

**Teams**

**help-book**

## Plan

From the start of this academic year, all year groups will be using Microsoft Teams for homework tasks. Your teachers may give you worksheets and exam questions to complete in your book, but all of the instructions will be placed on teams as an assignment. You will write down your homework in your planners to help you plan ahead and manage your time and deadlines carefully

## On what device can I use Teams?

It is crucial that you get used to using TEAMS and understand exactly how it works!

Teams can be used on a wide variety of technology, from laptops to phones.

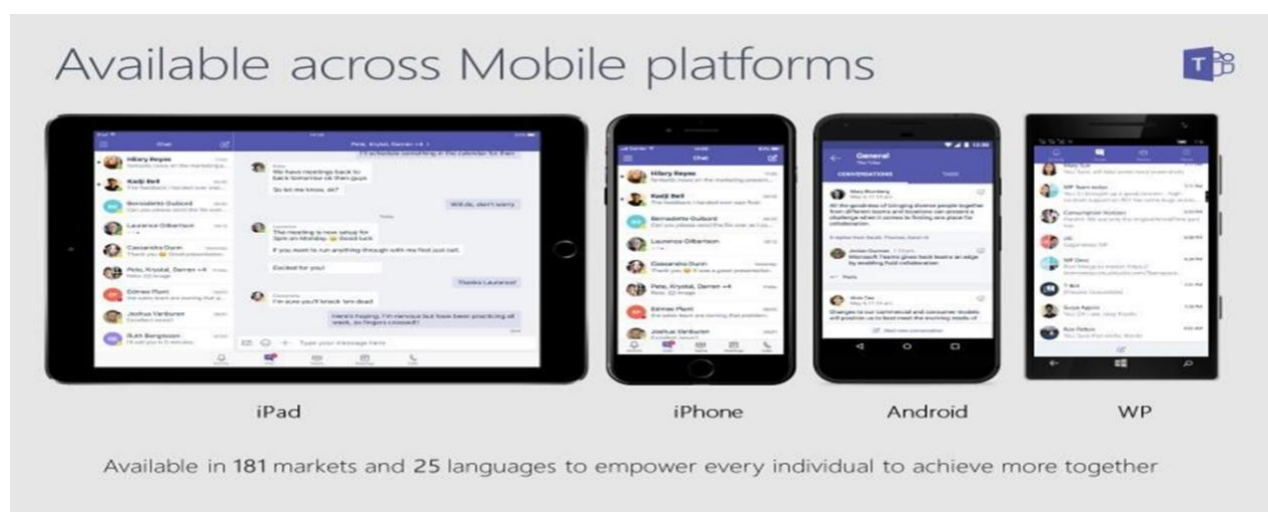
## How do I upload Teams to my device?

Go the app store on your device and locate the Teams application. You can install the Teams app on your own PC, Mac, Chromebook, phone or tablet.

Log in using your school email address and password. This stays connected, so Teams is always available on your device.

Your username and password will be the same as what you use for logging on at school. If you are unsure of your username, please email [support@arrowsmith.wigan.sch.uk](mailto:support@arrowsmith.wigan.sch.uk)

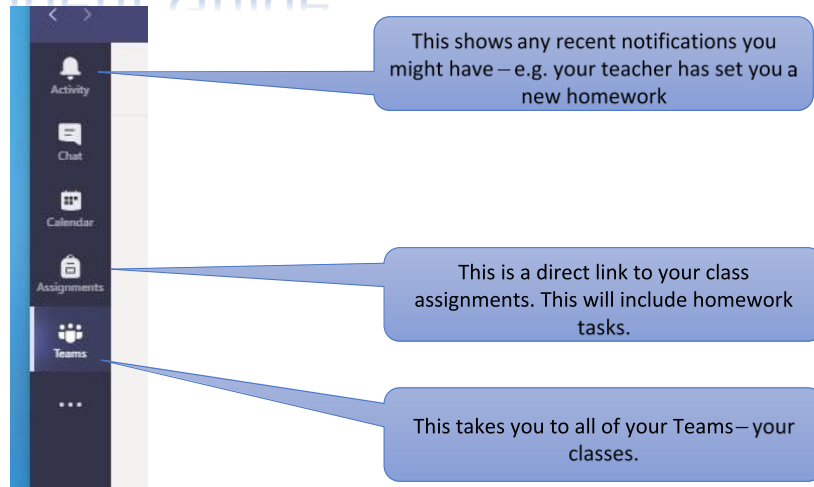
This is what Teams will look like on your devices.



## Familiarise yourself with the various functions of Teams

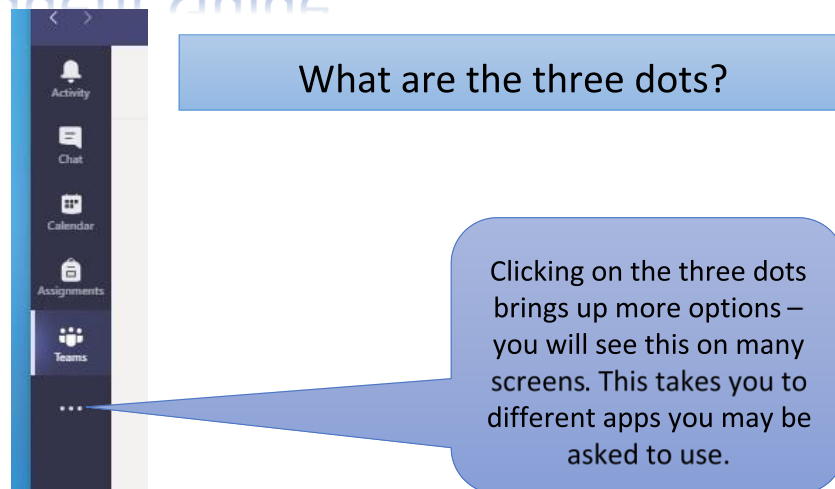
First of all look at the range of functions at the side of your screen.

# TEAMS Student Guide



The three dots at the side of functions serve a very important purpose.

# TEAMS Student Guide

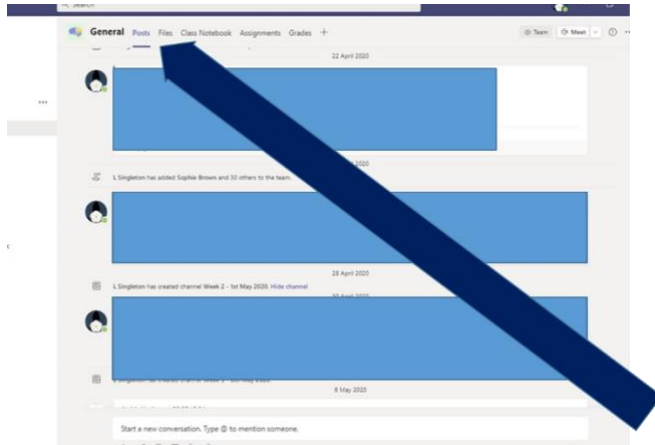


## Communication

Within each Team your teacher will communicate with the whole class in a number of ways. It might be on the general thread or it might be in the chat box.

Make sure you always check it as there may be useful information here.

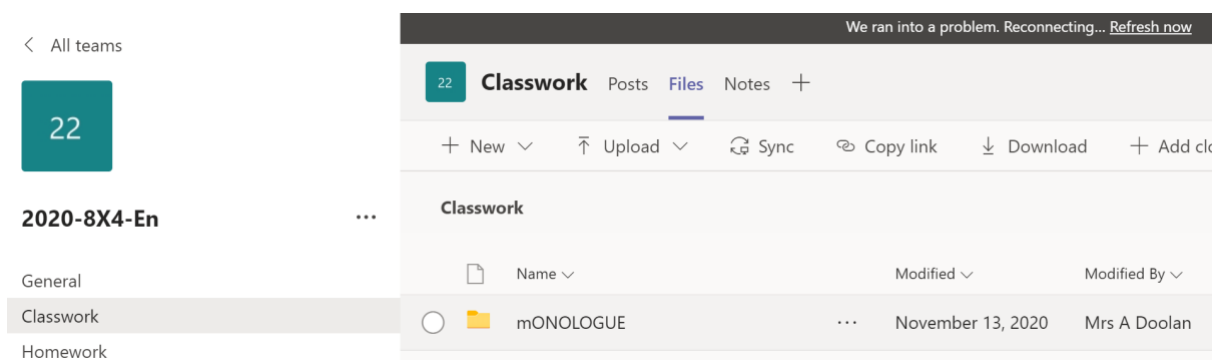
You can respond to your teacher here too or post something – please remember that EVERYONE in your class can see it and only post what is appropriate.



## Classwork

Your teacher will use the classwork channel to store and share work for pupils.

It will be assigned via Teams classwork



## Assignments

Your teacher will set you work via the assignments tab, – you can view your assignments in this area.

The grades tab informs you of the assignments that have been marked and any feedback from your teacher.

Some of your teachers **may** set up the class **notebook** for you to make notes. The collaboration space allows you to all work together – type here and the whole class can see it.

### **How to find an assignment**

When your teachers create and set an assignment/homework a notification will appear in your activity tab. To access the activity tab click on the bell icon. The number in the circle next to the bell tells you how many new notifications you have.

Once you have opened the assignment you will be able to see the work your teacher has set. Follow the instructions set.

There may be files attached to the assignment that you have to open. Click on the file you want to open. If you are using a mobile device you may be prompted to download an app to view this. Do this, it is free and safe and part of the Office 365 package

### **How do I hand in an assignment**

When you have completed your homework or assignment you will have to submit it. This basically means hand in your homework! You may have completed work in different ways. Your work could be on a computer/mobile device file or written in your book.

If work is written in your book you could either scan it or take a picture of it. This is absolutely fine, you may find it easier to work in your book if you do not have access to a laptop.

Once your work is saved to a file it can now be submitted or handed in.

Click on the add work icon.

Select the location the work is stored in.

Select the correct file and press attach.

Once all of your work is attached press the Hand In button. This then sends your work to your teacher so they can read it, assess it and provide feedback.

### **How do I see my teachers' feedback?**

When your teacher has provided some feedback you can go to the assignment again and see the feedback.

Your teacher may ask you to repeat and/or improve your work. You can redo any work and attach it again then press the hand in again button.