

## Parent and student guide to using 'Teams'

Getting started	<ol style="list-style-type: none"> <li>1. Log into teams via the school website and office365 and then select the teams option</li> <li>2. Once you open Teams you will see your classes.</li> <li>3. A free app is available for most devices via the link below.</li> <li>4. If accessing directly through the internet, the latest version of edge or google chrome will work the best.</li> </ol> <p><a href="https://teams.microsoft.com/downloads#allDevicesSection">https://teams.microsoft.com/downloads#allDevicesSection</a></p>
Completing assignments	<ol style="list-style-type: none"> <li>1. Once you can see your classes, you will see a small red circle containing a number. This shows you that work has been set and waiting for you to attempt</li> <li>2. Follow your teacher instructions.</li> <li>3. You can complete the task directly on to the document. This will not alter the main version and nobody other your teacher will see your work.</li> <li>4. Click 'ok' once you have completed the work, you will then be prompted to click 'hand in'.</li> <li>5. This work will then go to your teacher.</li> <li>6. Alternatively, you can complete work in your exercise book or on paper. If you wanted to take a picture you could submit this instead. This will keep all your work in one place and allow your teacher to reply with feedback.</li> <li>7. You can use the 'chat' facility to ask your teacher questions about the work.</li> <li>8. We expect students to exercise the highest possible conduct when using this facility. 'Teams' is frequently monitored by senior staff and any student not using it correctly will no longer be granted access.</li> </ol>
Feedback	<ol style="list-style-type: none"> <li>1. Your teacher will provide timely and formal feedback. This could include corrections required or suggested improvements for future work.</li> </ol>
Online lessons	<ol style="list-style-type: none"> <li>1. If your teacher schedules an online lesson this will be done via microphone and screen sharing initially, they will tell you if they are using the video option or not. Your camera and microphone will be automatically switched off. However you can still raise your hand and ask questions in the conversation box.</li> <li>2. At the time allocated by your teacher, log on to Microsoft Teams and find the "meeting" in your calendar or on the General posts board.</li> <li>3. When your lesson starts you need to click the Join button.</li> <li>4. Your teacher will then be able to talk to you and share their desktop with you.</li> <li>5. If you want to type questions, use the chat option – this will then come up on the side of the screen for your teacher.</li> <li>6. At the end of the lesson, hover on the screen and click on the red phone icon to end the call.</li> </ol>
Additional notes	<ol style="list-style-type: none"> <li>1. Teams is still a new platform for our school community.</li> <li>2. User guides will be continually developed as we continue to use Teams to its full capacity.</li> <li>3. We appreciate the parent support in keeping our learners making progress during this time.</li> </ol>

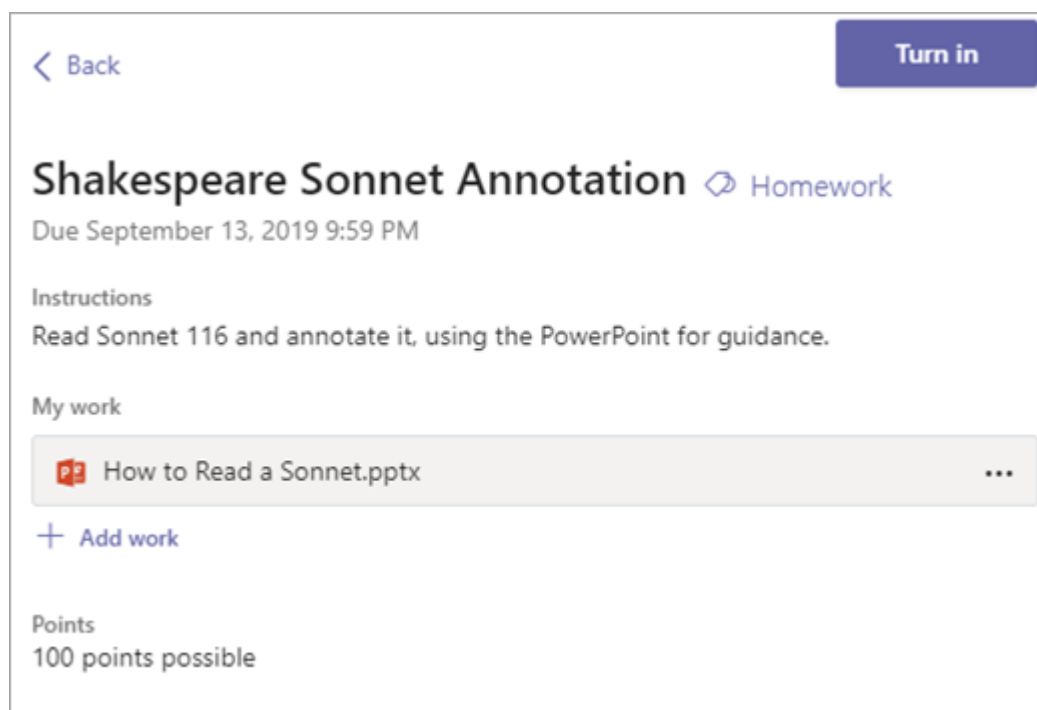
## Turn in and revise work when you're a student

To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work after it's been returned to you.

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your assignments will show as cards organized by the date they are due. Select any assignment card to open it and view the assignment's details.

**Tip:** Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

3. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file. It's possible to work on Office files right from this screen--no need to leave the app.
4. If you're turning in the assignment for the first time before the due date, select **Turn in**. You'll see a time and date stamp recording your turn-in.



Here are other options for turning in your work:

<b>Undo turn in</b>	Take back an assignment you've already turned in to make changes before the due date.
<b>Turn in again</b>	Turn in work after making revisions to an assignment you've already turned in. <b>For example:</b> Your teacher has returned it to you and asked for changes, or you've decided to revise your work before the due date.
<b>Turn in late</b>	Turn in work after the due date for the assignment has passed. This means your teacher is accepting late turn-ins. You might be turning in the assignment for the first time or submitting a revision after it's been returned to you.
<b>Not turned in</b>	Your teacher is no longer accepting turn-ins for the assignment and you won't be able to turn in work.