



'How to' Student and Parent user guide for Accessing work via Microsoft Teams:

Students should access the on-line work that has been prepared by their teachers by taking the following steps:

1. From the school website www.bircheshead.org.uk click LIFE@BIRCHES (This will be in the menu if accessing via a smartphone)
2. Click STUDENTS-including examination tips
3. Click STUDENTS or SUBJECTS
4. Log in using your email address (.....@bircheshead.org.uk) and password. Your email address is the usual one you use for school laptops. For KS3 your password is on the sticker given to you in form time. We will be posting home all usernames and passwords in due course. You can also contact main reception who can forward your query accordingly.
5. Click on the 'App Launcher' which is the icon with 9 dots in the top left corner of the screen
6. Click on Teams
7. This opens Microsoft Teams, where your classes will appear for each teacher
8. Click on a class to view the work assigned by date. The date is when you would normally have a class if you were physically in school. But now you are in 'virtual school'

You should complete all work set by your teacher by either:

- Completing them on-line using Microsoft teams. Your answers will be visible to your teacher, who may give you feedback. Don't worry, you won't affect the original copy and your copy will be saved.
- Writing answers in your work book. This is the green exercise book given to you in form time and you can use this for all work from all subjects. Just make sure you write the date and title in your book, so you know which lesson you have completed.
- Doing suggested tasks such as reading information and PowerPoints to help you write your answer

You can access and complete work online by using your laptop or smart phone or tablet.

If you do not have internet access please contact us in school, and the school office will post work home to be completed on sheets or in books. Please try to stick work sheets in your books neatly, to keep all work for the lesson in one place.

Your teachers will be monitoring the work you complete, and we will contact home if you appear to be falling behind or not completing work unless we know that you have not got internet access.

We hope you enjoy learning in your 'virtual school' and that you continue to do your best and to 'Aspire to be More'