

## TEAMS Quick Guide

Teams is an online platform which enable teachers to share resources, set assignments and provide feedback and deliver live lessons.

TEAMS is a fantastic tool for delivering remote learning but works most effectively through the App

### How to Download the Teams app

- To download the app for free go to [Google Play](#), the [App Store](#), or for a computer click on the link to get the [desktop app](#).
- Then **Sign in** using your school email address and password

### How to access Live Lessons

Live lessons will be scheduled to begin at their 'normal' lesson time and students can join a lesson in 2 ways

#### 1) Via Email

When a teacher sets up a live lesson students will receive an email invitation. At the bottom of the email there will be a link for them to join the lesson.

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

#### 2) Through TEAMS calendar

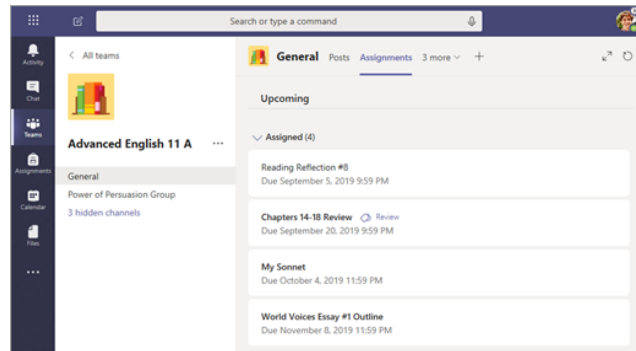
When students log on to TEAMS they can click on the calendar tab at the left hand side of their screen



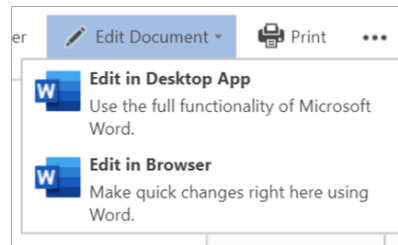
### How to access and complete assignments

1. Sign into Teams
2. Click your Subject's class team and select the **Assignments** tab.

3. To view assignment details and turn in work, select the assignment. The most recent assignment will be at the bottom.



4. Read the instructions carefully and complete the work.
5. If your teacher has set you Word document, that will be under My Work. Open the document and in the top right click **Edit Document** to work on the file. It is easier to edit the file in the desktop app.



6. Click **Turn In** in the top right corner once you have finished to submit your work.

## How to upload documents to assignments

1. Sign into Teams
2. Click your Subject's class team and select the **Assignments** tab.
3. To upload something you do this in *My Work*.
4. Click the little **+Add Work** button and upload your file.

