

## Microsoft Teams crib sheet

Following the government's announcement, all students at Derby Cathedral School will be carrying out remote learning at home from Monday 4<sup>th</sup> to Friday 8<sup>th</sup> January – returning to school on Monday 11<sup>th</sup> January.

**All lessons content will be provided through Microsoft Teams, with work uploaded by teachers for Monday 4<sup>th</sup> January, and live lessons being taught from Tuesday to Friday; students will follow their normal school timetable.**

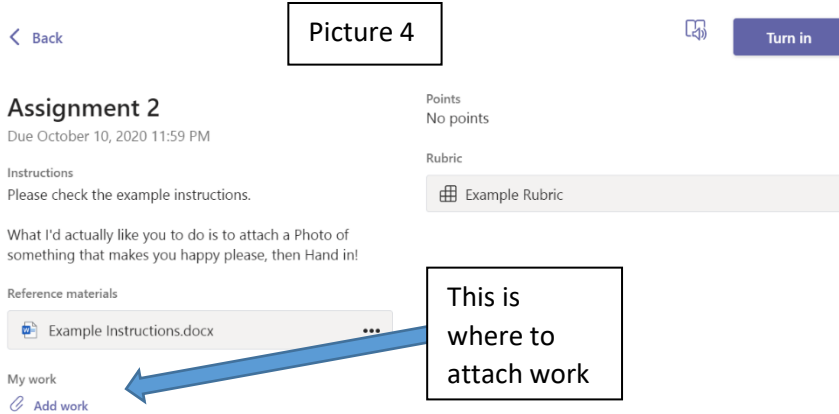
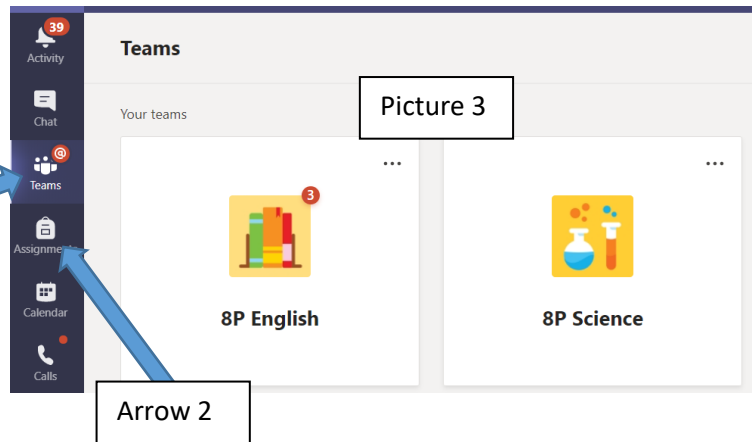
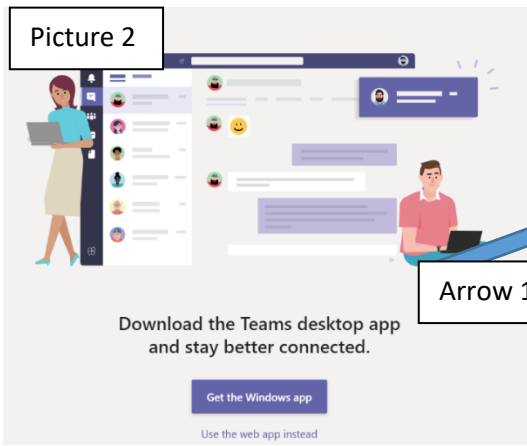
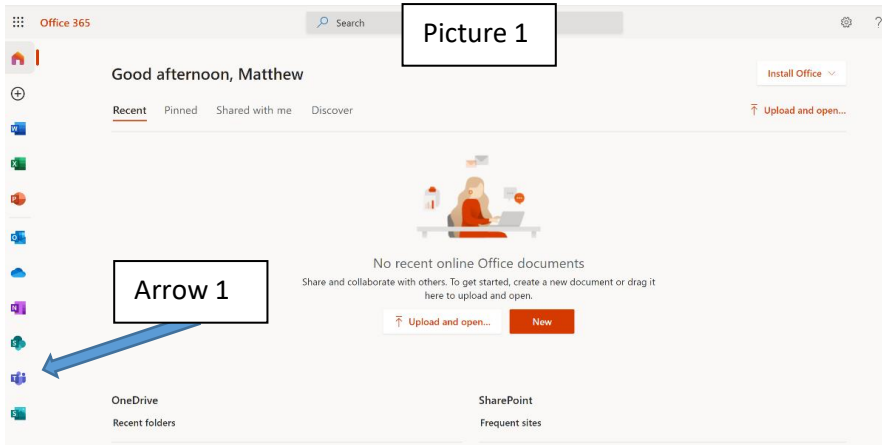
All students have been instructed on how to access Teams, the below guide is designed help you to support your child should you need it.

### **Logging on to Microsoft Teams**

When using on a web browser it works much more smoothly using Google Chrome. Teams can also be downloaded for free to most devices for ease of access.

To log into Microsoft Teams:

- Either open the app, or on a web browser, go to [www.office.com](http://www.office.com)
- If the latter, click sign in
- Students emails are formed of the year of their start, the first letter of their first name, and their surname followed by @derbycathedralschool.org.uk
- Y7 – [20astudent@derbycathedralschool.org.uk](mailto:20astudent@derbycathedralschool.org.uk)
- Y8 – [19astudent@derbycathedralschool.org](mailto:19astudent@derbycathedralschool.org)
- Y9 – [18astudent@derbycathedralschool.org.uk](mailto:18astudent@derbycathedralschool.org.uk)
- Their password is their normal school password.
- If for any reason they do not know their password, please email [info@derbycathedralschool.org.uk](mailto:info@derbycathedralschool.org.uk) and this will be reset but there may be a delay.
- If using the App this should take you to the homepage for Teams
- If using a Web Browser see image below - Picture 1. Teams is the blue app down the side with the letter T, see arrow 1. This screen is also where students access Word, PowerPoint and Excel to complete work.
- You will then see the screen in picture 2, this is your choice, but if using Google Chrome, the web app works well.
- Picture 3 – how to access specific teams and subjects please click Teams (Arrow 1) and to see all currently assigned homework, click Assignments (Arrow 2)
- Assignments can be quizzes or can be work that need to be submitted. The latter is shown in picture 4 below, and the attach button is how they upload work, followed by the 'Hand in' button.



**Not sure of their timetable?**

If you are unsure of what lessons your child has, click on 'calendar' and you will see their lessons for each day.

