

Logging on to Microsoft Teams: Finding assigned work from a class teacher

There are different ways to get on to Microsoft teams but one way is to type 'Microsoft Teams' into your search Engine.



Normally the web address will be:

About 568,000,000 results (0.52 seconds)

www.microsoft.com › en-gb › microsoft-365 › group-c...

Microsoft Teams | Group Chat, Team Chat & Collaboration

Sign up to **Microsoft Teams** for free chat tools for your next group chat or team chat. Go from instant messaging to secure video chat & work remotely.

Download Teams

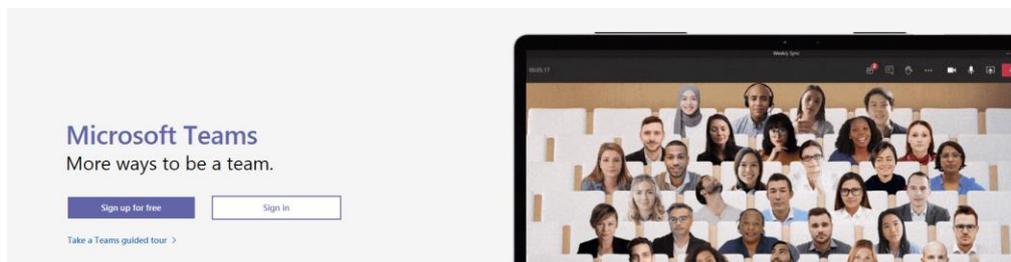
Download Microsoft Teams now and get connected across ...

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Online meetings

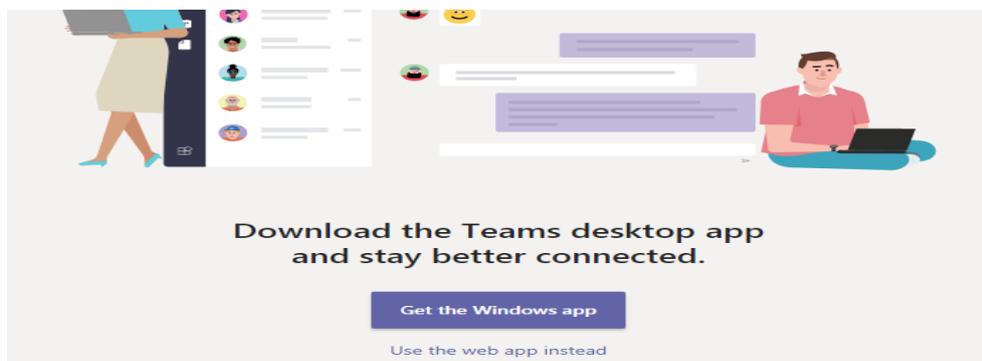
Take your meetings to the next level. Microsoft Teams meetings ...

Then the screen will look like this:



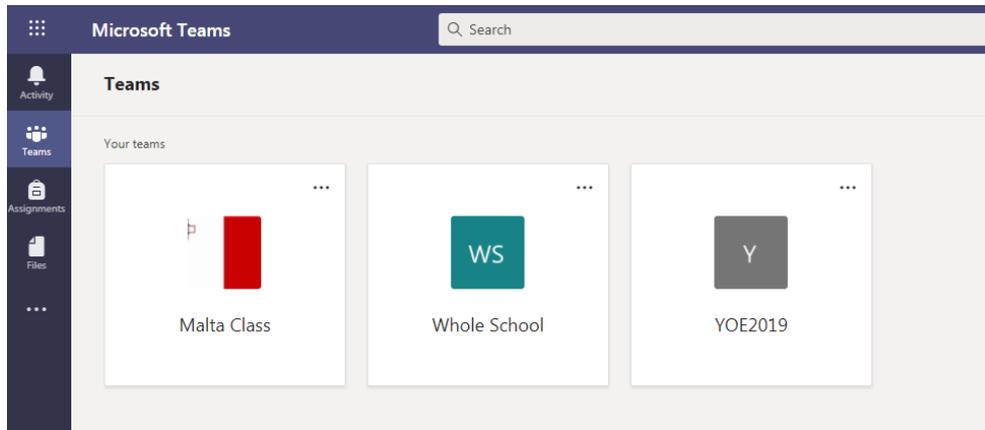
Use your child's sign in details that have been stuck into your child's reading diary. If it is the first time logging in, Teams will ask you to change your password. Just add a 1 to the end of the existing password so that the school can also keep a record of the new password.

Once the password has been changed, you will be in Microsoft Teams. You should see:



At school, we have been clicking on 'use the web app instead' but you can use the windows app too.

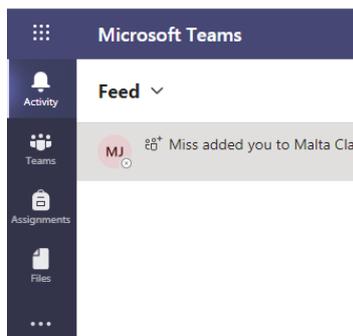
Once you have clicked on this you will then be able to see the Teams you have been invited to. Here is an example. But each child might have a slightly different view at this point depending on which class they are in.



On the left hand side you will then be able to view assignments (or pieces of work/resources) that a teachers sets for your child.

Once work has been completed, work can be handed in using the button in the top right. Work will be saved automatically on Teams. Teachers will then be able to see the work and send feedback. The feedback should become visible in the activity section on the top right.

In the event of a full or partial closure, children will have opportunity to have some time with their teacher live to discuss their learning. By clicking on activity, you will be able to see any group lessons that your child can join. In small groups, your child will have a time slot each week where they can meet their teacher and discuss how things are going.



If you have any issues accessing your child's work on Teams, please let your child's class teachers know. We have reminded children about e-safety and that messages in the chat area can be viewed by class teachers.