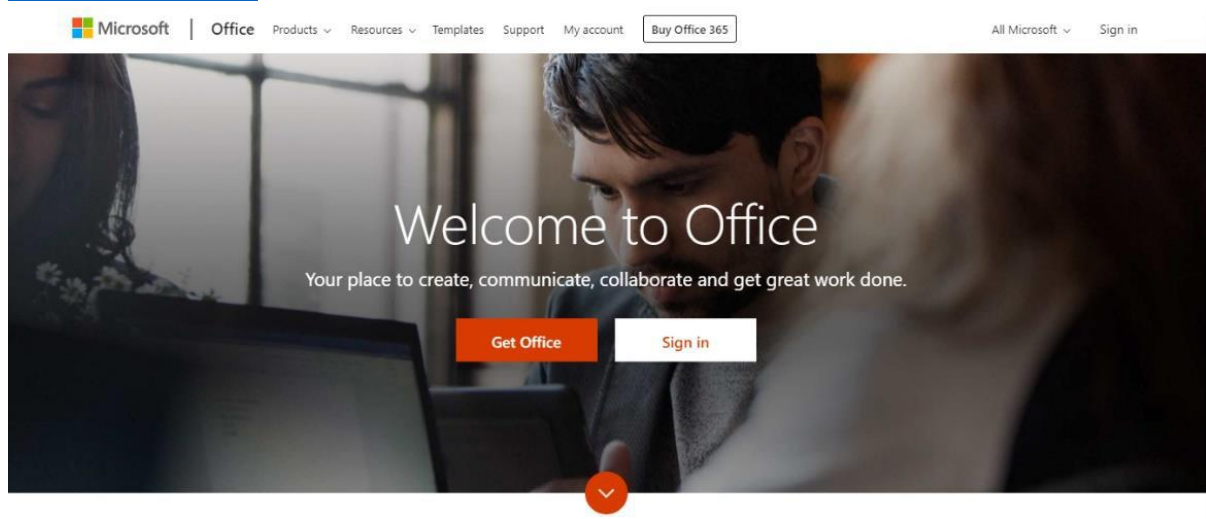


SECTION 1 – USING TEAMS ON A DESKTOP OR A LAPTOP

Teams – How to Login

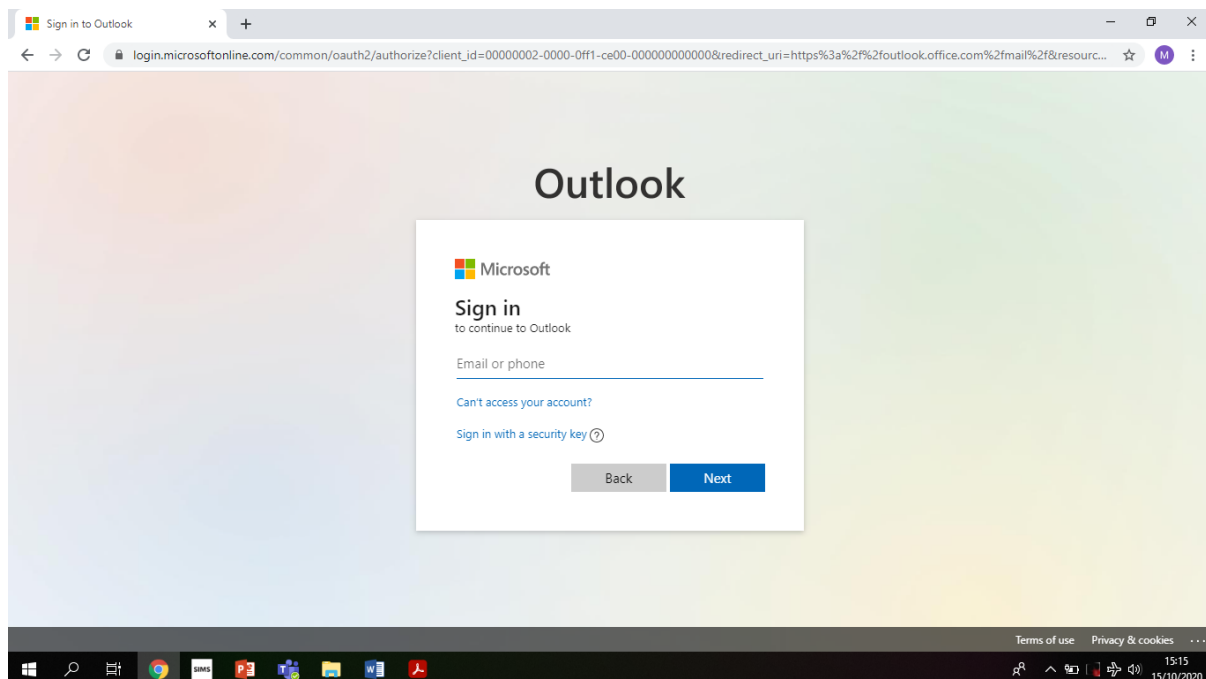
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



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

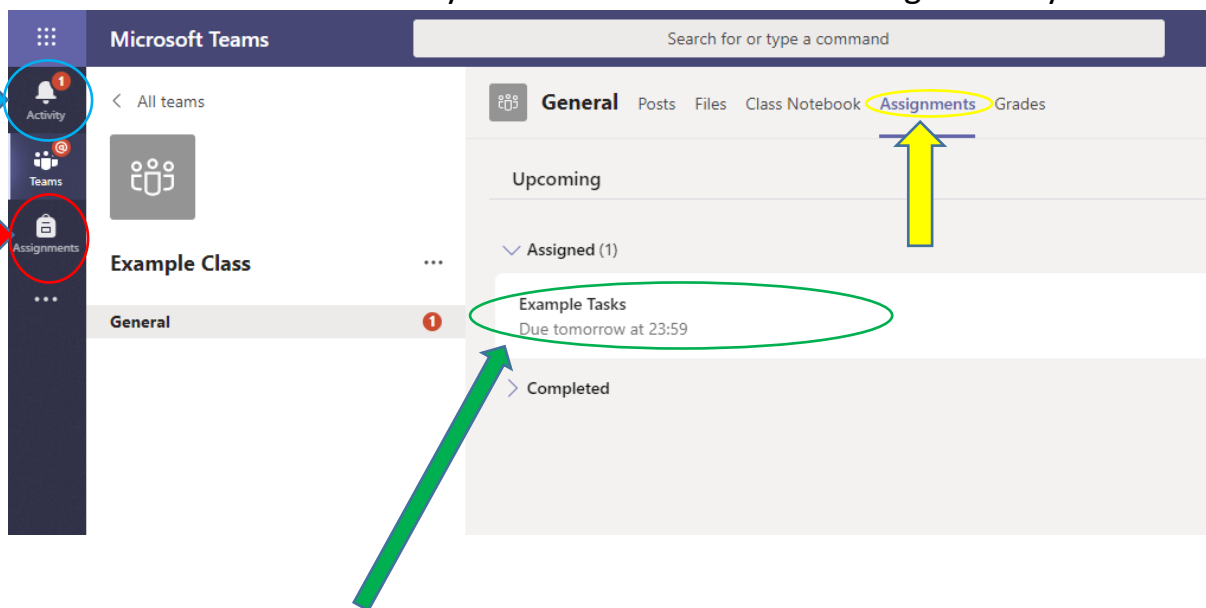
Example: Username: a.student@larches.lancs.sch.uk

Password: Password1357



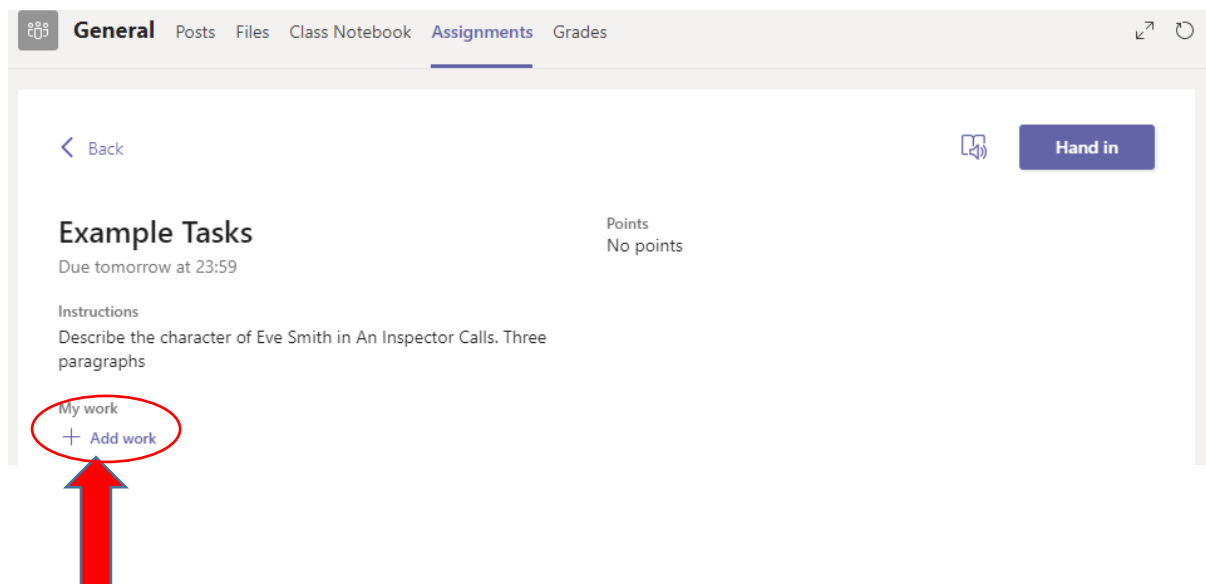
Teams - Uploading an assignment

- Your teacher can set assignments for you to complete.
- You will see a new notification every time your teacher sets a new assignment for you. This is indicated below with the blue arrow.
- By clicking on this notification, you will be brought to the assignments page.
- You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher. This is indicated below by the red arrow.
- You can also click into your class and click on the assignments yellow.



Click on the assignment to access the task.

To add work, notes, extension activities or photos all work needs to be completed in a new document which you should then name.



Using a new file

Click on new file and decide what format you will be submitting your work, Word, Power point or Excel.

Choose a file type

- Word document
- PowerPoint presentation
- Excel spreadsheet

Give the assignment a name and then click attach

You have now created your document that you can start writing your work into. To start your work, click on the document name.

Click here and it will open Microsoft Word

OneDrive

✓	Name	Modified
	Attachments	13 Oct 2017
	Notebooks	15 Sep 2018
	Computers.pptx	8 Jun 2018
	Design.pptx	14 Feb 2020
	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

Cancel Attach

OneDrive

+ New File

Link

Teams

Upload from this device

Choose a different type

File name

Eve Smith character

Cancel Attach

Back

Eve Smith Character Profile

Due today at 23:59

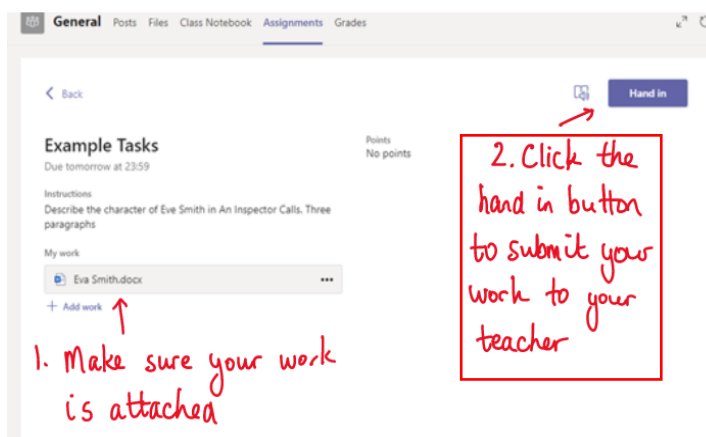
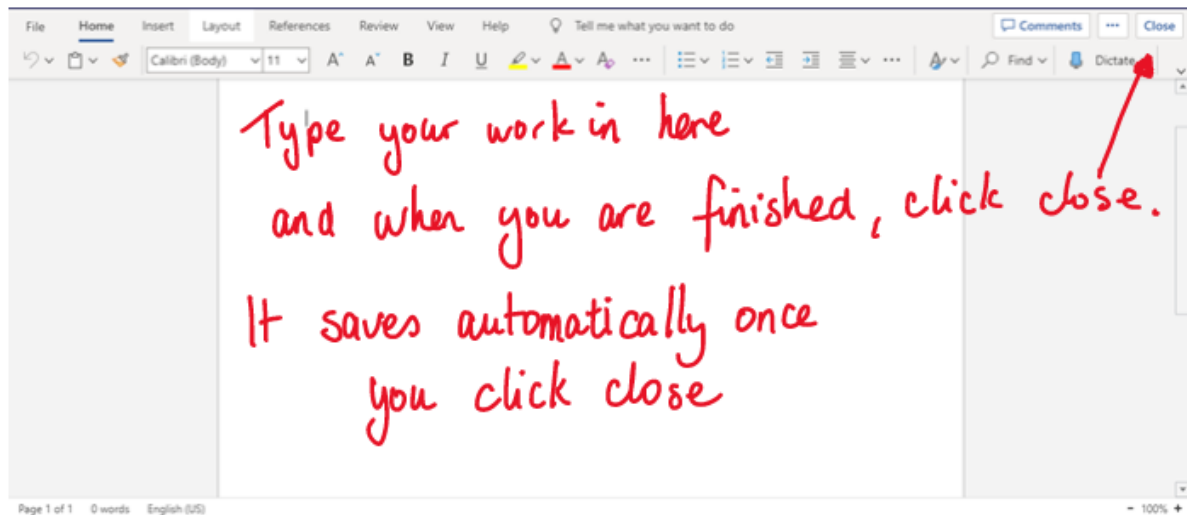
Instructions

Write a character profile about the character of Eve Smith in An Inspector Calls

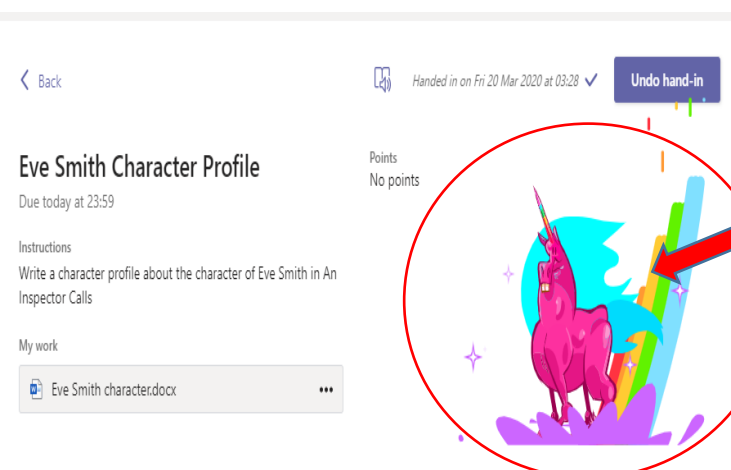
My work

Eve Smith character.docx

+ Add work



Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

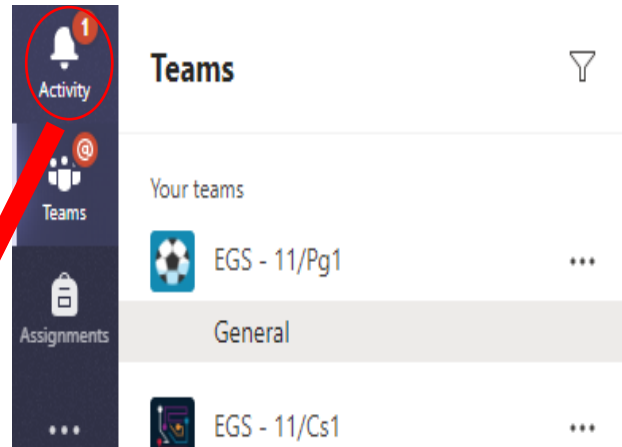


If you have successfully handed in your work, you will see an animation – there are loads of different types!

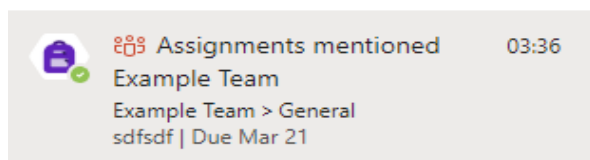
Teams – Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

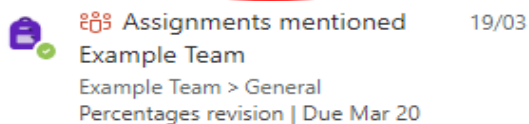
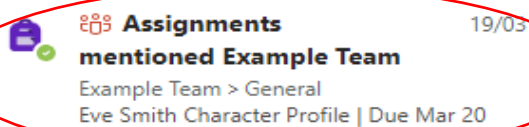
Click on the Activity button and it brings you to your feed. Any message in bold you have not read



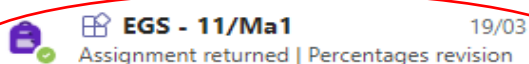
Feed



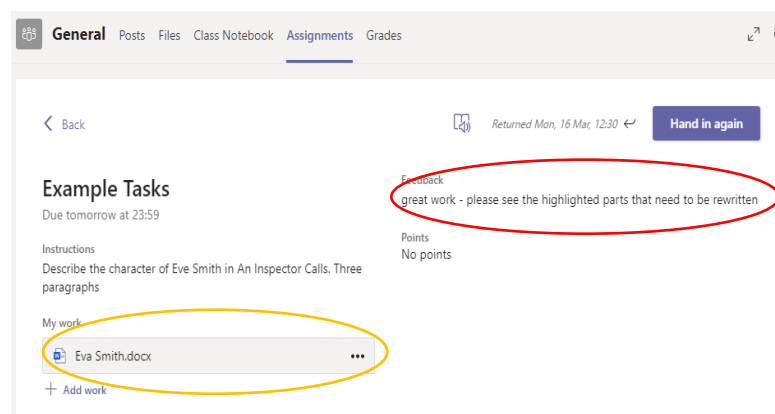
This is a notification to say that there is a new assignment in the Example Class that you need to complete.



This is a message to say that work has been returned in this student's maths Team – to see the feedback, click on the notification



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.



SECTION 2 – USING TEAMS ON A TABLET OR PHONE Teams

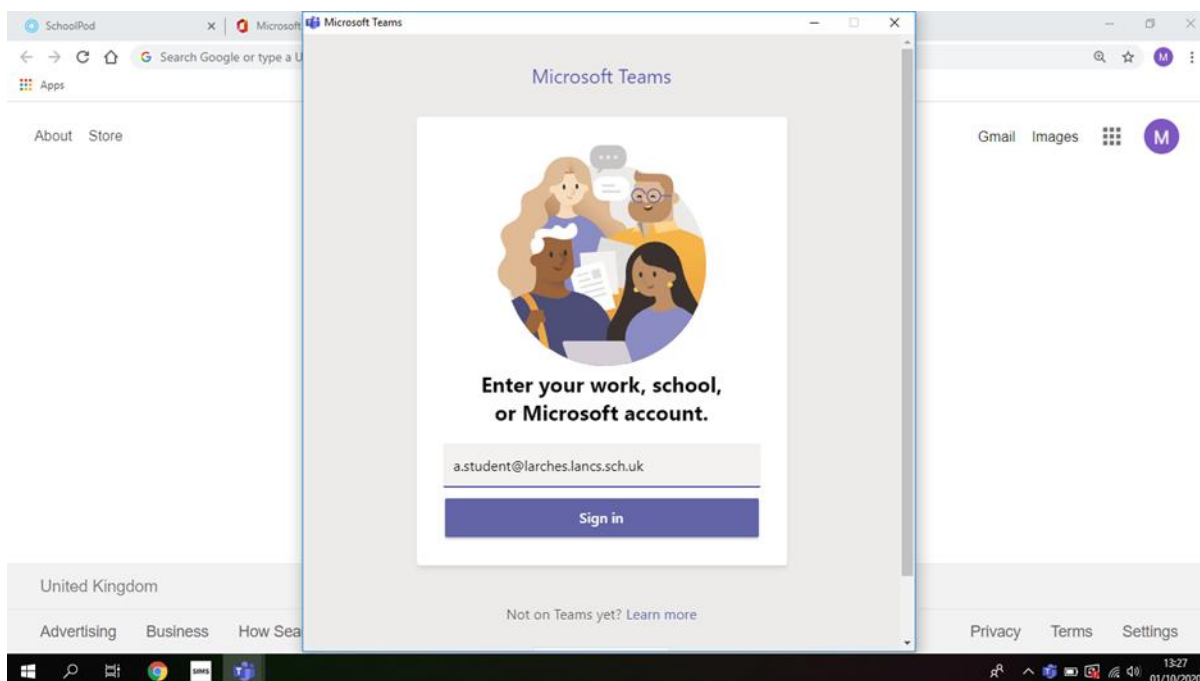
– Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.

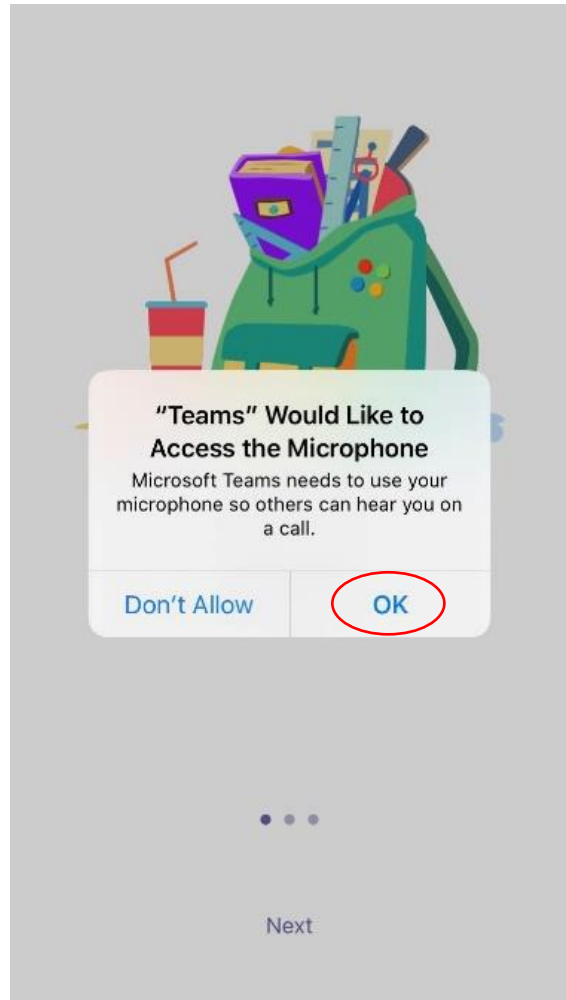
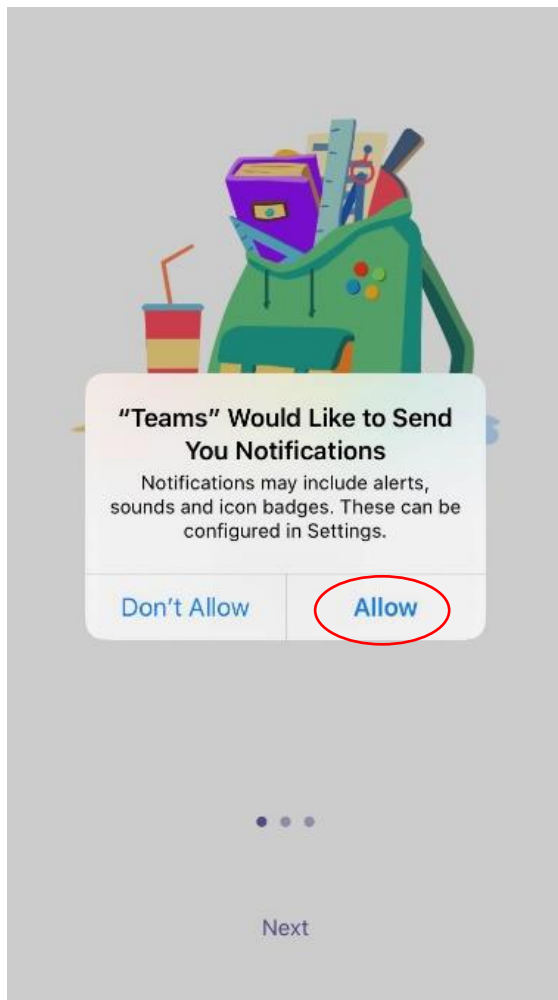


Sign in with your school email address. Example:
a.student@larches.lancs.sch.uk

You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, put a message in the helpdesk and we will get you moved to the correct one.



If you are logging in via the app on your phone or computer, please make sure you access the Microsoft Teams via the 'Microsoft Teams App' and not the 'Web App'. The 'Microsoft Teams App' has more features and has a better quality screen for live lessons.



Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted.

Teams - Uploading an Assignment

- If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process.
- You can also use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments – picture 1.

