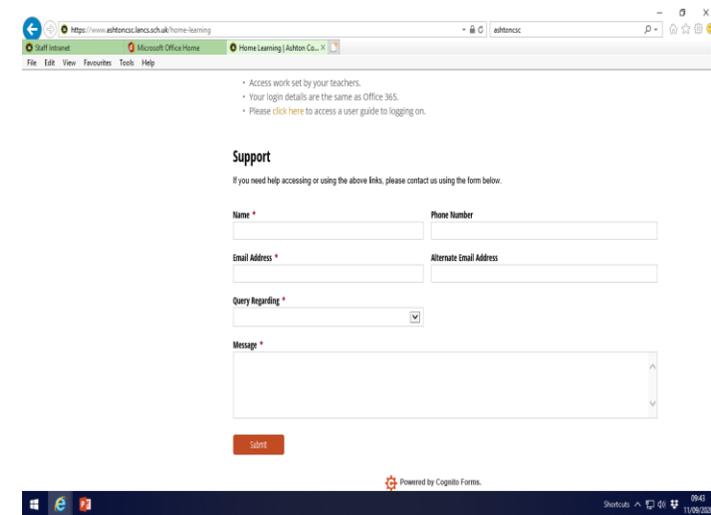


Logging in to Microsoft Teams

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 your username and password please click on the home learning tab and fill in this form. (It is at the bottom of the page)

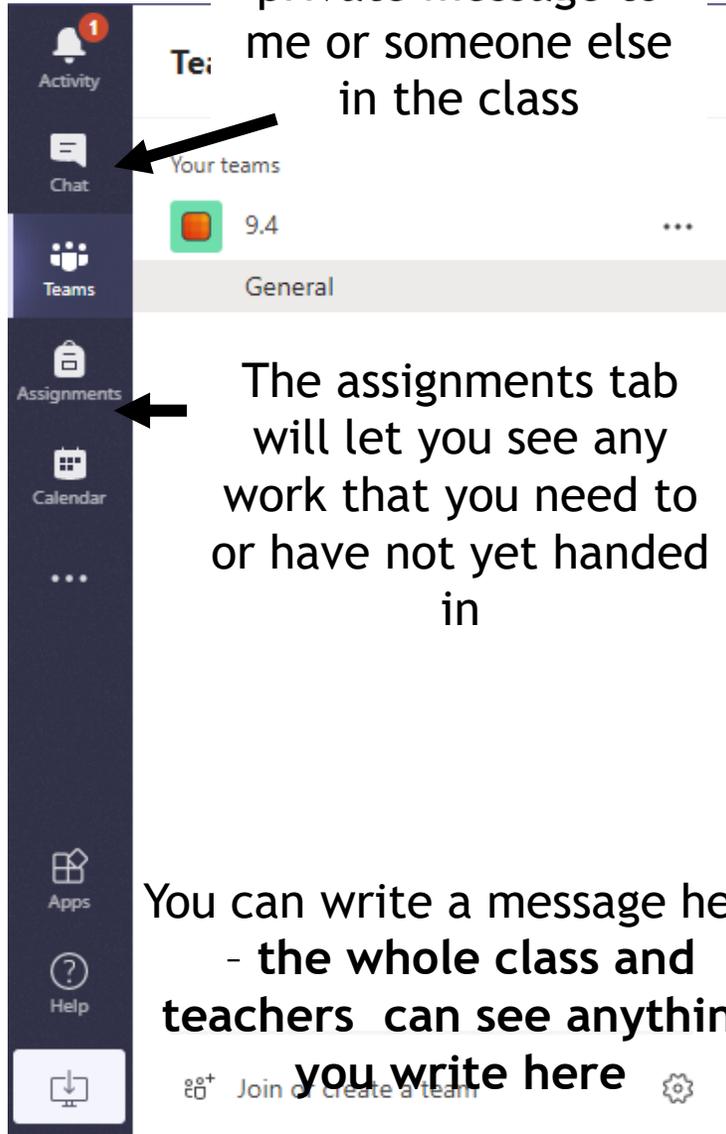


The screenshot shows a web browser window with the URL <https://www.adfhoroc.barns.co.uk/home-learning>. The page content includes a navigation bar with 'Staff Intranet', 'Microsoft Office Home', and 'Home Learning | Adfhoroc Ca...'. Below the navigation bar, there are three bullet points: 'Access work set by your teachers.', 'Your login details are the same as Office 365.', and 'Please click here to access a user guide to logging on.' A 'Support' section follows, with the text 'If you need help accessing or using the above links, please contact us using the form below.' The form contains the following fields: 'Name *', 'Phone Number', 'Email Address *', 'Alternate Email Address', 'Query Regarding *' (a dropdown menu), and 'Message *' (a text area). A 'Submit' button is located at the bottom of the form. The footer of the page indicates 'Powered by Cognito Forms.' The Windows taskbar at the bottom shows the system tray with the date '11/06/2020' and time '09:41'.

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

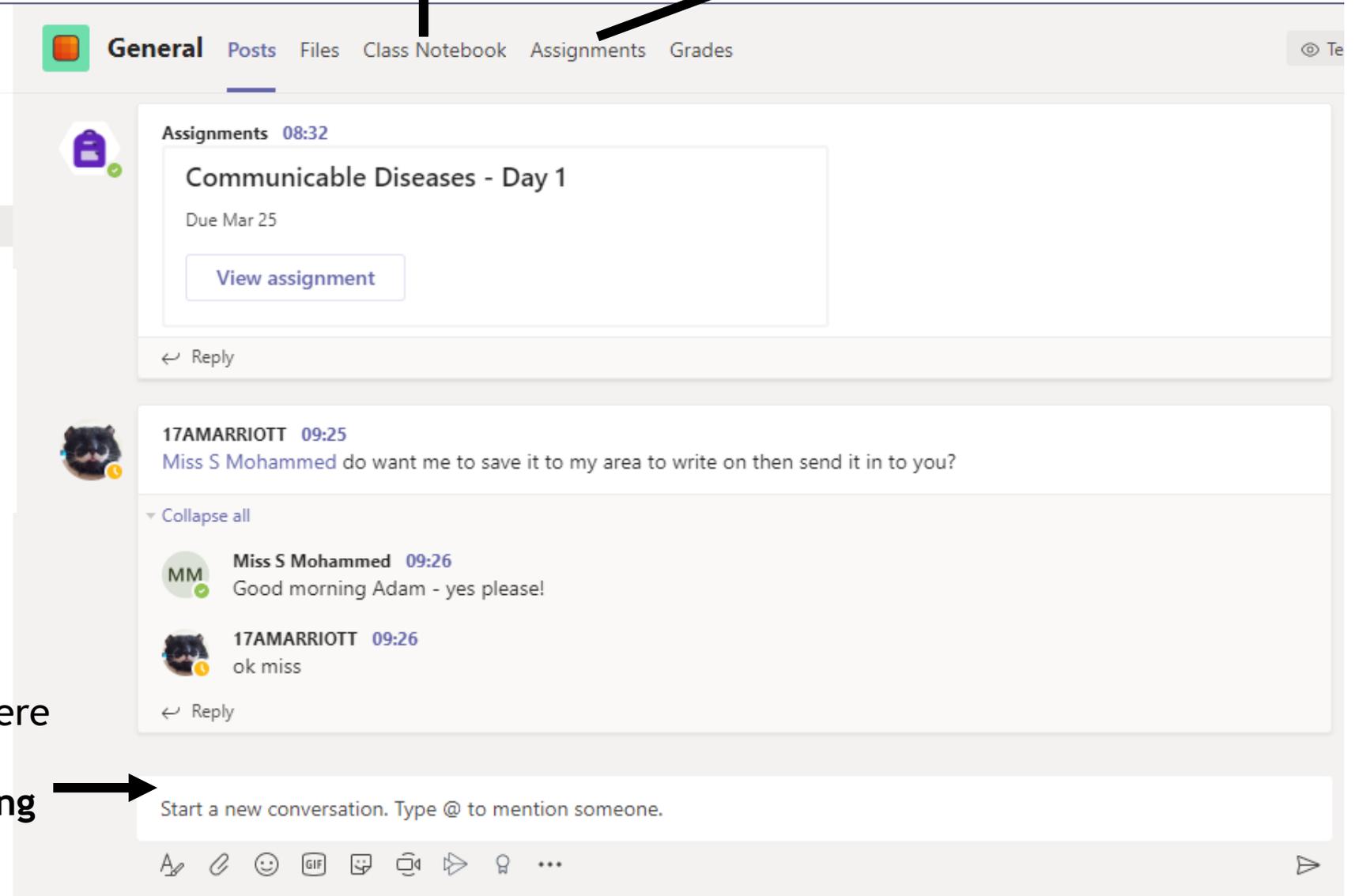
You can make any notes in your own private online notebook here. Teachers might also set tasks for pupils to complete here.

Work to complete for lessons will be uploaded here

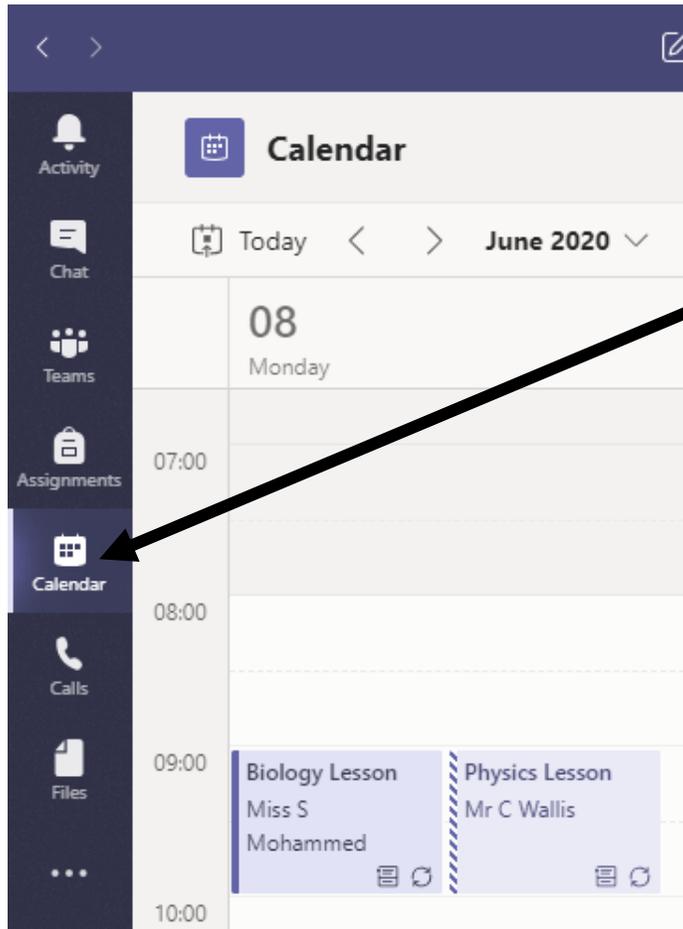


The assignments tab will let you see any work that you need to or have not yet handed in

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



Joining a Lesson



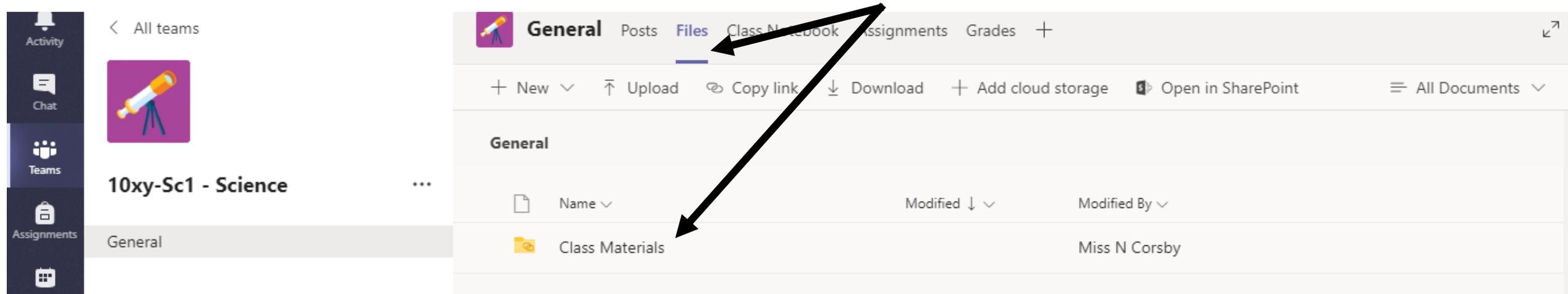
Step 1 - Click on the calendar tab on the left hand side

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

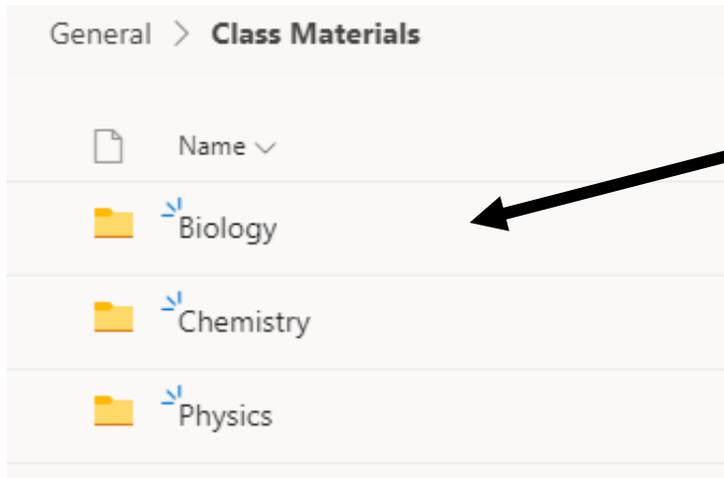
Step 1 - Click files on the tabs at the top and go in to class materials



The screenshot shows the Microsoft Teams interface. On the left, there is a navigation pane with icons for Activity, Chat, Teams, and Assignments. The main area shows a team named "10xy-Sc1 - Science" with a "General" channel selected. At the top of the channel, there are tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "Files" tab is active. Below the tabs, there is a toolbar with options: "+ New", "Upload", "Copy link", "Download", "Add cloud storage", and "Open in SharePoint". The main content area displays a list of files and folders. The "Class Materials" folder is highlighted. The list has columns for "Name", "Modified", and "Modified By".

Name	Modified	Modified By
Class Materials		Miss N Corsby

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



The screenshot shows the "Class Materials" folder in Microsoft Teams. The breadcrumb path is "General > Class Materials". The folder contains three sub-folders: "Biology", "Chemistry", and "Physics".

Name
Biology
Chemistry
Physics

Assignments - Downloading

Step 1 - Click on the Assignments tab

These are the assignments (or lessons!) that you need to complete

Communicable Diseases - Day 1

Due today at 23:59

Instructions

Please complete and upload the attached work that is on Show My Homework.

My work

CD - Day 1.docx

+ Add work

Points
No points

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

My work

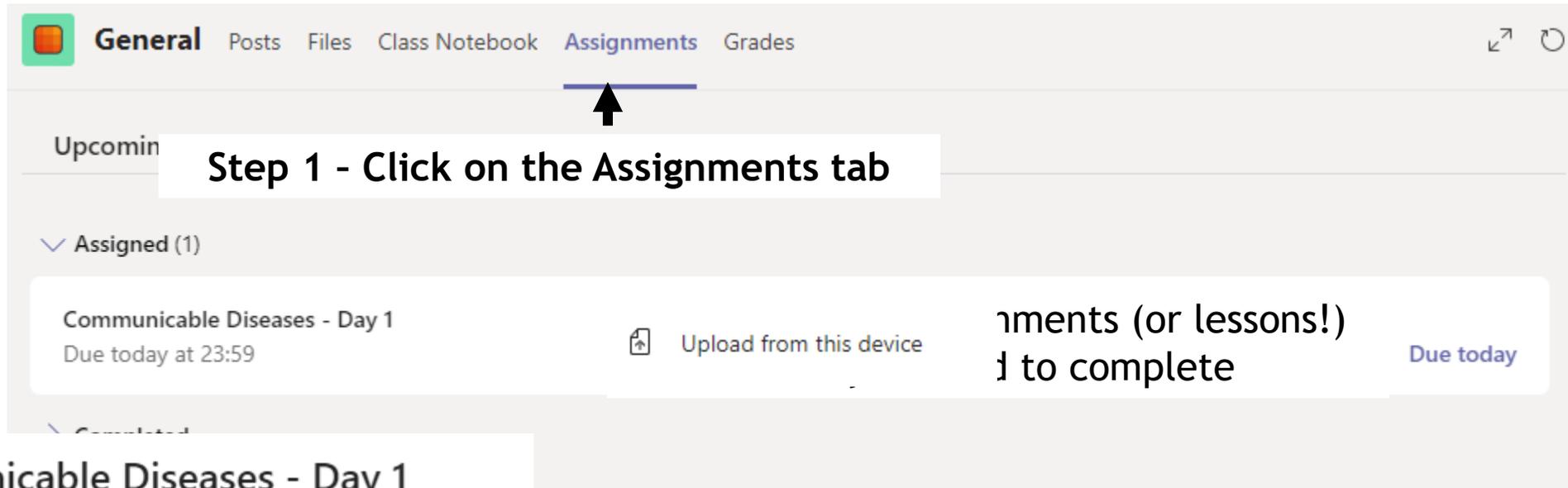
CD - Day 1.docx

+ Add work

- Open in Teams
- Open in Word
- Open in Word Online
- Download

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



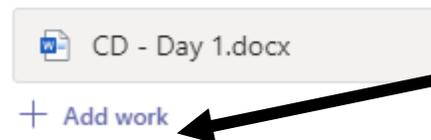
Communicable Diseases - Day 1

Due today at 23:59

Instructions

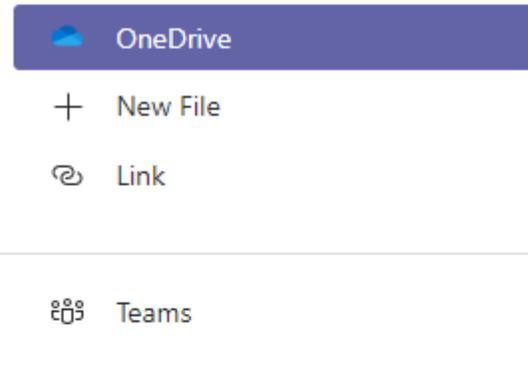
Please complete and upload the attached work. This is the same work that is on Show My Homework.

My work



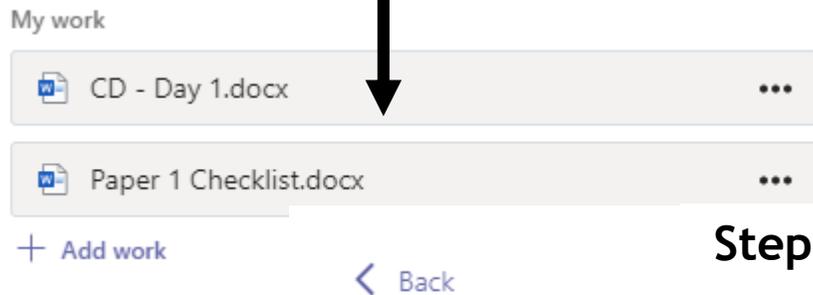
Step 2 - Click on the name of the assignment and press the add work button

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



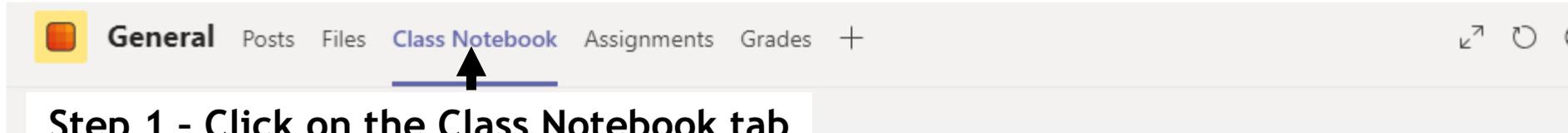
Step 5 - press the hand in button. You're now done!



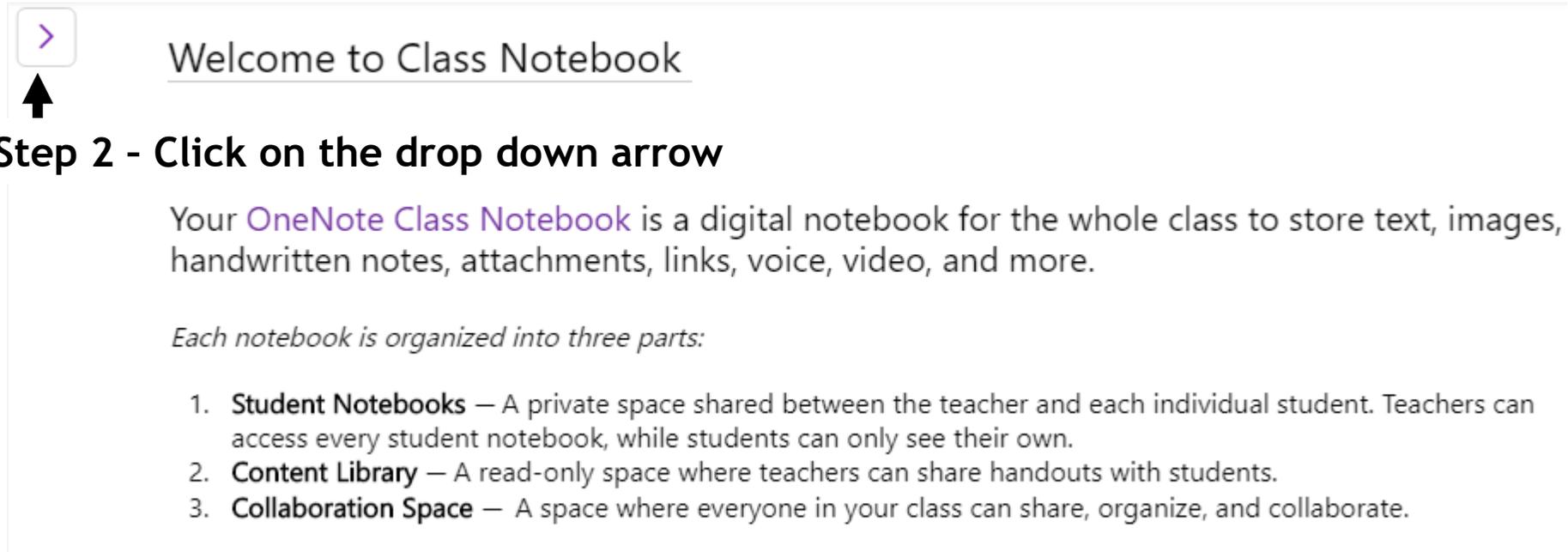
Communicable Diseases - Day 1

Points
No points

Class Notebook



Step 1 - Click on the Class Notebook tab

A screenshot of the OneNote 'Welcome to Class Notebook' page. On the left side, there is a small square button with a purple chevron symbol pointing to the right. A black arrow points to this button from below. To the right of the button, the text 'Welcome to Class Notebook' is displayed in a purple font. Below this, there is a paragraph of text: 'Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.' This is followed by a sub-heading: 'Each notebook is organized into three parts:' and a numbered list of three items: 1. Student Notebooks, 2. Content Library, and 3. Collaboration Space. Below the screenshot, a grey box contains the text 'Step 2 - Click on the drop down arrow'.

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.

