Select the *Turn in* button to turn in an assignment before its deadline. The button will change depending on the status:

• *Turn in again* if you're editing an assignment you've already turned in and need to submit work again.

• *Turn in late* if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.

• *Not turned in* if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.

• *Undo turn in* if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

Join class meetings

7. Joining a class meeting

Class meetings can be viewed in a number of places:

- In the *classwork* channel
- On the Teams calendar
- On your Outlook calendar

To join a meeting simply click the *join* button. Unless directed by your teacher, connect with your video disabled and mute your microphone. *If your teacher wants you to connect with video enabled please make sure you are in an appropriate place in your home and wearing appropriate clothes.*
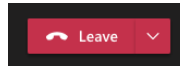
8. How do I use the hands up facility

To get the attention of your teacher use the raise your hand button. This will notify your teacher that you want their attention.

9. How do I leave a meeting?

To leave the meeting just click the leave button.

Using Teams

This document will guide pupils through the process of using Teams. The guidance will cover elements of

1. How to install Teams on your phone?

2. How to install Teams on your personal laptop?

3. How to access Teams at school?

4. How to view classwork / homework from an individual class?

5. How to view classwork / homework from all classes?

6. How to hand in classwork / homework?

7. How to join a class meeting?

8. How to use the hands up facility?

9. How to leave a meeting?

Access Teams

1. How to install teams on your phone?

First, you'll need to install the Teams app from the app store or Google Play store.
Once the app is installed, the process is essentially the same for both devices.
When you open teams you should see a sign in screen. Tap "*Sign in.*" In the email field, type YourUsername@arrowsmith.wigan.sch.uk , then tap "*Sign in.*" Once you are logged in, the app may ask for permission to send notifications, access your microphone and camera, etc. Once you've granted or denied the various permissions, the app will be ready to use.

2. How to install teams on your computer?

Log in to your school email by clicking on the link from the school website. Once you have logged in, click on the 9 dots and click *All Apps* then search for teams. By clicking on teams it will first offer the ability to download teams. Once it has downloaded, run the installer and install Teams. When the installation has finished, open the program from your start menu or applications list. Enter YourUsername@arrowsmith.wigan.sch.uk and click Sign in.

3. How can I access Teams at school?

The Teams programme has already been installed onto most school computers. It can be accessed via the menu at the bottom left hand corner of the screen.
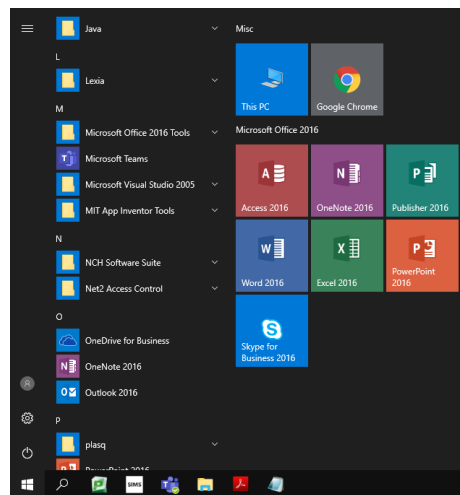
Accessing your work

4. How to view classwork / homework from a class?

View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores. You can also view your current grades by class.

Navigate to the *General* channel in your class, then select *Assignments* to view all your assignments. Navigate to *Classwork* channel for your classwork assignments or to

the *Homework* channel to view your homework assignments. Assignments you haven't opened yet will have a bold title. Late assignments will include a Past due warning.

5. How to view classwork / homework from all classes?

To view assignments across all your classes, select Assignments from your app bar. Then, choose a class and select Next. To open an assignment, select it. To return to the list of your classes, select the title of your class again and choose another.

6. How to hand in classwork / homework?

Select the assignment to open it and view the assignment's details. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select *+Add work* and upload your file.

Note: You can attach a file up to 50 mb in size. You can work on Office files associated with this assignment right from here — no need to leave the app.