

Accessing and Using Microsoft Teams for Students

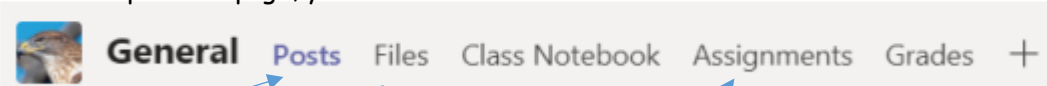
1) To log onto Microsoft Teams you will need to go through Office.com and click 'sign in' in the top right corner. Input your username and password. You might be asked to choose a new password; if you do, please remember to write this down.

2) After the introduction notices, you will see a column of icons running down the left side of your screen. You will need to select the 'Teams' icon:



3) Click on your class name.

At the top of the page, you will see this task bar:



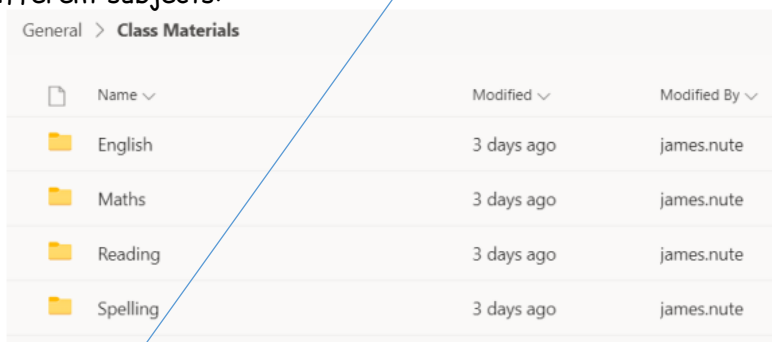
Posts

If you click on this option, you will be able to see any messages added by your class teacher, including new conversations and any feedback on your submitted work. You are able to respond to any post made and start a conversation with the teacher in this area.

In this section, your teacher may give instructions on what they would like you to do.

Files

Click on 'Class Materials'. In this section, your teacher will put any documents, downloads or resources that you might need to complete any of the tasks set. They may separate this into different subjects:



Name	Modified	Modified By
English	3 days ago	james.nute
Maths	3 days ago	james.nute
Reading	3 days ago	james.nute
Spelling	3 days ago	james.nute

Assignments

In the assignments section, you can see what work has been set for you and when it might be due to be handed in. Any assignments set will also be visible in the 'Posts' section:

For each assignment set, you will be able to 'View Assignment' and download whatever resources are needed.

Explanation

Due tomorrow at 11:59 PM

Instructions

Complete the sheet

Reference materials



04.11.20 - volcano explanation example.pdf	...
02.11.20 - Big Picture - Explanation Text.doc	...

My work

Add work

The resources you will need, will be in the 'Reference Materials' section (these can be downloaded to your own computer/laptop). You can upload your work, when complete, in the 'Add Work' section. Once you have done this, you will have the option to 'Hand In' your work for the class teacher to look at. Once the teacher has received your work, they have the option to send you feedback, which will appear in the 'Posts' section.