

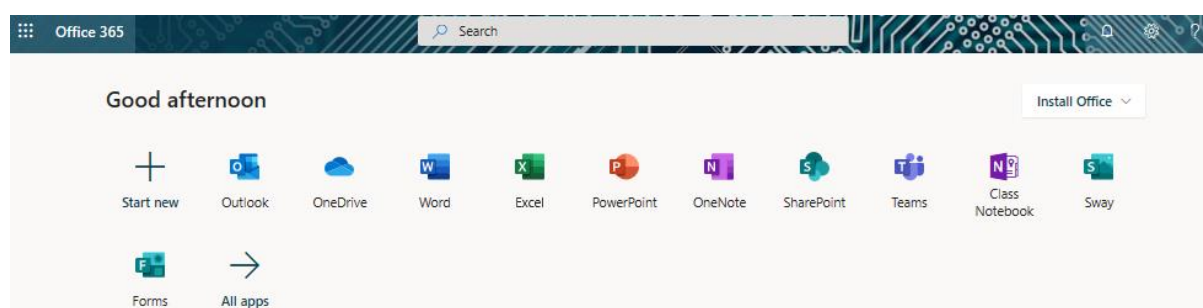
Distance learning with Office 365: Guidance for parents and carers

Your student's learning can happen anywhere with Office 365 online.

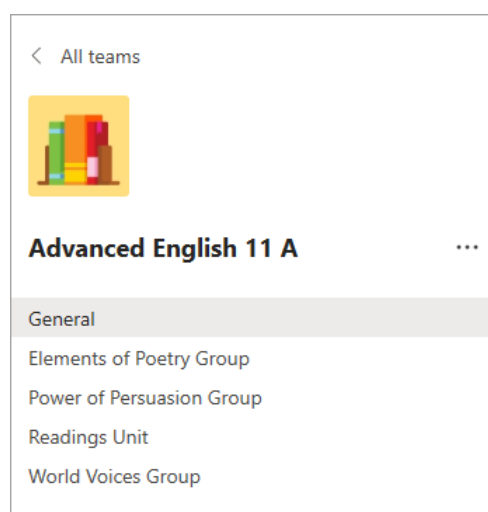


What does my student need to sign in to their Office 365 account?

Students at Sydenham School can sign in to Office 365 Education for free. They can log into their school account at Office.com using their school email address and password, where they'll have access to Microsoft Teams, Word, PowerPoint, Excel and more. From this home base, students can open Office apps in their web browser. Microsoft Teams can be accessed online or downloaded to a home or mobile device.



Each of your student's classes gets its own Team, which is set up by a teacher or tutor.



How does my student join a Team? How do they know if they're part of their class' team?

To explore Teams and see the class teams they're in, your student can sign in to their school Office 365 account at Office.com and select the Teams app. Students will also receive an email notification when they've been added to a team.

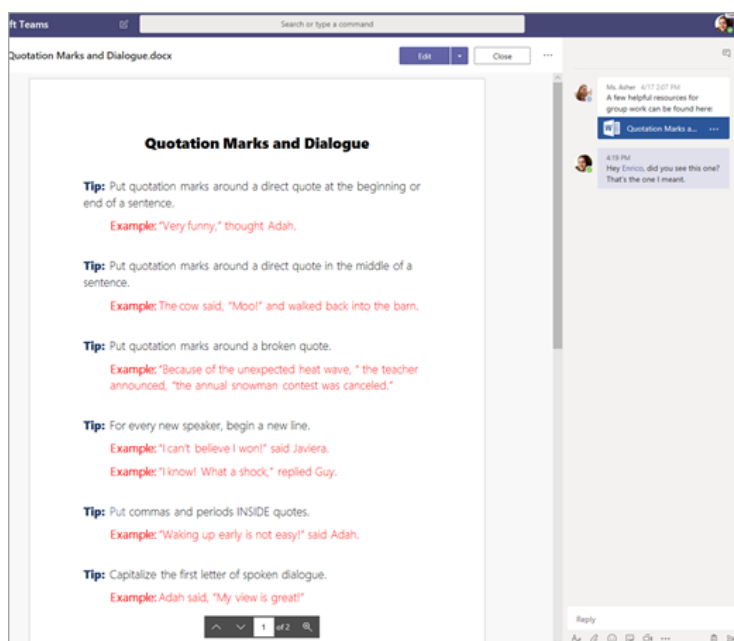
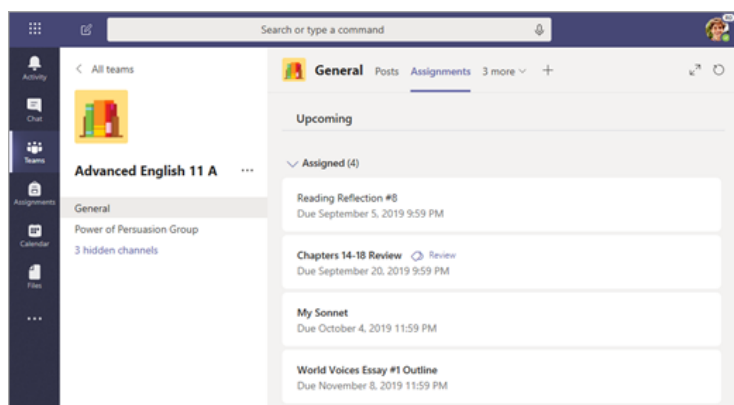
How is my student's communication and activity monitored in Teams?

Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute students who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

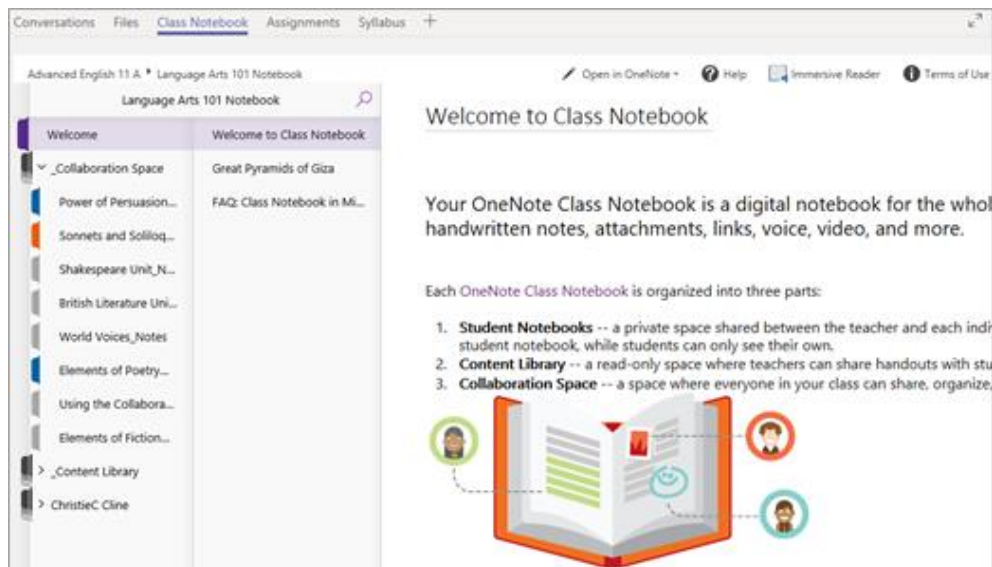
Is Teams simply a chat app, or can my student study, work, and complete assessments there as well?

With the Assignments and Folders set up by the class teacher, your student can see work their teachers have assigned them and submit work when required.

Tip: Learn more with your student about collaborating and creating great work in Teams.



For other ongoing work, every class team has a Class Notebook, where your student has their own private Notebook space to take notes. Students can find both Assignments and Class Notebook as tabs in the General channel of each of their class teams.



How does my student turn hand in work using Teams? Can they check their grades in Teams?

Students can hand in work when required by navigating to the Assignments tab in the General channel of their class team, then selecting an assignment. Where teachers have created a hand in folder in the Folders Tab students can upload their work to the folder.

Where can my student access help on how to best use Microsoft Education tools?

Students have a help centre made just for them! From covering the basics of using Teams all the way to project ideas, this student help centre all about showing students how they can leverage Office 365 for their learning, engagement, and creativity.

