



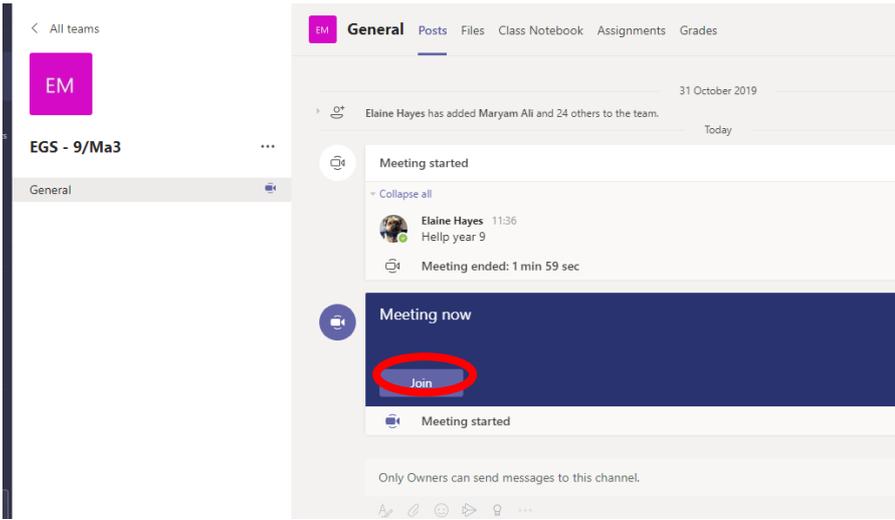
# PUPIL GUIDE TO WORKING IN TEAMS



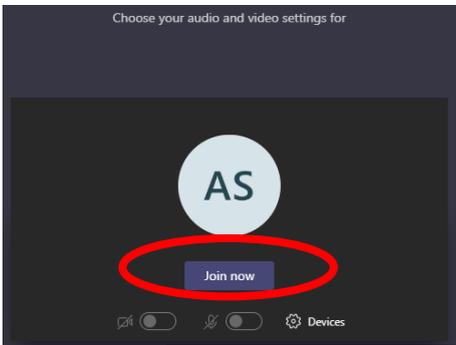
All remote learning will be delivered via Class Teams. Here is a short Guide to using Teams.

1. Joining a Meeting / Live Lesson
2. Uploading Assignments
3. Downloading files from the Team

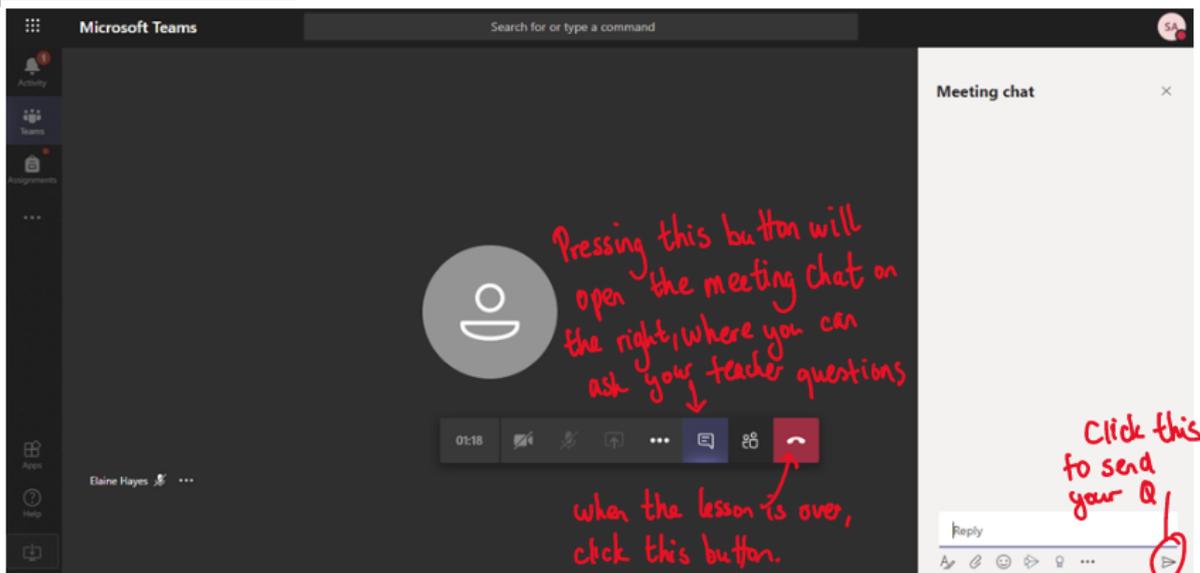
## 1. TEAMS – JOINING A MEETING / ‘LIVE LESSON’



If your teacher has started a live lesson, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

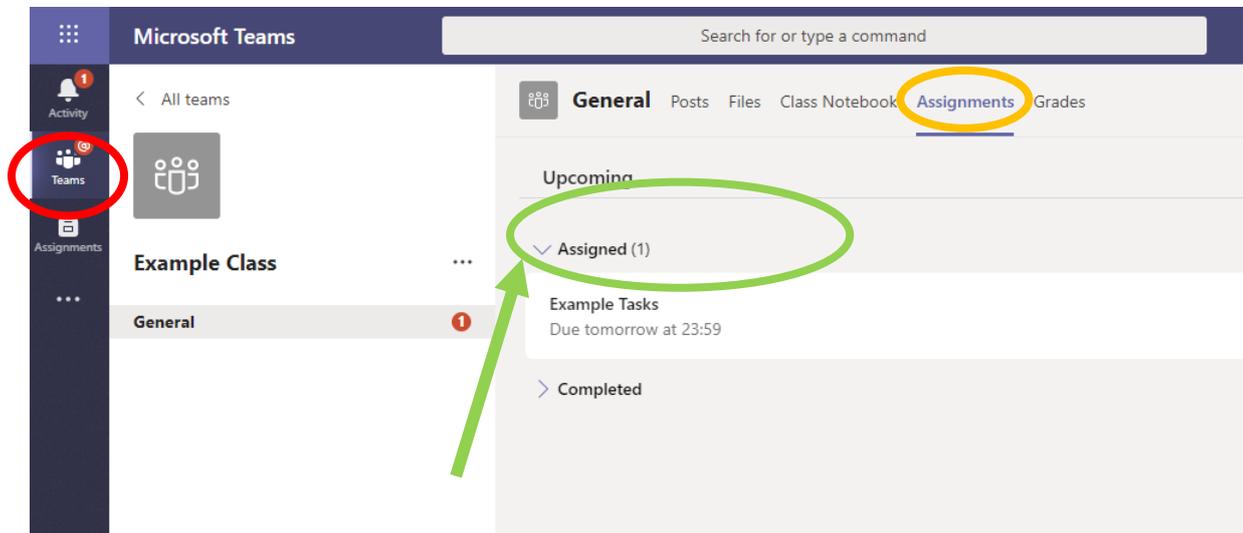


The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off – in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over



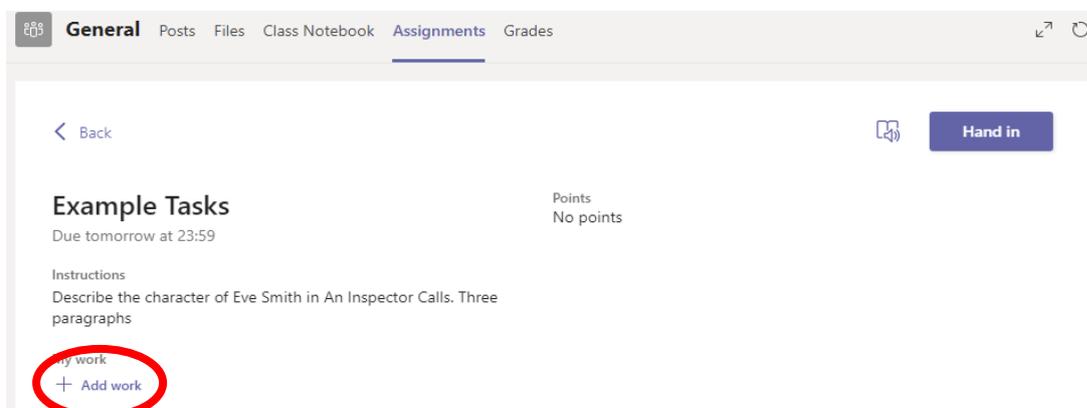
## 2. UPLOADING AN ASSIGNMENT

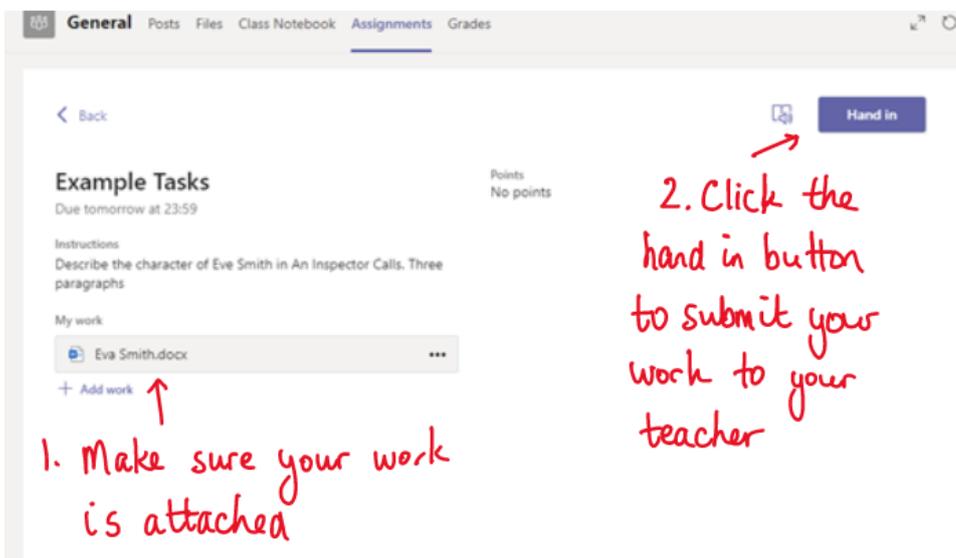
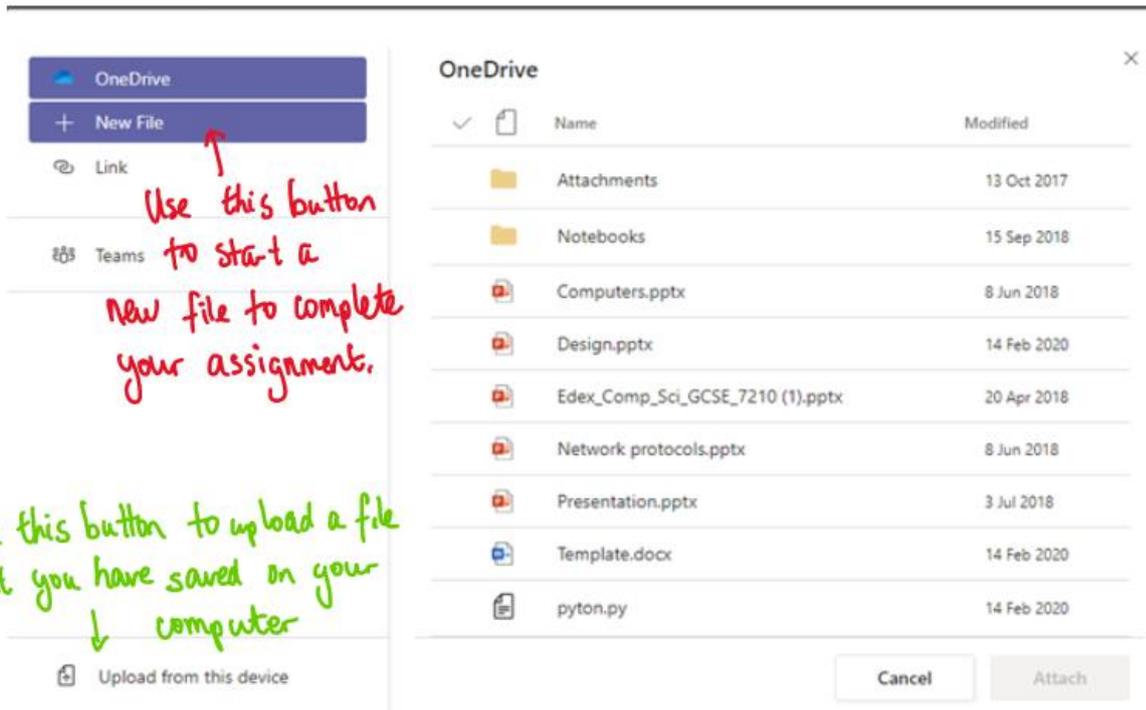
Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.

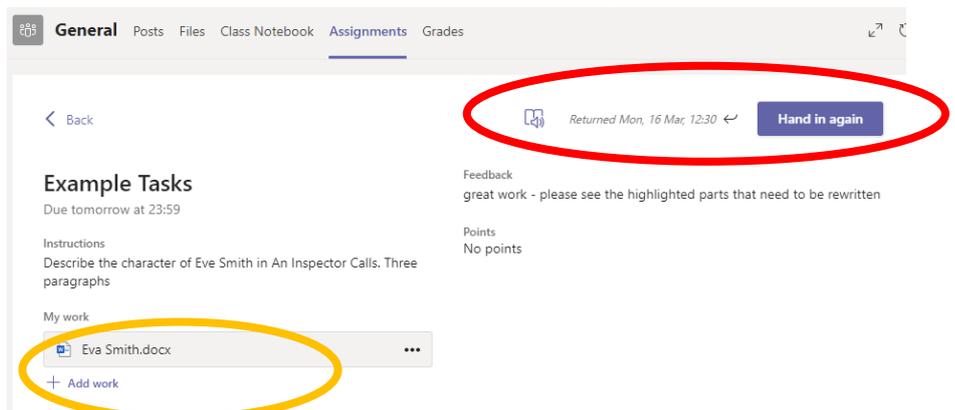




Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

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.

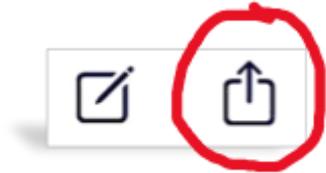


## 4. DOWNLOADING AND SAVING WORK FROM TEAMS

Teachers may add files to the team, these can be PowerPoint, Word or other types of files. To save these files into your One Drive follow the instructions below. It's helpful to make sure you have all the Microsoft apps downloaded from Self-Service; Excel, PowerPoint, Word and One Drive.

### OPEN THE FILE FROM THE TEAM

Open the File, this could be a PowerPoint or Word file. Once the file is open, at the top right corner **click the icon with the arrow.**



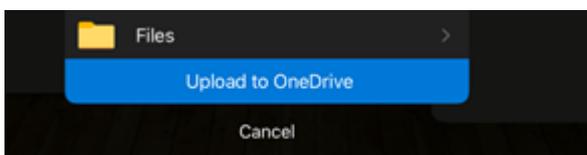
### FIND THE STORAGE – ie ONE DRIVE or iCLOUD

Your One Drive should be used for saving all your files on your iPad – use this rather than your iCloud storage. You might need to scroll along the icons to find your One Drive.



### OPEN THE FILES FOLDER

You can save your file here, it's a good idea to create Folders within the Files for each of your subjects.



### SAVE YOUR WORK

Save your file into your One Drive or iCloud Drive.