

Remote Learning – How to Access Information



Go4Schools

How do I sign in?

Using your internet browser, visit the GO 4 Schools website at go4schools.com. The website works well on both desktop and mobile browsers.

For Parents: Click on the **Parents** icon in the top right corner.

For Students : Click on the **Students** icon in the top right hand corner.

It will not let you log on if you go into the wrong one.



If this is the first time you have signed into the website, use the **First-time User** link to set up your account.

A screenshot of the sign-in form on the Go4Schools website. It includes fields for 'Email address:' and 'Password:', a checkbox for 'Remember my email address', and a 'Sign In' button. Below the form are links for 'First-time User?' and 'Forgotten your Password?'.

On future visits, you will be able to sign in with your email address and a password you choose. On this first visit, you'll need to create your account. It is very important that you use the email address that Comberton Village College use to communicate with you. This will

usually be the email address that you receive CombertonPost messages to.



First-time User?

If you haven't logged on to GO 4 Parents and Guardians before, type your email address and click the "new password" button. (Please note that you need to provide an email address that has been registered in GO by the school(s) that your child/children attend.)

Email address:

Please note, if you are having problems with your password please contact your child's school. For Data Protection reasons we are unable to divulge or set passwords for parents ourselves.

The GO 4 Schools website will send you an email which has a link which should be used to choose your password.

Parents - If you do not receive this email, this is likely because you are using an email address other than that which Comberton Village College use to communicate with you. This email address needs to be identical: for example, asmith@googlemail.com would not be valid if CVC send emails to asmith@gmail.com.

Students should use their CVC email address.

If you have forgotten your password, the students' page and parents' page both have a **forgotten your password?** link which will send you an email which allows you to reset your password.

If you are really stuck, please email our Data Team on ebutcher@combertonvc.org

What if I have more than one child at Comberton Village College?

When you log in, you will see a list of your children at Comberton Village College and Comberton Sixth Form.



Click on your child's name below to view their current progress.

Alice Jones - Access not yet enabled*

Bob Jones  Timetable

Clicking on the **name** of your child will take you to their timetable and a list of current homework.

Microsoft Office 365

We plan to use a number of different Microsoft Office tools to support students' learning. Each of these is accessible through the office.com website. Students will need to sign in with their school username and password. The password is the same as they use to login to school computers.

If pupils have forgotten their password:

- please email passwordreset@combertonvc.org with the pupil's name and year group
- we will reset the pupil's password by the next working day
- we will then email the new password to first listed parental contact (for security reasons)

This password reset email facility will be set up on Friday 20 March and may not be available until later in the day.

Once students have signed in, the available applications are shown:



Email

Students should access their school email account daily. They do this through the Outlook link shown above.

Word, Excel, PowerPoint, etc

Through the website, students have access to an online version of Word, Excel and PowerPoint which they can use to open files sent by their teacher.

We would also recommend that they install the full version of the Microsoft Office suite. This is available at no cost, on both Windows and Mac, using the Install Office button in the top right-hand corner of the Office 365 homepage.

Microsoft Teams

For some year groups, certain subjects will use Microsoft Teams to deliver live and recorded lessons. Department teachers will email your child with further information if this applies to them.

theCATalogue

Over the coming weeks, departments will begin to make available an additional bank of learning resources through our online platform called theCATalogue. Students can access this through the link on the PORTALS page of the combertonvc.org website, or directly using the link below:

<https://catrustorg.sharepoint.com/sites/com-home>

Further guidance about accessing theCATalogue will be shared with parents and students shortly.