

Dear Parent/Carers,

### Accessing your child's homework on MS Teams

Microsoft Teams is our digital education platform that both students and staff use to support collaborative learning both inside and outside the school. Teams is a central, secure digital education platform as well as an online partnership tool from Microsoft that is part of their Office365 suite. On Microsoft Teams, each class has their own page. Their teacher can message their class, set work tasks, and in return teachers can receive questions, messages and work back from their students. The class teacher may also share with the class the lesson material, additional resources and revision material on this page too.

At St. Augustine's we want to ensure that parent/carers have the tools to support their child at home so that students can make strong progress and develop academically. Already, all parent/carers should be receiving an email from the school every **Sunday** listing all homework and assignments set for your child on Teams by their subject teachers. Teams unfortunately does not have a facility that enables daily updates on homework. Should any parent/carers wish to view what homework has been set for their child on a daily basis, they can do so easily by logging onto teams using their child's logon and password.

All parent/carers can access the system through their child's Teams account. This will enable you to see what homework has been set and what the tasks entail.

#### You can access your child's account by:

1. Ask your child to log into their account on a device at home.
2. Save their email and password so that you can automatically log in next time.
3. Click on the left-hand side button that says 'Assignments.'
4. This will then show you each piece of homework that has been set, by subject, teacher and the due date.
5. You can look at the homework in more detail by clicking on each individual assignment for further details.
6. When your child has completed their homework, they must click on the button 'Turn In' and this will automatically send a message to their teacher that the homework is ready to review.

Please also follow the link below, or use the guide on the reverse of this letter, to find out how to access homework/assignments on Teams.

<https://www.youtube.com/watch?v=XR1dC3ahILU>

Teams can normally be accessed regardless of which computer, tablet or smartphone you use. I hope that these facilities will be useful and as always thank you for your support and feedback.

Yours Sincerely

N. Metcalfe  
Deputy Headteacher



FAITH



HOPE

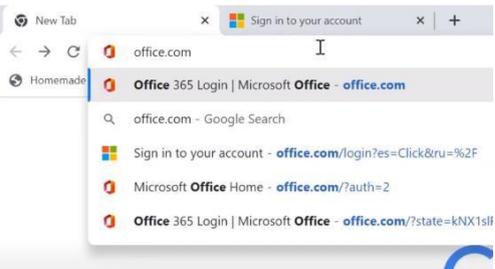
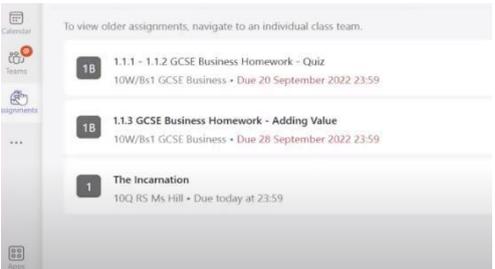


LOVE



GROWTH

# How to view Homework in Teams

<h3>1. In the address bar go to Office.com</h3> 	<h3>2. Select Sign in</h3> 
<h3>3. Select Teams</h3> 	<h3>4. Select use Web App Instead</h3> 
<h3>5. Select Assignments</h3> 	<h3>6. View HW</h3> 