



## Tutor Time Tasks: Digital Learning

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In tutor time over the coming week, please could you work through the following tasks with your tutees to ensure that they are ready to use their digital devices in lessons.

Please complete and check each task with your tutees as you work through the list, where possible. Some tasks will not be possible until students are added to Teams or Google Classroom by teachers, or set prep tasks.

For each task, there is a How To guide which students can use if they are unsure.

If they are still stuck, please ask them to contact a Digital Lead who will be able to help.

- Connect to the School WiFi network
- Install Microsoft Office suite on a personal device
- Print a document
- Emails: check inbox, compose and send email, add an attachment to an email
- Check Outlook Calendar for Prep tasks
- Set personal deadlines for Prep in Outlook Calendar
- Open Teams and view class Team
- Submit an assignment on Teams
- Access Google Classroom
- Submit an assignment on Google Classroom
- Upload a picture of handwritten prep to OneNote