Years 3-6 Home Learning
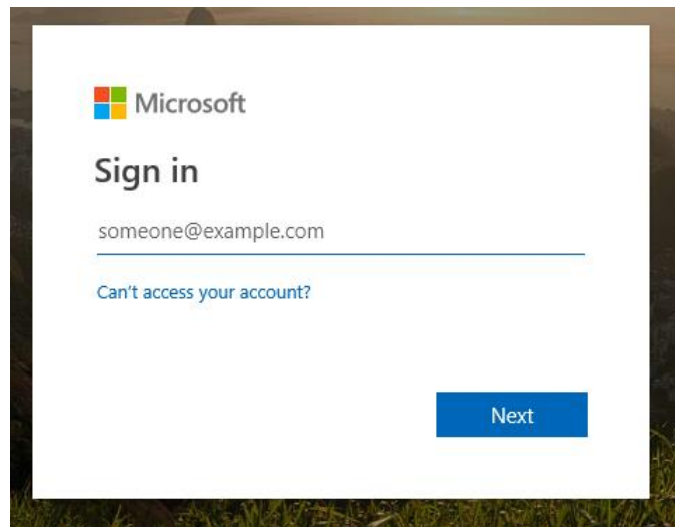
If after following all the steps in this document and you are still having difficulty. Please contact your class teacher.

Step 1:

Access Office 365 login

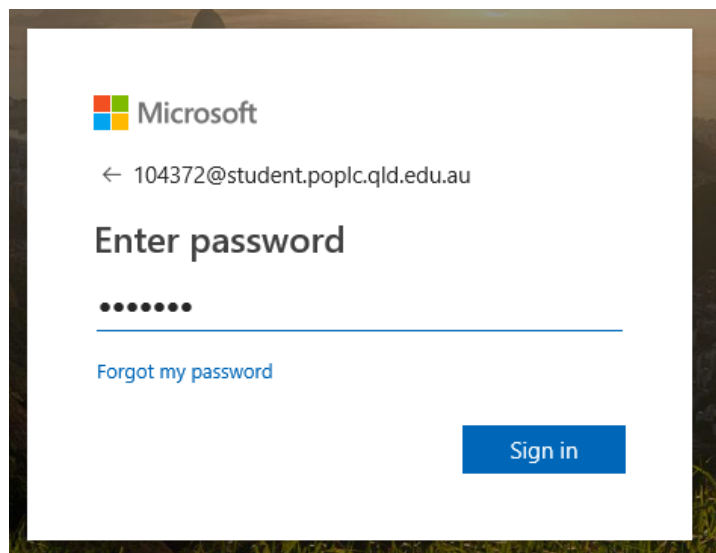https://www.office.com/
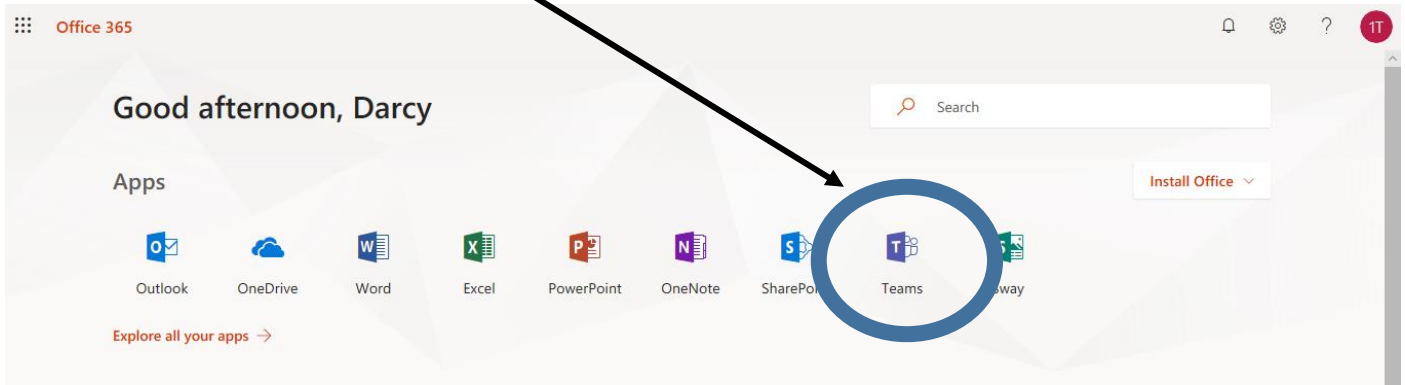
Click on sign in

Step 2:

Type in your child's **student number**

e.g. **104372**@student.poplc.qld.edu.au

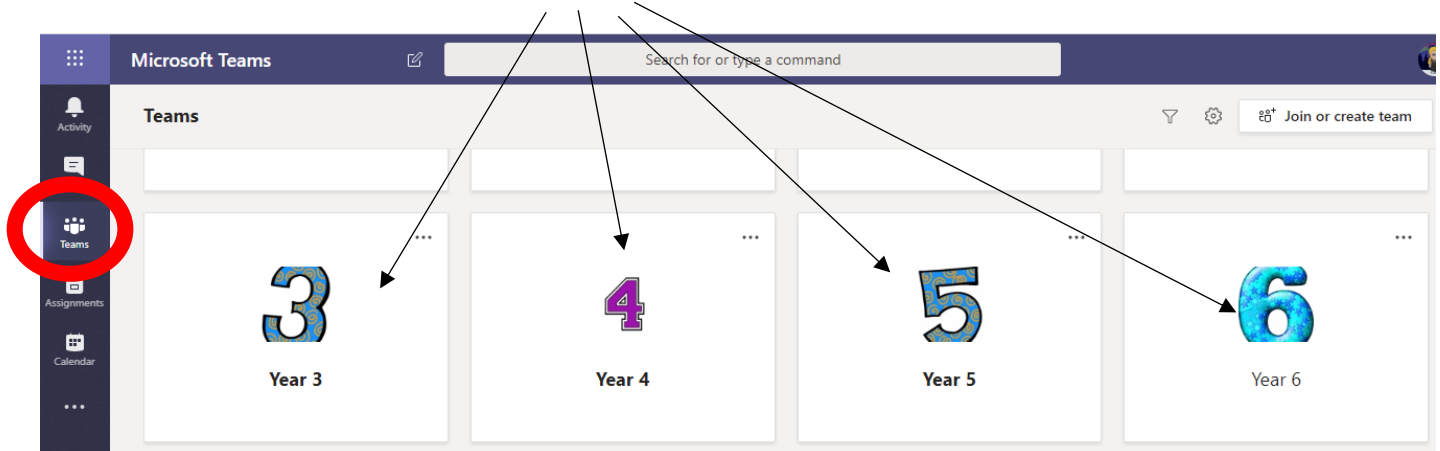**Step 3:** Type in your child's **password**
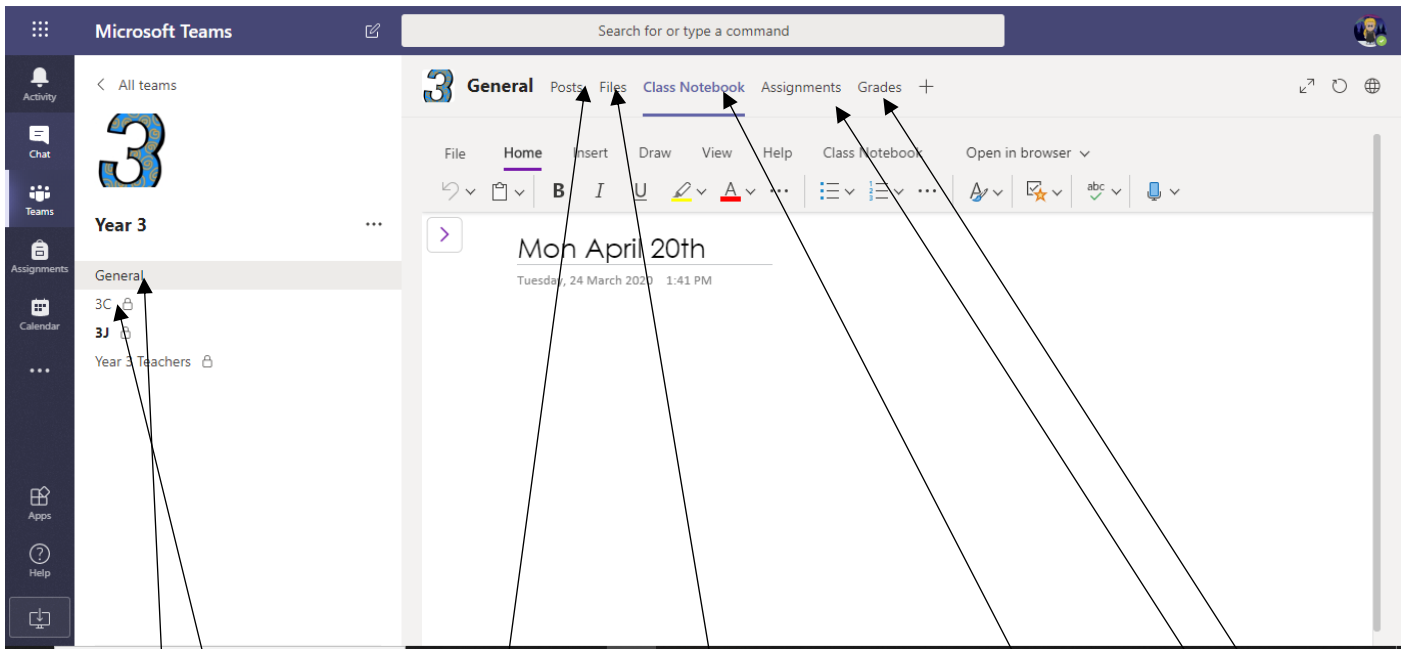
Step 4: Select **Teams**

Step 5:

Select your child's year level. Make sure the Teams icon is selected.

Please note that your child will only see their year level.

Year Level Team

General

In this section ALL students can access their class notebook.

Posts

Students can message the teacher questions or ask for feedback (whole year level).

They also have access to a class group (individual classes).

Files

Students can upload and access shared files.
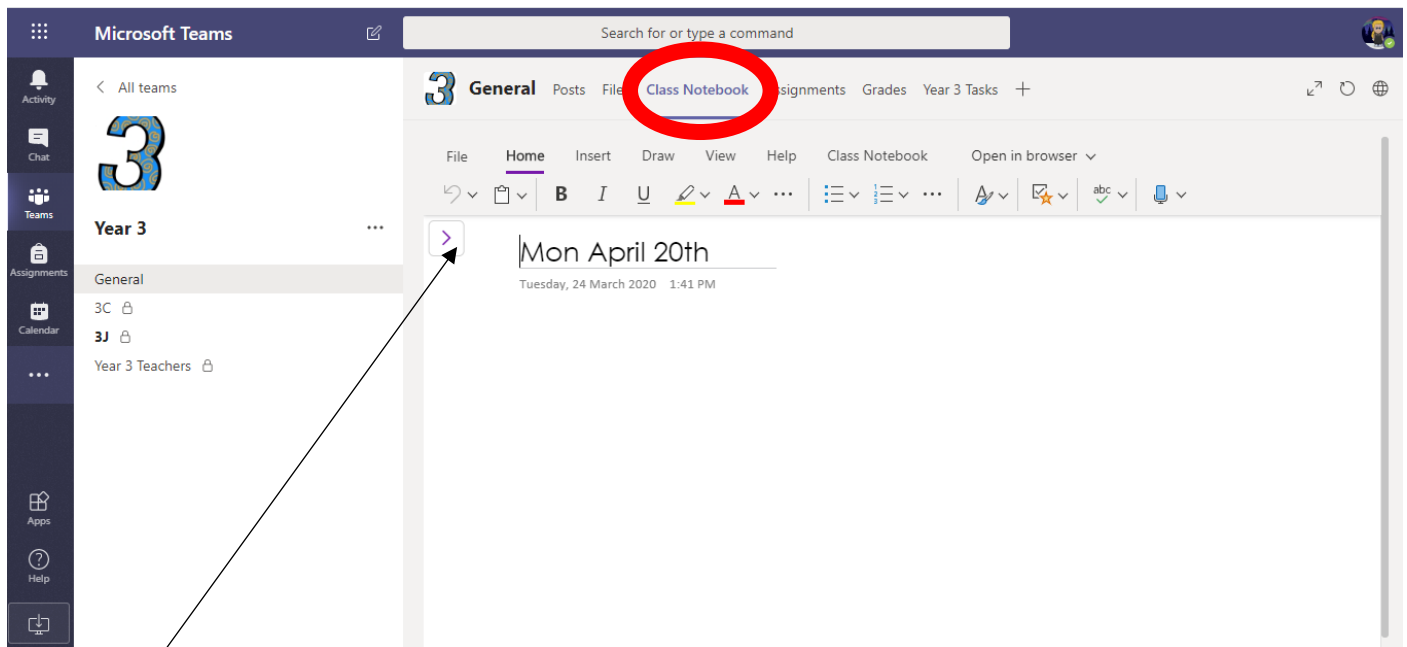
Class Notebook

Students can access their OneNote and Home Learning Tasks – see more information about this section below.

Assignments & Grades

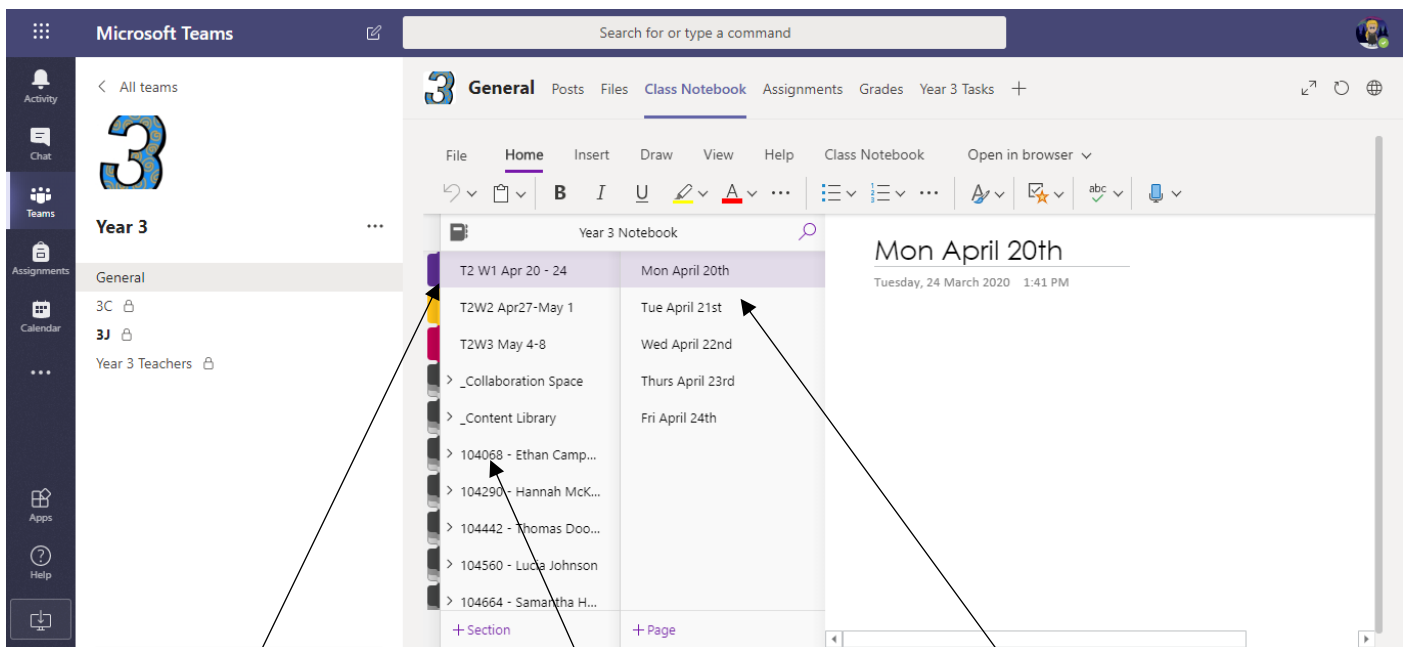These sections came as part of a template in Teams.

Your class teacher will direct students to the Assignment section when necessary.

We will not be using the Grades section.

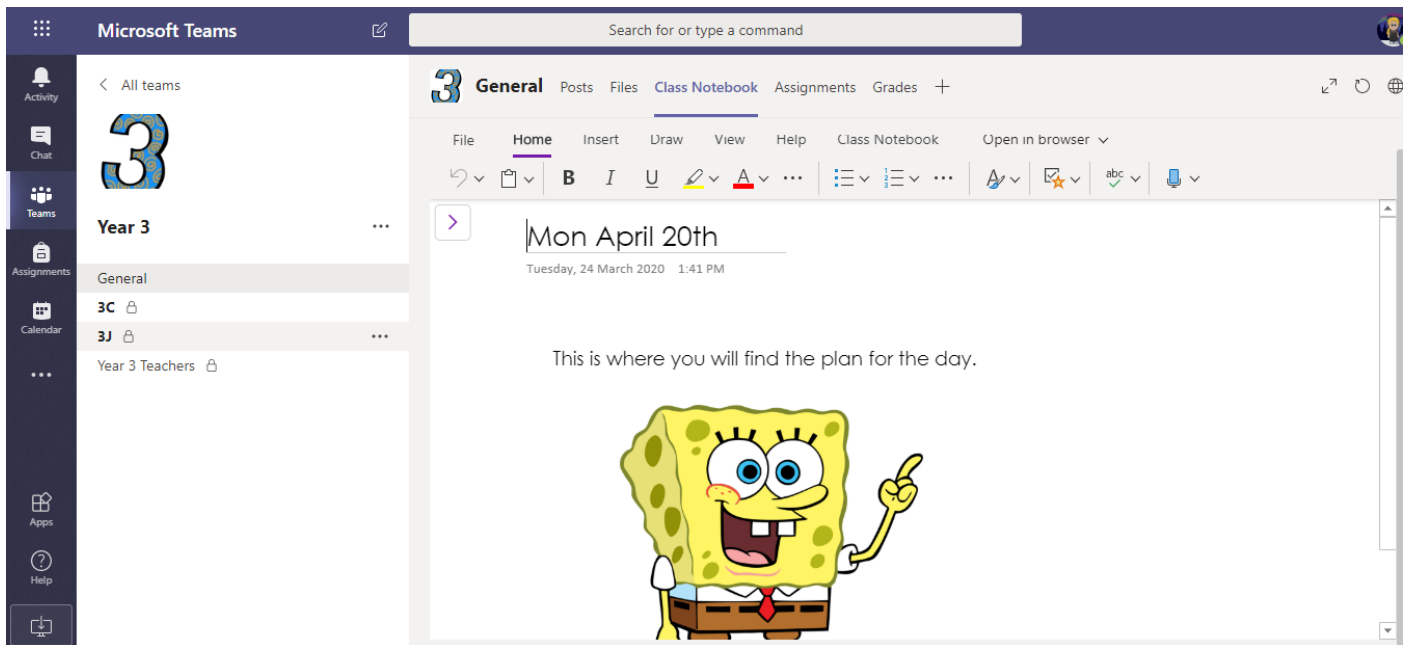Click on the arrow to see the contents and sections of the notebook.

This is where students will see their learning tasks.

Weekly folders of learning

Your child's own notebook folder. Please note you will only see your child's name.

Daily learning plans can be found here.

How download the Class Notebook into the OneNote App

https://app.seesaw.me/pages/shared_item?item_id=item.3b4d1406-a784-4dac-bb39-632850880f9e&share_token=e1kHOzX8RUWJ6vpSRJ009w&mode=share