



# 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 if my child doesn't have a laptop?

*All content can be access from a mobile phone if you download Outlook, One Note and Teams. However in a small number of cases we are considering providing laptops for students.*

- My child doesn't have access to Microsoft Teams, is that a problem?

*Nope – students access teams calls through Outlook links. When they click the link they must click the open in web option to join successfully.*

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

*We have recently changed this so it uses Office 365 single sign on – contact your child's Civitas tutor if you are having problems*

The screenshot shows the Office 365 login interface. At the top, there are tabs for 'Staff', 'Parent', and 'Student', with 'Student' selected. Below the tabs are two radio buttons: 'I already have an account' (selected) and 'I don't have an account yet'. There are three input fields: 'Ask Alexandria Academy', 'Enter email address or username', and 'Enter password'. A blue 'Log in' button is prominently displayed, with a yellow arrow pointing to it. Below the 'Log in' button, there is a link 'Or log in with' and a button 'Sign in with Office 365'.

### **Accessing Office 365**

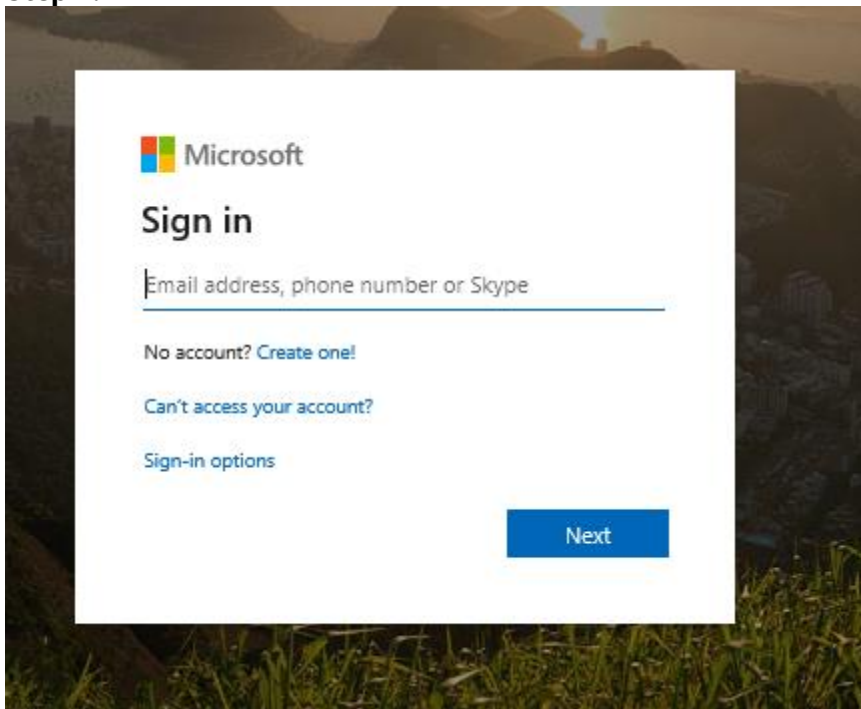
Use this guide to make sure you can access your school IT account – your password for your email is the same as the password you use to log in to the school computer.

#### **Step 1:**

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



Click sign in  
**Step 2:**

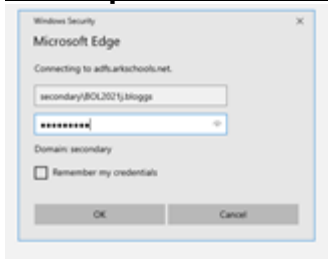


Type in your school email into this section

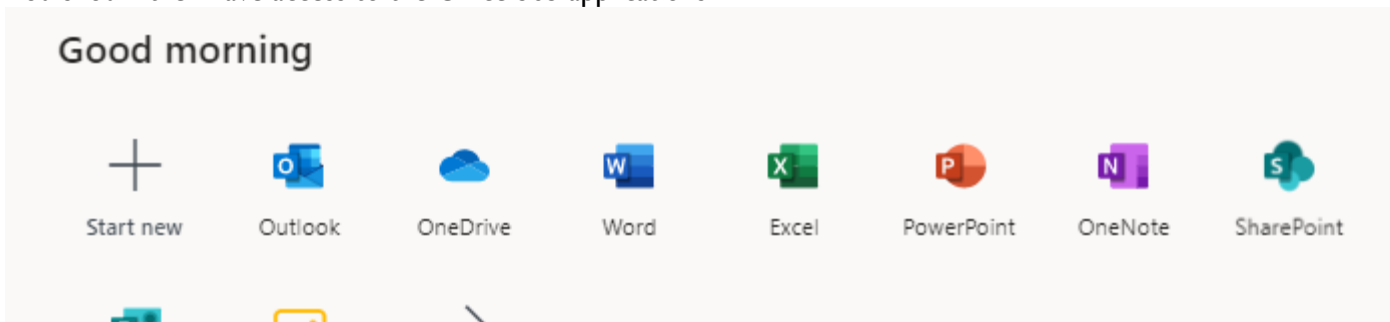
2. When loaded, enter your **school email address**.  
(Email Format = PC Username @ School Name .org)  
(For example, King Solomon would use: 2020a.alpha@kingsolomonacademy.org)



**Do not put BOL in front of your email**



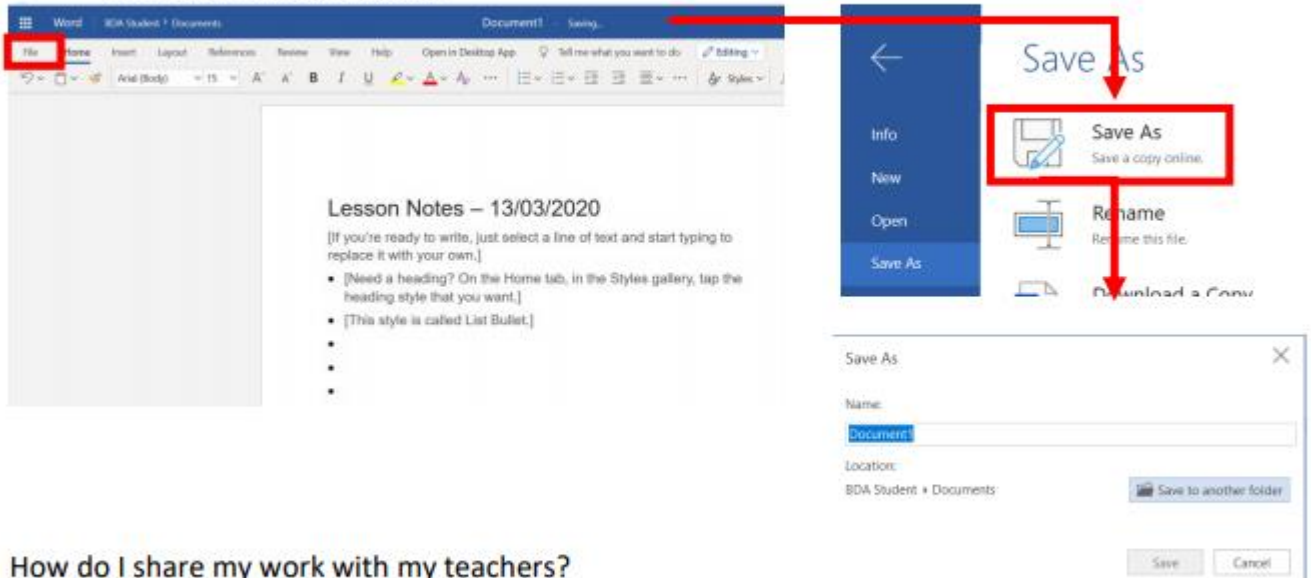
Some of you may also have a screen that looks like the above. Put in the username and password that you use to log into the computers  
You should then have access to the Office 365 applications



### 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 > Chose a location to save your files.**



How do I share my work with my teachers?

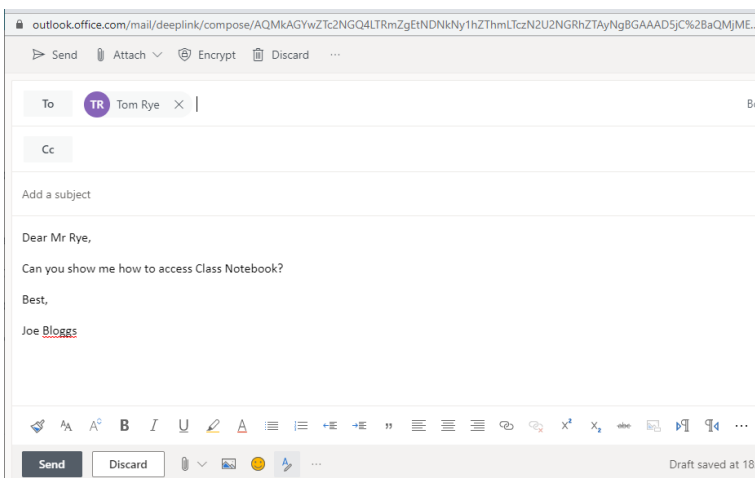
- Once your work has been saved within **OneDrive** you can easily share your work with your peers or teachers. This can be done by selecting **File > Share with People > Teachers Email Address.**

### 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



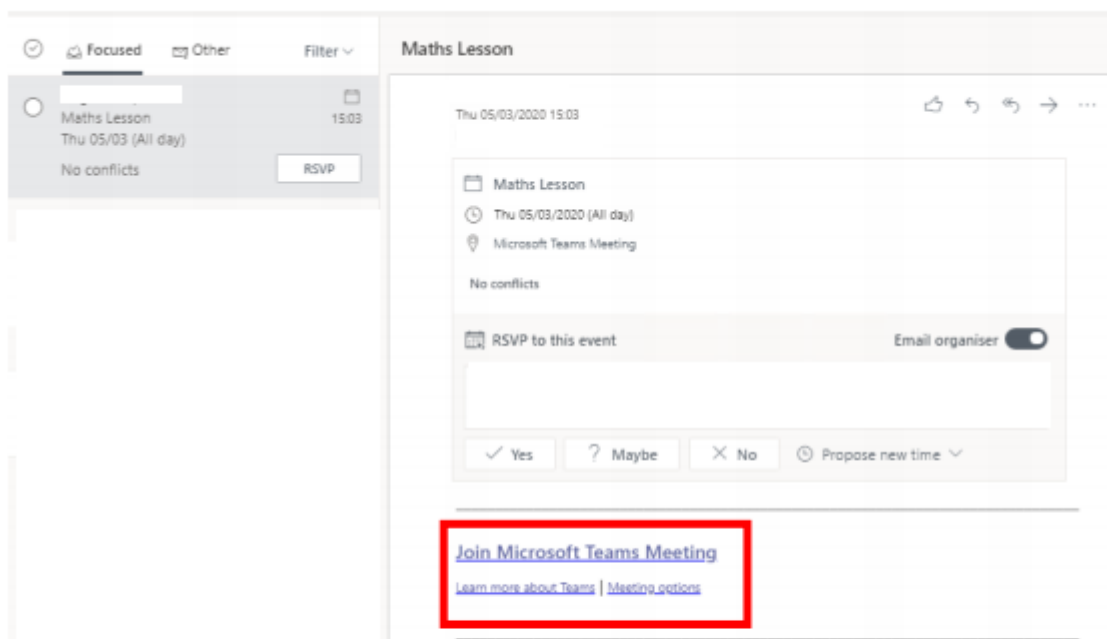
## Step 5: Accessing a teams call

### 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



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5 hours ago

Helen Gougeon