

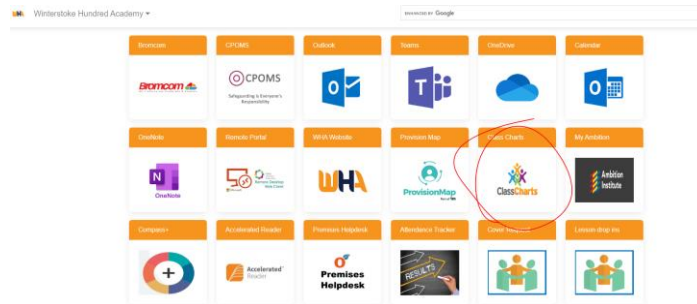
WHA Remote Learning Technical Support

Step 1: Access Class Charts

All WHA students have a Class Charts accounts – they will need their Class Charts code. If you cannot remember your code, email your tutor or Head of Year.

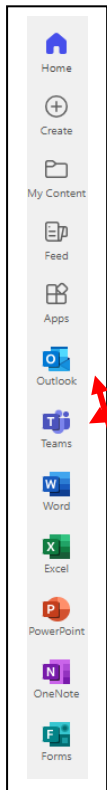
<https://navigator.clf.uk/index.html?site=WHA&page=staff#gsc.tab=0>

- Use this link above to access the WHA navigator page.
- Select class charts
- Log in and go to the announcements section.



- To find your lessons, hover your cursor over the link on class charts announcements.

Step 2: Microsoft Teams



All online lessons are delivered on Microsoft Teams:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

- Download the app onto your device

OR

- Go to Google and type in Office 365: <https://www.office.com/>
- You can get to Microsoft Teams via Office 365 using this icon

Logging into WHA emails via Office 365

- Once on the homepage for Office 365, go to the righthand corner and click 'Sign in'
- Enter username and password (what is used to log on to the school computers)
Example WHA email: joe.bloggs@wha.clf.uk
- Open your emails by clicking on the Outlook icon.
- If you are having trouble accessing the teams event check you are logged into Office 365.

Using Xbox or PlayStation to access Hwb

Accessing your remote learning. An alternative method of accessing remote learning during times of lockdown.

Xbox

1. Plug a keyboard in to the Xbox USB slot
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type in: Hwb and log in as you would in school
5. You can then access your work through Google Classroom or OneDrive and use key packages including:
 - Word
 - Teams
 - Excel
 - PowerPoint
 - Your emails
6. To move around you use the Xbox control or plug in a mouse

PlayStation

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PlayStation logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Type Hwb into the browser and log in as you would in school
6. You can then access your work through Google Classroom or OneDrive and use key packages including:
 - Word
 - Teams
 - Excel
 - PowerPoint
 - Your emails

