

How to Access Century Tech & Microsoft Teams

Step 1: Log In

- Use your **RedEverywhere student login** details.
- Log in to:
 - **Century Tech** for your personalised learning.
 - **Microsoft Teams (Classrooms)** for live lessons, resources, and communication.

Step 2: Check Your Tasks

- **Century Tech** will display your personalised English, Maths, and Science tasks.
- **Microsoft Teams** will show your lesson timetable, group discussions, and shared files.

Step 3: Join Your Lesson

- Go to **Microsoft Teams** → click your class group → select the scheduled live lesson.
- Make sure your camera is on (if appropriate) and microphone muted until asked to speak.

Step 4: Complete Your Activities

- Work through your **Century Tech activities** at your own pace.
- Ask questions via Teams chat or raise your hand in live lessons.

Step 5: Get Feedback

- Teachers check your progress on Century Tech and Teams.
- Feedback will be shared directly online or in your next session.

Step 6: Stay Connected

- Use **Teams chat** to connect with your group or ask your teacher questions.
- Take part in wellbeing check-ins and discussions.

Safeguarding Reminder

- Always follow **RedEverywhere's online safety rules**.
- Be respectful in chat and lessons.
- Use your RedEverywhere login for school work only.