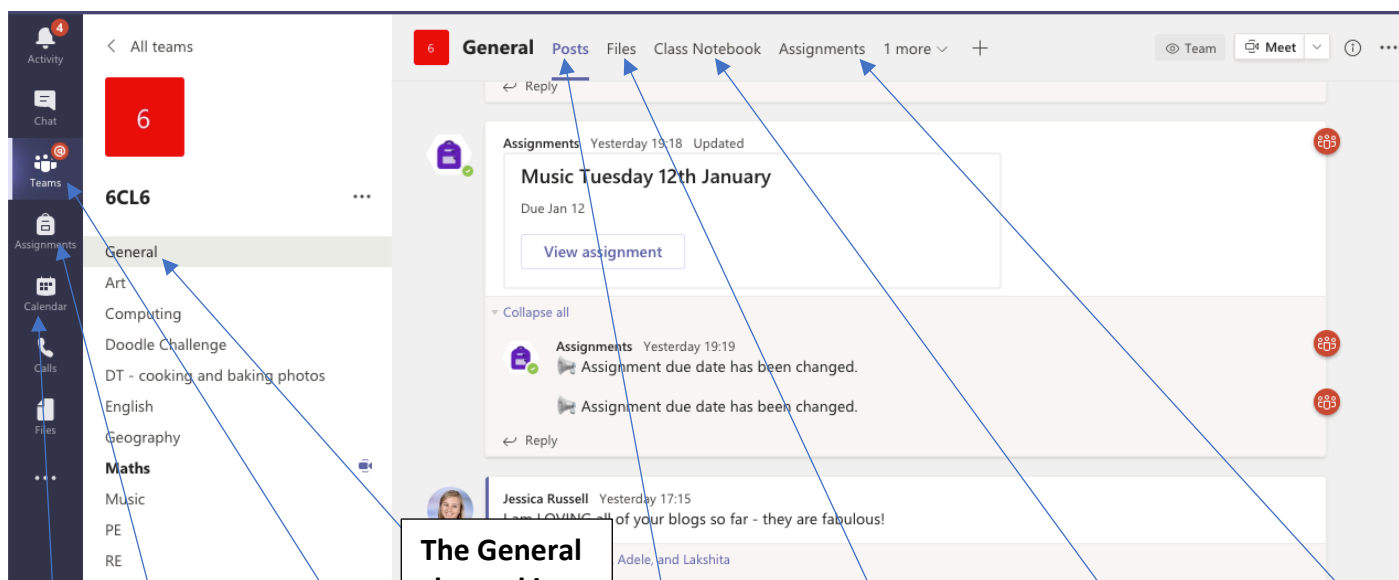


# How to use teams guide for parents (Desktop app and tablet)

Please find below some top tips for using teams.

1. General navigation – please find below the general navigation around the teams desktop app.



**The General channel is the main channel**

**Assignments**  
-you can find all your assignments here.

**Teams**-you can access your teams channels here.

**Posts**-your assignments will be posted here along with any announcements. You can also post comments here.

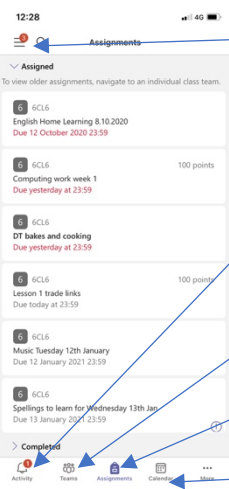
**Files**-resources will be stored here. There is a files tab on each individual channel. E.g. your English work will be in files on the English channel.

**Class notebook**- You can access your own class notebook here. This is a virtual exercise book.

**Assignments**  
- You can find all your assignments here.

**Calendar**  
-you can find your scheduled lessons here.

Please find below the general navigation around the teams iPad/ Mobile device.



**Notifications**-you can read your notifications here.

**Teams**-you can access your teams channels here.

**Assignments**-you can find your assignments here.

**Calendar**-you should join your scheduled lessons here.

**Channels**-you can access your teams channels here.

- Channels – each subject has a channel. Your assignments for the subject will be posted here along with the relevant files and comments.

Each of these channels have their own 'posts' section and 'files' section. You can also find the assignments for this lesson here.

You can click **view assignment** to see what the teacher has set you.

- The General channel really helps you to navigate your class team. To view all the work that has been set click the assignments tab at the top.

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6 General Posts Files Class Notebook Assignments 1 more + Team

Assignments Yesterday 19:18 Updated

Music Tuesday 12th January

Due Jan 12

View assignment

- Once you have clicked the 'assignments' tab you will get this screen.

6 General Posts Files Class Notebook Assignments Grades Meet

Assigned

English Home Learning 8.10.2020	Due October 12, 2020 11:59 PM	Past due
Computing work week 1	Due yesterday at 11:59 PM	100 points Past due
DT bakes and cooking	Due yesterday at 11:59 PM	Past due
Lesson 1 trade links	Due today at 11:59 PM	100 points Due today
Music Tuesday 12th January	Due January 12, 2021 11:59 PM	
Spellings to learn for Wednesday 13th Jan	Due January 13, 2021 11:59 PM	

Completed

These are the assignments that have been set for you to complete.

Click on the assignment to access it.

This will tell you when the assignment is due and if there are any points attached.

Here is where your assignments you have completed are kept. Check here for teacher feedback.

5. Once you have clicked on the assignment you will be given this page. Here you can complete assignments and upload additional work.

Instructions are given here.

Turn in

Click to hand in the work.

The rubric shows you the expectations and points available.

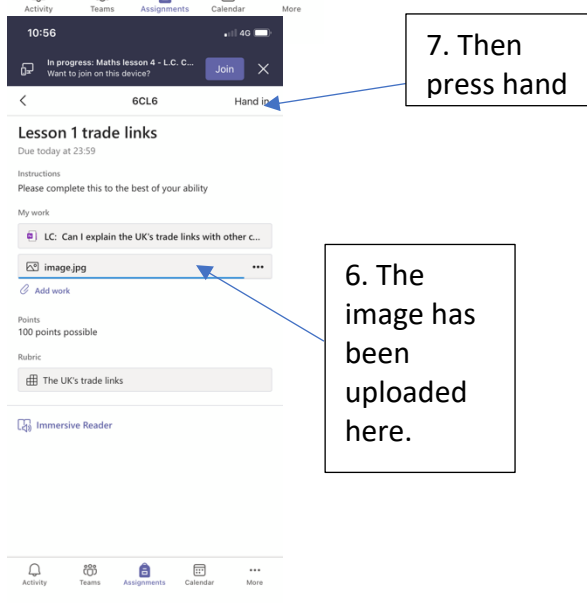
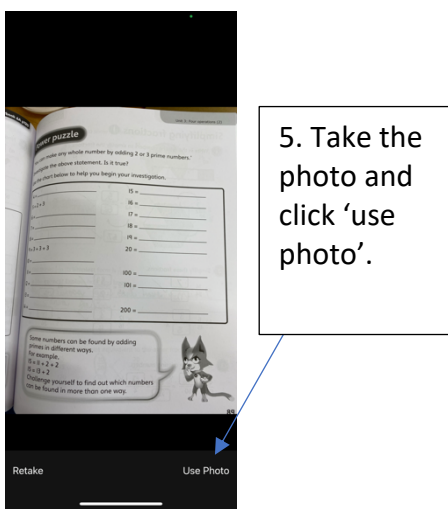
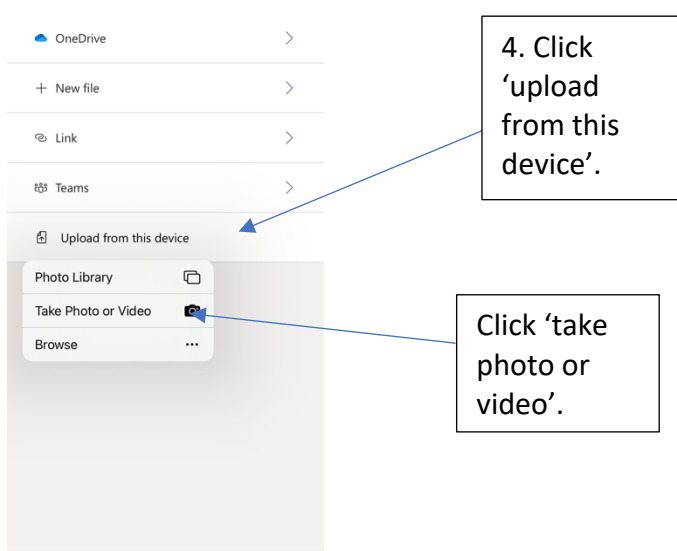
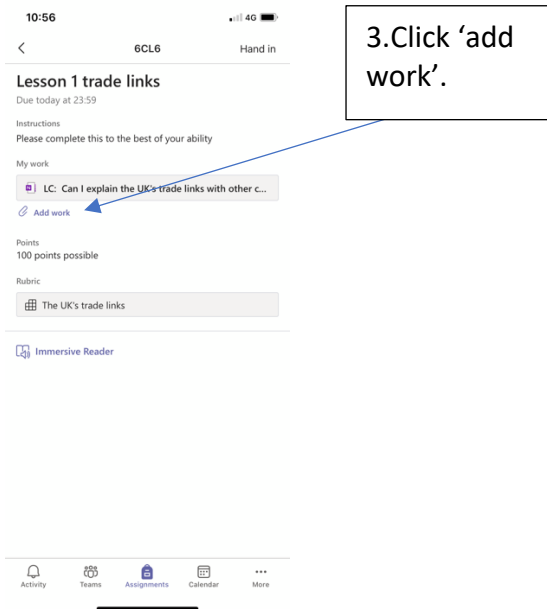
You can attach work here.

The work set is attached here. Click to open it.

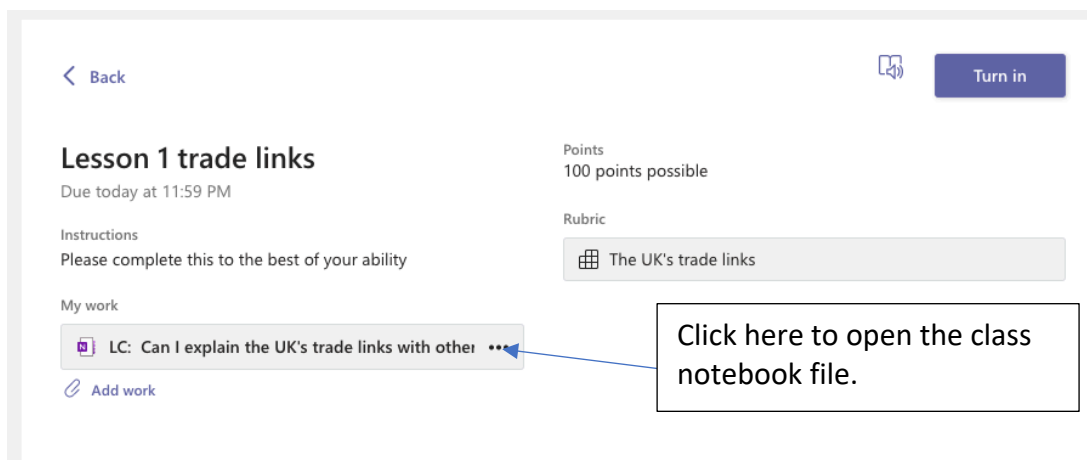
6. Attaching work to assignments. If the teacher has asked you to upload a photo of your work it easy to upload using a mobile device. Download teams to your phone/tablet and login to your child's account. Then follow the steps below.

1. Click on assignments.

2. Click on the assignment you need to upload work for.



7. To complete the task set on teams (which could be set on word, PowerPoint or class notebook) click on the task set to access it.



8. Once you have clicked on the class notebook page it will open. Please see below both the tablet and desktop version.

IF YOU ARE USING A DESKTOP/LAPTOP VERSION

Use these tools just like you would in word.

Click here to close the class notebook file and return to assignments.

English lesson 3

06 January 2021 14:20

L.C. Can I research key information for my information text?

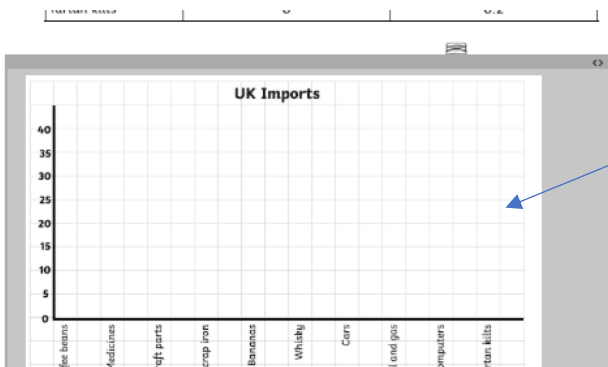
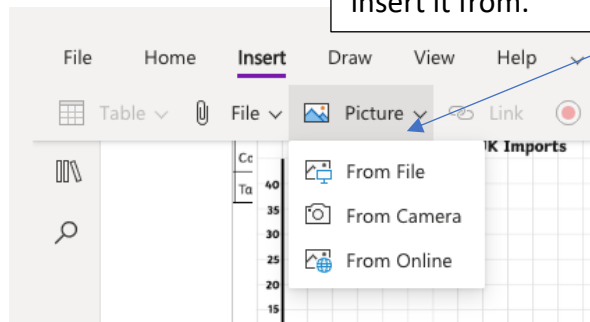
1. Grammar activity: Complete the tables using the correct form. Pay attention to the pronouns.

Pronoun	Simple past	Past progressive	Past Perfect
I	I ran		
we		We were running	

Ensure this has a cloud with a tick symbol there before closing. This is important to ensure the work is saved. If it has a circle and is whirling around, it is still syncing so wait until it is saved before closing.

To insert a new text box – double click on a blank space and then type.

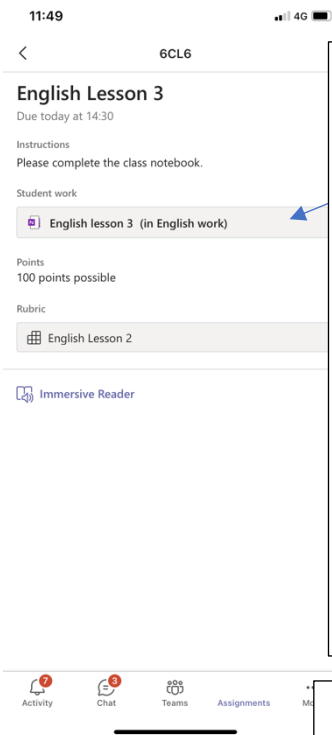
To insert a new picture click here and choose where to insert it from.



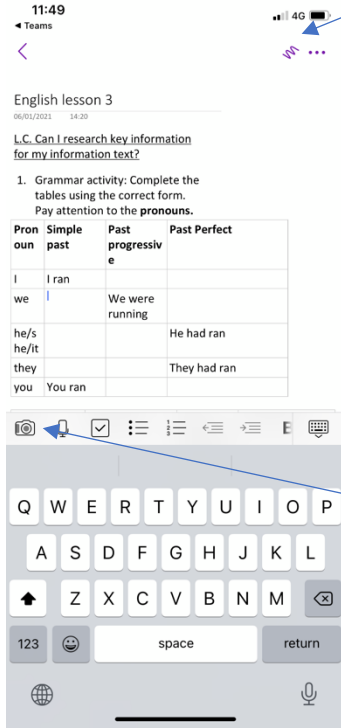
To move a picture double click and a black movement arrow will come up.

# IF YOU ARE USING A MOBILE OR TABLET VERSION

You can use the draw tool to write and edit here.

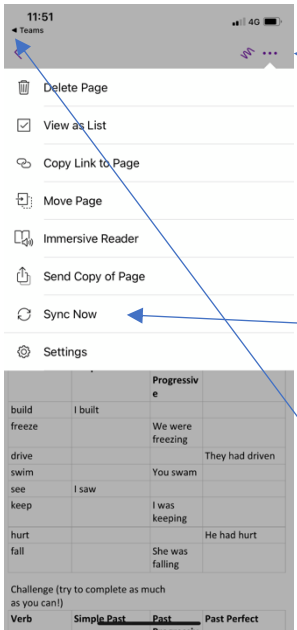


Click to open the work. **YOU MUST have the OneNote app** downloaded to your phone or tablet for it to work properly. It is free to download.



Use the keyboard to type and add pictures.

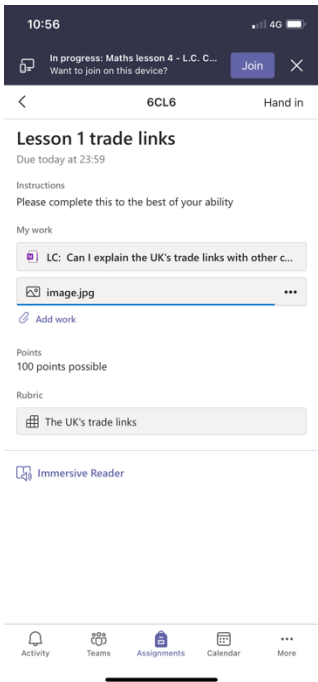
**Uploading work**



1. Click the three dots to sync the notebook with teams.

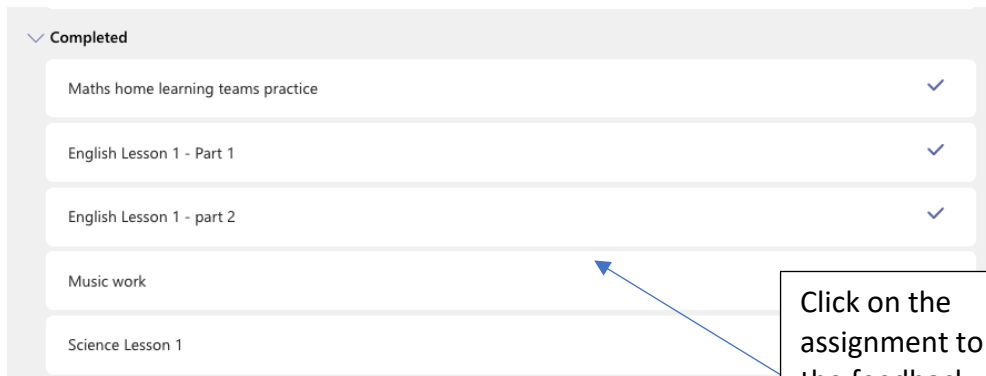
2. Press sync now.

3. Press return to teams.



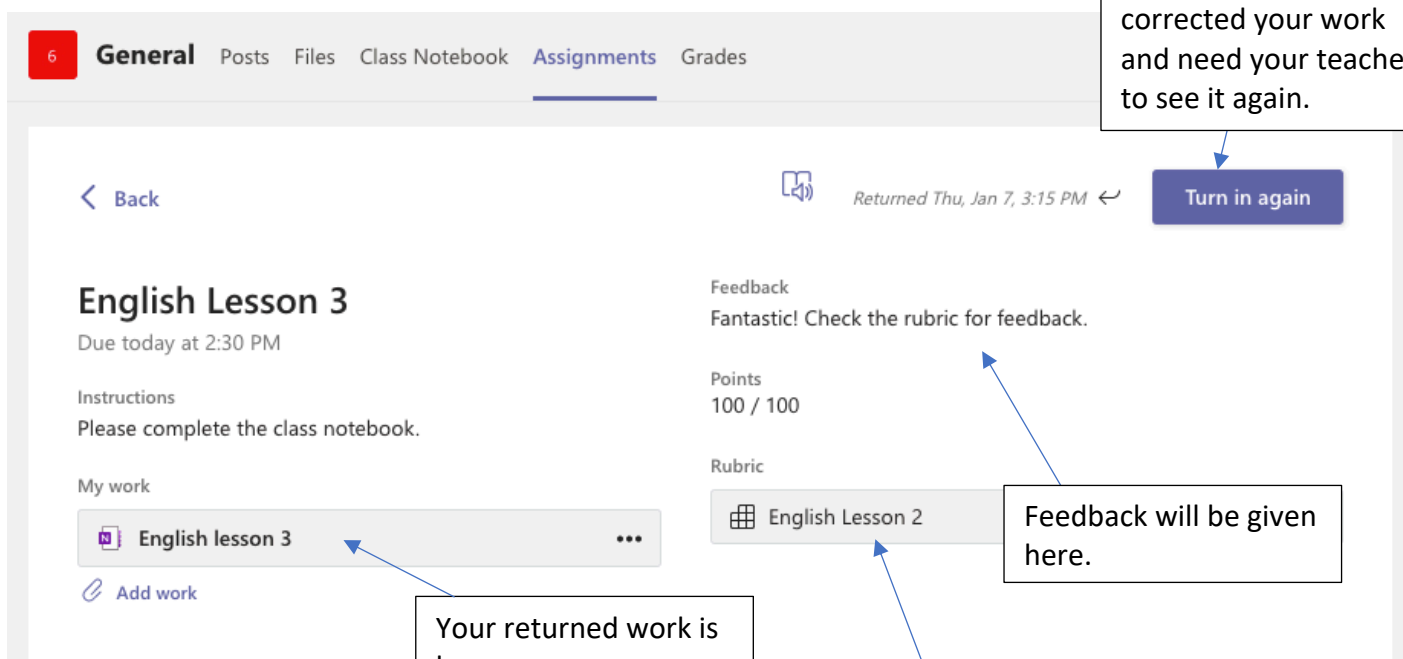
Once back on teams the notebook will be saved and click hand in now.

9. To view feedback on completed assignments. Click on the completed tab and it will look like this.



Click on the assignment to view the feedback.

10. Once you have clicked on the completed assignment you will find the screen shown below. This is where you will find your feedback.

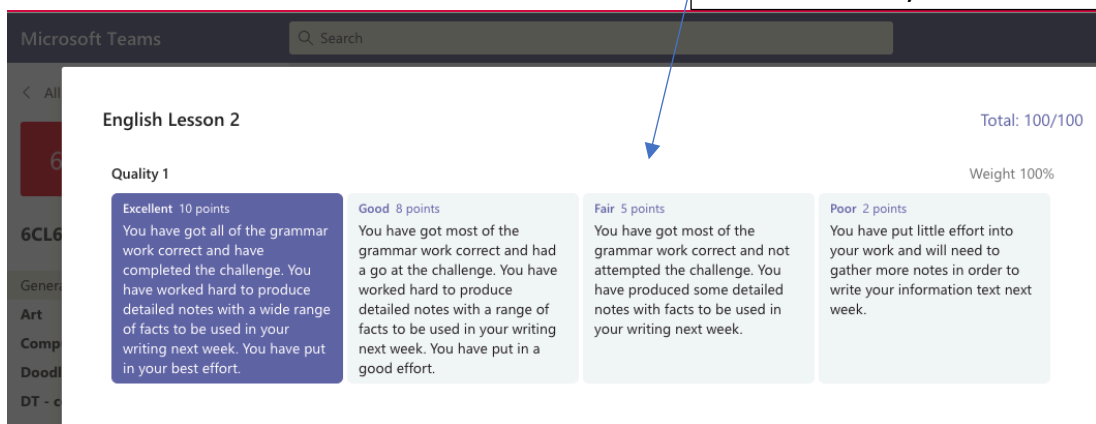


Click here if you have corrected your work and need your teacher to see it again.

Feedback will be given here.

Your returned work is here.

If your teacher has created a success criteria grid. Click here to see which one you have achieved.



**If you are still stuck with any of the technology please watch the videos linked below to help you.**

Introduction to teams

[https://www.youtube.com/watch?v=jx36qQf\\_Qpk&ab\\_channel=MrTompkinsEdTech](https://www.youtube.com/watch?v=jx36qQf_Qpk&ab_channel=MrTompkinsEdTech)

Attending teams lessons

[https://www.youtube.com/watch?v=fdaMa1DSwXo&ab\\_channel=MrTompkinsEdTech](https://www.youtube.com/watch?v=fdaMa1DSwXo&ab_channel=MrTompkinsEdTech)

Assignments tool

[https://www.youtube.com/watch?v=ARLONxW8o4g&ab\\_channel=MrTompkinsEdTech](https://www.youtube.com/watch?v=ARLONxW8o4g&ab_channel=MrTompkinsEdTech)

Class notebook in teams

[https://www.youtube.com/watch?v=4lGQtA-lds&ab\\_channel=MrTompkinsEdTech](https://www.youtube.com/watch?v=4lGQtA-lds&ab_channel=MrTompkinsEdTech)