



Using “Teams”
On
Smart Device
(A step-by-step guide)

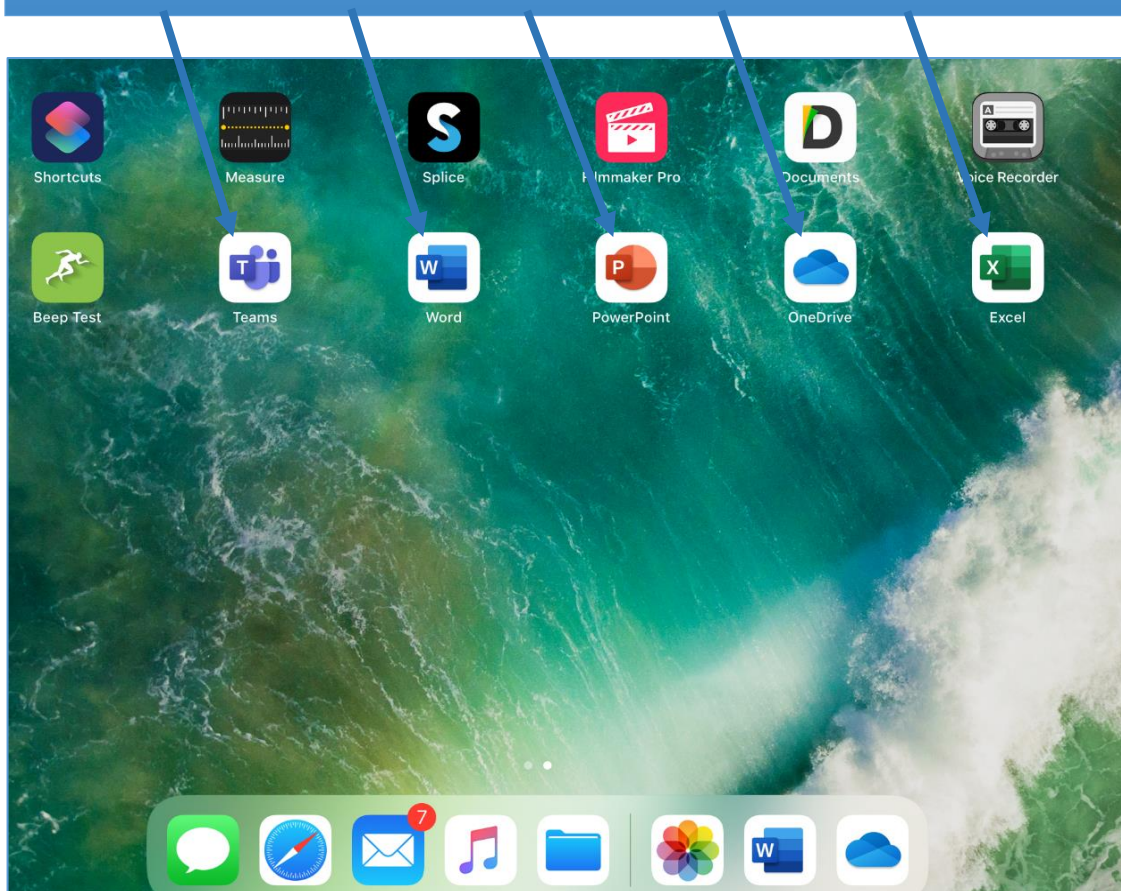
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1. Download Applications

Students will need to download the following free apps:

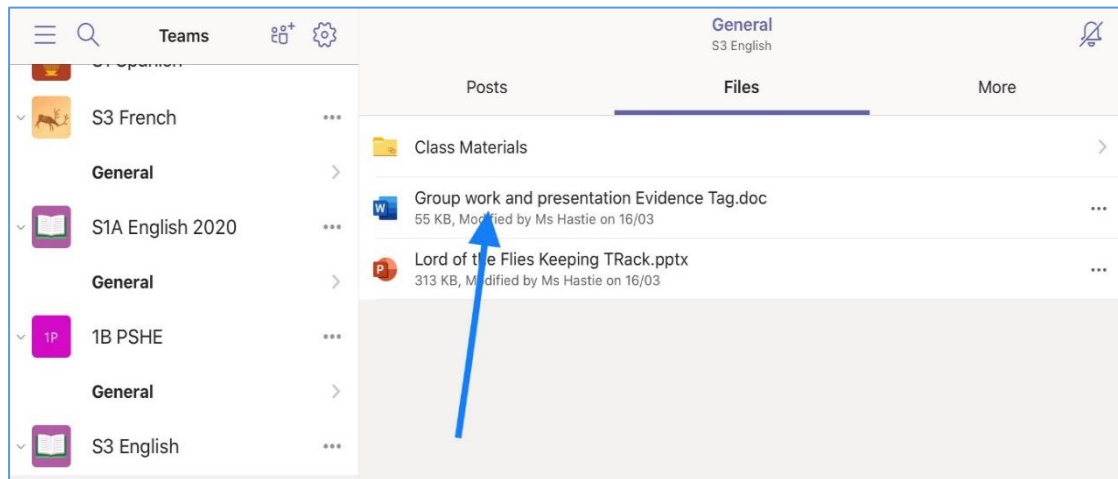
- Teams
- Word
- PowerPoint
- OneDrive
- Excel



2. Selecting Classwork

1. Within “Teams”, select the classwork which needs completed by clicking on a subject area
2. Choose ‘Files’ to browse documents.
3. Select Classwork file

In the example below, “S3 English” and “Group Work and Presentation Evidence” have been used

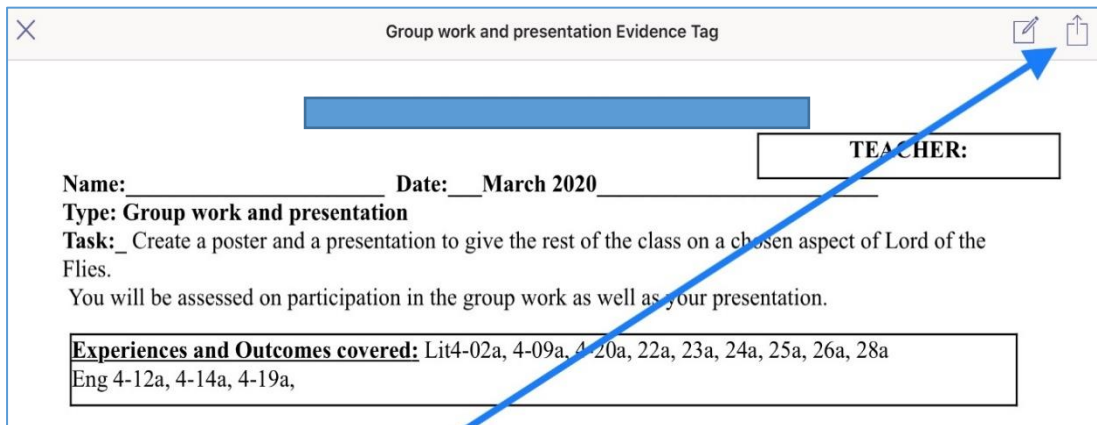


3. Enable Editing for Students on Documents

To enable Students to “edit” documents, follow the set of instructions below

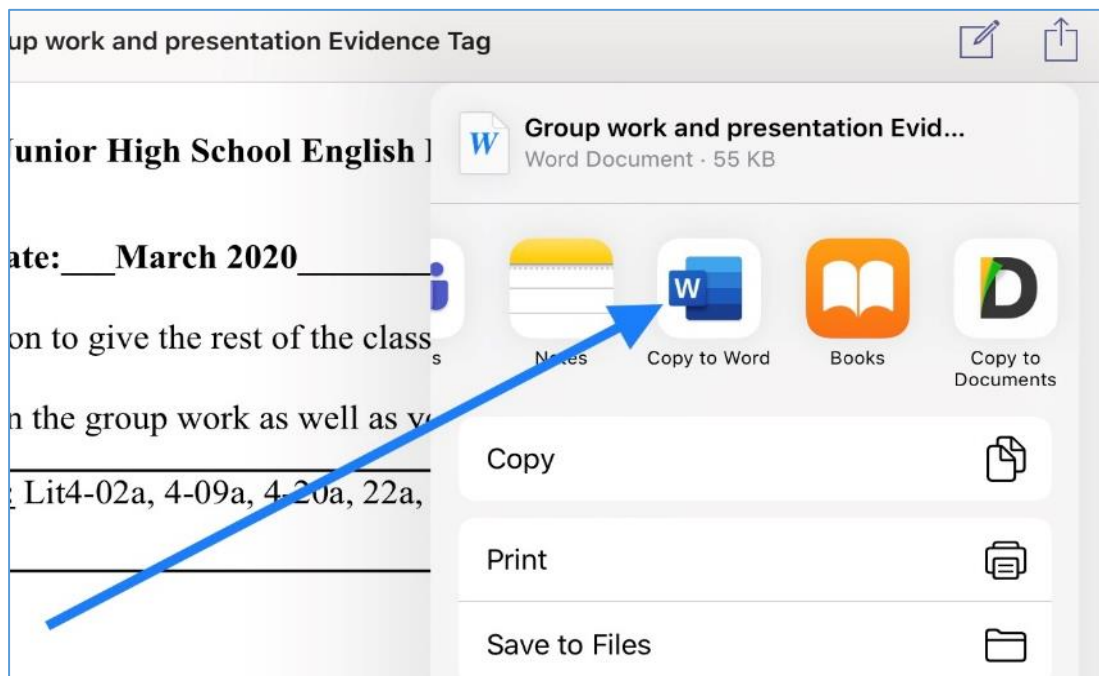
3.1

Select the “Share” icon (located in the top right-hand corner of the document)



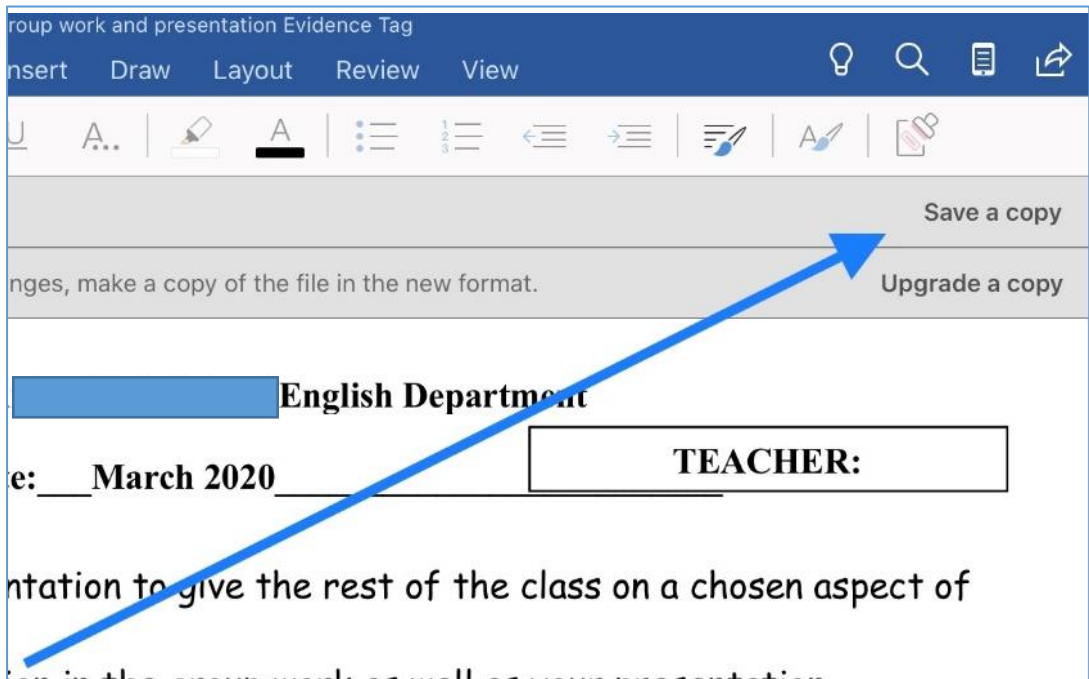
3.2

Select “Microsoft Word”



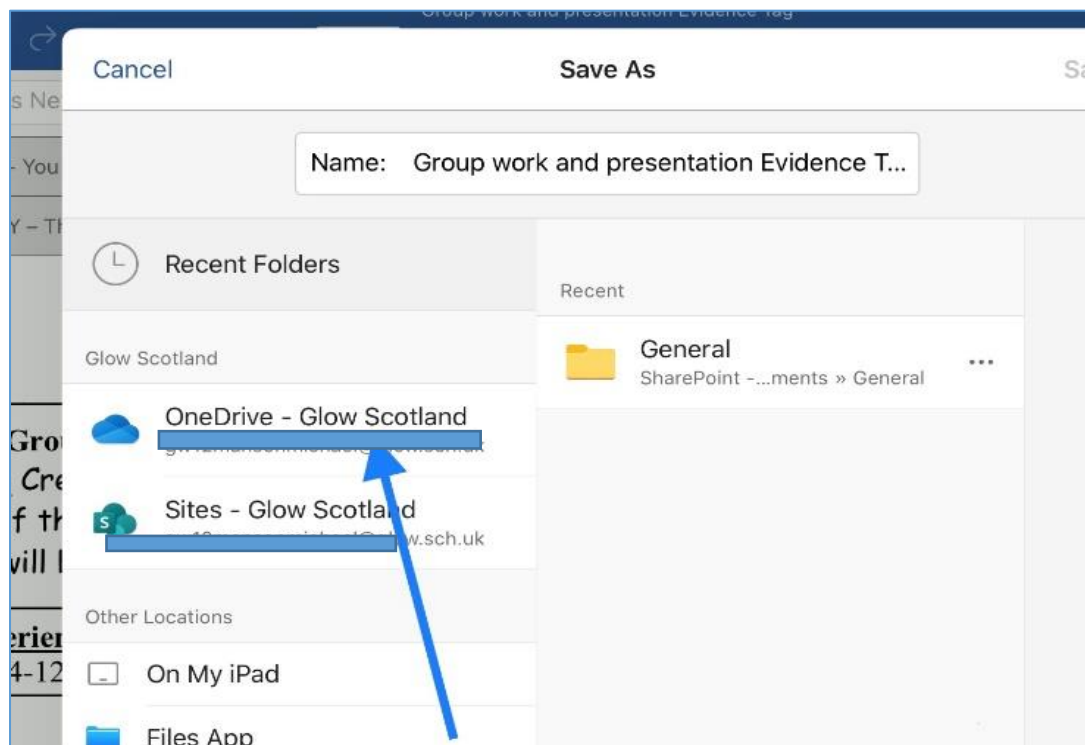
3.3

Once document has been opened in Microsoft Word, select "Save a copy"



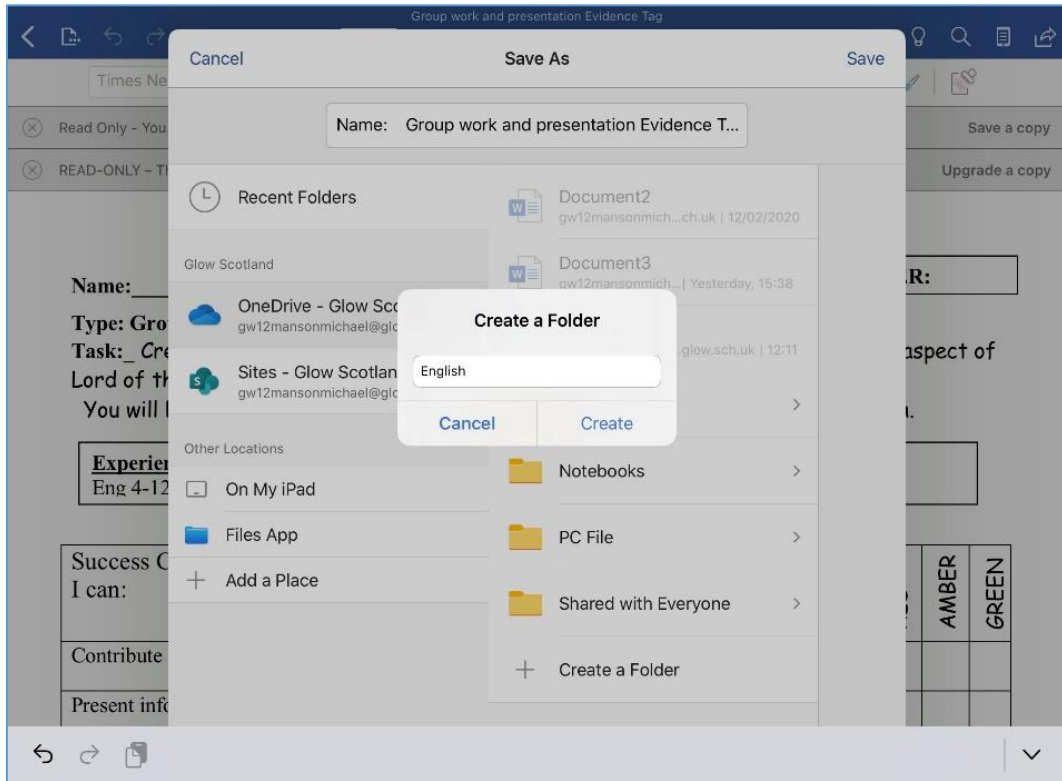
3.4

Save Word document to "OneDrive"



3.5

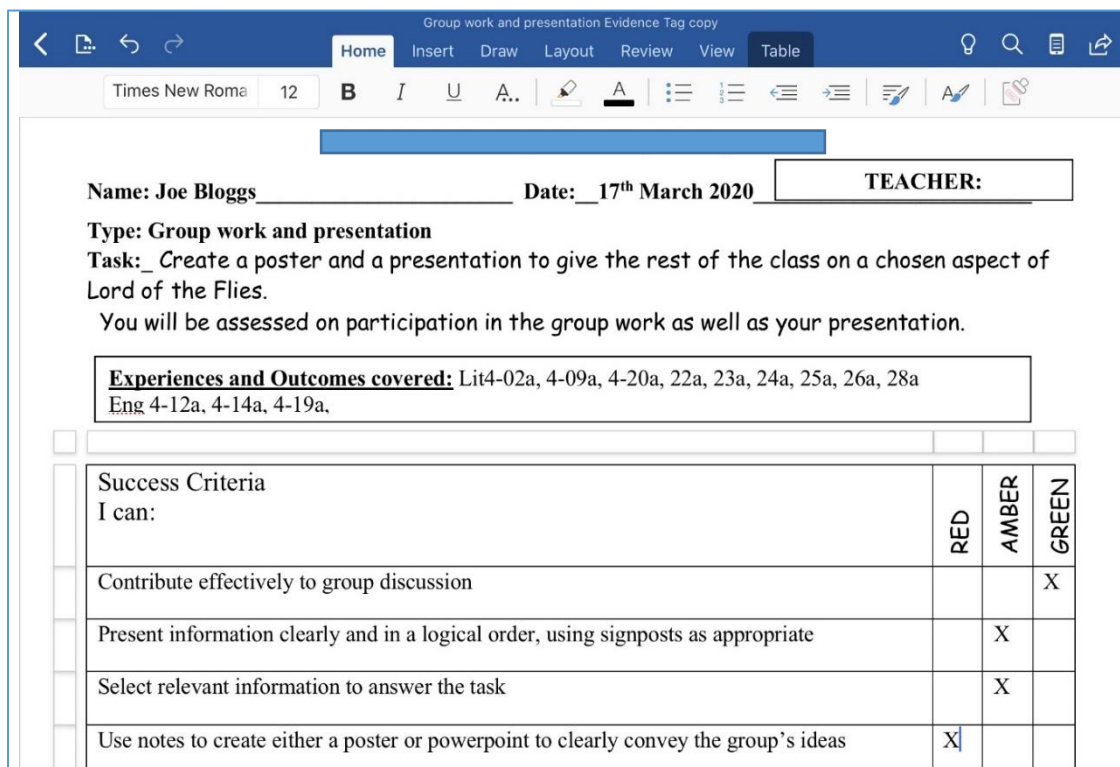
Name subject folder



3.6

Students will now be able to edit the document

Save all work to the OneDrive.

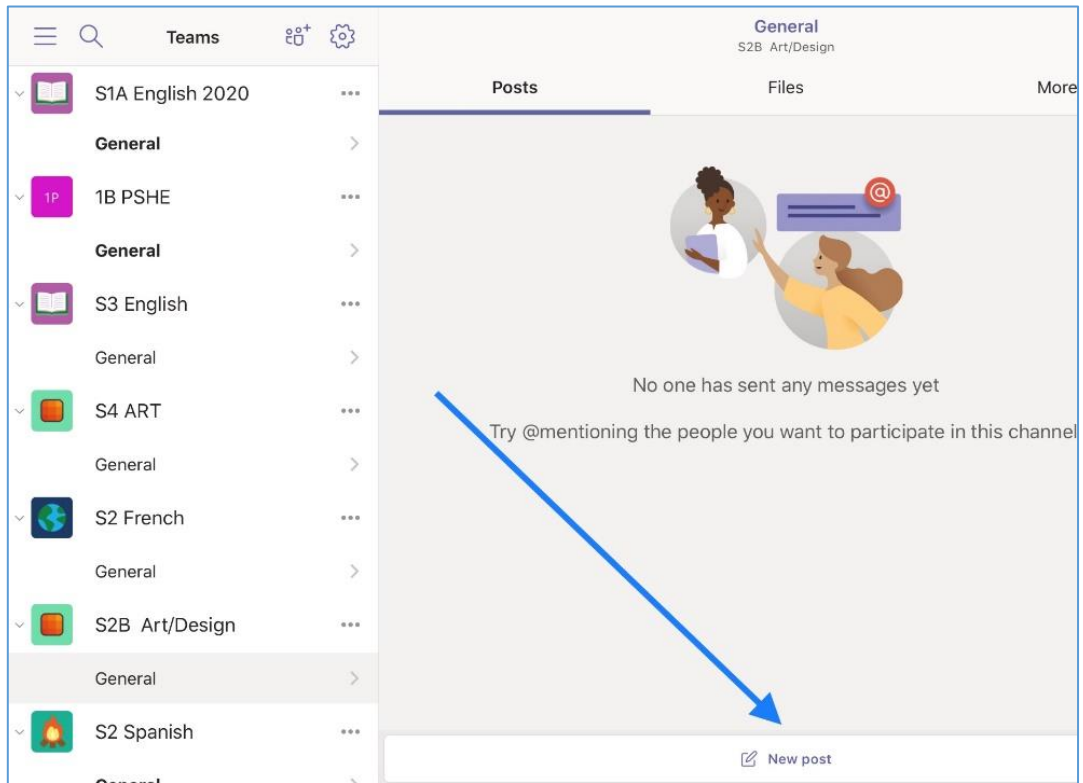


4. How students submit work using “Teams”

4.1

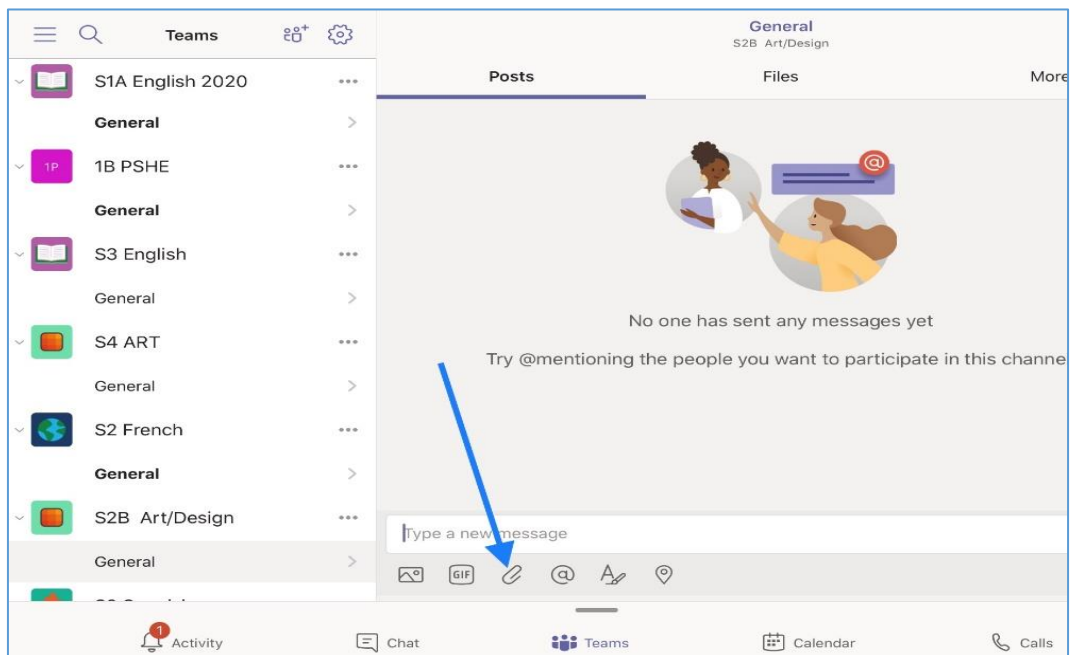
Pupils can submit their completed work to their teacher using “Teams”

When submitting in “Teams”, select “New Post”

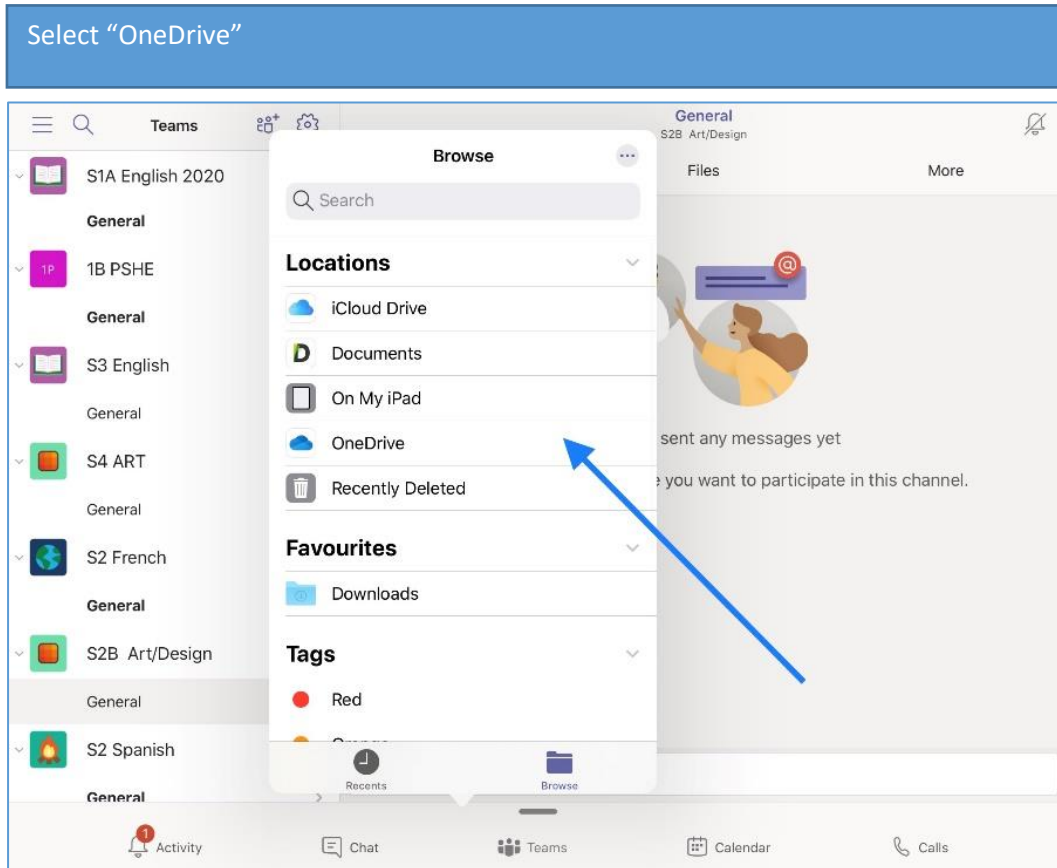


4.2

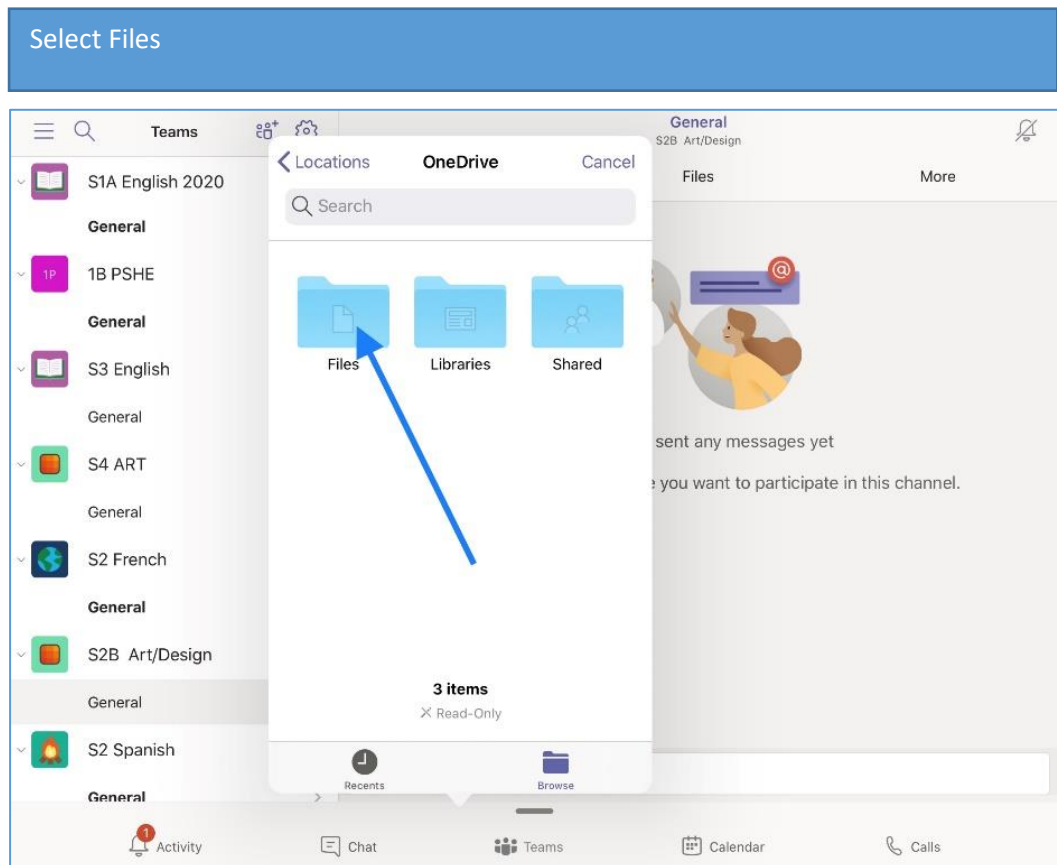
Select the paperclip



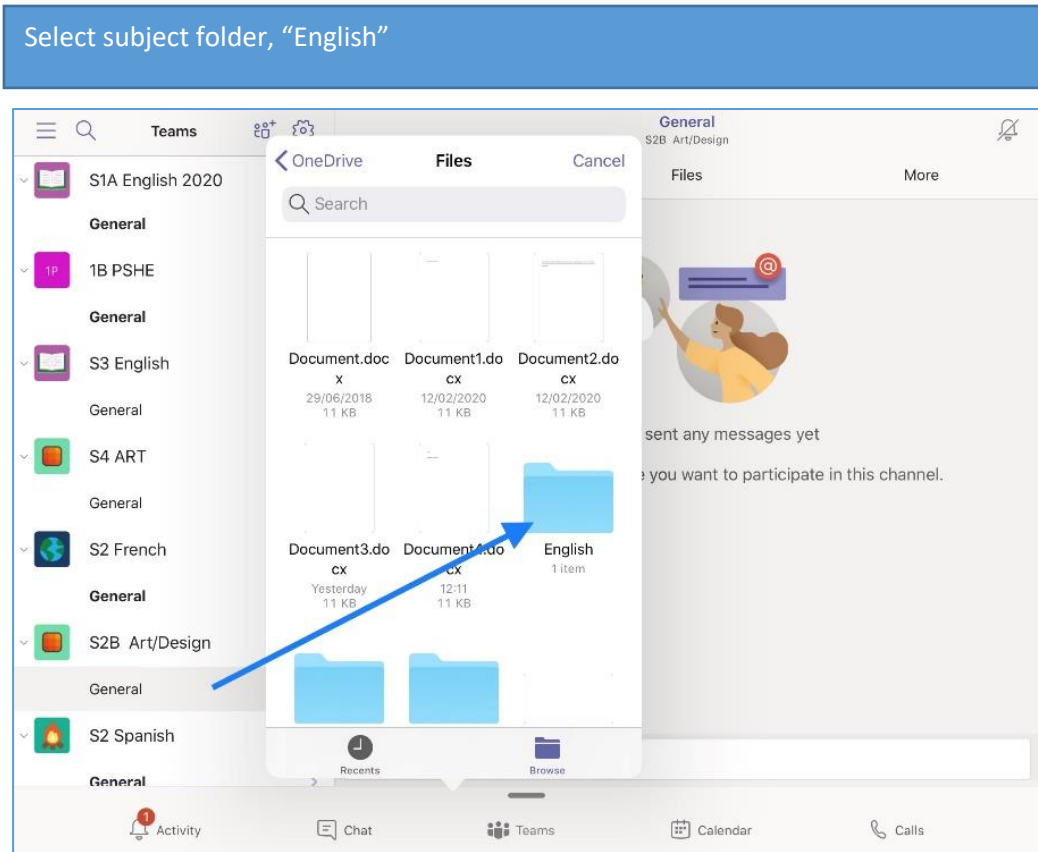
4.3



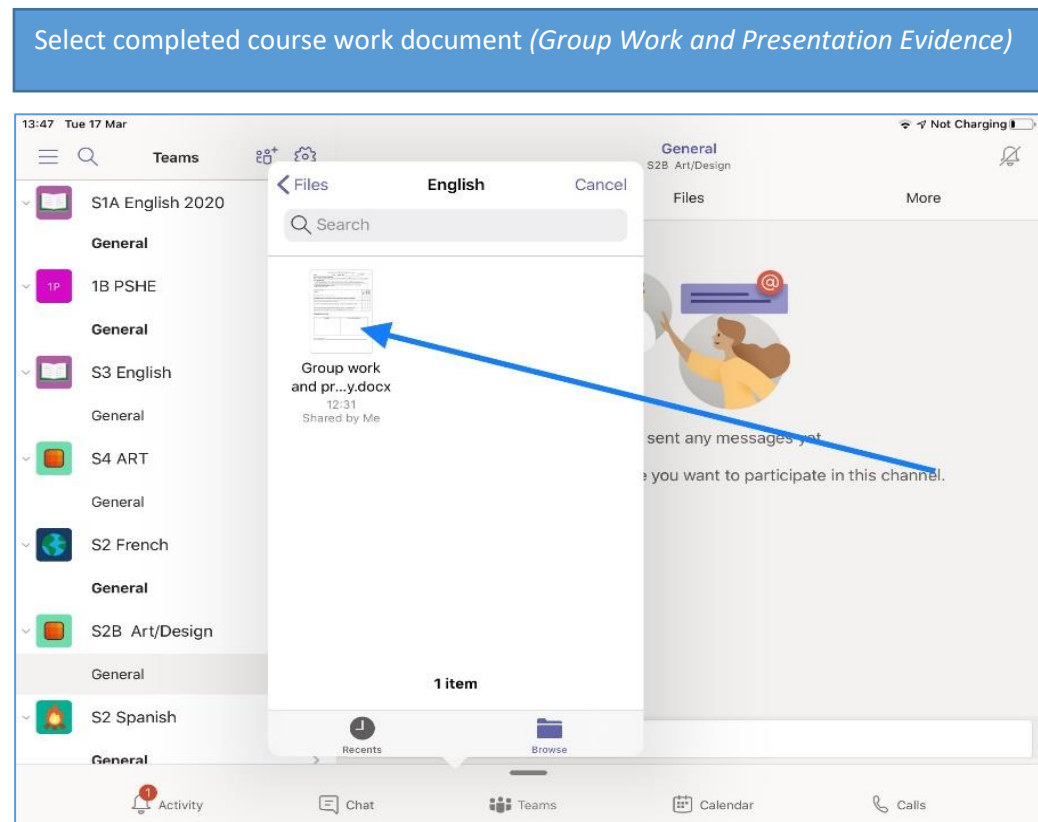
4.4



4.5

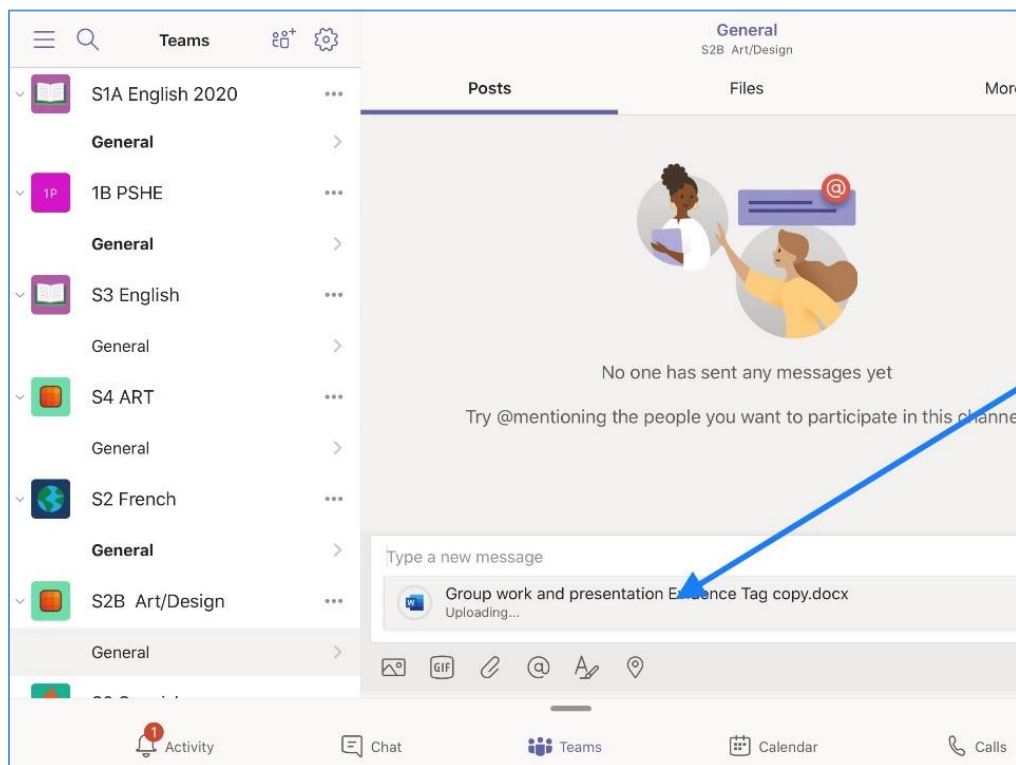


4.6



4.7

Classwork now embedded in post on "Teams"



4.8

Woo Hoo!! Work submitted!

