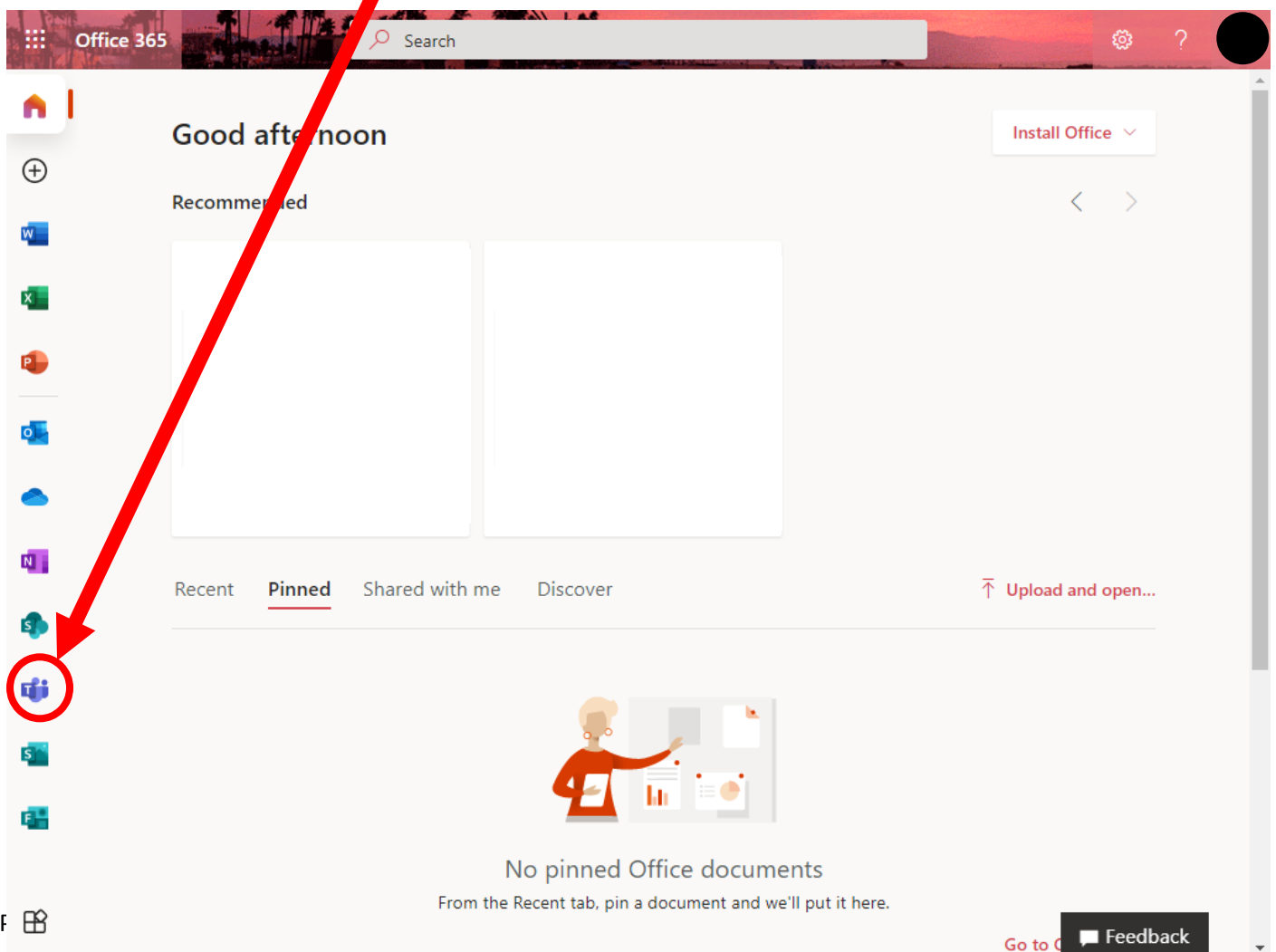
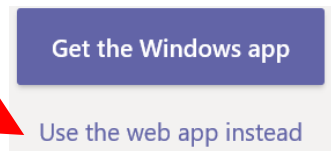
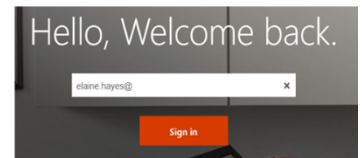
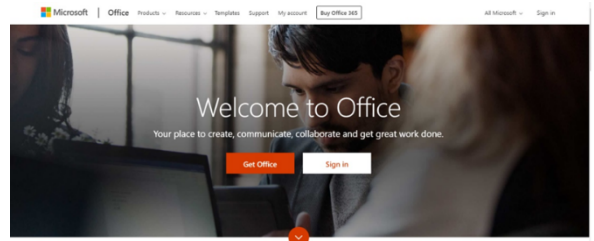


Microsoft Teams guide for Pupils and Parents.

1. How to log-in

- a) On any web browser on your laptop or computer type www.office.com
(Optional: for the best experience download and install Microsoft teams)
- b) If you have an Android or apple device download and install the Microsoft Teams App from the App store.
- c) Sign-in using the details from your planner (page 2).
- d) Your email address should be your initials followed by 4 numbers and ends @themast.co.uk. The password should be the same as the password used to log on to the school network.
- e) If you cannot install Teams click on the following:
- f) Once you are logged on click on the Teams icon.



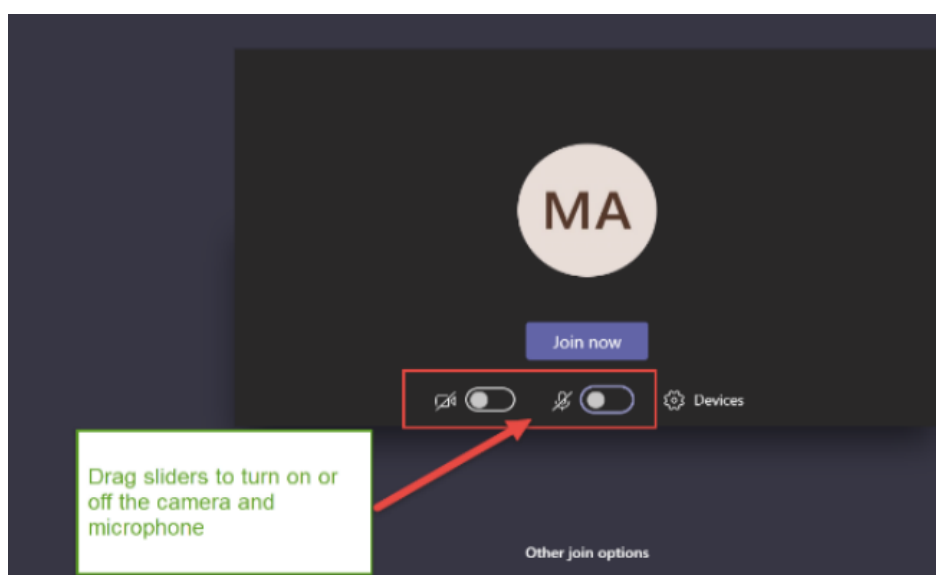
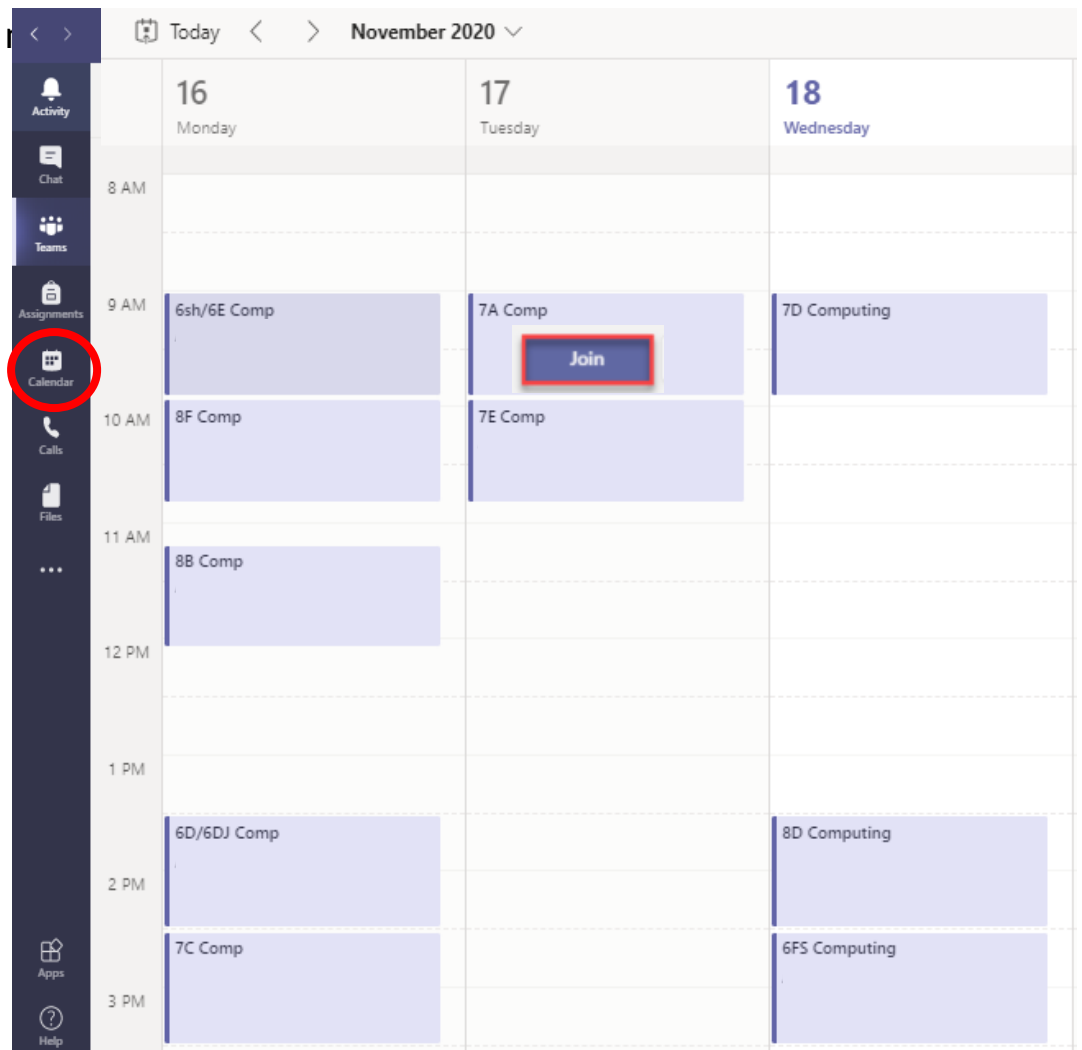
2. How to join a live lesson

a) Your teachers will invite you to a class via teams. This will allow the teacher and students to interact 'virtually'. Live lessons are known as 'meetings'.

b) Click the Join button on the lesson in question.

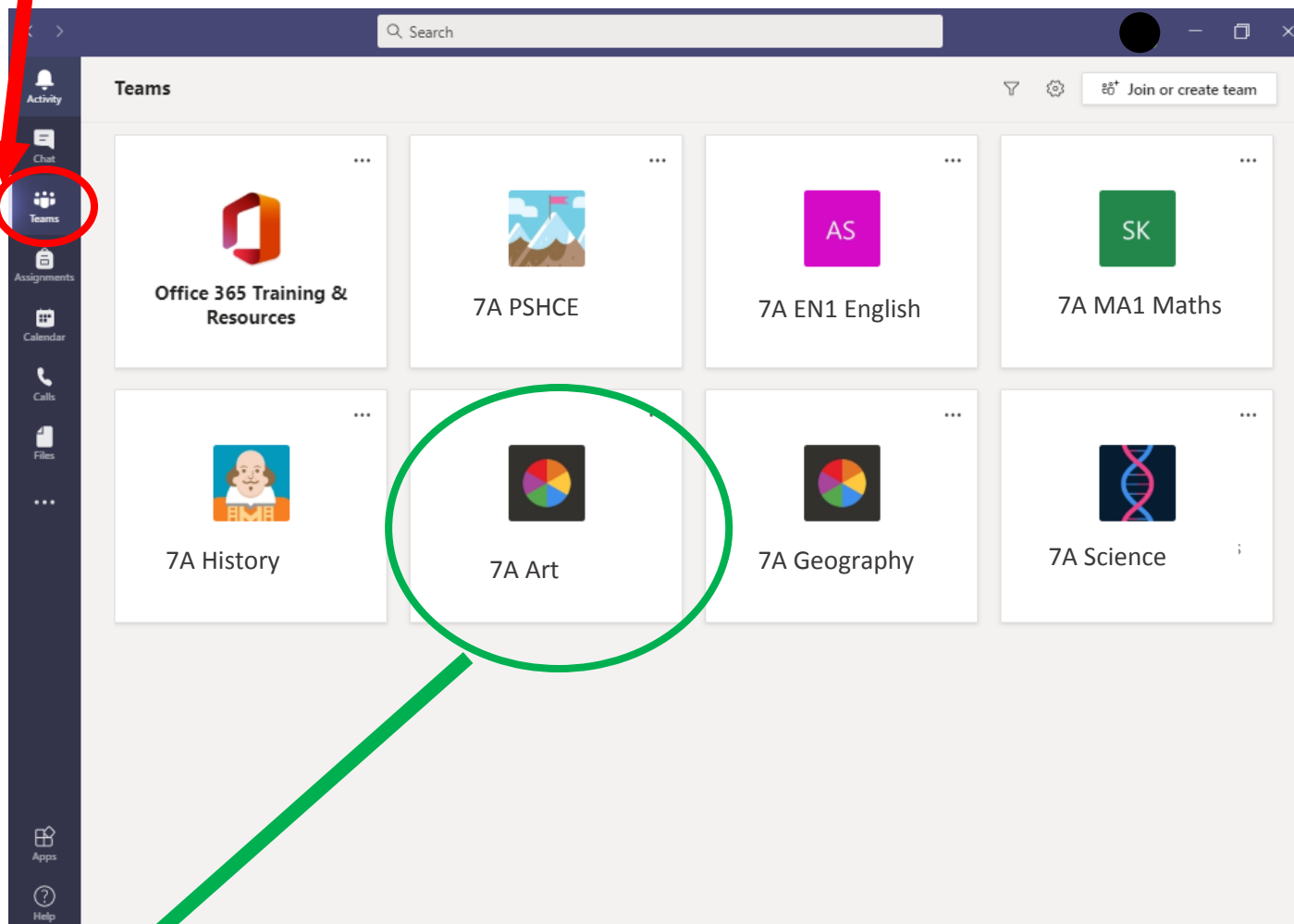
d) Select the microphone and camera settings

on/off and then click join now. You will now be admitted to the live lesson with your fellow students.



3. How to see your 'virtual' subject classes

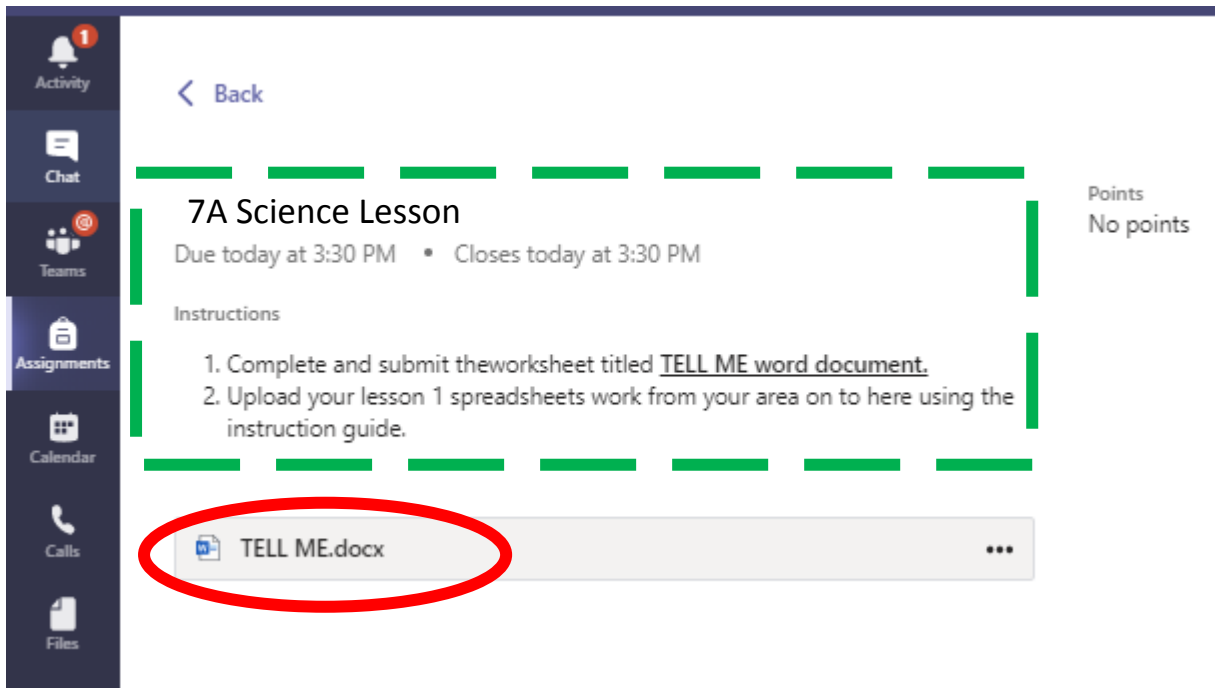
a) If your teacher has set up your classrooms this will be visible in the teams section of Microsoft Teams. You will start to see one for every subject you have in school. Your classes will include all pupils who are normally with you for that particular subject.

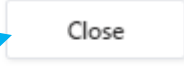


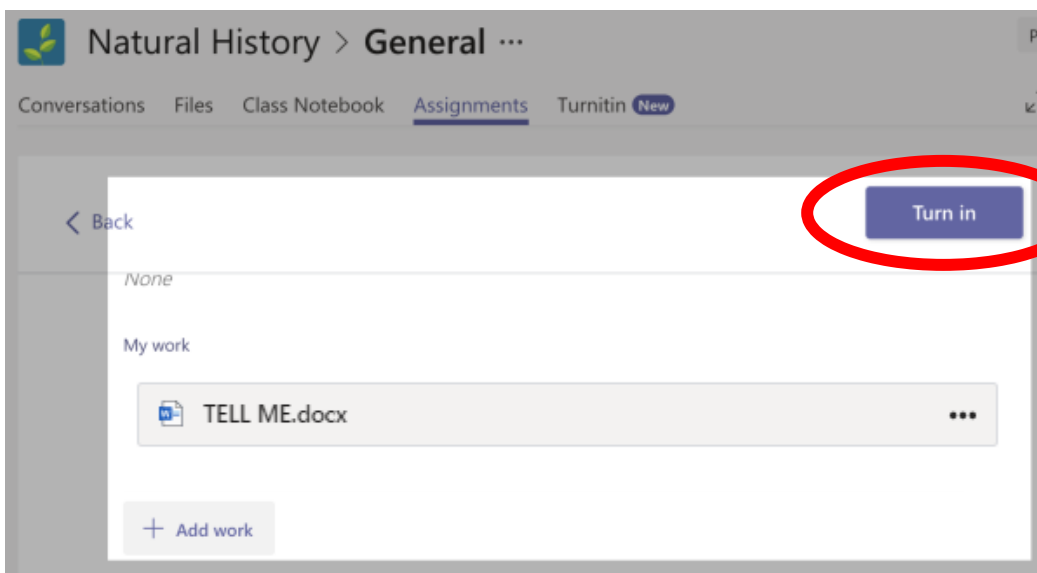
b) Click on the boxes to see if your teacher has posted any messages, lessons or resources.

4. Assignments.

- a) Your teacher can set assignments for you to complete. This is basically **lesson work you would submit to the teacher before a deadline.**
- b) Click on the assignment tab to view any work set by your subject tutors.
- c) Read the lesson instructions carefully and complete the work on the documents provided in the assignments before the deadline date.





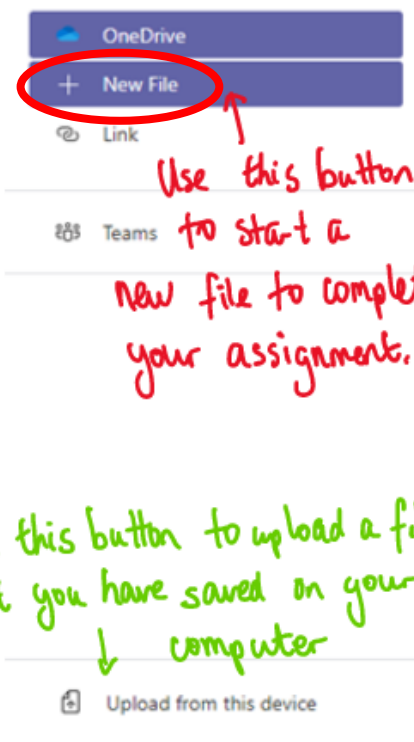
- d) When you open a document on teams you can immediately start w answers without saving. Once done press close. There is no need to press save as this is done automatically. 
- e) Once you have completed 'all' aspects of the lesson, you can submit by clicking on the turn in option on the top right hand side of the page.



4. Uploading in Assignments.

a) Your teacher might ask you to upload some work (or a picture of your work) onto the assignment from your device. This feature may be used in the near future.

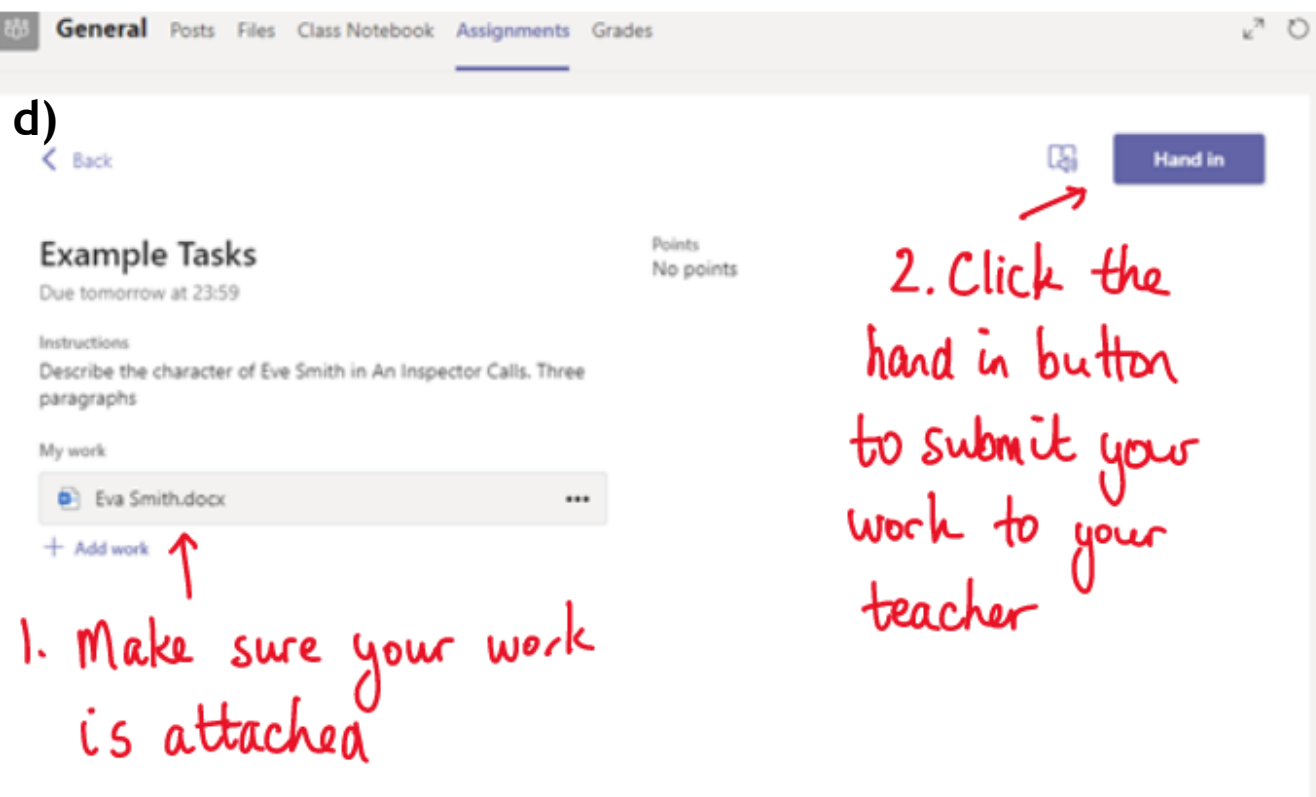
b) Click on this button first to upload your files:  

c) 
 Use this button to start a new file to complete your assignment.
 Use this button to upload a file that you have saved on your computer

OneDrive

✓	📄	Name	Modified
	📁	Attachments	13 Oct 2017
	📁	Notebooks	15 Sep 2018
	📄	Computers.pptx	8 Jun 2018
	📄	Design.pptx	14 Feb 2020
	📄	Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
	📄	Network protocols.pptx	8 Jun 2018
	📄	Presentation.pptx	3 Jul 2018
	📄	Template.docx	14 Feb 2020
	📄	python.py	14 Feb 2020

Cancel Attach

d) 
 1. Make sure your work is attached
 2. Click the hand in button to submit your work to your teacher