

## Logging on to Microsoft TEAMS

Microsoft TEAMS will be used to set work for pupils whilst they are working at home. All work will be set on TEAMS and students can also submit work to their class teacher for feedback using TEAMS.

There are three main applications that will be used in TEAMS;

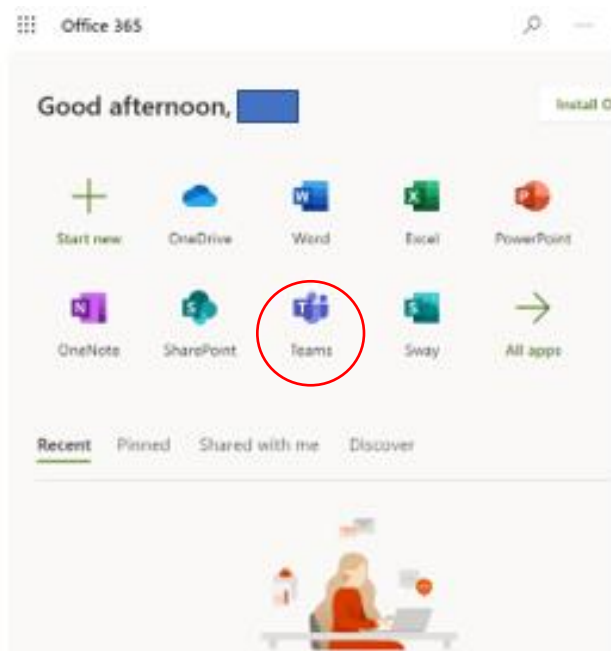
1. **Files** – This is like an online textbook. This is where all lessons will be stored for pupils to access.
2. **Assignments** – Forms – This is where quizzes will be set by staff to check pupils' understanding of a lesson.
3. **Class Notebook** – This is like an online exercise book. Pupils can use this to complete work set electronically, or to upload pictures and files of work completed by hand or on a computer.

### Step 1 – sign into the app

Go to [www.office.com](http://www.office.com) on your internet browser and once in the website, click sign in.

Sign in using the details in your child's planner.

Once logged in you will be on the below page:

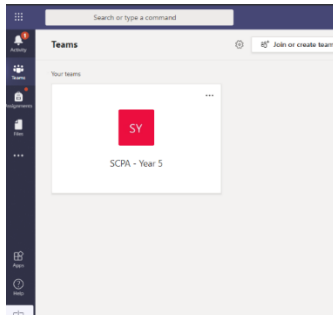


## Step 2 – open class TEAMS folder

Please click on the TEAMS icon on this screen.

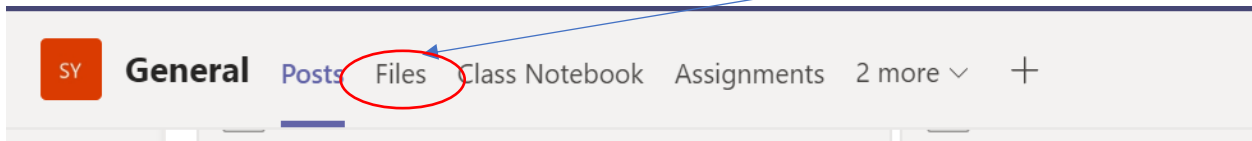
Once you are on TEAMS, it will give you the opportunity to use either the web app or the Windows app. It will work in either but generally the app is more reliable.

Your TEAMS screen will look like this:

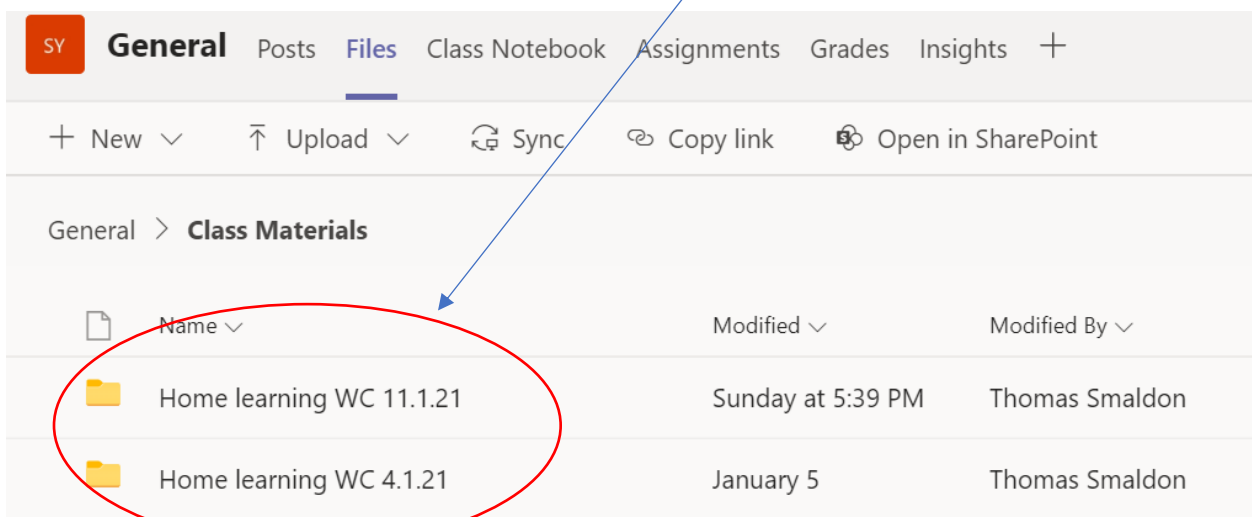


## Sep 3a – accessing your lessons

Go into the folder. You will see the following bar at the top. Click on the 'files' section;



Lessons will be in folders for each week as seen below;



It will then be possible to access the different lessons for each day within this folder. There will be lessons for each of the lessons listed on the timetable.

Name	Modified	Modified By
Monday	Sunday at 5:39 PM	Thomas Smaldon
Option tasks	Sunday at 6:52 PM	Emma Smith
Tuesday	Monday at 5:25 PM	Emma Smith

### Step 3b – accessing a live lesson

Live lessons will be provided via TEAMS. The class teacher will send pupils an invite; the link will need to be clicked on this invite at the correct time to join the lesson. For more information about the expectations of pupils during live lessons, please see the separate 'live lesson guidance'.

### Step 4 – submitting your work

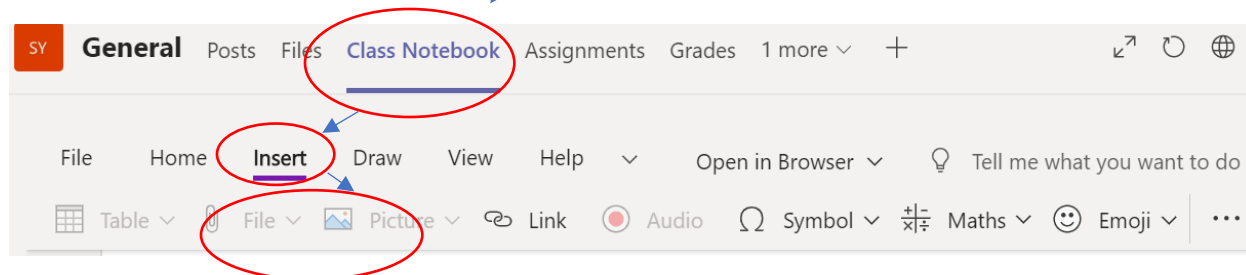
Work can be submitted in three different ways, using the 'Forms' and the 'Class Notebook' applications.

1. Forms – multiple choice quiz
2. Class Notebook – electronic work set in the notebook
3. Class Notebook – picture or file upload

Your teacher will let you know how you will be submitting work for each subject.

Forms is contained within the 'assignments' tab

Class Notebook is next to the 'files' tab. To insert a picture of your handwritten work you click on 'insert' and then 'picture' or 'file', depending on which format you choose to upload your work in.



### Further Support

We know that this way of working is different to how pupils usually learn in the classroom, and to help facilitate any IT queries which you may have we are holding weekly online 'drop in' sessions for parents. A link to this drop in will be emailed to parents in a separate email at the start of next week.

If you would like any more help with the TEAMS application, please see the following youtube tutorials below;

**How to install Teams:** [https://www.youtube.com/watch?v=A\\_dHS0VVmWU](https://www.youtube.com/watch?v=A_dHS0VVmWU)

**How to install Teams via iOS:** <https://www.youtube.com/watch?v=Ot8mtCQXg2s>

**How to use Teams – The Basics:** <https://www.youtube.com/watch?v=ZWDSN9AfNBg>