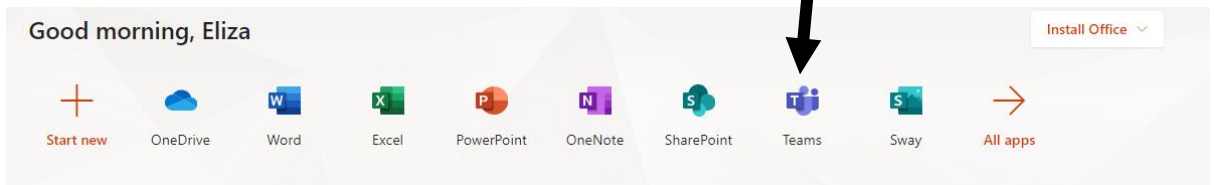
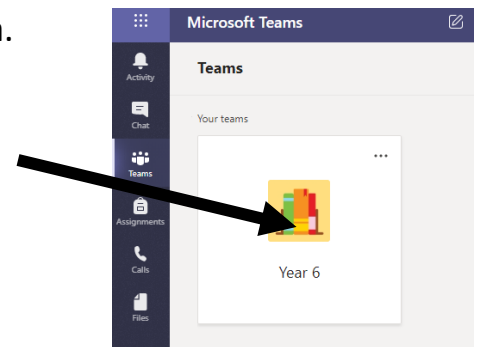


How to use Microsoft Teams on a Laptop/Computer

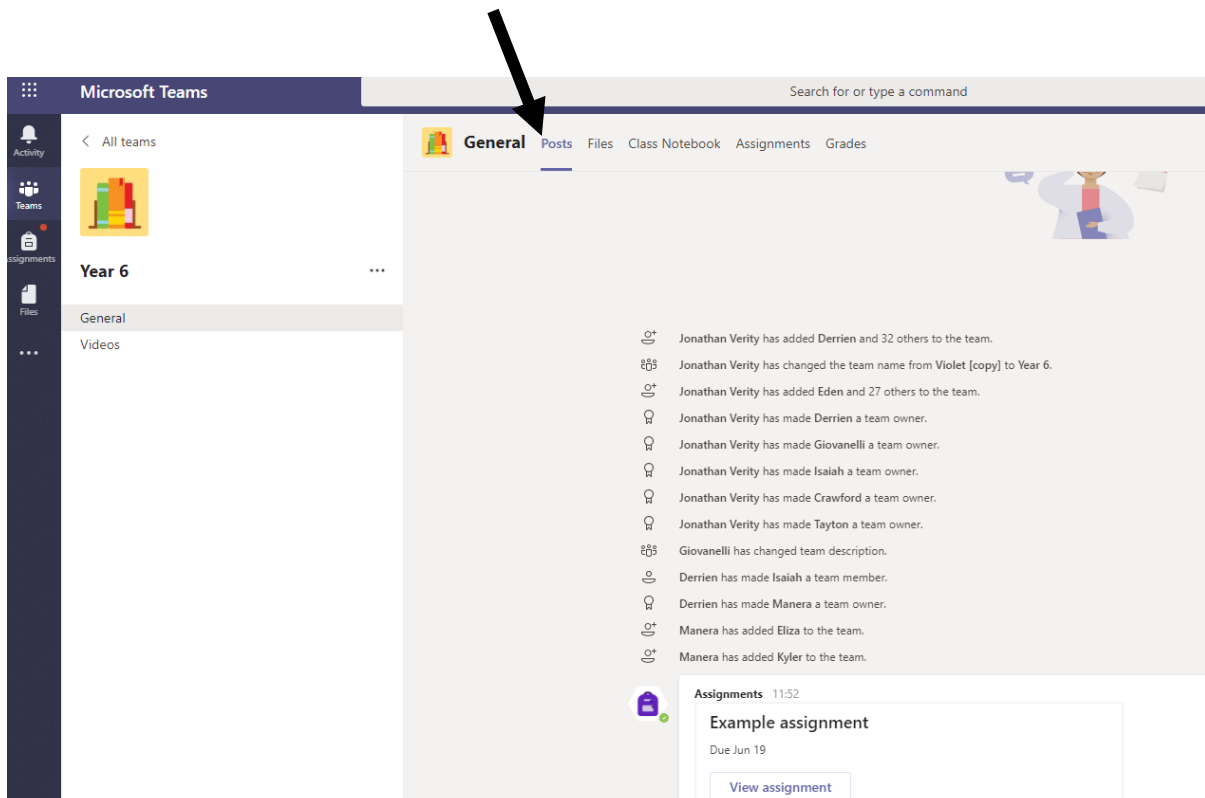
1. After signing in, you should be able to see the following options. Click on Teams.



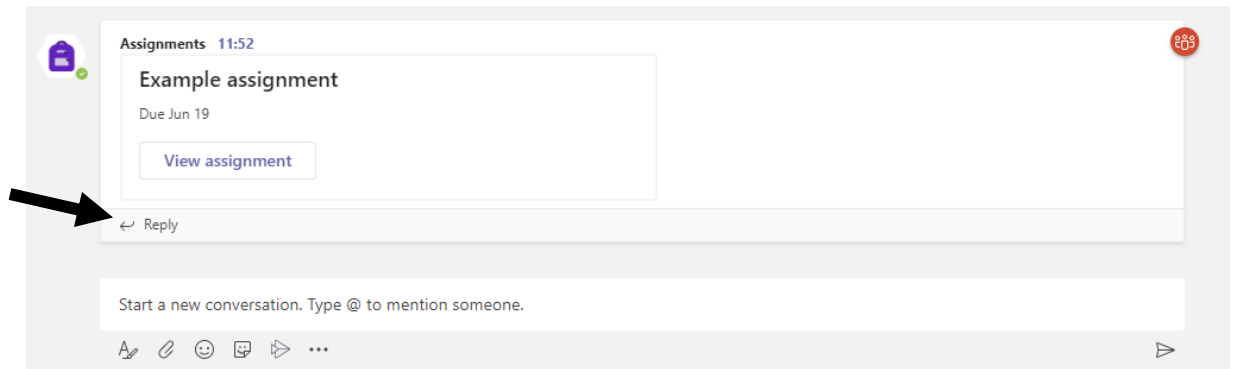
2. You will then automatically go into the Year 6 area. Click on the Year 6 icon.



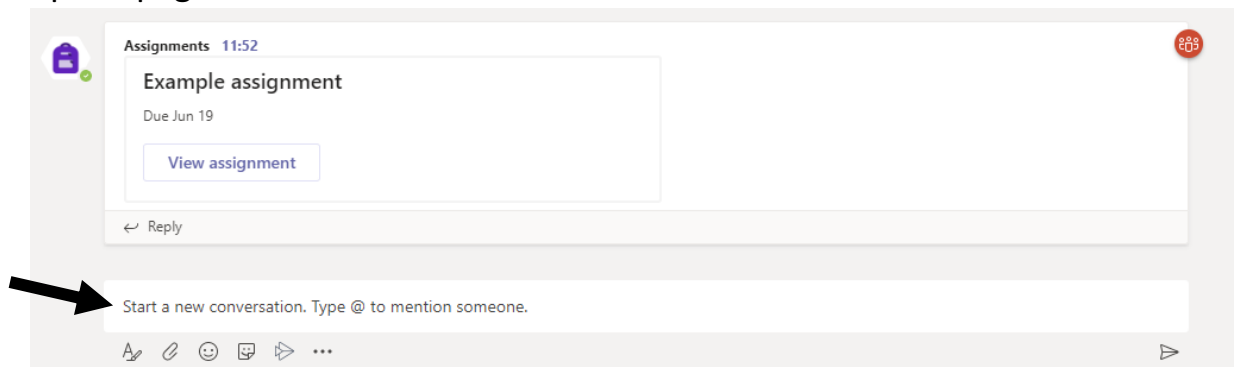
3. This takes you straight to the General Posts section. Posts is like a news feed or a timeline that everyone has access to and everyone can see. In the Posts area you will see when assignments have been uploaded.



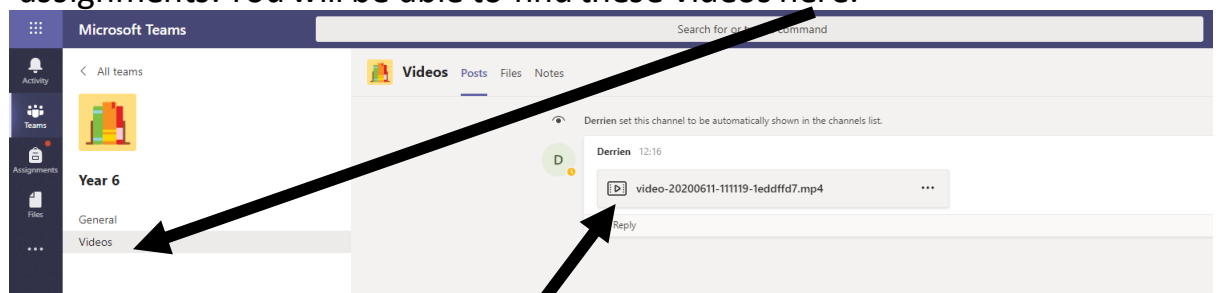
4. If you have a question about an assignment then simply click on reply under the assignment you need help with, type in your question and press send. Teachers will then be able to see this and answer your question, so remember to keep checking back to be able to view the reply.



5. If you have a general question that doesn't relate to an assignment then you will need to go right to the bottom of the page where it says 'start a new conversation'. Begin typing in this box and then press send. Remember that the Posts area acts like a news feed and therefore when you are looking for a reply to a question you might need to scroll further up the page to find it.



6. Teachers will also be posting short videos about some of the assignments. You will be able to find these videos here:

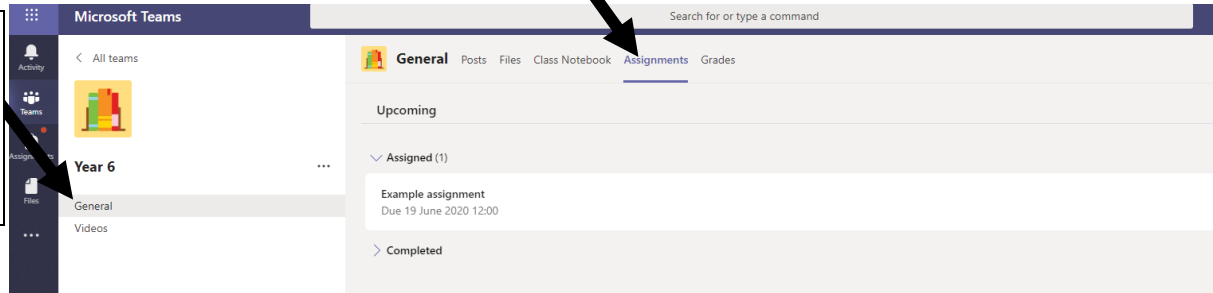


You then click on the play button

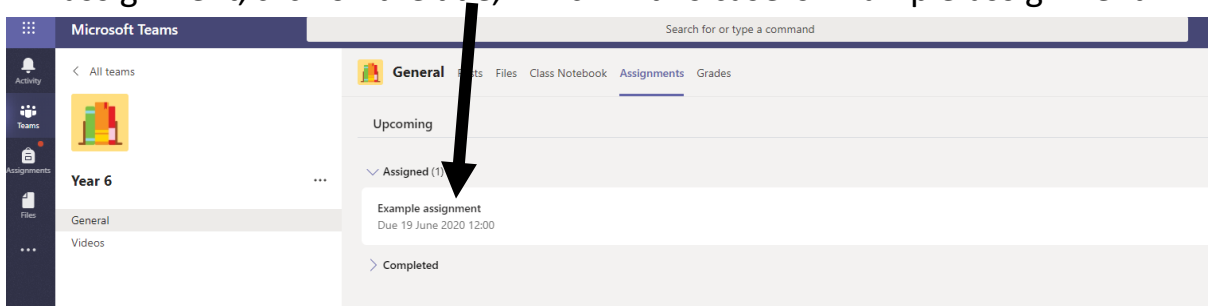
If you have any questions about the video, again you can click on the reply button under the video.

7. The work that you have been accessing from the Home Learning area on the John Ruskin website will now also be on Teams. You will be able to find it by clicking on Assignments.

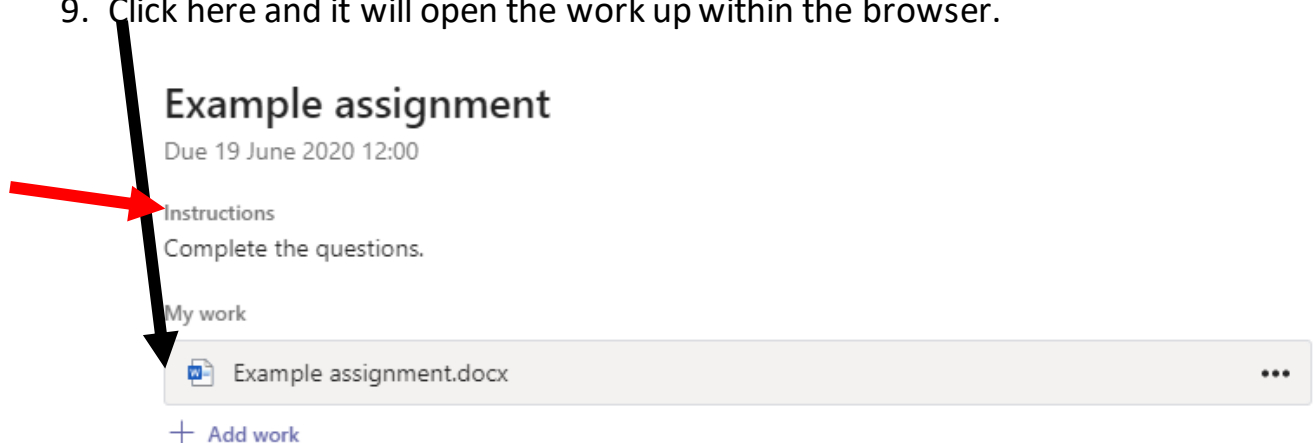
Make sure you are back in General and not still in videos.



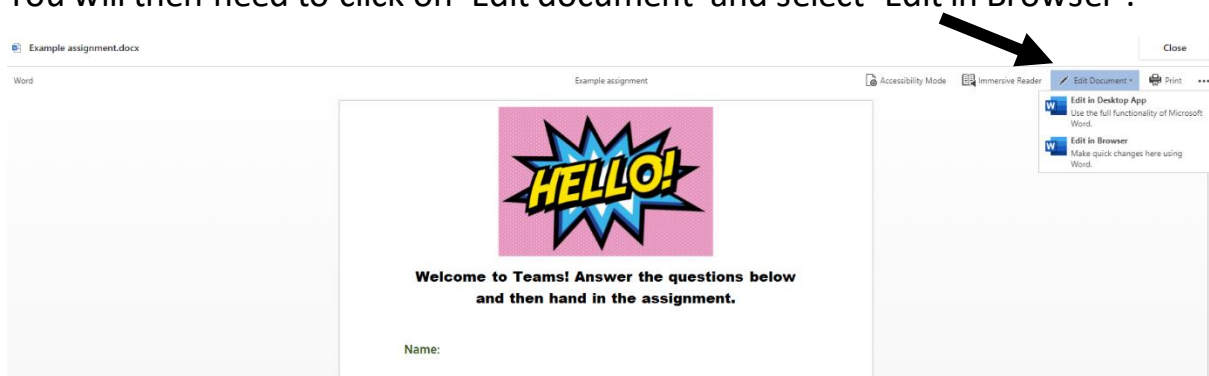
8. The assignments for the whole week will be added. To access an assignment, click on the title, which in this case is 'Example assignment'.



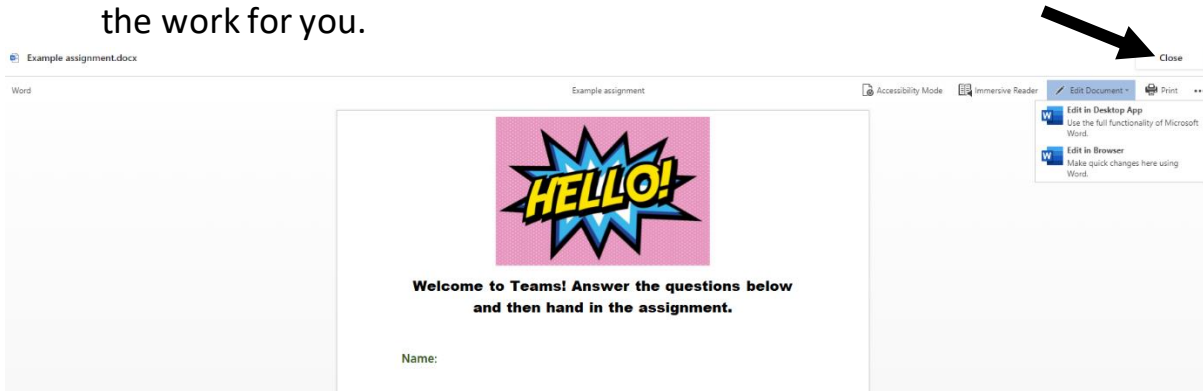
9. Click here and it will open the work up within the browser.



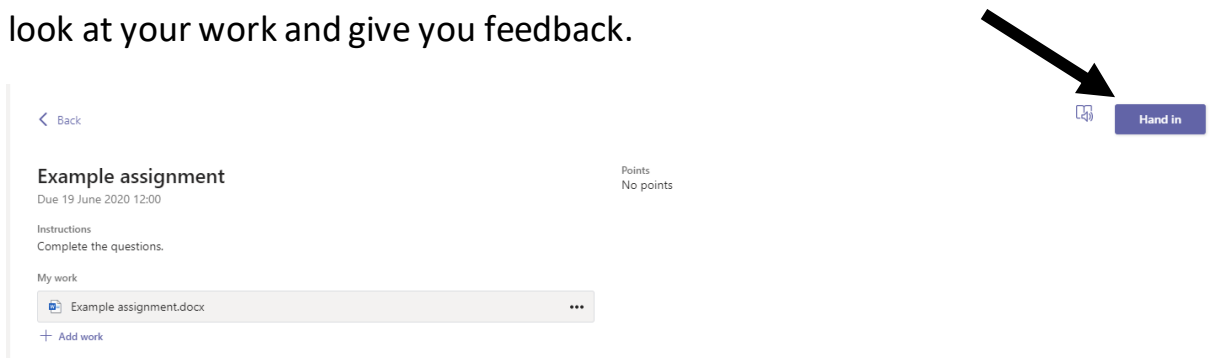
You will then need to click on 'Edit document' and select 'Edit in Browser'.



10. Read the instructions (red arrow above) and then complete the work. You do not need to press save, closing the document automatically saves the work for you.

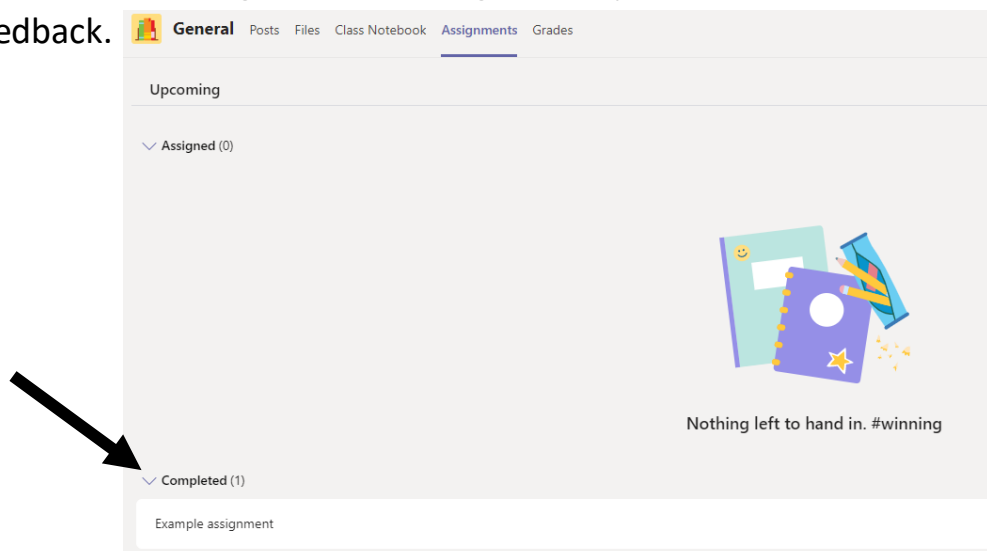


11. You will then need to click on 'Hand in' for the teachers to be able to look at your work and give you feedback.



If you want to make and changes then you can 'Undo hand in' make the changes but don't forget to click on hand in again to send it to the teachers.

12. To look at your feedback, you will then need to access the 'completed' folder. Click on the assignment name again and you will be able to see your feedback.



Feedback




Example assignment

Due 19 June 2020 12:00

Instructions

Complete the questions.

My work

 Example assignment.docx ⋮

[+ Add work](#)

Feedback

Well done, Eliza! Just have a look at question 2 again and make sure you have answered all of the question.

Points

No points