

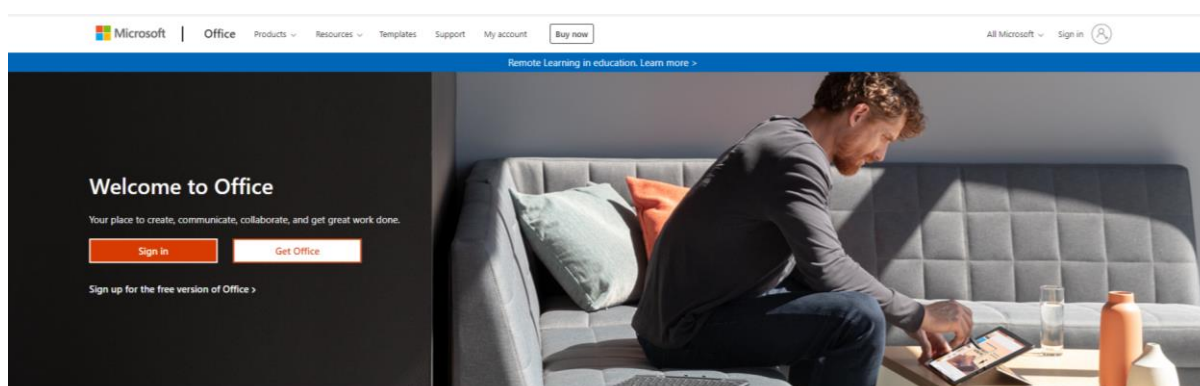


St Bede's Catholic Voluntary Academy **Remote Learning: MS Teams** **January 2022**

If a student needs to self-isolate due to a positive COVID-19 test result all home-learning work can be found on MS Teams via students' school accounts.

Please use the help sheet below to login to MS Teams and to view and complete work set by teachers.

Step 1: Login to MS Teams via www.office.com (using your school email address, I.E. username@stbedesscunthorpe.org.uk) and password.



Sign in to use your favorite productivity apps from any device

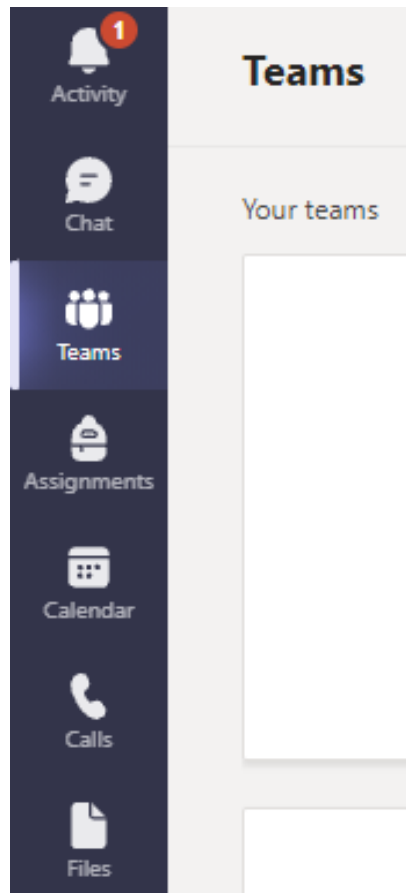


Step 2: Select the 'Teams' icon down the Left-Hand Side (purple one with a 'T')

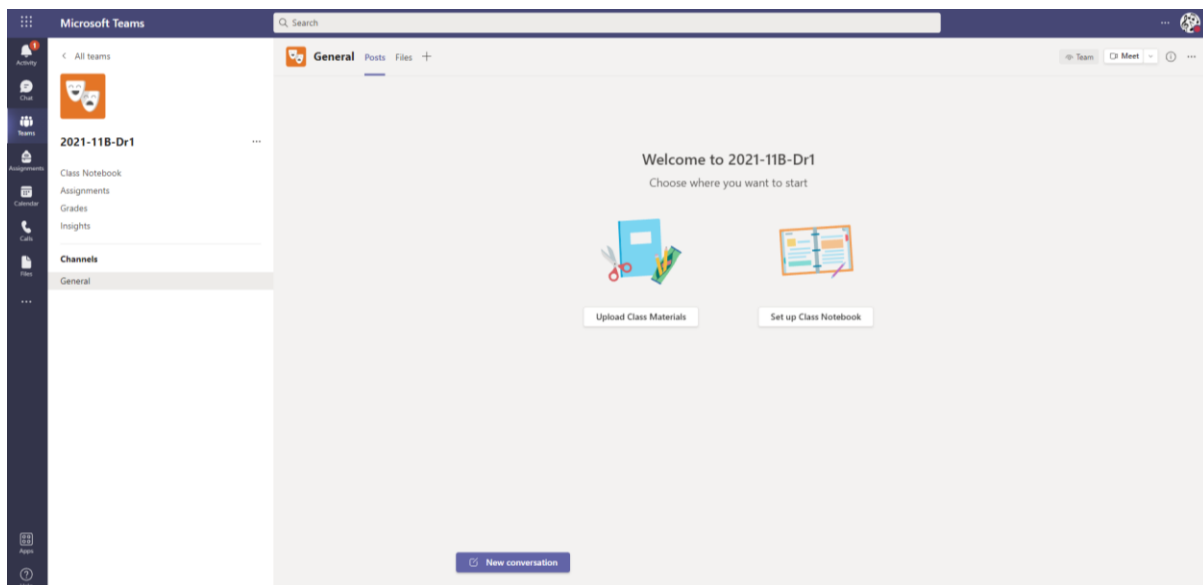




Step 3: Select the 'Teams' icon on the Left-Hand Side (to be able to view the class teams)



Step 4: Select the appropriate class team, for example '2021-11B-Dr1' (names are pulled from SIMS with the class code at the end; Dr being Drama, for example).





Step 5: Work can now be found in the 'files' and 'assignments' sections and any posts will be displayed in the main class feed.

- If you have any queries about the work, please contact the school and ask to speak to the class teacher, or students are able to email their class teacher.
- If you have password issues, please contact main reception where the admin team will be happy to help.