

How to use Microsoft Teams

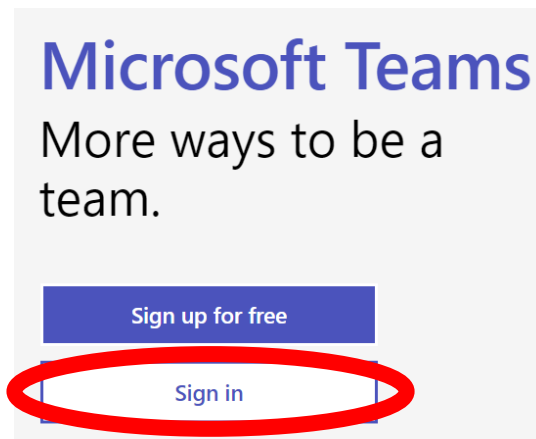
You can either download the Microsoft Teams app from the app store on your device



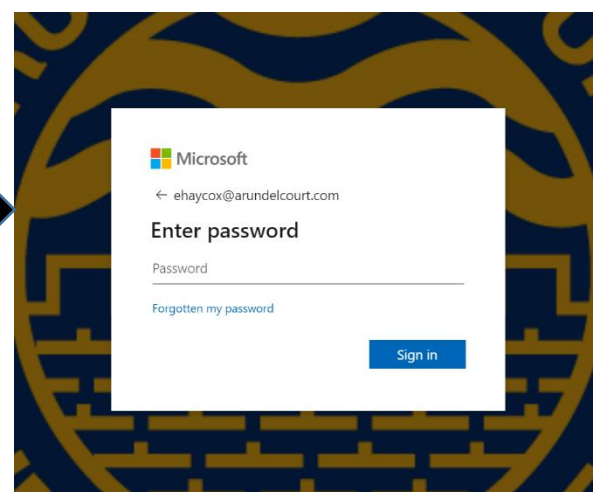
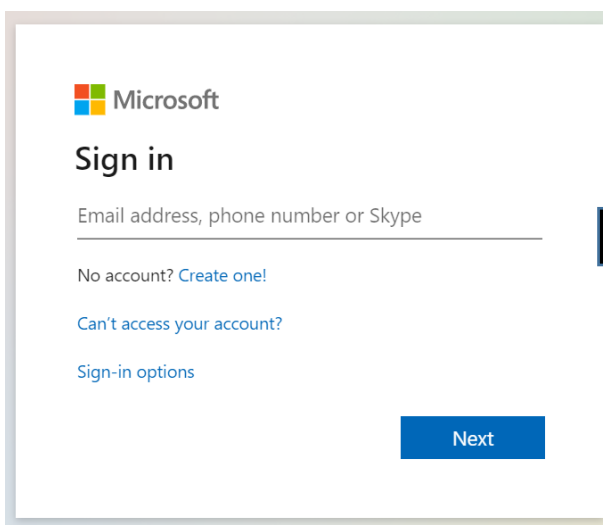
Or you can use the web browser by going to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

Please **DON'T CREATE AN ACCOUNT** – your child already has login details.

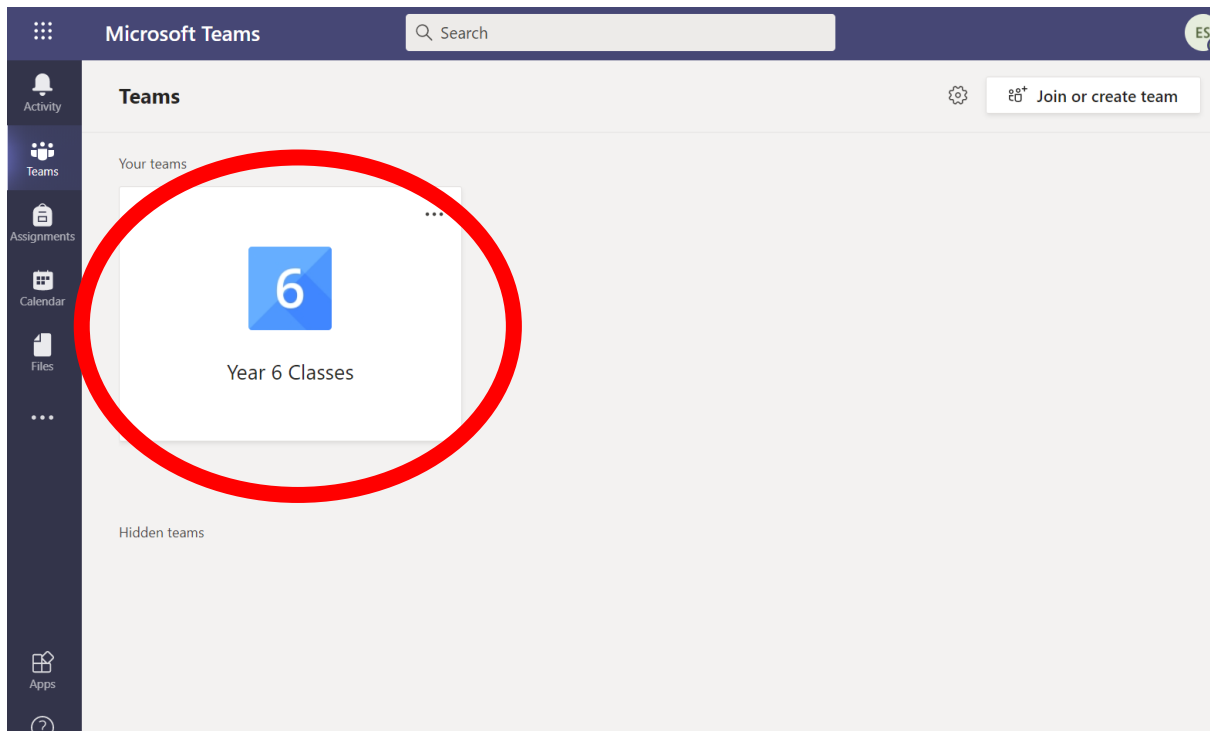
Click **sign in**.



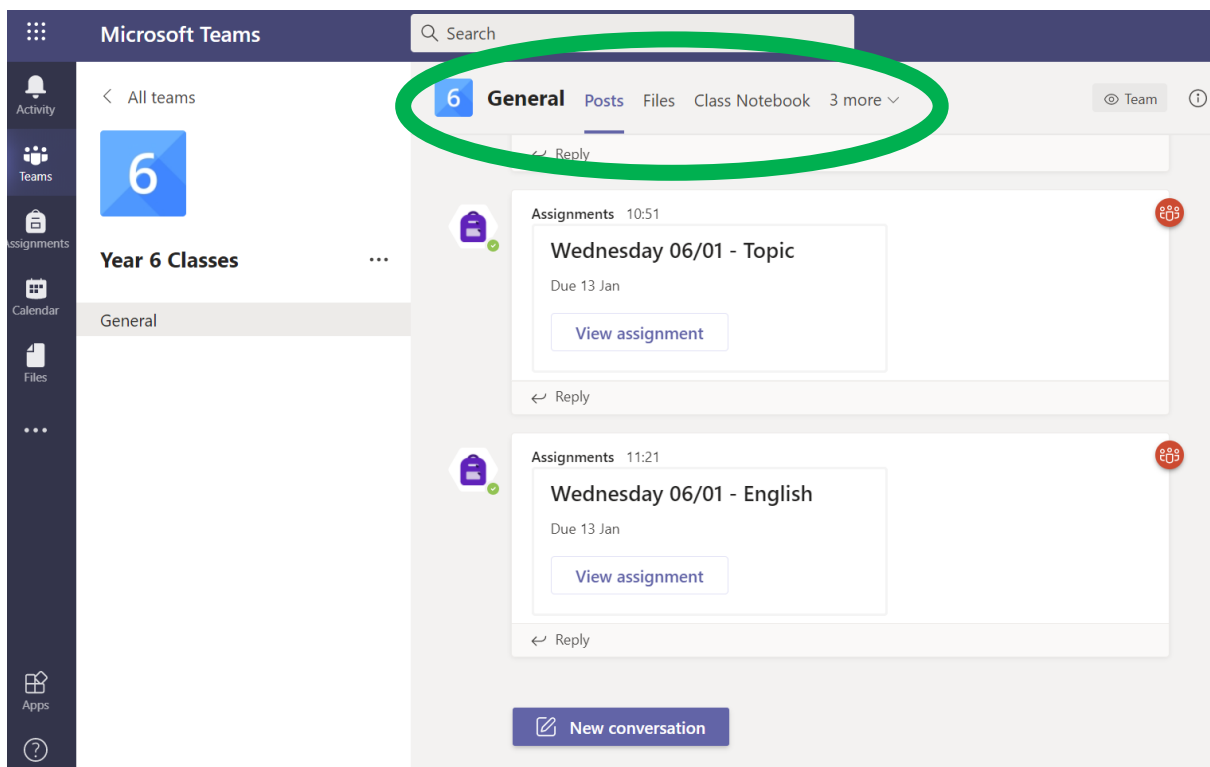
You will then be taken to this screen – this is where your child can login using the details we have set up for them.



Once you have logged in click on **Teams** and you should be taken to a screen that looks like this:



Click on **Year 6 Classes**

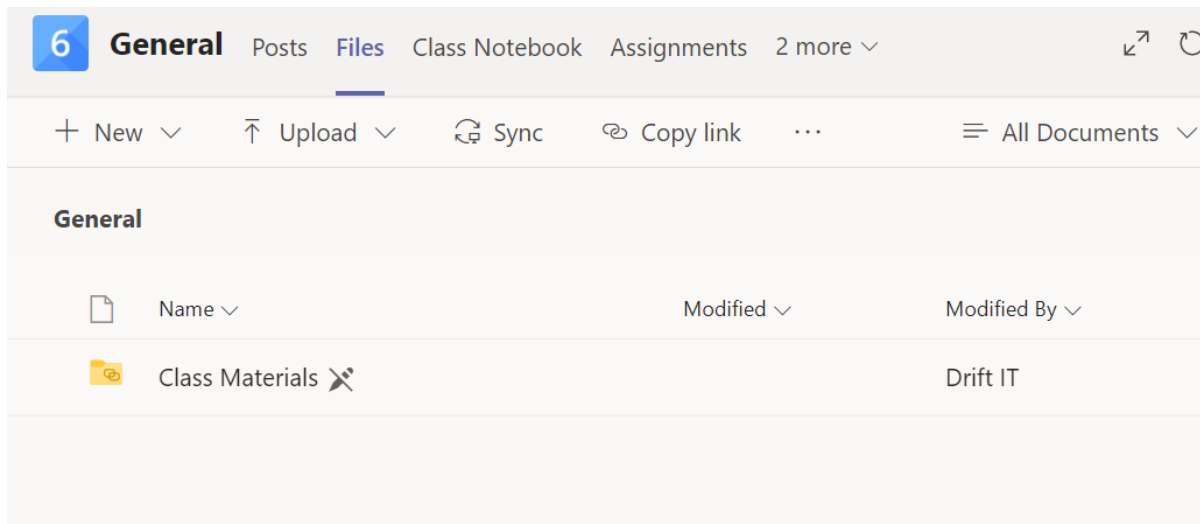


At the top of your screen you will see some tabs. The only ones you will need are:

Files – this is where you can see information uploaded by teachers.

Assignments – this where you can have a go at completing some worksheets.

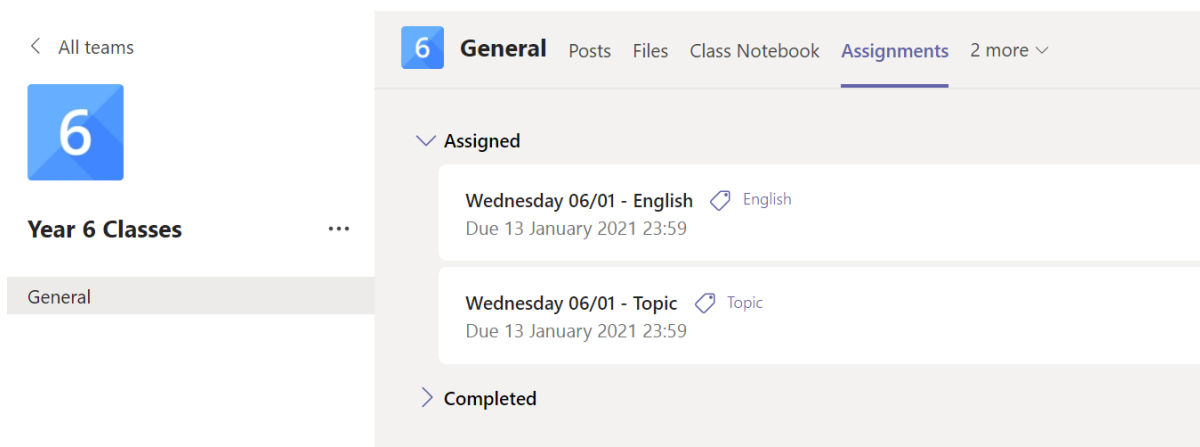
The **Files** screen will look like this:



If you click on **Class Materials**, this will have a welcome document at first, but more documents will be added here when necessary.

The **Files** screen will also be where you to watch the video lessons we will have recorded.

The **Assignments** screen will look like this:



You can then click on the assignment you need to complete and it will open a screen similar to this one:

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Hand in

Wednesday 06/01 - English English

Due 13 January 2021 23:59

Instructions

After watching Wednesday's English lesson, please have a go at completing the sheet either using your device or on a sheet of paper at home.

Reference materials

Wednesday - ENGLISH.docx

My work

[Add work](#)

Points

No points

Click on the document to complete the worksheets. Anything you type is saved automatically. Once you have completed the work click close.

Wednesday - ENGLISH.docx

Word

Accessibility Mode Immersive Reader Open in Desktop App Print

What actions are taking place? What can you describe? (Appearance)

Page 1 of 2 100% Give Feedback to Microsoft

You will then go back to this screen where you need to click **Hand in** – this will let a teacher know that you have completed it.



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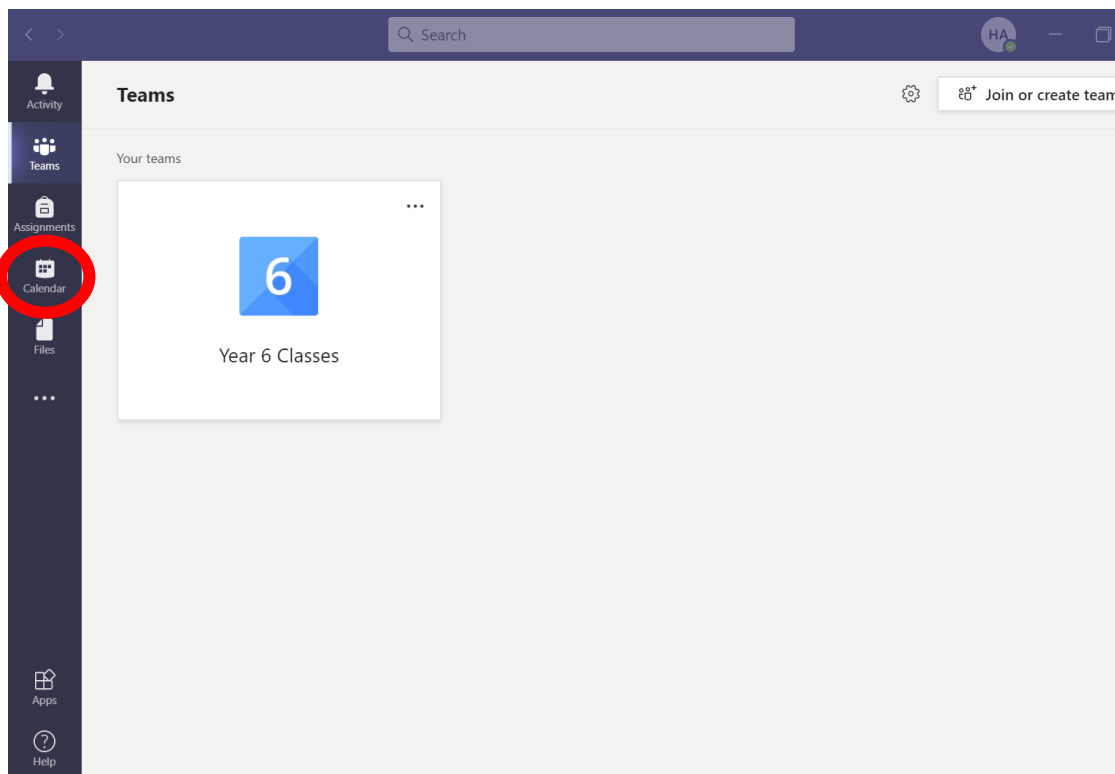
My work

Add work

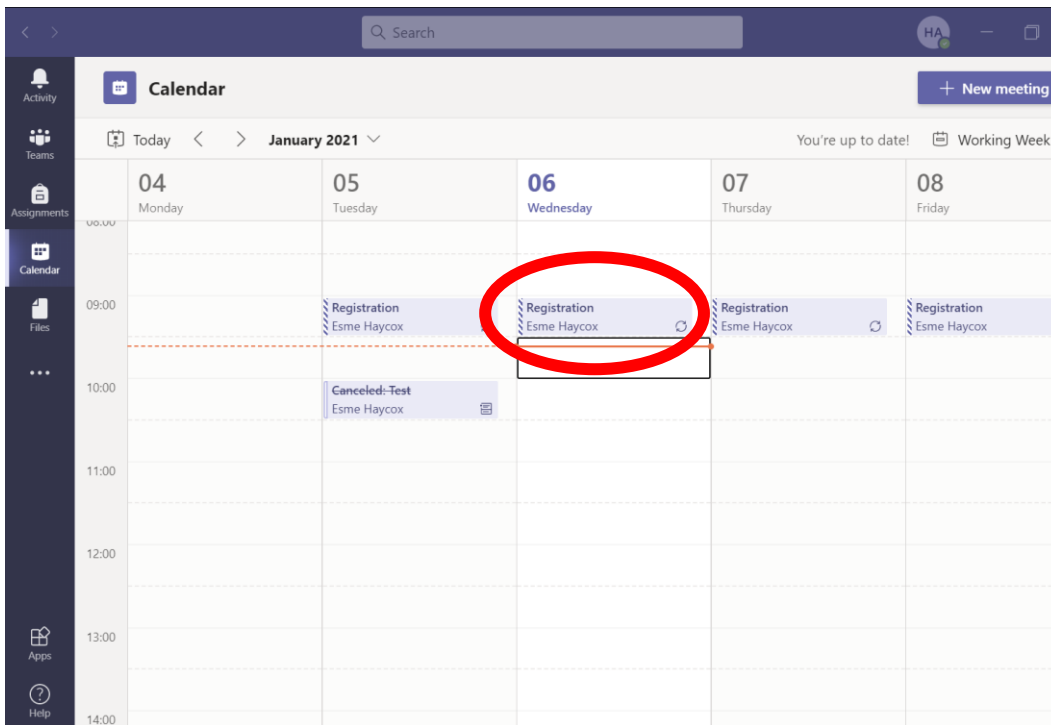
Points

No points

To join the registration each day at 9:00am you will need to click on the **calendar** tab at the side

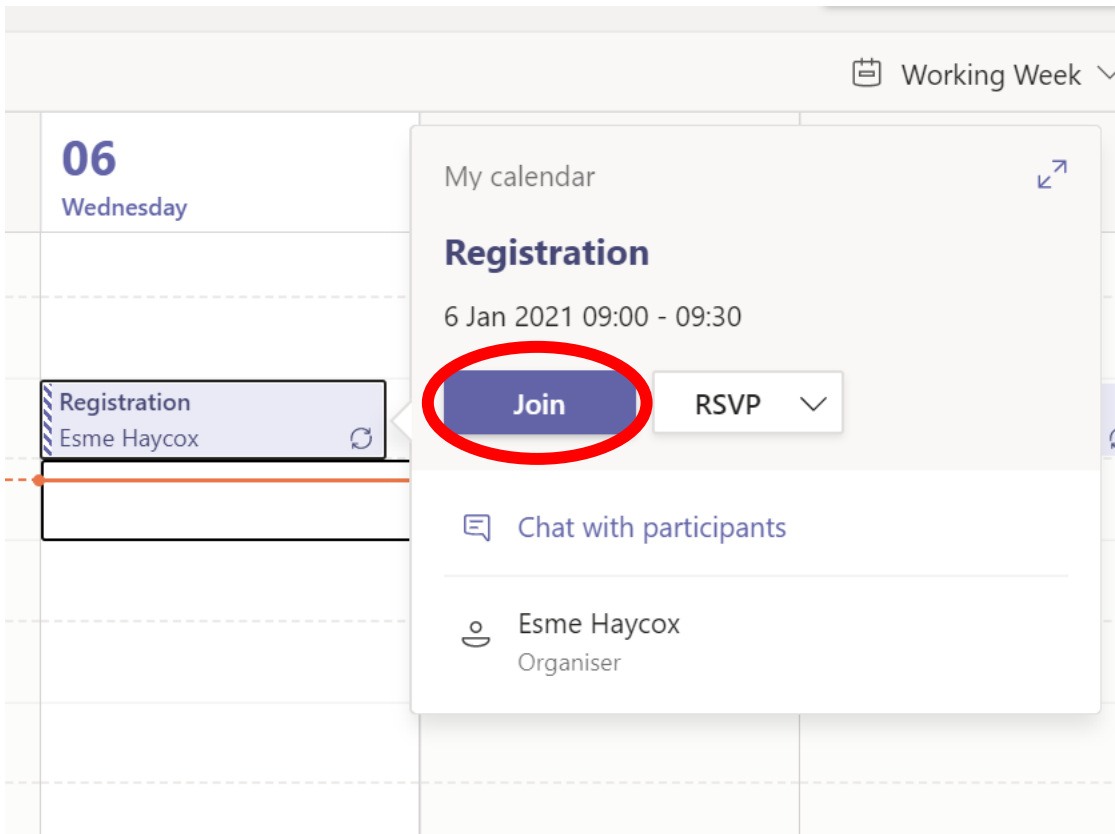


You will then get to a screen like this



On the day of the meeting, click on the Registration box on the calendar.

This will bring a pop up that looks like this:



You will then need to click **Join** to join the meeting. (Sometimes you might need to press it more than once!).

It will then bring a screen up that looks like this:

The screenshot shows a dark-themed interface titled "Choose your video and audio options". On the left, a large area displays "No camera is connected" with a warning icon. Below this is a camera icon and a toggle switch, both circled in red. A text box points to this area: "This is where you can turn your camera on". On the right, there are four audio options, each with a radio button: "Computer audio" (circled in red), "Phone audio", "Room audio", and "Don't use audio". A text box points to the "Computer audio" option: "This is for your mic and speaker." At the bottom right, there are "Cancel" and "Join now" buttons, with "Join now" circled in red. A text box points to the "Join now" button: "You will be able to click join now, once you have ticked **Computer audio**. You can join without a camera."

We will be on hand to help you if you have any issues – please email year6@arundelcourt.com