</sup> 1961 President John F Kennedy says that America will land someone on the moon before 1970.	2 Michael Collins Command Module Pilot	2 <b>Crew</b> The team who are taking part in the mission.
3 July 16 <sup>th</sup> 1969 Saturn V rocket launches from Cape Kennedy space base, Florida.	3 Edwin "Buzz" E. Aldrin, Jr. Lunar Module Pilot	3 <b>Command Module</b> The spacecraft that orbited the moon, and took the crew back to earth.
4 July 20 <sup>th</sup> 1969 The lunar module lands successfully on the moon, in the Sea of Tranquility.	<b>Important Quotations</b> "We choose to go to the moon. We choose to go to the moon in this decade and do the other things, not because they are easy, but because they are hard." President John F Kennedy, 1961	4 <b>Gravity</b> The invisible force that pulls objects together. The bigger the object, the stronger the pull (more gravity).
5 July 21 <sup>st</sup> 1969 Armstrong and Aldrin conduct surface operations (missions).	1 "That's one small step for man, one giant leap for mankind." Neil Armstrong, landing on the moon.	5 <b>Lunar Module</b> The spacecraft that actually landed on the moon. (Luna is Latin for the moon).
6 July 21 <sup>st</sup> 1969 Part of the lunar module leaves the moon and joins with the command module.	2 "Neil Armstrong, as he took the first step on the moon." Here news from the planet Earth first set foot upon the Moon, July 1969 A.D. We came in peace for all mankind. "Haise left on the moon."	6 <b>NASA</b> An American organisation which explores space. NASA stands for the National Aeronautics and Space Administration.
7 July 24 <sup>th</sup> 1969 The command module arrives back on earth, landing in the Pacific Ocean.	<b>Interesting Facts</b> 1 The Saturn V rocket reached a total speed of 8,184 mph. 2 The moon is 384,400 km or 238,000 miles from Earth. 3 The strength of gravity on the moon is only around 16% compared to Earth.	7 <b>Saturn V</b> The huge rocket that sent the astronauts into space.
8 July 24 <sup>th</sup> 1969 President Nixon personally congratulates the crew in quarantine.		8 <b>Sea of Tranquility</b> A large, dark area of the moon, in which the astronauts landed.
9 August 13 <sup>th</sup> 1969 Celebration parades across America.		9 <b>Space Race</b> The USA and the USSR (now Russia) were racing to be the first country to put man on the moon.
10 November 16 <sup>th</sup> 2011 Crew of Apollo 11 awarded the Congressional Medal of Honour		10 <b>Pacific Ocean</b> The largest ocean in the world, in between Asia and America.

Your knowledge organisers

You may need other equipment for other lessons (colours for art, reading book for English....)



Rather than hand write your lesson notes you may want to type – You could use Microsoft Word.

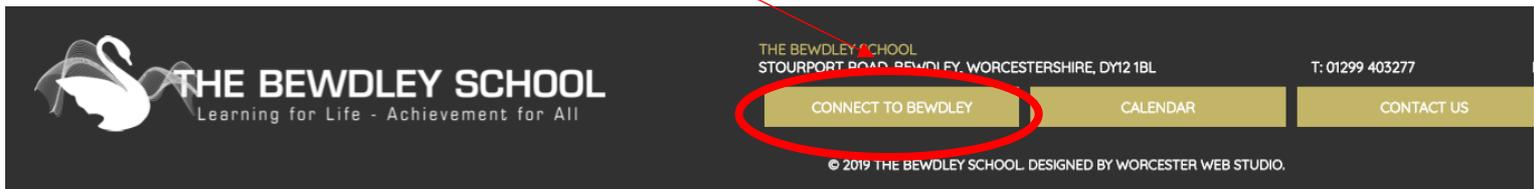
## How to Install Microsoft Office 365 onto your personal device – For **FREE**

You can install Microsoft Office 365 (Word, PowerPoint, Excel, Outlook) onto any personal device for Free! This could be your Laptop, PC, Chromebook, iPad, iPhone or Android device, every student has 5 licenses free, so you can install Office on up to 5 devices to complete your work from home.



Install Office onto your Windows Device

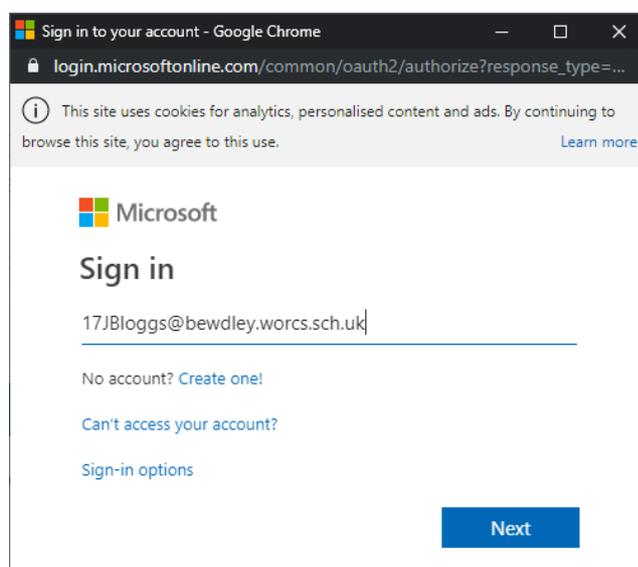
1. Visit [www.bewdley.worcs.sch.uk](http://www.bewdley.worcs.sch.uk) and select 'Connect to Bewdley' at the bottom of the page.



2. On the Connect to Bewdley page click on Office365



3. In the Microsoft Sign in box you must type in your school email address and password used to access the school systems such as SMHW. E.g. [19JBloggs@bewdley.worcs.sch.uk](mailto:19JBloggs@bewdley.worcs.sch.uk)



4. Once signed in, select 'Install Office' which is located in the top right corner.



### Chromebook / Android Device

Go to the Google Play Store and search 'Office 365'. All available apps will appear there to download or click the link below.

[Office 365 - Google Play](#)



### MacBook / iMac

Go to the Apple App Store and search 'Microsoft 365' where you can download all apps at once, or click the link below.

[Microsoft 365 on the Mac App Store \(apple.com\)](#)

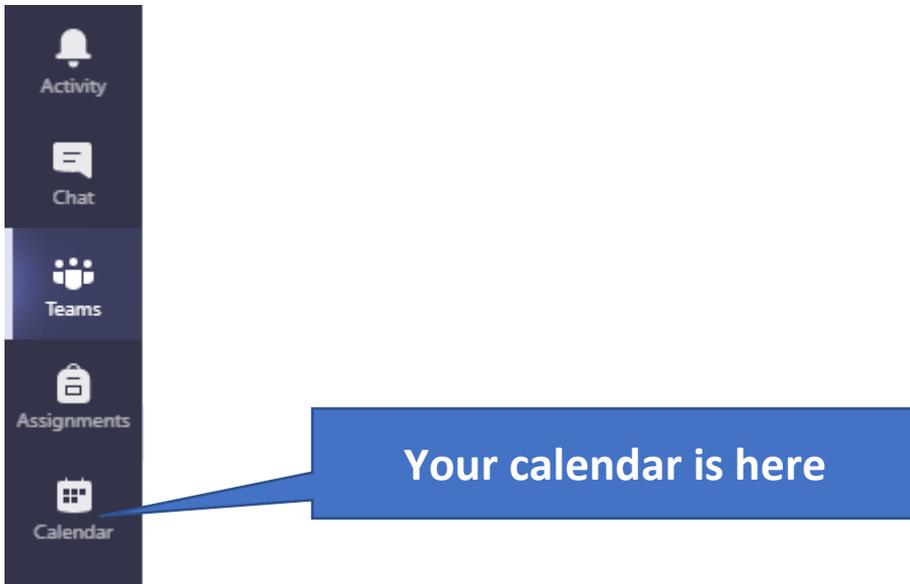


### iPad / iPhone

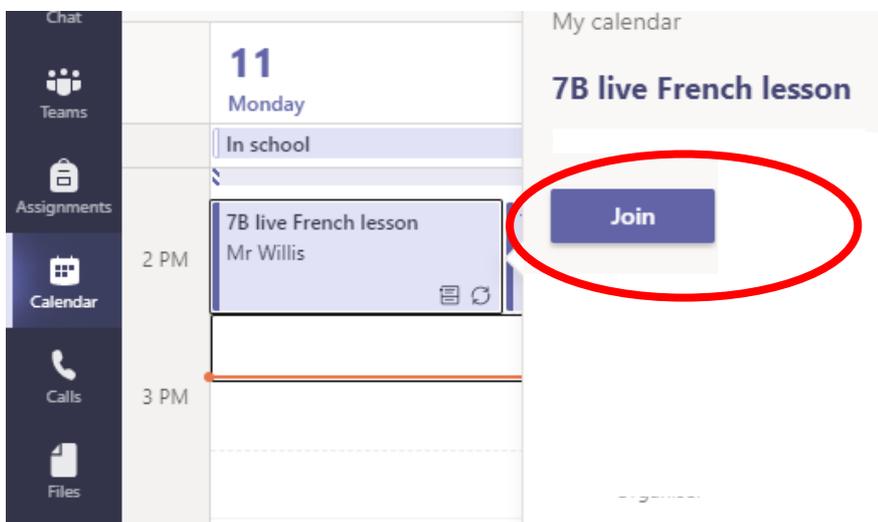
Go to the Apple App Store and Search for each app 'Microsoft Word', 'Microsoft Excel', 'Microsoft PowerPoint'.

### 3. How do I get into my live lessons?

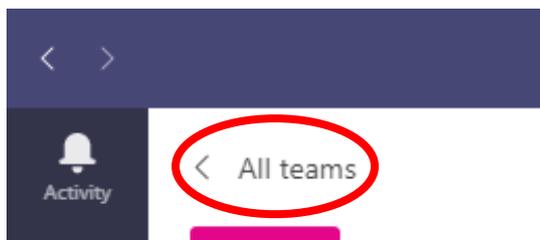
To find your live lesson, use the calendar on Teams.



You can then click on "join".



If you are unable to find a link in calendar, try looking in your class Team....

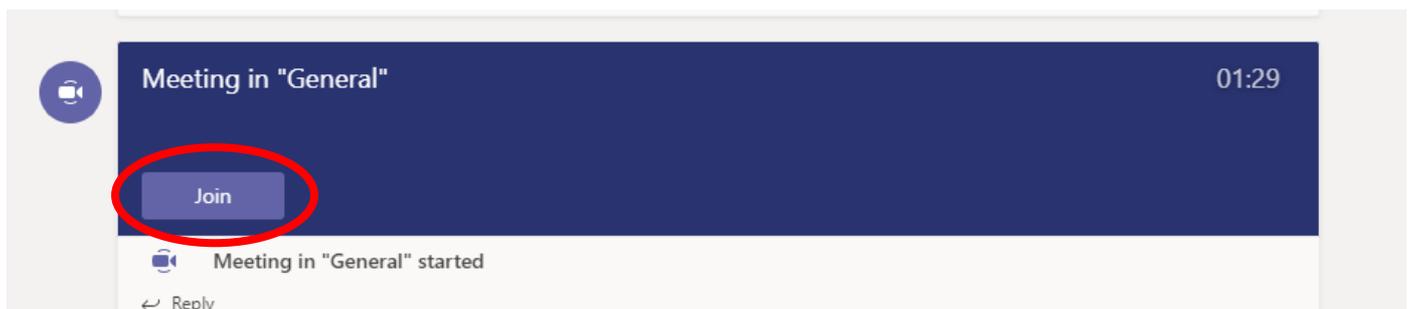


You may need to go to "all teams" to find the complete list.

Then select the Team for that class (for example):

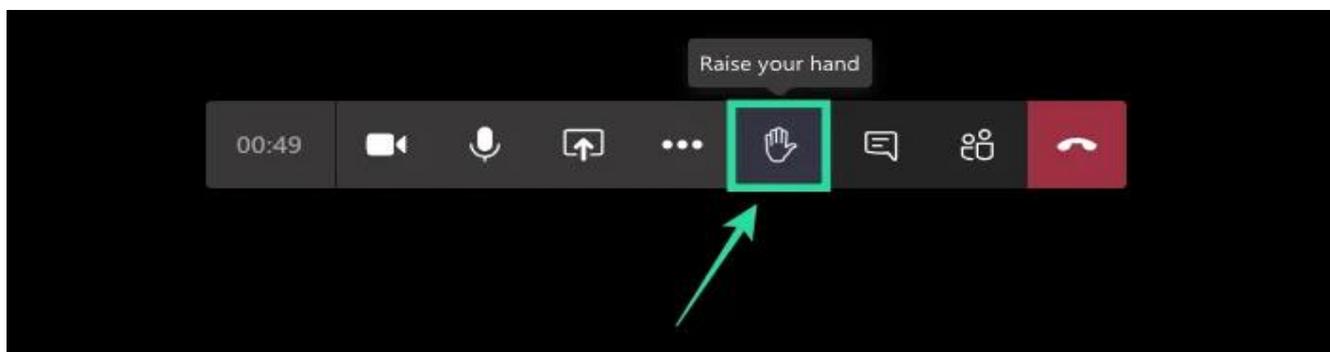


If there is a live lesson going on, there will be a notification (see below). You can click "join" to join the lesson!

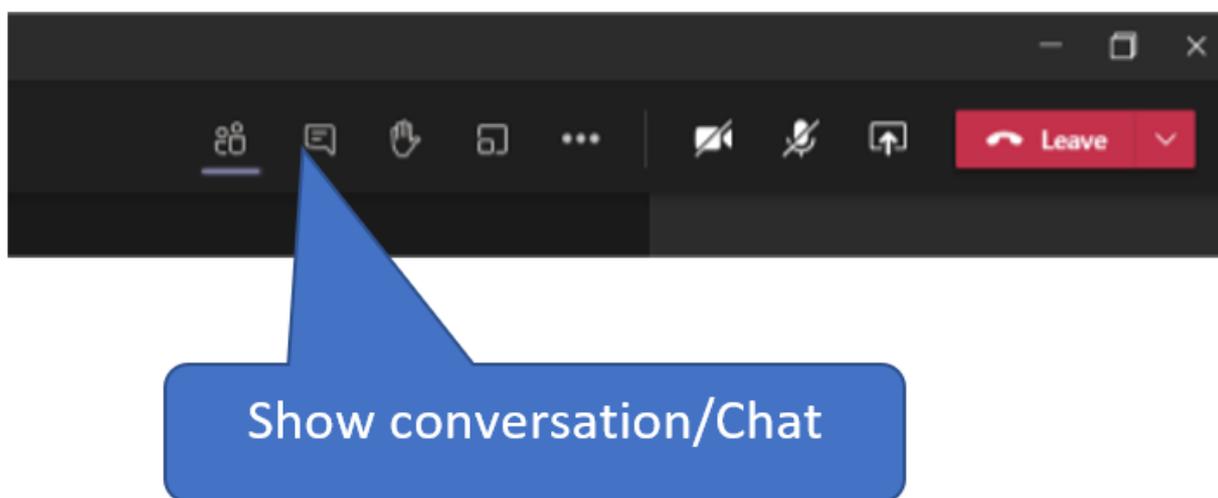


## 4. What do I do if I need help?

If you need help during your online lesson, there is the option to **put your hand up** and speak to your teacher. Here is what that looks like.



There is also the **chat** feature, where you are able to type to your teacher. If you click reply – you are able to ask your teacher a question.



Or you can always **email** your **teacher** separately if you feel more comfortable doing this. The teacher's **email** is (username)@bewdley.worcs.sch.uk (Eg – Mr Willis = PWI. Email = pwi@bewdley.worcs.sch.uk).

You can also use the information on your **knowledge organiser** to help.

## **5. How do I send my work to my teacher?**

There are several options to submit your work to your teacher.

1. Via Teams

2. Via SMHW