DOCUMENT 13

Accessing Work as a Student

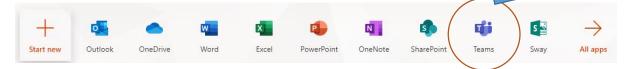
Log in at <u>www.office.com</u>

Your email address is your school username @woodrush.org

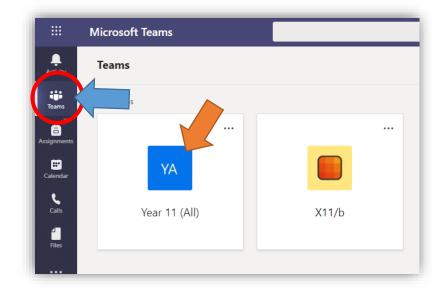
ExampleIf your computer username is: 19johsmiYour email address is: 19johsmi@woodrush.org

Your password is the same as your school computer password.

Click the 'Teams' tile. If you don't see it, click 'All Apps' at the end to find it.



Click the Team for your year group. If you don't see it, click the Teams icon on the left menu.



Find your lesson and click the work. For example, English work for 16th March:

	Microsoft Teams	Search for or type a command	
Activity	< All teams	YA English Posts Files Notes	
Teams	YA	G Sync ⊗ Copy link 🛓 Download +	- Add cloud storage
signments	Year 11 (All)	 English	
Ealendar	General	□ Name ∨	Modified $\downarrow\lor$
5	Business and mputing	16th March - 20th March 🔏	7 minutes ago
Calls	English Geography	🔿 💄 📩 23rd March - 27th March 🔏	··· 7 minutes ago

Submitting Completed Work

Log in at <u>www.office.com</u>

Your email address is your school username @woodrush.org

ExampleIf your computer username is: 19johsmiYour email address is: 19johsmi@woodrush.org

Microsoft Tean

< All teams

YA

General

Enalish

Year 11 (All)

Business and Comp

....

Teams

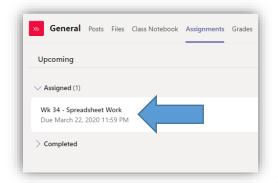
â

....

Your password is the same as your school computer password.

Click the 'Assignments' icon the left.

Find your lesson and click the assignment.



Either edit the template attached or upload your own work.

K Back	
Wk 34 - Spreadsheet Work	
Due March 22, 2020 11:59 PM	
Instructions	
Create a table showing basic formulas outlined in the PowerPoint pres	sentation. Use the template attached.
My work	
My work Template.xlsx	
	•••

Click the 'Turn In' button in the top right.

