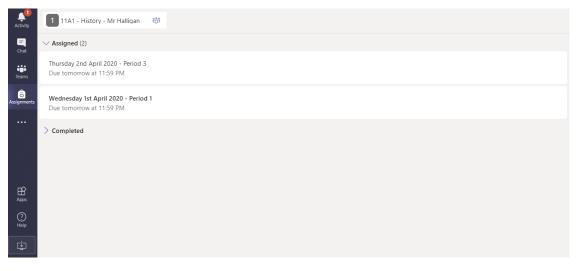
<u>Teams – A Student Guide</u>

1. When you log in you will see a screen with all the **"Teams"** your teachers have added you to. Each team will be one of your usual subject classes. Click on the icon to enter your class.

 9A1 History Mr Rowland	9B3 History Mr Rowland	 OB 7S1 Online Baccalaureate	 7B1 - History - Mr Halligan
 I1A1 - History - Mr Halligan			

2. Alternatively, if you click on the dark purple bar on the left hand side, you can click "assignments" and view at a glance the deadlines and tasks for different groups.



3. Once in the team you will see a screen like this. **The "posts"** page enables your teacher to make announcements and for you to ask any questions

🥼 Ge	nera Posts Files flass Notebook Assignments Grades	⊚ Team	
8,	Assignments 12:51 PM Thursday 2nd April 2020 - Period 3 Due Apr 02		
	← Reply Last read		
JR	James Rowland 1:55 PM Hello sir I have a question about the work - could you help me please?		
	Nick Halligan 2:39 PM No problem. What would you like to know?		
	← Reply		
	Start a new conversation. Type @ to mention someone.		
		\triangleright	

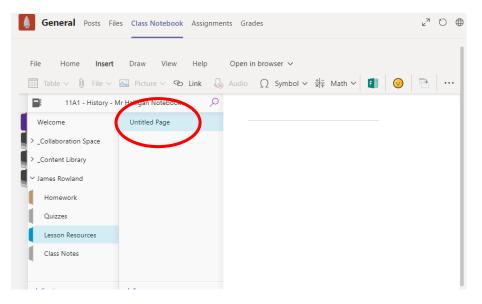
4. On the **"files"** tab, your teacher will upload class materials and resources for you to access and store. Click each folder to use the files within.

General Posts Files Clas Notebook	Assignments Grades +	-	لاً، لا
$+$ New \vee $\overline{\uparrow}$ Upread \vee 52 Copy link	\pm Download $+$ Add cl	oud storage	\equiv All Documents $ \smallsetminus $
General			
🖹 Name 🗸	Modified $\downarrow\lor$	Modified By \smallsetminus	
Class Materials		James Rowland	
Textbooks Mr Rowland	March 23	James Rowland	
Crusades 1095-1193 Lessons	March 23	James Rowland	
Mr Scott Britain 1930-1997	March 23	Louis Scott	
Textbooks Mr Scott	March 23	Louis Scott	

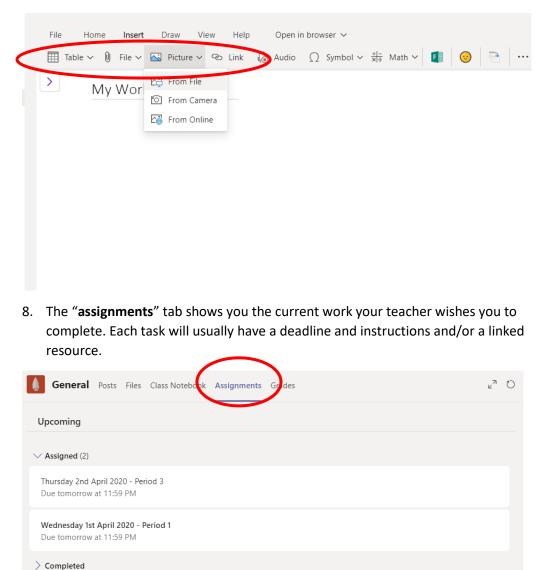
5. "Class notebook" is an area for you to store your work, and that your teacher can see work too. When you see the "Welcome to Class Notebook" message, **click the ">" symbol** on the left to access your folders.

11A1 - Histo	ry - Mr Halligan 👌 1 👔 Immersive Reader 📝 Open in app 👻 👔 Help 🚺 Terms of Use 🕠
	Welcome to Class Notebook
	Your OneNote Class Notebook is a digital notebook for the whole class to store tex
	handwritten notes, attachments, links, voice, video, and more.
	5

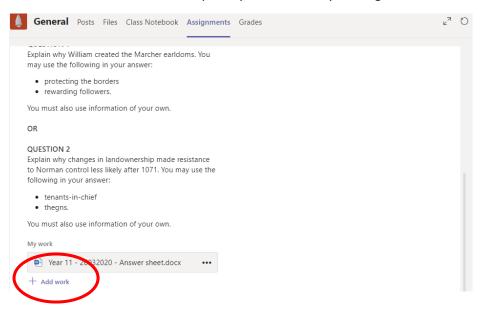
 Your teacher will have set up a number of folders for you to store work as directed. Click the relevant folder and either type in a document, or copy and paste photos of work into it.



7. You can insert work by selecting either "table" "file" "photo" or "link" from the top bar.



9. When you click the assignment, you will see the instructions from your teacher, and usually a document to click and use. This could be a word document, quiz to complete or a link to click. You can also upload your own file by clicking "**add work**".



10. To upload work, you can ether do so from your Onedrive, or **upload from this device from** the folders on your laptop, computer or mobile.

OneDrive	OneDrive > Notebooks		\times
+ New File	V 🖞 Name	Modified	
ତ Link			
දීලී Teams			
	W		
	No files available		
🔂 Upload from this device	Car	Attach	

11. When you have uploaded your work, click **"turn in**" to submit it to your teacher.

	Points
Wednesday 1st April 2020 -	Points No points
Period 1 Due tomorrow at 11:59 PM	
Instructions A BIG THANK YOU for keeping on with your GCSE studies! Your work is really helping me to gather evidence as to the grade you are working at! It is appreciated!	
As you have been producing written answers for me	
- · ·	word d. edback with targets to improve. You can then
knowledge of Norman England is. Here are 30 challenge questions for you. There is a document with answer spaces. if that helps. attache	word d. edback with targets to improve. You can then
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knowledge of Norman England is. Here are 30 challenge questions for you. There is a document with answer spaces. if that helps. attache Your teacher can then give you fe again" to show you have acted or Back	word d. edback with targets to improve. You can then a their feedback. <i>Returned Wed, Apr 1, 2:40 PM</i> Turn in again Feedback Well done. You have understood the importance of trade during Alexander IIs reign well. Have you thought about th
knowledge of Norman England is. Here are 30 challenge questions for you. There is a document with answer spaces. if that helps. attache Your teacher can then give you fe again" to show you have acted or Back Chursday 2nd April 2020 - Period 3	word d. edback with targets to improve. You can then a their feedback. Returned Wed, Apr 1, 2:40 PM (Turn in again Feedback Well done. you have understood the importance of trade
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These are a little harder than normal, but you should find information in your revision guides to help.

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13. **"Grades"** will show you an overview of the tasks you have completed and any marks or points received.

	osts Files Class Notebook Assignments Grades		∠ ⁷ Ö
Due date 🔺	Assignment v	Status	Points
Tomorrow	Wednesday 1st April 2020 - Period 1	Tiewed	No points
Tomorrow	Thursday 2nd April 2020 - Period 3	← Returned	No points

If you have any other issues or questions, please email <u>technicalsupport@parkhall.org</u>