

# Microsoft Teams Dos and Don'ts

Do	Don't
<p><b>Do</b> - Check your team each day to access your home learning.</p> <p><b>Do</b> - Keep trying if you can't see your work straight away – Microsoft Teams can go a bit slow if there are a lot of people using it!</p> <p><b>Do</b> - Try to join in with your daily class chats. Check-ins will take place at 9:15 and 2:15 every day, but your teacher may also arrange additional meetings and will inform you of any changes to these times.</p> <p><b>Do</b> - Submit your work using your Glow Mail. See the instructions for this if you're not sure. (We may ask you to submit in a different way in the coming weeks.)</p> <p><b>Do</b> - Only use the 'general' channel in your Team for asking your teacher a question.</p> <p><b>Do</b> – Remember to always show respect and good manners when you are commenting on Teams. Your teacher will see everything you write.</p>	<p><b>Don't</b> - Use the channel containing your work to make any comments or posts. If you do this it makes the work much more difficult for others to see! Make sure you only ever use the 'general' channel for this.</p> <p><b>Don't</b> - Use your class Team for 'chit-chat' with your friends. You should only post questions for your teacher here.</p> <p><b>Don't</b> - Post your work on your class Team. At the moment we are using Glow Mail for submitting work.</p>