

Guildford Grove

Student learning Environment Guide

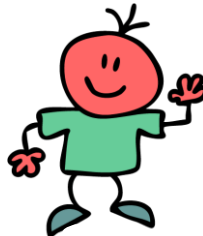
Hello and welcome to the Guildford Grove Student Learning Environment guide.



This guide will show you how to access and use the **SLE (Student Learning Environment)**

This guide is split into 4 sections

- 1. Getting to the SLE**
- 2. The home page**
- 3. The message boards**
- 4. Finding work on the SLE**



Getting to the SLE

In order to use the SLE we first have to get to it.

1. Go to the **School website** (<http://www.guildfordgrove.surrey.sch.uk/>)
2. Once there, click **Curriculum** in the menu bar.



3. This will take you to the **Home learning page**.

[Alternatively, click here to get to the Home learning page.](#)

This page has a lot of very useful information, such as links to the **SLE, Usernames and Passwords, Guides** on how to use the home learning software and **contact information**.

4. To get to the **SLE** Click the **Student Learning Environment** Symbol.



SLE: Student Learning Environment

5. You will be asked for a username and password, these can be found in the **Username & Passwords for students** section on the [Home Learning page](#).

The Home Page

When you get to the SLE you will see the following page

There are 3 main sections to this page:

The Menu bar on the left, The Useful links and The Message board.

The menu bar

The **Menu bar** lets you get to the different areas of the SLE quickly. This bar will be there no matter what page you are on.

- Home
- Message Board
- Documents
- Recycle Bin

Useful Links

The **Useful links** Section includes a quick link to the Documents area.

Useful Links

[Student Learning Environment Documents - Location of all classwork](#)

Message Board

The **message board** is where students can see what has been set by their teachers to be completed, this is what we will go into in the next section.

The Message Board

On the home page you have a message board.

The message board is where teachers can set work for students.

✓ Title	Modified	Body	Created By
Year1 Week 2 tasks are now available. ✖	... Yesterday at 3:55 AM	Please feel free to e-mail if there are any questions. Please feel free to say how we could adapt or ammend the tasks to help you.	<input type="checkbox"/> Gareth Thomas

There are four sections to the Message Board

Title: This is the title of the work. This will usually include the year the work is for and the week that this work is to be completed.

Modified: This is when the work was last modified. This will help you know when it was set and what work is most recent. The most recent work will be at the top of the message board.

Body: This is the task for you to do. This will usually have links to work documents. A lot of the documents will be found in the SLE documents section which we will go into next.

Created By: This is the teacher that set the task.

Finding work on the SLE

1. Find the document you want to open









To get to the SLE Documents click **the link on the home page** or the **Documents** Link in the menu bar on the left.

You will come to the SLE Documents section. The top part is the breadcrumb trail:

Documents > Year 1 > Week1 > Literacy

This shows you what folder you are in, you can click on any part of this to go back to previous folders. This will always be there, so to come back to this page you can click **Documents**.

Documents

 Name ▾	Modified ▾	Modified By ▾	+ Add column ▾
 Year 1	5 days ago	Paul Lingard	
 Year 2	5 days ago	Paul Lingard	
 Year 3	5 days ago	Paul Lingard	
 Year 4	5 days ago	Paul Lingard	
 Year 5	5 days ago	Paul Lingard	
 Year 6	5 days ago	Paul Lingard	
 Year R	5 days ago	Paul Lingard	

If your teacher tells you that you are to access a document on the student learning environment it will be in this section.

The folders are laid out in years and then weeks then subject.

Often files linked to in the **Message Boards** will be in one of these folders.


2. Opening files

Once you are in the correct folder, you will see the documents listed there. As you can see from the breadcrumb that the folder structure is as follows:

Documents > Year 1 > Week1 > Literacy

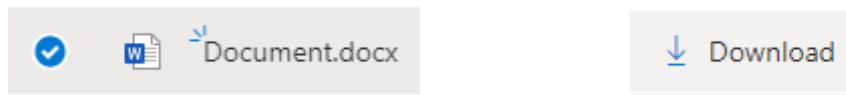
Remember you can click on any of these to go back to that folder.

Documents > Year 1 > Week1 > Literacy

	Name ▾	Modified ▾	Modified By ▾
<input type="radio"/>	 Home learning Week 1.docx	A few seconds ago	Paul Lingard

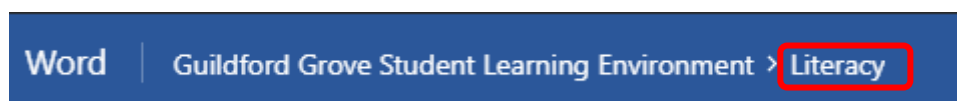
All you need to do is click the document you want to open. You don't have to worry about having the software at home as these documents will load up online.

You can also download a document by clicking the little tick icon to the left of the document and clicking **Download** in the menu bar at the top. (this only shows when you hover over it):



If you download any word, PowerPoint or excel files you will need an appropriate piece of software to run them such as Microsoft Office.

Once you are in a document, you can easily get back to the folder you were in by clicking the breadcrumb trail at the top of the document



If you have any issues, please contact:

networkhelpdesk@guildfordgrove.surrey.sch.uk