

Teams guidance

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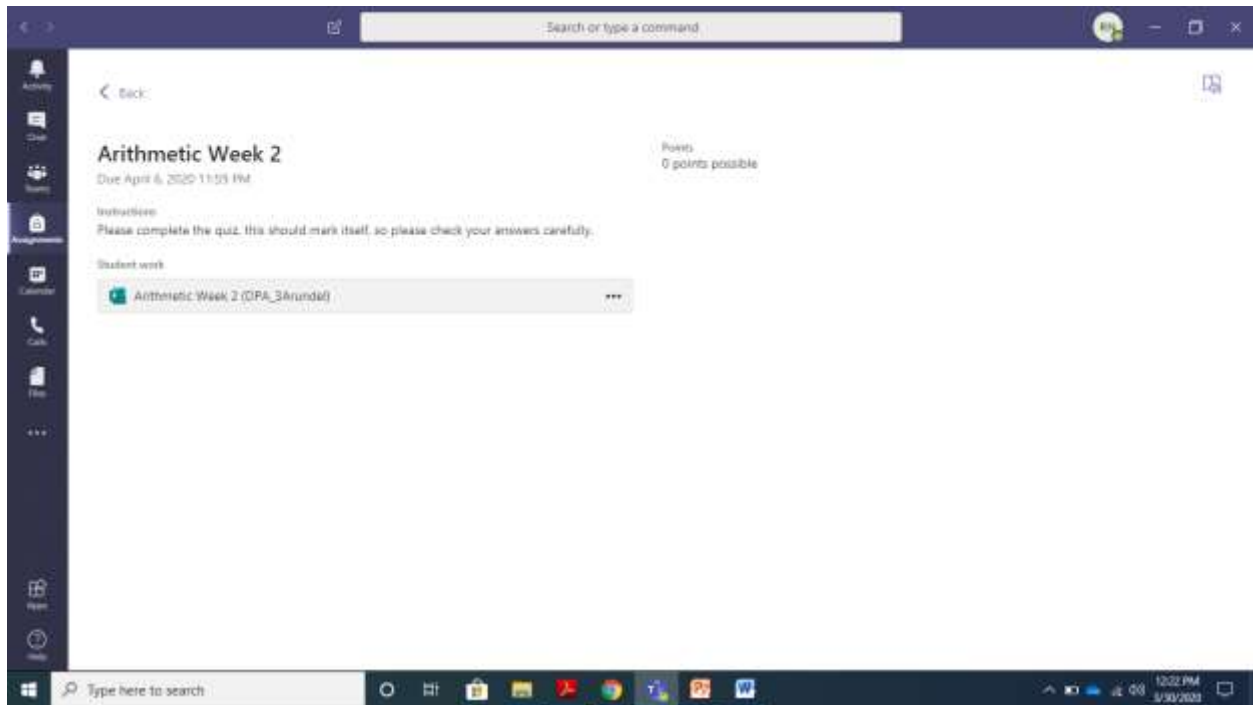
Ways to use Teams

<https://products.office.com/en-gb/microsoft-teams/download-app>

Teams can be downloaded onto any device, including laptops, for free; from this link. **We recommend that you are using the app rather than going through your browser.**

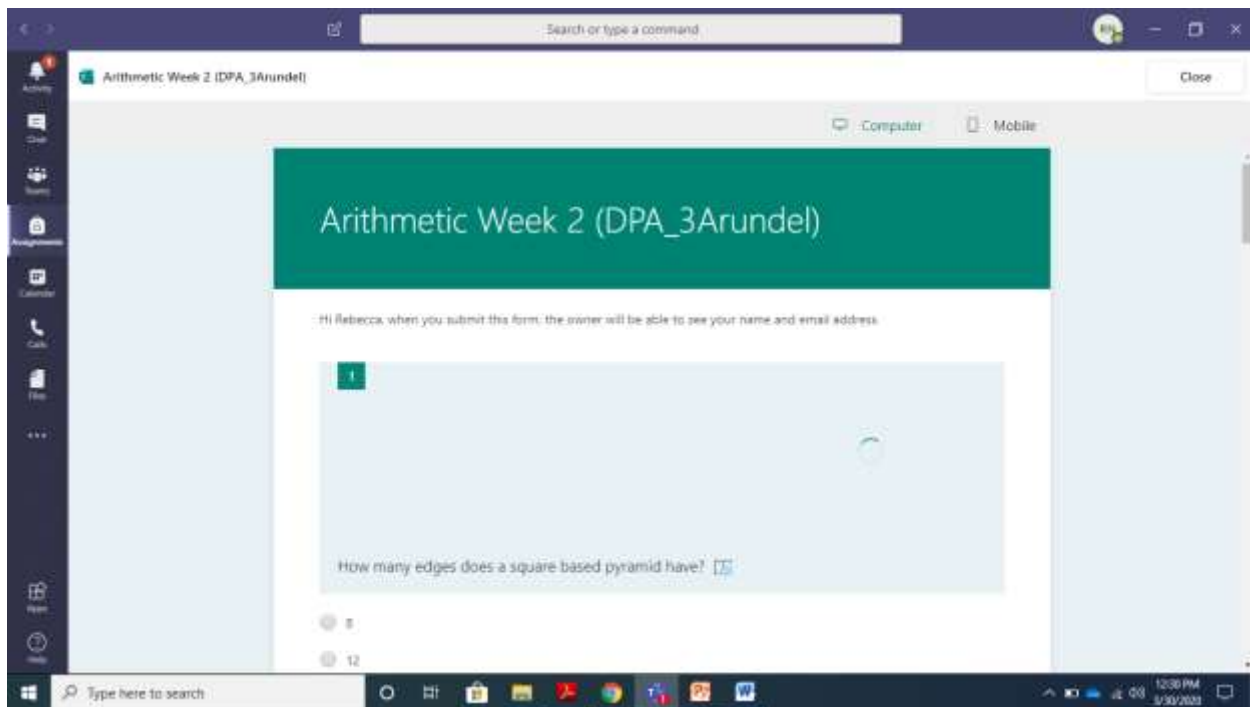
Opening and editing assignments

This is the view you will get of your assignments and a guide for opening them;



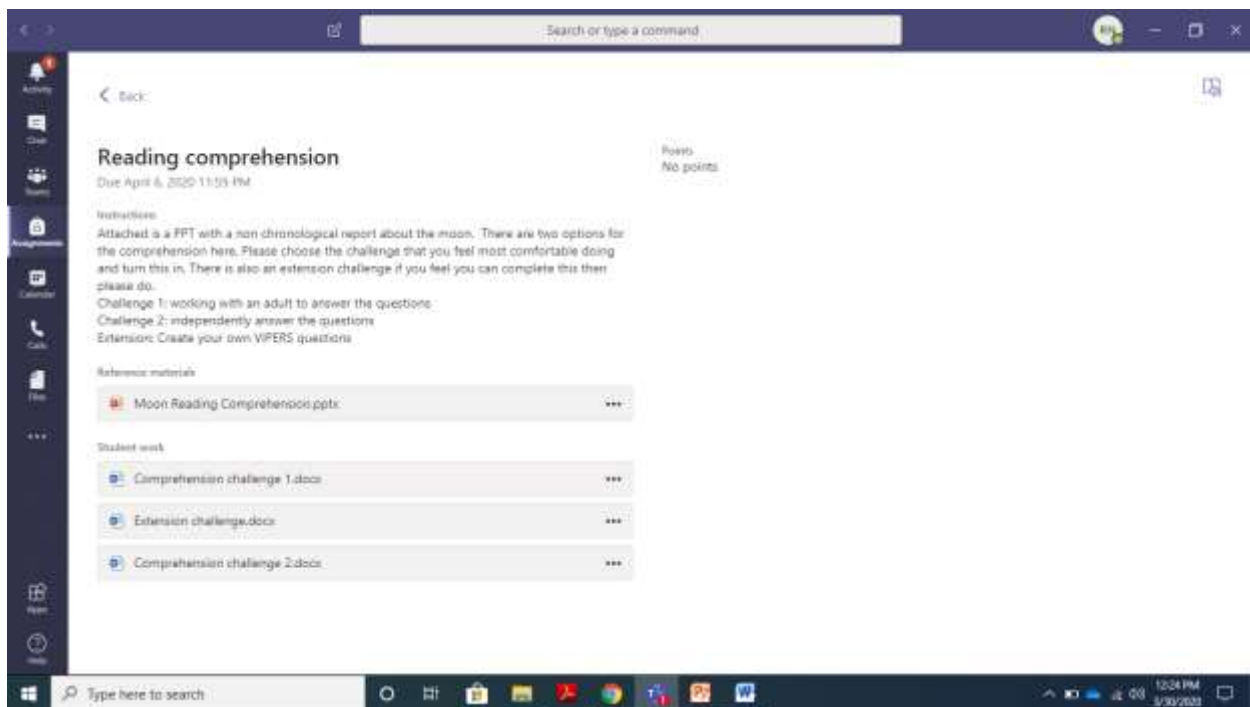
This assignment has a form within it. To access this, click the link underneath Student Work.

This should open in Teams automatically when pressed no matter what app you are using.



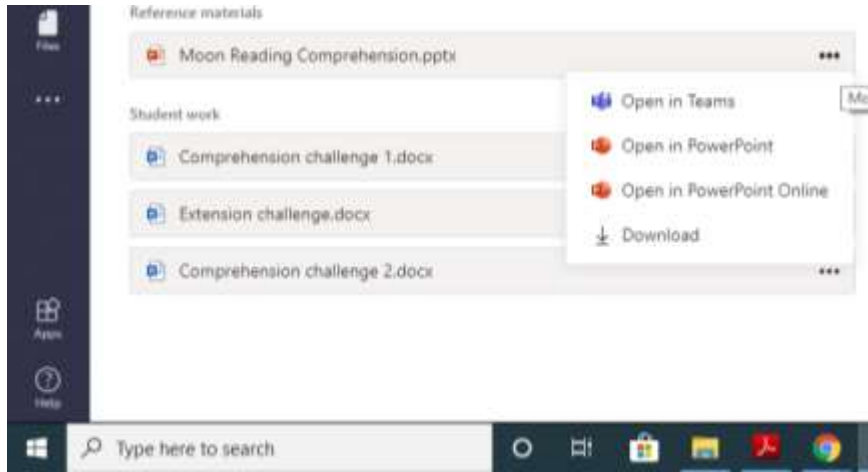
Anything you type in here will save automatically, and when you close the page the answers you have put will be saved.

You may have been sent an assignment with a PowerPoint or word document in.



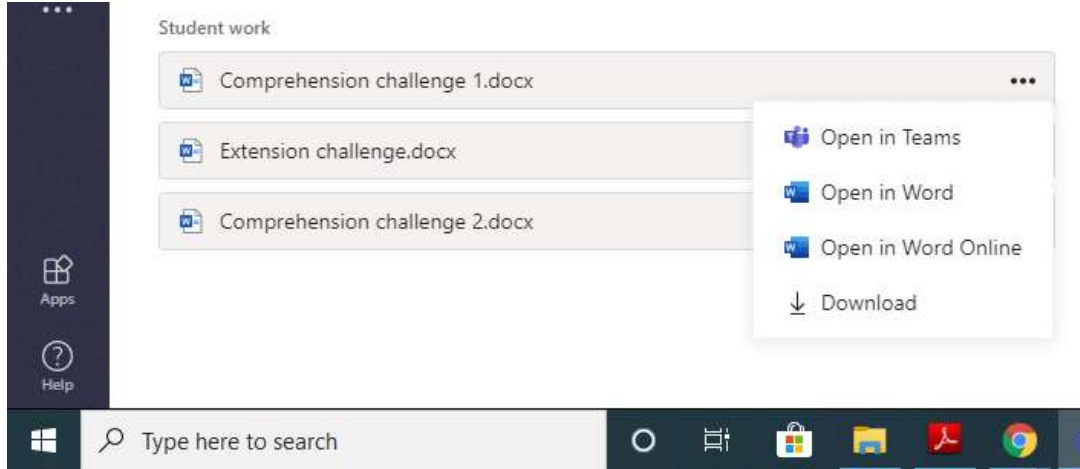
Some documents may appear as reference materials, this means you can open them but they cannot be edited.

To open these documents, you can do a number of things. If you are in a Teams app, just clicking the document will open it with the Team, if you are using the browser, you can download the document by clicking the three dots next to the document or open in the browser.

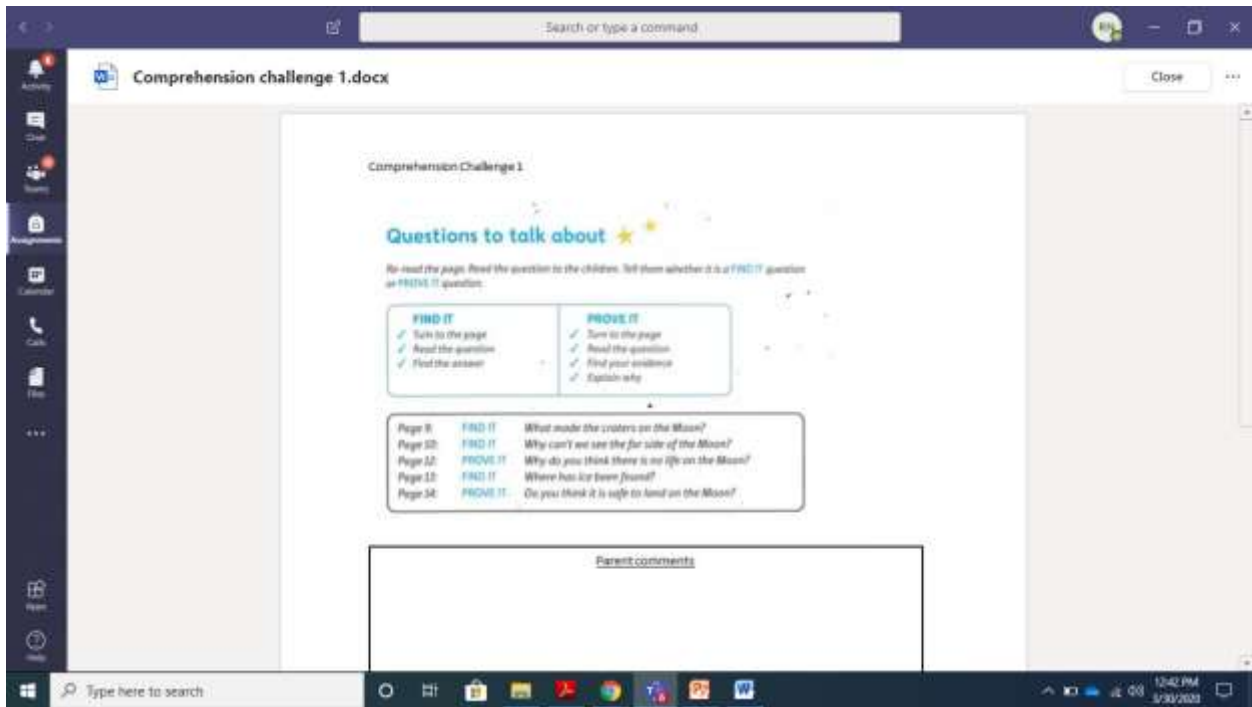


If you do not have the office tools on your computer or device, this may cause issues when downloading. Below I will share how to access the office tools.

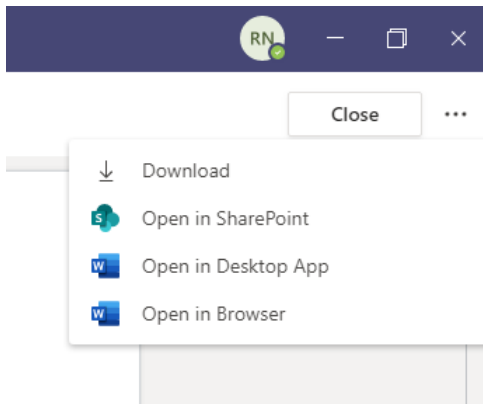
Any documents that your teacher wants you to edit will appear under student work. These can be opened in the same way as the previous document,



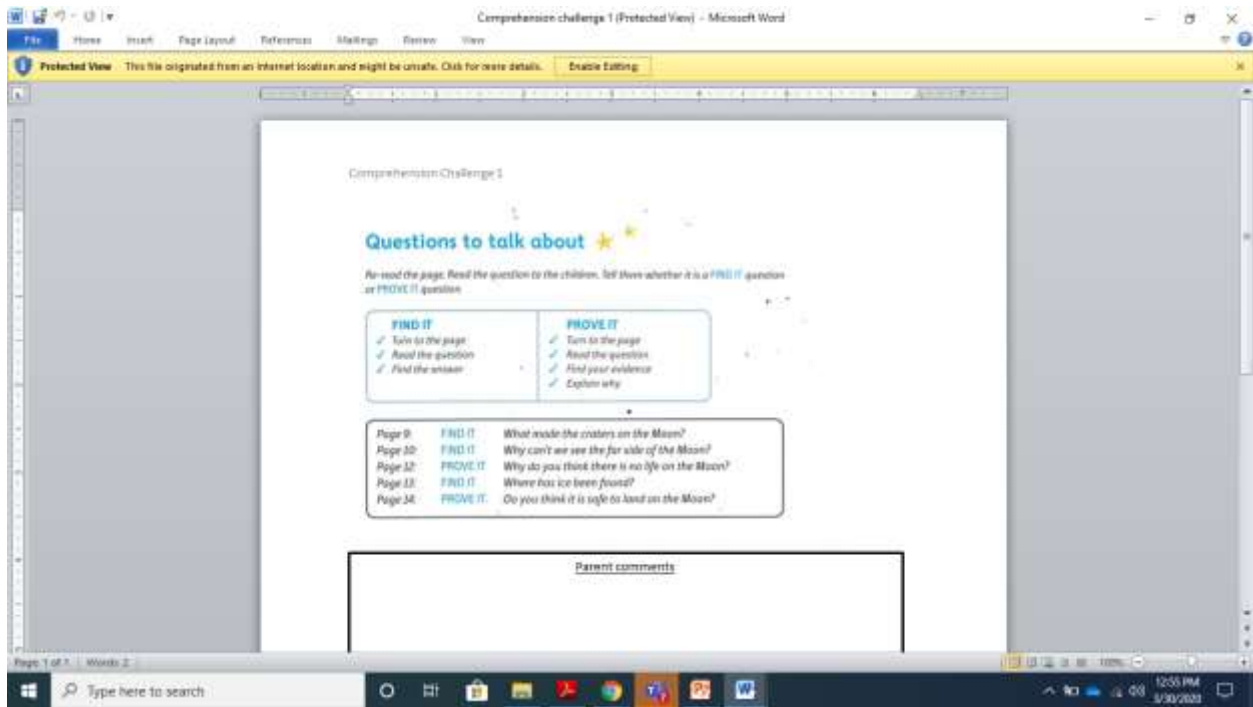
If you open and cannot edit the document, so it looks like this



Click the three dots, choose open in desktop app or open in browser.

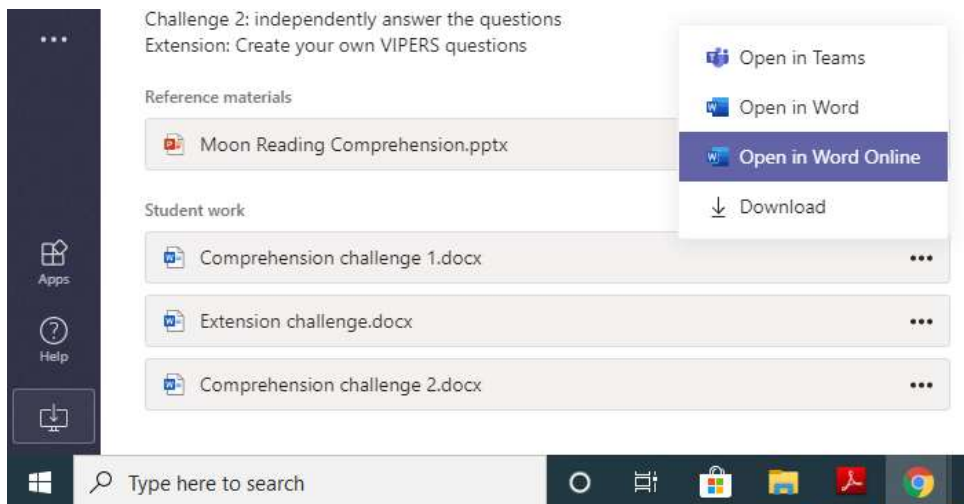


This may open it in your own version of Word

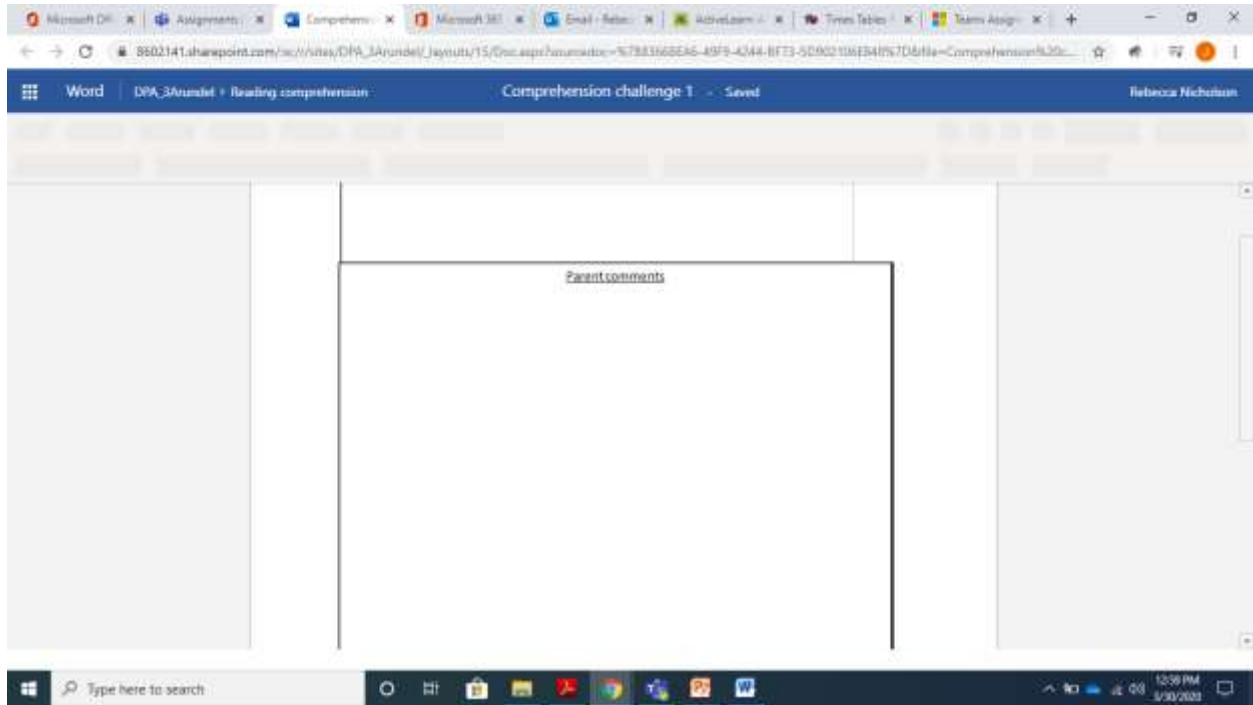


Click to enable edit and save once you have completed. This will then need adding to your resources when you turn it in.

You can open through your browser, with these options



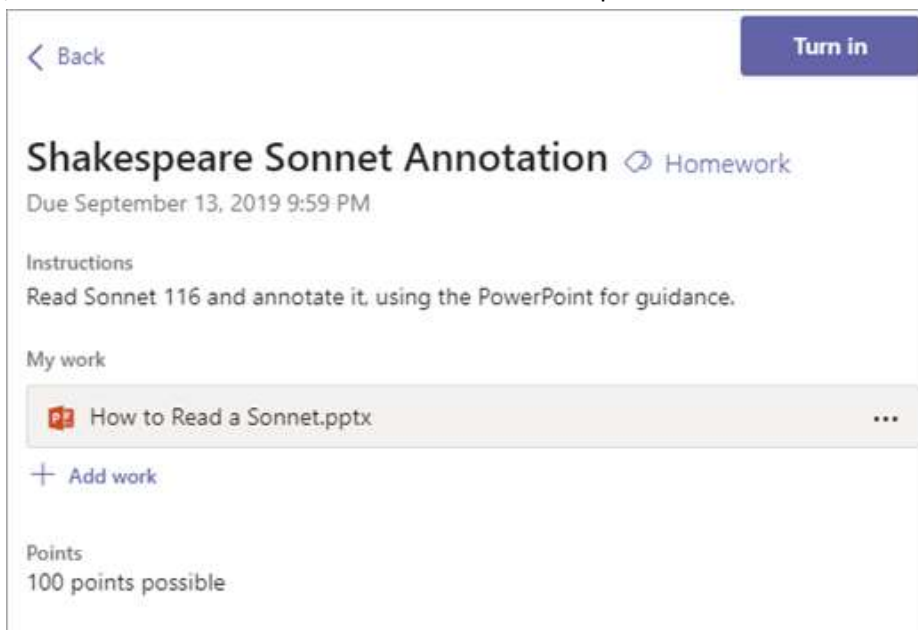
When opening in Word Online,



The page will save automatically, when you turn it in, the document will have been automatically updated and shared.

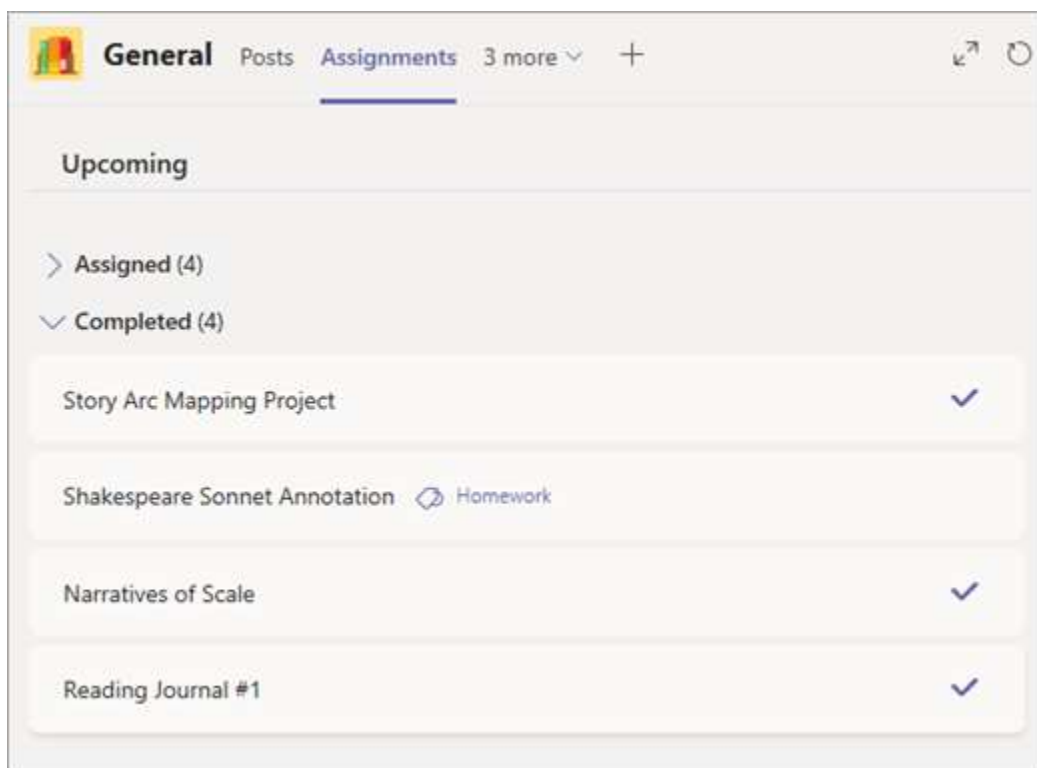
To turn in your learning

In the top right corner there is a turn in button. Press this to turn in your learning. If you have learning to upload, click the add work button. The work can be accepted in a number of formats but cannot exceed



50MB.

Completed assignments and feedback

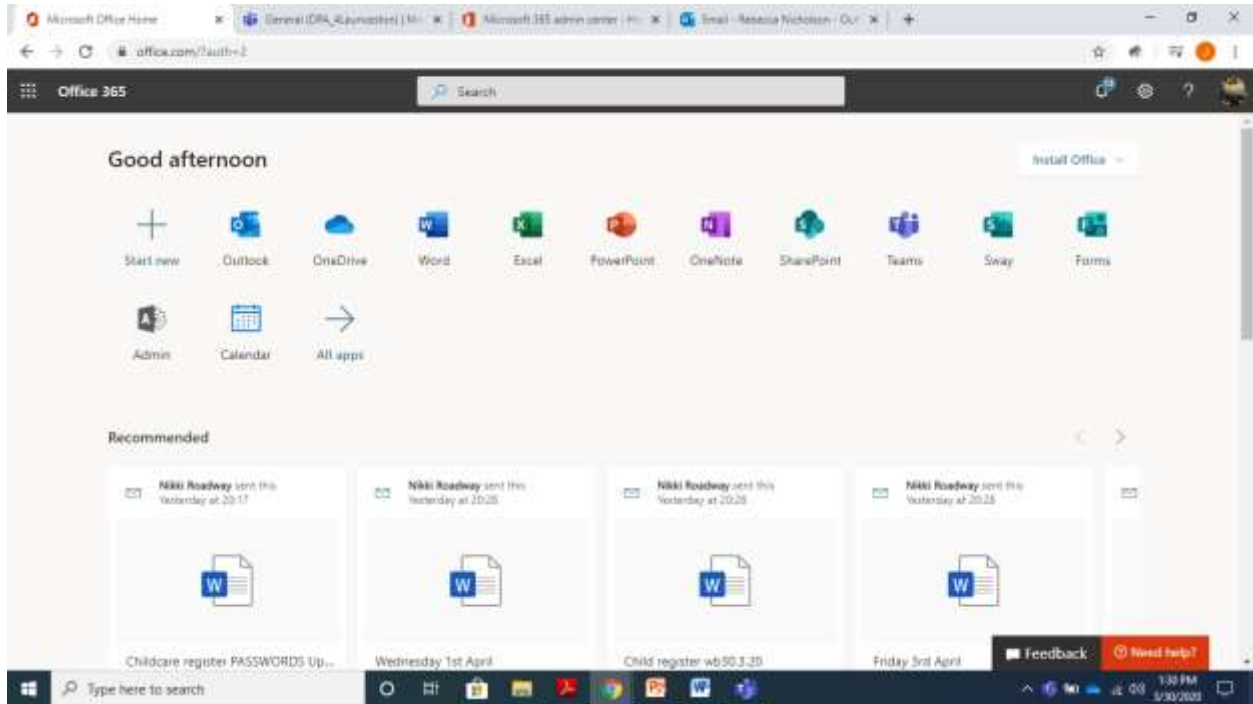


Once you have turned in, it will be sent to your teacher. When they have marked it, it will appear in your completed assignments, with a tick next to it. Click to open the assignment and see any feedback.

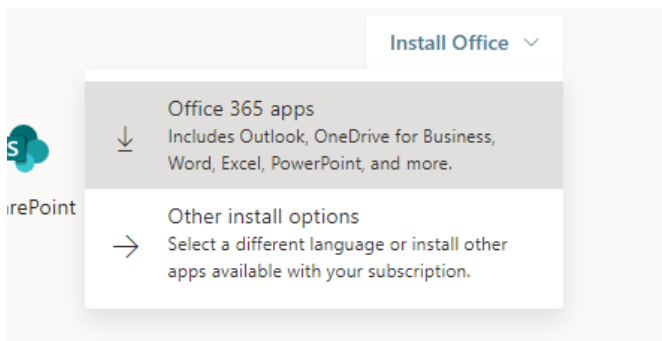
Downloading the Office Apps

To get the office tools, such as Word and Powerpoint on your devices, firstly go to your internet browser and log into www.office.com using your Teams log in and password.

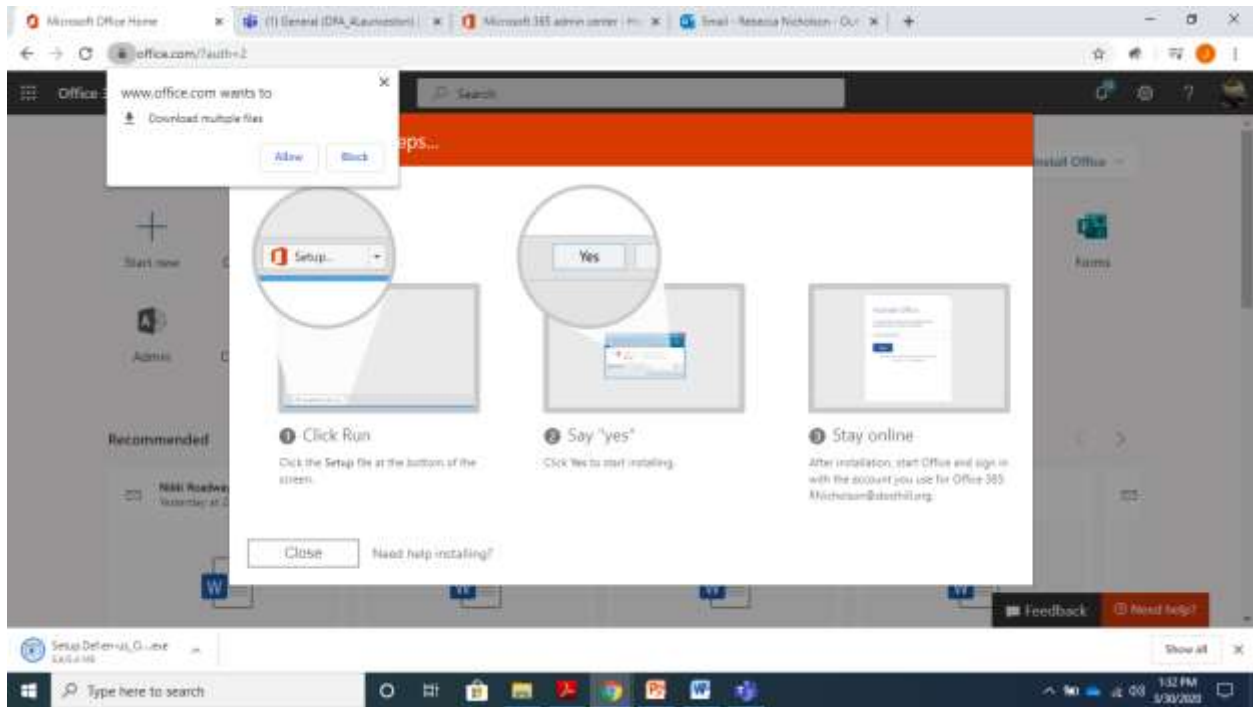
You should get to this page



In the top right hand corner is a drop down menu that says Install office.



Choose the top option –



Please then follow the instructions on the screen. This will then ensure that you have the same tools as the teachers on your device, so should be able to access all the same documents as them.

If you need any further support with Teams that have not been resolved through this, please get your parents to contact me using my email address.