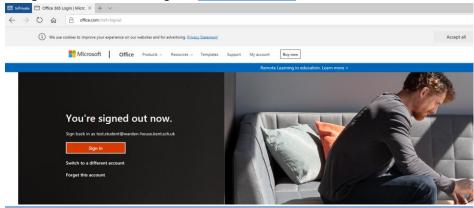
## **Guide to Accessing and using MS Teams**

Using an internet browser go to www.office.com

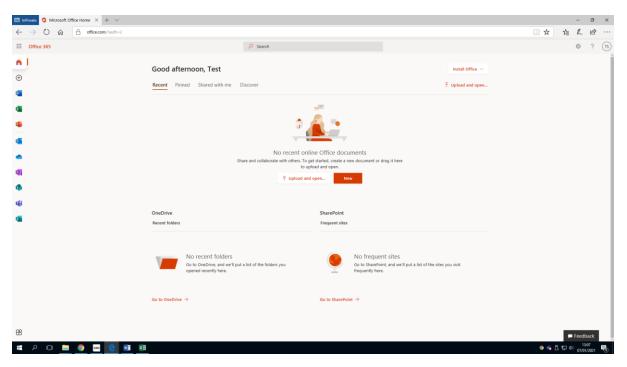


Sign in with the username and password given by the school.

← test.student@warden-hous	e.kent.sch.uk
Enter password	
Password	
Forgotten my password	
	Sign in

It will ask if you want the computer to save your username and password. If you are sharing the device with someone else it is a good idea not to save the username and password.

When you have logged in you will see this screen:

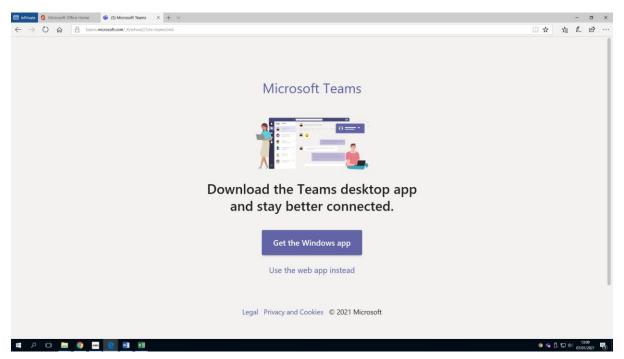


All of the icons on the left of the screen are apps that you can access to support learning at home.

To open MS Teams press the Teams icon:



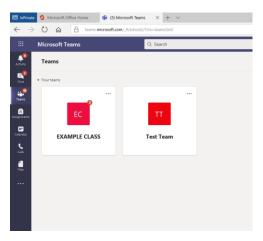
You will see a screen similar to this:



Click the 'Use the web app instead' option if you are working on a school loaned laptop, Chromebook or older device.

You do not have to have the app installed to access the materials but if you are able to do so it can be more convenient to install the app.

Once Teams loads you will see this screen, it will show any teams that you are a member of:



Press on the team you need to work in, you will then be taken to the Teams Posts page.

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		Maths: Multiply by 10, 100, 1000	9		
		Due an 8 View assignment			
		MC Marina Camilleri-Gorman 1204			
		If you can't open the link in the Maths assignment, please find the video link here. https://web.microsoftstream.com/video/0fcbee71- 6809-4c1a-462-c6a4683130b7			
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On the posts page you can see the posts created by the teachers and can read and comment on the posts, please keep all conversations linked to the tasks.

You will also see the assignments posted here. The Posts page contains all of the information posted into the team in chronological order.

To see the assignments you have been set click on the assignments tab at the top.

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$\leftarrow$ -		teams. <b>microsoft.com</b> /_#/school/classroo	om/General?threadid=19:eabac30d59d84c51b57ce8c038a1c888@thread.tacv2&ctx=channel
	Microsoft Teams	Q s	earch
L Activity	< All teams	EC	General Posts Files Class Notebook Assignments ades
Chat	EC		✓ Assigned
Teams	EXAMPLE CLASS		English Task: To identify key characters and events in the plot Due tomorrow at 15:30
Assignments	General		Maths: Multiply by 10, 100, 1000
Calendar			Due tomorrow at 15:30
<b>C</b> alls			Science Lesson 2 Due tomorrow at 15:30
Files		;	Completed

You will then see the tasks that have been assigned for the day or week. You will be able to see when the tasks are due to be completed as well.

To start an assignment click on the assignement title. It will then load:

English Task: To identify key characters and events in the	Points No points	
plot Due tomorrow at 15:30		
Instructions		
To identify key characters and events in the plot		
For the next few lessons we will have a special English teacher to help us with our learning. The teacher will talk you through all your tasks and you will have an empty answer sheet to type your answers on. In this lesson, you will revise word classification, learn vocabulary that is key to the unit and explore key characters and points in the plot. HOPE YOU LIKE IT :)		
Please open this link to access the lesson. https://classroom.thenational.academy/lessons/to-identify-key-characters-and-events-in-the-plot-71j68c		
My work		
Answer sheet O.docx		

The task will have a title & objective and a set of instructions to explain what to do.

Your teachers will upload links and resources to each assignment if they are needed to support the activity.

Some tasks will be able to be completed online within teams. If you look where it says 'My work' there may a document to work in. Click on this to open it.

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Answer sheet 0	

In this example the task is being completed in Microsoft Word online. This will automatically save as you work and does not need to be stored anywhere else.

When your work is complete press 'Close' at the top right.

If you want to return to your work at anytime you open the file from the assignment link again.

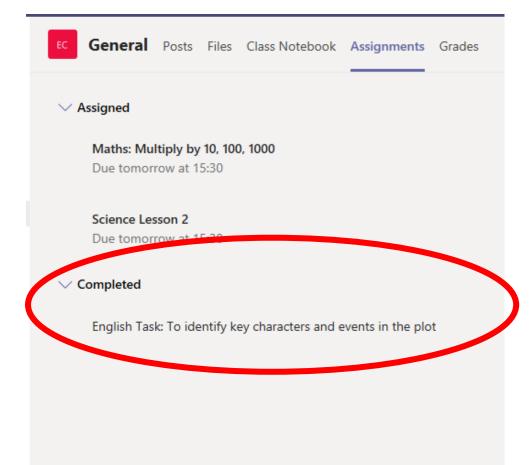
You can also upload pictures, files or photographs of your work using the 'Add work' option.

Once you are happy with all of your work you need to press 'Hand in'

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Activity	< All teams	General Posts Files Class Notebook Assignments Grades	12 the Steet 🗸
См См	EC	< Back	25 Hand in
Teams	EXAMPLE CLASS	Provide Table Table 1 and 6 and a second and the table Points	
Assignments	General	English Task: To identify key characters and events in the No points No points	
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Files		For the next few lessons we will have a special English teacher to help us with our learning. The teacher will talk you through all your tasks and you will have an empty answer sheet to type your answers on. In this	
		lesson, you will revise word classification, learn vocabulary that is key to the unit and explore key characters and points in the plot. HOPE YOU LIKE IT :)	
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		My work	
		e Answer sheet ◊.docx ···	
		C Add work	

Your teacher can then comment on your work and give you feedback.

Your assignment will now be moved into the 'completed' section on the assignments section. You can reopen it from here if needed.



You can see an overview of your assign	ments in your ខ្	grades page.		
€ General	Posts Files Class Notebo	ook Assignments Grades		
	TS Stude	nt, Test		
	Due date 🔺	Assignment v	Status 🔻	Feedback
	Tomorrow	Science Lesson 2	Not handed in	
	Tomorrow	Maths: Multiply by 10, 100, 1000	Not handed in	
	Tomorrow	English Task: To identify key charac	← Returned	<b>E</b>

If your teacher has given your handed in assignment feedback you will see a purple icon



If you click on this icon you will see the feedback your teacher has left.