

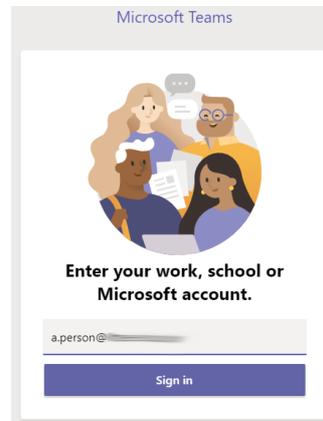
Accessing your class Team

Please sign in to Teams with your School email address.

If you are using a shared device, and someone else uses Teams, you may need to sign them out and sign in as you.

If you join a meeting while signed in as someone else, you will join as a guest and will not get the full functionality that you will if you join as yourself.

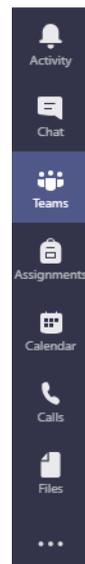
It is therefore important that you remember your password.



When using the desktop version of Teams, navigation appears to the left on the purple menu bar.

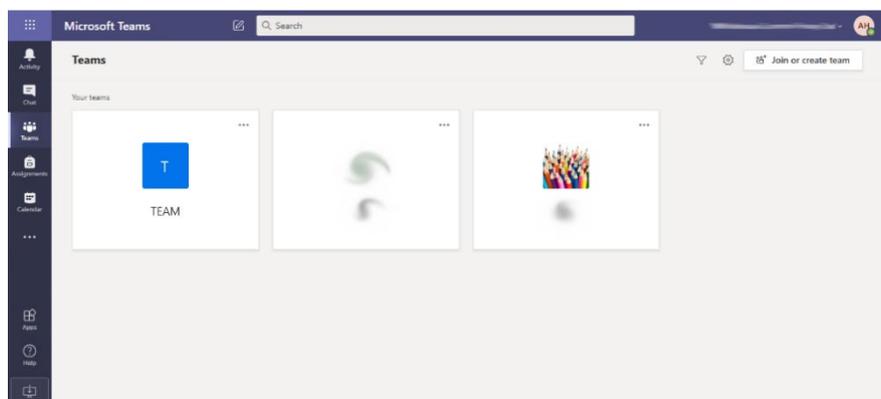
Children will generally use the following icons:

- Teams
- Assignments



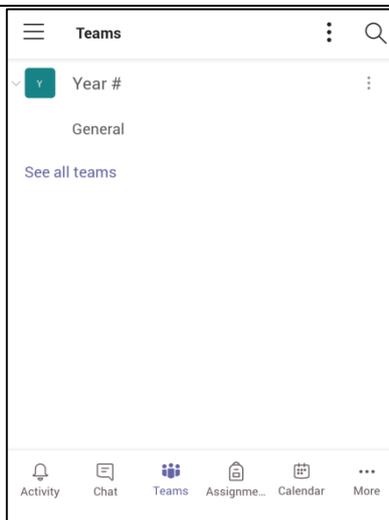
If you are a member of only one team, the team site will open. If you are a member of two or more teams you will need to choose the team you want to open by clicking its icon from the Teams menu.

Click **Teams** on the left hand menu if you do not see the teams listed and choose the team you wish to go into



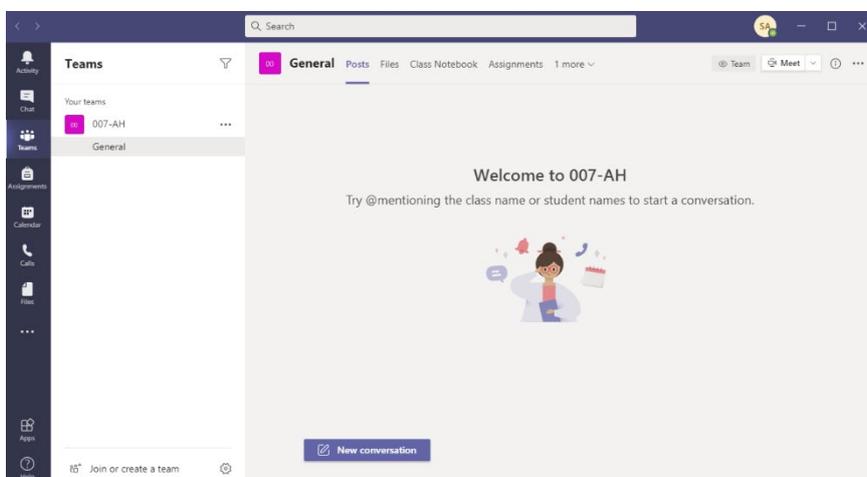
NB If no Teams are displayed, please contact your class teacher

If using a tablet or smartphone, your screen should look something like this



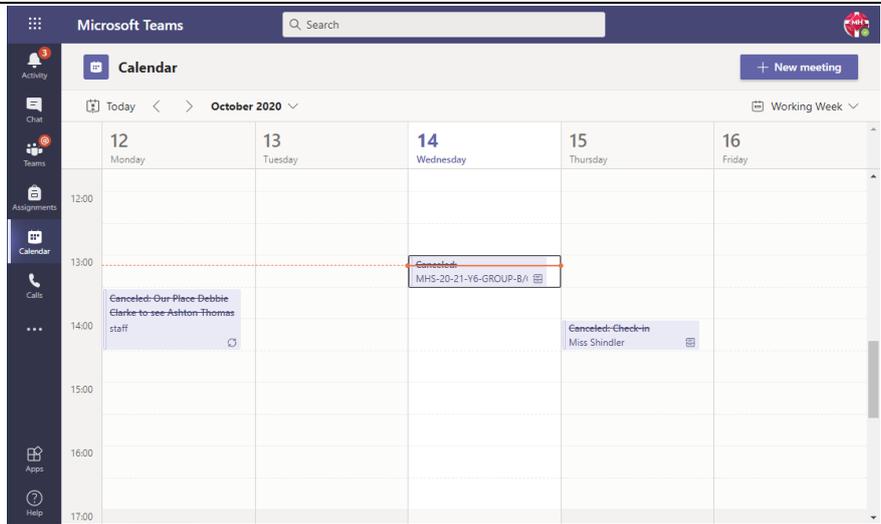
NB If no Teams are displayed, please contact your class teacher

Your school work will be available through the discussion/conversation board, under a channel heading or via the Assignments Tab on the top menu



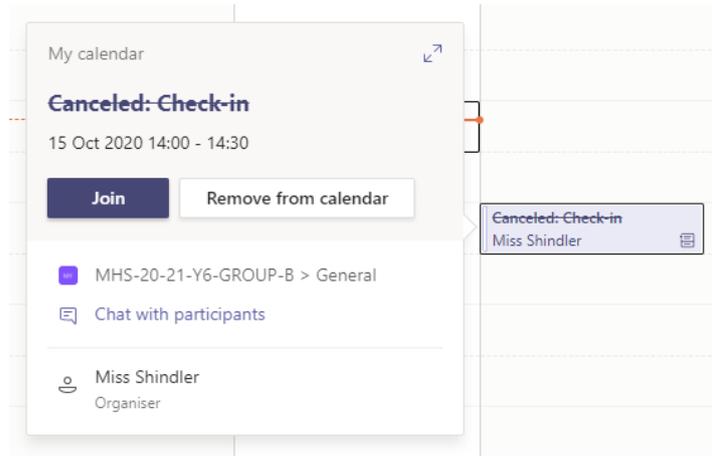
Posts	This is general information is posted and children can ask questions and reply to posts
Files	A directory of files that have been shared with the Team.
Class Notebook	A class notebook where children can collaborate (not currently being used)
Assignments	Lessons, homework and activities set by class teachers.
Grades	Points/Grades for assignments which will be displayed here. (not currently being used)

If you have been invited to a meeting with your teacher, this will display in the conversations area or you can access it by clicking on the calendar icon.

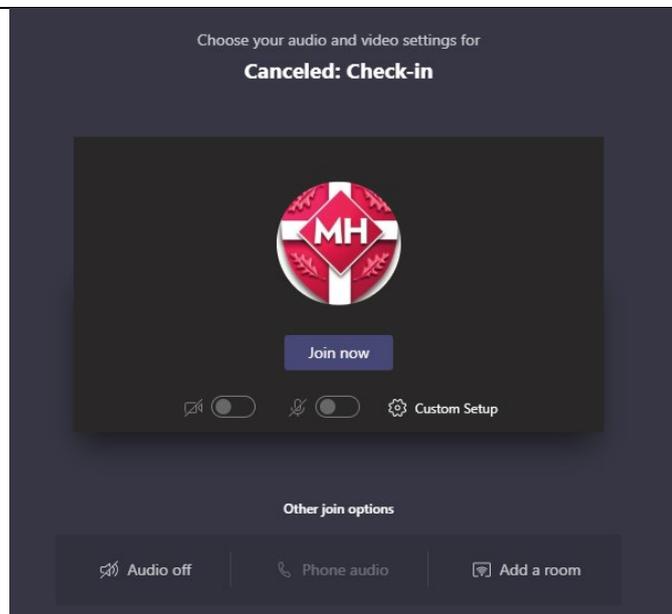


You will need to click Join to participate in the meeting.

IMPORTANT: Always think about your surroundings when joining an online meeting. An adult should always be close by. Turn off your microphone until asked to turn it on as background noises can be picked up and heard by others. Always dress appropriately.



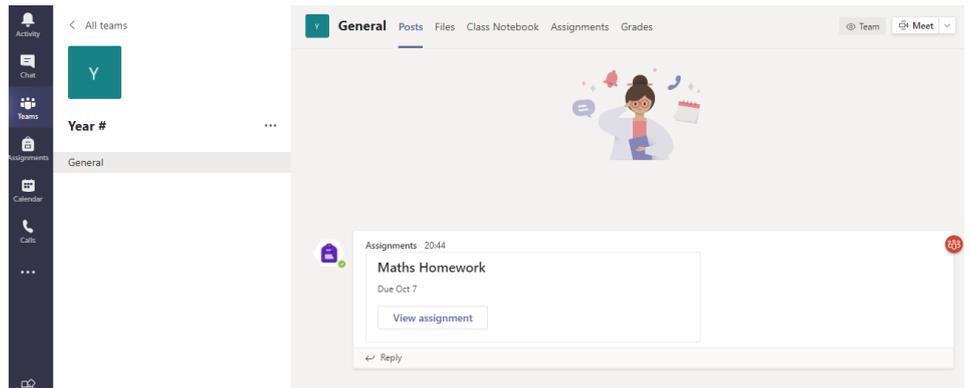
Once you have clicked join. You can disable your camera or microphone and make any other changes needed.



Assignments

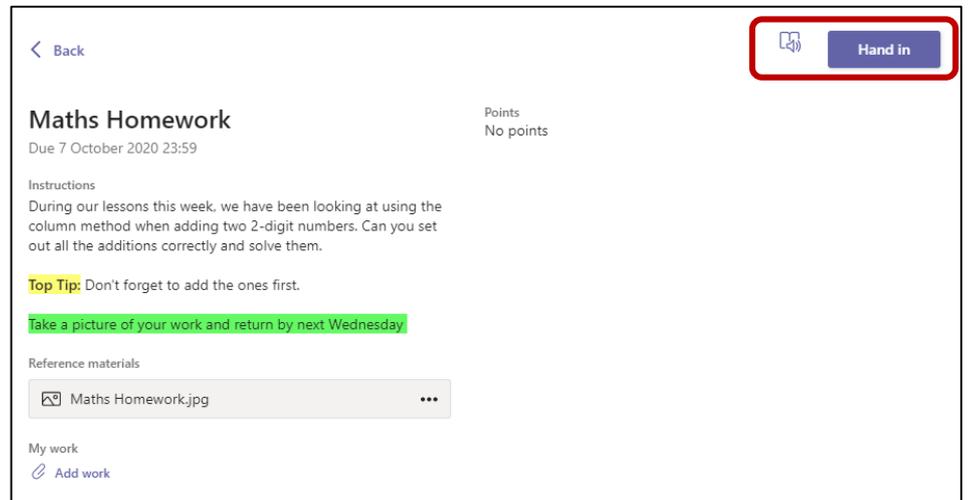
Assignments can be used to set homework for children and may be used to deliver remote learning if required.

In this example you can see that a Maths Assignment has been set. It has appeared in the **Posts** section but can also be accessed through the **assignments** tab so always check the assignments tab too.



Clicking on View assignment will allow you to view the instructions, resources (including any video links) and also allow you to add your work for marking. You can add work from your device in most file formats.

Once Completed, hand in your work by pressing the **Hand in** button.



Receiving Feedback

After the work has been handed in, your child's work will be sent to the teacher for marking. They will receive a comment on their work and it will be **returned** to them for viewing.

In this example, the child has attached a picture of their written calculations for review. The teacher has then looked at the work and given a positive comment.

