Accessing School IT Systems

At MVC we have a number of IT systems that pupils use, and this small leaflet aims to inform you about how pupils can access them.
You may want to ask your child to write down their passwords for each system and keep a copy of these safe in case they forget.

- **Homework is communicated using Go4Schools**
- **Work for pupils at home (isolating) is set in Teams.**

Microsoft Office 365

All pupils have access to Office 365 and all the apps within it.
These includes Word, Excel, PowerPoint and Outlook (for emails). Teams and OneNote are also included in this suite of apps.
- Teams is the means by which we set work for home-learning if the school is closed or if your child is isolating. It is also how we might run online classes if the school were closed due to a lockdown.
- Pupils may talk about Assignments – this is an area within Teams.
- Pupils may talk about Class Notebook – this is an area within Teams that links directly to OneNote, and so the same documents can be opened in both.

The CATalogue is an area of Microsoft's SharePoint that is dedicated to Melbourn Village College and cannot be accessed by anyone outside of our school community. This is where resources may be shared.

OneDrive is a cloud-based storage system – each pupil has their own private OneDrive area to store their files. Pupils are encouraged to make folders for each of their subjects, and to name files with sensible names so they can find their files more easily later.

Logging on: all the Microsoft products use the same methos of logging in, the same email address and password.
Use this link - Office 365 Login | Microsoft Office
Pupils should use their school email address to log on.
This is their 6-digit unique number and '@melbournvc.org'.
    e.g. 422678@melbournvc.org
Each pupil has created their own unique password for their account which they will need to remember and use both in school and when logging on from home.

Once logged on, pupils can also download a copy of the Office suite of apps. This may be useful so that pupils can still access apps when offline.

If your child has forgotten their password, follow the link to the Office 365 page and click on the 'password' link – you can then request a reset of the password.

Go4Schools

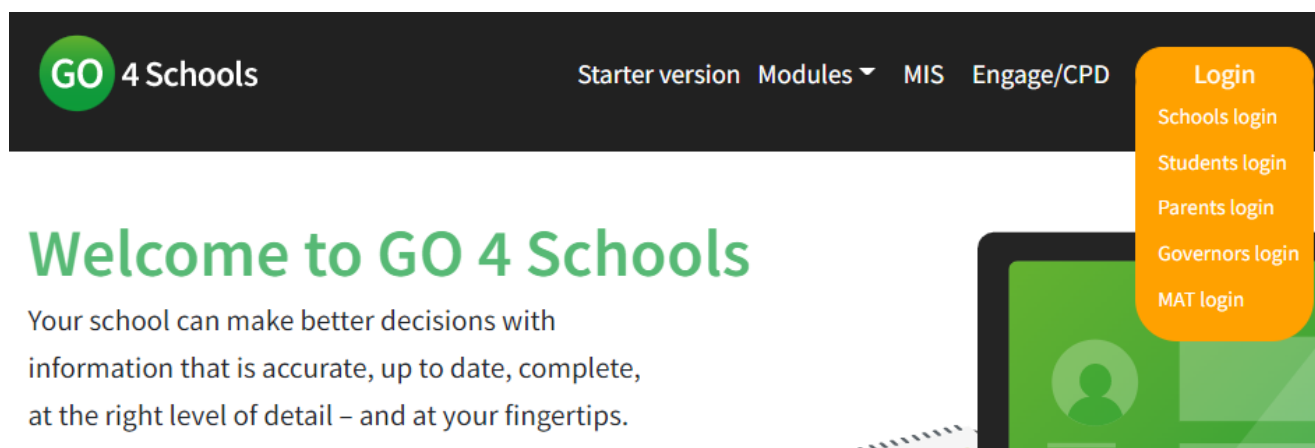Go4Schools is not a Microsoft product.
It shows pupils their:
- Timetable
- Homework
- Marks in assessments

Parents can also log on and see the above data, plus their child's behaviour record.

As this is not a Microsoft product, pupils will have a different password for Go4Schools.
Use this link - Home page – GO 4 Schools

Clicking on the orange 'Login' button allows pupils to select the 'Students login' or parents the 'Parents login'.
Pupils then log in using their unique email address and the password they have made.
Parents can log in using the email address we hold on them, and a password they have made.

The FIRST time you log in, you click 'First time user' to create your unique password.
There is also a 'Forgotten password' link that pupils (or parents) can use – this will send a reset link to their email address and enable them to get back into Go4Schools without needing to contact the school.

Seneca Learning

Seneca online learning is a homework and revision platform with 250+ exam board specific interactive courses. Seneca classroom is used by MVC pupils, primarily in science and history, and is one of the fastest growing homework and revision platforms in the UK. The Seneca Learning app combines tech and neuroscience, and is proven to let pupils learn twice as fast as traditional revision guides.
Pupils use the class code given to them by their teachers to join the class.
Pupils should then use their school email and their own password to access the site at www.senecalearning.com .
Should a pupil forget their password, then they are able to request a 'password reset' on the Seneca Learning site.

Collins Connect

Pupils at MVC now have full access to all the science resources that are used by their teachers in classrooms daily. To access these resources, pupils navigate any browser to https://connect.collins.co.uk/school/portal.aspx and click Student Sign in button.

The first time pupils access these resources, they will then enter our school name, and enter their details (as below)
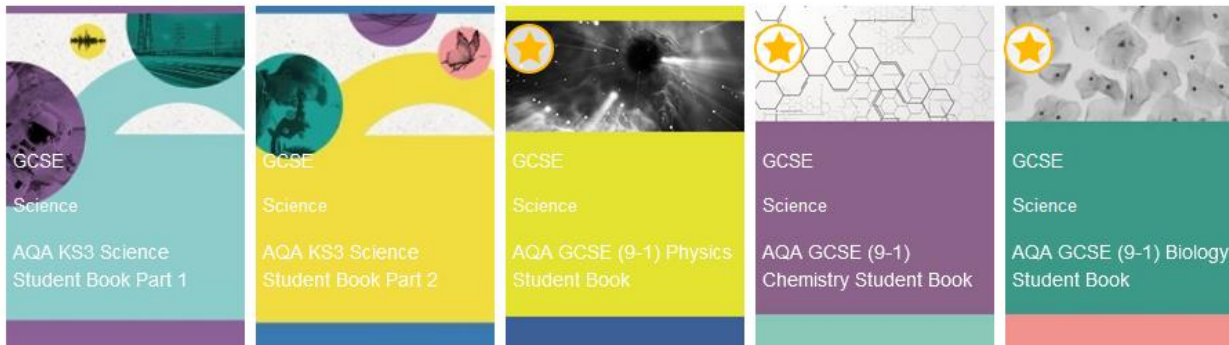

Pupils are then prompted to create login details, including a password.

On initial tab1 - if Year7 they use Student Book1, Year8 use Student Book2. GCSE Triple students use the separate science books.

GCSE combined science pupils go onto tab 2 at the bottom, and click the science they want to study/access.

For all sciences, pupils need to click on the content (standard view), and find the relevant topic and lesson