



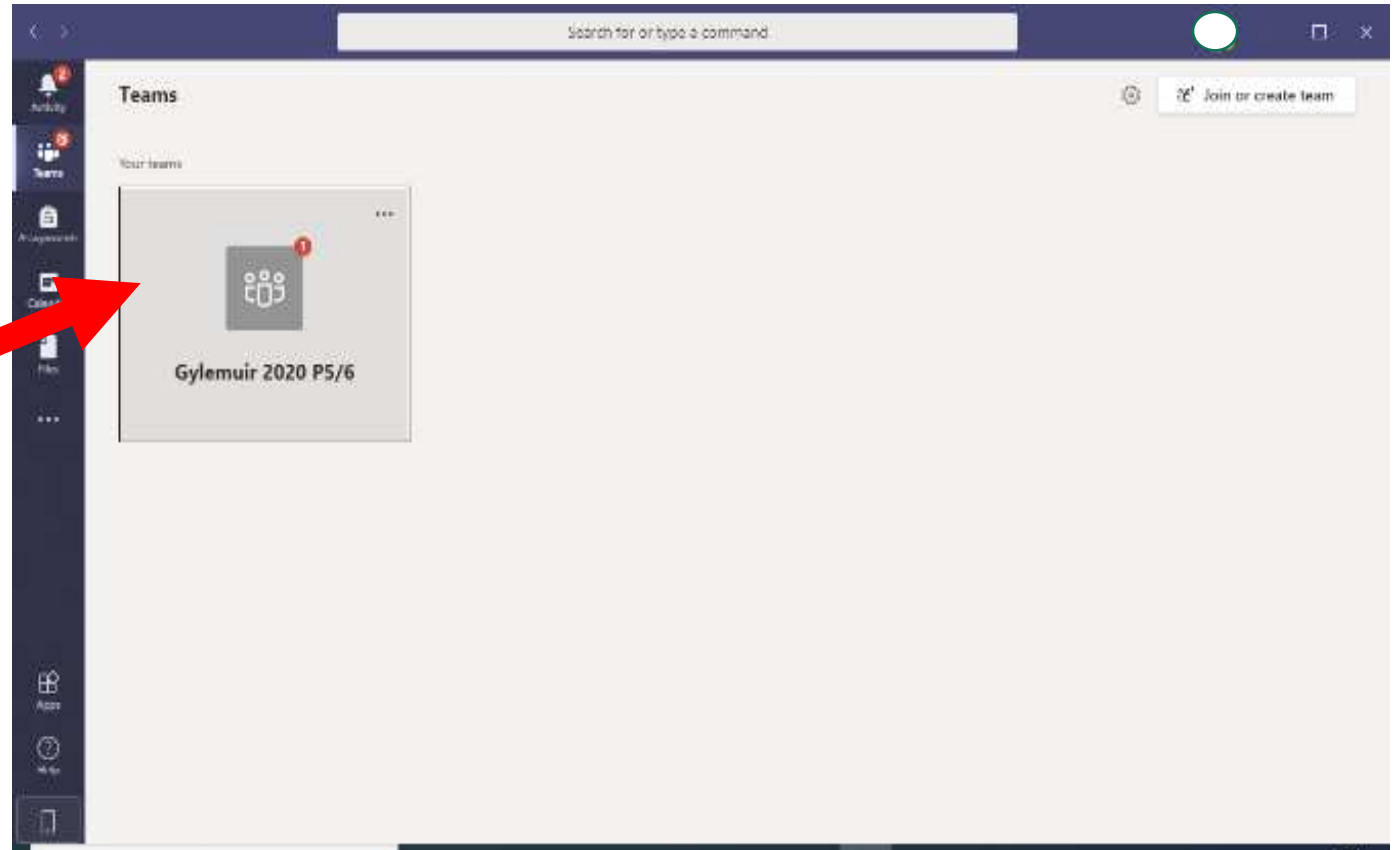
# A Guide to Teams - using a Laptop/Computer



Accessing and  
Sharing your  
learning in Teams

# Your class Team - using web browser or Laptop App

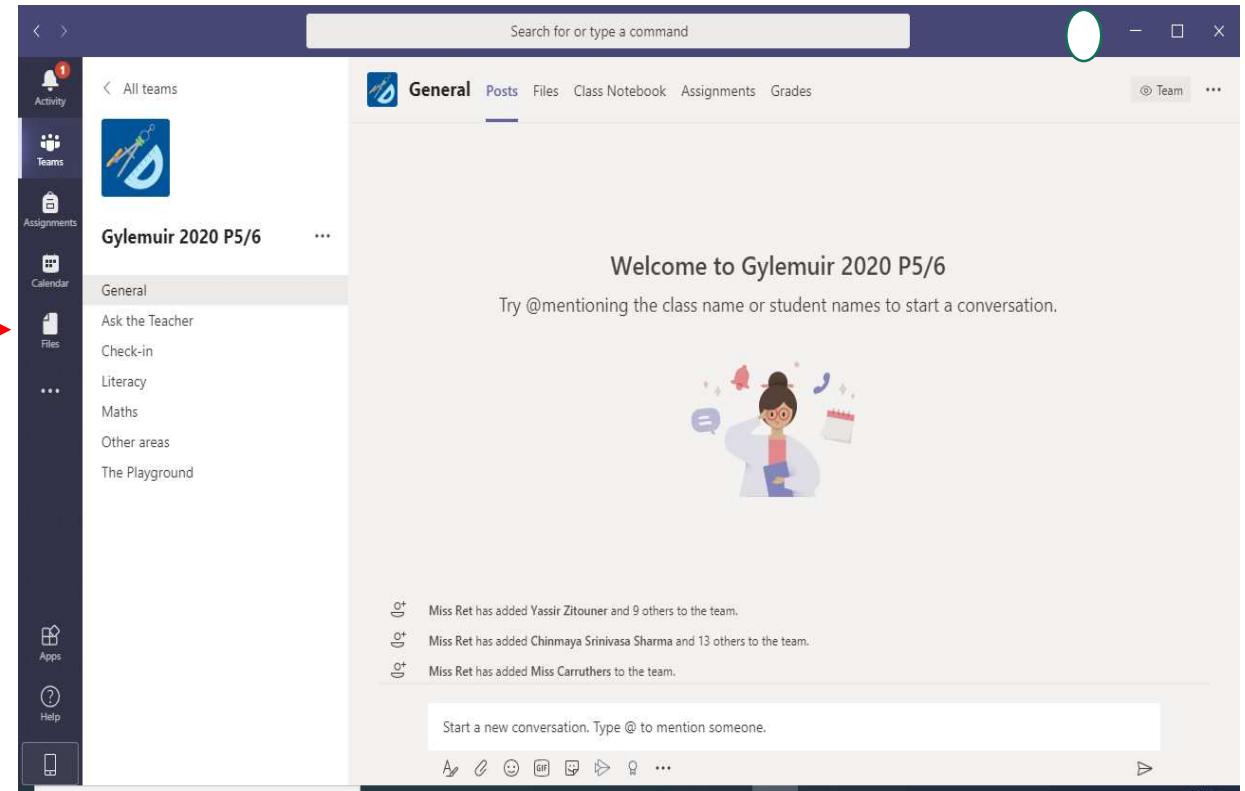
- Login to Teams
- Click twice to open up your Class Team



# Your class page

Your page will look like this -

Underneath your class name you will see the channels which your teacher has set up for your class.

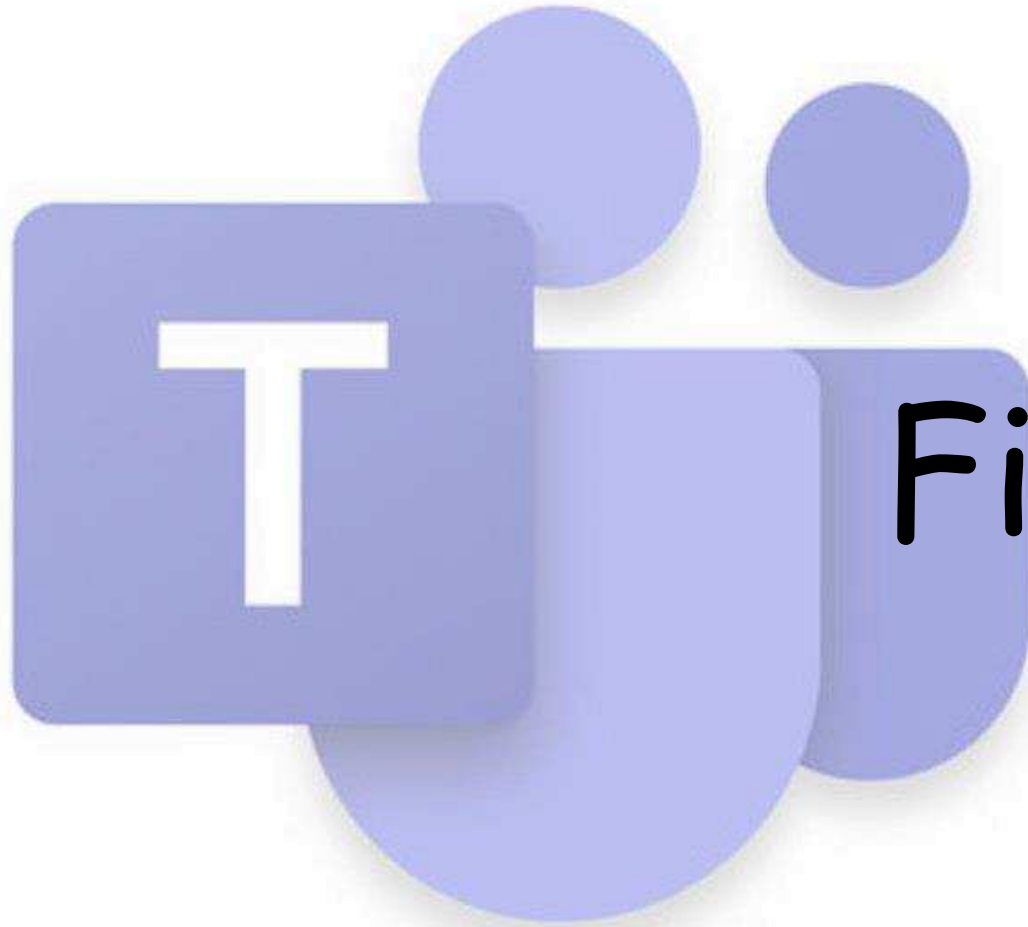


Depending on your year group/stage, your channels may look a little different

# Your class page

Here are some examples of the channels you might see.

- The General Channel - A place for your teacher to post messages for the whole class - you will find the daily or weekly timetable here. Some learning activities may also be posted here.
- Check In - each day your teacher will post a welcome message which we would like you to respond to - a bit like an on-line register!
- Ask the Teacher - if you have any questions about your work or anything else you can post your questions in this channel and your teacher will be able to help.
- The Playground - you can post messages to your classmates in this channel. Just remember - everyone can read these messages, so make sure your messages are friendly and kind!

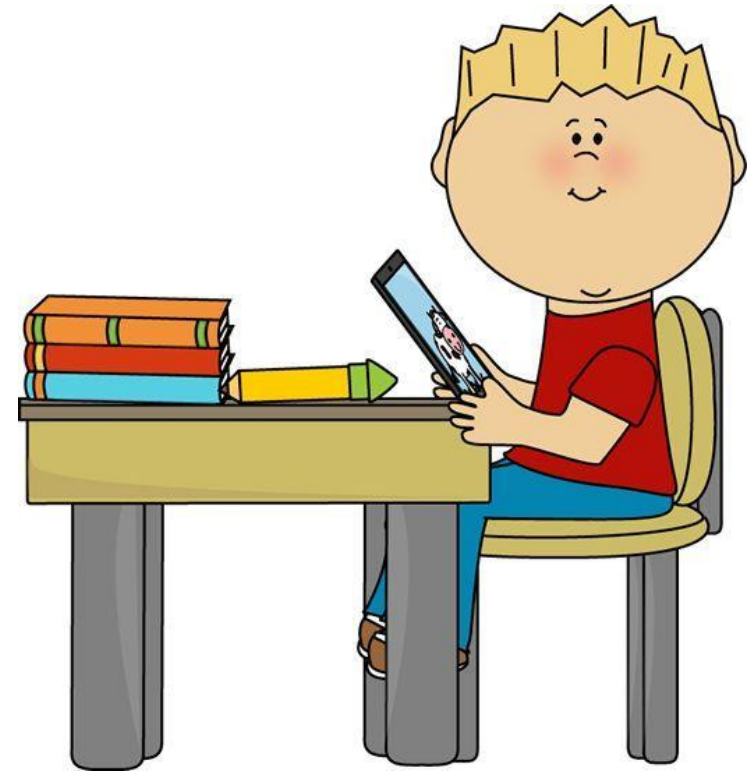


Finding your  
tasks

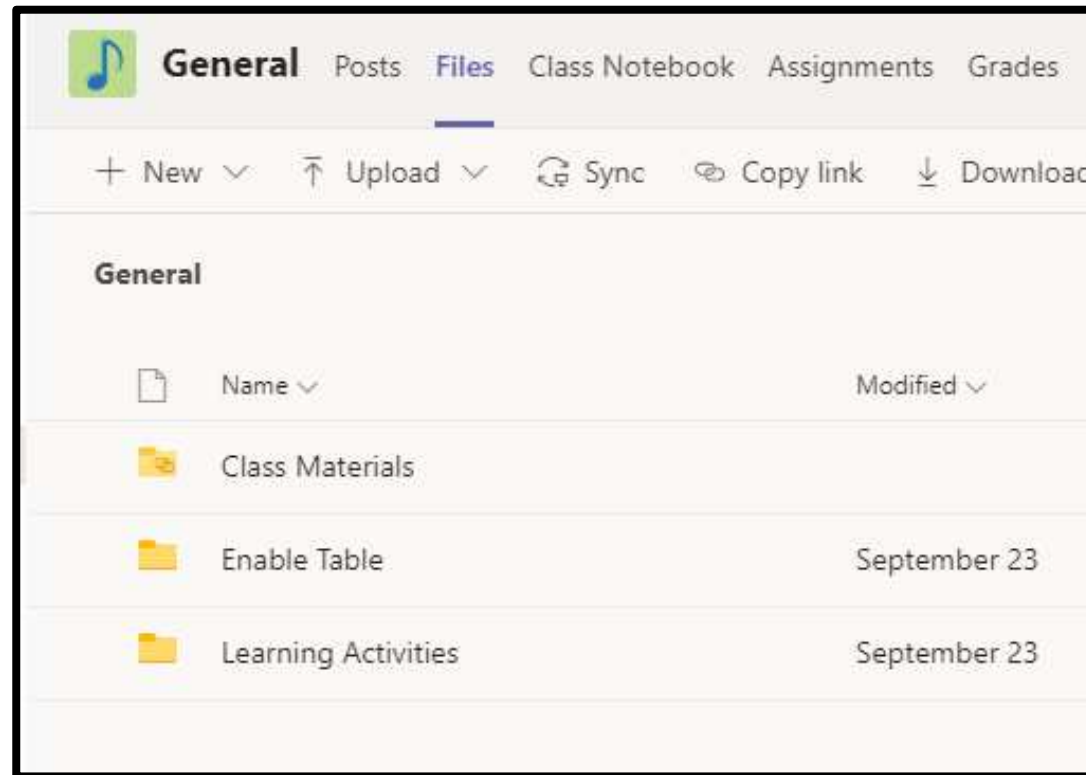
# Finding your tasks

There are two places to find your work

- In Files
- In Assignments



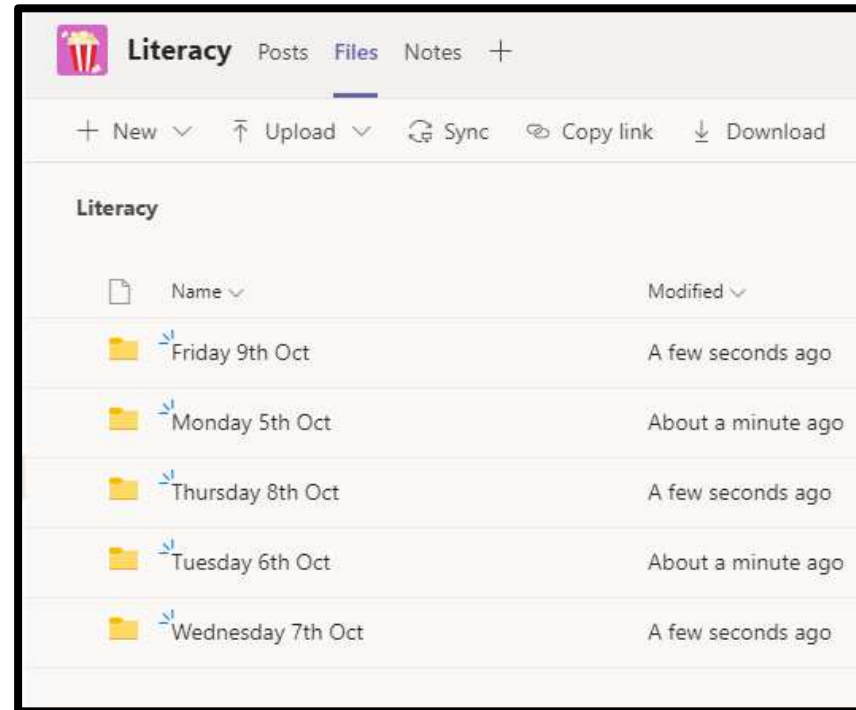
For P1 - P4 pupils, some of your tasks will be in the **Files** section of the General channel.



There will be a folder for Learning Activities. Within this folder you will be able to find instructions and resources for your daily tasks.

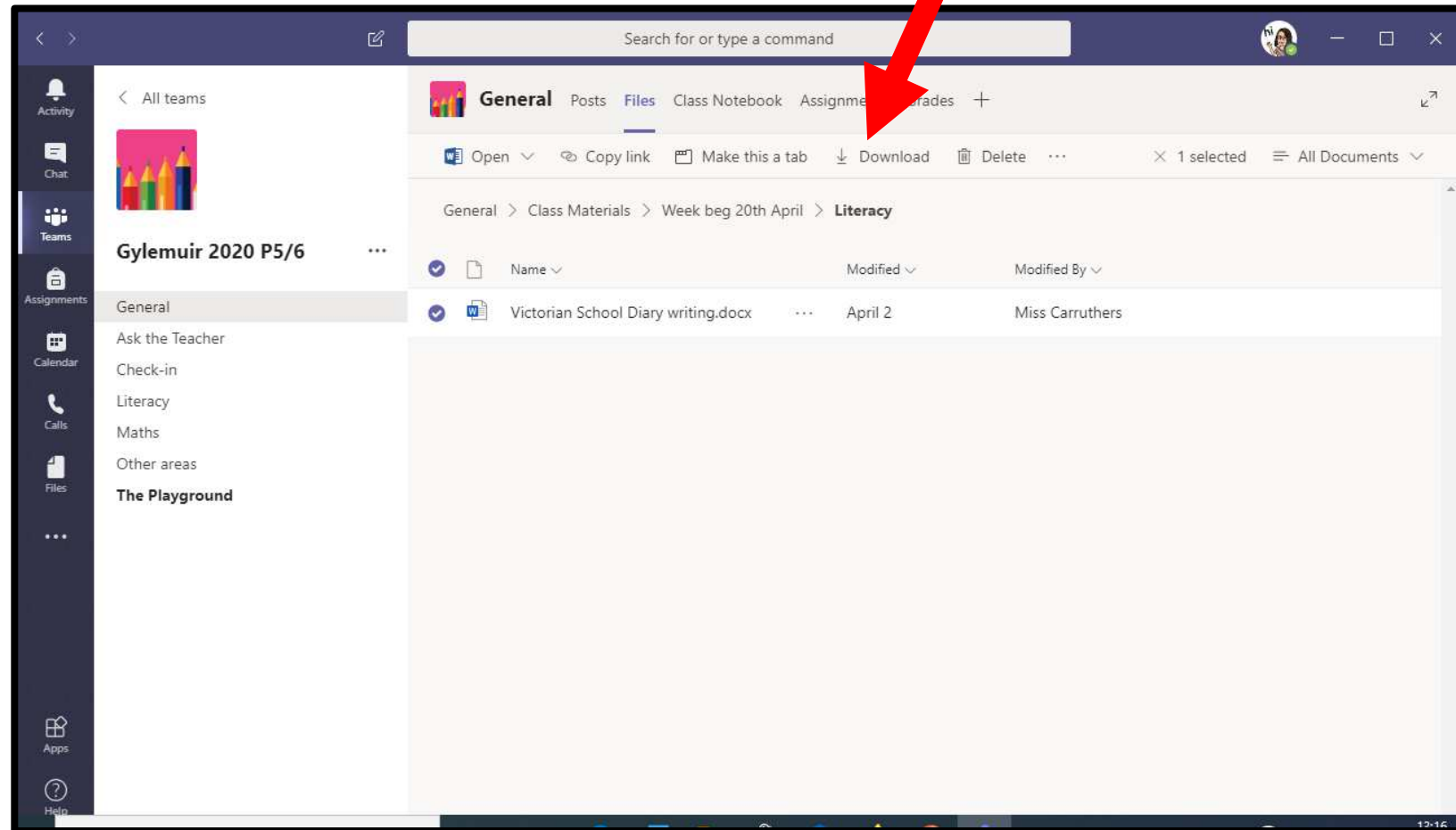


For P5 - P7 pupils, some of your tasks will be in the **Files** section of the Literacy, Numeracy or Other Areas channels.



There will be folders within the channels where you will be able to find instructions and resources for your daily tasks.

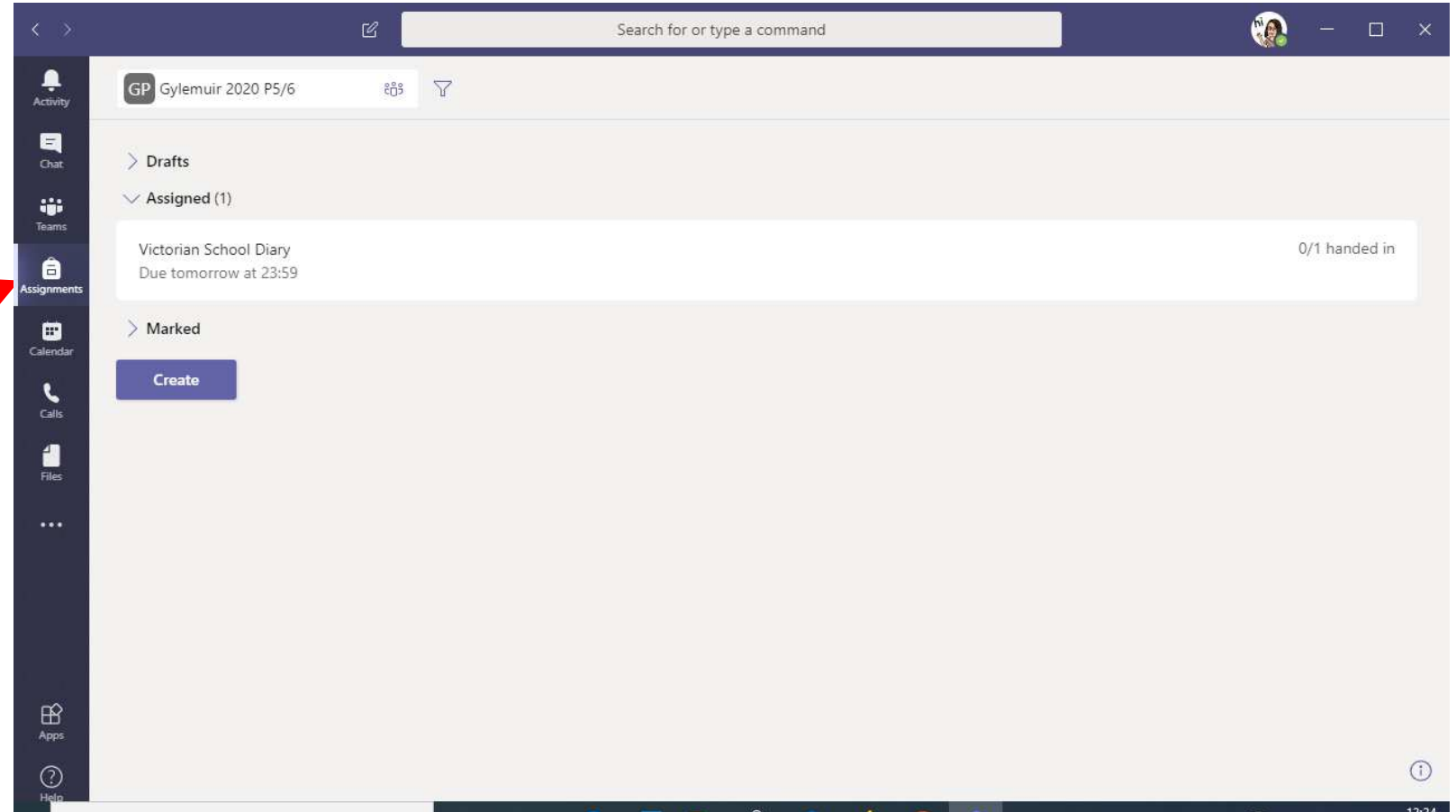
If your teacher asks you to do your work on the worksheet you will need to download it - click on the small circle next to the file you want to download and then click 'Download' and open on your desktop.

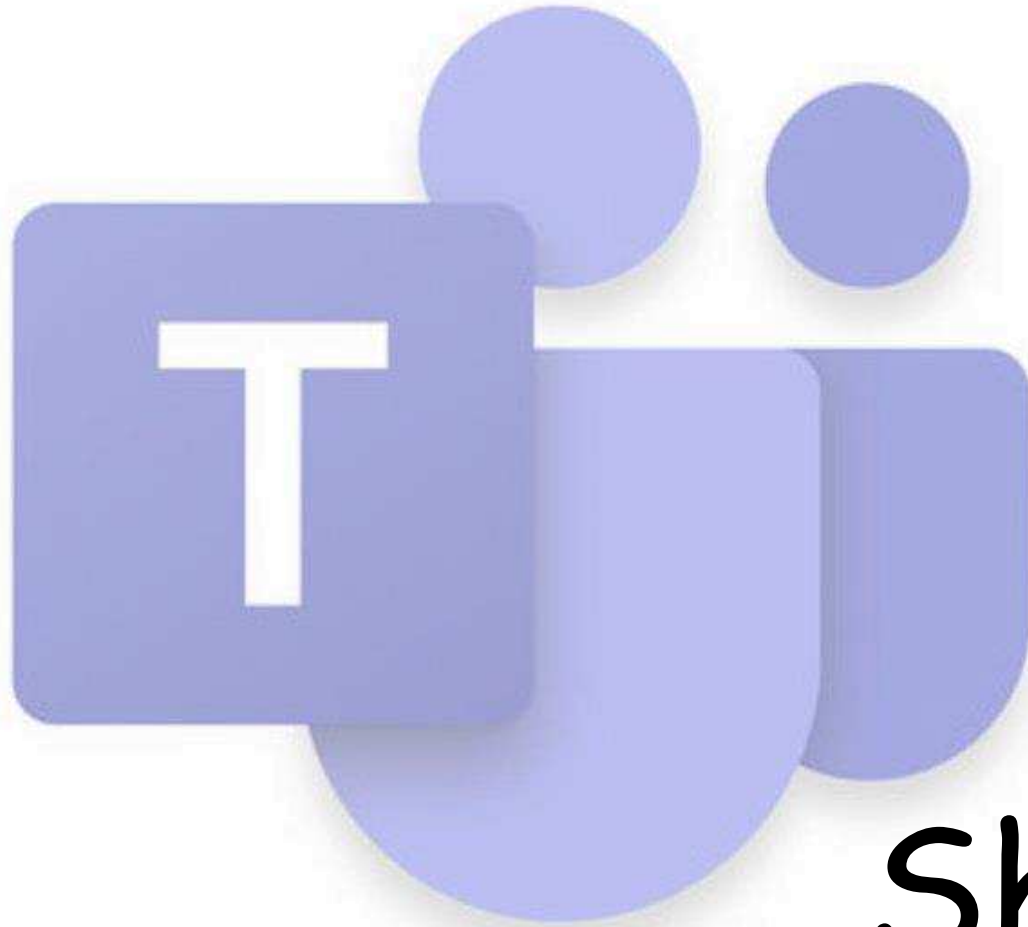


# Assignments

Find assignments in the Assignment tab.

Click on the assignment to view it.



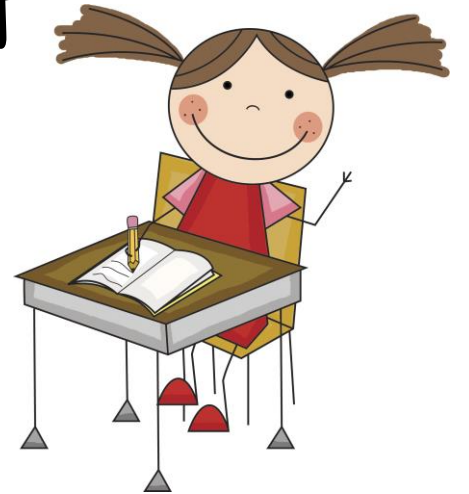


Sharing your  
learning -

# Sharing your learning

There are three ways to share your work

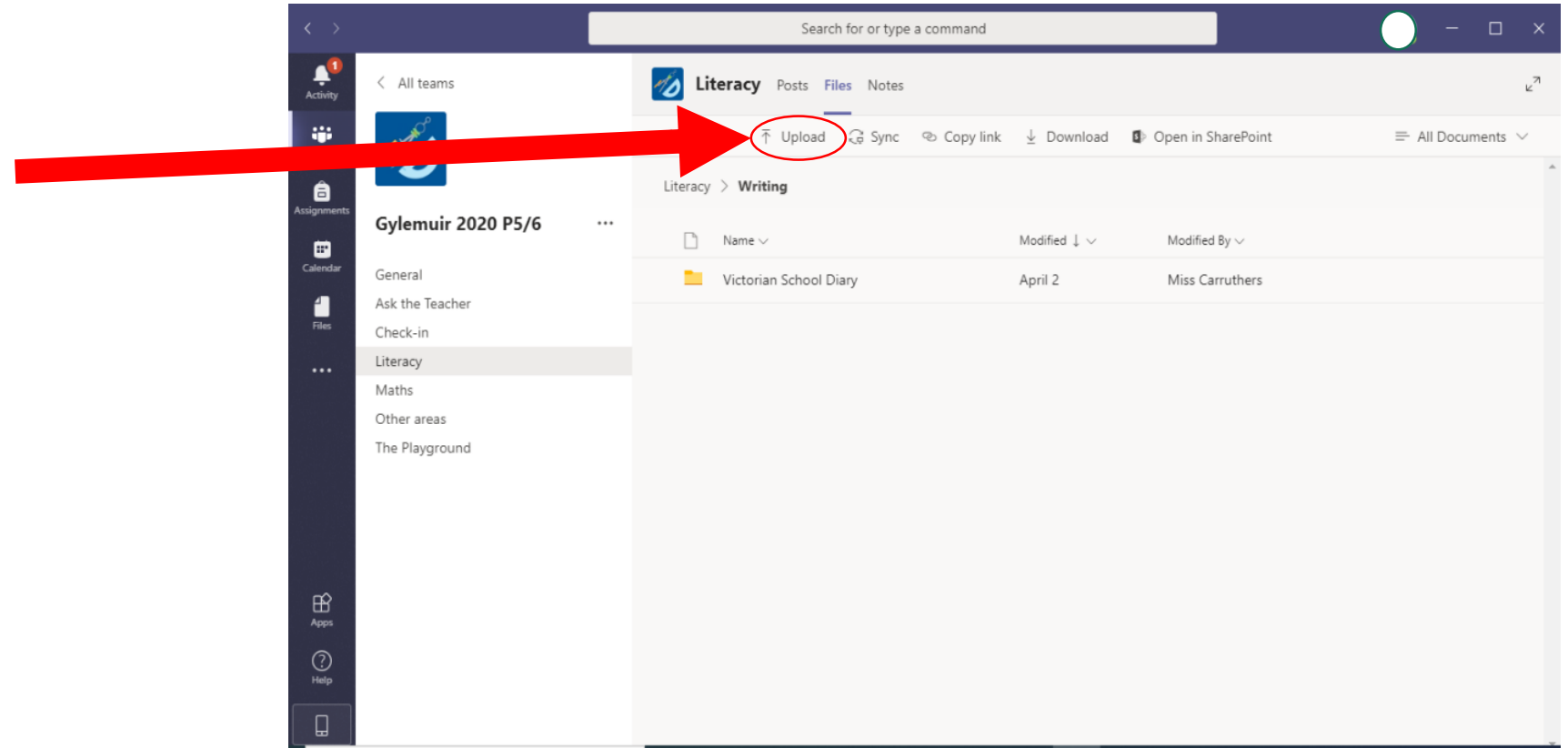
- Upload a document or photo to Files
- Upload a document or photo to a Post
- Hand in work in Assignments



# Upload work to 'Files'

Find the Channel and then the folder where your teacher has asked you to upload your work to eg Add your Victorian Diary writing to the Literacy channel

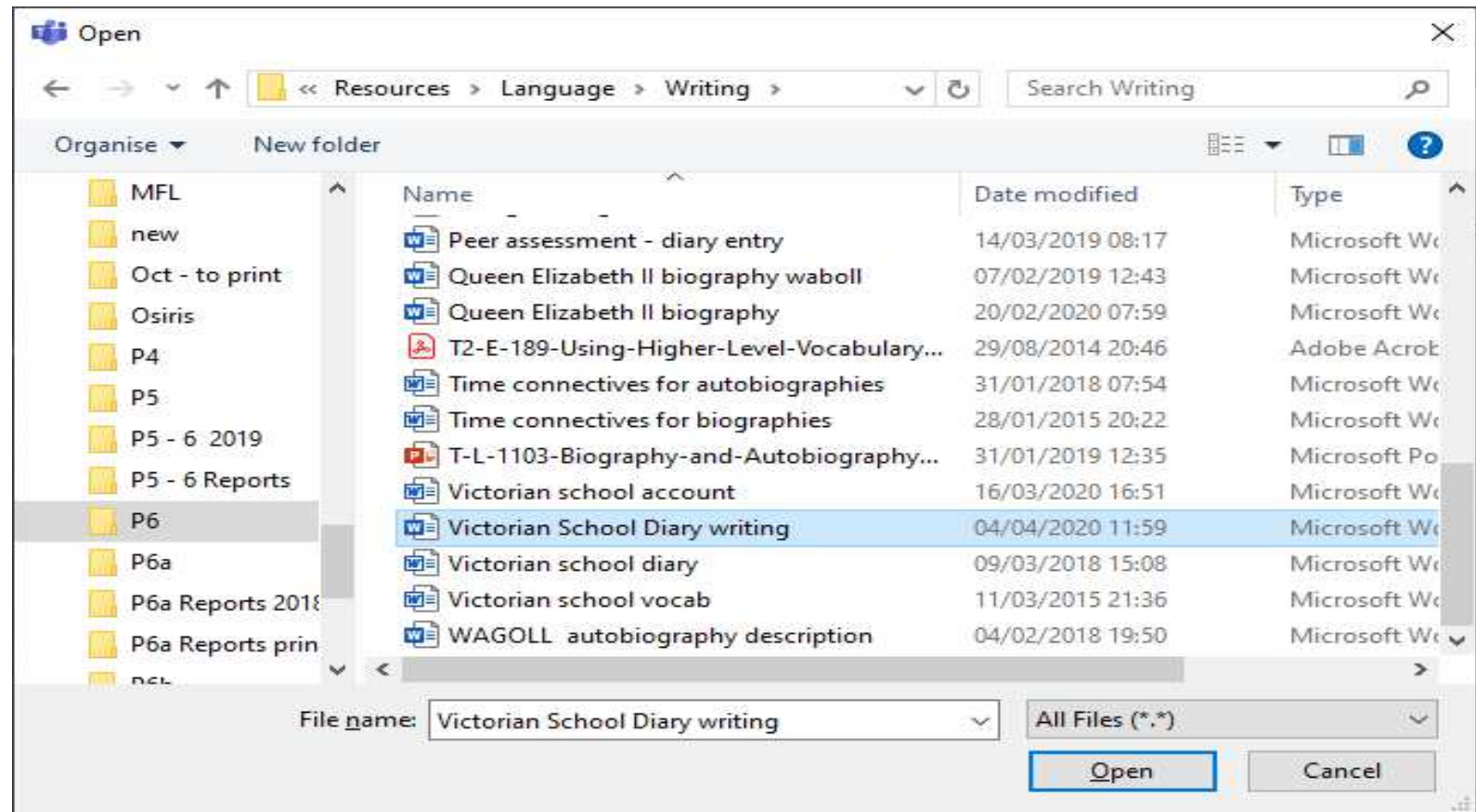
Click the upload button.



# Upload work to 'Files'

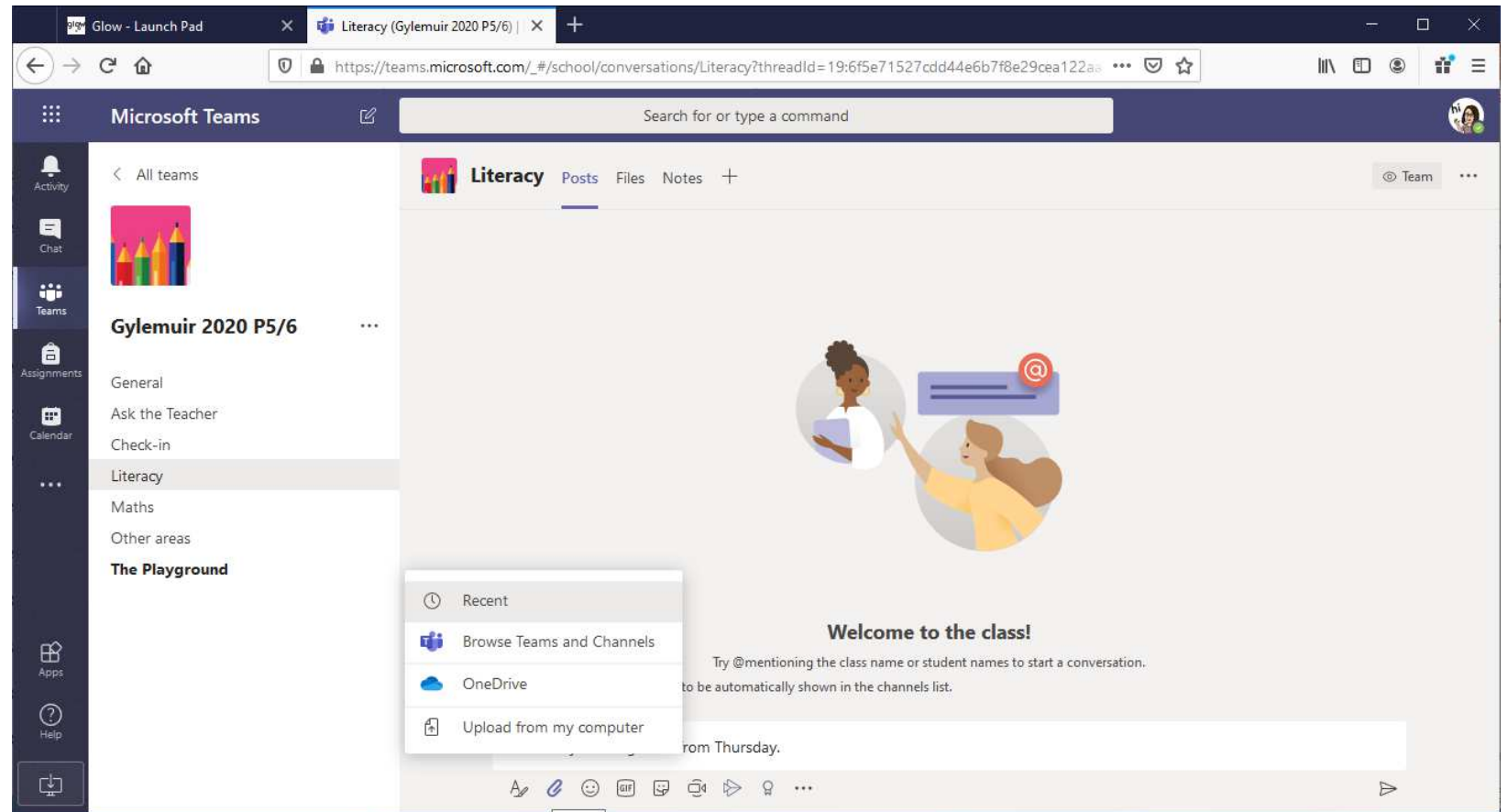
Find the document or photo you want to add.

Click Open



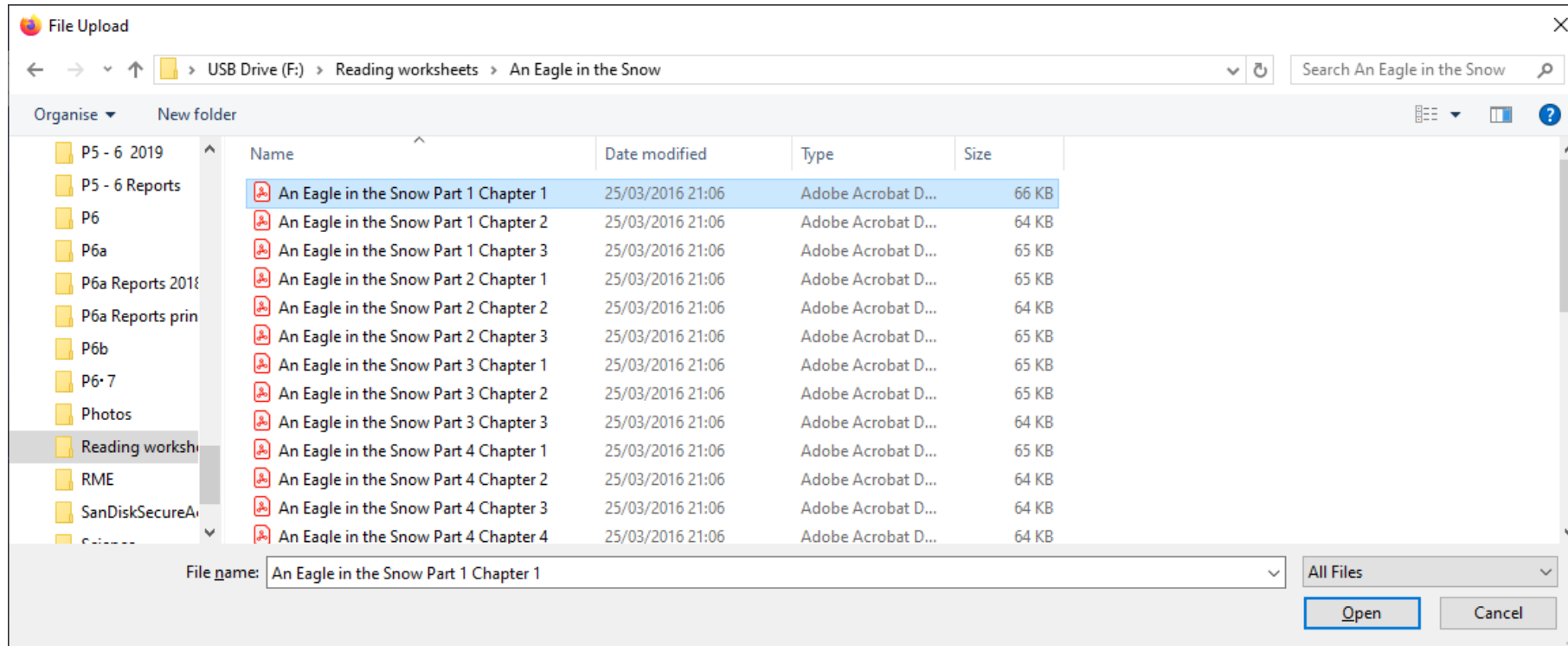
# Add to a Post

1. Write a post.
2. Click the paperclip symbol.
3. Choose 'Upload from my computer'





# Add to a Post

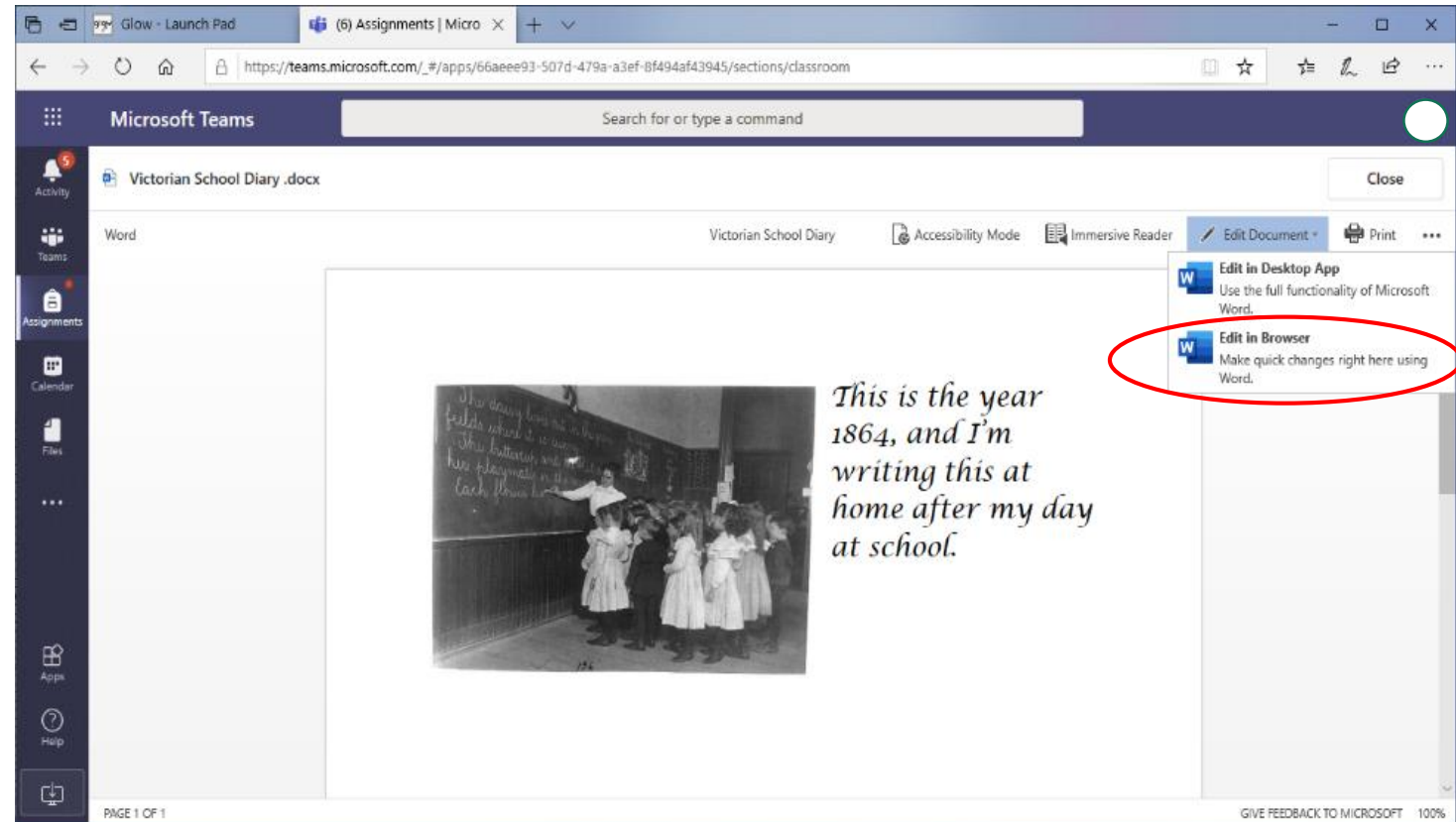


4. Find your file or photo on your computer.
5. Click Open
6. If asked choose a folder to save your work in.

# Completing work in Assignments

If your teacher has asked you to write on the worksheet, this is the easiest way to do this

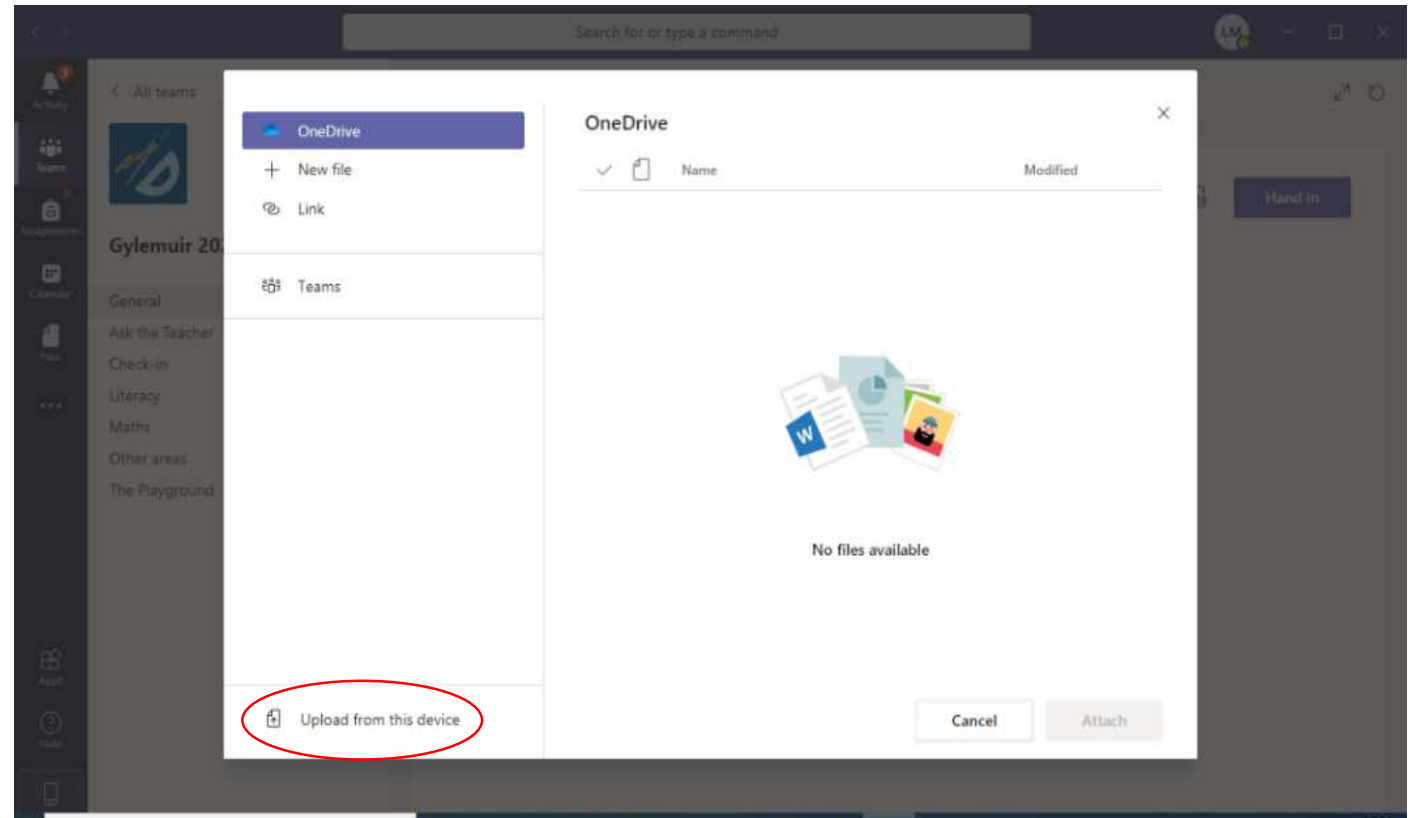
1. Open the assignment.
2. Choose 'Edit Document'
3. Choose 'Edit in Browser'
4. Click 'Close' when finished.



# Uploading Documents/Photos to Assignments

If your teacher has asked you to add a document or photo to an assignment

1. Click + Add Work
2. Click the 'Upload from this device' box
3. Find your file - click Open
4. Click 'Done'
5. When finished click 'Hand In'

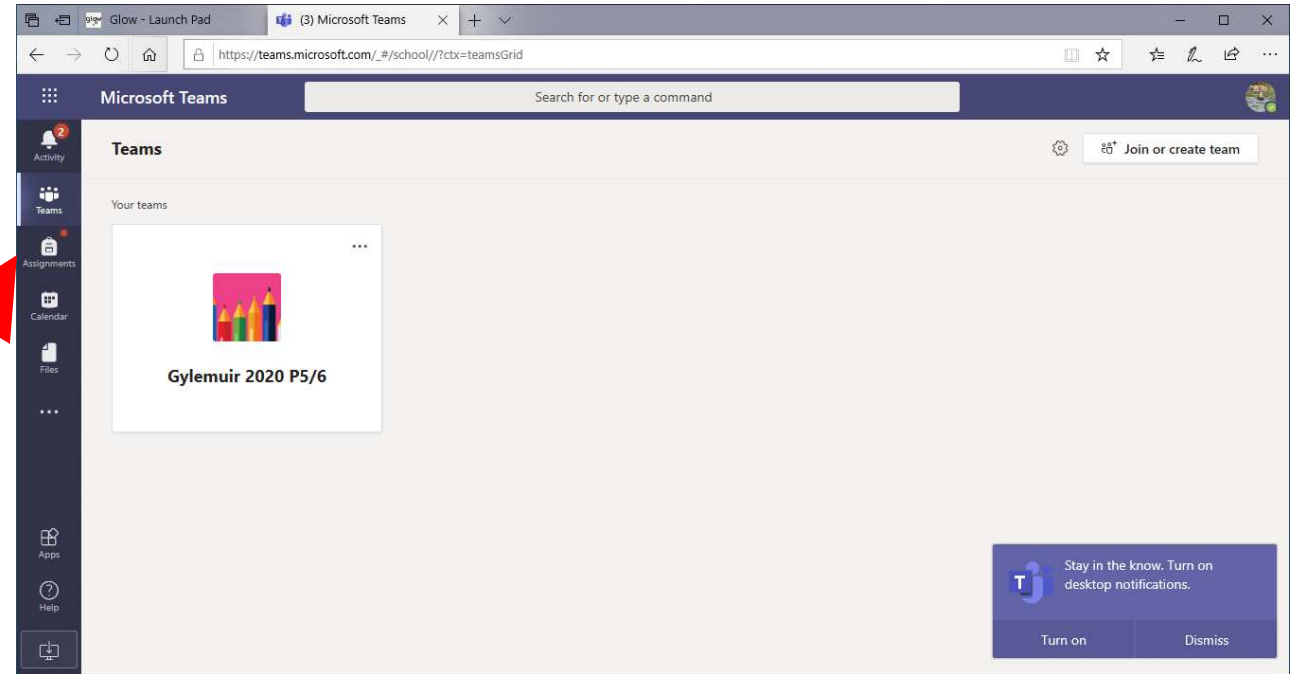


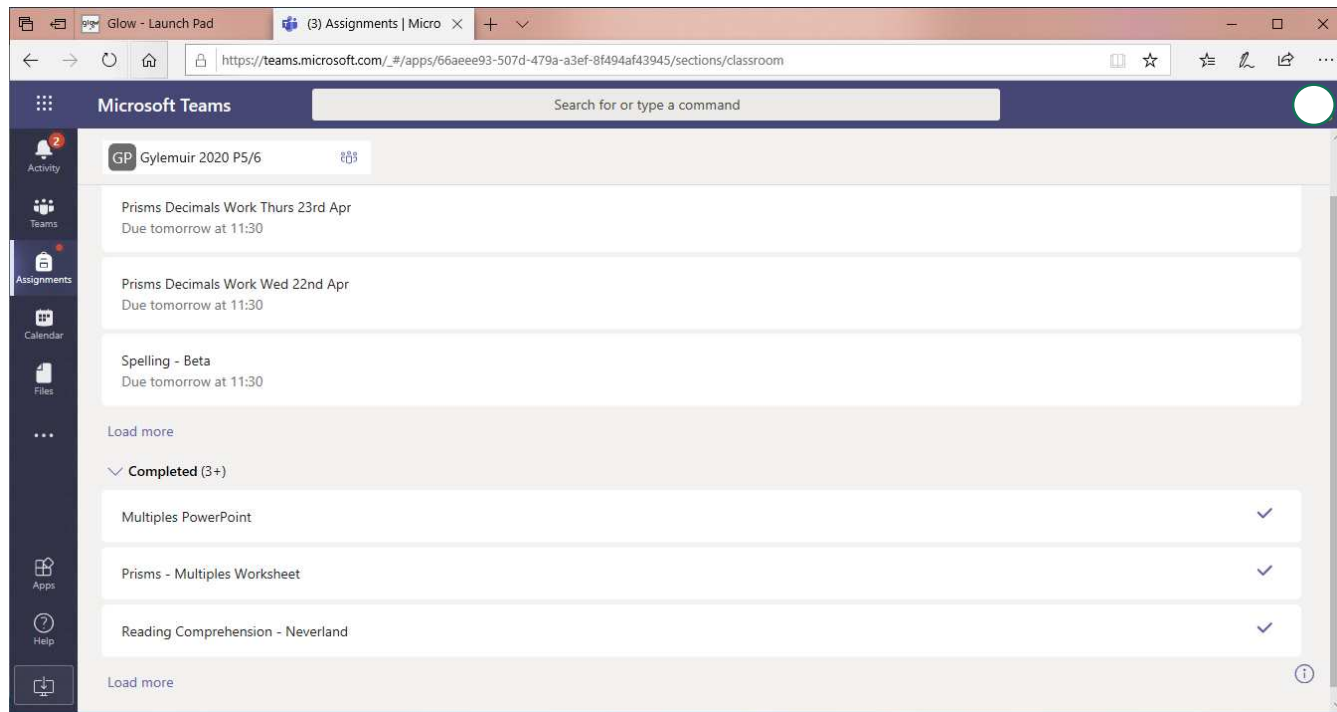


Sharing your  
learning with  
your teacher -  
Feedback

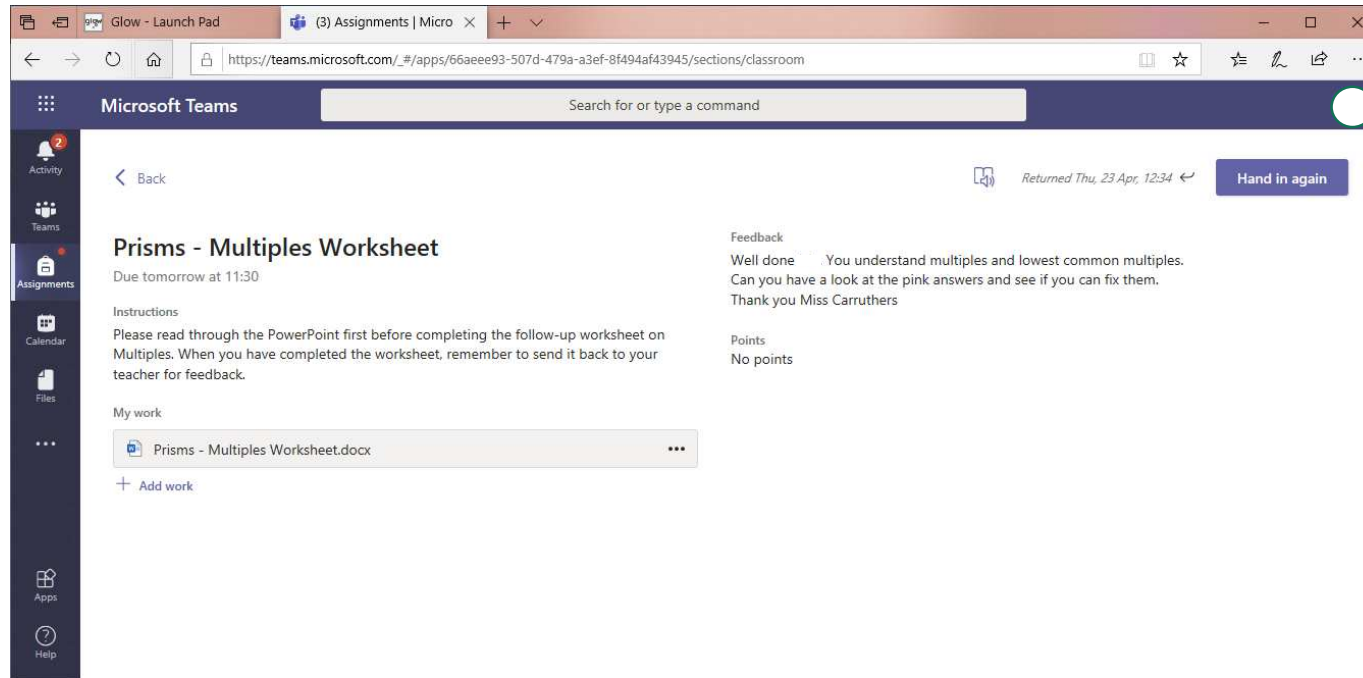
# Where to find feedback on your Assignments.

- Log in to Teams
- If you have new assignments or feedback there will be a red circle on the Assignment icon

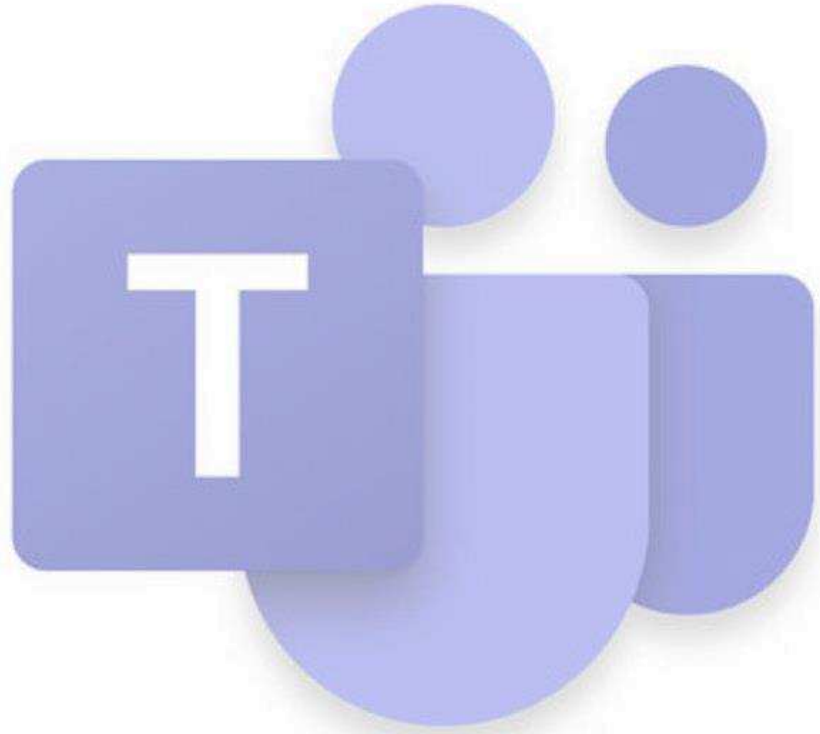




- Open up your Assignments.
- Click on the arrow beside 'Completed' to see the assignments you have completed.



- Click on each assignment to see the feedback your teacher has left for you.
- Open up the file to make any changes.
- Then click 'Hand in again' to return it to your teacher.



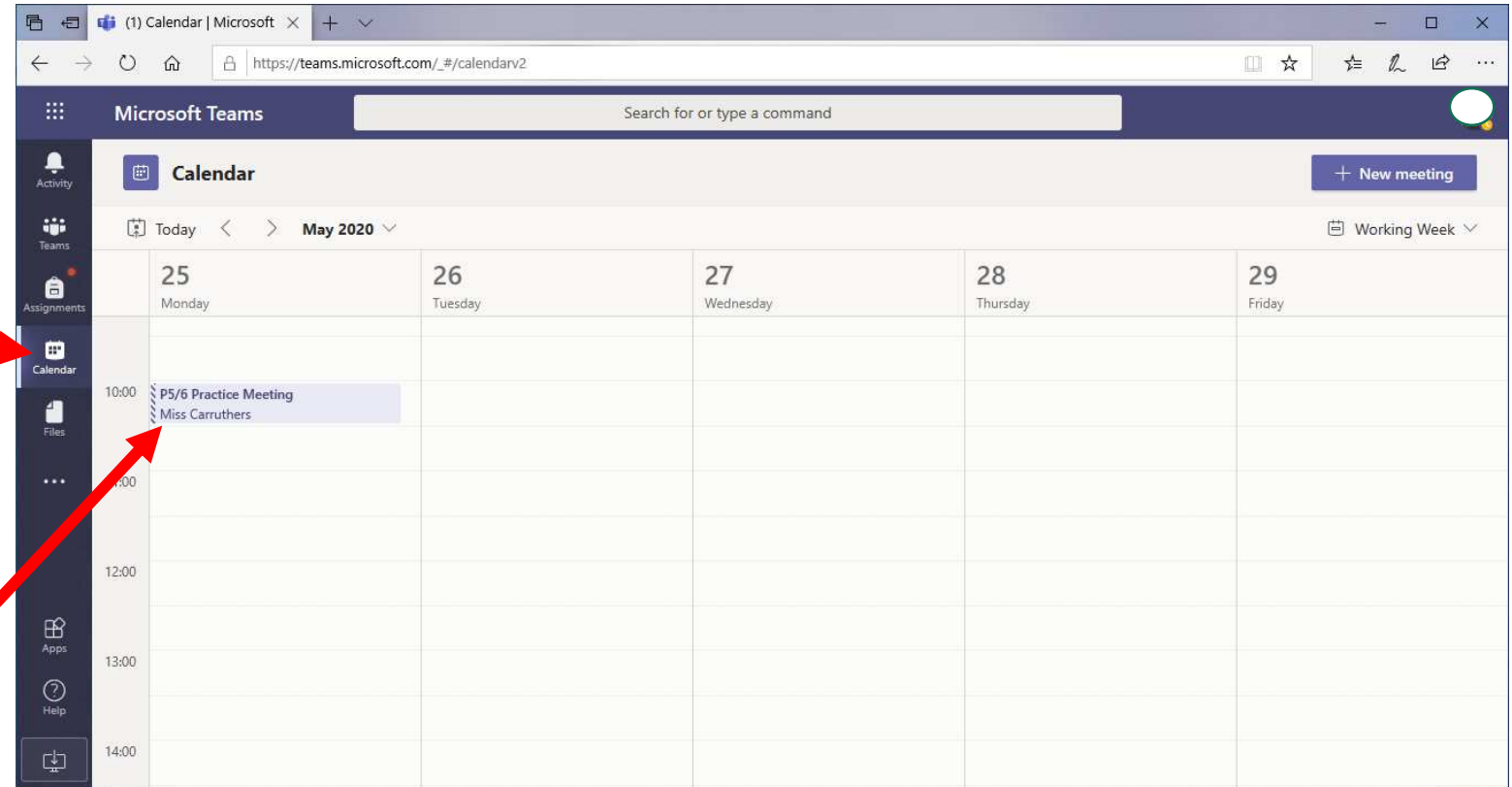
Having a Meeting in  
Teams





## Finding the Meeting (Using a laptop)

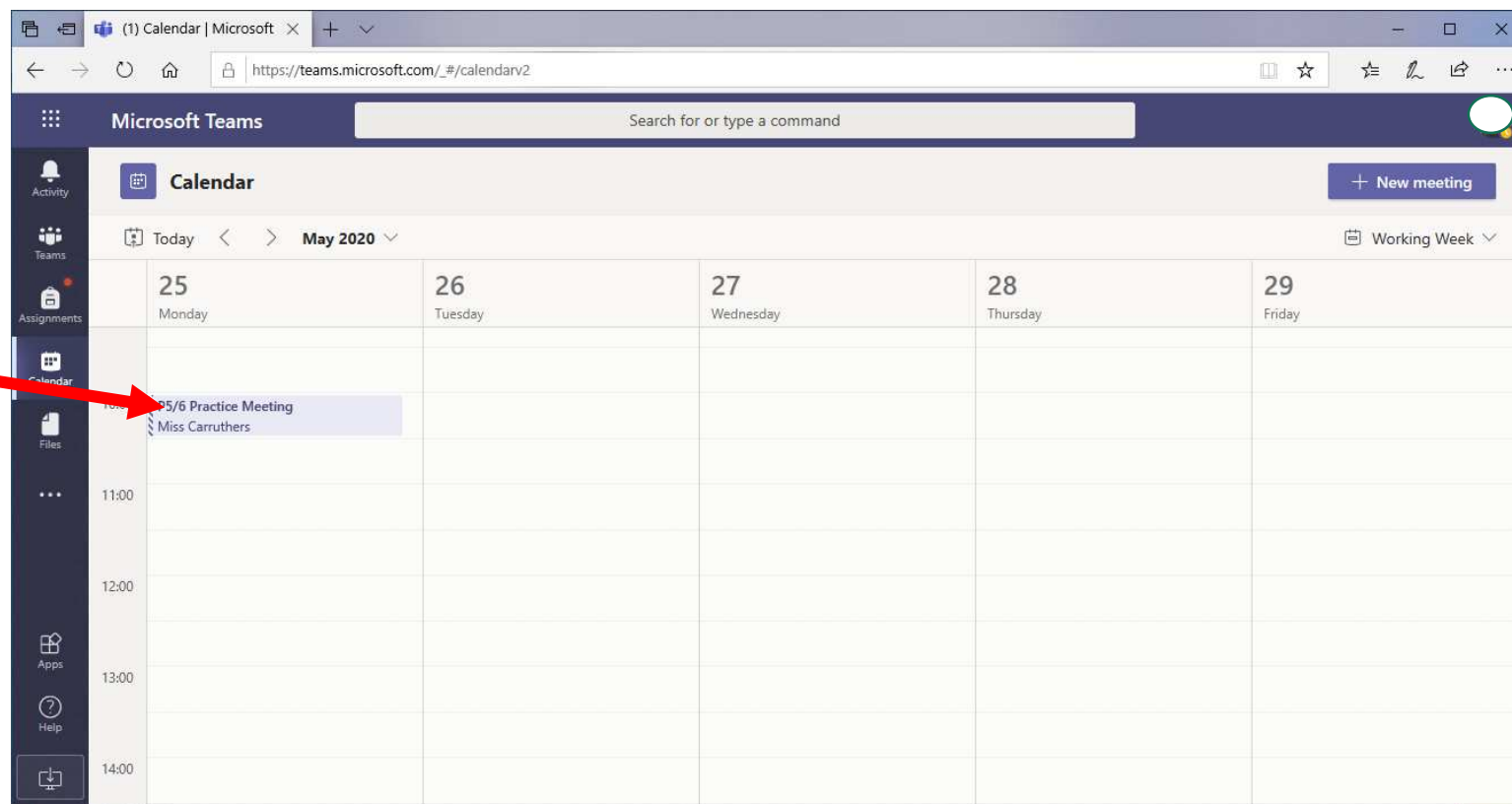
- Look at the menu bar on the left hand side of the screen.
- Click on Calendar - you should see this view which shows you any meetings you have arranged.
- Click on the meeting





## Joining the Meeting (Using a laptop)

- When the meeting is ready to begin a small video camera icon will appear here.
- Click on this.



# Joining the Meeting (Using a laptop)

- Click on the Join Button
- During the Meeting - if you move your mouse over the screen you will see the controls - check the microphone is muted until you are ready to speak.

