

# SIR THOMAS BOUGHEY ACADEMY

Wednesday 12<sup>th</sup> February 2020

Dear Parents / Carers,

I would like to make you aware that, as of 24<sup>th</sup> February, we will no longer be using Show My Homework as our homework platform. There are various reasons for this change, particularly the fact that a number of students and parents have struggled to access the app and have been faced with password difficulties that have prevented access to this resource.

After half term, homework will be set on Microsoft Teams. One main benefit of using this platform is the fact that students simply require their school login details, thus removing the issue with the pin number needed for Show My Homework. A further reason for using Teams is that it is rapidly becoming the industry standard, therefore it will provide students with knowledge of a platform that is used in the wider world of business.

To access Teams, students can either do so directly through the web (via [login.microsoftonline.com](http://login.microsoftonline.com)) or they can install Microsoft Office, which is possible through our school license as the license belongs to the students, not our computers. A student guide has been provided on the reverse of this letter. Students can also install the Microsoft Teams app on a tablet / mobile phone.

Students and parents / carers will receive a daily email, specifying the homework that has been set, including the subject, the focus of the homework and the due in date. Students will then click on the overview to access the specific details of the homework, including resources. Due to the fact that resources can only be accessed through student login details, parents do not currently have the function to click on the overview – it is necessary to sit with your son / daughter to access the further details and resources, which will help to encourage homework-related discussions.

In order for parents to ensure daily homework email alerts are received, it is essential that we have your up-to-date email address on our school system. With this in mind, please email [office@stb.academy](mailto:office@stb.academy) if your email address has recently changed. We are hoping the transition to Microsoft Teams will be seamless but please bear with us as we move into this new platform of setting homework.

Thank you, as always, for your support this half term. A reminder that we are closed for a training day on Friday 14<sup>th</sup> February 2020. We look forward to welcoming students back to the second half of the Spring Term on Monday 24<sup>th</sup> February 2020.

Yours sincerely

Mrs Jane Hingley

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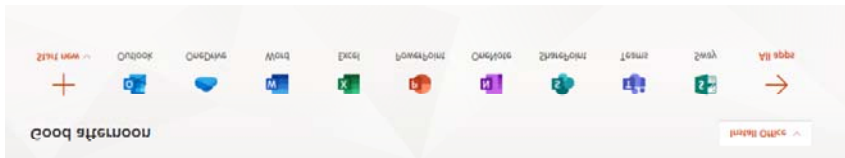
Here is a brief guide to installing Office from home;

- 1) Go to <https://login.microsoftonline.com/>
- 2) Login with your B number eg. [BXXXXX@students.stb.academy](mailto:BXXXXX@students.stb.academy)

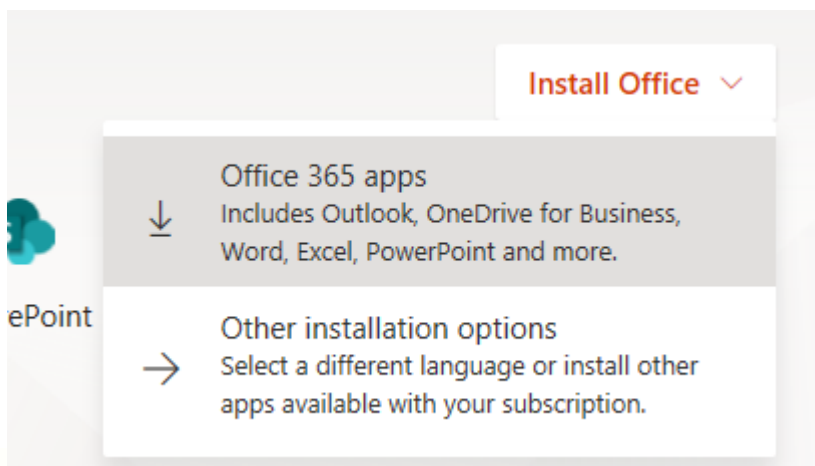
Sign in

[BXXXXX@students.stb.academy](mailto:BXXXXX@students.stb.academy)

- 3) Enter your password, this is the same one that you use in school to login to the computers with.
- 4) Here you will see all the Office365 apps, like so;



- 5) You can either use the online version of the apps by clicking them, or you can select “Install Office” on the top right-hand side of the page. Once you drop this down, select “Office365 apps”



- 6) Once downloaded and installed, you can then login to Office using your B number and password in the same way that you do in school.

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