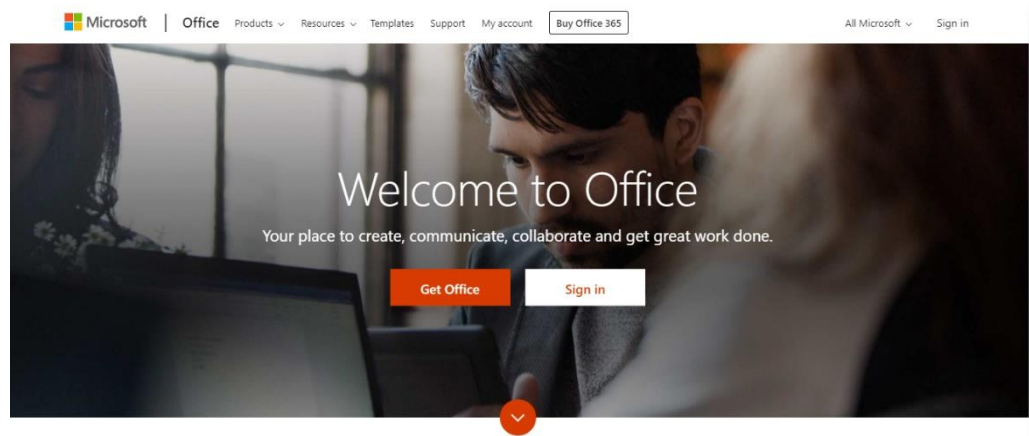
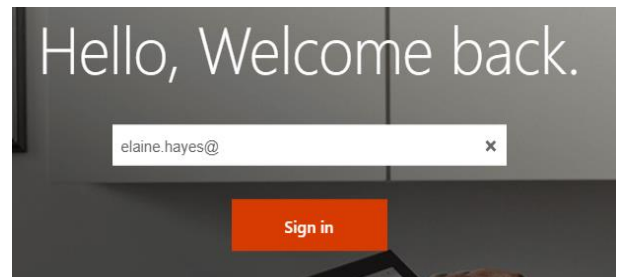


Teams - How to Login

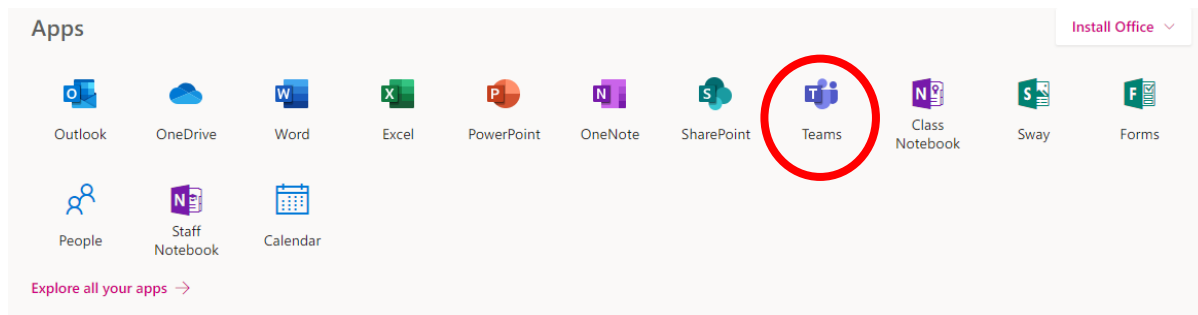
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



Click sign in and sign in with your full school email address and the password you have set.



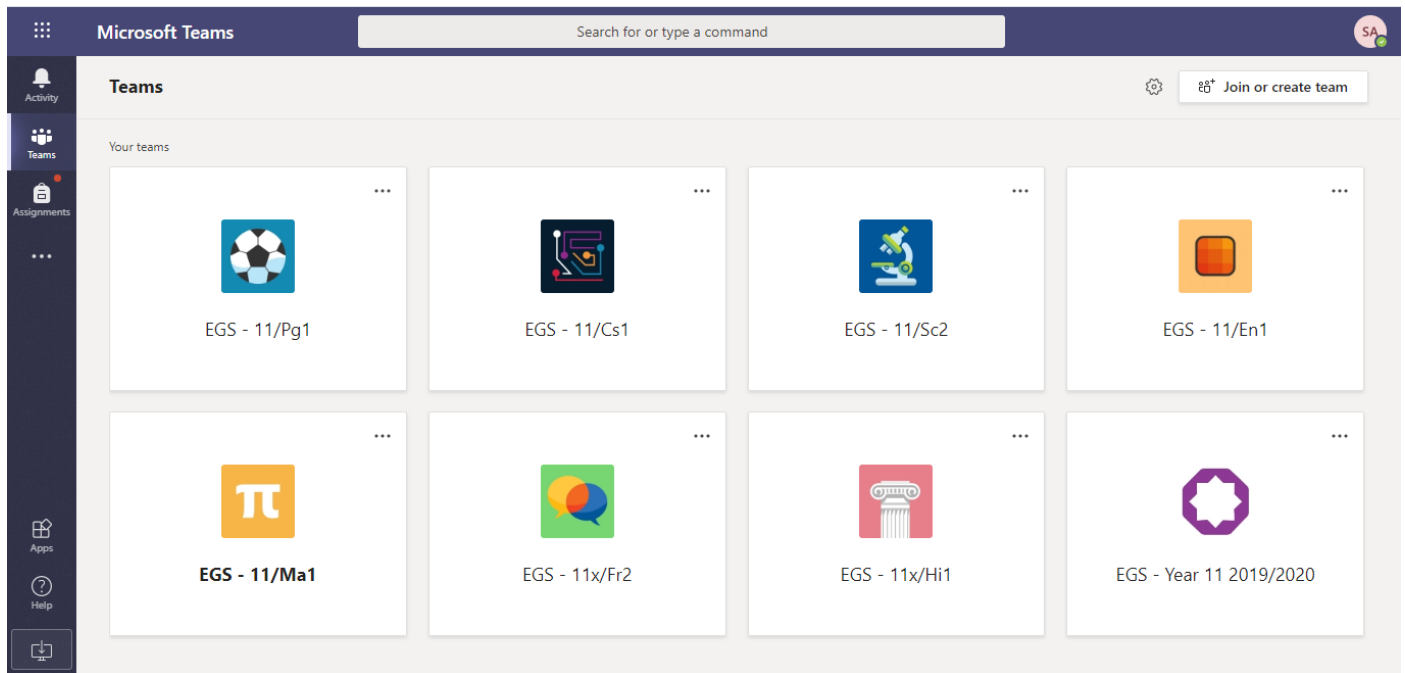
Click on the Teams icon



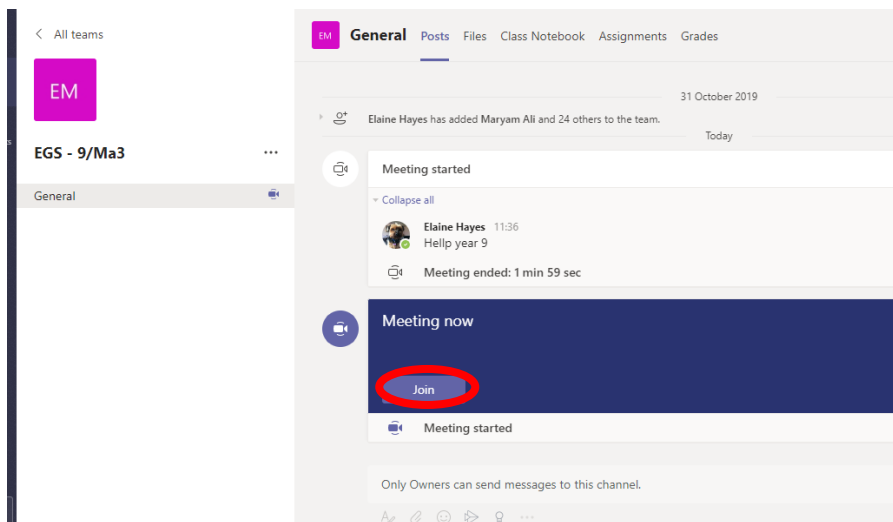
You should now see all the Teams if your teachers have already set them up for you, or you may have different codes to join your classes.

Teams - My teacher has set up my class to join the team

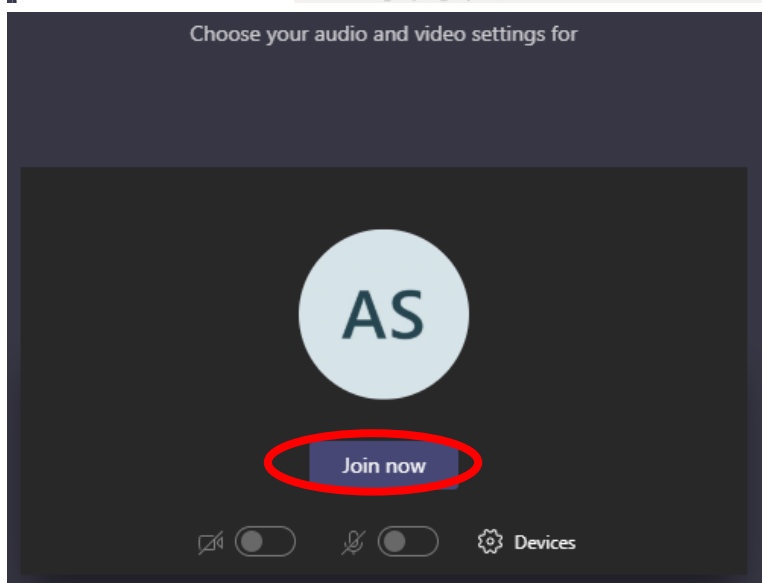
Log into Teams, in this example the student already has some of their teams.



Teams - Joining a Virtual Classroom - Student



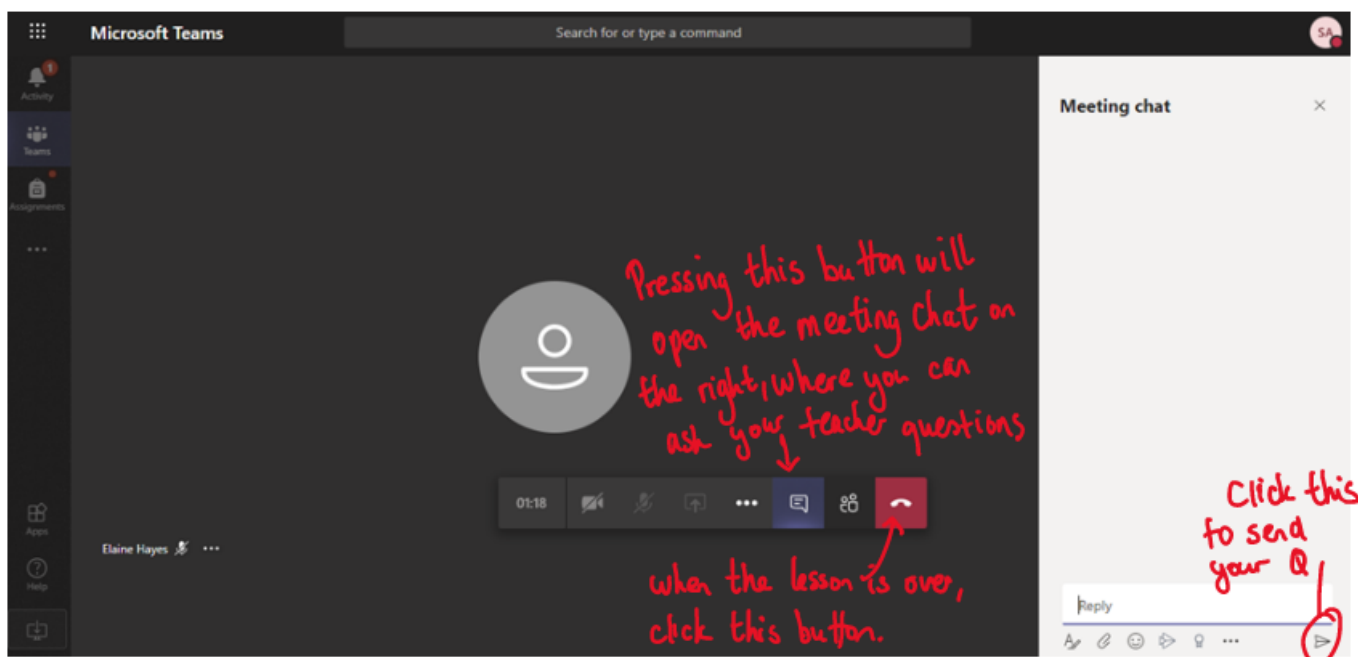
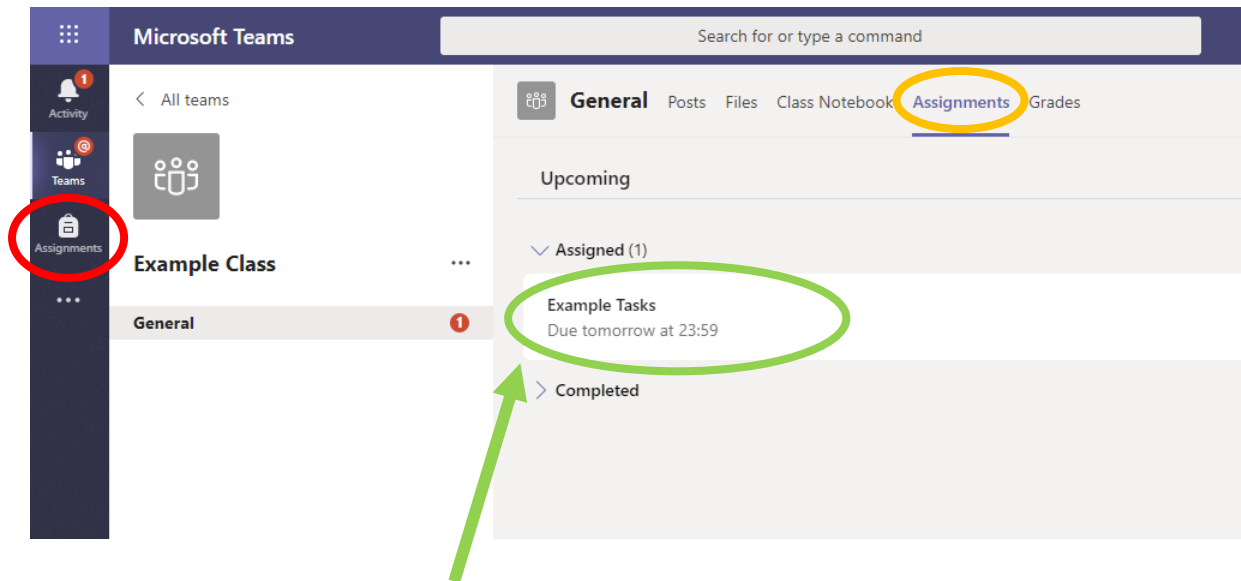
If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.



Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function or by the raising your hand icon. All questions remain in the Team after the lesson is over.

Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work. You will press the hand in/ turn in button to submit work.

General Posts Files Class Notebook Assignments Grades

< Back Hand in

Example Tasks

Due tomorrow at 23:59 Points
No points

Instructions
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work
+ Add work

OneDrive

+ New File

Link

Teams

Upload from this device

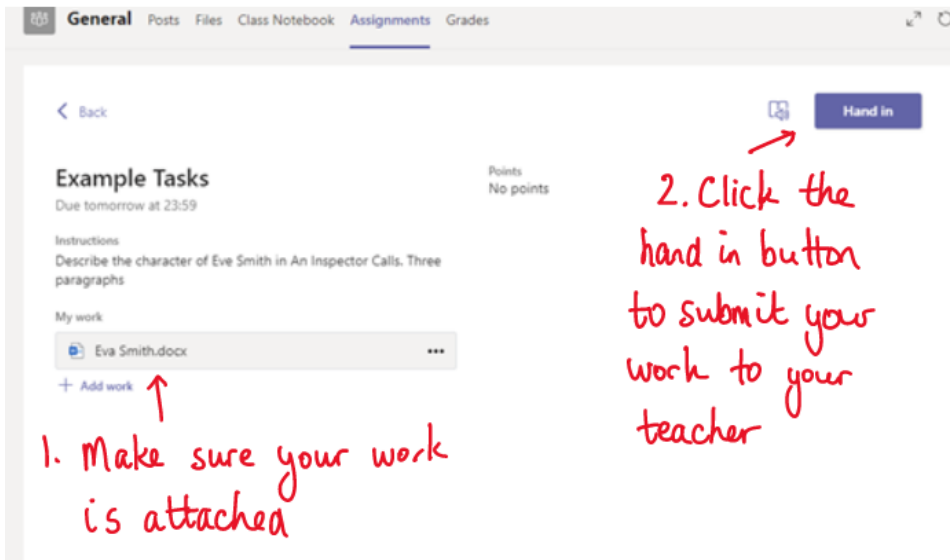
OneDrive

✓	📁	Name	Modified
	📁	Attachments	13 Oct 2017
	📁	Notebooks	15 Sep 2018
	📄	Computers.pptx	8 Jun 2018
	📄	Design.pptx	14 Feb 2020
	📄	Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
	📄	Network protocols.pptx	8 Jun 2018
	📄	Presentation.pptx	3 Jul 2018
	📄	Template.docx	14 Feb 2020
	📄	python.py	14 Feb 2020

Cancel Attach

Use this button to start a new file to complete your assignment.

Use this button to upload a file that you have saved on your computer



Make sure that you have your work attached. Click the hand in / turn in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

