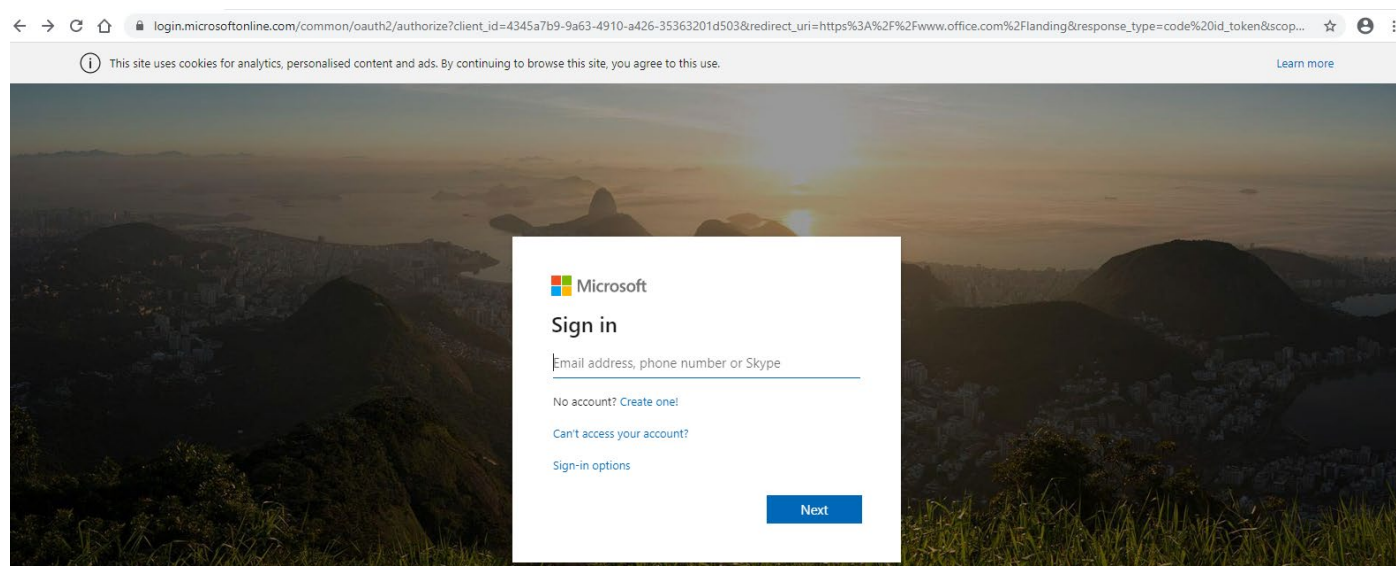


Microsoft office – access to school email and Teams

Students and staff have access to Microsoft Office 365 – you can access your email and other Microsoft applications through here, including Microsoft Teams.

Due to email addresses changing - you need to log on to Microsoft online with your new email address and existing network password. **(E.g. for a Y8 student called Jo Bloggs: RAS20-BloggsJ@ralphallenschool.com)**

From home or school – type <https://office.com> in your internet browser and you will get this sign in screen



Then enter your school email address REMEMBER - **For a Y8 student called Jo Bloggs: RAS20-BloggsJ@ralphallenschool.com** and enter your school network password.

Please note each year is prefixed with the year they started at Ralph Allen

Year 7: RAS21-

Year 8: RAS20-

Year 9: RAS19-

Year 10: RAS18-

Year 11: RAS17-

Year 12: RAS16-

Year 13: RAS15-

Then your surname and first initial BloggsJ, then @ralphallenschool.com

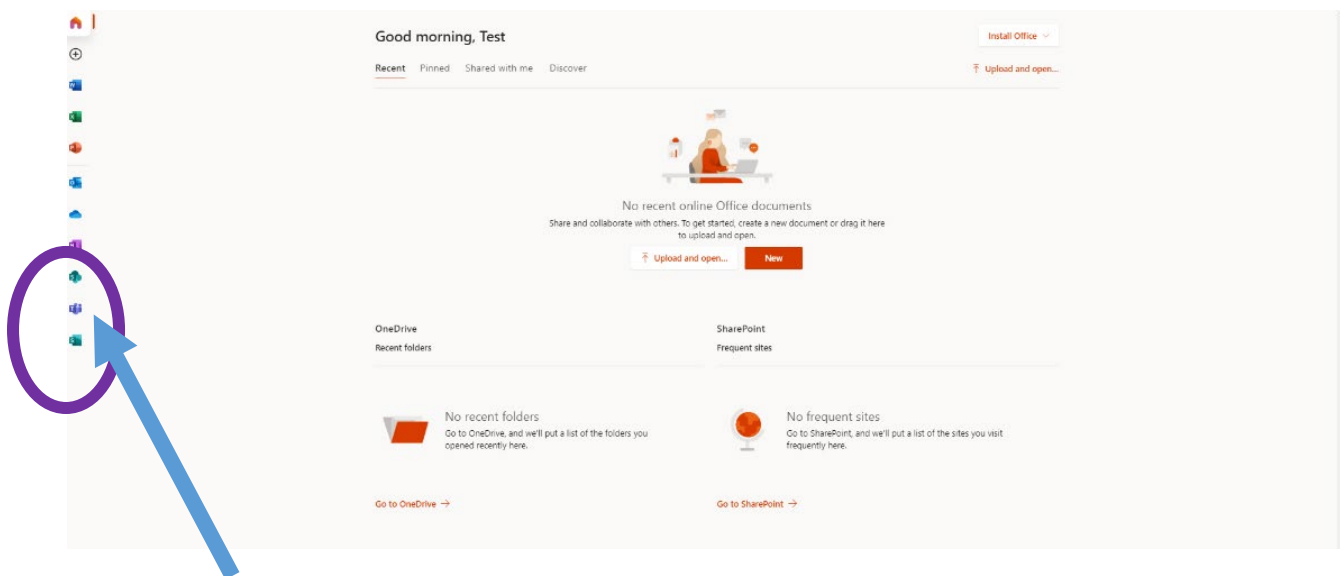
If you have problems logging on your parent/carer can email

RAS-itsupport@ralphallenschool.com.

Once you have logged into Microsoft Office 365 you can access your email and Teams

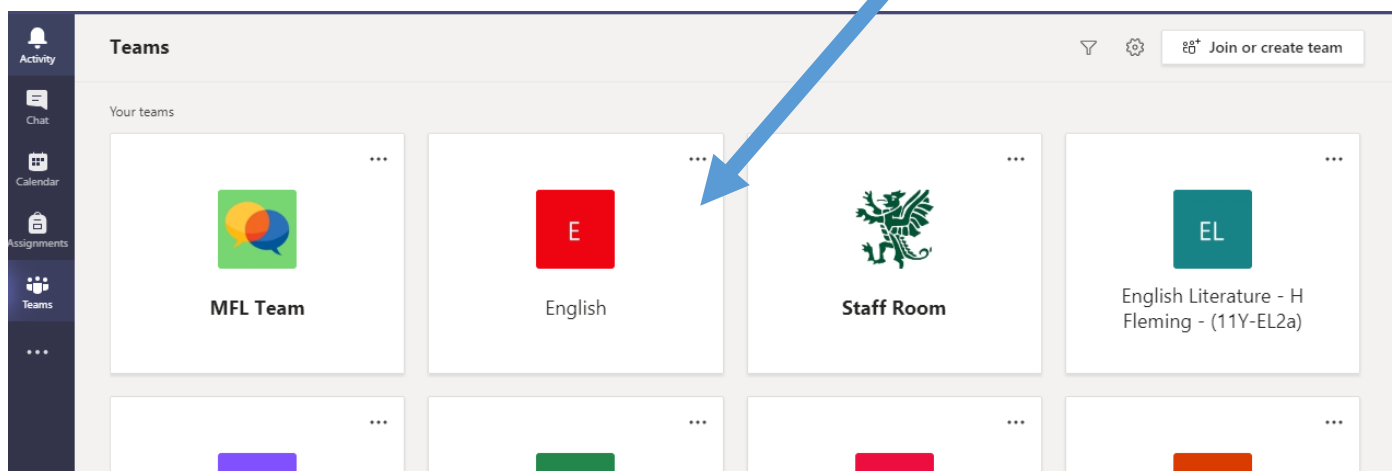
How do I log onto Microsoft Teams?

This Screen will appear once you have logged in, (or it will be similar... look for the icons).



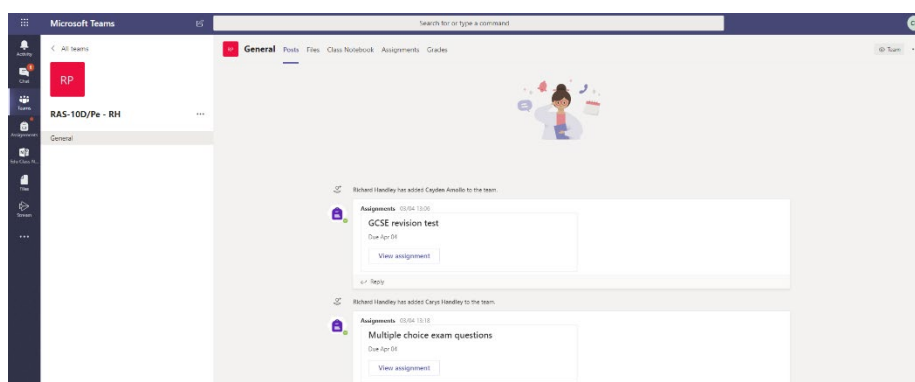
If you have previously downloaded the app on other devices, check it has your current Teams and if not, you will need to delete it as it will have your old Teams from last year.

Well done you are logged onto Teams. - this is your homepage. This shows you all the Teams that your teachers have already set you up on. It will look similar to this.



In order to look at the group all you need to do is click on the correct class.

Once you click you will see this page – this is the main page for each of your classes



RAS Student 'How to...use Teams' Guidance

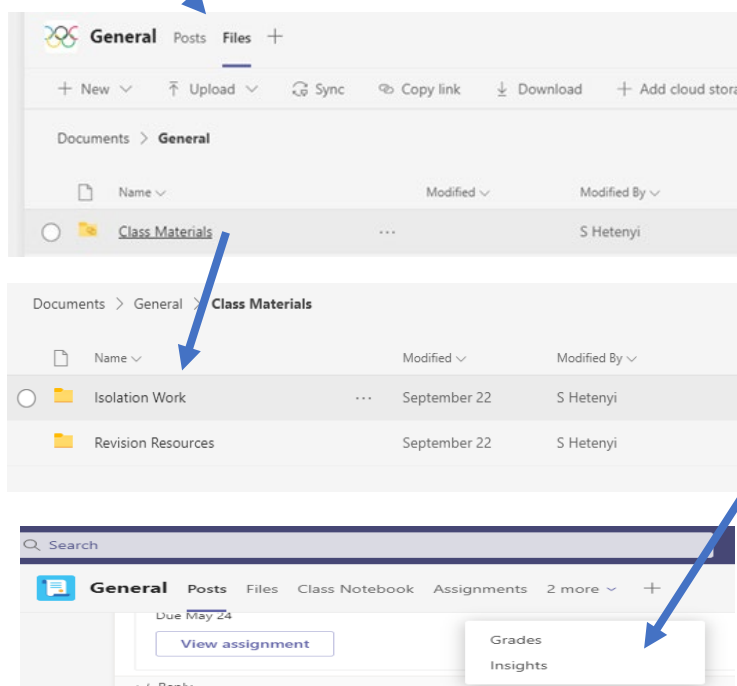
If you are having difficulty accessing Teams let your tutor and subject teacher know.

Using Teams, the RAS Way

Get into Teams by opening the app on your computer or in the browser – enter your new school email and your old password and it will open right up

The Teams

You will have a different class for each subject and your Tutor group – you can respond to **Posts** from your teachers, access **Files** in Class Materials, which will have 'Self-Isolation Work' ideas and 'Revision Resources'.



Assignments...also known as homework

Teachers will set homework tasks on Teams – you will find your task with a **deadline** in **Assignments** – to access your task you simply click on it.

Submit your work

You can submit any completed work on Teams – you simply click from underneath the assignment instructions and attach files, or photographs of anything you have done – you then click '**Hand in**' – this will then go to your teacher

See Feedback

If a teacher marks your work on Teams, you can see any marks, comments, WWWs and EBIs in the **Grades** section – if you complete any SAiL, you can also resubmit here

Must dos

- **Look at your notifications** – these show you when an assignment has been set by your teacher and it will give you a due date and will explain how you can submit your work for marking
 - **Look in Files/Class Materials** – for any materials that may be helpful to missed classwork from Self-Isolation, you can look in Files and get lesson materials for you to catch up and work from home
- **Remember to ask questions** – you will be able to respond to a post from your teacher – remember that this is seen by all members of the class and your teacher
 - **Be careful of technology** – some phones, tablets and computers use a different system to Microsoft – ask parents to download any apps – free to students with a RAS login and keep them updated