



The Blessed Sacrament Catholic Primary School

How to use Teams for Completing Work

Computer Version

January 2021

USING TEAMS ON A DESKTOP OR LAPTOP COMPUTER

How to Login

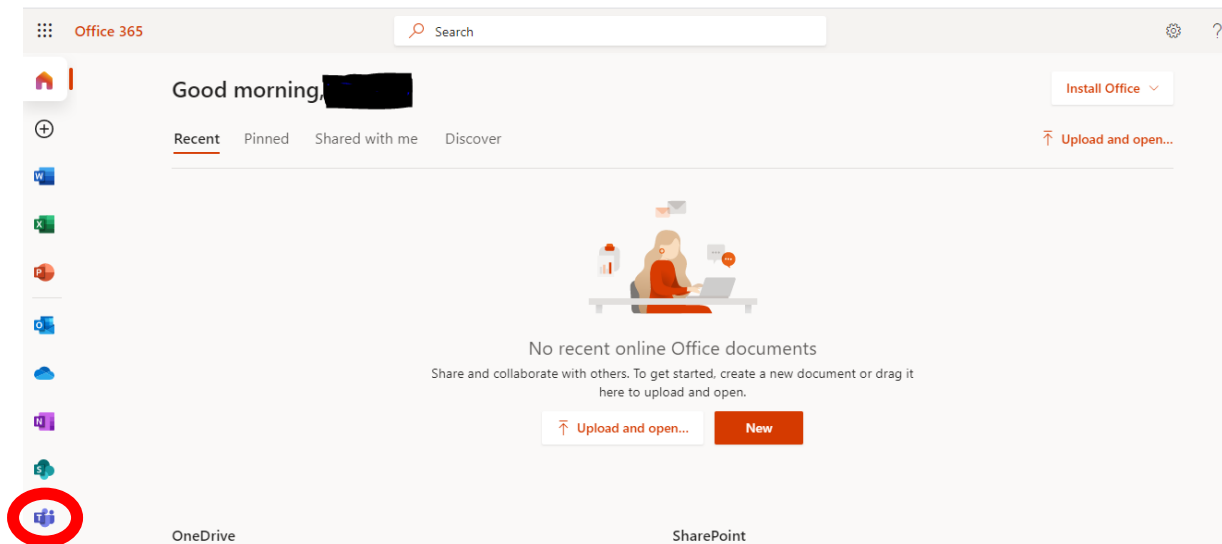
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



Click 'Sign In' and sign in with your full school email address which is your first initial, surname and the year you will leave Year 6 followed by **@blessedsacrament.lancls.sh.uk**

eg: jsmith2024@blessedsacrament.lancls.sch.uk

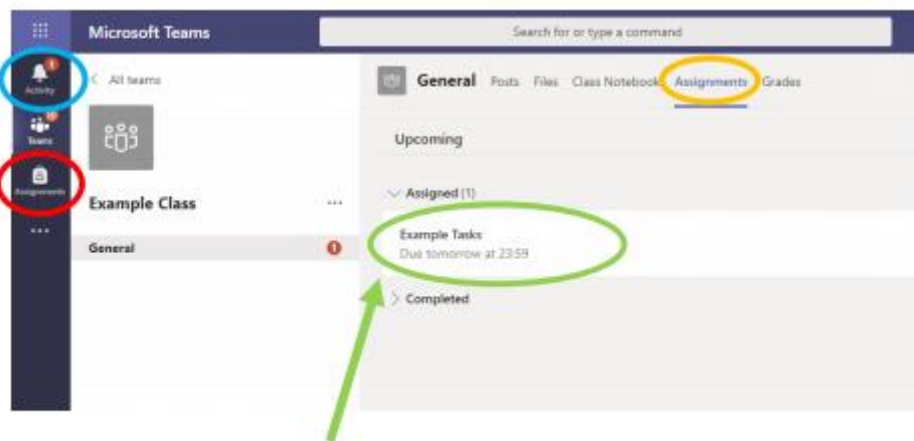
Once you have signed in you will get the screen below, click on the Teams icon.



You should now see you Class Team. You can also install the desktop version of Teams here or carry on working online.

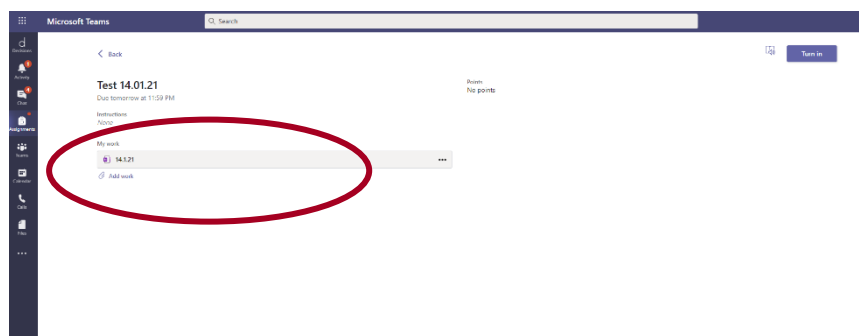
Finding your work

Your teacher can set you your work through Teams. It will be called an 'Assignment'. Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By click on this notification, you will be brought to the assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



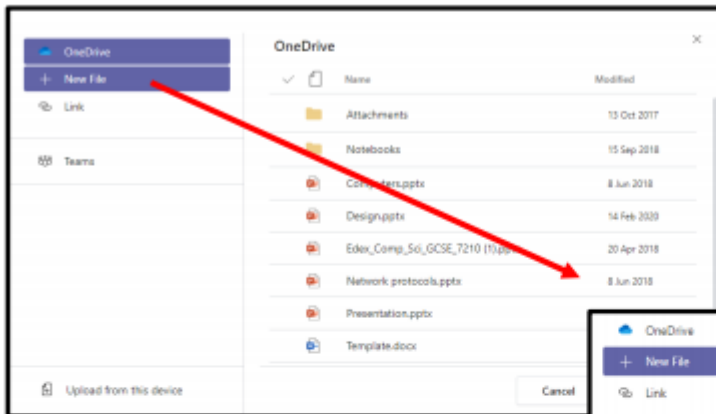
Click on the assignment to access the task.

Your teacher will usually send you a Notebook link to open and work on or might ask you to add work of your own.

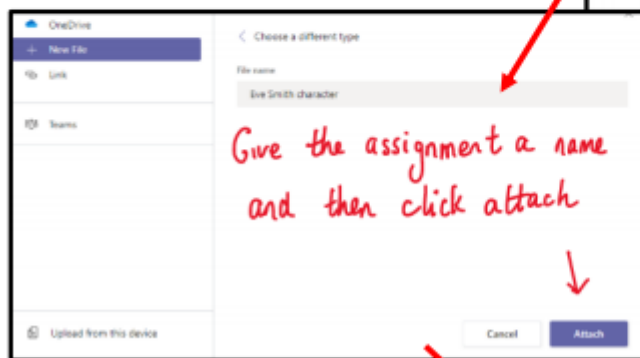
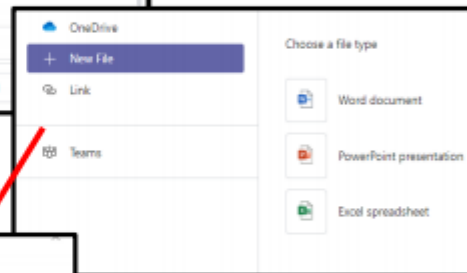


To add work of your own, you first need to create a new document, then complete your work on it.

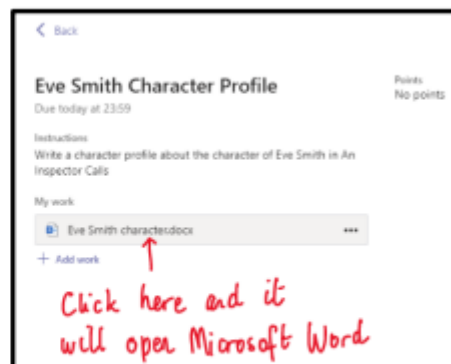
Using a new file

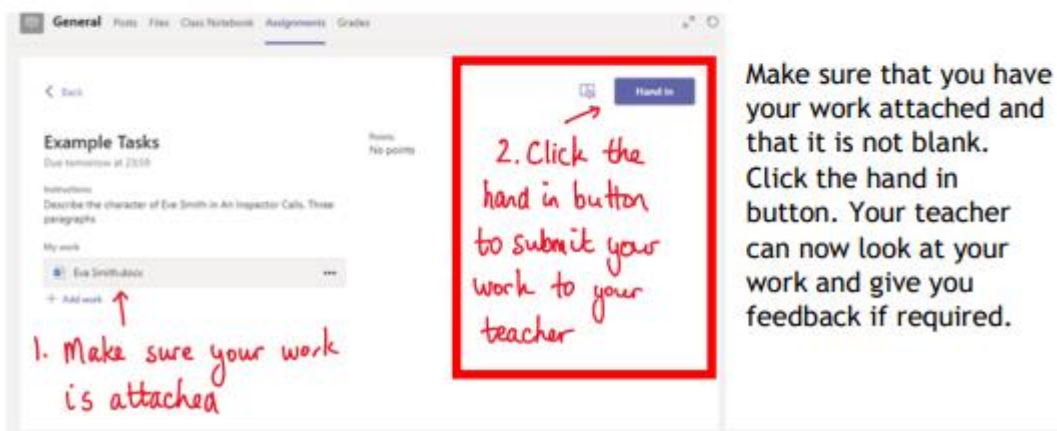
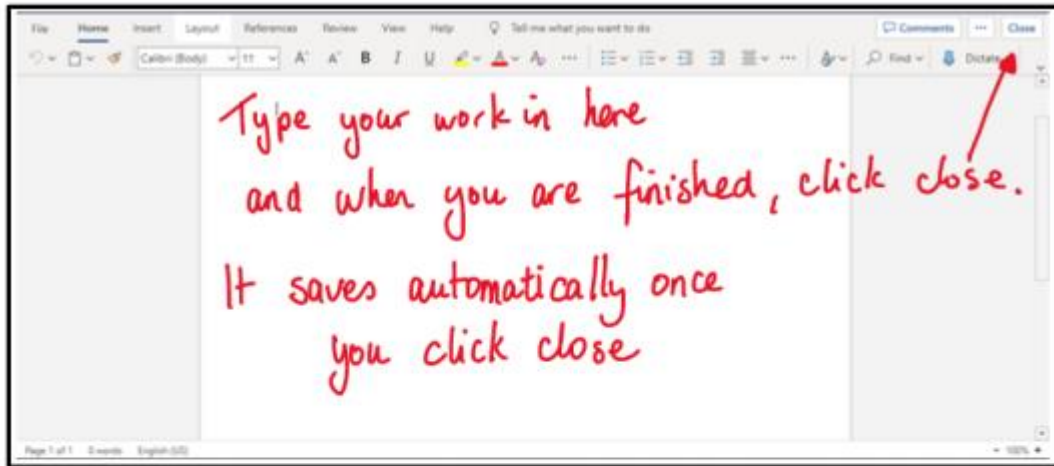


Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel



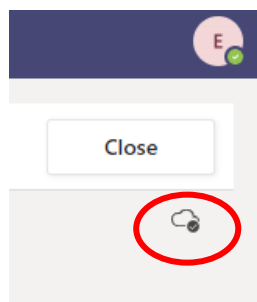
You have now created your document that you can start writing your work into. To start your work, click on the document name.



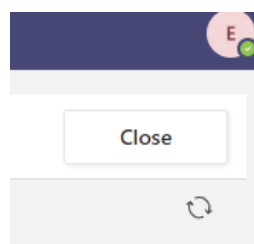


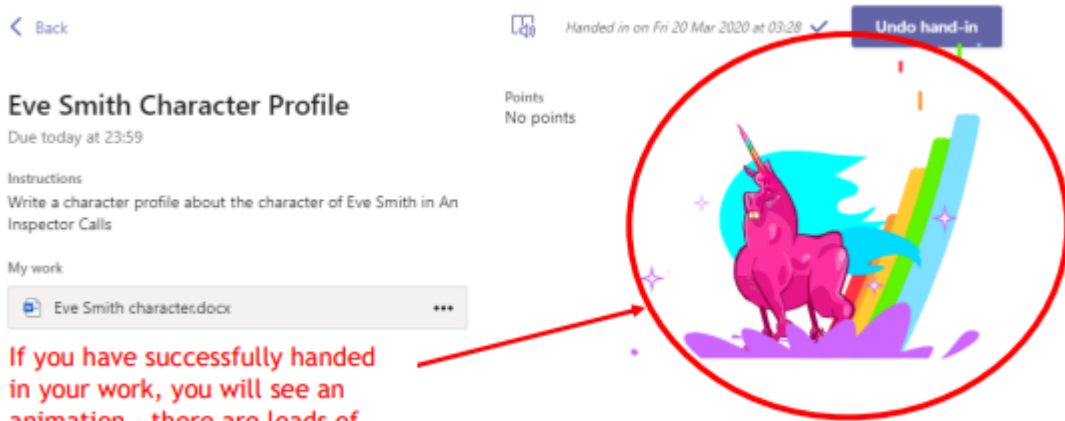
Before you hand in just check that your work has saved.

You should see this in the top right hand corner:



If it looks like this, just wait a few seconds:





If you have successfully handed in your work, you will see an animation - there are loads of different types!

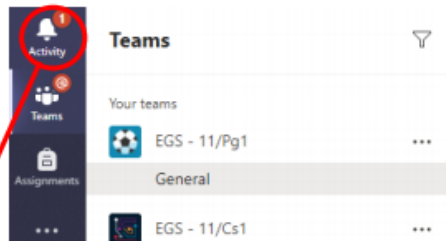
If you have forgotten something, you can click on 'Undo hand-in' and make any changes before handing in again. Your teacher will get to see the new version of your work.

Getting feedback from your teacher

Feedback might be written by the teacher or typed in.

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read



Feed

Assignments mentioned 03:36
Example Team
Example Team > General
sdfsd | Due Mar 21

Assignments mentioned Example Team 19/03
Example Team > General
Eve Smith Character Profile | Due Mar 20

Assignments mentioned 19/03
Example Team
Example Team > General
Percentages revision | Due Mar 20

EGS - 11/Ma1 19/03
Assignment returned | Percentages revision

This is a notification to say that there is a new assignment in the Example Class that you need to complete

This is a message to say that work has been returned in this student's maths Team - to see the feedback, click on the notification

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

