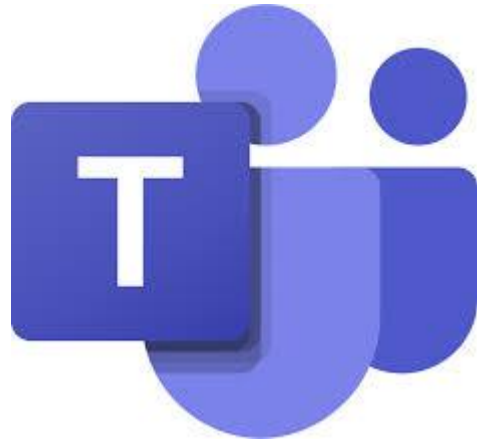


Welcome to MS Teams



Easier



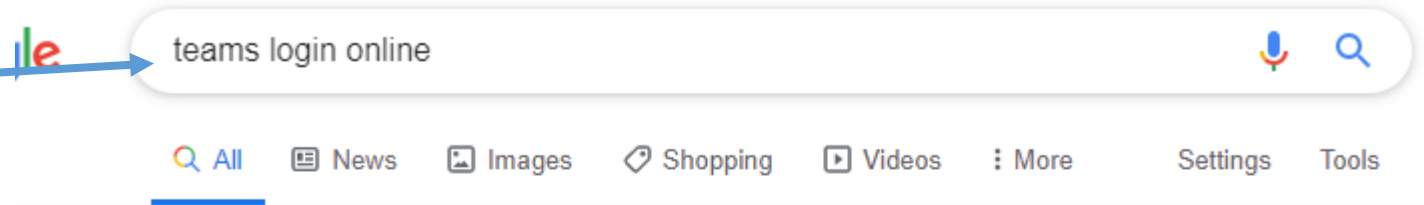
Smarter



Together

Logging on

Using Google Chrome
search **TEAMS LOGIN
ONLINE.**



About 11,180,000,000 results (0.66 seconds)

support.office.com › en-gb › article › sign-in-to-teams-ea4b1443-d11... ▼

Sign in to Teams - Office Support

On the **web**, go to <https://teams.microsoft.com>. **Sign in** with your Office 365 username and password. Notes: **Teams** is a part of Office 365, so you need an Office ...

products.office.com › en-gb › microsoft-teams › group-chat-software ▼

Microsoft Teams Group Chat Software & Collaboration Tool

Microsoft **Teams** is a teamwork hub and Office 365 **team** app that fuses group chat ... Microsoft **Teams**. Unleash the power of your **team**. **Sign in** · Sign up for free ... Host audio, video, and **web** conferences with anyone inside or outside your ...

Select this option from the search
list.

There is also an app available to
download for your phone.

Signing in

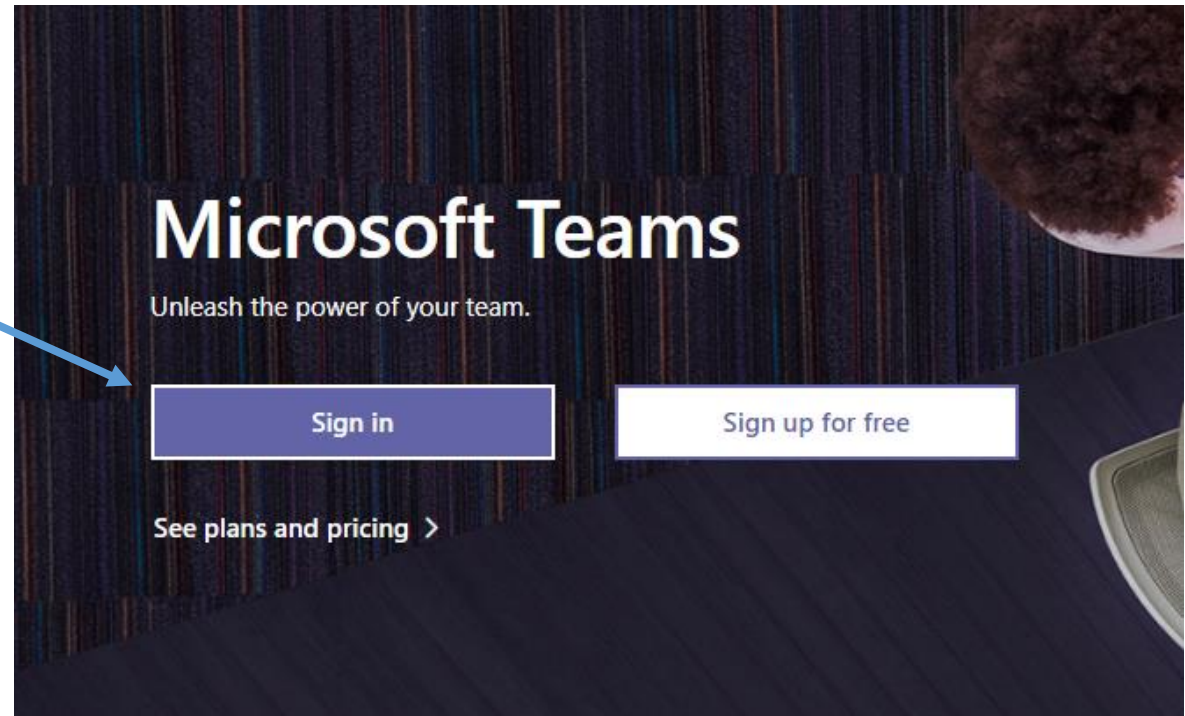
Click sign in (you already have an account through school, you do not need to click sign up for free).

To sign in you will use your **school email address and password.**

Email address example

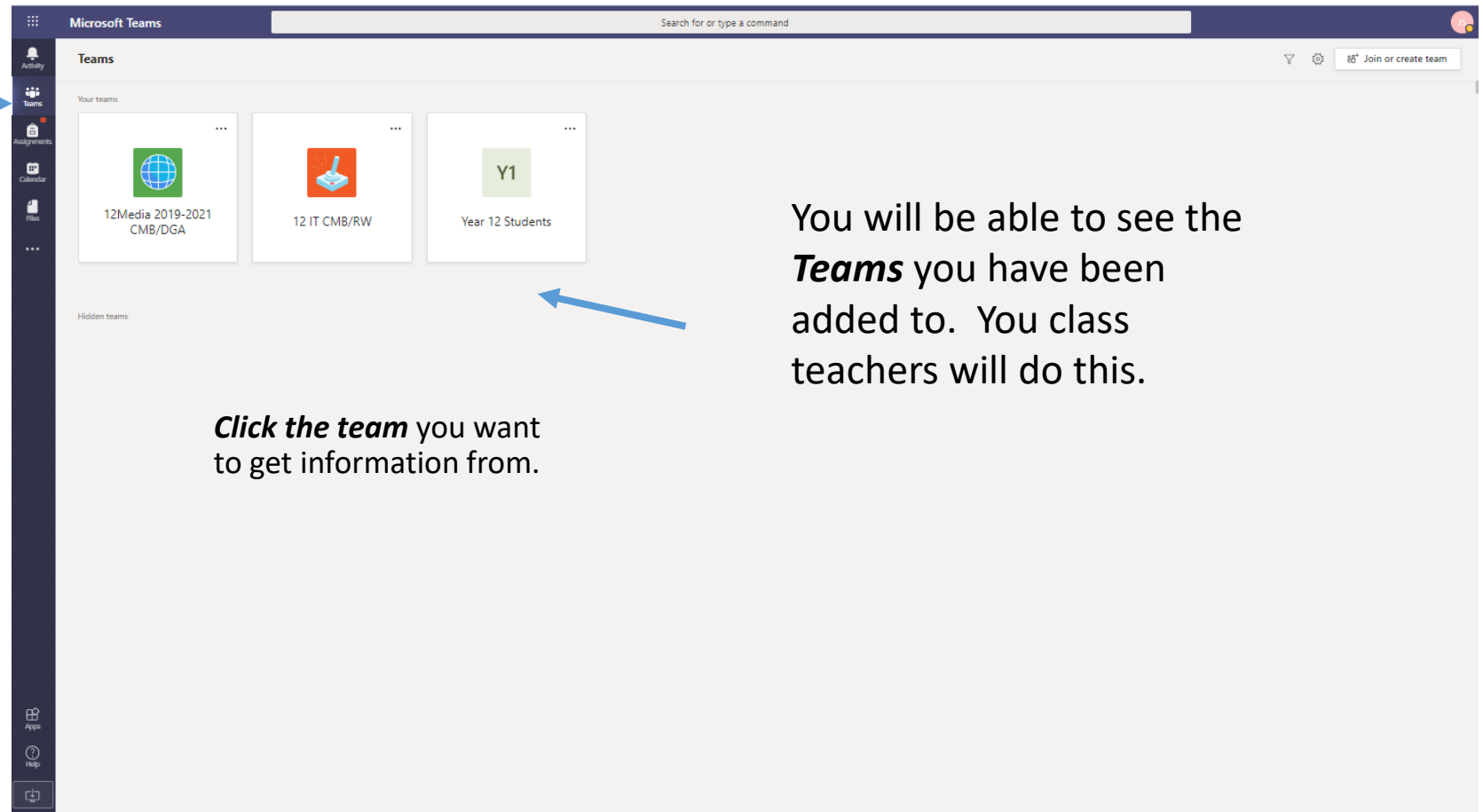
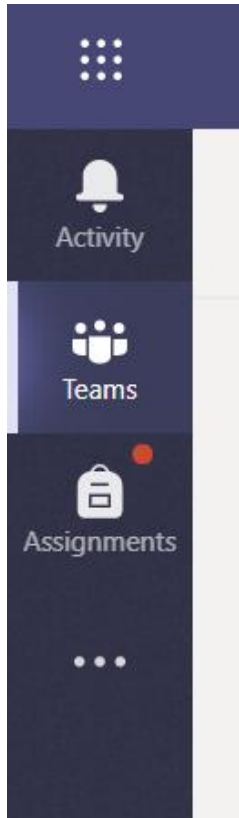
(18datborrill@clrchs.mobi)

(the number from your login, first 3 initials from your firstname, surname@clrchs.mobi)



In teams

When you've signed in
click on Teams from the
left hand side menu.



You will be able to see the
Teams you have been
added to. You class
teachers will do this.

Click the team you want
to get information from.

Inside your Team

You have access to all the tabs that are shown here. Your teacher may have had information, files for you to open, notes in the class note book or an assignment for you to work on and hand in.

This is where you can access learning materials & assignments set by your teacher

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search for or type a command". Below this, the interface is divided into several sections. On the left, there is a vertical navigation pane with icons for Activity, Teams, Assignments, Calendar, Files, and Apps. The main area shows a team chat for "12 IT CMB/RW". The chat header includes tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "General" tab is active, showing a welcome message: "Welcome to 12 IT CMB/RW. Try @mentioning the class name or student names to start a conversation." Below the welcome message, there is a notification: "Ms C Borrill has added Matthew Cuppello and 2 others to the team." dated "5 November 2019". A message from "Matthew Cuppello" dated "05/11/2019 09:58" is shown, containing a file named "Regulatory Body.docx". A "Reply" button is visible below the message. The date "6 February 2020" is shown at the bottom of the chat area.

Assignments- checking the work set

In your chosen team, on the tabs across the top **click *Assignments***

You will then see a list of all your assignments and the date the work is due to be done by.

Any completed assignments will show under the completed tab.

The screenshot displays a workspace interface with a top navigation bar containing tabs: **General**, **Posts**, **Files**, **Class Notebook**, **Assignments**, and **Grades**. The **Assignments** tab is selected and underlined. Below the navigation bar, the content is organized into sections. The first section is labeled **Upcoming**. Below it is a section titled **Assigned (3)** with a downward-pointing chevron icon. This section contains three task entries, each in a light gray box with a horizontal separator below it. The first entry is **Task 3** with a due date of **Due 24 January 2020 14:30**. The second entry is **Task 2** with a due date of **Due 24 January 2020 14:30**. The third entry is **Task 1** with a due date of **Due 24 January 2020 14:30**. At the bottom of the visible list is a section labeled **Completed** with a blue checkmark icon to its left.

Viewing your assignment

Select the assignment you want to work on.
You can then see any resources and
instructions your teacher has given you.

Click the assignment and the information
will be displayed.

Once you have completed your tasks/work
and you can hand it into your teacher for
marking/feedback.

[← Back](#)

Task 3 Points
No points

Due 24 January 2020 14:30

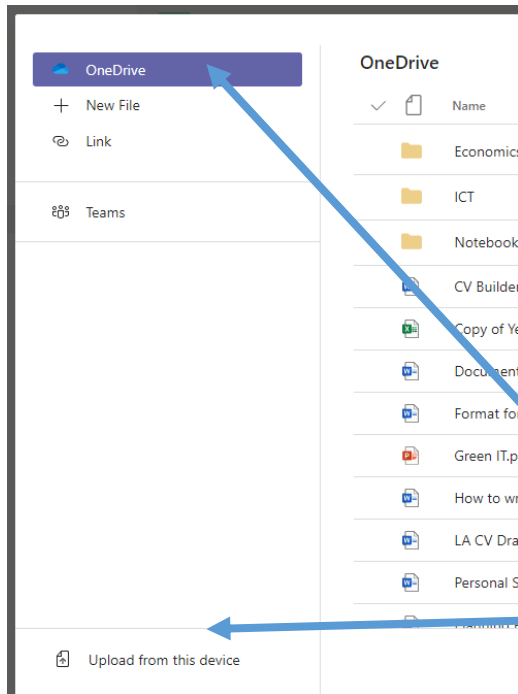
Instructions
Hand in all tasks list below:

- Interview with client (Written up with answers)
- Audio file for interview
- Project presentation
- Feasibility Study
- Prototype drawn designs
- Prototype test table

My work
[+ Add work](#)

Handing in work for your teacher

To submit work so your teacher can see it and give you feedback, **click Add work**



You can choose where you want to upload your work from.

OneDrive
This device

< Back

Final Deadline

Due 16 March 2020 10:30

Instructions

Print and hand in all your project. Task 1 - 7

Photocopy any drawn work for each member of your group.

My work

+ Add work

Points
No points



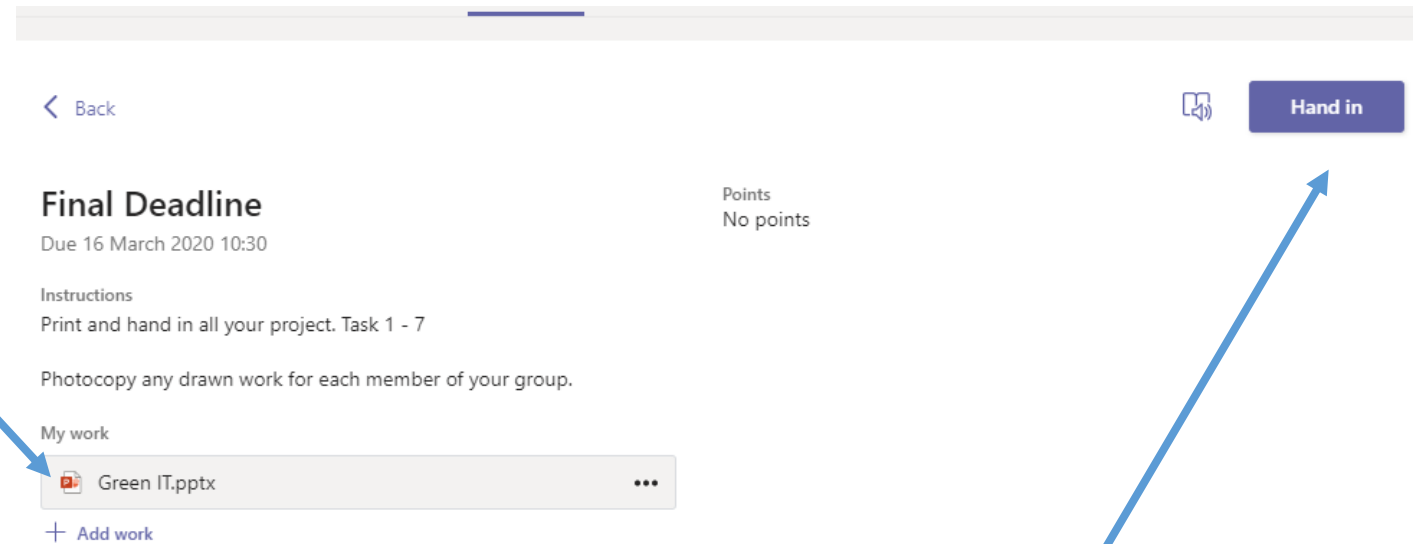
Hand in

Select the work to upload, you can select more than one document. When you've added everything **then click attach.**

Attach

Handing in

You can see your work added here



The screenshot shows a submission interface. At the top left is a '< Back' link. At the top right is a 'Hand in' button. Below this is the title 'Final Deadline' with a due date of 'Due 16 March 2020 10:30' and 'Points No points'. The 'Instructions' section reads: 'Print and hand in all your project. Task 1 - 7' and 'Photocopy any drawn work for each member of your group.' Under 'My work', there is a file named 'Green IT.pptx' with a three-dot menu to its right. Below the file list is a '+ Add work' link. A blue arrow points from the text 'You can see your work added here' to the 'Green IT.pptx' file. Another blue arrow points from the text 'Click Hand in' to the 'Hand in' button.

Undo hand-in

It should say
undo hand-in if
you have
submitted it.

If all you work is attached – **Click Hand in**

Getting feedback

Your teacher will give you feedback and send it back to you.

You will find your feedback here



Returned Mon, 10 Feb, 14:54 ←

Hand in again

Feedback

Logan sort the presentation out please. Use capitals and line up the paragraphs.

Points

No points

Tip

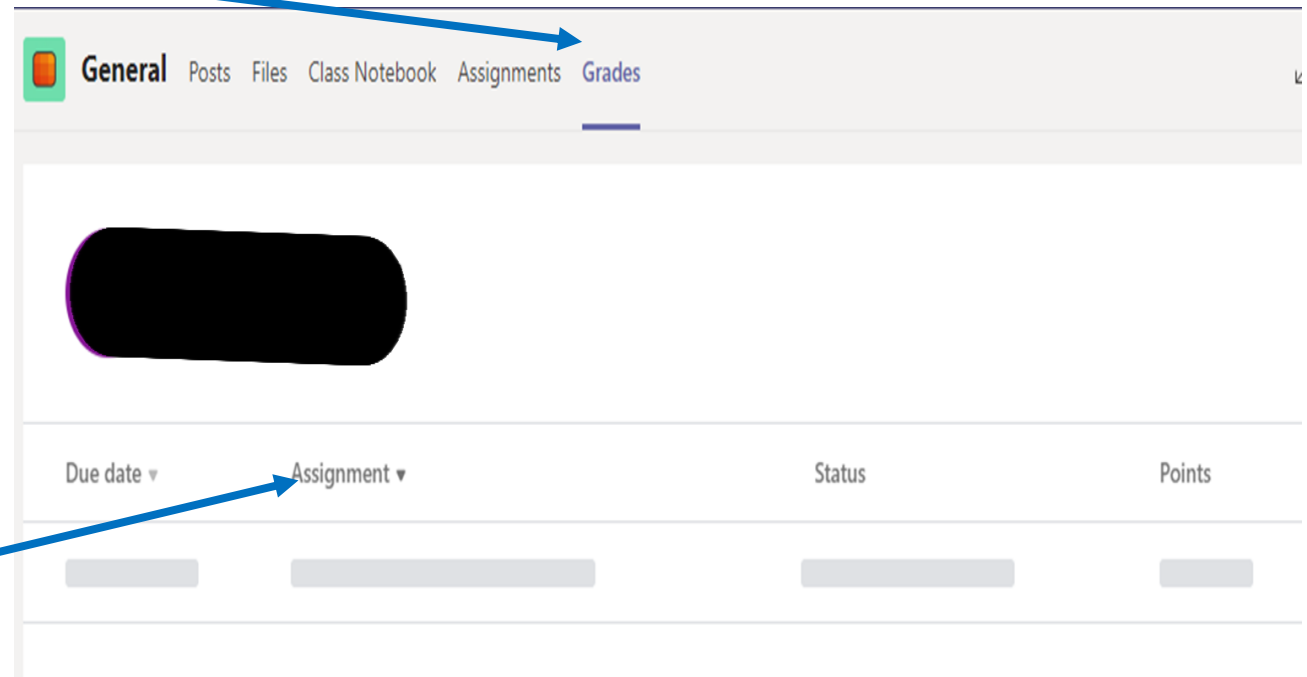
When you open up your submitted work in teams, when your teacher has sent it back to you. You have to save any changed in your OneDrive or on your device. Teams will not save your changes in the assignment.

If you need to make changes and need to resubmit your work, re-add it to you assignment and ***Hand in again***

Grades

You can view your assignments and status in the **Grades** section on the top tab. This will give you an overview of all your assignments for that team.

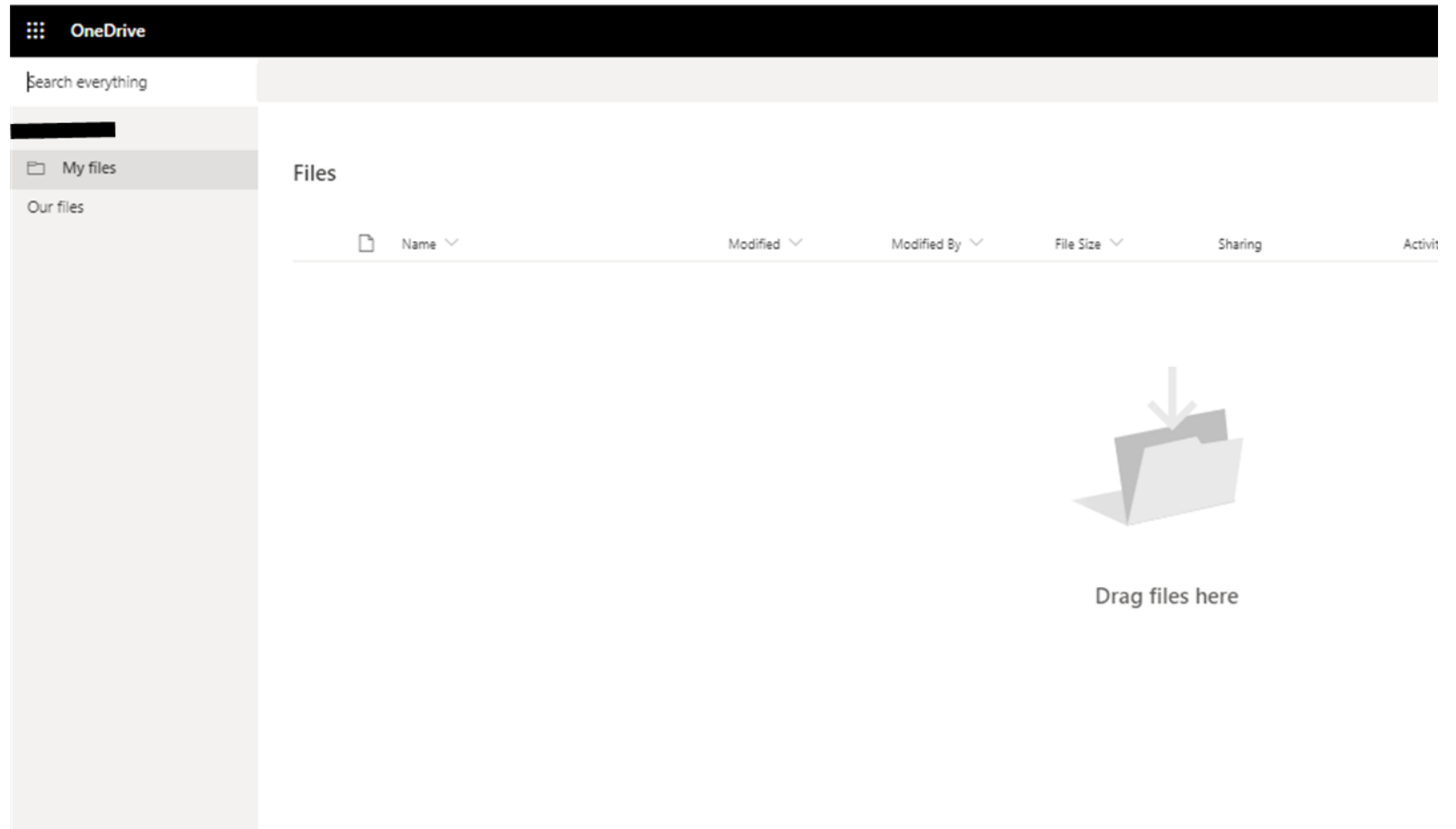
You can **click** on each assignment and it will take you into that assignment and give you more detailed information.



Saving work in my OneDrive

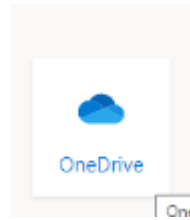


Your **OneDrive** is your personal cloud storage where you can store all your files. (Like your home drive (M) at school. The difference is you can access this area from home or anywhere you can log in using the internet.

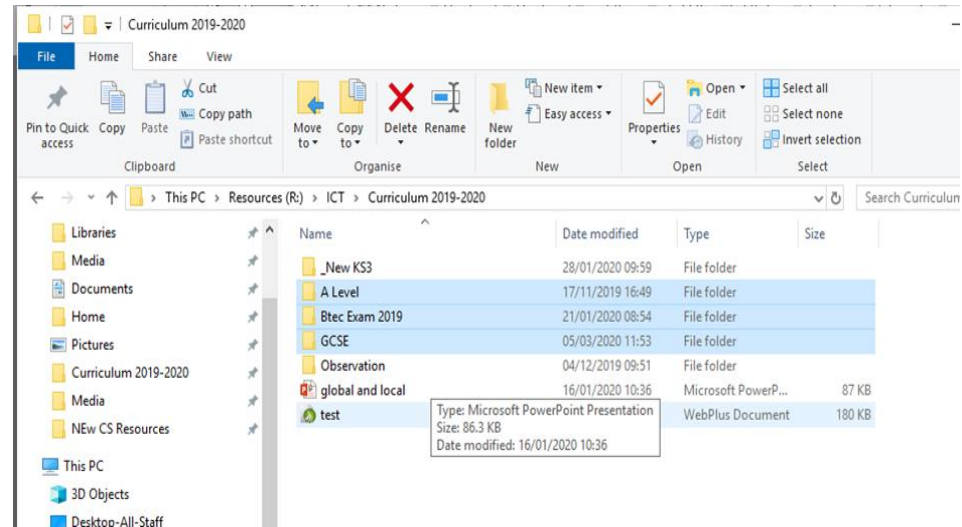


Uploading to your OneDrive

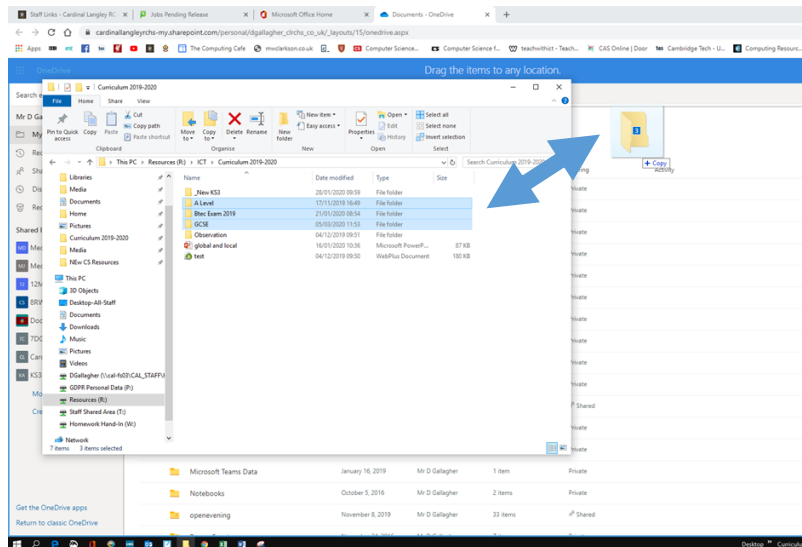
Method 1



Select the files or folders you want to upload.



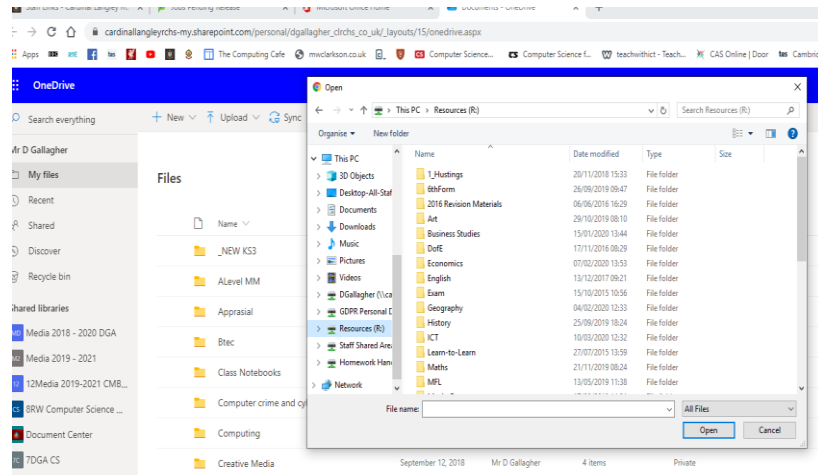
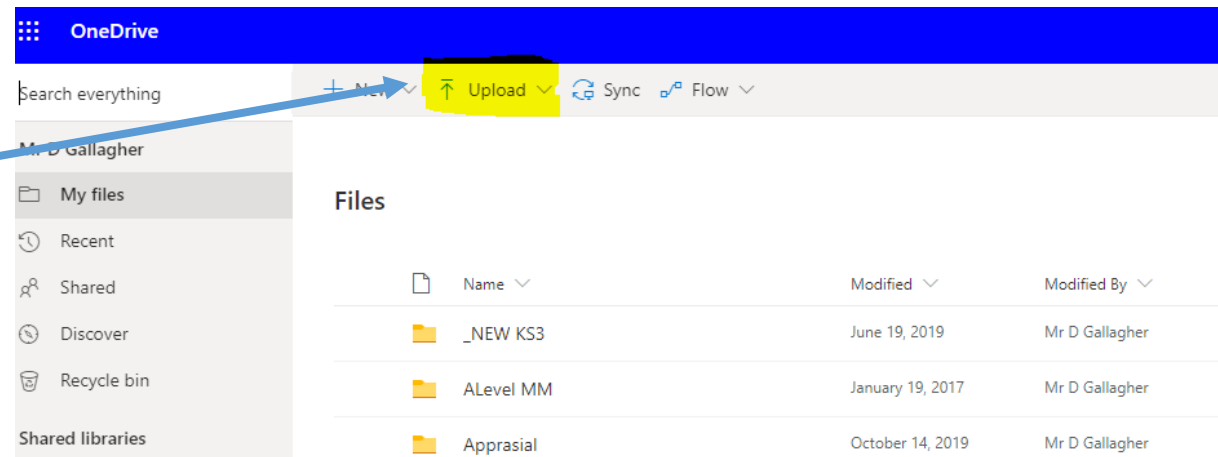
Drag the Files and Folders from your area and drop them onto the OneDrive



Uploading onto your OneDrive

Method 2

On your OneDrive home screen, select the upload button.

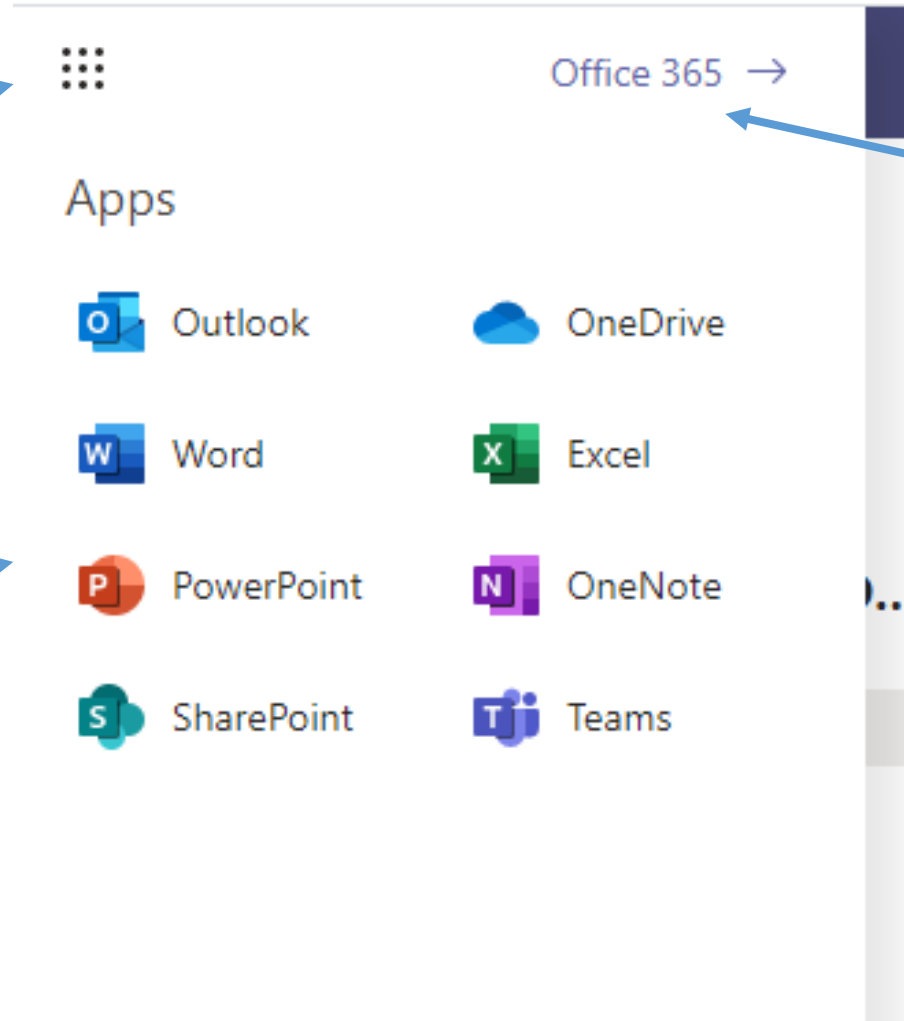


Browse for the files or folders you would like to upload.

Microsoft office

If you click on the 9 DOTs in the top left hand corner it will give you access to all the apps available to use. This includes the Microsoft office package and other interesting Apps you might be interested in.
(Explore for yourself)

You can use these Apps in your browser and save the work completed in your OneDrive *(this is your online cloud storage).*



Click here to see all the apps available

Apps available to use for free

Explore what's available.

Click All Apps and Tips and Tricks.

The screenshot displays the Office 365 app catalog interface. At the top, there are navigation tabs: "Office 365" (which is underlined and selected), "All Apps", and "Tips and Tricks". Below the navigation, a grid of application tiles is shown. Each tile consists of an icon, the application name, and a brief description. The applications listed are:

- Calendar**: Schedule and share meeting and ev...
- Class Notebook**: Organise your lesson plans in a digi...
- Delve**: Get personal insights and relevant i...
- Dynamics 365**: Break down the silos between your ...
- Excel**: Discover and connect to data, mod...
- Forms**: Create surveys, quizzes, and polls a...
- Kaizala**: A simple and secure mobile chat ap...
- OneDrive**: Store, access, and share your files in...
- OneNote**: Capture and organise your notes ac...
- Outlook**: Business-class email through a rich ...
- People**: Organise your contact info for all yo...
- Planner**: Create plans, organise and assign ta...
- Power Apps**: Build mobile and web apps with the...
- Power Automate**: Create workflows between your app...
- PowerPoint**: Design professional presentations.
- SharePoint**: Share and manage content, knowle...
- Staff Notebook**: Collaborate with faculty and staff to...
- Stream**: Share videos of classes, meetings, p...
- Sway**: Create and share interactive reports...
- Tasks**: Create and manage tasks in Outlook.
- Teams**: The customisable, chat-based team ...
- To Do**: Manage, prioritise and complete th...
- Video**: Share videos of classes, meetings, p...
- Whiteboard**: Ideate and collaborate on a freefor...
- Word**: Bring out your best writing.
- Yammer**: Connect with co-workers and class...

Explore

There are a lot of features to this product

EXPLORE