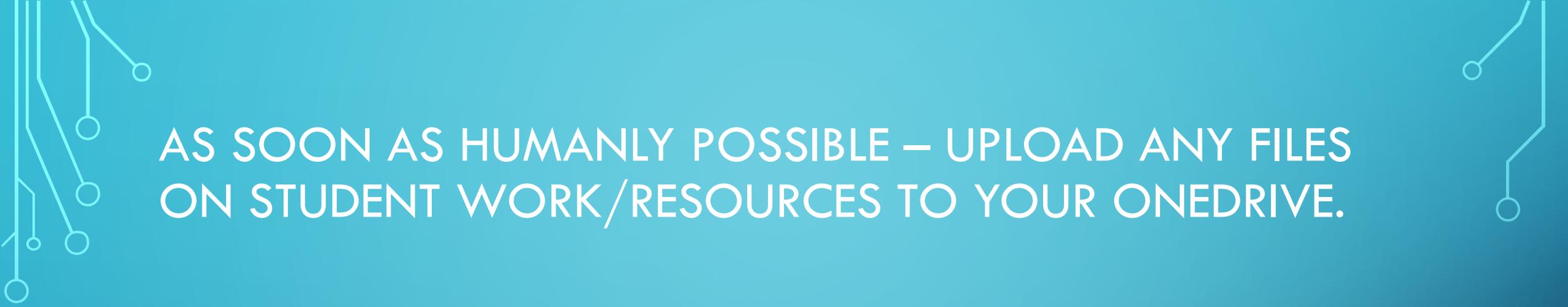




WORKING FROM HOME

PREPARATION FOR AND HOW TO WORK FROM HOME DURING A PERIOD OF SCHOOL CLOSURE



AS SOON AS HUMANLY POSSIBLE – UPLOAD ANY FILES ON STUDENT WORK/RESOURCES TO YOUR ONEDRIVE.

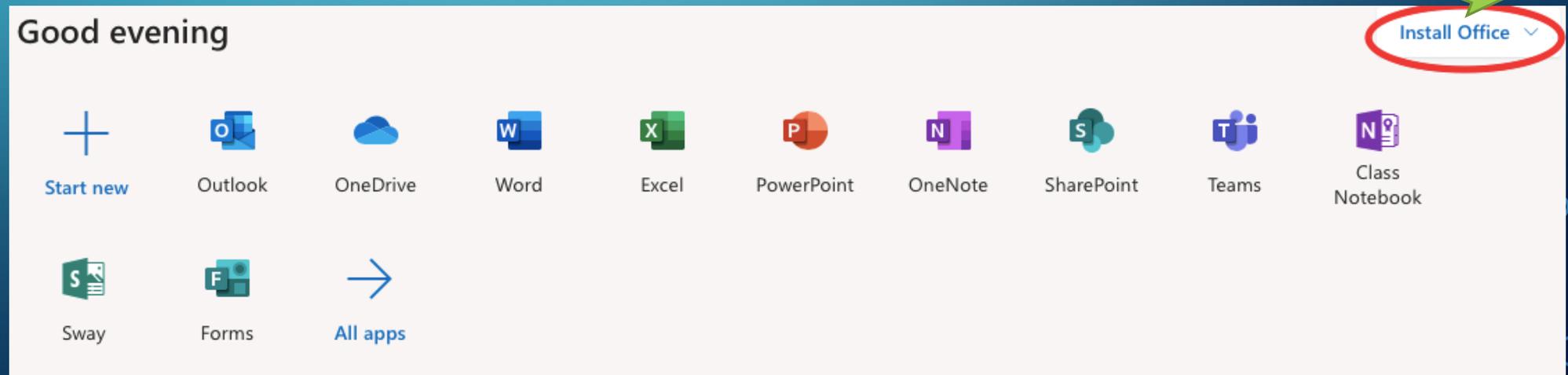
You will not have access to Student Resources/Work if you are not physically in school. Instead, upload all your documents to OneDrive and in the future save all documents there. USB sticks often fail – learn how to use OneDrive.

[Full instructions here.](#)



ACCESSING OFFICE 365 FROM HOME (INC. EMAIL)

1. Go to www.office.com
2. Sign in using your usual credentials – you will now have access to all of Office 365.
3. You will see and can use any of the apps on the web. Should you want to have the full suite of software you can click 'Install Office' and download it for free.



RECEIVING GROUP EMAILS – IN OUTLOOK

Each of your teaching groups has an email group automatically set up.

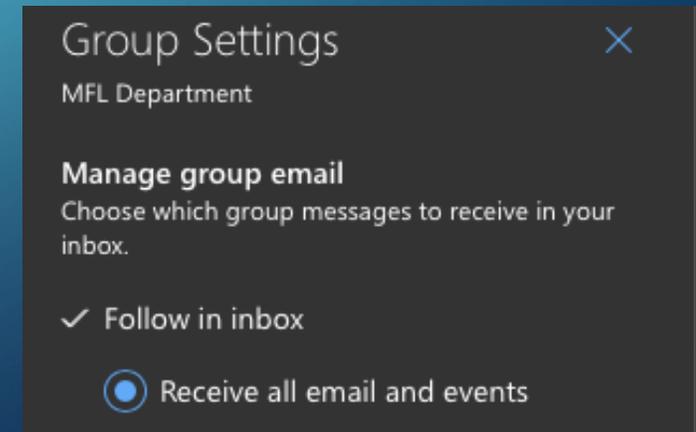
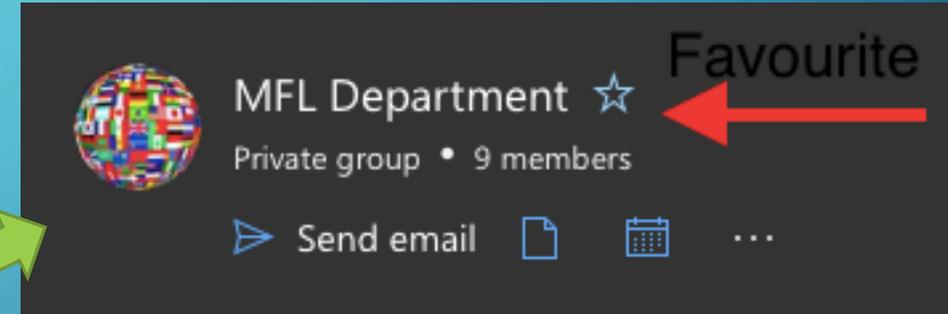
These group e-mails will go into a Group area of your e-mail. You can find this by:

1. Scroll down the left-hand side of your screen
2. Click on the > next to '> Groups' – here you will find all of your teaching groups.

Working with groups – make your life easier:

1. Favourite your groups – this will put the group up near your inbox.
2. Click on the ellipsis and then go to 'Settings'.

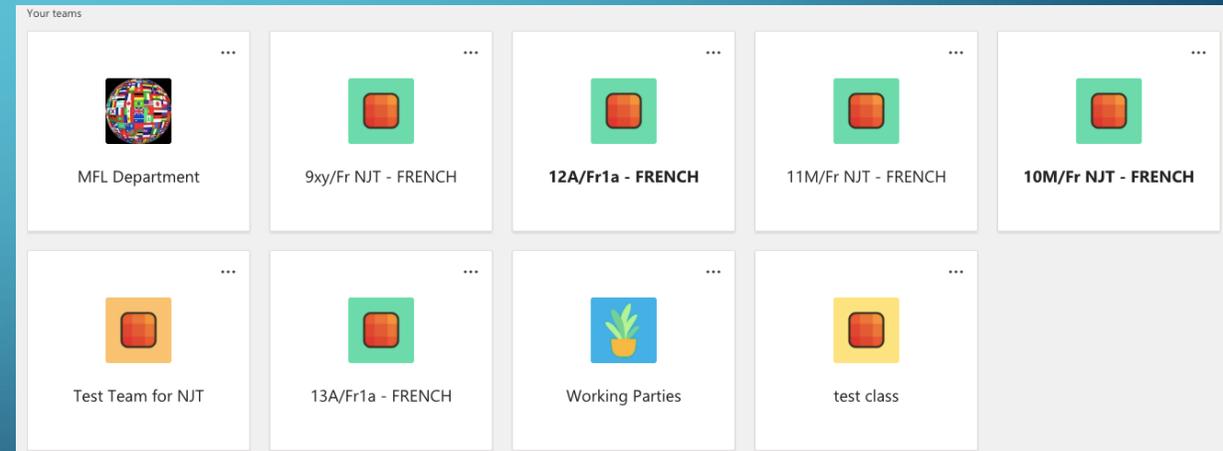
Ensure that you have 'Follow in inbox' & 'Receive all emails and events' ticked. This means that all emails will come to your usual email inbox.



TEAMS – AVAILABLE FROM OFFICE.COM. MAC USERS WELL WORTH DOWNLOADING THE APP. YOUR TEACHERS WILL TELL YOU IF THEY WANT TO USE TEAMS

Each TEAM has several areas:

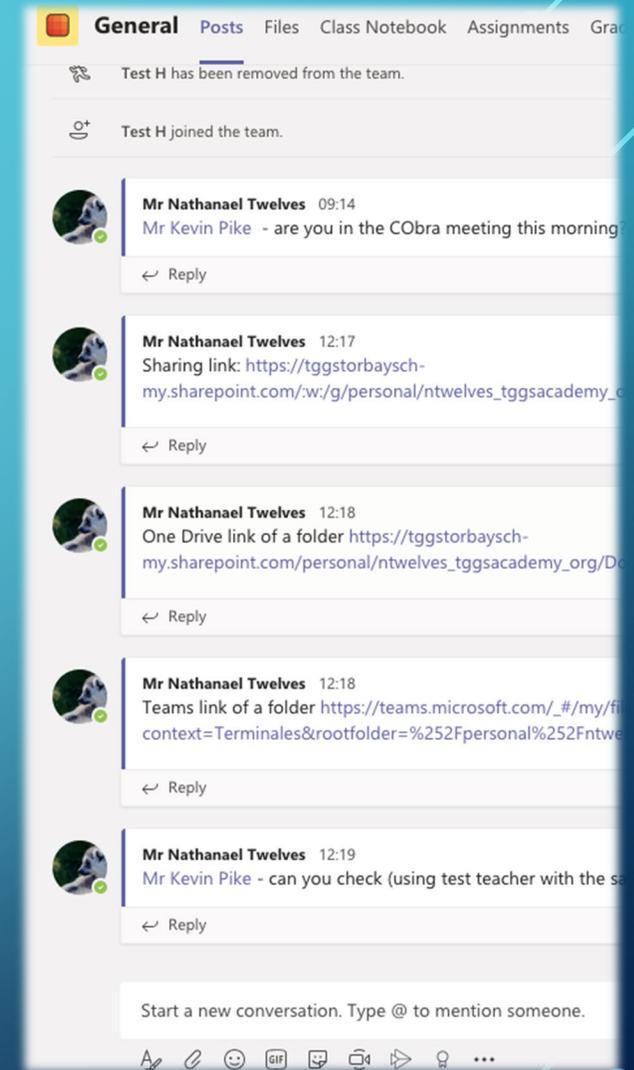
- Post – IM board - use responsibly.
- Files – Teacher can put read only files here.
- Class notebooks (virtual exercise books & collaboration pages – work together from home).
- Assignments – Where teachers can set and you can submit your homework.



[In depth support videos](#)

POST – YOUR CLASS’ MESSAGE BOARD

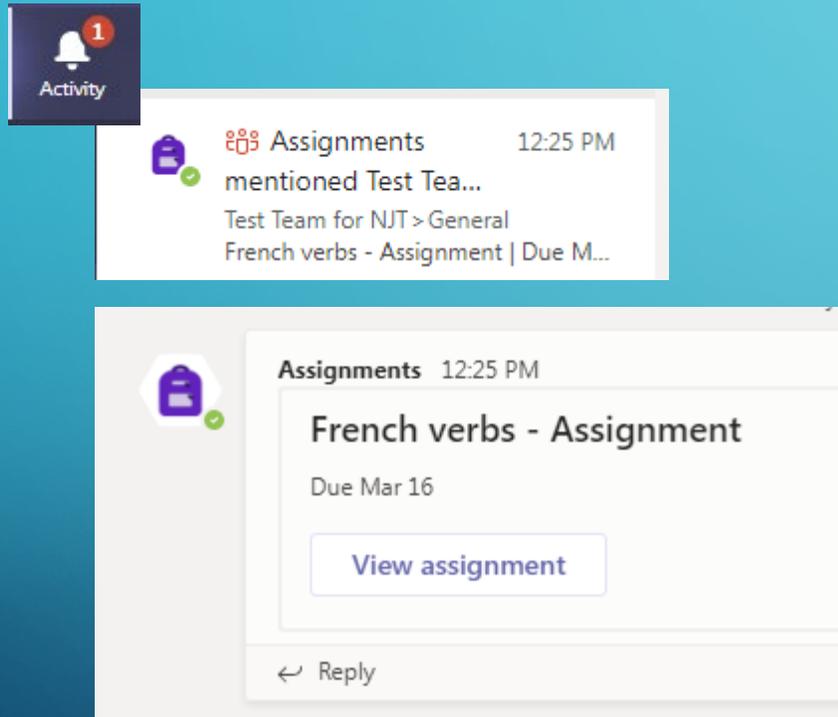
- @ and a student’s/teacher’s name to get their attention if you have a problem/need help.
- @ and the group’s name (as it appears on your timetable) e.g: 11M/Fr NJT to get everyone’s attention
- Links to work/what to do might be set here rather than email.
- Place to work collaboratively/get support.
- Bottom menu - hover over the icons for what they do.
- The video (‘Meet now’) allows the teacher to ‘Skype/Facetime’ your group. You may get a message asking you to be online for a Live lesson – an invite will appear in this area.

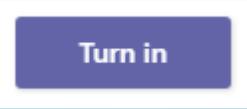


Start a new conversation. Type @ to mention someone.



ASSIGNMENTS = SET WORK THAT NEEDS TO BE RETURNED.



1. You will get an Activity Notification & a message in the IM section of the relevant TEAM.
2. Complete the set work and then  or submit if it is a Quiz
3. Job done!