## A guide to downloading and opening home learning



Sacred Heart Catholic Voluntary Academy



# Downloading

#### First go to the schools website:

Sacred Heart

Catholic Voluntary Academy

https://www.sacredheart.leicester.sch.uk/

(click this link, alternatively type/copy it into your web browser).



### Next scroll down on the main page and find jotter/school login:

**Parents** 



Your class
teacher will
have emailed
you your login
details

School is closed to most children from
Tuesday the 5th of January- only
children who attended during the first
lockdown should come to school. If you
think you are now a key worker, please
call the office - do not bring your child to
school until you have spoken to us
Thanks so much and take care

Our School

Kate Hayles

**Key Information** 

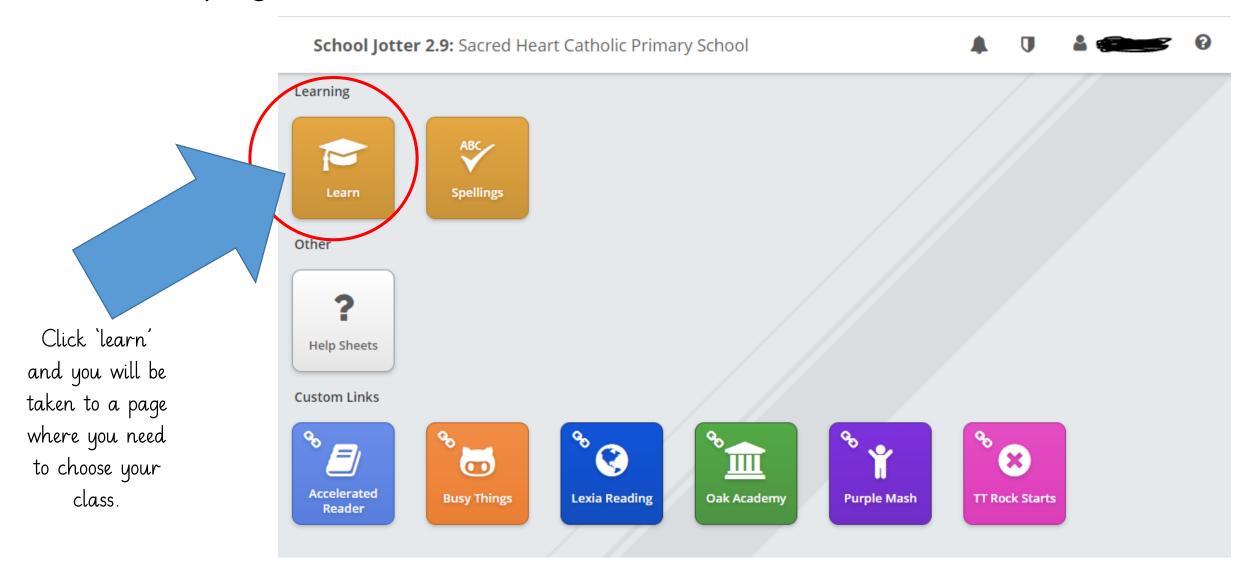




More

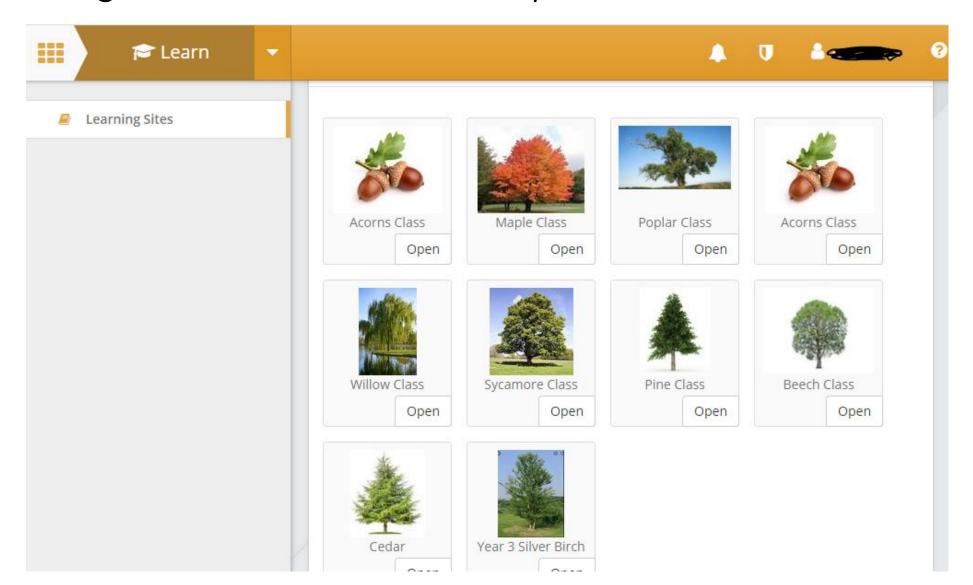


#### Your page will then look like this:



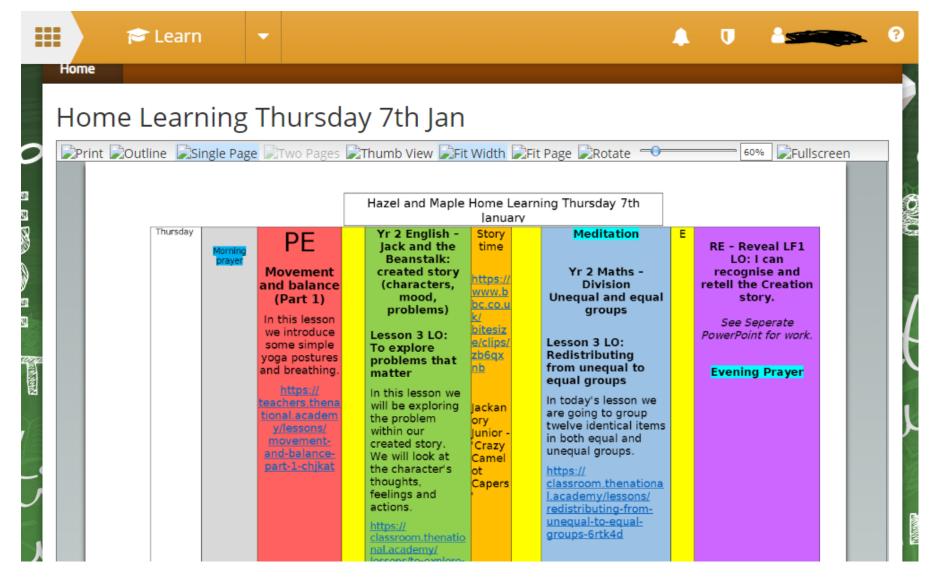


#### Select your class and click open

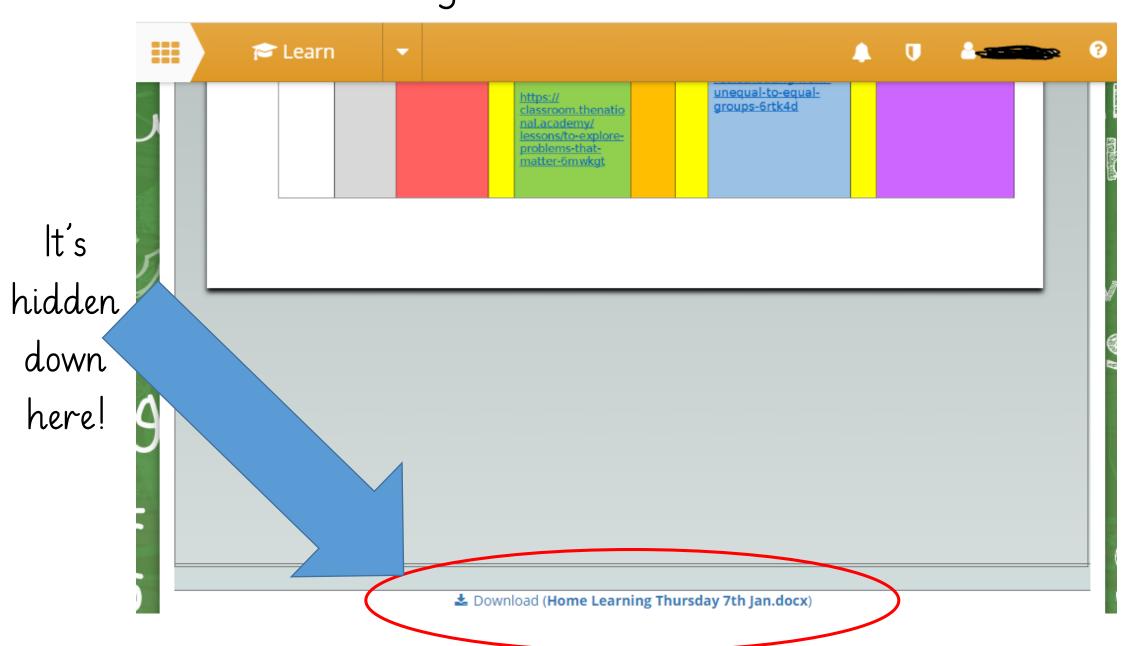




#### You are now on your 'Home Learning' page



Scroll to the document you want and underneath click 'download'



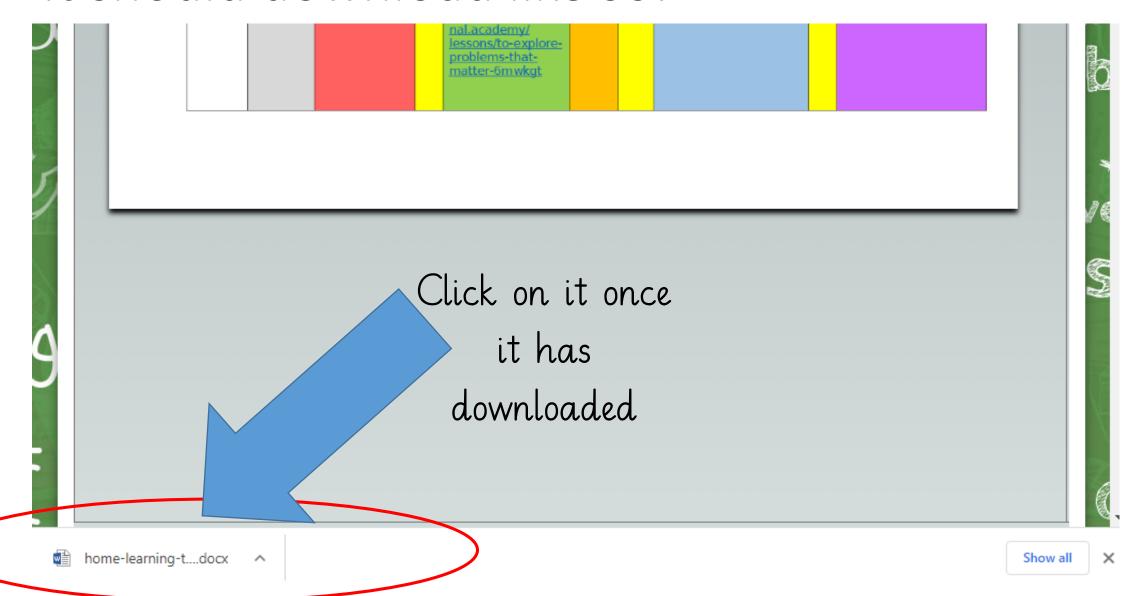


#### Now for the technical bit:

- From 08.01.21 teachers where necessary will upload the work as a PDF (for this skip to slide 14).
- If it is still in a Word or PowerPoint document then follow the next few slides.

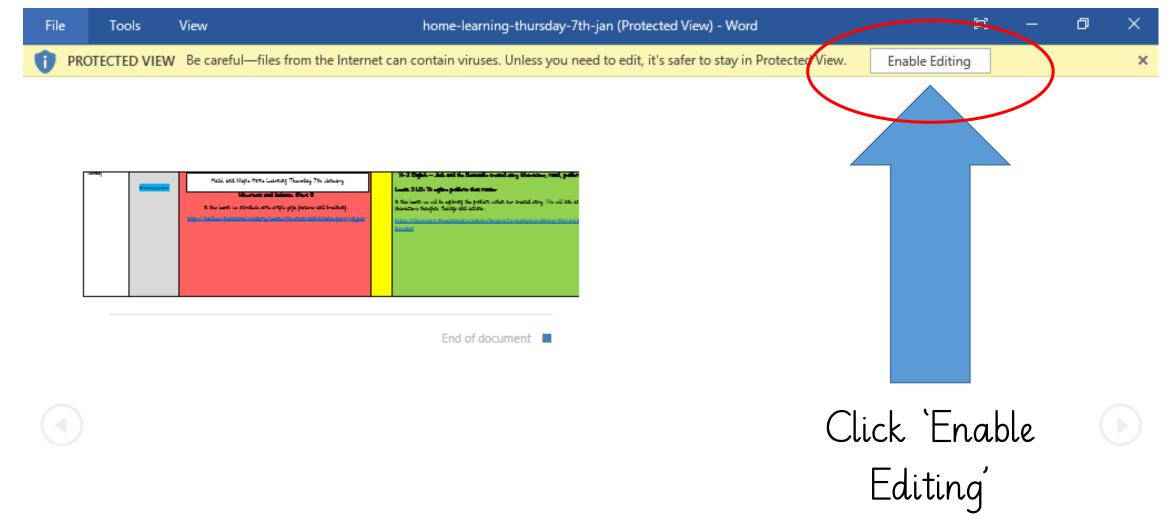


#### It should download like so:



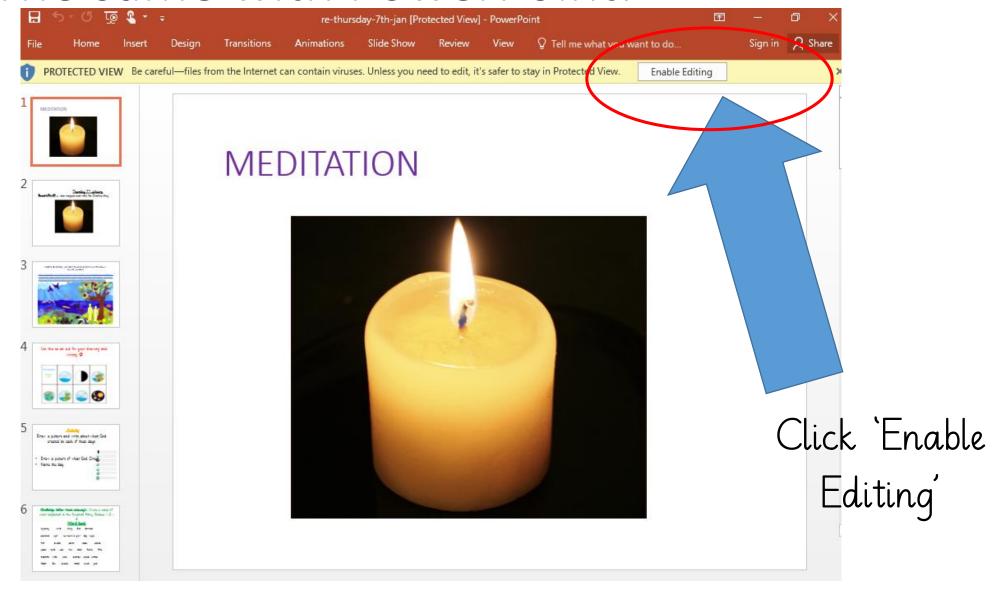
### It will then open up in Word or PowerPoint but will look strange:

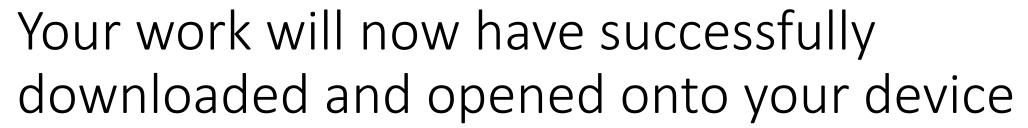






#### The same with PowerPoint:









#### From 08.01.21 teachers will try and upload via PDF

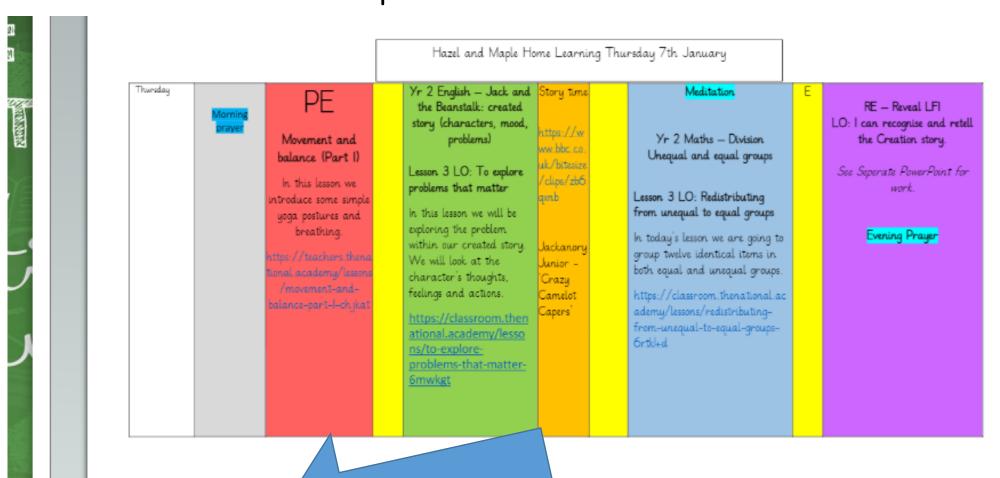


 You follow the exact same process and this time when you click download and open it:





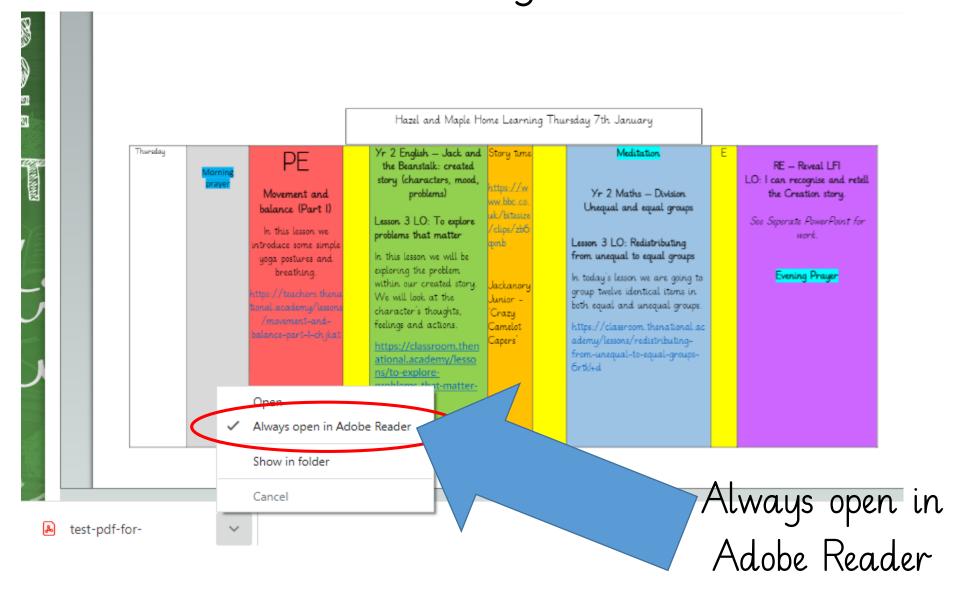
#### Click the little up arrow:





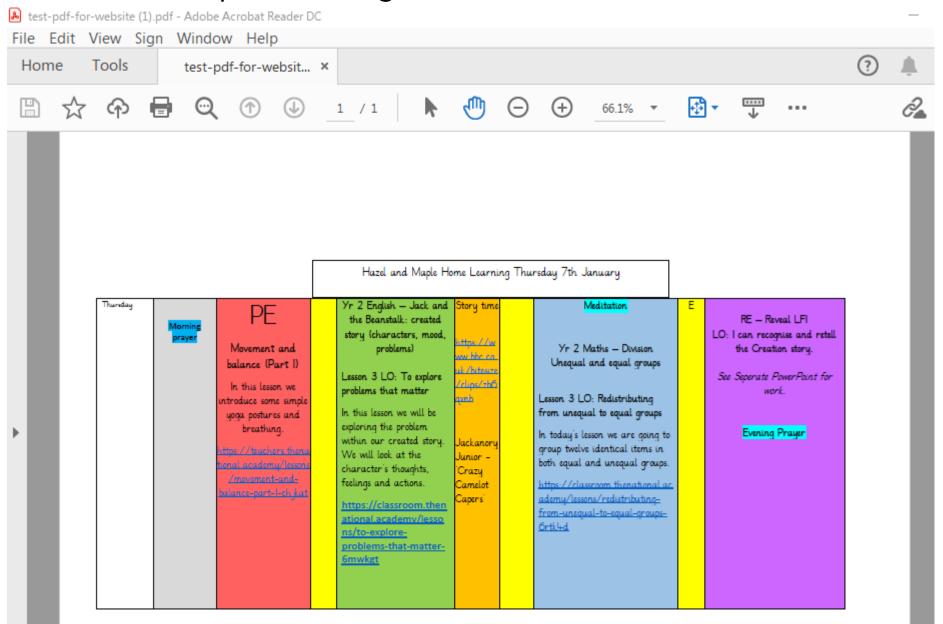
#### Then choose the following:





#### It should then open ready to use:







#### The next time:

• Because you have already selected 'Always Open in Adobe Reader' next time you should just be able to click on the file



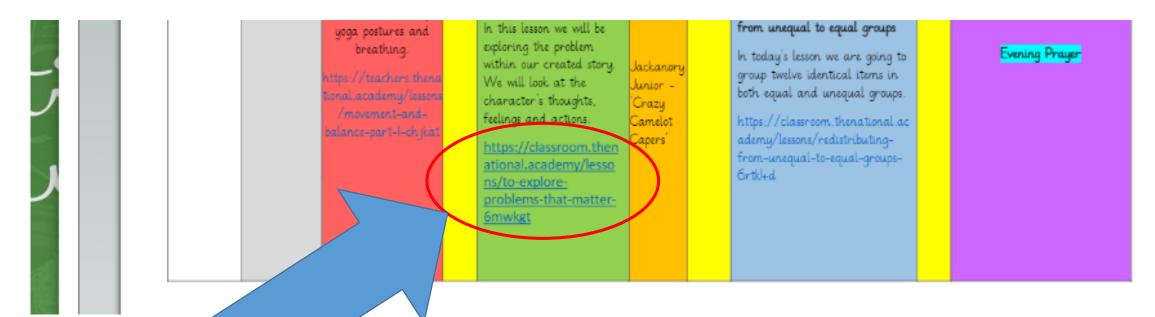
test-pdf-for-website.pdf



# Opening inks



#### Your teacher may have sent you a link:



They are normally blue and underlined

These take you to a website that the teacher has chosen



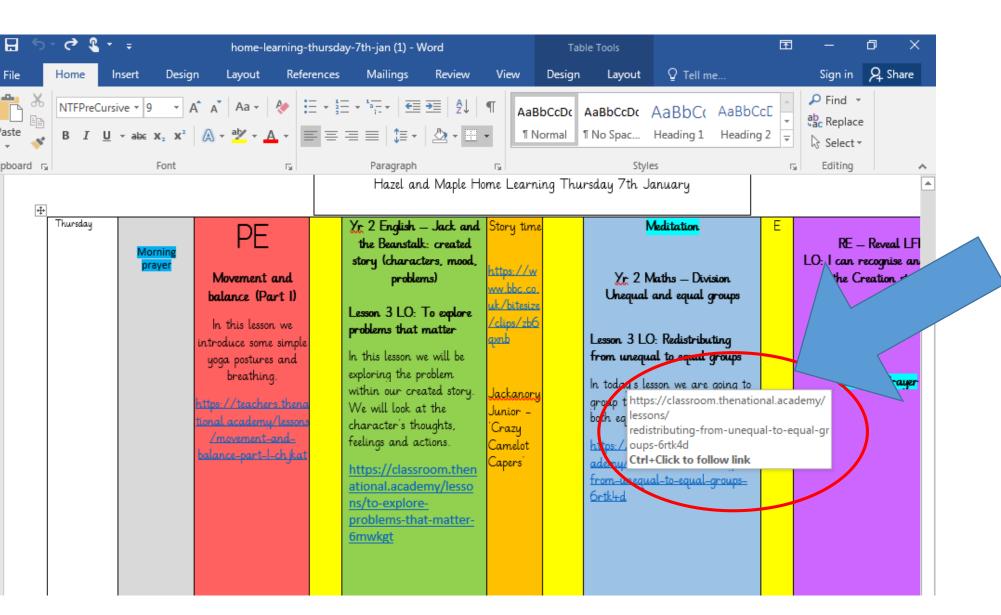
#### In a PDF

• All you have to do is put your mouse over the link and the arrow should change to a hand then you click and the link should open.

• For Word and PowerPoint see the next slide

#### When you hover your mouse over the link this box appears:



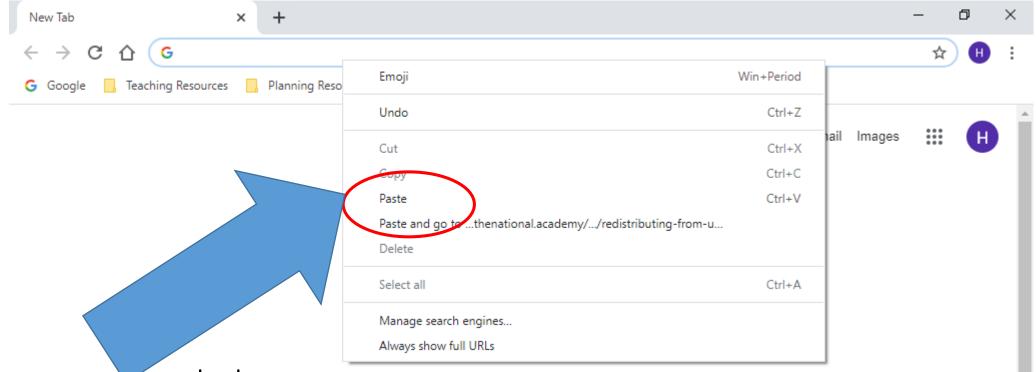


It says to open the link press
Ctrl (on your keyboard) and click the link at the same time.

#### Problems

- Sacred Heart

  Catholic
  Voluntary
  Academy
- If you are still having issues you can highlight the link (click and drag your mouse over it) and then right click and select 'copy'.
- Then go to your web page (we are using Chrome as our example)



Select paste and then press enter on your keyboard and the work should load

#### Useful web links:

- Purple Mash: http://www.purplemash.com/sacred-le5
- School Jotter: https://www.sacredheart.leicester.sch.uk/
- Lexia: https://www.lexiacore5.com/register
- (If it asks for a teacher email first put office@sacredheart.leicester.sch.uk)
- Timestable Rockstar: https://play.ttrockstars.com/auth/school/student/34921
- Oxford Owl: https://www.oxfordowl.co.uk/
- Active Learn (our school code is 3alg): https://www.activelearnprimary.co.uk/login?c=0