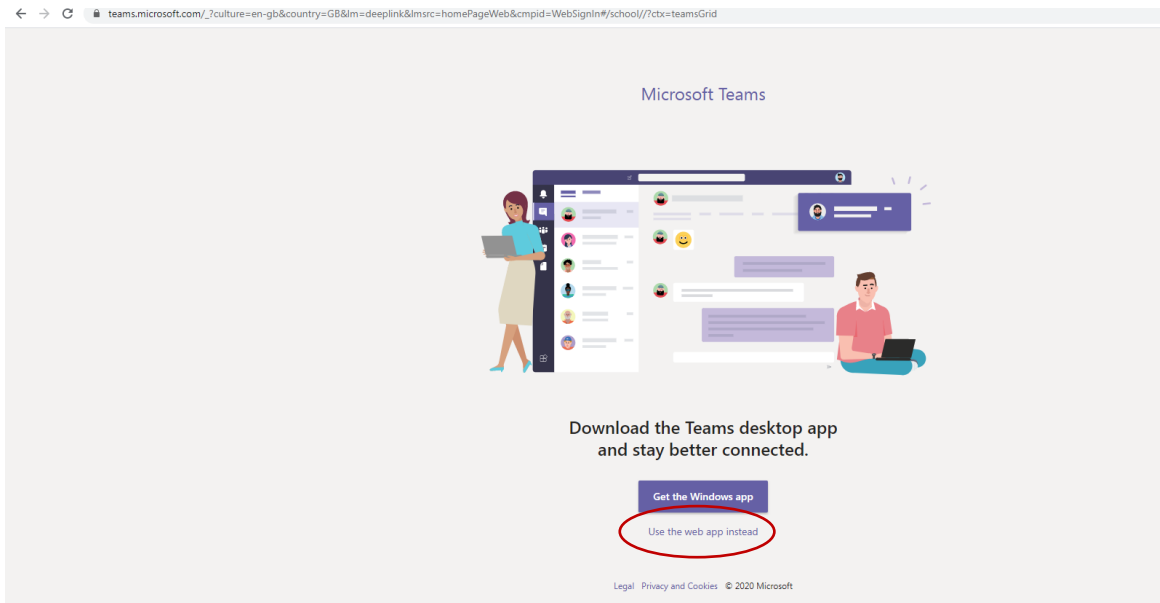


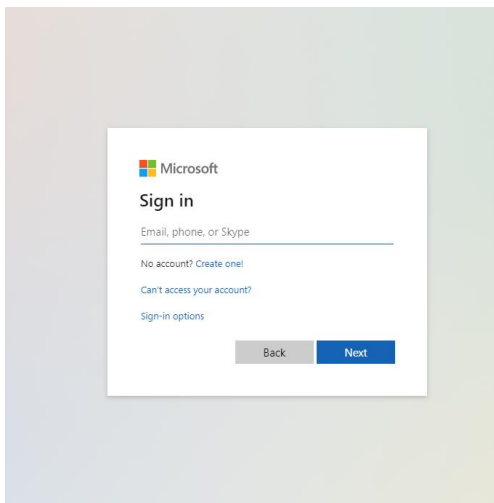
# Guide for Students

## Logging in

1. Go to [www.office.com](http://www.office.com)
2. Click on **'Use the web app instead'** link. You don't need to get the window app.



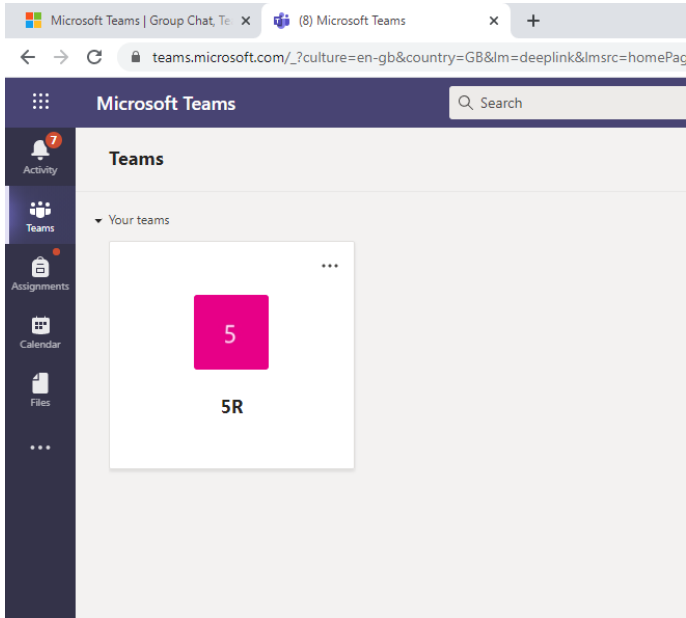
3. Click on the 'Sign in' button. A Sign in box will appear.



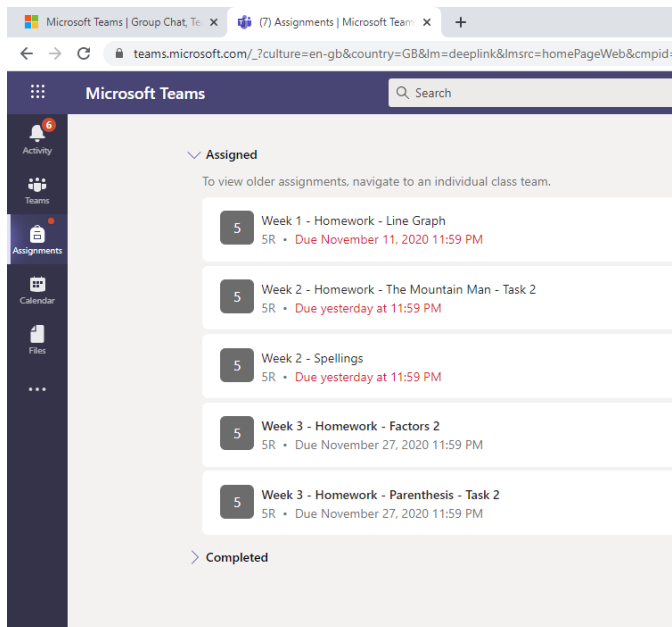
4. Enter your email address provided by the school. [xxxx@o365.minetjunior.org.uk](mailto:xxxx@o365.minetjunior.org.uk).
5. Enter your password.
6. You are now logged in to your account.

# Accessing your homework

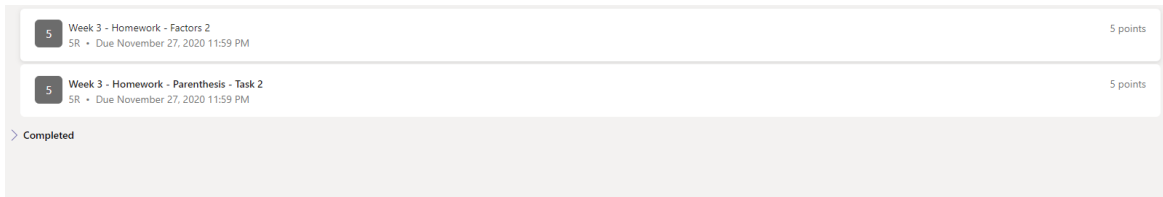
1. Once logged in, you will see this interface. This shows the team you are a member of. Click on your class Team Tile '5R'.



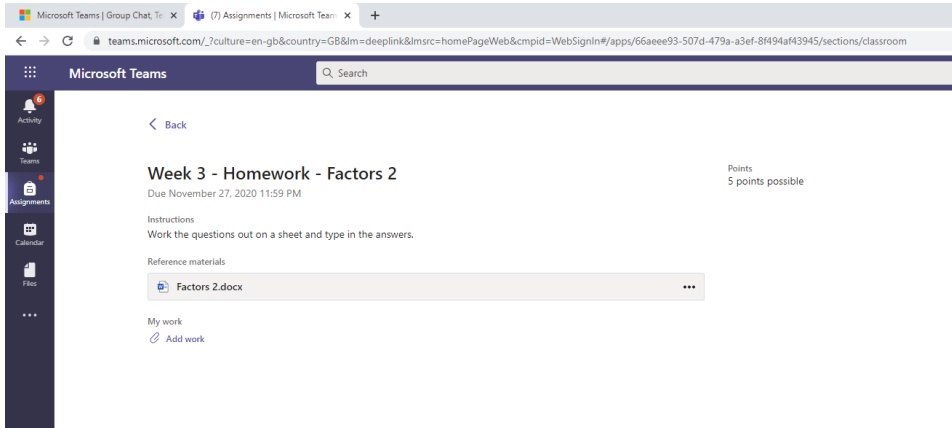
2. Click on the 'Assignment' link on the left-hand side of the panel.



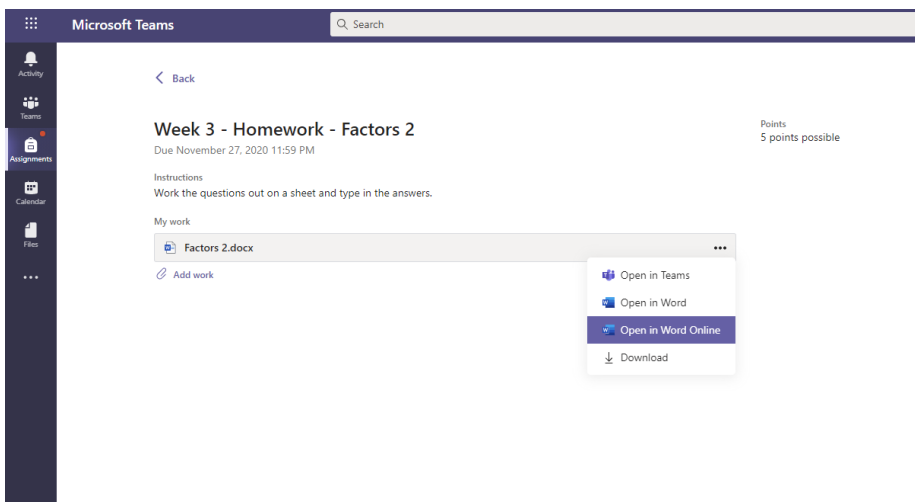
3. Click on the assignment you would like to do.



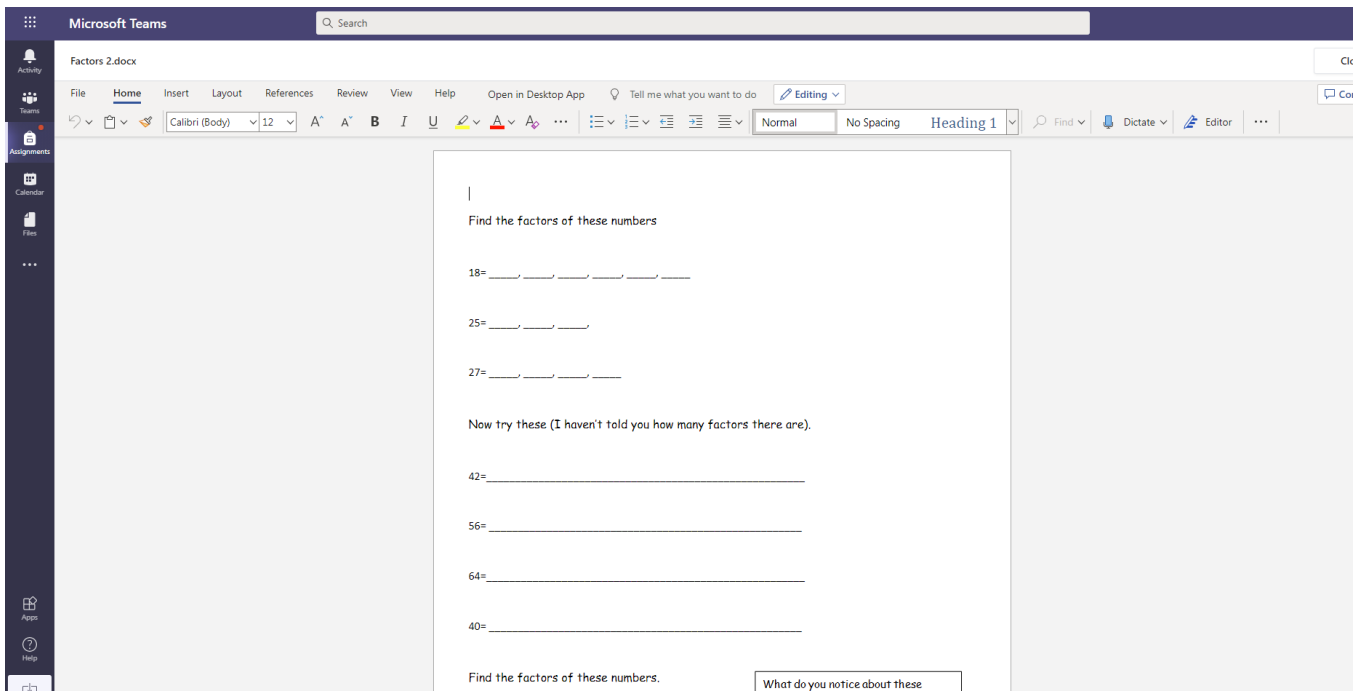
4. Details of your assignment will appear.



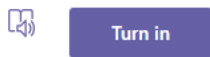
5. You can access your homework sheet simply by clicking on the file name. Otherwise, click on the three dots on the right-hand side of the panel showing your assignment file name. A drop down will appear.



6. Click on 'Open in Word Online'. Your assignment will open and you will be able to complete the sheet. Your work will be saved automatically.



7. After completing your task click on the 'Close' button on the top right hand side of the screen.  
*Tip: Open the file once more just to make sure that your work is saved and then close again.*
8. Click on the purple coloured 'Turn in' button on the top right corner. Your assignment will be sent to your teacher.

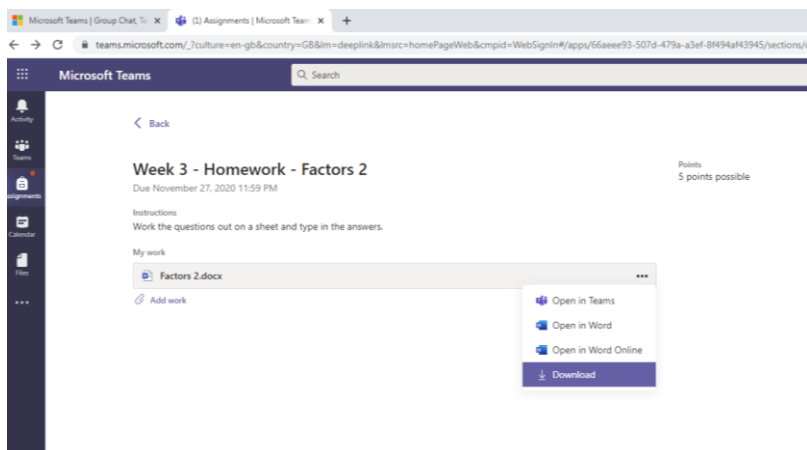


## Troubleshooting -I am unable to write on my sheet.

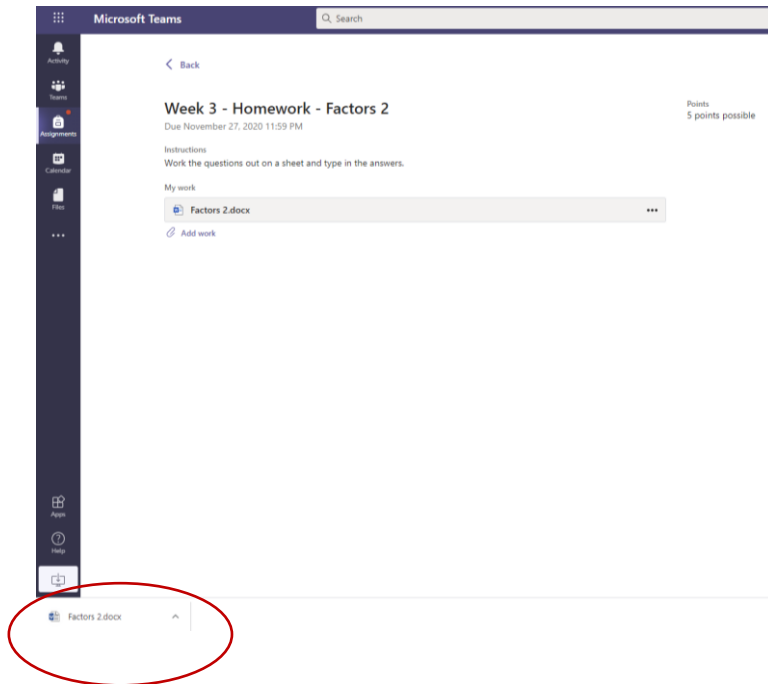
There are three ways you can still turn your homework in.

### 1. Method 1 - Download your homework sheet

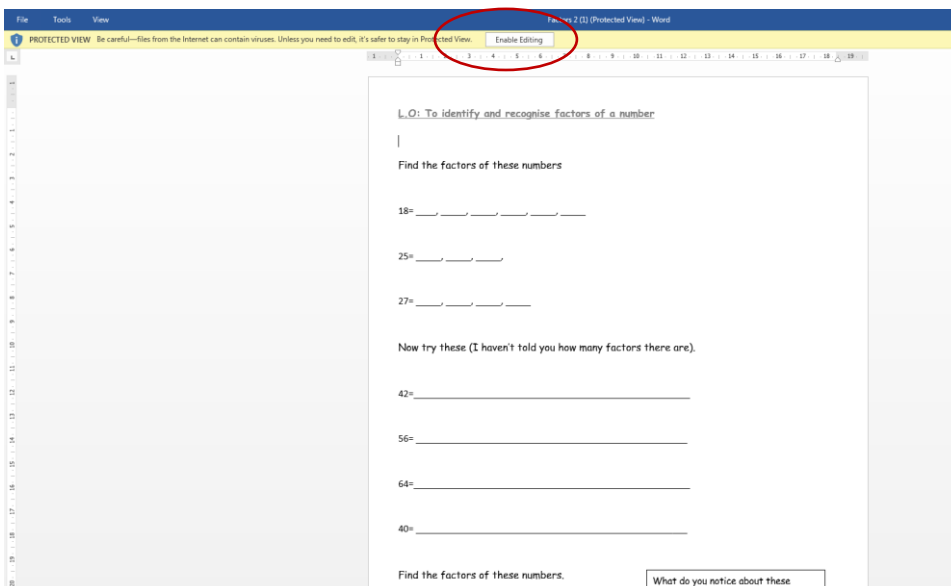
1. Follow steps 1-5 of 'Accessing your Homework' guide. Instead of clicking on 'Open in Word Online', click on 'Download'.



2. Your file will start to download and will appear at the bottom left of your screen.

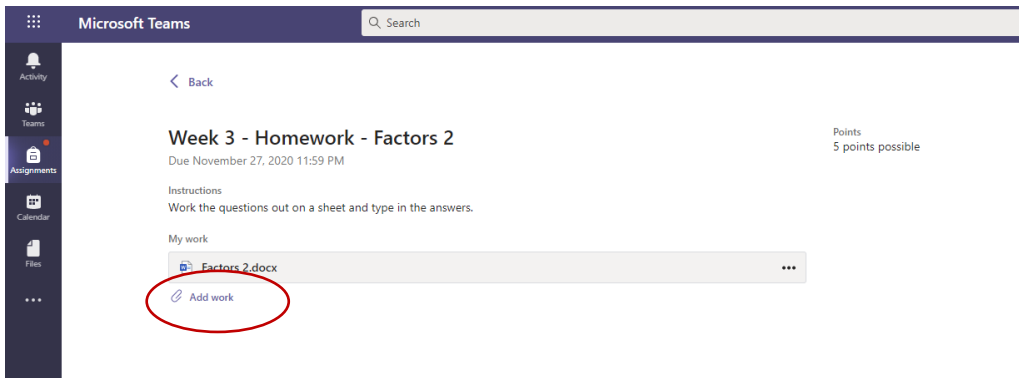


3. Click on it. Your homework file will open in word.

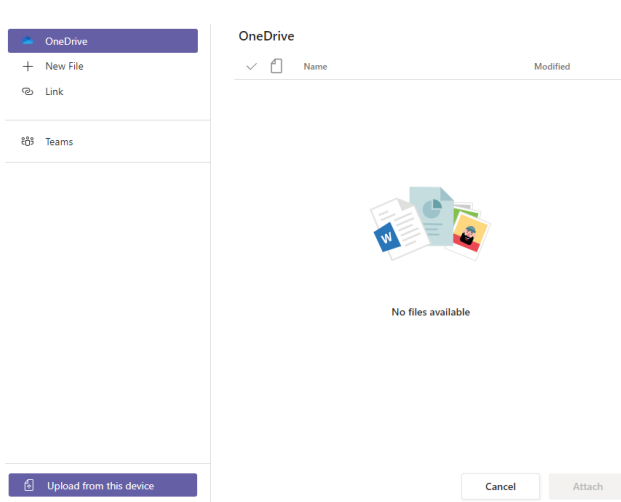


4. Click on 'Enable Editing' button.
5. Save this worksheet in your computer/Laptop.
6. Complete your worksheet.

7. Once completed, click on 'Add work'.



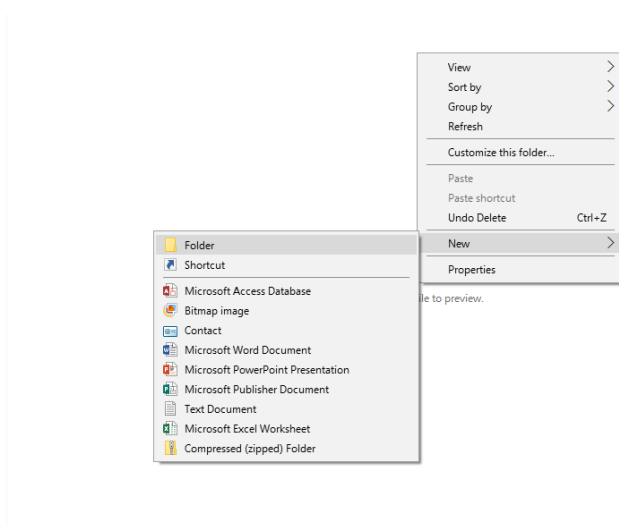
8. A window will appear. Click on 'Upload from this device'. Choose the file and click 'Done'.



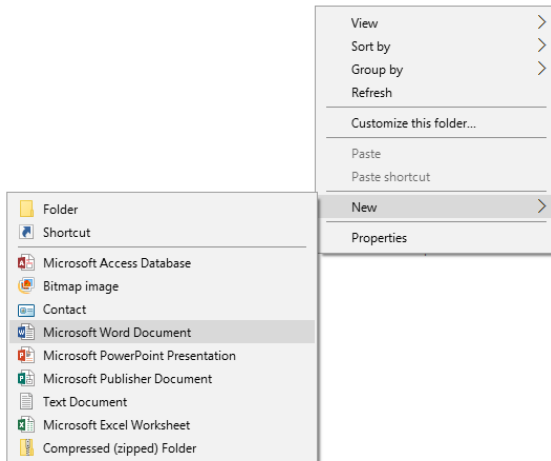
9. Click on 'Turn in'. Your teacher will receive your homework.

## 2. Method 2 - Create a local file and type in your answers.

Go to your local drive. Right-click to create a folder. Say 'Homework'.



Click on this Folder. Right-click to create a Microsoft Word file.



Name this file. Say 'Week 3\_Maths'.

Write down the answers in the word document. Make sure to number them same as the worksheet. Follow steps 7-9 of Method 1 to submit your homework.

**3. Method 3 - Do your home on a piece of paper and upload it.**

Complete your home on a piece of paper. Take a picture on a phone. Ask an adult to email it themselves. Save the file on the system. Follow steps 7-9 of Method 1 to submit your homework.