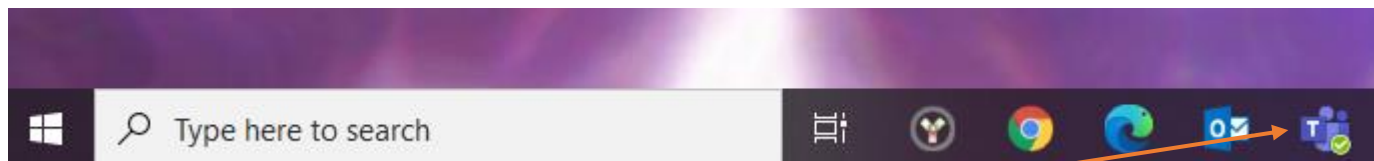


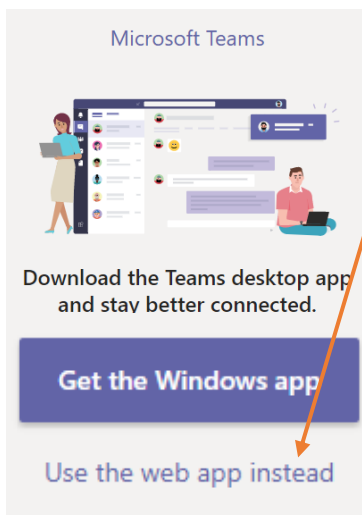
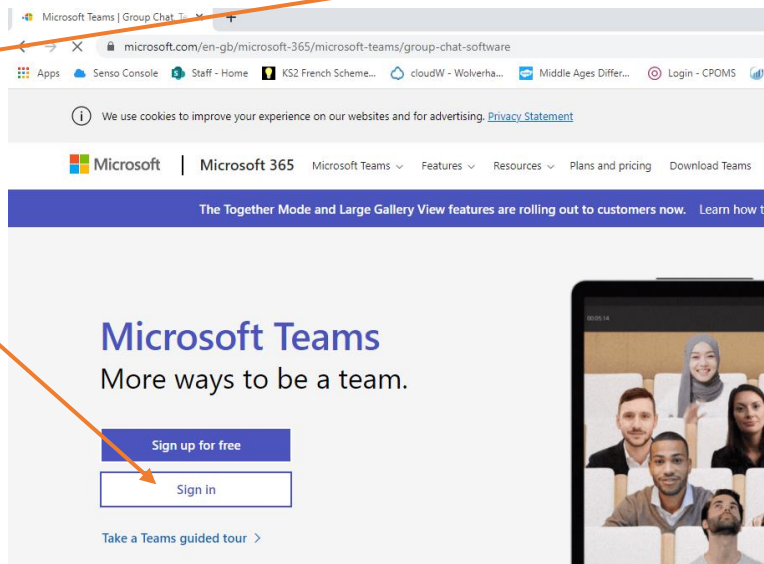
# 'How To'... Use Teams for Home Learning



## Accessing Teams

Teams can be accessed either through the app (which can be installed on laptops, tablets and phones) or through a web browser (see right). Click sign in to access your pupil's account where home learning can be viewed, using the information below.

All pupils have been assigned a Teams log on. It will follow the format [initialsurname@dovecotesprimary.co.uk](mailto:initialsurname@dovecotesprimary.co.uk) for example, for Joe Bloggs, it would be [jbloggs@dovecotesprimary.co.uk](mailto:jbloggs@dovecotesprimary.co.uk) – passwords should then be 2111 followed by a unique 4-letter word. This account information can also be found in the back of their reading records. Please note, if reading records are lost, this should be reported so that credentials can be reset.

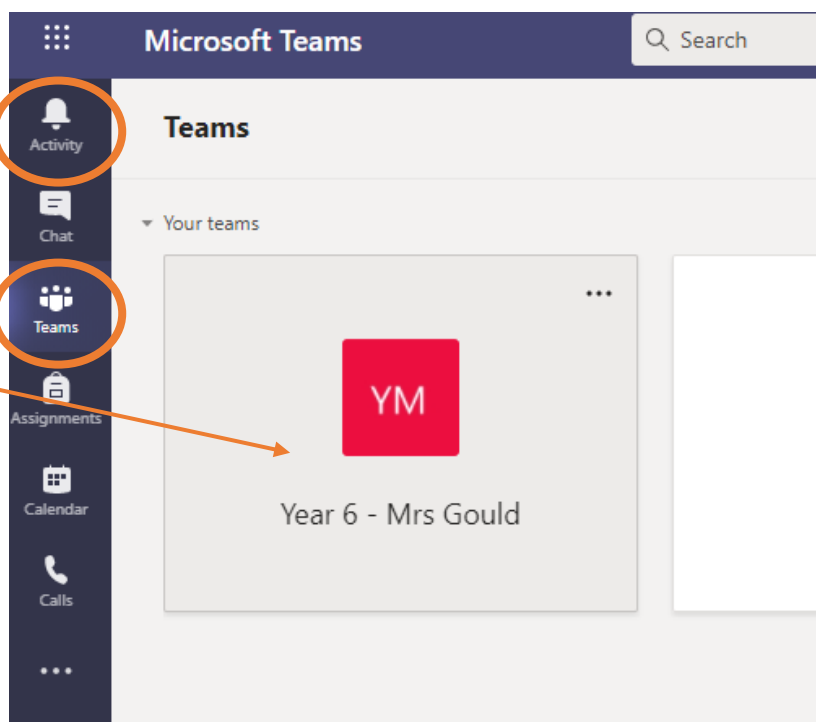


When you log in through a web browser, you will be given a choice to download the app or continue on the browser – either is fine and works the same! If you download the app to a phone/tablet, you can get notifications every time there is activity in the team. This will not happen in the browser unless you keep it open.

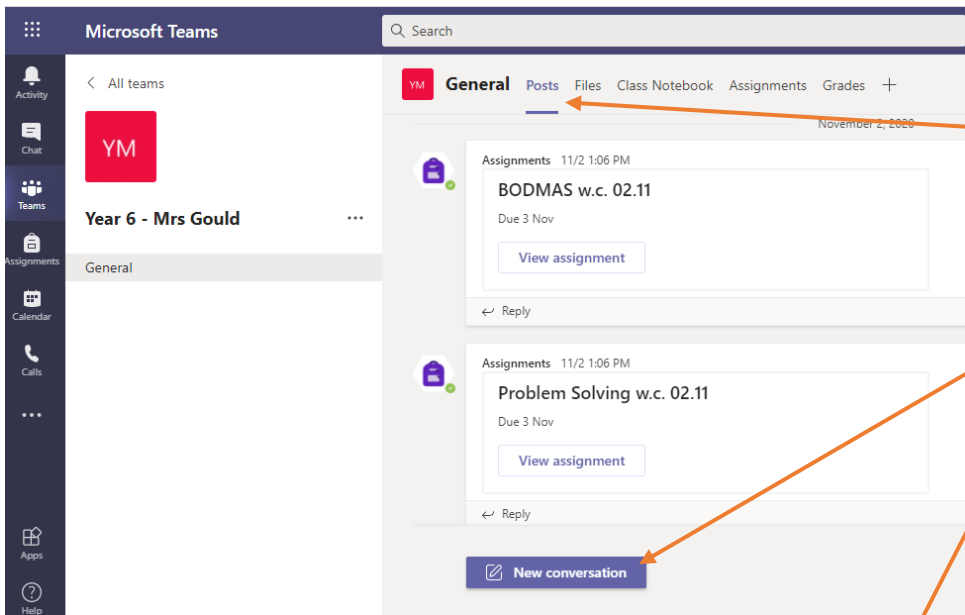
## Navigating around Teams

When you log onto Teams, no matter what method or device used to access it, you should see the 'team' that you are a part of with your class. Click on this and it will take you into your area within your team.

Down the side, you will see the different sections to help you navigate around. You should only really need to use the 'Teams' section – chat and calls is disabled for pupils anyway. The top tab, 'Activity' is useful to see anything that has taken place in the team during your absence.



## Working within/using Teams



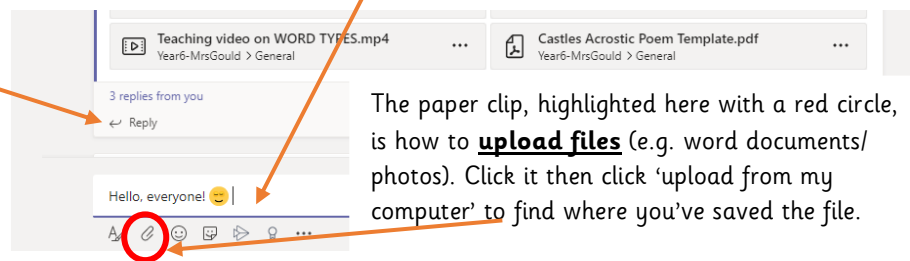
In the posts section of the team, this is where team members can start and reply to conversations, read what others have said and see any new activity, e.g. assignments set, as shown here.

To start talking with people in your team, you can do this by clicking 'New Conversation.'

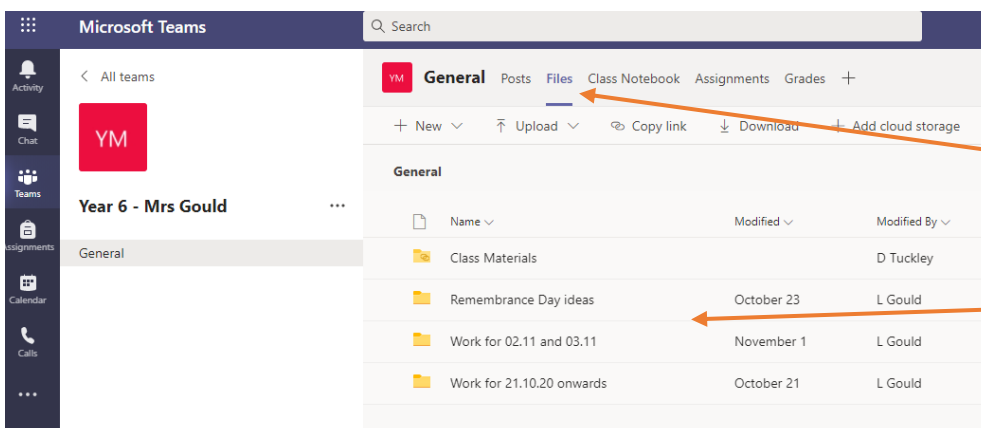
This will allow you to type, add files or images (paperclip attachment) or even send emojis (smiley face)!

However, you can also reply to people who have already started a conversation, as shown here.

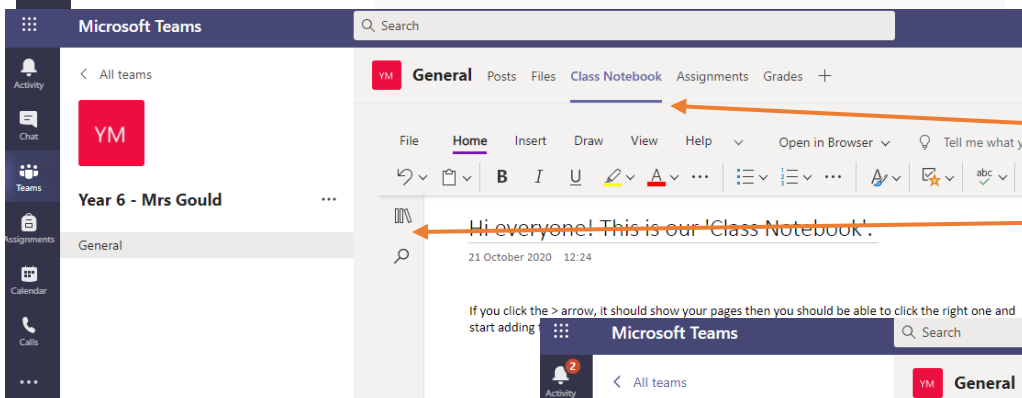
Be sure to keep the talk work related and remember the class email address is available for more personal comments or questions that you do not want everyone else to see.



The paper clip, highlighted here with a red circle, is how to **upload files** (e.g. word documents/photos). Click it then click 'upload from my computer' to find where you've saved the file.



As well as talking to others and sharing files in conversations, all 'Files' that have been sent or uploaded in the team can also be viewed here. These can be organised into folders but you will find any attached work from any conversation within the team here. To download a document, click the 3 dots and download, save it then this can be edited and sent back.



Work can also be set through 'Class Notebook' where you have your own individual pages that only you/the teacher can see.

Click the arrow/file icon to access your pages.

Finally, work can also be set through 'Assignments.' These are like quizzes with questions where some may require an answer or some may be multiple choice. Assignments will appear in general as well as in the assignments tab and they will have a due date set. When completed, press 'Submit' to send work.

