

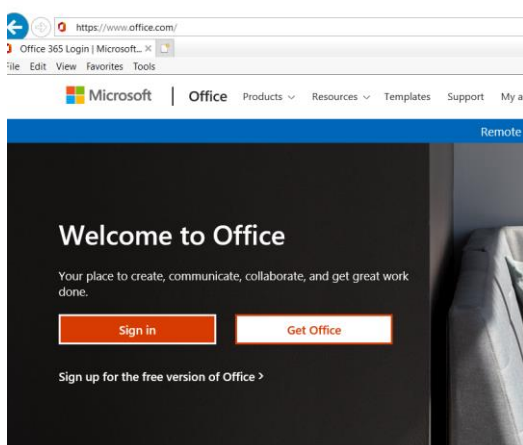


How to Access 'Teams' and Complete Assignments – Child Version



Step 1

Go to the website:
www.office.com
and click on sign in.



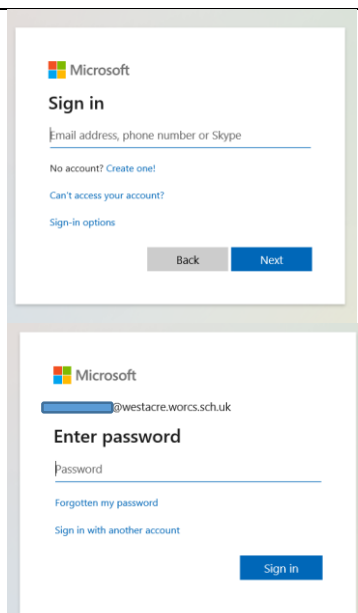
Step 2

Type in your email address:

@westacre.worcs.sch.uk

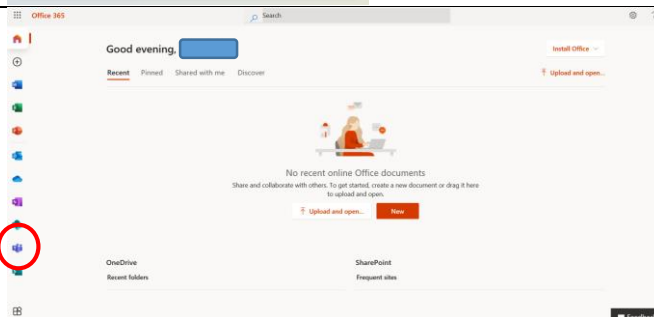
Type in your password:

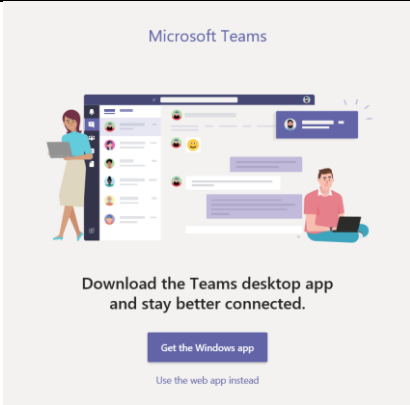
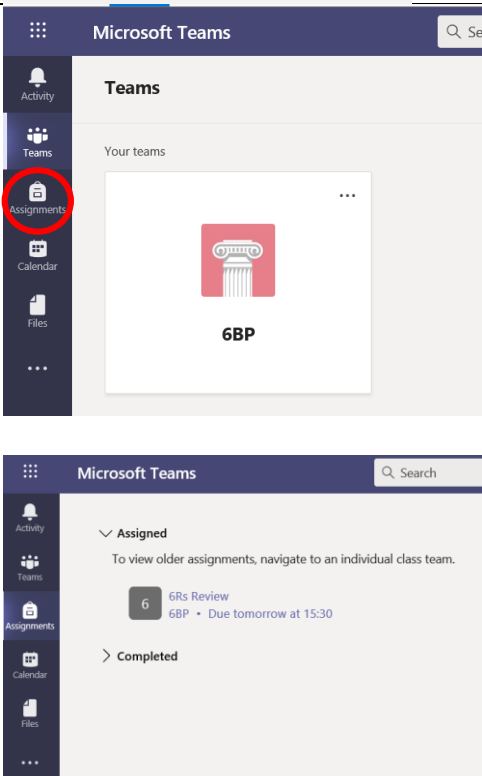
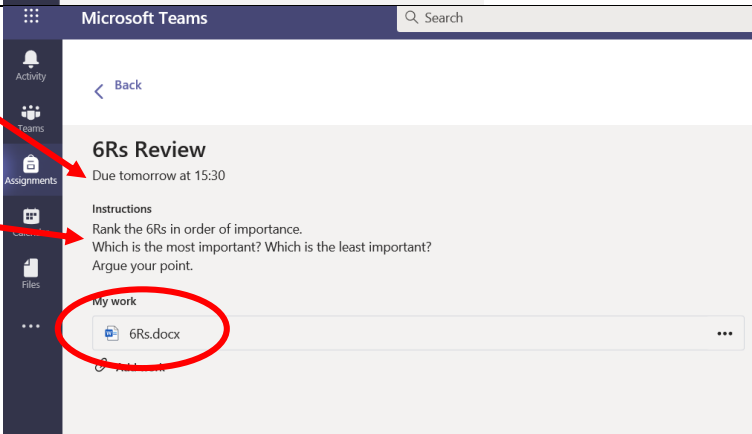
(This is the same password that you use, to log on to the school computers)

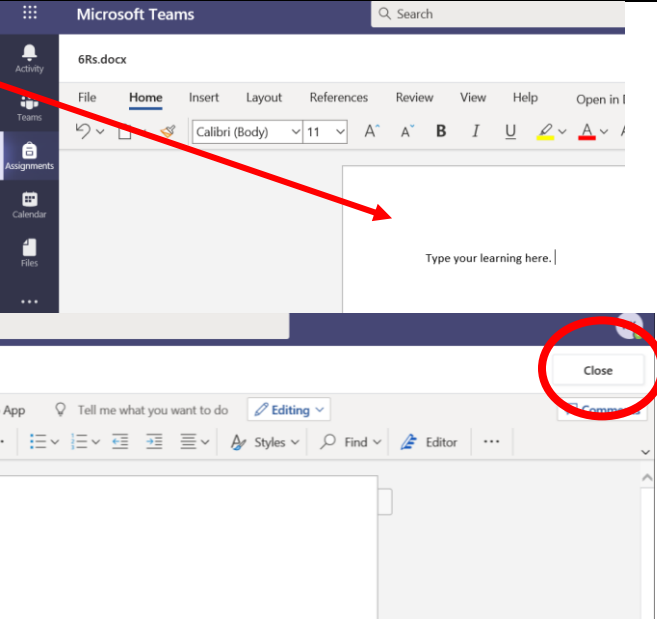
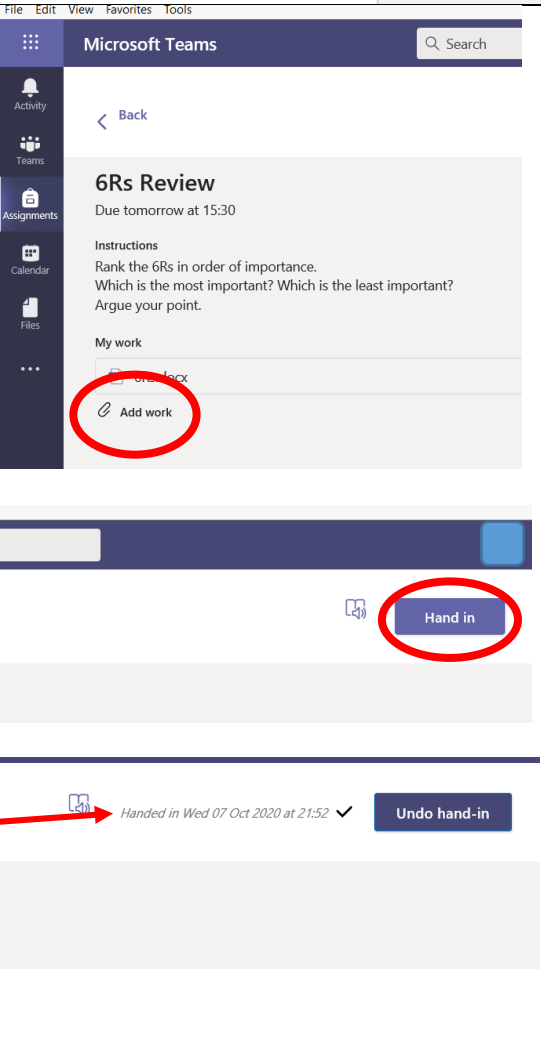


Step 3

To access Teams, click on the Teams icon.



Step 4	Your computer/laptop may suggest you download the app. Check with an adult first, or just click 'Use the web app instead'.	 The image shows the Microsoft Teams download page. It features the Microsoft Teams logo at the top. Below it is an illustration of two people, a woman and a man, interacting with the Teams interface. The text reads: "Download the Teams desktop app and stay better connected." There are two buttons: "Get the Windows app" and "Use the web app instead".
Step 5	Click on Assignments. This will show you what learning you have to complete. Click on the assignment to read more about it.	 The image shows the Microsoft Teams interface. On the left sidebar, the "Assignments" icon is circled in red. The main content area shows the "Teams" section with a list of teams. The first team is "6BP" with a red icon. Below this, the "Assigned" section is visible, showing a list of assignments. The first assignment is "6Rs Review" with a due date of "Due tomorrow at 15:30".
Step 6	There will be a date of when it is due. There will be some instructions to read about the task. Click on the document to open it. You will then be able to complete the task.	 The image shows the Microsoft Teams interface for a specific assignment. The "Assignments" icon in the sidebar is circled in red. The main content area shows the "6Rs Review" assignment with a due date of "Due tomorrow at 15:30". Below the instructions, the "My work" section is visible, showing a list of documents. The first document is "6Rs.docx" with a red icon, which is circled in red.

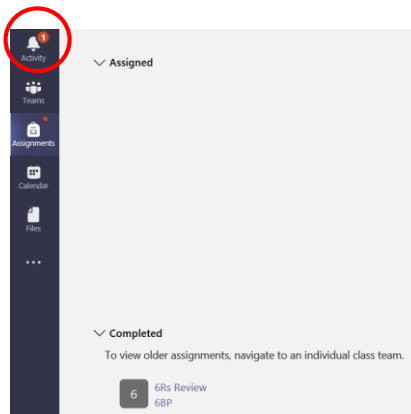
Step 7	You type your learning onto the document. It will automatically save. When you have finished, click the close button.	
Step 8	You will return to this page. If you wanted to attach another document or photo, you would click 'add work'. Once you are ready to hand in your learning, you click 'Hand in'. It will then show you the date and time that you handed it in.	

Step 9

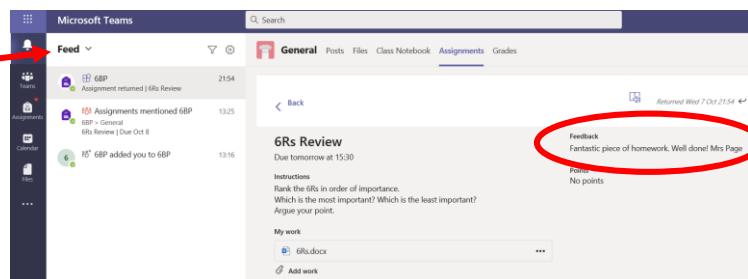
If you go back into the Assignments section, your learning should have moved to the 'Completed' section.



When your teacher has marked your work, it will appear in your 'Activity' section. Numbers indicate notifications. Click on activity.



Notifications appear in the feed.



The notification will say 'Assignment returned'. Click on it. You can then view the feedback from your teacher.