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# Blended Learning

Microsoft Office 365  
Online Lessons  
SMHW



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# Microsoft Office 365

- You can access the web apps by logging into your School 365 Microsoft account - [www.office.com](http://www.office.com) then use your school email and password.

Username plus @st-gabriels.org.uk

eg [18BloggsJ@st-gabriels.org.uk](mailto:18BloggsJ@st-gabriels.org.uk)

If you have forgotten your username or password, ask your form teacher to check their SIMS Marksheet which is linked to your form time register. This has a list of all your usernames and passwords.

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# Microsoft Office 365 - Teams



- <https://www.microsoft.com/en-gb/videoplayer/embed/RE4rrKE?pid=ocpVideo0-innerdiv-oneplayer&postJsMsg=true&maskLevel=20&market=en-gb>

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## Teams Home page - Main controls

- This will have all your Teams (Classes that your teacher has invited you to)

**Start a new chat**  
Launch a private one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Navigate Microsoft Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

**View and organize teams**  
Click to see your teams. Drag team tiles around to reorder them.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**View your team**  
Click to open your class or staff team.

**What is a team?**  
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

Notice the help tab, has really useful video guides in the training section.

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## Start an Online Lesson

Join a meeting (Lesson) that your teacher has invited you to.

1. Select Calendar and navigate to the meeting you want to join.
2. Open the meeting and select Join.
3. Double-check your audio and video input, turn off the camera and unmute your microphone to be heard. Select Join now to enter the meeting (Lesson).

The image shows two screenshots of the Microsoft Teams interface. The top screenshot displays the 'Calendar' view for April 2020. A meeting titled 'Weekly Science Teacher meet-up meeting' is visible on Tuesday, April 14th, from 10 AM to 11 AM. The bottom screenshot shows the 'Join now' dialog box for the same meeting. It prompts the user to 'Choose your audio and video settings for Weekly homework help check-in'. A circular profile picture of a woman is shown, and there are 'Join now' and 'Close' buttons. At the bottom, there are icons for audio, video, and devices.

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Main controls during a live lesson - REMEMBER to turn off your video

A screenshot of the Microsoft Teams interface during a meeting. The interface is dark-themed. On the left, there is a sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. In the center, there is a circular profile picture of a woman and the text "Invite people to join...". At the bottom, there is a control bar with icons for video, mute, microphone, screen sharing, a three-dot menu, chat, participants, and a red end call button. Five callout boxes with lines pointing to specific controls provide instructions: 1. A yellow box on the left points to the video icon with the text "Turn your video feed on and off." 2. A grey box on the left points to the mute icon with the text "Mute and unmute yourself." 3. A grey box at the bottom points to the three-dot menu with the text "Access additional call controls Start a recording of the meeting, change your device settings, and more." 4. A grey box on the right points to the chat icon with the text "Send chat messages Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting." 5. A grey box on the right points to the end call button with the text "Leave the meeting The meeting will continue even after you have left."

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# Show My Homework

- Your teacher will upload to SMHW all the resources you will need to complete each online lesson
- You will need a PIN to register - (Your form teacher has access to this from their staff shared area)

**This can only be used once, so make sure you complete the set up in one attempt**

- If you have forgotten your password click on the 'Forgotten Password Link' - (This will send a password link to your email)

**Ideally when you first set up your account, use you school email address so that the school can help to retrieve your account.**

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## The No-login Backup!

You can view the school homework calendar without even logging in.

The screenshot shows the ShowMyHomework interface. At the top, there's a navigation bar with 'ShowMyHomework', 'Bett Academy', 'Homework Calendar', and 'Help'. Below this are filters for 'All teachers', 'All subjects', 'All classes', 'All years', and 'All tasks'. The main area displays a calendar for 'March 9th - 15th, 2015'. The calendar grid shows tasks for each day, categorized by subject and teacher. For example, on Monday (09 Mar), there are tasks for 12D/Ch1 Chemistry (Mrs. C. Sibley), 9A/Re4 R.E.P. (Mrs. L. Morrison), 7A/Ma3 Maths (Mrs. V. Burley), 8B/Re4 R.E.P. (Mrs. L. Morrison), 8C/Ma3 Maths (Mrs. V. Burley), 9A/Gg4 Geography (Mrs. K. Jackson), and 9D/Ch1 Chemistry. On Tuesday (10 Mar), there are 3 events for 12D/Ch1 Chemistry, 9A/Re4 R.E.P. (Mrs. L. Morrison), 7A/Ma3 Maths (Mrs. V. Burley), 9A/Re4 R.E.P. (Mrs. L. Morrison), 7A/Ma3 Maths (Mrs. V. Burley), and 12D/Gg4 Geography (Mrs. K. Jackson). On Wednesday (11 Mar), there are tasks for 12D/Ch1 Chemistry (Mrs. C. Sibley), 9A/Re4 R.E.P. (Mrs. L. Morrison), 7A/Ma3 Maths (Mrs. V. Burley), 7A/Ma3 Maths (Mrs. V. Burley), and 12D/Gg4 Geography (Mrs. K. Jackson). On Thursday (12 Mar), there are tasks for 12D/Ch1 Chemistry (Mrs. C. Sibley), 9A/Re4 R.E.P. (Mrs. L. Morrison), 7A/Ma3 Maths (Mrs. V. Burley), 9A/Re4 R.E.P. (Mrs. L. Morrison), 7A/Ma3 Maths (Mrs. V. Burley), and 12D/Gg4 Geography (Mrs. K. Jackson). On Friday (13 Mar), there is 1 event for 12D/Ch1 Chemistry, 9A/Re4 R.E.P. (Mrs. L. Morrison), 7A/Ma3 Maths (Mrs. V. Burley), 9A/Re4 R.E.P. (Mrs. L. Morrison), and 12D/Gg4 Geography (Mrs. K. Jackson). On Saturday (14 Mar), there are tasks for 12D/Ch1 Chemistry (Mrs. C. Sibley), 9A/Re4 R.E.P. (Mrs. L. Morrison), and 7A/Ma3 Maths (Mrs. V. Burley). On Sunday (15 Mar), there is a task for 9A/Re4 R.E.P. (Mrs. L. Morrison). The tasks are color-coded according to their submission status: Submitted (green), Submitted late (dark green), Absent (blue), Resubmission (orange), and Not submitted (red). Some tasks have a '10' icon in the top right corner.

Submission types

- Submitted
- Submitted late
- Absent
- Resubmission
- Not submitted

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## Getting Started

Three steps for you to take next to make homework work better for you:

1 Got to <http://www.showmyhomework.co.uk/pin>

2 Enter your PIN details found in the letters handed out by the school and click 'Log in'.

3 Use your school password and enter your **school email address** then click 'Update you details'.

 Download the free App on your smartphone.



→ **Welcome, please enter your PIN**

Enter PIN

Log in

Do you have a login letter?  
Your PIN number can be found on a login letter you received. [PIN code doesn't work?](#)

**Joe Bloggs**  
Mr Smith's class

Getting started  
To log in, please visit [www.showmyhomework.co.uk/](http://www.showmyhomework.co.uk/) then be asked to enter your PIN shown below:

Student PIN **M00429507** Parent PIN A14675784

When you log in for the first time, please enter a password address. Keep your password and your PIN a secret!

→ **Almost there, update your details**

Choose a password

Confirm your password

Enter email

I do not have an email address

Log in

- ✓ Make a note of your username
- ✓ Make a note of your password
- ✓ Keep it somewhere safe

**Welcome, please enter your PIN**

1A2B3C4D

Log in

Your PIN number can be found on a login letter you received. [PIN code doesn't work?](#)

**Joe Bloggs**  
Mr Smith's class

Getting started  
To log in, please visit [www.showmyhomework.co.uk/](http://www.showmyhomework.co.uk/) then be asked to enter your PIN shown below:

Student PIN **M00429507** Parent PIN A14675784

When you log in for the first time, please enter a password address. Keep your password and your PIN a secret!

**Almost there, update your details**

.....

.....

Enter email address

I do not have an email address

Update details

- ✓ Make a note of your username
- ✓ Make a note of your password
- ✓ Keep it somewhere safe



## Downloading the App

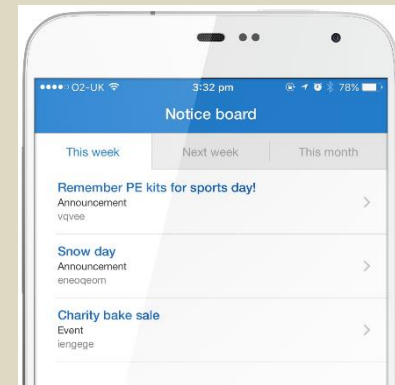
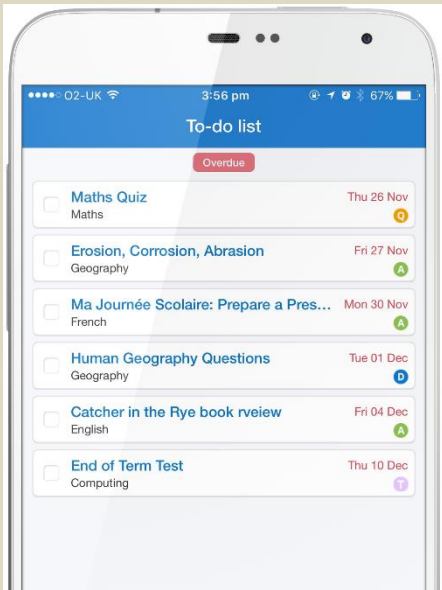
Please all get your mobile devices out and download the Show My Homework app.



- Open the app and type in your school's name.
- Select the box labelled: Log in with PIN.
- Please type in your PIN from your letter (this will begin with a letter followed by eight digits).
- You will now be logged into your Show My Homework account and will see your current, overdue and completed tasks in your To-do List. Tap on the checkboxes to mark a task as complete.
- Tap on a homework to see the description or go the Notice board tab to view Announcements and Events.



If you enter an email address or a mobile number, you can receive notifications about homework set, deadlines and overdue work.



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# Online Lesson Checklist

1. Check on SMHW for any lesson resources that you may need during the online lesson.
2. Join the lesson by clicking on the meeting in your Teams Calendar or from your email link.  
**(REMEMBER TO TURN OFF YOUR VIDEO)**
5. When complete click on the Red hang up button

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