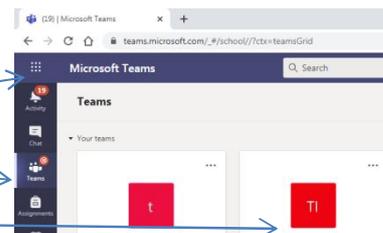Quick Start guide
Students remote learning –
How to access assignments

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 (**e.g. isolation work**) will be in the files section.

Use conversations to ask and answer questions from teacher or class students. Note that all class can see these questions. You can also use the chat function to speak with your teacher
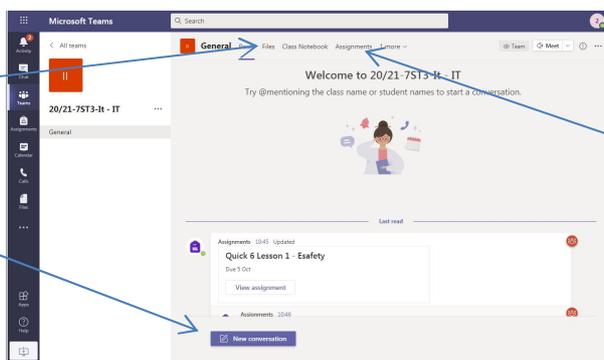
Assignments tab! (**Should your teacher ask you to use this**) This is where you can view outstanding and completed work for the subject class you are in. You can also use this bit to send work back to get feedback. (you can view feedback too in this section)

4. Once in your class to get to your assignments **(only if your teacher has asked you to use this feature)** click on the assignments tab. This will then show you all assigned assignments and completed ones see below:
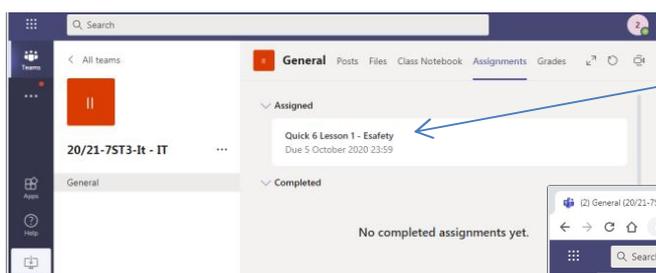
When you **click** on the assignment you get the details for the assignment together with the option to add attachments ("Add work") and complete any **attachments** that the teacher has sent (see below)
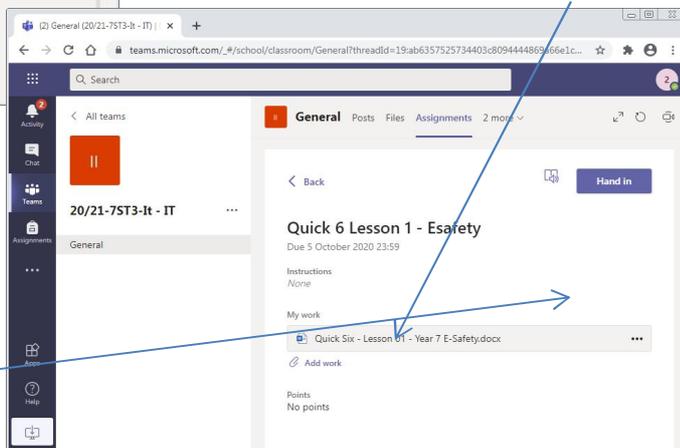
5. You can then click on any attachments and fill them in or attach work to the assignment and press the "Hand in" button
6. Once you have clicked this button the teacher is then informed and can feedback to you.
7. Follow the same process to view an assignment to get feedback from your teacher using 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