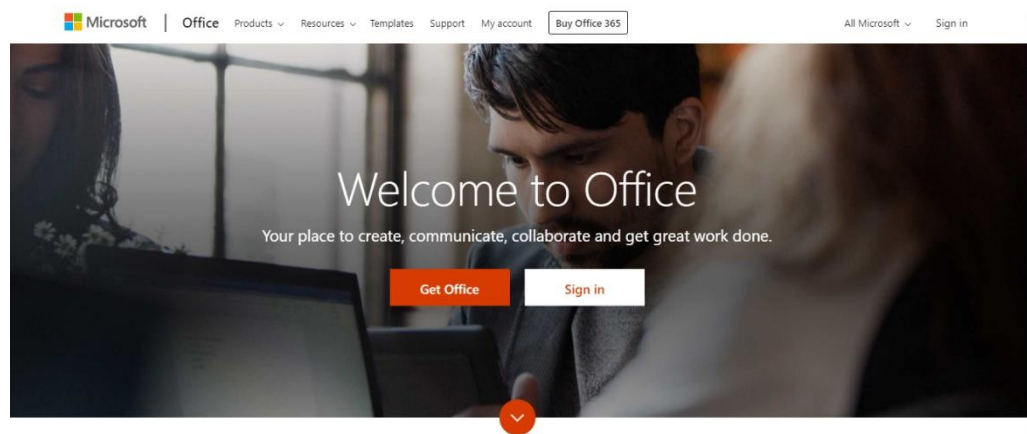
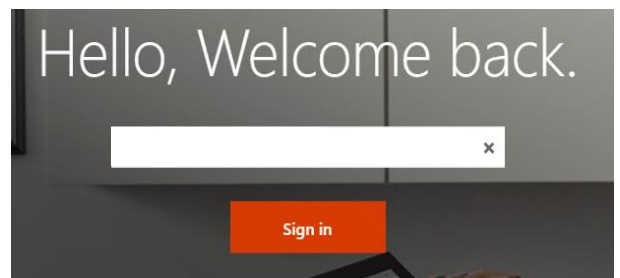


Teams – Student Guide

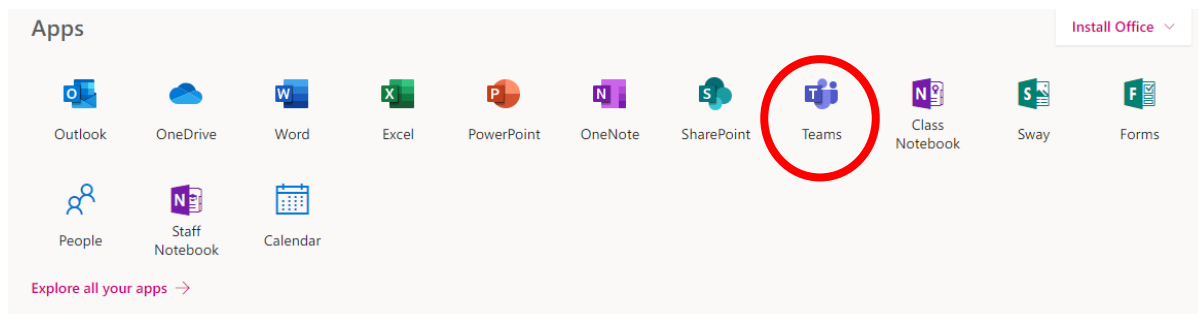
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



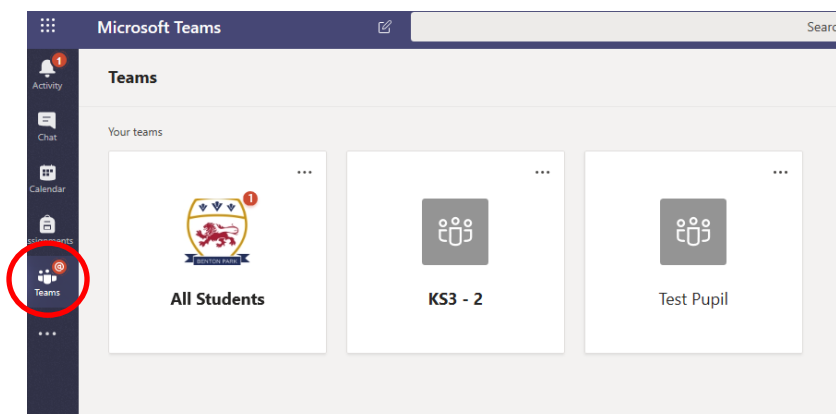
Click sign in and sign in with your full school email address. **Username@bentonpark.net**



Click on the Teams icon shown below



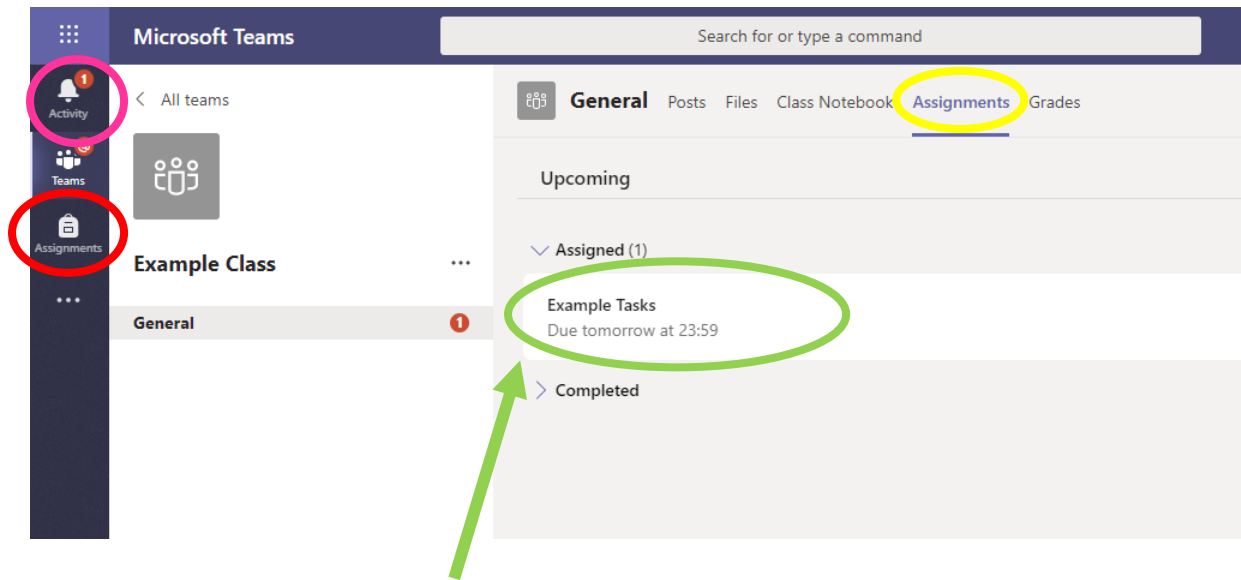
Then click on Teams circled in red below. You should now see all the Class Teams that you are a member of. Some may not appear if your class teacher has not yet activated the class.



Teams – Assignments

Your teacher can set assignments for you to complete. You can access this in a few different ways.

1. You can click the assignments button in the left-hand menu, then select your class to see all the different assignments set by your teacher. Circled in red below
2. You can click into your class and click on the assignments tab. Circled in yellow below
3. You can check in the activity feed by using the Activity button on the left-hand menu. Circled in pink below



Click on the assignment to access the task.

Your teacher may have provided you with resources or a template to start from. If this is the case open the document to start working on it. This is done by pressing the 3 dots next to the document and then selecting open in word online. As shown in the example below

Test

Due yesterday at 23:59

Instructions
None

Reference materials

PPT Link

My work

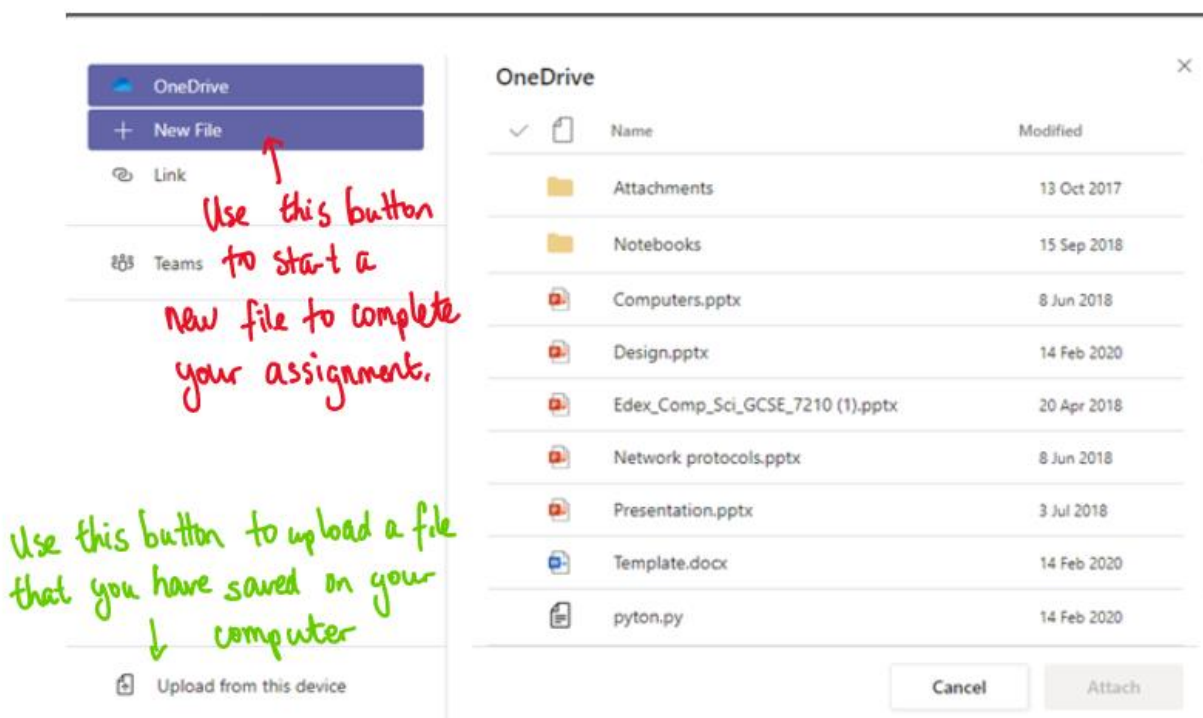
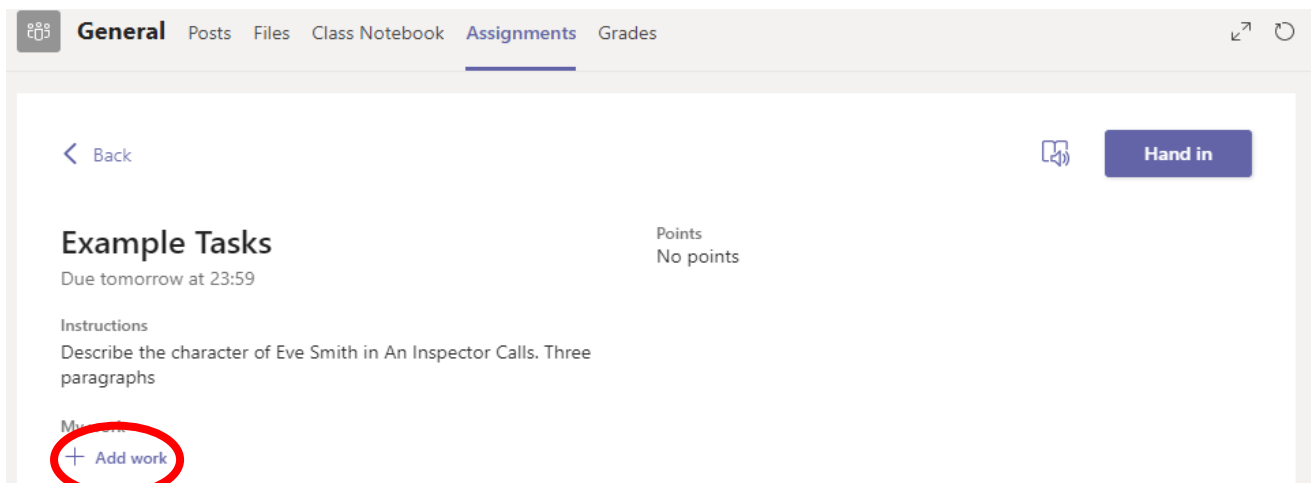
Answers.docx

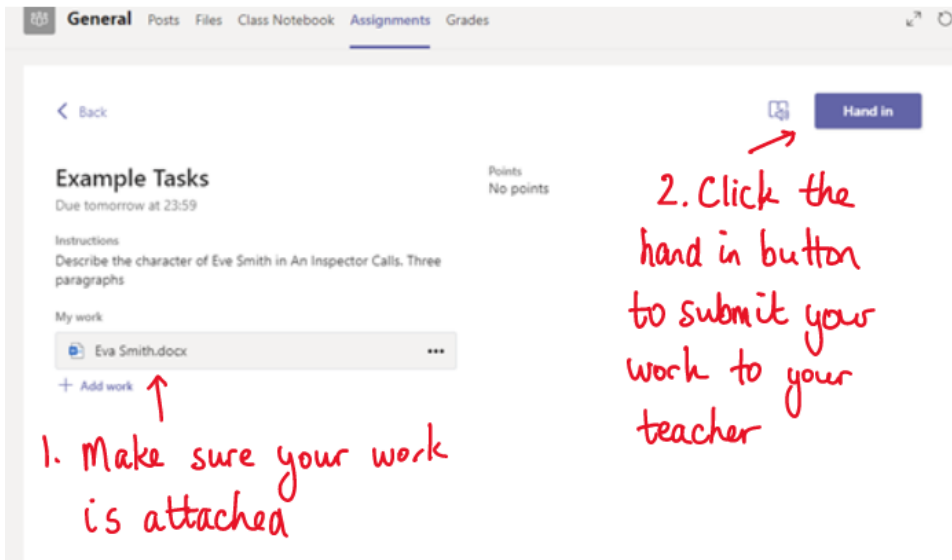
+ Add work

- Open in Teams
- Open in Word
- Open in Word Online
- Download

Alternatively you may need to start a new document or add work that has been done on your computer.

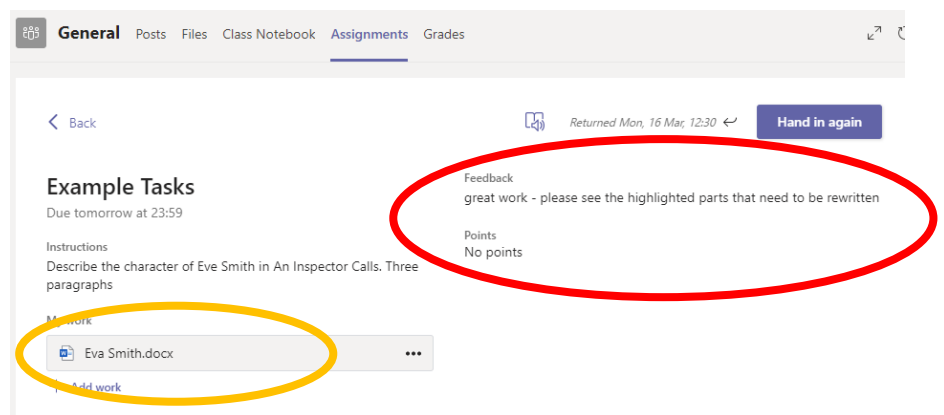
To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.



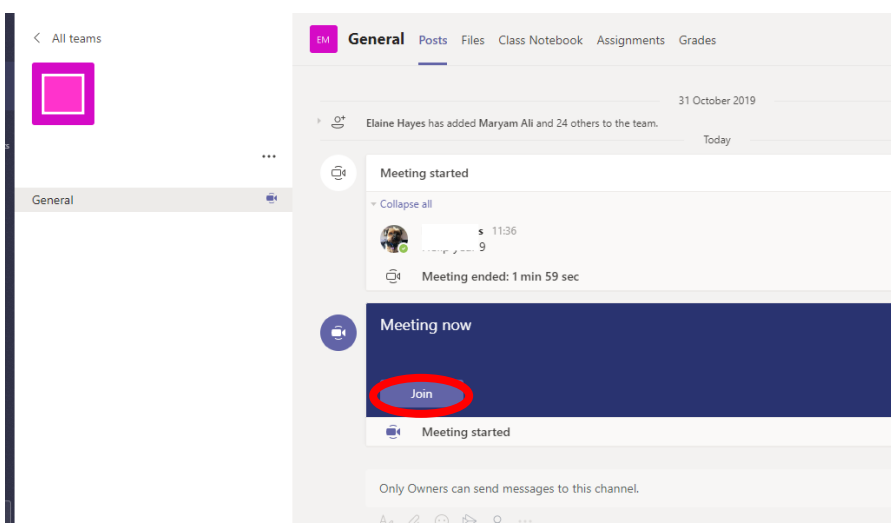


Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

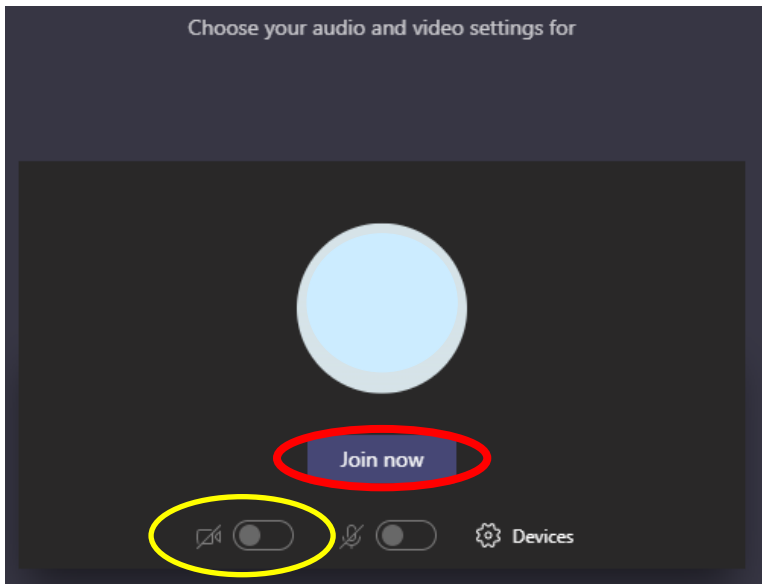
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



Teams – Joining a Virtual Classroom



If your teacher has started a virtual classroom, 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 yellow 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

