

Distance Learning FAQs

Q1. How can I access Microsoft Office applications?

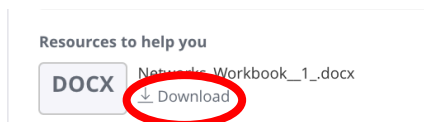
All students have an Office 365 license, that means students receive:

1. The latest versions of Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Access and Publisher
2. Installation on up to five PCs or Macs, and Office apps on other mobile devices including Windows tablets and iPad
3. 1 Terabyte of OneDrive cloud storage
4. Office Online

Click [here](#) to see how to use Office 365 online.

Q2. How do I download work/resources from SMH?

1. Ensure you have Office apps installed (see Q1)
2. Go to the ShowMyHomework task set
3. Click **Download**



Q3. How do I submit work on SMH?

1. Click **Submit**
2. Select **Add attachments**
3. Choose files from your computer, Google Drive or Dropbox
4. Click **Submit assignment to teacher**

Click [here](#) to see a tutorial.

Q4. How do I resubmit work on SMH?

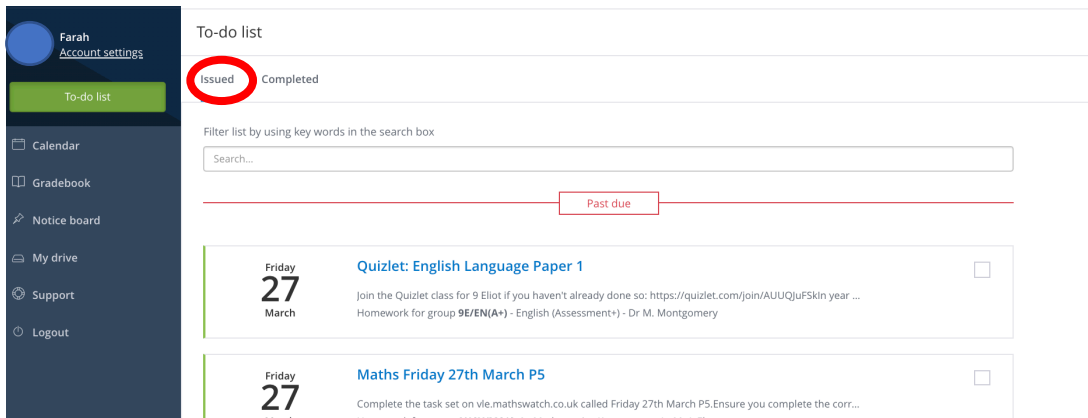
1. Leave your teacher a comment, requesting a re-submission.
2. Once your teacher confirms that you can re-submit, follow steps outlined in Q2.



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Q5. How do I get a clear view of the tasks due today?

1. Click **To-do list**
2. Select **Issued**
3. Scroll down to find today's date.



Q6. How do I ask my teacher questions or leave comments?

1. Click **Results**
2. Add comment
3. Click **Post comments**

