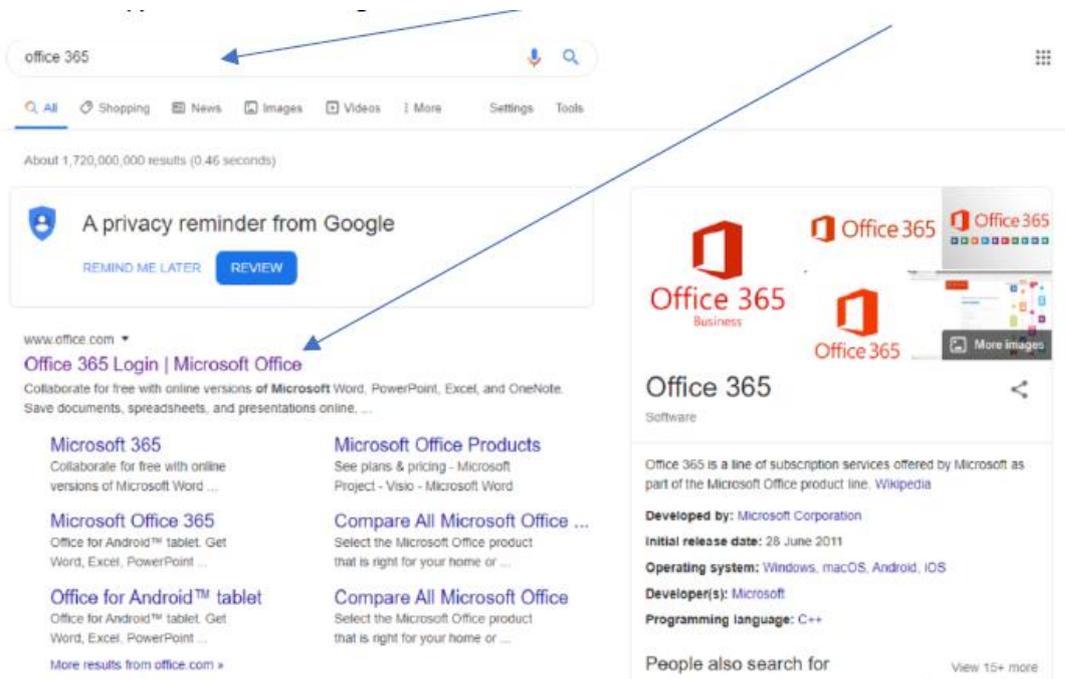
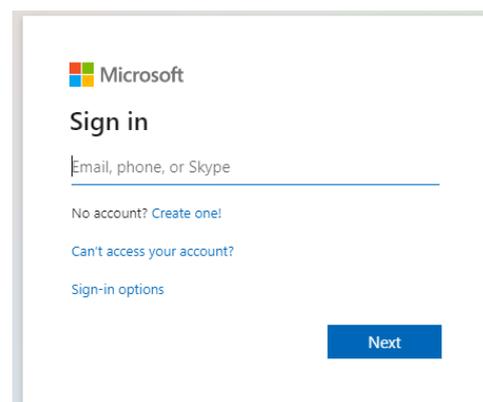
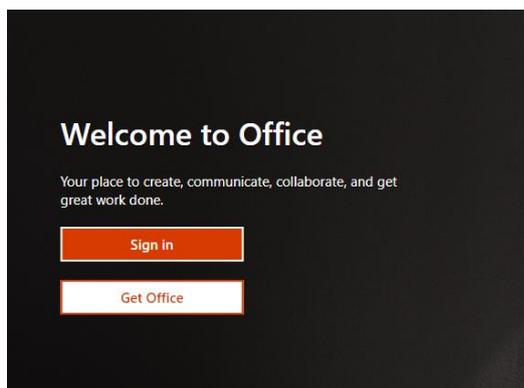


Student guide to using Microsoft Teams

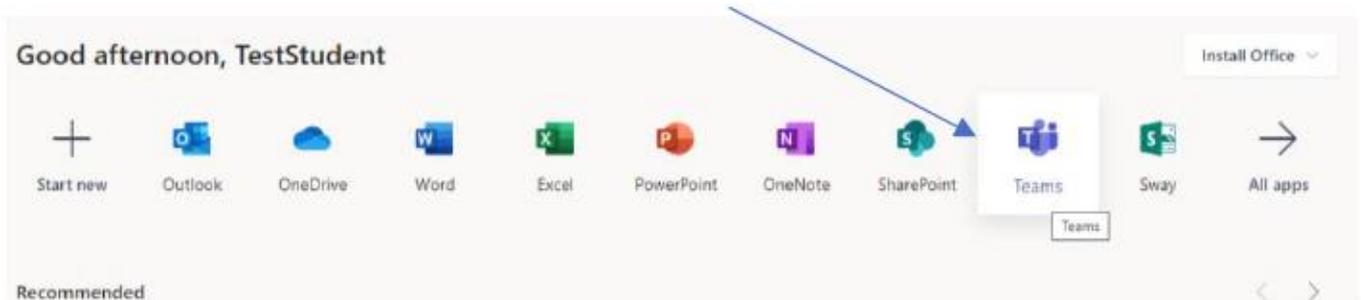
Type into the Google search bar Office 365 and then follow the link shown below.



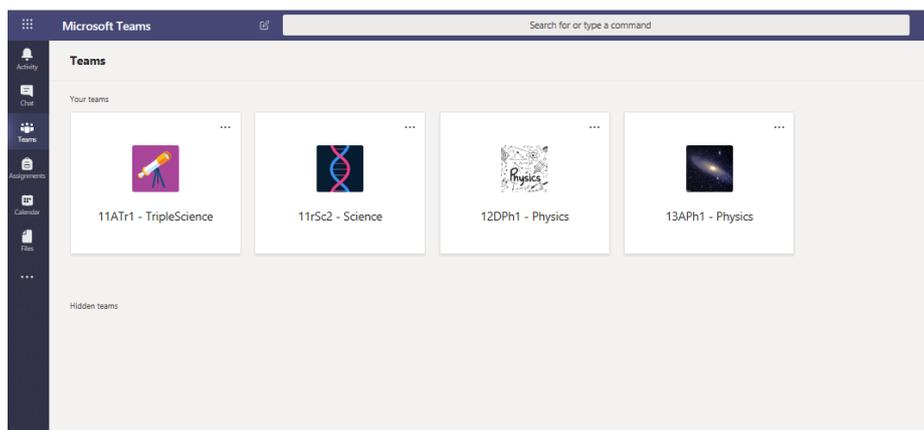
Click Sign in and enter your school email address (e.g i19jboggs@ifieldcc.co.uk) and your school password (this is the password you use to log onto the school computers)



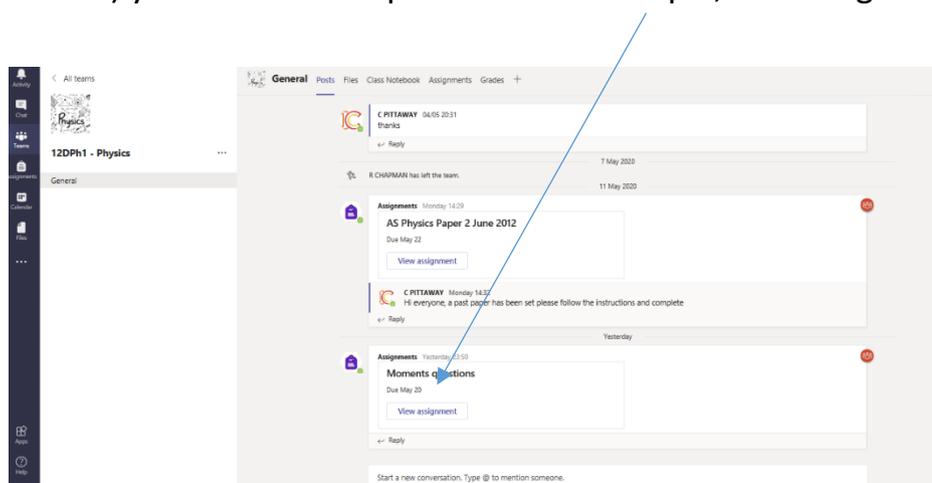
Click on the 'Teams' icon as shown below



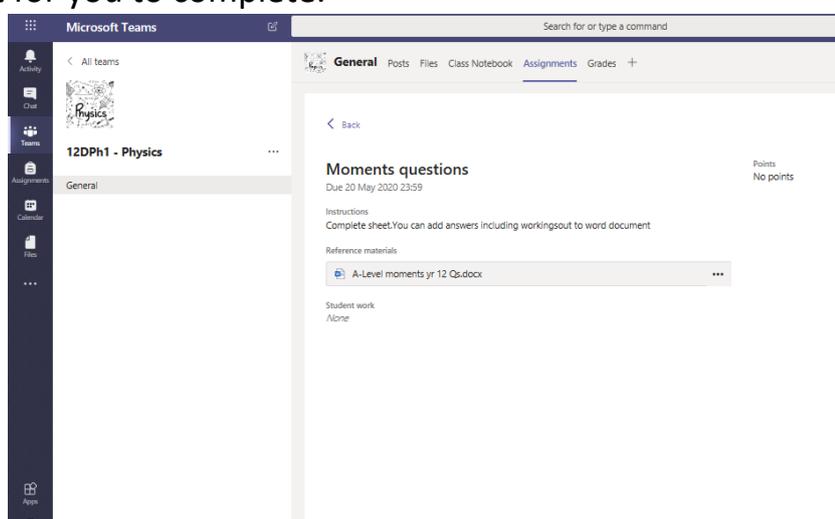
Once logged in, it will take you to the Teams view, where all of your classes should be set up, see below. (Your home page will have a lot more classes than the image below.)



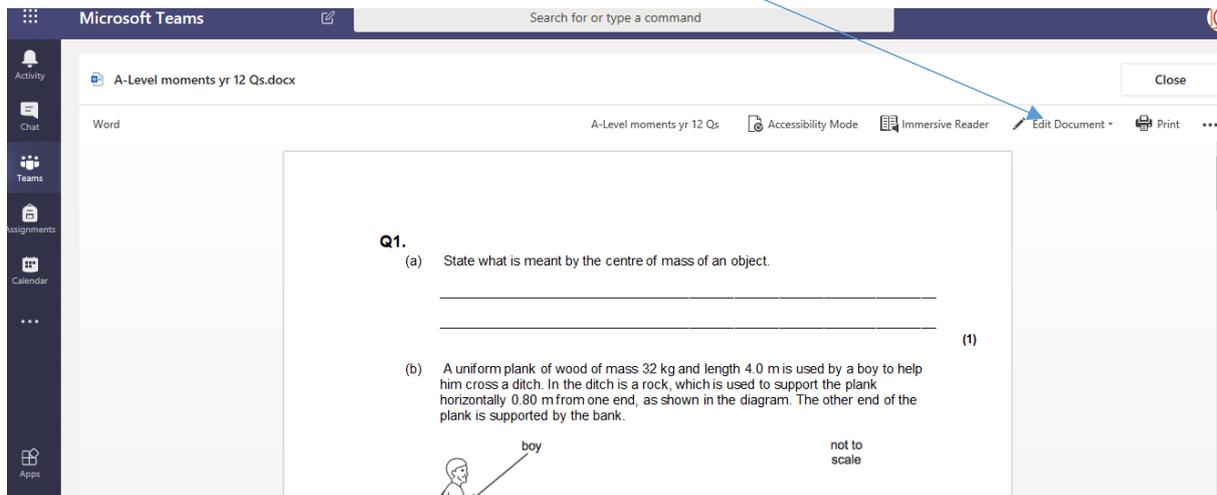
Click into whichever class you are trying to access work or resources for. You will then get the screen below appear and you will see what assignments (piece of work) you need to complete. In this example, two assignments are shown.



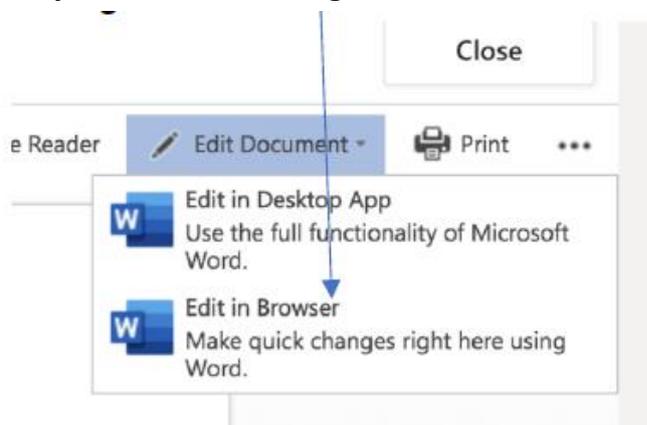
Click view assignment. As you can see below, here the teacher has uploaded a document for you to complete.



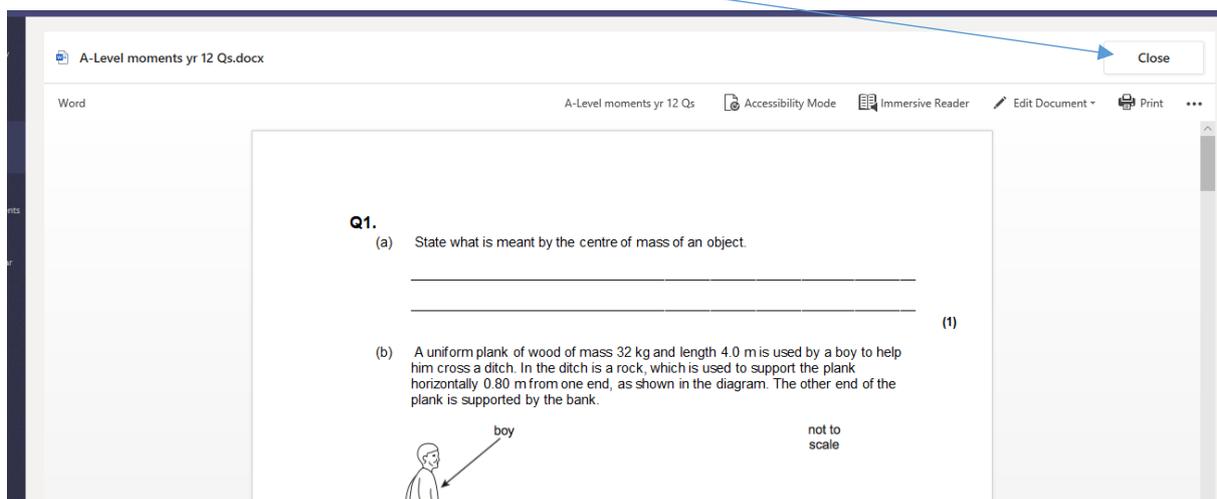
To edit your document click edit document



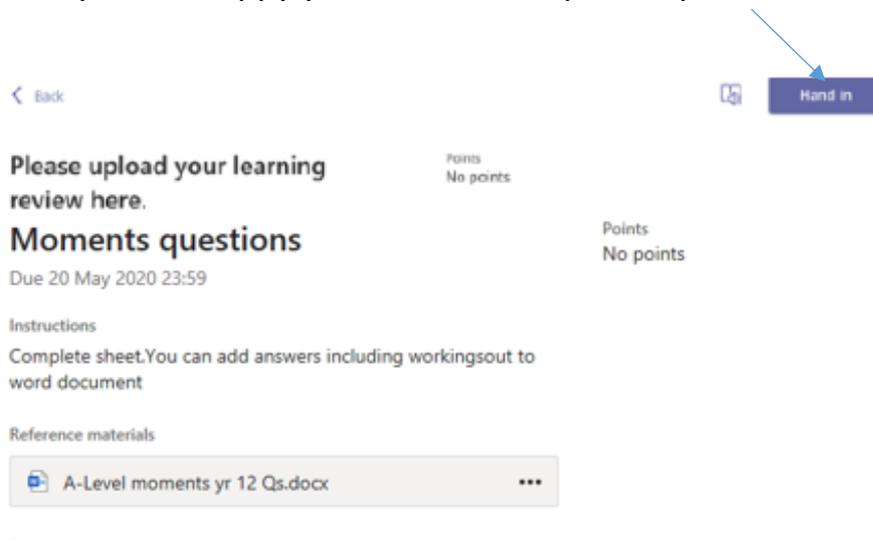
You will then see it says Edit in Browser and Edit in Desktop App, unless you have specifically installed each app, choose Edit in browser. You will be able to do a few more things if you install the apps, but if you are not confident with this, just stick to editing in a browser.



Fill in the document as required. Your work will be saving as you complete it automatically in the cloud, and then once you are done and have finished your work, press close.



Once you are happy your work is completed, press hand in



Once you press Hand in you will see a little animation and the button changes from Hand in to Undo hand in.



If you need to change your work, or if you have handed it in accidentally click Undo hand-in and then you can make any changes you need to. You can then press Hand in again when you are ready.

Your teacher will now be able to see your completed document and can give you feedback.

Once your work is marked, you will see your teachers' feedback as shown below:

