How to: use TEAMs for work
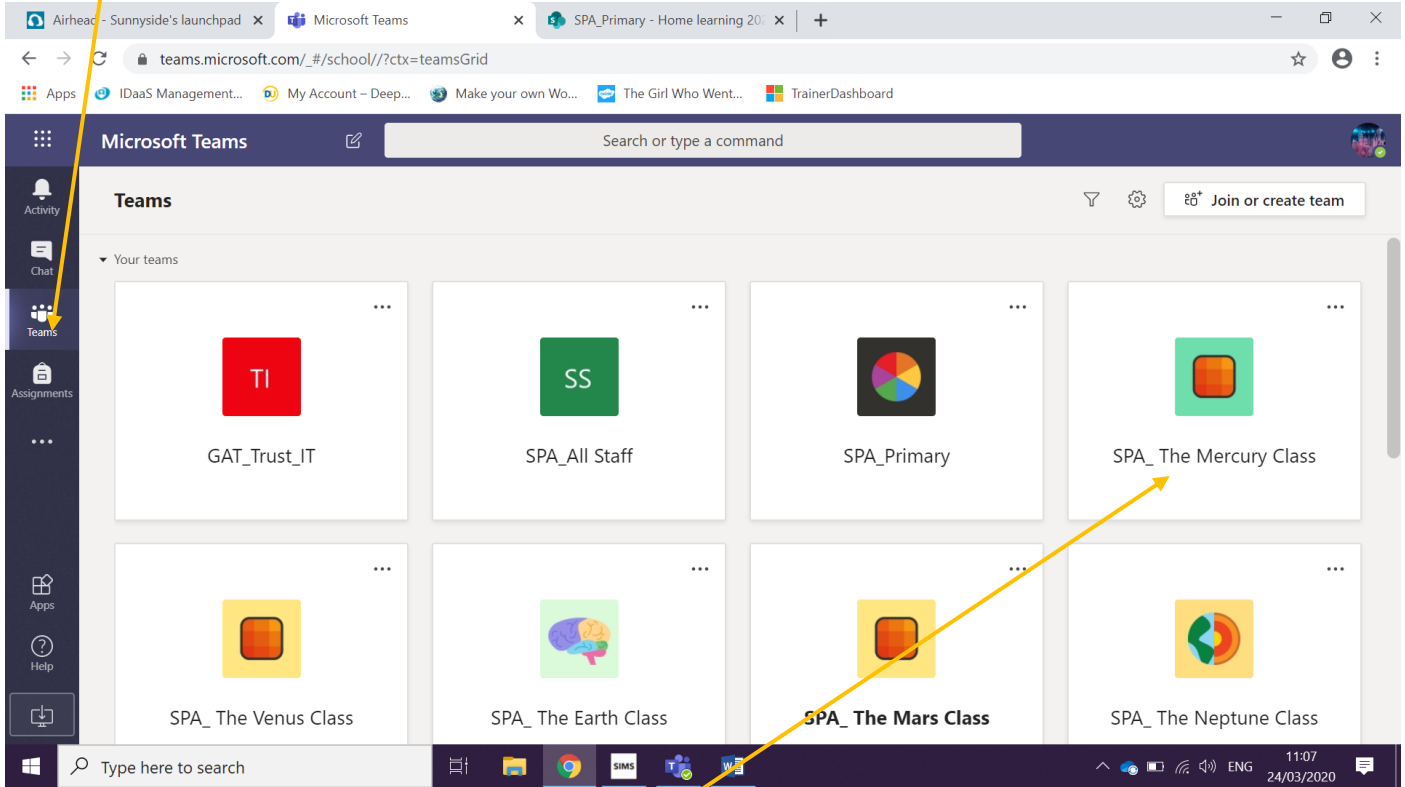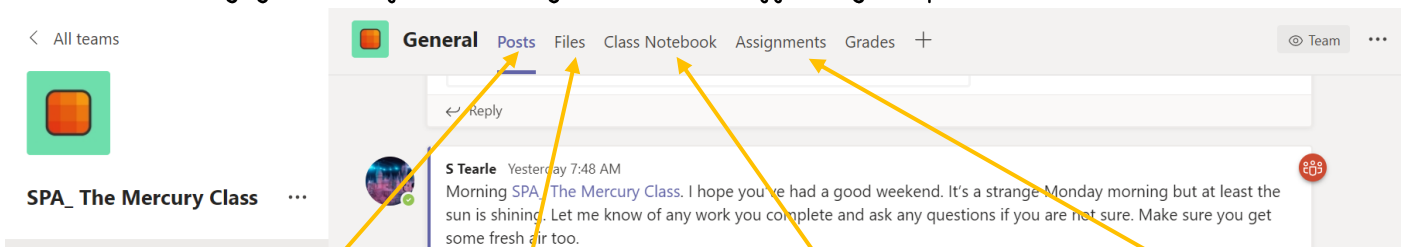
Once you've clicked on TEAMs you will get a screen like this (although you may have less classes than me)

2. Click on the tile with your class name.

When you have clicked on your class you may find that you have a message from your teacher wishing you well for the day/ week and offering help.

3. This is where you have the chat feature to communicate with your class and your teacher. Please remember to click the reply button to chat, not start a new message every time.

4. This is where extra documents might be saved for you to use at your leisure. Some classes also have child named folders here for saving additional work.

5. This might be where your teacher has asked you to upload files into your own page.

6. This is where work should be set so that no-one can edit your work except you.
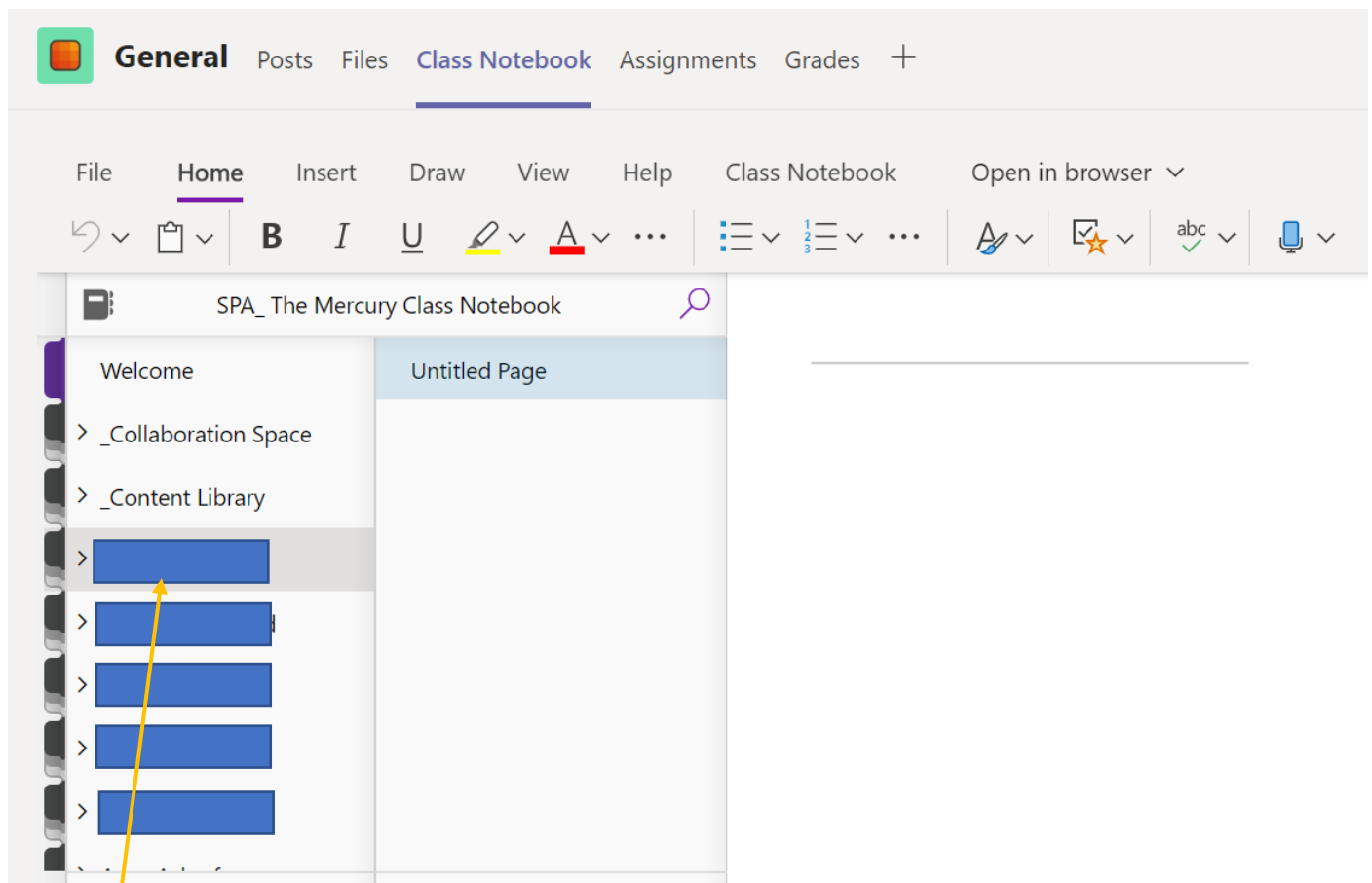
Files

If you have an individually named folder in this section, then click on that first. Then use this button to upload any work.
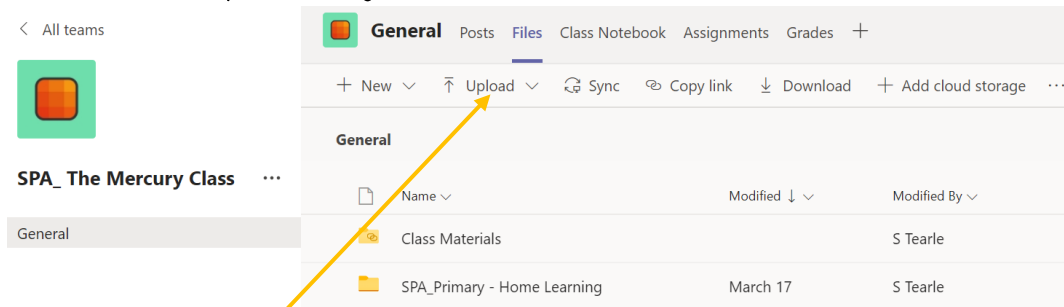
7. This is the button you want to be able to upload any document or photo to a folder.
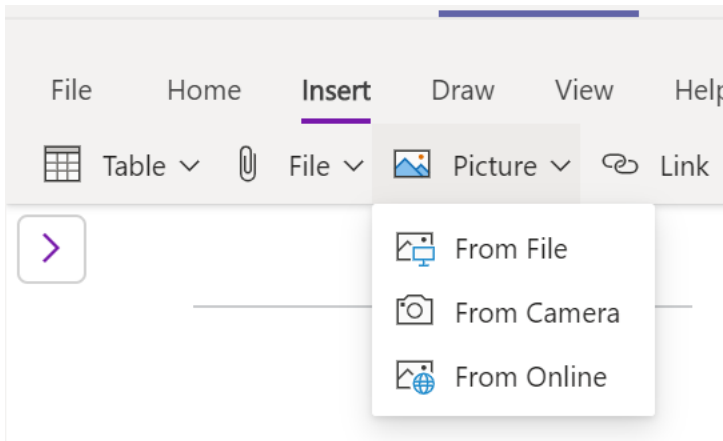
Class Notebook

If your teacher is using class notebook then you will get a screen like this.

8. Find your name down the side here and click on it.

This should now work like a technological notebook where you can add anything to it including: powerpoints, videos, pictures or even just writing.

If you are wanting to upload work you have done on paper then this is the bit you need.

Assignments

If your teacher has set assignments then you will find them here. On this screen you will be able to see the title of the assignment and when it is due to be completed by.
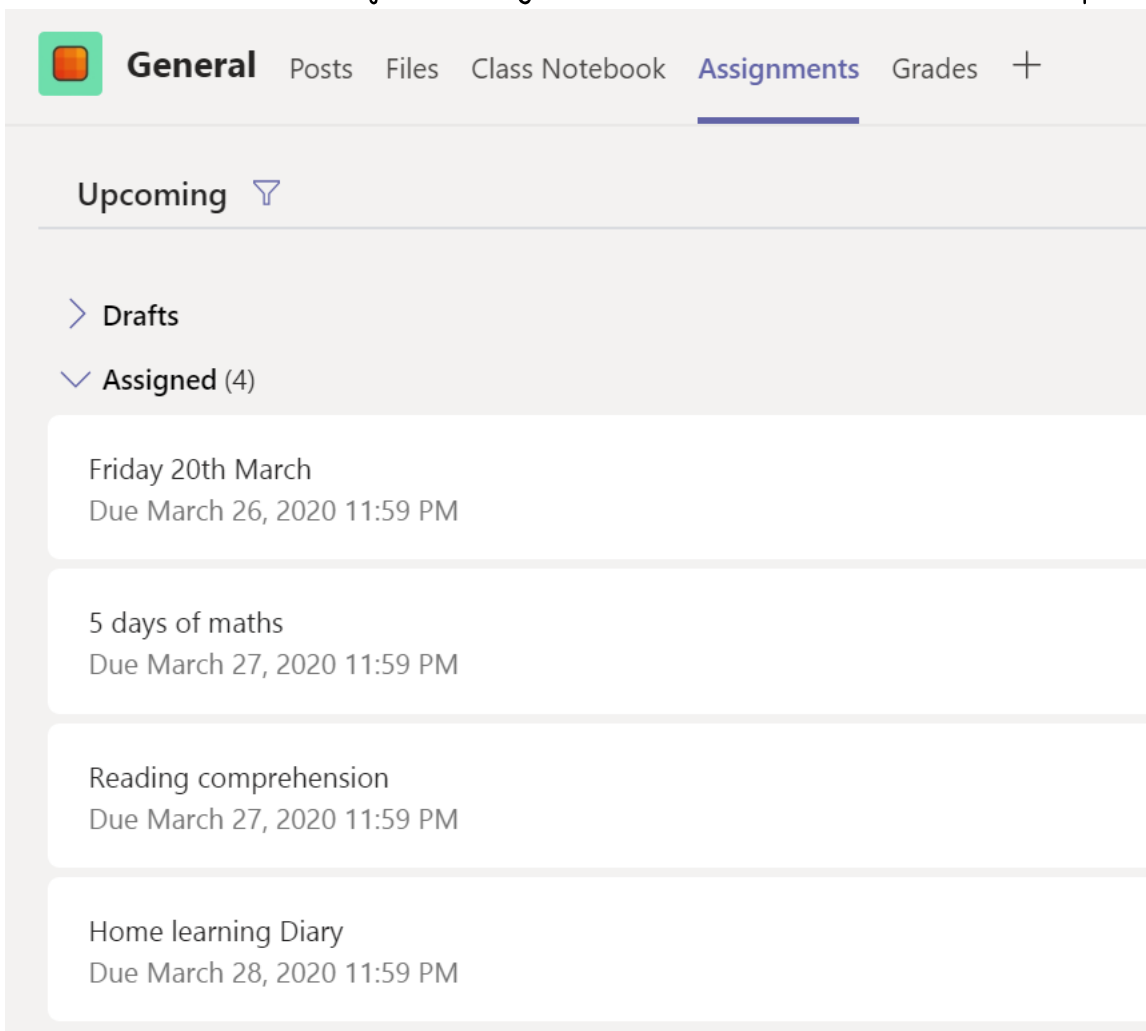
Click on an assignment to access it.
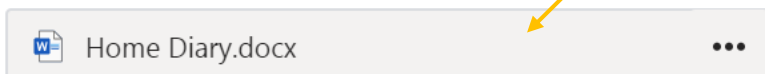
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Home learning Diary

Due March 28, 2020 11:59 PM •
Closes March 28, 2020 11:59 PM

Instructions
Please fill in each day to show the learning that your child has taken part in (either school work or wider world experiences)

Student work

[W] Home Diary.docx •••

The assignment should contain some simple instructions and then the document(s) expected to be used for completion.

When you click on the document(s) you can work directly onto them as each child is sent their own copy of the document(s) so you don't need to worry about changing someone else's work.

You may find that you have a 'Turn in' button at the top right of the screen. Use this button when you have completed the whole document of work.

Teachers can give feedback either via chat or assignments about the work that has been completed, but ongoing help with work should be done on chat as it is a live feed to all devices/ users.