

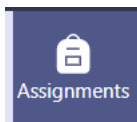
## Accessing Homework via Teams

All of your child's homework will be set on Microsoft Teams. To see your child's homework from within Microsoft Teams they need to do the following:

- Go to <https://portal.office.com>
- They need to sign in using their Watling Academy email address and school password
  - Usernames follow the pattern of surname followed by the first letter of their first name
  - Students should all know their passwords as we have recently changed them
- Once logged in they will be able to see the Office365 portal
- On the left hand side they should be able to see the teams icon



- When on teams your child should see two options 7XXX Computing and 7XXX Homework where XXX is your child's form group
- To access the homework click on Assignments from the left hand side



- Click on 7XXX Homework
- You should then be listed with all the homework that has been set for your child

Teams can be access via a web browser, downloading the app onto a mobile device from the app/play store or downloading the app onto your computer (<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>).

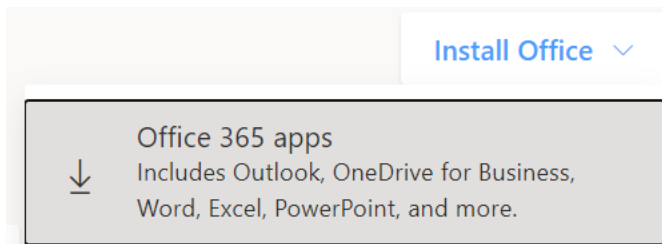
We are encouraging students to either:

- Submit a hard copy of their homework and clicking on the turn in button from within the homework on teams
- Submit an electronic copy of their homework (by clicking on the add work button from within the homework itself) and then clicking on the turn in button

## Office365

As part of your child's Office365 account they can download a free version of Office. To obtain a copy of Office, they need to do the following:

- Go to <https://portal.office.com>
- They need to sign in using their Watling Academy email address and school password
  - Usernames follow the pattern of surname followed by the first letter of their first name
  - Students should all know their passwords as we have recently changed them
- Once logged in they will be able to see the Office365 portal
- On the top right you should see the install Office dropdown, click on the dropdown and select Office365 apps



- A download should commence, and you will just need to follow the installation the instructions on the screen to get office365 installed

If there are any questions relating to viewing homework, resetting students passwords or downloading Office, please send an email to [bartlank@watling.academy](mailto:bartlank@watling.academy).