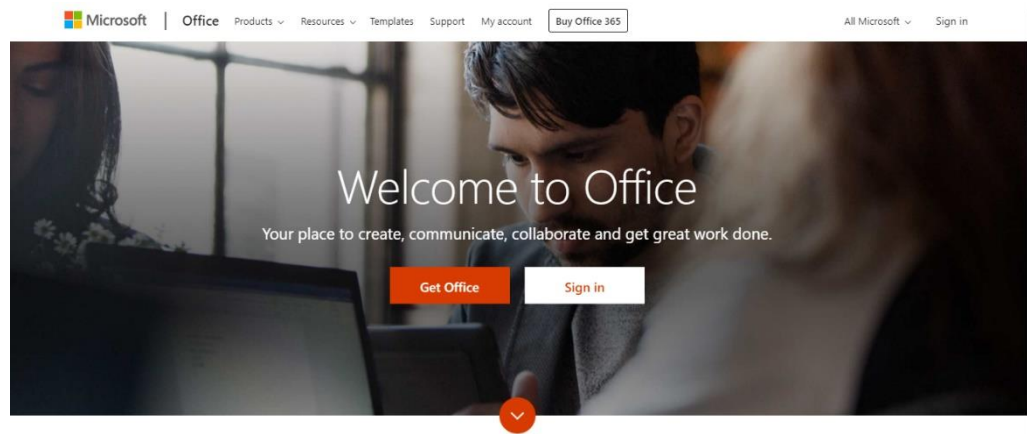


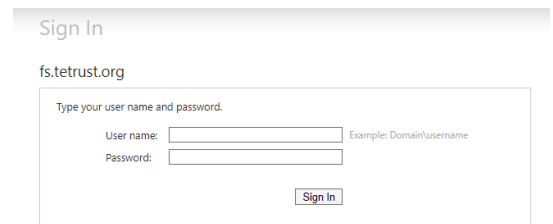
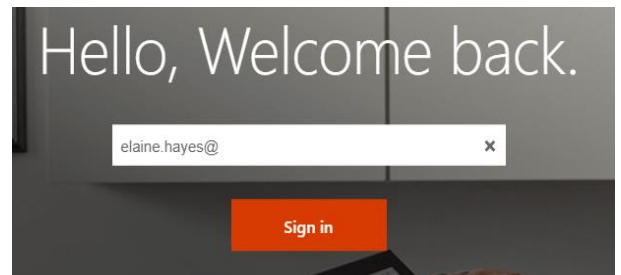
Teams - How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com

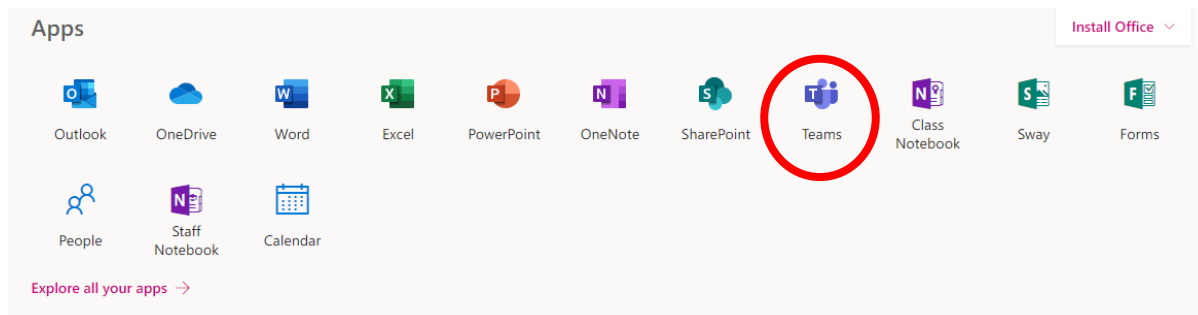


Click sign in and sign in with your full school email address.

You will then be directed to the login page for the Trust - this is the start of your email address and the password you normally use to access your laptop.



Click on the Teams icon

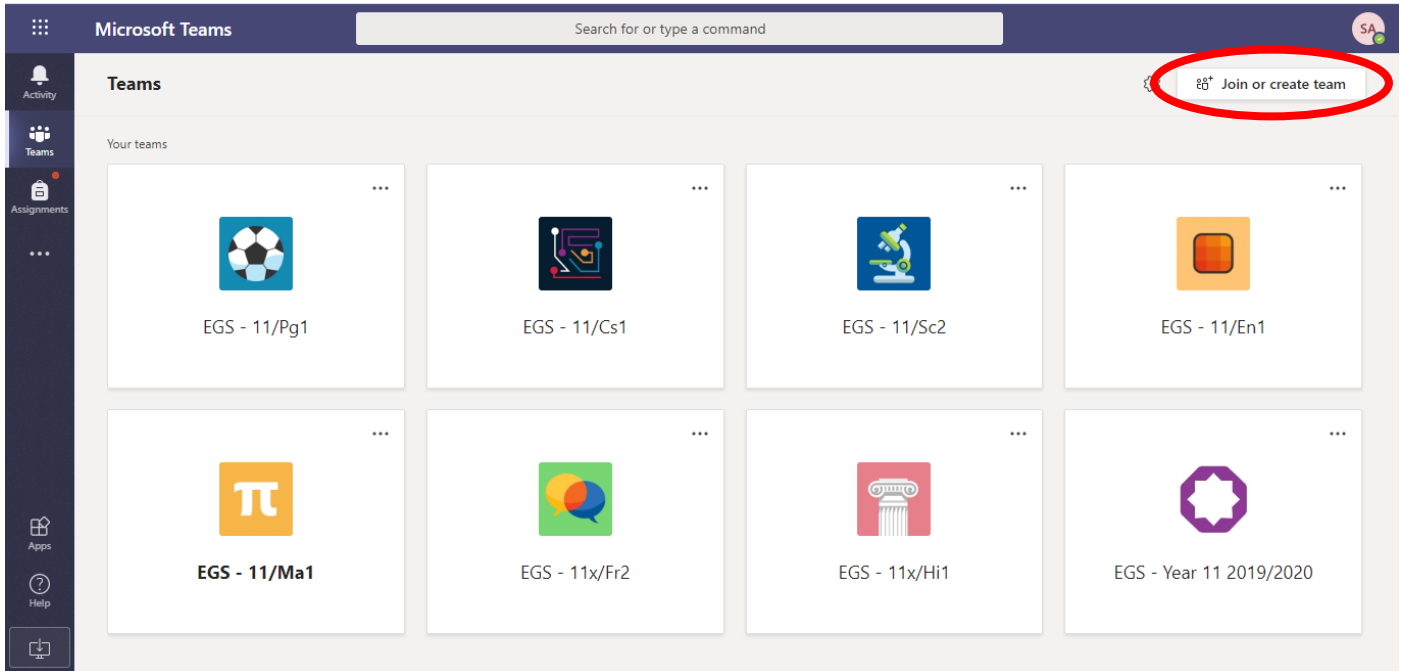


You should now see all the Teams if your teachers have already set them up for you, or you may have different codes to join your classes.

Teams - My teacher has given me a code to join a class

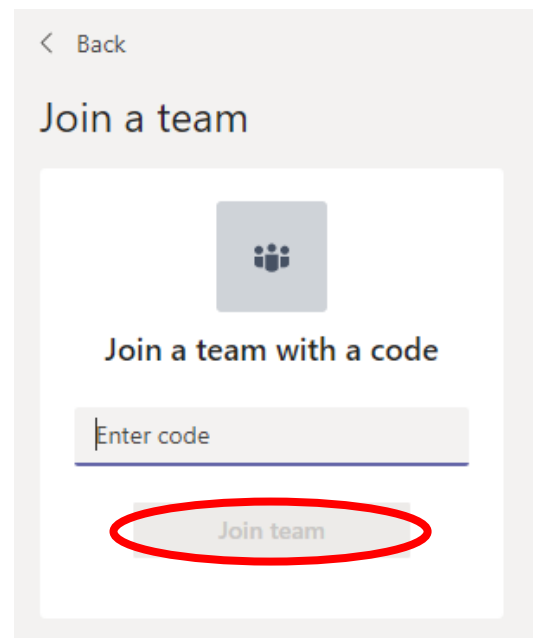
Your teacher will have given you a 7-character code, made up of letters and numbers - the letters are all lower case.

Log into Teams, in this example the student already has some of their teams. To put in the code, click join or create a team button in the top right hand corner, circled in red.

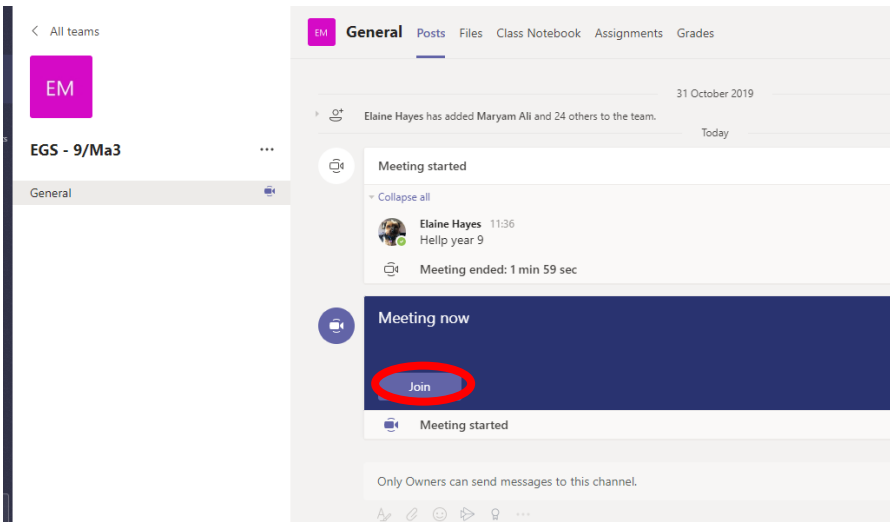


Once you click the button, this menu appears.

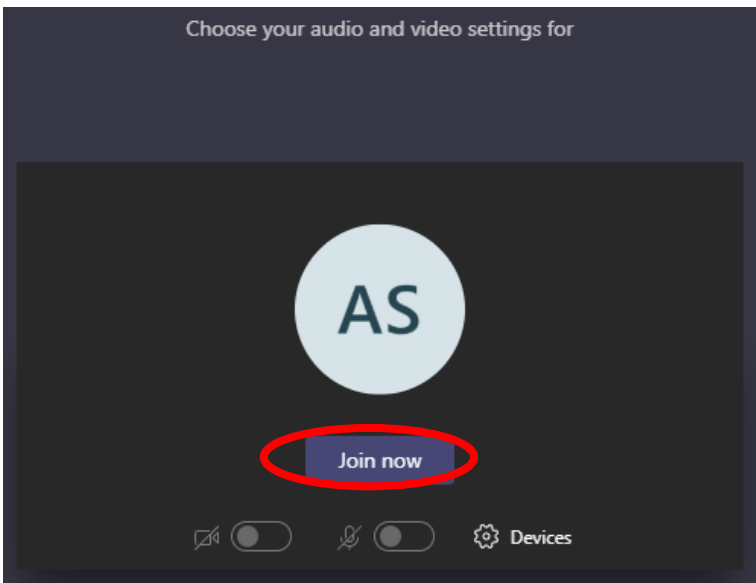
Put the code in that your teacher has given you and click the join team button circled. Be careful when inputting your team code, all the letters are lower case



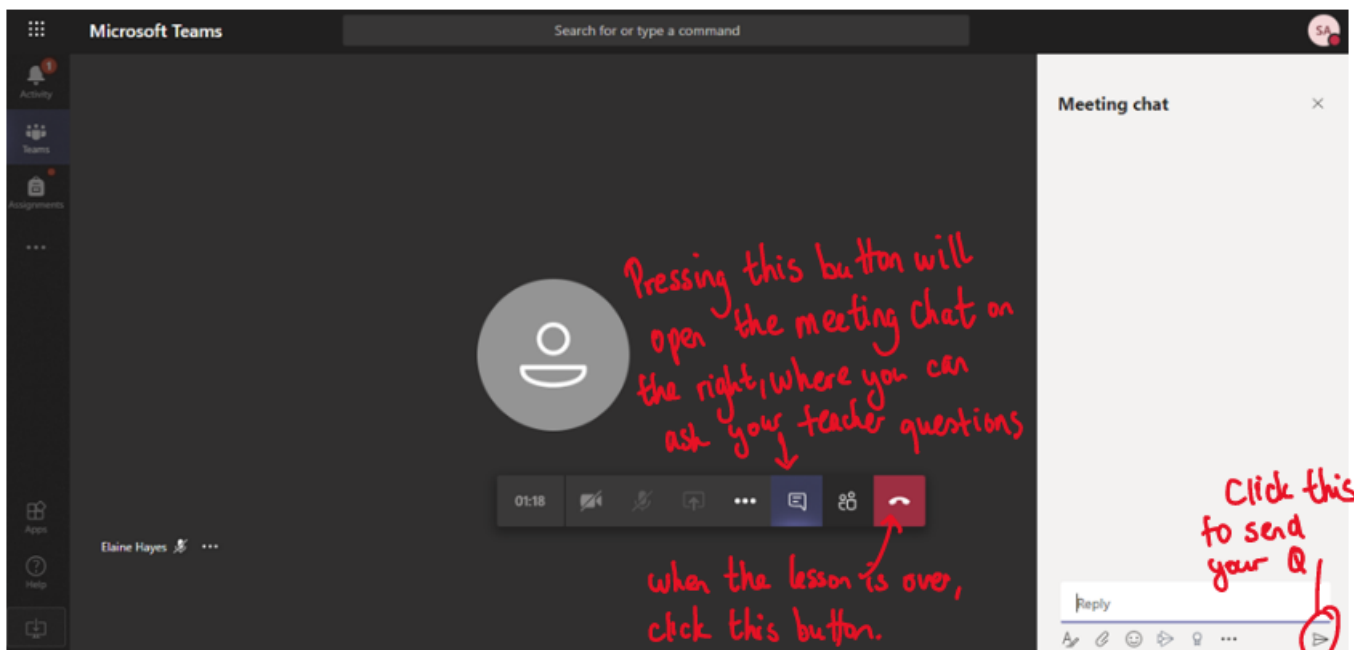
Teams - Joining a Virtual Classroom - Student



If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

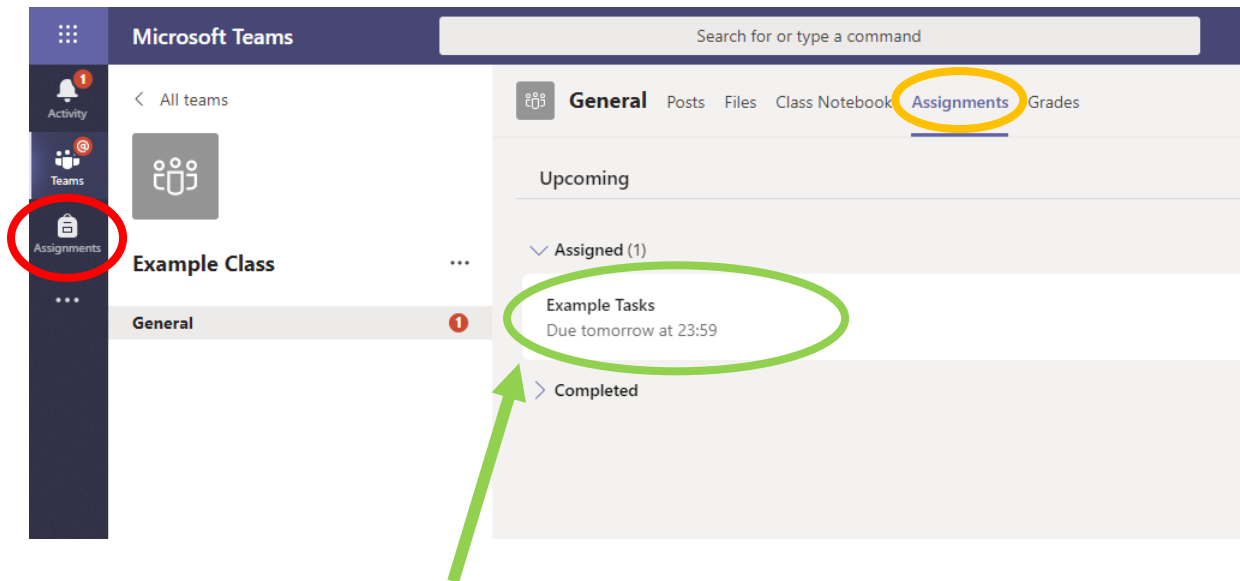


The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over



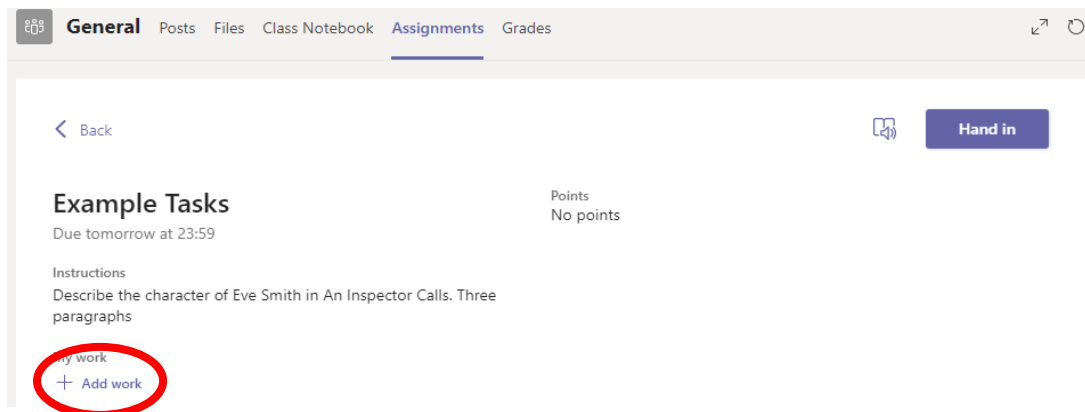
Teams - Uploading an assignment

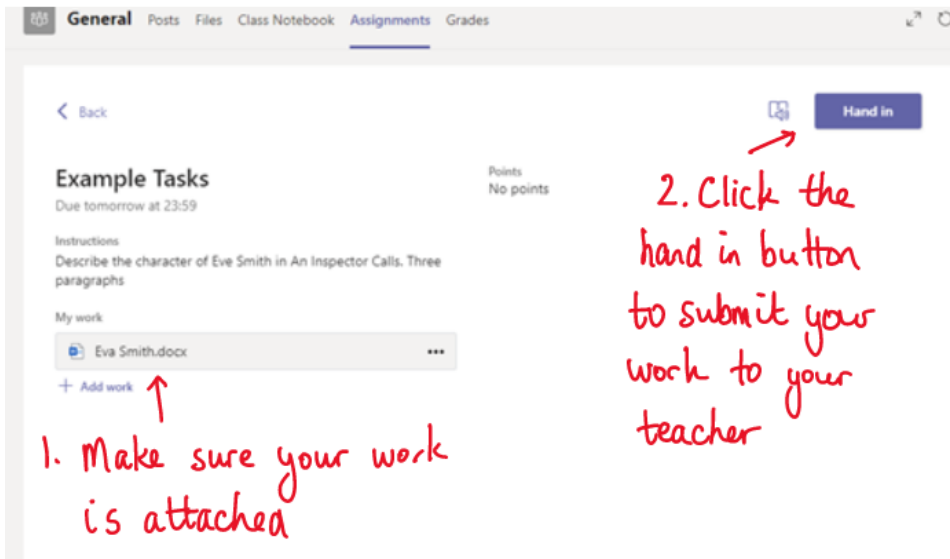
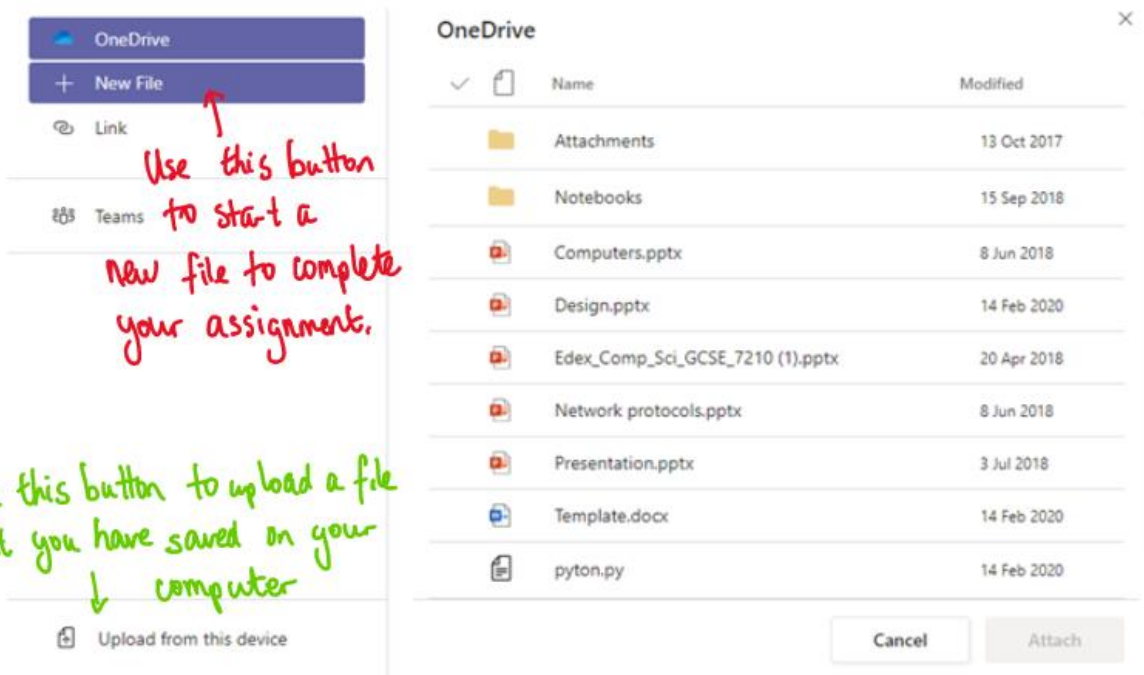
Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.





Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

