

Student-led Digital Learning

**A FULL COMPUTING
CURRICULUM
FOR THE BEST APPS
AND DEVICES,
DIFFERENTIATED FOR
YOUR STUDENTS AND
INTEGRATED ACROSS
CORE SUBJECTS.**



Primary and
Secondary School

Our Philosophy

If digital learning is made easy for students and staff then it will lead to impactful learning opportunities and reduced workload for teachers.

MAKE IT EASY



Your Journey

Start with the basics and move forward at your own pace. Learn and teach in a way that suits each individual class teacher. Built for flexibility and all skills and confidence levels, from beginner to advanced!



Device Basics:
Chromebook,
iPad & Windows



Digital Literacy
Basics



Ongoing skills
development and
curriculum integration



Learn what we're all
about in just 45 seconds,
Click here



Key Features

Your Olus 'Journey' starts at the start with device basics, then moves into digital literacy basics and continues to move along at a pace that suits your staff and students.

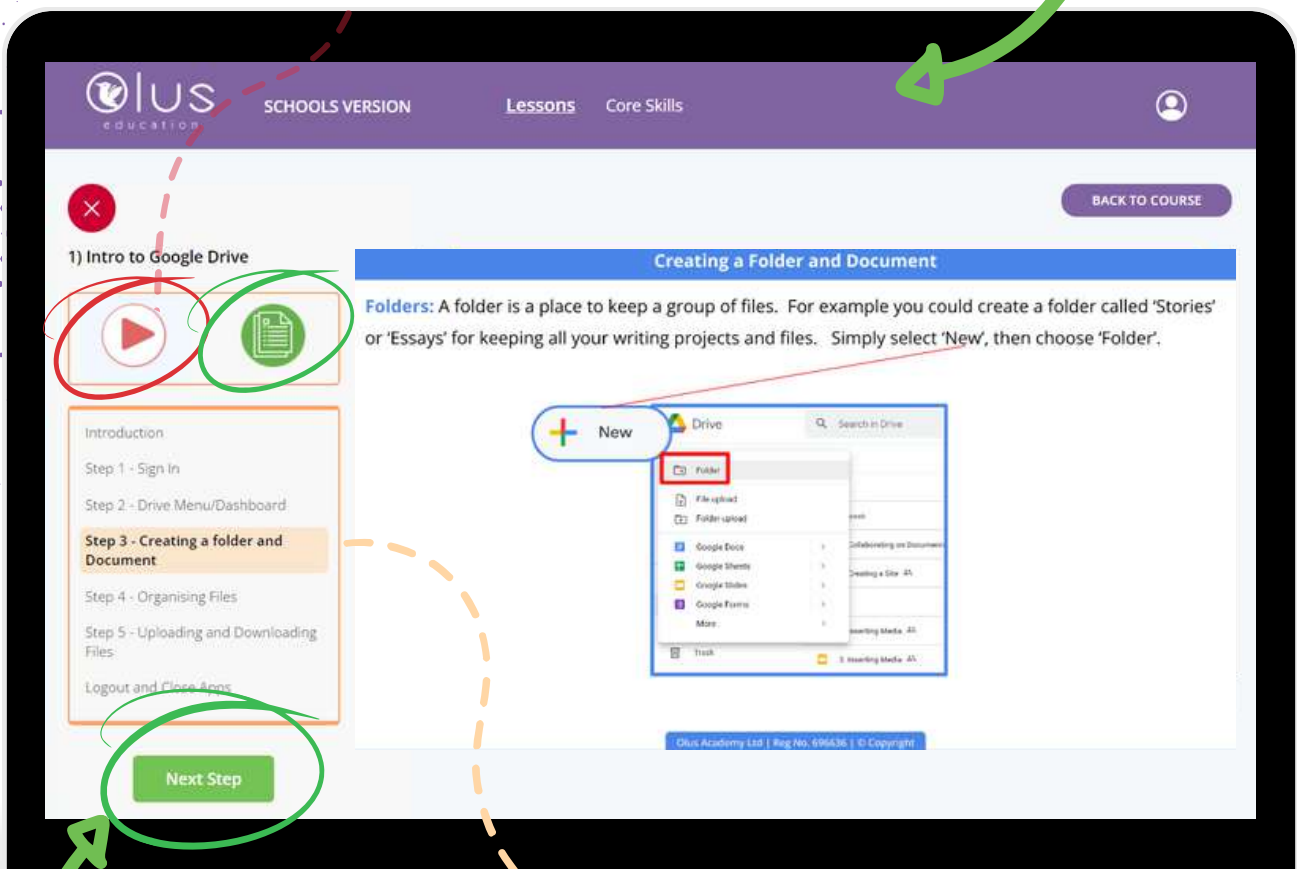


Your Student Portal at a Glance

The students will lead their own learning with our teacher videos AND interactive lesson plans!

- ▶ **Primary school** students will have a mixed curriculum with a variety of apps
- ▶ **Secondary school** students will focus on device skills and a learn Google Workspace via a 'skills only' or a 'project-based approach'

Students can toggle between the different lesson views with these two buttons. They can **watch a video** for each part of the lesson, or use the **document view** to read the lesson, click links and take time with the activity.



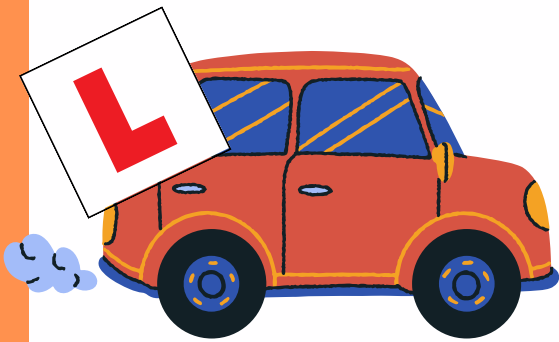
Students can move between the different parts of the lesson using the **'Next Step'** button or by clicking on the steps on the left of the screen. Easy!

Primary School: Teacher Skill Levels

When it comes to digital skills with the Olus Learning Portal, it doesn't matter whether your staff are beginners, advanced or a complete mixture of skill levels!

Our solution meets your staff at their skill level and helps them achieve more.

Beginner Teachers



- ▶ Simply play our teacher videos on the whiteboard like you have a guest teacher in the room.
- ▶ Everyone starts with device basics, you can get used to this new way of learning in a basic, stress-free way.
- ▶ Progress to hybrid or student-led teaching in your own time.

Advanced Teachers



- ▶ Leverage student-led learning opportunities to effectively have an additional teacher for every student in your class!
- ▶ Reduce needless planning time and focus on innovative learning opportunities
- ▶ Keep moving forward and reducing workload while increasing learning opportunities with the additional tools available on the teacher portal - see next page

Primary School: Curriculum Sample

See sample content for **7- 8 year old students**. The content will vary depending on:

- ▶ Your school's chosen device and software focus
(e.g. Chromebooks and Microsoft 365)
- ▶ Year group: older students will learn more advanced skills and additional apps (e.g. Forms or Outlook)

Get Started

- Sign-in
- Ports and sockets
- Your tracking pad
- Keyboard basics

Your Device

- Moving files
- Chrome menus
- Quick access
- Logout/shutdown

Search/Images

- Search safely online
- Download images
 - Edit images
- Photo vs Screenshot

Screenshots

- Whole-screen image
- Part-of-screen image
- Paste screenshots

Camera Usage

- Locate cameras
- Photo taking basics
- Image taking tips

Video

- Set up Chromebook
- Recording basics
- Oral language focus
- Get creative!

OneDrive



Sign-in to Microsoft 365 >> Navigating OneDrive >> Understanding documents >> Creating a Folder >> Creating a Document >> Saving/titling documents

Microsoft Word



Create a Doc >> Write a Sentence >> Move the cursor to edit effectively >> Use spell correct >> Insert Images from web >> Upload images

Apply Skills Learned



Students will have a lesson dedicated to reinforcing and applying the skills learned so far.

Microsoft Teams



How to Join a Team >> Overview of your Team >> The 'Assignment' menu >> The 'Files' Menu >> The Class Notebook >> Submitting Work

PowerPoint



The Apps Menu >> Creating a Presentation >> Choosing a Design >> Add and Edit Text >> Insert an Image >> Resize Images >> Crop Images

PowerPoint Challenges!



Students will complete a sequence of challenges to reinforce, extend and apply skills learned so far.



Primary School: Curriculum Sample

See sample content for **7-8 year old students**. The content will vary depending on the chosen app and the year group. Older students will also start as beginners but will progress at a faster rate and learn additional skills. The content below relates to the Canva app.

Mostly computing skills

Cross-curricular integration



Intro to Canva and Presentations

Understanding what a presentation is >> Sign-in to Canva >> Create a new file (presentation) >> Change title text >> Add images >> Remove/delete images >> Save project



Editing Your Presentation

Retrieve and open presentation >> Edit text style >> Add a new page >> Add graphics >> Edit graphics >> Save project



Plan Final Project (*Oral Language Focus*)

Assess sample presentation against key criteria >> Create a storyboard (*based on topic from core subject*) >> Peer assess/provide feedback >> Practise use of expressive voice >> Rehearse your script



Begin Final Project

Assess mistakes in sample presentation >> Independently review key skills >> Independently create new file >> Start project by following checklist >> Add a new page



Complete Final Project

Review sample presentation >> Review theme of own presentation >> Check text and spellings >> Add transitions >> Complete project >> Rehearse presentation



Share Presentations

Review presenting skills >> Understand sharing options >> Send file to teacher >> Download file as pdf >> Share presentation with class/present to peers

Secondary School Overview

Comprehensive, self-led learning programmes for your students to develop essential Google Workspace and Chromebook (or other device) skills.

Google Workspace for Education

Autumn Term



Intro to
Google Workspace

Spring Term



Sharing and
Assessment

Summer Term



Organising and
Communicating

Your students will learn to use Google Workspace across three modules structured specifically for student needs as they enter secondary school. They will progress through different skill levels of different apps in a sequence recommended specifically for use in the secondary school setting (as opposed to just learning the skills in isolation).

They will start the basics of logging in and document creation and progress through spreadsheet skills, and onto learning skills for ePortfolio options through Google Drive, Google Sites and even the optional Blogger!

DEVICE SKILLS

- ▶ Rest assured that students can use the device effectively as a **learning tool**
- ▶ Learn **screen recording** and different options for sharing the videos - ideal for self-assessment or explaining processes
- ▶ Make it easy for staff in all subject areas



Secondary School: Curriculum Sample

Course 2 - Sharing and Assessment

The course below is typically the second module that students will complete. The focus for this module is '**Sharing and Assessment**'. Students will already have completed a course around device skills focusing on your school's device of choice and then progressed to 'Introduction to Google Workspace'.

In this course we continue to introduce Google Workspace skills in a sequence and pedagogical manner that best fits students entering secondary school, or getting up to standard in older year groups.



1) Using Drive for Assessment (*ePortfolio Option*)

Sharing documents and folders >> Collaborating on shared docs >> Using 'Comments' and replies >> Using 'Version history' to manage documents effectively >> Changing access in Drive >> Find and save shared folders >> Move files to shared folders >> Colour coding folders >> Using Drive as an ePortfolio option



2) Jamboard for Brainstorming

Change background >> Upload image for new personalised backgrounds >> Label different background sections >> The shape tool >> Using Jamboard collaboratively: voting >> Exporting a Jam in pdf format



3) Intro to Google Sites (*ePortfolio Option*)

Creating a Site >> Basic Site editing >> Giving your Site a title >> Selecting a theme >> Adding banner text >> Inserting media >> Adding pages >> Embedding Google projects (e.g. Slides or Docs) >> Sharing and collaborating >> Publishing your Site >> Using Sites as an ePortfolio option

Secondary School: Curriculum Sample

Course 2 - Sharing and Assessment



4) Intro to Sheets

Creating a Sheet >> Enter data on a Sheet >> Select multiple cells >> Using fill colours to organise data >> Sorting data >> Freezing columns and data >> Borders and fill colours >> Merge and unmerge cells >> Wrap text in a cell >> Create sample timetable



5) Intro to Screen Recording with Screencast

Accessing Screencast >> Recording with Screencast >> Editing recording settings >> Annotating a video while recording >> Navigating the Screencast library >> Using transcripts in Screencast >> Integration with Jamboard to create explanation videos >> Review recording quality >> Sharing Your screen recording >> Using Drive as alternate sharing method



6) Intro to Forms

Creating a Google Form >> Giving your Form a title >> Using different question types >> Changing the appearance of a form >> Changing the order of options in a form >> Adding sections and titles >> Creating a Quiz >> Sending Your Form >> Reviewing responses in Forms >> Reviewing responses in Sheets



Optional, additional lesson Intro to Blogger (ePortfolio Option)



Blogger requires signed permission from parents.

Creating a new site >> Writing a basic blog post >> Inserting Media >> Adding Pages >> Sharing and collaborating >> Viewing and replying to comments >> Using Blogger as an ePortfolio option

Primary and Secondary

Additional Features Available on the Teacher Portal

Teachers can gradually start to use different aspects of the teacher portal once the 'Essentials' period is over. Some may use it straight away, some may wait a year or more. It's all about your school's journey.

Teachers will have access to the following *great features!*



Online Safety and Digital Wellbeing programme for 6/7-12 year old students. Curated from Google's 'Be Internet Legends'. Lessons are in the 'Lessons' menu on your teacher portal, and there is an overview in the 'More' menu.



Staff Training: Google Workspace (up to certified educator) or Microsoft 365 training programmes for staff.



Printable and editable planning available for class teachers and school leadership. Includes whole-school planning and lesson plans.



Quantitative and qualitative assessment tools. Student progress is recorded on your teacher and admin portals. Class teachers also have assessment tools for qualitative assessment.

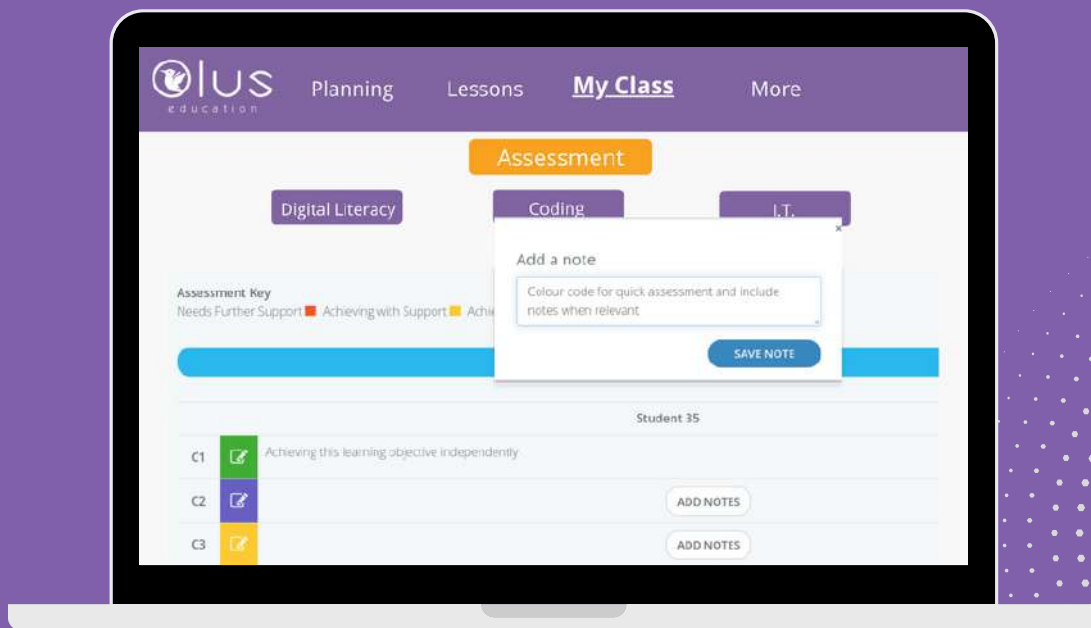


Additional lesson plans (for going beyond the 'gold standard', student-led curriculum). Browse the 'Lessons' menu of your teacher portal for an in-depth look.

Easy Progress Tracking

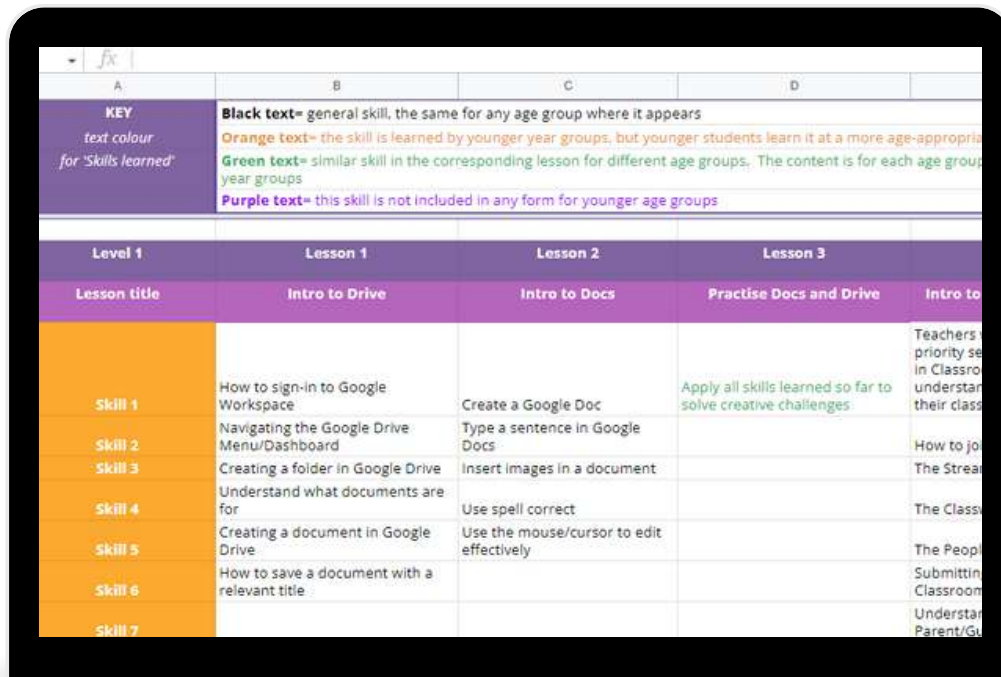


Easy planning: Your whole-school & individual planning tools will enable you to set **different goals for different teachers**, allowing everyone to move at their own pace.



Monitor student progress: View student progress as a whole-school, or by individual class or student. Filter by learning area is also available!

Whole-School Planning and Progress Development



The image shows a laptop screen displaying a spreadsheet. The spreadsheet has a 'KEY' section at the top with four entries: 'Black text', 'Orange text', 'Green text', and 'Purple text'. Below the key is a table with columns for 'Level 1', 'Lesson 1', 'Lesson 2', and 'Lesson 3'. The table contains lesson titles and skill descriptions, with some cells highlighted in orange and green.

Level 1	Lesson 1	Lesson 2	Lesson 3
Lesson title	Intro to Drive	Intro to Docs	Practise Docs and Drive
Skill 1	How to sign-in to Google Workspace	Create a Google Doc	Apply all skills learned so far to solve creative challenges
Skill 2	Navigating the Google Drive Menu/Dashboard	Type a sentence in Google Docs	How to jo
Skill 3	Creating a folder in Google Drive	Insert images in a document	The Strea
Skill 4	Understand what documents are for	Use spell correct	The Class
Skill 5	Creating a document in Google Drive	Use the mouse/cursor to edit effectively	The Peop
Skill 6	How to save a document with a relevant title		Submittin Classroom
Skill 7			Understar Parent/Gu

Editable planning documents, with all the hard work done for you

- **Computing plan:** Editable planning documents with all the planning already typed out and ready for you. Includes whole-school planning, lesson plans by computing strand and year group, and AUA/AUP templates.
- **Other key documents for planning:** you will also receive 'Progression of Skills' documents, overview documents for staff to see whole-school planning at a glance, and more!
- **Plan without the hard work:** Simply edit the templates and use the tools we provide you with. Start with one of our detailed plans, or start with a simple one and build it as you go!

Staff Training Programmes

Google Workspace
for Education



Includes
Google Certified
Educator Alignment



- **Training:** Your staff's Google Workspace or Microsoft 365 training is included with the 'Full Plan'. It will build a strong foundation of skills among your whole staff. Individual teachers in schools using Google Workspace can seamlessly progress to certification as a Google Educator if they wish!

Your Teacher Portal Also Includes...



Google
Classroom
Integration

- **Send to Classroom:** Teachers can use our Google Classroom integration for an even more seamless learning experience.