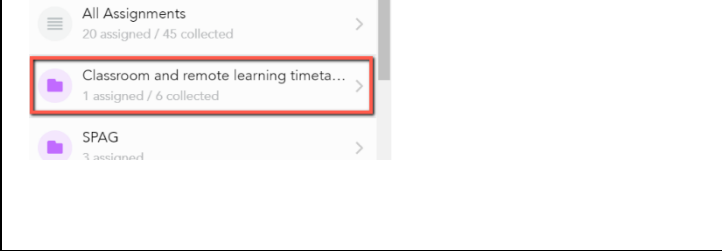
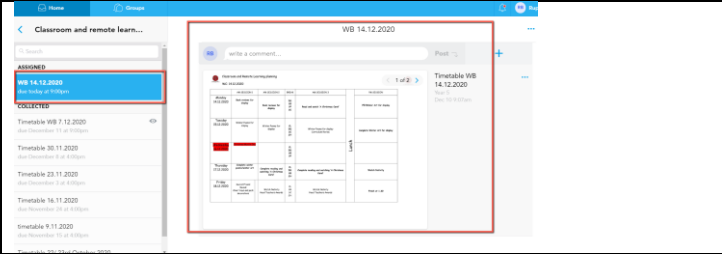
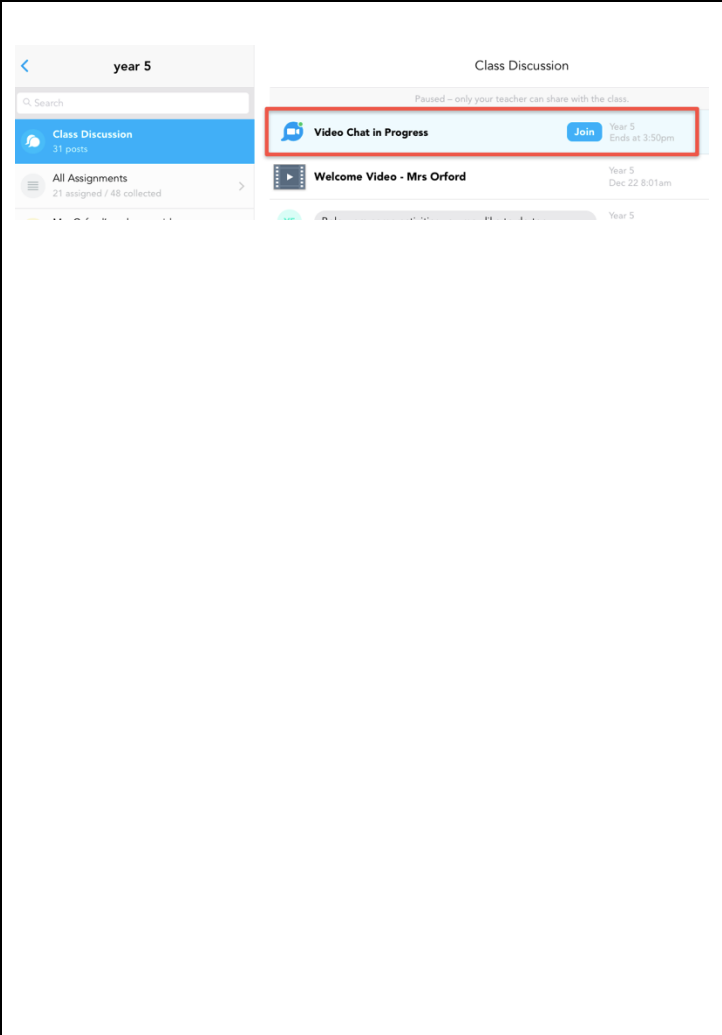
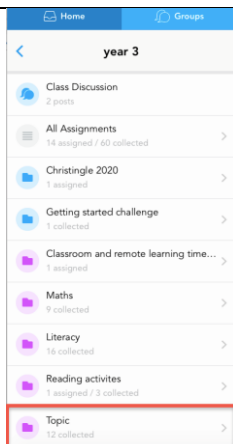


SHOWBIE : working remotely : step by step guide

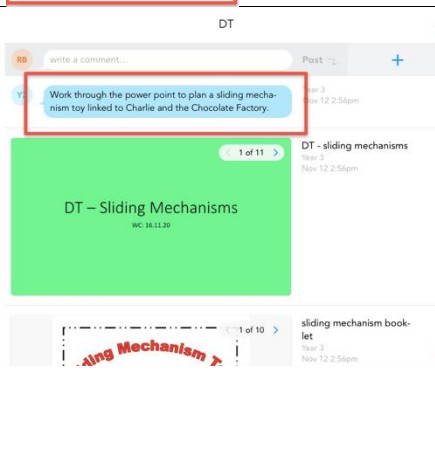
<p>1. Once you have signed in, the first thing you need to do is go to the Classroom and remote learning timetable folder.</p>	 <p>The screenshot shows the Showbie interface with three main folders: 'All Assignments' (20 assigned / 45 collected), 'Classroom and remote learning timetable' (1 assigned / 6 collected), and 'SPAG' (3 assigned / 1 collected). The 'Classroom and remote learning timetable' folder is highlighted with a red rectangular box.</p>
<p>2. Here you will find the timetable for the week, which will tell you what your lessons are for each day and when.</p>	 <p>The screenshot shows the 'Classroom and remote learning timetable' folder. On the left, there is a list of timetables for various dates. The main part of the screen shows a detailed weekly timetable grid for 'WB 14.12.2020'. The grid has columns for days of the week and rows for different lessons or activities. A red box highlights the main timetable grid.</p>
<p>3. Each morning, your teacher will video call you on Showbie as a whole class. The time of the call will be on the timetable.</p> <p>To join the call:</p> <ul style="list-style-type: none">- Log into your Showbie account.- Go to class discussion.- When your teacher starts the video call, you will be able to select join to enter the video call. <p>During this video chat, the teacher will do the register, tell you about the lessons that day and answer any questions.</p> <p><u>NOTE: in years 4, 5 and 6 your call may be on MS Teams. Your teacher will let you know which platform to use.</u></p>	 <p>The screenshot shows the 'Class Discussion' screen for 'year 5'. It features a search bar, a 'Class Discussion' section with 31 posts, and an 'All Assignments' section with 21 assigned / 48 collected. A prominent notification at the top right says 'Video Chat in Progress' with a 'Join' button and 'Year 5 Ends at 3:50pm'. Below this, there is a 'Welcome Video - Mrs Orford' section. A red box highlights the 'Video Chat in Progress' notification.</p>

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4. You can then start doing the work that has been set for you by checking the timetable and finding the correct purple subject folder on Showbie.



5. Open the folder and you will find instructions, a teaching PowerPoint with a voice recording of the lesson and activities for you to complete from your teacher.



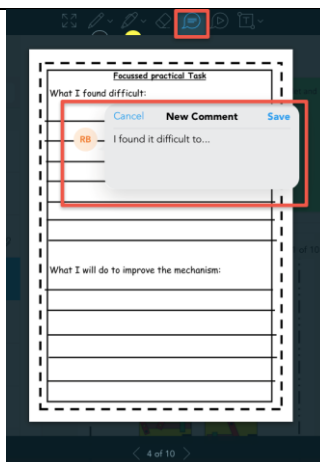
6. You can complete your work in many different ways. It is up to you to choose the most suitable way to complete your task.

OPTION 1

You can add a comment to the worksheet by selecting the **comment tool** at the top of the page and then clicking where you would like to **pin** your comment.

A **comment box** will then appear for you to write your answer.

Click **Save**.



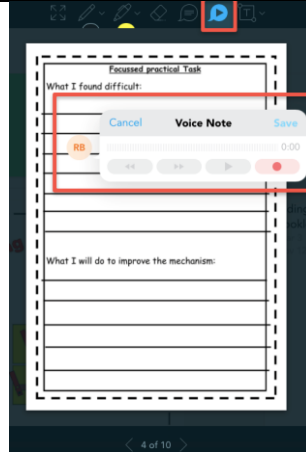
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OPTION 2

You can add a voice note to the worksheet by selecting the **voice note tool** at the top of the page and then clicking where you would like to **pin** your comment.

A **voice note box** will then appear for you to record your spoken answer.

Click **Save**.

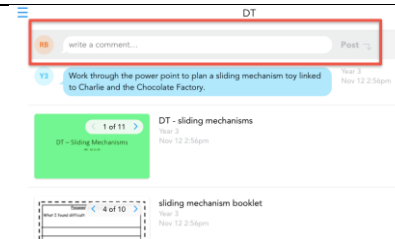


OPTION 3

You can add a comment into the folder above the work that has been set.

Type your comment.

Click **Post**.



OPTION 4

You can add a new document into the folder above the work that has been set.

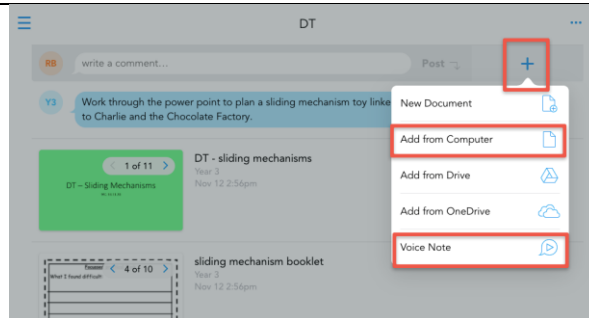
Complete your work in a different program e.g. word, PowerPoint etc. and save it to your computer.

Select the **plus** icon.

Select **Add from Computer**.

Select the document you saved with your work on and it will upload into the folder.

When you have selected the plus icon, there is also an option to record and upload a voice note here if you want to.



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7. At the end of the day, your teacher might video call you on Showbie as a whole class. The time of the call will be on the timetable.

During this video chat, the teacher will read the class book and answer any questions.

Follow the instructions on step 3 to join the video call.

