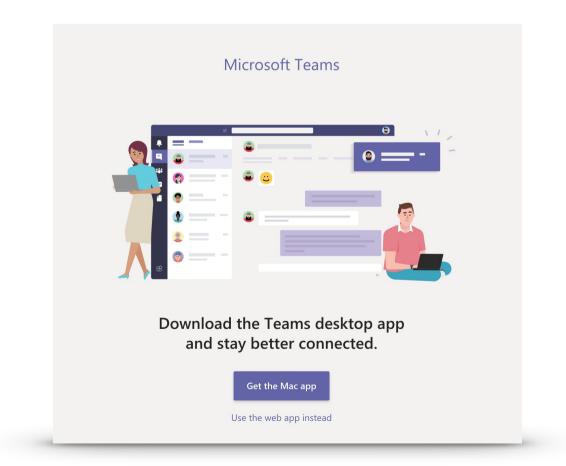
Using Microsoft Teams

Step 1: Visit the Teams website to sign in to, or download, Teams.

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/

Microsoft Teams More ways to be a team.		
Sign up for free		
Sign in Take a Teams guided tour >		
	-	

Step 2: If you wish, you can download and install the Teams app to your device (laptop or mobile). Otherwise, just click '**Use the web app instead**'.



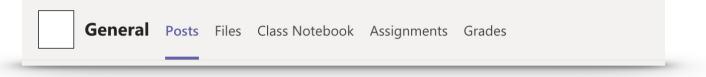
Step 3: Once logged in, you'll see your child's Teams home page where you can see/select your child's class, check assignments and view files. In the very top right corner you can adjust your settings and log out.

••• • Microsoft Teams × +							
← → C 🏠 🕯 teams.microsoft.com/_#/school//?ctx=teamsGrid 🗠 🛧 📑 💿 🋊 😁 :							
	Microsoft Teams	Q Search	······································				
. L Activity	Teams		فَ الله المُعَانِينَ اللهُ المُعَانِينَ اللهُ المُعَانِينَ اللهُ المُعَانِينَ المُعَانِينَ المُعَانِينَ المُ				
Teams	▼ Your teams						
Assignments	Your school and class would come up here						
Apps							

Step 4: Clicking on your class Team takes you in to where you can view your assignments and any messages your class teacher may have sent.

• • • • iji General (DBCPS - 3A - Simmo x +								
🔶 $ ightarrow$ C $ ightarrow$ h teams.microsoft.com/_#/school/conversations/General?threadId=19:467d14165c49423a8802596eacc20a41@thread.tacv2&ctx=channel 🗠 🛧 🚽 😨 🕥 ≱ 😌 🔅								
	Microsoft Teams	Q Search			IB			
Activity Teams Assignments Files	 All teams School or class name will be here 	General Posts Files Class Notebook Assignments Grades Welcome to Try @mentioning the class name or student names to start a conversation.	© .	Team	 	I		
Apps								
O Help		New conversation	_	_				

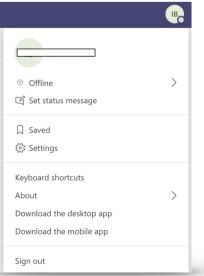
Step 5: under the main '**Posts**' tab you'll be able to see any messages from your teacher as well as notifications of assignments that have been set. In the '**Files**' tab you'll be able to see any resources available to you. '**Class Notebook**' is a tool for collaborating with class mates and '**Assignments**' is where you can view and access all assignments that have been set. '**Grades**' is where you'll see feedback from your teacher on assignments that have been handed in.



Step 6: in the very top left corner there is a 3x3 dotted button. Clicking this gives you access to the Microsoft Office 365 suite.



Step 7: clicking the top right button (your child's initials) will let you change some settings (ie. enable dark mode) and to sign out of the account.



Handing in Home Learning

There are several ways in which children can hand in their home learning.

The best way is to use the 'Add work' button when viewing the assignment:

Grades			k⊿ D
		C ₄ »	Hand in
Points No points			
	Points No points	Points No points	Points No points

From here, you can upload evidence of your learning either from a document you've created and saved in your OneDrive, a screenshot of a quiz you completed or even a photo of the work you have done. Please note that if you are taking a photo of work that it is sharp, steady and shows the work clearly.

				×
	OneDrive	OneDrive		
+	New file	V 🖞 Name	Modified	
ତ	> Link			
<u>د</u> ۋې	3 Teams			
		No files available		
	Upload from this device	Cancel	Attach	

Once you've attached all your work to the assignment you can then click the 'Hand in' button.