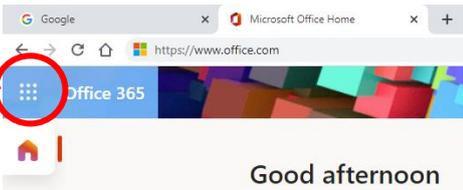
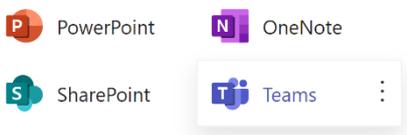
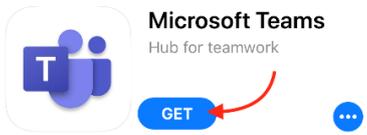
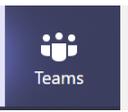
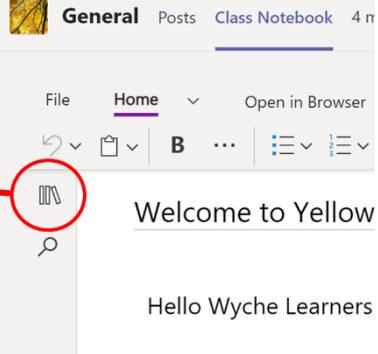
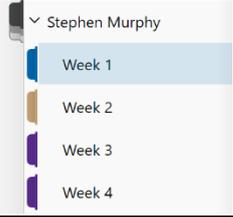
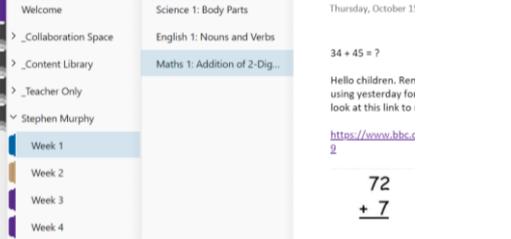
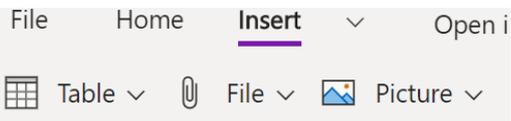


# Wyche Remote Teaching

A step-by-step guide to accessing work set by school for remote learning.

<p>1</p>	 <p>Safari Firefox Chrome Edge Opera</p>	<p>Open a web browser. Use your preferred browser. We find Chrome and Safari work well but the choice is yours.</p>
<p>2</p>	<p>Type <a href="https://www.office.com">www.office.com</a> into your browser, (or launch it from this link.)</p>	
<p>3</p>		<p>Log in to Office using your child's email address and password. <b>E-SAFETY! Please don't share this password with anyone else.</b> Please ensure if you have 2 or more children, they use their separate emails.</p>
<p>4</p>	<p>This will take you into office 365. Click on the 9 dots. Microsoft call this The Waffle Menu. (Delicious.)</p> 	
<p>5</p>		<p>This will show you all available apps. If you are new to Microsoft 365 you'll recognise some, but not others. Click on <b>Teams</b>.</p>
<p>6</p>	<p>You can download teams as an app on your iOS or Android device, or as a desktop app in windows. Alternatively, you can use it in the browser. Try both to see which works best for your device, OS or platform.</p>	
<p>7</p>		<p>You will see this button in a menu bar at the side. Click this to see your child's team.</p>
<p>8</p>	<p>The team tile will be labelled with your child's class initial and a colour coded picture. Click to enter. If for whatever reason you have the wrong one, ask us for help. We can fix it quickly.</p>	 <p>B - Untitled Class</p>

9		On the new page click “Class Notebook” on the menu bar at the top.
10	 <p>This will take you to your child’s virtual workbook. Click the purple arrow (it’s easy to miss) at the top of the page.</p>	
11		When you click the arrow you will see your child’s name.
12	Click on this to see work organised in weeks.	
13		Click on the week to see individual lessons.
14	You can type straight onto the page, or write if you are lucky enough to have a tablet with a stylus.	
15		If you want to write down you sums, stories or diagrams and send them to your teacher, you can do that by taking a photo, and using <b>insert &gt; picture</b> . To upload a document like Word, PowerPoint or a PDF, select <b>insert &gt; file &gt; insert file printout</b> You could send them through Seesaw too if you want, or email in, whichever is easiest for you.

If you have any problems, post in the Teams chat or use Seesaw, email or the good old telephone and we will offer our help. We’re all in this together.

Sincerely

Mr Murphy