



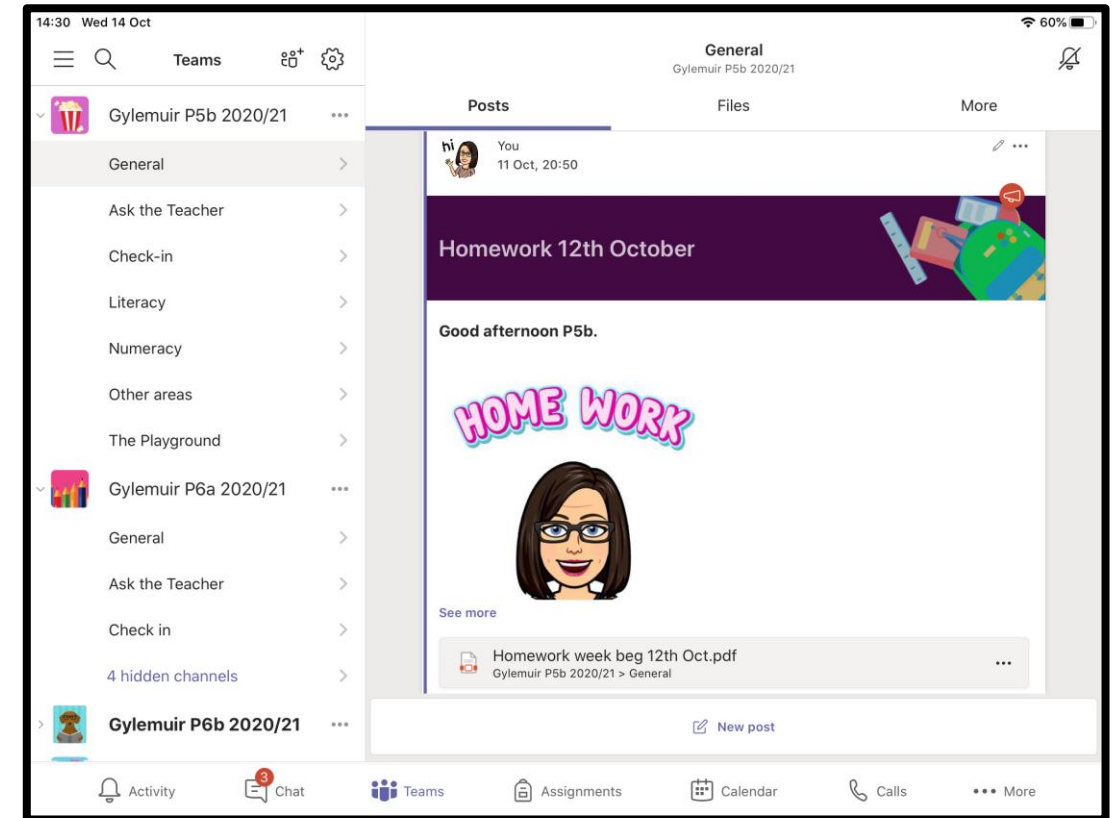
# A Guide to Teams - using a tablet/phone



Accessing and  
Sharing your  
learning in Teams

# Your class Team - using tablet or phone

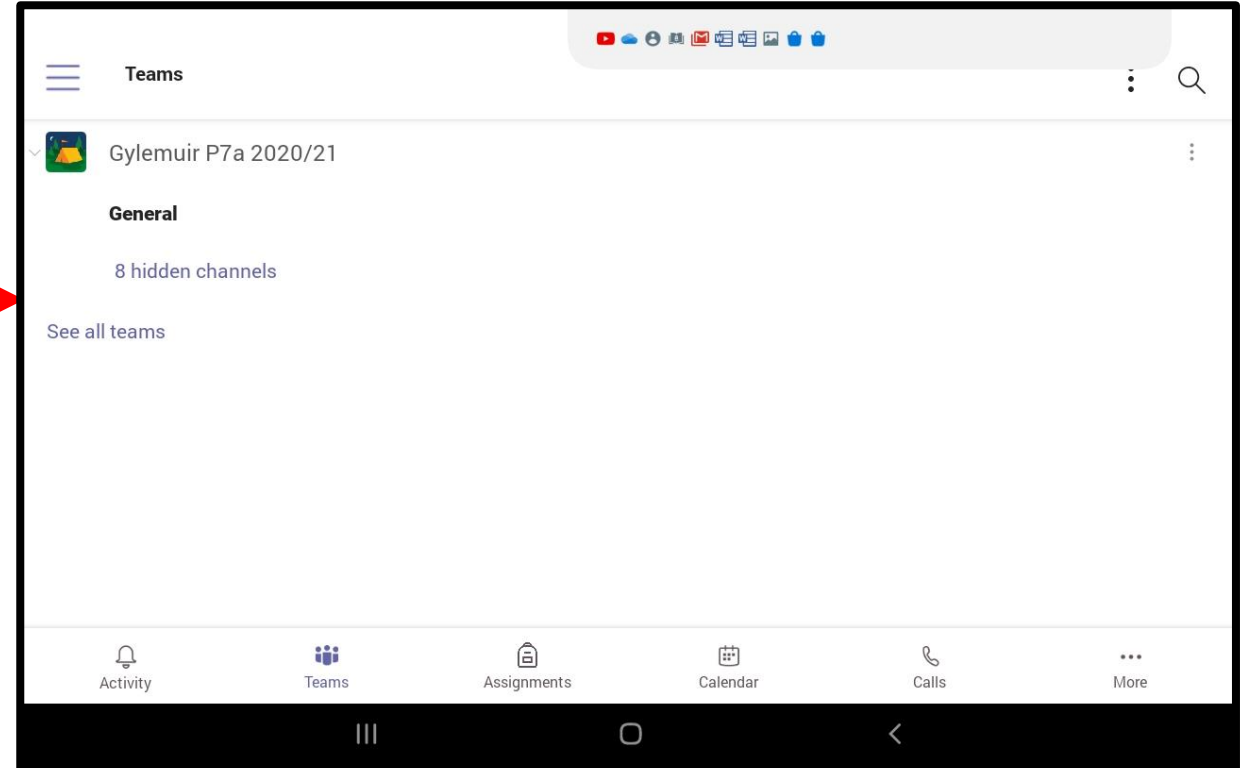
- Login to Teams
- Find your class team by clicking on Teams.
- On an iPad they will be at the side of your screen.
- On a tablet click on Teams at the bottom of your screen.



# Your class Team

Your page will look like this -

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

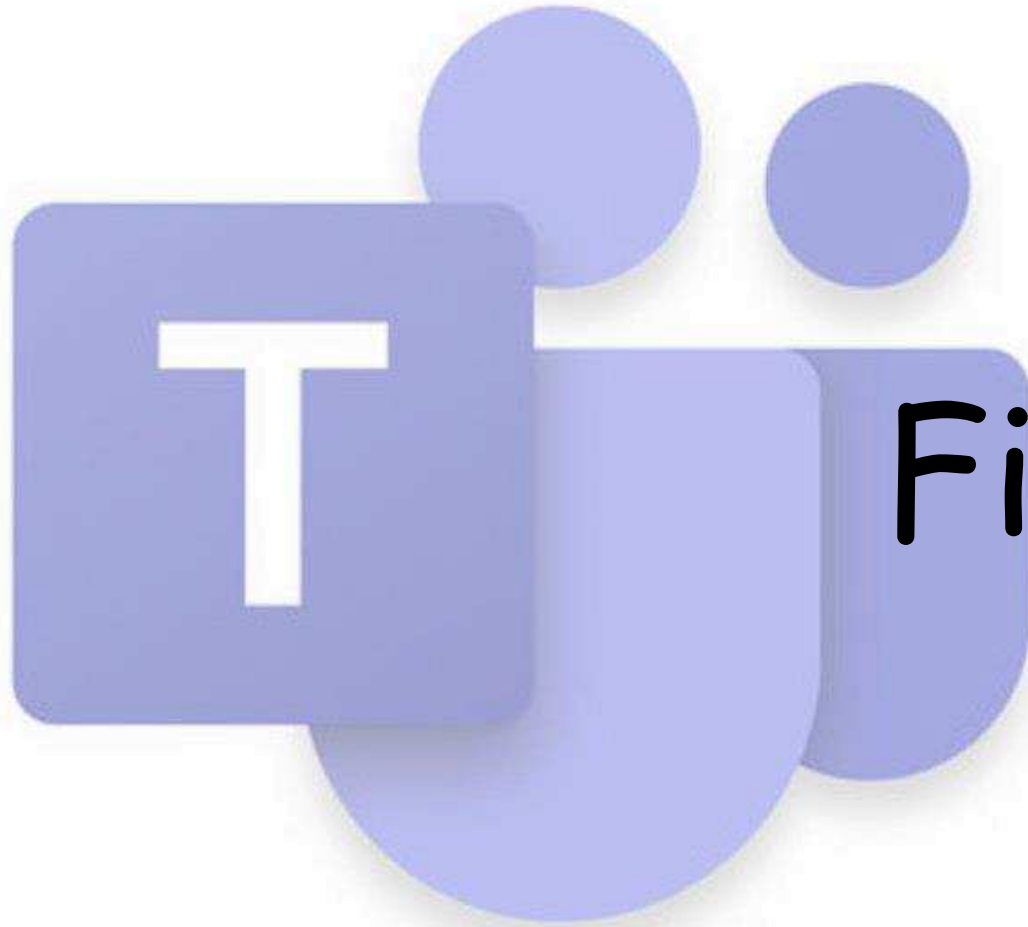


Depending on your year group/stage, your channels may look a little different

# Your class Team

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!

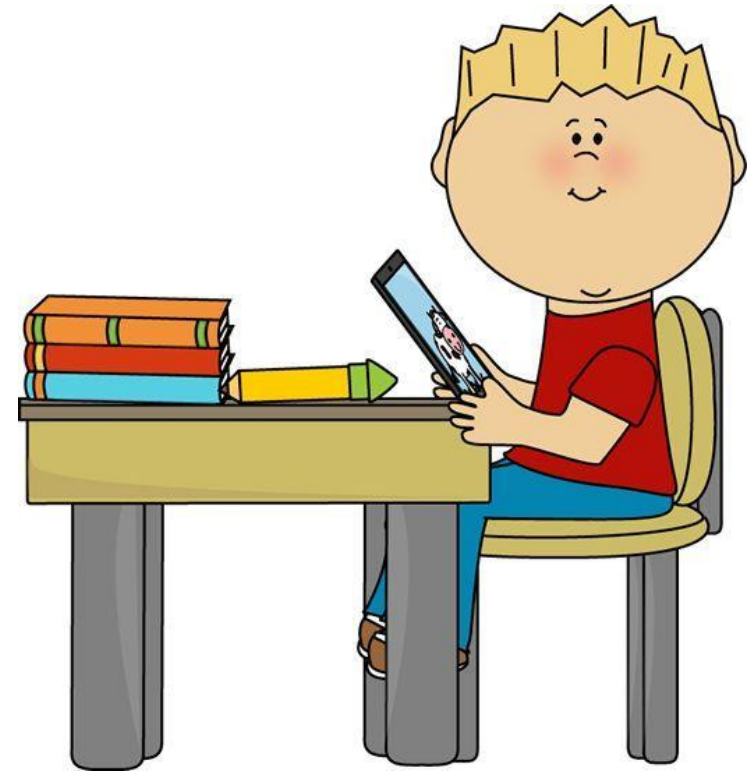


Finding your  
tasks

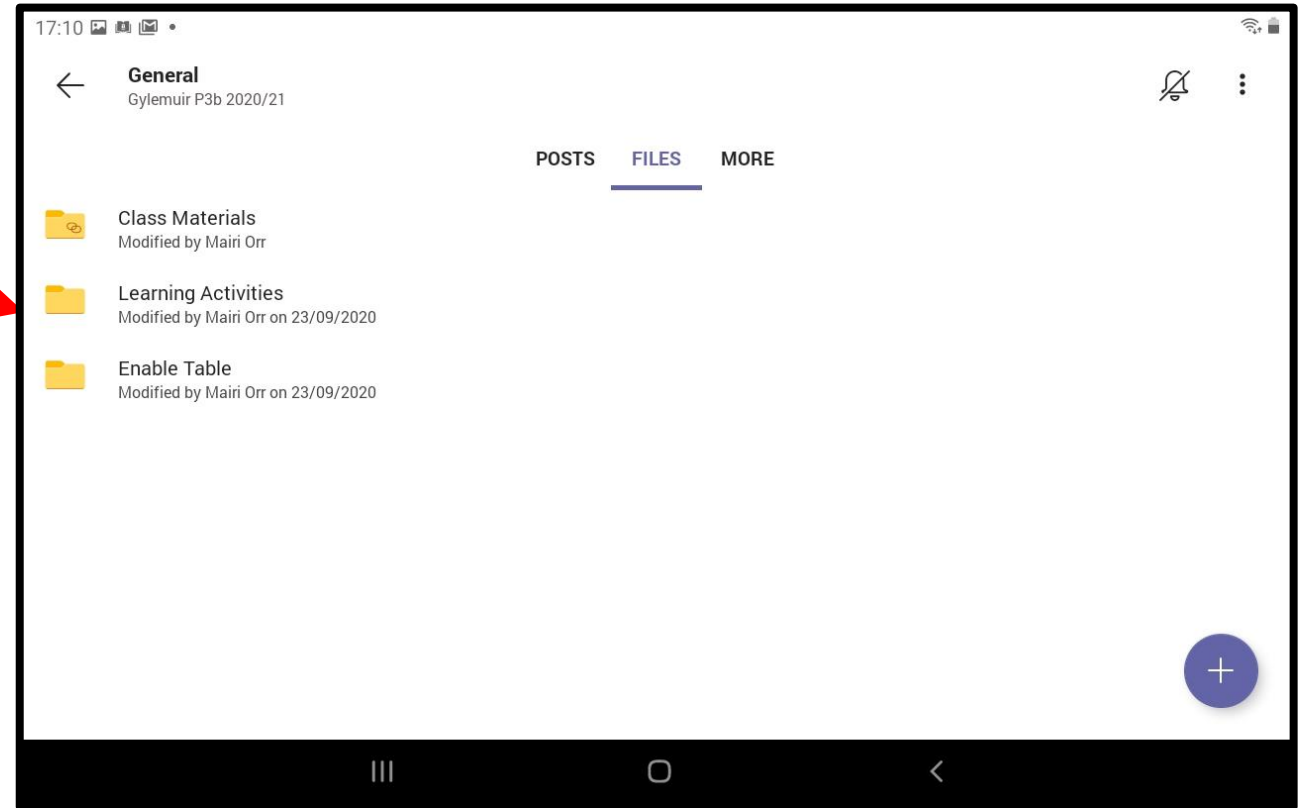
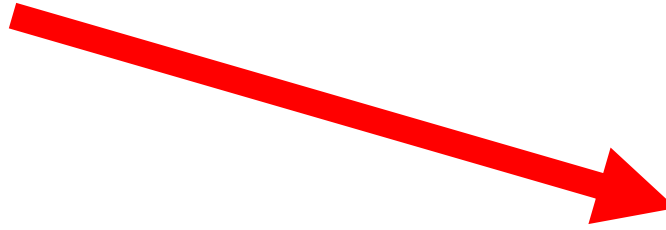
# Finding your tasks

There are two places to find your work

- In Files
- In Assignments



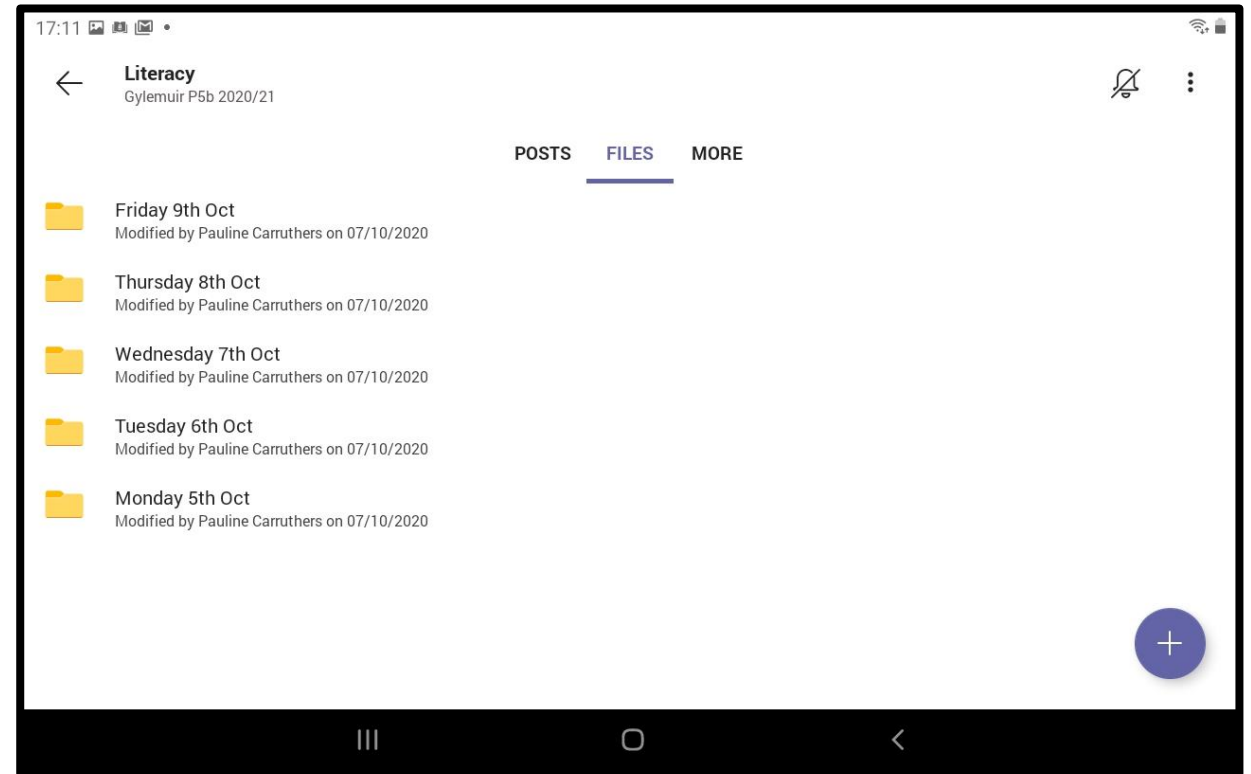
For P1 - P4 pupils, some of your tasks will be in the **Files** section of the General channel.



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.

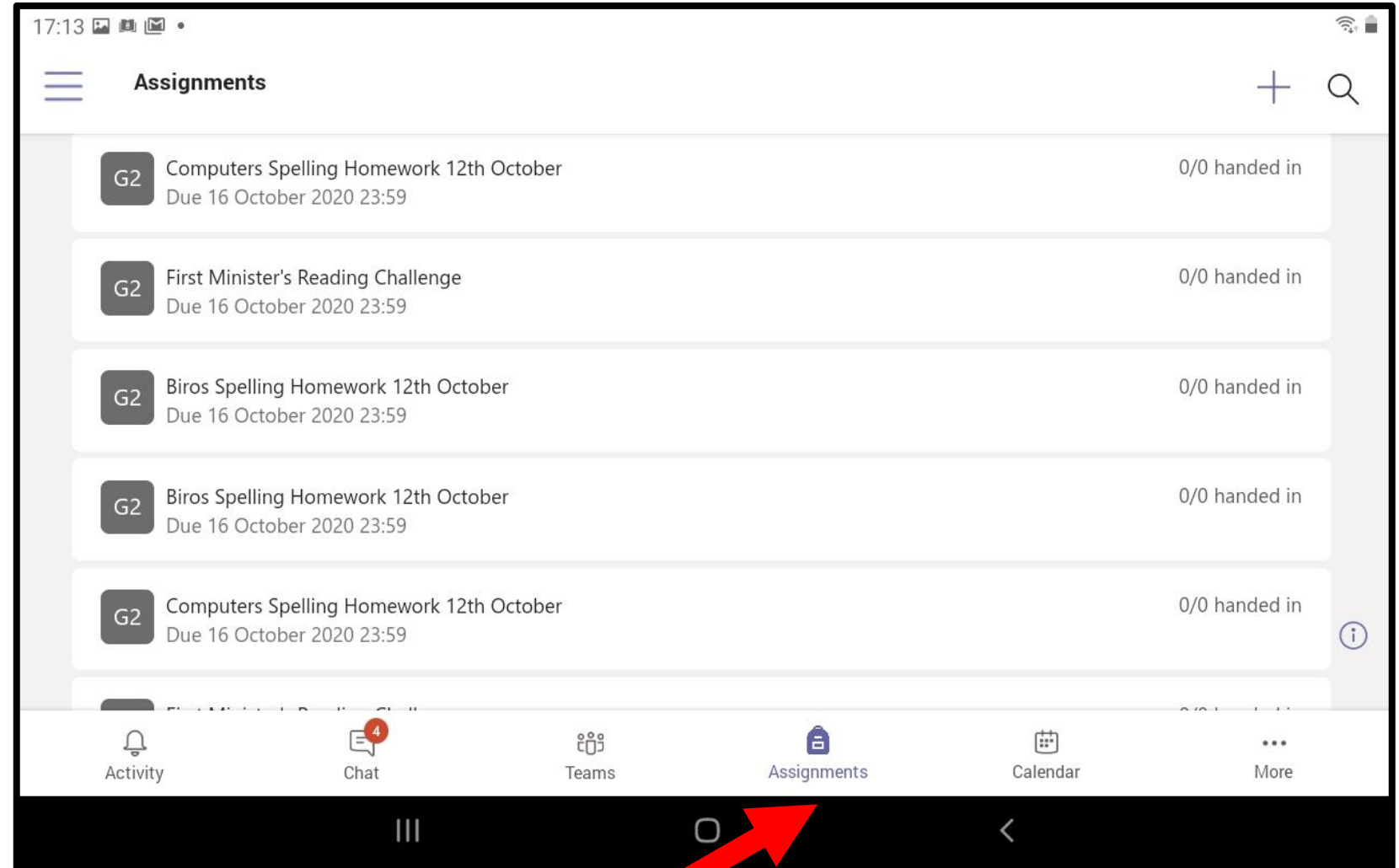


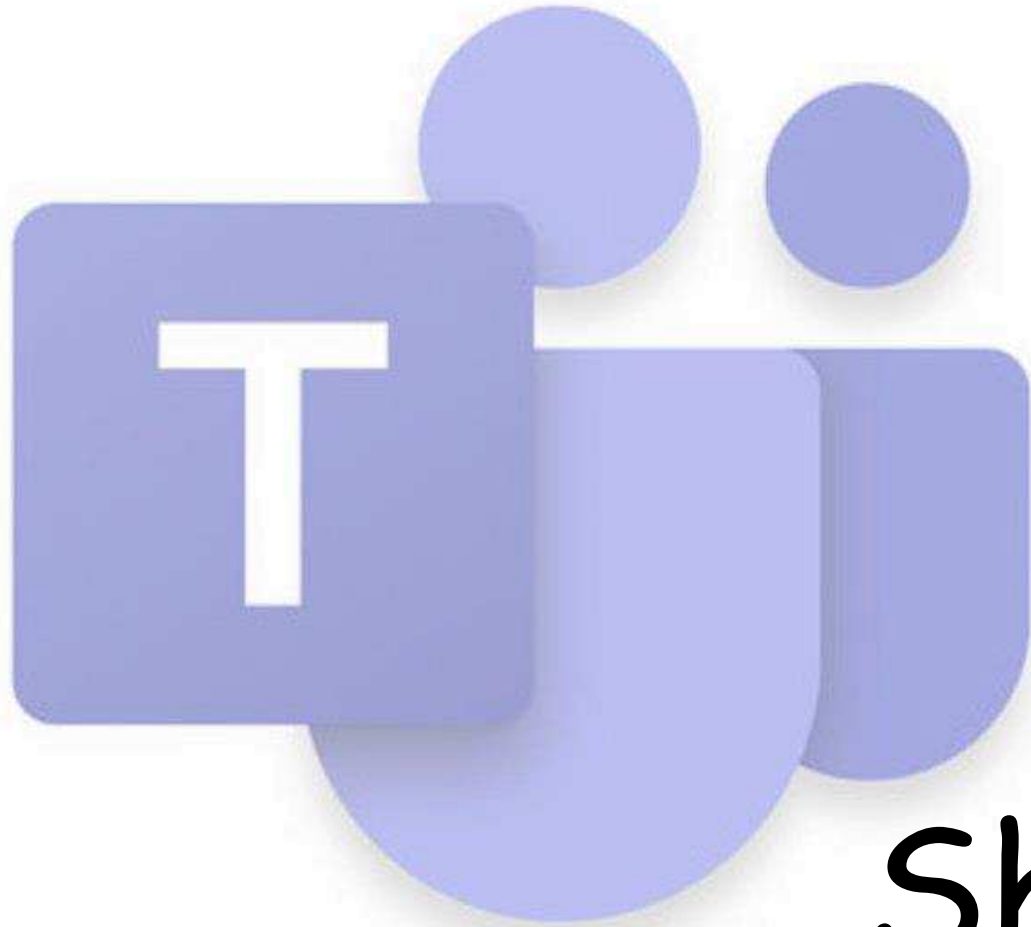
There will be folders within the channels where you will be able to find instructions and resources for your daily tasks. Most of the tasks set in the Channels will be self or peer assessed.

# Assignments

Find assignments in the Assignment tab. Which is on the bottom of your screen

Click on the assignment to view it.



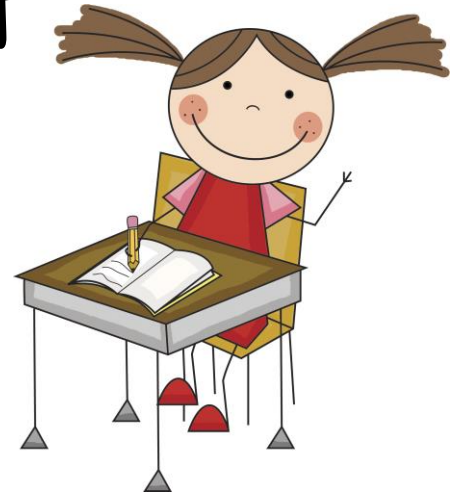


Sharing your  
learning -

# 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

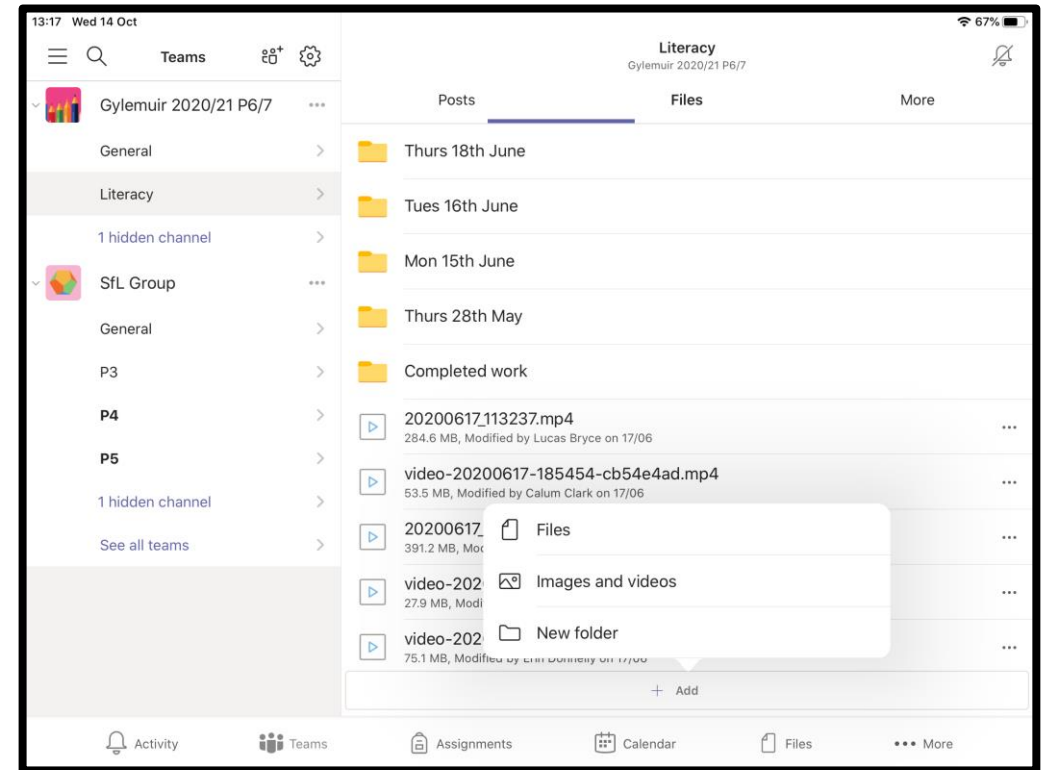


# Upload work to 'Files'

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

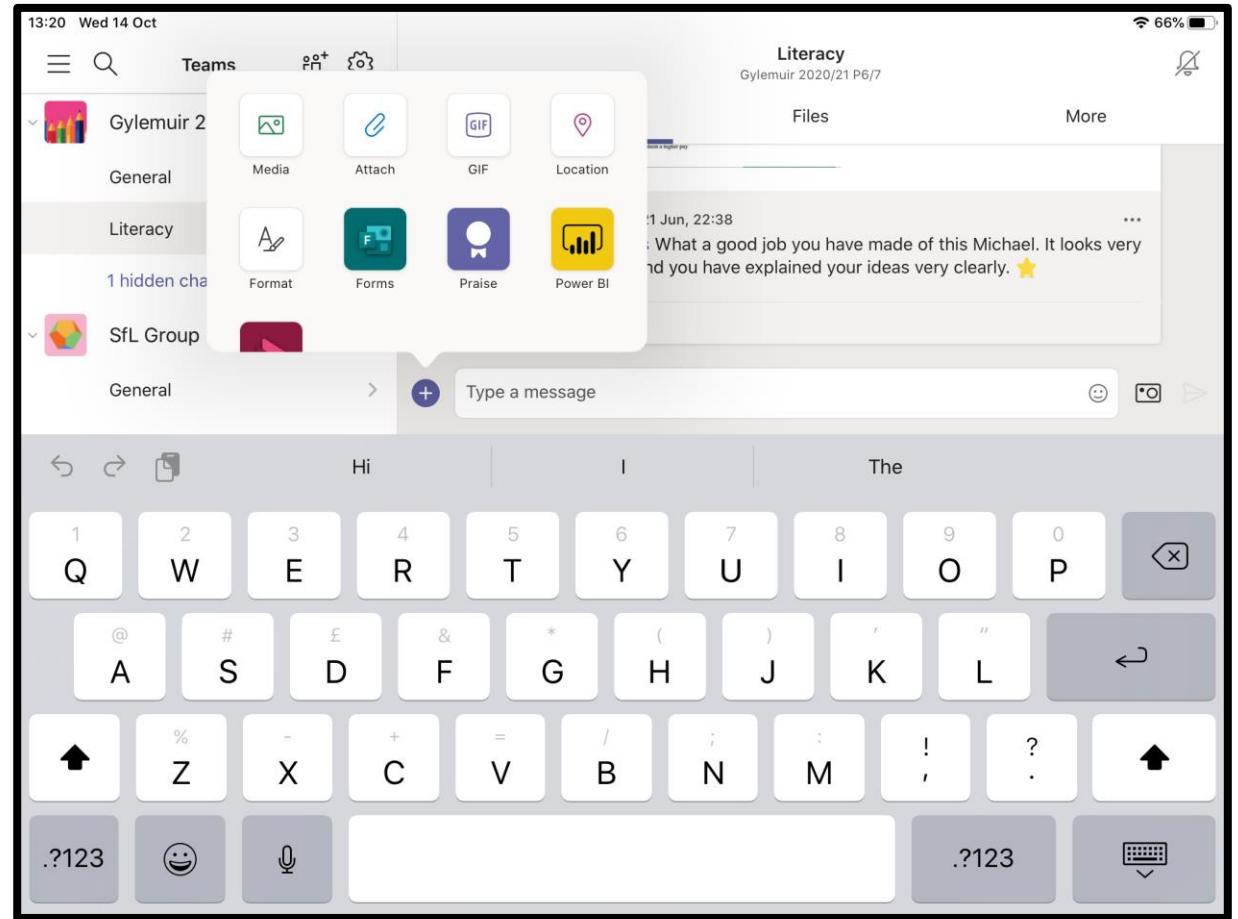
Click the 'Add' button at the bottom of the page.

If you are adding a photo  
choose images and videos.  
If you are adding a document  
eg Word or Powerpoint choose  
Files



# Add to a Post

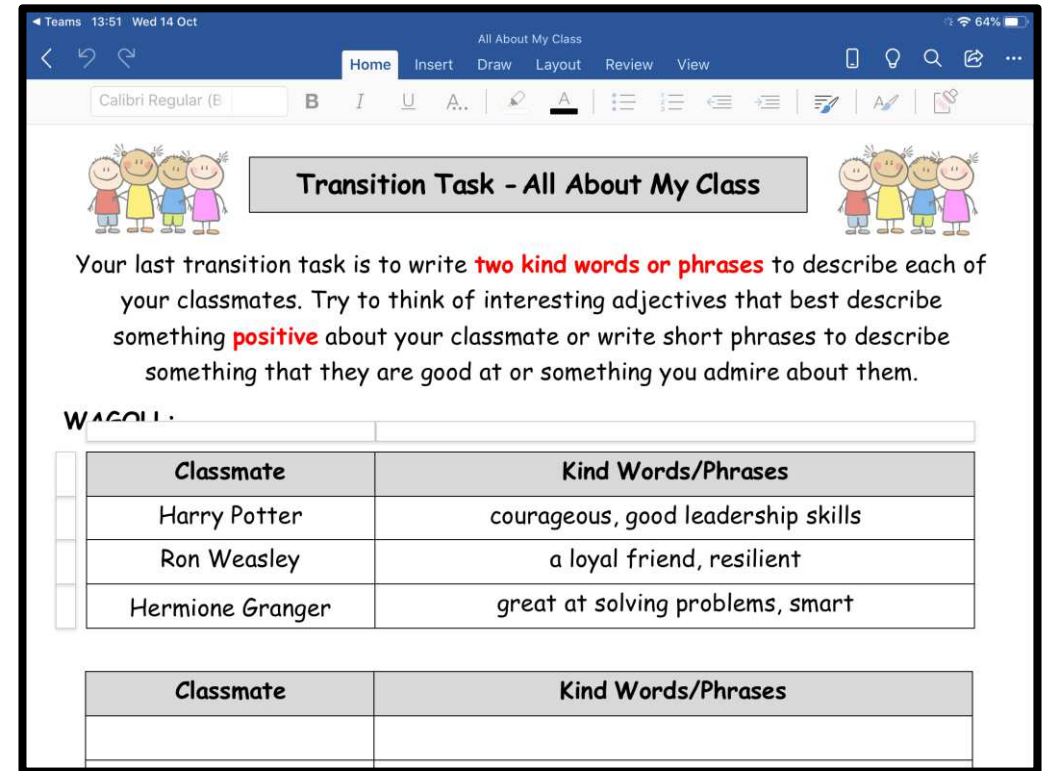
1. Write a post.
2. Click the + sign.
3. Choose media if you are adding a photo or video
4. Choose Attach if you are adding a file eg Word or Powerpoint



# 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 click the small notepad and pencil symbol in the top right hand corner
3. This will then open a document which you can edit.
4. It will save automatically when you close the document.



The screenshot shows a Microsoft Teams interface with a document titled "Transition Task - All About My Class". The document content includes instructions for a transition task and a table for recording feedback.

Transition Task - All About My Class

Your last transition task is to write **two kind words or phrases** to describe each of your classmates. Try to think of interesting adjectives that best describe something **positive** about your classmate or write short phrases to describe something that they are good at or something you admire about them.

WAGOLL:

Classmate	Kind Words/Phrases
Harry Potter	courageous, good leadership skills
Ron Weasley	a loyal friend, resilient
Hermione Granger	great at solving problems, smart

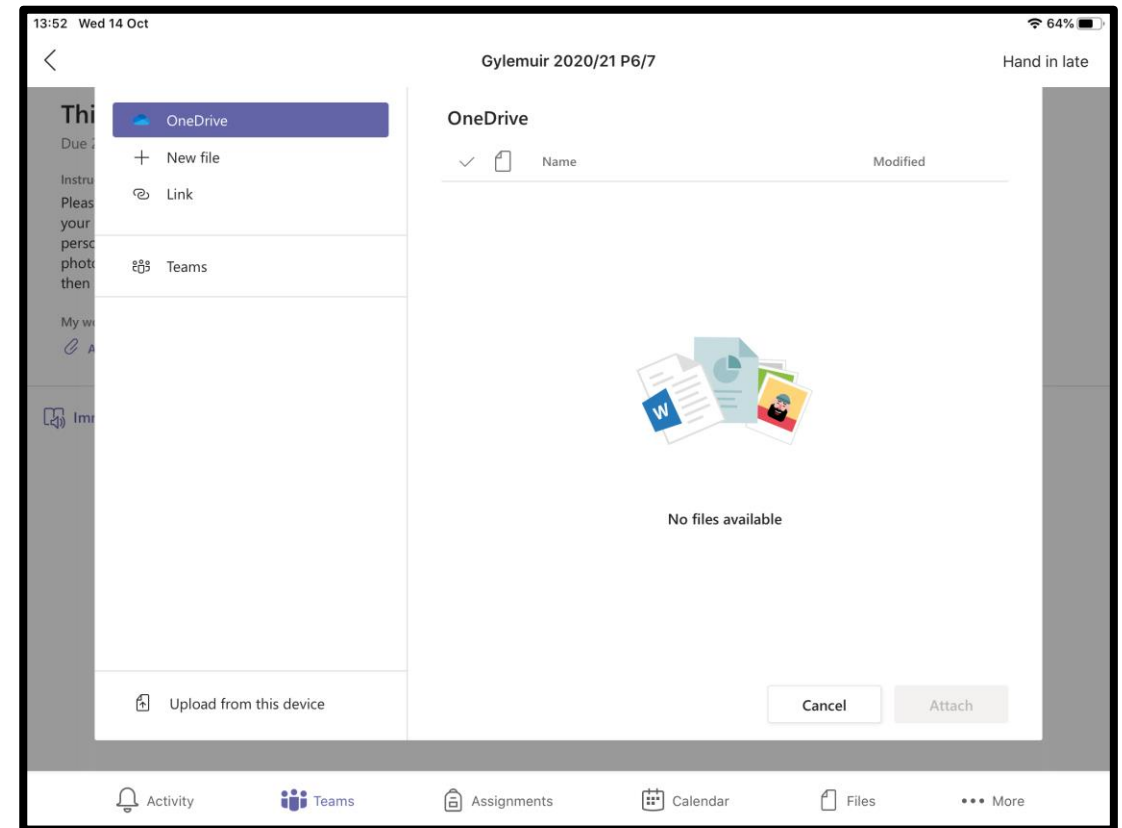
  

Classmate	Kind Words/Phrases

# 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 or OneDrive if your work is saved in your OneDrive
3. Find your file - click Open
4. Click 'Done'
5. When finished click 'Hand In'



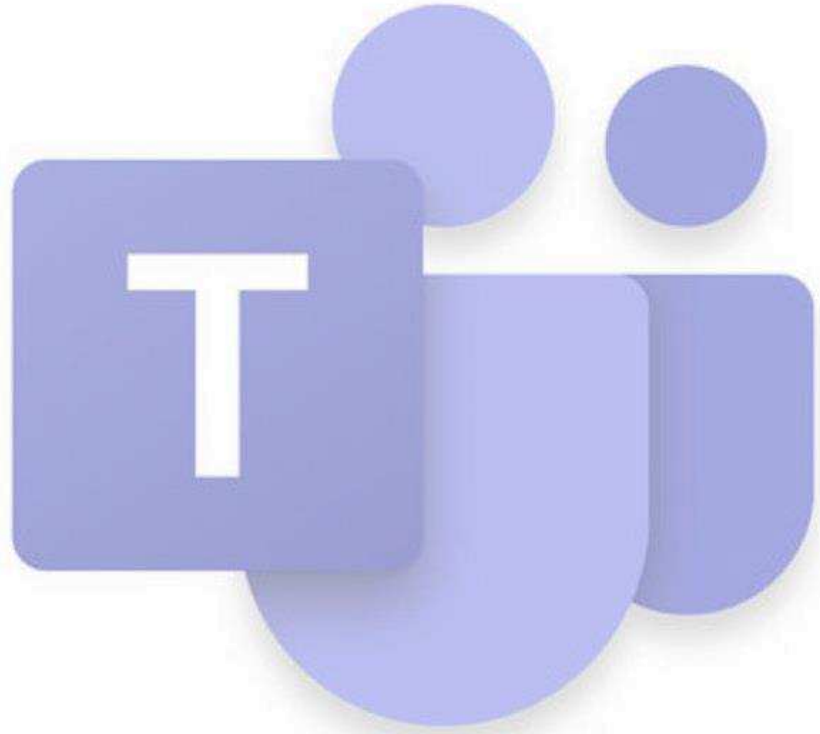




Sharing your  
learning with  
your teacher -  
Feedback

# Where to find feedback on your Assignments.

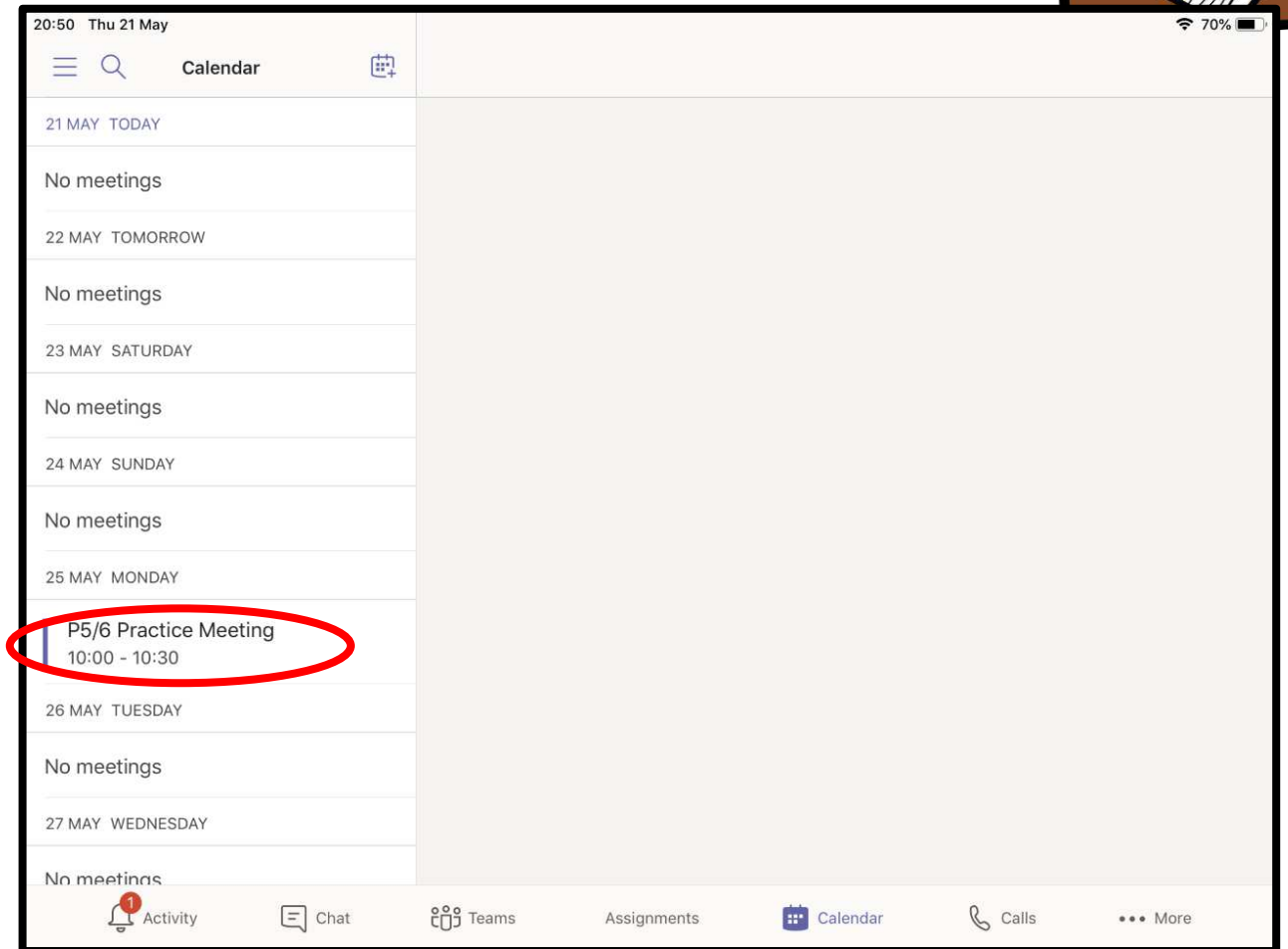
- Open up your Assignments.
- Click on the arrow beside 'Completed' to see the assignments you have completed.
- Click on each assignment to see the feedback your teacher has left for you.
- Open up the file to make any changes your teacher has asked you to make
- Then click 'Hand in again' to return it to your teacher.



Having a Meeting in  
Teams

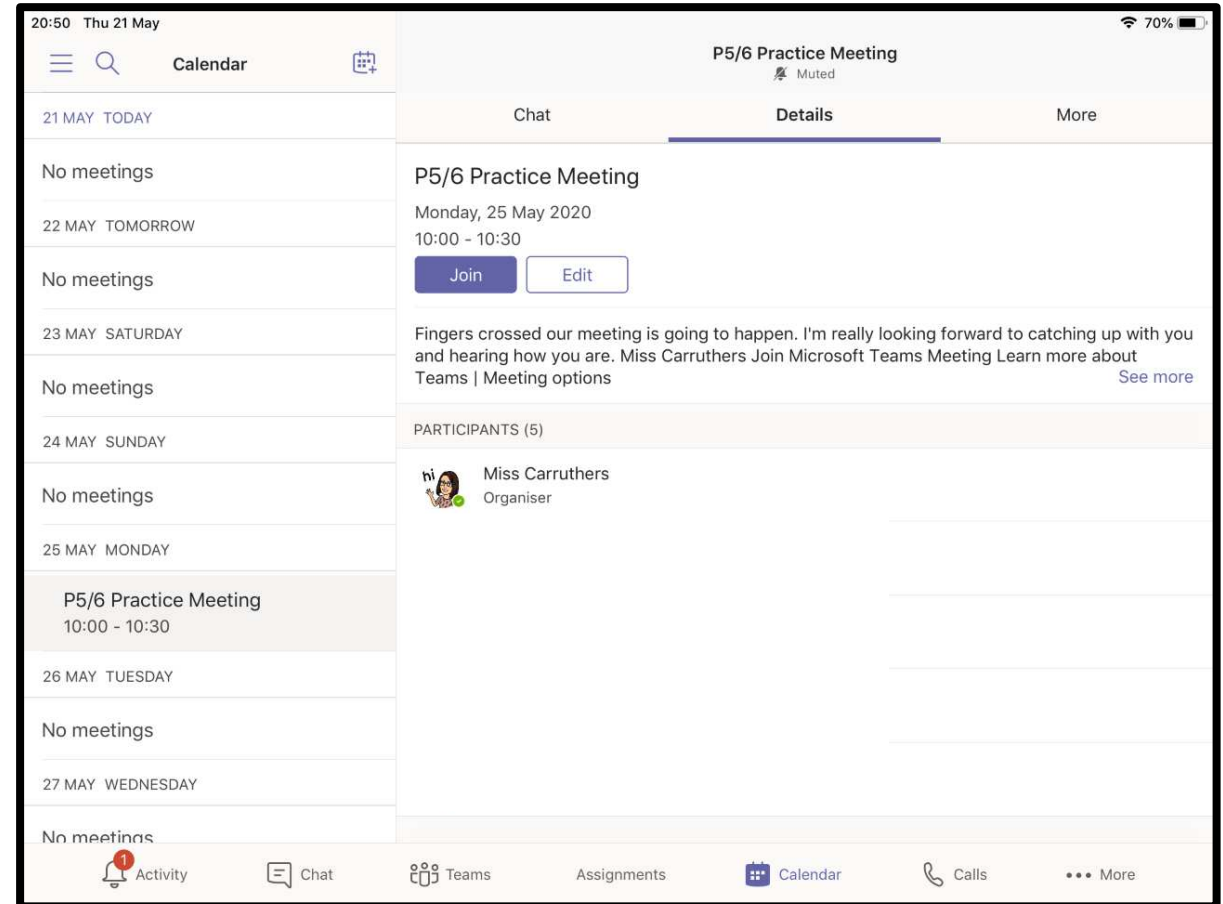
## Finding the Meeting (Using an tablet)

- Look at the bottom of the screen
- Click on Calendar - you should see this view which shows you any meetings you have arranged.
- Click on the meeting



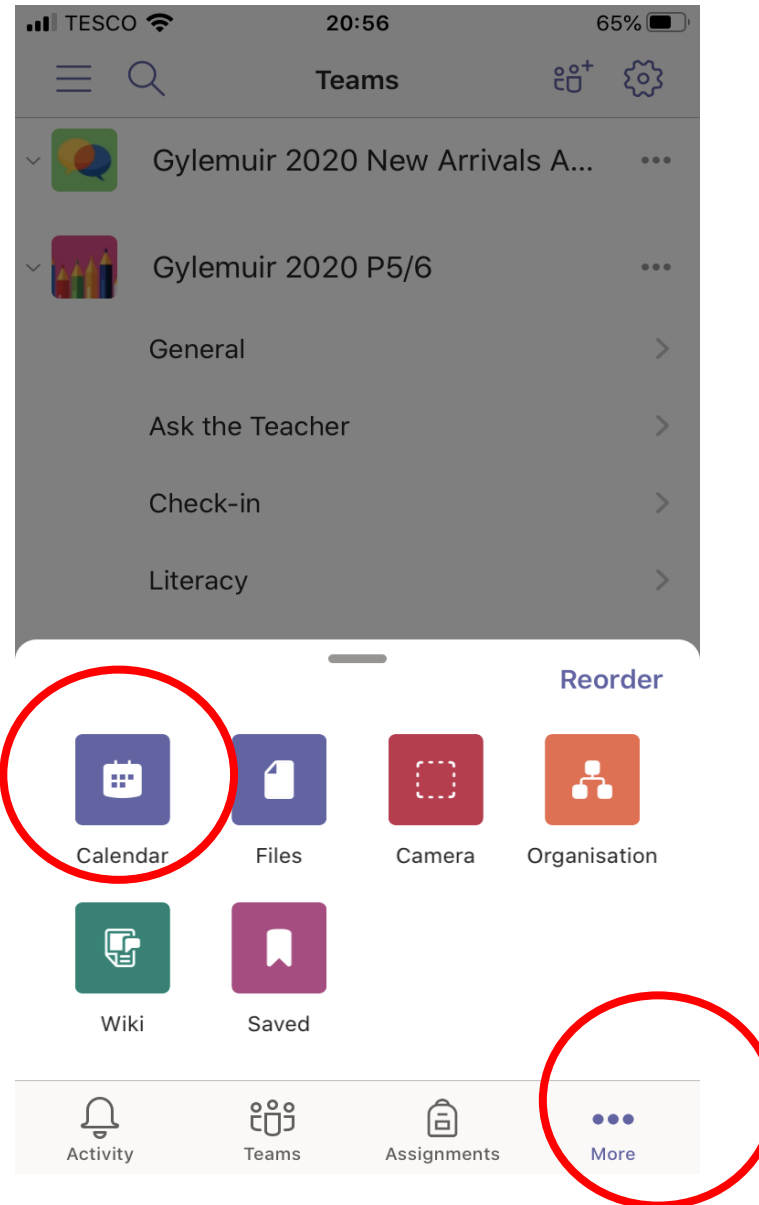
# Joining the Meeting (Using a tablet)

- Click Join to enter the meeting.
- You should see your join screen.
- Make sure your microphone is on.
- Click Join now.
- You may need to adjust your microphone again.



## Finding the Meeting (Using a phone)

- Look at the bottom of the screen
- Click where it says More
- Then click on Calendar



## Joining the Meeting (Using a Phone)

- Click Join to enter the meeting.
- You should see your join screen.
- Make sure your microphone is on.
- Click Join now.
- You may need to adjust your microphone again.

