

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.

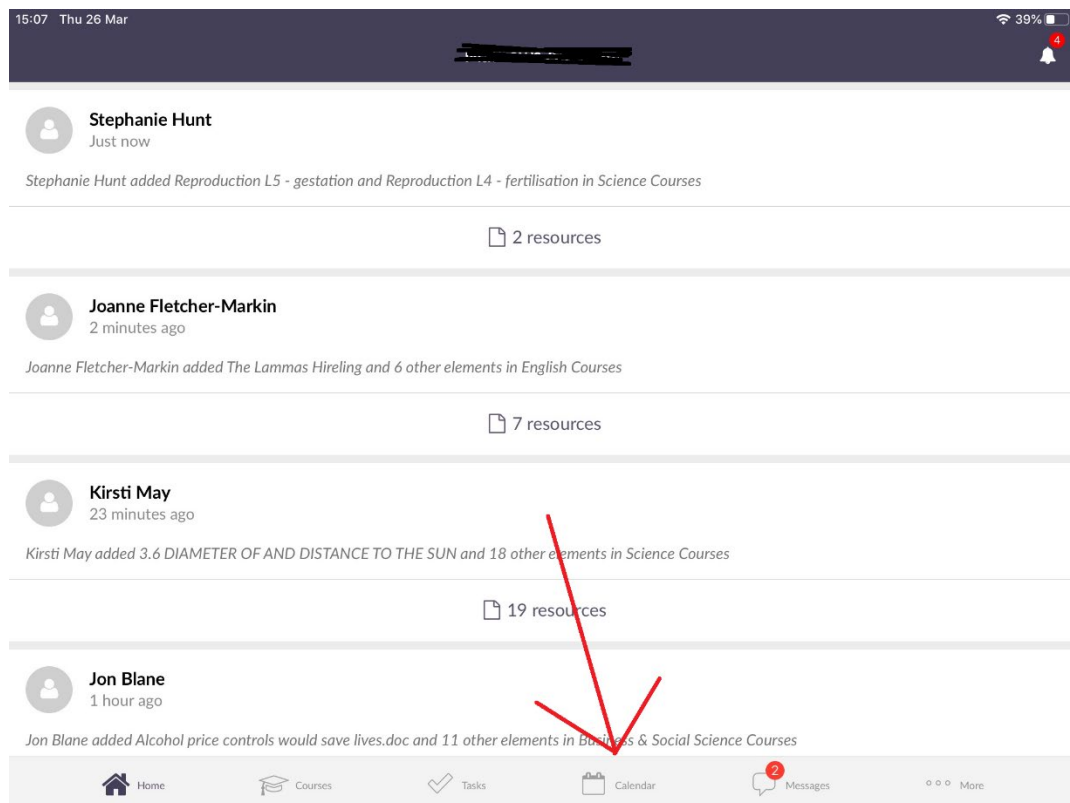
23 March — 27 March 2020 < Today

Week 13	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27
08:00	History Courses Penicillin			Phils quick test Setting an assignment	
09:00		Business & Social ... Mr Foster - 11a - Business - P1 (3 lessons)	English Courses Complete LC3 Assessment	Science Courses MJO Waves	ICT Courses 11B IT JHA
10:00	Maths Courses 11L2 P2 Circle Theorems	Science ... Waves Reflection and	Science Courses MJO Waves	Maths Courses 11L2 P2 - Inequalities	English Courses GKA - Lord of the Flies - Deeper Thinking 3
11:00		Science Courses VRG Revision and consolidation for infection and response			History Courses How were wounded soldiers treated?
12:00					

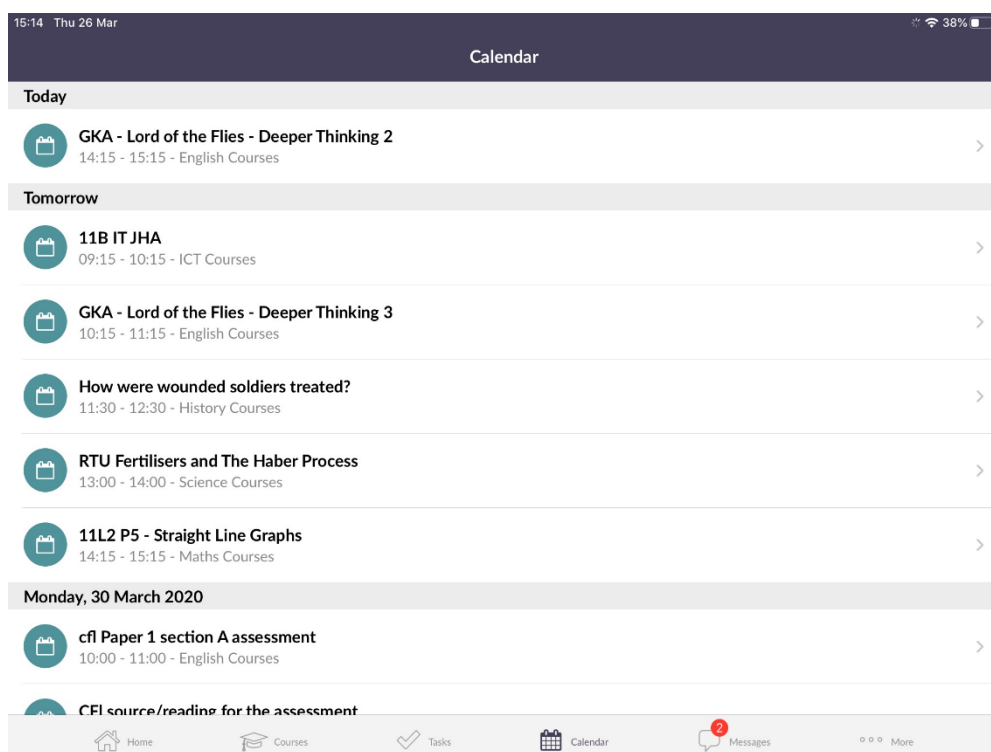
I would advise switching to the **Weekly** view as this displays the work more clearly. Your child will be able to see all of the assigned work for the classes to which they belong.

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.

26/03/2020, 08:00 - 09:00

Phils quick test

Example student group

DESCRIPTION

Setting an assignment

I want this work back!

▼

HOMEWORK (1)

Investigate ItsLearning

Deadline: 01 Apr 23:59

▼

RESOURCES (2)

Issue 001 - The end of Windows 7.pdf

Room Numbers Complete.docx

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:

Phils quick test

Overview

Plans

Resources

Status and follow-up

360° reports

More

Room Numbers Complete.docx

Fullscreen

Download

Word Online

Phillip Hemstock

Room Numbers Complete

Accessibility Mode

Print

Find

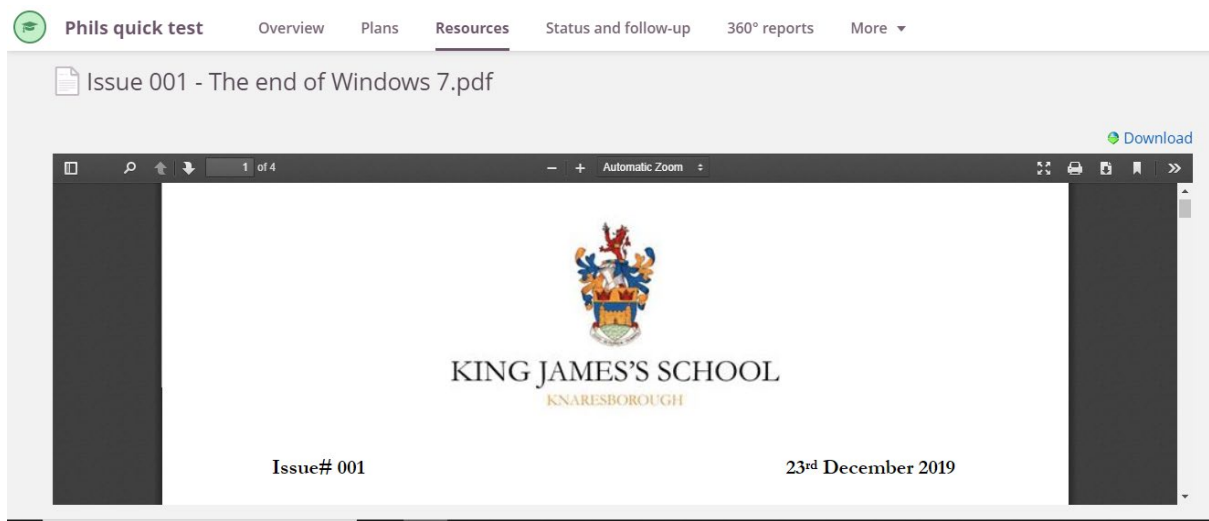
Help

King James's School Room List

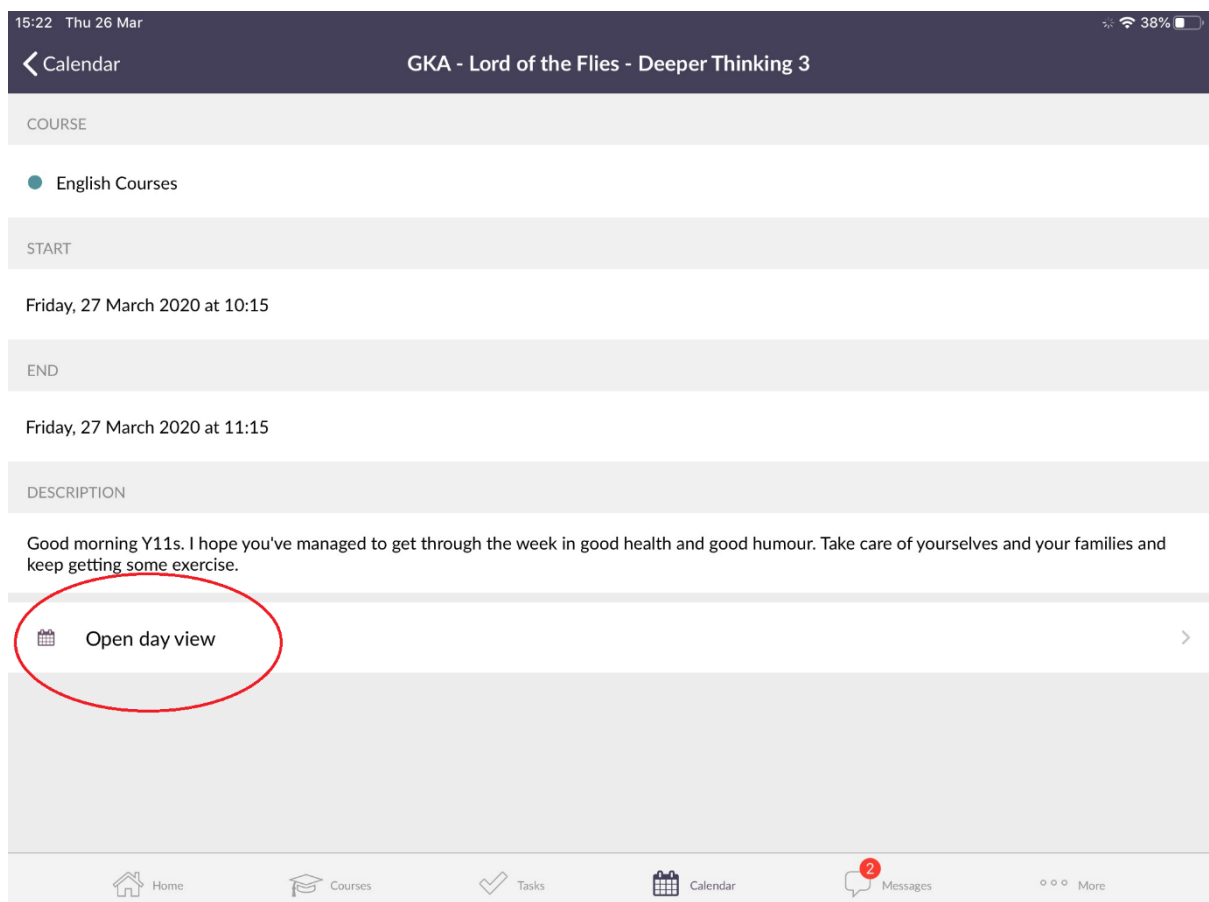
Upper School

Ground Floor

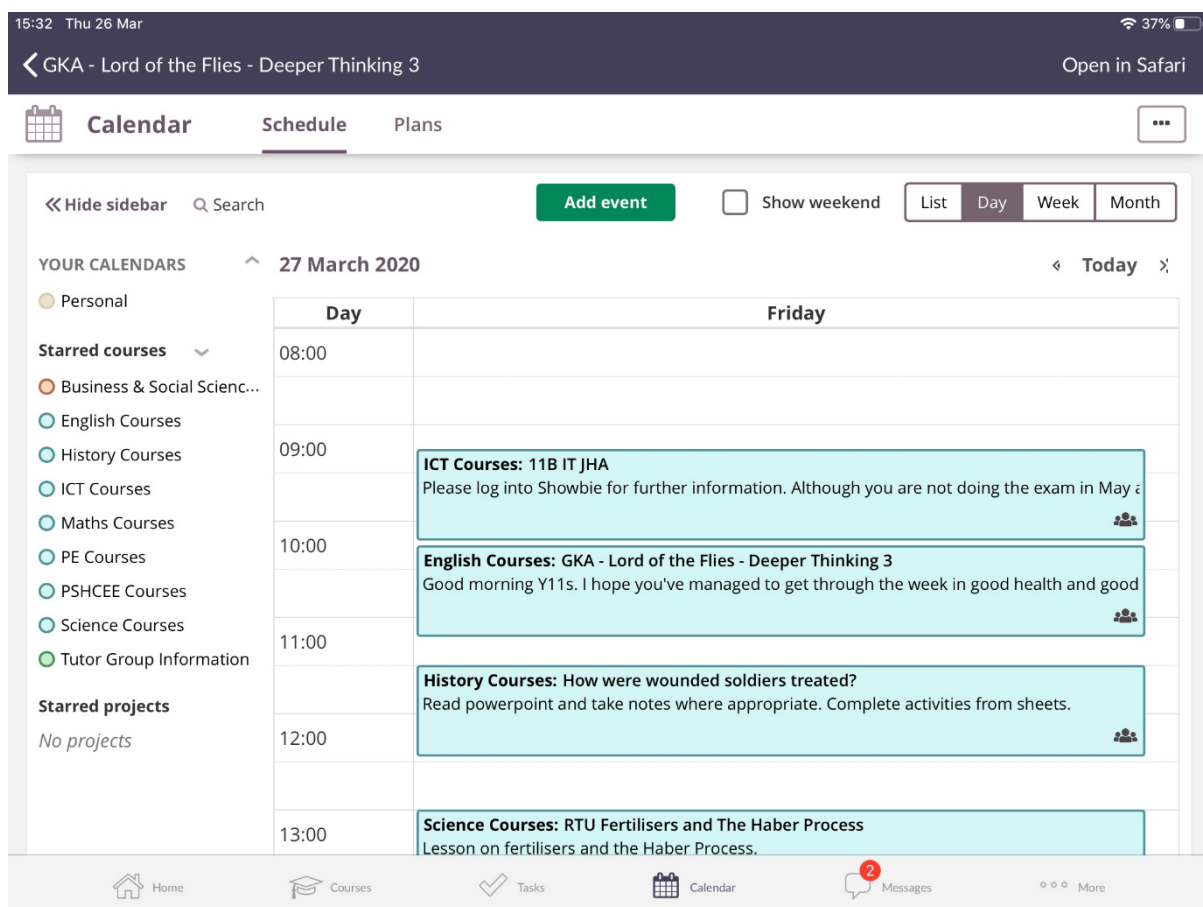
- TC Conference
- TC1
- TC2
- TC3
- TC4
- TCS (Carole Walton and Lisa Holdsworth)
- TC IT
- Class Office



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:

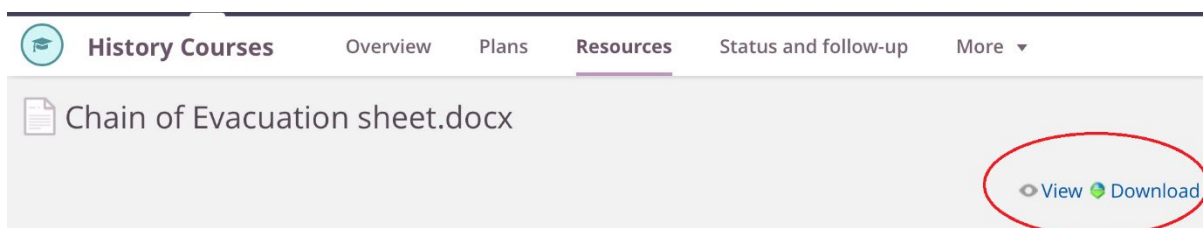


You now need to tap on **Open day view** and you will see a single day's calendar view which looks more similar to the desktop version:



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.

Investigate ItsLearning

Assignment

I want you to do this:
Blah blah blah blah blah blah blah blah blah blah blah blah

And then watch this video - youtube.com/video

Write about what you have discovered

[Answer assignment](#)

STATUS
Not submitted

DEADLINE
01/04/2020 23:59

HOMEWORK
This activity is not homework

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:

its Home Courses Groups Calendar

Phils quick test Overview Plans **Resources** Status and follow-up 360° reports More ▾

Assignment [Show ▾](#)

Your answer

Font Size **B** **I** **U** More options

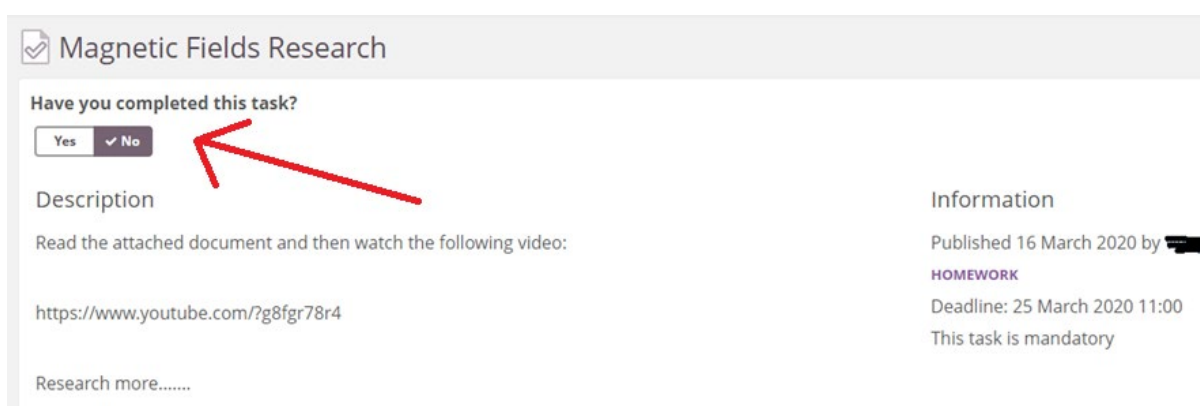
body p

[Add files](#)
or simply drop it here

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:

A screenshot of a task interface. At the top, there's a header 'Magnetic Fields Research' with a checkmark icon. Below it, a question 'Have you completed this task?' is followed by two buttons: 'Yes' and 'No'. The 'No' button is selected, indicated by a checkmark and a red arrow pointing to it. Below this is a 'Description' section with the text 'Read the attached document and then watch the following video:' and a YouTube link 'https://www.youtube.com/?g8fgr78r4'. At the bottom of the description is a link 'Research more.....'. To the right, an 'Information' section shows 'Published 16 March 2020 by [redacted]', 'HOMEWORK', 'Deadline: 25 March 2020 11:00', and 'This task is mandatory'.

Messaging

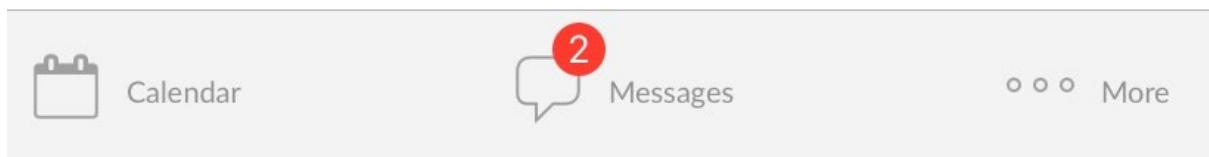
It is not possible for a student to initiate a message conversation through ItsLearning. The first message in the conversation must come from the teacher. This is to prevent the system becoming an uncontrollable message board.

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:



BUSINESS & SOCIAL SCIENCE COURSES



Within the message box when you reply, there is an option of attaching files using the paperclip, similar to an email.

