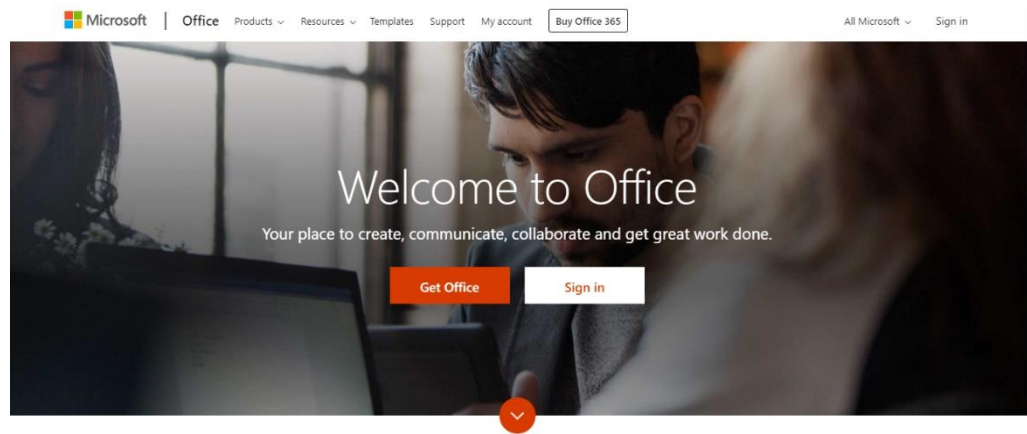


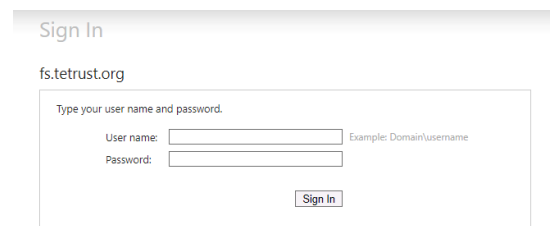
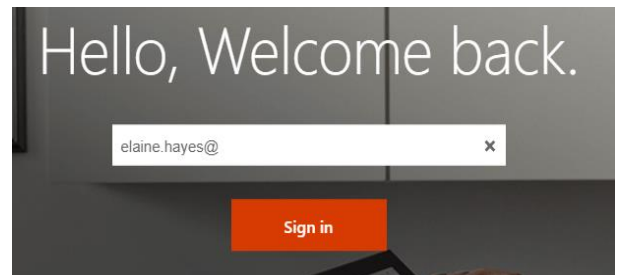
Teams - How to Login

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

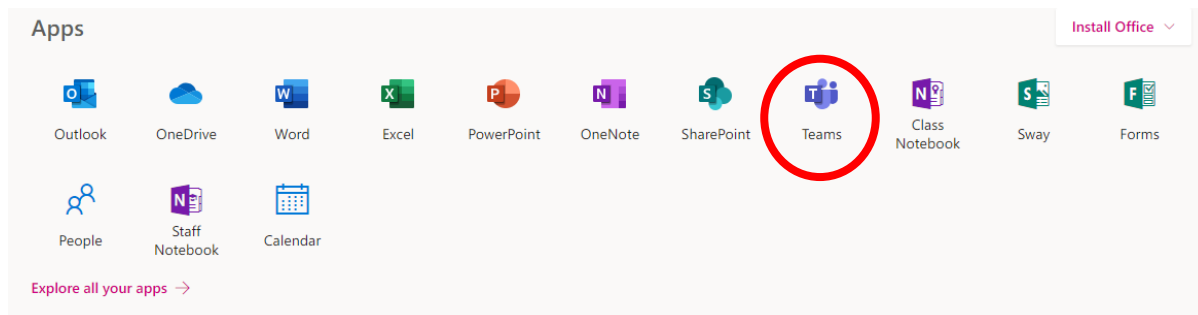


Click sign in and sign in with your full school email address.

You will then be directed to the login page for the Trust - this is the start of your email address and the password you normally use to access your laptop.



Click on the Teams icon

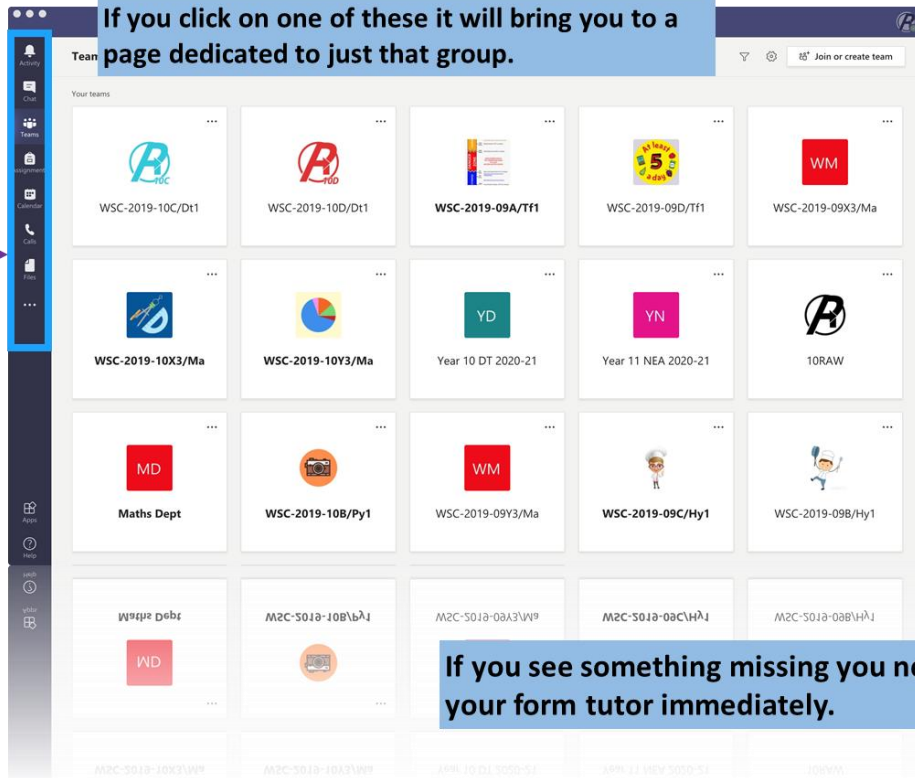


You should now see all the Teams (Classes) that your teachers have already set up for you.

This screen shows all of your classes you are registered to.

If you click on one of these it will bring you to a page dedicated to just that group.

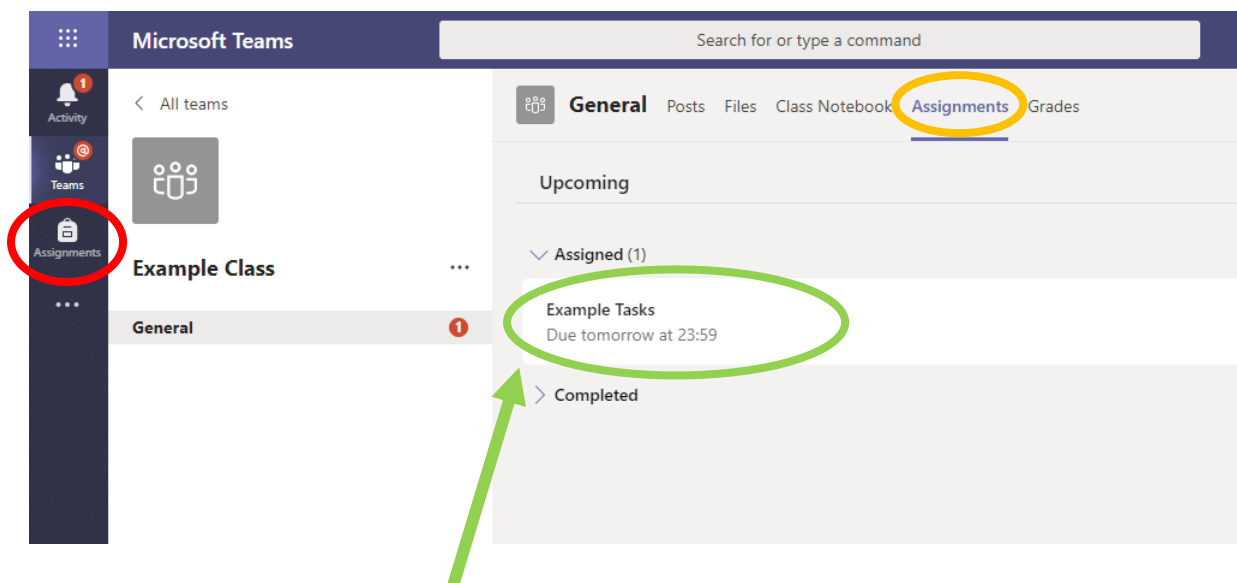
You can navigate directly to sections of teams using the tabs here



If you see something missing you need to tell your form tutor immediately.

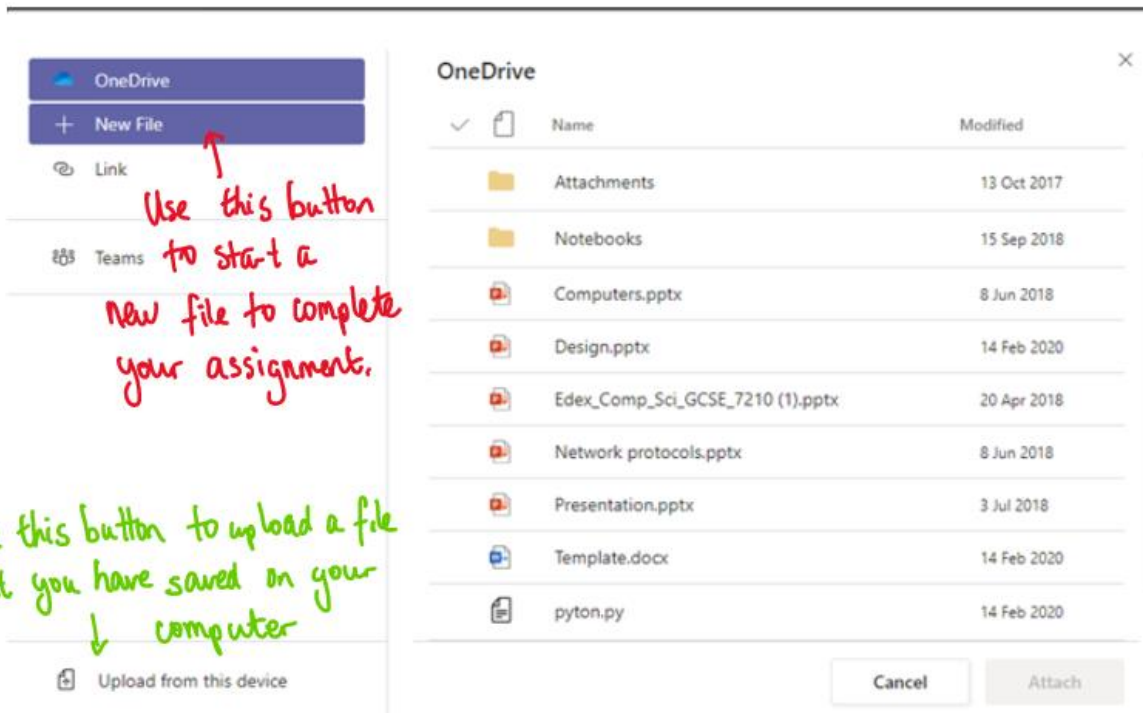
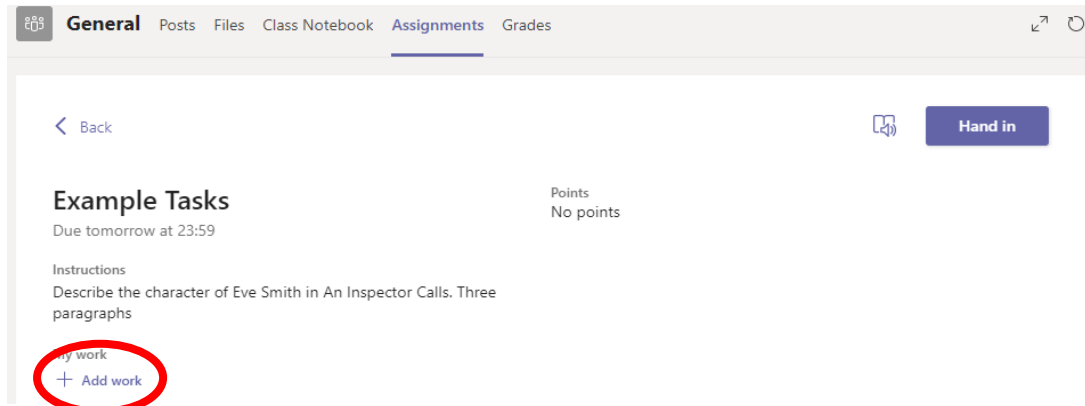
Teams - Uploading an assignment

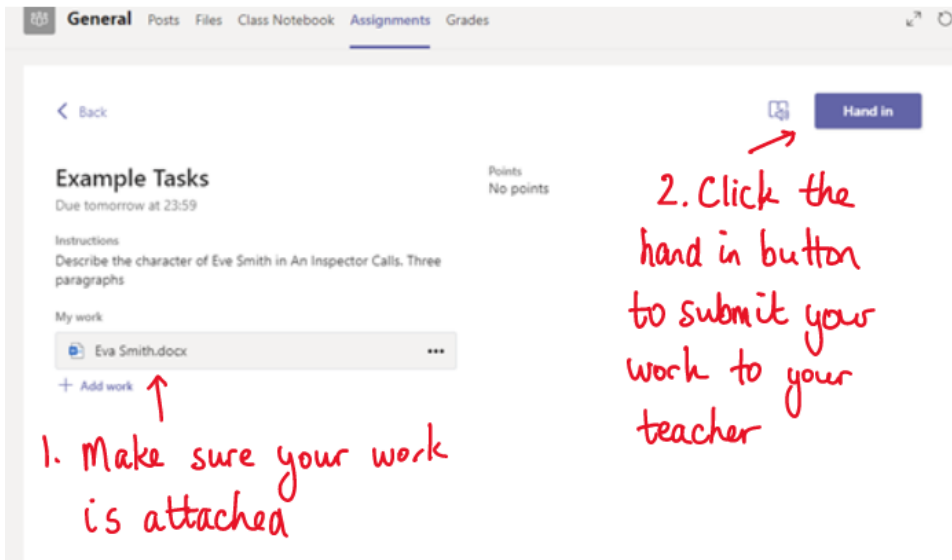
Your teacher can set an assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

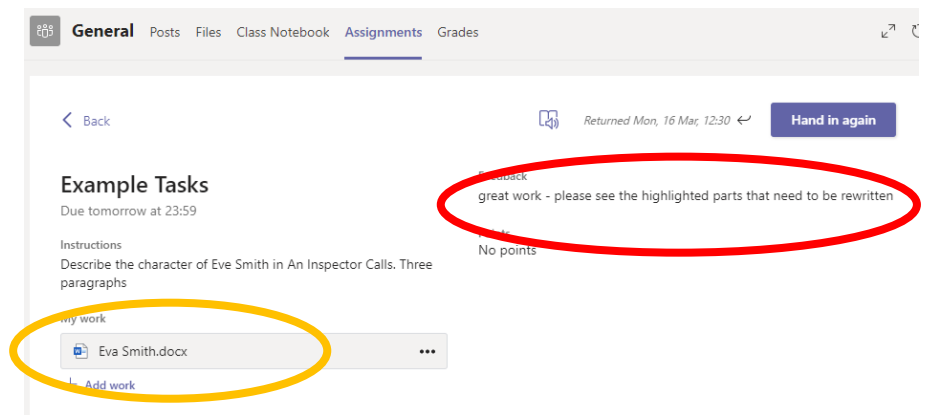
To add your work, click on 'Add work', circled in red below. You can add a document that you have already been working on, or create a new one. Your teacher will have given you instructions on how to submit your work.





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

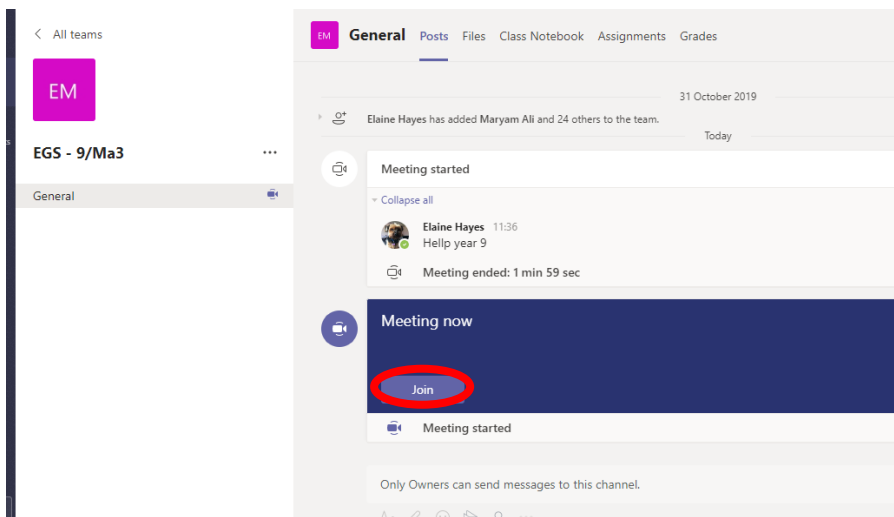
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



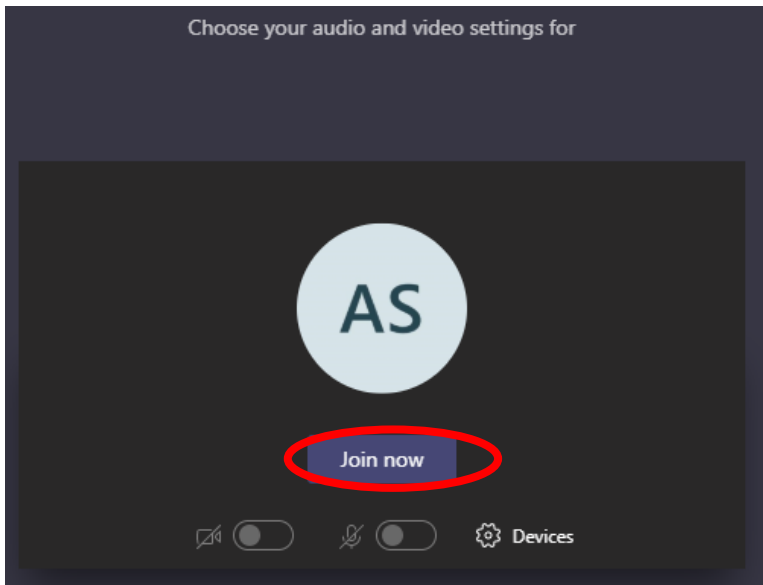
If you have any questions about your work, you can pose a question to the Team in the 'Posts' section.

Teams - Joining a Virtual Classroom - Student

If a year group is sent home, teachers may use some live lessons. Instructions for joining are below.

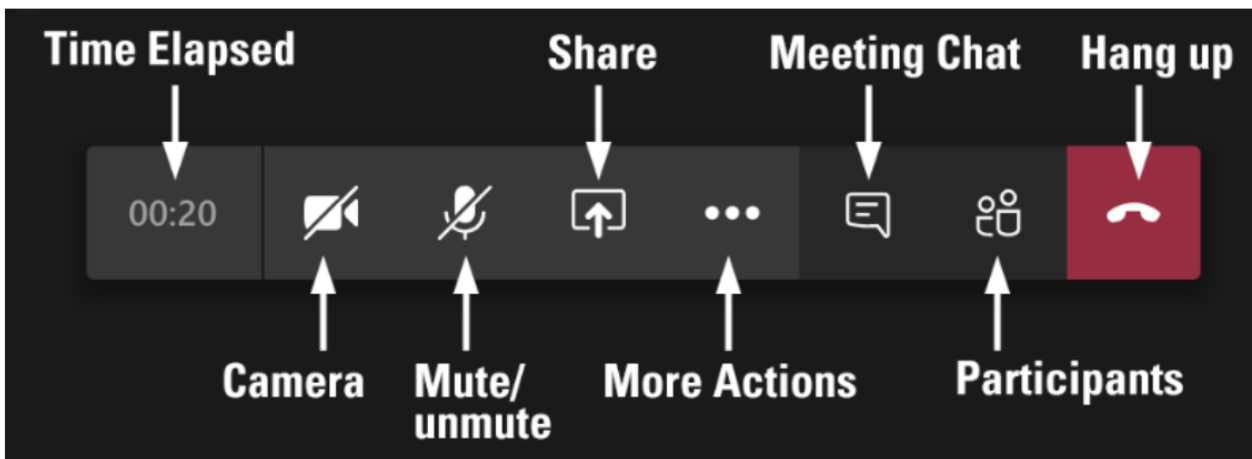


If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.



The red circle is the camera function. Make sure that it is off. 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. All questions are kept in the Team after the lesson is over.

Summary of all control features



Using the Calendar on Teams

When you use Microsoft Teams your calendar in Office 365 is linked to Microsoft Team. This means all meeting invitations are also shown in the Team calendar view.

When you select Calendar, you will see your full calendar details and all meeting schedule.

You can select on the meeting to find more details of the meeting. You can then select 'Join Teams meeting'