



# MALVERN COLLEGE

September 2020

Dear Student

## Instructions for Online Learning

Welcome to Malvern College and hopefully we will be able to welcome you in person soon!

Please find details below of how to access our various IT systems. You should have already had your username and password. If you have any problems, please contact your tutor or Housemaster or Housemistress. I have also attached a 'Guide to Malvern College' which should help you get to know more about the school and a 'Code of Conduct' for online learning.

If you have any queries please contact my Secretary Miss Nicky Seed with any queries:  
[Nicola.seed@malverncollege.org.uk](mailto:Nicola.seed@malverncollege.org.uk)

Good luck!

Yours sincerely

A handwritten signature in black ink that reads "S Angus".

Mrs S Angus  
**Senior Deputy Head**

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Registered Charity No. 527578

## iSAMS Student Portal & iSAMS iStudent App

You will need to access ISAMS in order to find out what your timetable is.

You can access the iSAMS Student Portal here: <https://students.malverncollege.org.uk> logging in with the stu. credentials supplied to you by the ICT Department.

The iSAMS iStudent App can be downloaded on iOS (Apple) or Android devices (smart phones or tablets). This app is probably the quickest way to access your merits, timetable, teaching groups, timetable, College calendar, etc. To get the app, go to the Apple Store or Google Play as appropriate and search for iSAMS iStudent.

Once the app is downloaded you will be asked for a school link code which is: MCOL  
You can then log in with your stu. credentials.

### Attending lessons

In summary, you will be invited to attend lessons through Microsoft Teams by your teachers. If you go into the calendar, you will see that you have been invited to attend a lesson. You just join each lesson and the rest takes care of itself. If you have any problems, you can use the chat function to send a message to your teacher and they will help you. If you live in a different time zone, you should talk to your teachers about how you are going to access your work. They will set you work if you cannot attend the lesson. You can message your teacher on Teams or email them.

In order to access online lessons, you need to be able to do the following:

- Log in to Office 365 Online – useful for making sure that Apps such as Teams and OneNote remain synced.
- Ensure you are running an up to date version of all Office Apps – the Apps have much better functionality than the Online versions
- Upload Hall to Assignments in your Class Teams
- Upload and complete work in OneNote in your class Notebooks
- Use OneDrive to store all your files (this should be downloaded from the web too)
- Use OneDrive or Office Lens to photograph written work on your mobile – these mobile apps will automatically upload to OneDrive on your computer

There are video tutorials which explain how to use Teams and One Note for lessons. They are all stored here:

[ICT Resources](#), on MalvernTV.  
<https://media.malverncollege.org.uk/Login.aspx?SourceURL=/&br=507>

Use your student username and password to login.

The first one to look at is 'Joining a Prearranged Teams Meeting'  
<https://media.malverncollege.org.uk/View.aspx?id=43870~5j~C3GSS8vDwk>

This is how you will join the majority of your lessons.

Explore the other resources there but these will be particularly useful:

- **Handing in Assignments**

How to upload a file or edit a document that has been sent to you.

Click on the following links:

[Handing in Hall to Teams](#)

[Handing in Hall to Teams Part 2](#)

The OneDrive App scans and thus is probably a better alternative to anything else since it saves your scans straight to your Malvern College OneDrive making life very easy for handing in work / (uploading resources).

- **Using One Note**

[Accessing Class Notebooks in OneNote](#)

[Uploading pdfs to OneNote](#)

[Uploading Hall to OneNote \(Online version\)](#)

[Uploading Hall to OneNote \(App version\)](#)

[Syncing your OneNote Class Notebook](#)

(For pupils and staff if expected files have not synced in pupil sections.)

### [Using the OneDrive App on your mobile](#)

(Download the app from the Apple Store or the Play Store and get uploading written work to OneNote and Assignments – Easy-peasy!)

A tip for using the OneNote App to your phone, as it makes life even easier for uploading written work to a OneNote Notebook:

1. Download the OneNote App for free from the Play store or Apple Store.
2. Open the OneNote App. The app should automatically find your @malverncollege credentials, but if not, enter your e-mail address and password.
3. Then you will be able to open any of the Notebooks associated with your Malvern College Account by tapping on 'More Notebooks'.
4. Select the Notebook you want to upload to.
5. Navigate to the section in this Notebook where you want to add your work. Add a new page by tapping on the ' + ' button.
6. Then above the keyboard pop up, you will see the camera symbol. Tap the camera.
7. Then you can photograph your work. Ensure there is even lighting in the room and tidy the image up afterward by cropping to the page.

#### ▪ Well-being

It is important that you look after yourself, from an e-safety and well-being perspective. Please read the advice contained in the attached document (Code of Conduct) and do not hesitate to ask if you have questions. Even though we are not all together on site, you still have access to a wide range of support. If you are worried about something, or about another pupil, please do not hesitate to contact someone – your Housem, tutor, the Safeguarding team (see below), Reverend Ibbotson, your Heads of Year (Mrs Swart, Mrs Cage, Mr Reid, Mr Hutsby) or any teacher you feel comfortable talking to.

- The Designated Safeguarding Lead is: Mrs Penny Bijl, [penny.bijl@malverncollege.org.uk](mailto:penny.bijl@malverncollege.org.uk), 07596 299804
- The Deputy Designated Safeguarding Leads are: Mrs Emma Brown (07702 909394) and Mr Lewis Faulkner, [lewis.faulkner@malverncollege.org.uk](mailto:lewis.faulkner@malverncollege.org.uk) (07922 576590)

Mrs Bijl, Mrs Brown and Mr Faulkner will, if not on-site, always be contactable by phone or email (for example, if working from home).

**Two links that may be helpful to you are:**

### [Internetmatters](#)

This website helpfully organises resources into age groups. It also has really current information, for example there is lots of privacy setting advice on apps like Houseparty and staying in touch whilst in isolation. There are also resources for young people to support their understanding of things like fake news and being a critical thinker online.

### [Childline](#)

This extremely well-known children's charity not only provides support to young people about a wide range of issues they also have a very good section on what to do if a young person thinks they have been a victim of sexting or cyberbullying. As these are some of the most common issues young people face this site is a great source of further information and support.