



Nurturing inclusive learning communities

Student Guide to Microsoft Teams



(1) Once logged on to the laptop (No user name is needed or password to get on) The logon account will show Local User.

(2) Open Google, Internet Explorer or Microsoft Edge.



Google



Internet Explorer



Microsoft Edge

(3) In the search bar type Office 365



Then click the link

www.office.com
[Office 365 Login | Microsoft Office](#)
Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote.
Save documents, spreadsheets, and presentations online, ...

(4) Use your e-mail address sent from school (first initial and surname) @ethos-student.uk .e.g. Fred Bloggs would be fbloggs@ethos-student.uk



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

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Next

E-mail address here

Then click next

The password set has been sent your parents phone

Once logged in, you will ask you to change the password. Please keep a note of the new password(Any issues please contact school)

(5) At the top left hand side select the 9 dot square image.

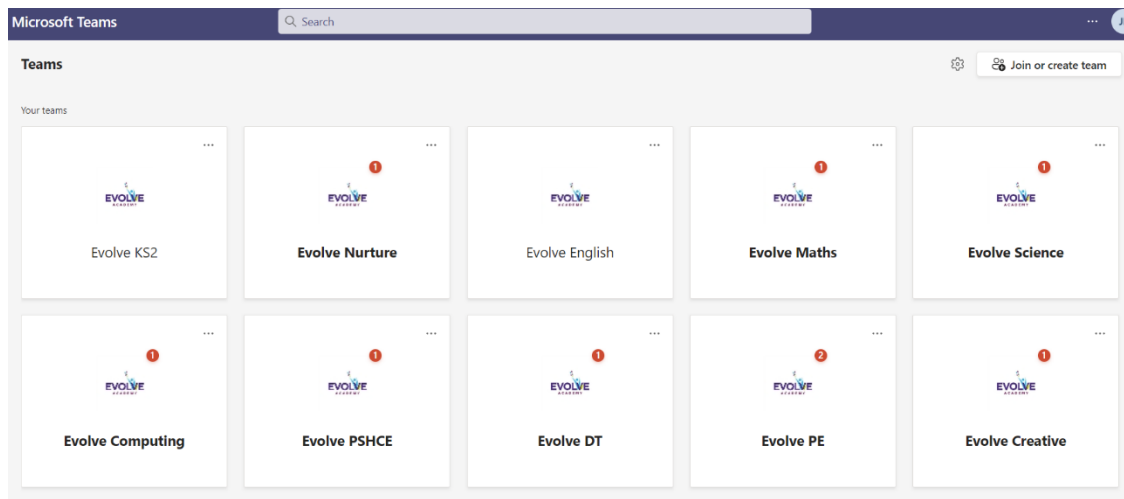


Click on Teams  Teams

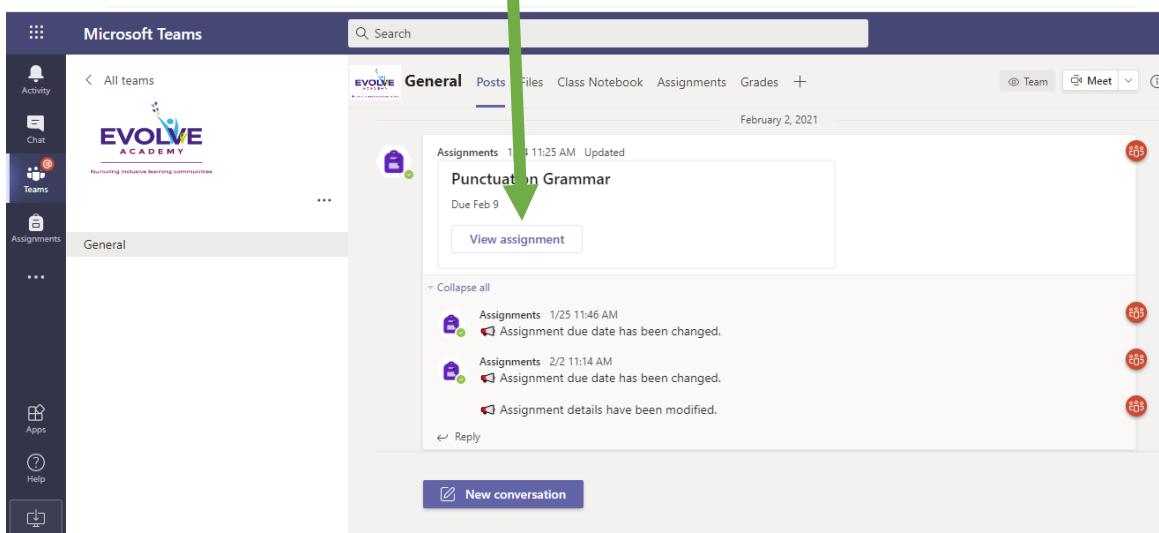
(6) Sometimes it may ask you to sign in again. Please follow **instruction (4)** Username and password.

(7) Teams will now open.

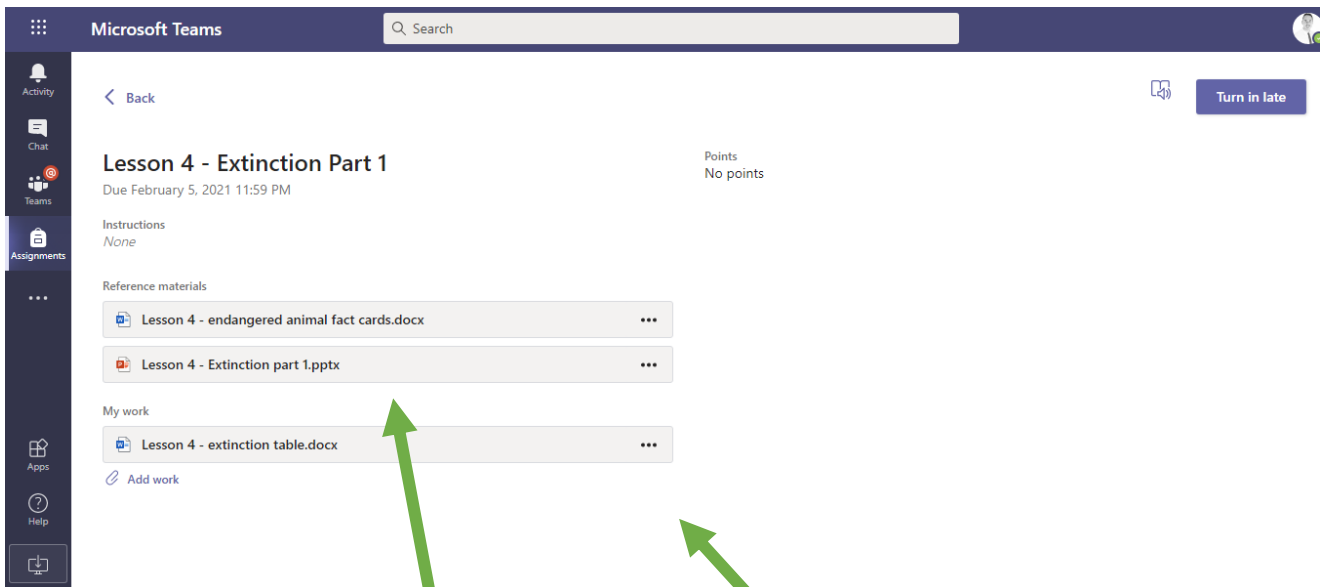
Each subject/class area is shown for each student. Open each subject by double clicking the subject.



(8) Inside each subject there are assignments. These assignments are set work for your child. Click view assignment



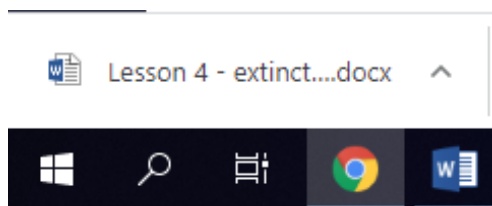
(9) This will then show the set work.



(10) To start working on the set work double click the document. This will now open and you can start to type onto the work. Don't forget to click **Save** when you have finished.

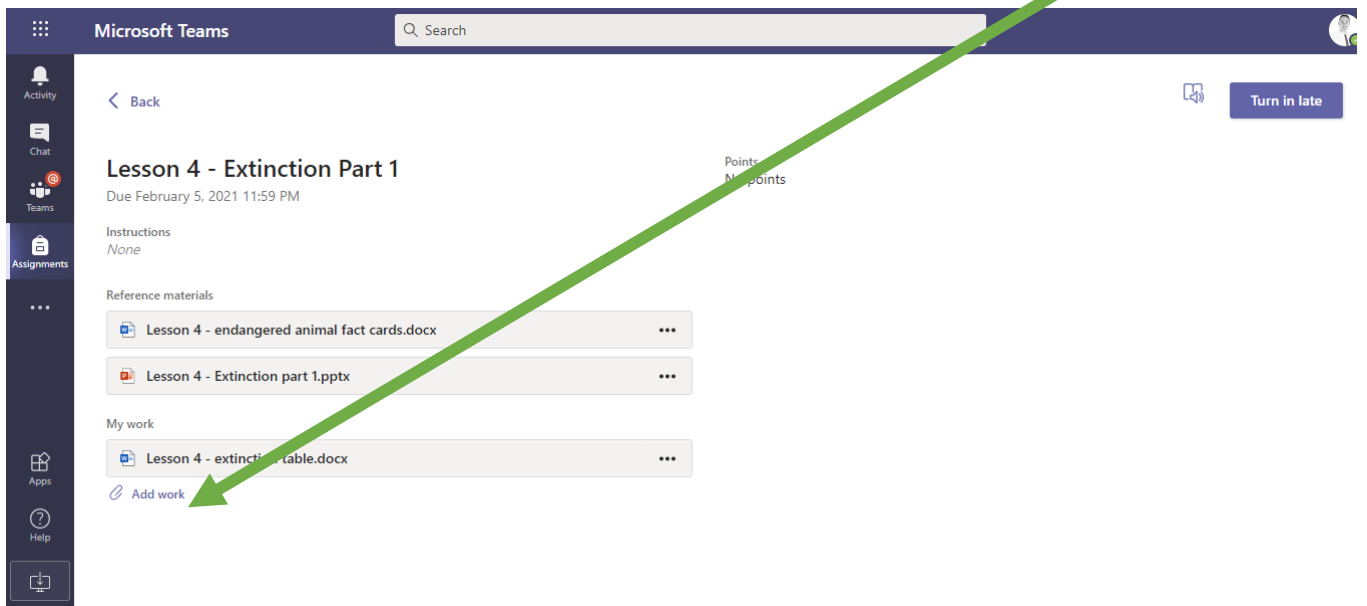
If this doesn't allow you to write on the document. Click the **3 dots** and choose **Download**.

The documents will now download and appear at the bottom of your screen

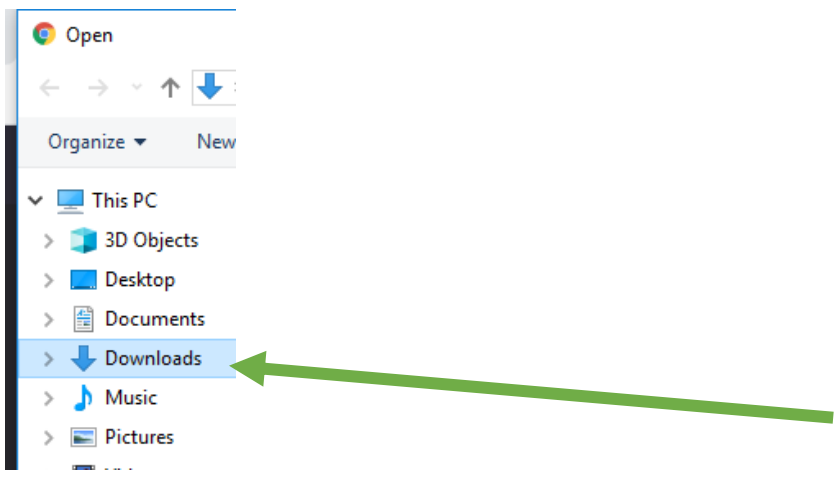
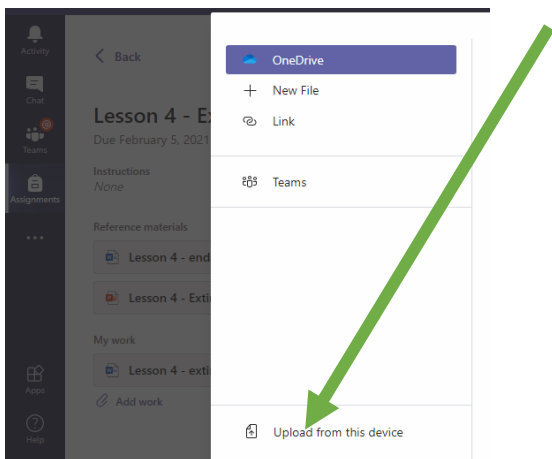


(11) Open the document by double clicking it. You will now be able to type onto the document. When you have finished click **File and Save. (Keep Teams open)**

(12) When the work is completed, **open teams and click 'Add Work'**

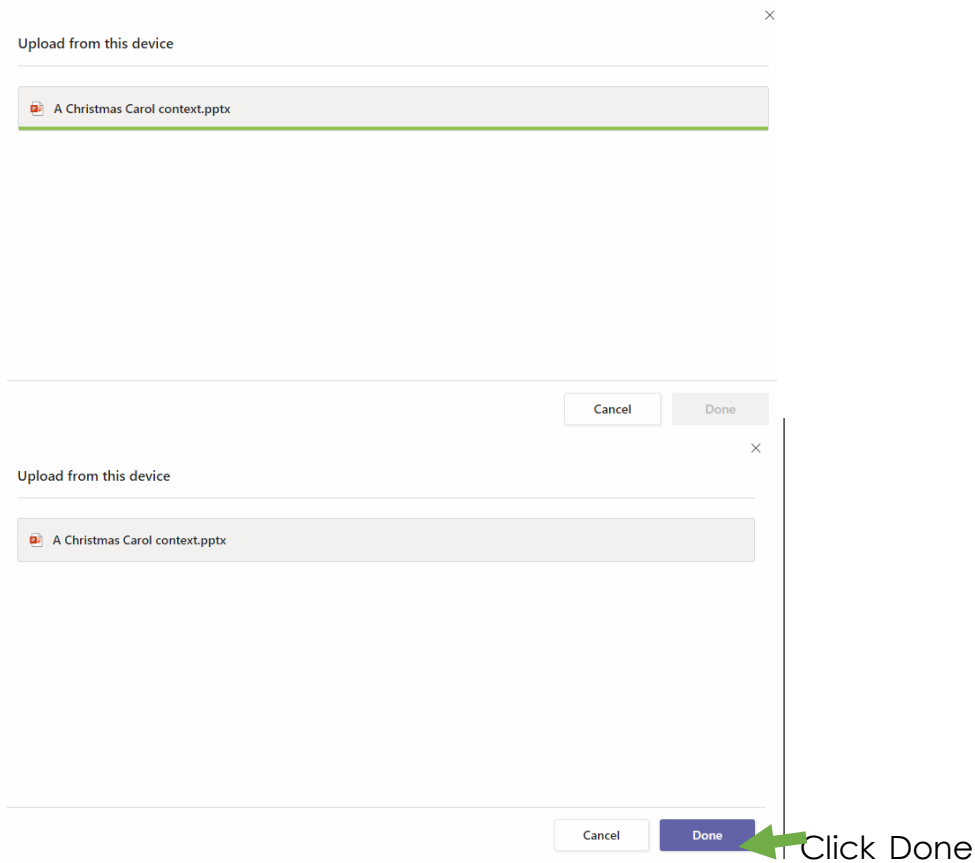


Then click **upload from this device.**



Click **Downloads.**

(13) The word document you have finished will be in **Downloads**. Click the document. For example, here The work is A Christmas Carol. This will now start to upload.



(14) The work you have completed and uploaded will now show under 'My Work'

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Lesson 4 - Extinction Part 1

Due February 5, 2021 11:59 PM

Instructions


None


Reference materials

 Lesson 4 - endangered animal fact cards.docx ...

 Lesson 4 - Extinction part 1.pptx ...

My work

 Lesson 4 - extinction table.docx ...

 A Christmas Carol context.pptx ...

[Add work](#)

Key Contacts

If your child has any difficulty accessing any of the work set please contact the school on: **01924 200752** E-Mail: **evolveoffice@eat.uk.com**

Subject Teachers

Mr Marsh - **Computing and Remote Learning**

Mrs Imrie - **English**

Ms Goodfellow/Miss Hatton: **Maths**

Mrs Koser – **Science**

Mrs Carr - **PSHE**

Mr Khan - **DT**

Mr Hayward - **PE**

Mrs Morris/Miss Edwards - **Creative**

Mrs Barstow – **KS2**

Miss Shwe and Miss Dawkins - **Nurture**

Miss Rawson – **Evolve Induction Centre**