

Using Microsoft Teams for remote learning

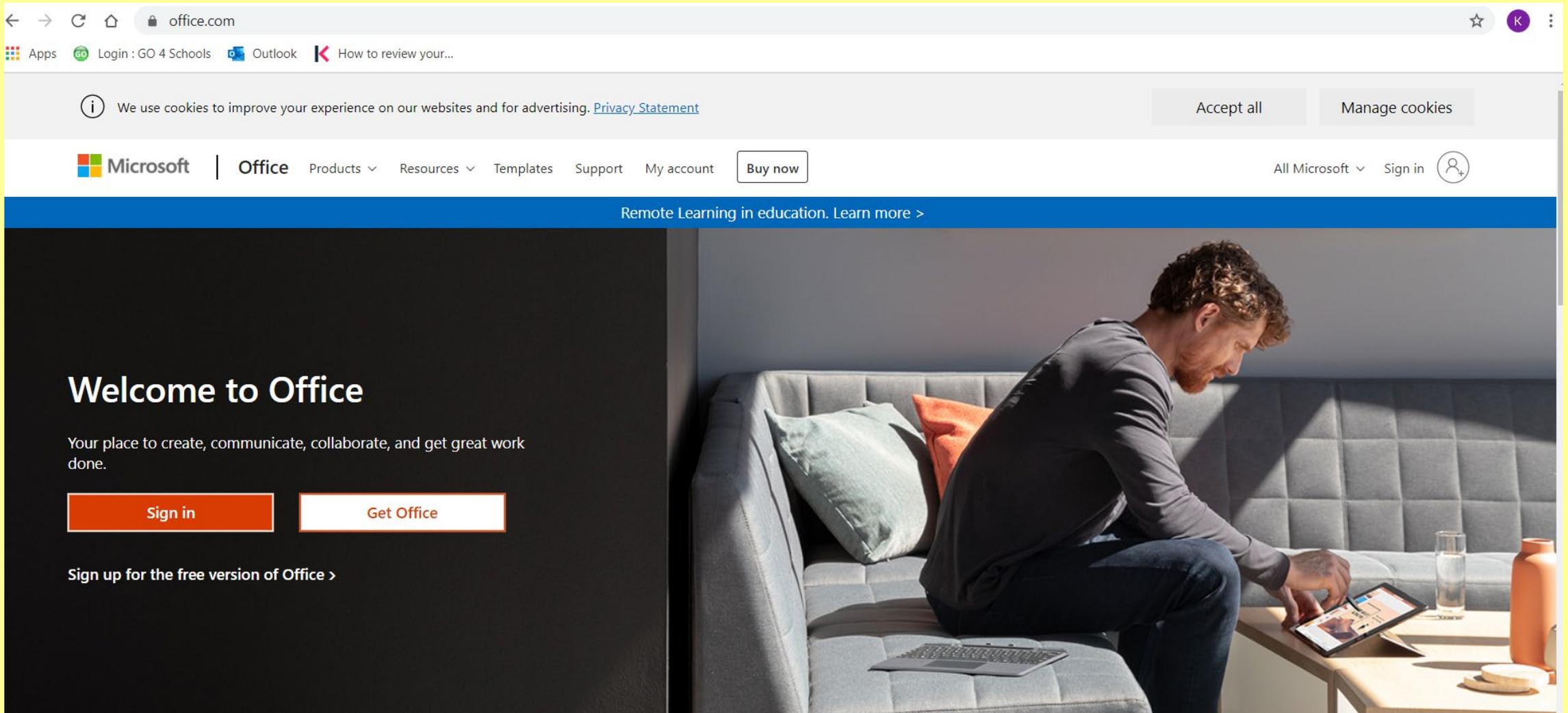
“Why should I work at home?”

- If you have to self isolate or work from home due to a national lockdown, you **MUST** access your work for the lessons you will miss or you will fall behind.
- By not completing the work set, your progress will be effected and this could mean that you do not reach or exceed your target grade.

How to access your work using Teams

Open your internet browser...

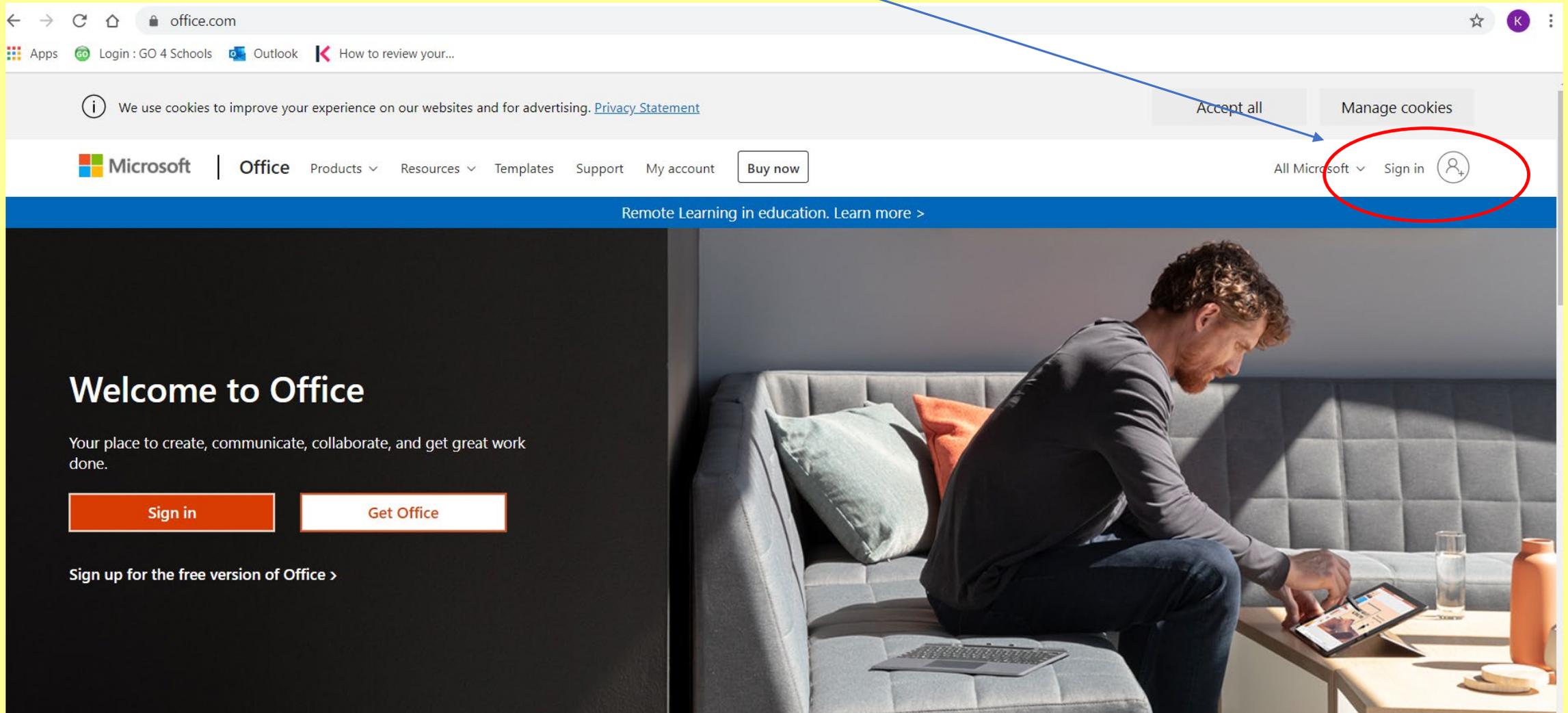
- In the address bar type in: www.office.com. This window will open:



The screenshot shows a web browser window with the address bar displaying "office.com". The browser's address bar includes navigation icons (back, forward, refresh, home) and a star icon for bookmarks. Below the address bar, there are several tabs: "Apps", "Login : GO 4 Schools", "Outlook", and "How to review your...". A cookie consent banner is visible, stating "We use cookies to improve your experience on our websites and for advertising. [Privacy Statement](#)", with "Accept all" and "Manage cookies" buttons. The main navigation bar features the Microsoft logo, the word "Office", and links for "Products", "Resources", "Templates", "Support", "My account", and a "Buy now" button. On the right side of the navigation bar, there are links for "All Microsoft" and "Sign in" with a user profile icon. A blue banner below the navigation bar reads "Remote Learning in education. Learn more >". The main content area is split into two sections. On the left, a dark grey panel contains the heading "Welcome to Office", the text "Your place to create, communicate, collaborate, and get great work done.", and two buttons: "Sign in" (orange) and "Get Office" (white with orange border). Below these buttons is a link "Sign up for the free version of Office >". On the right, a large photograph shows a man with curly hair and a beard, wearing a grey long-sleeved shirt and blue jeans, sitting on a grey tufted sofa. He is looking down at a tablet computer on a coffee table in front of him. A laptop is open on the sofa next to him. The coffee table also has a glass of water and an orange water bottle. The background is a simple, modern interior with a grey wall.

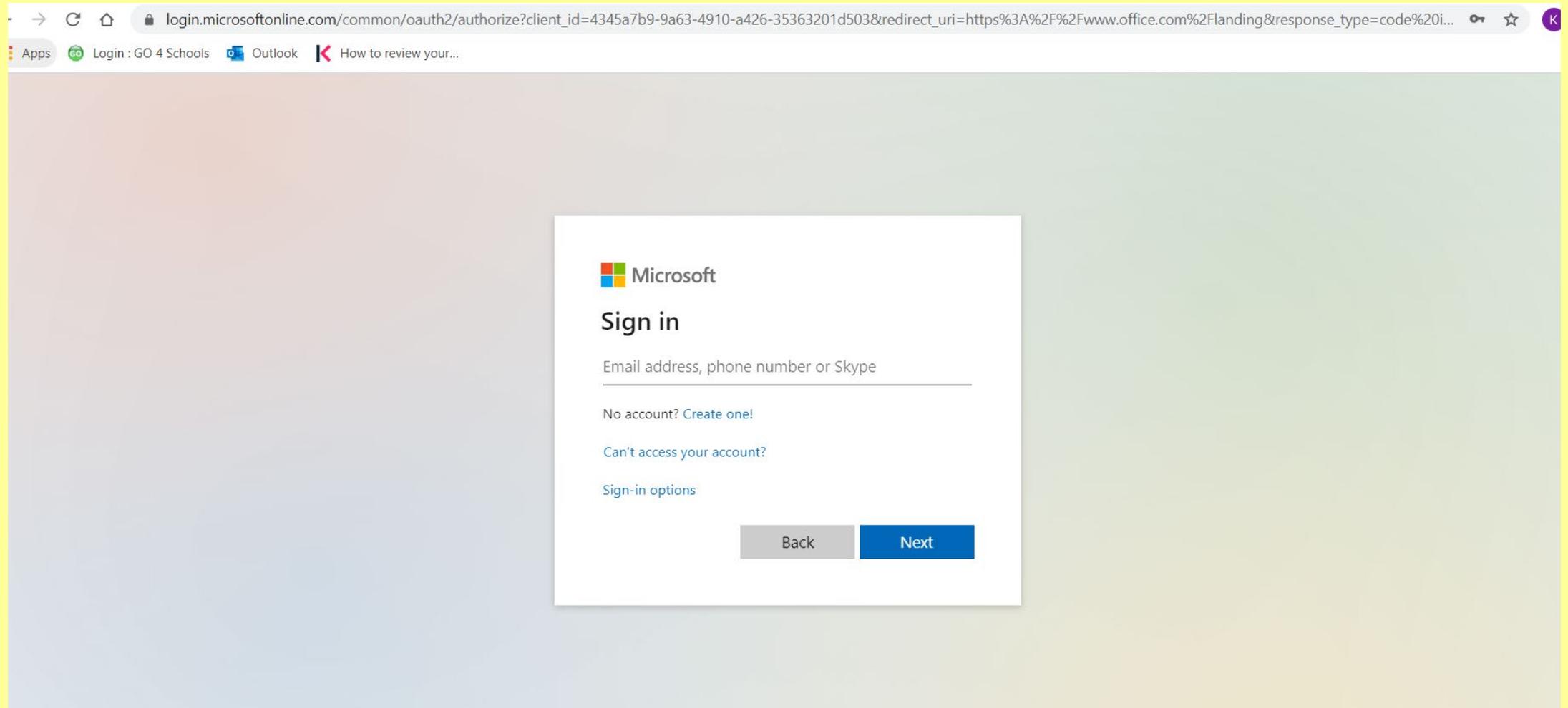
Open your internet browser...

You will need to sign in by clicking **HERE**



The screenshot shows the Microsoft Office website homepage. At the top, there is a navigation bar with the Microsoft logo, 'Office' text, and links for 'Products', 'Resources', 'Templates', 'Support', and 'My account'. A 'Buy now' button is also present. On the right side of the navigation bar, there is a 'Sign in' button with a user icon, which is circled in red. A blue arrow points from the word 'HERE' in the text above to this 'Sign in' button. Below the navigation bar, there is a blue banner with the text 'Remote Learning in education. Learn more >'. The main content area features a large image of a man sitting on a couch using a tablet. On the left side of the main content area, there is a 'Welcome to Office' section with the text 'Your place to create, communicate, collaborate, and get great work done.' and two buttons: 'Sign in' and 'Get Office'. Below this, there is a link that says 'Sign up for the free version of Office >'. At the top of the page, there is a cookie consent banner with 'Accept all' and 'Manage cookies' buttons.

Sign into your account using your school email address and password



The image shows a browser window with the URL `login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2Fwww.office.com%2Flanding&response_type=code%20i...`. The browser tabs include "Apps", "Login : GO 4 Schools", "Outlook", and "How to review your...". The main content is a Microsoft sign-in card with the following elements:

- Microsoft logo
- Sign in heading
- Email address, phone number or Skype input field
- Links for "No account? Create one!", "Can't access your account?", and "Sign-in options"
- "Back" and "Next" buttons

And you will then see this. Click [HERE](#) to launch Teams

The screenshot shows the Microsoft Office 365 home page. At the top, there is a navigation bar with the Office 365 logo, a search bar, and the user's name 'Kerry WADELIN'. Below this, the main content area displays a 'Good afternoon' greeting and a 'Recommended' section with several document thumbnails. A blue arrow points from the text 'Click HERE to launch Teams' to the Teams icon in the left-hand navigation bar.

Office 365

Search

Good afternoon

Install Office

Recommended

Therapy Tasks Biology
Open file location

Using Microsoft Teams for lessons
2nd November 2020

How to use Teams to upload work
graceacademydarlaston-my...

You sent this
5h ago

mini test therapy
Open file location

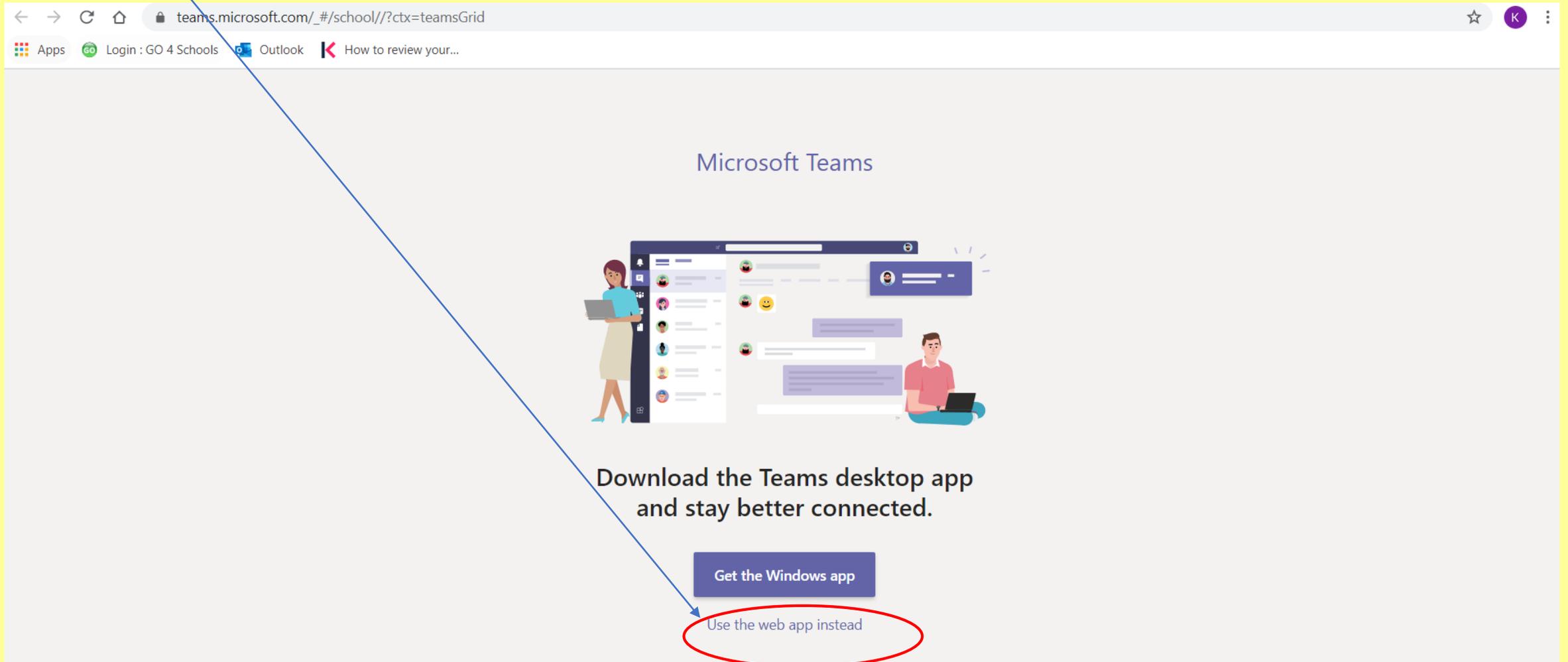
Covid 19 Update
Open file location

Recent Pinned Shared with me Discover

Document25
Courtney Rollason-Clews's OneDrive for Business > ... > ...ments
3h ago Shared

Upload and open...

You will see this- click HERE to use the web app



The screenshot shows the Microsoft Teams web interface. At the top, the browser address bar displays the URL `teams.microsoft.com/_#/school/?ctx=teamsGrid`. Below the address bar, there are several tabs: 'Apps', 'Login : GO 4 Schools', 'Outlook', and 'How to review your...'. The main content area features the 'Microsoft Teams' logo and an illustration of a woman standing and a man sitting at a laptop, both interacting with the Teams interface. Below the illustration, the text reads: 'Download the Teams desktop app and stay better connected.' Underneath this text, there are two buttons: 'Get the Windows app' and 'Use the web app instead'. A blue arrow originates from the text 'You will see this- click HERE to use the web app' and points directly to the 'Use the web app instead' button, which is circled in red.

Microsoft Teams

Download the Teams desktop app and stay better connected.

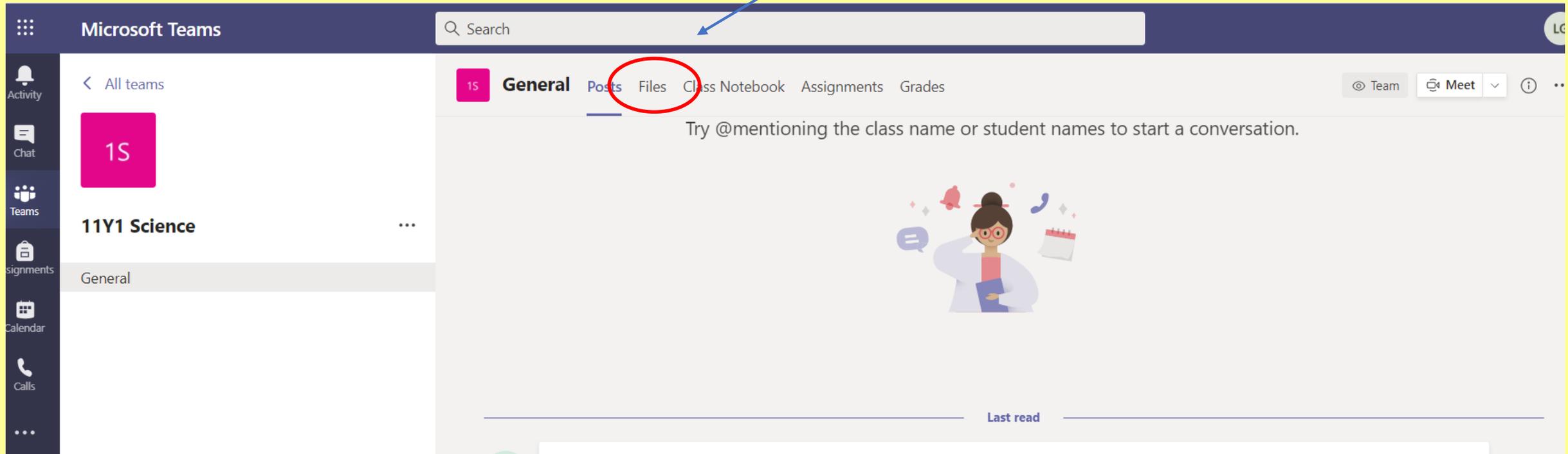
Get the Windows app

Use the web app instead

When you launch your Teams app- you will see this- ALL your class groups will be on here. Click on the class subject your are getting work for.



Click on the “Files” tab HERE



Then click on the “Class materials” folder

The screenshot displays the Microsoft Teams interface for a team named '11Y1 Science'. The left sidebar shows navigation options: Activity (4), Chat (2), Teams, Assignments, Calendar, Calls, and Files. The main area shows the 'General' channel with tabs for Posts, Files, Class Notebook, Assignments, and Grades. A toolbar at the top of the channel includes options like New, Upload, Sync, Copy link, Download, Add cloud storage, and Open in SharePoint. Below the toolbar, a table lists files in the channel. The 'Class Materials' folder is highlighted with a red circle, and a blue arrow points from the text above to it.

Name	Modified	Modified By
Class Materials		Kerry WADELIN

Once you click on this, you will see all your work, with instructions.

The screenshot shows a Microsoft Teams interface. At the top, there are navigation tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Files' tab is selected. Below the tabs, there are action buttons: '+ New', 'Upload', 'Sync', 'Copy link', and 'Open in SharePoint'. The breadcrumb path is 'General > Class Materials'. A table lists the contents of the 'Class Materials' folder:

Name	Modified	Modified By
C8 & C9	October 7	Thomas STEPHENS...
Ecology TRIPLE	October 8	Kerry WADELIN

- You can download the lesson and any worksheets you need to complete.
- All work should be returned to your class teacher by taking a photo, or attaching the document containing your work to an email.
- You must complete the work set and ensure you follow the instructions set by staff.

Any questions?

- Please call or email Mrs Wadelin- Clarkson, or contact your Head of Year and they will get back to you.