

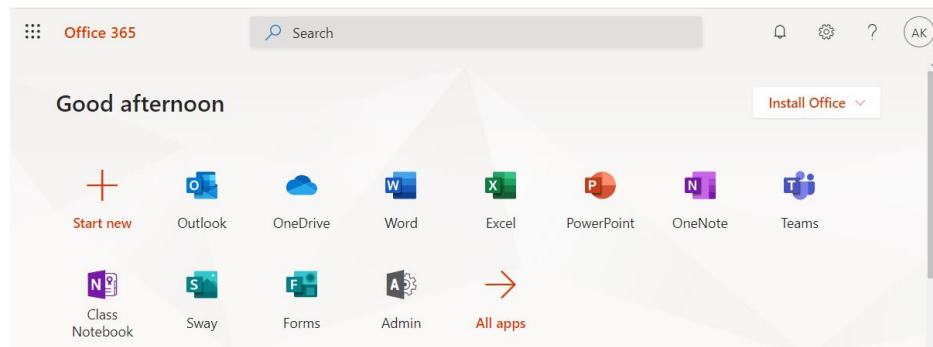


Tutor Groups – Teams and Forms

Within Office 365 we are going to use two applications to continue communication between students and their form tutor:

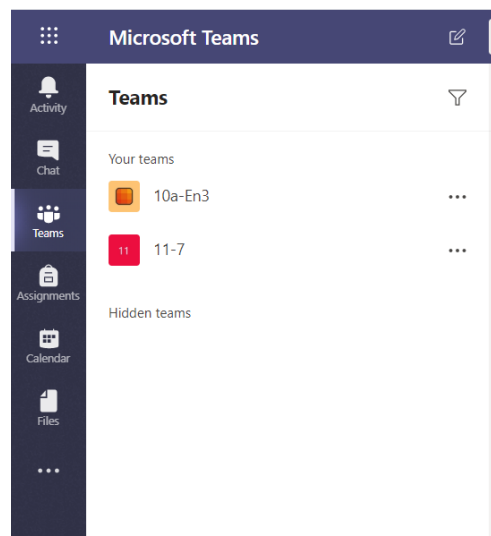
1. Teams – this is where you will find resources, links, assignments, and chat that your tutor has provided. It is the hub for your tutor group.
2. Forms – this is how you will check in each week, and fill in surveys, and quizzes.

Once logged in to Office 365 you should be able to access applications from the main screen.



Note: to get back to this screen anytime, just click the square of 9 dots in the top left hand corner, and then select Office 365.

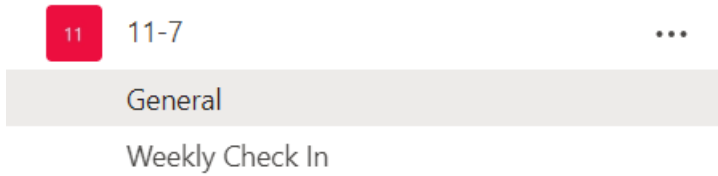
Simply click the teams icon to access teams, you will find all your classes, and tutor group already listed *if they have been activated for use by your class teacher.*



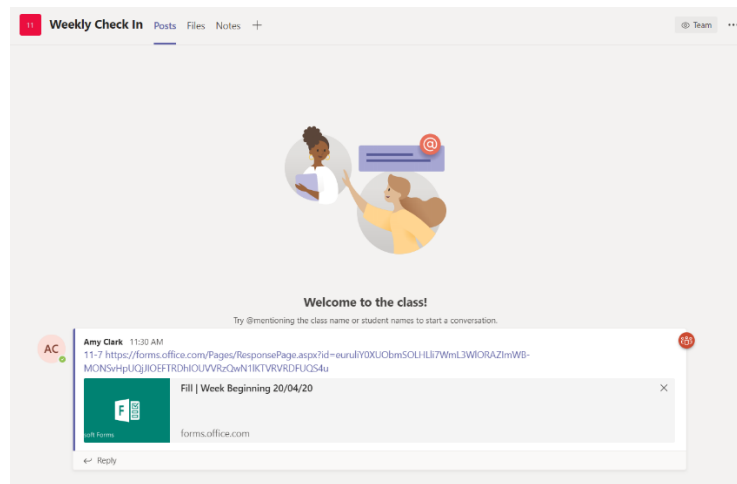



Tutor Groups – Teams and Forms

For the weekly check ins, select your form, then look for the appropriate channel:



Your form tutor will be providing a quick Microsoft Form each week for you to mark yourself in and raise any concerns you have, this will be shown in the chat for the appropriate channel in Teams, and will take you to another Office 365 application; Forms.



Week Beginning 20/04/20 

Hi Amy, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Please mark below with your name to check in this week *

2. Do you have any questions or worries about work set? *