

Loseley Fields

Student Learning Environment Guide

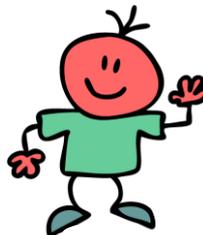
Hello and welcome to the Loseley Fields Student Learning Environment guide.



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**



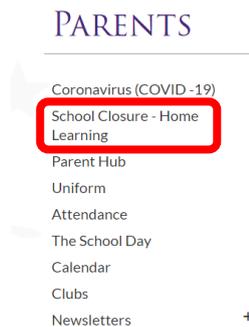
Getting to the SLE

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

1. Go to the **School website** (<https://www.loseleyfields.com/>)
2. Once there, click **Parents** in the menu bar.



3. Then click the **School Closure – Home learning** link in the menu on the left.



4. 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**, **Username and passwords**, **Guides** on how to use the home learning software and **contact information**.

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



SLE: Student Learning Environment

6. 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

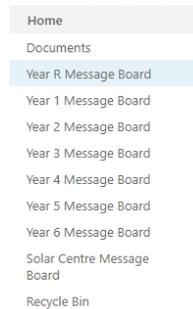


There are 3 main sections to this page:

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.



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 Boards

The **message boards** are 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 Boards

On the home page you have a message board for each year.

The message boards are where teachers can set work for students.

Title ▾	Modified ▾	Body ▾
A little note about being active outside!	Yesterday at 8:30 AM	Hi Phoenix class When you look at the active challenges on the learning grid, you'll notice 2 of these are about going outside. As
Week commencing 23rd March	4 days ago	Hello Phoenix Class! This week, there is only one home learning grid for all children. I hope you enjoy the

There are three sections to the Message Board

Title: This is the title of the work. This will usually include 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.

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 > Week commencing 23.3.20

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**.

	 Name ▾	Modified ▾	Modified By ▾
	 Solar Centre	6 days ago	Kelly Day
	 Year 1	6 days ago	Office 365 Administrator
	 Year 2	6 days ago	Office 365 Administrator
	 Year 3	6 days ago	Office 365 Administrator
	 Year 4	6 days ago	Office 365 Administrator
	 Year 5	6 days ago	Office 365 Administrator
	 Year 6	6 days ago	Office 365 Administrator
	 Year R	6 days ago	Office 365 Administrator

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.

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 > Week Commencing 23.3.20

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

Documents > Year 1 > Week commencing 23.3.20

 Name ▾	Modified ▾	Modified By ▾	+ Add column ▾
 Home learning grid - week 1.docx	4 days ago	Kelly Day	
 outdoor-maths-challenge-cards.pdf	4 days ago	Kelly Day	
 Useful websites - links for parents.docx	4 days ago	Kelly Day	

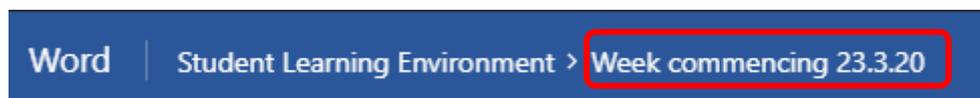
All you need to do is click the document you want to open. You don't have to worry about having the software at home as these documents will load up online.

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@loseleyfields.surrey.sch.uk