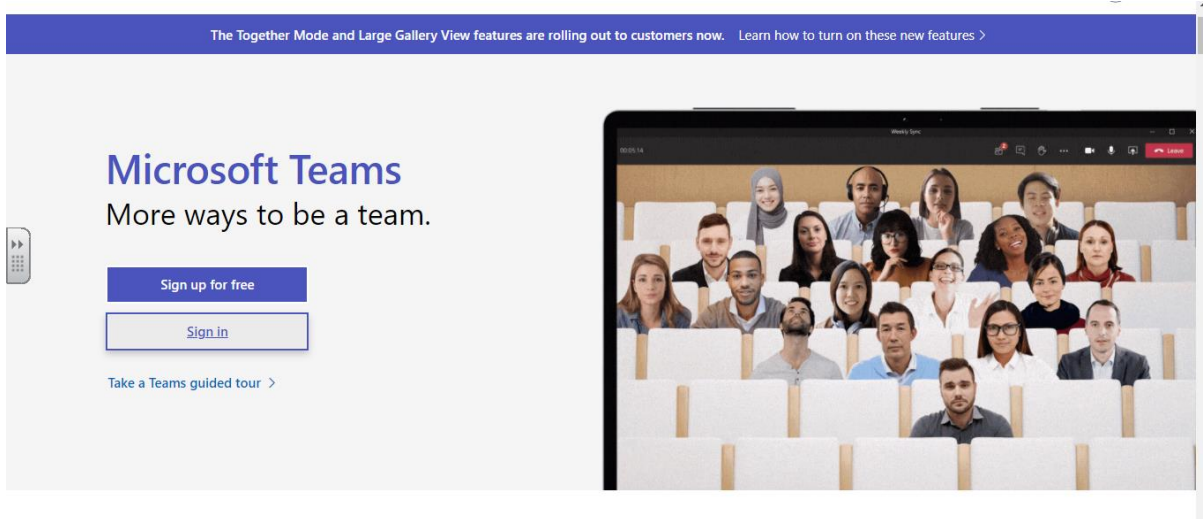
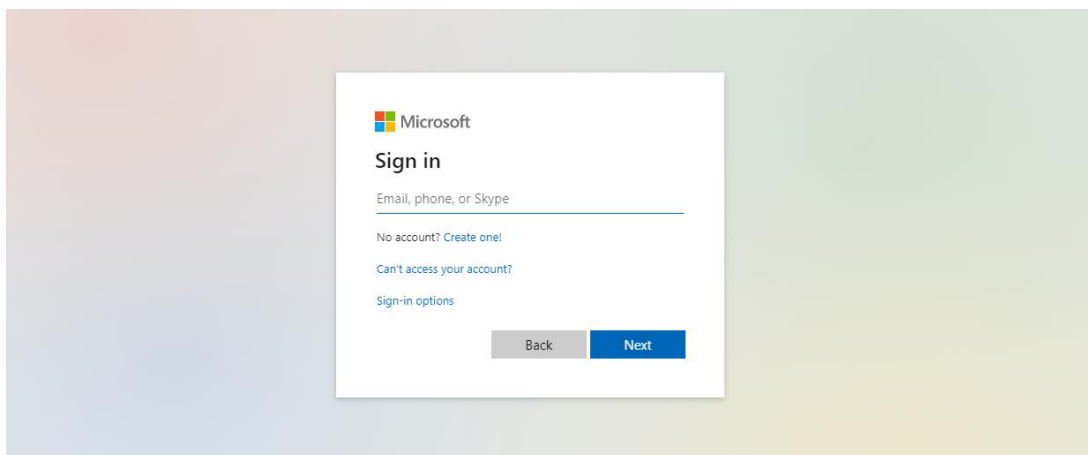


Accessing home learning on Teams

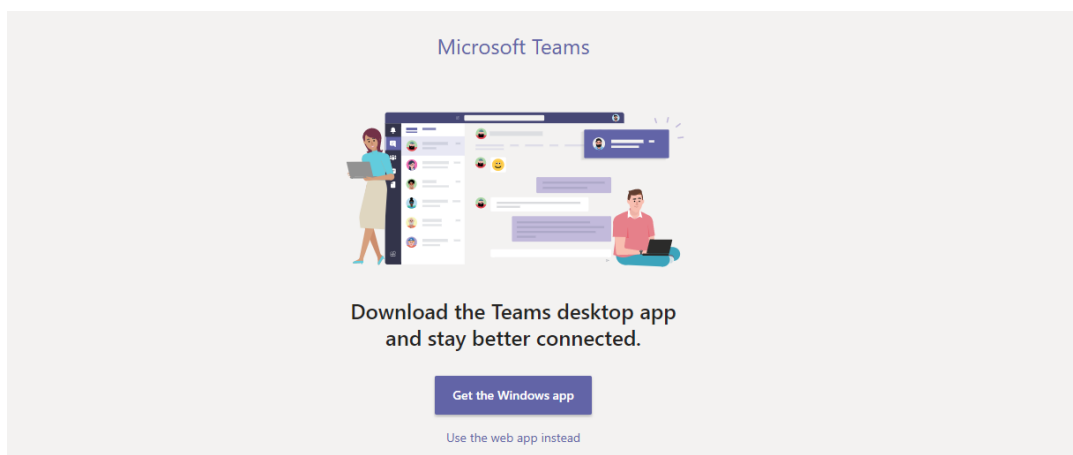
Step 1: Use your search engine to search 'Microsoft Teams' and access the screen below.



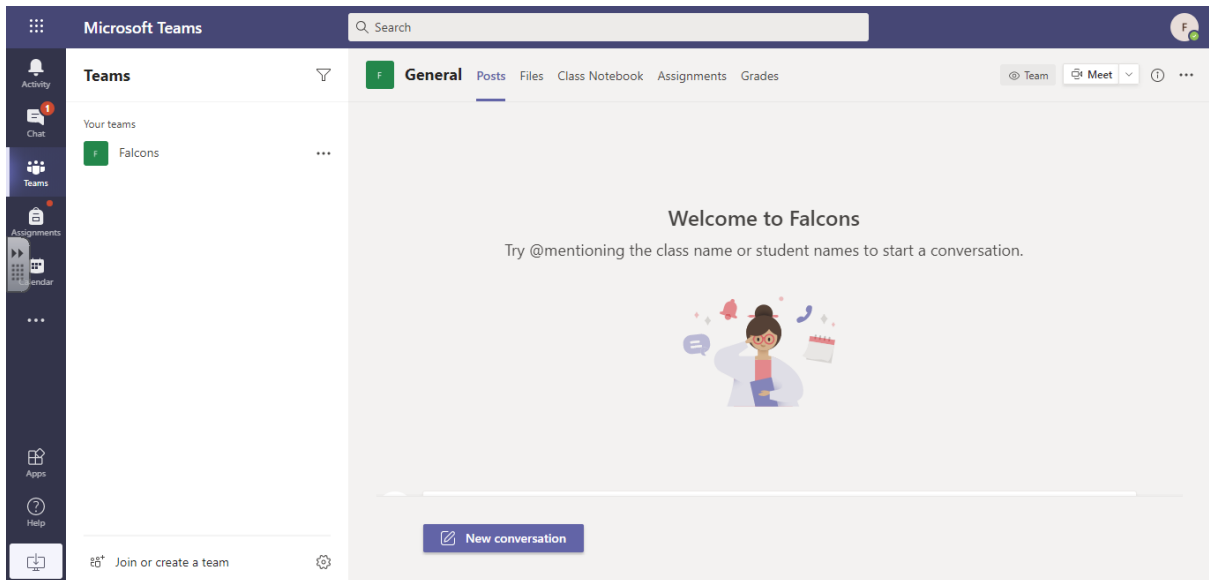
Step 2: Click on the 'sign in' button and the following screen will appear.



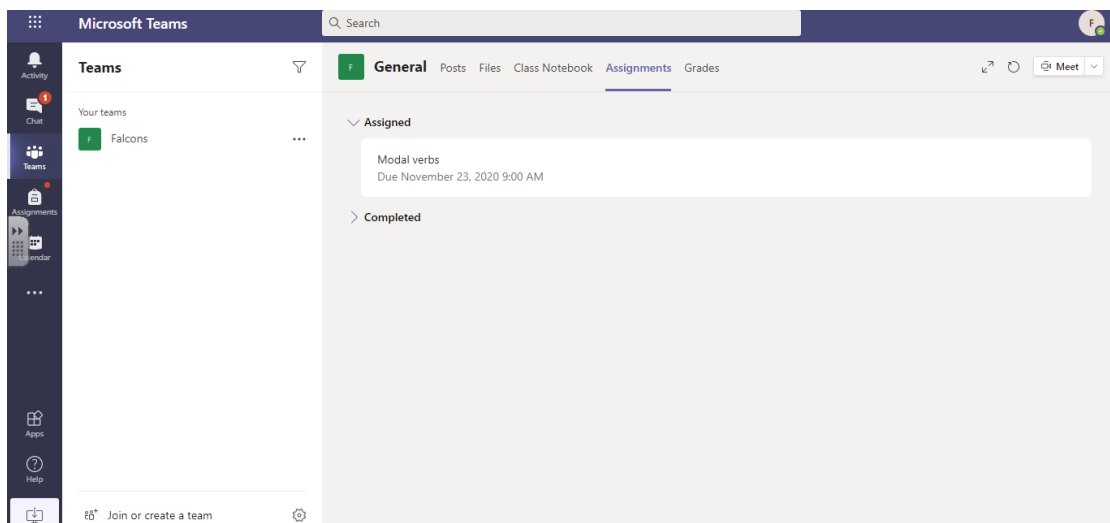
Step 3: Sign in using your school email address and password. The following screen will appear. You can opt to access Teams via the internet or you can download the app. Downloading the app will mean you can access Teams via the app in future.



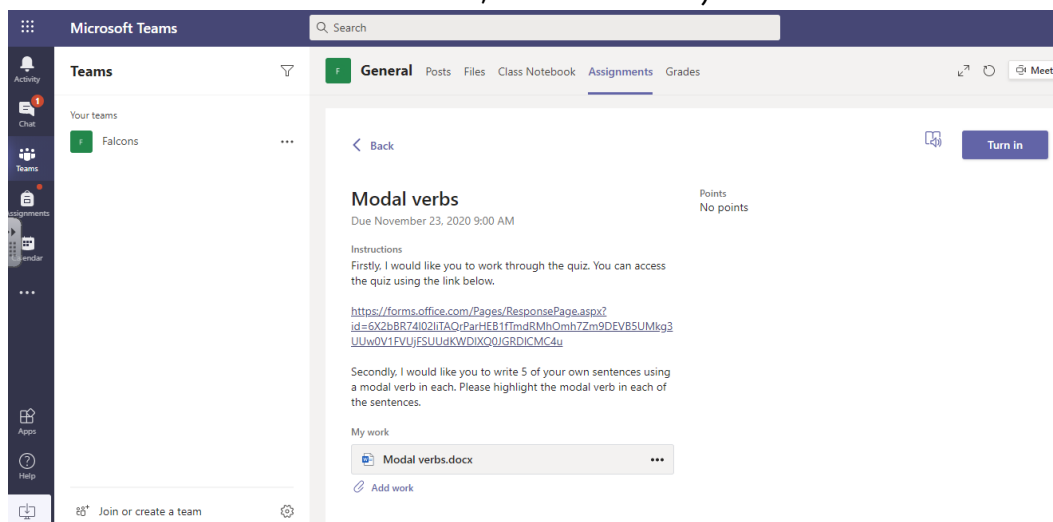
Step 4: When logged in, you will be able to see your 'Team', which will be your class name.



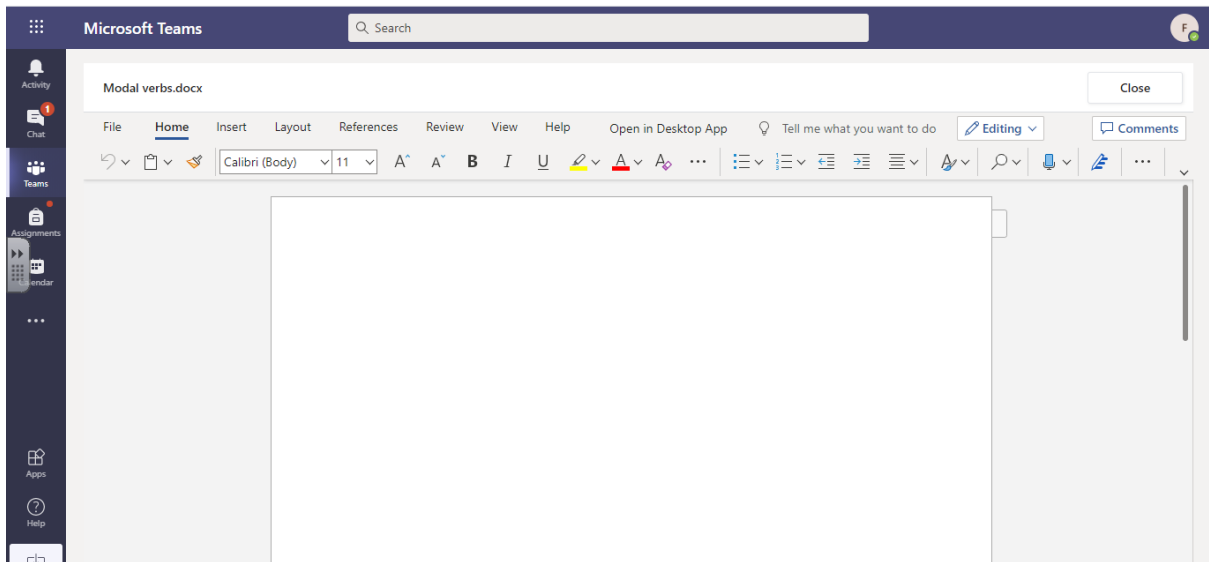
Step 5: Clicking on the 'assignment' tab will take you to any home learning which has been set for you. This can be accessed via either the tab along the left hand side, or the top along the top. Clicking on this will show you the following screen.



Step 6: On this screen, you will see any assignments which are yet to be completed, along with any which have been completed. The assigned learning can be clicked on to access it. You will then be able to view the instructions on what to do and access any resources needed for the lesson (e.g. video, PowerPoint, worksheet, Word document).



Step 7: Clicking on the resources under the heading 'My work' will allow you to edit them.



Step 8: Once complete, click on the 'Turn in' button. This will then send you work back to your teacher.

Step 9: Once your teacher has viewed and marked your work, it will appear in your 'completed' section. At this point, you can view your work and any comments your teacher has made.

