

KSA Online



Getting Ready for Online Learning

There are a few key things you need to be able to do to make the most of online learning.

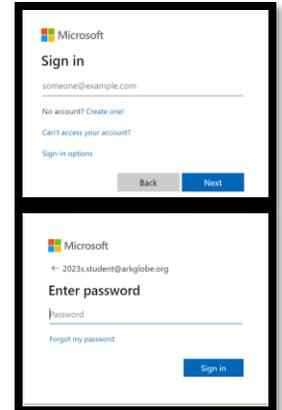
- A. Accessing Student Share and Office 365**
- B. Using school email**
- C. Using Teams**
- D. How to login to another email**
- E. How to connect to wifi at home**

It goes without saying that you need your username and password to access Student Share, Office 365, Email and Teams.

HERE'S HOW:

A. Accessing StudentShare

You can also access Office 365 directly from the KSA Website

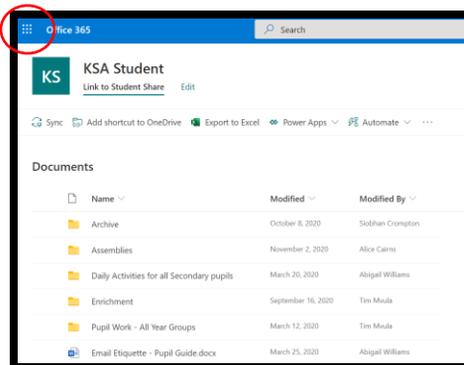


1. Go on to the school website:
kingsolomonacademy.org

2. At the top of the page it says 'Student Share.' Click on this.

3. Enter your username and password.

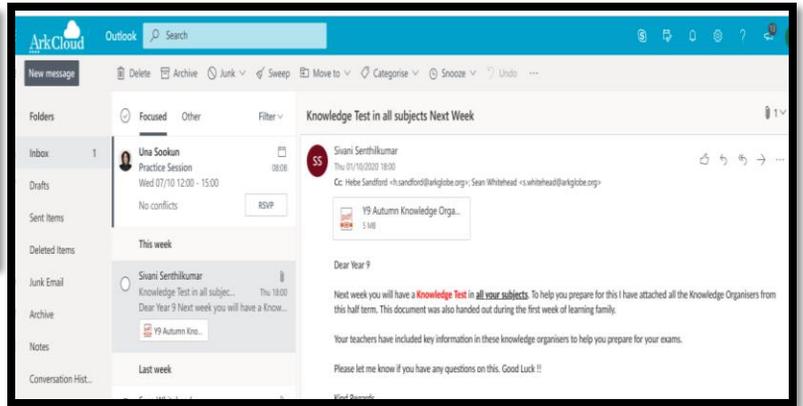
5. Click on the 'Waffle' (9 dots in a square) and click Office 365.
Here you can access email, Word, Excel, PowerPoint etc.



4. You are now on Student Share
Your teachers may share resources here.

B. Using Email

1. Log on to Office 365 through the school website.



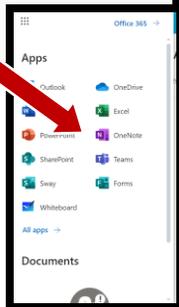
2. When you click on the email icon, your email will come up. You can write emails by clicking on 'new message'. Remember to keep any communication professional. This is not your personal email but a school email.

New message

C. Using Teams

1. Log on to Office 365 through the school website.

Click the waffle to see more apps.



2. Click on the Teams icon and look at the side bar.

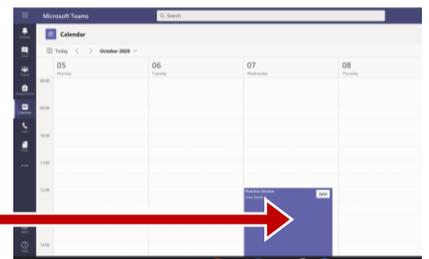
Click on calendar to see where lessons have been scheduled.



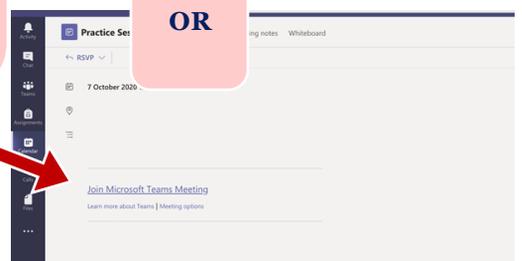
3. To join a lesson, click on the lesson scheduled in your calendar.

If the lesson has started it will say join on your calendar.

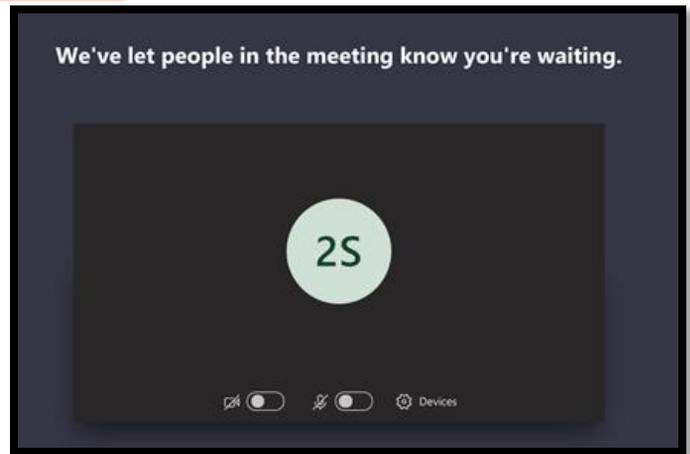
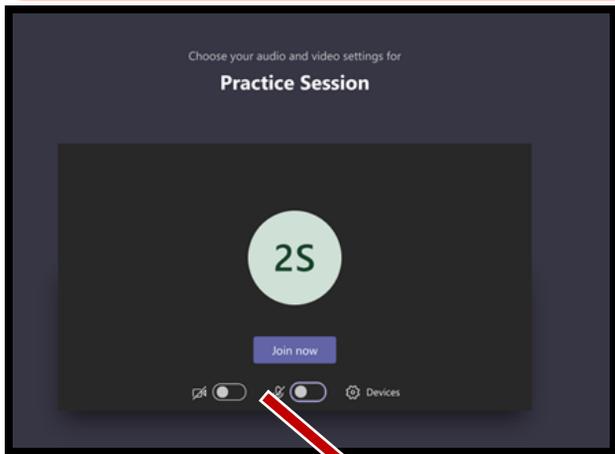
If the lesson hasn't started yet, it will take you to another screen where you can click on join.



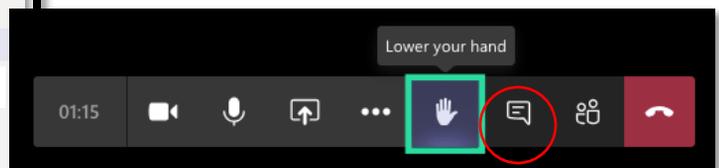
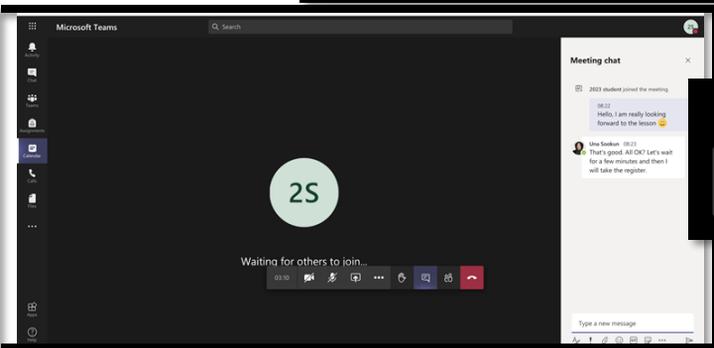
OR



4. Make sure you are on mute and your camera is off. Listen for when you are told to turn on your camera and microphone.

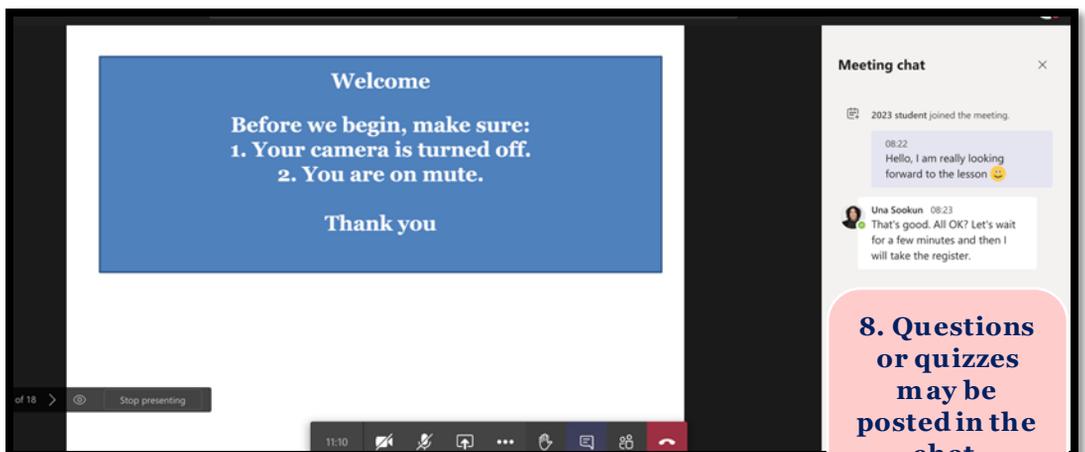


5. Your teacher will be told you want to come into the lesson and they will let you in.



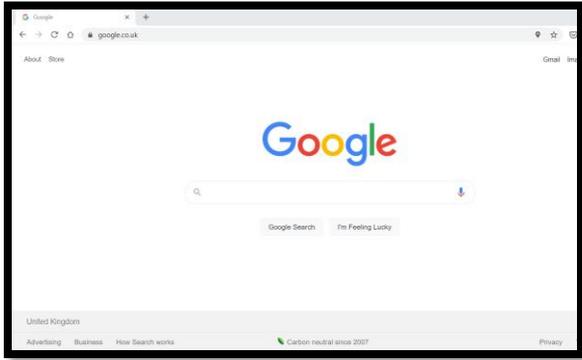
6. You can use the chat function when your teacher tells you it is appropriate to do so (to ask or answer questions). You can **also raise and lower your hand**.

7. Your teacher may choose to share their screen with you.



8. Questions or quizzes may be posted in the chat.

D. How to login to another email



1. **Open an internet browser (normally Chrome).**
2. **Google your email provider.**
3. **Type in your email address and password (this might be your parents' email if you are accessing a tutorial link sent to them).**



- ✓ **If you are looking for a Teams link, you can search your emails for the event title** (if you have accepted the invite, the email will be in your deleted folder and the event will be in your calendar).
- ✓ **Every email provider has a calendar you should check** (just like we do on Teams using your school account).



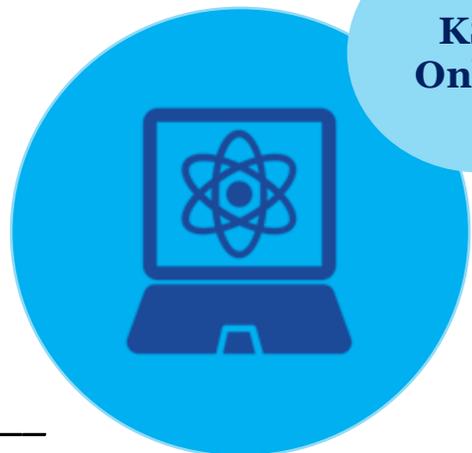
E. How to connect to Wi-Fi at home



1. **Find the Wi-Fi symbol in the bottom right corner of our screen.**
2. **Click the Wi-Fi network you want to connect to.**
3. **Type in your password.**
Remember to check for capital letters and extra spaces.

My email address:

My password:



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Online**