



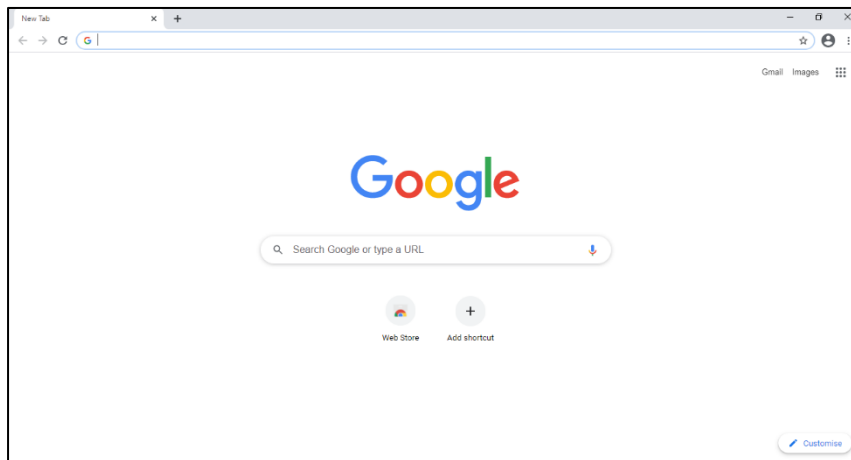
Blessed Robert Sutton  
Catholic Voluntary  
Academy

## Online Learning Access Guide

A Step-By-Step Guide to Access Remote  
Learning

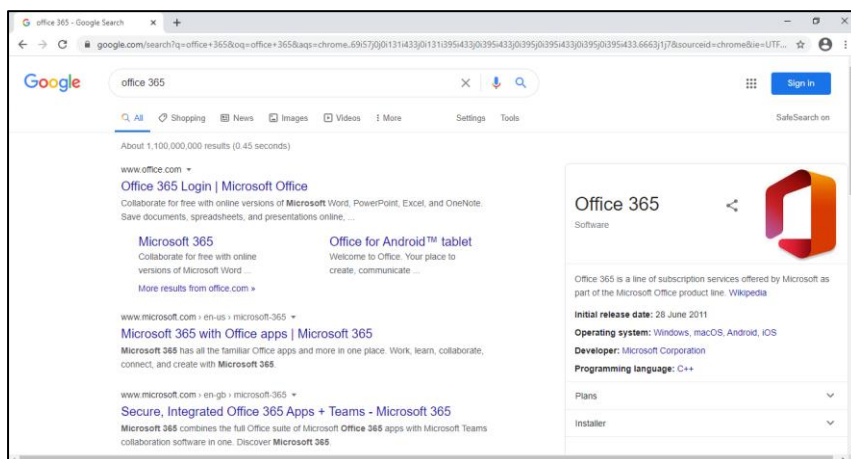
## Step 1 - Office 365

\* Please ensure you use the Google Chrome web browser application. All of the following actions were completed using Google Chrome. Using other browsers may not yield the same results \*

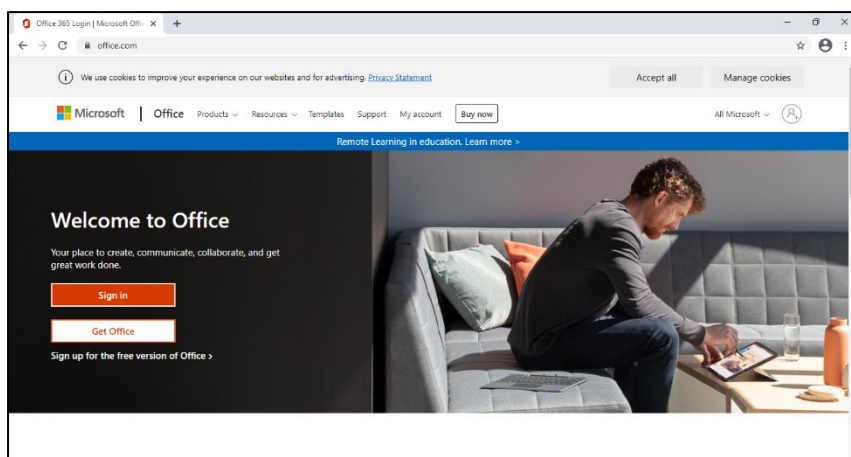


First, open up your Google Chrome browser.

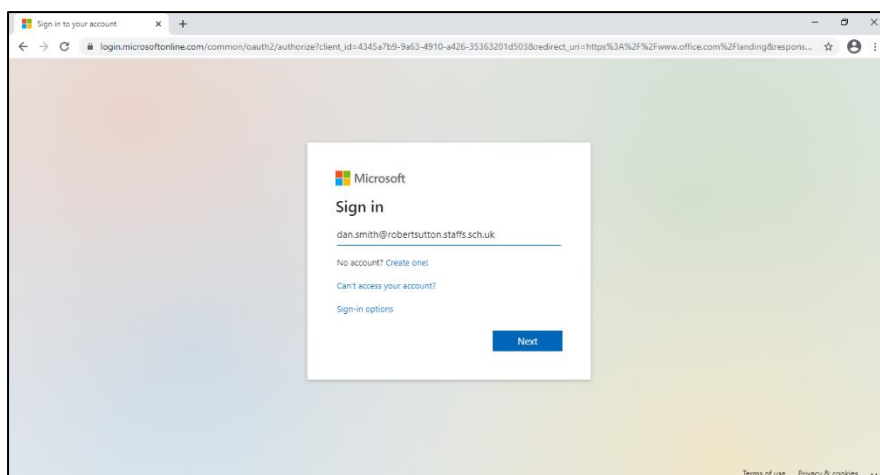
Next, type 'office 365' into the google search bar and press enter on the keyboard.



Once you can see the result of the search, select the option for 'Office 365 Login'.

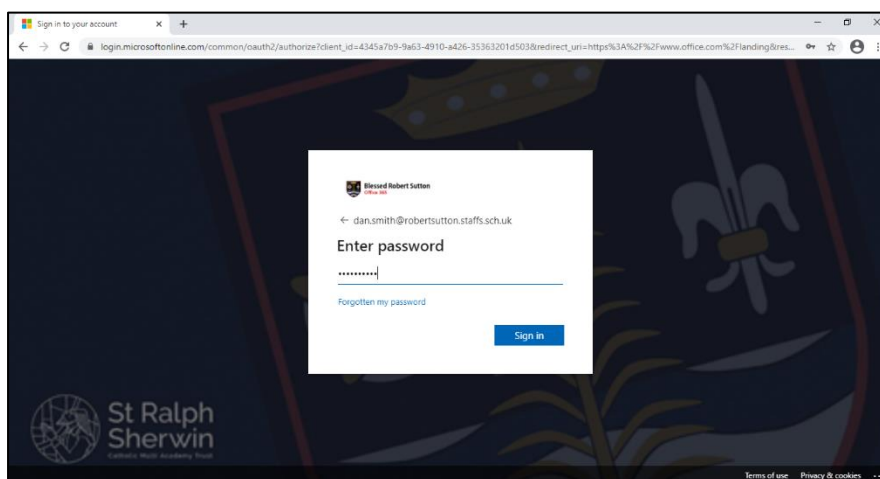


Now you're at the landing page for Microsoft Office 365, select the option labelled 'Sign In'.



You will now be prompted to enter your school email address to log in to Office 365.

Once you have entered your school email address, click 'Next'.

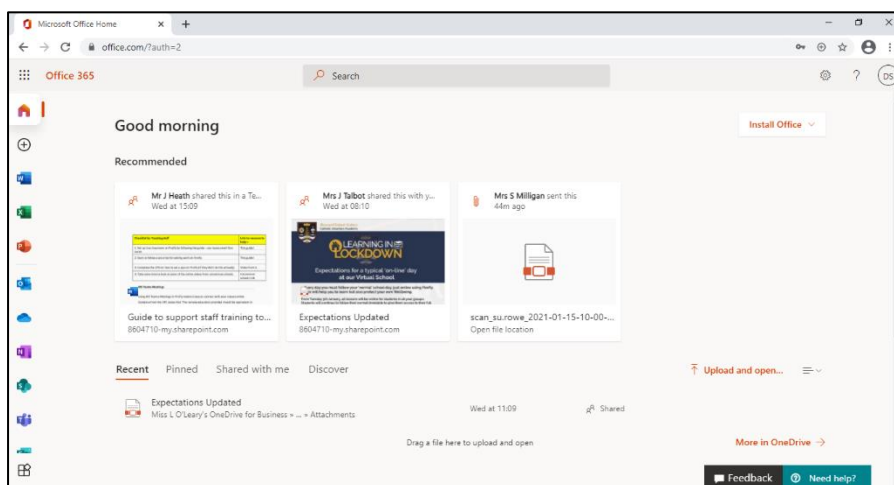


This will now prompt you to enter the password for your school account.

(This is the same password you use to log in at school)

Once you have entered this, click 'Sign In'.

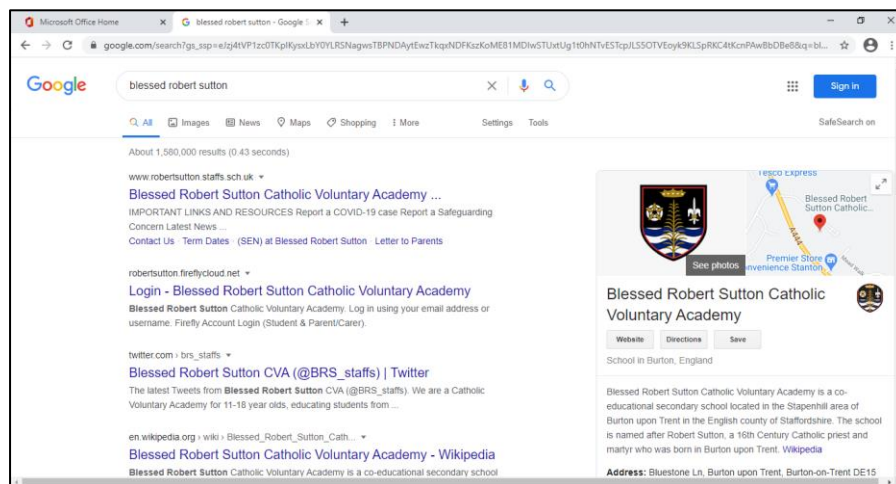
**\* If you do not know the password for your school account please email [ITHelpDesk@robertsutton.staffs.sch.uk](mailto:ITHelpDesk@robertsutton.staffs.sch.uk) and request a password reset. \***



Once you have successfully entered the email address and password for your school account you will be logged in to Office 365 and should see a similar page to the one shown here.

This is where you can access all the Office 365 Apps in the web.

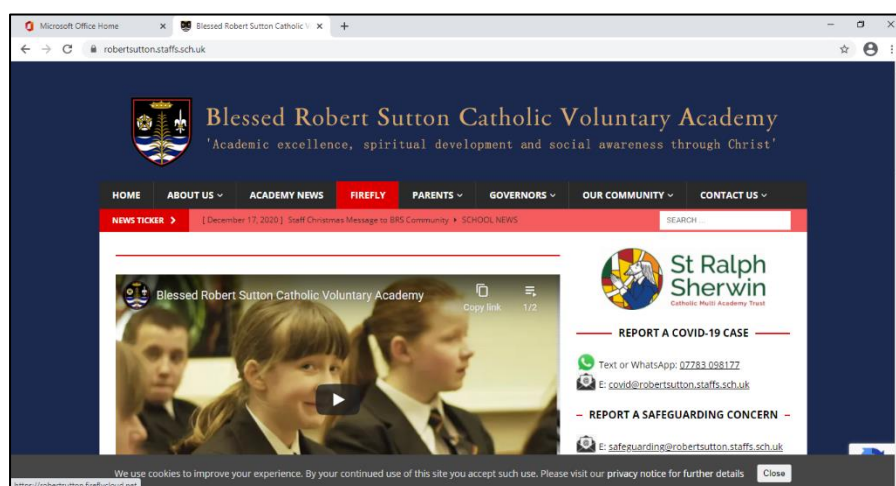
## Step 2 – Firefly



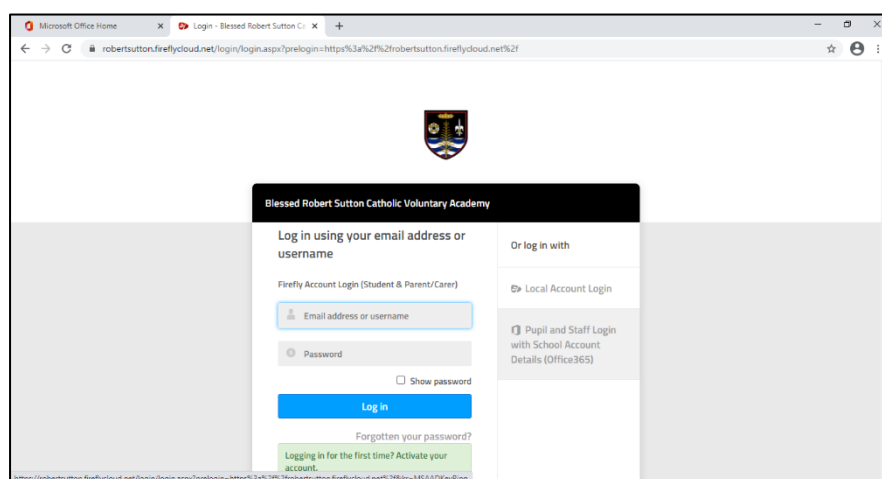
Now you have logged into Office 365 you will need to access Firefly for your online learning activities.

Open a new tab in Google Chrome and type in the search box 'blessed robert sutton'.

Select the first option, which will take you to the school's home page.

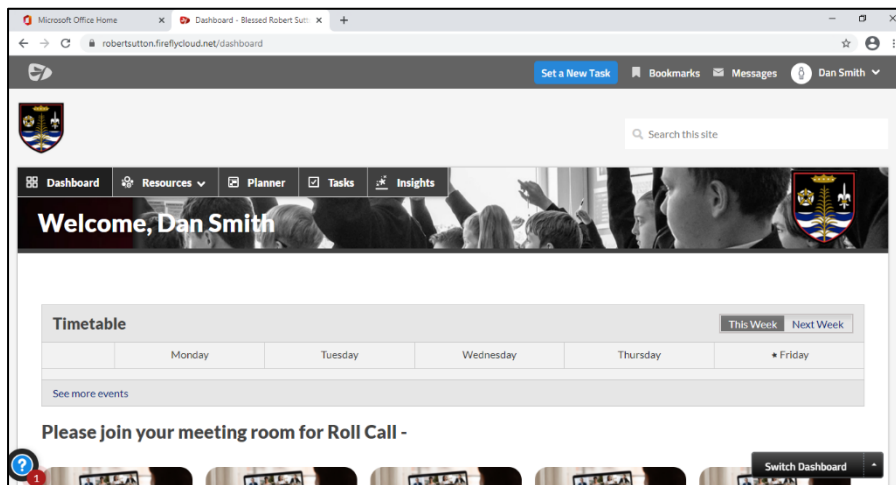


Once you are at the school's website you need to find and click on the navigation tab labelled 'Firefly'. This will take you to the online learning system.

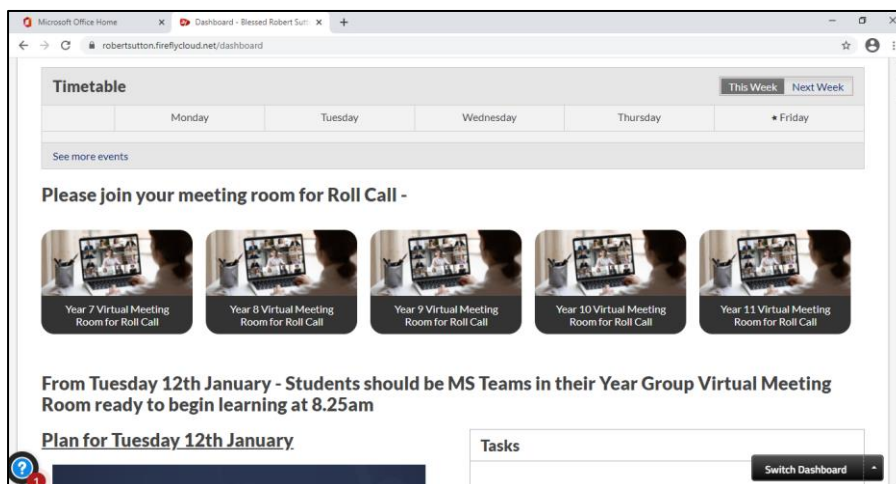


You will be directed to a login page for Firefly. On this page you must select the option on the right side of the page for pupil and staff access using your school account.

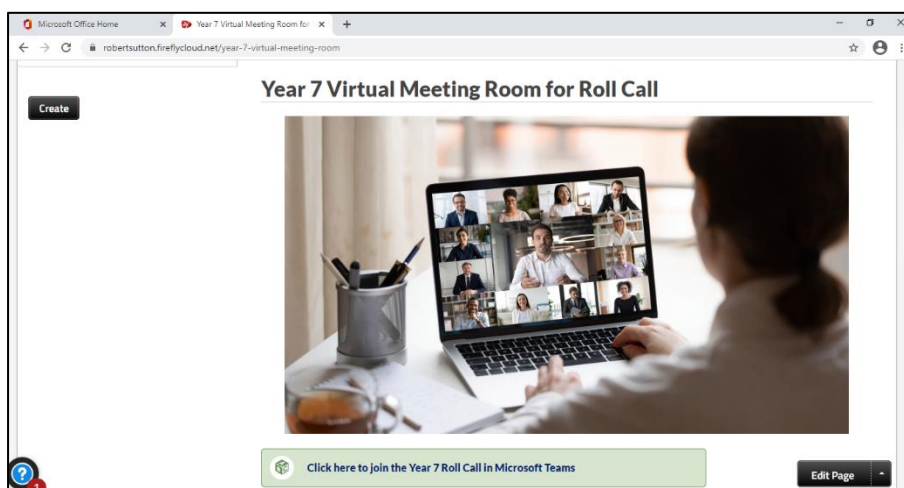
## Step 3.1 – Roll Call



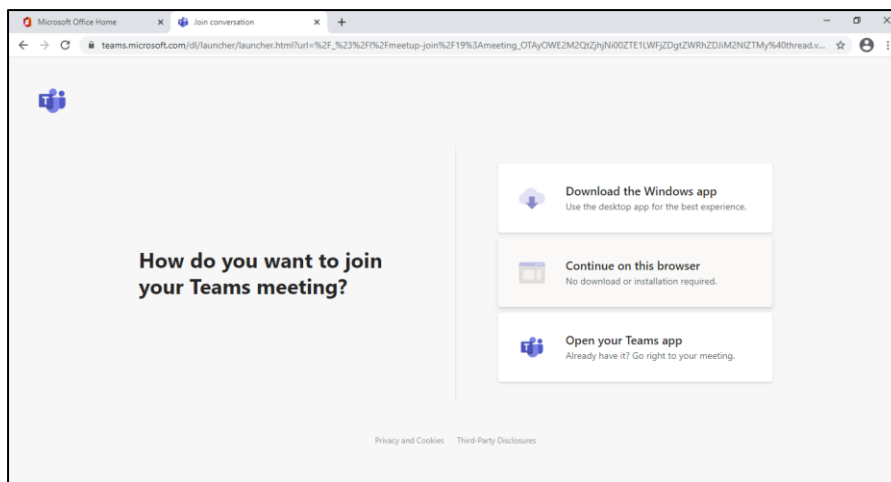
You will now be on your Firefly Dashboard Page. On this page you will find you Timetable, Roll Call room and many other navigation links.



Scroll down your Dashboard page to locate the Roll Call meeting rooms. These are designated by year group. Select the relevant year by clicking on it.



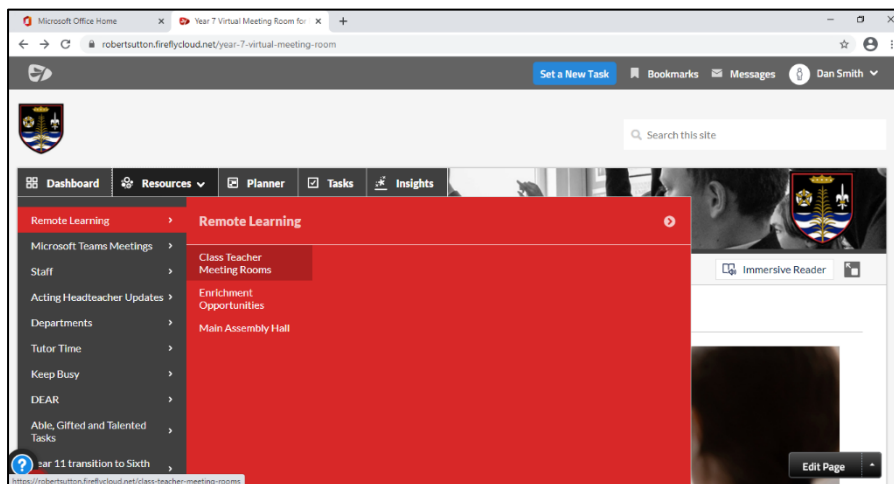
Now you are on the Roll Call meeting room page, scroll down until you see the link to join the Roll Call in Microsoft Teams and click it.



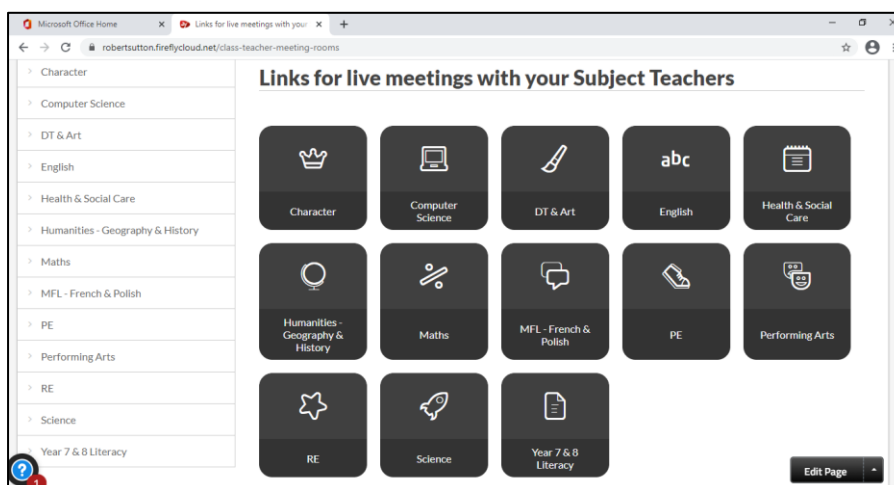
When you click on the link to join the Roll Call you will be directed to a page asking how you would like to join your Teams meeting.

Select the middle option, 'Continue on this browser'.

### Step 3.2 – Remote Learning

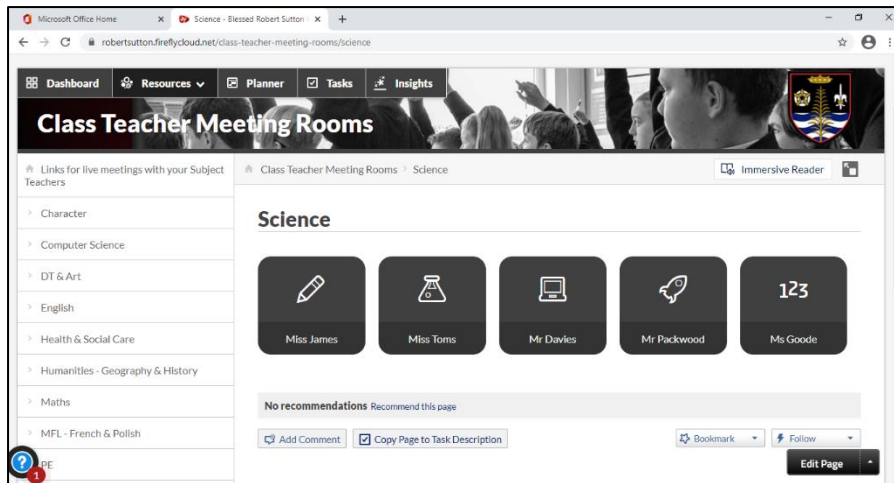


From your Dashboard page, select the 'Resources' tab and then click 'Remote Learning'. In this menu you can choose the Main Assembly Hall or navigate to the class teacher meeting rooms.

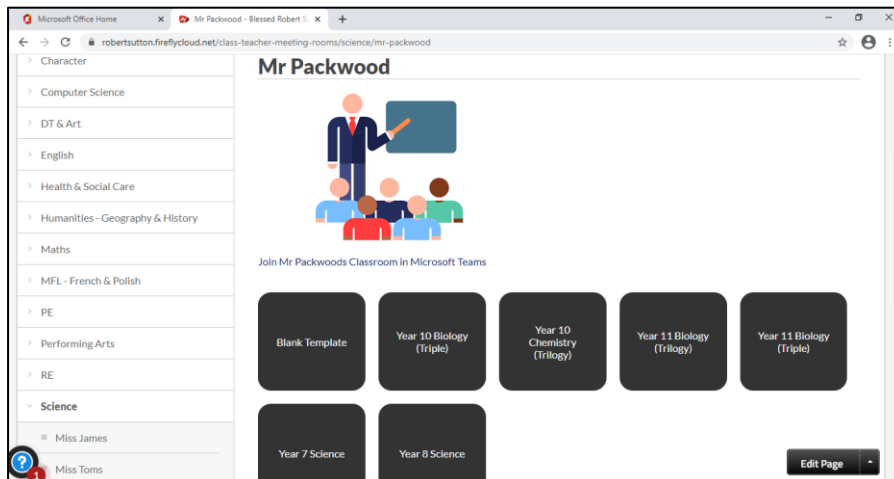


To access your live lessons and classrooms you will need to select 'Class Teacher Meeting Rooms' from the Remote Learning menu and then select the relevant subject for the lesson you wish to access.

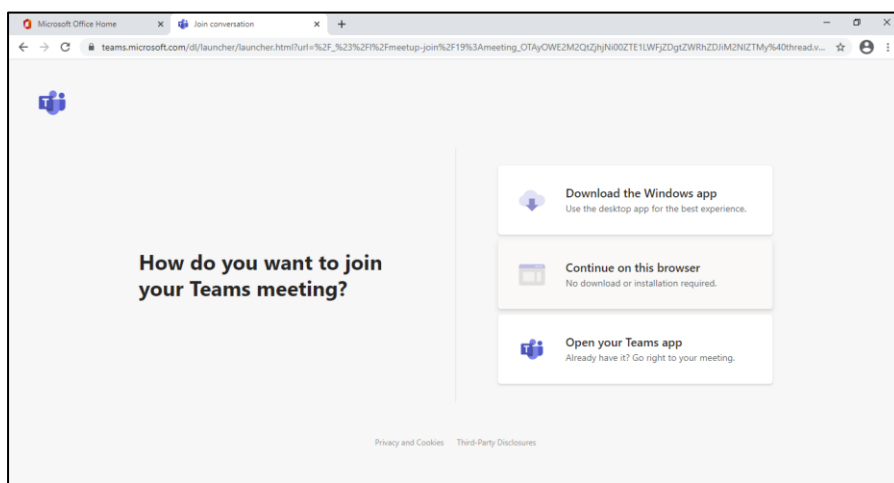




Once you have chosen which subject, you can then select the teacher whose class you need to attend.



Inside the teacher's page for your chosen subject, you will find links to pages with tasks and resources provided by the teacher. Please ensure you locate the relevant Teams meeting link either on the page or inside of the task set by your teacher.



When you click on the link to join the live classroom or lesson you will be directed to a landing page where you can select how you would like to access the Teams meeting. Please select the middle option, 'Continue on this browser' and you will be taken to the teams meeting.