

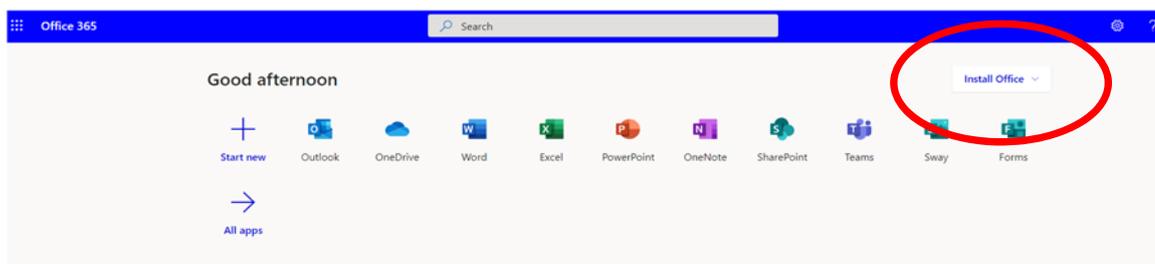
## Accessing your lessons whilst absent

If you are absent from school but well enough to work it is important that you continue to access your lessons. You need to do this through Microsoft Teams.

### Step 1: Download Teams on a home device.

If you have a laptop or computer:

- Teams comes with the Office 365 package which you may already have downloaded.
- Google 'Office 365'; log in with your school email address and password. Your email address is your student number which you use to log in @cathedral.trinitymat.org
- You will get this screen:



Click here to download

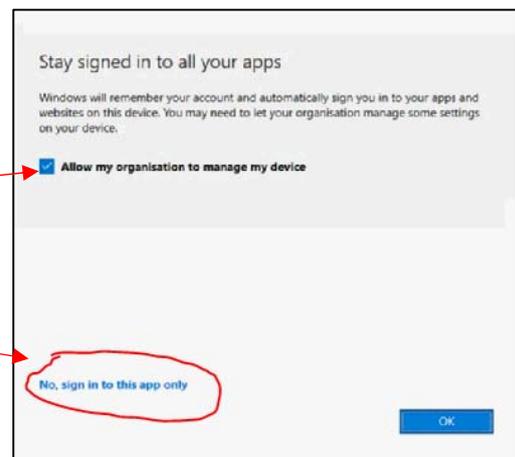
When you click the Teams icon you will be prompted to download the desktop application. Follow the instructions on screen.

On a tablet or phone, go to your app store/ play store and download the Teams app.

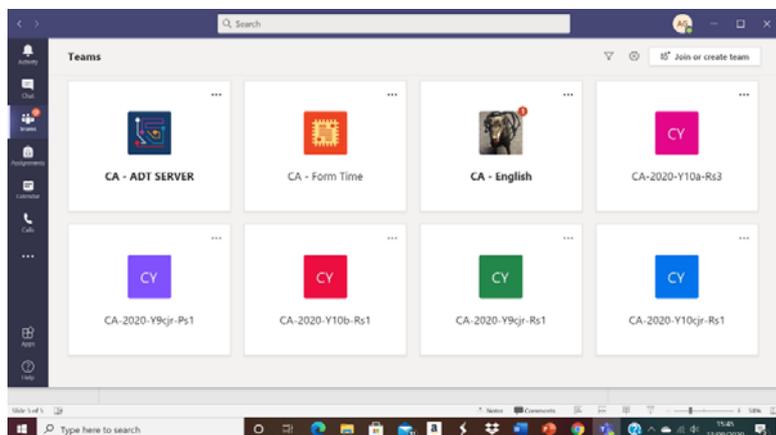
### Step 2: Log in

Once you have downloaded the app or installed Teams on your computer you can log in with your normal school email address and password.

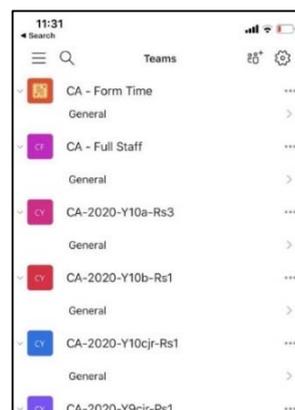
If this screen appears please **untick** the box which says 'Allow my organisation to manage my device' and instead click 'No sign into this app only' – as circled in red.



When logged in our main Teams page will look like this:

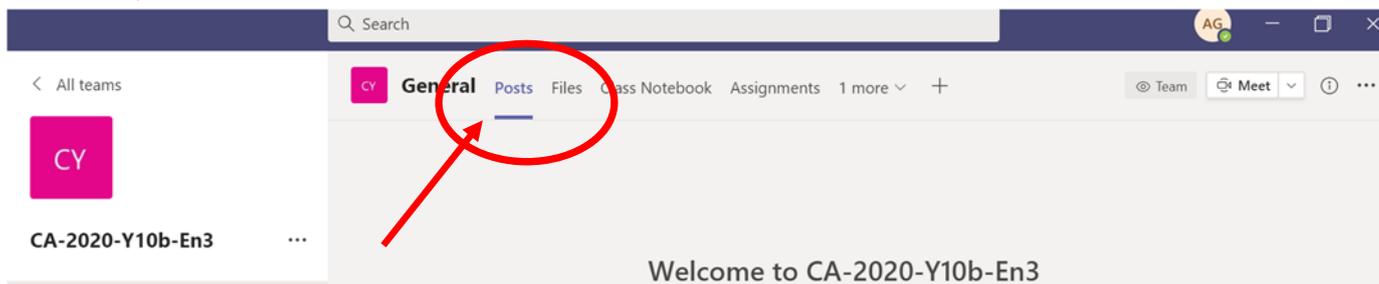


Or on a mobile:

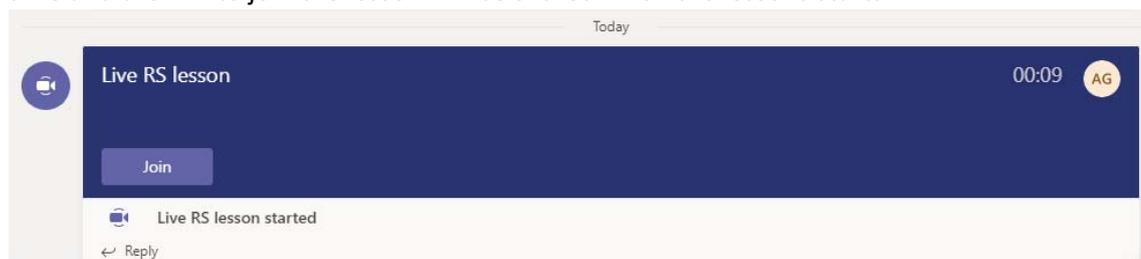


### Step 3: Find your lessons

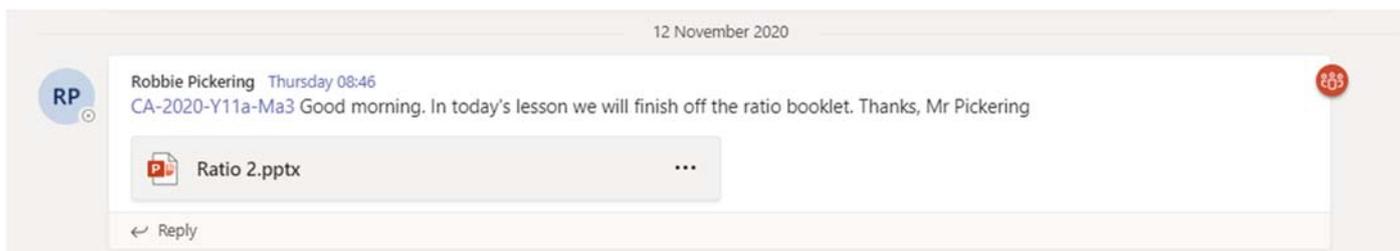
You need to follow your normal school timetable. Your teachers will link the resources for that day to the posts area of each of your class teams.



You should be able to join the lesson live. If so make sure you are ready in your class Team area at the designated time and the link to join the lesson will be shared when the lessons starts.



Your teacher may share some resources for you to work through independently if they are not able to stream live:



Your work may be set as an assignment:

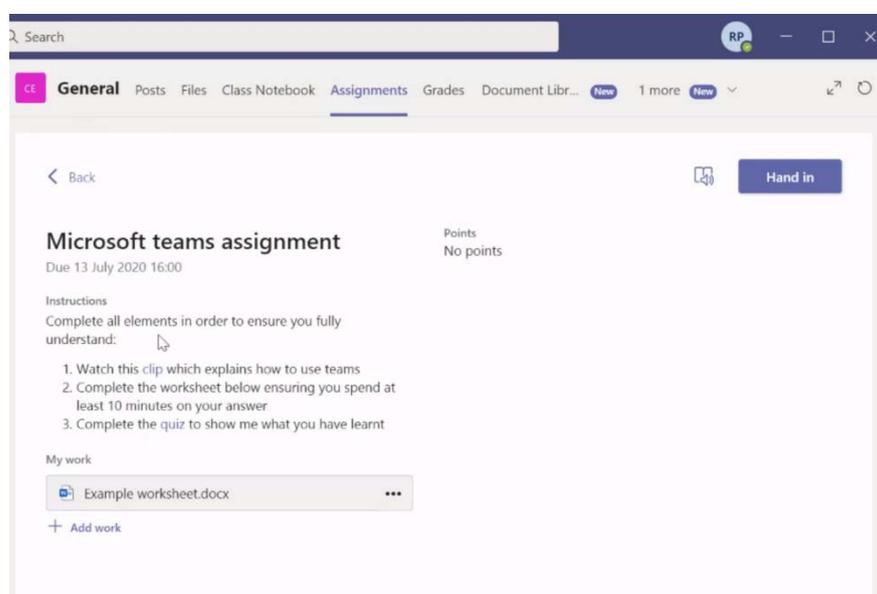


### Assignments

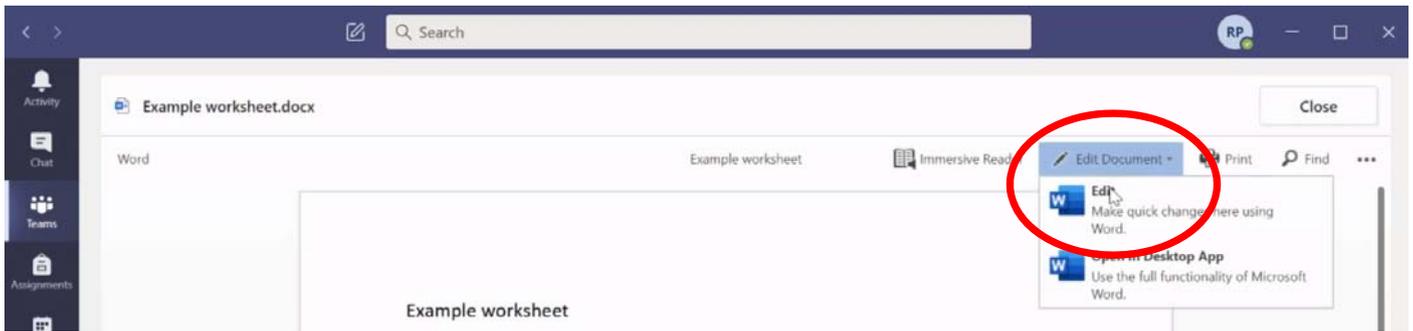
Work your way through the activities ensuring you do each stage in full rather than skipping straight to the task to submit.

If you are set a task to complete you need to open it and submit it on Teams:

To do this you need to click on the document:

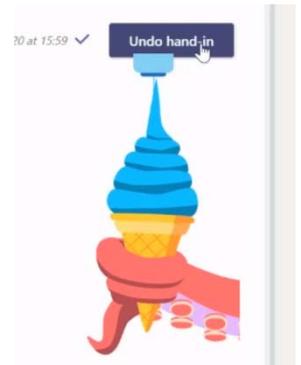


You must then click to edit the document:



This will save automatically when you edit it in Teams but if you open in the desktop app remember to click save.

Close the document and then click Hand in. You will get a celebratory response like the ice cream in the image. If you need to edit your work again you can click undo hand in and re-edit it.



If your teacher marks your work the feedback will show next to the assignment. Look out for advice on how to improve your work.

#### Step 4: Complete your work

Try your hardest to complete all tasks to the best of your ability. You must keep up with your work whenever you are well enough to do so.

If you need help you can email your teacher directly, but remember they will be teaching so may not be able to respond until later that day.

Complete your work using word or on paper if you don't have access to a computer. Your teacher will tell you how they want you to submit the work. It may need emailing, completing in a Teams notebook or submitting in the assignment. If in doubt email your teacher to ask.

Remember, your email address is Your Student Number@cathedral.trinitymat.org

Your teacher's email address is 'their first initial and surname'@cathedral.trinitymat.org

#### Step 5: Be proud!

Independent learning is a challenge and takes organisation and motivation. It is so important that you take this opportunity though so that you do not get behind when you are off school.

Well done for following these instructions, finding your lessons, completing all of your work for the day and being a responsible and resilient member of Cathedral Academy!