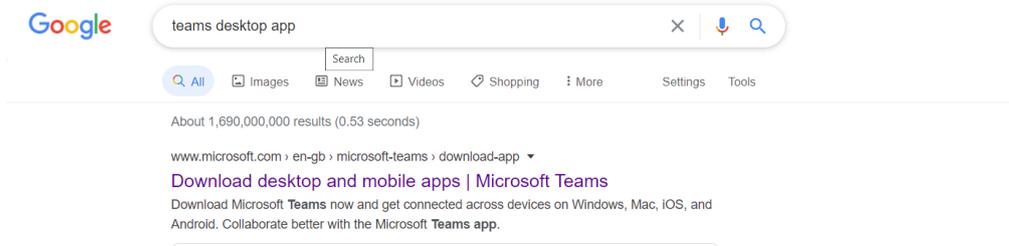


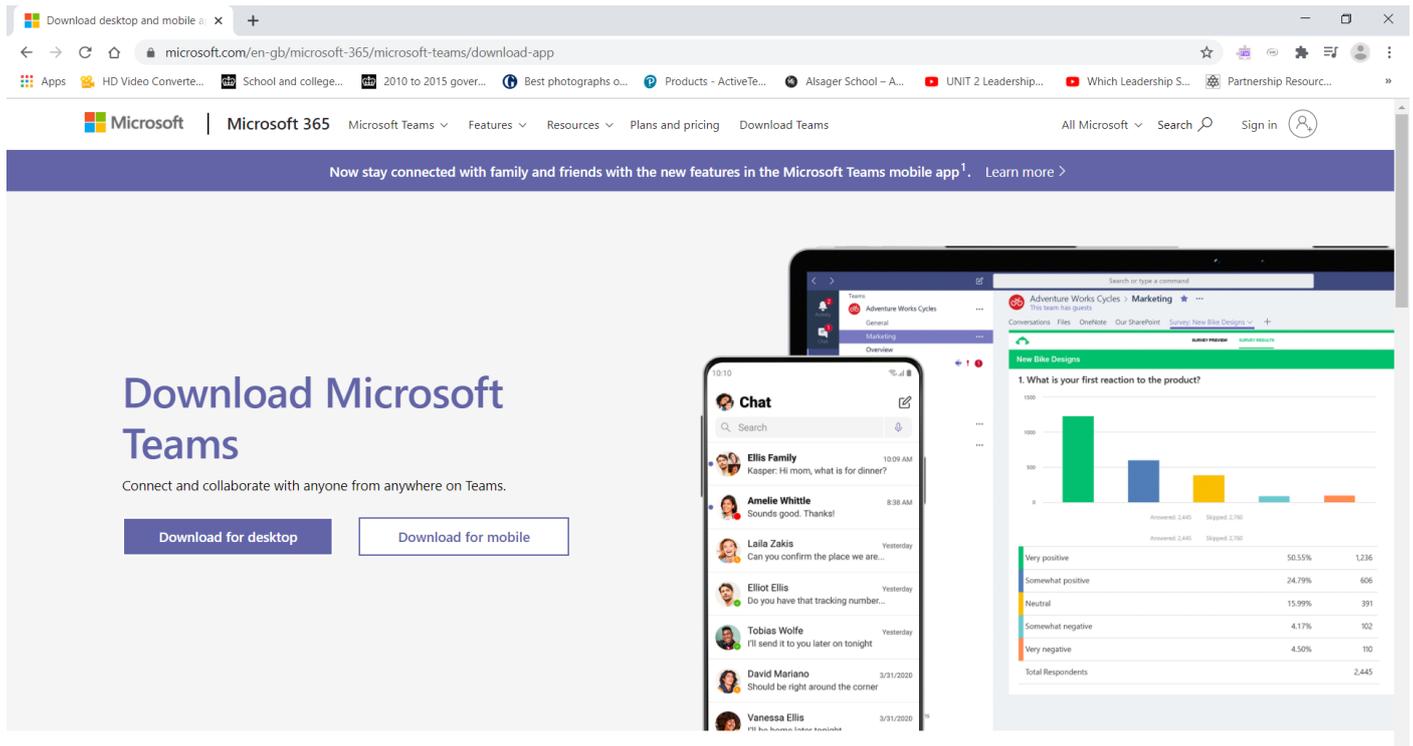
Teams - How to Login

Go to any web browser, access Google and type into the search bar 'teams desktop app'.

The desktop version is more reliable than the Office 365 version, so it is a good idea to download this to your desktop, laptop, mobile device or tablet.



When you click on the above the following appears:

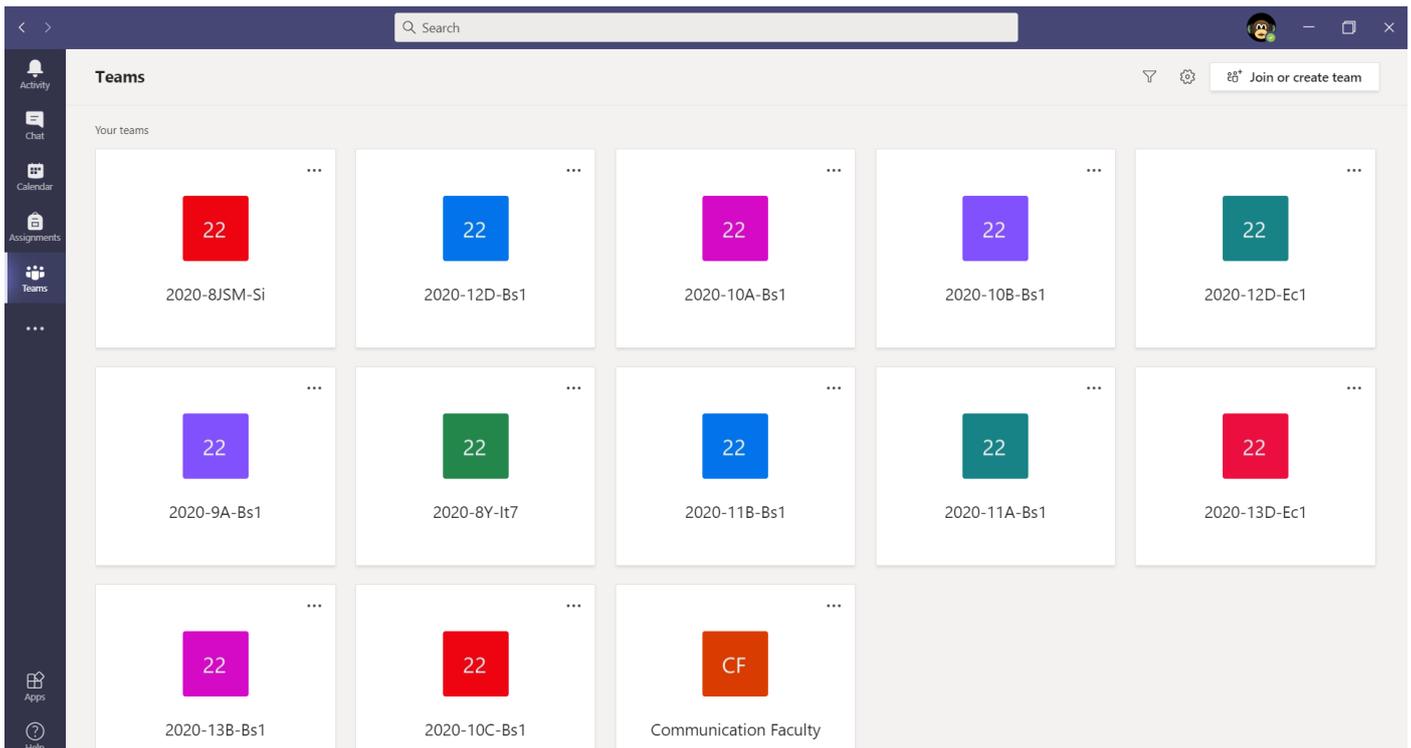


It is a Microsoft download so is safe and will not harm your device.

When Teams opens you will need to login for the first time using your school email address and password e.g. 20joblogg@alsagerschool.org (year you joined Alsager School, the first letter of your first name and the first 4 letters of your surname)

Alsager School Students Guide to Teams

When Teams loads you will see all of your classes which will be activated by your class teacher:



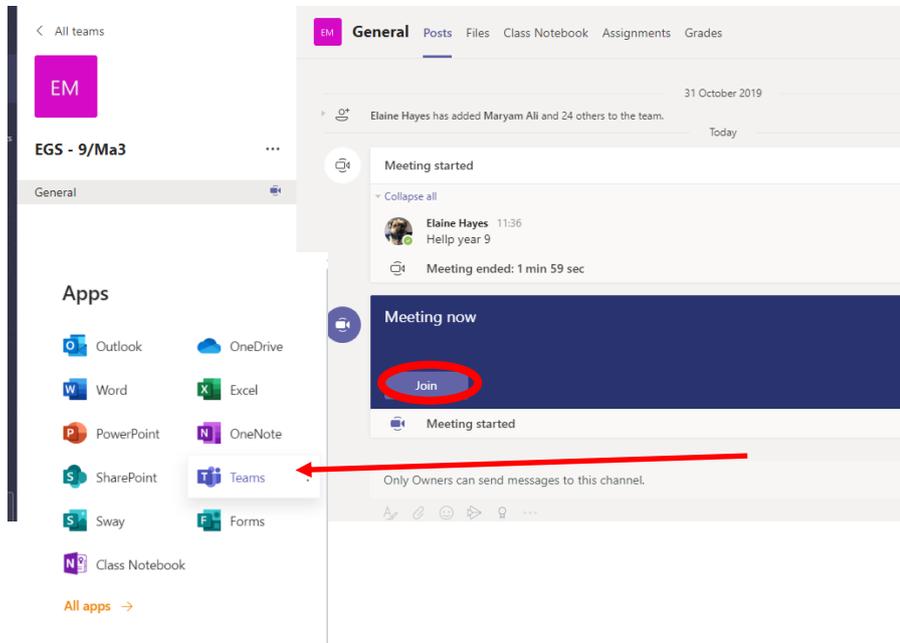
Using Teams through Office 365:



You will now see your 365 icons. Click on Teams and you will see all of your classes which will be activated by your teachers.

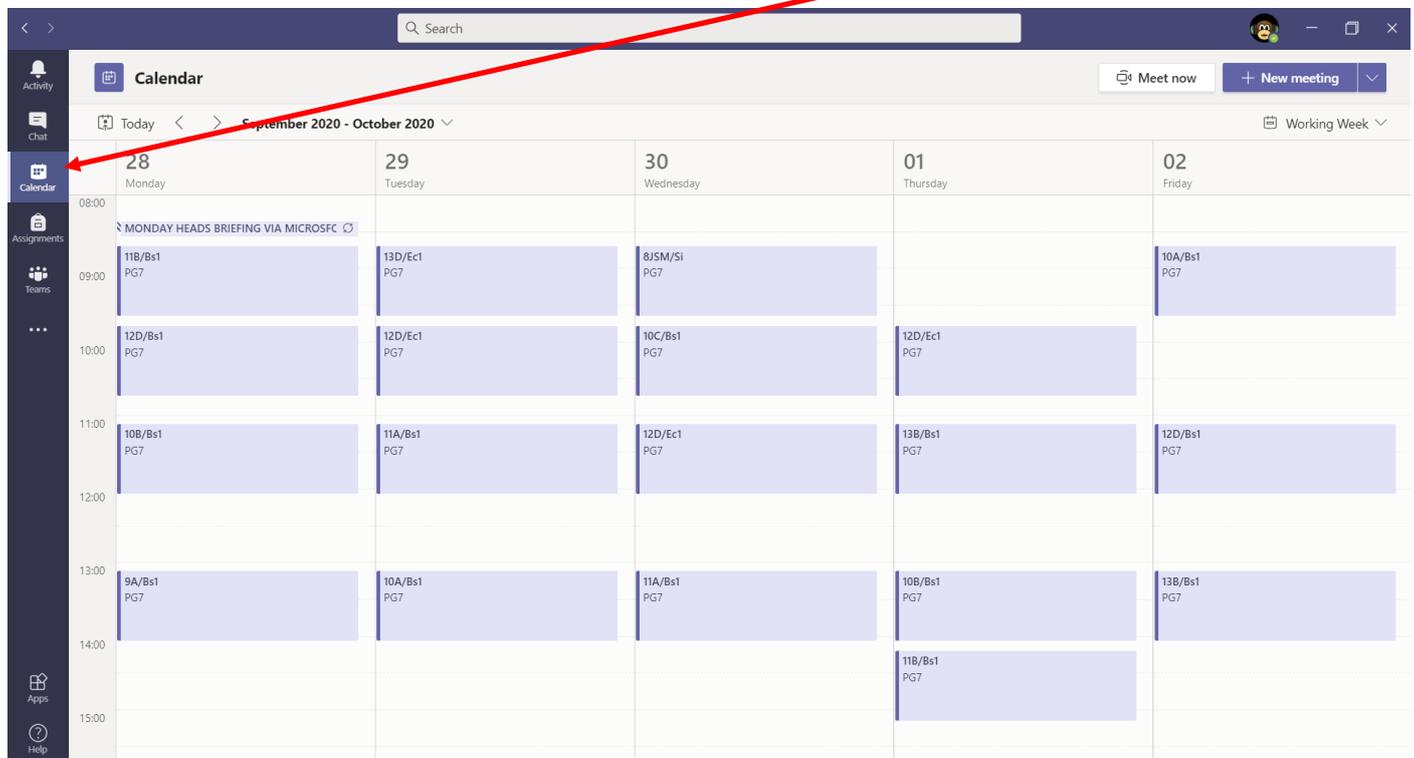
Alsager School Students Guide to Teams
Go to Alsager School and click on 365

Teams - Joining a Virtual Classroom - Student

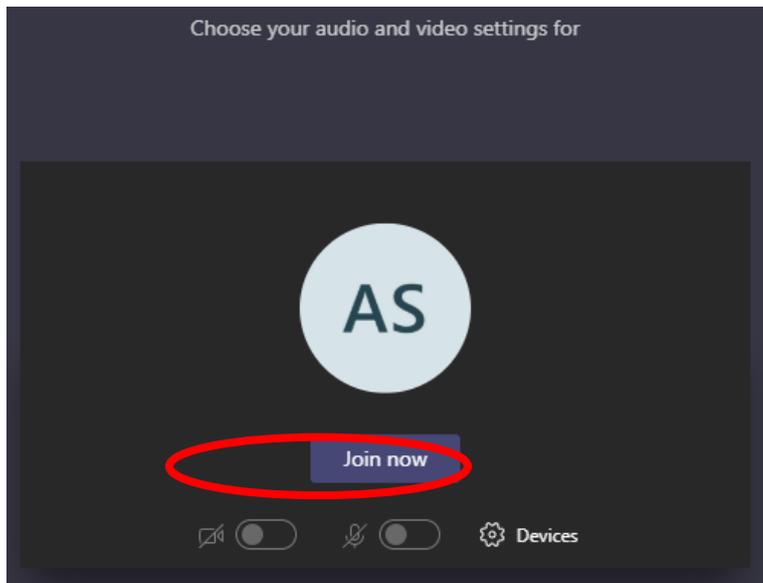


If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

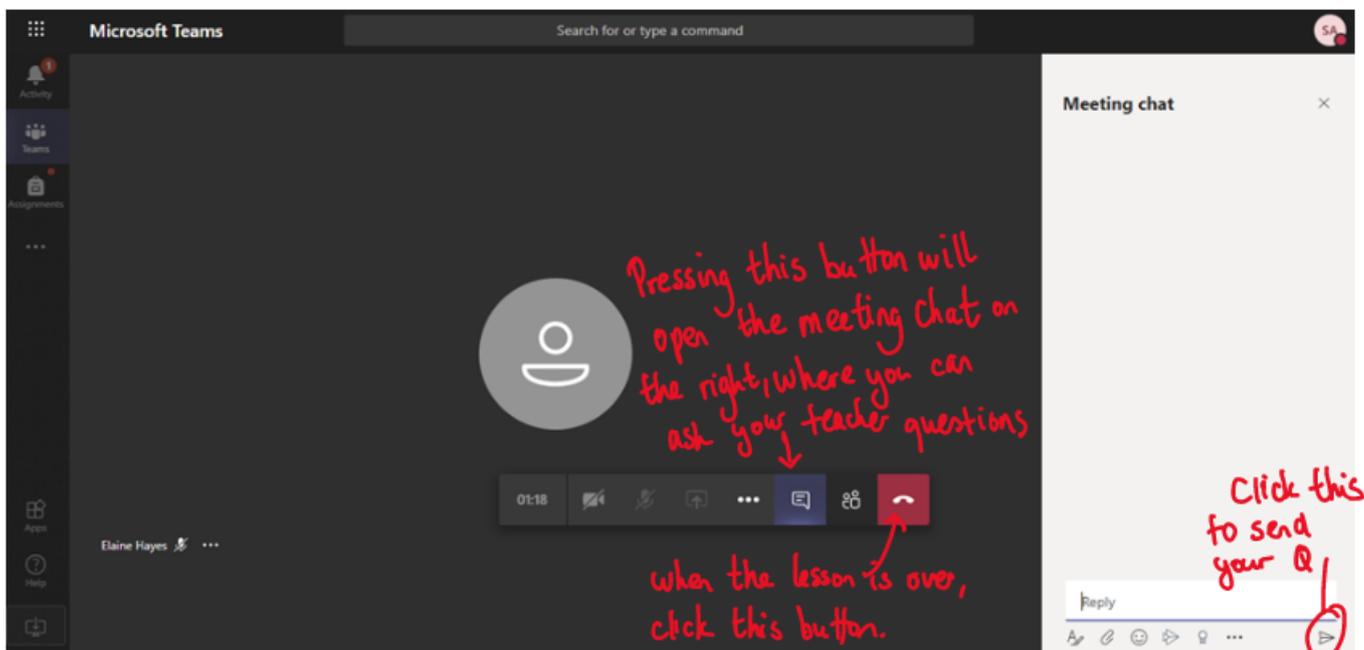
You can also access and join a class through your calendar:



The lesson will appear and allow you to click 'join' which will appear as the lesson is ready to join. **We have found this the most reliable way to access live lessons.**



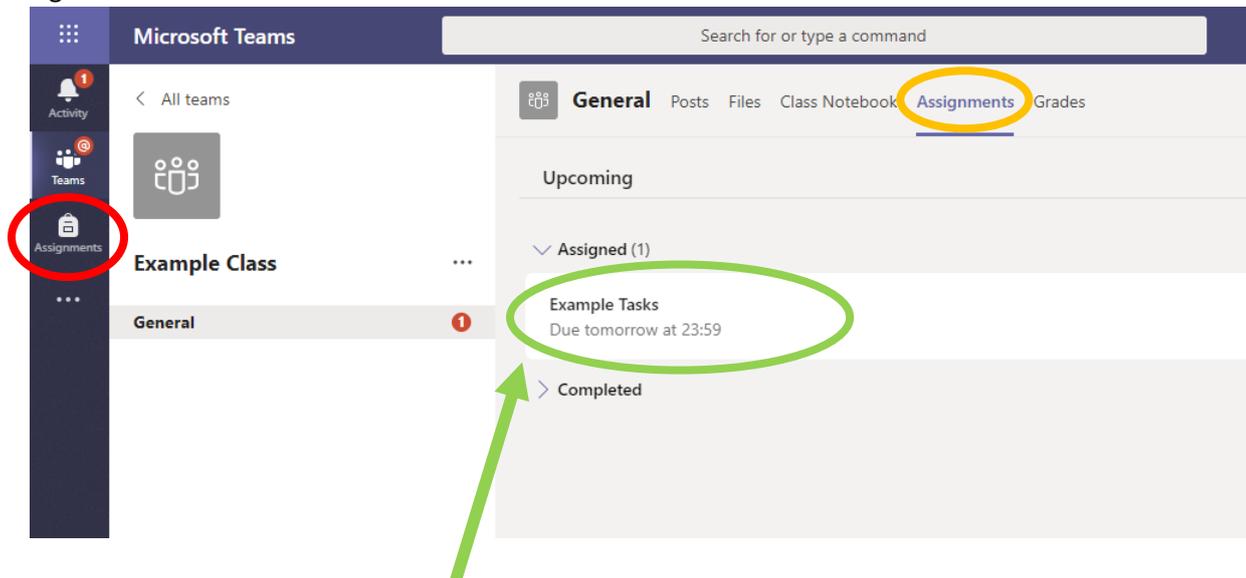
The red circle is the camera and microphone function. Make sure they are off. Your teacher will invite you to turn on your mic during the lesson but all students should keep their microphone off unless they are asking/responding to a question. You can also ask a question of your teacher using the chat function and questions are kept in the Team after the lesson. You can also use the hand-up button



Teams - Uploading an assignment

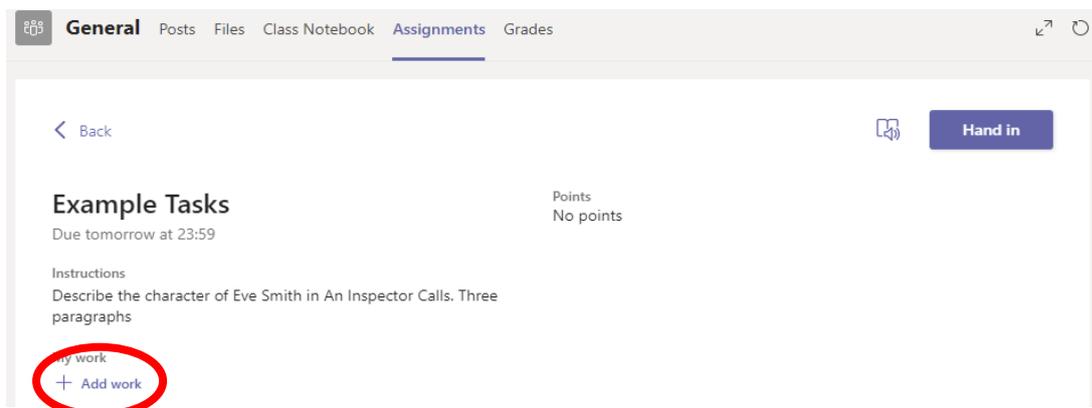
Your teacher can set assignments for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

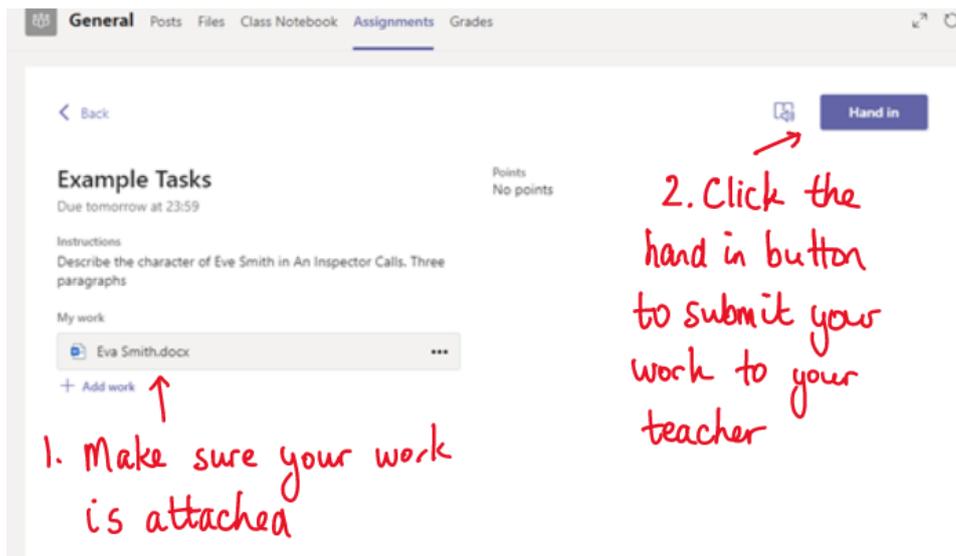
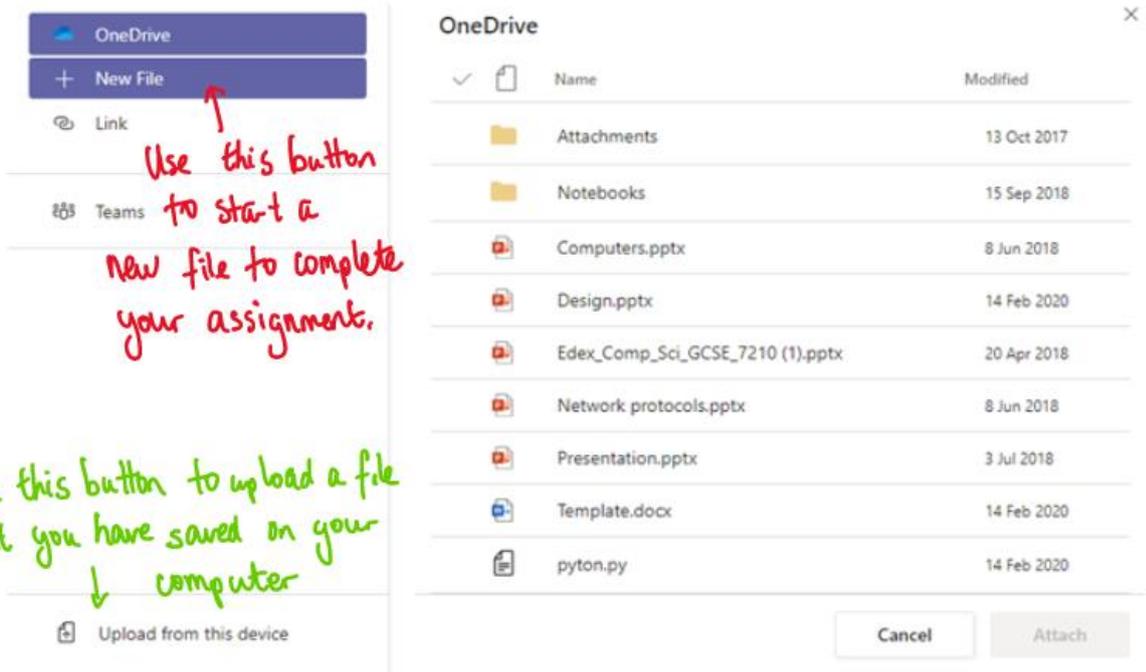
Alsager School Students Guide to Teams



Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.





Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

