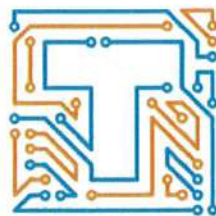tel: 01865 597620
web: www.turniton.co.uk
email: office@turniton.co.uk
post: 7 Elm Place, Eynsham, Witney, Oxfordshire, OX29 4BD

Student Working from Home guide

tel: 01865 597620
web: www.turniton.co.uk
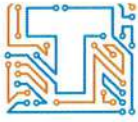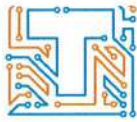email: office@turniton.co.uk
post: 7 Elm Place, Eynsham, Witney, Oxfordshire, OX29 4BD

Contents

turn IT on
Connecting schools and technology

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

Then enter your normal school password:

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

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web: www.turniton.co.uk
email: office@turniton.co.uk
post: 7 Elm Place, Eynsham, Witney, Oxfordshire, OX29 4BD
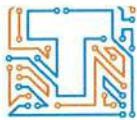
Accessing and using Office online

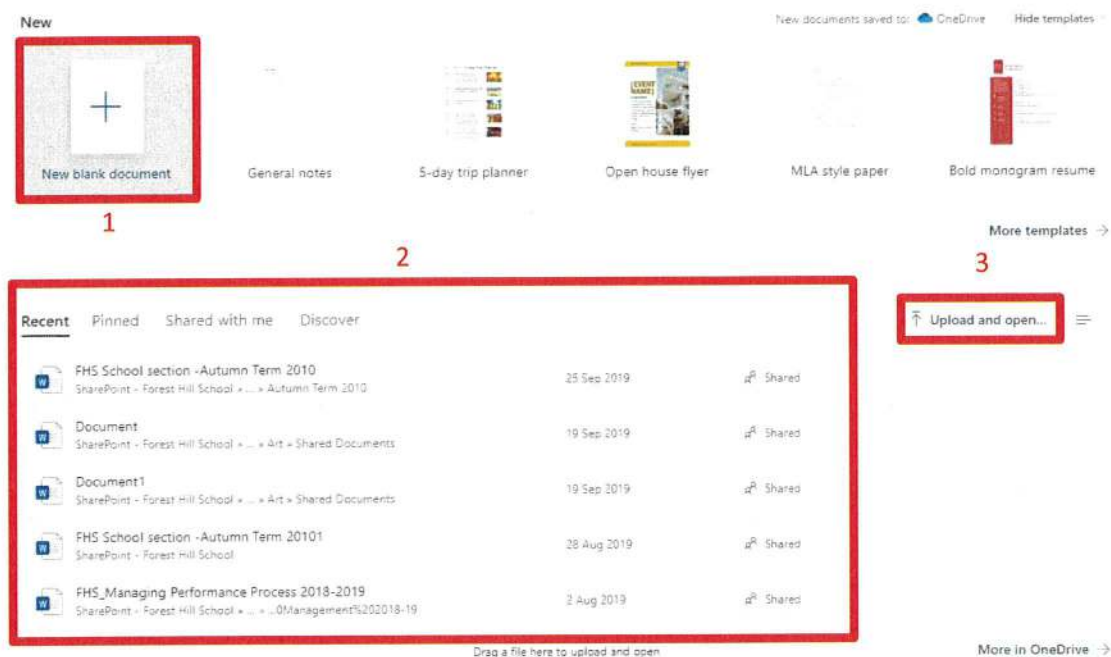To log in to Microsoft Office online, go to https://office.com and log in as you do for your emails as above.

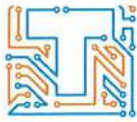You will be greeted by welcome screen and the available apps:

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[1], or upload and open a document that is saved on your PC[2], as well as access any recent documents that have been opened on Office online before[3].

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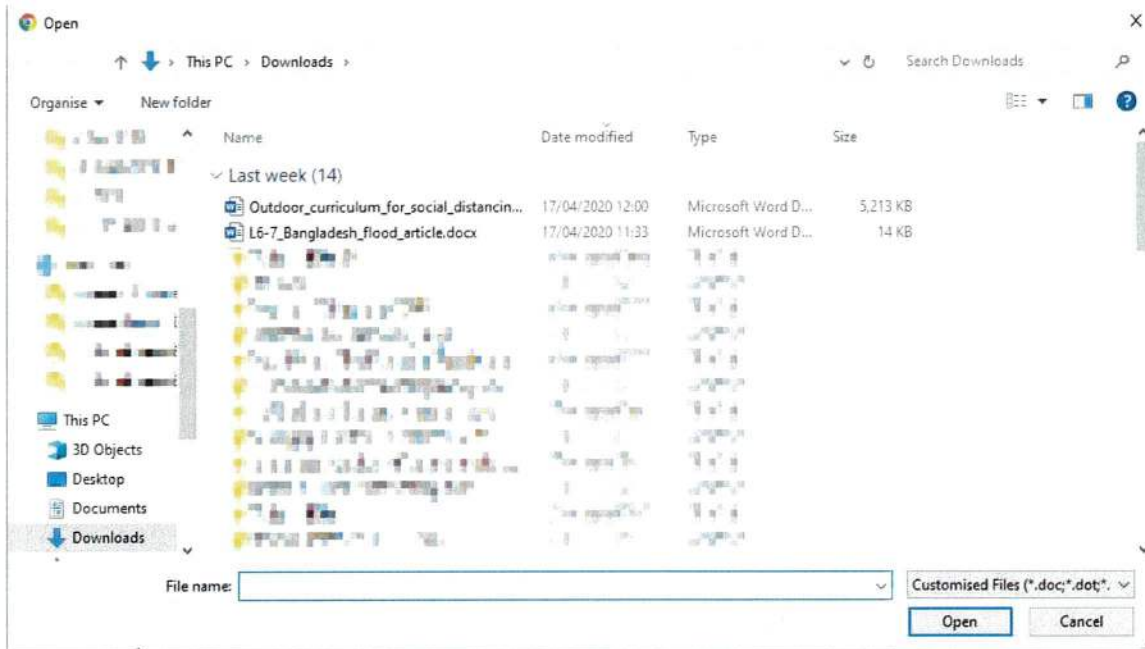
Once you select a file it will be uploaded to your OneDrive account:
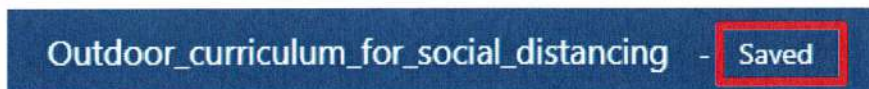

Uploading to OneDrive

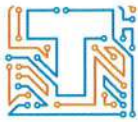Your file will be opened automatically after upload is complete.

1.2 MB/3 MB

Tip: You can now drag and drop files to upload them.

Cancel

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:

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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.
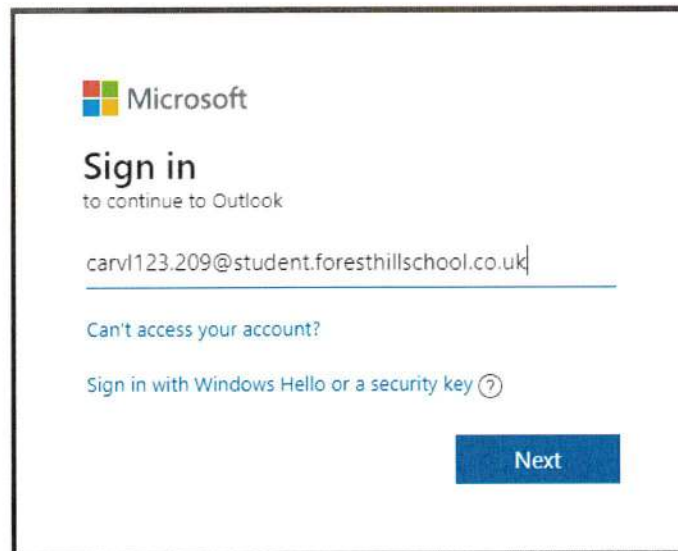
This will then take you to the Teams home screen, which is automatically set to the chat page:
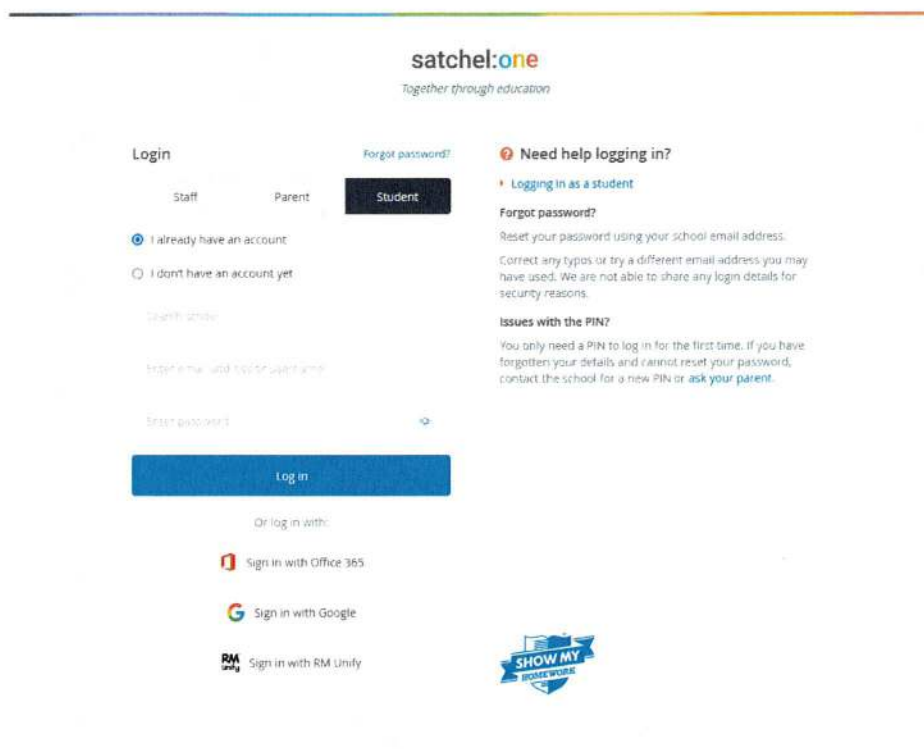
# How to log in to Show My Homework

1) Access the show my homework website, by either searching for "show my homework" in google or using the link below

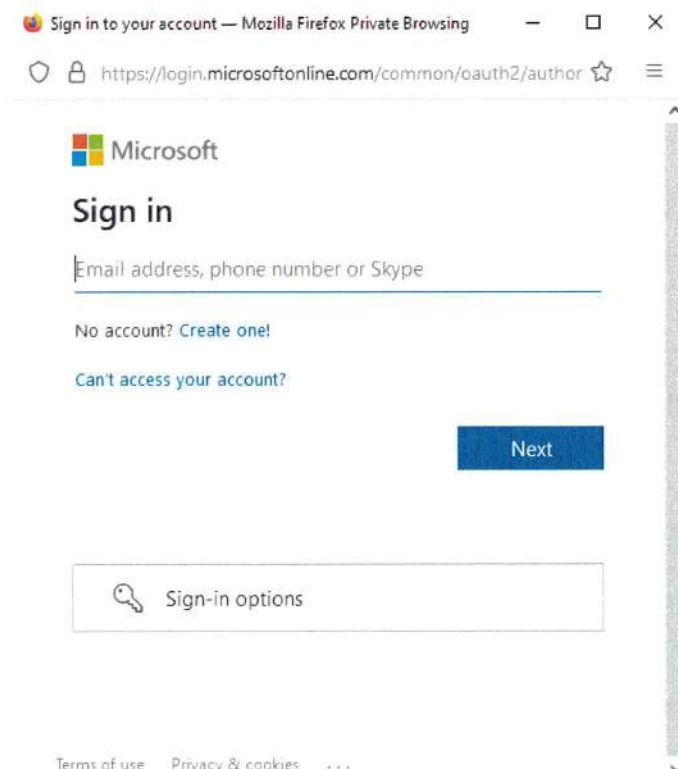https://www.satchelone.com/login?signUp=true&userType=student
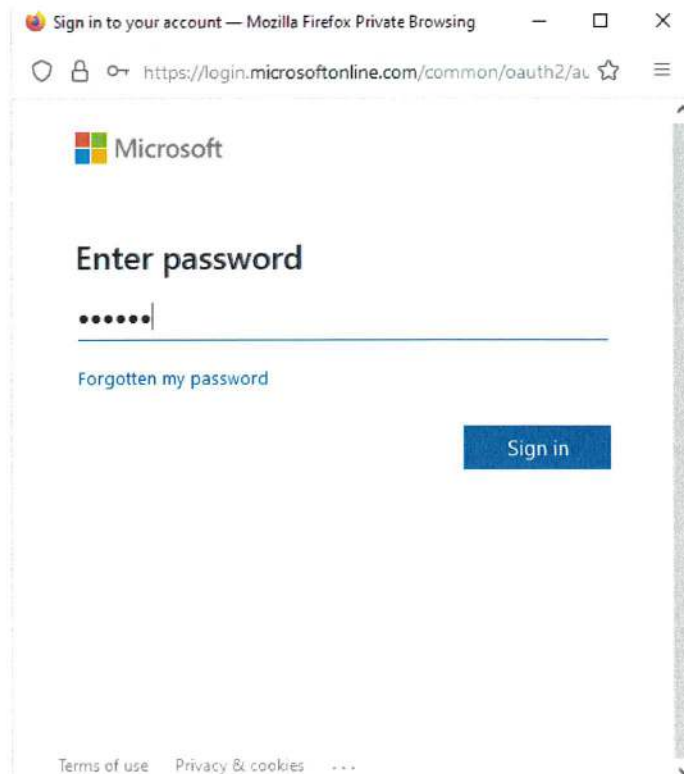
The website will look like the image shown below

2) Once you have reached this webpage click the "Sign in with Office 365" button which is highlighted in the image below
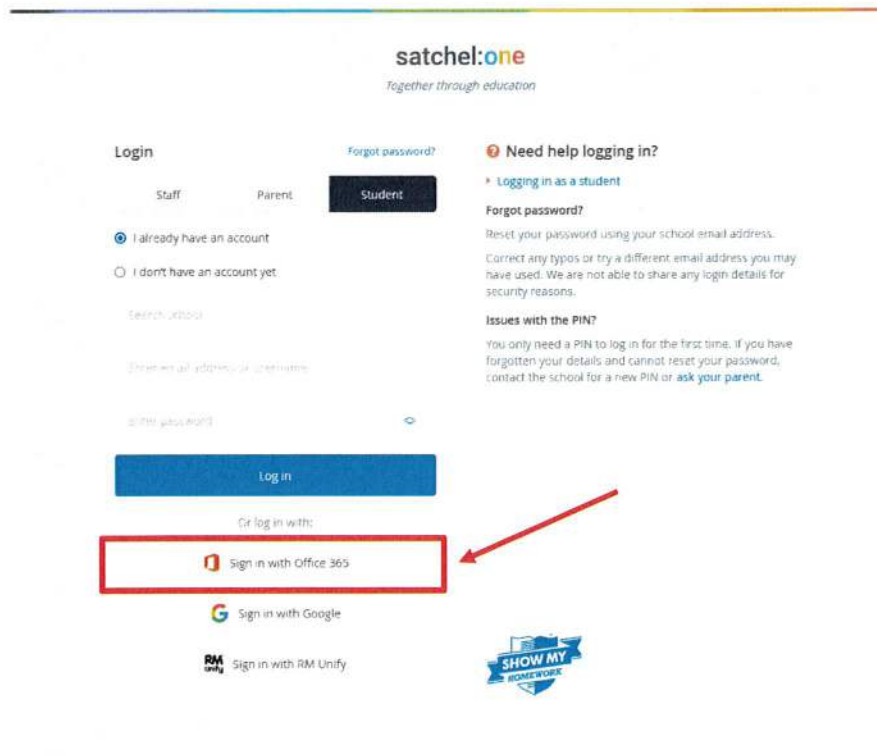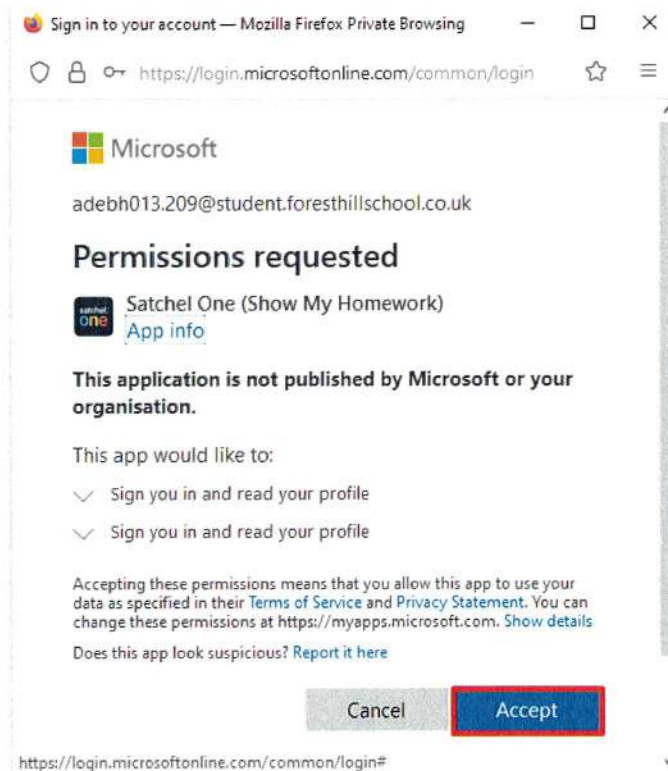

3) This will open a new smaller window where you can log in using your **school email address.**

4) Once you have typed your email address, press "next" and then enter your **school login password**
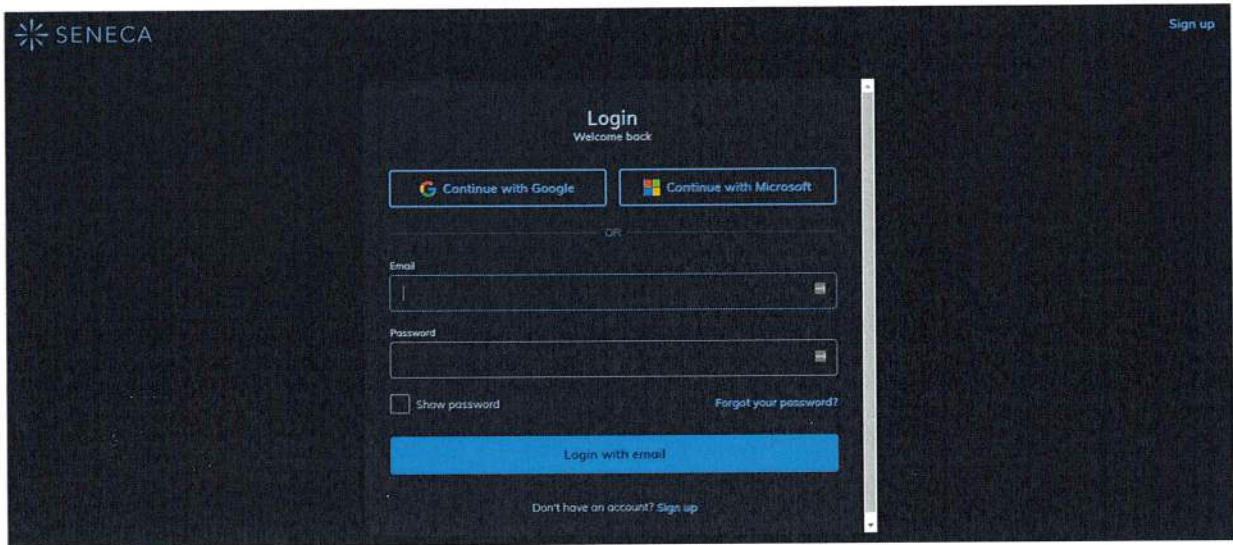

5) Press "Sign in" and in the next box press accept

How to log in to Seneca

https://app.senecalearning.com/login

log in using your school email address.
**************.209@student.foresthillschool.co.uk
and then enter the password:- seneca2020

If the password doesn't work click on forgot your
password and you will be sent an email.