



# Microsoft Teams

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ACCESSING CLASSES AND SUBMITTING ASSIGNMENTS

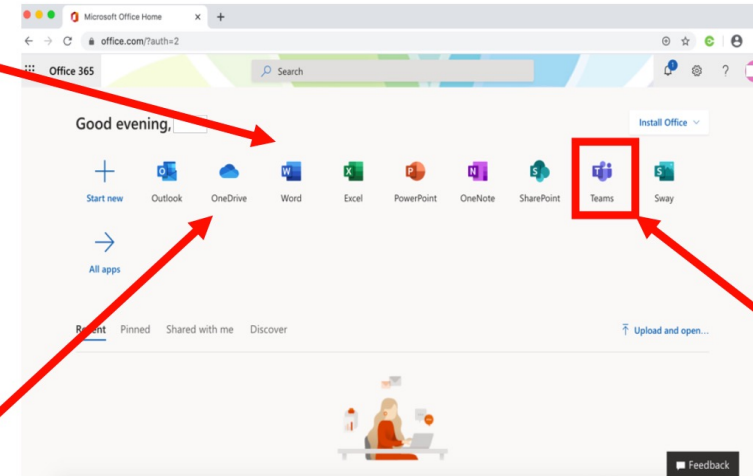
# How to access Teams

<https://www.office.com>

Sign in using your school email address and password.

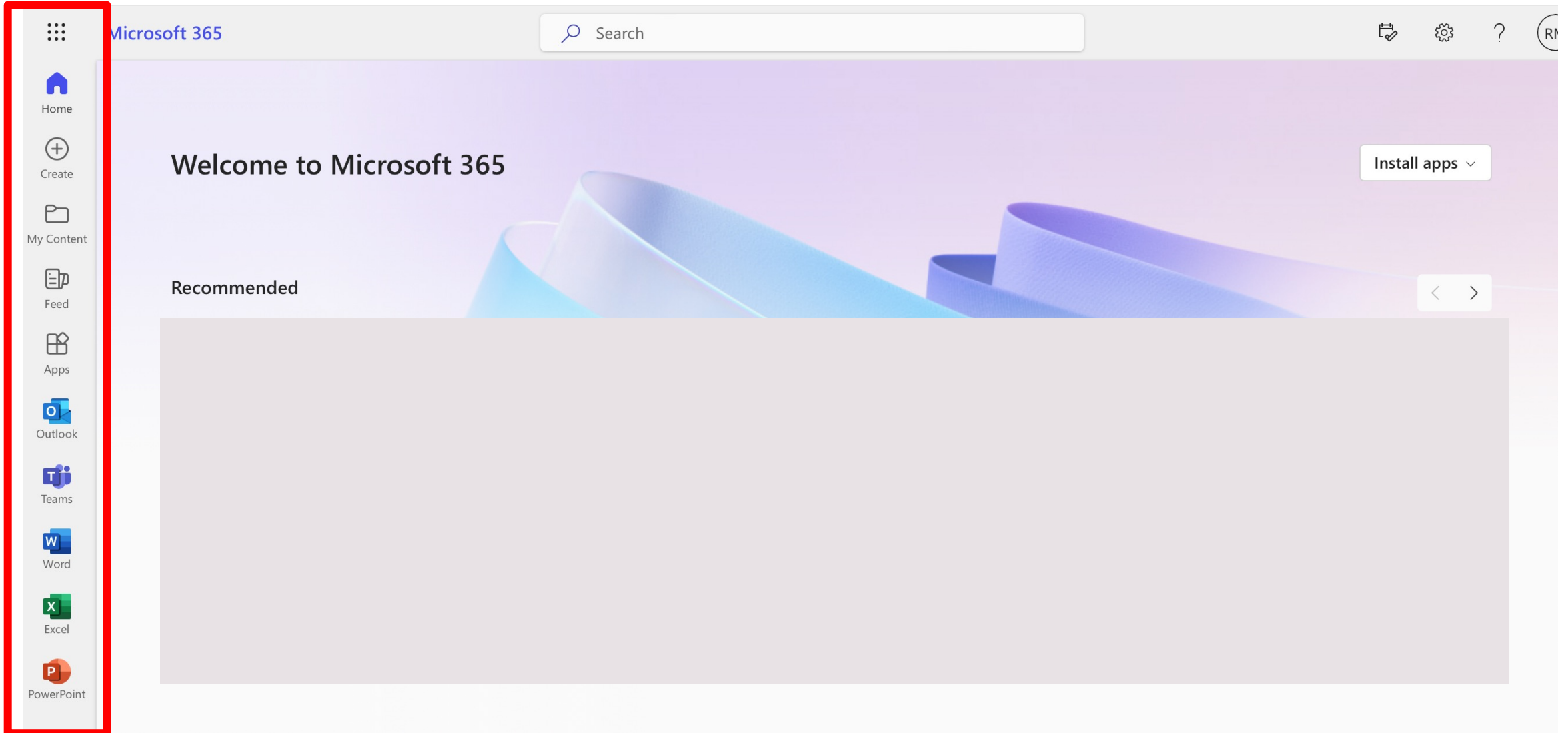
When you have logged in you will see all of your Office 365 apps.

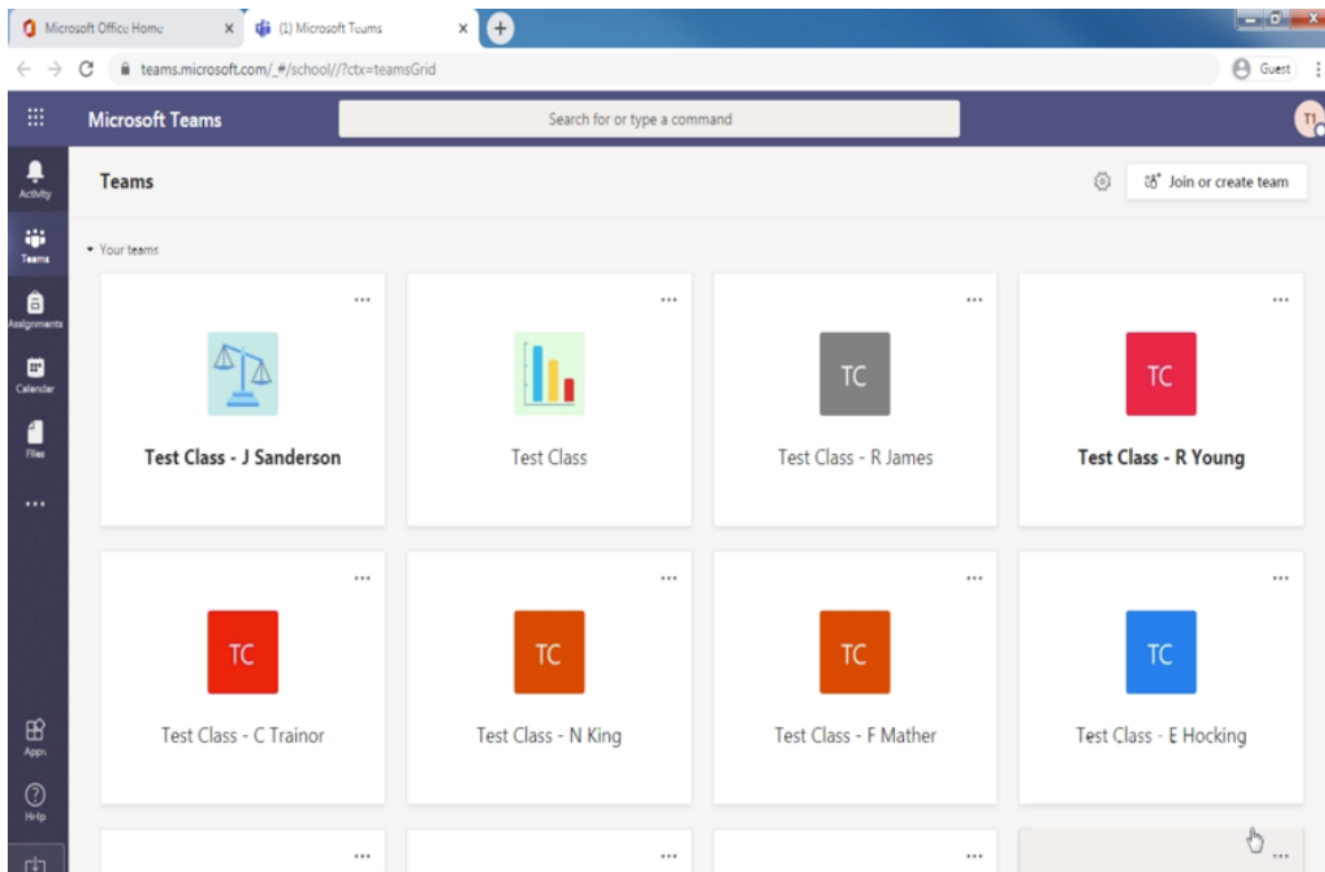
Any work you complete, using your apps, will be saved in **One Drive**.



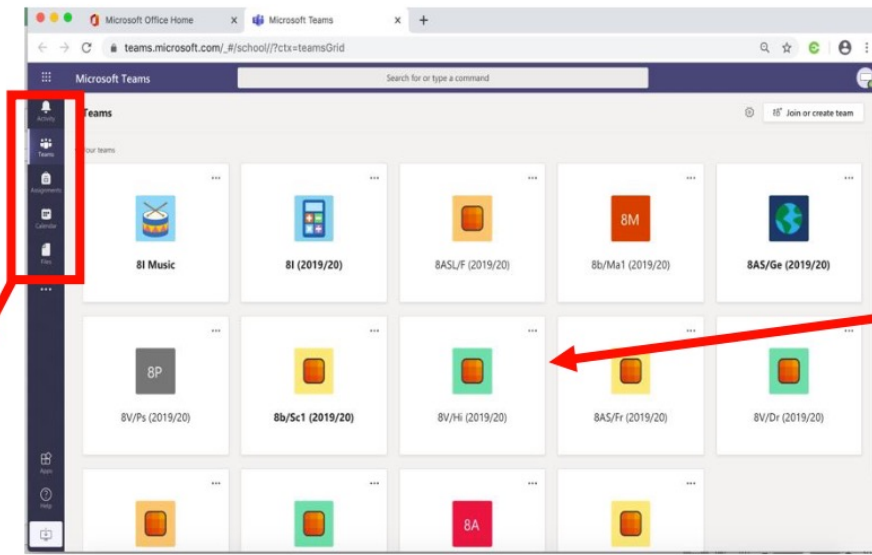
This is your **Microsoft Teams** app.

Your screen may look like the one below, depending upon your device.



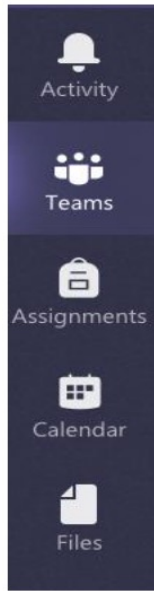


Once in Microsoft Teams you will see all of your classes.



When you enter **Microsoft Teams** you will see all of your classes.

These are your 'teams'.



This is your 'Activity' feed and is where you can check if any of your teachers have sent you a message or set you an assignment.

Clicking on this icon will help you navigate back to the page with all your Teams on.

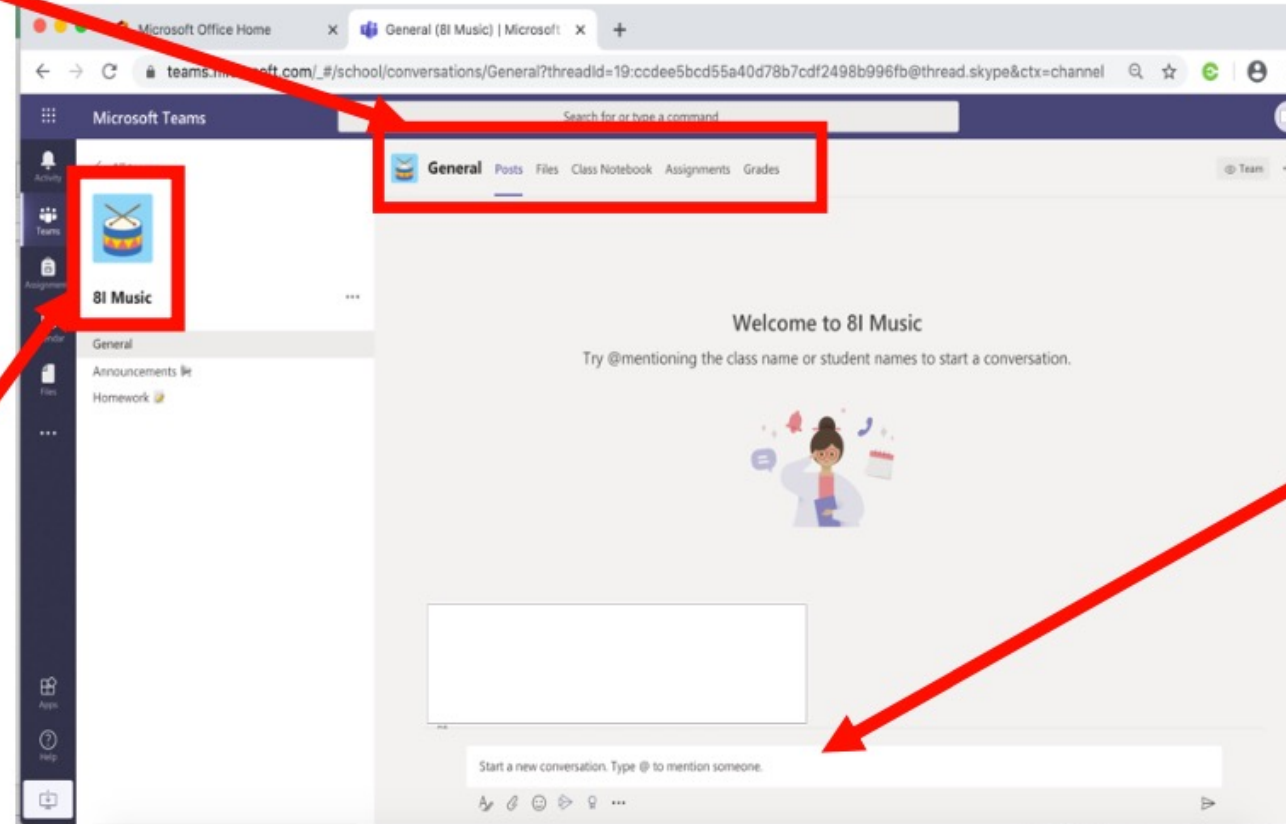
This icon takes you to a page where you can search for your assignments by class.

Clicking on this icon will take you to your calendar where you can input important dates and find out when you have a particular lesson. You can also join a lesson from this area.

This is where you will find any files and documents you have recently used and where you can access your One Drive account. All of your work will be saved here.

These tabs will help you navigate within your Team. These are called 'Channels'.

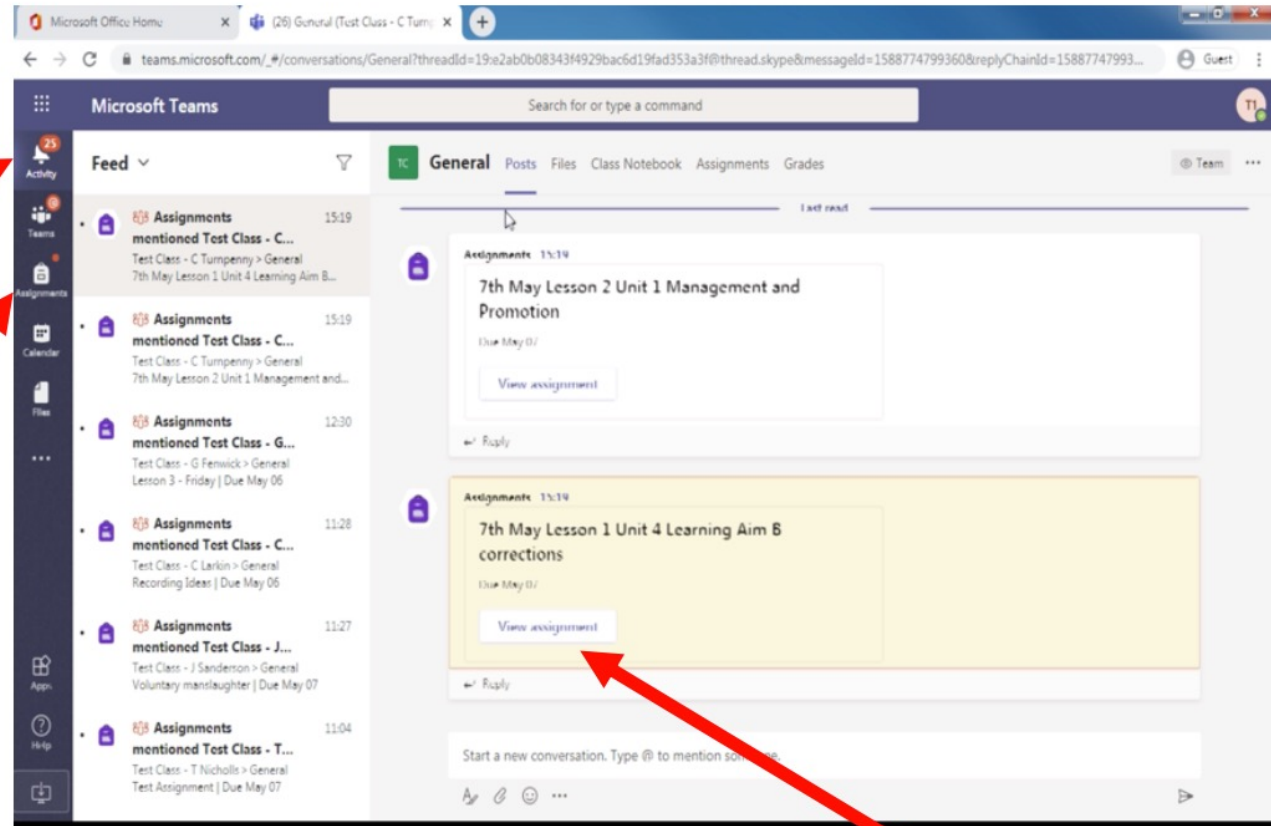
When you click on one of your classes or Teams. It will take you to the page for that particular class. For example, this one is for 8I music.



This channel is the general channel and is where your teacher can communicate and post messages to you.

You can also see any assignments or messages you have been sent by clicking on the **activity** icon.

You can also search for your assignments by clicking on the **assignments** icon.



To view the assignment details click on the **View assignment** button.

When you view the assignment details you will see:

- the title of the assignment
- the due date
- and your instructions

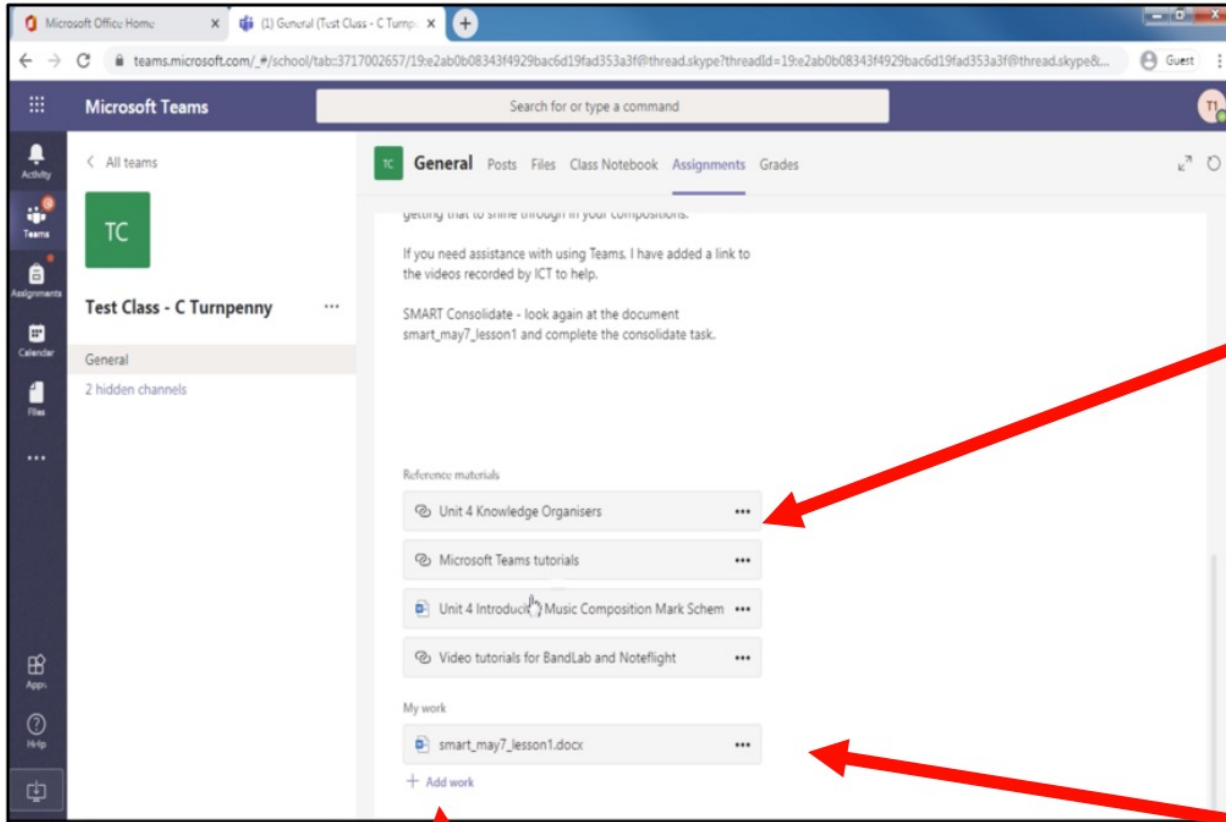
The screenshot shows the Microsoft Teams interface. The left sidebar displays the team 'Test Class - C Turnpenny' with a 'General' channel. The main content area shows the assignment details for '7th May Lesson 1 Unit 4 Learning Aim B corrections'. The title is highlighted with a red arrow. Below the title, the due date 'Due tomorrow at 23:59' and the closing time 'Closes 9 May 2020 23:59' are shown, with a red arrow pointing to the due date. The instructions section contains text about SMART Connect and feedback, with a red arrow pointing to the instructions. On the right side, there is a 'Rubric' section titled 'Unit 4 Learning Aim B grades', which is also highlighted with a red arrow. A 'Hand in' button is visible in the top right corner.

The screenshot shows a detailed view of the rubric for 'Unit 4 Learning Aim B grades'. The rubric is presented as a table with four columns representing different grade levels: Distinction, Merit, Pass, and Level 1 Pass. Each column contains a description of the criteria for that grade level. A red arrow points from the rubric section in the previous screenshot to this detailed view. A 'Close' button is located at the bottom right of the rubric window.

Distinction	Merit	Pass	Level 1 Pass
Demonstrate skilful selection and effective use of melodic and harmonic techniques to develop two contrasting musical ideas into more extended compositional drafts, showing imagination and flair.	Select and use melodic and harmonic techniques to develop two contrasting musical ideas into more extended compositional drafts, showing effective use of skills and techniques.	Use melodic and harmonic techniques to develop two contrasting musical ideas into more extended compositional drafts.	Use limited melodic and harmonic techniques to develop a musical idea into a more extended compositional draft.

You may also see a **rubric or mark scheme** attached to your assignment. By clicking on this you will be able to check what you need to cover in your assignment and how you will be assessed.

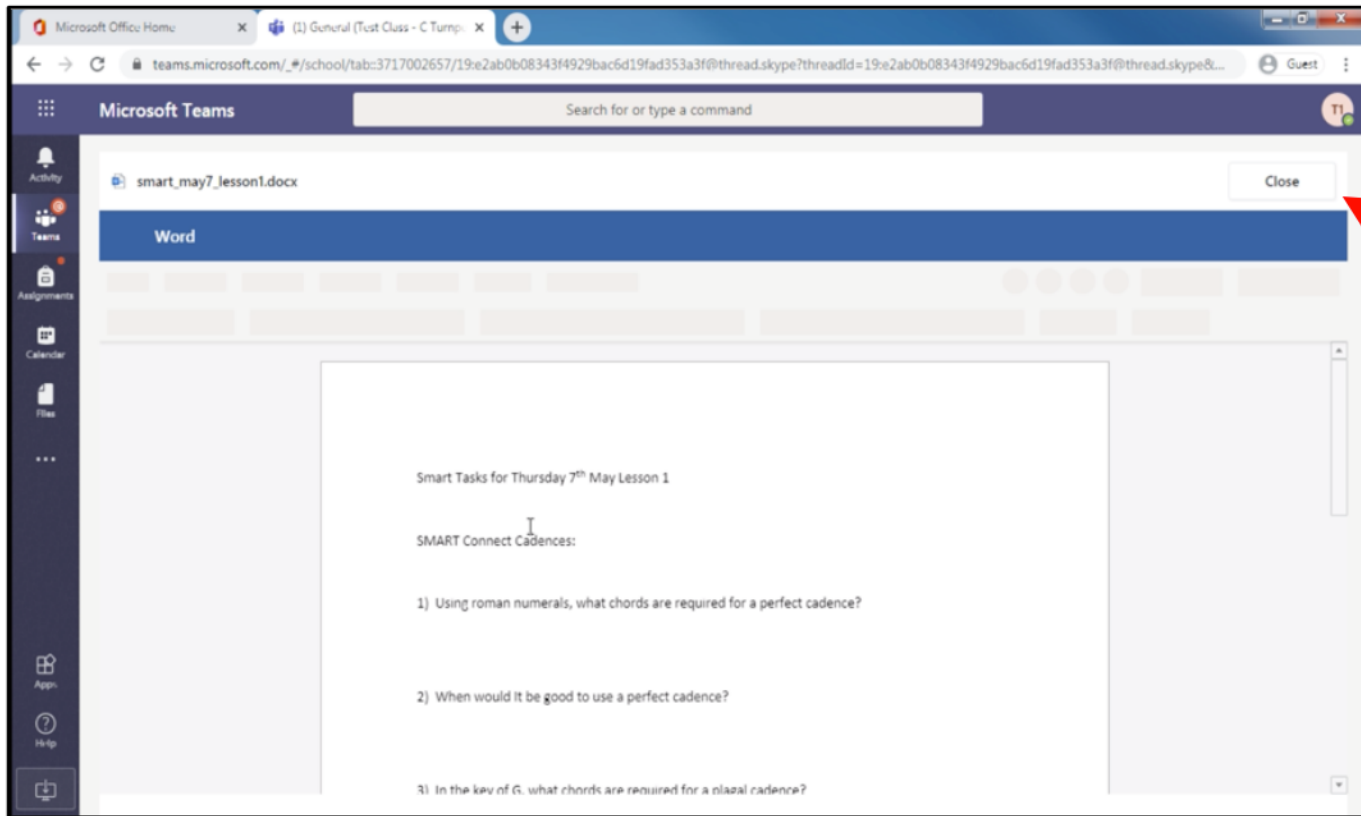




Underneath the instructions you will see any resources or **reference materials** you might need to complete the assignment and that you can view online or download.

Anything under **My work** you will be able to edit in Teams and you will be able to send to your teacher.

You will also have the option to upload other documents by clicking **Add work**.



Once you have completed editing the work there is no need to save or download the document, it will save automatically. If you click **close** this will automatically save your work and return you to the assignment details page.

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Teams, Assignments, Calendar, Files, and Help. The main area displays the 'General' channel for the 'Test Class - C Turpenney' team. The assignment title is '7th May Lesson 1 Unit 4 Learning Aim B corrections'. It includes details such as 'Unit 4', 'Due tomorrow at 23:59', and 'Closes 9 May 2020 23:59'. There are sections for 'Points' (No points), 'Rubric' (Unit 4 Learning Aim B grades), and 'Instructions'. A blue 'Hand in' button is located in the top right corner of the assignment details, with a red arrow pointing to it.

When you are ready to submit your work click on the **hand in** button. This will then be submitted to your teacher and they will be notified that you have submitted your assignment.

The screenshot shows the Microsoft Teams interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The left sidebar shows the 'Test Class - C Turpenney' team with a 'General' channel. The main content area displays an assignment titled '7th May Lesson 1 Unit 4 Learning Aim B corrections' with a due date of 'Due tomorrow at 23:59' and a closing date of 'Closes 9 May 2020 23:59'. The assignment status is 'Submitted' with a checkmark and a timestamp 'Submitted in Wed 6 May 2020 at 15:42'. A blue button labeled 'Undo hand-in' is visible in the top right corner of the assignment submission area, with a red arrow pointing to it. The assignment details include 'Points: No points' and a rubric titled 'Unit 4 Learning Aim B grades'.

If you feel that you need to edit your work or add more detail you can click the **Undo hand-in** and edit your work further.  
Remember to **hand in** again if you do this.



# Student guides

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You can download a student guide from the Microsoft website if you have any specific problems.

[Quick guide for students](#)

Further information can also be found on the Microsoft student support pages.

[Student support page](#)