

How to access Teams and submit work from home



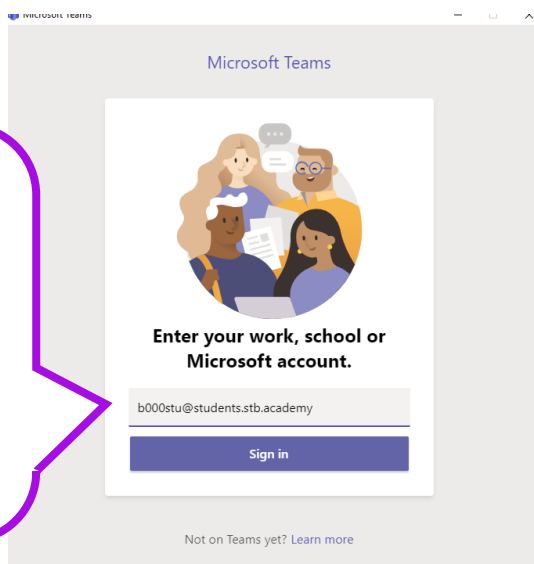
Microsoft Teams

- There are 2 ways that you can access Teams from home. The first is to download the app onto any device whether this be a desktop computer, laptop, tablet or mobile phone. You will then have the icon above on your device.
- The second is to use office 365, and from the menu down the left-hand side of the screen click on the team's icon shown above.
- When you first click on the Teams icon you will get the following pop up on your screen

You will need to type in your school email address in the box provided.

Remember your email address is your
bnumber@students.stb.academy

Then **click the purple Sign in** button



The screenshot shows the Microsoft Teams web interface. At the top, it says 'Microsoft Teams'. Below that is a large circular graphic with four diverse people. Under the graphic, it says 'Enter your work, school or Microsoft account.' There is a text input field containing 'b000stu@students.stb.academy' and a purple 'Sign in' button below it. At the bottom, there is a link that says 'Not on Teams yet? Learn more'.

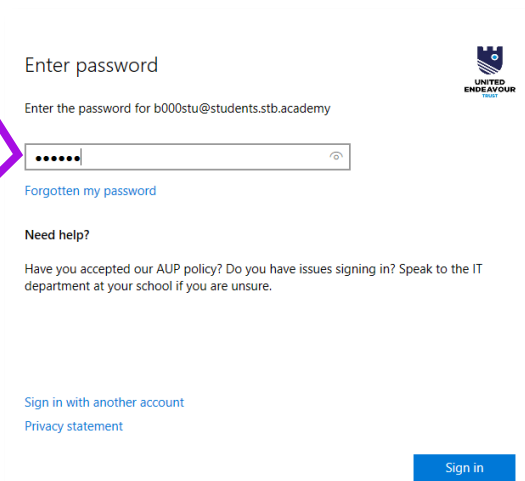
Remember your b number starts with b21 _ _ _ and is then followed by 3 digits that are unique to you. When you type in your email address make sure that you spell all of the words correctly, and make sure you have added the 's' to the end of **students**.

The following pop up will then appear on your device.

Here you need to enter your password, this is the same one you use to log in with at school.

Make sure you type it in correctly.

Then **click the blue sign in** button.

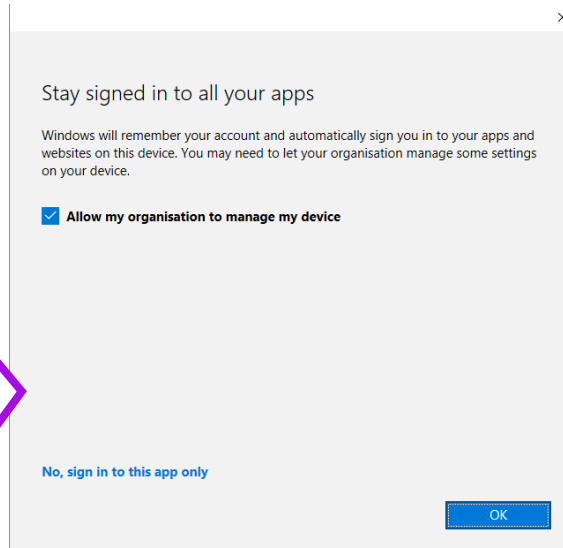


The screenshot shows a password entry screen. At the top, it says 'Enter password'. Below that, it says 'Enter the password for b000stu@students.stb.academy'. There is a password input field with dots. Below the field are links for 'Forgotten my password', 'Need help?', and 'Sign in with another account'. There is also a link for 'Privacy statement'. At the bottom right is a blue 'Sign in' button.

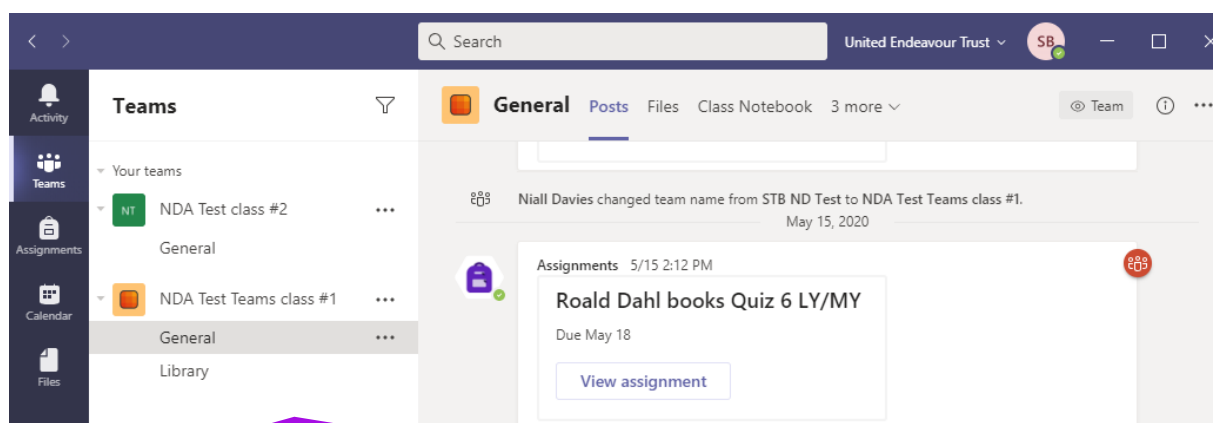
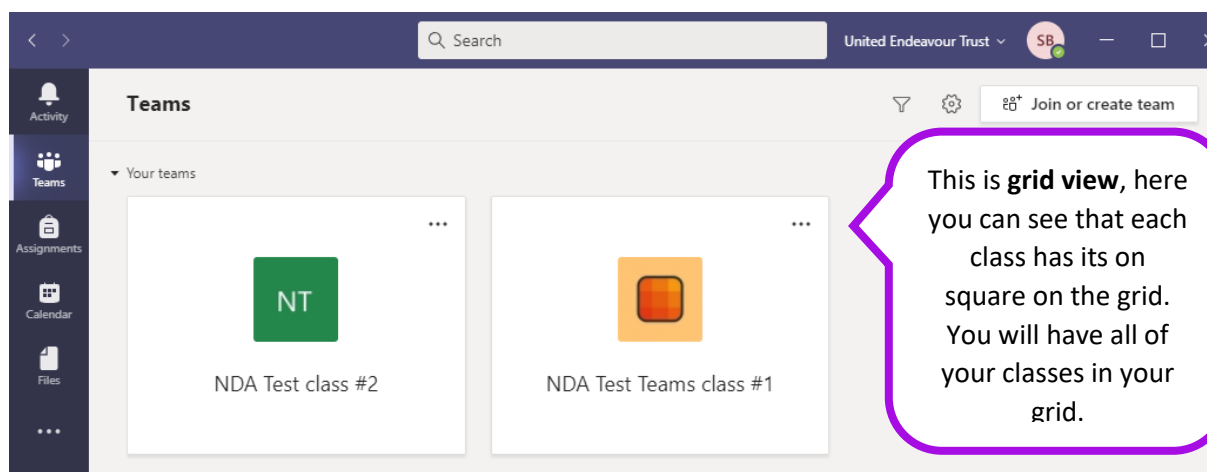
The following pop up will then appear on your device.

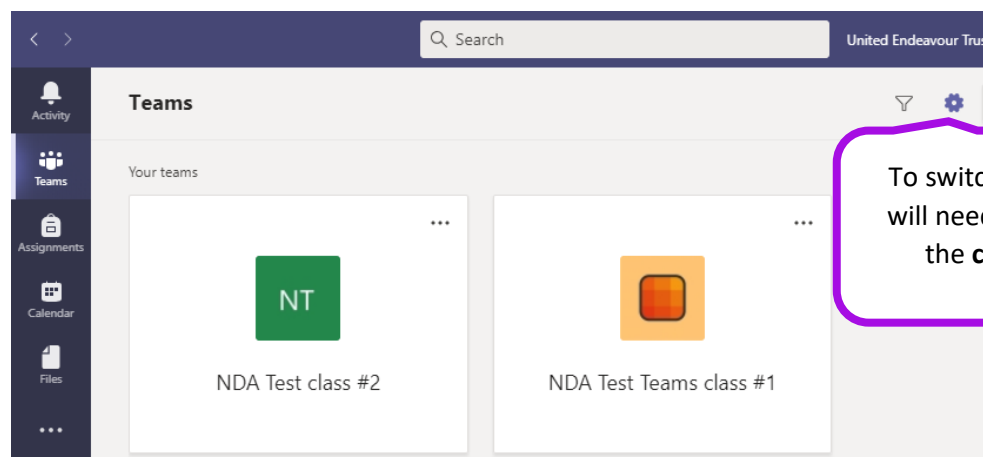
Make sure the tick box is selected and blue, this will then save your log in details so that you don't have to keep entering your email and password on the device.

Then click on **ok**.

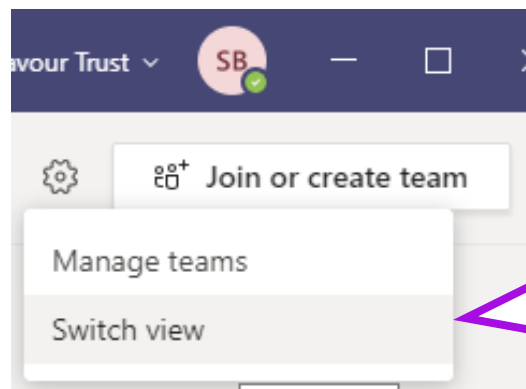


Your Teams app will then open, there are 2 possible views that it will open in, tile view and list view these can both be seen in the screenshot below. They both have the same information, but the layout of information is different on each one.

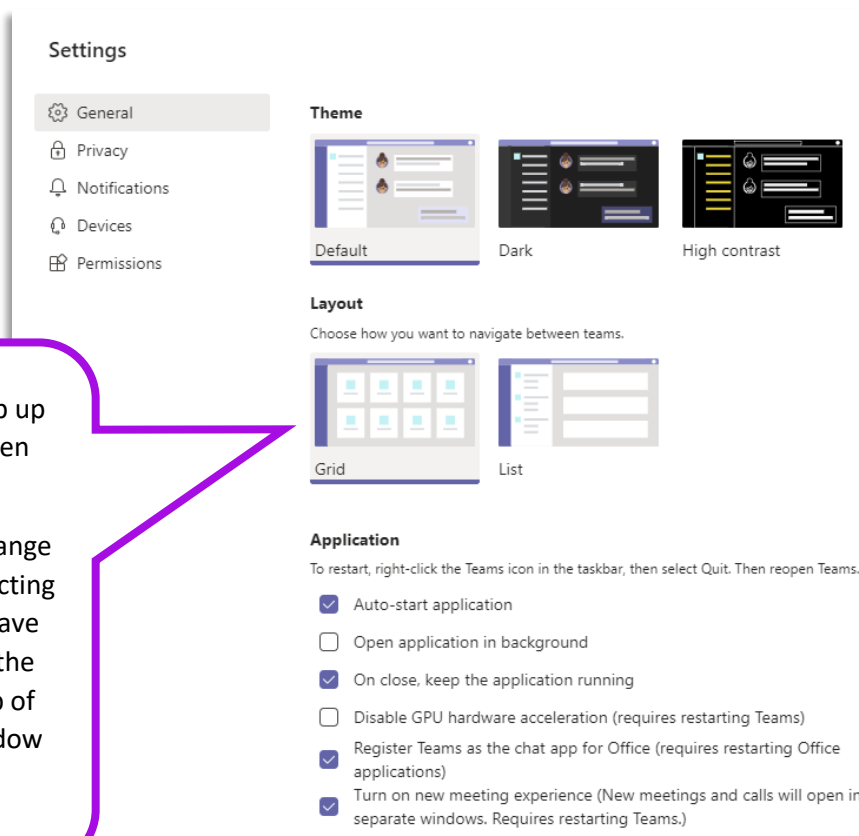




To switch view, you will need to **click on the clog icon**.



This drop down menu will then appear, **click on switch view**.

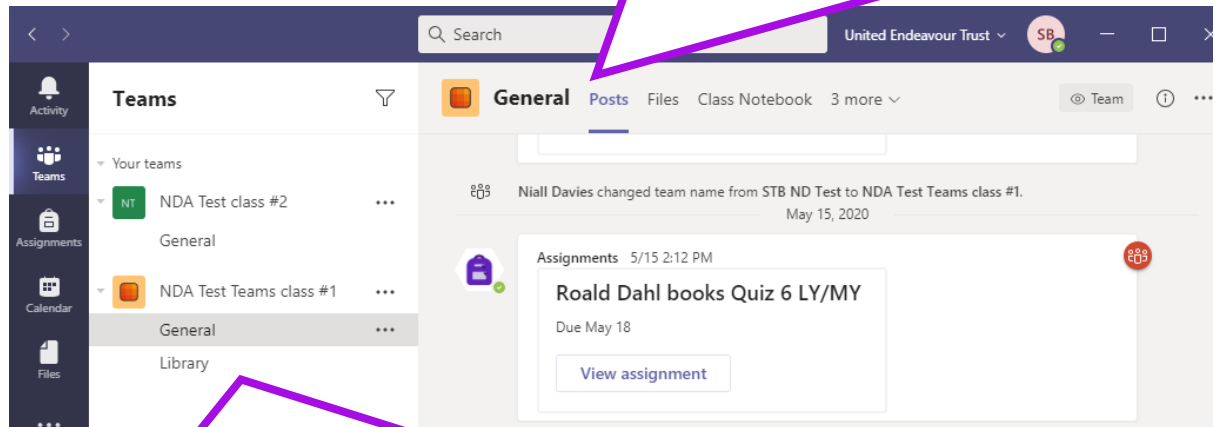


The **settings** pop up window will then appear.

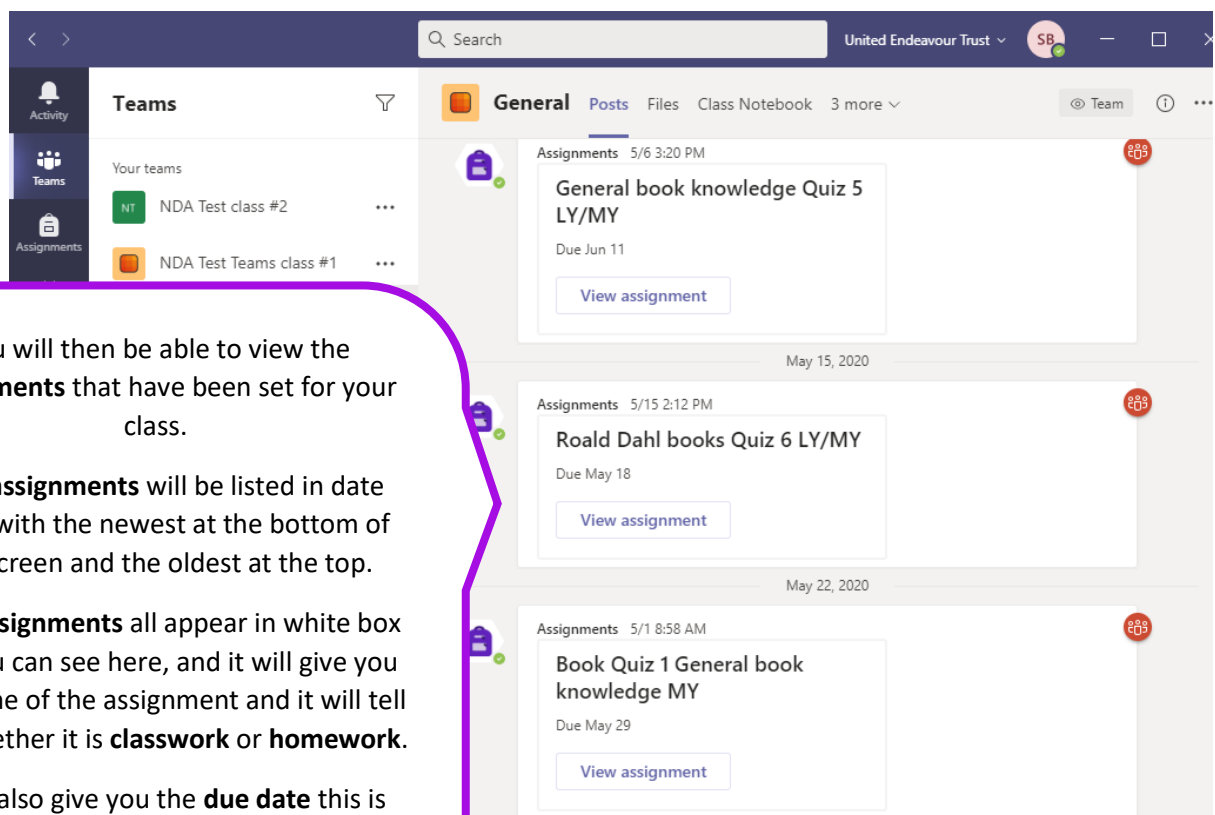
Here you can change the view, by selecting **list**, once you have done this click the cross at the top of the pop up window to exit.

The class icon will be displayed here across the top of the screen, along with the word **general**, to tell you the channel that you are in.

There are then different tabs that can be accessed across the top of the screen.



When you want to view the channel for a class to see what work has been set, you will need to click on the name of the class that you want to view, a drop down menu will then appear that says **general**. You will then need to **click on general**. This will then display the channel for the team on the right hand side of the screen.



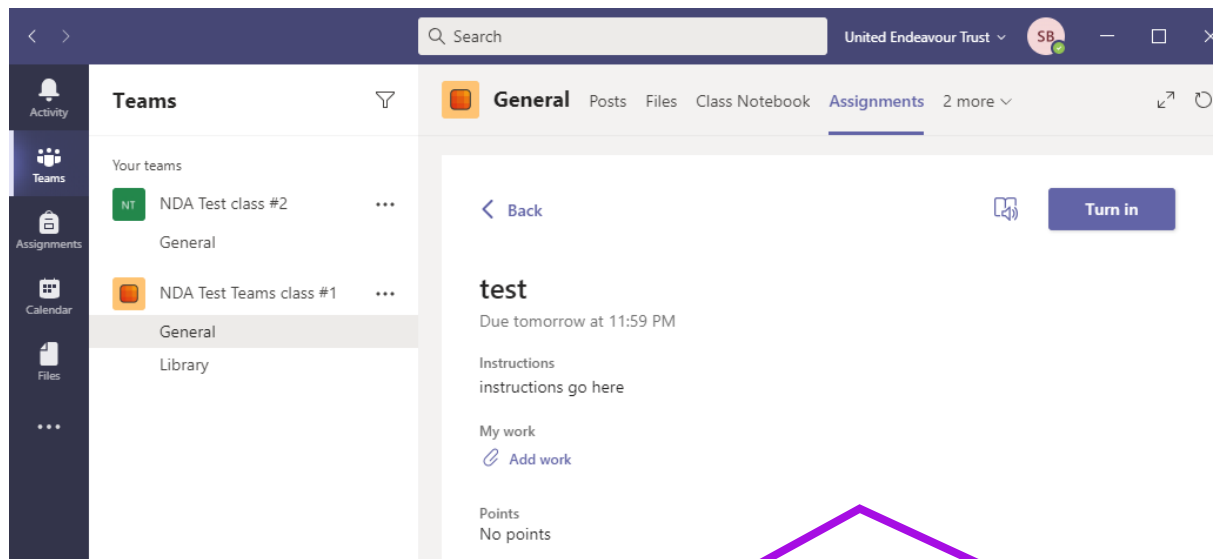
You will then be able to view the **assignments** that have been set for your class.

Your **assignments** will be listed in date order with the newest at the bottom of the screen and the oldest at the top.

Your **assignments** all appear in white box like you can see here, and it will give you the name of the assignment and it will tell you whether it is **classwork** or **homework**.

It will also give you the **due date** this is when it needs to be completed by.

To **view** the assignment you will need to **click on view assignment**.



Once you have clicked on **view assignment** this is what your screen will look like.

It tells you the **due date and time**

In the **instructions** section this is where your teacher will have explained what you need to do, if they have attached a document for you to read this will also be displayed here and all you need to do is click on it.

If your teacher has set you a quiz, you will need to click on the link and complete the quiz.

When you have completed your homework/assignment, if you need to attach your work just click on the **paper clip icon** that's says **add work**, and then find the work you have saved on your device.

To hand in your work all you need to do is **click the purple button** that says **Turn in**.

****Remember when you have clicked hand in this send the work to the teacher, so DO NOT click this unless you have completed all of the homework****