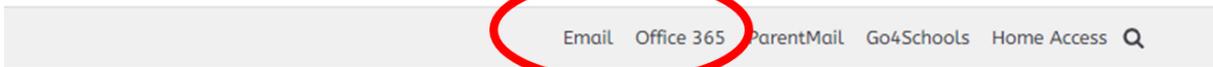
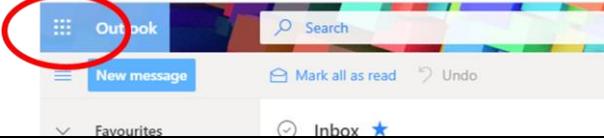
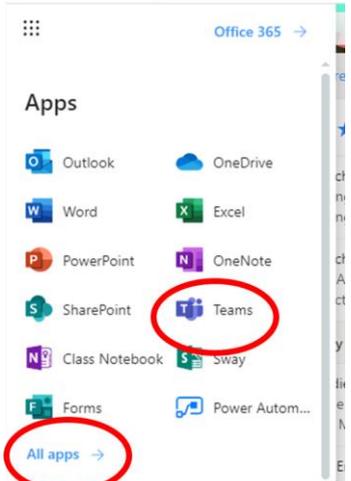


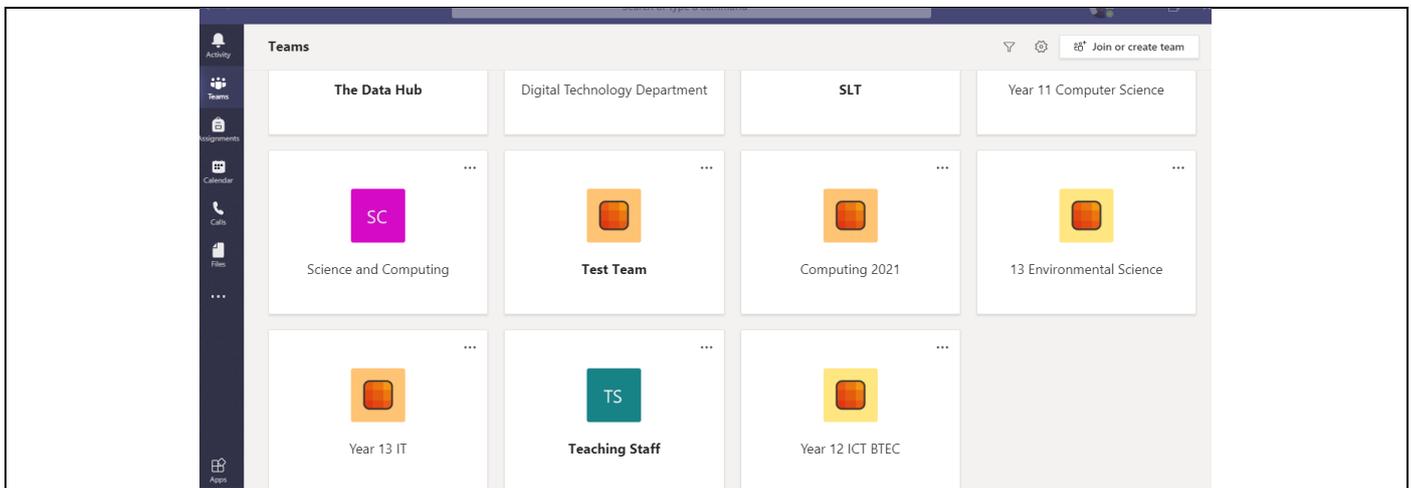
Teams is a collaborative online platform for staff and students to use. It allows your children to complete work and see work set by their teachers. This guide will show you how they should use Teams.

### Getting onto Teams

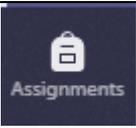
Microsoft Teams can be installed as an App on Desktop PCs on any operating system. It can also be installed on most smart phones and can be found in the App Store. Follow the instructions below to see how you can log in and use Teams.

All your work will also be logged on **Go4Schools** as usual. Some subjects will also use OneNote, however these students will be familiar with this as they use it in normal lessons.

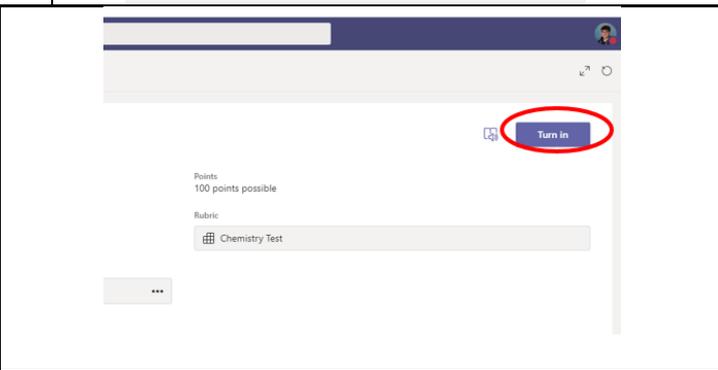
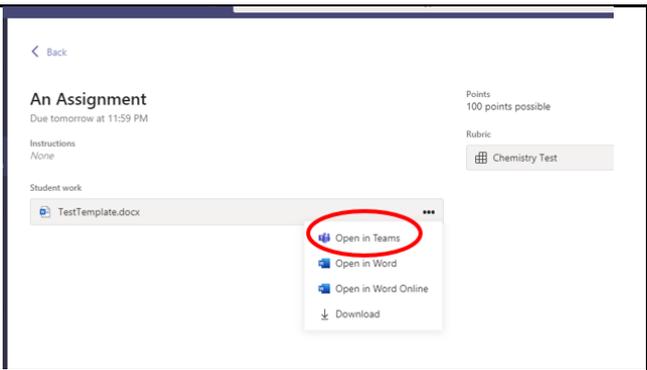
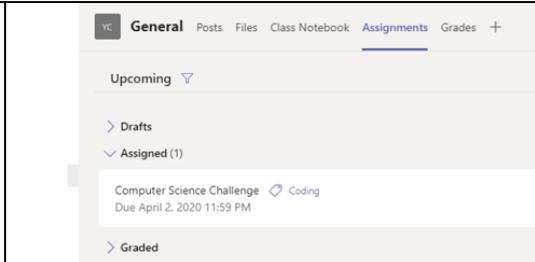
	
<p>Welcome Ferndown Way Results Curriculum Safeguarding Transfer Information Sixth Form</p>	
<p>1. Go to the school website: <a href="http://www.fernup.dorset.sch.uk">www.fernup.dorset.sch.uk</a>. Click Email or Office 365 and log in to the student school account using the student's <b>full email address</b> and password.</p>	
	
<p>2. Here they can check any emails from their teachers or email them with a query. Click the 9 square symbol to access other Microsoft Apps.</p>	
	<p>3. Here they can select the <b>Teams</b> app or if they cannot see it click <b>All Apps</b> and they will find it there.</p> <p>4. At this point it will ask if you want to use the <b>Browser Version</b> or <b>Download Teams</b>. You can do either and both work fully on computer devices.</p>



5. If they select the Teams icon on the **left** they will see all their classes in blocks. These teams are their classes set up by their teachers. By clicking on these they can see a group chat between students in their class and teachers. **Please be aware that students are expected to communicate professionally at all times on online platforms and school software.**



6. To see their current assignments click **Assignments** on the left. This will list all their current set assignments. An easy guide to this is here:  
<https://www.youtube.com/watch?v=x1dJyGZpht4>  
 Click on an Assignment to view it.



7. They see the assignment as above and complete any document within Teams by clicking **Open in Teams**. The document automatically saves and they click close when they have finished/ want a break from it.

8. All documents can be completed in Teams if required and we advise they do this to make it simpler. Once they have done the work and are ready to Turn In. Then **click Turn in**.



9. If teachers mark work or give feedback they will see this on your **Notifications** at the Top of the Teams home screen. The work can be returned to you to improve if required. It is not an expectation on staff that all work will need feedback but some will.



10. The calendar icon on the left menu bar of Teams tells students when their lessons should have been. We expect students to be following this schedule to ensure they spend the right amount of time self-studying for each lesson.

Any issues please email [itsupport@fernup.dorset.sch.uk](mailto:itsupport@fernup.dorset.sch.uk) or Head of Digital Technology- Mr. Osborne on [tobyosborne@fernup.dorset.sch.uk](mailto:tobyosborne@fernup.dorset.sch.uk)