

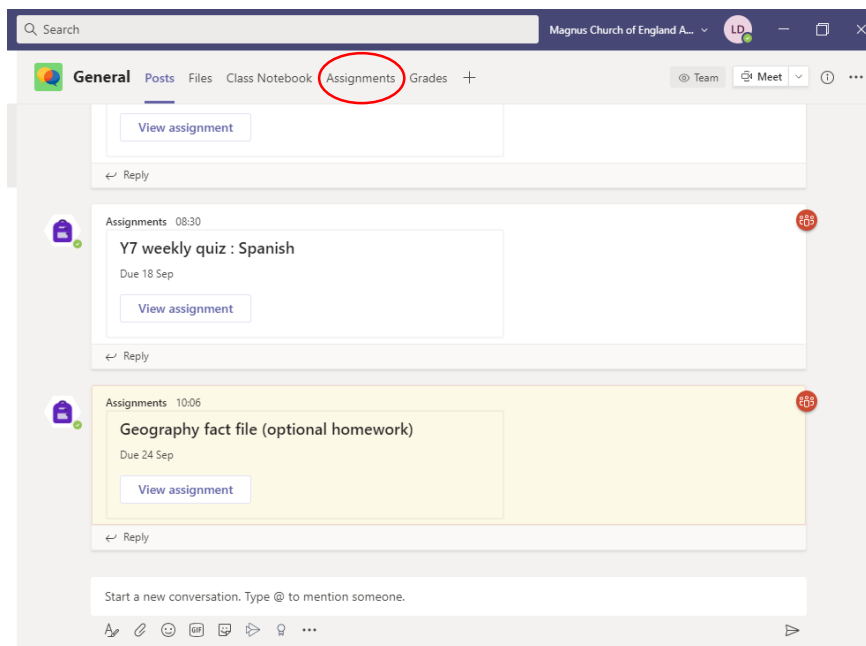
## Accessing homework on Teams

All students are being set homework via Microsoft Teams. Students need to be checking Teams daily to see if they have any homework to complete.

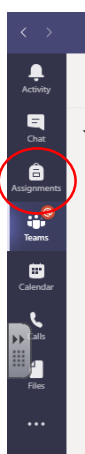
Students need to log-in to Microsoft Teams at [portal.office.com](https://portal.office.com) (or via the Teams app).

They need to use their school email address. This is their [username@magnusacademy.co.uk](mailto:username@magnusacademy.co.uk) and will begin with [A0\\_\\_\\_\\_@magnusacademy.co.uk](mailto:A0____@magnusacademy.co.uk). Their password is their usual school password. If students do not know these details, please complete a 'Help' request form on the school website and someone will be in contact to help.

Once logged into Teams, students need to select the assignments tab.



OR



Students will be able to see what homework they have been set and the due dates.

The screenshot shows the Microsoft Teams interface for a channel named 'General'. The 'Assignments' tab is active, displaying a list of quizzes. The top navigation bar includes a search bar, the channel name 'Magnus Church of England A...', and user profile information. The main content area shows a list of assignments with the following details:

Assignment Name	Due Date	Status
Year 7 English Knowledge Organiser quiz 3	Due 23 July 2020 09:30	13/27 handed in 0 returned
Y8 Science Quiz W/C 20th July	Due 24 July 2020 15:15	13/27 handed in 0 returned
Remote Education Quiz	Due tomorrow at 23:59	24/27 handed in
Year 9 English - WC 14th September - Topical Vocabulary - Box 2	Due 21 September 2020 08:30	11/27 handed in
Spanish quiz Los trabajos	Due 23 September 2020 08:30	11/27 handed in
Year 9 Knowledge Organiser Quiz WC 14/09/20	Due 23 September 2020 09:00	11/27 handed in

At the bottom of the list, there is a 'Returned' section and a 'Create' button.

If you have any issues with Teams, please complete the 'Help' request form on the website or the school directly. Someone will be in contact with you as soon as possible.