


### Sheet 3

#### Pupil/Parent access to Distance learning Lessons/resources set by Class Teachers at Wickhambreaux CEPS.

1. in your search engine, ie Google, search for Office 365 login
2. when you get to the 'log in' screen, click on **'sign in'** and log in using the username and password that you have been e mailed for your child
3. you should see a list of apps/buttons....double click on **'Teams'**
4. [on phones/tablets you will need to download the **'Teams'** app  
(on laptops - it may ask you to double click on 'work or school account')
5. this should take you onto the **'Teams'** page (with a few boxes with names like "Year 3-literacy" etc)...**OR** click on the  button in the top corner of the list of on the left of the screen and then click on any recent assignments on that list [then go back to 8. on this list and continue]
6. look for any 'team' boxes which have a **red dot** with a number in - this shows you that there are some assignments waiting for you
7. click on that team box and it will take you to details of the assignment
8. choose the assignment and click on **'view assignment'** button
9. click on the name of the assignment button (with a **purple icon** next to it, on the left) [on phones/tablets you will have to download the **One Note** app]
10. complete the task by typing directly onto that page and follow the directions your teacher has left for you
11. if you are finished and ready to return the task to your teacher, go to **'close'** button at the top right hand corner and click on it [on phones/tablets - move onto the **'Teams'** app]
12. click on the blue **'hand in'** button in the top right hand corner of the window and click on it to hand your work in to your teacher.
13. you should be notified when your teacher has seen your work.

## Receiving feedback:

....when your teacher has seen your work, they will return it to you with a feedback comment. This will usually just be to say that they have seen it and are happy with it, BUT if they would like you to do anything else, just re-open it with the **purple icon**, re-work it, then re-hand it in, in the same way as you handed it in before – NOTE: you will usually not have to re-hand work back in – only if your teacher asks you to.