



Pupil user guide – Online Learning

Welcome to online learning! This guide is your go-to resource for navigating virtual classrooms.

First, you will need to login to Office365 using your school email address and password. Your school email address is your school login with @greatsankey.org at the end. For example, 22SmithJ@Greatsankey.org. Your password is the same password you use to login at school.

Step 1


Go to Office 365 and click login.

The screenshot shows a Google search interface. The search bar contains the text "office 365". Below the search bar are several filters: "Login", "Download", "Images", "Portal", "Mail", "Free download", and "Subscription". The search results show "About 1,450,000,000 results (0.29 seconds)". The first result is for "Microsoft 365" with the URL "https://www.office.com". Below the result title is the text "Microsoft 365: Login" and a description: "Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, workbooks, and presentations online, ...". There are two links: "Sign in" and "Microsoft Forms".

Google office 365 X | 🔊 🌐

Login Download Images Portal Mail Free download Subscription

About 1,450,000,000 results (0.29 seconds)

 Microsoft 365
https://www.office.com

Microsoft 365: Login

Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote. Save documents, workbooks, and presentations online, ...

[Sign in](#)

Microsoft 365 Apps admin center. Sign in · Legal · | · Privacy ...

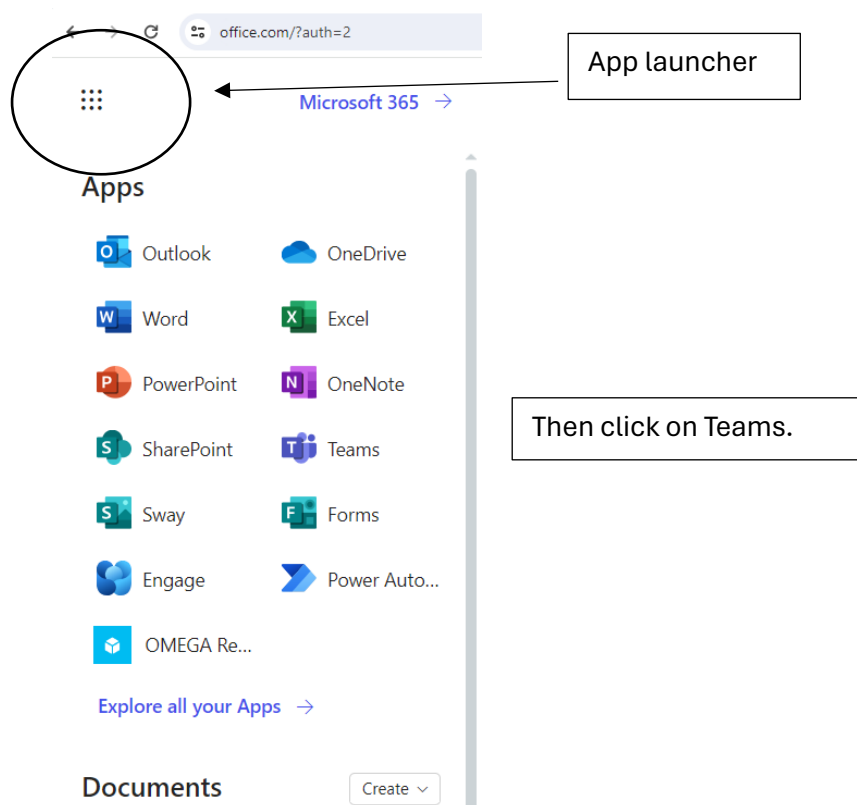
Microsoft Forms

Use Microsoft Forms to easily create online surveys, forms ...



Step 2

Once you are logged in you can click on the 'App Launcher'



Alternatively

You can access Microsoft Teams by logging in to the Student Portal on our school website as shown:





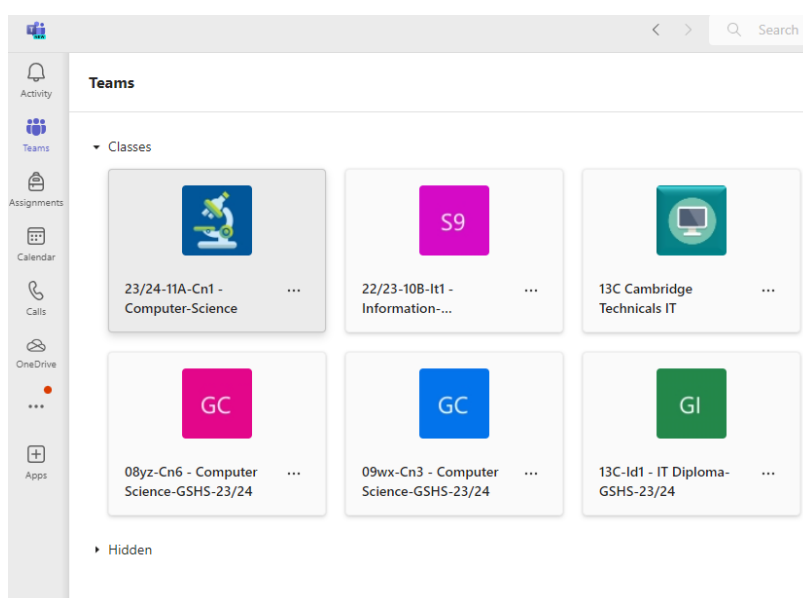
If accessing Microsoft Teams through the Student Portal, once you have entered your Microsoft 365 login details which is your school email address:

username@greatsankey.org followed by your school computer password, you can simply click the Teams icon under Student links:



Step 3

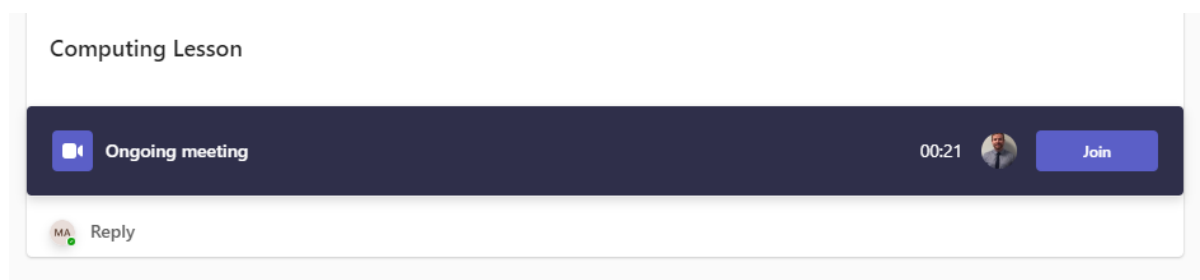
A list of your classes will then appear. You will need to click on the correct class as per your timetable.





Step 4

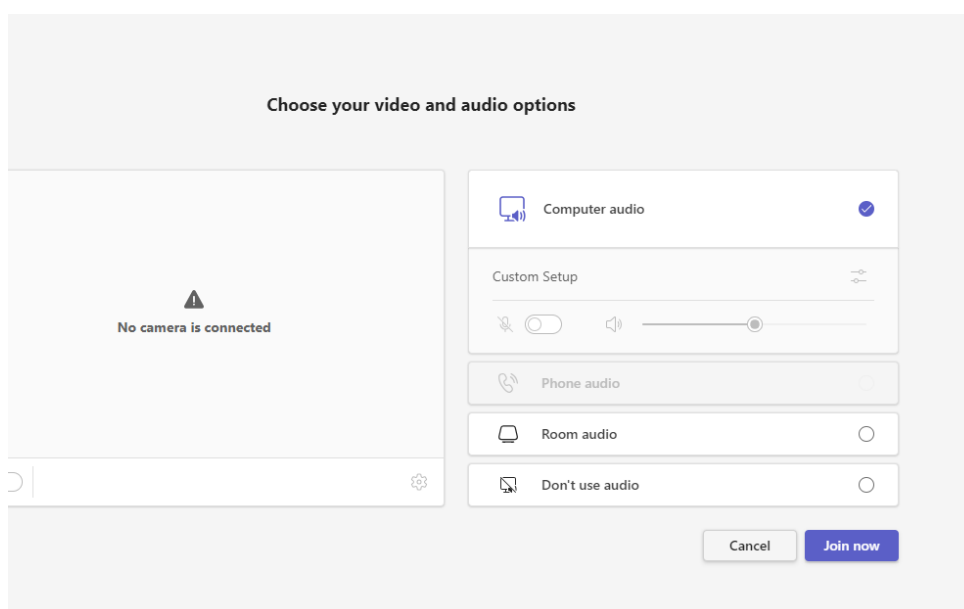
In the 'general' section you will see a link to your live lesson. Click 'Join'.



Step 5

You will then be asked to select your audio/camera options.

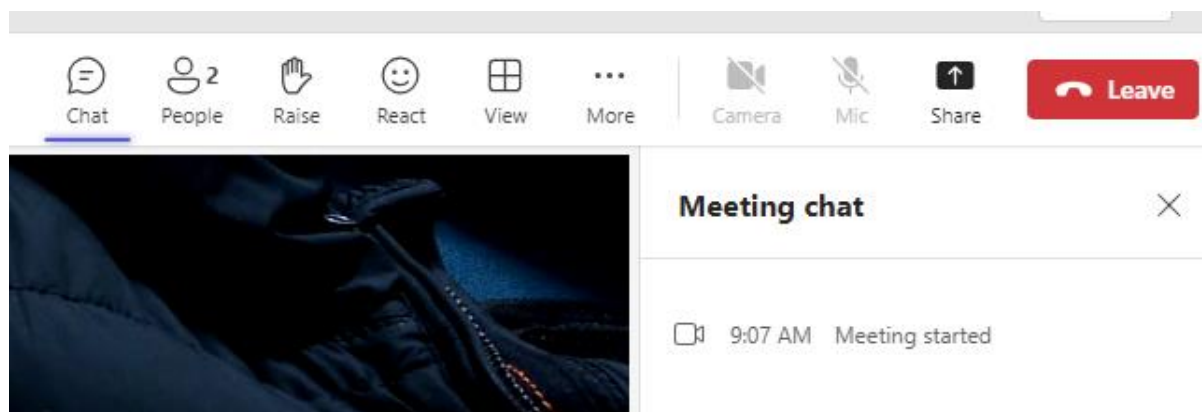
Then click 'Join now'.





Step 6

You are now in the live lesson. You will have an options bar at the top. If you click the chat button, you will be able to answer the register/questions etc. from your teacher.



Step 7

Enjoy your lesson.

Live Lesson Expectations



Please make sure all microphones and cameras are off.

Remember – all live lessons are recorded.

If you have a question, this can be asked in the chat section at the top of Microsoft Teams. This function is **not** for having a chat with your friends and **should only** be used for asking and answering questions related to your lesson.

GROWTH RESPECT EXCELLENCE ASPIRATION TEAMWORK