

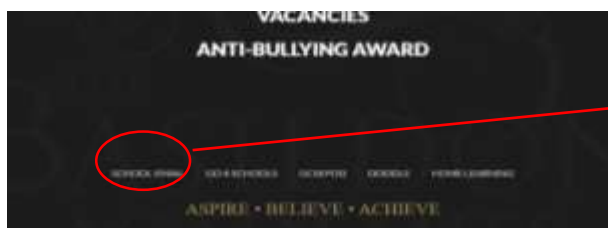
How to use Microsoft teams. Basildon Lower Academy. (Science GCSE)



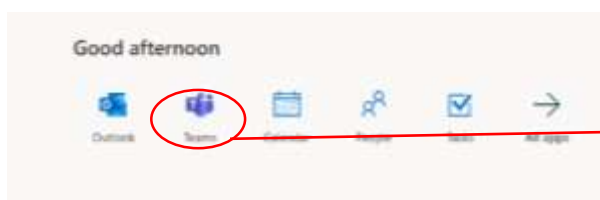
To make the most of home learning and to be able to give the best feedback and support, the school has provided all students with access to the **Microsoft Teams** resource. Below is an instruction guide of how to access this resources and few pointers for navigation around this resource.

Please note that the login information needed will be the students BA number which can be found on their Student card.

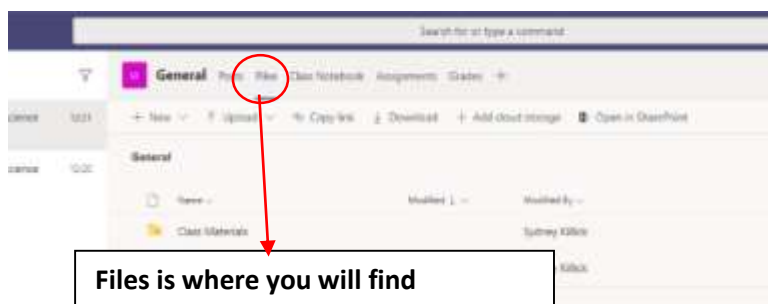
The students are required to access the resources for **an hour** a day! Every **Friday** there will be a progress test that will be marked by teachers each week. The first progress test can be found in the assignments section and is due on **The 1st of May 2020 focusing on Cell biology. Please see below the time table for progress tests. Please do not worry if you submit work late as this is all very new. Attempt to complete missed work where possible so that you can receive helpful feedback and guidance from your teacher.**



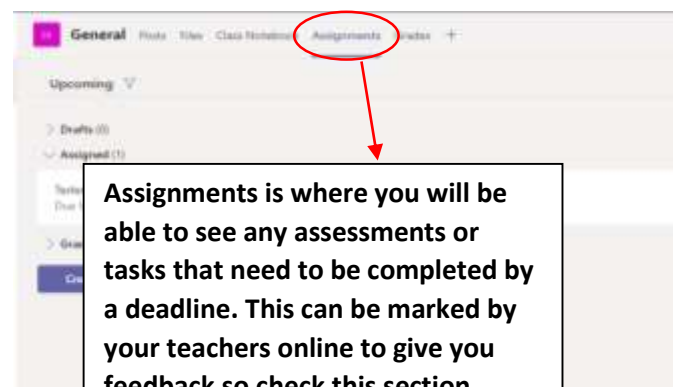
Select the school email option on the school website.
You will need you **BA number** and the password you would have used to access the school computers.



Select the team's option.



Files is where you will find resources and worksheets that have been uploaded for you to access or print.



Assignments is where you will be able to see any assessments or tasks that need to be completed by a deadline. This can be marked by your teachers online to give you feedback so check this section regularly.