



## Survival Kit in the Event of a School Closure

Everything you need in the unfortunate event of a school closure.



# INTRODUCTION

This survival kit will guide you through the steps of how to keep your classes up and running and how to ensure your learners don't fall behind in the unfortunate event of a school closure.

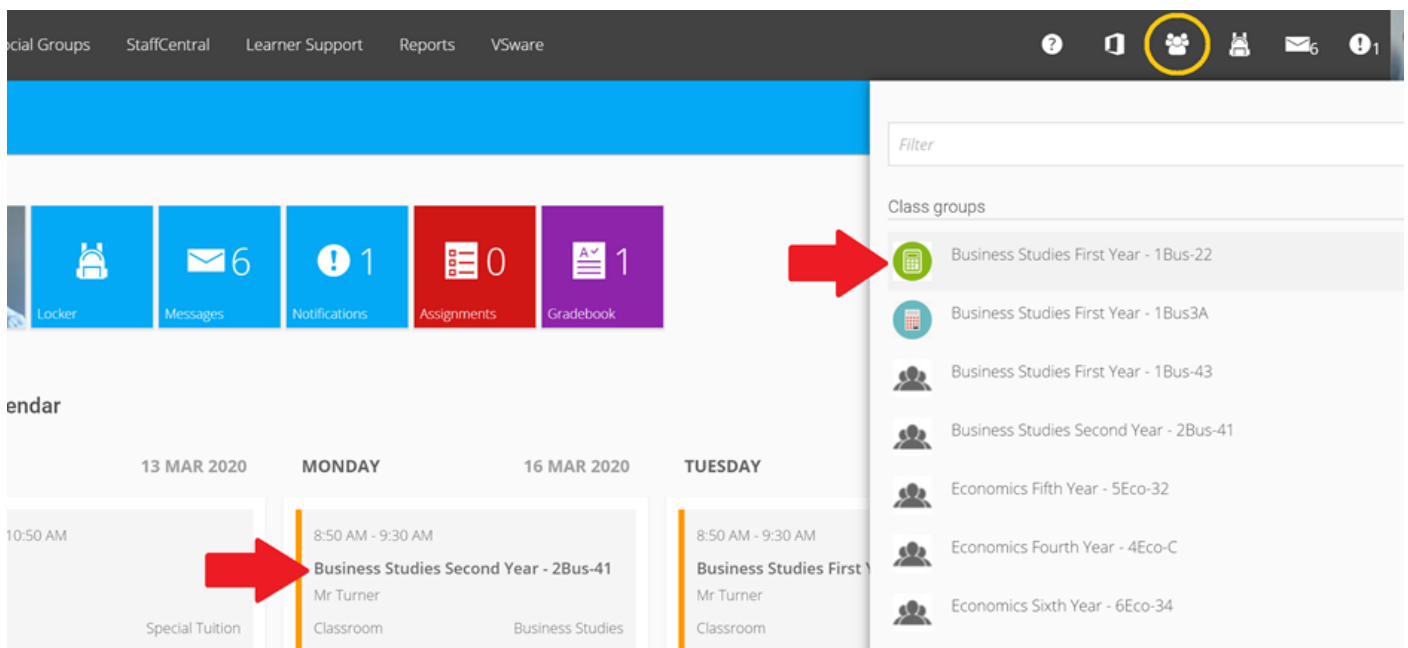
This will guide you through the useful functions that you can use within SchoolWise to ensure that learning will still successfully continue.

The functions include:

- 1. ACCESSING YOUR CLASS GROUPS**
- 2. GROUP ACTIVITY JOURNAL**
- 3. MESSAGING**
- 4. SETTING SCHOOLWORK/ASSIGNMENTS**
- 5. GRADEBOOK**
- 6. STREAM A LIVE CLASS**
- 7. SUBJECT PLANNING**
- 8. IF YOU NEED HELP**



# ACCESSING YOUR CLASS GROUPS



The first step is accessing your class groups. From here you can post to your group activity journal to share learning resources and content, message your class group, set assignments or homework and enter any gradebook entries.

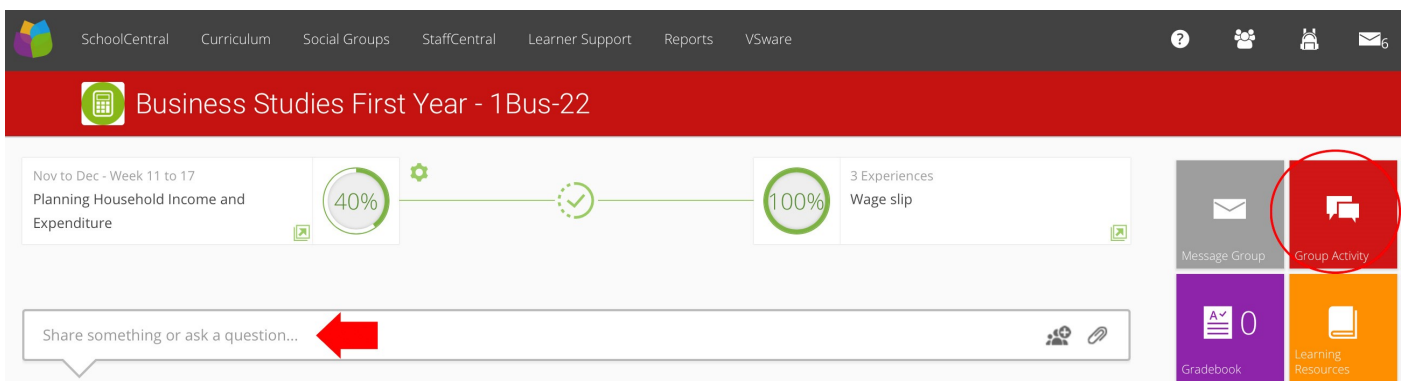
To access your class groups just click on the MyGroups menu on the top right hand corner of the main menu. Another way to get to your groups is to click on the class group from the calendar when you login to the platform.

## Useful Articles

[CLICK HERE TO VIEW AN ARTICLE ON HOW TO ACCESS YOUR CLASS GROUPS](#)



# GROUP ACTIVITY JOURNAL



The group activity journal is first screen that you see when you click on a class group. This is where you can easily share content with your learners in a number of different ways.

You can post updates to the group such instructions for tasks, share a file, a link to a website or video, even a screenshot. You can also post to multiple class groups at the same time to get information out quickly to your learners.

This is a very useful aspect in this situation as you can keep in contact with your class group and share any learning resources or content with them. This ensures that they can still participate in their learning from outside of the classroom.

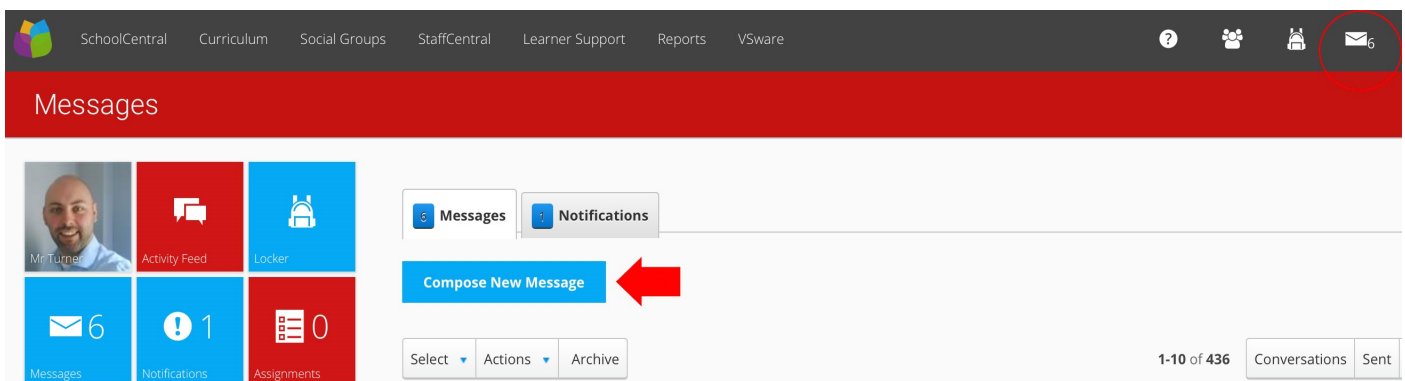
Anything you post to the group activity journal will automatically be sent in an end of day email to your learners. So each learner will get a summary of everything that happened for them in SchoolWise that day.

## Useful Articles

[CLICK HERE TO VIEW AN ARTICLE ON POSTING TO YOUR CLASS JOURNAL](#)



# MESSAGING



The messaging section within SchoolWise is extremely useful when your learners are not in the classroom. Any messages that are not read by the learners will automatically go into their end of day email too. There are a number of messaging options:

## 1. Send a message to your entire class group

If you would like to message your class group to inform them of any important messages, updates or other alerts, you can instantly send a message which will go out to every learner in the class group.

## 2. Send a message to individual learners

If you needed to contact a learner directly you can send an individual message to them quickly and simply through SchoolWise.

## 3. Send a message to a year group

You can also message an entire year group in SchoolWise.

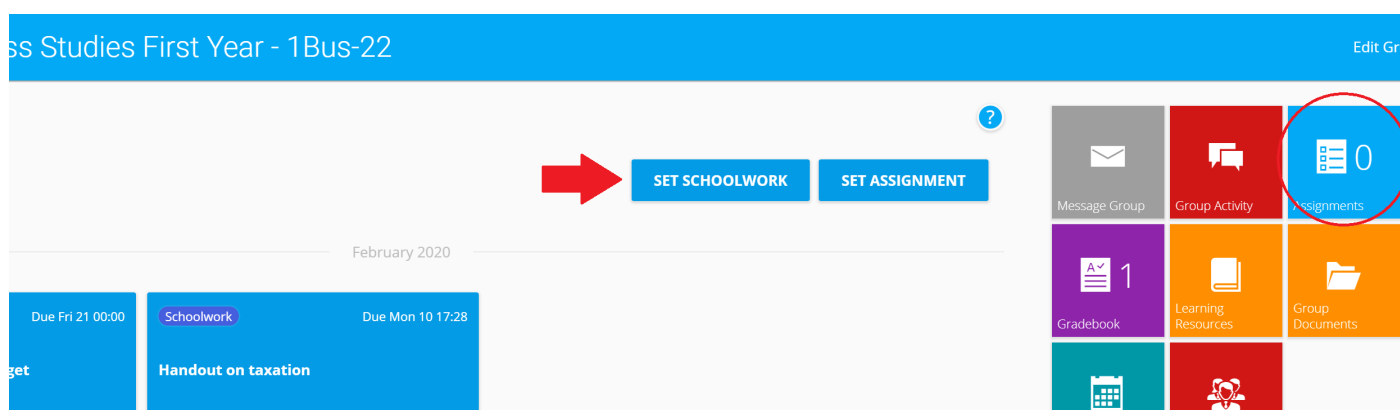
## Useful Articles

[CLICK HERE TO VIEW AN ARTICLE ON HOW TO SEND A MESSAGE TO YOUR CLASS GROUP](#)

[CLICK HERE TO VIEW AN ARTICLE ON HOW TO SEND A MESSAGE TO AN INDIVIDUAL](#)



# SETTING SCHOOLWORK & ASSIGNMENTS



To continue to set work or assignments for your learners you can do this through the Assignments tile. There are two ways of setting work for your learners;

## 1. Schoolwork

You would use this option if you would like to set homework or classwork. You can use this option to instruct them to carry out a physical piece of work. So in this situation you could instruct learners to complete tasks in their copybooks, folders, etc.

## 2. Assignments

You would use this option when you want to set your learners work that they can return back through SchoolWise. You can also grade them on their work which will automatically go into the Gradebook in SchoolWise. Your learners can also upload work online through SchoolWise and can even take a photo of any physical work.

*Note: Learners will automatically receive a notification into their Message Centre in SchoolWise notifying them when the Schoolwork or Assignment is set. It will also go in the end of day email.*

## Useful Articles

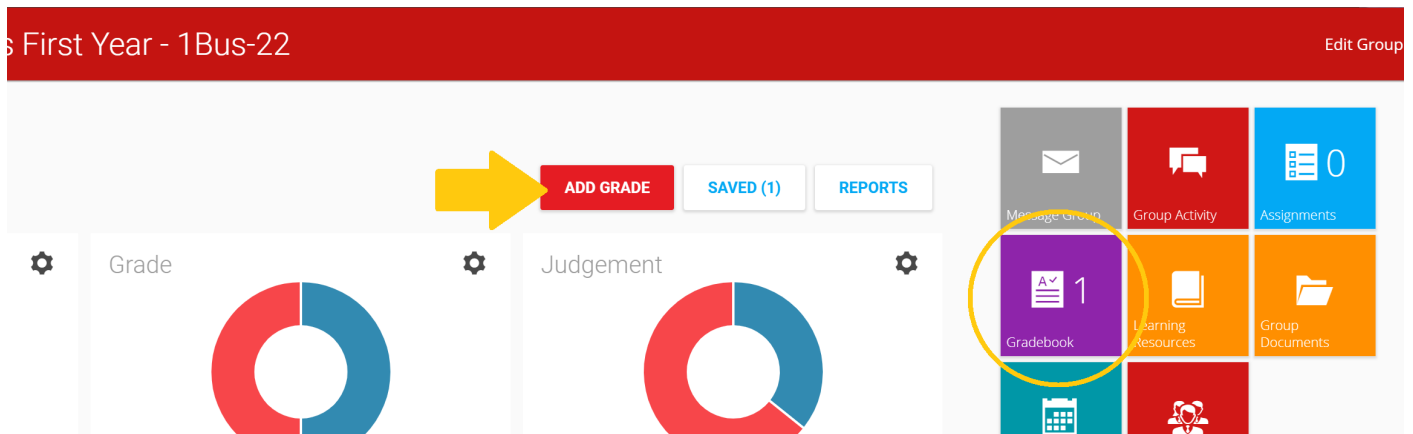
[CLICK HERE TO VIEW AN OVERVIEW OF ASSIGNMENTS](#)

[CLICK HERE TO VIEW AN ARTICLE ON HOW TO SET SCHOOLWORK](#)

[CLICK HERE TO VIEW AN ARTICLE ON HOW TO SET AN ASSIGNMENT](#)



# GRADEBOOK



If you need to track schoolwork or assessments that you are giving your learners during a school closure, you can use the Gradebook. Just click the *Add Grade* button where you can record

## 1. Task/Activity

This is where you can record assessment tasks/activities. You can give feedback to learners, issue them grades on any work they are completing outside of the classroom.

## 2. Schoolwork

You can use this option if you would like to just simply record who completed the work and who did not.

*Note: when you enter grading information for a Task/Activity in the Gradebook, each learner will receive a message into their Message Center in SchoolWise notifying them of their results. If they have not read this message, they will receive it in their 4.30 email.*


## Useful Articles

[CLICK HERE TO VIEW AN ARTICLE ON HOW TO ADD A TASK ACTIVITY](#)

[CLICK HERE TO VIEW AN ARTICLE ON HOW TO ADD A SCHOOLWORK ENTRY](#)



# STREAM A LIVE CLASS

 **Business Studies First Year - 1Bus-22**

Nov to Dec - Week 11 to 17

Planning Household Income and Expenditure


40%

100%

3 Experiences

Wage slip

Here is the link for tomorrows class that we will be streaming live @ 2pm  
[join/19%3ameeting\\_NDNkZDEwZjMiMWQ3Mi00MzI4LTg3NWMTZjE3ND](#)  
[bb18778c](#)

**SHARE** 

Join conversation

Emoji Win+Period

Undo Ctrl+Z

Redo Ctrl+Shift+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

A very useful aspect in the event of a school closure is the ability to set up and stream a live class with your class group.

You can easily create a live stream using Microsoft Teams Meeting or Google Hangouts, depending on your school. You can then go ahead and share the link to your Group Activity Journal so, your learners in a class group can join the live stream.

This is a quick and easy way to setup a live meeting with your class group to answer any questions, concerns or to share any instructions with them during a school closure.

## Useful Articles

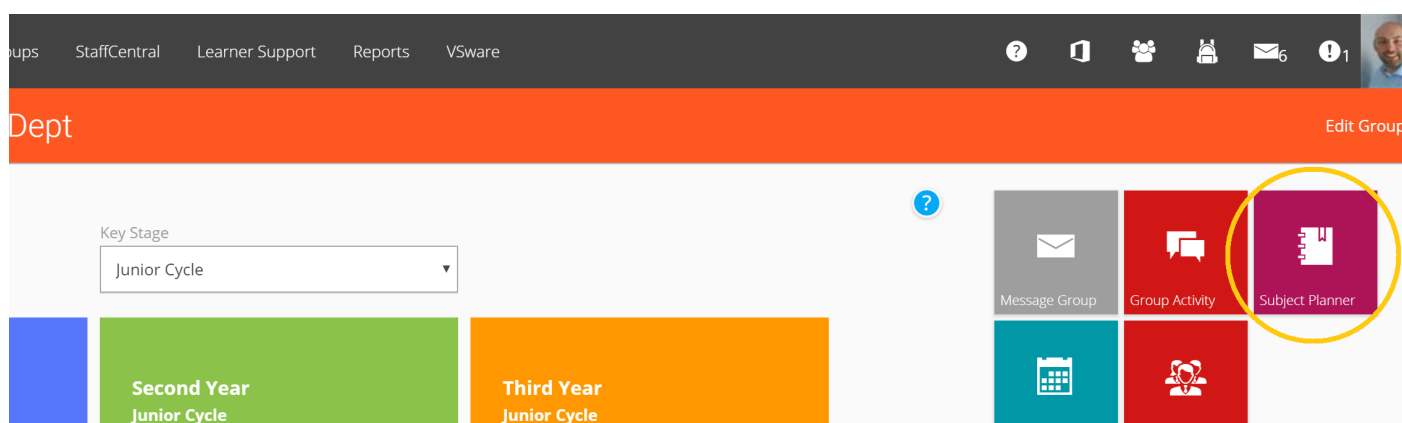
[CLICK HERE TO VIEW AN ARTICLE ON HOW TO SETUP AND SHARE A TEAMS MEETING](#)

[CLICK HERE TO VIEW AN ARTICLE ON HOW TO SETUP AND SHARE A GOOGLE HANGOUT](#)





# SUBJECT PLANNING



In the event of a closure it is an opportune time to work on your subject planning. This can be access in your department group. Just click on the subject planning tile.

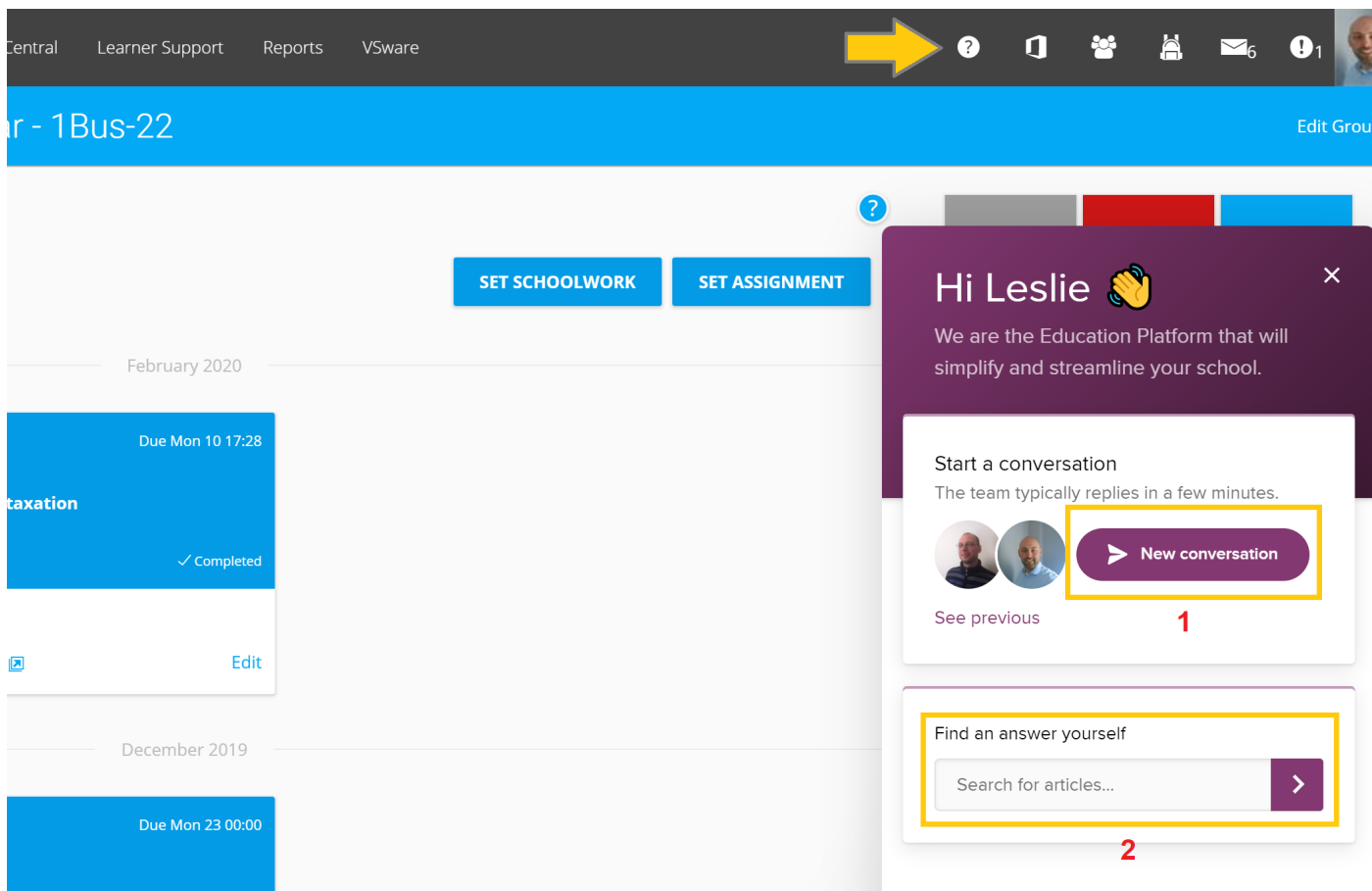
You can update existing plans or collaborate together remotely through SchoolWise to build your plans. Both the Messaging and Group Activity Journal in the department group will enable you to communicate with your colleagues in the department the same way you would with a class group.

## Useful Articles

[CLICK HERE TO VIEW ALL THE ARTICLES ON SUBJECT PLANNING](#)



## IF YOU NEED HELP



The screenshot shows the SchoolWise user interface. At the top, a dark navigation bar contains links for 'Central', 'Learner Support', 'Reports', and 'VShare'. A yellow arrow points to a help icon (a question mark) in the top right corner of this bar. Below the navigation bar, a blue header bar displays 'r - 1Bus-22' and an 'Edit Group' link. The main content area features two blue buttons: 'SET SCHOOLWORK' and 'SET ASSIGNMENT'. Below these, a calendar view shows 'February 2020' with a task 'taxation' due 'Mon 10 17:28' and marked as 'Completed'. Another task is due 'Mon 23 00:00' in December 2019. A purple chat window is overlaid on the right, titled 'Hi Leslie' with a hand icon. It contains the text: 'We are the Education Platform that will simplify and streamline your school.' Below this, it says 'Start a conversation' and 'The team typically replies in a few minutes.' There are two options: 'See previous' with a circular profile picture, and 'New conversation' with a purple button and a yellow box around it labeled '1'. At the bottom of the chat window, there is a section 'Find an answer yourself' with a search bar containing 'Search for articles...' and a purple button with a right arrow, labeled '2'.

We are right here to support you through a school closure. Help is just a click away in the platform. This can be accessed by clicking the help icon on the main menu. You can start a conversation with us through our live chat or [search through our step-by-step articles](#).

Alternatively feel free to contact our office on 01 9060987 or if you prefer to email [support@schoolwiselearning.com](mailto:support@schoolwiselearning.com)

You can also view all our full range of supports on our website <https://schoolwiselearning.com/myschoolwise>



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