

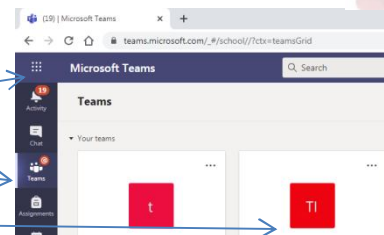


Quick Start guide – Students self-isolating

Students remote learning – How to access resources

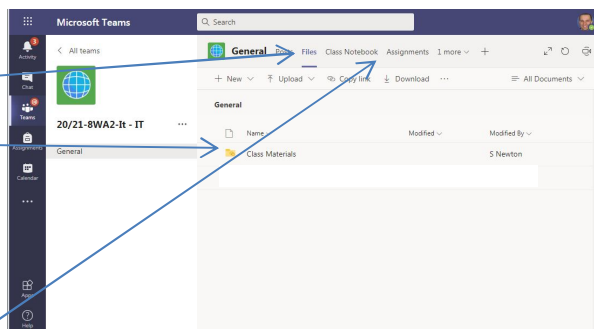
Note: Instruction for 14 day isolation work will be sent via an announcement on Class Charts app + e-mailed to parents.

1. Login to Office 365 and click on teams from the top left hand corner of the screen
2. Select Teams from the side menu on the teams page and then select the class you want to complete work for
3. Once in the class it should look like below:

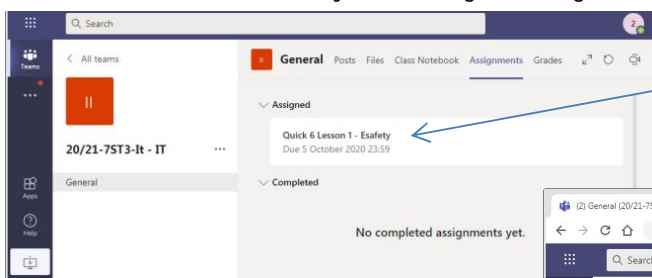


Any resources that your teacher has shared with you will be in the files section. Teachers are sharing all lesson resources for remote working week by week in this section under 'Class Materials'.

You will also be able to find your work by clicking on the "Assignments" tab when in your class and select the assignment named 14 day isolation work. This will then allow you to submit work back to the teacher using the hand in feature below.

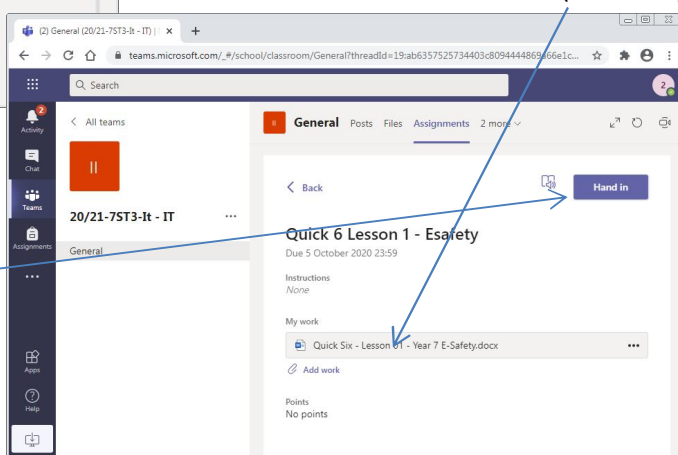


4. Once in your class to get to your assignments (work tasks) click on the assignments tab. This will then show you all assigned assignments and completed ones see below:



When you **click** on the assignment you get the details for the assignment together with the option to add attachments ("Add work") and complete any **attachments** that the teacher has sent (see below)

5. You can then click on any attachments and fill them in or attach work to the assignment and press the "Hand in" button
6. Once you have clicked this button the teacher is then informed and can feedback to you.
7. Follow the same process to view an assignment to get feedback from your teacher using the assignments tab you will see when the teacher has given you feedback on an assignment.



NOTE:

If you have forgotten or have any problems with your Office 365/Class Charts password/code please e-mail icthelpdesk@calderlearningtrust.com quoting your full name, form, and date of birth & postcode to get your password reset. (Any information missing will not be able to get their password reset) as well as providing an email address that it is possible to respond to. Passwords are usually reset to Calder99 (case sensitive) unless otherwise stated.

- **All work will still come to you via Class Charts** during remote learning but your teacher will refer you to Microsoft Office 365 Teams to complete the work
- For remote learning enquires that are not password related please contact: remotelearning@calderlearningtrust.com
- Subject teachers can be contacted via the Outlook e-mail system on office 365 if there are any subject related queries