An ItsLearning guide for Parents and Students

Hopefully your child has managed to get as far as logging onto ItsLearning by now. If you are still having issues with this, please send an email to its@king-james.co.uk with as much detail as you can. Child's name, Year and the system you are using to log on i.e. App, website etc. We will respond back to you as soon as possible.

Once a student logs in to ItsLearning, the first thing that happens on the website version is they are taken to their **Calendar** page. Here they should see work assigned to the classes to which they belong.


I would advise switching to the **Weekly** view as this displays the work more clearly. Your child will be able to see all of the assigned work for the classes to which they belong.

Staff have been advised to try and set work at roughly the date and time that they would normally have a lesson. This builds up a timetable like the one shown above.

If logging in using the App, it will instead default to the **Home** tab. You will want to switch to the **Calendar** tab to begin with, otherwise it gets very confusing:
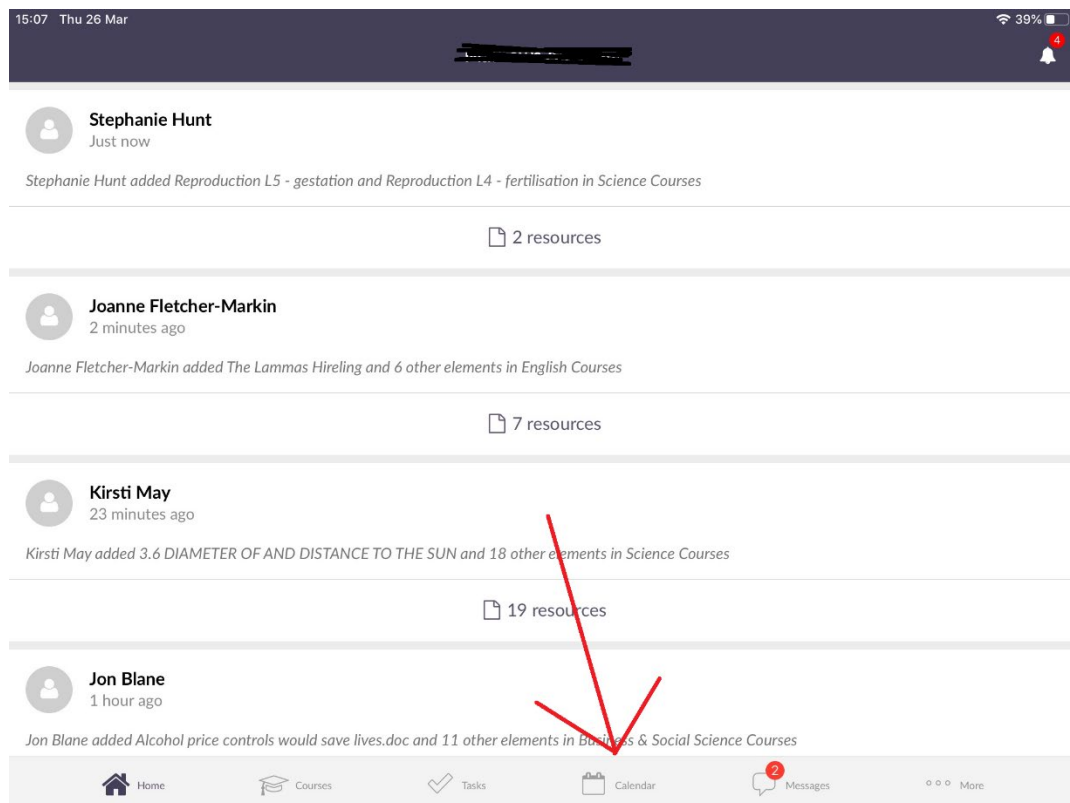
The Calendar displays differently when using the App. Instead it will list the work separated by day, as shown here:
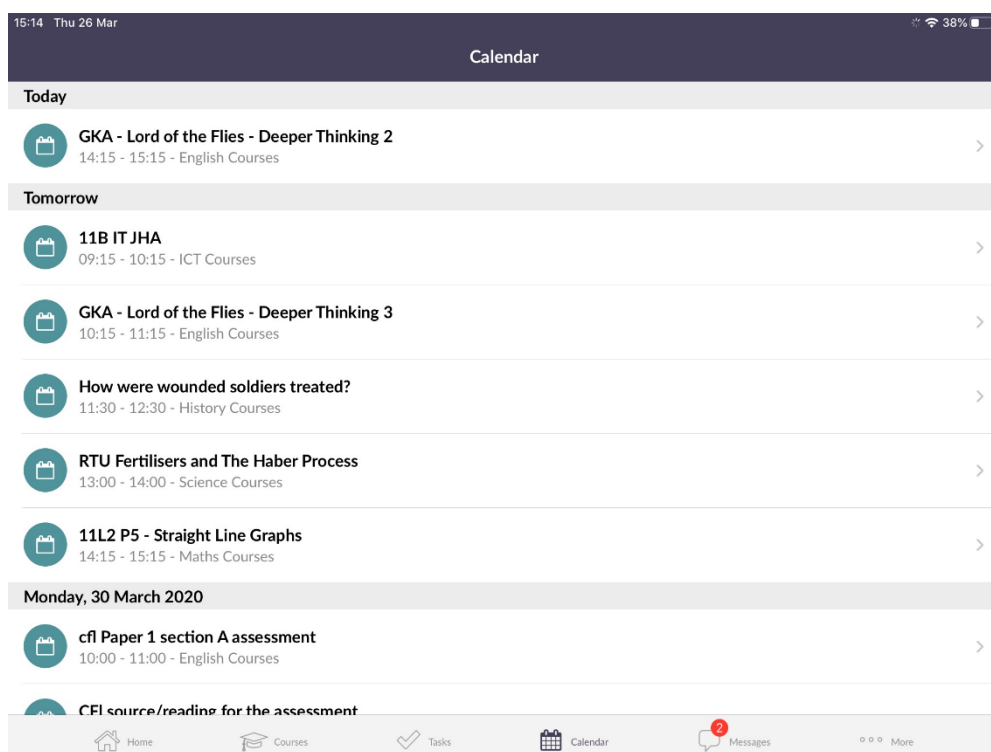
When a student clicks on the coloured block of the calendar (website edition), they will see what work has been set. Under the **Homework** section there will likely be a 'task' or an 'assignment'. Beneath this, there may be additional files in the Resources area which the teacher has deemed useful to complete the work.

By clicking on the files in the Resources area at the bottom, they should open within ItsLearning's window. There is a link in the top right if you want to download a copy. The examples here are of a Microsoft Word file and an Adobe PDF file. They will open in separate tabs:
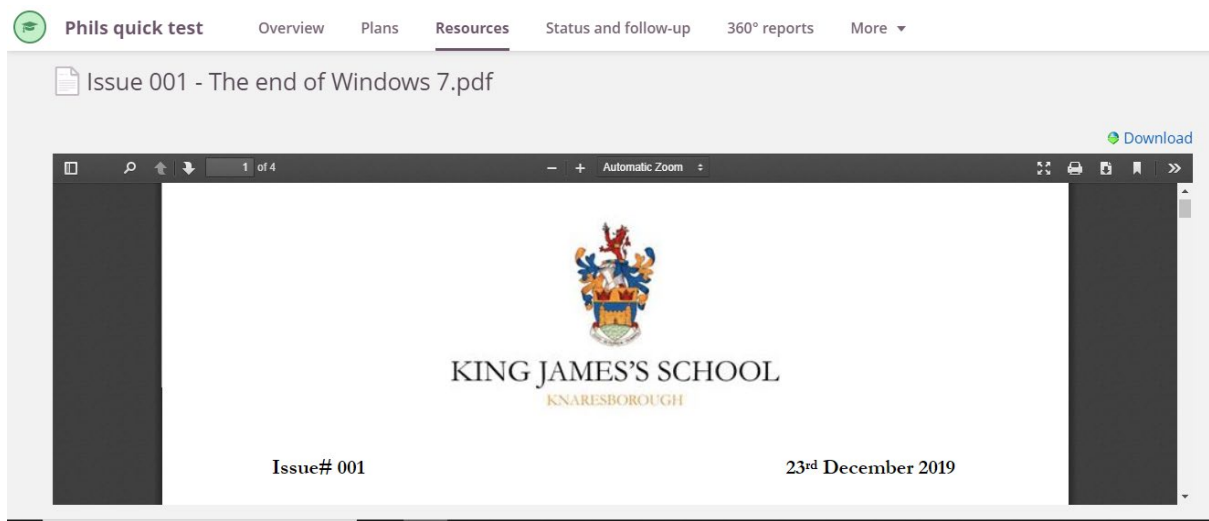
If you are using the App, by tapping on a set piece of work you will initially see a brief overview screen as seen here:
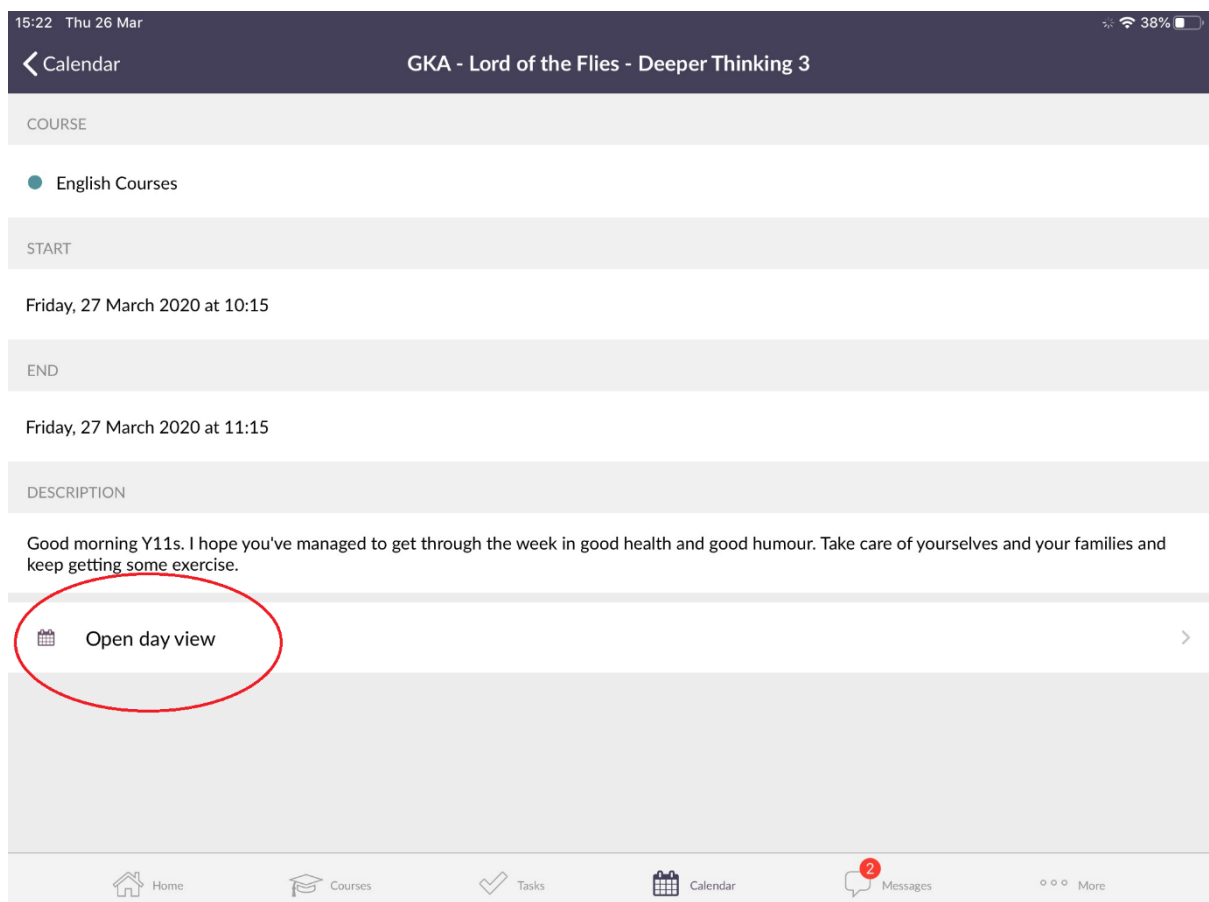
You now need to tap on **Open day view** and you will see a single day's calendar view which looks more similar to the desktop version:
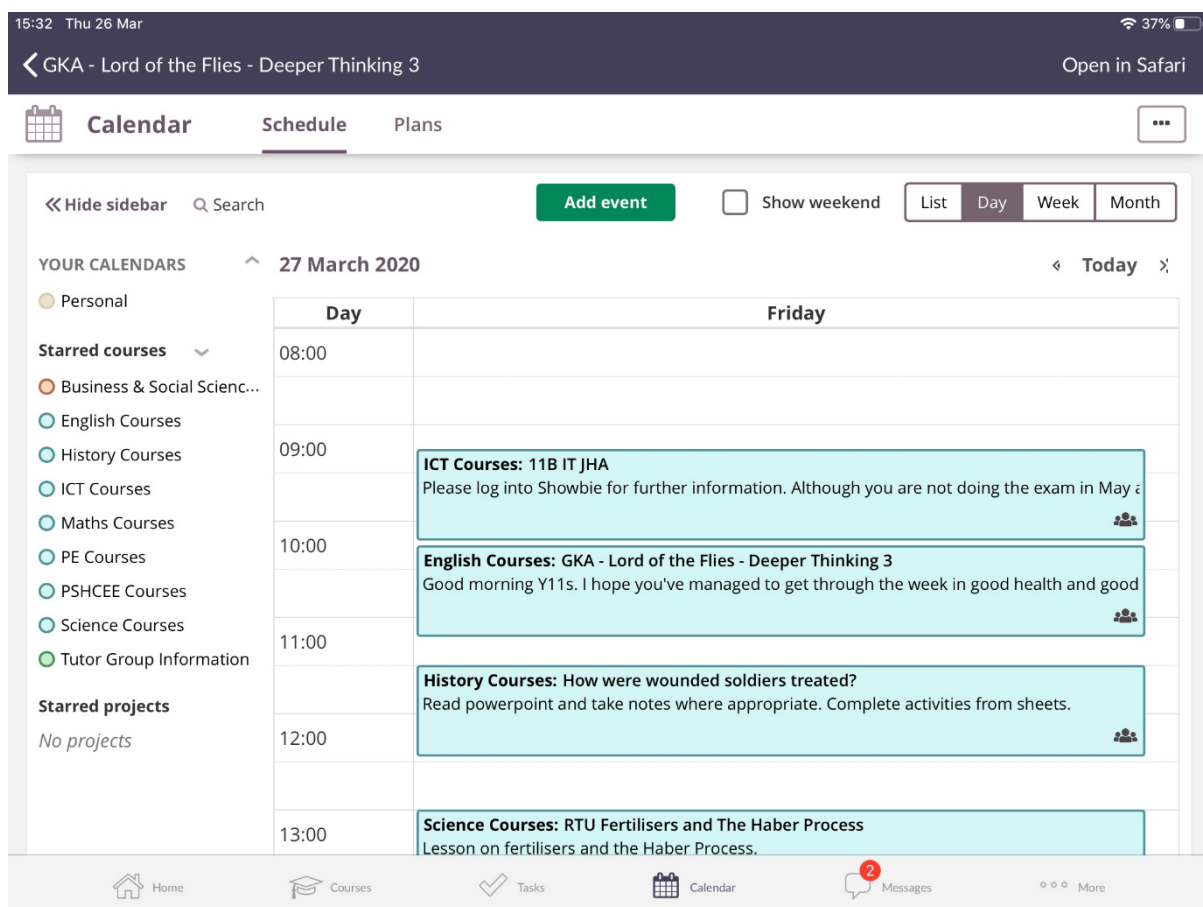
By clicking on the blocks, you will see the same description of the work as shown in the web browser version.

There is an important difference when working in the App and opening any attached resources. In the web version, as you will see from earlier in this document, the files open within the ItsLearning window. From the App, this same functionality is available however you must first tap on the **View** link at the upper right. Otherwise you will likely see a blank page:
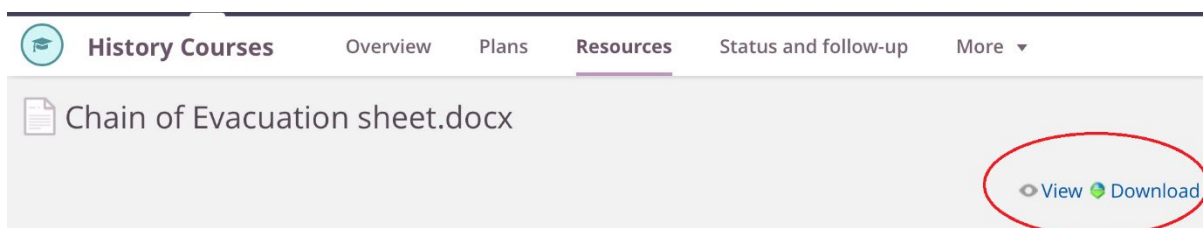
The advantage of this feature is that you can open many file formats without actually having the software installed. The Cloud based version of Office handles it for you.

By clicking or tapping on the 'Task' or 'Assignment' file, you will see the detailed description of what you are being asked to do.

Important difference

A Task is a method usually used to tell you to do something, but not hand it back in. An assignment is wanting you to submit work to the teacher! Some teachers may set you tasks to which they do want a response from you, however they will send a message telling you how to do this (see later in this guide).

By clicking on the green **Answer Assignment** link you are taken to a page where you can either write the answer in the top box **OR** you can upload any files that have been created at home. These can be any files from any program:
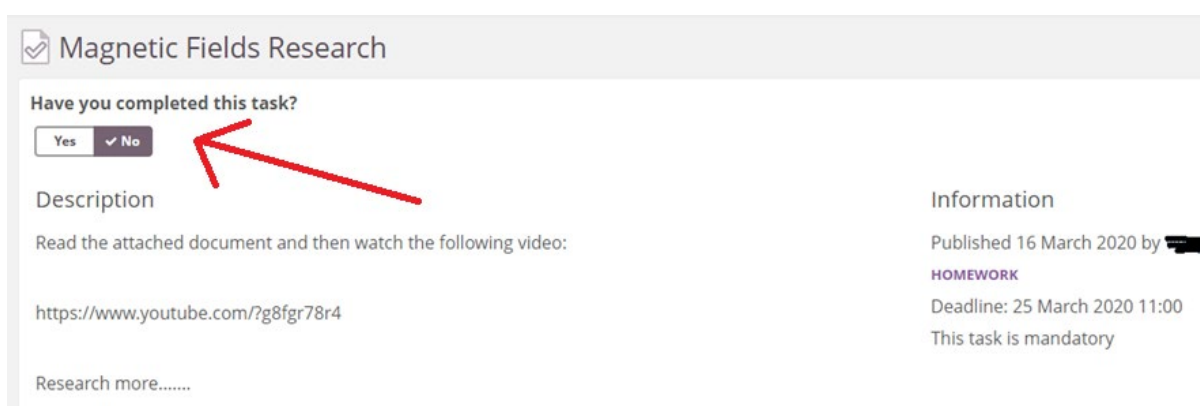
Once you have finished writing the response and uploading files, click on the green 'Save' button at the bottom. Or to save your progress, use the 'Save as draft' button.

If the work has been set as a 'task', you can alert your teacher that the work is done by marking the task complete at the top of the description, as shown here:


Messaging

It is not possible for a student to initiate a message conversation through ItsLearning. The first message in the conversation must come from the teacher. This is to prevent the system becoming an uncontrollable message board.

Some teachers are so sending a message along with setting the work so that an open line of communication is started should you need to ask questions.

You will know if you have received any messages from the icon at the top right or from the Messages tab of the App:
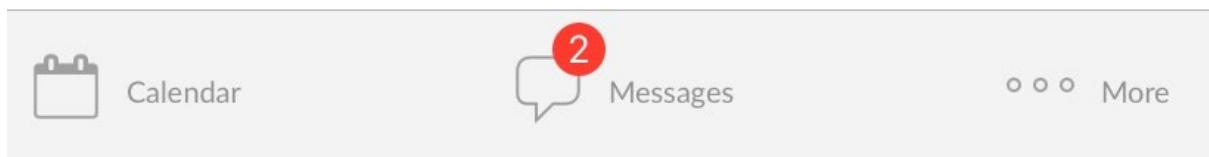
Within the message box when you reply, there is an option of attaching files using the paperclip, similar to an email.