



The Blessed Sacrament Catholic Primary School

How to use Teams for Completing Work

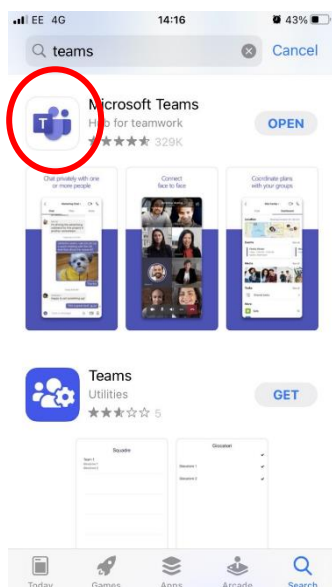
Tablet and Phone Version

January 2021

USING TEAMS ON TABLET OR A PHONE

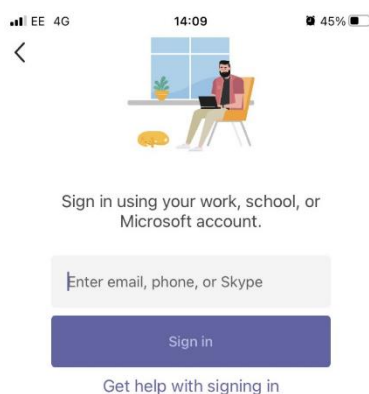
Downloading the App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple teams icon and download.



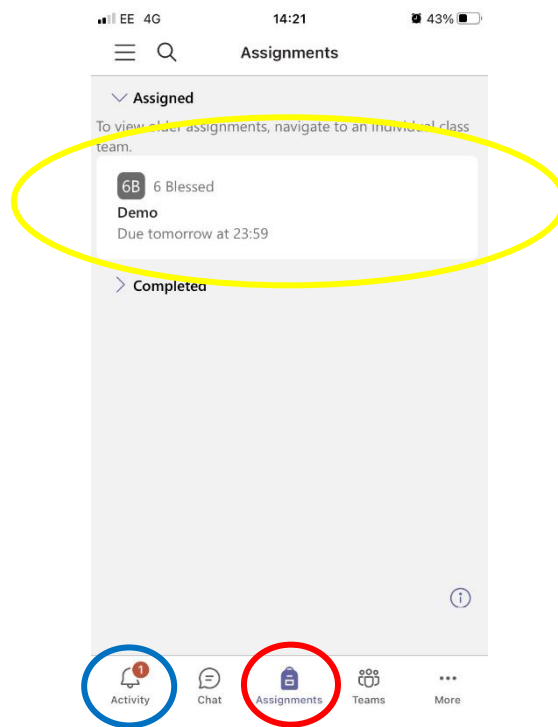
Once it is downloaded, open the app and log in using your school email address and password which is your first initial, surname and the year you will leave Year 6 followed by **@blessedsacrament.lancs.sh.uk**

eg: jsmith2024@blessedsacrament.lancs.sch.uk

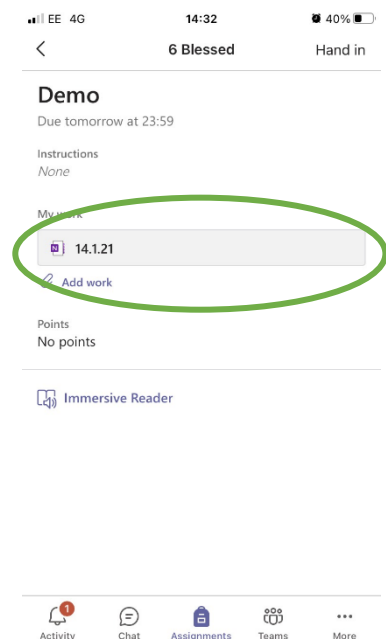


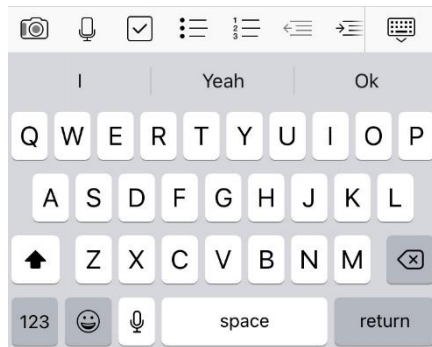
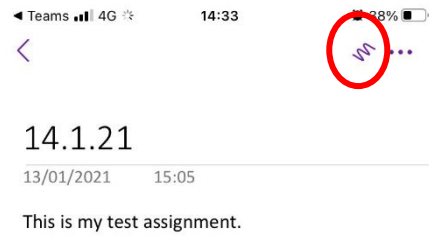
Finding your work

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 middle which is circled in red. Work for you to do will appear here. By clicking on the assignment, circled in yellow, it will open up for you.

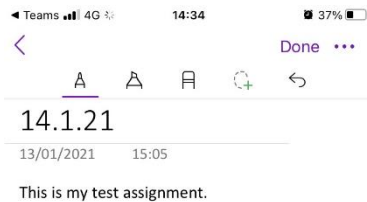


Your teacher will usually send you a Notebook link, circled in green, to open and work on or might ask you to add work of your own. Just click on the link to open it.



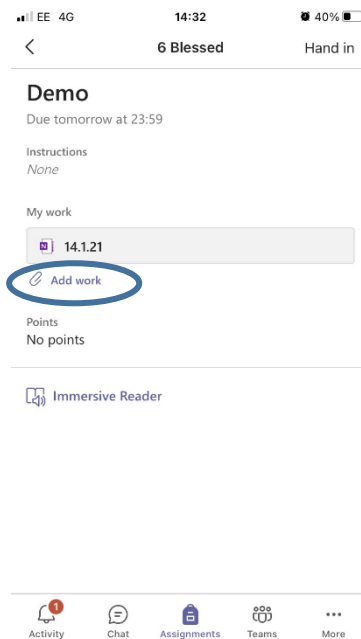


Once opened, if you click anywhere on the screen the keyboard will open and you can start typing. If you click the icon circled in red you can use your finger to draw instead.

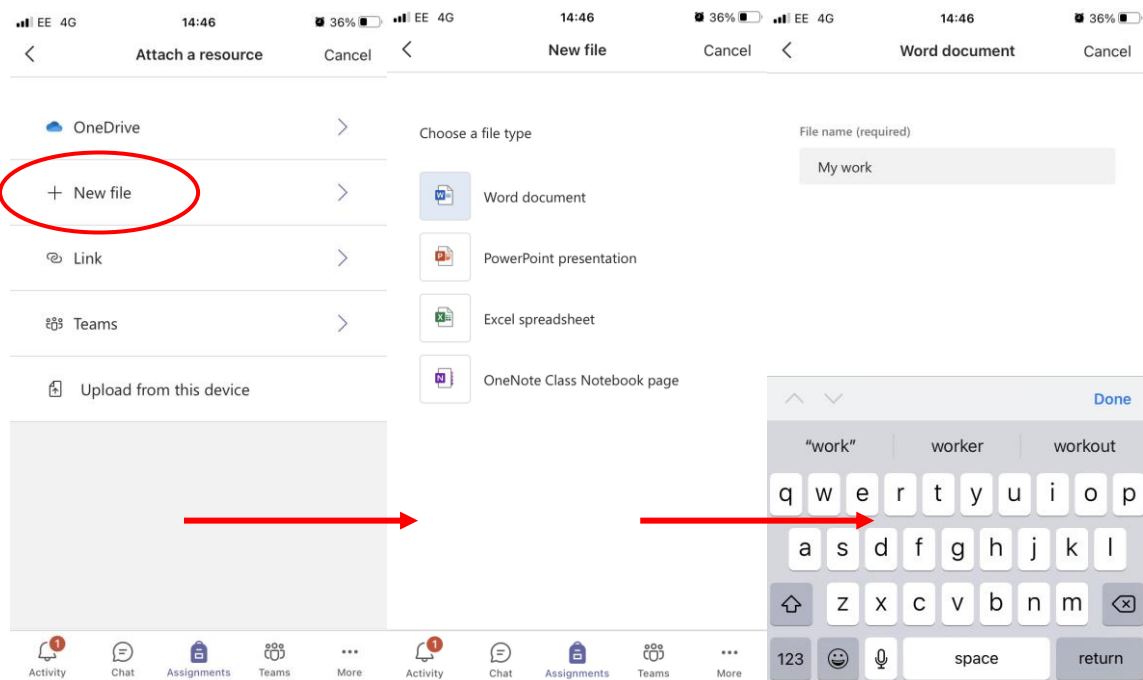


Hello

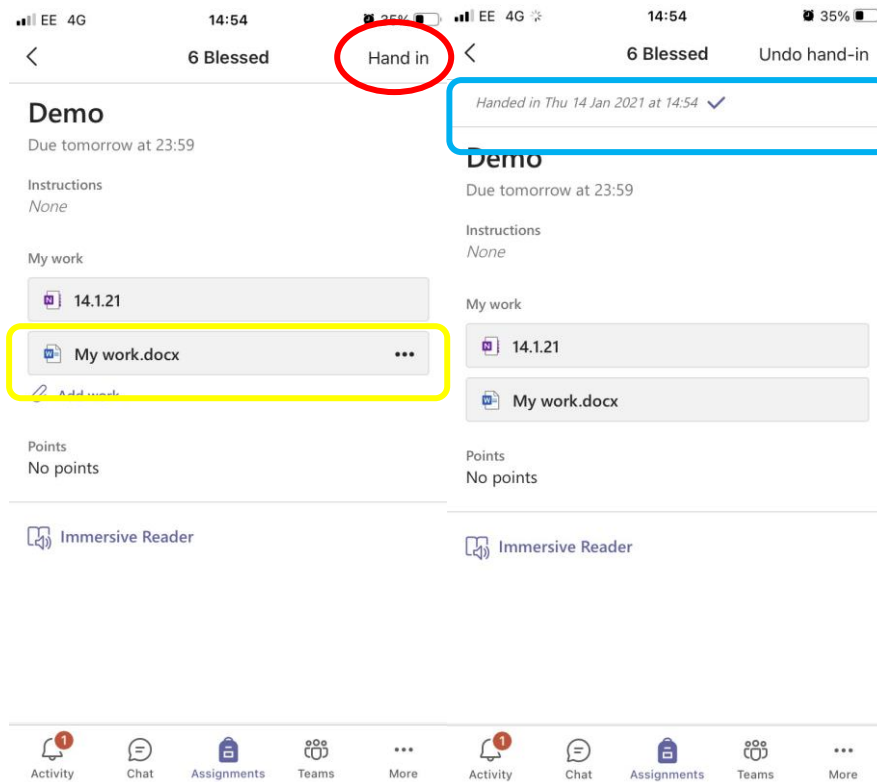
To add work of your own, you first need to create a new document, then complete your work on it. Click on the Add work link, circled in blue.



Click on + New File, choose the type of file you want to create and give it a name:



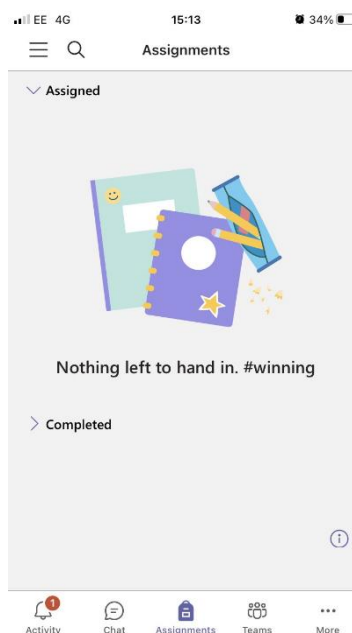
Click Done and then you can work on your new file. When you are finished, click Attach.



It will appear here (yellow), then all you need to do is click Hand in (red). Your screen will show an animation and change to say that you have handed it in (blue).

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.

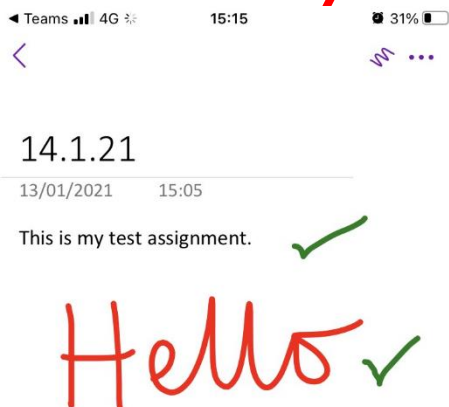
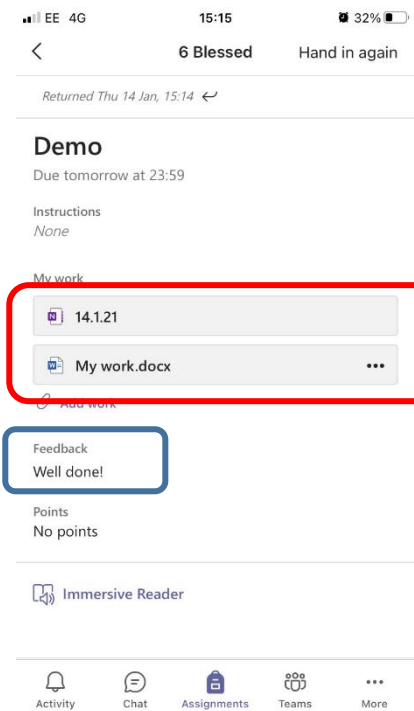
When you have done all your work your assignments screen will look like this;



Getting feedback from your teacher

When your teacher has marked your work you will get a notification. Click on the notification or go to your assignments tab and click on 'completed' to get this screen:

You can see the teacher's typed comment here (blue) and if you click on your files (red) you can see the marking they have done like the picture below.



If your teacher has asked you to make any changes, you can edit the file and 'Hand in again'.