


1. open www.CLASSCHARTS.com
2. **LOGIN** in the upper right
3. Select **STUDENT**
4. enter **Pupil code**
5. click in **Date of birth** box and use date picker
6. click **Log in** button
7. select **Homework** from left menu
8. use the drop down arrow next **To Do** to see all available homework



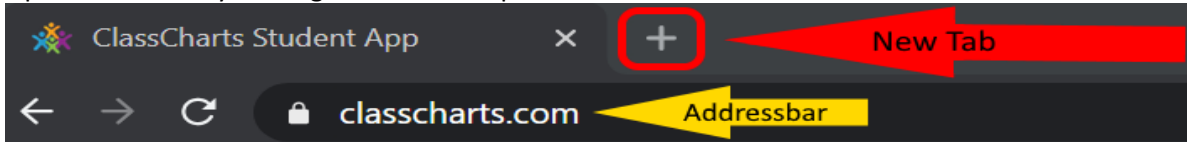
9. Find the lesson you wish to work on
10. Click the icon next to the work

	Y8 Home learning 7 (fortnight commencing 3/11/20) Human rights	Miss A Wealleans Teacher Name	BN4/Et	Tuesday 03/11/2020	Friday 13/11/2020	60 minutes	Blended Learning
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11. This will open the homework and you can navigate to Attachments you may need to scroll down
 - a. If you are working on a Chromebook it will download automatically
 - b. If you are on a computer right click and choose Save link as... and save into downloads

12. Take note of if the file ends in PPTX-Powerpoint or DOCX-Word

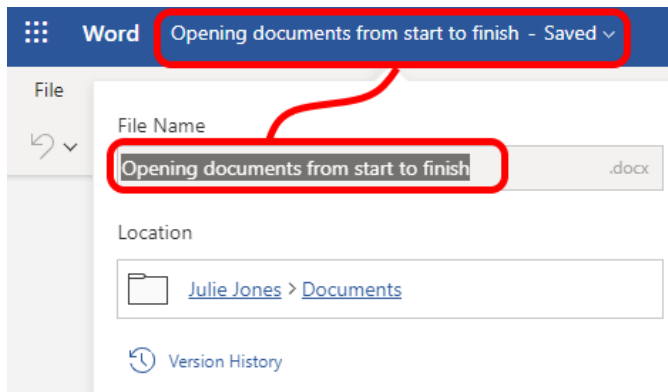
13. Open a new tab by clicking the + at the top of the screen



14. type in www.OFFICE.com in the address bar
15. click the red/orange **Sign in** button
16. enter student username@bulwellacademy.net (eg 20AB123@bulwellacademy.net) , click **Next**
17. enter password (same one as used at school) and press **Sign in**
18. Stay sign in click **Yes**
19. Click the App on the left menu to go with the file as noted above



20. On the right select **Upload and open...**
21. Browse to when you downloaded the document (eg downloads) select the file and then click **Open**
22. You will now be able to edit the document
23. Please name your document so you can easily find it later, click document1 in top left then add/change file name



24. To send work back
25. Click in **Share** in top right
26. Then type in Teacher name
27. Click the **Send** button

