

The Sutton Primary Curriculum Network Phase 5

Improving access to resources and personalising learning



Notes for teachers

Phase 5 Curriculum Network Update

Overview of the new features

The new network system, that we refer to as 'phase 5', brings a number of improvements to your curriculum network. Many of these changes work behind the scenes and are not visible to users. The main visible changes are summarised below.

User Profiles

Each year group shares a user profile. This ensures that all pupils logged in as the same class, say y3a, see exactly the same screens i.e. the same desktop, start menu, My Documents, programs etc. Individual programs also start up with the same settings. If all the pupils in the class run Word, for example, then they will see the same toolbars, page orientation, zoom level, font size etc. This facilitates teaching in a suite or cluster.

Customisation

Start menus and desktops can be tailored to the needs of each year group if required. For example a very simple start menu could be used for Foundation Stage pupils, with new resources being added as they progress through the school. Each Year group has a different desktop colour. This enables teachers to see instantly, and from a distance, that the children have logged in correctly.

Favourites

The favourites folder is now shared across the year group. Teachers and pupils can add (and remove) favourites and these are visible to all users in the year group instantly. This allows teachers to give easy access to websites they want their pupils to use.

Printers

The default printer can be set for each computer, independently of who is using the computer. Each computer could be set to default to the nearest network printer. This removes the problem of classroom printers having to default to the same printer as computers in the suite. Users can, of course, choose a different printer if they wish.

Pupil Laptops

Pupils using laptops login in the same way as they would on a desktop e.g. y3a, y4b etc. and see the same resources.

Staff Laptops

Teachers login to their laptop as *Teach1, or Teach2 etc.*. When logged into the network they can access all the resources on the network and the Internet. Also work saved in their home folder on the network will be synchronised with the My Documents folder on their laptop. This means that they can access personal files whether at school or not. Shared documents such as planning, assessment, policy documents etc should be saved in Staff resources. Teaching resources for use in lessons should be saved in the Library. To work on shared documents away from school simply save a copy in My Documents when logged on to the network.

How to add favourites for all your pupils

Action	Details
Log in as your pupils do	E.g. y2a
Go to the website page you want to add to favourites	Run Internet Explorer by double clicking on its icon Enter the URL of the site in the address bar and press Enter If necessary, navigate to the actual page that you wish pupils to load
Add the site to your favourites	Click on the <i>favourites menu</i> then click <i>add to favourites</i> . Type in a suitable name for the site or accept the suggested name. If you have created folders in your favourites, then select the appropriate folder you wish to save the shortcut in.
Remove unwanted shortcuts from your favourites	Right click on the short cut you wish to remove and choose delete from the menu

How to copy websites you have collected to all your pupils' favourites

Action	Details
Log in as a teacher	E.g. Teach1 or Administrator on a laptop
Go to the favourites folder you want to copy from	Open My Documents by double clicking on it Double click on the Favourites folder In the favourites folder you will see a folder for each year group and one for teachers. Double click on the folder you are copying from. E.g teachers NB if you are logged in to a laptop as administrator you will find the administrators favourites folder in <i>c:\documents and settings\administrator\favourites</i>
Copy the required Shortcuts	Select the shortcuts you wish to copy by clicking on them with the mouse. Hold ctrl down while clicking to add to the selection. Right click on the selected area and choose copy
Paste the shortcuts into the pupils' favourites folder	Click on the up one level button to go up to the favourites folder. Double click on the appropriate pupils favourites folder e.g. Y2 Right click in the opened pupils' favourites folder and select paste

How to Customise the Desktop

Action	Details
Log in as a teacher	E.g teach1
Go to the profile folder for the year you want to change	Open My Documents by double clicking on it Double click on the Profiles folder In the profiles folder you will see a folder for each year group. Double click on the year you wish to change.
Go to the desktop folder	Double click on the desktop folder. You will see any shortcuts or other files that have been added to the desktop.
Delete any shortcuts you don't want on the desktop	Select the short cut by clicking once on it, then press the delete key OR Right click on the shortcut and choose delete
Add any shortcuts you want to appear on the desktop	Find the file or folder you want to create a shortcut to by browsing in My Documents or My Computer in another window or in the Start menu. Right click on the file or folder and choose copy Click in the desktop folder again to make it active, then right click and choose paste shortcut.

How to customise the Start Menu

Action	Details
Log in as a teacher	e.g. teach1
Go to the profile folder for the year you want to change	Open My Documents by double clicking on it Double click on the Profiles folder In the profiles folder you will see a folder for each year group. Double click on the year you wish to change.
Go to the Programs folder	Double click on the Start Menu folder, then double click on the programs folder. You will see all the shortcuts that are currently in the Programs menu
Delete any shortcuts you don't want in the start menu	Right click on the shortcut and choose delete
Add any shortcuts you want to appear in the start menu	Find the file or folder you want to create a shortcut to by browsing in My Computer to C:\documents and settings\all users\start menu\programs. Right click on the shortcut or folder and choose copy Click in the programs folder you are changing to make it active, then right click and choose paste.