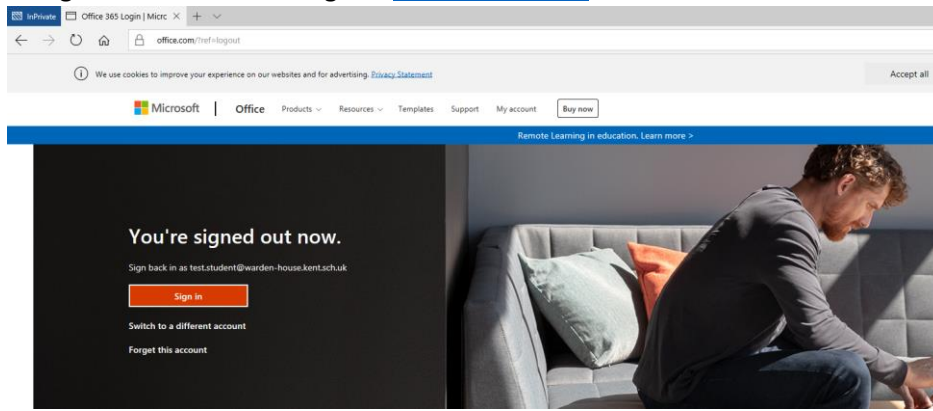


Guide to Accessing and using MS Teams

Using an internet browser go to www.office.com

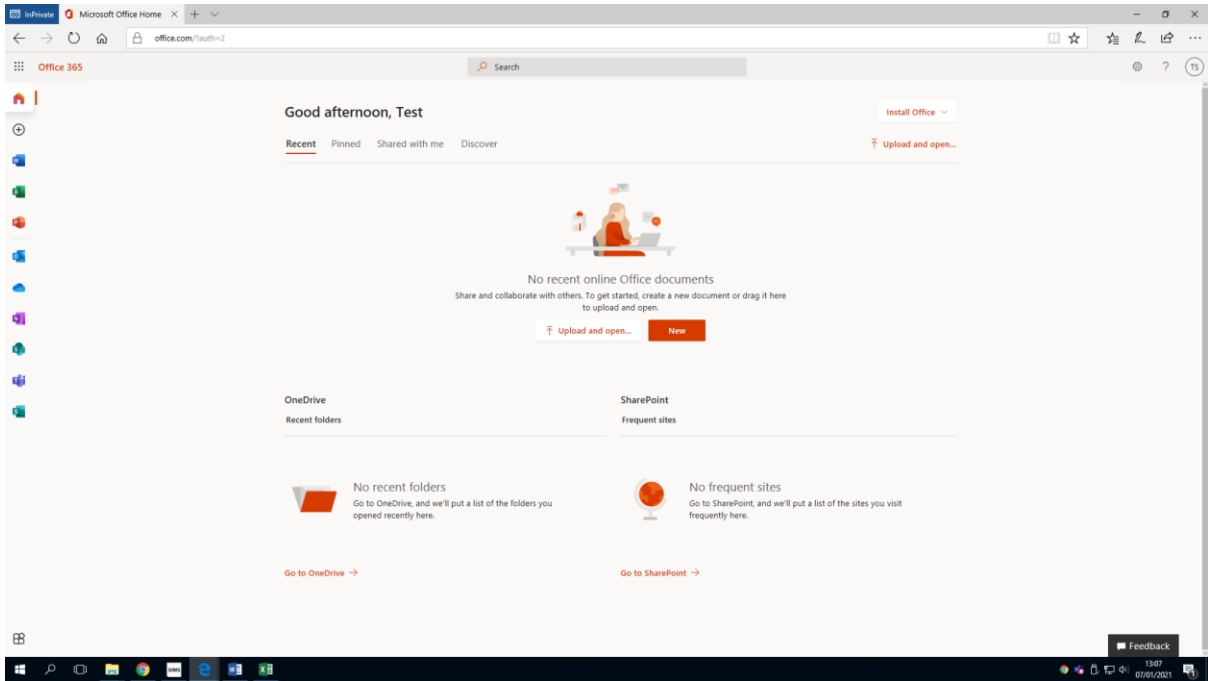


Sign in with the username and password given by the school.

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the email address 'test.student@warden-house.kent.sch.uk' is displayed with a back arrow. The heading 'Enter password' is followed by a 'Password' input field. Below the input field is a blue link that says 'Forgotten my password'. At the bottom right is a blue 'Sign in' button.

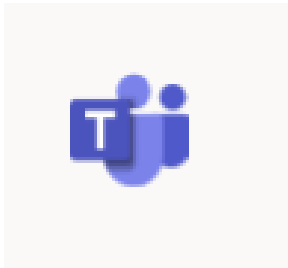
It will ask if you want the computer to save your username and password. If you are sharing the device with someone else it is a good idea not to save the username and password.

When you have logged in you will see this screen:

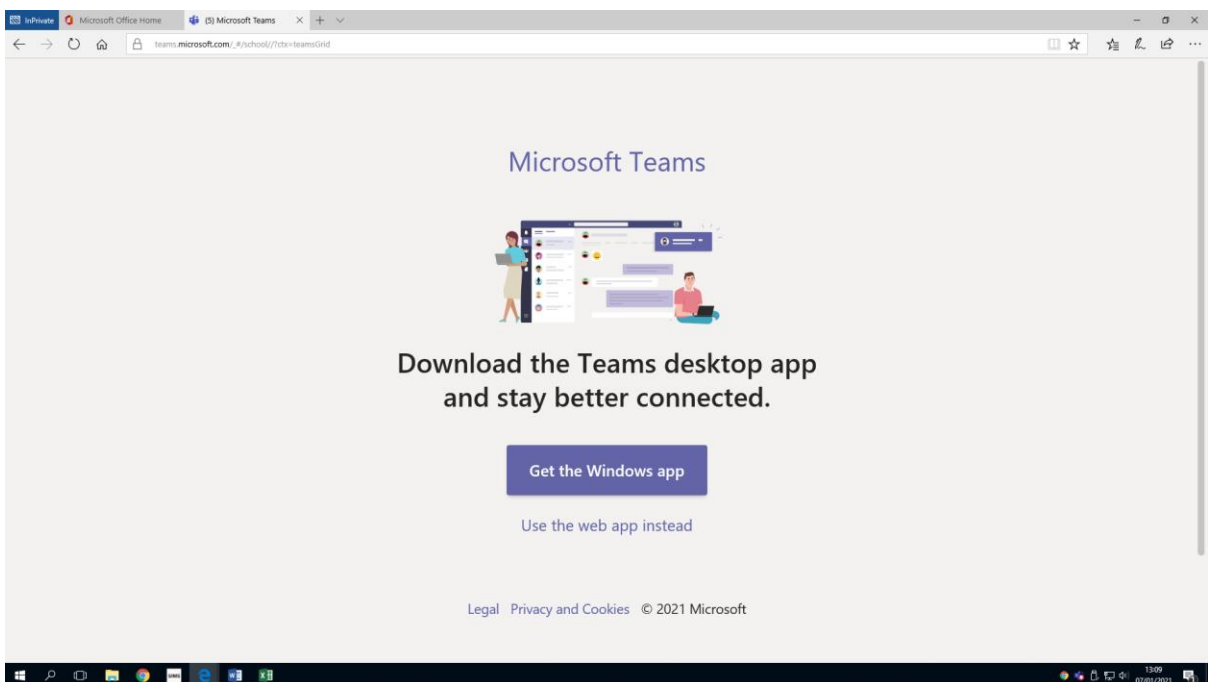


All of the icons on the left of the screen are apps that you can access to support learning at home.

To open MS Teams press the Teams icon:



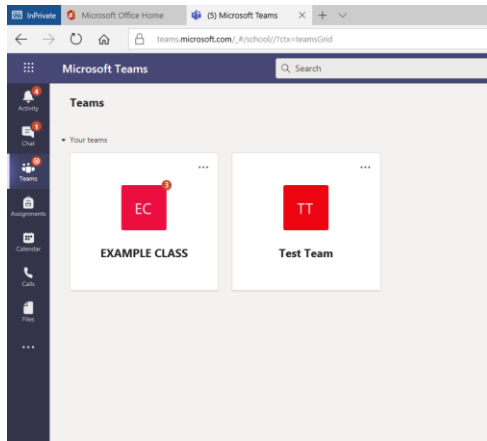
You will see a screen similar to this:



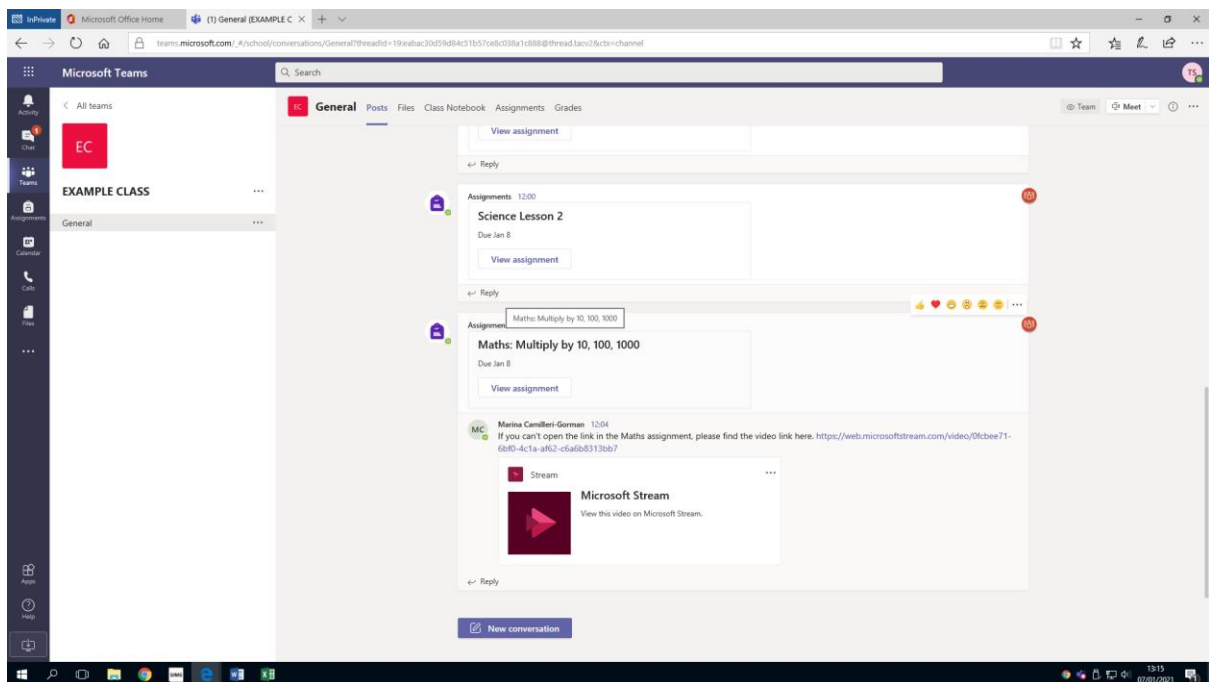
Click the 'Use the web app instead' option if you are working on a school loaned laptop, Chromebook or older device.

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:



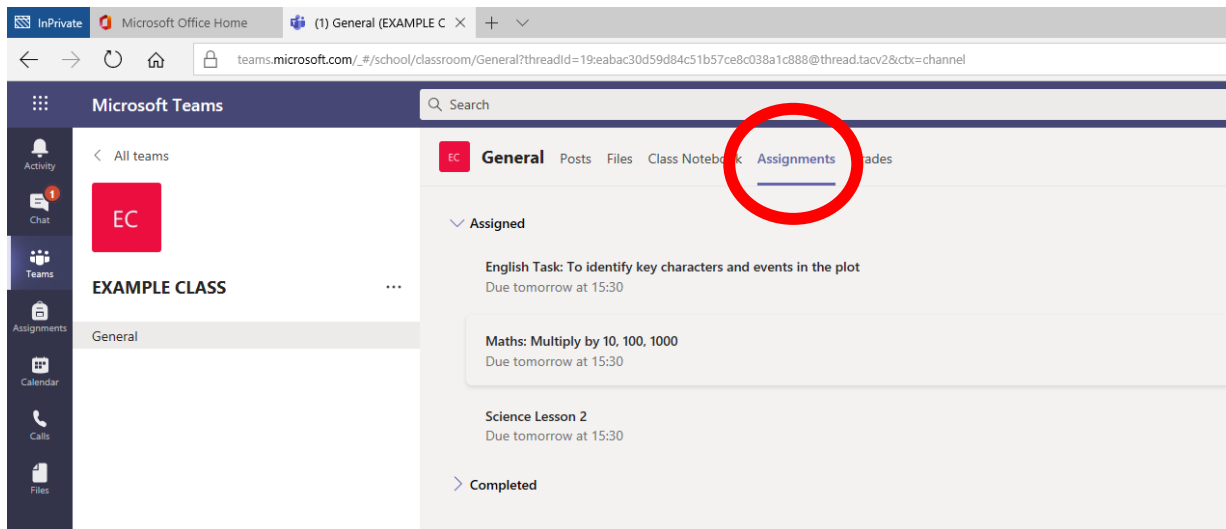
Press on the team you need to work in, you will then be taken to the Teams Posts page.



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.

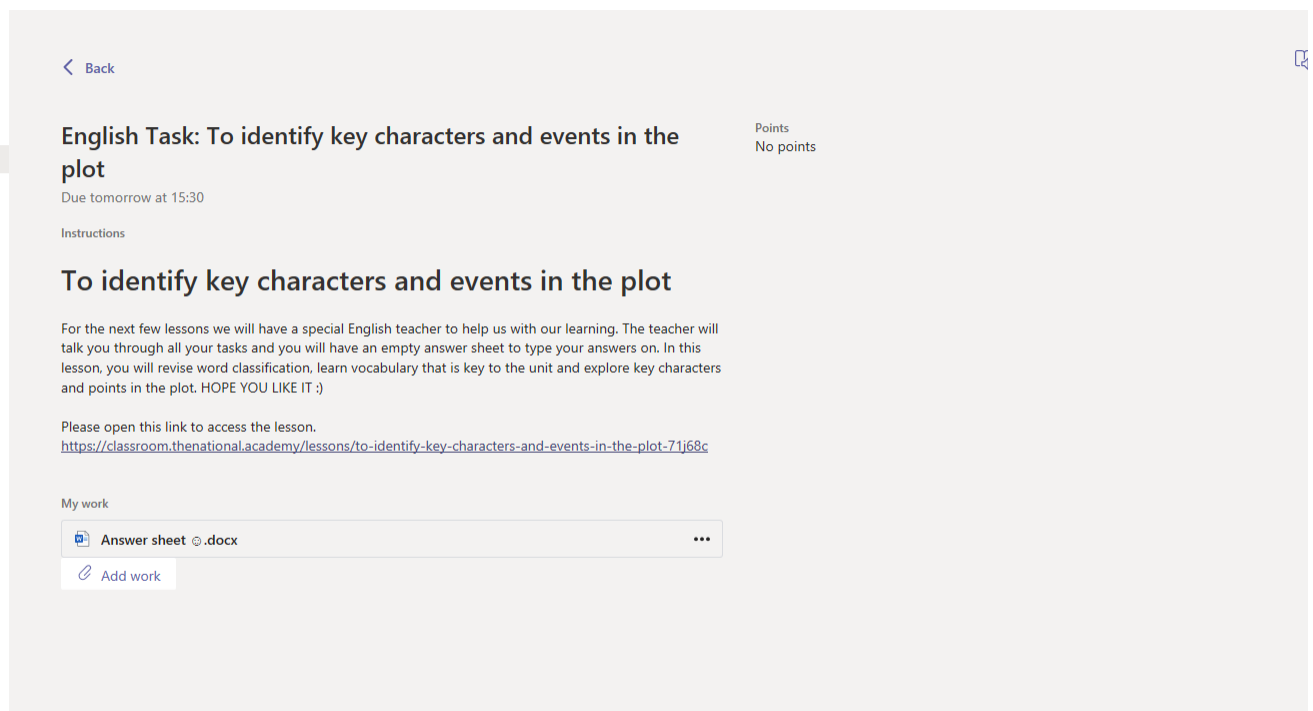
You will also see the assignments posted here. The Posts page contains all of the information posted into the team in chronological order.

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



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.

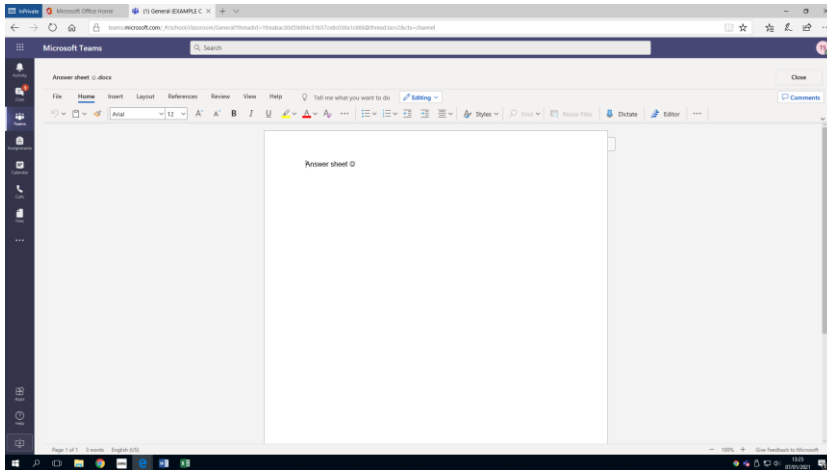
To start an assignment click on the assignment title. It will then load:



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.



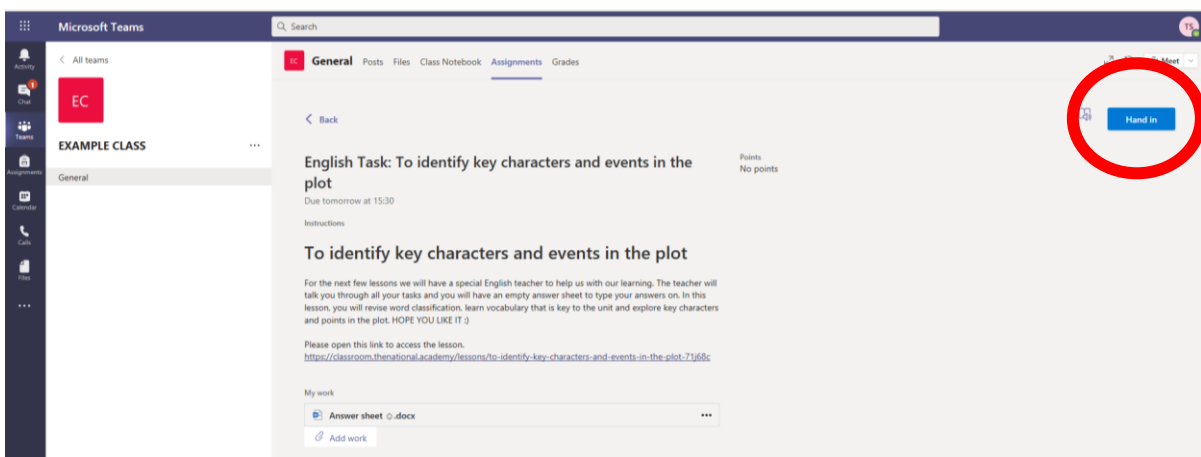
In this example the task is being completed in Microsoft Word online. This will automatically save as you work and does not need to be stored anywhere else.

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'



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.



General

Posts

Files

Class Notebook

Assignments

Grades

Assigned

Maths: Multiply by 10, 100, 1000

Due tomorrow at 15:30

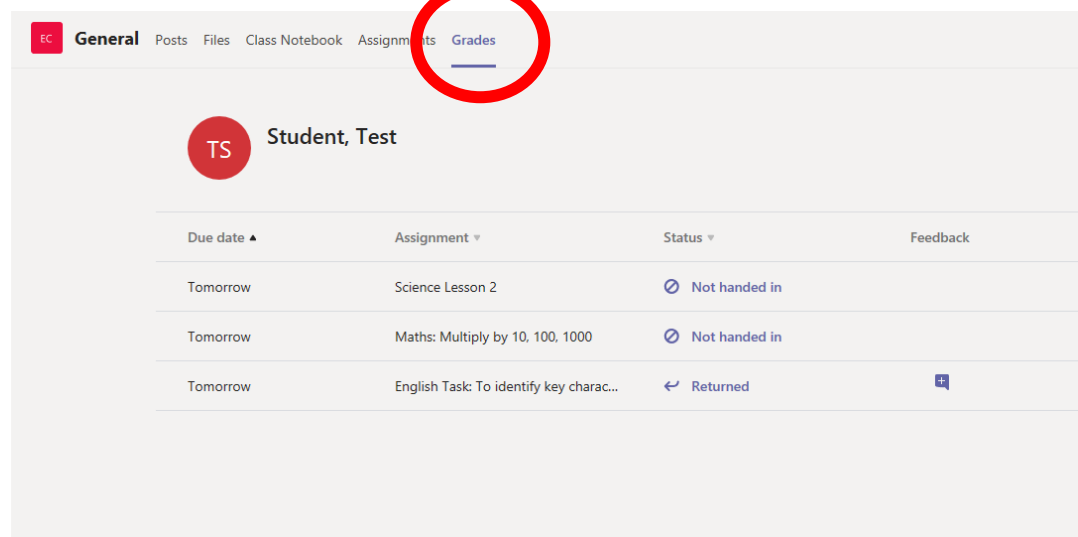
Science Lesson 2

Due tomorrow at 15:30

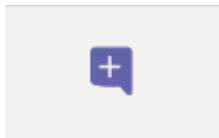
Completed

English Task: To identify key characters and events in the plot

You can see an overview of your assignments in your grades page.



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.