



## Parent and student guide to using 'Teams'



<p>Getting started</p>	<ol style="list-style-type: none"><li>1. Log into teams via the school website and SharePoint teams is an option.<ul style="list-style-type: none"><li>• STUDENTS</li><li>• LINKS</li><li>• TEAMS</li><li>• USE LOG IN TO ACCESS</li></ul></li><li>2. Once you open Teams you will see your classes.</li><li>3. A free app is available to download on phones/ ipads via the link below.</li><li>4. If accessing directly through the internet, google chrome will help the accessing of work</li></ol> <p><a href="https://teams.microsoft.com/downloads#allDevicesSection">https://teams.microsoft.com/downloads#allDevicesSection</a></p>
<p>Completing assignments in cases of absence</p>	<ol style="list-style-type: none"><li>1. Once you can see your classes, you will see a small red circle containing a number. This shows you that work has been set and waiting for you to attempt</li><li>2. Follow your teacher instructions.</li><li>3. You can complete the task directly on to the document. This will not alter the main version and no body other your teacher will see your work.</li><li>4. Click 'ok' once you have completed the work, you will then be prompted to click 'hand in'.</li><li>5. This work will then go to your teacher.</li><li>6. Alternatively, you can complete work in your green exercise book. If you wanted to take a picture you could send this to your teacher via 'teams chat' or by email.</li><li>7. You can use the 'chat' facility to ask your teacher questions about the work.</li><li>8. We expect students to exercise the highest possible conduct when using this facility. 'Teams' is frequently monitored by senior staff and any student not using it correctly will no longer be granted access.</li></ol>