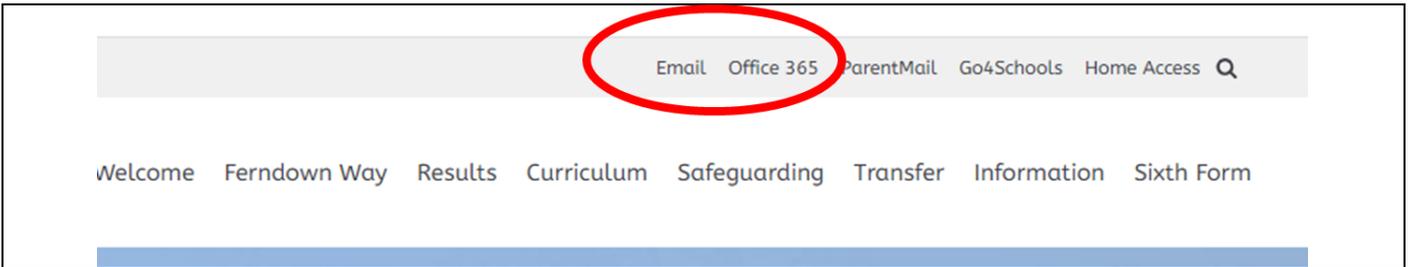


Teams is a collaborative online platform for staff and students to use. It allows you to complete work and see work set by your teachers. This guide will show you how to use Teams.

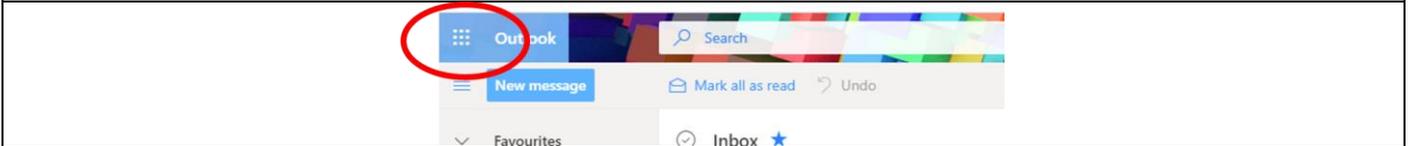
Getting onto Teams

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.

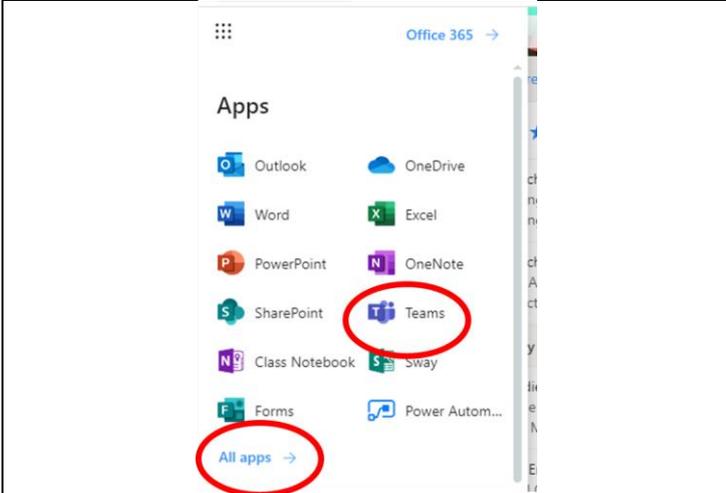
All your work will also be logged on **Go4Schools** as usual.



1. Go to the school website: www.fernup.dorset.sch.uk. Click Email or Office 365 and log in to your school account using your **full email address** and password.

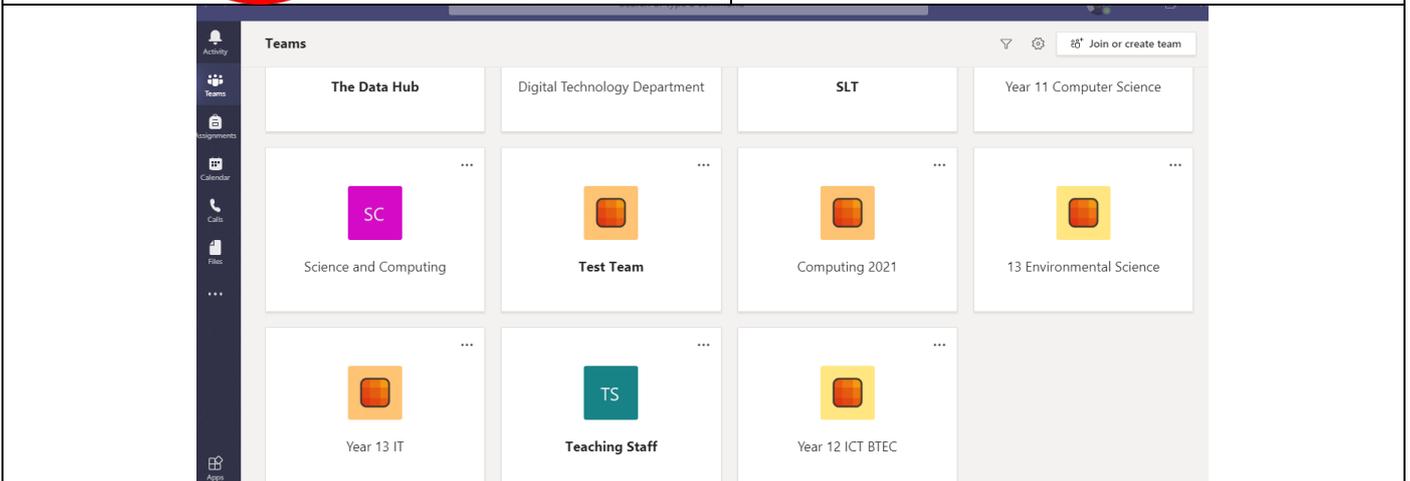


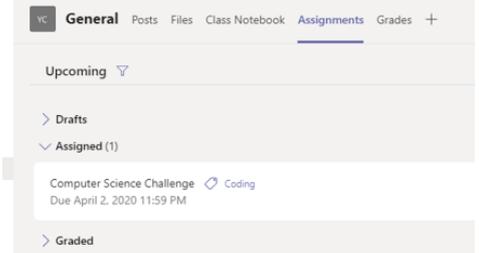
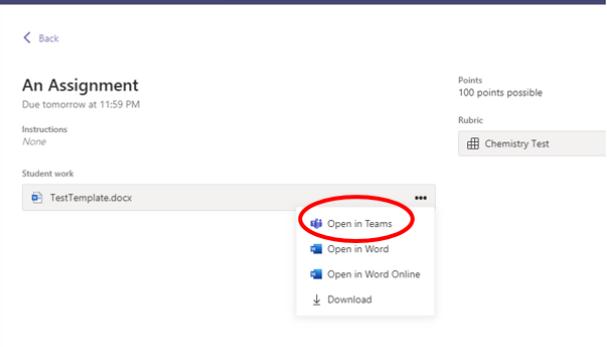
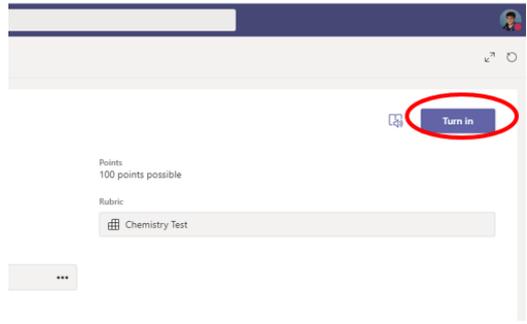
2. Here you can check any emails from your teachers or email them with a query. Click the 9 square symbol to access other Microsoft Apps.



3. Here you can select the **Teams** app or if you cannot see it click **All Apps** and you will find it there.

4. At this point it will ask you if you want to use the **Browser Version** or **Download Teams**. You can do either and both work fully on computer devices.



 <p>Teams</p>	<p>5. If you select the Teams icon on the left you will see all your classes in blocks. These teams are your classes set up by your teachers. By clicking on these you can see a group chat between students and teachers. Please be aware that students are expected to communicate professionally at all times on online platforms and school software.</p>	
 <p>Assignments</p>	<p>6. To see your current assignments click Assignments on the left. This will list all your current set assignments. An easy guide to this is here: https://www.youtube.com/watch?v=x1dJyGZpht4 Click on an Assignment to view it.</p>	
		
<p>7. You 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.</p>	<p>8. All documents can be completed in Teams if required and we advise you do this to make it simpler. Once you have done the work and are ready to Turn In. Then click Turn in.</p>	
 <p>Activity</p>	<p>9. If teachers mark work or give feedback you 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.</p>	
 <p>Calendar</p>	<p>10. The calendar icon on the left menu bar of Teams tells you when your lessons should have been. We expect you to be following this schedule to ensure you spend the right amount of time on your lessons.</p>	

Any issues please email itsupport@fernup.dorset.sch.uk or Mr. Osborne on tobynosborne@fernup.dorset.sch.uk