## How to access Teams classroom as a student

When you log in to teams your class will appear:

< >		Ø	Search or type a command	( - 🖬 ×
Activity	Teams			<ul> <li>⊗ tô<sup>+</sup> Join or create team</li> </ul>
<b>E</b> Chat	✓ Your teams			
Teams				
assignments	<b>F</b>			
•••	BIG			
? Help				

Click on your class to open it.

The first page it will take you to is the posts page: Here you will receive notifications when assignments are set. You can either click on view assignments in the post or along the top of the page click on assignments.

8,	Due Jun 21	y 22nd June Er	nglish		89
	← Reply Search or type Posts File:	e a command 5 Class Notebook	Assignments	Grades	

When you enter the assignments tab you will see a section saying assigned and a section saying completed.

Assignments you need to do will be in the assigned tab.

These will be named for the day of the week, date of the month and subject you are doing.

For example on a Monday you would have

Monday 22<sup>nd</sup> June English

Monday 22<sup>nd</sup> June Maths

Monday 22<sup>nd</sup> June Reading

Additionally three tasks will be set a week under the title of other subjects. These are not optional and will focus upon PSHE, RE, ART/DT and computing.

When you click the assignment your screen will look like this:

< Back	Turn in
Returned Sat. Jun 20, 11:36 AM C Monday 22nd June English Due tomorrow at 11:59 PM	
Instructions Read throught the powerpoint and then please complete the CV task. Reference materials	
Alex Rider.pptx  My work  CV.docx	
+ Add work	•••

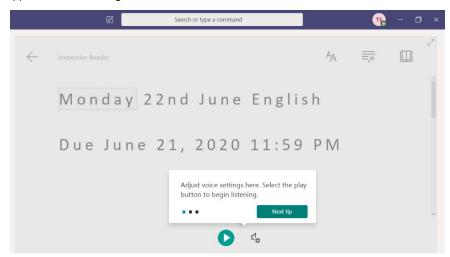
You will have some instructions for what you need to do. A resource to use for the lesson, in this case you will go through the power point slides and by the end the task will be discussed with you in further detail. The resources for the lesson to help you learn are under the title reference materials.

Worksheets or templates for you to use when working can be found under the heading: my work.

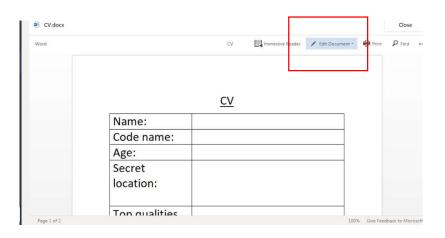
If you would like the instructions read out to you, you can press the icon of a book with a speaker next to the `turn in' button.

Turn in

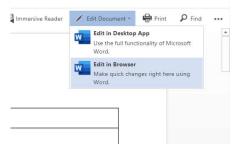
Once clicked on the instructions will enlarge on your screen and a play button will appear to read to you.



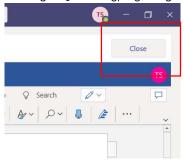
When you click on the resource under the 'my work' heading you then need to click edit document when it opens.



Click on edit in browser when you are given the option.



Once you finish typing on your work and have completed it. Press close.



hand corner. Please click here.

You should then have a fun

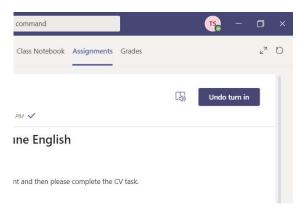
Animation pop up like a rocket

Or a target.

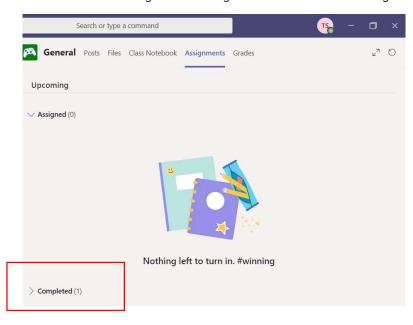
This will take you to the main page again and the 'turn in' button will be in the top right

✓ Back	. <del>(</del> 3)	Turn in	
eturned Sat, Jun 20, 11:36 AM 🞸			_
Monday 22nd June English			
Due tomorrow at 11:59 PM			
Instructions			
Read throught the powerpoint and then please complete the CV task.			
Reference materials			

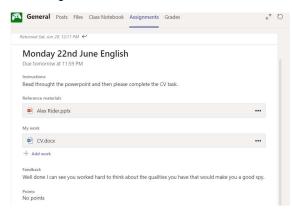
If you suddenly realise you've made a mistake just click the undo turn in button.



The work will no longer be in assigned now but automatically moved to completed.



You will be notified when you receive feedback and by opening up your assignment again you see the written response from your teacher: Do not worry about the points system as we are not using this at the moment.



There may be times when we use the posts tab to let you know if a video call is scheduled as well as email or text. If we do wish to do a class video call for a piece of work we ask that you open teams before the time we provide you for the call so you can accept it and join when the time arises.

## Teams Classroom – Uploading your work

When you see the assignment set, you have the option of opening the word document we have set for you. However, for maths and any other times that it may be necessary you have the option of uploading work. Under the resources set there is the option to add work. By clicking this you can upload a scan of your work or a photo/document.

Back      Connection      Due tomorrow at 11:59 PM  Instructions  Today we would like you to take part in a radioblogging session. Please go to the Instructions Instructinstructins Instructions Instructions Instructions Instructions I	٤٦ ل	rades	Assignments	Class Notebook	Posts Files	General
Weathesday 24th June     No points       Due tomorrow at 11:59 PM     Instructions       Today we would like you to take part in a radioblogging session,     Please go to this       link: https://radioblogging.net/index.php/2020/05/21/22nd-may-show/     Listen to the show and complete the writing task explained in the blog.       My work     •••	Ca) Turn in					< Back
Due tomorrow at 11:59 PM Instructions Today we would like you to take part in a radioblogging session, Please go to this link: https://radioblogging.net/index.php/2020/05/21/22nd-may- show/ Listen to the show and complete the writing task explained in the blog. My work		Points		luno	av 21t	Wodno
Today we would like you to take part in a radioblogging session. Please go to this link: https://radioblogging.net/index.php/2020/05/21/22nd-may- show/ Listen to the show and complete the writing task explained in the blog. My work D Horowitz RadioBing Work.docx		No points		Tune		
Please go to this link: https://radioblogging.net/index.php/2020/05/21/22nd-may- show/ Listen to the show and complete the writing task explained in the blog. My work D Horowitz RadioBing Work.docx •••						Instructions
Please go to this link: https://radioblogging.net/index.php/2020/05/21/22nd-may- show/ Listen to the show and complete the writing task explained in the blog. My work My work Hornwitz RadioBlog Work.docx			logging sessior	ake part in a radio	d like you to	Today we wo
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Listen to the show and complete the writing task explained in the blog. My work Humwitz RadinBlog Work.docx •••			)5/21/22nd-ma	et/index.php/2020	lioblogging.n	
My work:			explained in t	lete the writing ta	ow and com	
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Please then click on upload from this device and choose the file (photo, word, scan etc.) that you wish to upload for your work.

Click attach. Then 'Turn in' button so you can turn in your work to be marked. Your teacher will be able to see the piece of work you have attached.

SoneDrive	OneDrive		×	'е''
+ New File	V 🖞 Name	Modified		
ତ Link				Ca) Turn in
ႊြီာ Teams				
	No files available			
🗄 Upload from this device	Cance	el Attach		

When you are assigned a maths assignment you can either carry on uploading a piece of work as a photo etc. by pressing add work.

Or you can open the attached work which will now open as a notebook. Please click edit in browser.

Below is a guide how to use this software to edit on top of the PDF.

	OneNote	BKE	BKE em	ail only N	otebook			
File	Home	Insert	Draw	View	Help	Open in a	арр <mark>&lt;</mark>	A NEW NOTE
You can	access the dr	aw tool at	the top o	f the page				2
	ult it is set to a top of picture							
Use all t	he t <mark>ool</mark> s availa	able to you	u to comp	lete your	work – the l	highlighter is u	useful for <mark>f</mark> ill	ing in boxes!
More to	ols are availal	ole if you u	use the de	sktop ver	sion.		1	

Test Pa

Ele Home Inset Prav View Help Open In opp	Math					
Compare and order (denominator)	a) Colour the bar models to show the fractions.       14/20					
Write <, > or = to compare the fractions. Use the bor models to help you. a) b) c) c) c) c) c) c) c) c) c) c	$\frac{1}{10}$					
Text book tool – Write on the side and drag over to where you want it to be.						
Pen tool – write on top of the work.						
Highlighter – easier to use for shading. –						
Changing thickness of pen or colours						