## Instruction Guide for Parents to Access Learning from Home Resources for Y5 & Y6 Pupils

1. Type into google Microsoft office 365 login and press return this will bring you to

Office 365 Login | Microsoft Office

Collaborate for free with online versions **of Microsoft** Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

Click on office 365 and you will see this screen, then click on sign in
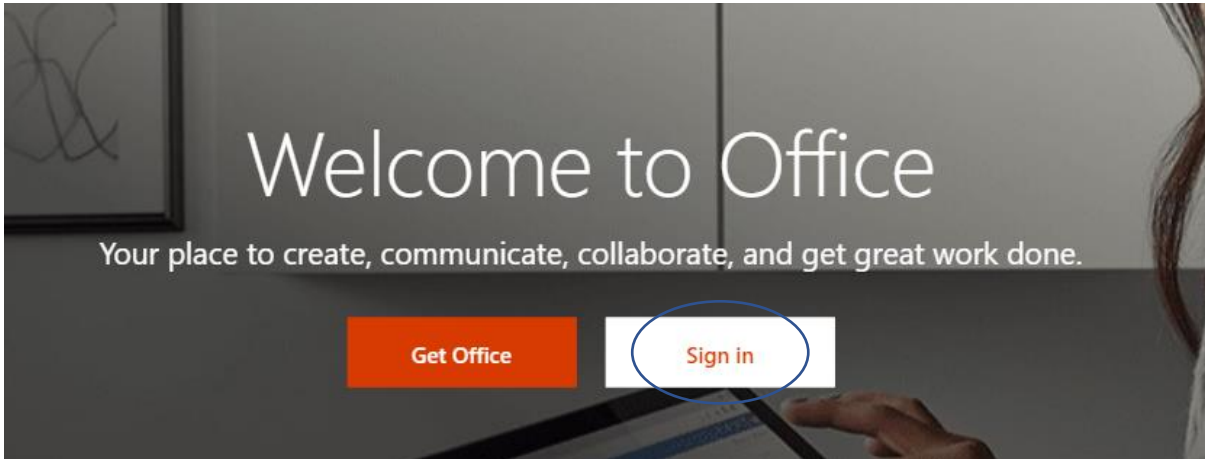

2. The screen below will appear, and you will need to type your email address in where it says email, phone or Skype – you child will have been given this by the class teacher. If you have not received your email address and password the school will contact, you with this. The page after will ask for your password, please type this in and press enter
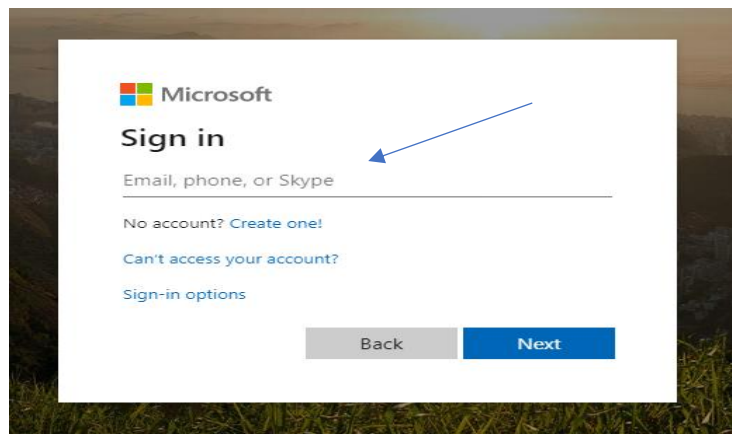
3. Once you have logged on you will see this page – click on teams
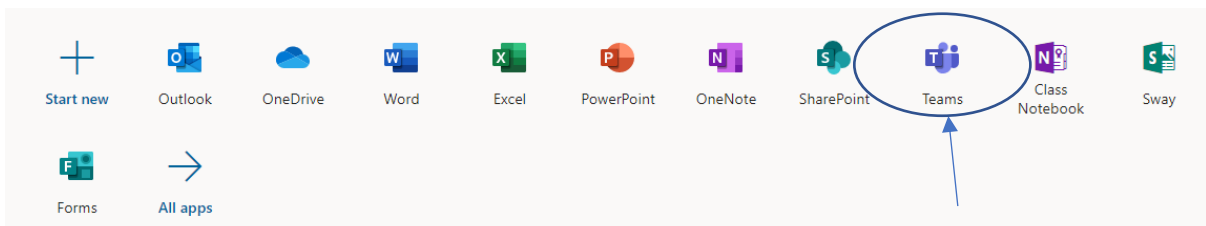
4. Here is a brief example of what students will see when they log into teams. Students will only be able to see their form group and respond to chat. If student clicks "view assignment" they get the text instructions plus any attached resources, students can edit their copy of this resource and hand it in as well as hitting "+ Add work" to add separate documents if needed, once done they simply click "hand in"
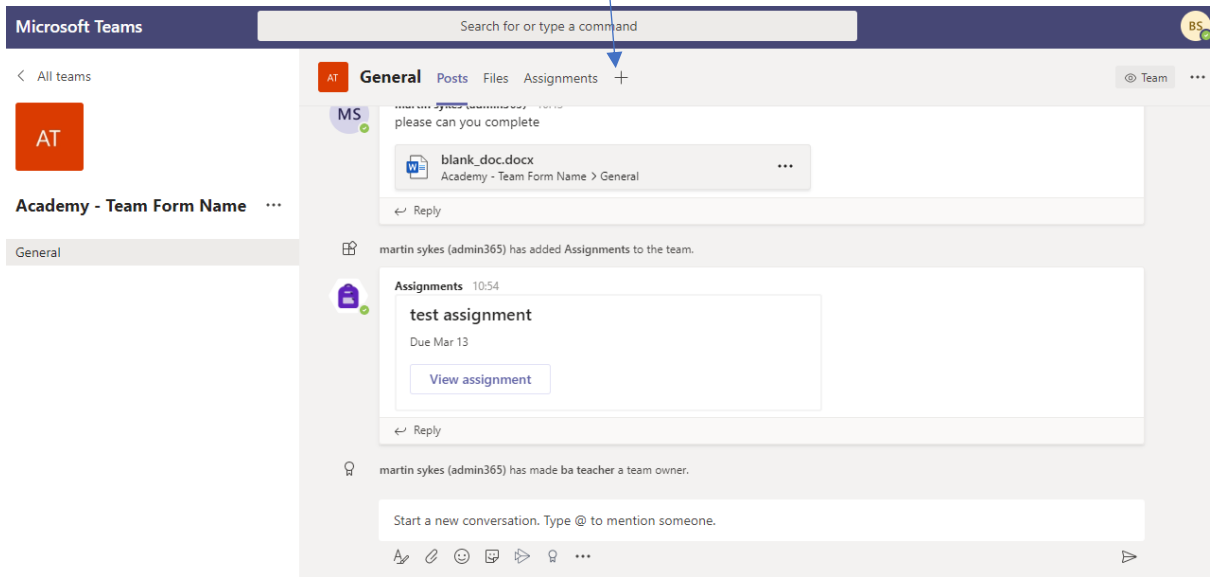
5. Once students have handed in work it looks like this, if the deadline has not past, they can undo hand-in and make further changes.