

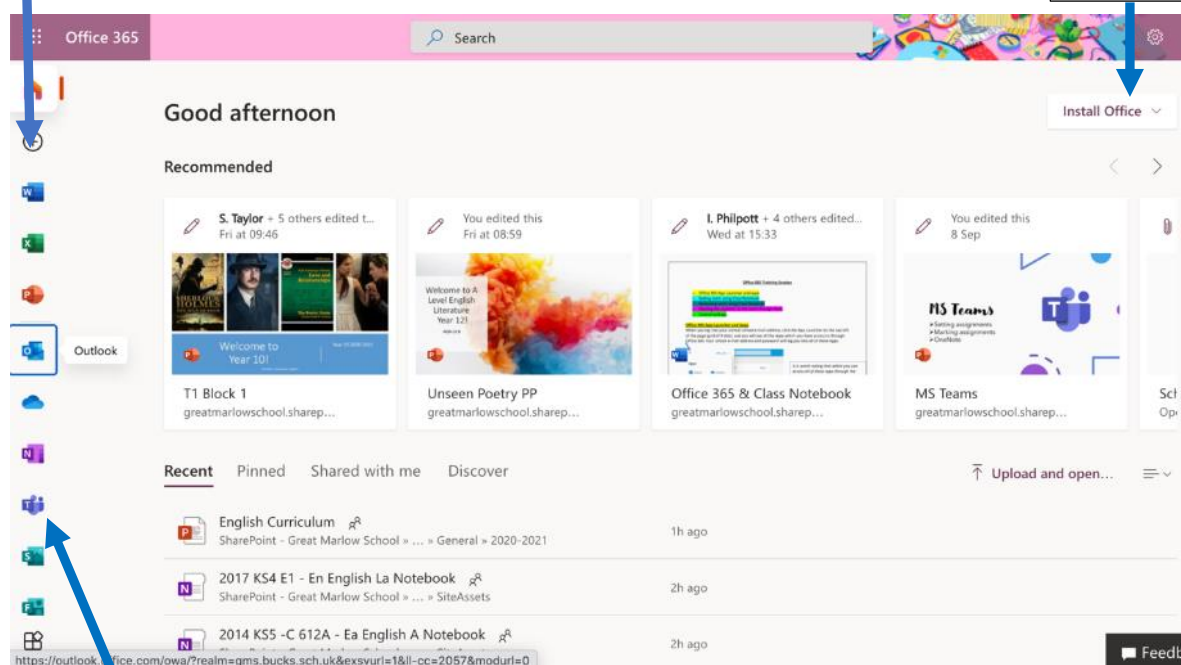
How to access Office 365 and submit homework

How to access Office 365 on a laptop/tablet

- Go to **office.com** and log in with your school log in (ending with **@gms.bucks.sch.uk**) and password
- Down the left, you will see all of the Apps which you have access to through this log in. If you click in the four boxes at the bottom, it will open up even more Apps. The Apps which you will need to become most familiar with are:
 - Teams (for notifications from your teacher and assessments)
 - OneNote (for homework)
 - Outlook (for e-mails)
 - OneDrive (for saving your files)

All of these are available as downloadable Apps.

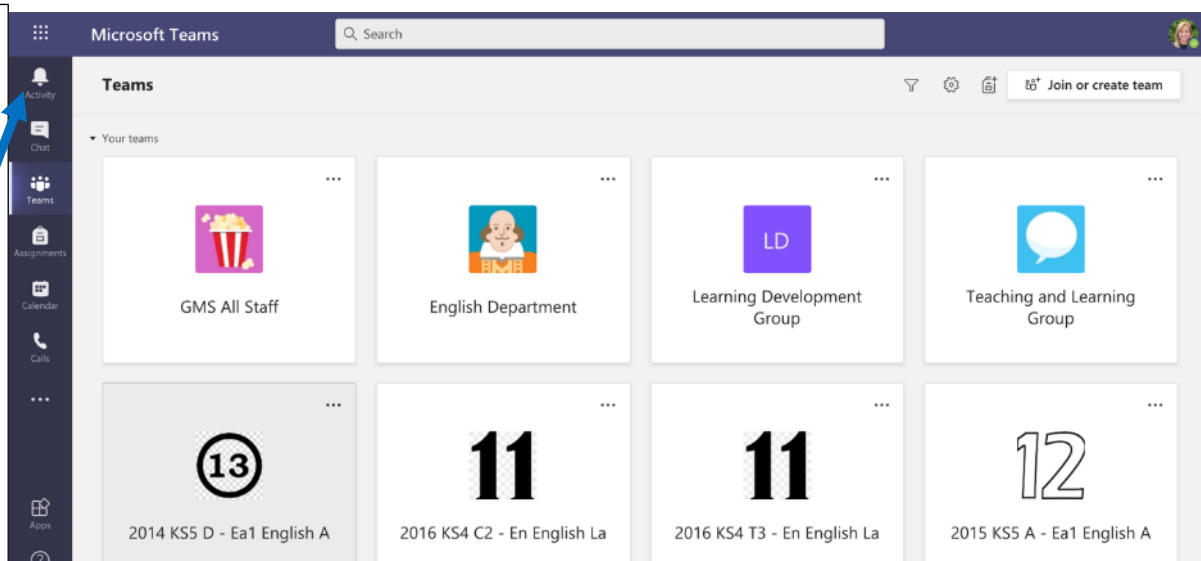
If you are working on a device at home, you can click here to install all Office 365 functionality for free.

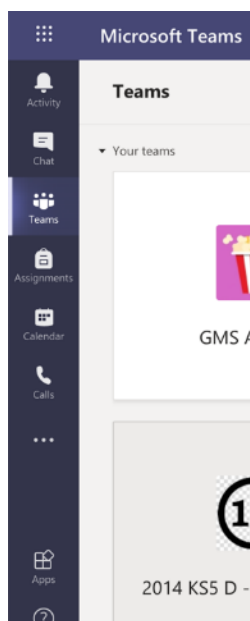


Whilst all of these Apps can be 'viewed in Browser' for full functionality they are best opened through their App.

Teams

When you click in Teams, you will see all of your subjects. Look out for a number in your 'activity' because this will mean one of your teachers wants to alert you to something. Click on this to read it.





Navigation panel

Whenever you are within Teams, you have access to this navigation panel. This is along the left-hand side when in the web browser and along the bottom if opening the app on a phone. The most useful areas here are:

Teams

This will take you back to all of your class Teams.

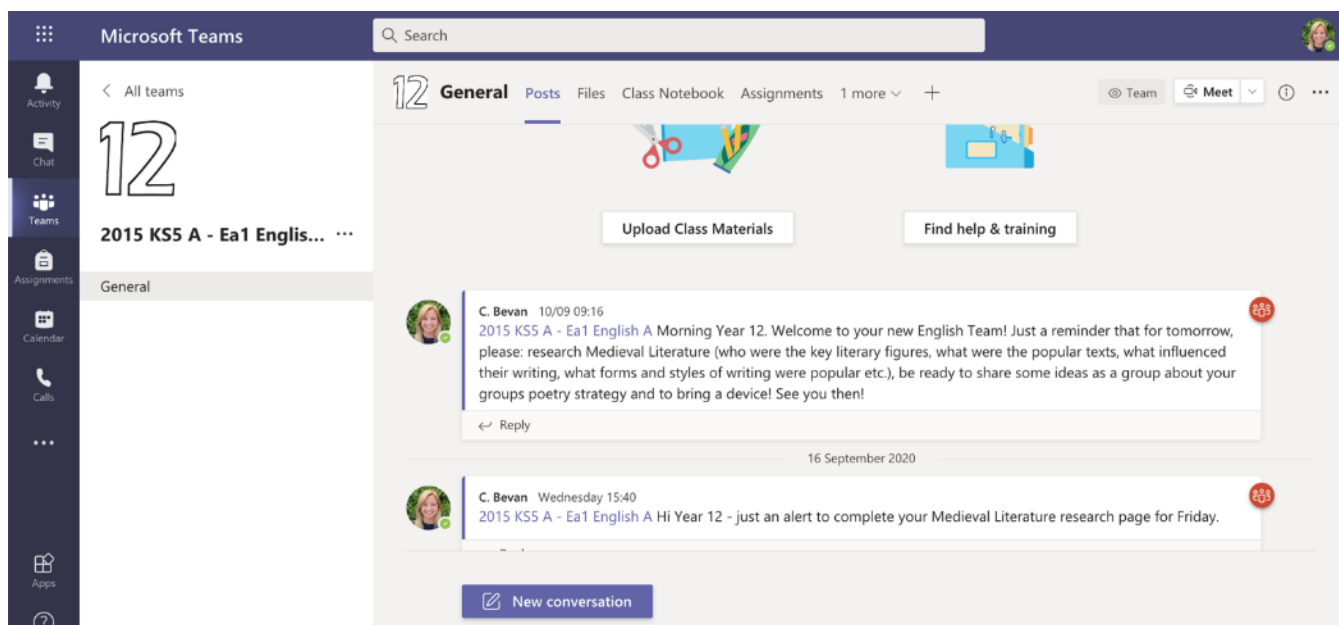
Assignments

This is where any formal assessments will be set, completed and fed back on.

Calendar

In the event of a year group or whole school closure, this is where students will need to click into to access live learning opportunities.

Within a Team – exploring the tabs along the top



Posts

When you click into one of your subjects, you will see the 'Posts.' This is where your teacher will have notified you to any homework set/ important information. If you have any questions about the work, you can click reply. However, be aware that all members of the class can see what is posted here and should therefore only be relating to the work. **Please do not attach your work here.** If there is any misuse of this page, your teacher may turn off permissions for you to be able to post here and you will need to e-mail the teacher instead with any questions.

Files

If you are not in school but need to access the work, look in Files where this should be posted. This will be a read only document and you will need to download it to your own area if you need to edit it.

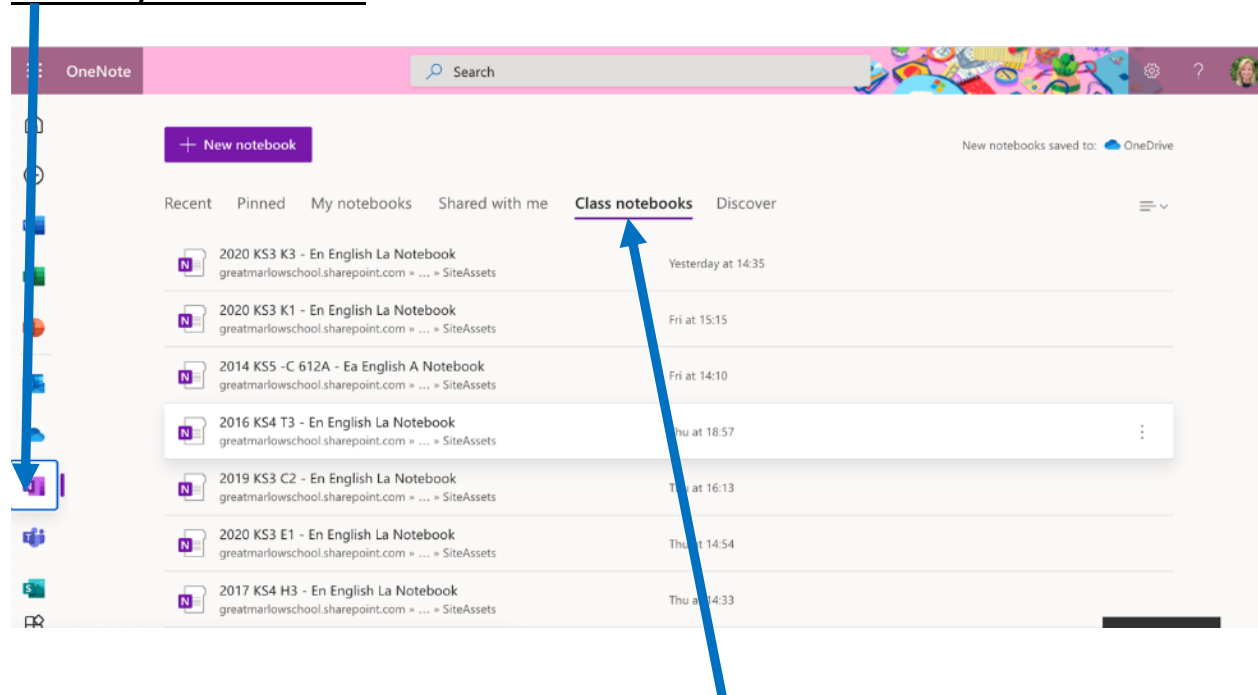
Class Notebook

This is where your homework will be set and can be accessed through the OneNote app.

Assignments

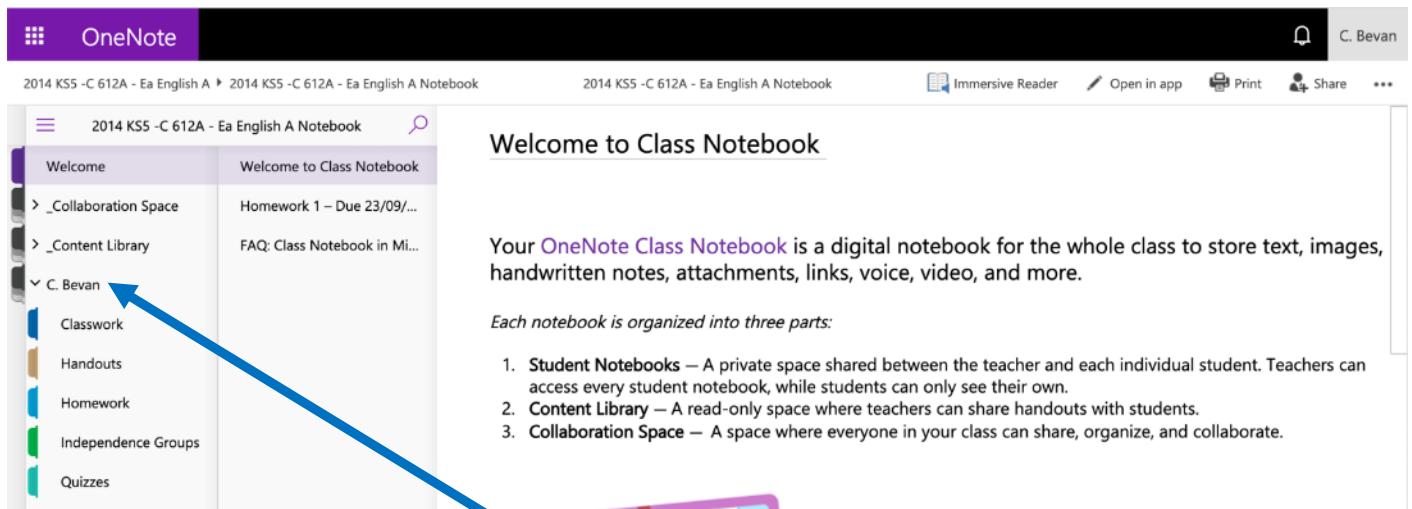
This is where assessed work will be set, completed and fed back on.

OneNote / Class Notebook

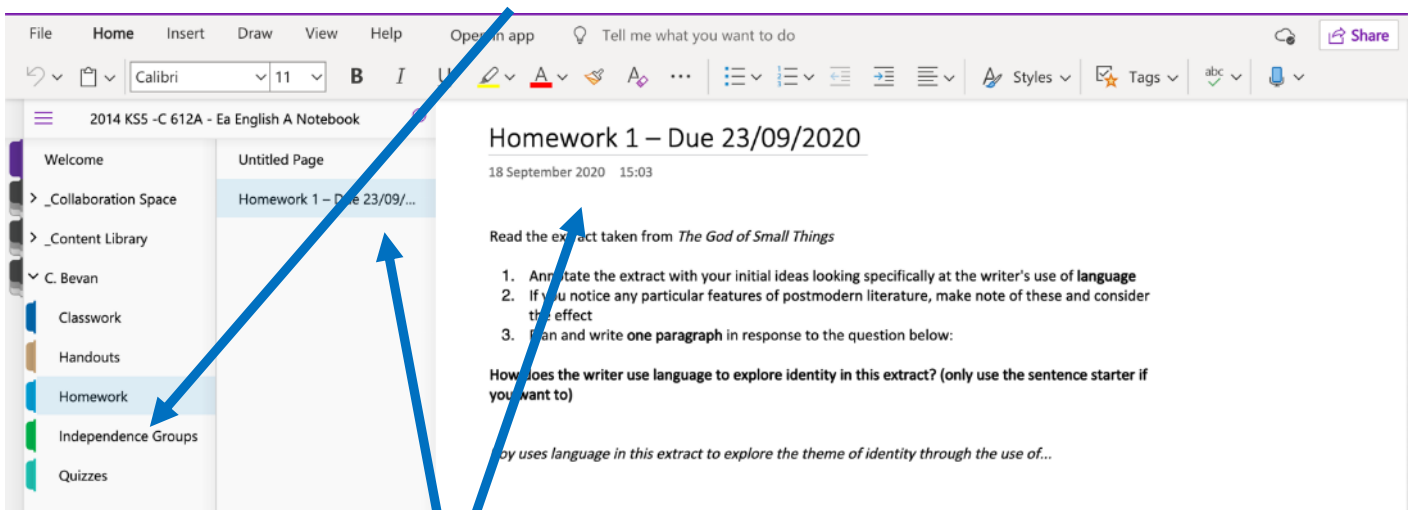


- When you click into OneNote, you can select '**Class Notebooks**' to see all of your different subjects.
- If you have the OneNote App, these will all be listed down the left-hand side.

Within the Notebook



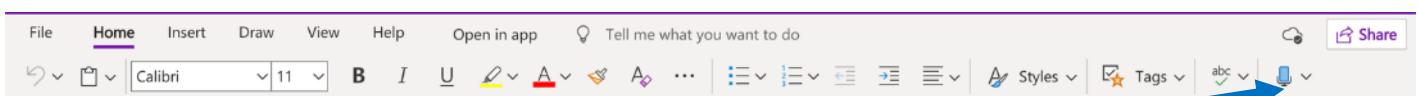
- When you're in your Class Notebook, click on your name and this will open the sections within your individual Notebook. Both you and your teacher have equal access and permissions to this Notebook. Therefore, your teacher can see anything you type/attach.



- If you click into 'Homework' you will see any tasks set for this particular subject.
- Click on the relevant task and it will appear on the right-hand side.
- You can then type your work straight underneath the task. **Remember you do not need to save / upload any work into your Class Notebook**, it is constantly saving your work to the cloud.

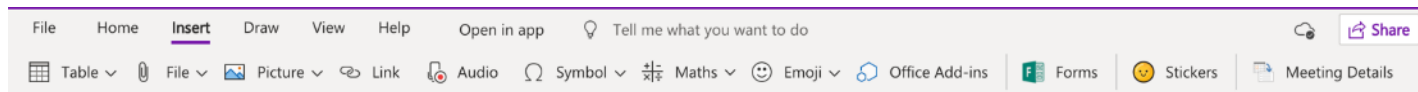
The tabs along the top

Home:



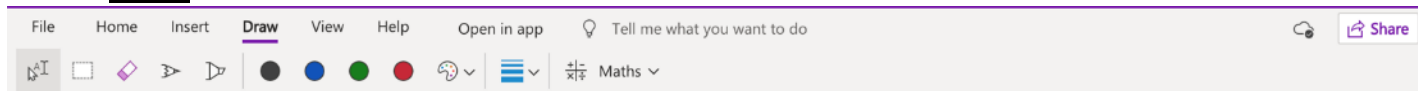
- Similar to editing on Word, they have full functions to change font colour, size, type etc.
- If they click on the microphone, they can dictate their work and it will scribe for them.

Insert:



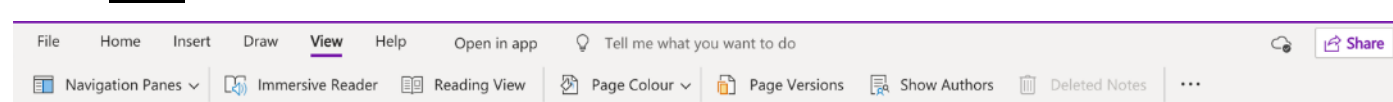
- If they want to insert a file, they can click 'File', 'Insert file printout' and a preview of their work will be visible.
- If they click 'picture' they can attach a photograph of their work

Draw:



- If they will to annotate or draw they can select a full range of different pen type and colours.

View:



- If students click on 'Immersive Reader' anything on the page will be read to them (both the task and their own work). Superb for proof reading!

A final reminder that you can close the work and go back into it at any point to pick up where you left off.