

Blended Learning Guide

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- Microsoft Office 365 package available through Hwb - <https://hwb.gov.wales>
- Hwb is used to access emails through **Outlook** and messages from Progress Leaders; Form Tutors and Subject Teachers through **Teams**
- Learners can access learning materials from their Subject Teachers through **Teams**

Click here to access the Log In page

Learning and teaching for Wales

The Curriculum for Wales and free educational tools and materials.

Click here to access Office 365

Click here to access Outlook Email

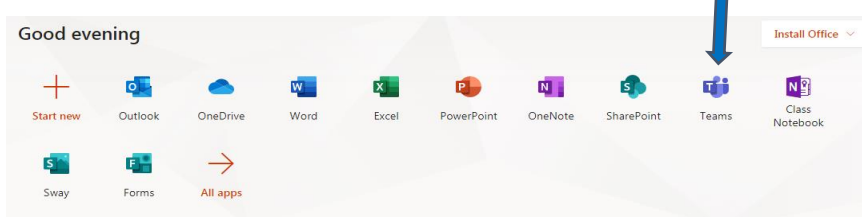


The dashboard displays a grid of icons for various services:

- Office 365
- Outlook
- Google for Education
- Evaluation, improvement and accountability
- Adobe Spark
- Just2easzy
- Flipgrid
- Resources
- Britannica Digital Learning
- Playlists
- Blended learning
- Personalised assessments
- Keeping safe online
- Support Centre
- User management
- My Hwb Dashboard
- Hwb Classes
- Assignments
- Zones
- Curriculum for Wales
- Curriculum for Wales 2008
- Minecraft: Education Edition

Office 365 menu

Click here to access Teams



The Office 365 menu includes the following applications:

- Start new
- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway
- Forms
- All apps

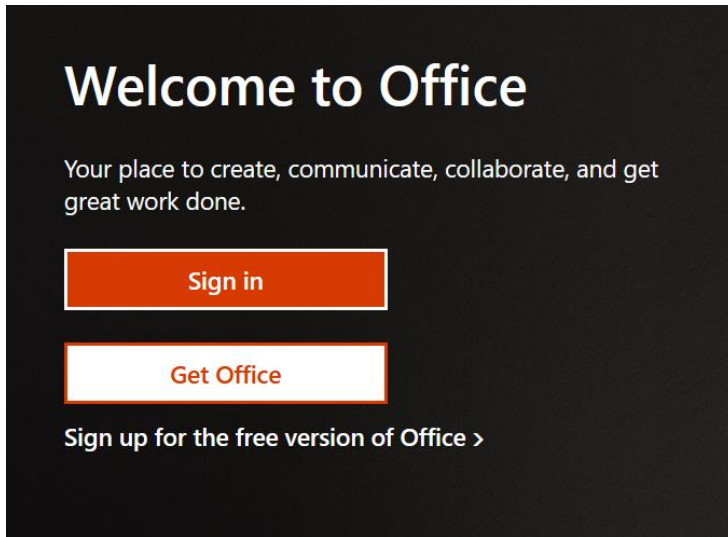
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Office 365

Method 1 - Available through HWB (*see previous page*)

Method 2 - Go online and navigate to office.com



Sign in by using your HWB username and password.

On the left-hand side of the screen you will see a column of icons:



Word

Word processing.



Teams

Live stream lessons,
communicate with
staff



PowerPoint

To create
presentations.



One Drive

Place to store your
work



Outlook

Access email

Any work you create on Word or PowerPoint will be automatically saved in your Office 365 One Drive.

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For any queries or further support please email – helpdesk@caloncymru.powys.sch.uk



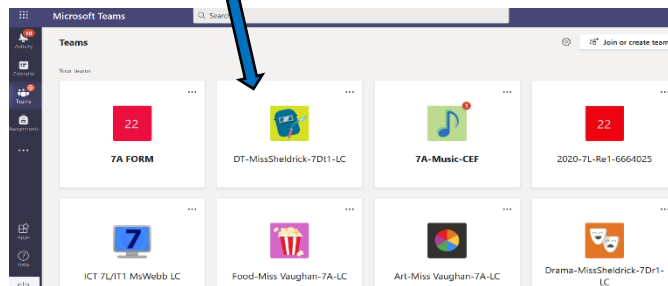
Access your class Team and Class Materials



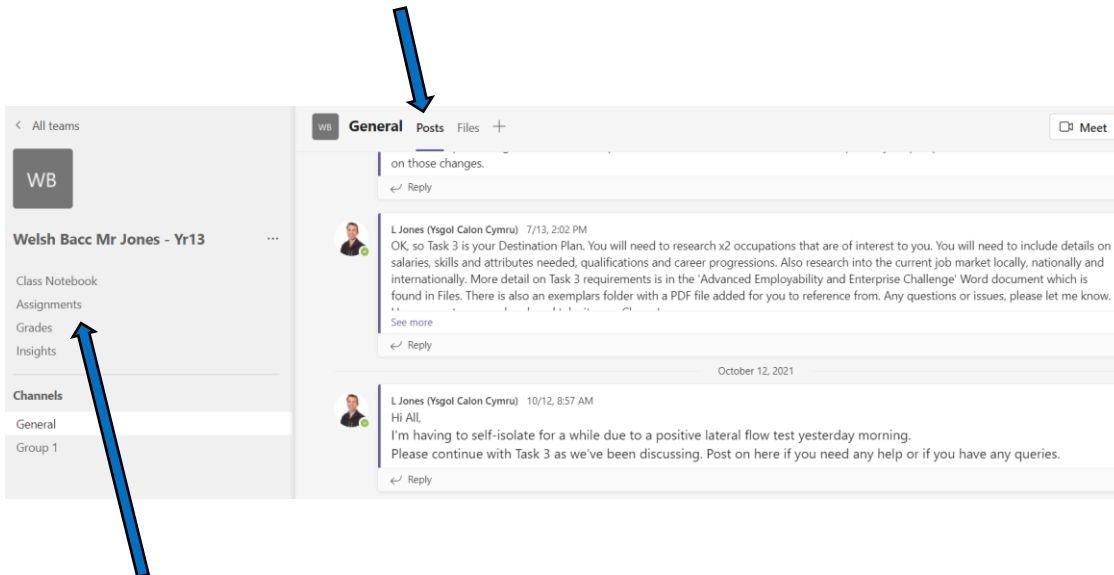
Access Teams . . .

. . . Select 'Use the Web App instead' . . .

. . . . Choose your class from the tiles.



Select **Posts** to interact with your class teacher and **Files** to access any learning material.



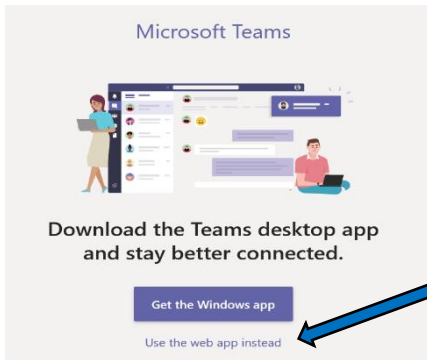
Some teachers may use Assignments / Class Notebook and will provide guidance to their groups.

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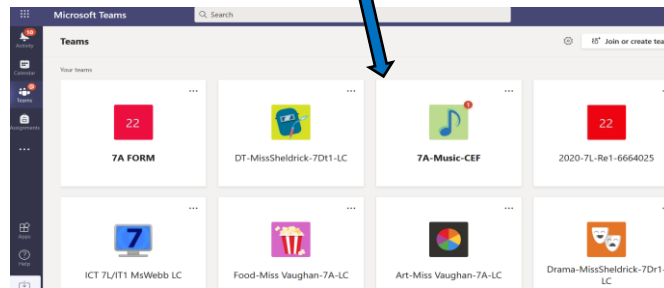
Live Streaming Lessons



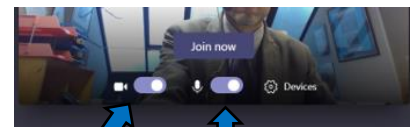
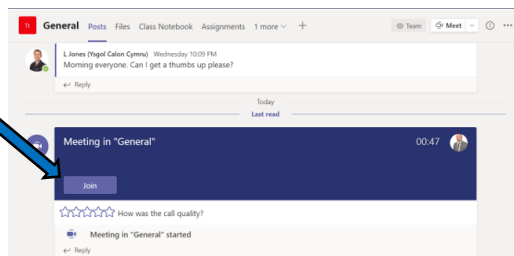
Access Teams . . .

. . . Select 'Use the Web App instead' . . .

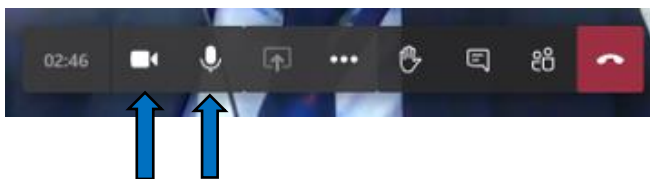
. . . . Choose your class from the tiles.



In the posts column click 'Join' to enter the lesson.



Ensure the video and microphone are turned off before entering the lesson



Hover over the screen to bring up the control bar. Here you can control your microphone and camera if requested by your teacher.

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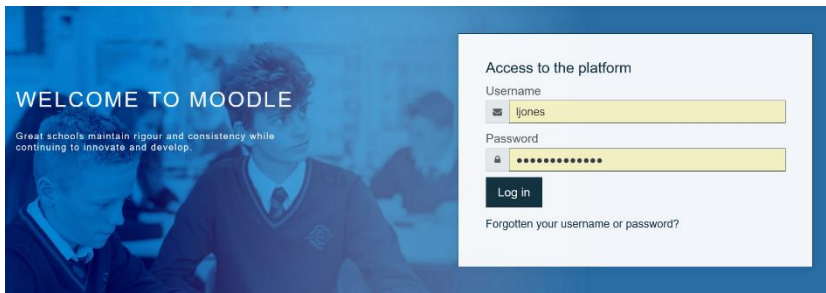
For any queries or further support please email – helpdesk@caloncymru.powys.sch.uk



Access the school Virtual Learning Environment (VLE)



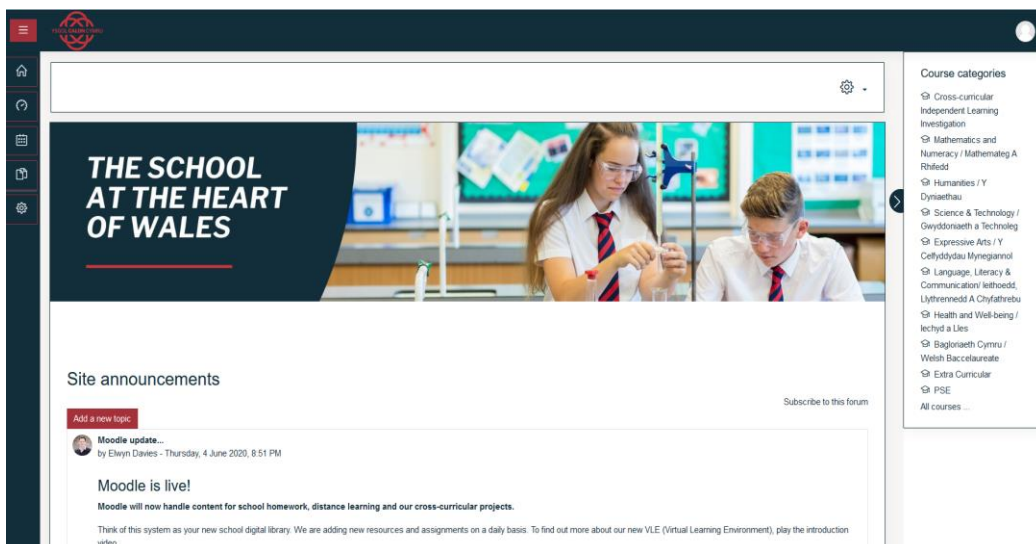
Access the VLE through the Ysgol Calon Cymru homepage - <https://www.ysgolcalon.cymru/>



Enter your **school log in** Username and Password here.

year of entry/first name/dot/last name
e.g.19joe.bloggs

followed by your password



Find your course pages through the appropriate area of learning

e.g History within **Humanities**
English with **Language, Literacy and Communication**

Use the video tutorials found via the link on the school homepage to get the best out of the school Virtual Learning Environment (VLE)

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moodle

How to access course pages



Select the appropriate area of learning
e.g History within **Humanities**
English with **Language, Literacy and Communication**

Language, Literacy & Communication/ Ieithoedd, Llythrennedd A Chyfathrebu

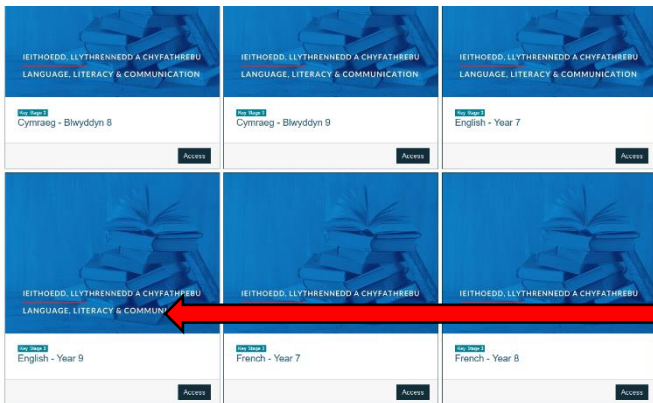


Select your Key Stage

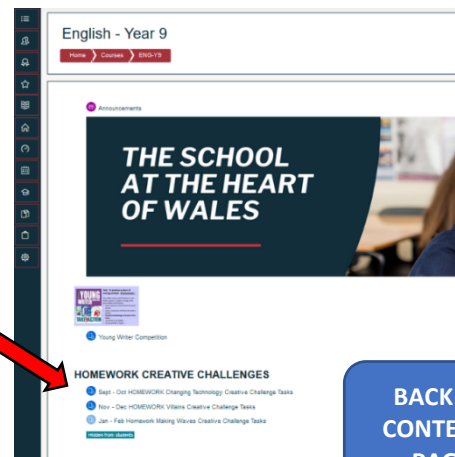


- Search courses
- Key Stage 3
- Key Stage 4
- Key Stage 5
- Archive

Select your subject and year group e.g English Year 9.



Access assignments, projects, collaboration spaces and interactive activities on the course page



For any queries or further support please email – helpdesk@caloncymru.powys.sch.uk

MAKING WAVES Jan - Feb

In the Trenches: WW1 and 2020

- RESOURCES FOR Making Waves
- QUIZ SEQUENCING NRT Reading The Causes of World War One
- WORDSEARCH QUIZ: Letter from the trenches key words
- QUIZ NRT Reading The Causes of World War One
- QUIZ proof reading letter from trenches task
- Assignment: Write a diary entry, detailing the experiences of the conditions in the trenches.
- Interactive book - READ before writing Letter from the trenches
- Assignment : Mametz Wood - Become a designer for stage and screen
- ASSIGNMENT: How is war presented in the poem 'Dulce et Decorum est...' by Wilfred Owen?
- Assignment: Creative Challenge Tasks - Making Waves

The Titanic

- Assignment: Research Mind Map - The Titanic , Passenger Profiles and Questions

Select the correct activity from the course page e.g Interactive Book

Navigate along the book pages

Access a variety of media resources

English - Year 9

Home > Courses > ENG Y9 > JAN - FEB: MAKING WAVES > Interactive book - READ before writing Letter from the trenches

Interactive book - READ before writing Letter from the trenches

Conditions in the trenches

- Interactive book - READ bef...
- Rank order reasons f...
- Recruitment
- Recruitment process
- Conditions in the tren...
- World War One Mem...
- Rate!
- Weather
- Wordsearch
- Proof reading
- Assignment

Summary & submit

Letter from the Trenches

Watch on YouTube

Look out for other interactive activities such as Drag and Drop

Selecting an Idea - Global Challenge (Yr10)

Preview Edit Reports Grade essays

SWOT Definitions Task

Drag the words into the correct boxes

Strengths Weaknesses are features Opportunities are Threats are

are good features that have an advantage over others

sets of circumstances that could cause problems

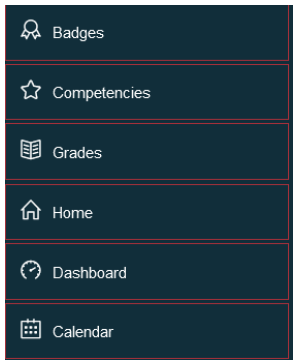
sets of circumstances that can be used to advantage

that are weaker or have disadvantages to others

Check

Back to SWOT intro Using SWOT Analysis

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Profit & Loss Template Excel 2007 spreadsheet Uploaded 27/04/21, 10:29

Cashflow Forecast Excel 2007 spreadsheet Uploaded 27/04/21, 10:30

Researching Job Opportunities

During this lesson you will be developing the skill of Planning and Organisation

Controlled Assessment Submissions

- Pen Portrait Drafts
- Task 3 - Destination Passport Submissions
- Task 4 - Personal Reflection Presentation

On the course page select the assignment you need to submit



Task 4 - Personal Reflection Presentation

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 16 January 2022, 12:00 AM
Time remaining	33 days
Last modified	-
Submission comments	+ Comments (0)

Select add submission to submit your work

Add submission

You have not made a submission yet.

You can drag and drop files into the box . . .

Task 4 - Personal Reflection Presentation

File submissions

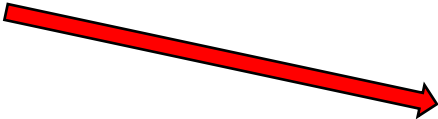
Maximum file size: 1GB, maximum number of files: 20

Files

You can drag and drop files here to add them.

Save changes Cancel

. . . or select file picker to upload from your files



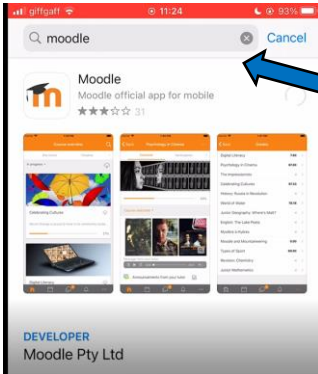
Please ensure that you upload work as PDFs where possible – see further guidance

That way teachers can give feedback more efficiently and in a variety of ways e.g. audio

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Access the VLE Mobile App

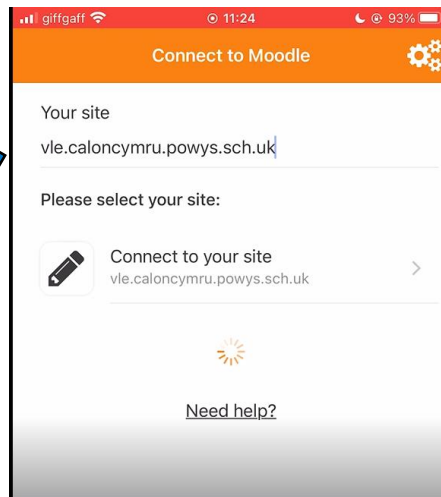


Go to any web browser and search for 'Moodle app'

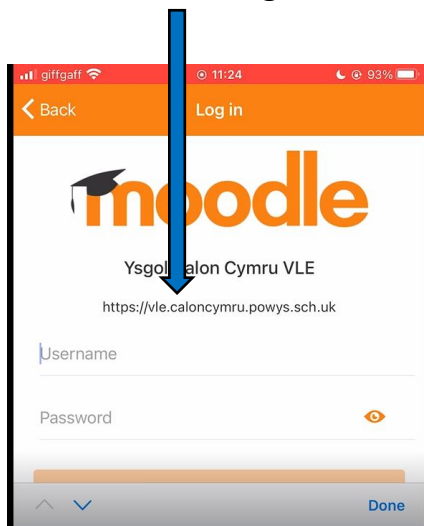
Download from the relevant app store

Open the Moodle app and search for the school site

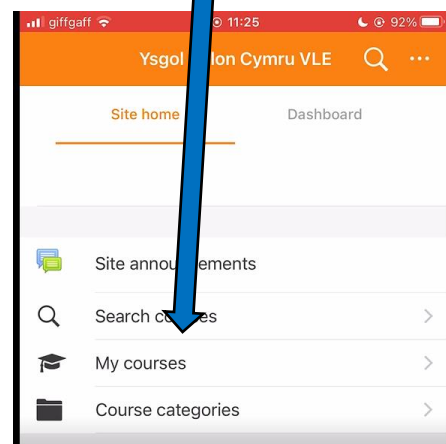
Enter 'vle.caloncymru.powys.sch.uk'



Log in to the app using usual school log in



Go to 'My Courses' to find your subject/classes



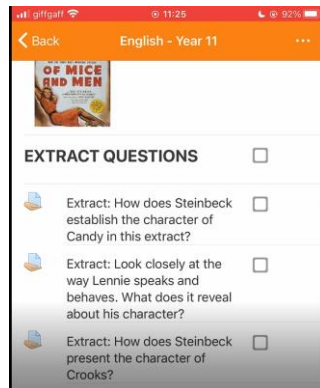
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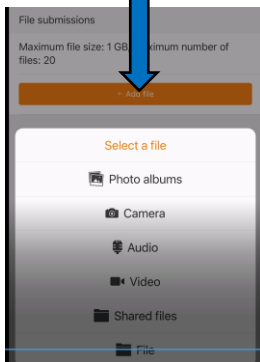


Submit work as an image (iPhone)

Find the subject, find your assignment and then 'add submission'.



Select 'Photo Albums'

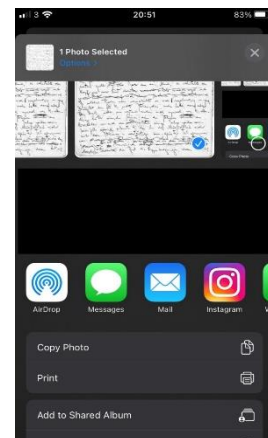
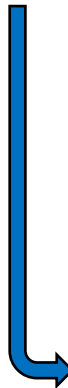
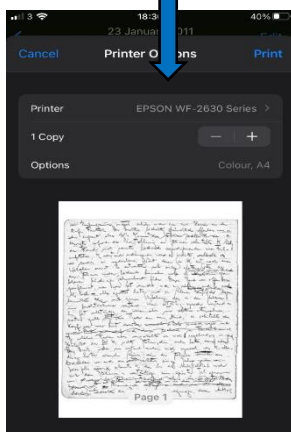


Find your photo and tap on the share icon.



Scroll down and select 'Print'.

Use two fingers to zoom in on the image. This turns the image into a pdf. Now tap the share icon again.



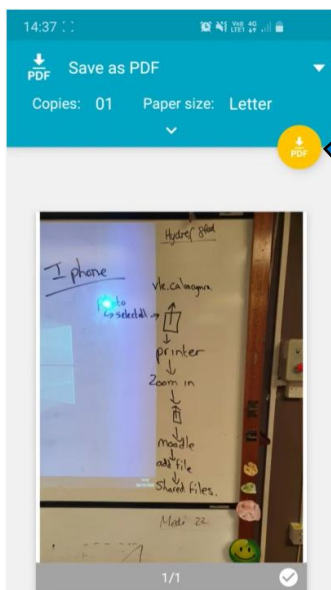
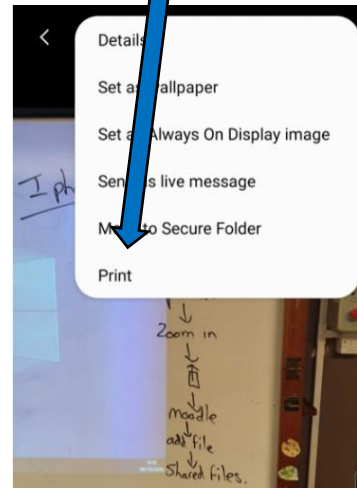
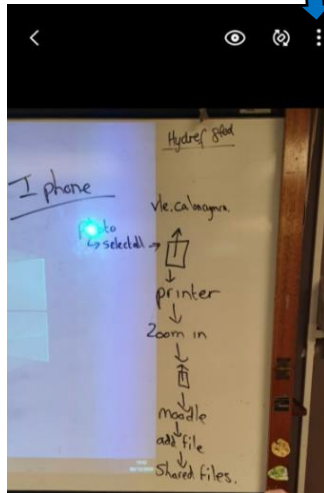
You can now save to files as a pdf. If you don't have this option, download the files app for free from the app store. You can then upload the pdf to Moodle when you 'add submission' to your assignment.

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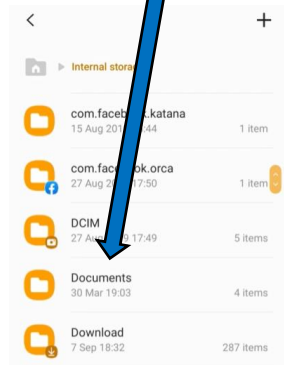


Take a picture of your work and go to your 'Gallery'

Select the picture of your work. Select the three-dot ellipsis, then select print.



Save as Pdf in Documents within the internal storage of the phone



You can then upload the pdf to Moodle when you 'add submission' to your assignment.

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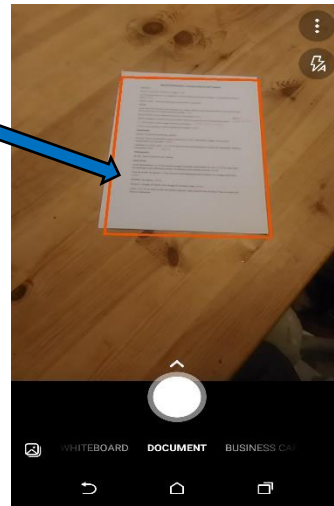


Submit work as an image (Android) using Microsoft Lens

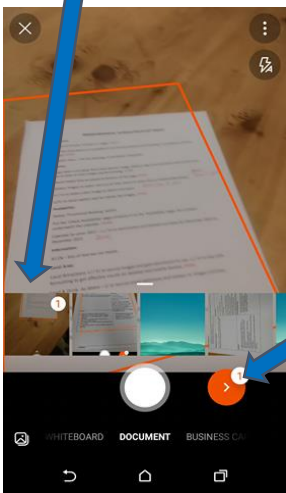


Install the Microsoft Lens app from any app store

Open the app and take a photo of your work.

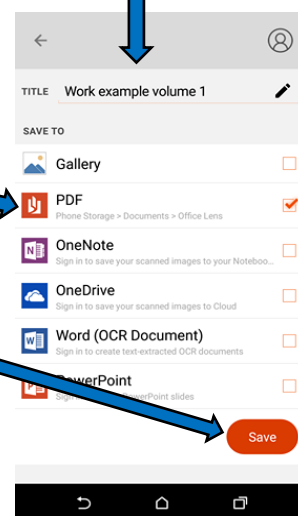


Select the image from the gallery



. . . and select the red button icon.

Give your work a title



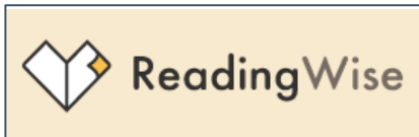
Save as a PDF

Select 'Save'

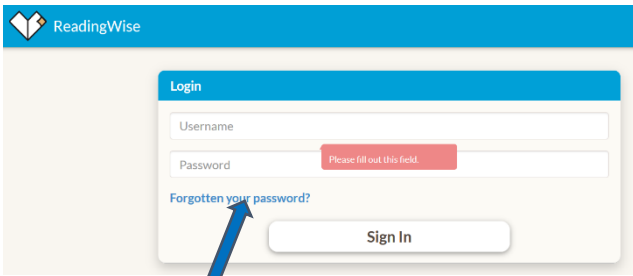
You can then upload the PDF to Moodle when you add submission to your assignment

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How to access Reading Wise



Log in via the Reading Wise homepage

Enter the details given to you in school.

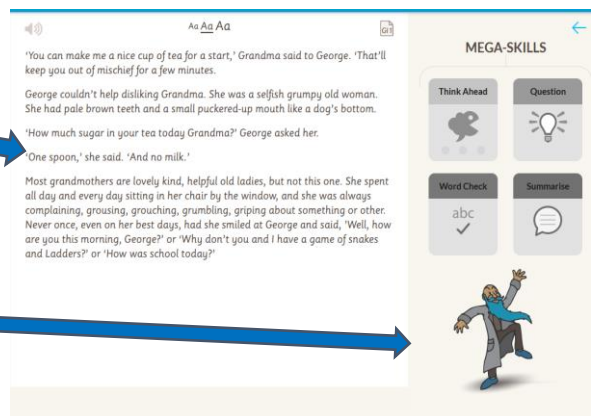
Select 'Comprehension'



After selecting 'George's Marvellous Medicine' work through the episodes starting with 'Intro'

Within each episode work through the 'Mega Skills'.

Be sure to select the bearded man for explanations of each.



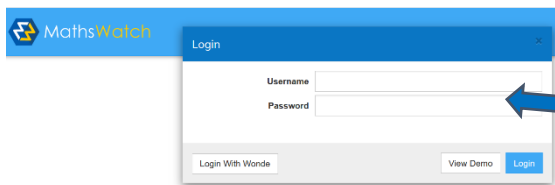
For more details on using 'Reading Wise' please watch the video found on your English course page on the school VLE.

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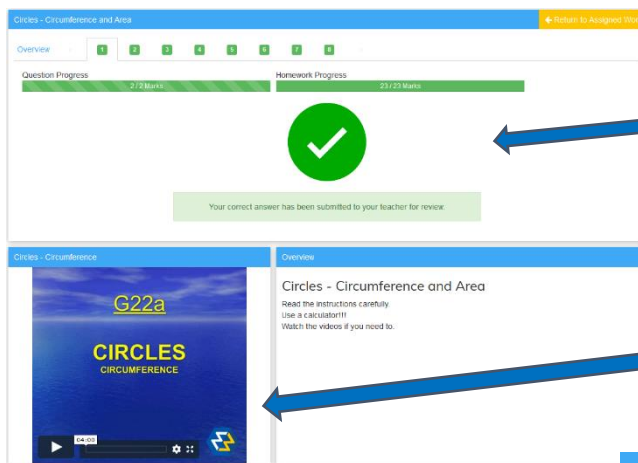
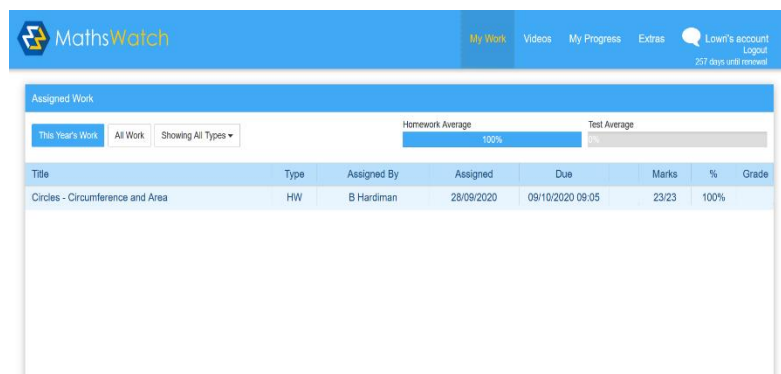
How to access Maths Watch



Log in via the Maths Watch homepage using the details given at school

After a successful log in, you will always be presented with your 'My Work' page

You navigate from this page to the various other sections



Homework tasks can be completed as often as you like

Short videos explaining the topic will always be available to play

A detailed pupil/parent guide is available by selecting 'Extras' from the 'My Work' page

Extras

- Student Guide (Updated Sept 18)
- Shortcuts for Answering Questions
- Graph Paper

Tips and advice tutorials:

- How to change your password
- How to type powers
- How to type fractions
- How to type mixed numbers
- How to use the construction tools

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