

Accessing IT at Peacehaven Community School

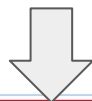
Peacehaven Community School

Logging onto your Swale.at email address

Go to the School website:

<http://www.phcs.org.uk/>

Click on 'Student Dashboard' at the top of the web browser:



The screenshot shows the top section of the website. At the top is a dark red navigation bar containing the following text from left to right: a location pin icon followed by 'PCS, Greenwich Way, Peacehaven, East Sussex, BN10 8RB', a telephone icon followed by '01273 581100', an envelope icon followed by 'pcs-enquiries@swale.at', a link icon followed by 'Student Dashboard', another link icon followed by 'Staff Dashboard', and a Twitter icon. Below this bar is the main navigation area. On the left is the school logo, which consists of a stylized orange and red circle with a vertical line through it, followed by the text 'Peacehaven Community School'. To the right of the logo is a horizontal menu with the following items: 'HOME', 'ABOUT', 'CURRICULUM' (with a dropdown arrow), 'PARENTS' (with a dropdown arrow), 'STUDENTS' (with a dropdown arrow), 'SCHOOL' (with a dropdown arrow), and 'CONTACT' (with a dropdown arrow). To the right of the menu is a search icon. Below the navigation area is a wide banner image showing a classroom scene with students and a teacher.

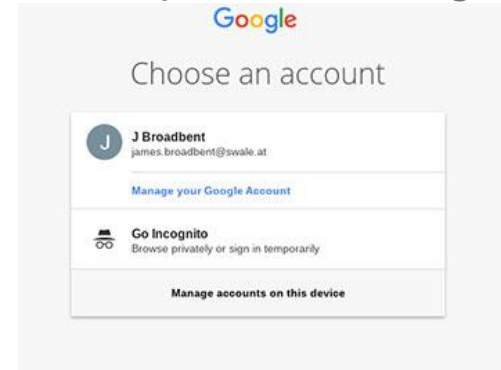
Peacehaven Community School

Google will take you to a sign in page.

Click log in and fill in your school email address and password provided to log in:

Username: PCS20.sblogg@swale.at

Password: password



- If your school account is listed, click on it and enter your password if prompted.
- If your school account is not listed, fill in your school email address and password to log in.
- If you have other Google accounts, these may be listed instead. In this case, click on 'Use another account' first and then enter your school email address and password.

Once logged in, you will see the icons for your GSuite apps, SMHW and other websites.

Error message

If you may receive an error message signing into your 'Student dashboard'

If you're using Chrome, double check that you are in the correct profile for your school account.

- o You can find this in the very top right hand corner of the Chrome window, in the form of a circle with your initial or avatar in.

- o Click here to see which account you're signed into.

- o Select your school profile or a Guest profile and enter your swale.at email address then retry the instructions from Slide 2 onwards.

Peacehaven Community School

You are now in the 'Student Dashboard'



Gmail

G Suite



Google Classroom

Google Classroom

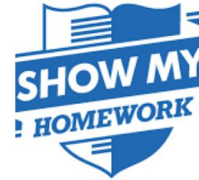
G Suite



Google Drive

Google Drive

G Suite



Show My Homework

Teacher and Student login

Peacehaven Community School

Accessing Google Classroom

Click on the Google Classroom icon or text in your student dashboard:



The image shows a screenshot of the Peacehaven Community School Student Dashboard. The dashboard has a dark red background with the text "Peacehaven Community School Student Dashboard" in white. A white arrow points from the dashboard area down to a row of four application icons. Below each icon is a label and a small box with additional text:

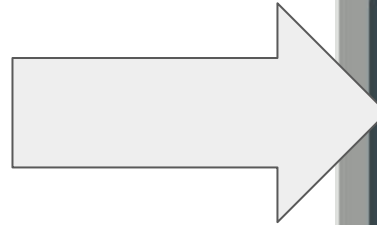
Icon	Label	Additional Text
	Gmail	G Suite
	Google Classroom	G Suite
	Google Drive	G Suite
	Show My Homework	Teacher and Student login

Peacehaven Community School

First time singing in.

G Suite for Education account, click 'I'm A Student'.

Click Get Started.

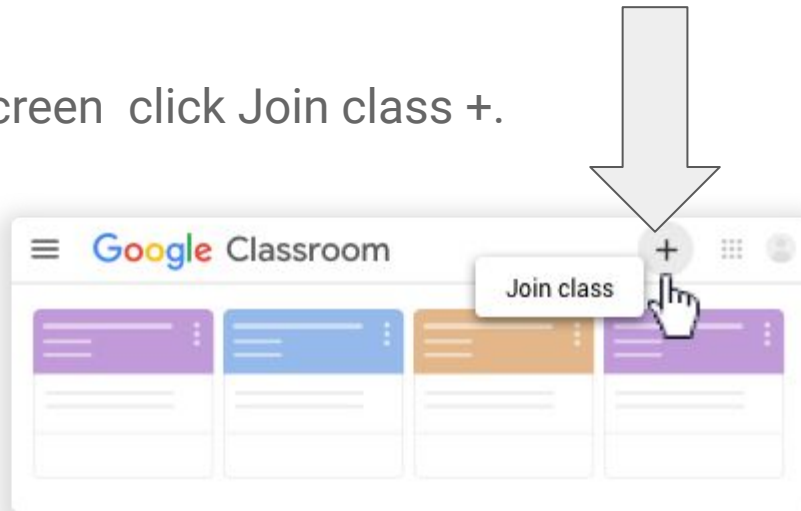


Peacehaven Community School

You are now in Google Classroom. We must now learn how to join our classes.

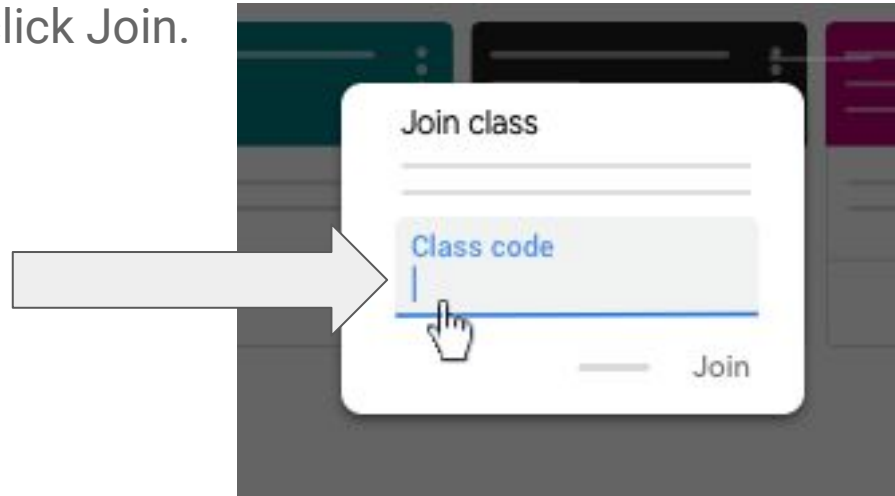
Your teacher will display, give you the classroom code or will tell you where you can find the class code:

In the right hand corner on your screen click Join class +.



Peacehaven Community School

Once you have clicked join class, the following box will appear. Enter the class code from your teacher and click Join.



Note: Class codes are 6-7 characters, and use letters and numbers. Codes can't have spaces or special symbols.

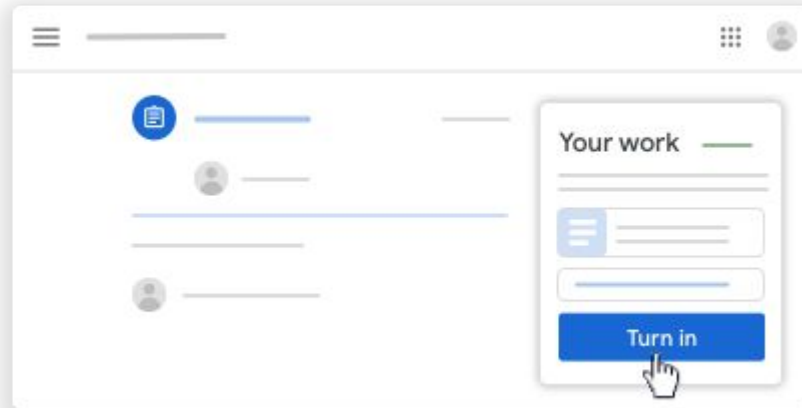
You have now joined your classroom's.

To access your classroom now click on the classroom and this will take you directly to the classroom.

You will see assignments in your classroom. Click on the assignments and then click on the document in the right hand corner on the new page. This is your work which you must complete.

Submitting your Google classroom work

1. Go to classroom.google.com.
2. Click the class > Click Classwork.
3. Click the assignment> View assignment.
4. Click 'Turn in' and confirm.
5. The status of the assignment changes to turned in.

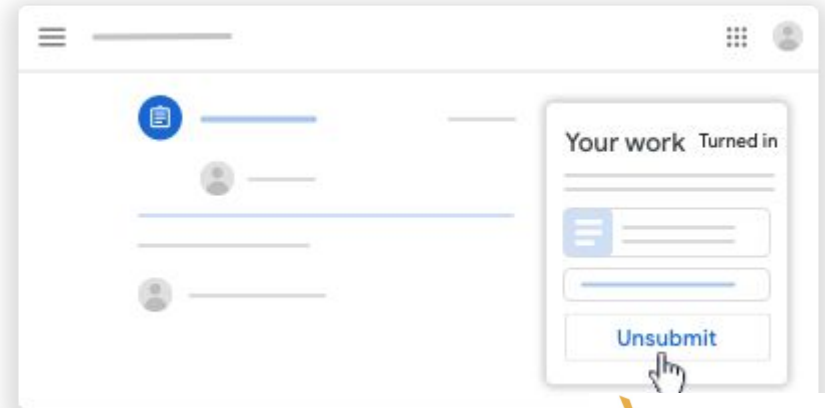


Unsubmitting your work

You have submitted your Google classroom work. In order to edit or change any aspect of you assignment you need to unsubmit your work. To do this you must:

1. Click the class> Click Classwork.
2. Click the assignment> View assignment.
3. Click Unsubmit and confirm.

Note: This assignment is now unsubmitted. Turn it in again before the due date.



Peacehaven Community School

Accessing your Swale.at email address:

1. Go to the 'Student Dashboard' on the school website



Gmail

G Suite



Google Classroom

G Suite



Google Drive

Google Drive

G Suite



Show My Homework

Teacher and Student login

Accessing Gmail (email)

Staff may contact you directly via email. To access your email click on the Gmail icon or text on the 'Student dashboard':



The image shows a screenshot of the 'Peacehaven Community School Student Dashboard'. The dashboard has a dark red header with the school's name and logo. Below the header, there are four icons for different services: Gmail, Google Classroom, Google Drive, and Show My Homework. A large white arrow points down to the Gmail icon. Below each icon is a small red-bordered box containing the name of the service and the text 'G Suite' or 'Teacher and Student login'.

Service	Access Method
Gmail	G Suite
Google Classroom	G Suite
Google Drive	G Suite
Show My Homework	Teacher and Student login

You will now be taken to your email inbox. You can see any emails from staff as well as email all members of staff

To email your teachers with a question, follow the following steps:

1. In Gmail, In the top left corner, click Compose .
2. In the "To" field, add your teachers email address
3. Add a subject. What you are contact the teacher with regard to.
4. Write your message/ email.
5. At the bottom of the page, click **Send**.

Note: all student emails are monitored so please ensure you use this feature correctly.

Peacehaven Community School

Accessing Show my Homework.

1. Go to the school website: <http://www.phcs.org.uk>
2. Click on the 'Student Dashboard' link at the top of the screen.



3. Click on Show My Homework:



Peacehaven Community School

You will see this page:

4. Click on 'Sign in with Google'- circled in blue


You do not have to fill in any other box on this page!

Staff Parent **Student**

I already have an account
 I don't have an account yet


Peacehaven Community School


Enter email address or username


Enter password 

Log in

Or log in with:

 Sign in with Office 365

 Sign in with Google

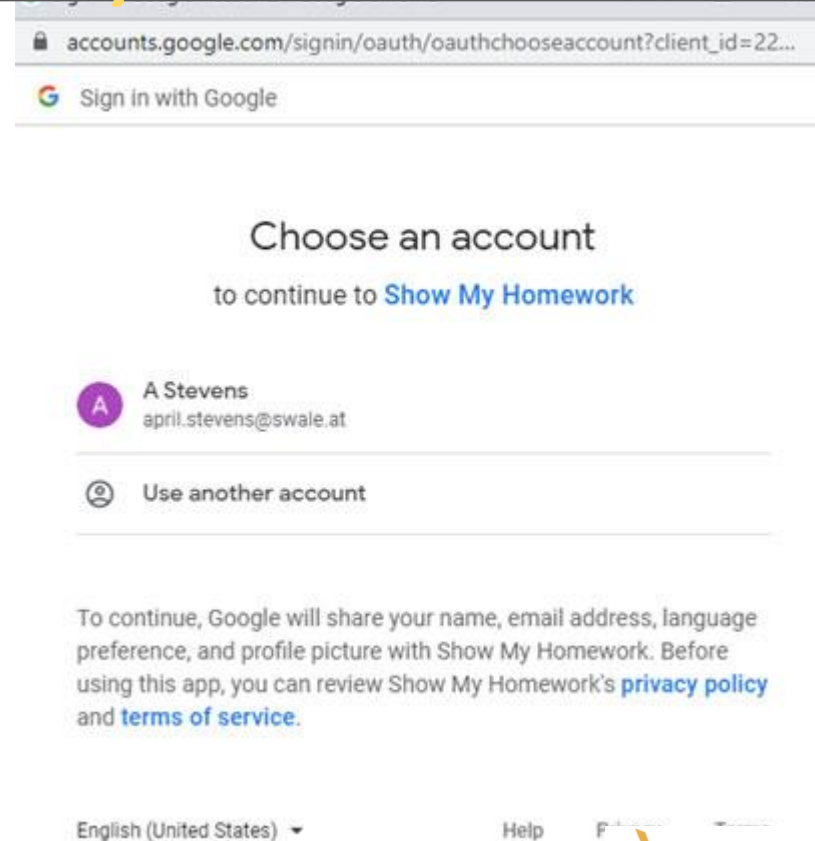
 Sign in with RM Unify

Peacehaven Community School

You should now be in SMHW, but sometimes you will see another window like this:

Click on your Swale email address.

Or, if you're asked to sign in, type in your Swale email address and password again, hit the 'return' button, and you will now be on SMHW.



Peacehaven Community School

Your homework tasks or where to find the homework will be posted in here.