

At Holy Trinity we are asking the children to submit more of their homework via online Microsoft Forms.

This is so that in the unfortunate event that we have to close school class bubbles due to Covid-19 we will be able to use these forms as part of the online learning provision. We hope you will agree that practising using these forms now is a great idea.

This document covers three main areas:

**Part One** - How to open and login to the homework link you have been sent

**Part Two** - How to rename image files on your mobile phone (for both android and iPhone)

**Part Three** - How to move image files from your mobile phone to your computer

## Part One

### How to open the homework link you have been sent and login

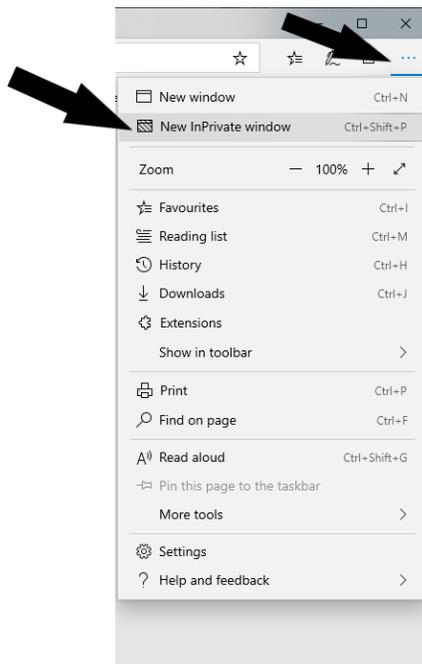
#### Please note!

The school have created a Microsoft Office 365 login for all the children to use.

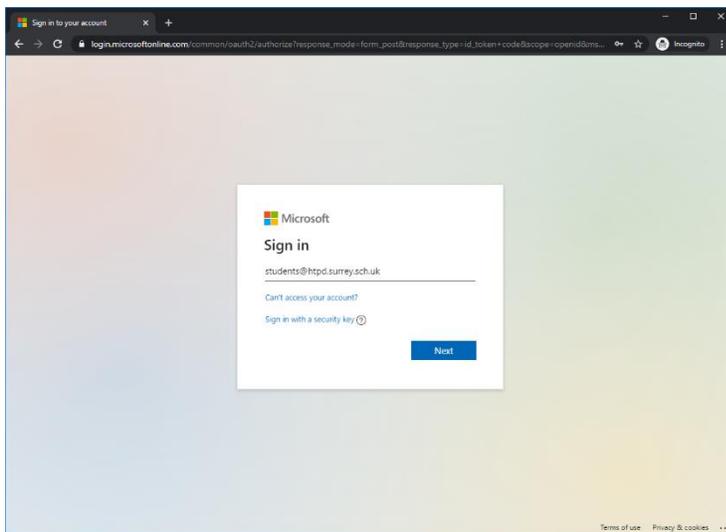
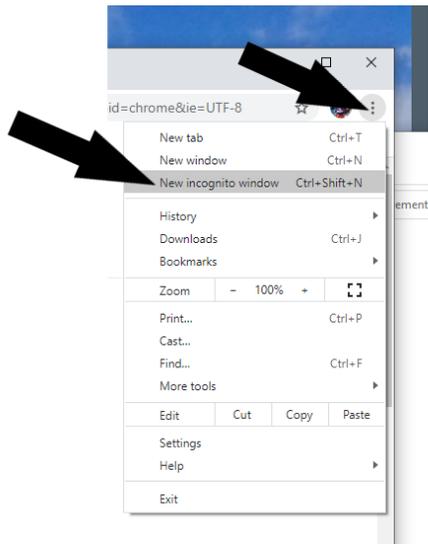
If you already use MS Office 365 on the PC or phone you are using, you may experience some problems using the login the school have provided.

To avoid these problems, we suggest you open the link you have been sent in either an InPrivate browsing window (Internet Explorer) or an Incognito window (Chrome).

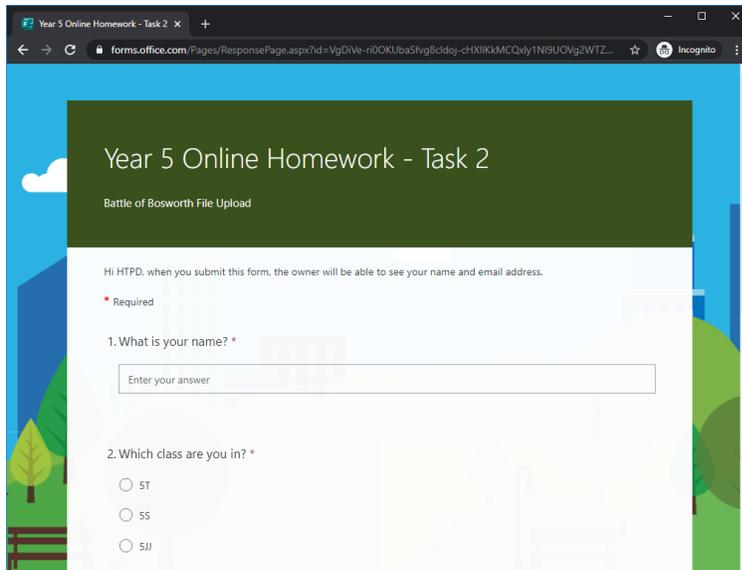
To open an InPrivate browsing window in Internet Explorer, click on the three horizontal dots at the top right of the browser window, and select 'New InPrivate window'.



If you are using Chrome, click on the three vertical dots in the top right hand corner of your browser window and then select 'New incognito window'.



When you open the link you have been sent from school you will be prompted to sign in.



Year 5 Online Homework - Task 2

Battle of Bosworth File Upload

Hi HTPD, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. What is your name? \*

Enter your answer

2. Which class are you in? \*

5T

5S

5J

Once you have logged in you will be taken directly to the home learning form. The home learning task will be different each week, but will normally start with some simple questions, such as name and class and will look similar to the form above.

## Part Two

### How to Rename Files on Your Mobile Phone

If we ask for a piece of work to be uploaded via the homework form, we will ask you to **rename** the file to the **full name of your child**.

This is easy to do from a PC (right click on the file and select rename).

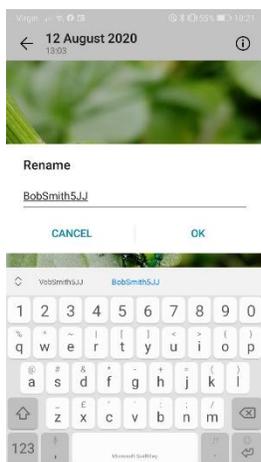
If you are sending the file straight from your phone, this is how to rename the file before you send it.

#### Android phone



Open the image you would like to rename. Tap on the three vertical dots labelled **more**.

Select **Rename**.



Rename the image to be your child's full name.

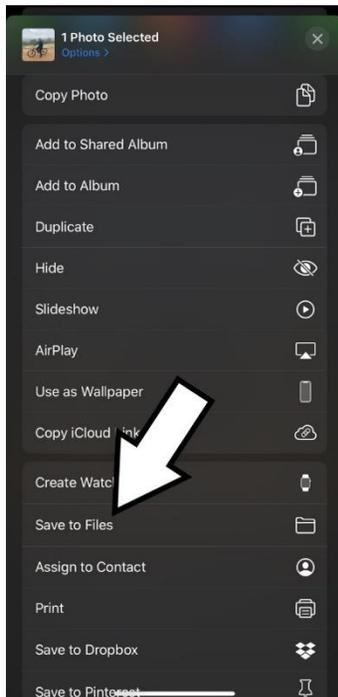
Tap on OK.

The file has now been renamed, and when it is uploaded to us via the form we will easily be able to see who has submitted the work.

## iPhone



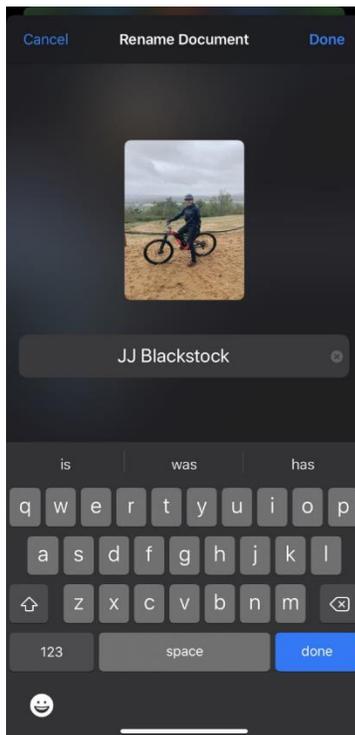
Tap on the icon in the bottom left corner. This will open a list of options, scroll down this list.



Tap on **Save to Files**.

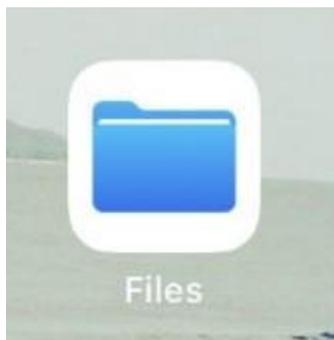


Tap on the file name next to the image.



Rename the file to your child's full name.

When you need to submit the renamed image to the homework form, you will be able to find it in the files app, which you can open by tapping on this icon.



## Part Three

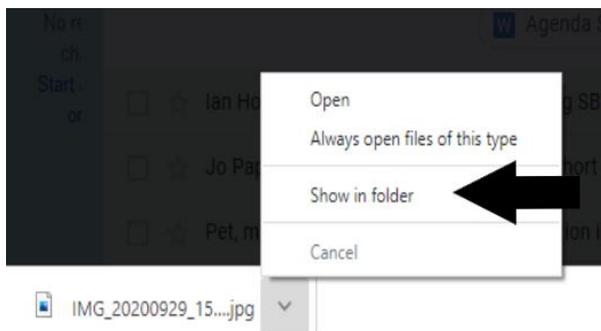
### How to move files from your phone to your computer

If you wish to move image files from your mobile phone to your computer before you upload them, there are two easy ways to do this.

#### By Email

You can send the photograph from your mobile phone to yourself via email.

When you login in to your emails on the computer you wish to save the image to, just open the attached image and select download. If you are not sure where the file will be downloaded to by default, you can easily find out. When the file has downloaded, click on the up arrow next to the file name and select 'Show in folder'.

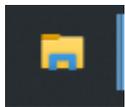


This will show you in the File Explorer program where the file has been saved to. You can now rename the file by right clicking on it. You can also move the file if you wish to save it elsewhere on your PC.

Once the file has been renamed to the full name of your child, you are ready to upload it to school via the homework form.

#### Plug Your Phone into Your Computer

Using the USB cable that came with your phone (this is usually also your charging cable) plug your phone into a USB port on your computer. Your phone may ask your permission to upload photos, when asked, select yes.



You can then use the file explorer program to locate the image that you wish to upload. You can now copy the file you want to upload onto your computer, and rename the file by right clicking on it.

Once the file has been renamed to the full name of your child, you are ready to upload it to school via the homework form.

