

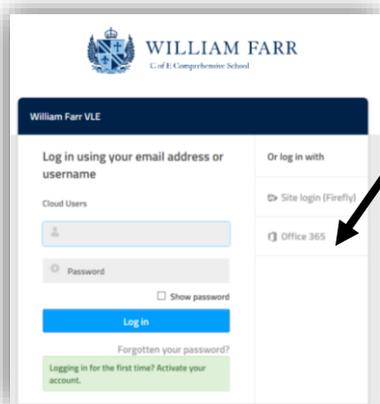
Logging onto the VLE, e-mail or the remote desktop at home

The school's VLE and email are available as links at the bottom of the home page of the school website (<http://www.williamfarr.lincs.sch.uk/>) . All of these are 'cloud' based, so will still work at home if the school network goes down.



Logging into the VLE:

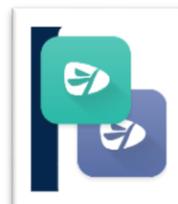
Click on 'Log In' in the 'VLE' link,



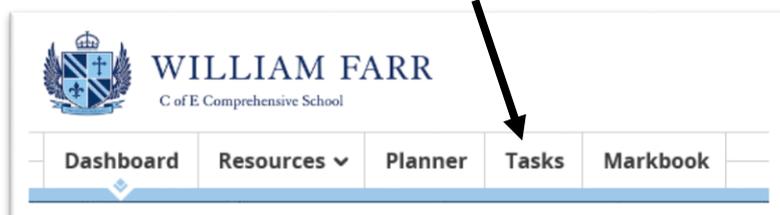
Then click onto 'Office 365' on the right and then use your school email address (your username@williamfarr.lincs.sch.uk) and the password you would normally log into the school network with.

There is also a firefly app you can download for tablets, phones etc; There is no issue with using an iPad etc; to do tasks on the VLE;

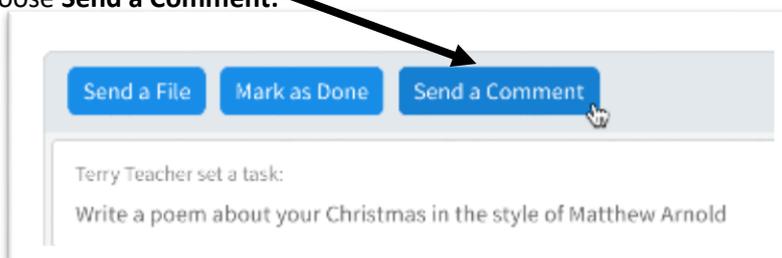
Apple devices can also download Microsoft Office apps for free.



All your tasks can be found by clicking on the **Tasks** menu:



You can ask for help or explain something to your teacher by adding a comment to your task. Click on the task, and then choose **Send a Comment**:



Enter your comment in the box that pops up and then click **Send**. Your comment will be added to the task responses where your teacher will see it when they check the task again. Your teachers will do this regularly and get back to you in good time.

Marking tasks as done

Let your teacher know that you've completed your work so that they can review it, give you feedback, and mark it.

In the main navigation bar, select **Tasks**.

1. Choose a task.
2. Complete the task.
3. Select **Mark as Done**.

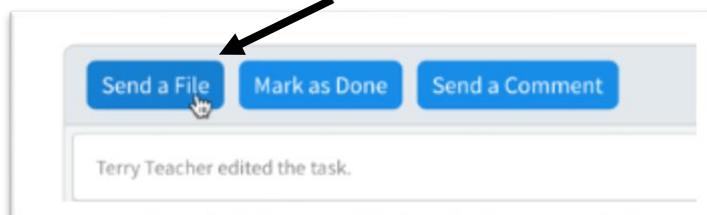
The task history is updated to show you marked the task as done. The task is moved from your active tasks to your archived tasks.

Tip: If you've made a mistake, you can always undo this by going back to the task (select 'archived tasks' on the left of your tasks window) and selecting **Mark as To Do**.

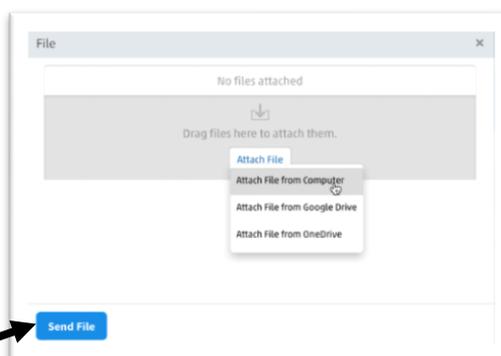
Submitting work

Send your teacher a file in response to a task.

1. In the main navigation bar, select **Tasks**
2. Choose a task.
3. Select **Send a File**.



4. Attach your work: To attach a file, choose **Attach File**, then choose **Attach File from Computer**:

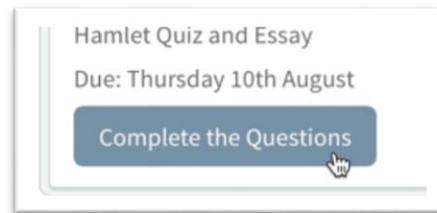


5. Select **Send file**.

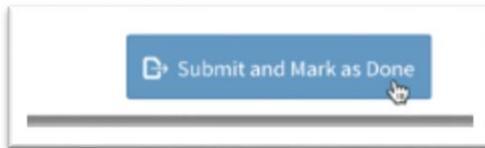
Once you've attached a file to a task, you can't remove it, so make sure you are attaching the final version of your work. If you go wrong, don't worry, just repeat this and attach the right file. The task history is updated with a link to your file(s).

Completing a quiz / a task with questions

If your task has questions, select **Complete the Questions**:



A window of your questions will appear. Answer the questions then at the bottom select **Submit and Mark as Done**:



If you need any help using the VLE, click on the Question Mark on the bottom left of any VLE page: and choose 'Help Centre'

(or go here: <https://helpcentre.fireflylearning.com/students>)



Logging into your school email:



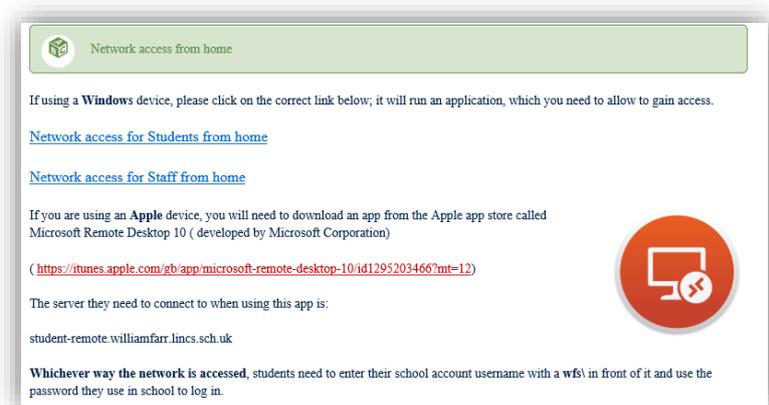
Click 'Log in' on the 'email' link at the bottom of William Farr Website's homepage.

Use your school email address (your username@williamfarr.lincs.sch.uk) and the normal password that you would use to log into the school network.

Getting on the schools remote desktop:

There is a cut down version of the school network available if you remotely log in; this gives you access to the student resources or student work folders if you need them, and some software. You can do this on your laptop, windows machine or Apple Mac. Health warning – you need to download a small application onto your machine to allow this and it will not contain all the software you might need. This is due to licensing.

To get on the remote desktop, go to the 'Information' section of the school website (<http://www.williamfarr.lincs.sch.uk/information>) and follow the instructions there. Please remember to put **wfs** in front of your normal user name, and use your normal password for the school network to log into the remote desktop.



Network access from home

If using a **Windows** device, please click on the correct link below; it will run an application, which you need to allow to gain access.

[Network access for Students from home](#)

[Network access for Staff from home](#)

If you are using an **Apple** device, you will need to download an app from the Apple app store called Microsoft Remote Desktop 10 (developed by Microsoft Corporation)

(<https://itunes.apple.com/gb/app/microsoft-remote-desktop-10/id1295203466?mt=12>)

The server they need to connect to when using this app is:

student-remote.williamfarr.lincs.sch.uk

Whichever way the network is accessed, students need to enter their school account username with a **wfs** in front of it and use the password they use in school to log in.