



MICROSOFT 365 STUDENTS AND PARENTS GUIDE



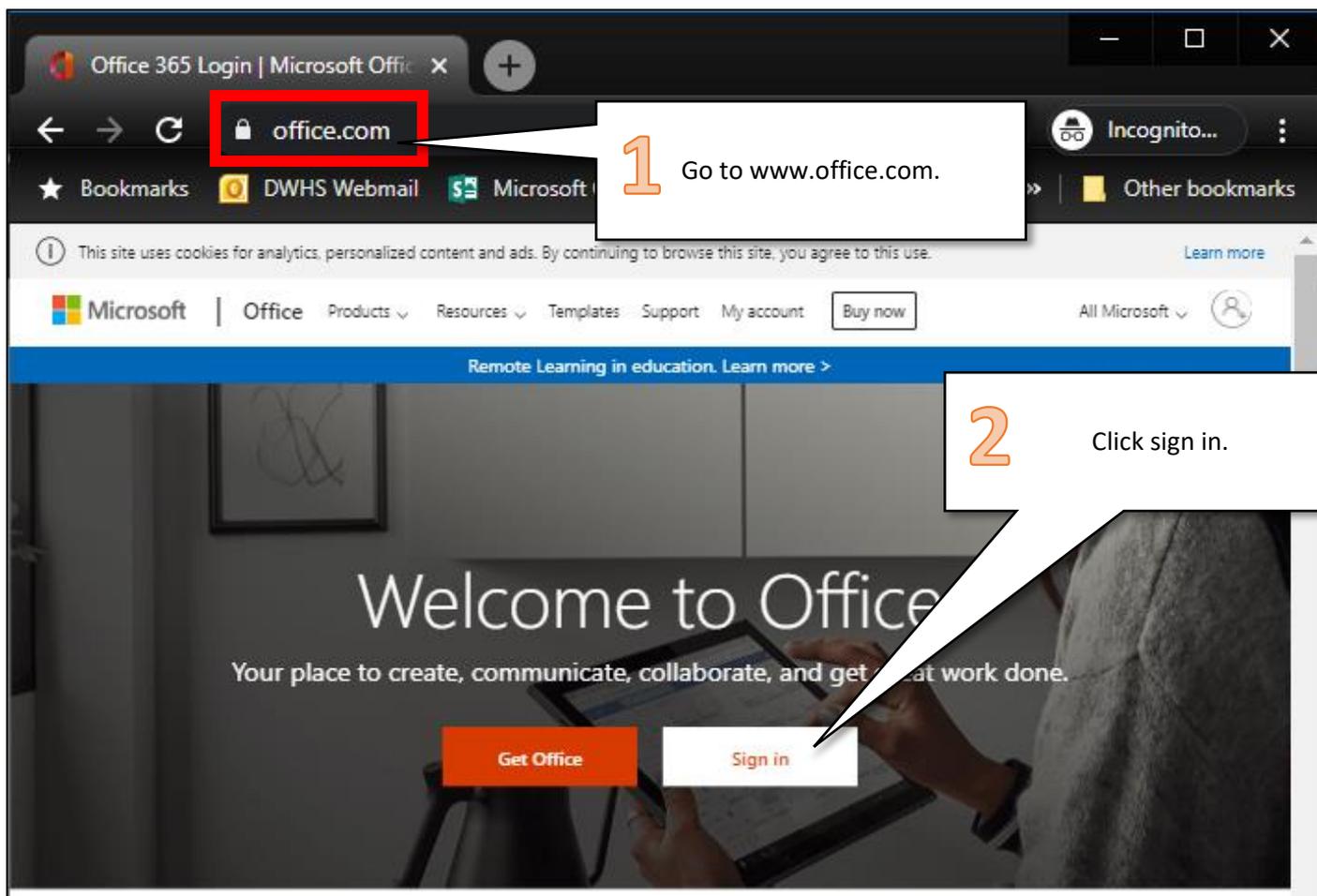
Microsoft Office 365 guide

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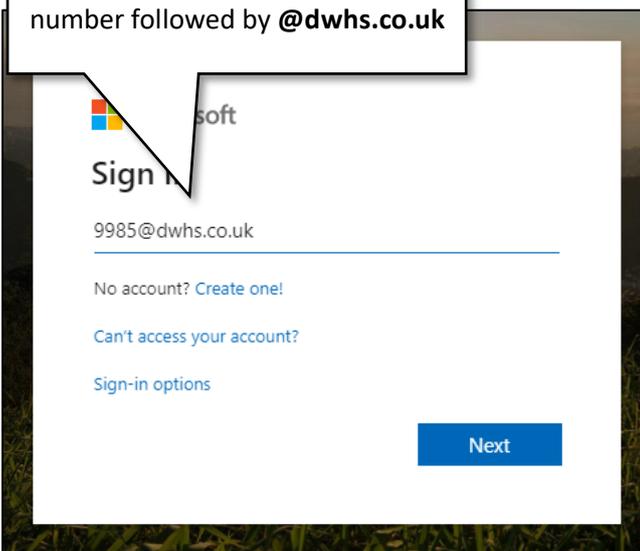
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Using a desktop or laptop

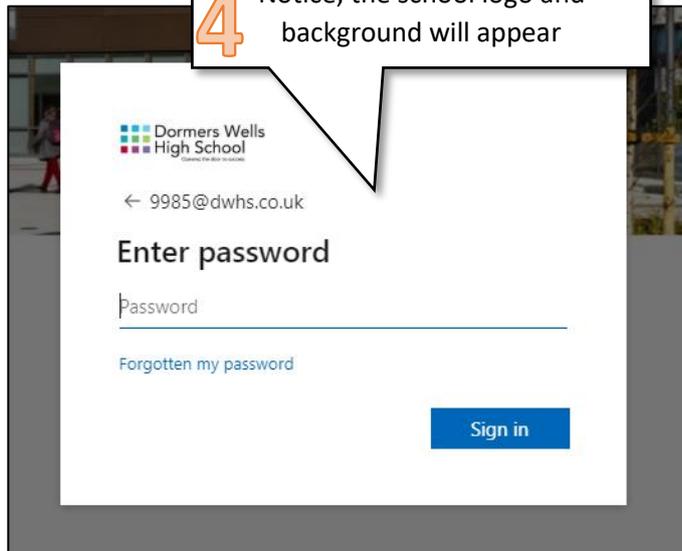
Signing into Microsoft Office 365



3 Use your normal school login number followed by **@dwhs.co.uk**



4 Use your normal school password. Notice, the school logo and background will appear



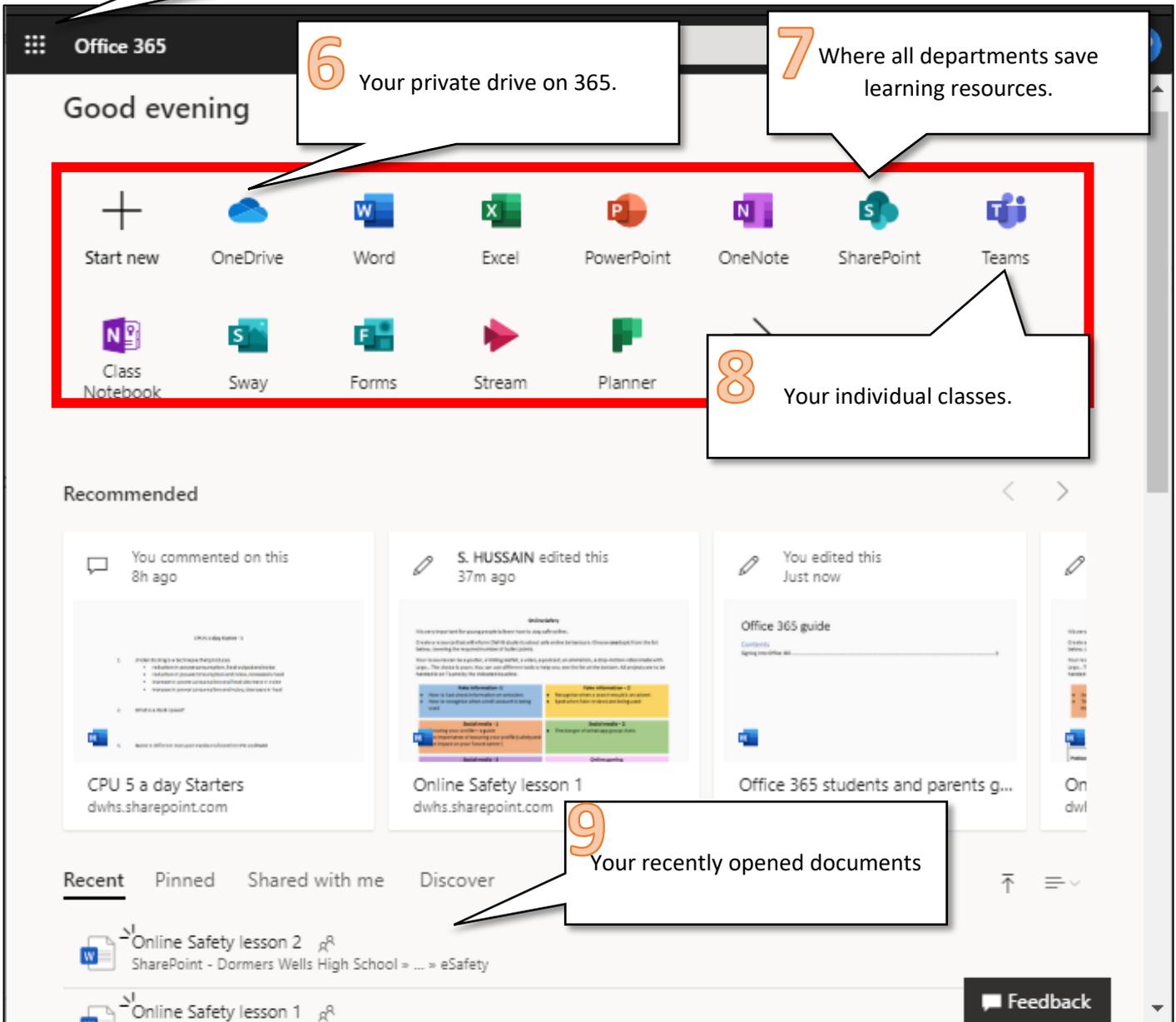
5 The "waffle". Click here in any 365 app to your other apps.

6 Your private drive on 365.

7 Where all departments save learning resources.

8 Your individual classes.

9 Your recently opened documents

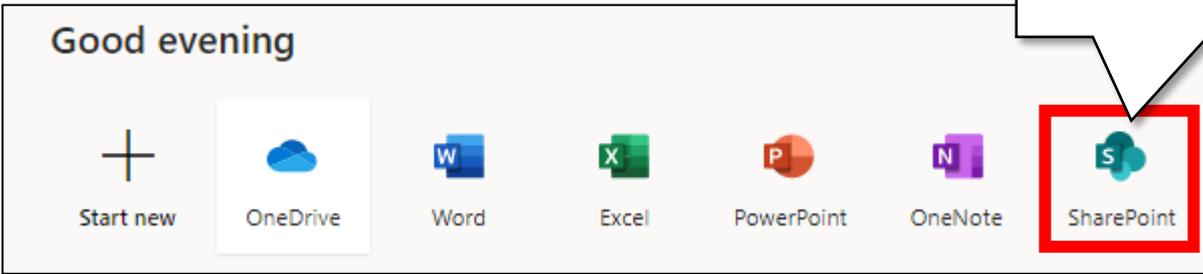


Finding resources

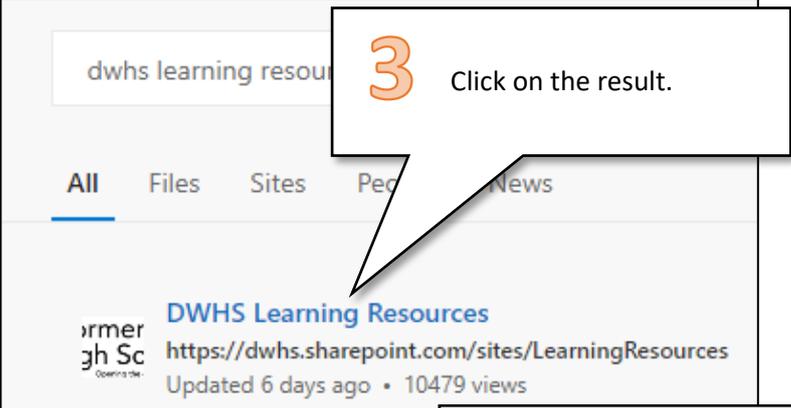
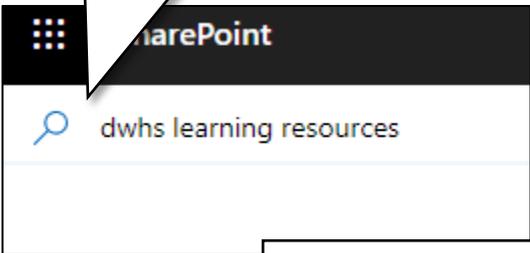
Your teachers save extra resources for you in DWHS Learning Resources.

To access these resources:

1 Open SharePoint from 365.



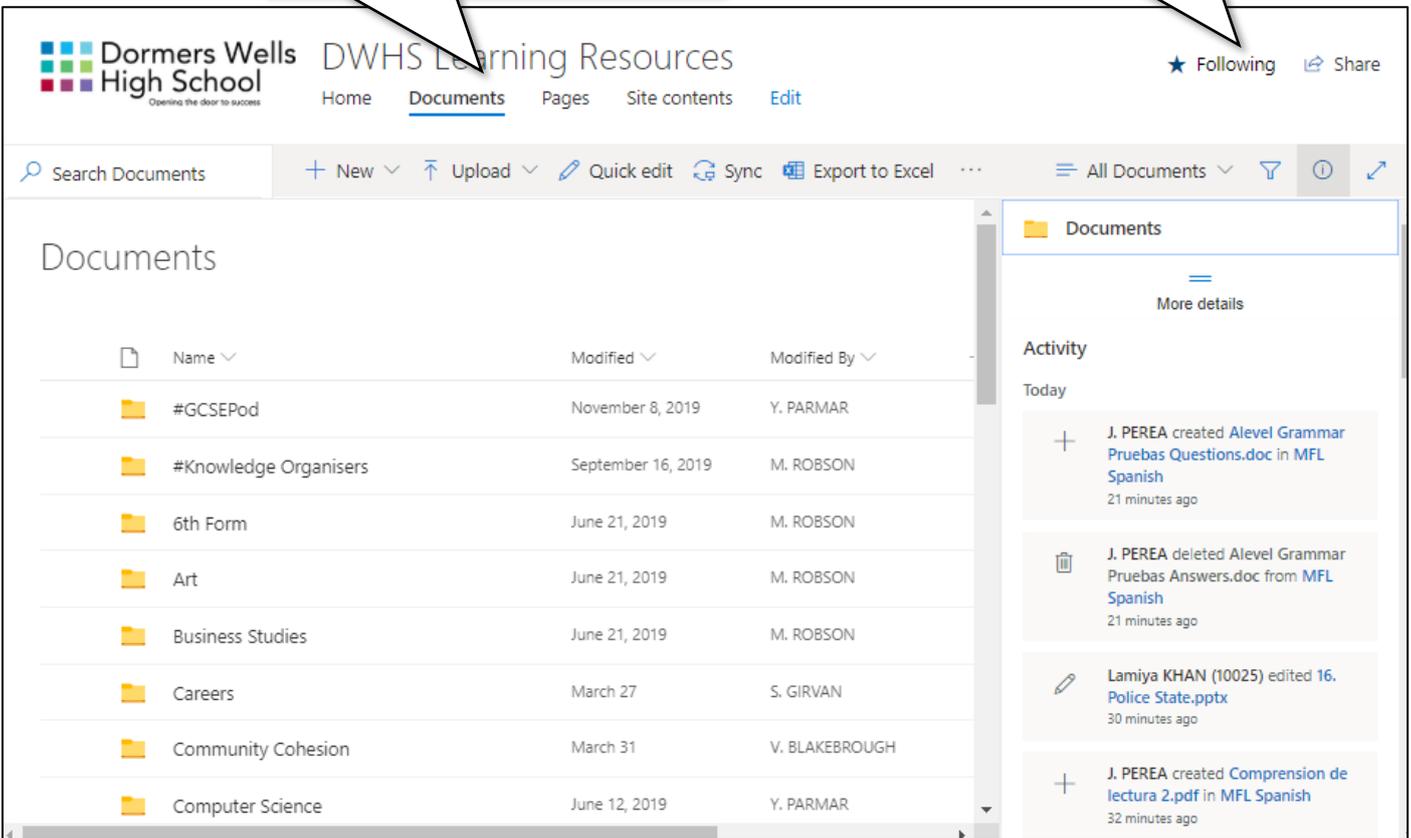
2 Search for DWHS Learning Resources.



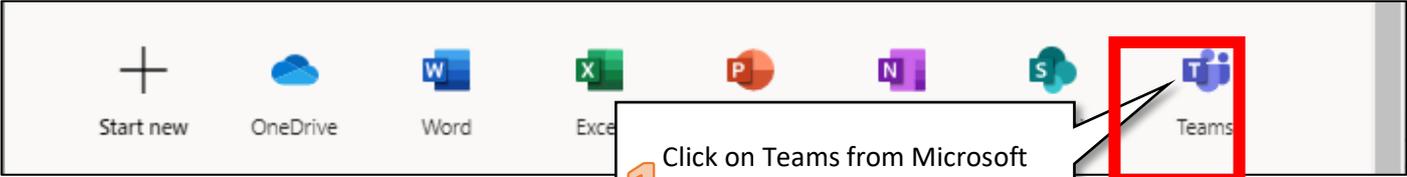
3 Click on the result.

5 Click Documents to find all the resources you need.

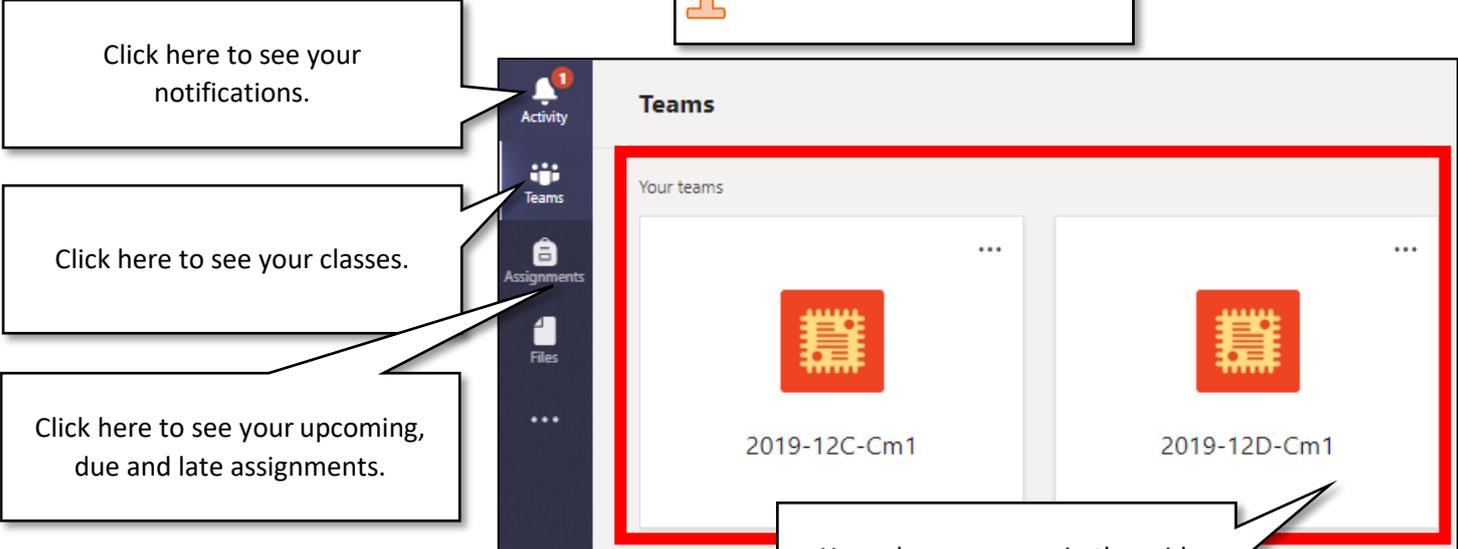
4 Click following to make the site appear in your favourites sidebar next time you open SharePoint.



Using Teams to see your set work



1 Click on Teams from Microsoft Office 365.



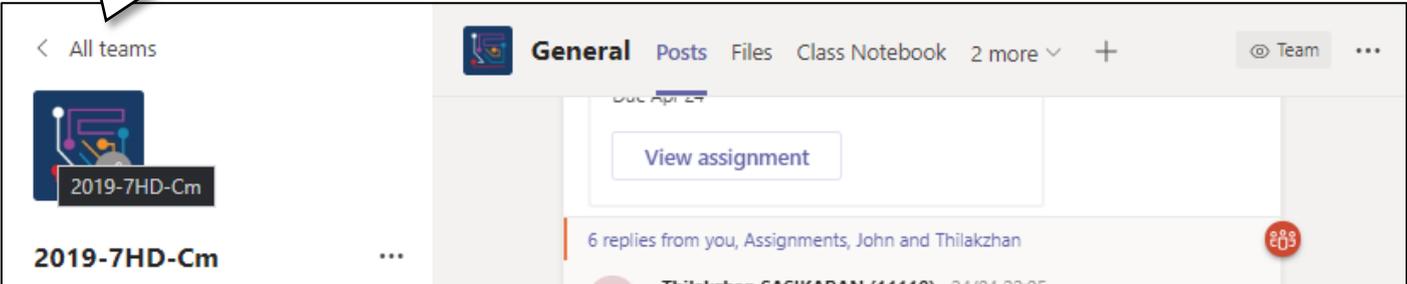
Click here to see your notifications.

Click here to see your classes.

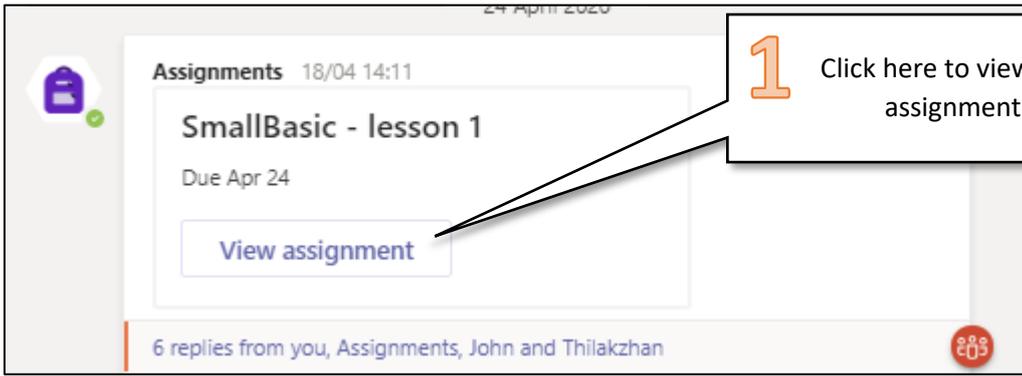
Click here to see your upcoming, due and late assignments.

3 Click here to go back to all your classes.

2 Your classes appear in the grid, click on one to open it.



Completing an assignment



24 April 2020

Assignments 18/04 14:11

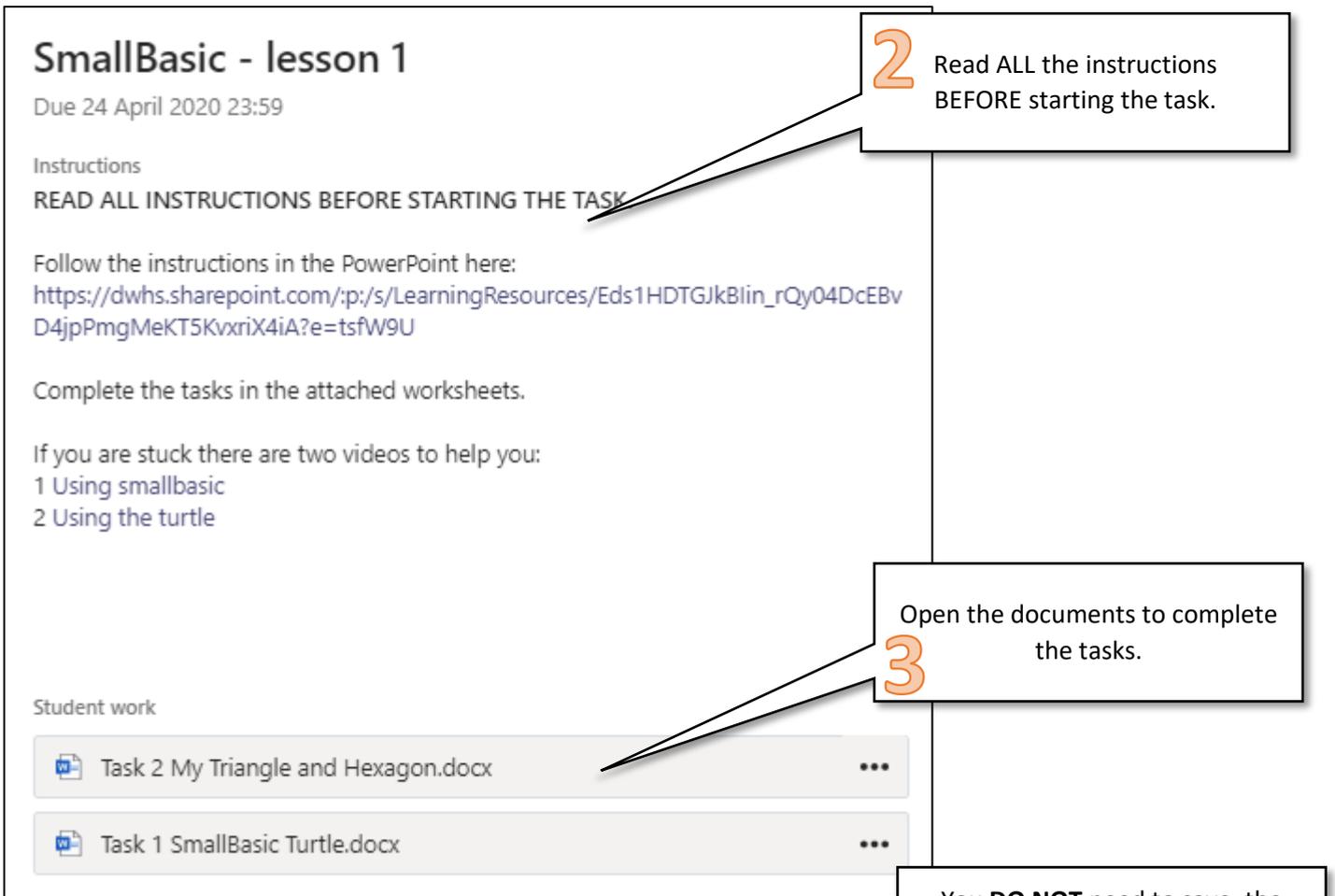
SmallBasic - lesson 1

Due Apr 24

[View assignment](#)

6 replies from you, Assignments, John and Thilakzhan

1 Click here to view your assignment.



SmallBasic - lesson 1

Due 24 April 2020 23:59

Instructions

READ ALL INSTRUCTIONS BEFORE STARTING THE TASK

Follow the instructions in the PowerPoint here:
https://dwhs.sharepoint.com/:p/s/LearningResources/Eds1HDTGJkBlin_rQy04DcEBvD4jpPmgMeKT5KvxriX4iA?e=tsfW9U

Complete the tasks in the attached worksheets.

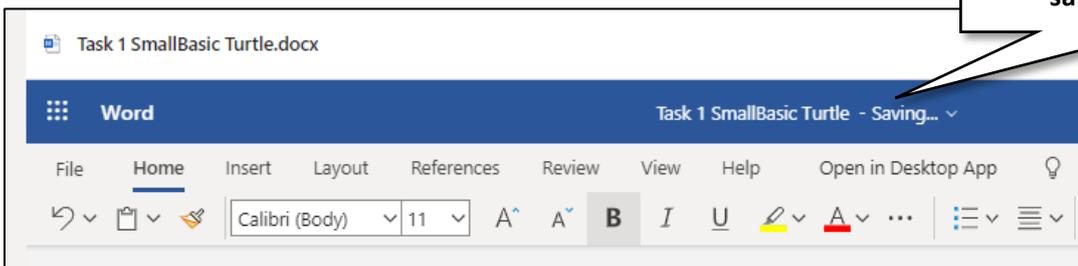
If you are stuck there are two videos to help you:
1 Using smallbasic
2 Using the turtle

Student work

- Task 2 My Triangle and Hexagon.docx
- Task 1 SmallBasic Turtle.docx

2 Read ALL the instructions BEFORE starting the task.

3 Open the documents to complete the tasks.



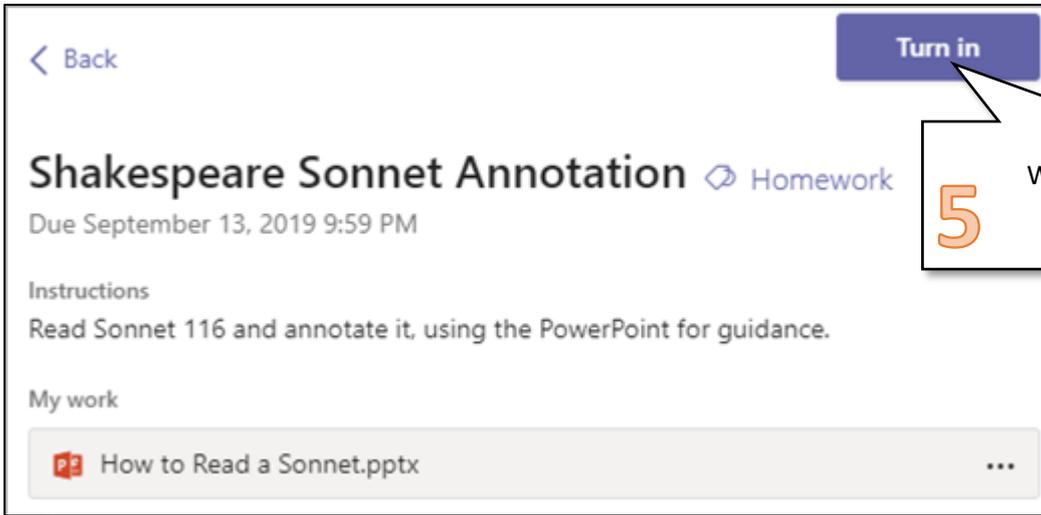
Task 1 SmallBasic Turtle.docx

Word Task 1 SmallBasic Turtle - Saving...

File Home Insert Layout References Review View Help Open in Desktop App

Calibri (Body) 11 A A B I U

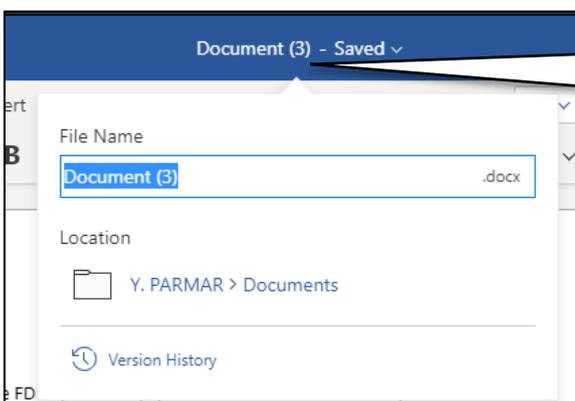
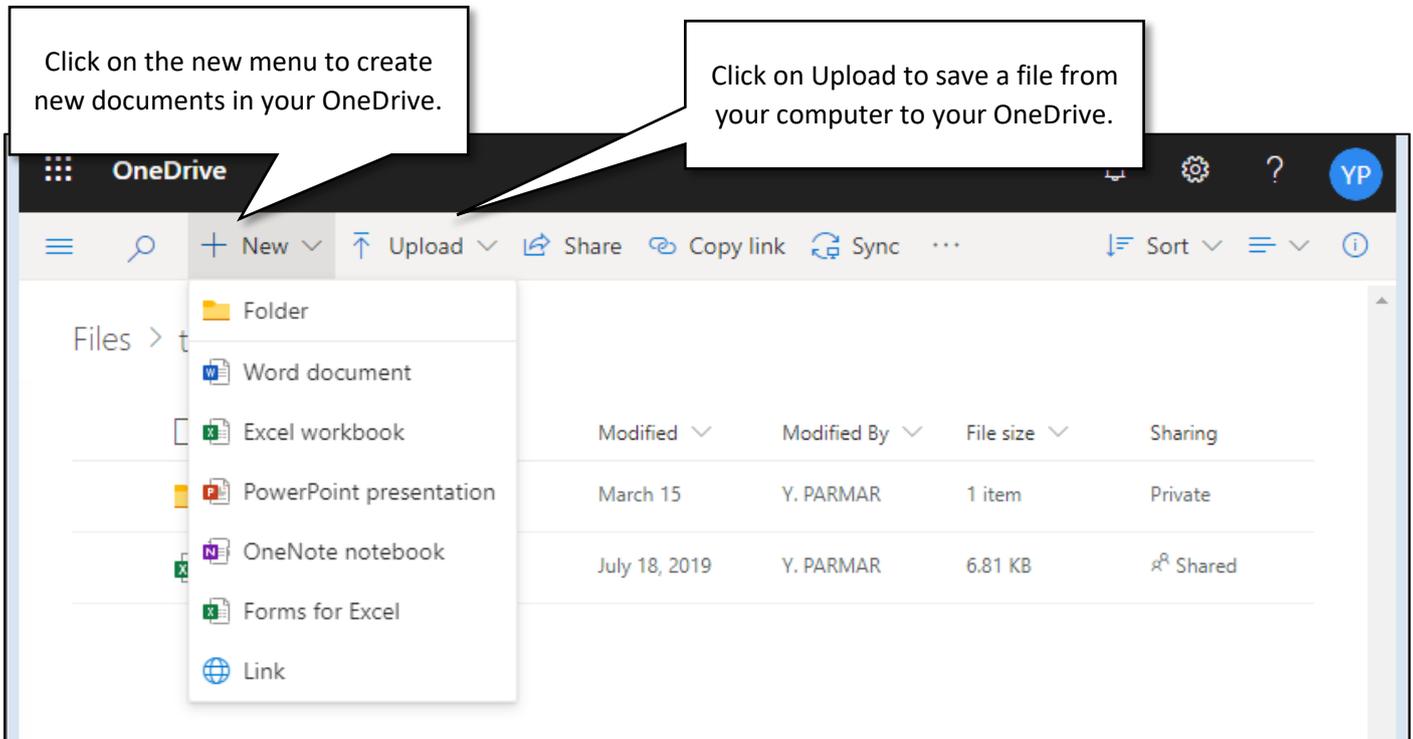
4 You **DO NOT** need to save, the document, it will **automatically save** in the assignment.



5 When you are done, click Turn in.

Using OneDrive to save your files

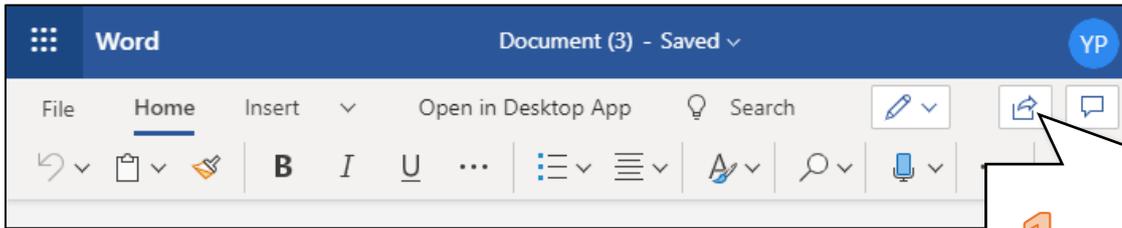
OneDrive is your own personal storage space for files. **You do not need to click save on documents** that you are working on in your OneDrive, they save automatically.



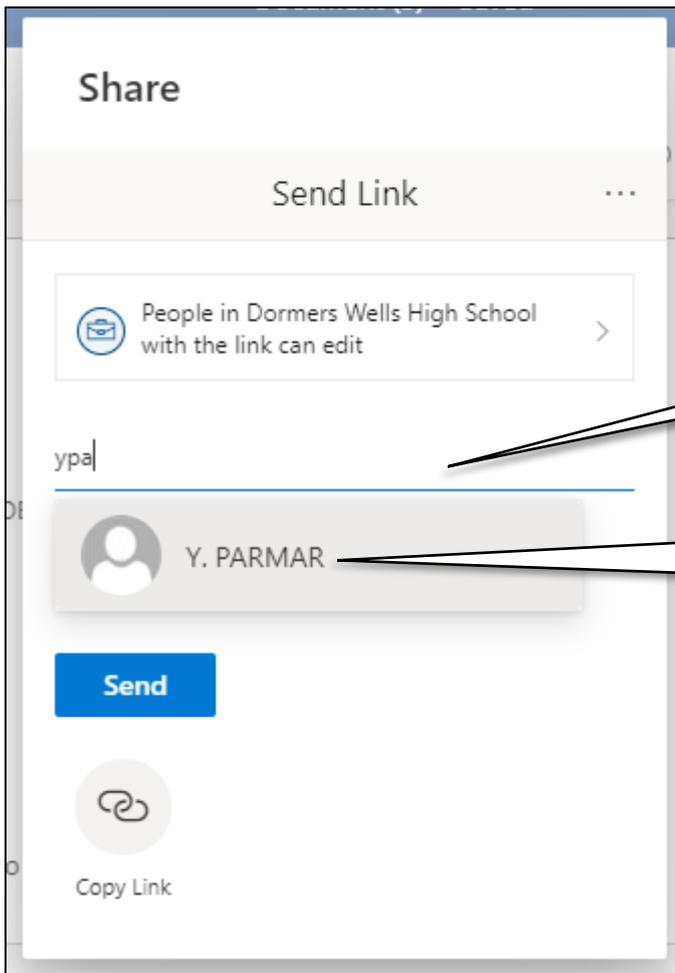
Click on the document name to change the title.

Sharing work on OneDrive

You can share your document with your teacher or fellow students to let them review your work.



1 Click on share...

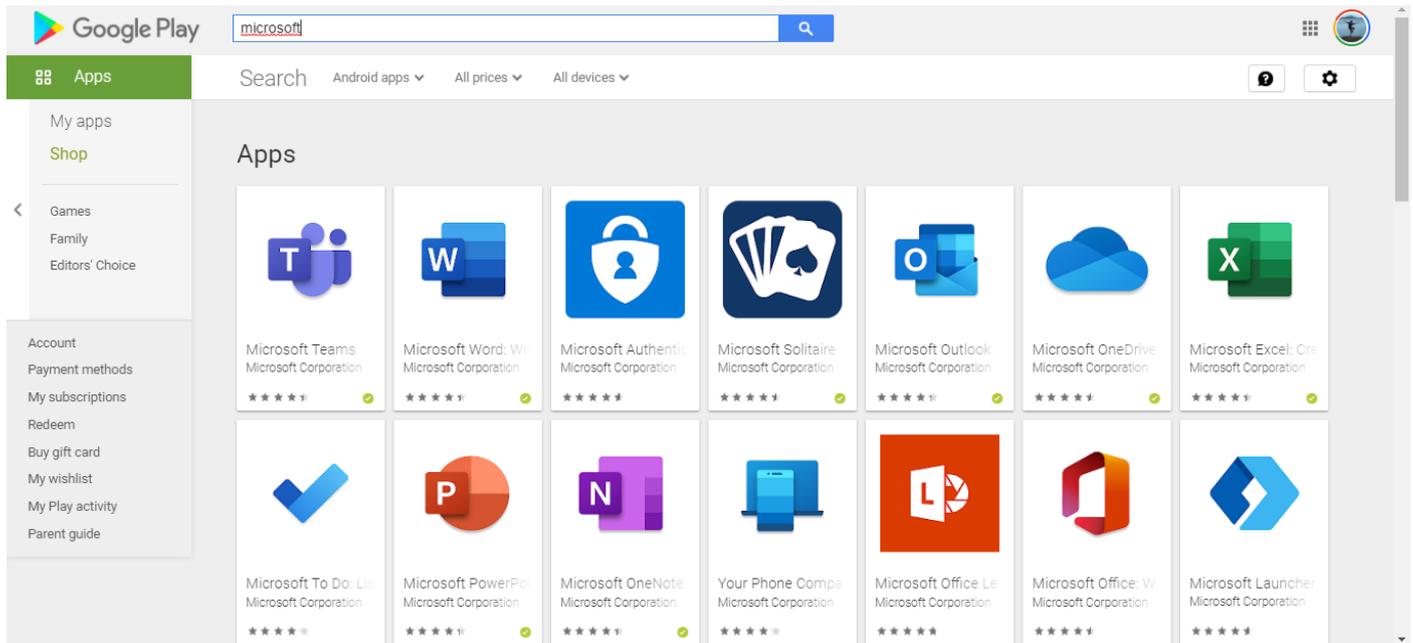


2 Start typing your teacher's name and they will pop up in the list.

3 Select their name, then click share.

Using Office365 on my phone or tablet

Microsoft currently offer most of their apps for free for phones and tablets. Go to your app store and search for **Microsoft**.



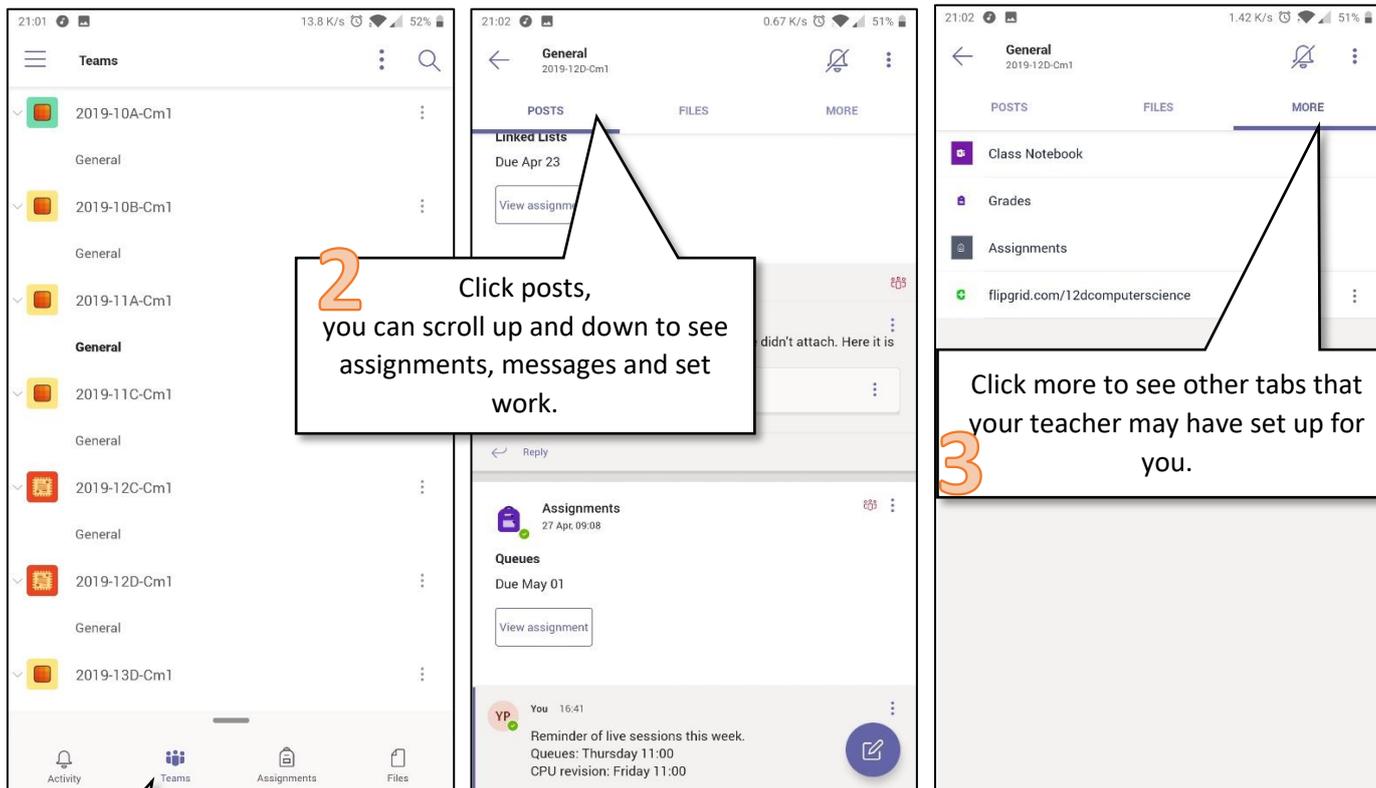
Setting up Teams and signing in

1 Click sign-in.

2 Enter your normal school username followed by **@dwhs.co.uk**. Use your normal school password.

3 Click activity to see your notifications.

Checking your class for announcements and work

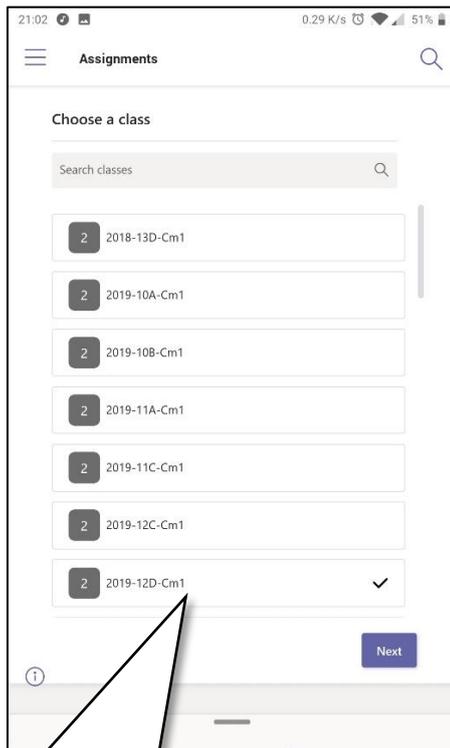


2 Click posts, you can scroll up and down to see assignments, messages and set work.

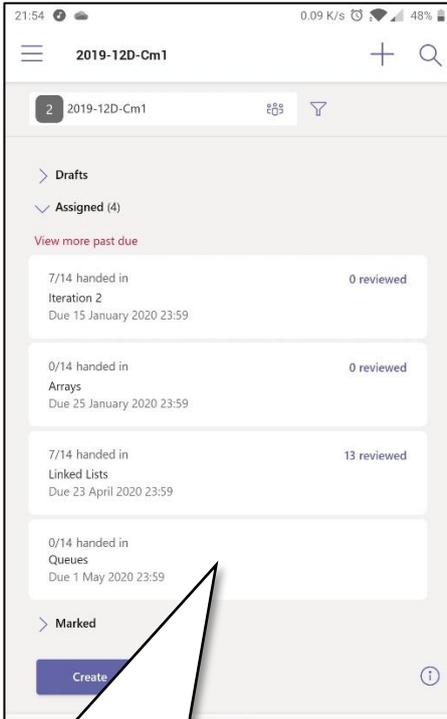
3 Click more to see other tabs that your teacher may have set up for you.

1 Click **Teams** to see your classes.

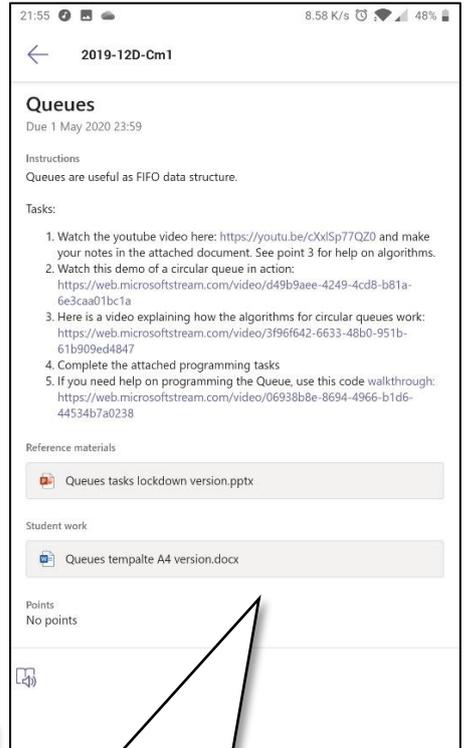
Checking for assignments



1 Select your class and press next.



2 Select your assignment.



3 Review your assignment and work on any documents you need to edit.

Using the OneDrive App to share photos of your work

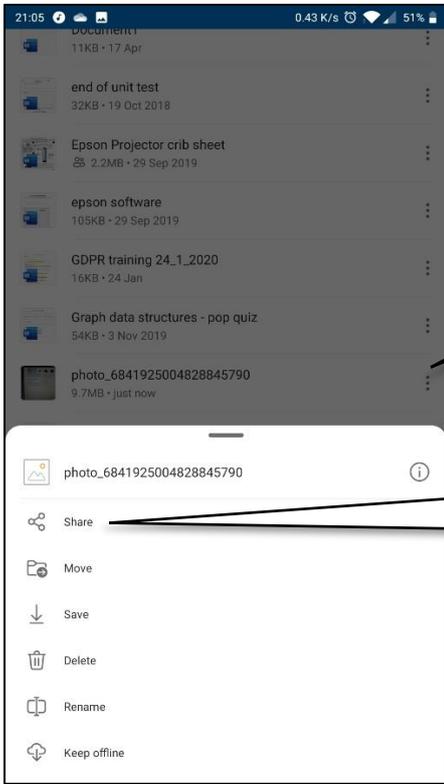
Open the OneDrive app on your phone and sign in the same way you signed in to Teams (page 8).

1 Click the + logo.

2 Select take a photo.

3 You will need to allow the app to access your camera.

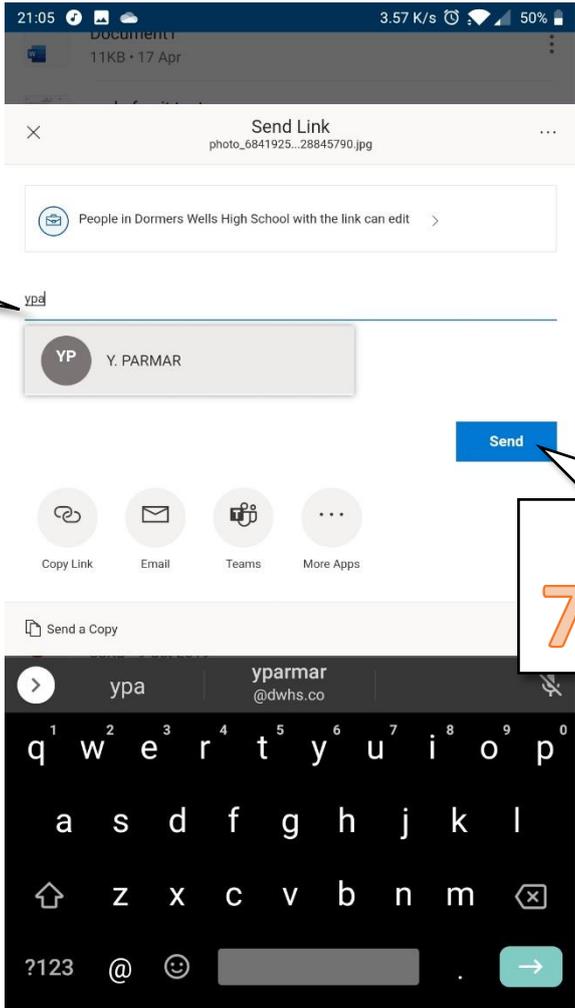
4 Click through when you are happy with your picture.



5 Click the three dots next to the file you want to share.

6 Select **Share**.

6 Start to type the first few letters of your teacher's name, then select them from the drop-down menu.



7 Click send.

Other available apps

As shown above, Microsoft have a number of other apps available that you can use to support your work. These are:

- Word
- PowerPoint
- Excel
- SharePoint
- OneNote
- Office Lens (to scan your written work and put into OneDrive)
- Maths solver
- To do list