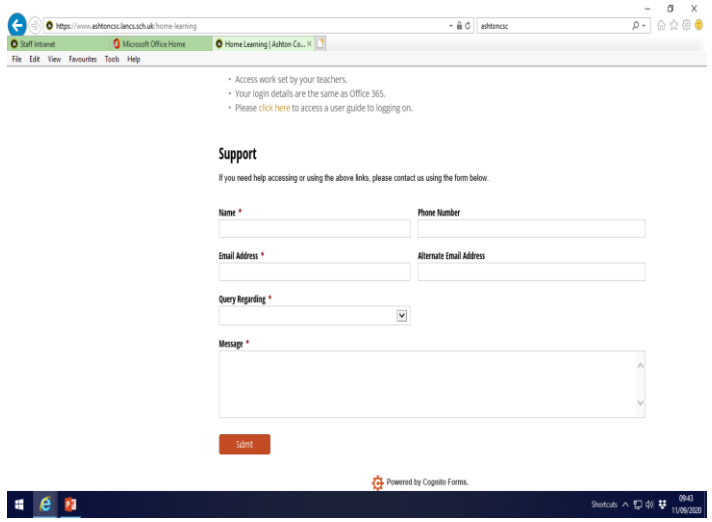
Logging in to Microsoft Teams

Go to www.teams.microsoft.com OR download the app (the app works better if you are using a mobile/tablet)

Log in using your school email address and password (the same way you log in to SMHW)

If you do not know you username and password please click on the home learning tab and fill in this form. (It is at the bottom of the page)



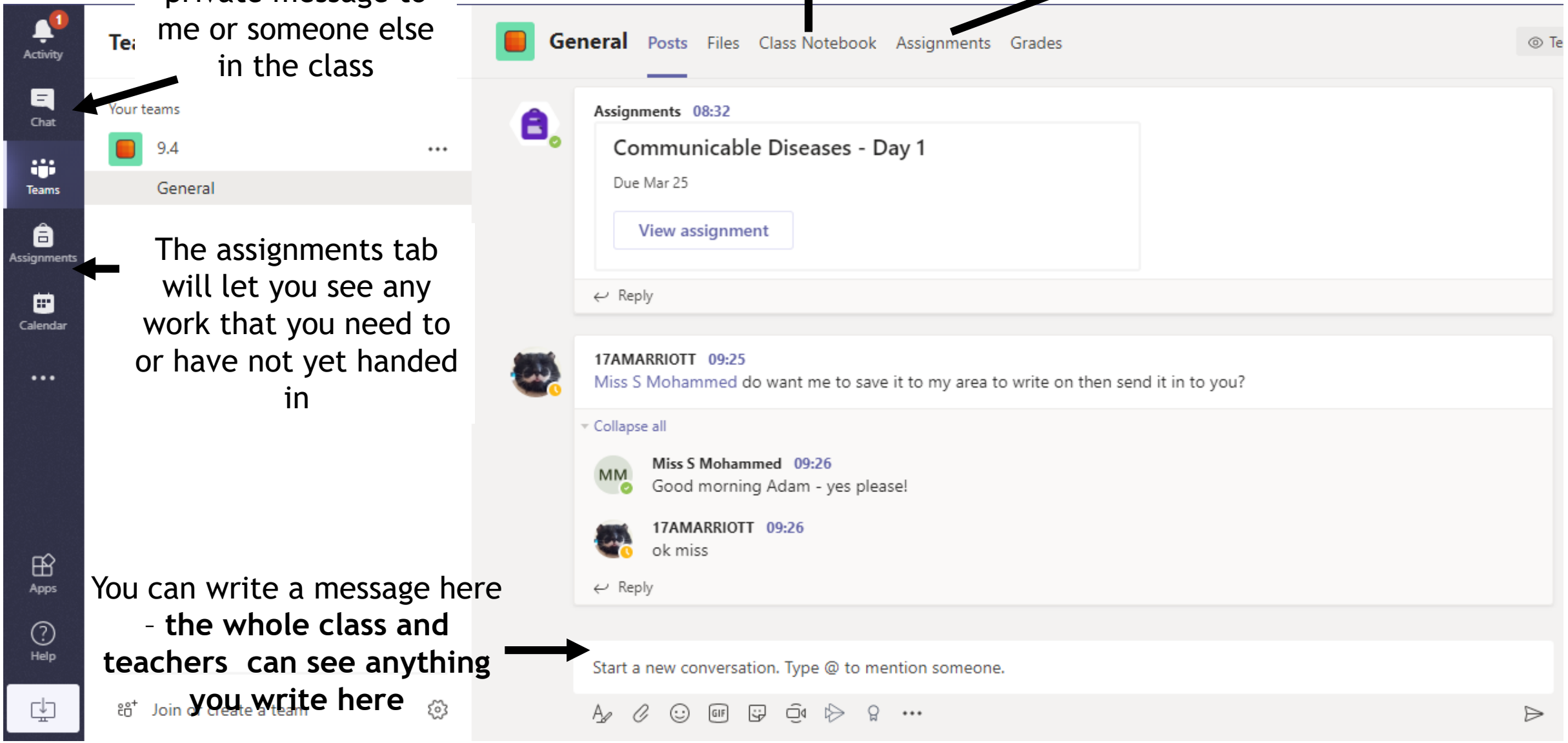
You can use the chat button to send a private message to me or someone else in the class

You can make any notes in your own private online notebook here. Teachers might also set tasks for pupils to complete here.

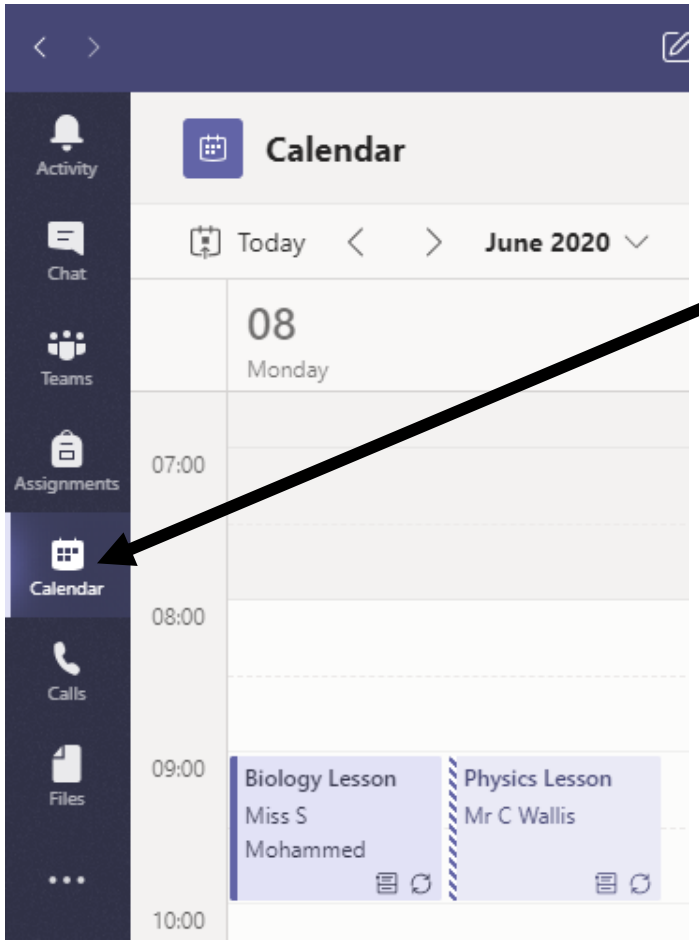
Work to complete for lessons will be uploaded here

The assignments tab will let you see any work that you need to or have not yet handed in

You can write a message here - **the whole class and teachers can see anything you write here**



Joining a Lesson



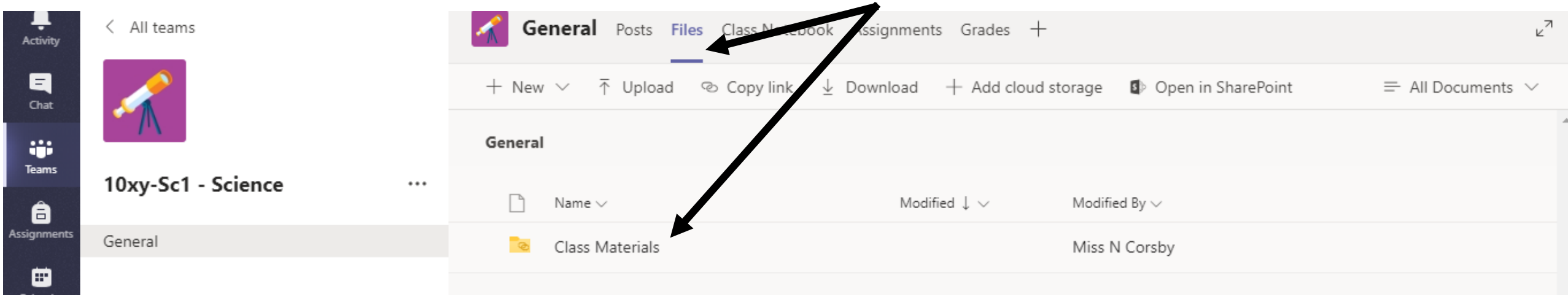
Step 1 – Click on the calendar tab on the left hand side

Step 2 – When the lesson has started there will be a join button for you to use.

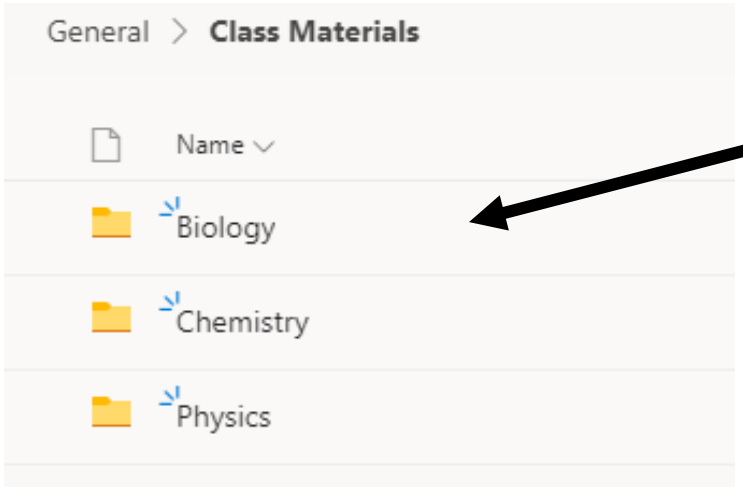
You will only be able to see your lessons.

Class Files

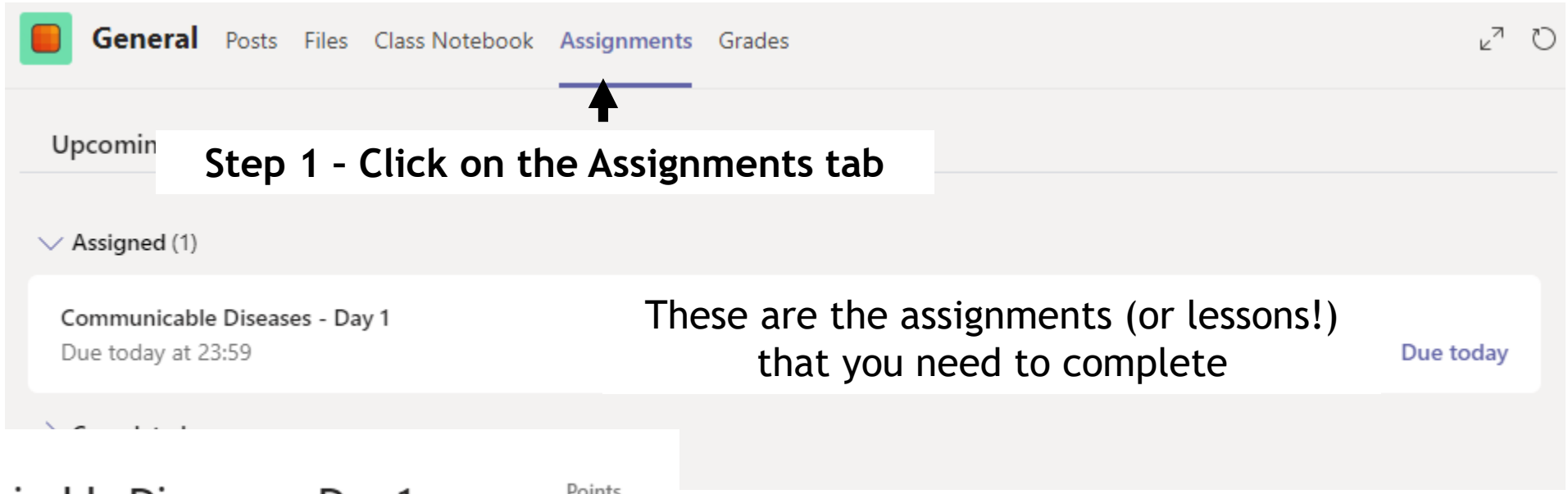
Step 1 – Click files on the tabs at the top and go in to class materials

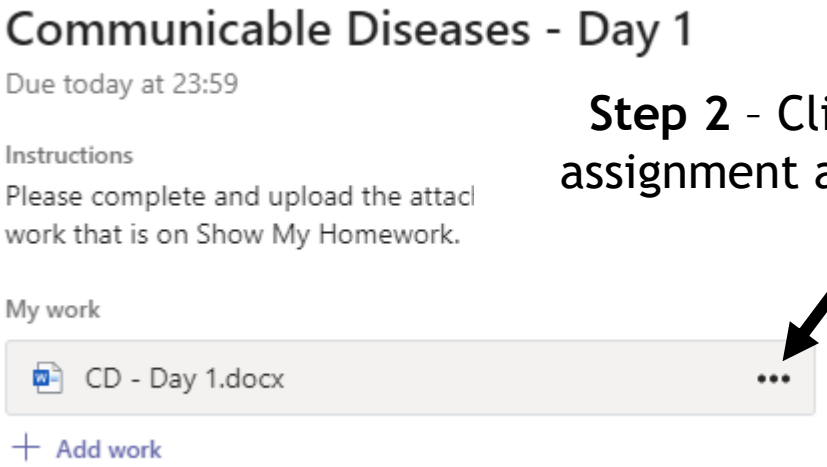


Step 2 – The resources for each lesson will be in the correct folder – your teacher will tell you the specifics for each lesson.

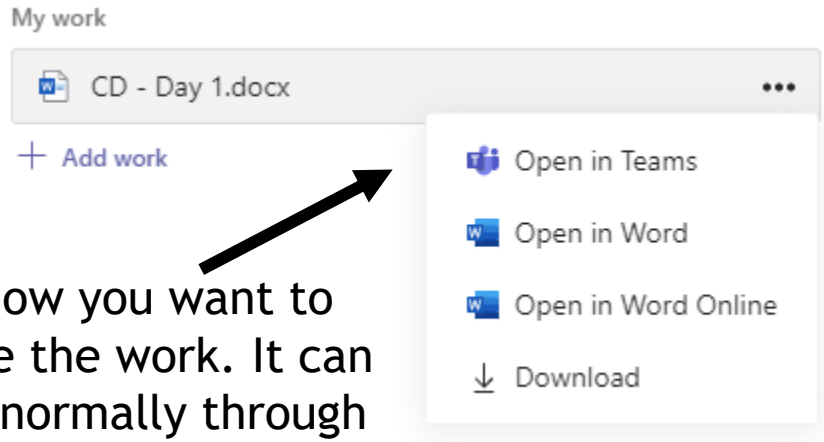


Assignments – Downloading



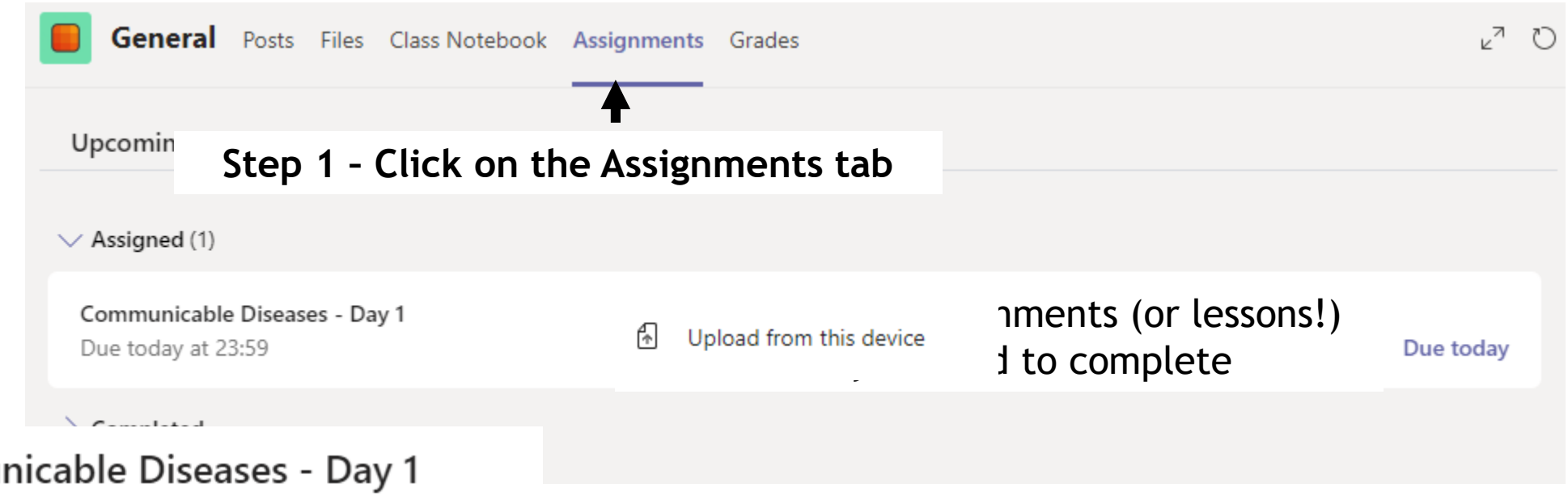


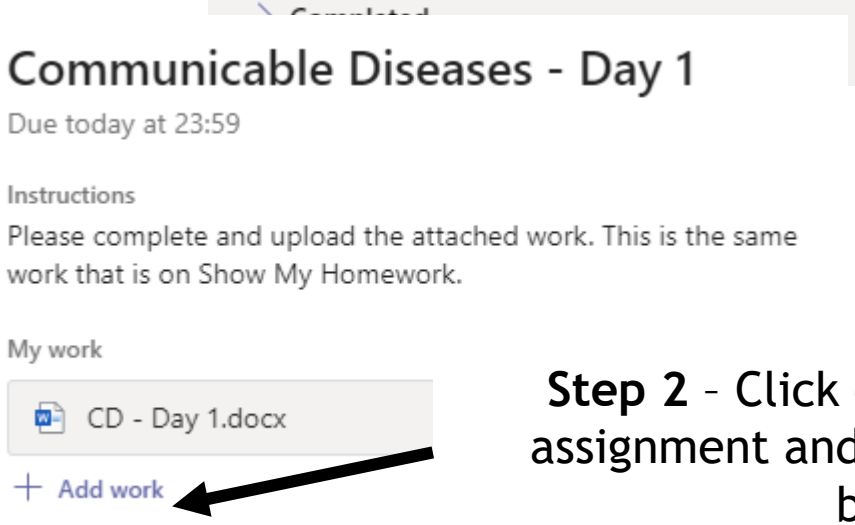
Step 2 – Click on the name of the assignment and press the three dots



Step 3 - Select how you want to open and complete the work. It can be done online or normally through your computer.

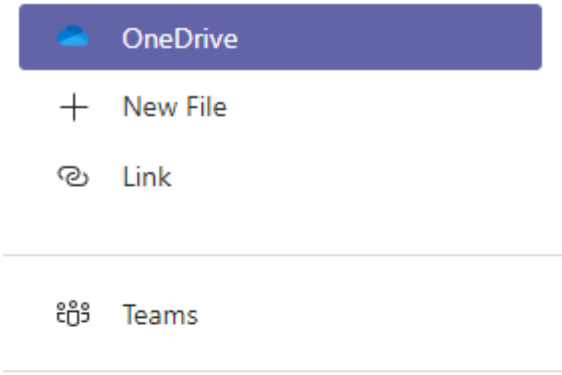
Assignments – Handing in





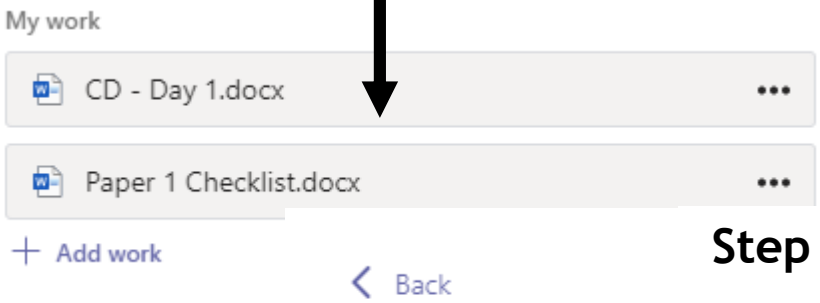
Step 2 – Click on the name of the assignment and press the add work button

Assignments – Handing in



Step 3 – Select the upload from this device button.

Step 4 – Find the work you want to submit and press done. It should now appear under my work

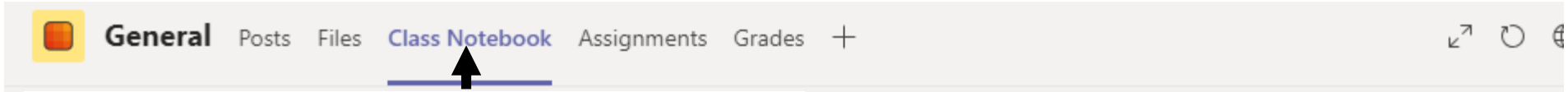


Step 5 – press the hand in button. You're now done!

Communicable Diseases - Day 1

Points
No points

Class Notebook



Step 1 - Click on the Class Notebook tab

Step 2 - Click on the drop down arrow

Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

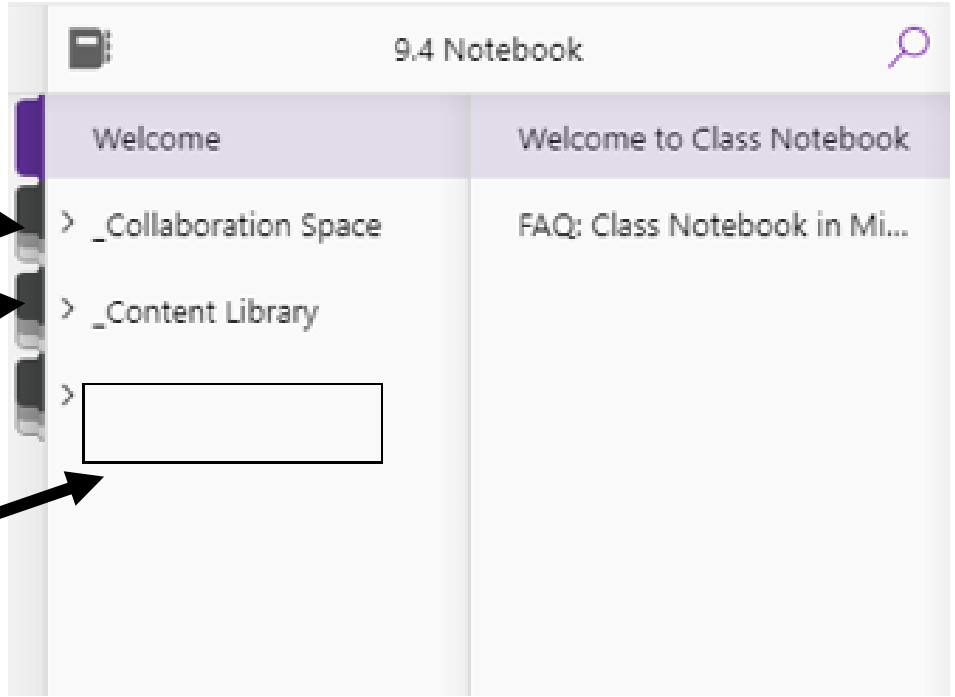
Each notebook is organized into three parts:

1. **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.

Class Notebook

This is where you can share work with other people in the class

This is where I will upload any resources or files you may need to help you

This is your private notebook. It is where you can make any notes and complete your work if you do not have paper.

Only you and your teacher can see this.