

Enrolling Students in WEDUC and using it to complete home learning

Enrolment: The enrolment process requires access to students' school email and login details for a WEDUC enrolment. Both of these have a similar format and are clarified below:

School email	WEDUC login
Example of a student's school email address: 16garrob@westfield.sheffield.sch.uk Replace the red text with the username that the student uses to log in to a computer in school. Password: The same password that a student would use to log in to a computer in school	firstname.surname@westfield.sheffield.sch.uk Replace the red text with the student's first name and surname separated with a full stop. Password: this will be created as part of the enrolment process

STEP 1 – login to the student's email account and find the email which contains the enrolment code

- Go to the remote log in section of the school website
- Click on the email link
- Log in using the **school email** details as above
- Find the email about WEDUC enrolment
- Write down the **enrolment code** which will be in the format ABCD-1234-EFGH
- DO NOT CLOSE EMAIL – you will need to go back to it

Remote Login



STEP 2 – go to the WEDUC enrolment page and provide the enrolment code

- Return to the Westfield School website
- Go to the remote log in section
- Click on the WEDUC link
- In the 'login or E-mail' box, type in your **WEDUC login** as described in the table above
- Don't put a password in, instead click on the **enrol** link
- Type in the **enrolment code** that you wrote down at the end of STEP 1
- Click on '**No, I am a new user**'.
- The weduc system will then email you with a link that will let you set a password (see STEP 3)

Remote Login



STEP 3 – creating your WEDUC password

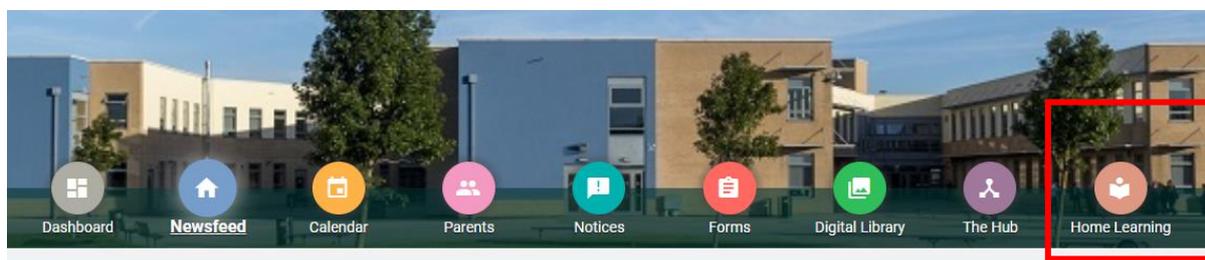
- Go back to the school email inbox
- Find the latest email from WEDUC
- This message will contain a long web address which takes you to the WEDUC password page – copy this web address
- Open a new webpage using Google Chrome and paste the copied web address into the browser
- Choose a memorable password and type it into the form that pops up
- Save this

You have now completed the process. Type in your **WEDUC login** and the **password that you have chosen** to access WEDUC (using the link on the remote login section of the school web page).

Using WEDUC to access home learning and message teachers with completed work

1. To access home learning

- a) Click on the Home Learning icon along the top banner

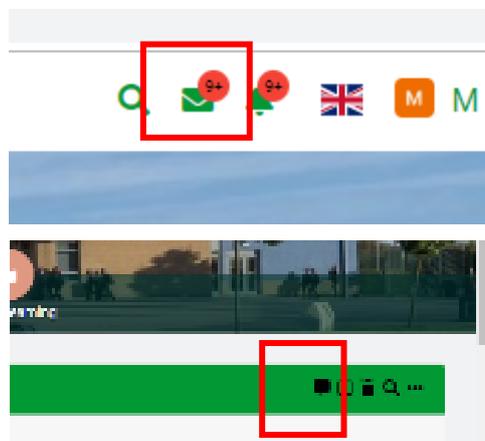


- b) You will now see the tasks set by different subject teachers. Click on these in turn to read instructions and access resources which may have been provided as attachments.
- c) To return work to a teacher it will usually be necessary to edit and save a word document onto your PC or device – one may have been provided as a resource with the home learning.

2. To message a teacher and return completed work

Please note that the school is opening up direct teacher messaging to students during this difficult time to support their learning. The messaging function should only be used for this purpose and we would ask by allowing their child to use this functionality, parents and carers take responsibility for ensuring that messages to teachers are of an appropriate nature.

- a) Click on the messaging icon at the top left of the WEDUC page (a mail envelope)



- b) Click on the new message icon (a small black speech bubble)

- c) Select the member of staff that you wish to message
- d) Include your name and the piece of work or topic that you are referring to in the message
- e) Type your message and attach any documents that you also wish to send just as you would with an email.
- f) Click send

* If a parent or carer's account is being used, it is not always obvious who the student is when receiving messages. Please include their name in the subject field.