Dear Parent/Carer or Student,

This short guide should help answer some of your questions on how to access and submit school work remotely. It is split into two sections. The first is on how to access 'Teams'. The second is on how to use Teams to access and submit work. There are also some youtube links at the end, which cover the content of this document more thoroughly.

If you have any problems regarding logging in/using passwords, please direct them to our Hornchurch High School IT team. They will be checking their emails regularly and will respond to your queries as soon as they can. You will find them at:

hhsictsupport@partnershiplearning.com

Section 1: How to access Microsoft 'Teams'

To access E-Mail and other Office 365 apps including Microsoft Teams and one drive

1) Go to office.com
2) Click on "Sign in"

3) Enter your Email Address (username@hornchurchhigh.com) This is the year you joined the school, followed by your initial and surname. E.g. 18smcconnell@hornchurchhigh.com


4) Enter your SCHOOL NETWORK password

- From now on, your computer password (the password you use to logon to the network) will now also be your OFFICE 365 password. If you change your network password it will automatically change the email (office 365) password too.

- Your Office 365 E-Mail address remains unchanged and will be:
  USERNAME@HORNCHURCHHIGH.COM

Section 2: Using 'Teams' to access and submit work

1) Click on the Teams tile after logging into Office 365
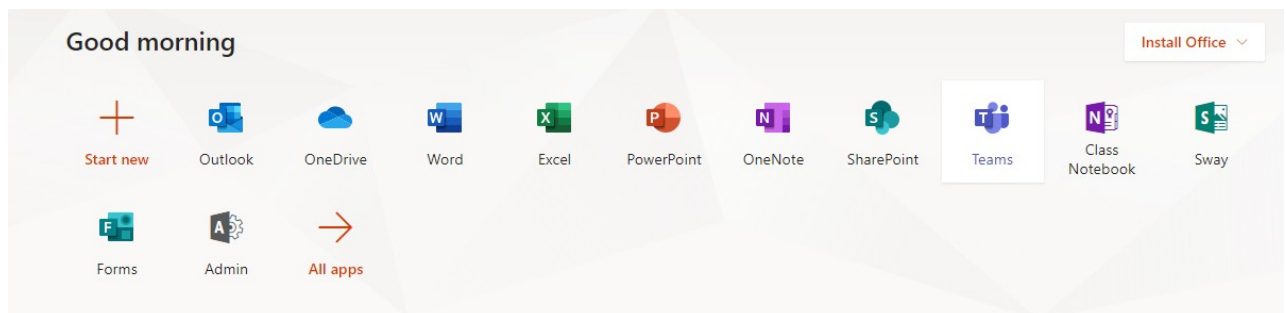
2) This will take you to a home page. Click on the 'Teams' bar on the left hand side. This will show all the classes you have been added to. They will feature by subject/class code.
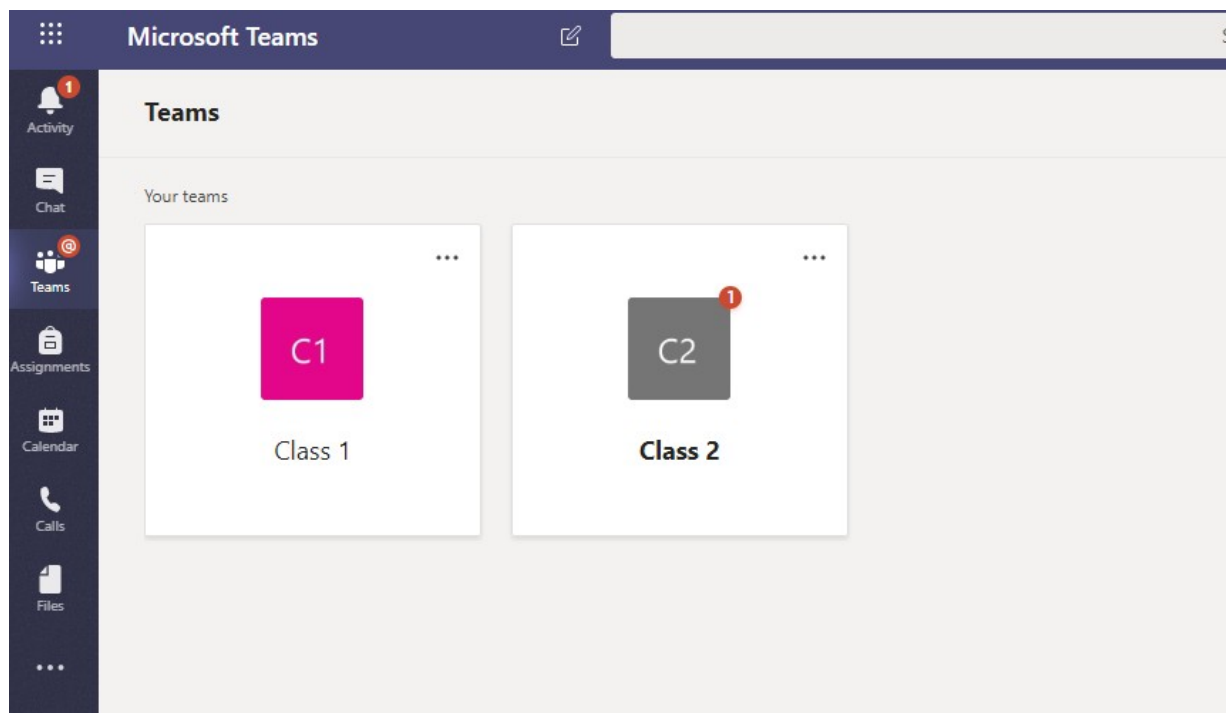
3) Once you click on your class, this will show you all your resources and assignments from your teacher. Resources will most often be listed under the 'Files' tab. You can post a comment or a question under the 'Posts' tab. You can access your assignments under the 'Assignments' tab.
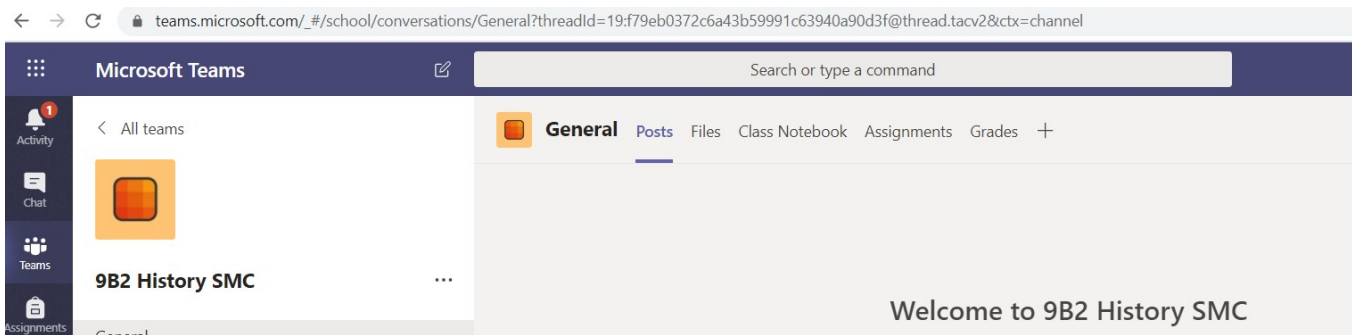
4) When you click on an assignment there will be a document (probably word) for you to complete. Simply type directly on to the document. Once you have completed it you simply 'Turn in' the assignment. It will now be ready for your teacher to mark and provide comments/feedback.
5) Some of you might prefer to hand-write your answers and submit a photo of your work using the 'Add work' button. Once you have added your work, click the 'Hand in' button.
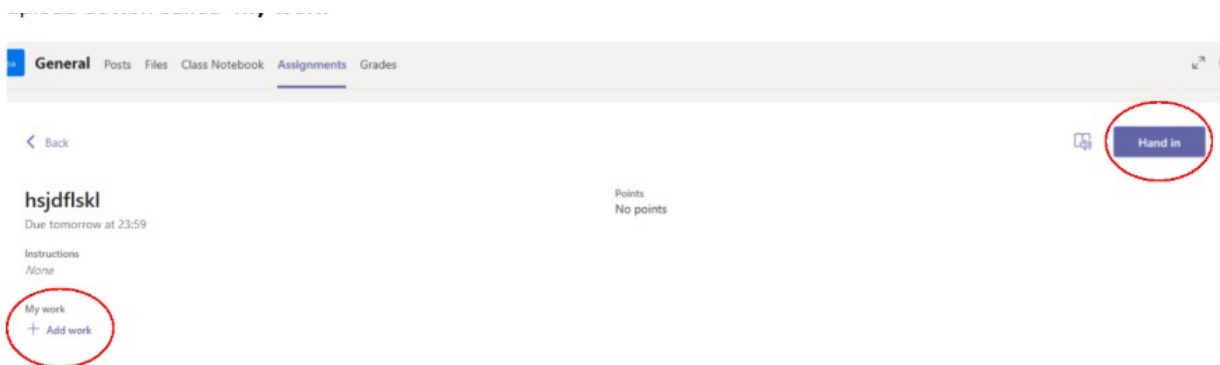
6) If unsure, you can ask a question of your teacher by clicking on the 'Posts' tab at the top, or the 'Chat' icon on the left hand bar. Your teacher will then give you guidance on how to access and submit work in their class.

There are several youtube clips on how to use Teams. I have listed some below. They will take you through the process of accessing and submitting work:

- https://www.youtube.com/watch?v=hxhxPUf3gjM
- https://www.youtube.com/watch?v=jDTCW6eRRC4
- https://www.youtube.com/watch?v=aMi2uqEsuj8
- https://www.youtube.com/watch?v=O6XcIVR6hH4

Thank you for all of your efforts. We teachers know that you are in the process of getting to grips with this new way of accessing and submitting work, as well as settling in to unfamiliar routines.

Good luck,

Stuart McConnell

Deputy Head Teacher