

## DOCUMENT 13

### Accessing Work as a Student

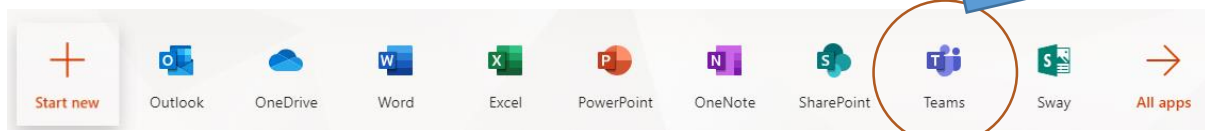
Log in at [www.office.com](http://www.office.com)

Your email address is your school username @woodrush.org

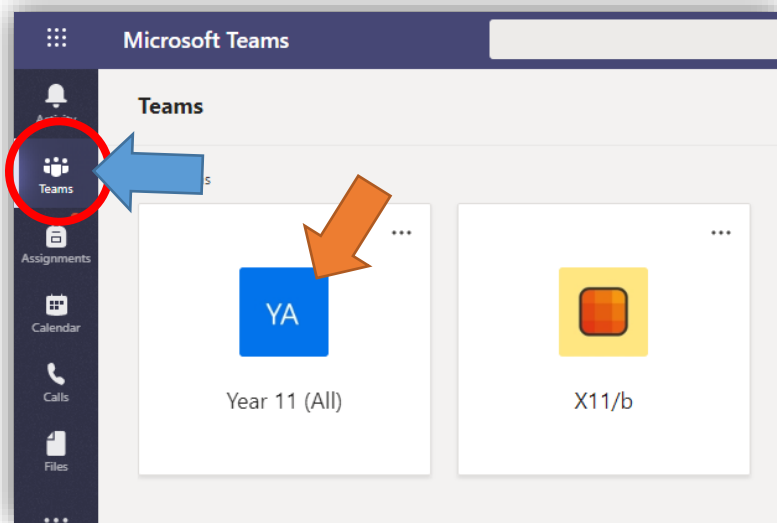
**Example** If your computer username is: 19johsmi  
Your email address is: [19johsmi@woodrush.org](mailto:19johsmi@woodrush.org)

Your password is the same as your school computer password.

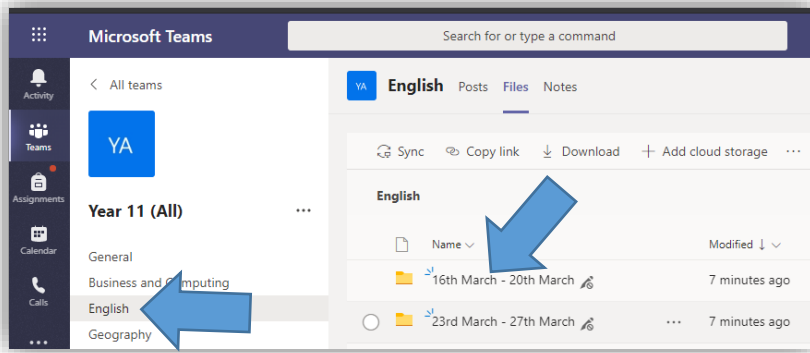
Click the 'Teams' tile. If you don't see it, click 'All Apps' at the end to find it.



Click the Team for your year group. If you don't see it, click the Teams icon on the left menu.



Find your lesson and click the work. For example, English work for 16<sup>th</sup> March:



## Submitting Completed Work

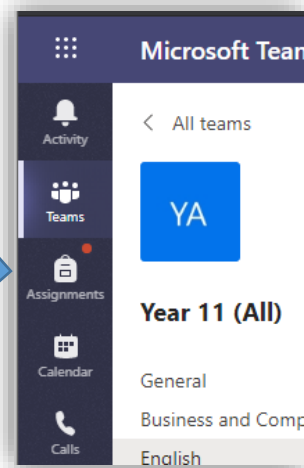
Log in at [www.office.com](http://www.office.com)

Your email address is your school username @woodrush.org

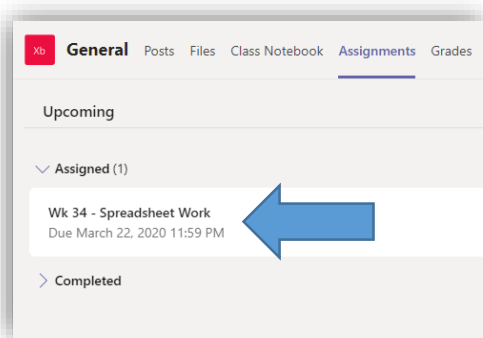
**Example** If your computer username is: 19johsmi  
Your email address is: [19johsmi@woodrush.org](mailto:19johsmi@woodrush.org)

Your password is the same as your school computer password.

Click the 'Assignments' icon the left.



Find your lesson and click the assignment.



Either edit the template attached or upload your own work.



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### Wk 34 - Spreadsheet Work


Due March 22, 2020 11:59 PM

Instructions  
Create a table showing basic formulas outlined in the PowerPoint presentation. Use the template attached.


My work

 Template.xlsx 

+ Add work



Click the 'Turn In' button in the top right.

 Turned in Mon Mar 9, 2020 at 10:00 AM ✓

[Undo turn in](#)