

# STUDENT GUIDE TO MICROSOFT TEAMS

## How to find students' home learning after the half term break

The work set by teachers after half term will appear in the following platforms:

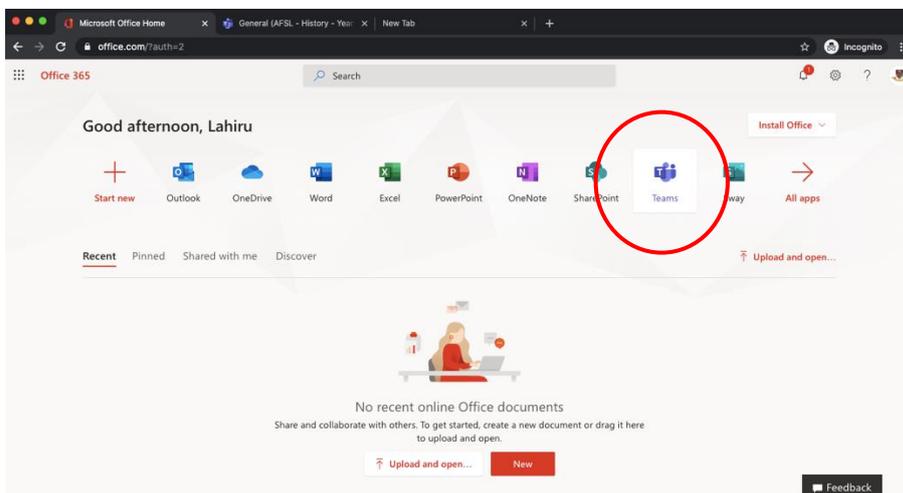
- Students will find the majority of their work appearing on **TEAMS**.
- Students will continue to have maths home learning through the original **MathsWatch** platform and science through **Doddle** (<https://www.doddlelearn.co.uk/>)

All work will be set weekly and will be respective of the number of contact hours on the school timetable, i.e. Maths, English and Science = 4 hours of home learning per week per subject;  
PRE = 3 hours of home learning per week;  
History, Geography, Spanish, Art = 2 hours of home learning per week;

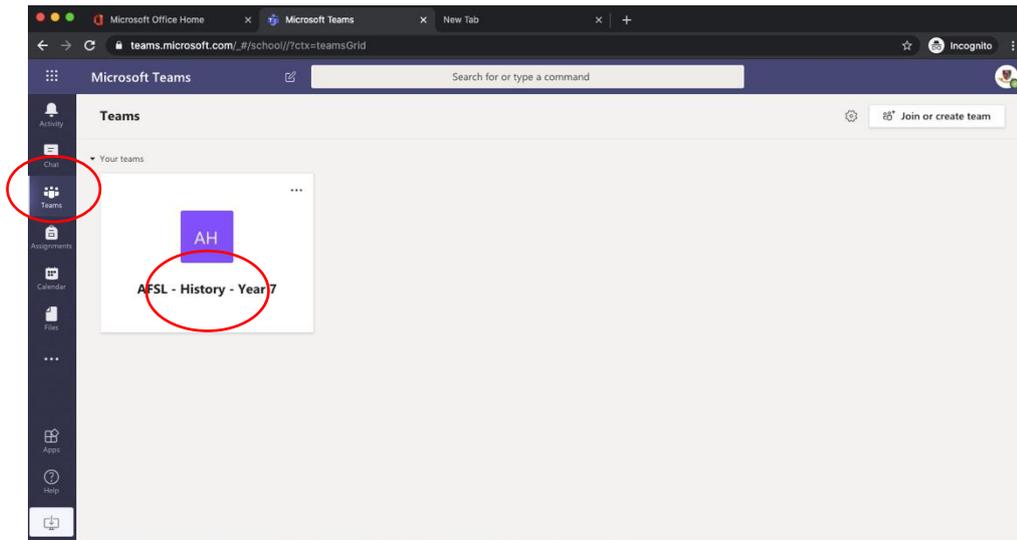
All work will be **titled with the date it was set**, to make it easier to find the correct work.

**Students need to go onto TEAMS to find the work. Below are step by step instructions on how to access TEAMS.**

1. Go to **Office365** and log in using your **school email address and password** (parents can also use the student email address and password to login and use this to view assignments / home learning).
2. Once logged in, you will see the screen below. Select **'Teams'**.

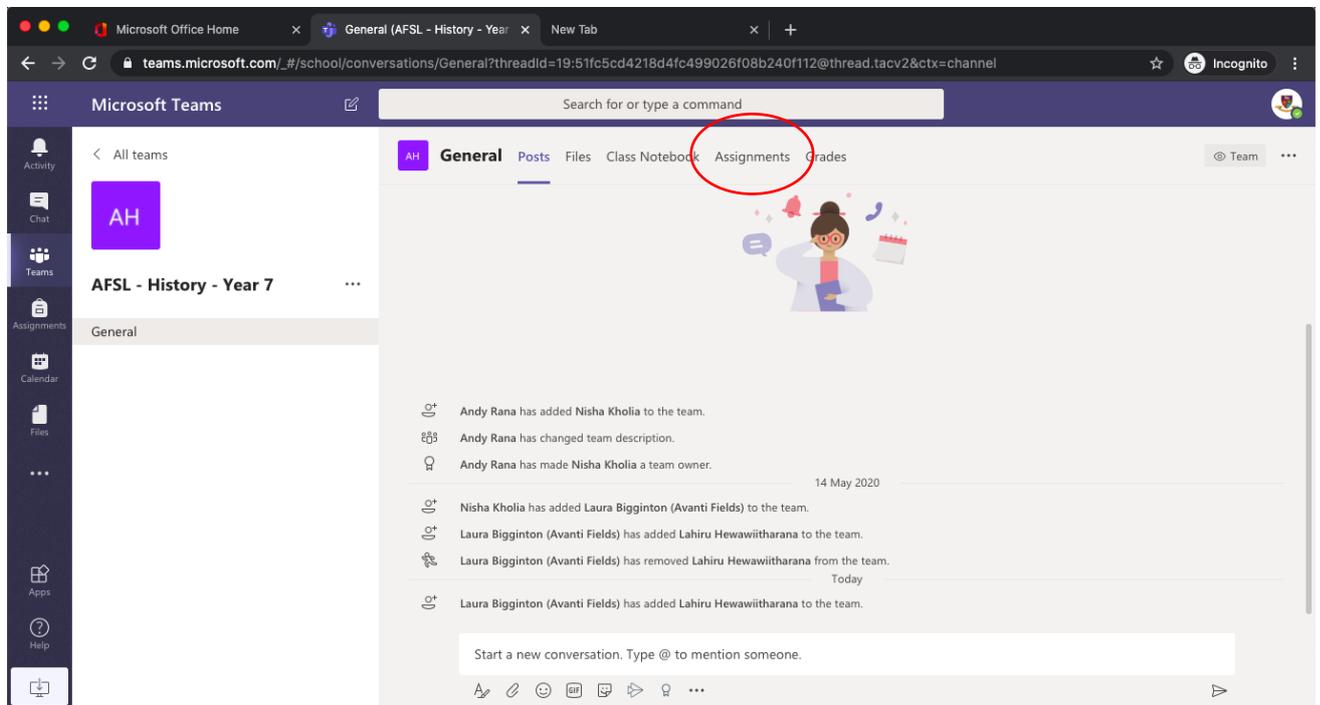


3. Select 'Teams' on the left-hand side. This will allow you to view all your classes for each subject.

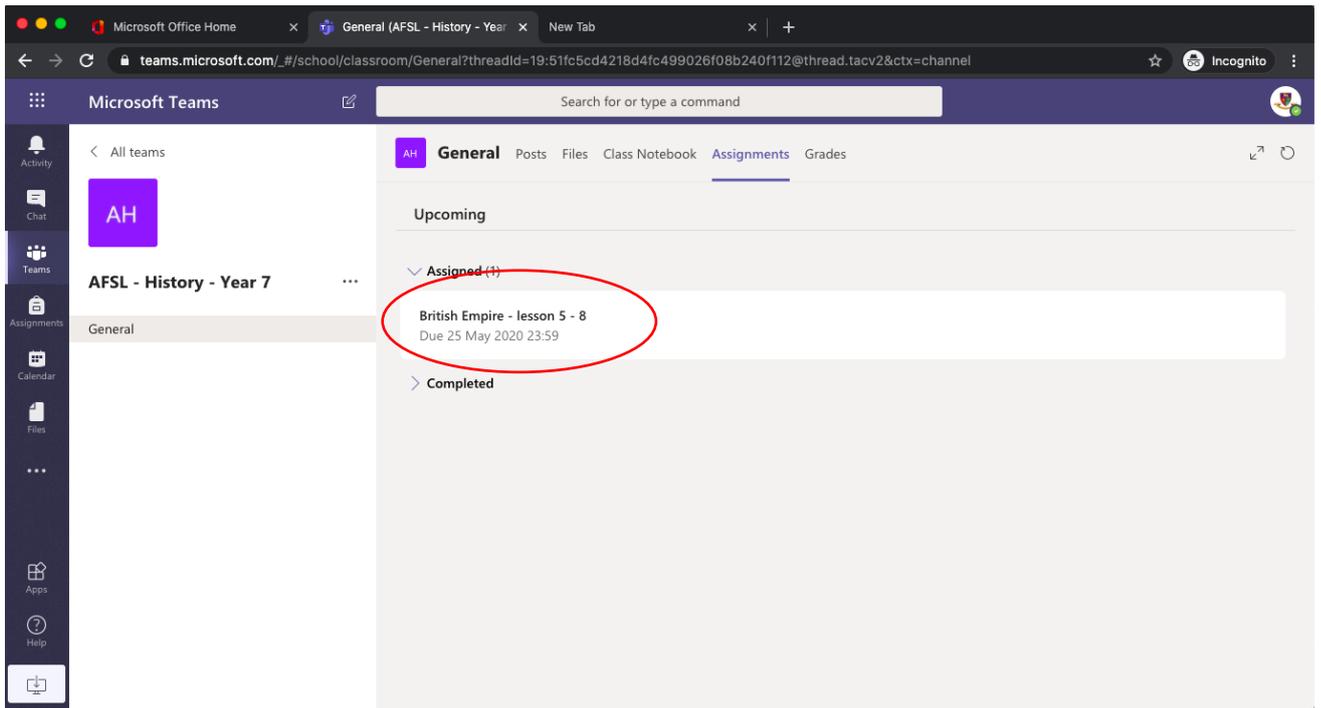


4. Click on the subject/class e.g. AFSL History – Year 7/8, AFSL Maths – 7X, AFSL Spanish – Year 7, etc.

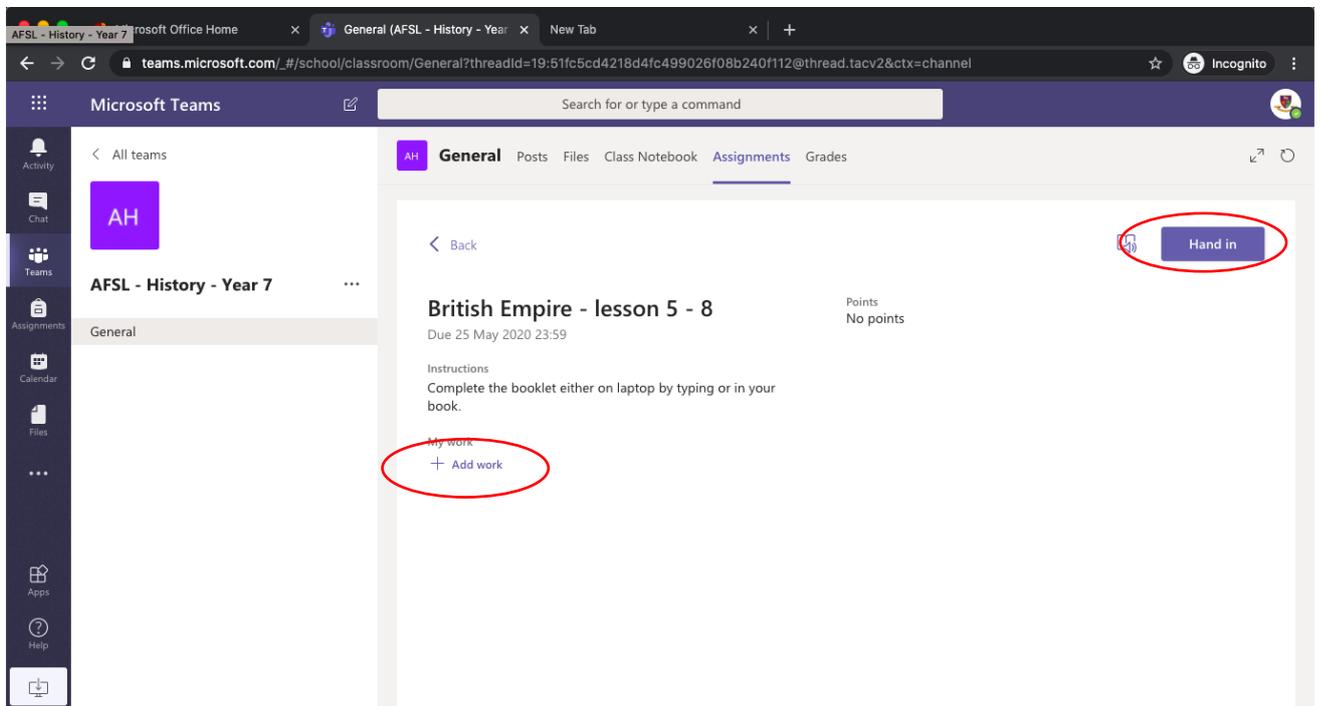
5. Click on the 'Assignments' tab. This is where you can view all the home learning set by your teachers.



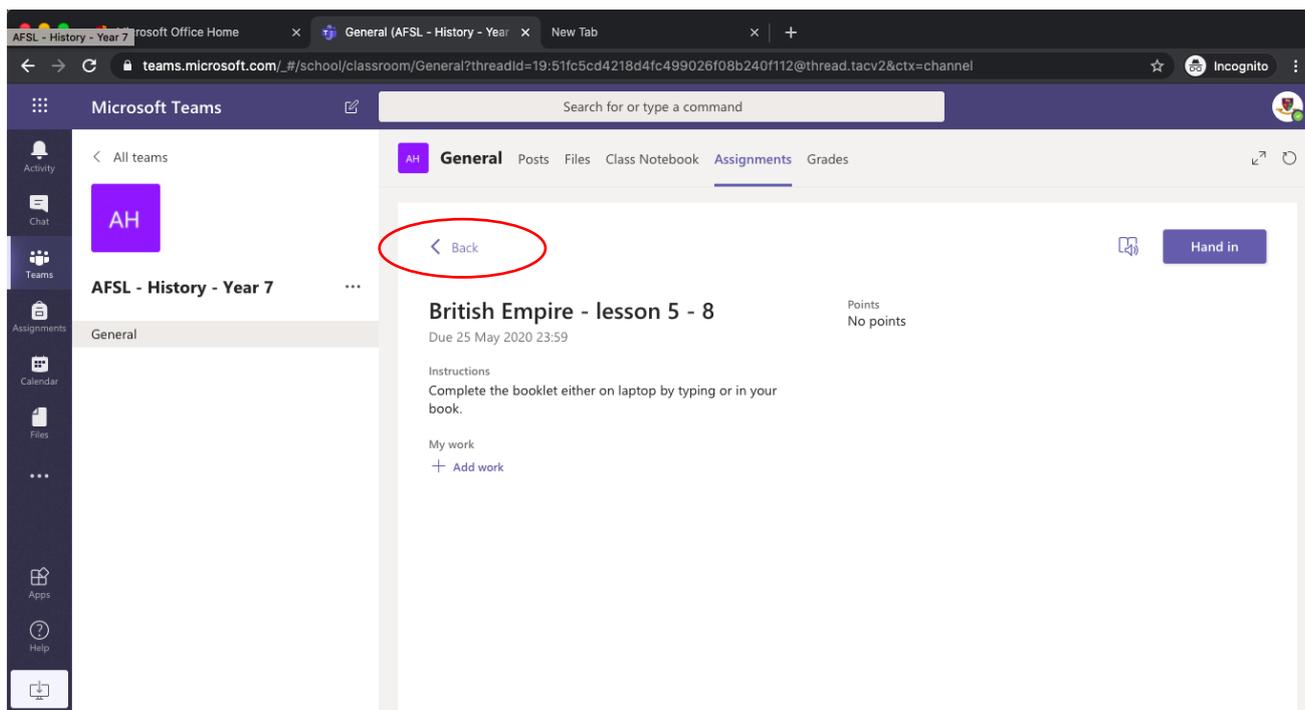
6. Click on the assignment from the list to open the assignment set.



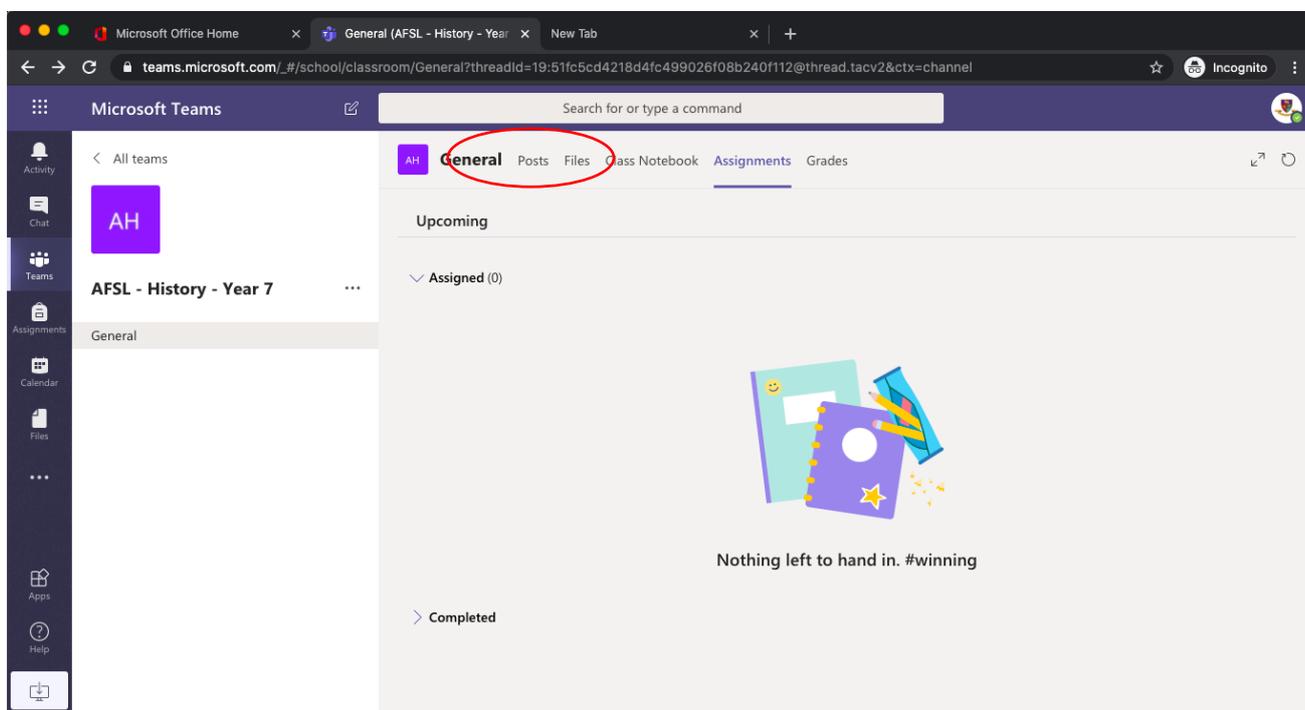
7. How to 'Hand in' work: add work from your saved files or a photo. Click 'Hand in' and your teacher will then be alerted that you have handed in your work.



8. Finally, click on '< back' and you will be taken back to the home page.



9. You can still post a message to your teachers in the 'Posts' area, which all class members can view and reply to. This will avoid having to email teachers directly. You can find the 'Posts' area at the top of each class in Teams.



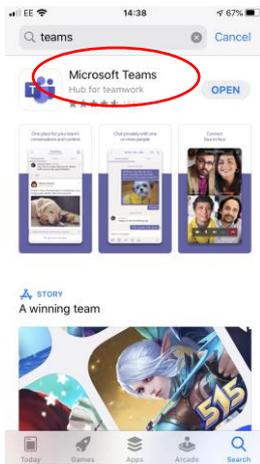
When the teacher receives the work, they may give feedback and this will appear in the 'Assignments' area. You can go back and look at previous work set at any time.

**Remember to submit all 'assignments' by the deadlines set.**

## Accessing teams on your mobile phone:

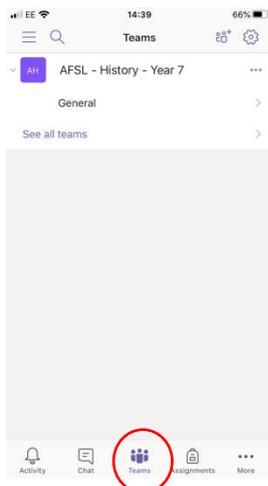
You can also view, download and upload work set on TEAMS on your mobile phone.

1. You can download **Microsoft TEAMS app** from the app store (iPhone) or the marketplace (android) for free.

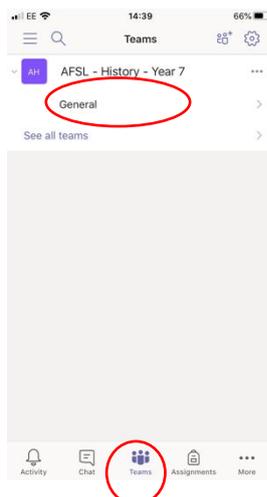


2. Once you open the app, you will need to log in with your **school email address and password**.

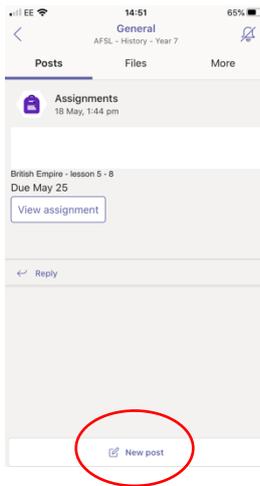
3. Select **'Teams'** at the bottom - here you can view all your classes.



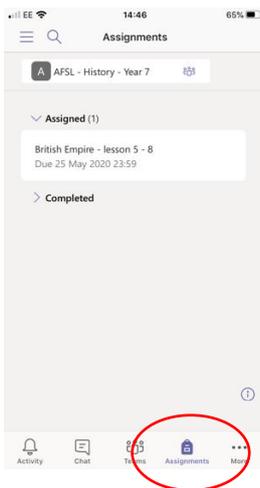
4. Select the class (you will have to select **'General'**) you wish to view e.g. AFSL – History Year 7/8, AFSL Maths Year 7x, etc.



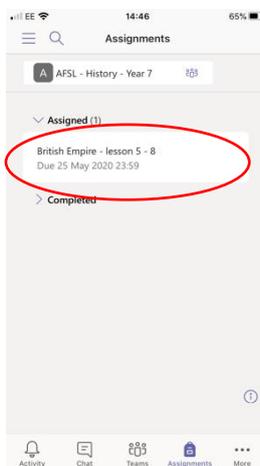
5. You will automatically see the **'Posts'** area. You can still post a message to your teachers where all class members can view and reply to. This will avoid having to email teachers directly.



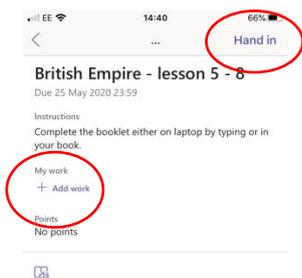
6. To view assignments and home learning set, click on more, then **'Assignments'**. You can view all the work set by teachers.



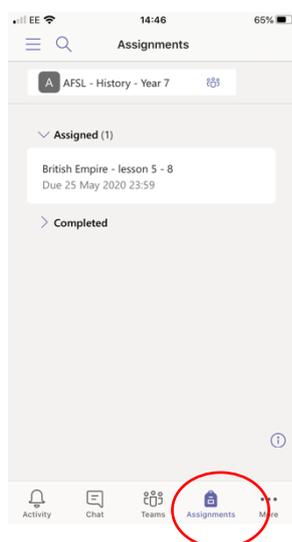
7. Open assignments, by clicking on the work.



8. To 'Hand in' work: add work from your saved files or a photo. Click 'Hand in' and your teacher will then be alerted that you have handed in your work.



9. When the teacher receives the work, they may give feedback and this will appear in 'Assignments' area. You can go back and look at previous work set at any time.



### Safe use Microsoft Teams for students:

- This is a school platform and there are expectations, which we expect to you follow while using 'Teams'. Your teacher(s) will be in each virtual class monitoring the use Teams is appropriate for a school atmosphere.
- Teams should only be used for educational based questions, downloading work set and handing in / submitting completed work.
- If you have any individual questions or require specific support, please email your tutors or class teachers.

### Password reset protocol:

- If you have any issues with your password for your school email address, please contact Mr Kachhela: [Rupin.Kachhela@avanti.org.uk](mailto:Rupin.Kachhela@avanti.org.uk) via a parent email.
- The password can be reset but please note that this can take up to 2 working days.