



Bolingbroke Academy

Distance Learning: Parents' and Carers' Digital Guide

FAQs:

- What do I do if my child cannot access their email Office 365?

Follow the instructions in the how to below if this doesn't work please contact your child's Civitas tutor we can reset passwords remotely

- What do I do if my child cannot access Show My Homework?

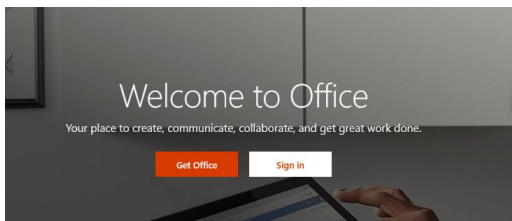
Contact your child's Head of Year and they will be able to reset this for you

Accessing Office 365

Use this guide to make sure you can access your school IT account – your password for your email is the same as the password you use to log in to the school computer.

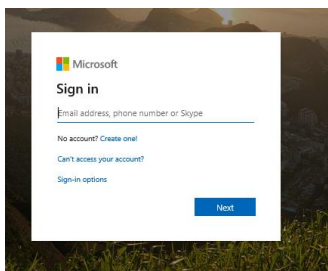
Step 1:

Go to <https://www.office.com/> You will see this screen:



Click sign in

Step 2:



Type in your school email into this section

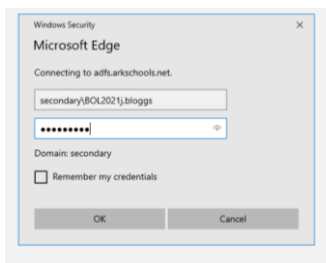
2. When loaded, enter your **school email address**.

(Email Format = PC Username @ School Name .org)

(For example, King Solomon would use: 2020a.alpha@kingsolomonacademy.org)

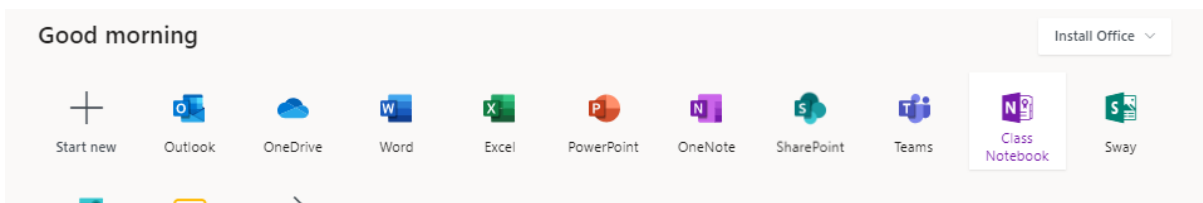


Do not put BOL in front of your email



Some of you may also have a screen that looks like the above. Put in the username and password that you use to log into the computers

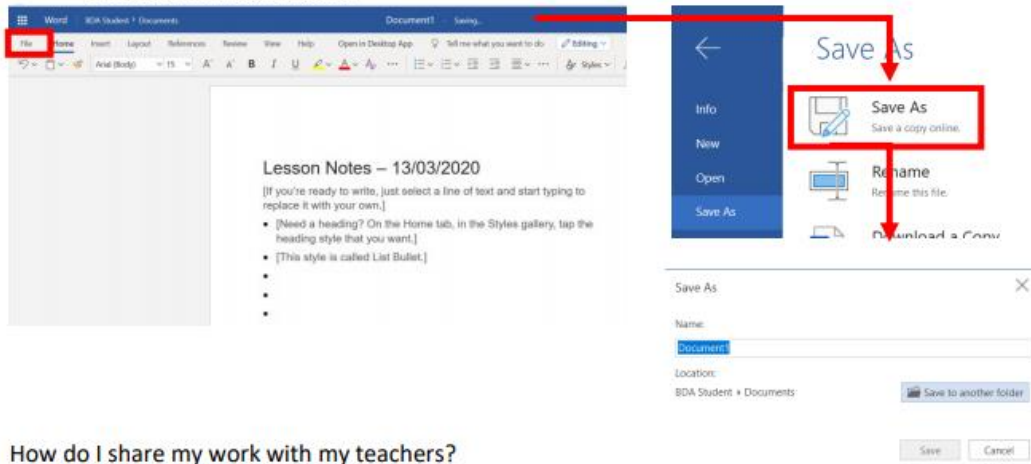
You should then have access to the Office 365 applications



Step 3: Sharing work with your teachers (they may ask you to)

Where should I save work?

- We would recommend that **all work made at home** is saved onto your OneDrive. This can be done by selecting **File > Save As > Save to another folder > Choose a location to save your files.**



How do I share my work with my teachers?

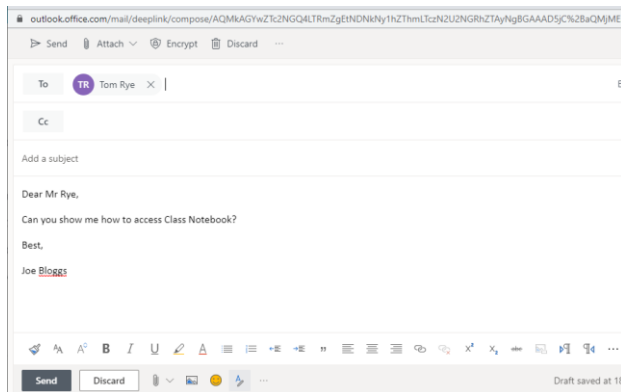
- Once your work has been saved within **OneDrive** you can easily share your work with your peers or teachers. This can be done by selecting **File > Share with People > Teachers Email Address.**

Step 4:

Sending an email to your teacher

Click Outlook then click New Message

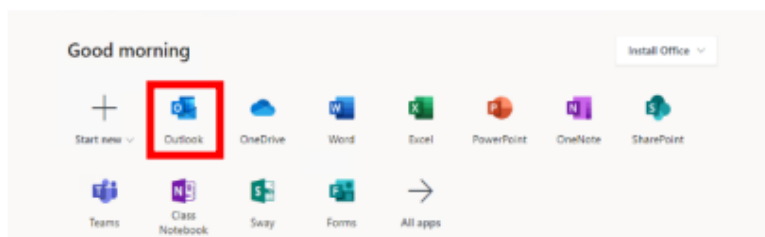
Your email to staff must remain professional and should be signed off properly



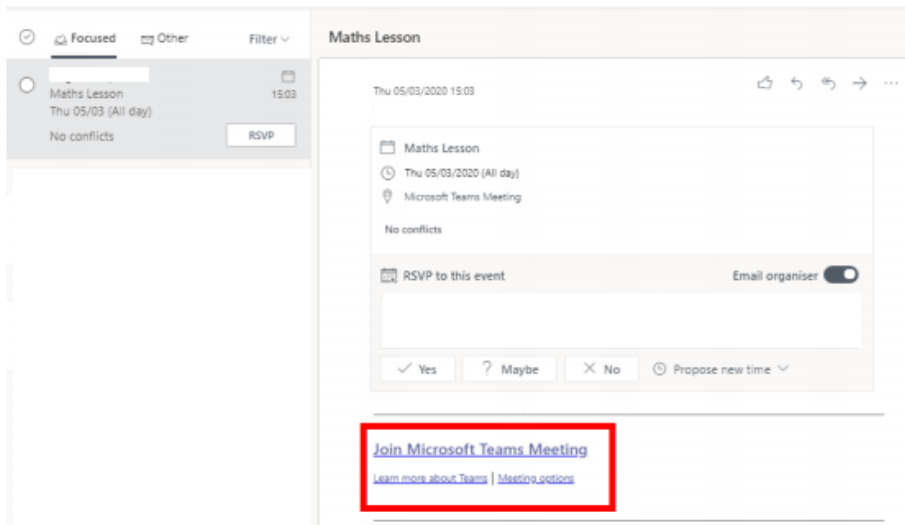
Step 5: Accessing a teams call

Step 2 | Joining Teams Calls for Lessons

1. Once logged in, select **Outlook**, which will load up your emails. Once emails loaded, you'll need to look for your Lesson Invitation from your teacher.



2. Open the email from your teacher and select “Join Microsoft Teams Meeting”.



3. After clicking the link, this will load the Microsoft Teams joining page. If you have similar software installed, you may be prompted to use a software version **however** select “Cancel,” then select “Join on the Web instead”. Enter your **name** and select “Join now.”

Step 6: Joining a Class Notebook

Some of your teachers may share a Class Notebook with you where you can complete work

You can access these by the following steps:

1. One Drive
2. Shared with Me
3. The Class Notebook will be in there