



*Kings Langley*  
SECONDARY SCHOOL

WELCOME

# Homework at Kings Langley School

## Student Guide to Homework in Teams



# Student Guide to Teams

This is a short step by step guide to help you to access homework and class materials from home.

You will need access to a computer or device and the internet to do so. Students can access Teams in school, in our IT rooms and Learning Resource Centre.

If you need further support, please ask your tutor or visit our LRC at break and lunchtimes and ask an E-Learning Champion.



# Kings Langley School App Toolkit

*Please download the following Apps onto your home device.  
Alternatively use in your browser account.*



Microsoft Teams – complete homework assignments and quizzes



Microsoft Outlook – communicate with teachers and peers through school. Receive notifications of homework assignments



Microsoft Notebook – make notes, complete worksheets and assignments





*Please download the following Apps onto your home device. Alternatively use in your browser account.*

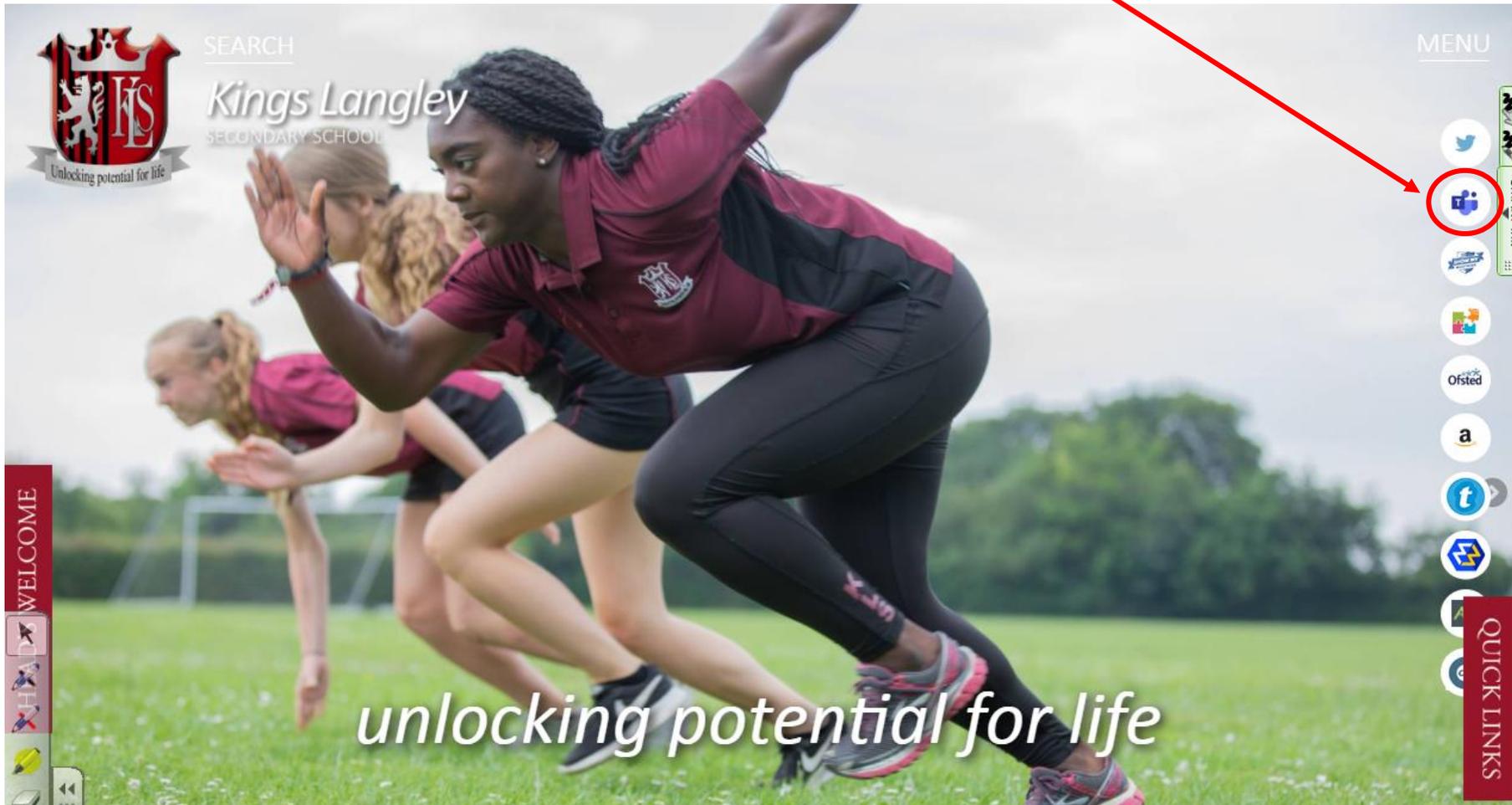
I want to...	 <b>IOS App</b>	 <b>IOS Link</b>	 <b>Android App</b>	 <b>Android Link</b>
<b>Access my files</b>	<b>One Drive</b> 	<a href="https://apps.apple.com/gb/app/microsoft-onedrive/id477537958">https://apps.apple.com/gb/app/microsoft-onedrive/id477537958</a>	<b>One Drive</b> 	<a href="https://play.google.com/store/apps/details?id=com.microsoft.skydrive&amp;hl=en_GB">https://play.google.com/store/apps/details?id=com.microsoft.skydrive&amp;hl=en_GB</a>
<b>Access the web</b>	<b>Chrome</b> 	<a href="https://apps.apple.com/gb/app/google-chrome/id535886823">https://apps.apple.com/gb/app/google-chrome/id535886823</a>	<b>Chrome</b> 	<a href="https://play.google.com/store/apps/details?id=com.android.chrome&amp;hl=en_GB">https://play.google.com/store/apps/details?id=com.android.chrome&amp;hl=en_GB</a>
<b>Write a document</b>	<b>Word App</b> 	<a href="https://apps.apple.com/gb/app/microsoft-word/id586447913">https://apps.apple.com/gb/app/microsoft-word/id586447913</a>	<b>Word App</b> 	<a href="https://play.google.com/store/apps/details?id=com.microsoft.office.word&amp;hl=en_GB">https://play.google.com/store/apps/details?id=com.microsoft.office.word&amp;hl=en_GB</a>
<b>Review assignments and hand in work</b>  <b>Collaborate with others</b>	<b>Teams App</b> 	<a href="https://apps.apple.com/gb/app/microsoft-teams/id1113153706">https://apps.apple.com/gb/app/microsoft-teams/id1113153706</a>	<b>Teams App</b> 	<a href="https://play.google.com/store/apps/details?id=com.microsoft.teams&amp;hl=en_GB">https://play.google.com/store/apps/details?id=com.microsoft.teams&amp;hl=en_GB</a>
<b>Create a presentation</b>	<b>Powerpoint App</b> 	<a href="https://apps.apple.com/gb/app/microsoft-powerpoint/id586449534">https://apps.apple.com/gb/app/microsoft-powerpoint/id586449534</a>	<b>Powerpoint App</b> 	<a href="https://play.google.com/store/apps/details?id=com.microsoft.office.powerpoint&amp;hl=en">https://play.google.com/store/apps/details?id=com.microsoft.office.powerpoint&amp;hl=en</a>



# Accessing Teams

Off Site  
Search for Kings  
Langley School website

Click on the Teams icon



Click on Chrome/  
Edge/ Safari



1. Type in your 'username'  
@kls.herts.sch.uk
2. Then, your password you log in with.

Remote Learning in education. Learn more >

## Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Sign in

Get Office

Sign up for the free version of Office >



Sign in to use your favorite productivity apps from any device



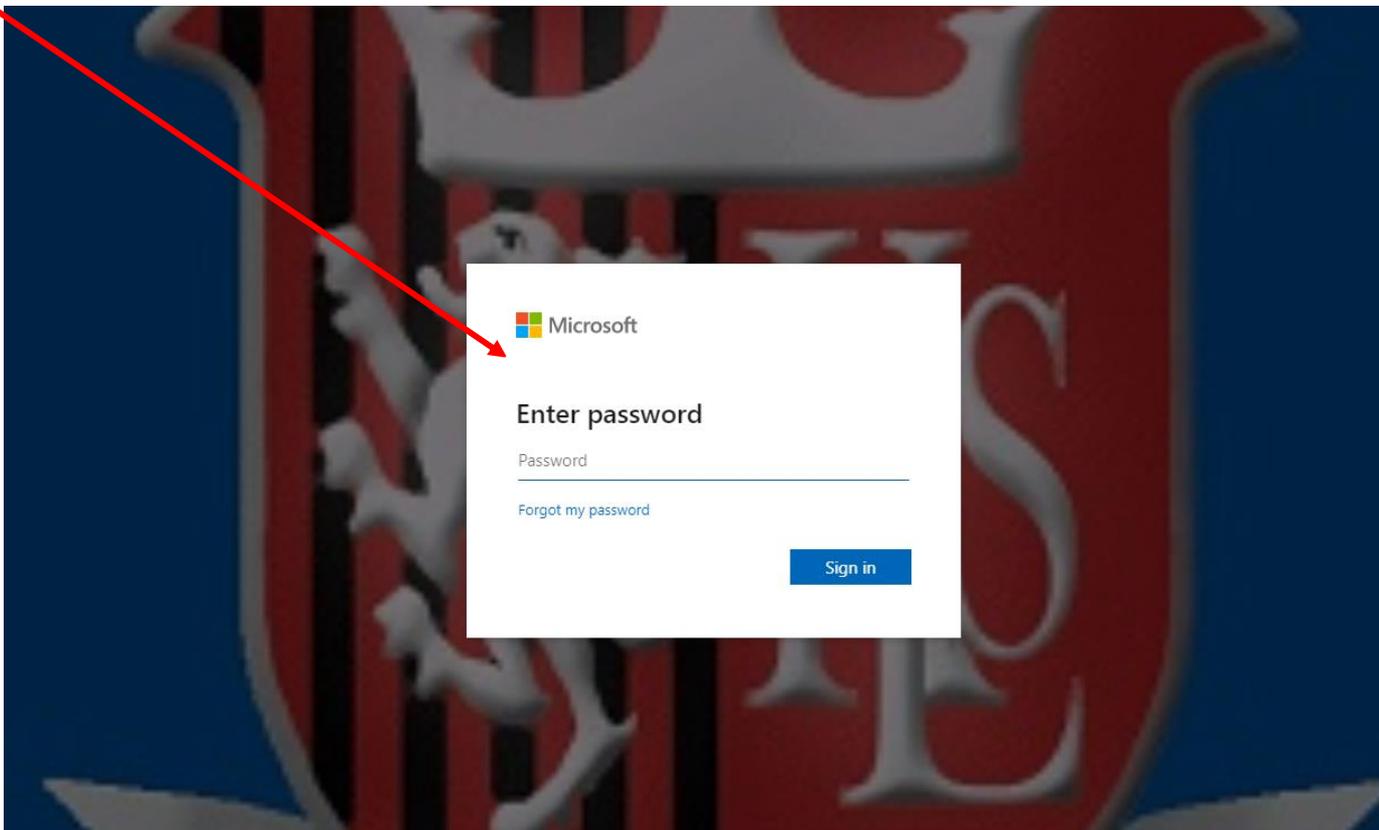


Enter your school username (email address e.g bloggsj19@kls.herts.sch.uk)

Enter your password

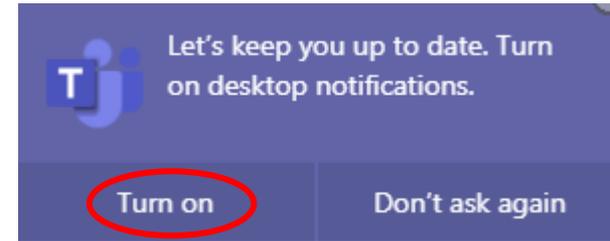
(If students have forgotten their passwords, they will need to ask their tutor to request one from the IT Services Team.)

Click on the log in window





All assignments that have been set by your teachers will appear as below on Teams.



Teams will ask you if you would like to turn on the notifications on your computer or device. This is to notify you of any assignments set by your teacher.

Activity

Chat

Teams

**Assignments**

Calendar

Calls

Files

...

Apps

Help

Upcoming

> Drafts

✓ Assigned (20)

View more past due

- Year 7 Vocalise End of Topic Quiz  
PHS-2019-7a-Mu • Due November 22, 2019 11:59 PM
- Year 7 Vocalise End of Topic Quiz  
PHS-2019-7d-Mu • Due November 22, 2019 11:59 PM
- Year 7 Vocalise End of Topic Quiz  
PHS-2019-7c-Mu • Due November 22, 2019 11:59 PM
- Year 8 Film Music Quiz  
PHS-2019-8i-Mu • Due November 26, 2019 11:59 PM
- Mary's diary writing task  
PHS-2019-7f-en-Rg • Due December 2, 2019 11:59 PM
- Elliot's diary entry writing task  
PHS-2019-7h-hi-Rg • Due December 6, 2019 11:59 PM



Follow the teacher instructions on the assignment. You may be asked to complete work on a document attached (as below) or to upload a new document with the work completed.

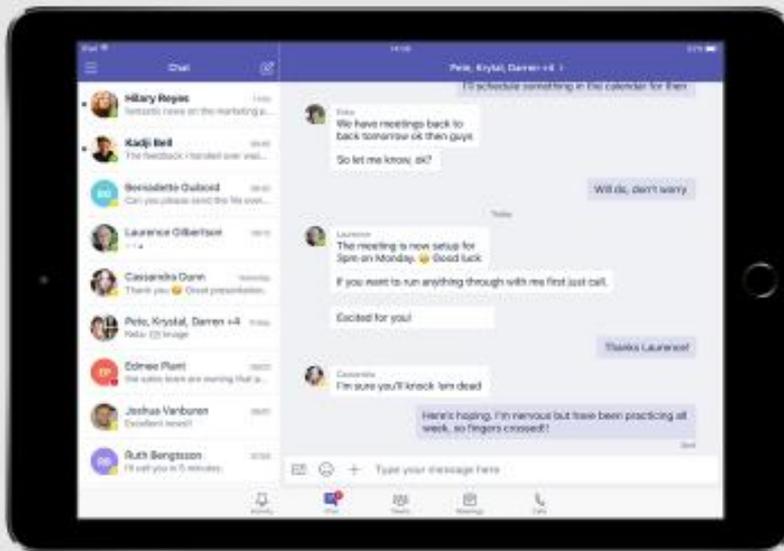
When you have completed the work. Click on the purple 'Turn in' button to submit it to your teacher for marking and feedback.

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, Files, and Assignments. The main area displays a channel named '1B PE > General'. Below the channel name are tabs for Conversations, Files, Class Notebook, and Assignments. The 'Assignments' tab is active, showing an assignment titled 'Activity Log #2'. The assignment details include a due date of 'Thu Sep 27, 2018 at 11:59 PM' and 'No Points'. Under 'Reference materials', there is a document 'Activity Log Instructions.docx'. Under 'My work', there is a document 'Activity Log - MiTeams.docx' which is circled in red. Below it is an 'Add work' button. In the top right corner of the assignment view, there is a 'Turn in' button, also circled in red. A red arrow points from the text above to this button.

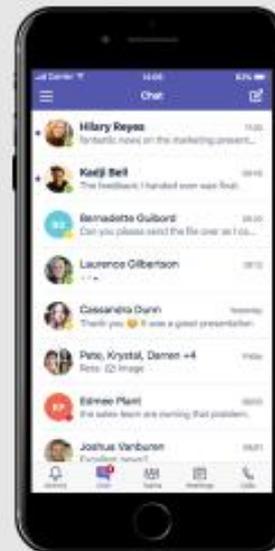
Open attached Word file. It will open in Word. Fill it out. There is no need to save to your computer. When complete, return to Teams and click the "Turn in" button.



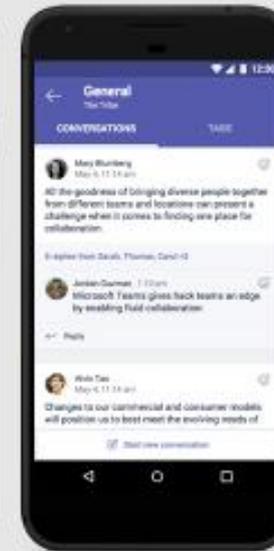
# Available across Mobile platforms



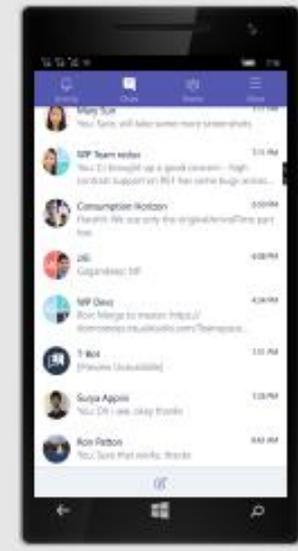
iPad



iPhone



Android



WP

Available in 181 markets and 25 languages to empower every individual to achieve more together

Further guidance on how to use Teams on a mobile device:

<https://www.texarkanacollege.edu/helpdesk/using-teams-on-a-mobile-device/>



For further help and assistance:

1. Please ask your child to visit the LRC to work with one of our E-Learning Champions
2. Please do not hesitate to contact your child's tutor