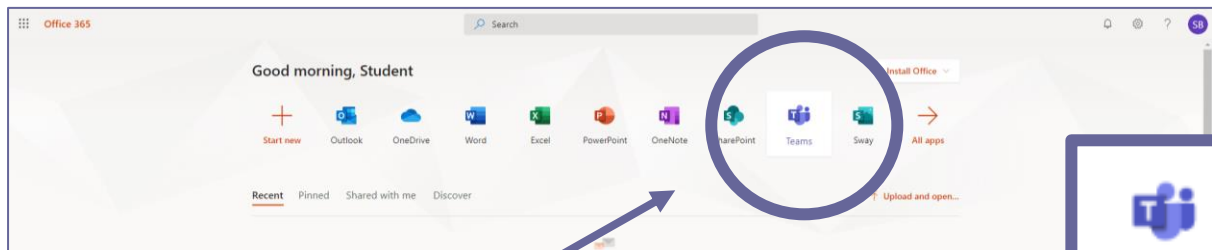
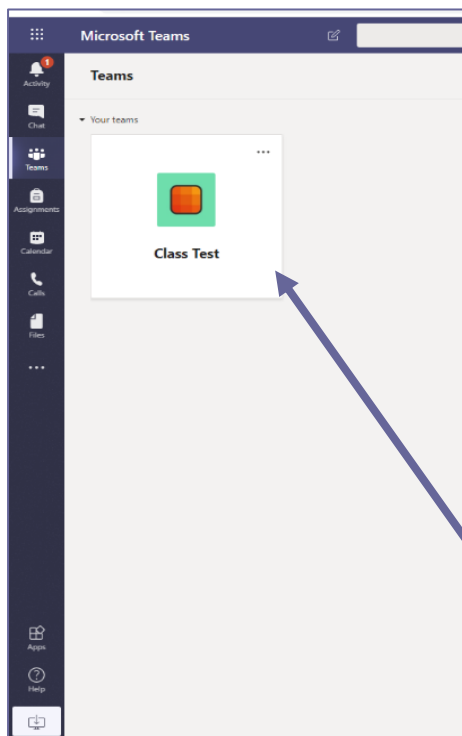
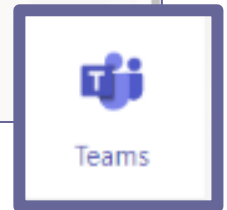




## Using Microsoft Teams



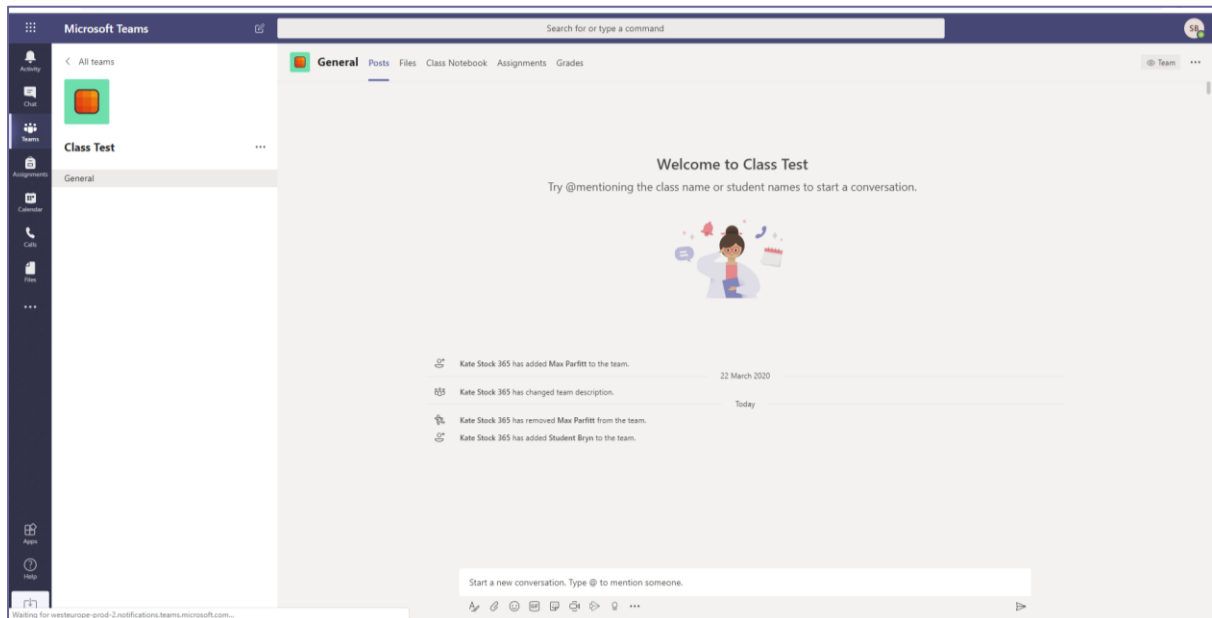
Click on the **Teams** icon



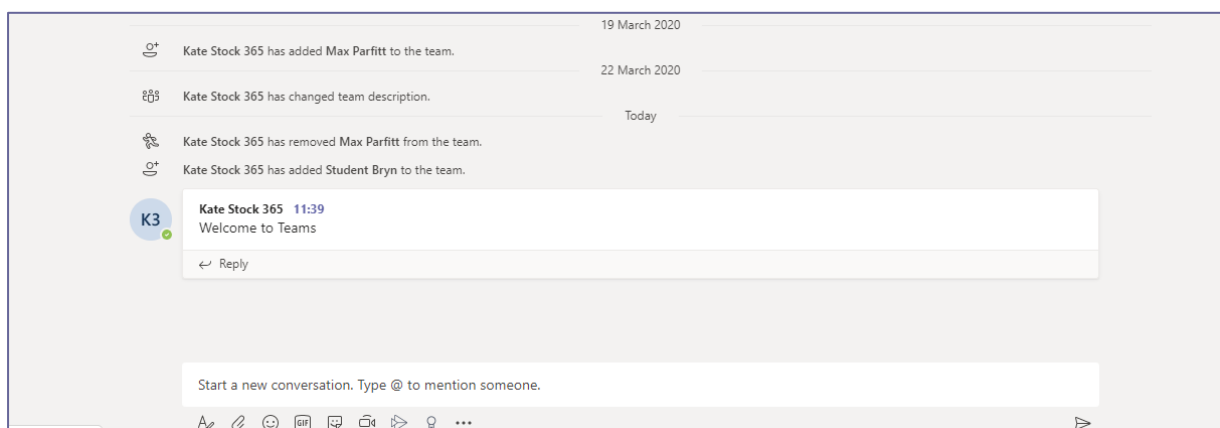
Your teachers will add you to class teams. These will be on the left hand side of your screen.

Click on the Team you would like to open

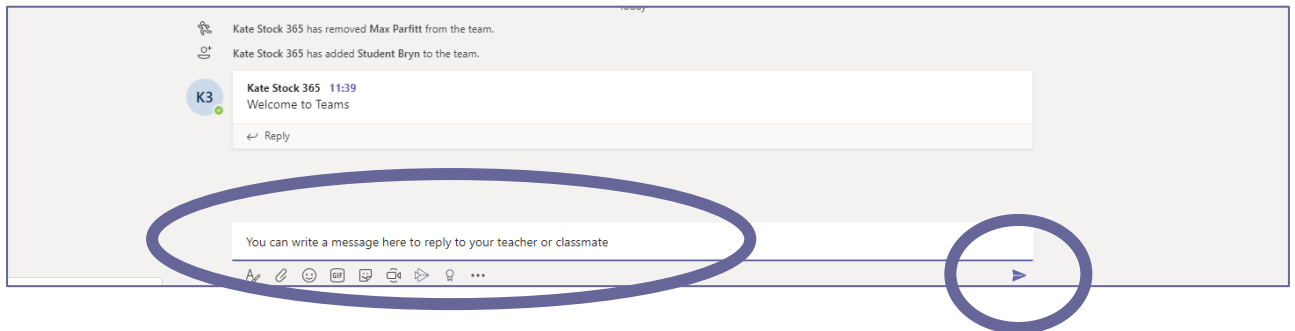
When you open your Team your screen will look similar to the image below:



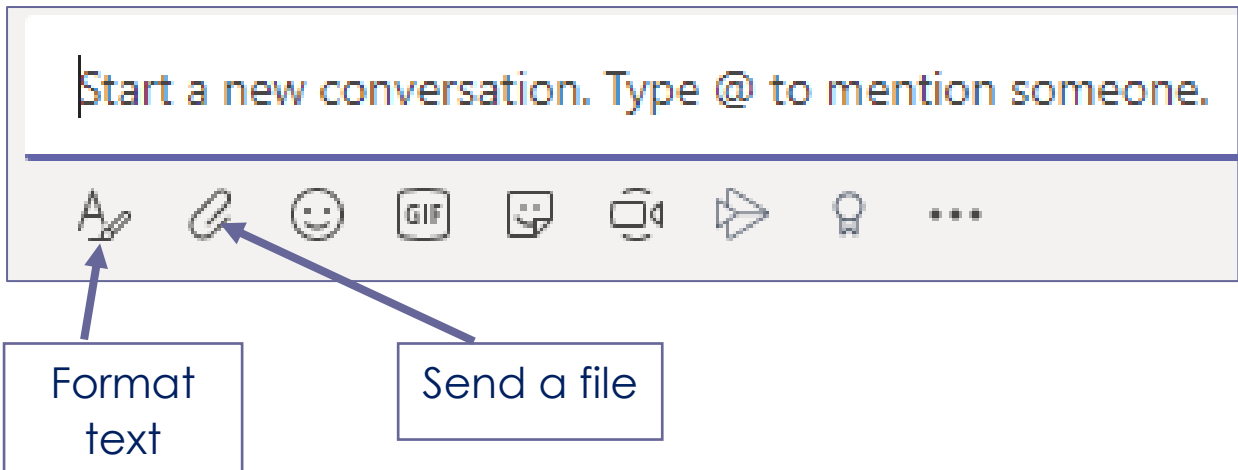
Your teacher will communicate with you by leaving messages.

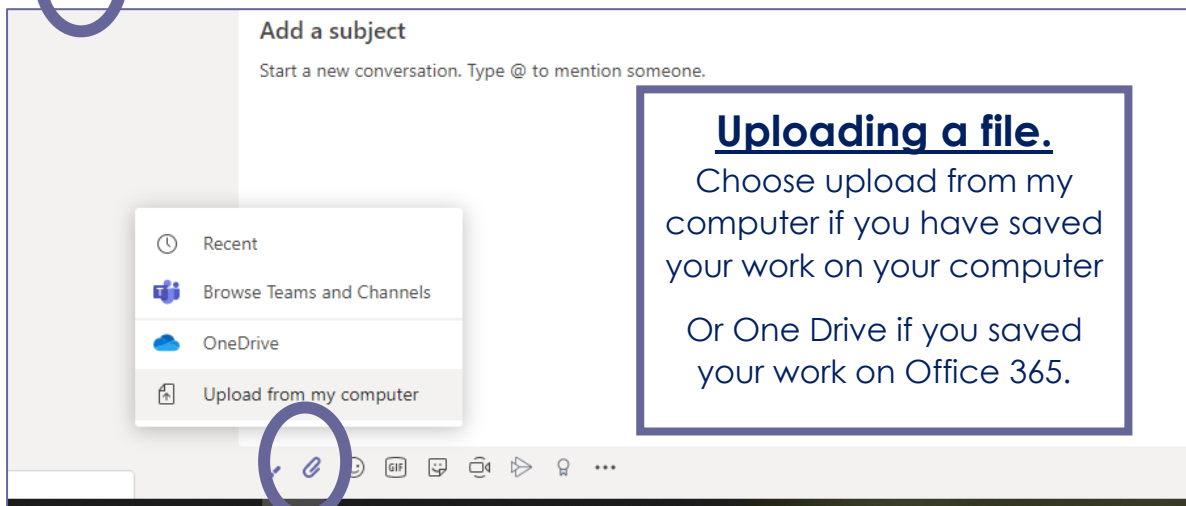
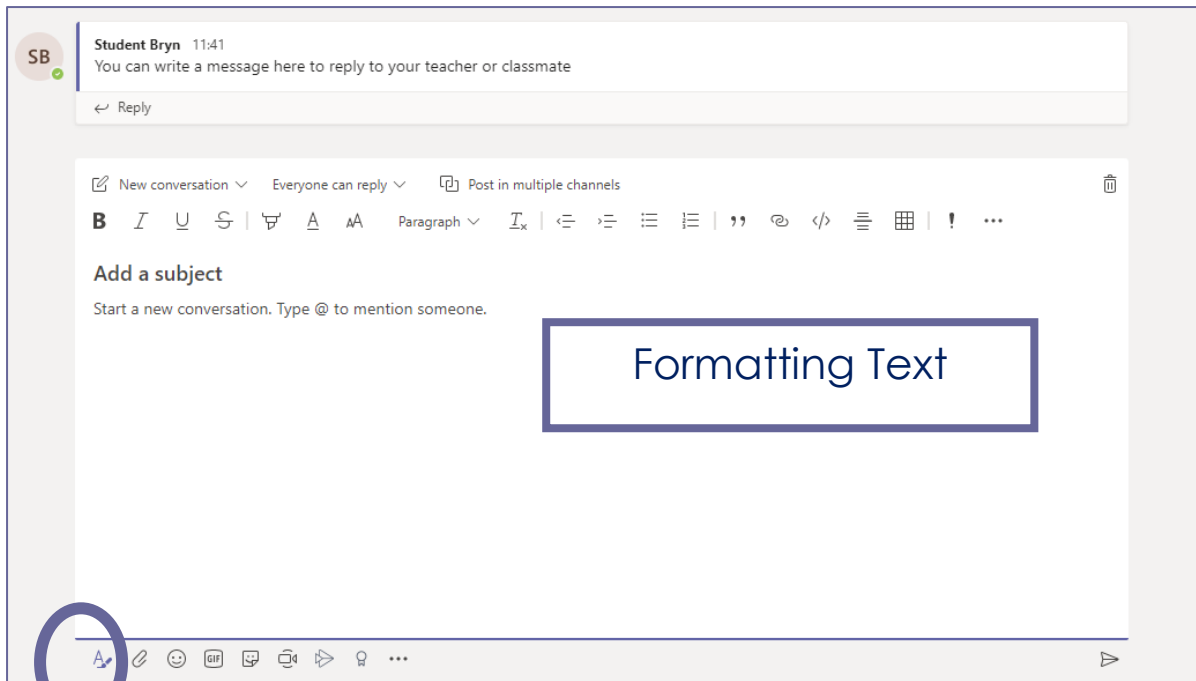


You can reply to these messages if you wish by typing in the white box.



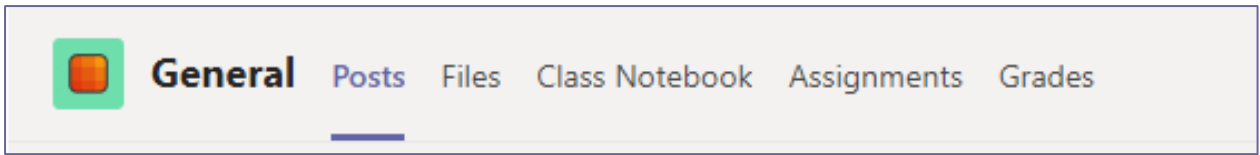
## Toolbar



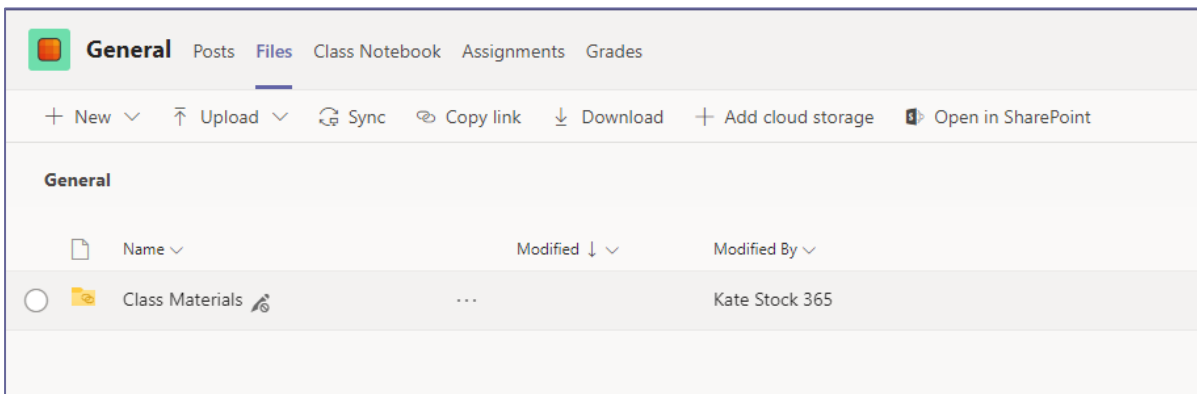


If you use this method of uploading a file it will appear on the 'Posts' page for everyone in your group to see.

# Top Toolbar



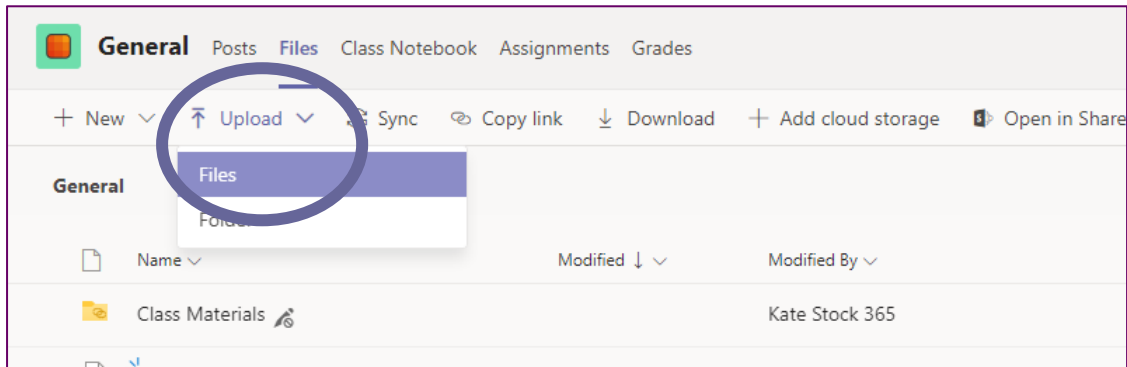
# Where can I find resources?



You can find resources in the **Team Files**

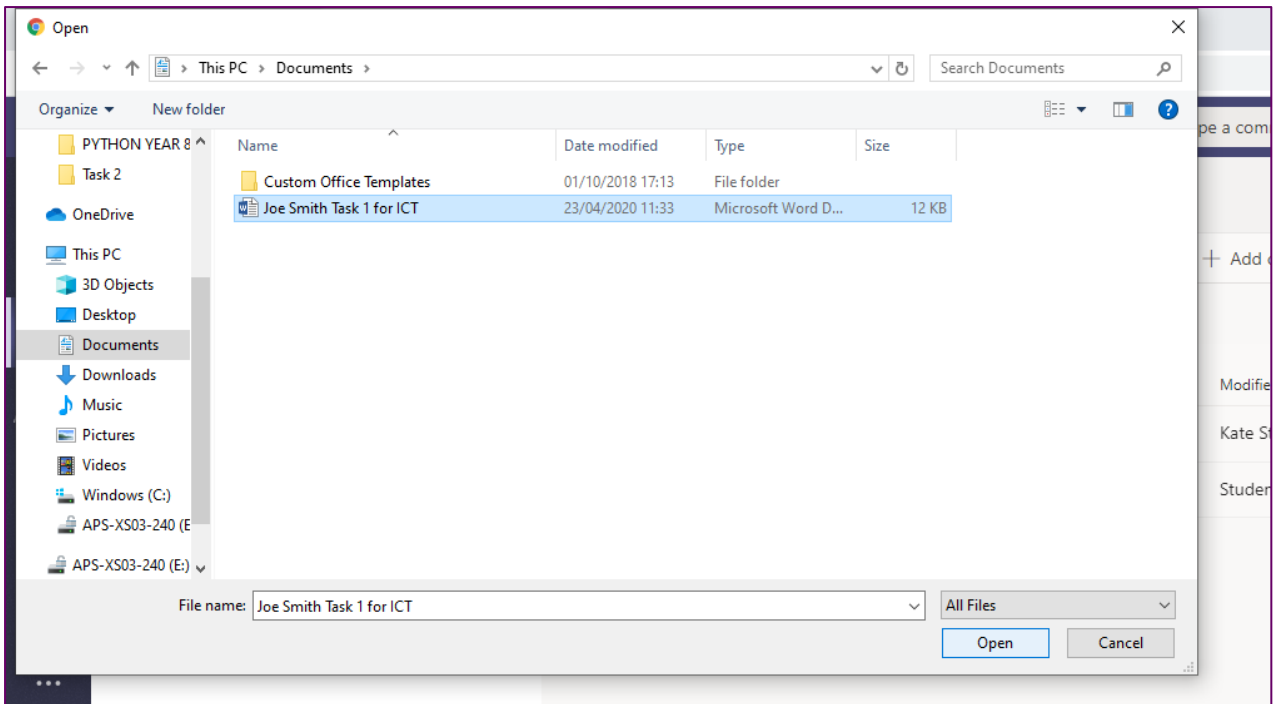
- **Click on 'Files'** – you can find this on the Top Toolbar
- Open the **Class Materials** folder
- Your teacher will save resources in this folder for you.

# Uploading a file to the 'Files' Folder



Click on the Upload button

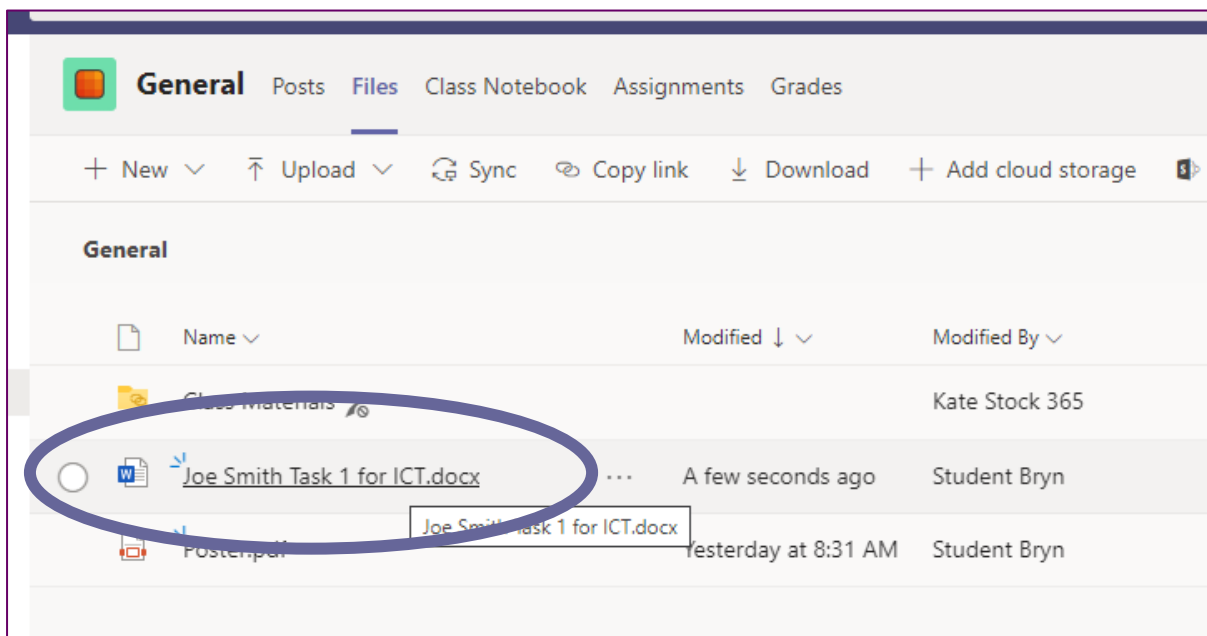
Select 'File'



Find your file

Click on the file you would like to upload

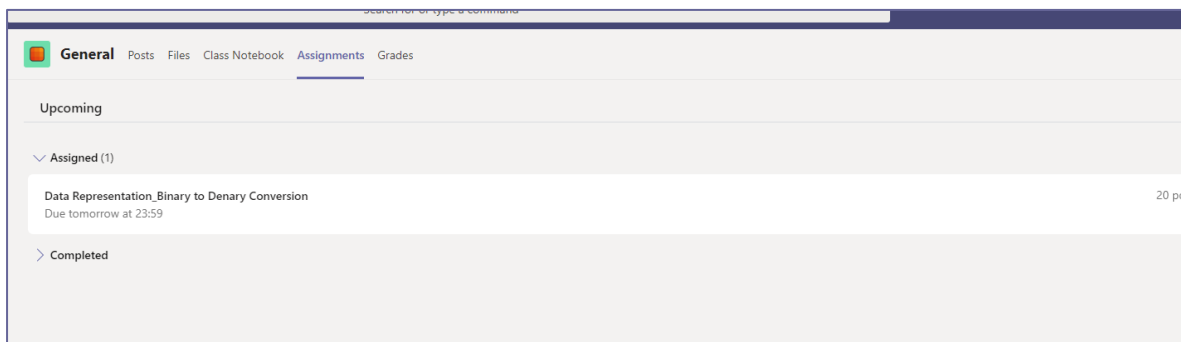
Click 'Open'



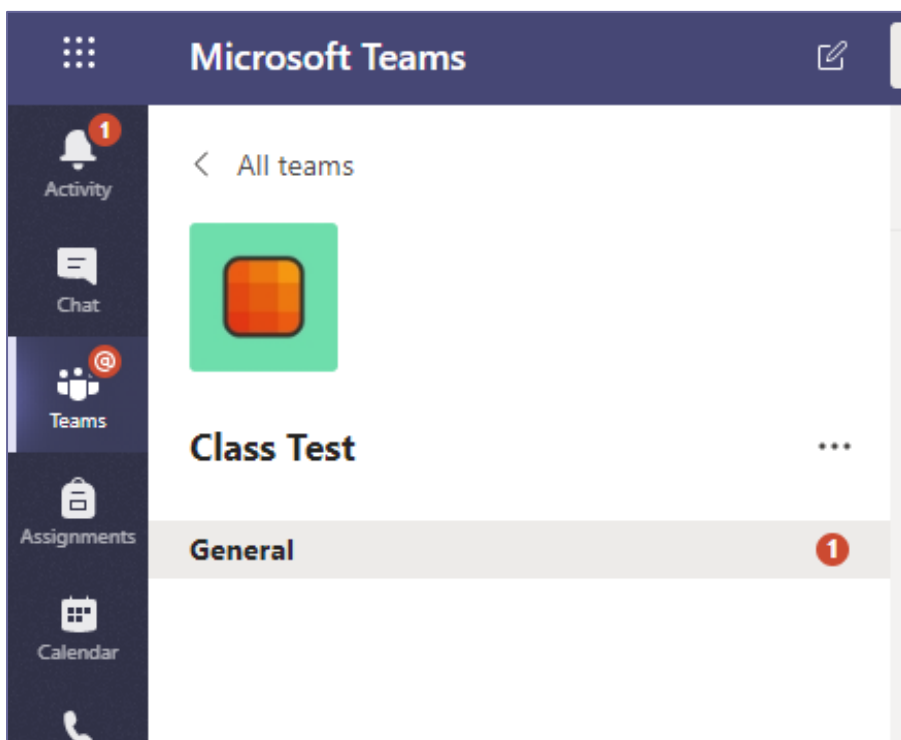
The file will appear in the folder

# Using Assignments on Teams

Your teacher may create assignments for you to complete.

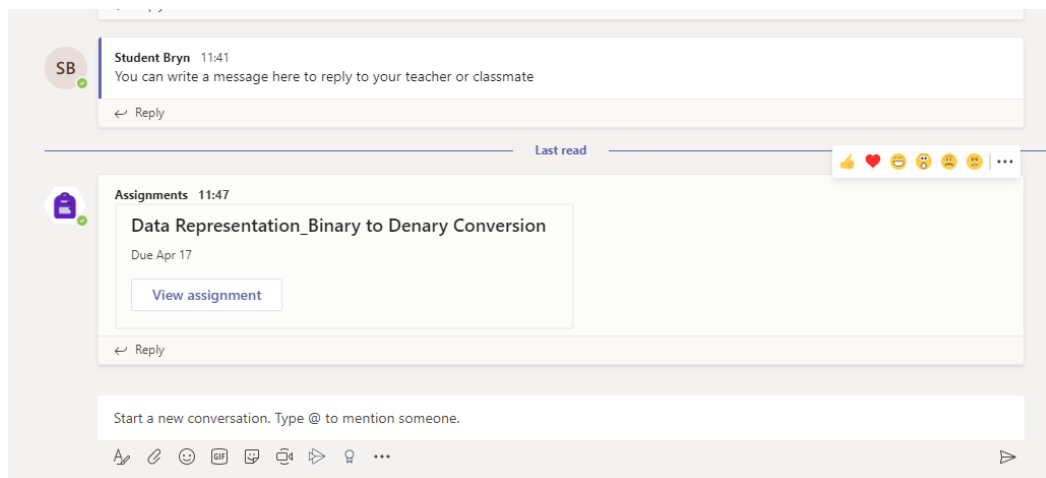


You will receive notifications if you have assignments to complete.

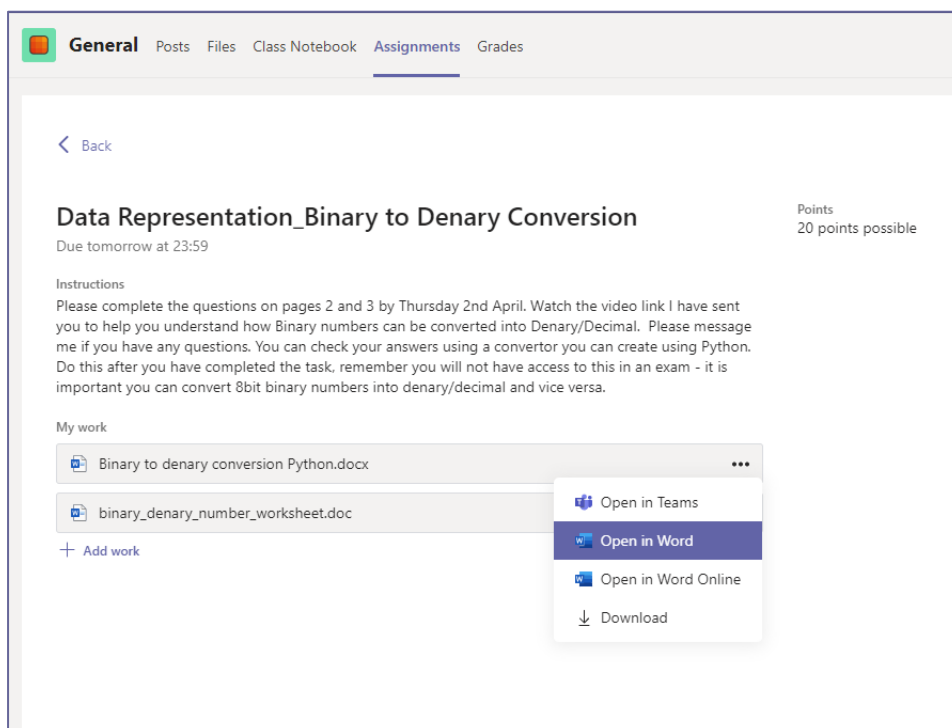




It will also appear on your feed.

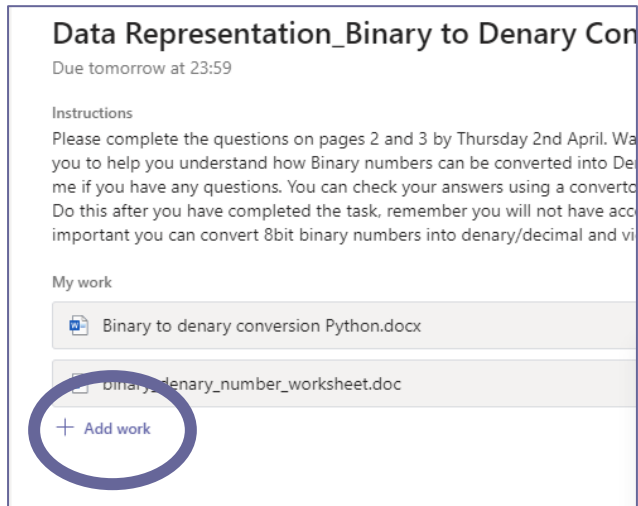


When you open the assignment you will have instructions and files to download or open in O365 Word.

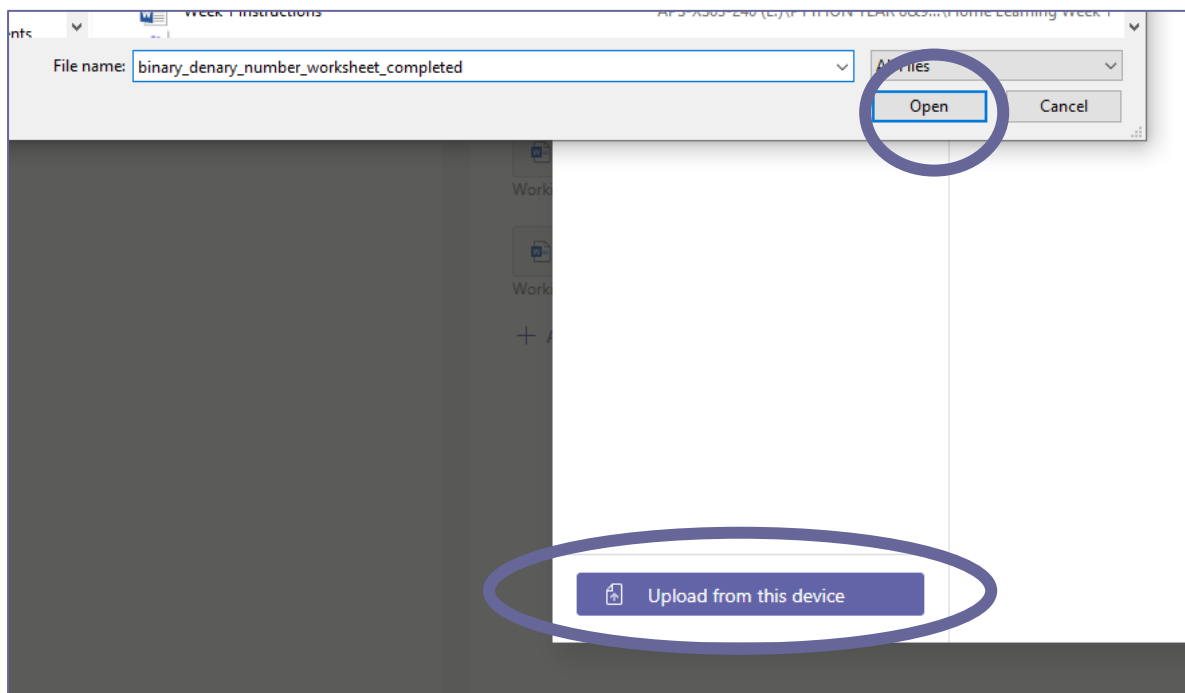


# How do I hand my assignment in?

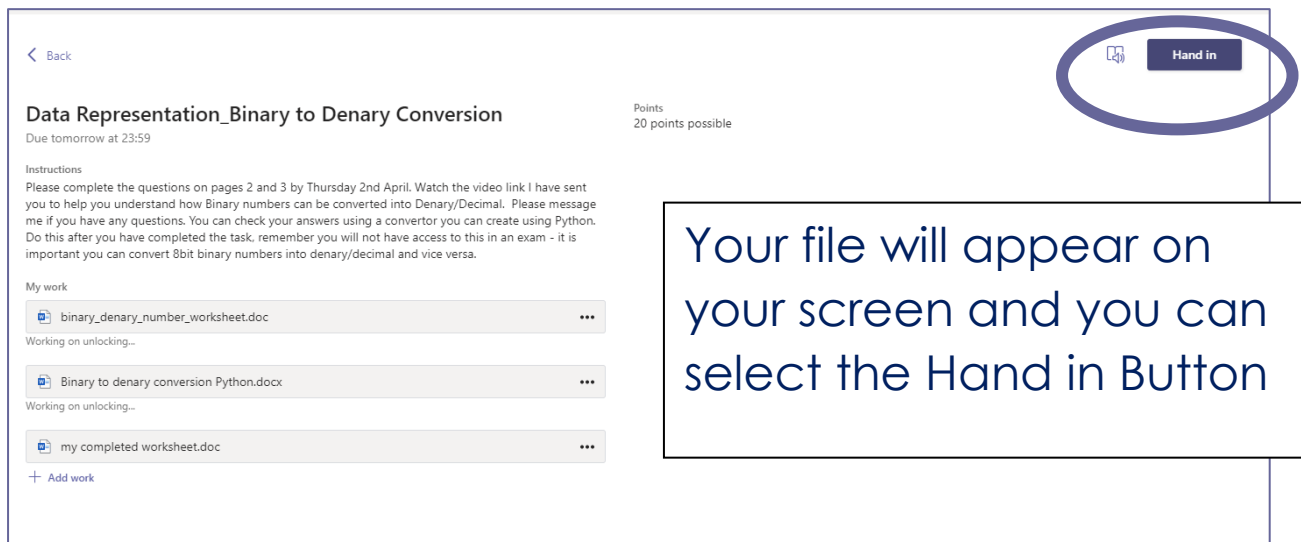
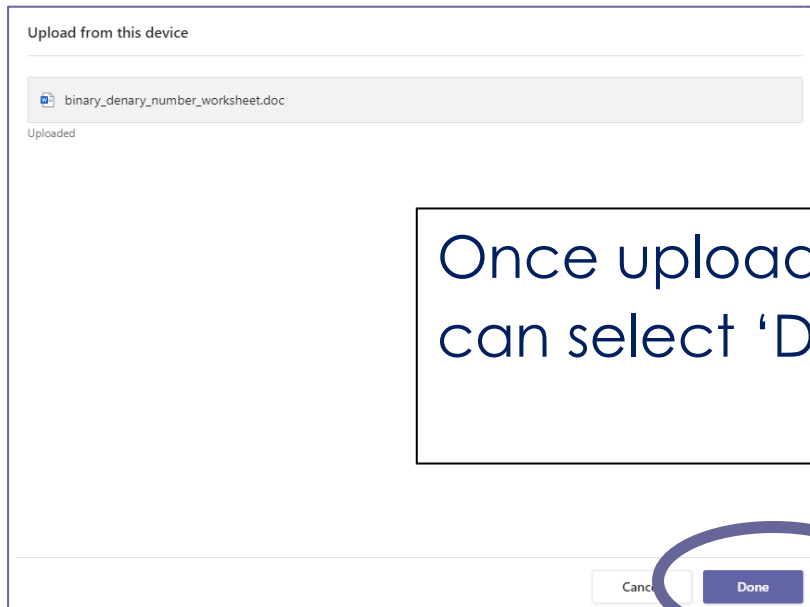
Click on 'Add Work'




You can upload work you have saved on your computer by selecting the 'Upload from this device button'



If you have completed your work on O365 you can select the 'One Drive' option



Your teacher will provide you with feedback.

 Bryn, Student			
Due date ▲	Assignment ▼	Status	Points
Tomorrow	Data Representation_Binary to Denary Conversion	← Returned	20/20
Tomorrow	Data Representation_Binary to Denary Conversion	← Returned	20/20