Using Microsoft Teams for remote learning

"Why should I work at home?"

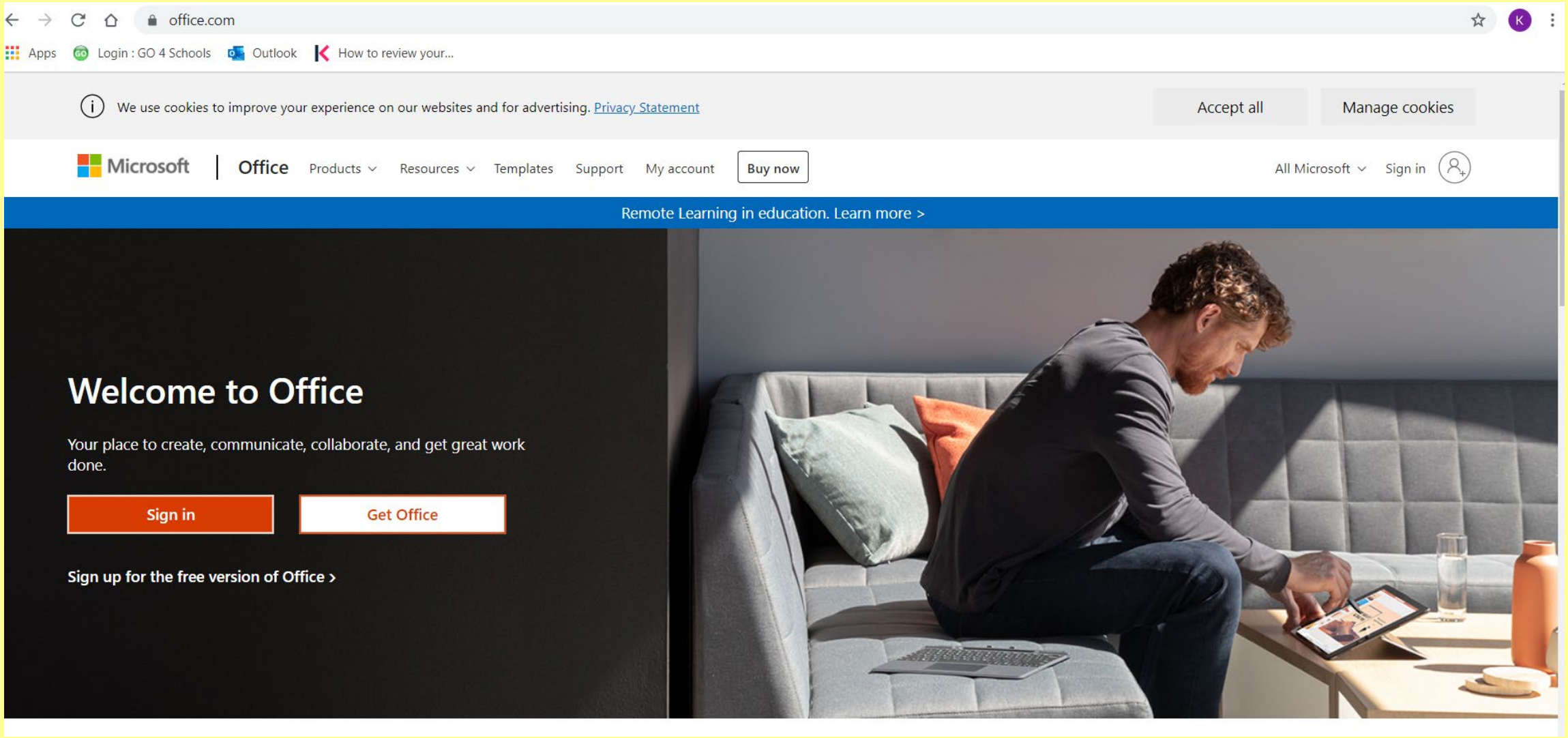
- If you have to self isolate or work from home due to a national lockdown, you MUST access your work for the lessons you will miss or you will fall behind.

- 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

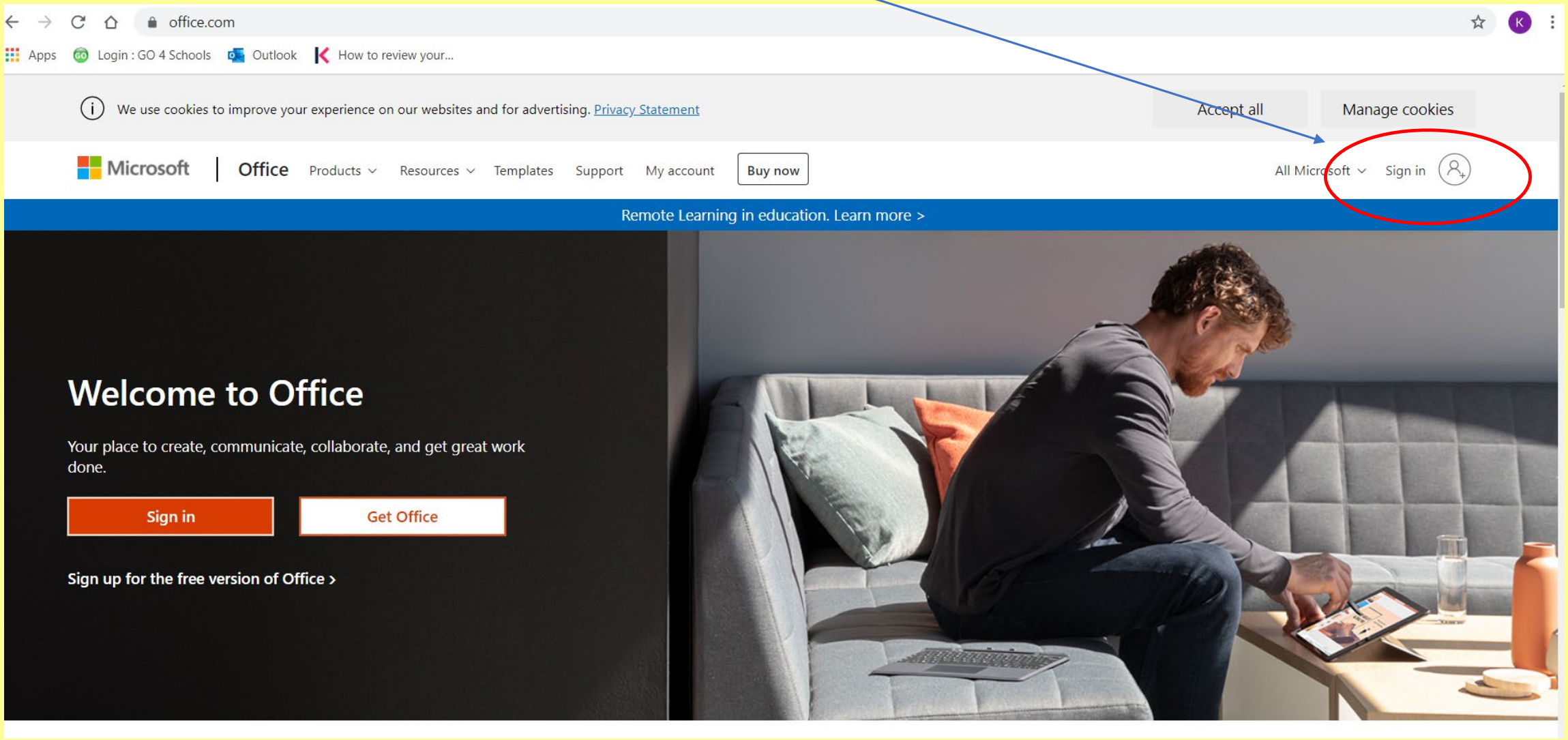
Open your internet browser…

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

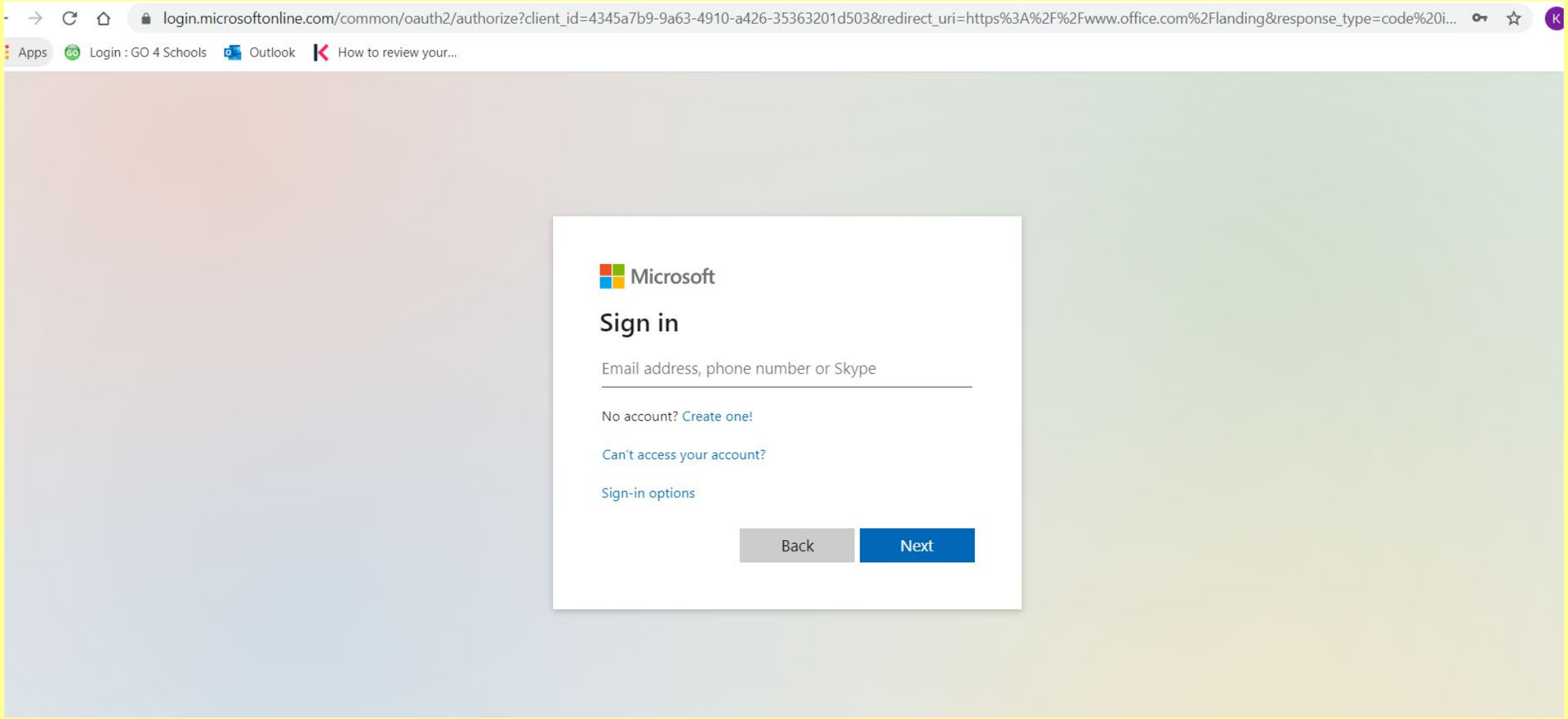


Open your internet browser…

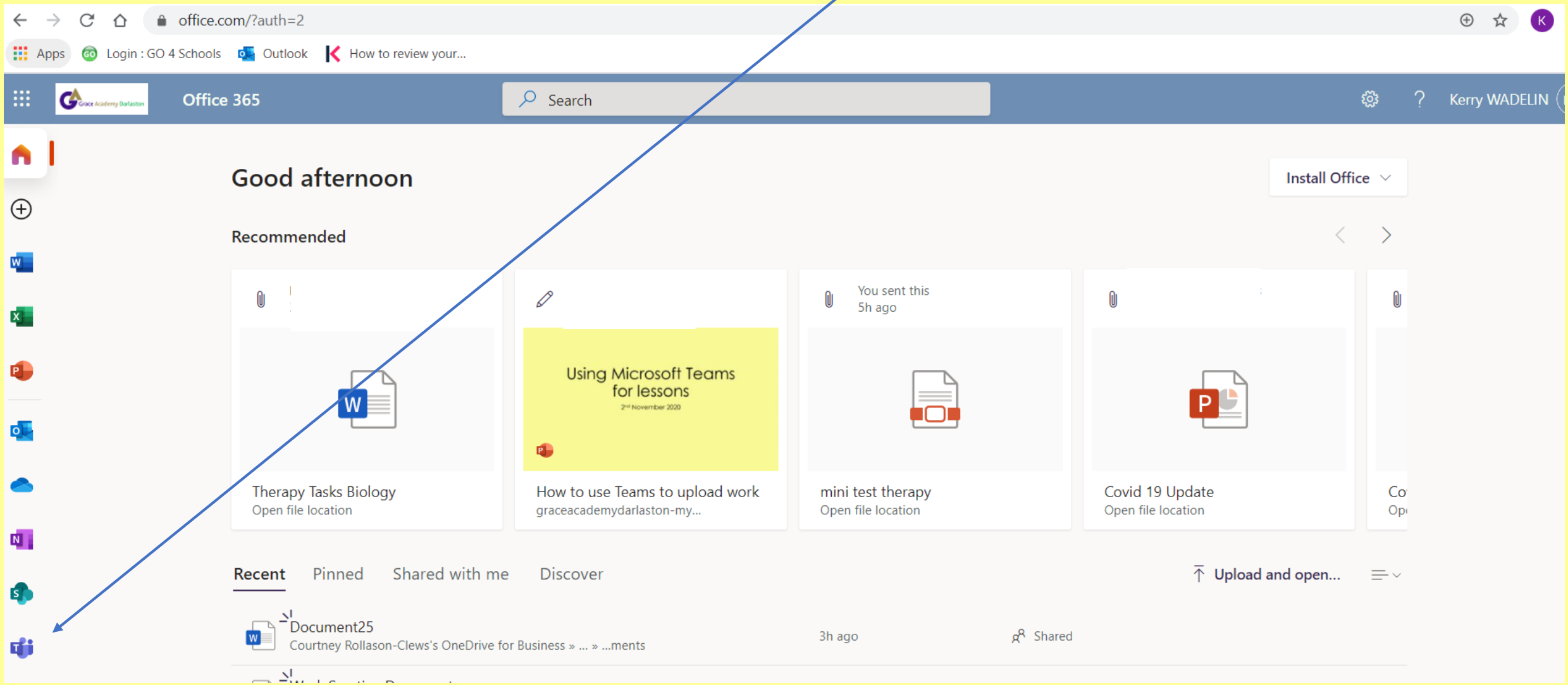
You will need to sign in by clicking HERE



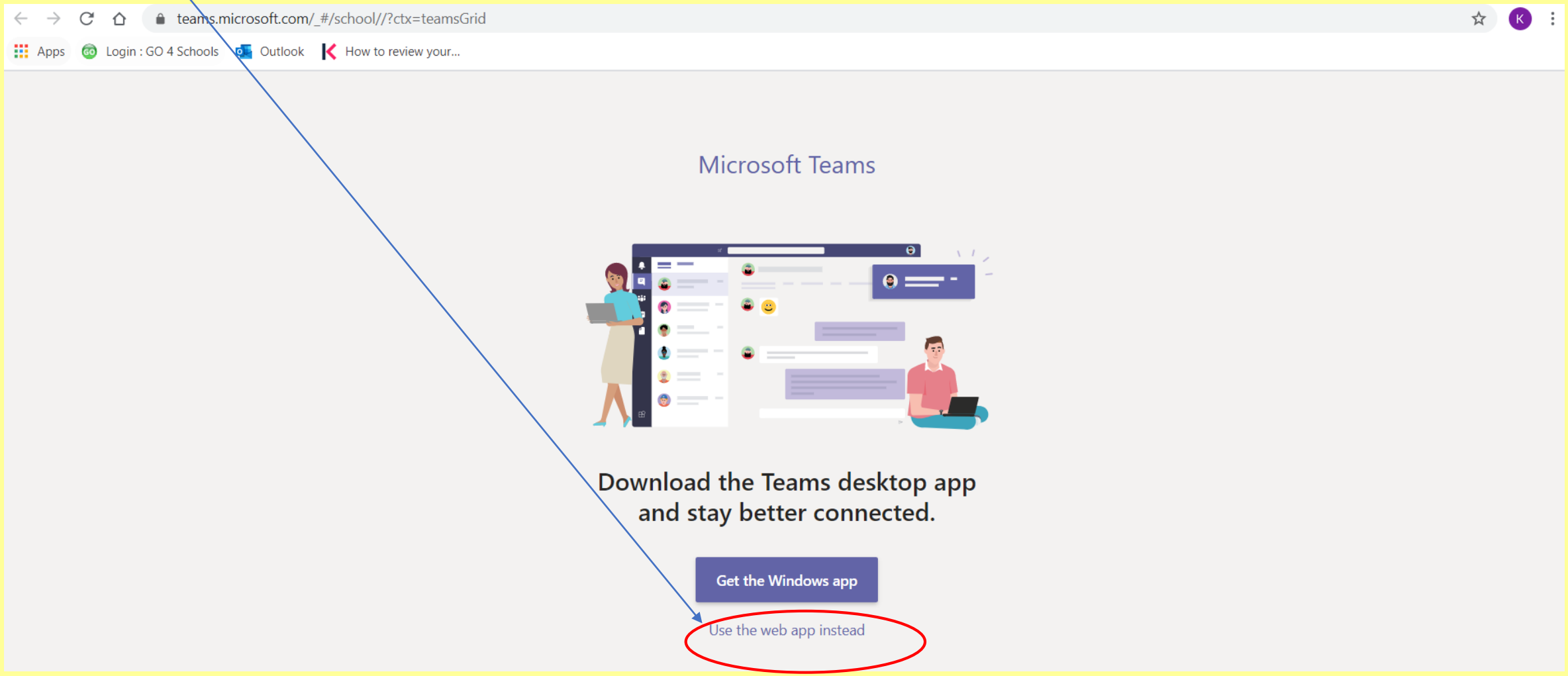
Sign into your account using your school email address and password



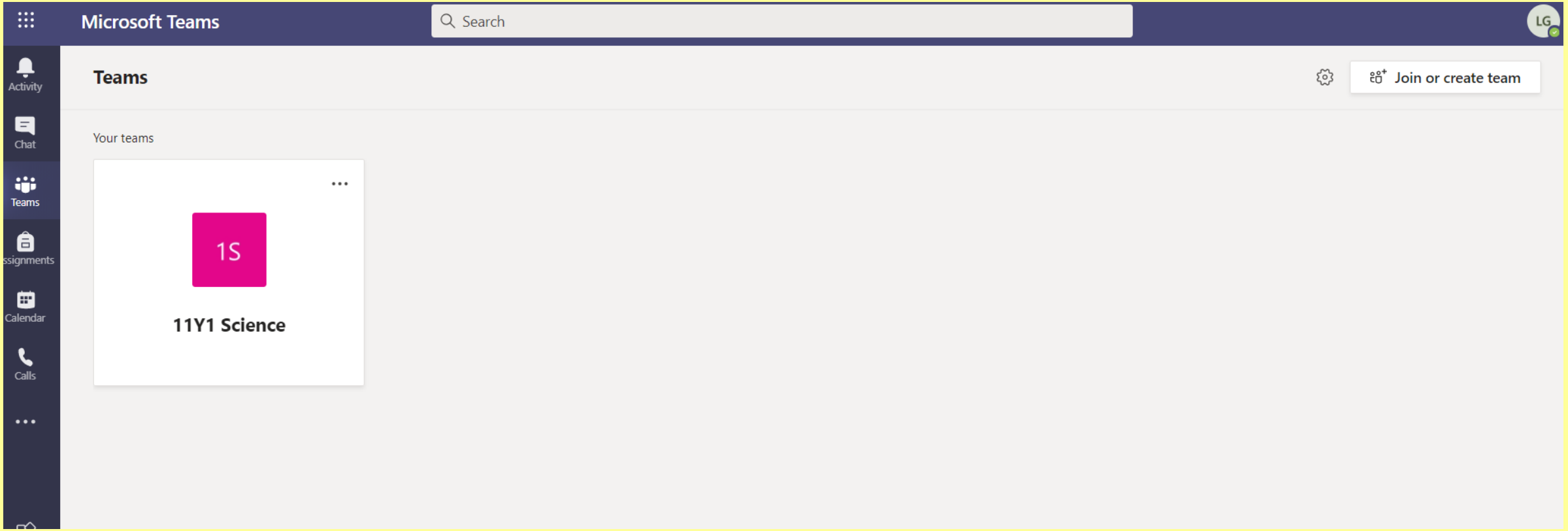
And you will then see this. Click HERE to launch Teams



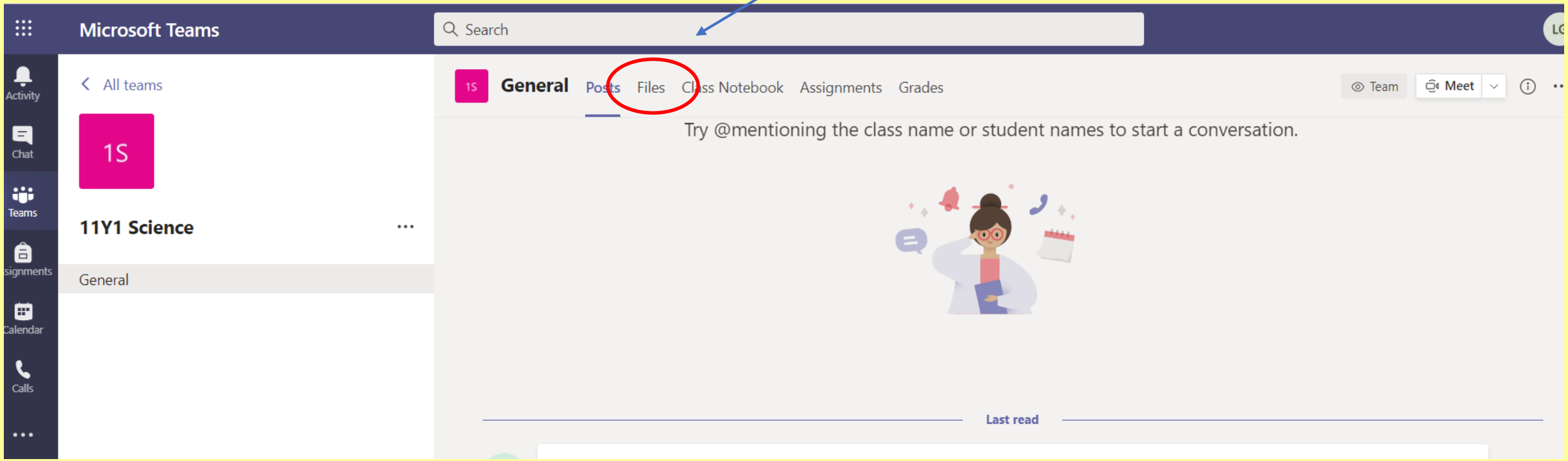
You will see this- click HERE to use the web app



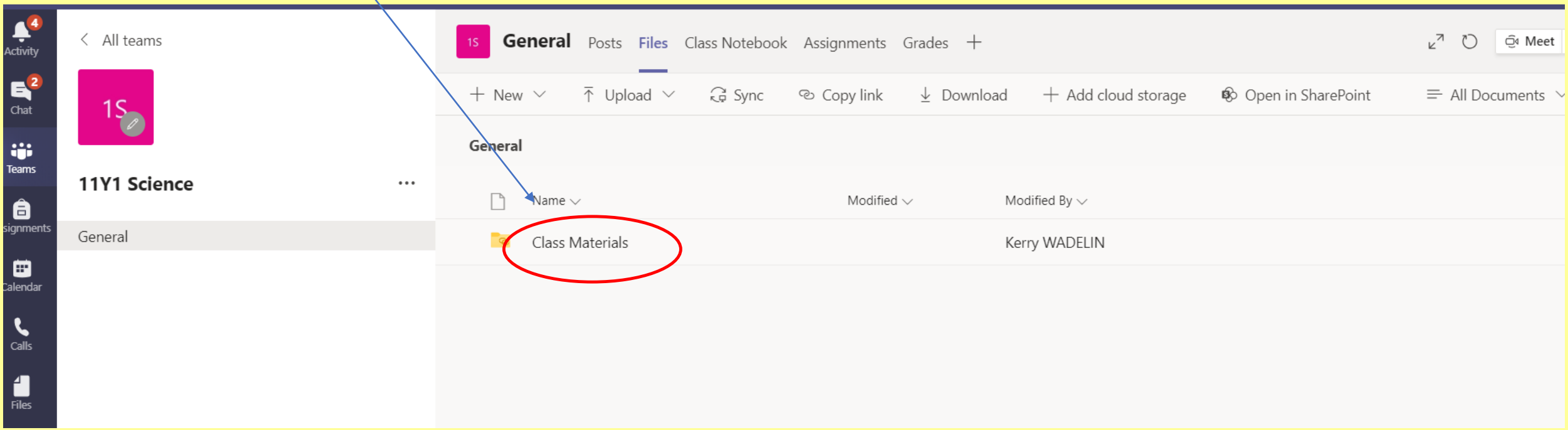
When you launch your Teams app- you will see this- ALL your class groups will be on here. Click on the class subject your are getting work for.



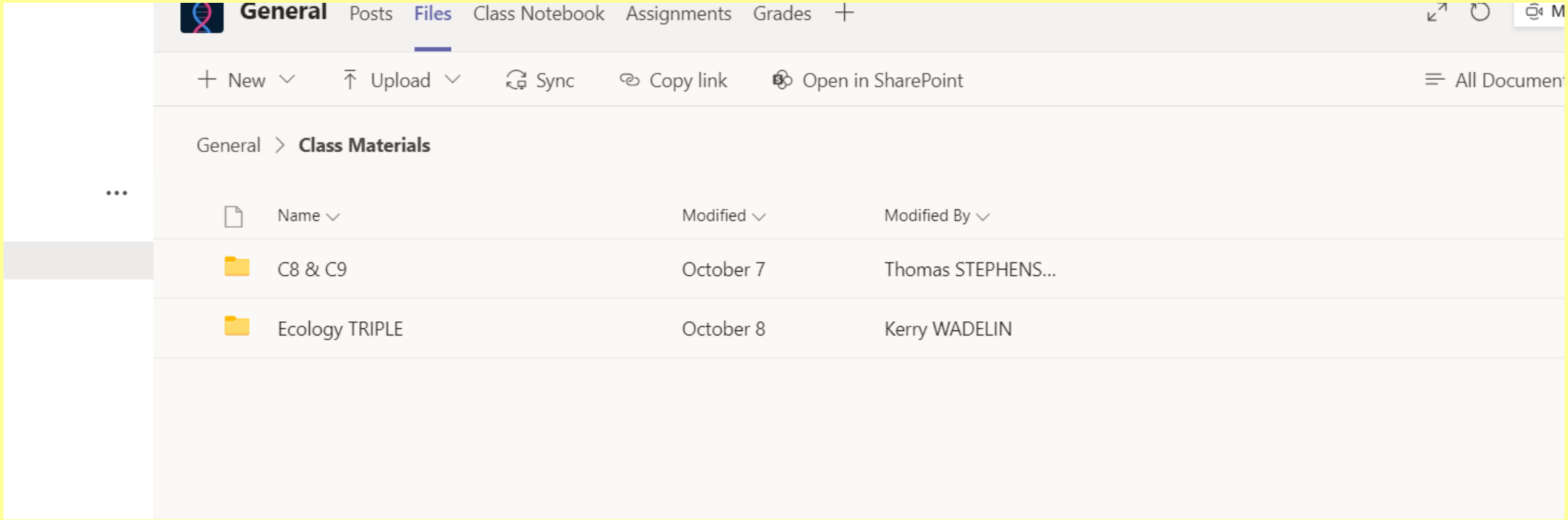
Click on the “Files” tab HERE



Then click on the “Class materials” folder



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



- 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.