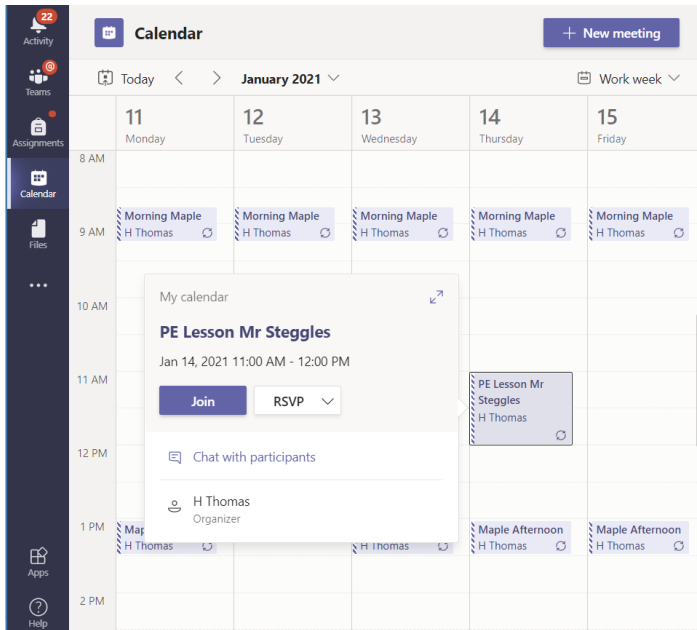


Microsoft Teams – Pupils

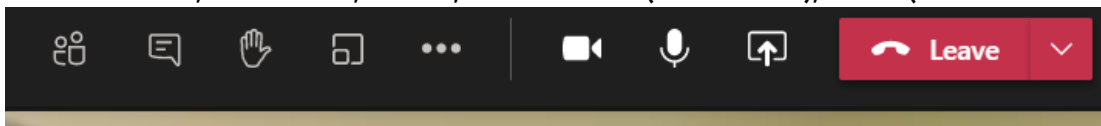
1. Meetings
2. Assignments
3. Communicating with your teacher
4. Accessing recorded meetings

1. Meetings

1. Open Microsoft Teams
2. On the left purple bar, click **Calendar**
3. This will show all the meetings your teacher will have invited you to. Click on the meeting and click **Join**.
You don't need to RSVP.



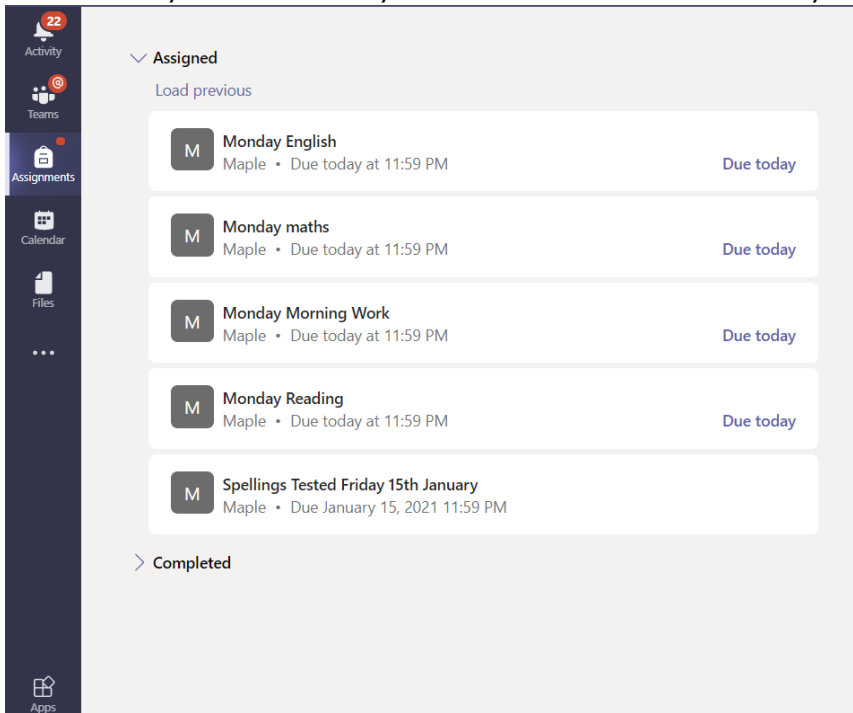
4. Your teacher will add you when the meeting starts.
5. In the meeting, the buttons are **Show Participants, Show Conversation, Raise Hand, Breakout rooms, ...More Actions, Camera Off, Mic off, Share Content (Ctrl+Shift+E), Leave (arrow = Leave or End Meeting)**



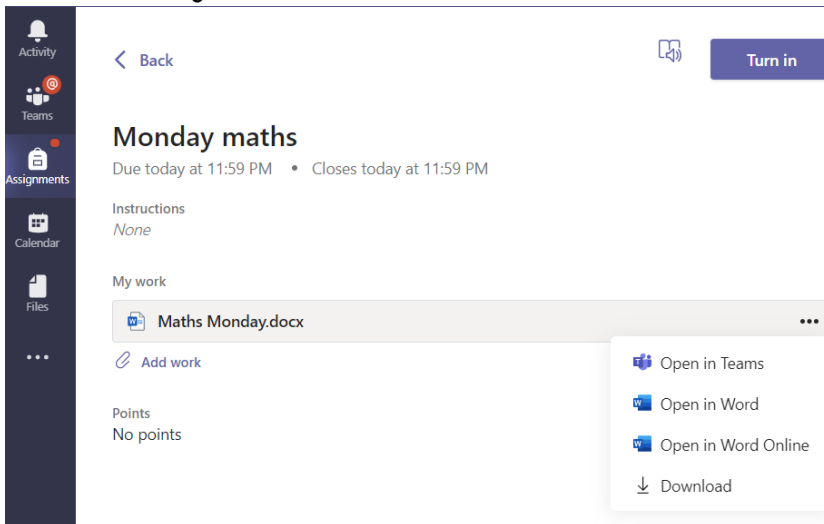
6. Click the **hand** to put your hand up.
7. If you click "Show Conversation" this will show you the **chat box**.
Sometimes your teacher might use the **chat box** to send you a written message (for example if it is hard to hear the teacher talking) or a **link**.
Do not use the chat box unless the teacher has asked you to.

2. Assignments

1. Click on **Assignments** on the purple left-hand bar on Teams.
This will show you the work that your teacher has set as well as work you have done.

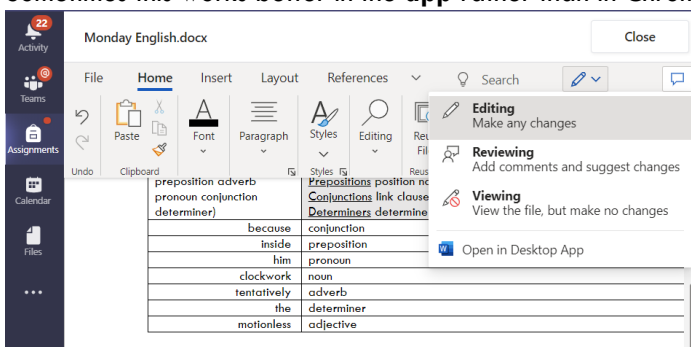


2. Click on the assignment then on the word document or file that has been added.



If you click on the Word document you should be able to edit and add your own answers.
If not, click on the **three dots** (see above). It will give you different options.
If you download the file and edit, click on the paperclip (**Add work**) so that your teacher can see it.

3. **Type your answers into the word document.**
If it does not let you do this on Teams, click on the pencil and make sure you have clicked **Editing**.
Sometimes this works better in the **app** rather than in Chrome or Explorer.



4. Click **close** when you're finished.

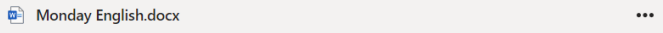


Monday English

Due today at 11:59 PM • Closes today at 11:59 PM

Instructions
None

My work



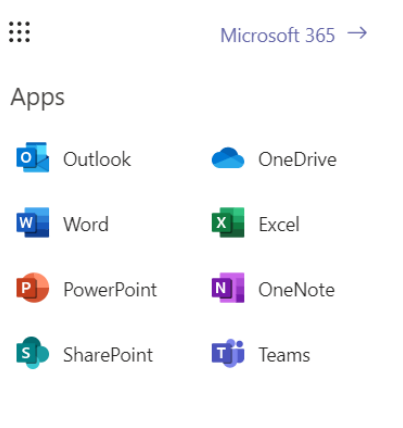
Add work

- 5. To add a file (like a picture of your work) click on the paperclip “Add work” link and select the file.
- 6. When you’re happy, click **Turn in** (top right)
There might be a surprise animation to celebrate!
- 7. When your teacher has seen your assignment and given you feedback, go to Activity (top left).
Your feedback will be on your **Feed**.

3. Communicating with your teacher

There are lots of ways to communicate with your child’s teacher:

- 1. **Email:** If you are logged onto Teams, click on the 9 dots (top left)
Click **Outlook**



Your teacher may also have emailed you here.

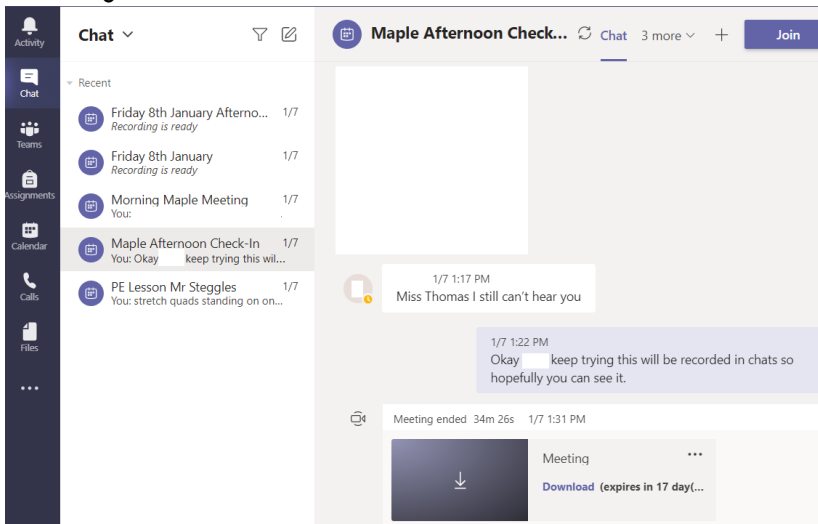
Click **New Message** and search for your teacher in the **To** box

Type your message and press **Send**.

- 2. **In a Teams meeting:** During your Teams meetings you can put your **hand up** and ask a question.
- 3. **Calling school:** You can call school on 0115 9149751.

4. Accessing recorded meetings

- 1. If you miss a meeting or just want to watch it again, go to **Chat** and select the Meeting you want to see the recording of:



2. Click **Download** and wait for the notification that the video is downloaded.
3. Go to **Files → Downloads** on your computer.
The meeting recording will be called “video”.
4. **Please do not share these as they contain other children.**
They are for educational purposes only.