Schoolshape Instructions

1. You need a PC or Laptop / Netbook *[Windows XP/Vista/7 <u>or</u> Mac] (or Tablet with Android 2.2 and above O.S.)*

   *N.B.: **i-Pads** / **i-Phones** / **i-Pod Touch** are not compatible because they do not support Flashplayer*

2. You need a broadband connection

3. Your computer must have speakers and a microphone.

   N.B.: Most recent laptops feature an integrated webcam with microphone - If you have a webcam attached to your desktop PC, it will probably feature an integrated microphone.

4. Make sure your computer has the latest version of Flashplayer (free download: http://get.adobe.com/flashplayer)

5. Go to your internet browser and open: http://lab.schoolshape.com

6. Enter your details

   N.B.: your computer will remember your login details for subsequent logins [your school & name]

   Craigclowan Preparatory School
   Your Name *(e.g.: John Smith)*
   ph28ps *(generic password)*

   N.B.: The system will ask you to change the password when you log in for the first time. Please keep a record of your password in a secure location.

7. Make sure you see the Schoolshape online language lab in full screen (**F11** in Internet Explorer)

8. Follow the instructions on the screen to complete your work (or click on the ***To Do*** tab to see the work set and then follow the on-screen instructions)

9. Once you have completed your work, click on the **Hand in** tab to submit for marking

   *N.B.: **Schoolshape** features an auto-save function which means that your work is automatically saved when you log out. You may return to your work at any time and edit your answers; however, when you click on **hand in**, you cannot edit your work any more and your teacher can start the marking & feedback process.*

10. Click on the **Home** button, click on **F11** (back to normal screen) and click on **Log out** .

11. Log in again later on to see your mark and teacher's comments. Then click on the **Finish and File** tab.