



Microsoft 365





- New Management Information System (MIS)
- Replaces Class Charts for:
 - Timetable
 - Homework
 - Rewards and Behaviour
 - Attendance
 - **NOT** for announcements or messages



What is Arbor?



Microsoft 365

- Contains online Microsoft Programmes such as Word, PowerPoint, Excel and **Outlook**.
- You now have **school email addresses**, used through **Outlook**, which teachers will communicate with you through (replacing ClassCharts announcements and messages)



What is Microsoft 365?

USING EMAIL APPROPRIATELY

A GUIDE FOR STUDENTS

FILL IN THE SUBJECT LINE

Always fill in the subject line. Be specific and concise.

'Subject: Request for Extension on History Homework')

USE A PROPER GREETING

Always begin with a polite salutation

*Dear "Mr Smith"
or "Hello Miss Johnson"*

USE POLITE AND FORMAL LANGUAGE

Use polite and formal language.

Avoid slang, ALL CAPS and emojis!

Check your spelling and grammar.

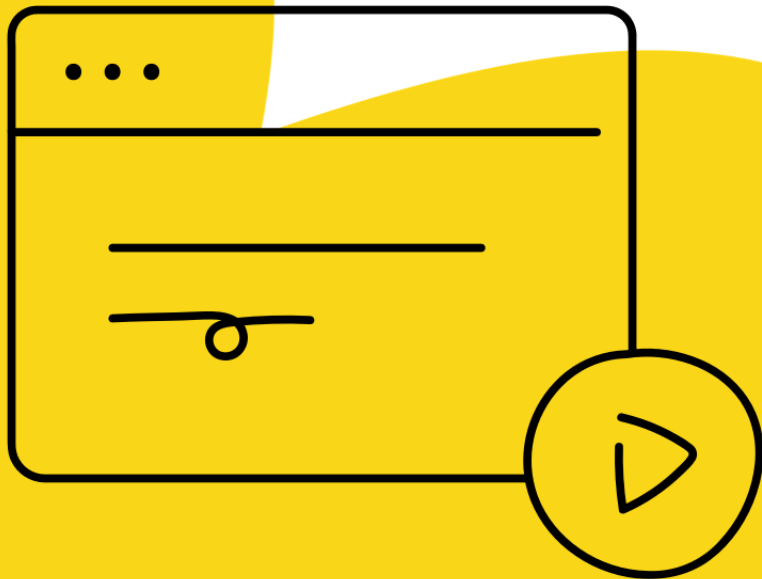
RESPECTFUL SIGN OFF

Use a closing line and your name.

*"Thanks, Sam" or
"Kind regards, Ellie"*



EXAMPLE



Subject: Question regarding History trip

Dear Mr. Fitzgibbon,

Could you please tell me what time the coach will leave tomorrow?

Thank you for your help.

Holly

On the FHS home page, click 'Contact Us' on the righthand side, then 'Connect' from the drop-down menu. On this page, you will find links the links to both Microsoft 365 and Arbor.



Logging In to Microsoft 365

Your email address takes the form of combining your existing school username with '@student.formbyhighschool.com' and using your existing school password to access.

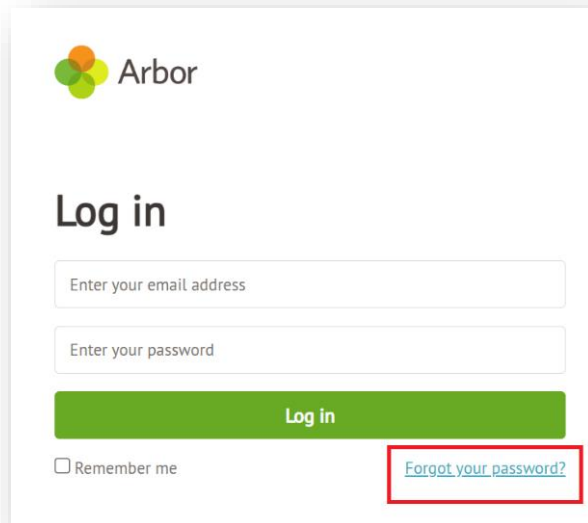
For example, for the fictional Y7 student, Jane Smith, the details are below:

- School username: **smithj24**
- Email address: **smithj24@student.formbyhighschool.com**



Logging In to Microsoft 365

- The email address described on the previous slide will allow you to login to both Microsoft 365 and Arbor.
- However, as Arbor uses a totally separate and unique password, you must create one upon your first access to Arbor, as follows:



Arbor

Log in

Enter your email address

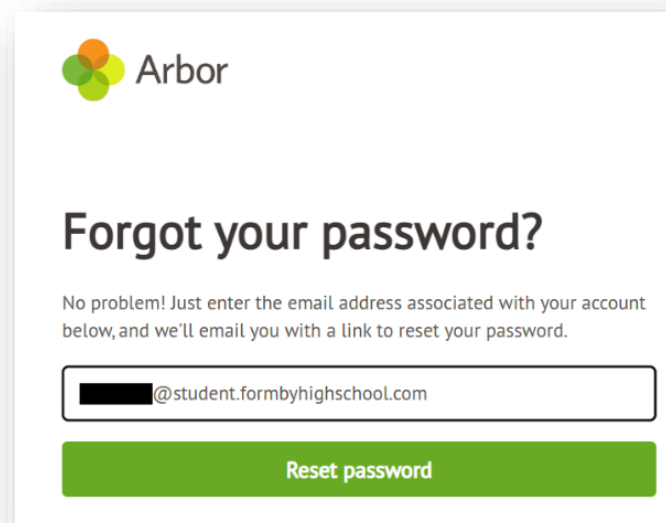
Enter your password

Log in

Remember me

[Forgot your password?](#)

Access the Arbor website (<https://login.arbor.sc>) and click "Forgot your password"



Arbor

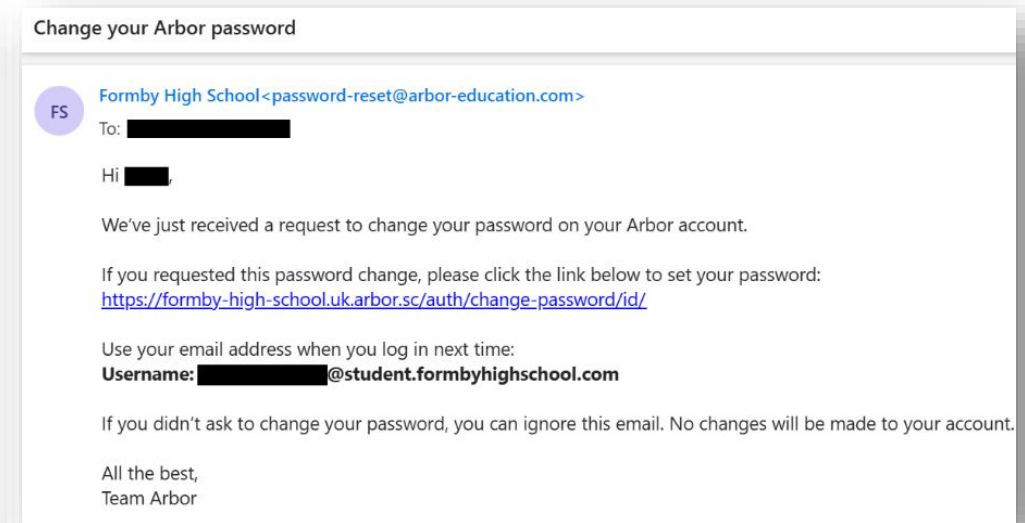
Forgot your password?

No problem! Just enter the email address associated with your account below, and we'll email you with a link to reset your password.

██████████@student.formbyhighschool.com

Reset password

Enter your student email address, and click "Reset password"



Change your Arbor password

FS Formby High School <password-reset@arbor-education.com>

To: ██████████

Hi ██████,

We've just received a request to change your password on your Arbor account.

If you requested this password change, please click the link below to set your password:
<https://formby-high-school.uk.arbor.sc/auth/change-password/id/>

Use your email address when you log in next time:
Username: ██████████@student.formbyhighschool.com

If you didn't ask to change your password, you can ignore this email. No changes will be made to your account.

All the best,
 Team Arbor

A "Change your Arbor password" link will be emailed to your school email address



Logging In to Arbor



Formby High School

Create password for



Create password

Password criteria:

The password must be at least 12 characters in length.

The password must contain at least one letter.

The password must contain at least one number.

The password must contain at least one lowercase and one uppercase letter.

You must create a unique password for your Arbor account



Arbor Terms of Use



Welcome to Arbor!

Please read these carefully before accepting and using Arbor systems.

By using our systems, you are agreeing to be bound by these terms of use.

If you do not agree to these terms of use, you must not use the Arbor systems.

Click 'Accept' to continue.

Arbor MIS Terms of Use

Accept

Once "Arbor MIS Terms of use" is accepted, setup is complete and you can access and use Arbor




Logging In to Arbor

aiden1.uk.arbor.sc/?/home-ui/index

Aiden's Sunnyville Summer Clarke [Sign out](#) Arbor Help

My Items ▾



Summer Clarke
Form 90W

Previous lesson
14:15 - 15:00
Wed, 18 Mar 2020
Geography: Year 9: Y9Set2 >
Room: 418
Archie Thomas

Next lesson
08:45 - 09:00
Thu, 19 Mar 2020
Registration: Year 9: Form 90W
>
Room: 302
Anna Jones

Agenda - Summer Clarke

08:45 - 09:00	Registration: Year 9: Form 90W	302
09:00 - 09:45	History: Year 9: Y9Set2	418
10:00 - 10:45	German: Year 9: Y9Set2	518
11:00 - 11:45	Design and Technology: Year 9: Y9Set2	611
13:00 - 13:10	Registration: Year 9: Form 90W	302
13:00 - 13:45	Lunch: Sitting 1	
13:15 - 14:00	Mathematics: Year 9: Y9Set2	106
14:15 - 15:00	Geography: Year 9: Y9Set2	418

Statistics

Attendance (2019/2020)
98.5% 98.5% Year
100% Last 4 weeks

Merits - this term
0 This year: 0 points
Last term: 0 points

Assignments that are due

Maths polygon research project (Due 20 Mar 2020) Waiting for student to submit ▶

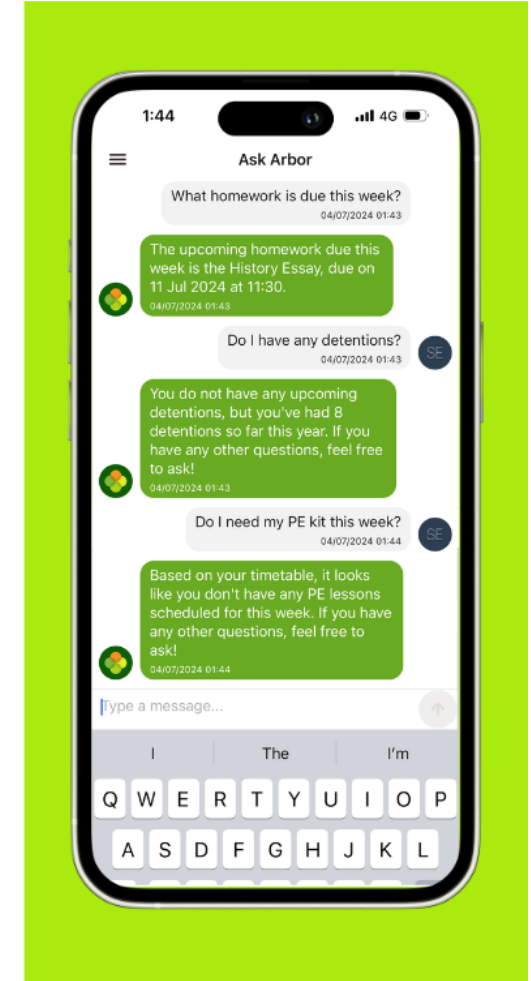
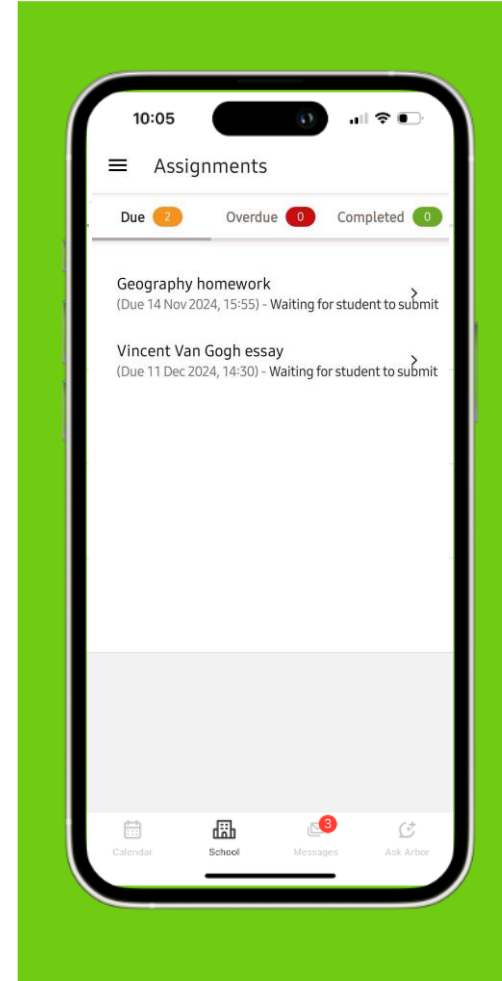
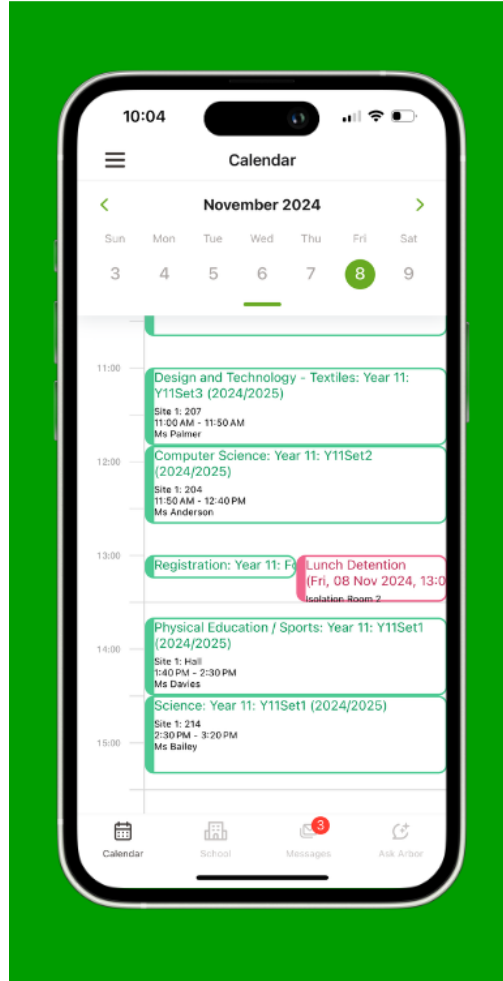
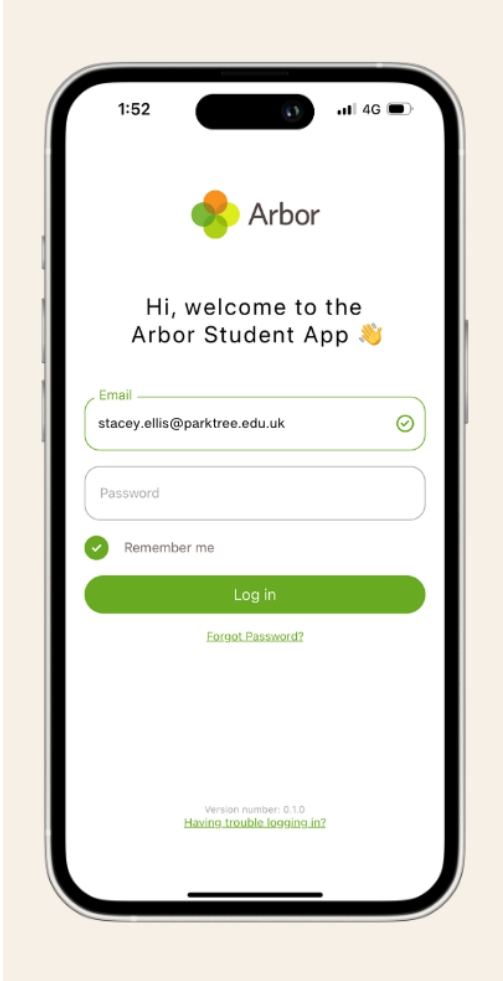
Test (Due 25 Mar 2020) Waiting for student to submit ▶

My Courses

- English: Year 9: Y9Set2 ▶
- Mathematics: Year 9: Y9Set2 ▶
- Science: Year 9: Y9Set2 ▶
- Computer Science: Year 9: Y9Set2 ▶
- Physical Education / Sports: Year 9: Y9Set2 ▶
- Citizenship: Year 9: Y9Set2 ▶
- History: Year 9: Y9Set2 ▶
- Geography: Year 9: Y9Set2 ▶
- French: Year 9: Y9Set2 ▶
- German: Year 9: Y9Set2 ▶
- Italian: Year 9: Y9Set2 ▶
- Design and Technology: Year 9: Y9Set2 ▶
- Art and Design / Art: Year 9: Y9Set2 ▶
- Music: Year 9: Y9Set2 ▶

[Click here for support:
The Student Portal - Quick
tips for students – Arbor
Help Centre](#)





[Click here for support:](#)

[Logging Into and using the Student App – Arbor Help Centre](#)

