



Parent Guide for Logging onto Student School Systems

At Framingham Earl High School our main software platform for students is Office 365.

Through this students can access the full suite of programmes; Word, Excel, PowerPoint, Outlook and Teams.

This guide is to help parents assist their children to log on at home and access work.

If you have any queries here please use our contact list below:

Student Password: Mr S VandenBergh (IT Technician) – s.vandenbergh@set.education

School Laptops and Learning Support: Mrs A Harvey (Assistant Headteacher) – a.harvey@fehs.set.education

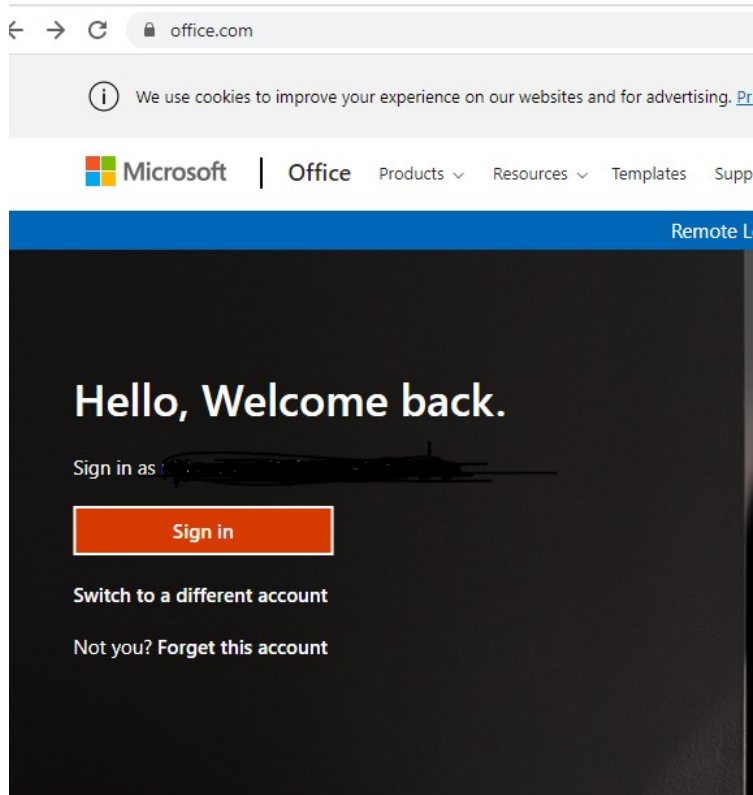
For other technical issues around online learning: Mr Keates (Assistant Headteacher) - d.keates@fehs.set.education

Their Tutor for concerns around student wellbeing or other obstacles to learning ([Our Staff - Framingham Earl High School](#)).

Students will find all learning resources for their day on their Teams classes. Any live lessons will be recorded and made available at a later date. They should communicate with their teachers through their Teams groups or by email.

Logging onto Office 365

1. Using your preferred internet browser go to www.office.com



2. Click on 'Sign In'.
3. Enter your child's School email address.

4. Enter your child's school password. (If they cannot remember their password please email Mr VandenBergh, s.vandenbergh@set.education, our IT Technician, who can reset their your password).
5. When you have logged in students should see their Office 365 home page. On this page they can see what documents they have recently opened as well accessing their folders on OneDrive or SharePoint. They can also access the Microsoft suite of products from here.



office.com/?auth=2

Office 365 Search John Doe

Good afternoon, John Install Office

Recommended

You edited this
10 Dec 2020


Self-Evaluation

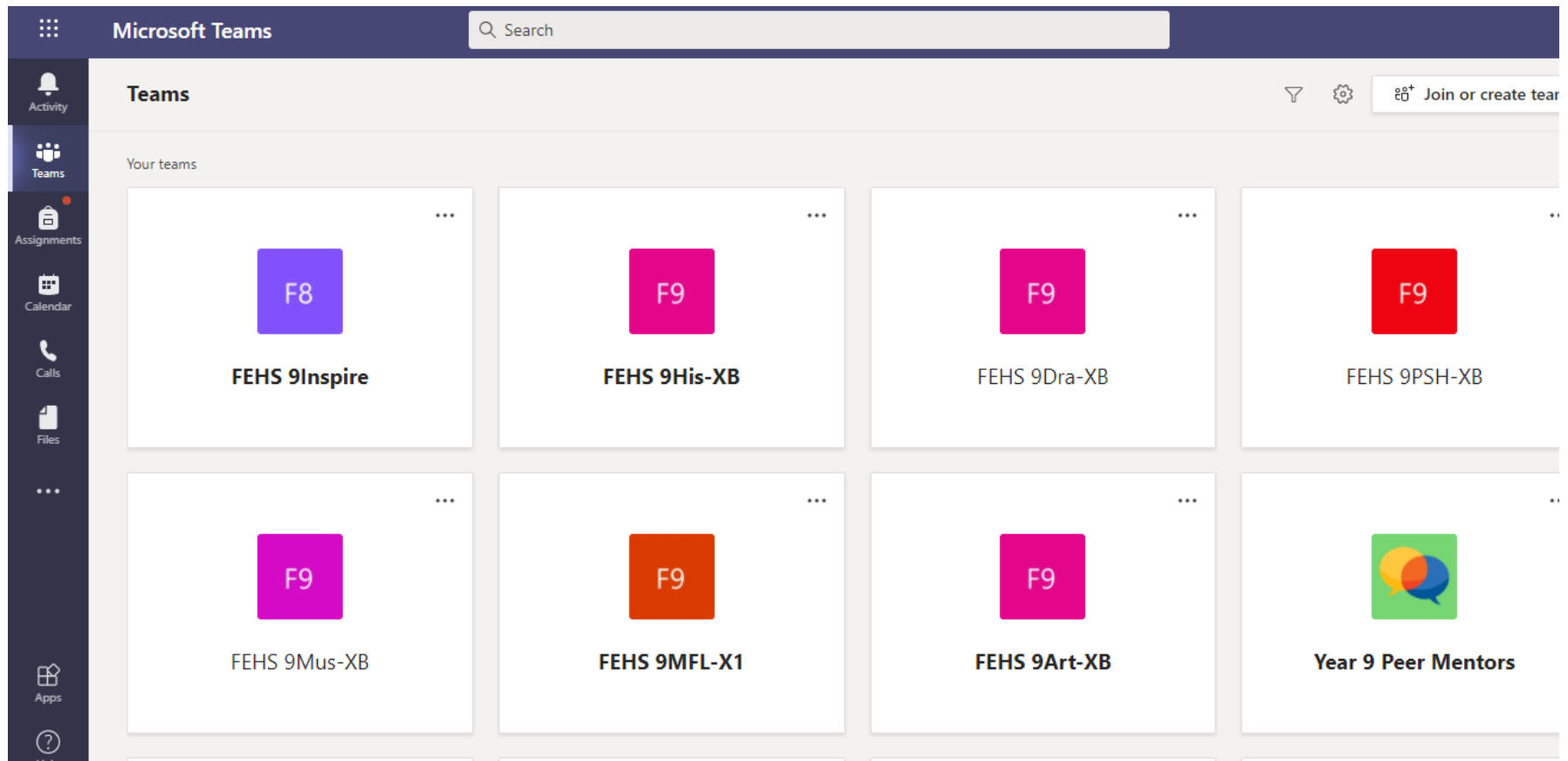
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Recent Pinned Shared with me Discover Upload and open...


Document Name	Location	Date	Access
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John Doe Joe Doe's OneDrive for Business > ... > Drama > Computing	OneDrive for Business > ... > Drama > Computing	10 Dec 2020	Only you
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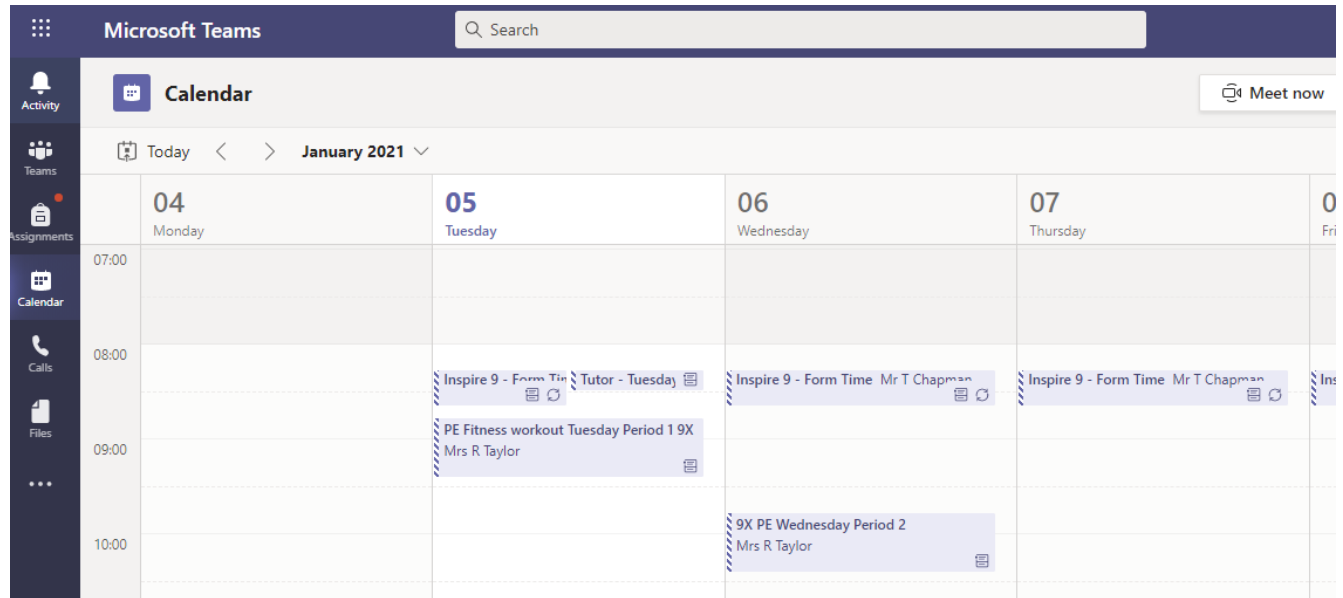
Logging onto Microsoft Teams

1. Once you have logged onto your Office 365 account – click on the Teams logo  and this will open up the students Microsoft Teams page in a new tab (image below is for reference – the classes listed will be as per the students timetable).

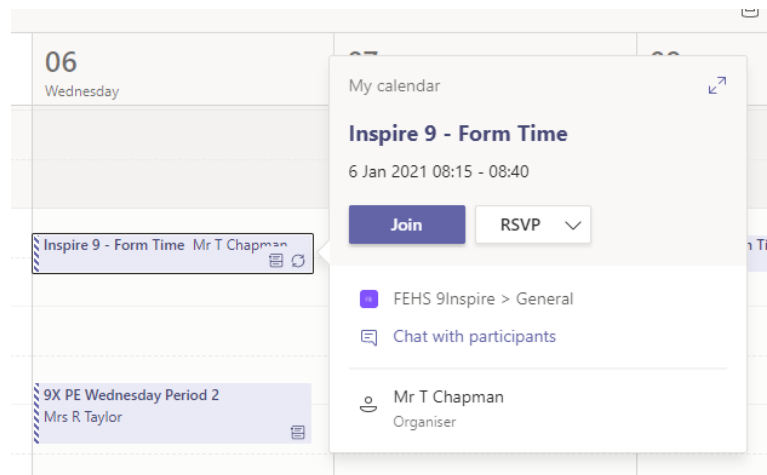


Accessing Form Time Registration

1. Click on the calendar button . This will bring up the student's calendar and show any live sessions that have been set up.



2. Click on the required registration entry. This will bring up the Form Time invite and click join.
3. You can use this function to join live lessons.



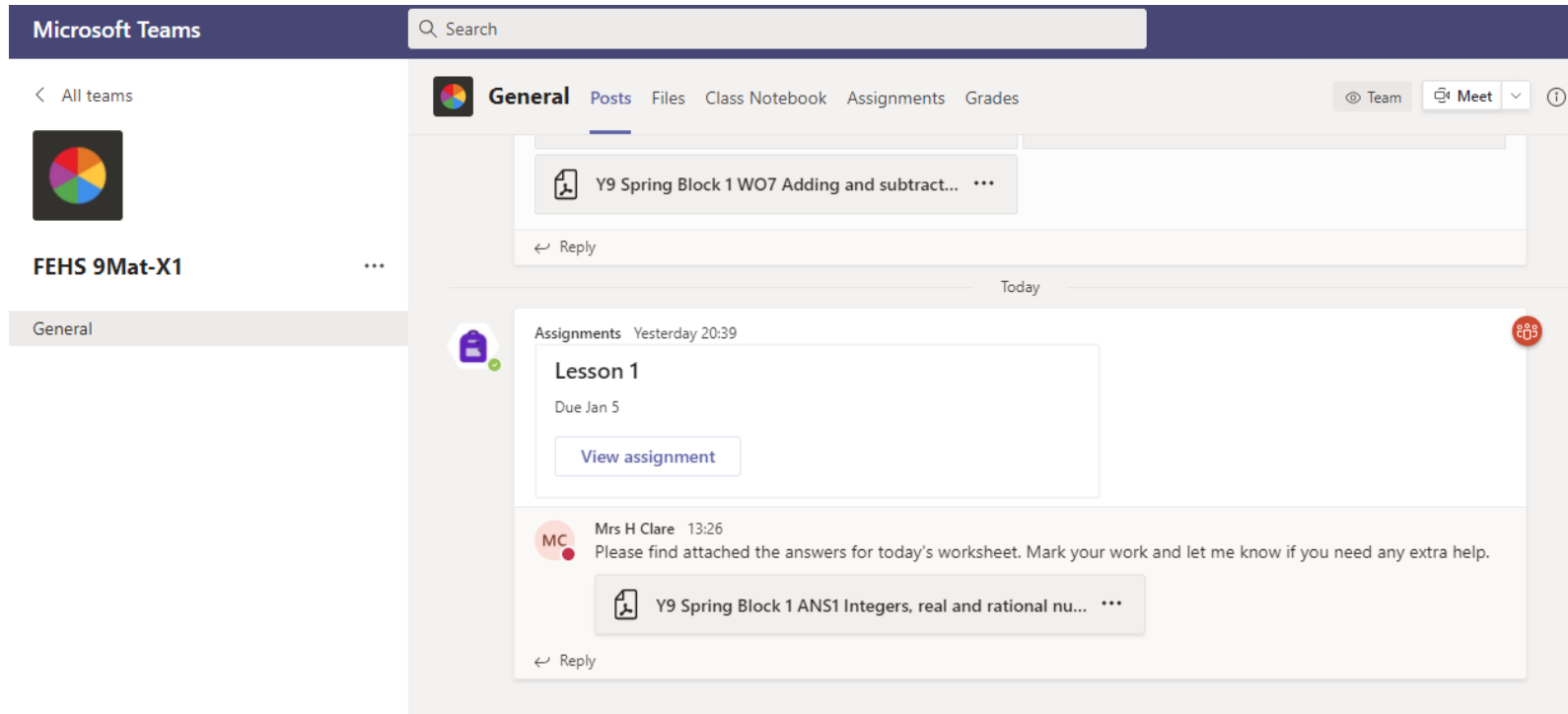
Accessing Lessons

- Students will be following their normal school timetable. On their timetable it will show the class code.

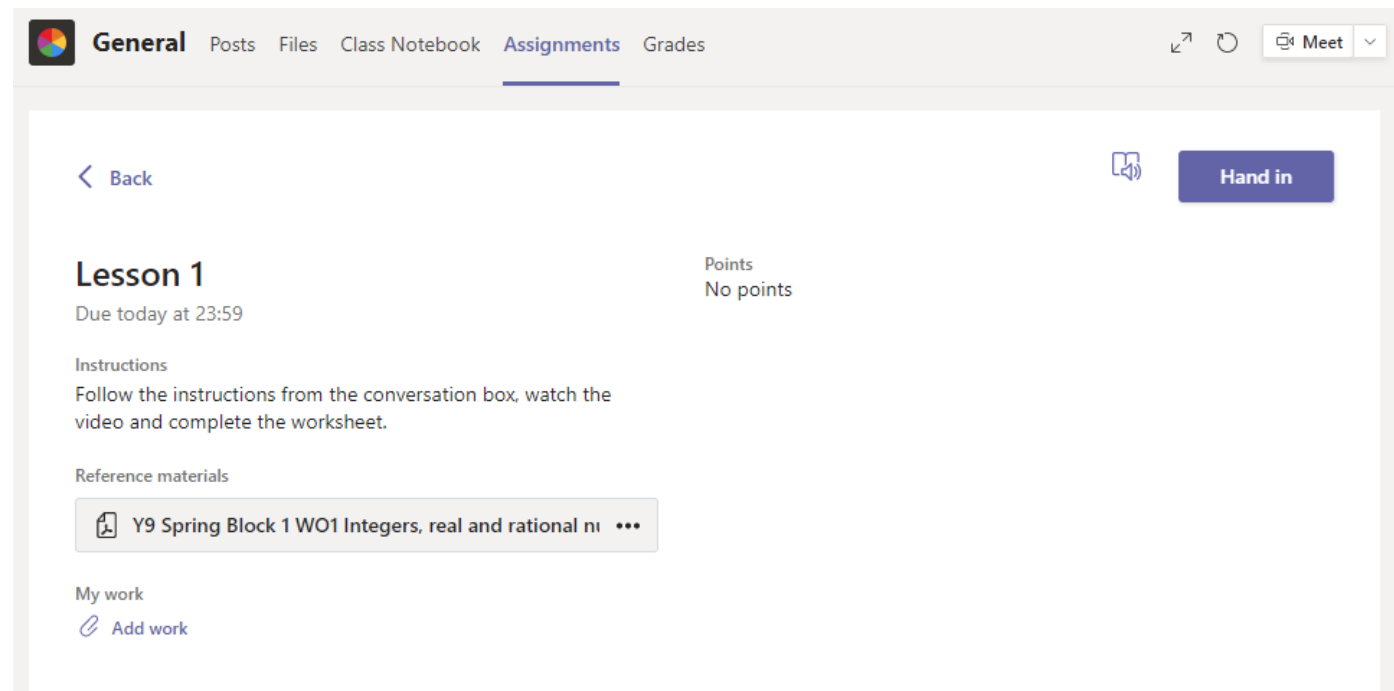
For each lesson, students can either click on the relevant Team file e.g. if the student has Maths click on the students Maths group (FEHS 9Mat-X1) or look in assignments and locate their work there.

Week 1 (Year/Term/Week: 2020/2/03)

Monday	Tuesday	Wednesday	Thursday	Friday
Inspire9 M105 Mr T Chapman	Inspire9 M105 Mr T Chapman	Inspire9 M105 Mr T Chapman	Inspire9 M105 Mr T Chapman	Inspire9 M105 Mr T Chapman
Science 9Sci-X3 M104 Miss J Rushford	Physical Educn 9PE-XB SpH Mr B Player	Art 9Art-XB M9 Mr T Wall	MFL: Spanish 9MFL-X1 A6 Ms K Lopez Hermosilla	History 9His-XB A103 Ms I Wiltshire
Maths 9Mat-X1 A108 Mrs H Clare	Geography 9Geo-XB A101 Miss L Chapman	Physical Educn 9PE-XB SpH Mr P Keogh	RE Phil Eth 9RPE-XB A5 Mr M Neville	Geography 9Geo-XB A101 Miss L Chapman
English	Maths	MFL: Spanish	Science	English




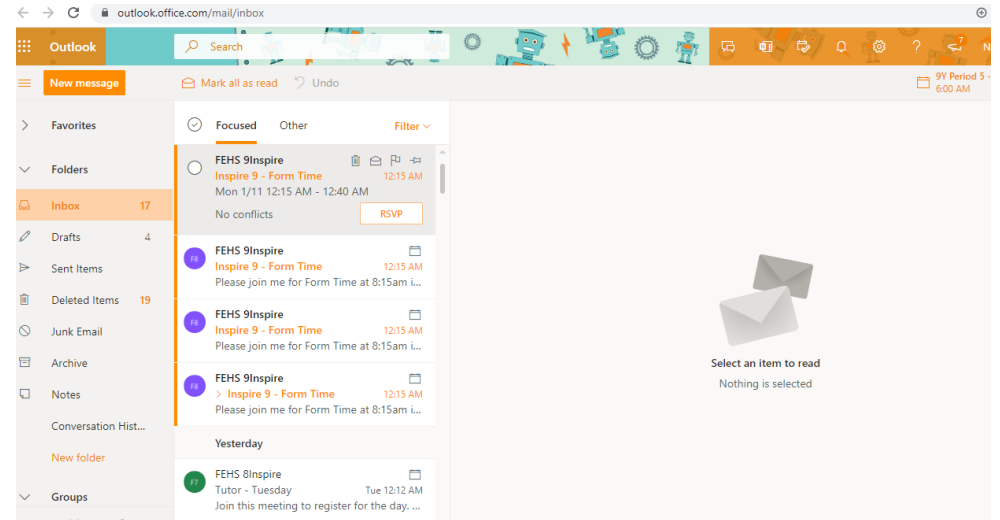
2. When they click in the relevant lesson this will give them what they need to do together with any resources or the links to resources. If students have any issues accessing work or need help they can message their teacher via Teams.
3. When your child has completed their work they can upload their work by clicking the [Add work](#) button or by following the specific instructions issued by the teacher and by clicking the [Hand in](#) to show it has been completed.



If your child has completed the work manually they can take photos of their work and upload this.

Logging onto Outlook (for School Emails)

1. Once you have logged onto your Office 365 account – click on the Outlook logo  and this will open up the students Microsoft Outlook in a new tab.
2. If this is the first time your child is logging into Outlook they might need to enter their password again. Once they are in they can use this to email work or message teachers



Logging onto Word/Excel/PowerPoint

At Fram Students have free access to the online version of Word, Excel and PowerPoint. Once you have logged onto your Office 365 account – click the relevant software button and this will open in a new tab.



Word

Word is a word processing software that students can use to write essays, reports or design posters.



Excel

Excel is a spreadsheet software that students can use to assist with producing graphs or tables.



PowerPoint

PowerPoint is a presentation software that students can use to produce presentations or design posters.