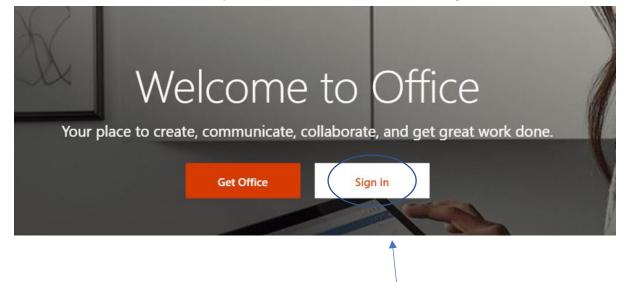
Instruction Guide for Parents to Access Learning from Home Resources for Y5 & Y6 Pupils

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

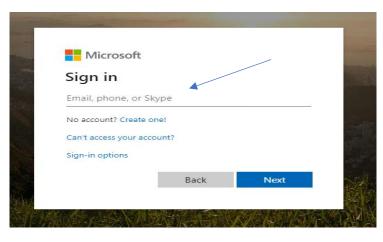
Office 365 Login | Microsoft Office

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

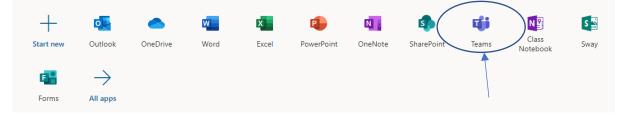
Click on office 365 and you will see this screen, then click on sign in



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"

Microsoft Teams	Search for or type a command	BS
< All teams	General Posts Files Assignments +	⊚ Team ····
AT Academy - Team Form Name	Please can you complete Please can you compl	
General	martin sykes (admin365) has added Assignments to the team.	
	Assignments 10:54 test assignment Due Mar 13 View assignment	
	← Reply martin sykes (admin365) has made ba teacher a team owner.	
		Þ

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.

< Back	₩ Handed in on Thu 12 Mar 2020 at 11:07 ✓	Undo hand-in
test assignment Due tomorrow at 23:59	Points No points	
Instructions please do the following		
My work		
blank_doc.docx		