



**turn IT on**  
Connecting schools and technology

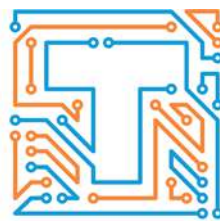
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# Student Working from Home guide



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## Accessing School Email

To Access your school email, go to <https://outlook.office365.com>.

You will need to enter your school email username, which is your school login @student.foresthillschool.co.uk

e.g. [carvl123.209@student.foresthillschool.co.uk](mailto:carvl123.209@student.foresthillschool.co.uk)

The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text reads "Sign in to continue to Outlook". A text input field contains the email address "carvl123.209@student.foresthillschool.co.uk". Below the input field are two links: "Can't access your account?" and "Sign in with Windows Hello or a security key ?". A blue "Next" button is positioned at the bottom right of the form.

Then enter your normal school password:

The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it is a back arrow and a blurred URL. The main heading is "Enter password". Below this is a password input field filled with dots. A link "Forgotten my password" is located below the input field. A blue "Sign in" button is at the bottom right.

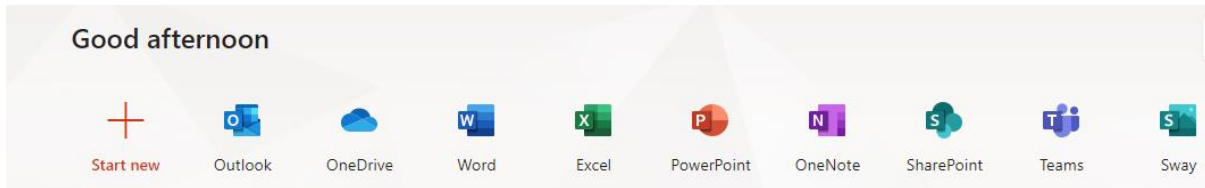
This will allow you to access your school email from any web browser.



## Accessing and using Office online

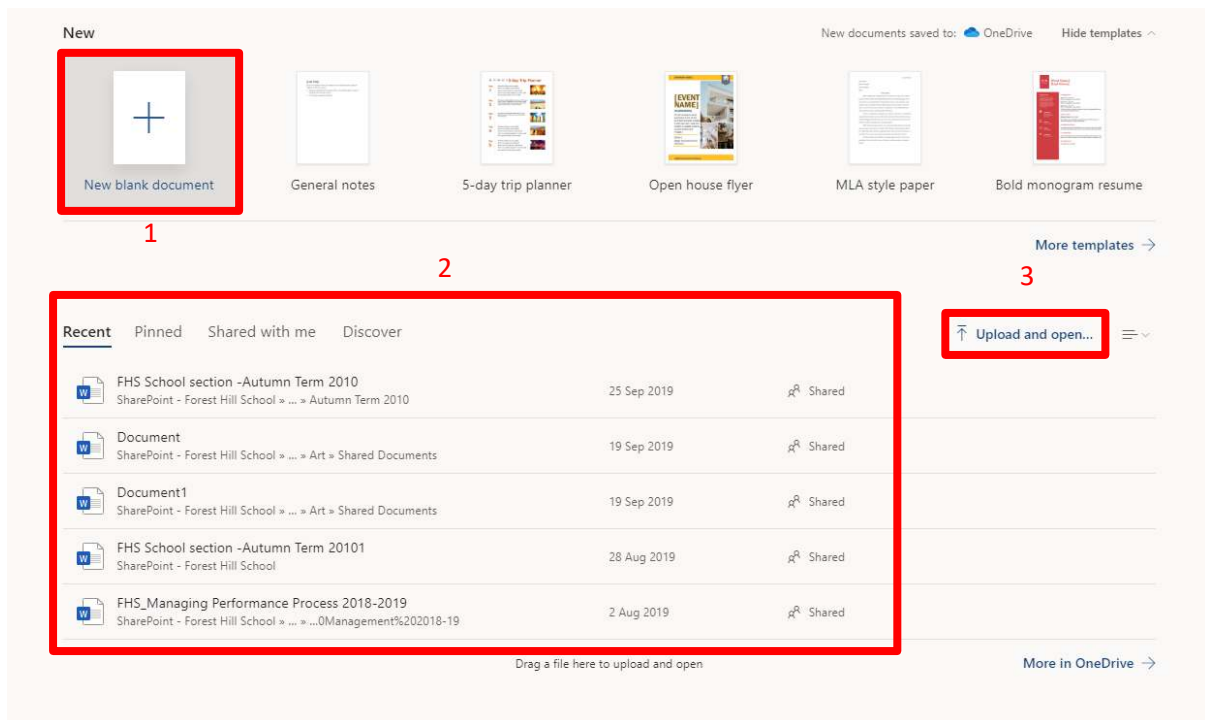
To log in to Microsoft Office online, go to <https://office.com> and log in as you do for your emails as above.

You will be greeted by welcome screen and the available apps:



To use an app simply click the logo, for this example we will use Microsoft Word.

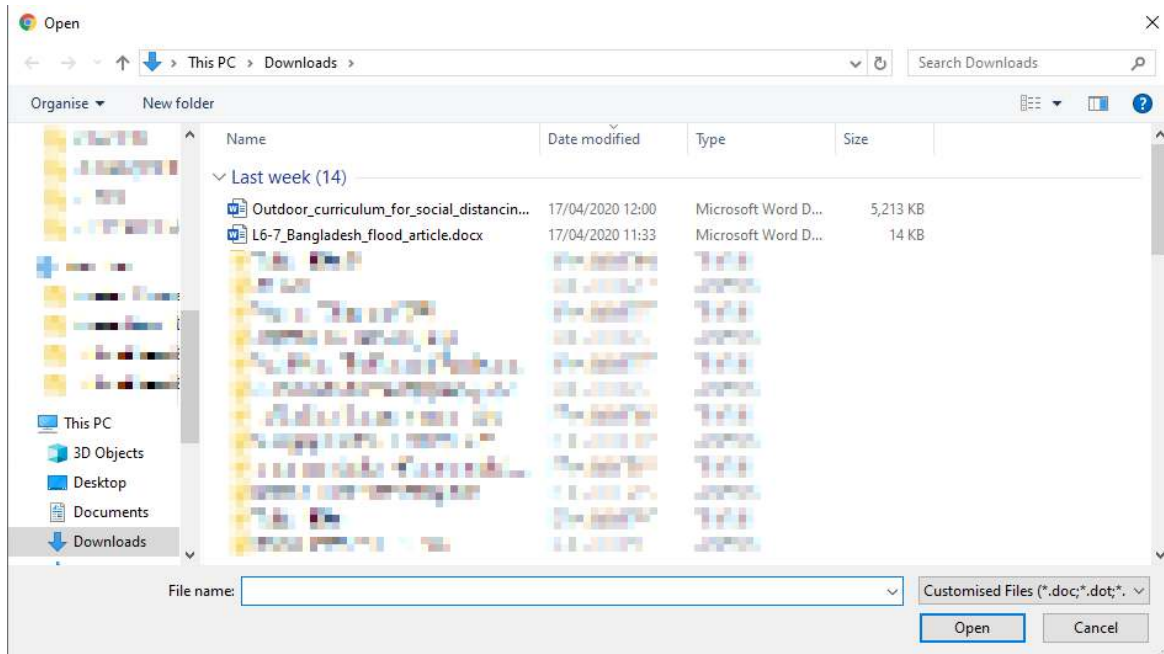
Clicking the Word logo will bring you to the Word homescreen:



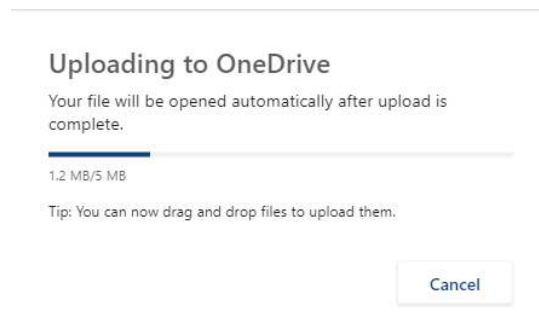
From here you can either start a new document<sup>1</sup>, or upload and open a document that is saved on your PC<sup>2</sup>, as well as access any recent documents that have been opened on Office online before<sup>3</sup>.



Once you select upload and open you will be presented with the below open box to select a file to open, this will likely be in your downloads file if it has been downloaded from Show My Homework.



Once you select a file it will be uploaded to your OneDrive account:



Once uploaded the file will automatically open in word online and you will be able to edit and change it as you like. Any changes will be automatically saved as you go, and will be indicated in the title bar:

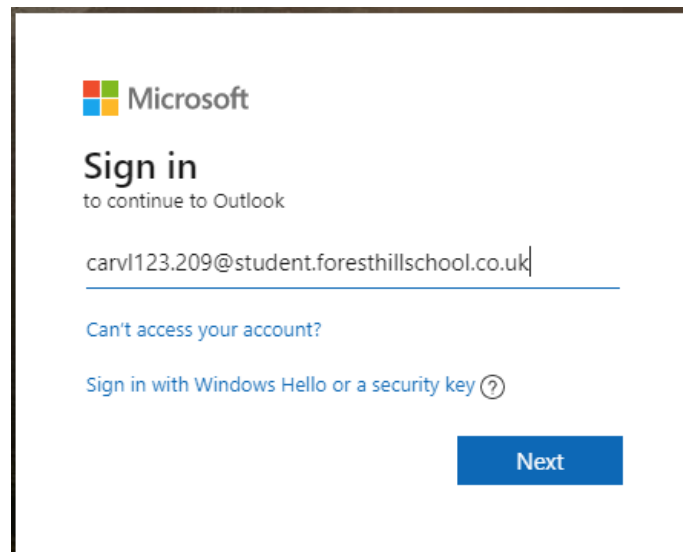




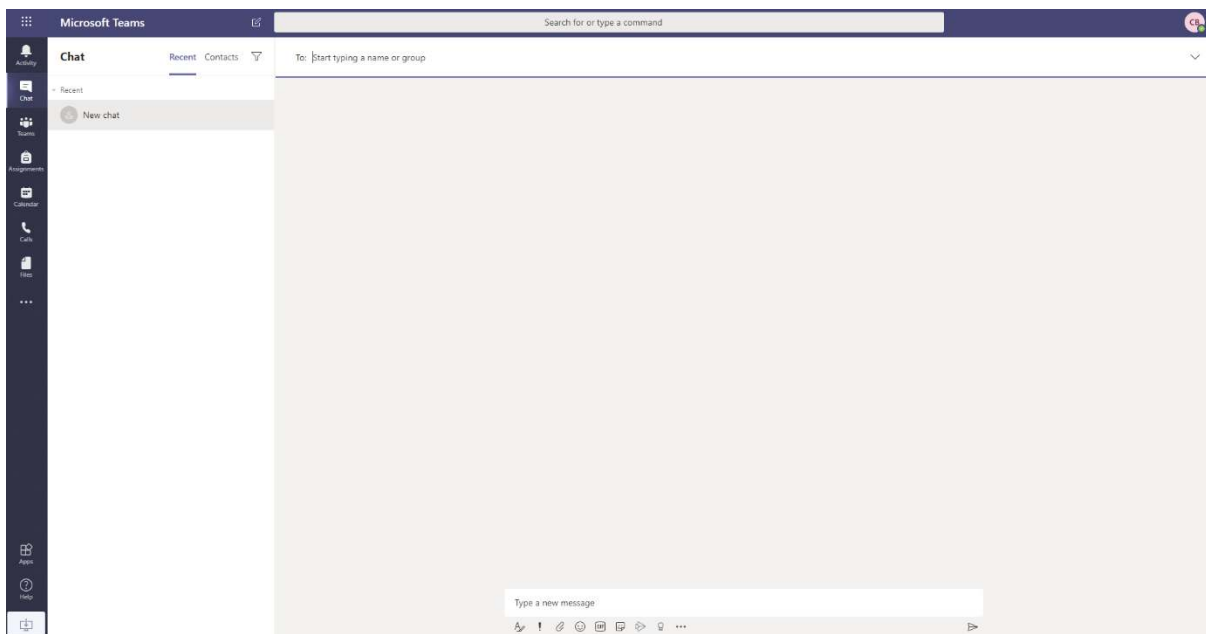
## Accessing Teams

To access teams you can either use the web browser version at <https://teams.microsoft.com> or you can download the teams installer from <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>. Alternatively, you can download the Teams app from the App store or Google Play store for your phone.

Log in with the same login as you used as per the guide above.



This will then take you to the Teams home screen, which is automatically set to the chat page:





## Accessing Show My Homework

Show My Homework is accessed from <https://www.satchelone.com/>

Make sure that you have set your school as Forest Hill School, then enter the email address that you signed up with and the password.

The screenshot shows a login interface with the following elements:

- Login** header with a [Forgot password?](#) link.
- Three role selection buttons: **Staff**, **Parent**, and **Student** (which is selected).
- Two radio buttons:  I already have an account and  I don't have an account yet.
- A text input field containing "Forest Hill School".
- A text input field for "Enter email address or username" with a key icon.
- A text input field for "Enter password" with a key icon and an eye icon for visibility.
- A large blue **Log in** button.
- A link for "Or log in with:" at the bottom.

Remember that the Password is required to have at least 10 characters, with at least one upper case letter, one lower case letter, one number, and one special character, e.g. #@!.

If you have forgotten your password, click the "Forgot password?" link at the top of the login screen. This will take you to the password reset screen, simply enter the email address you used to sign up to Show My Homework and hit the Reset password button. This will send a password reset email to you.

The screenshot shows a password reset interface with the following elements:

- Forgot your password?** header.
- A text input field for "Enter your email address".
- A large blue **Reset password** button.