

## HOW TO ACCESS WORK FROM OUTSIDE OF SCHOOL

This help guide is designed to make sure you can

- a) access work outside of school through 'Show My Homework' ([www.satchelone.com](http://www.satchelone.com));
- b) that you can get access to our new GCSE revision service 'GCSE pod; and
- c) that anyone can access OasisZone and use or download all the Microsoft applications (outlook, word, excel, powerpoint etc) free of charge.

See instructions on all of this below.

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### 1) What are my log in details?

You will need these log in details to get into all the websites and systems we talk about here. This username and password will allow you to sign into Show My Homework, GCSE pod and the Oasis zone.

Whilst this is not always the case, the students email address is usually the following format-

**Firstname.surname@oasisbrightstowe.org**

**YOUR PASSWORD IS KNOWN ONLY TO YOU.**

You will have a chance to let school know if you have forgotten it, and have it reset at school. However, if you are at home and forget it, you can email:

[passwordreset@oasisbrightstowe.org](mailto:passwordreset@oasisbrightstowe.org)

### 2) Logging into Show My Homework

**You need to log into Show My Home Work so that you can see the work that is meant for you and get messages from your teachers.**

If you just visit the website without logging in, you can see homework, but there will be A LOT of work on the website to go through to find yours. If you log in, you can see immediately what is for you. If you don't log in, you also won't see important messages from your teachers.

Go to [www.satchelone.com](http://www.satchelone.com)

You will see the screen below (select student and then Sign in with Office 365).

Microsoft Login Page

Forgot password?

Staff Parent **Student**

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

Search school

Enter email address or username

Enter password

Log in

Or log in with:

Sign in with Office 365

Sign in with Google

Enter your oasis email address in the username box, click next and then input your password.

Sign in to your account - Google Chrome

login.microsoftonline.com/common/oauth2/authorize?response\_type=...

This site uses cookies for analytics, personalised content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)

Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

Can't access your account?

Sign-in options

Back Next

Terms of use Privacy & cookies

You will then see Show my Homework's homepage

satchel:one

Emily Account settings

To-do list

Calendar

Gratebook

Notice board

My drive

Support

Logout

Search for

**Monday 02 March** **Past Paper - November 2019 Paper 3 (Cale)**  
Complete the past paper to the best of your ability before next Monday. If you are stuck on a...  
Homework for group 11B/Ma2 (19/20) - Mathematics - Mr A. Symes

**Friday 06 March** **HOMEWORK TERM 4 WEEK 2**  
1. complete your seneca assignments. 2. complete the exam questions attached below 3. mark...  
Homework for group 11A/Gg2 (19/20) - Geography - Mr M. Davies

**Wednesday 11 March** **Biology Paper 2 Mock**  
On Wednesday 11th March you will be sitting a biology paper 2. This is as part of your revi...  
Class test for group 11B/Sc2 (19/20) - Science - Miss N. Jessiman

**Wednesday 11 March** **Biology paper 2 revision**  
As part of your preparation for your biology paper 2 mock on Wednesday, complete the task...  
Homework for group 11B/Sc2 (19/20) - Science - Miss S. Bott

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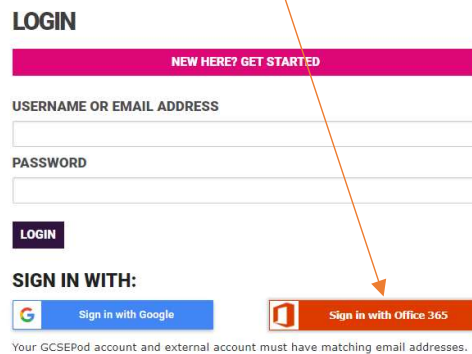
Your homework can be found in the 'calendar'.

Once you are logged in, your device will recognise your username and it means that you can also access GCSE Pod, and the Oasis Zone.

### 3) Accessing GCSE pod – for Y10 and Y11 students

Go to <https://members.gcsepod.com/login>

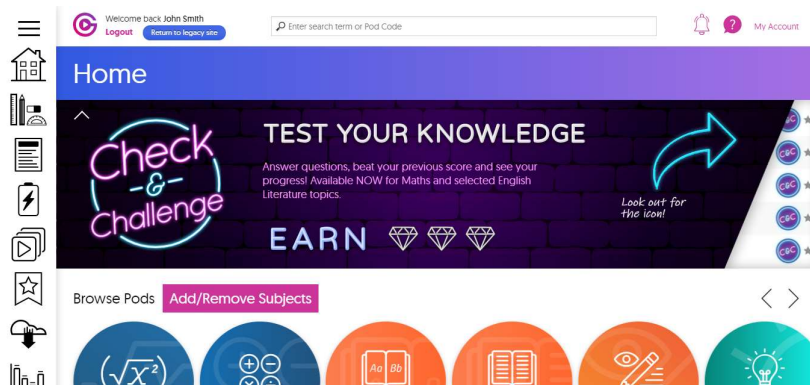
You will see the screen below (select 'Sign in with Office 365').



Enter your Oasis Brightstowe email address and click 'LOGIN'



You will be taken to the GCSE Pod homepage



### 4) Accessing Oasis Zone

Details on this are on the following pages – this is an official document from Oasis, which outlines how you can access your school area from home, and also how to download Office 365 free of charge.

If you have any questions about this, please email [enquiries@oasisbrightstowe.org](mailto:enquiries@oasisbrightstowe.org)

Kind regards,

Your Brightstowe Teachers.

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# Accessing the OasisZone when not on the Oasis Network

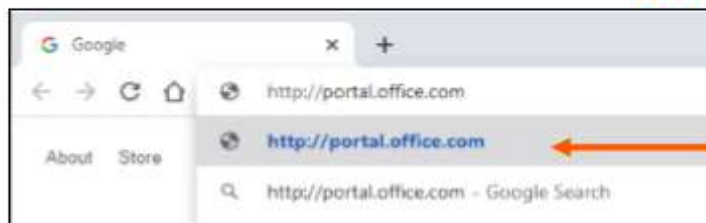


## Accessing the OasisZone

To access the OasisZone from home, or when not on the Oasis network, you will require:

- Internet access.
- A computer (PC / Mac), laptop, tablet or smartphone.

The OasisZone can be accessed using a web browser ( ).

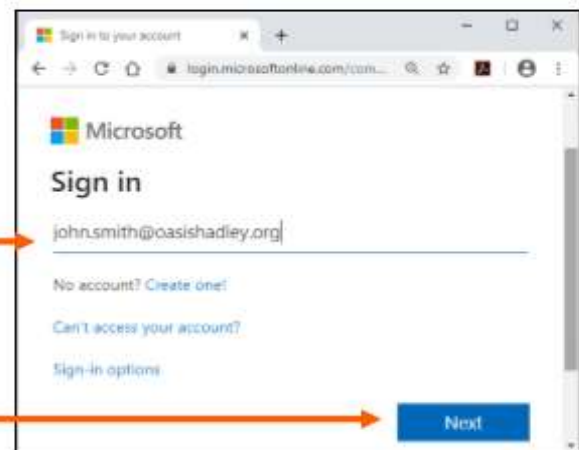


Open your web browser and in your address bar type:

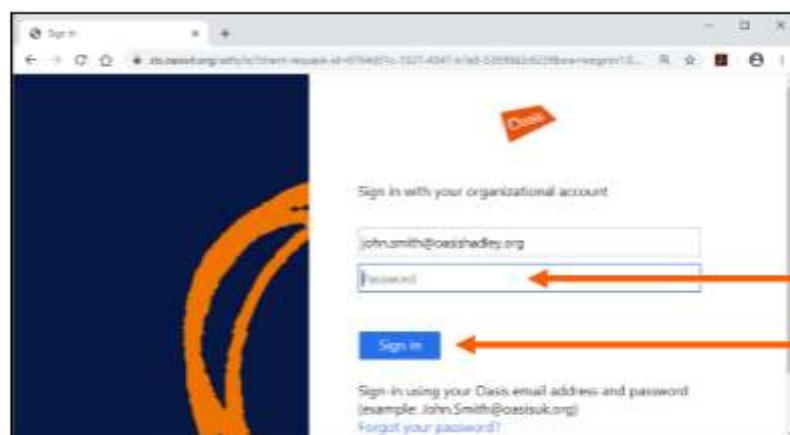
**<http://portal.office.com>**

Press enter.

Enter your Oasis username (this will usually be the same as your Oasis email address e.g. john.smith@oasishadley.org).



Select 'Next'.



Enter your Oasis password.

Select Sign in.

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### OasisZone Applications

Once your identity has been confirmed, you will be taken to the home page where your OasisZone applications will be shown:

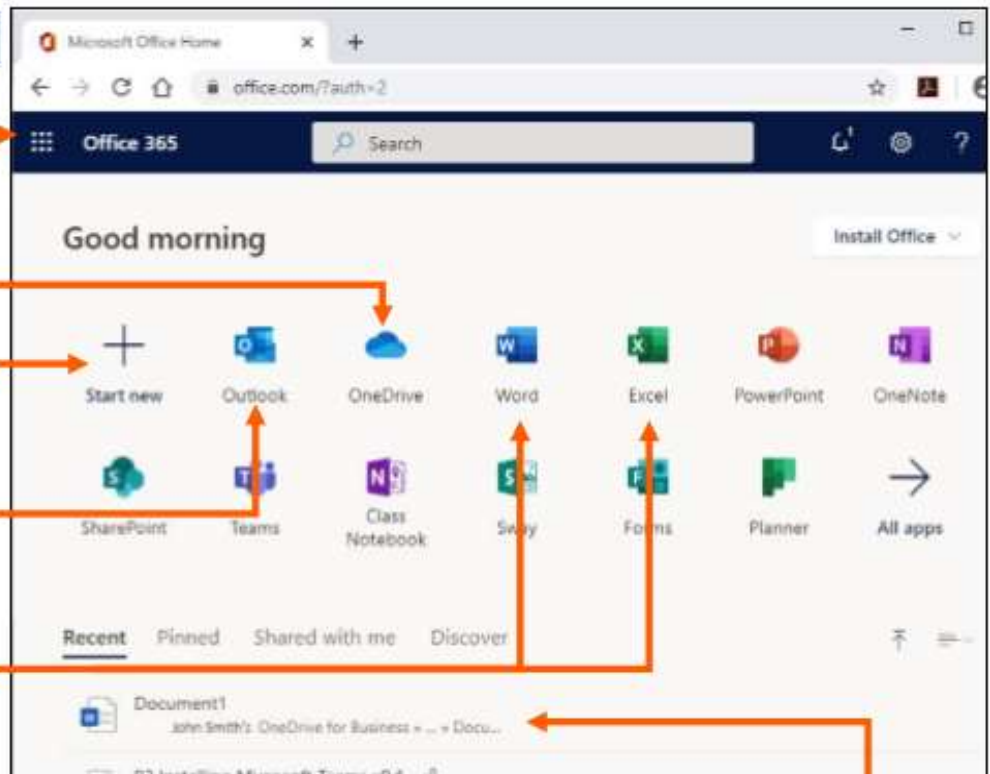
Click the waffle icon to switch between OasisZone applications.

To see your personal files you have saved online click OneDrive.

To create a new document, click Start new.

To get access to your emails and calendar click Outlook.

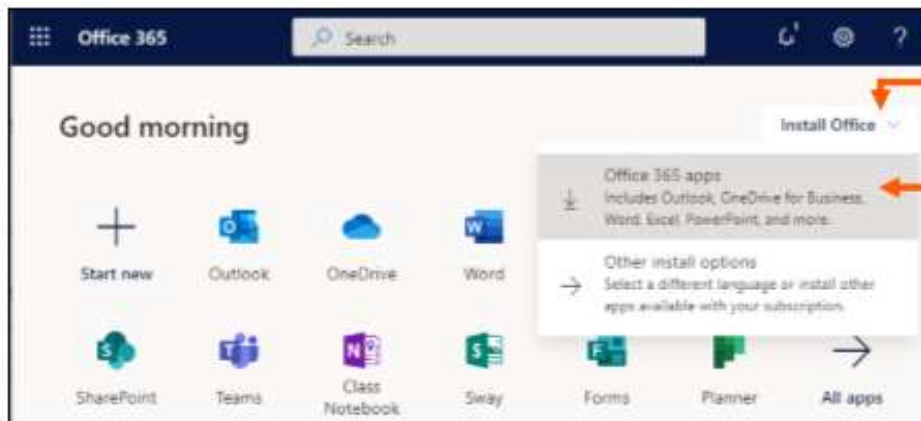
To use any Office application online through a web browser (e.g. Word) click the application you require.



To view Office documents you have recently used see this section.

### Downloading Office 365 to a personal device

Office 365 (Outlook, Word, Excel... etc.) is available to download to your PC, laptop and mobile device. You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

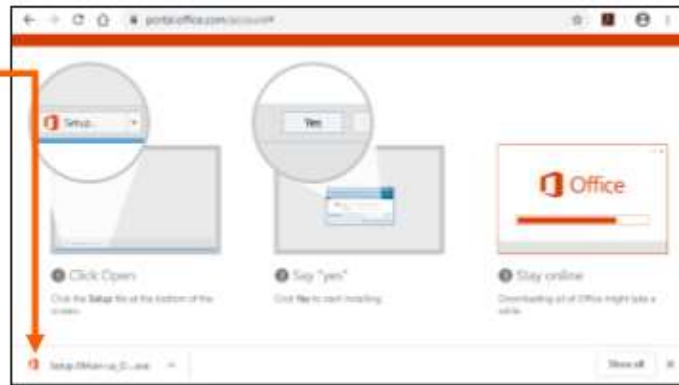


To download Office 365, from the home page (<http://portal.office.com>), select **Install Office**

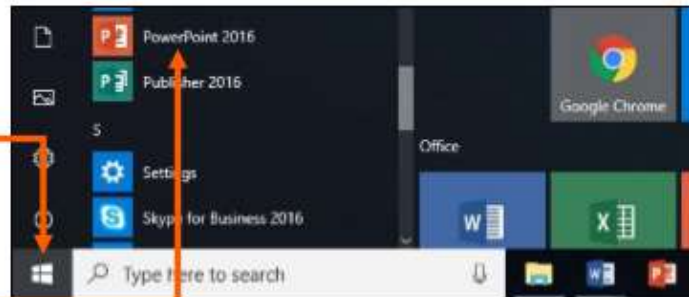
Select **Office 365 apps**.

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A file will be downloaded. Follow the instructions to begin installing.



From a windows PC or laptop, applications you have downloaded such as PowerPoint can be found by selecting the windows icon.



Scroll up or down in alphabetical order to find the application.

### **Data Protection Alert!**

**Remember not to save any Oasis information to a personal device - better to use OneDrive or SharePoint site as appropriate.**

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