

# **Kings College Guildford**

## **SLE Guide**

Hello and welcome to the Kings college Student Learning Environment guide.

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

**This guide is split into 5 sections**

- 1. Accessing the SLE**
- 2. The home page**
- 3. The message board**
- 4. Downloading work from the SLE**
- 5. Handing in work from the SLE**

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

1. Go to the **School website** (<http://www.kingscollegeguildford.com/>)
2. Once there, click **Academic** in the menu bar. Then click **Home Learning**.  
[Alternatively, click here to get to the Home learning page.](#)



The screenshot shows the Kings College Guildford website. The header includes the school logo, the motto "Believe, Aspire, Achieve", and contact information: 01483 458956 and office@kingscollegeguildford.com. The navigation menu is highlighted, with "ACADEMIC" selected. A dropdown menu under "ACADEMIC" shows "HOME LEARNING" as the first option. The main content area features a grid of student photos and a "Welcome to Kings College" message.

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

This page has a lot of very useful information, such as links to the **SLE** and **SAM learning 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

You will be asked to log in. Please use your school email address

# The Home Page

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

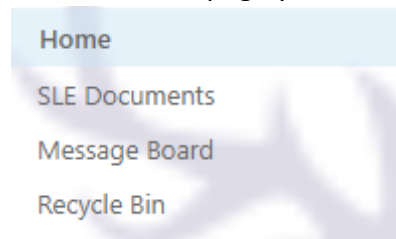


There are 3 main sections to this page:

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

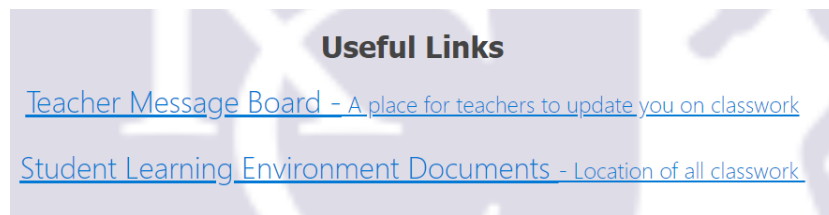
## The menu bar

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



## Useful Links

The **Useful links** Section includes quick links to the message board and to the SLE Documents.



## Message Board

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

## The Message Board

The message board can be seen in two places. Either on the home page or in the message board section. They both show the same information in different formats.

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

**Students should check this daily to make sure they are up to date on the work that is being set.**

✓ Title	Modified	Body	Created By
Year 7, 8 and 9 English Lessons for the Week ✳	... 2 hours ago	<p>All of this weeks lessons on writing song lyrics are now available here:</p> <p>Lesson 1 : <a href="https://zoom.us/rec/play/vMAVje77qTw3HdSS4QSDU_N6W9XoLamshCJL_fsFyRqyAHNWWZfShMONGarfTC2RU6E4UFC75gLHhplFE?continueMode=true">https://zoom.us/rec/play/vMAVje77qTw3HdSS4QSDU_N6W9XoLamshCJL_fsFyRqyAHNWWZfShMONGarfTC2RU6E4UFC75gLHhplFE?continueMode=true</a></p> <p>Lesson 2: <a href="https://zoom.us/rec/share/_u5WBvzu-GJJE5XD5UrvdaAu7_qT6a8HIZ_fckYekHeineOEQOXikFRyW3rzH1?startTime=1584873849000">https://zoom.us/rec/share/_u5WBvzu-GJJE5XD5UrvdaAu7_qT6a8HIZ_fckYekHeineOEQOXikFRyW3rzH1?startTime=1584873849000</a></p> <p>Lesson 3: <a href="https://zoom.us/rec/play/68cod-uo-jo3S4WXtQSDAaUvVW9W0fays0HQe-acFz0mwUXBQOleuZrtDZOKeANcfLGPdnLPI4gXg_J1?startTime=1584968067000">https://zoom.us/rec/play/68cod-uo-jo3S4WXtQSDAaUvVW9W0fays0HQe-acFz0mwUXBQOleuZrtDZOKeANcfLGPdnLPI4gXg_J1?startTime=1584968067000</a></p> <p>All materials that go with each lesson can be found under 'English' --&gt; creative projects for everyone --&gt; lyric writing</p> <p>Looking forward to seeing your creations! Miss M</p>	<input type="checkbox"/> Miss J Mulligan

### There are four sections to the Message Board

**Title:** This is the title of the work. This will usually include what year should be doing it, what subject it is for and what the homework is.

As you can see in the example above the title is “*Year 7, 8 and 9 English lessons for the week*” so If you were in year 9 and you did English, this would apply to you.

**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 or Zoom videos. 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 created the work.

## Downloading work from the SLE

### 1. Navigate to the document you want to open

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

You will come to the SLE Documents section. The top part is the breadcrumb trail, 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 **Student Learning Environment**.

Under that are the **Classwork** and **Hand in Work** folders.

In this section we will look at the **Classwork** Folder.

SLE > Student Learning Environment

☺	📄	Name ▾	Modified ▾	Modified By ▾	+ Add column ▾
	📁	Classwork	March 9	Ben Sayers	
	📁	Hand In Work	March 9	Ben Sayers	

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

The folders are laid out

### **Subject – Year – Class.**

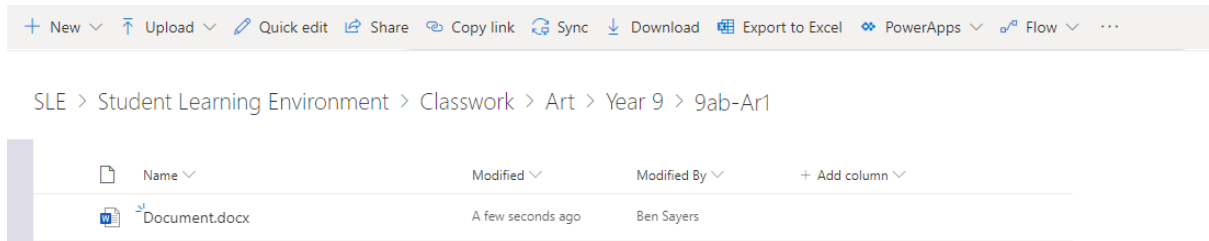
Often files linked to in the **message Board** will be in one of these folders.

### 2. Opening files

Once you have navigated to the class you want to open the document from, you will see the documents listed there. As you can see from the breadcrumb that the folder structure is as follows:

**SLE > Student Learning Environment > Classwork > Art > Year 9 > 9ab-Ar1**

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

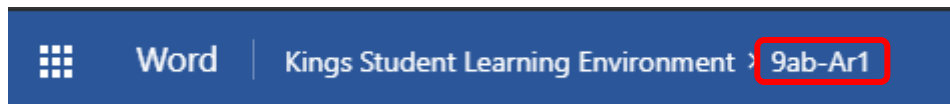


All you need to do is click the document you want to open. You don't have to worry about having the software at home as these documents will load up online.

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):



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



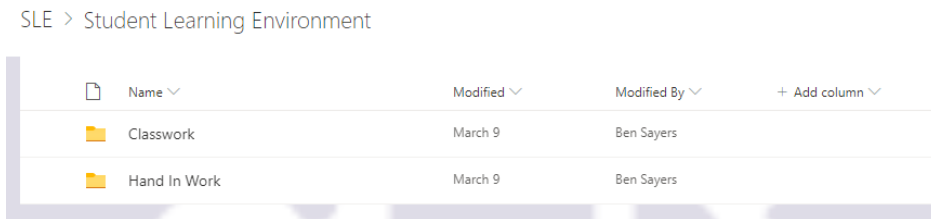
Once you have done the work you may need to hand it in, this is what we will look at next.

## Handing in work

Once you have got the task and completed it. You can now hand it in.

1. Navigate to the folder you want to save to.

Firstly, we go to the **Student learning environment Document section** like we did in the last section, but instead of clicking in “classwork” we will click **Hand in work**

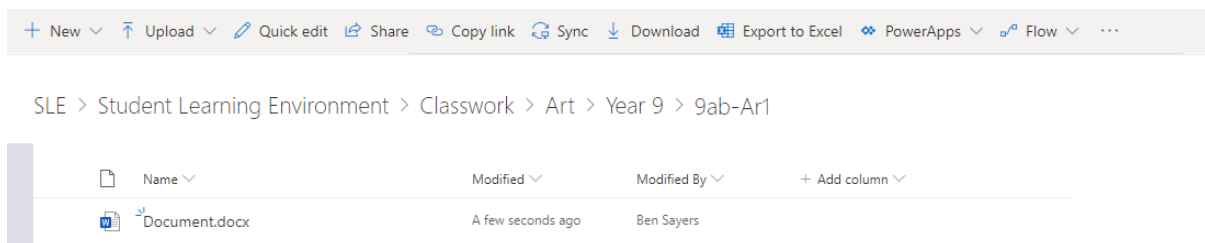


The folder structure is the same as in the **Classwork** Section. It is laid out like this:

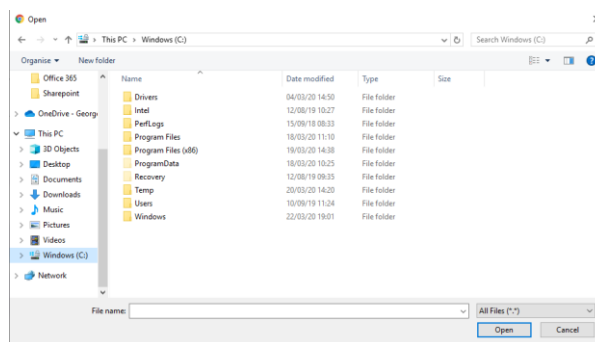
**subject – Year – Class**

2. Upload your document

To upload your document, click the **upload** tab at the top then select **files**.



This will bring up a window for you to find the file on your computer. When you have found it, press **open**.



**Alternatively, you can drag and drop any files you want to upload into the folder.**

**Also make sure to save the document with your name so the teacher knows it is your work.**

If you have any issues, please contact: [networkhelpdesk@kingscolleguildford.com](mailto:networkhelpdesk@kingscollegguildford.com)