

The Big Guide to Distance Learning!

Objectives:

- To know and understand how to access and send school emails



Tupton Hall School

The Big Guide to Distance Learning

Why are we doing this?

If you are asked to isolate because of a COVID case in school or at home OR if schools are closed as part of a lockdown you need to continue completing school work at home.

You also need to be able to submit work to your teacher so that you can get feedback and improve your work!



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What do you need to do first?

Log on to your computer!

Your username is as follows:

20 First 4 letters of your surname First 2 letters of your first name

For example: 20harvje

If you haven't already logged in and changed your password it should be: **Password37**

You will need to change it when you first log on.

Now get your phones out – we'll come back to the computers in a bit!

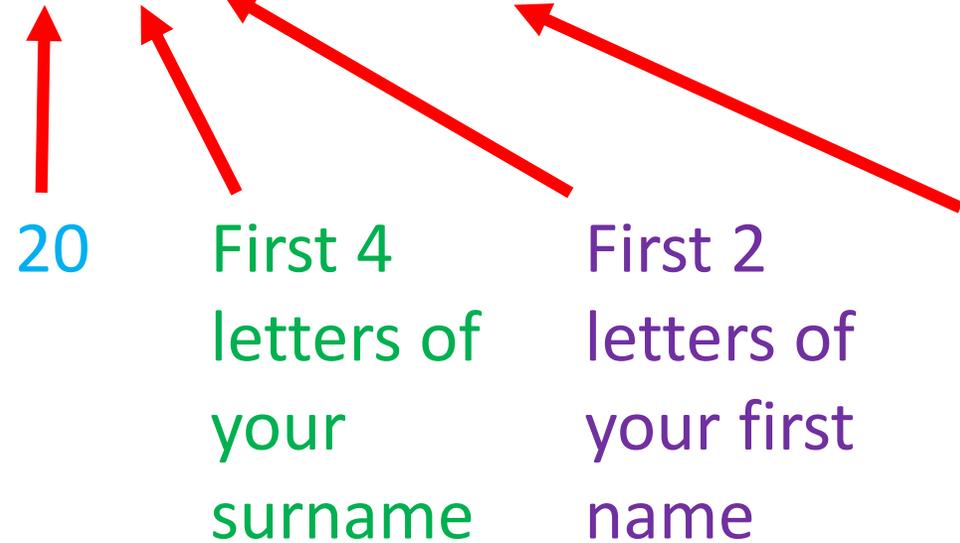


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How do I access my emails?

You all have a school email address.
Your email is in this format:

20harvje@tuptonhall.org.uk



Write down your email in the front of your planner



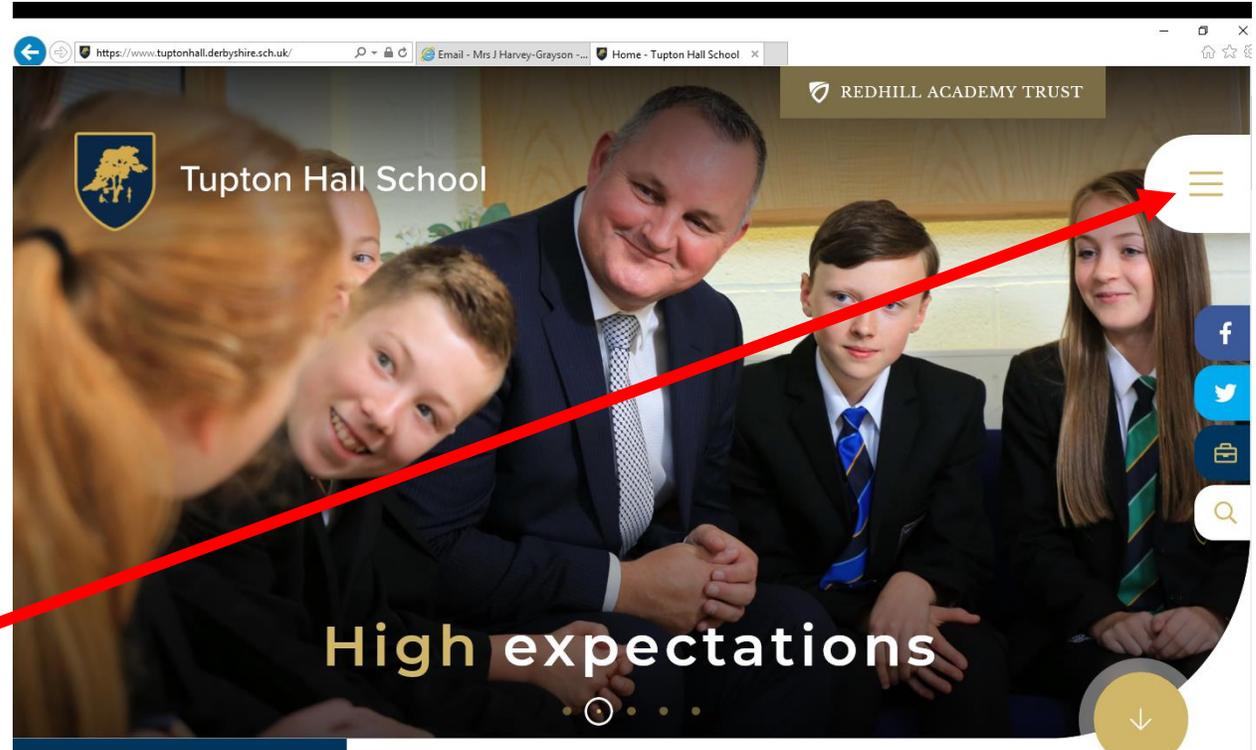
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How do I access my emails?

To open your emails go on to the school website by searching for Tupton Hall in the browser or typing in the web address:

www.tuptonhall.derbyshire.sch.uk

When you are here, click on these three lines



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How do I access my emails?

Click Students

Then scroll down and click on Learning Links

Then scroll down and click School Email

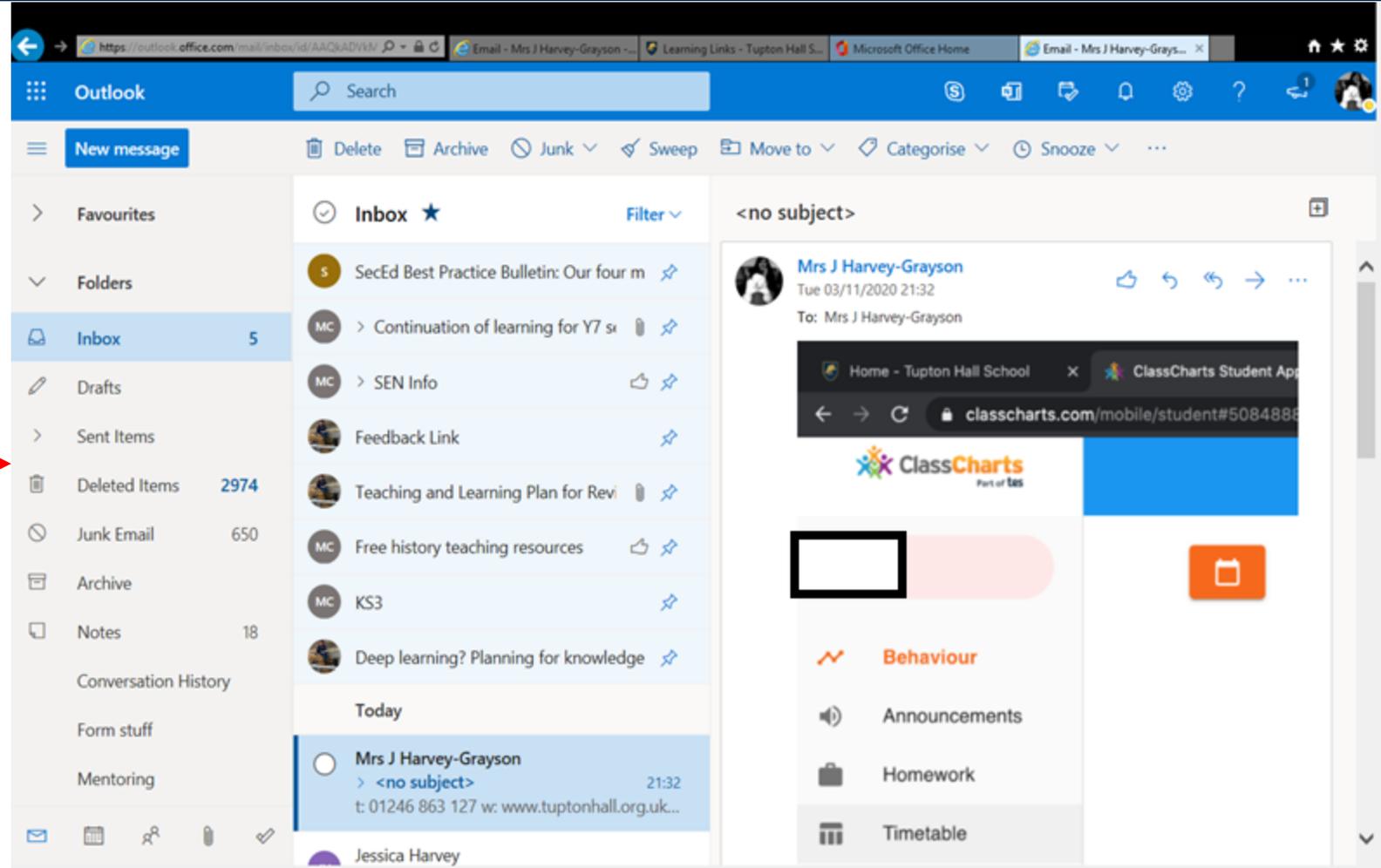
The screenshot shows a web browser window with the URL <https://www.tuptonhall.derbyshire.sch.uk/learning>. The page features a dark blue sidebar menu on the left with the following items: Curriculum, Extra Curricular, and Exams & Assessment. The main content area on the right lists various links: [Dr Frost Maths](#), [Dynamic Learning](#), [Home Access](#), [iDEA](#), [Oak Acedemy](#), [MASSOLIT](#), [Pearson Active Learn](#), [Read For My School](#), [School Email](#), and [Student Options](#). Below these links is a section for [THS Portal](#) with instructions: "(To log-in, type in: **THS-Cur\Username** (eg. 17MeltNi) then type your **Password** (this is your normal school password))." A red arrow points from the text 'Click Students' to the 'Students' menu item. Another red arrow points from 'Then scroll down and click on Learning Links' to the 'Learning Links' menu item. A third red arrow points from 'Then scroll down and click School Email' to the 'School Email' link.



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How do I access my emails?

Click on this symbol for Microsoft Outlook (your emails!)



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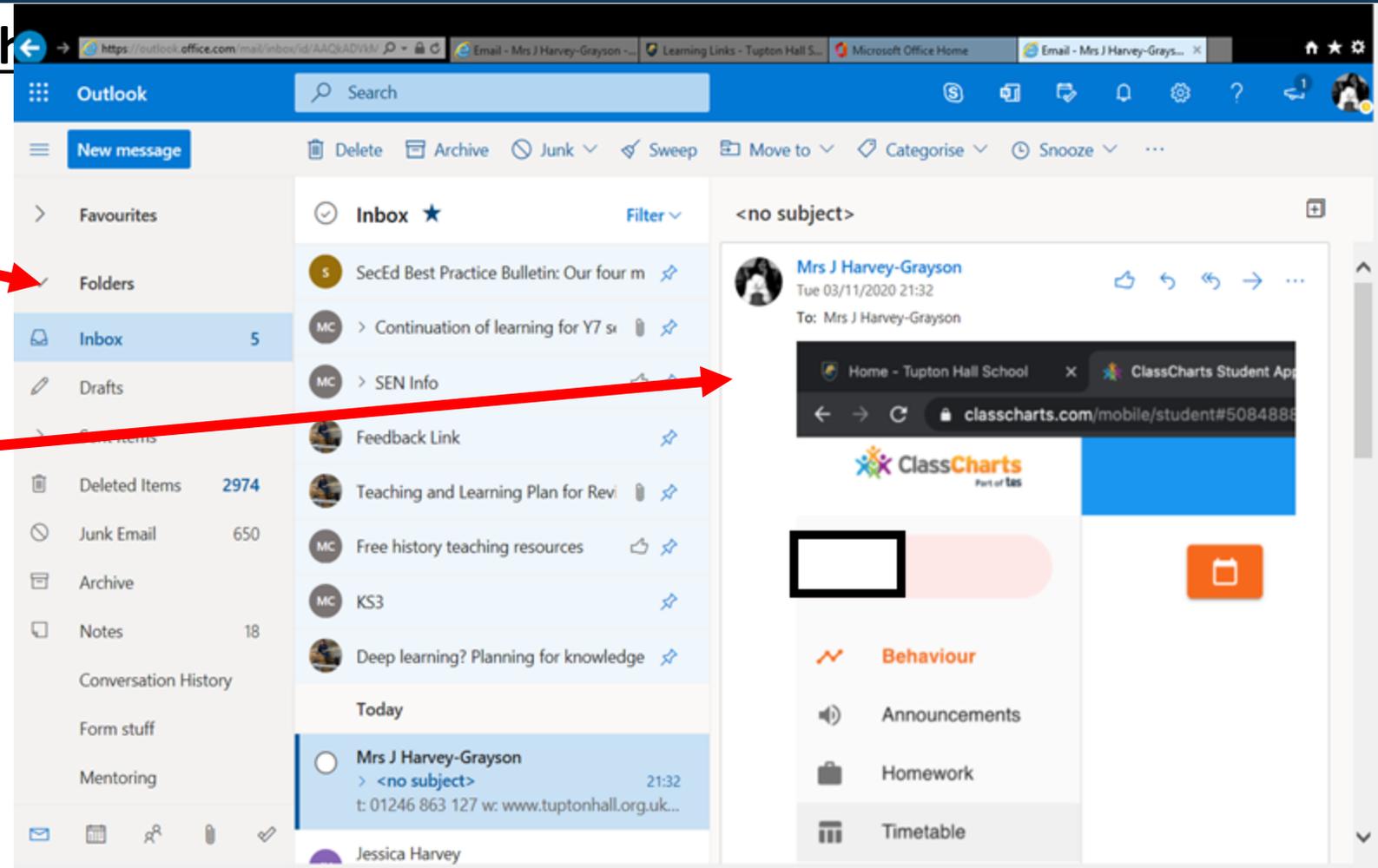
How do I send an email to a teacher?

Click 'New Message'

Next to 'To' start typing the name of the person you want to email.

It should come up automatically!

Make sure you have the right person – don't confuse Mrs Harvey-Grayson with Mrs Harvey!



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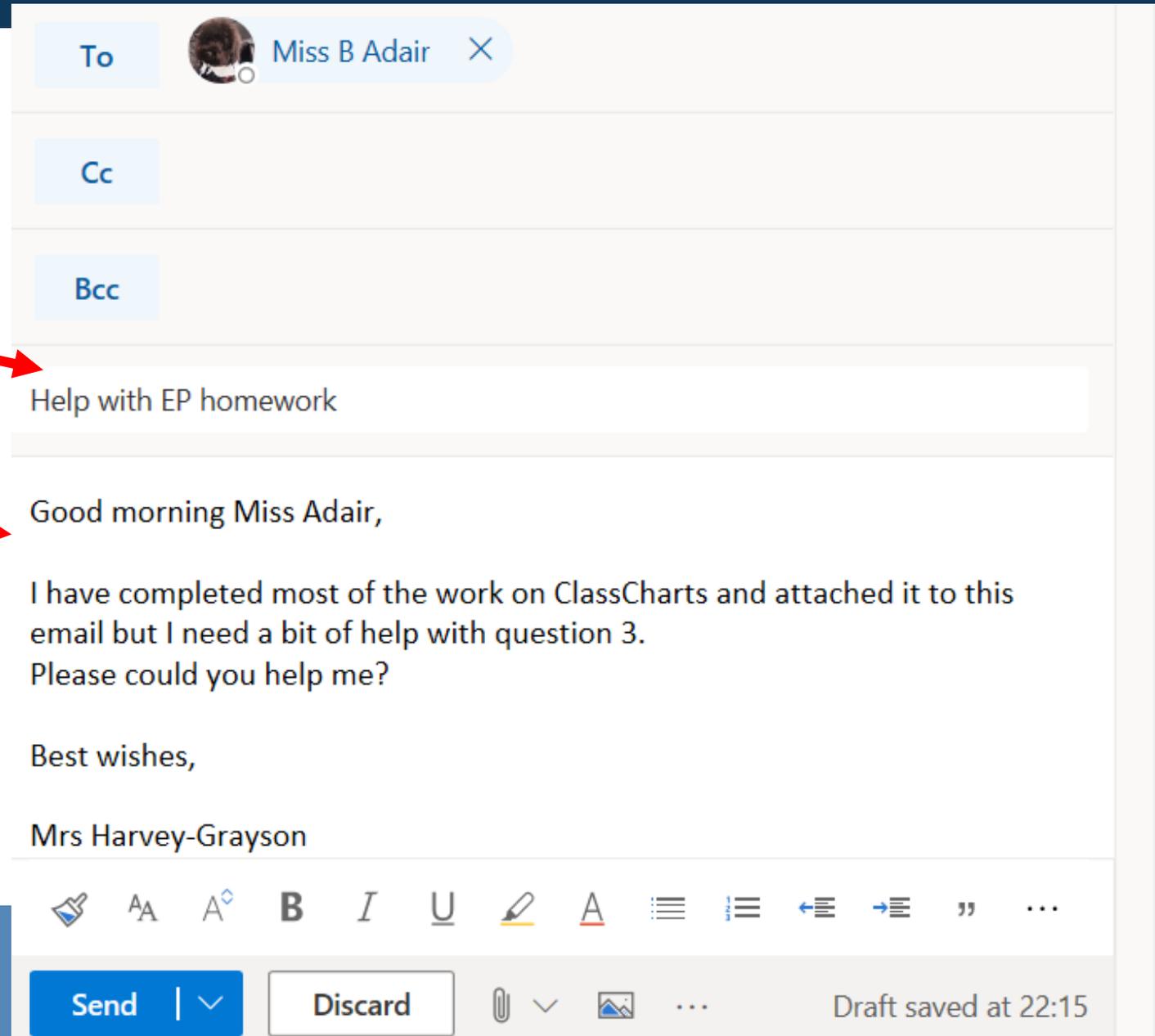
How do I send an email to a teacher?

In the subject box give a brief description of what your email is about

In the main box type out your message.

Remember to be polite!

- Say hello to the person you are emailing.
- Use formal language.
- Remember to sign your name



The screenshot shows an email composition interface. At the top, the 'To' field contains 'Miss B Adair' with a profile picture and a close button. Below it are empty 'Cc' and 'Bcc' fields. The subject line contains the text 'Help with EP homework'. The main message body contains the following text: 'Good morning Miss Adair, I have completed most of the work on ClassCharts and attached it to this email but I need a bit of help with question 3. Please could you help me? Best wishes, Mrs Harvey-Grayson'. At the bottom, there is a rich text editor toolbar with icons for undo, font color, background color, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, quote, and more options. Below the toolbar are 'Send' and 'Discard' buttons, and a status bar on the right that says 'Draft saved at 22:15'.

To Miss B Adair

Cc

Bcc

Help with EP homework

Good morning Miss Adair,

I have completed most of the work on ClassCharts and attached it to this email but I need a bit of help with question 3. Please could you help me?

Best wishes,

Mrs Harvey-Grayson

Send | Discard

Draft saved at 22:15

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How do I attach work to an email?

You can attach a word document, a PowerPoint or a picture to an email to show the work you have done.

To do this click on the paperclip at the bottom.

Then click 'Browse This Computer' and choose the document you want to attach. Then click 'open'.

Now you're ready to send! Click Send!

The screenshot shows an email client interface with a 'Choose File to Upload' dialog box open. The dialog box displays a list of files and folders in the 'Pictures' directory. A red arrow points from the 'Open' button in the dialog box to the paperclip icon in the email composition toolbar. Another red arrow points from the 'Send' button in the toolbar to the 'Send' button in the email composition area.

Name	Date modified	Type
1. vikings	27/08/2019 22:25	File folder
2. remembrance day	11/11/2019 22:49	File folder
2016-04-20	20/04/2016 12:50	File folder
Camera Roll	18/10/2019 10:13	File folder
elizabeth	04/12/2017 15:47	File folder
green	11/11/2019 22:56	File folder
Saved Pictures	09/09/2019 09:45	File folder
SEATING PLANS	27/04/2017 18:00	File folder
suffragettes	08/06/2020 16:17	File folder
_74295770_map_1_triple_entente_triple_al...	10/09/2017 21:25	JPG File
1 old background	12/09/2018 16:13	JPG File
12 days	15/12/2017 12:08	JPG File
800px-Sam_Lloyd's_Trick_Donkeys_svg	18/06/2019 10:36	PNG File
AM WEST REVISION	03/05/2018 13:51	JPG File
aqueduct	23/05/2016 16:34	JPG File
arken	11/02/2020 22:16	PNG File
armada	19/07/2017 12:56	GIF File
armada1	18/11/2019 00:26	PNG File
arnie	30/09/2019 22:51	JPG File
enigmas	01/07/2016 11:40	JPG File

The email composition area shows the following text:

To: Miss B Adair

Cc:

Bcc:

Help with EP homework

Good morning Miss Adair,

I have completed most of the work on ClassCharts and attached it to this email but I need a bit of help with question 3. Please could you help me?

Best wishes,

Mrs Harvey-Grayson

The email composition toolbar includes the following buttons: Send, Discard, Attach, Encrypt, Discard, and a paperclip icon.