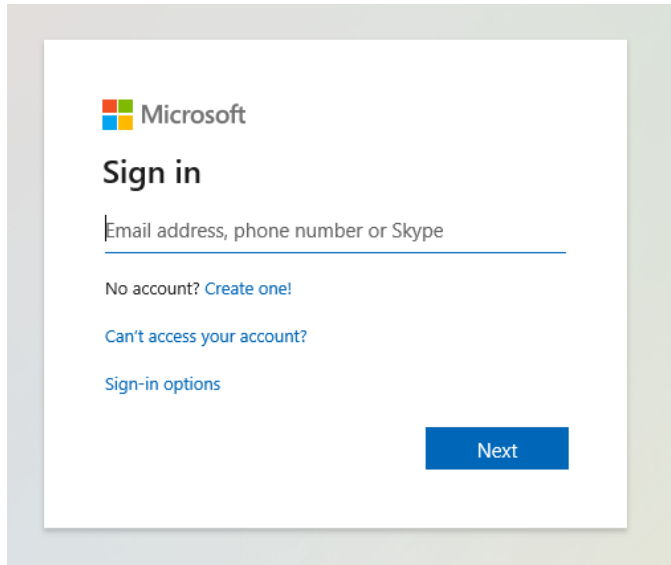


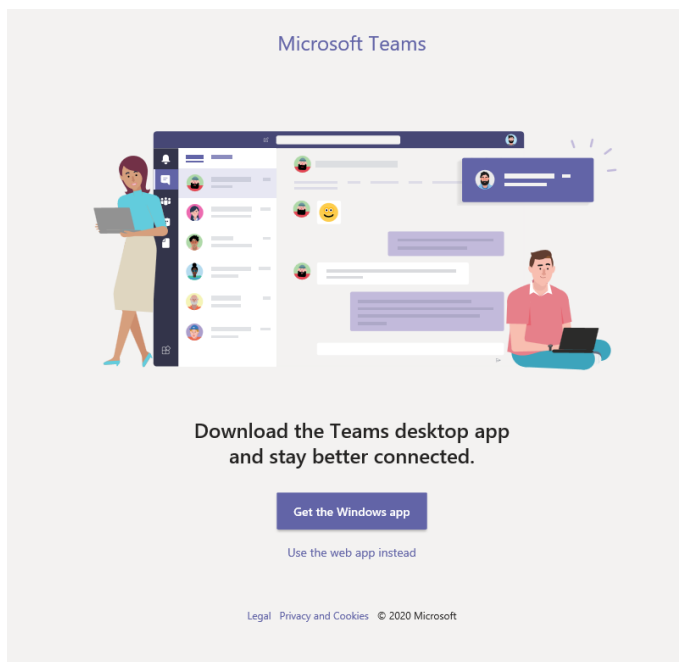
1. Open the following URL in Chrome, Internet Explorer or your browser of choice:

<https://teams.microsoft.com>

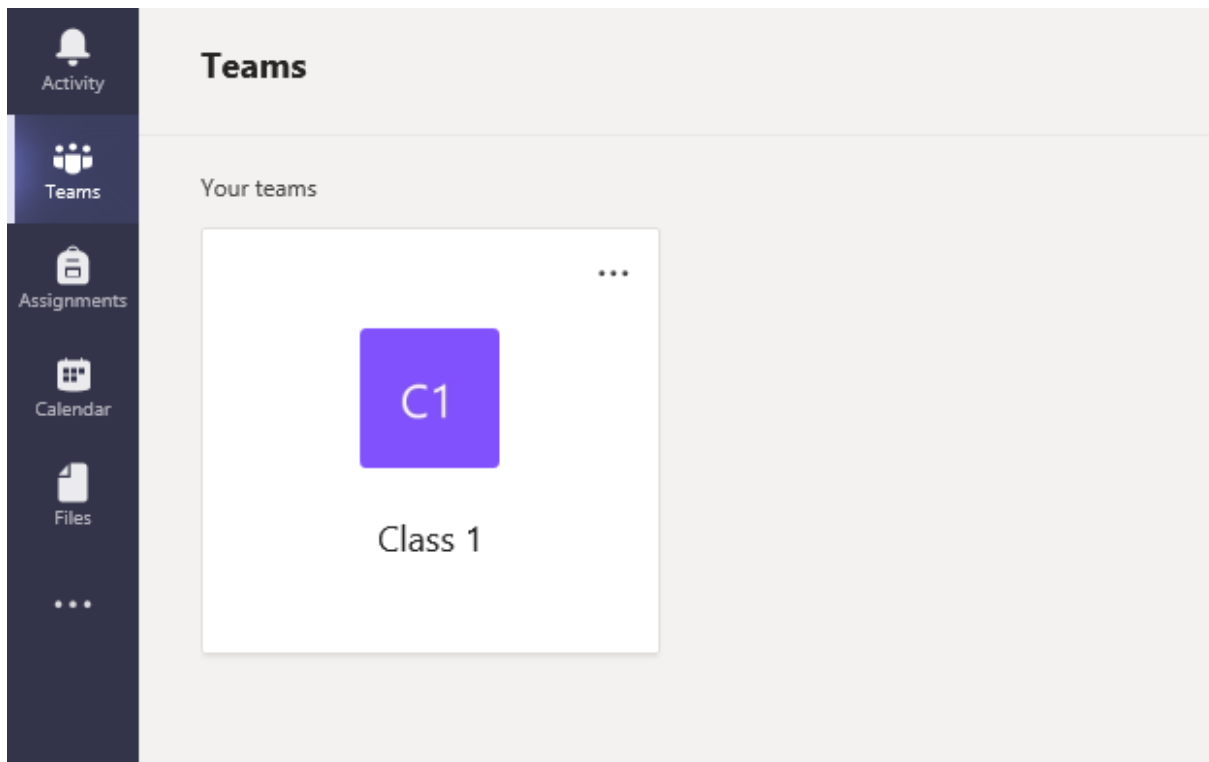
2. Enter the email address provided by the school, followed by the password:



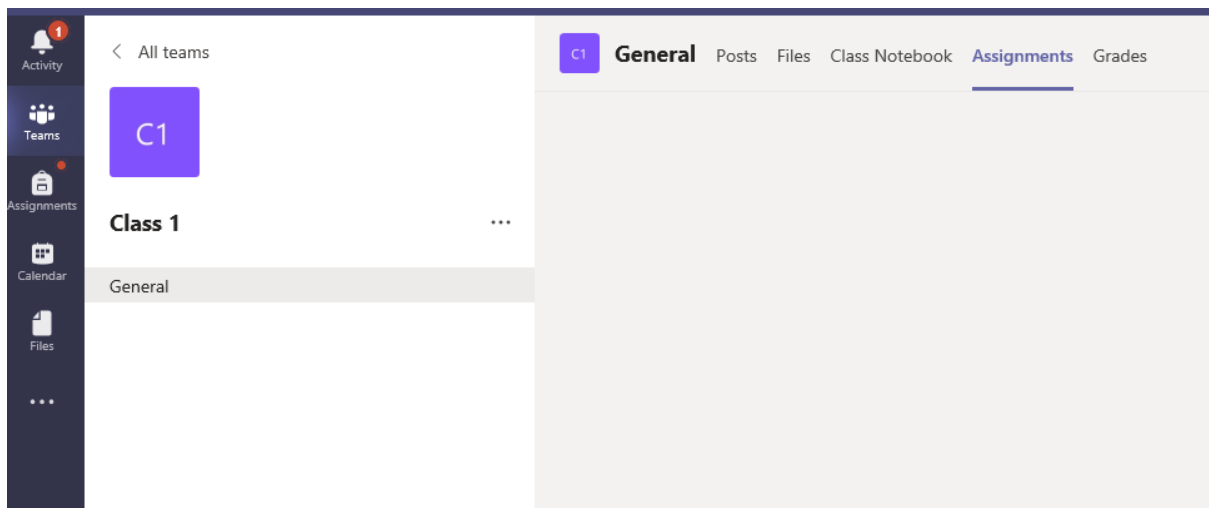
3. You can download the Windows application and install it (Get the Windows app) or you can use the browser to continue (Use the web app instead)



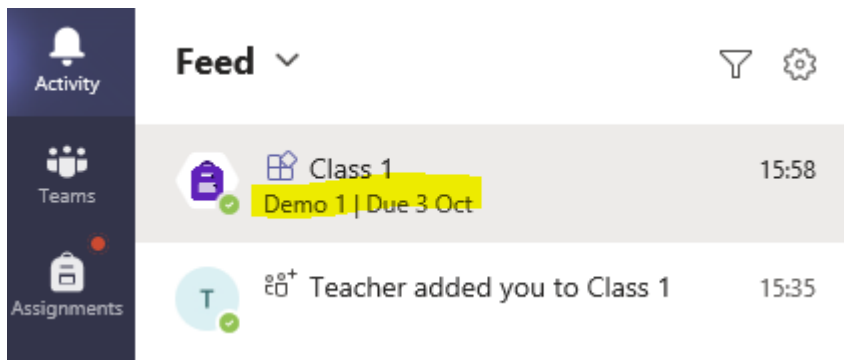
- Once logged in, you will be presented with your child's Class Team. It is here that all resources and assignments will be shared by the teacher



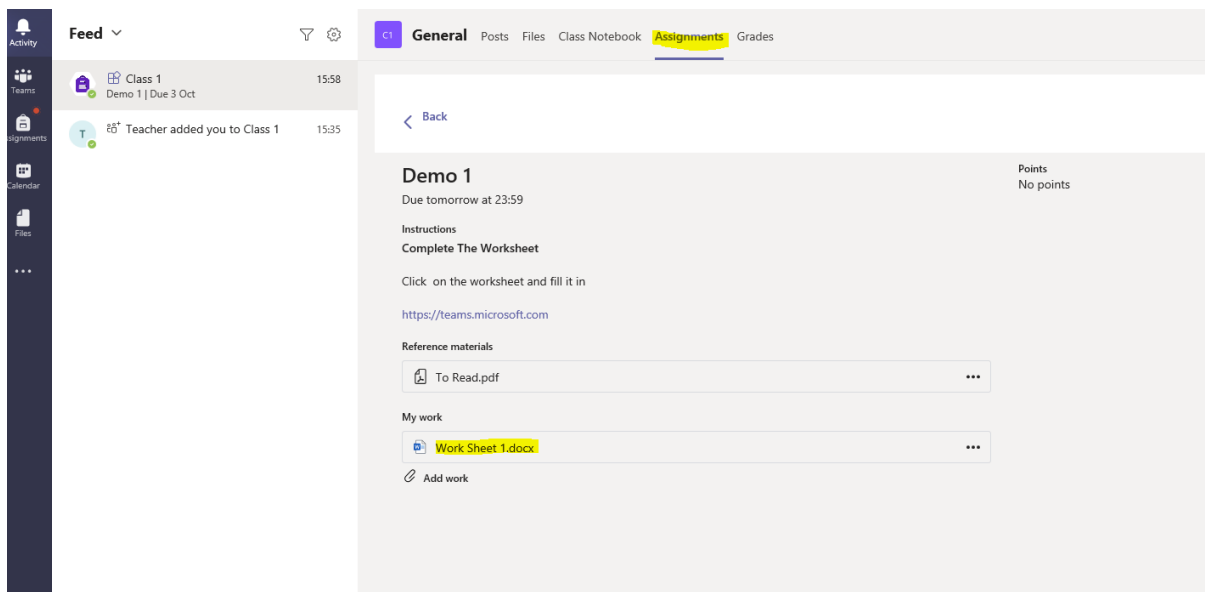
- If an assignment is published for the class, a notification will display by the Activity bell in the top left-hand corner



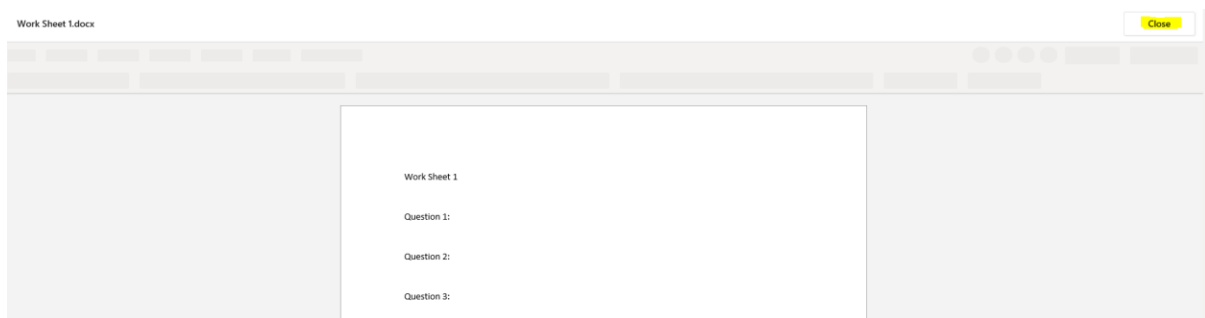
- Click on the Activity bell and you will see the Class Team name (Class 1), the name of the assignment (Demo 1) and when it is due (Due 3 Oct)



- When you click on the assignment notification, you will be taken to the assignment itself. Here you will see the instructions for the assignment and any files attached to the assignment. Click on the attachments to open them



- If there is a worksheet to be completed, you can click on that attachment and fill it in from Teams (no need to download the file or upload any files). Once finished, click close



9. When you are happy that the work has been completed, click Hand In in the top right-hand corner

The screenshot shows the 'Assignments' tab in a Microsoft Teams channel named 'General'. The assignment is titled 'Demo 1' and is due tomorrow at 23:59. It has 'No points' assigned. The instructions are to 'Complete The Worksheet' and to click on a worksheet and fill it in. A reference material 'To Read.pdf' is listed. Under 'My work', a document 'Work Sheet 1.docx' is shown. A yellow 'Hand in' button is visible in the top right corner.

10. Once the teacher has marked the completed work, another notification will appear in the Activity bell, clicking on that will take you to the returned assignment. You will find feedback if any has been provided and any points (if the teacher is assigning them)

The screenshot shows the 'Activity' feed in a Microsoft Teams channel named 'General'. A notification is highlighted in yellow, stating 'Assignment returned | Demo 1' at 16:03. The notification includes a green checkmark icon. Below the notification, the assignment details for 'Demo 1' are shown. The assignment is due tomorrow at 23:59 and has 'No points' assigned. The instructions are to 'Complete The Worksheet' and to click on a worksheet and fill it in. A reference material 'To Read.pdf' is listed. Under 'My work', a document 'Work Sheet 1.docx' is shown. A yellow 'Feedback' button is visible in the top right corner, with 'Very Good' written below it.