

Remote Learning



Over the next few months, there may be some days when you are not able to be in school. If you are not in school, you **must** still continue with your lessons and education from home if you are well enough to do so.

This guide explains how you should access your learning from home through Synergy. It covers how to:

- [log in to Synergy](#)
- [access the pupil bulletin](#)
- [view a lesson in CLASSWORK](#)
- [submit work using online submission on Synergy](#)
- [log in to your school email](#)
- [send an email with an attachment](#)
- [use Office 365 to open and access Microsoft Word, Excel and Powerpoint](#)
- [access Foldr to find a document](#)

Logging in to Synergy



- Go to the school website: <https://morecambebayacademy.co.uk/>
- At the top of the website page, click "Synergy".
- Enter your username and password (this is the same username and password that you use to log in to a school computer)

Accessing the bulletin



Your homepage looks like this.

You can access notices on the bulletin by clicking **view** on each notice that you need to read.

UNREAD COMMUNICATION READ ALL

0 Homework and Assignments	3 Class Discussions	0 Tutor Group Discussions	0 Teacher Discussions
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CALENDAR: UPCOMING EVENTS VIEW ALL

No upcoming events.

STUDENT BULLETIN VIEW ALL

Teacher	Title	VIEW
Miss Dixon	Year 11 Notices	VIEW

HOMEWORK AND ASSIGNMENTS VIEW ALL

11x/Ma5
Maths
Mrs Widelicka
"Phase 5 Unit 1a"
Due Mon 21 Sep - Due in 3 days

11C/Fr2
French
Mr Patrick
"Reading Examination"
Due Tue 22 Sep - Due in 4 days

11E/Pd2
Product Design
Mr Seal
"Assessment 1 revision"
Due Mon 28 Sep - Due in 10 days

10x/En3
English
Miss Lumsden
"Contingency plan for C19"
Due Mon 22 Mar - Due in 185 days

TIMETABLE PREVIOUS TODAY NEXT

Week	Mon 14/09/20	Tue 15/09/20	Wed 16/09/20	Thu 17/09/20	Fri 18/09/20
Tutor	11G	11G	11G	11G	11G
1 08:55 - 09:55	11x/Sc2 Mrs Pearson Science G3	11x/Ma5 Mrs Widelicka Maths G9	11x/Sc2 Mrs Pearson Science G3	11x/Pe1 Mr McFall PE SH	11x/Sc2 Mrs Pearson Science G3
2 09:55 - 10:55	11x/En3 Miss Lumsden English G3	11x/En3 Miss Lumsden English G3	11x/En3 Miss Lumsden English G3	11x/Lf3 Mrs Cummings Life G3	11x/Ma5 Mrs Widelicka Maths G9
TUT 10:55 - 11:10	11G/Tu Ms Waldmeyer Tutorial	11G/Tu Ms Waldmeyer Tutorial	11G/Tu Ms Waldmeyer Tutorial	11G/Tu Ms Waldmeyer Tutorial	11G/Tu Ms Waldmeyer Tutorial
3 11:25 - 12:25	11x/Ma5 Mrs Widelicka Maths G9	11x/Pe1 Mr McFall PE SH	11x/Ma5 Mrs Widelicka Maths G9	11x/Sc2 Mrs Pearson Science G3	11x/En3 Miss Lumsden English G3
4 13:05 - 14:05	11E/Pd2 Mr Seal Product Design T5	11D/Cp1 Mr Martin Computing T8	11C/Fr2 Mr Patrick French G3	11E/Pd2 Mr Seal Product Design T5	11A/Gg3 Mrs Gifford Geography G3
5	11B/Pt1	11C/Fr2	11A/Ge3	11B/Pt1	11D/Cp1

CLASSWORK



You can access your lessons by clicking on your timetable. This will take you to the **CLASSWORK** for the lesson on that day.

Your lessons should be available at the time that the lesson is running in school.

You should aim to keep up the work that is set for each lesson, just like you would in school.

TIMETABLE						PREVIOUS	TODAY	NEXT
Week	Mon	Tue	Wed	Thu	Fri			
1	14/09/20	15/09/20	16/09/20	17/09/20	18/09/20			
Tutor	11D	11D	11D	11D	11D			
1 08:55 - 09:55	11x/Sc1 Ms Smith Science G2	11x/Ma1 Mr Starr Maths G1	11x/Sc1 Ms Smith Science G2	11x/Pe2 Mr Squires PE SH	11x/Sc1 Ms Smith Science G2			
2 09:55 - 10:55	11x/En2 Ms Hodgkinson English G2	11x/En2 Ms Hodgkinson English G2	11x/Lf2 Ms Paternoster Life G2	11x/En2 Ms Hodgkinson English G2	11x/Ma1 Mr Starr Maths G1			
TUT 10:55 - 11:10	11D/Tu Ms Paternoster Tutorial	11D/Tu Ms Paternoster Tutorial	11D/Tu Ms Paternoster Tutorial	11D/Tu Ms Paternoster Tutorial	11D/Tu Ms Paternoster Tutorial			
3 11:25 - 12:25	11x/Ma1 Mr Starr Maths G1	11x/Pe2 Mr Squires PE SH	11x/Ma1 Mr Starr Maths G1	11x/Sc1 Ms Smith Science G2	11x/En2 Ms Hodgkinson English G2			
4 13:05 - 14:05	11E/Pd1 Mrs Windle Product Design T10	11D/Cp1 Mr Martin Computing T8	11C/Fr1 Mrs Laird French G2	11E/Pd1 Mrs Windle Product Design T10	11A/Gg1 Mrs Hull Geography G1			
5 14:05 - 15:05	11B/Im1 Mr Martin iMedia T8	11C/Fr1 Mrs Laird French G2	11A/Gg1 Mrs Hull Geography G1	11B/Im1 Mr Martin iMedia T8	11D/Cp1 Mr Martin Computing T8			

SCHOOL EMAIL



You can access your school email:

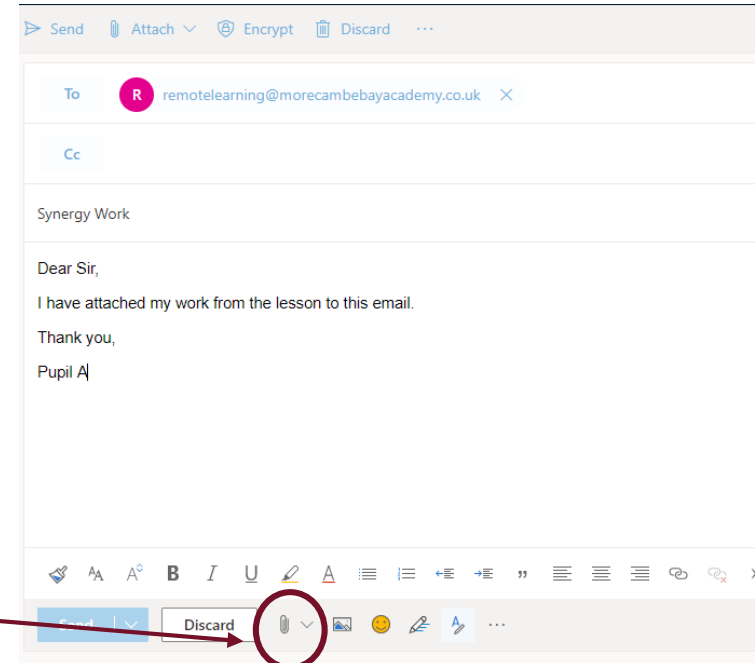
- 1) Go to outlook.office365.com and use the username and password as described above.
- 2) Your username is your school computer username followed by @morecambabayacademy.co.uk (e.g 000000@morecambabayacademy.co.uk) and your password should be the same as your school computer password.

You can use your school email to contact your teacher to ask for help, or to let them know if you are struggling to complete the work set online.

SEND AN EMAIL



- 1) On your email account, click 'New Message'
- 2) Type the email address
- 3) You should include a subject for an email. This is to let the person receiving the email know what the email is about.
- 4) As you are writing an email to a teacher, you should communicate in the same way that you would in a classroom. You should write using full words and sentences.
- 5) If you need to attach a document, click the paperclip icon to attach a document.
- 6) Click 'browse this computer' and find where you have saved the file. If you have saved it on OneDrive, you should press 'browse cloud locations' to find your file.
- 7) When you are happy with your email, press 'Send'.



OFFICE 365



If you do not have Microsoft Word, Excel and Powerpoint installed on your laptop or computer at home, you can access it through your school Office 365 account.

- 1) Go to your school email
- 2) Click on the 9 dots icon in the top left corner
- 3) Click on Word
- 4) Click on 'new blank document'
- 5) When you work in Office 365, your work automatically saves to OneDrive.



If you needed to send this as an attachment on an email, you would select 'Browse cloud locations' and find your file on Onedrive.

FOLDER



You may need to access work that is saved on the school network.
We can use FOLDER to do this if you are working at home.

- 1) Go to <https://mhs-foldr.morecambe-high.lancs.sch.uk/home/>
- 2) Enter the username and then the password that you use to access a school computer
- 3) Click on My Documents to access your network area in school