Intended Learning

How to access Beehive, the VLE, email and OneDrive at home.

So we have access to the school’s digital resources when not in school.

I will have used Beehive, the VLE, email and OneDrive to access work outside of school.
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Accessing Beehive

Navigate to https://beehive.lionhearttrust.org.uk
Log in with your school username and school password

Username: 2015HPotter
Email: 2015HPotter@beauchamp.org.uk

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Accessing Beehive

Click on Planner then
Click on Assignments

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Accessing Beehive

Click on a task on the left to load the information

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Accessing Beehive

Your task then shows on the right. You can click ‘Mark Assignment Complete’ when it's done.
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Logging in to the VLE

- Navigate to https://vle.lionhearttrust.org.uk (or click the link within Beehive)
- Log in with your standard school username and password (Do not add @beauchamp.org.uk)

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Finding your subjects

- From Beehive, your tasks should link through to the pages you need on the VLE.
- If you get lost, click Dashboard and your subjects will be listed under ‘my courses’
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Asking Questions

At the top of each course page will be a discussion forum for that subject. This is where you ask questions. Click on ‘Start a Discussion’
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Asking Questions

To start a new discussion click...

’Add a new discussion topic’
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Asking Questions

Give your question a suitable subject so the member of staff knows how to help you best. Remember to click ‘Post to Forum’ when you’re done.

START A DISCUSSION

YOUR NEW DISCUSSION TOPIC

SUBJECT

MESSAGE
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Uploading Answers

Your task might require you to type an answer or upload a file.

If it does it will have this icon

When you click on it you will be given your teacher’s instructions and be asked to ‘add submission’
Uploading Answers

The teacher will either want you to type your answer and click ‘Save changes’
Uploading Answers

Or they will want you to upload a file of your work. You can drag and drop a file to the red rectangle area, or click the red circle area to upload your file. Click ‘save changes’ at the bottom to submit.
The School Email System (Office365)

- Go to https://portal.office.com
- Type in your school email address and click next
- Email addresses start with your username.
- All email addresses end @beauchamp.org.uk

Example
Username: 2015HPotter
Email: 2015HPotter@beauchamp.org.uk
The School Email System (Office365)

- It will ask you for your password

![Sign in to Office365](image)

- This will be the same password you use to log into the school computers and beehive.
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Accessing School Emails

Click on ‘Outlook’
Accessing Your OneDrive Files

Click on ‘OneDrive’

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Accessing Your OneDrive Files

All the files you upload to your OneDrive account will appear here.
Intended Learning

**WHAT**

How to access Beehive, the VLE, email and OneDrive at home.

**WHY**

So we have access to the school’s digital resources when not in school.

**HOW**

I will have used Beehive, the VLE, email and OneDrive to access work outside of school.

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**Accessing Your OneDrive Files**

If a teacher has shared a folder or some work with you, you can find it here.
Intended Learning

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So we have access to the school’s digital resources when not in school.

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Accessing Microsoft Office

You have got access to Microsoft Office at home through your Office365 account.
Accessing Microsoft Office

If you click on either Word, PowerPoint or Excel it will allow you to create a new document.

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Accessing Microsoft Office

You can change the name of your document by clicking here.

Your document will save automatically. You can check the status just here.
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Uploading Work to OneDrive

If you have been doing work at home and want to upload it to the OneDrive you need to select ‘Upload’
So we have access to the school’s digital resources when not in school.

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**Intended Learning**

*WHAT* ARE WE LEARNING TODAY?

How to access Beehive, the VLE, email and OneDrive at home.

*WHY* ARE WE LEARNING IT?

So we have access to the school’s digital resources when not in school.

*HOW* WILL I KNOW I HAVE LEARNED IT?

I will have used Beehive, the VLE, email and OneDrive to access work outside of school.

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**Uploading Work to OneDrive**

Choose whether it is a file or a folder that you are uploading.

Find your work and select it to upload.
Intended Learning

IT Help

If you have any technical issues then please email your school's IT helpdesk at beehivesupport@beauchamp.org.uk