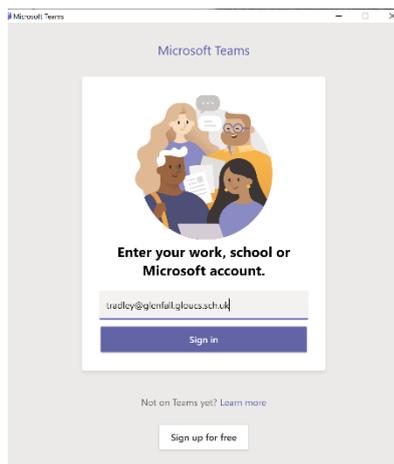




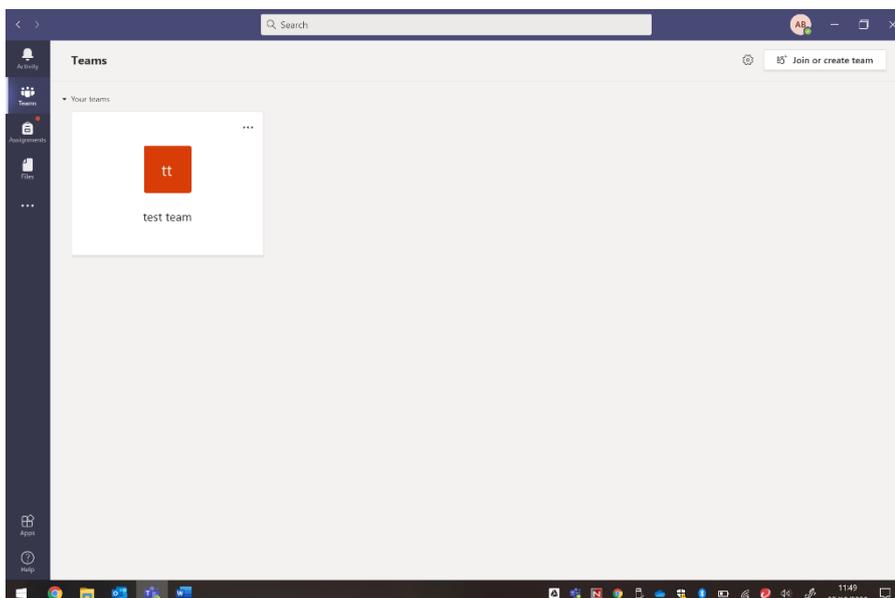
### **Logging into your Teams account**

You will have received your log in details for your Teams account. The following guide uses screenshots from the Teams desktop app, this is available for free download at Microsoft.com. Alternatively, all of the features are available online by logging into Teams online (google - Teams login)



When you open the desktop app you will need to enter your Glenfall School email to login. Each email follows the same format  
firstname.secondname@glenfall.gloucs.sch.uk

Once you have pressed sign in you will be asked for your password. The first time you log in you will be required to change your password. Please keep this password safe as you will need it each time you log in or change users.



Upon logging in, you will be taken to this screen to view your 'team'. Teams are groups that you have been placed into. Currently this will show your year group. Click upon your team to access it.

## Team Home Page

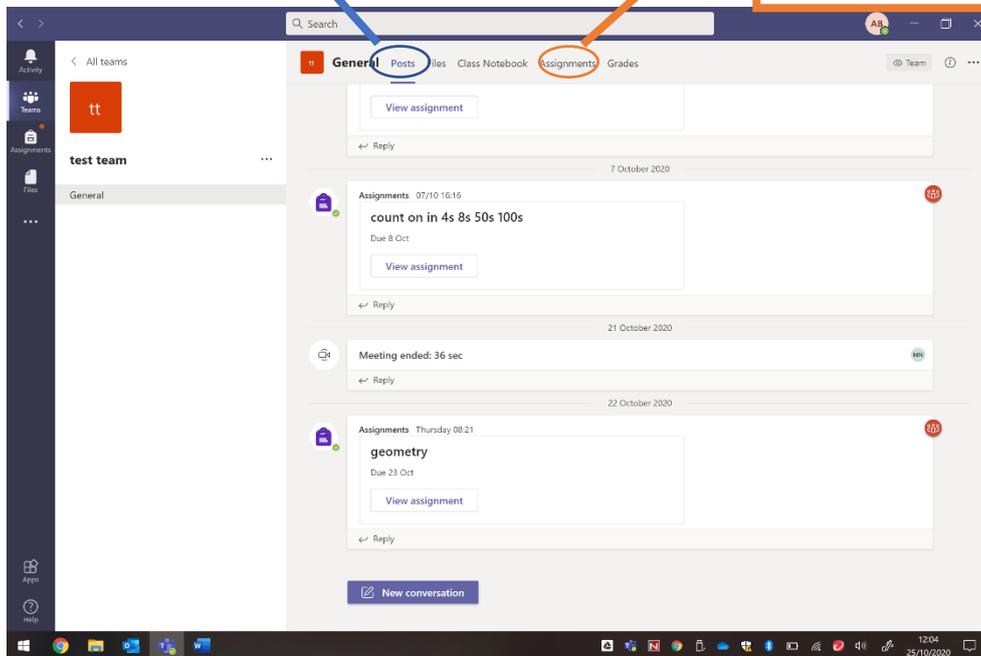
When you enter your team page you will be taken to the general chat section. This is effectively a feed of the activity on your team. You will find updates upon work set (assignments) and when any video calls may take place.

### Posts

This will take you back to the general feed of the Teams activity.

### Assignments

Clicking here will take you to any work that has been set for you, or any feedback that has been given for previous tasks.



## Assignments page

By clicking on the assignments tab you are able to view any assignments (tasks) that have been set for you. There are 2 categories, assigned (work to be completed) and completed (work that you have previously submitted).

**Viewing a task**

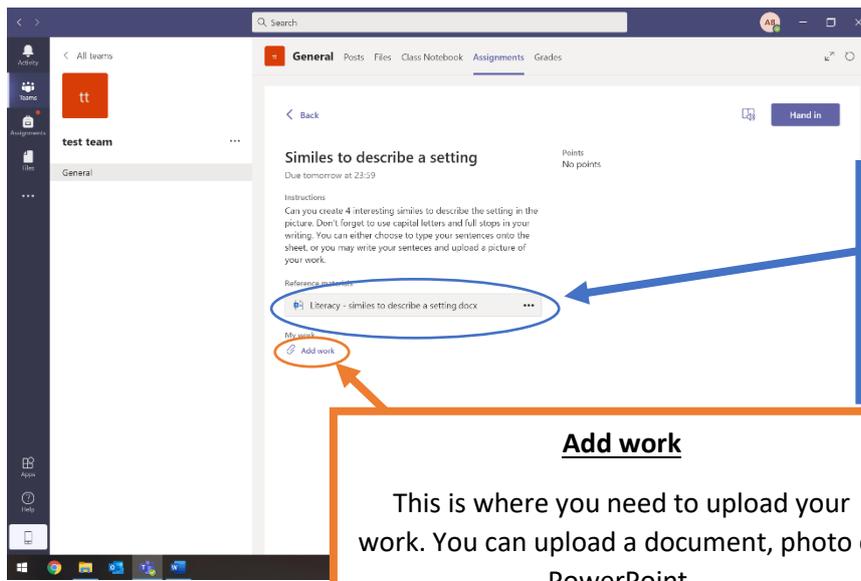
Clicking upon an assignment will allow you to view any instructions and resources. It is also where you will be able to submit your completed work.

**Feedback**

Clicking upon this icon, when it is next to a completed task, will allow you to view any feedback provided by your class teacher.

## Viewing and submitting an assignment

Once you have clicked onto an assignment you are able to view any instructions and resources required to complete the task. It is also where you will need to submit finished work.

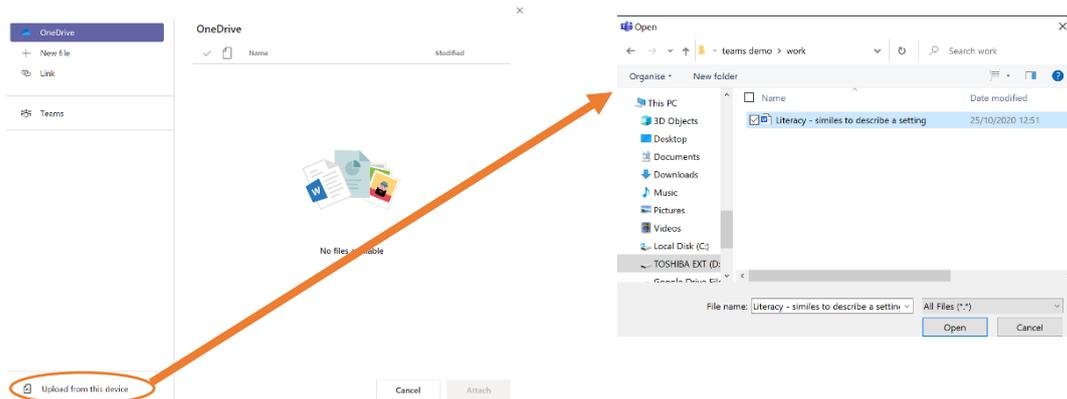


### Additional resources

Here you will be able to find any resources you may need to be able to support you in completing the task.

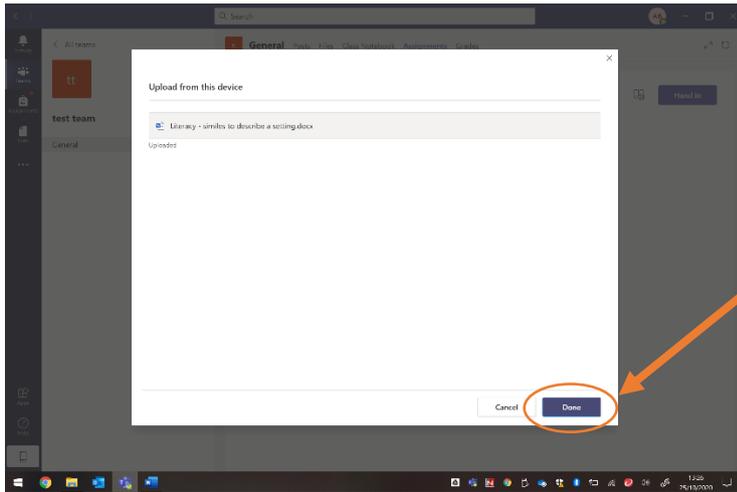
### Add work

This is where you need to upload your work. You can upload a document, photo or PowerPoint.



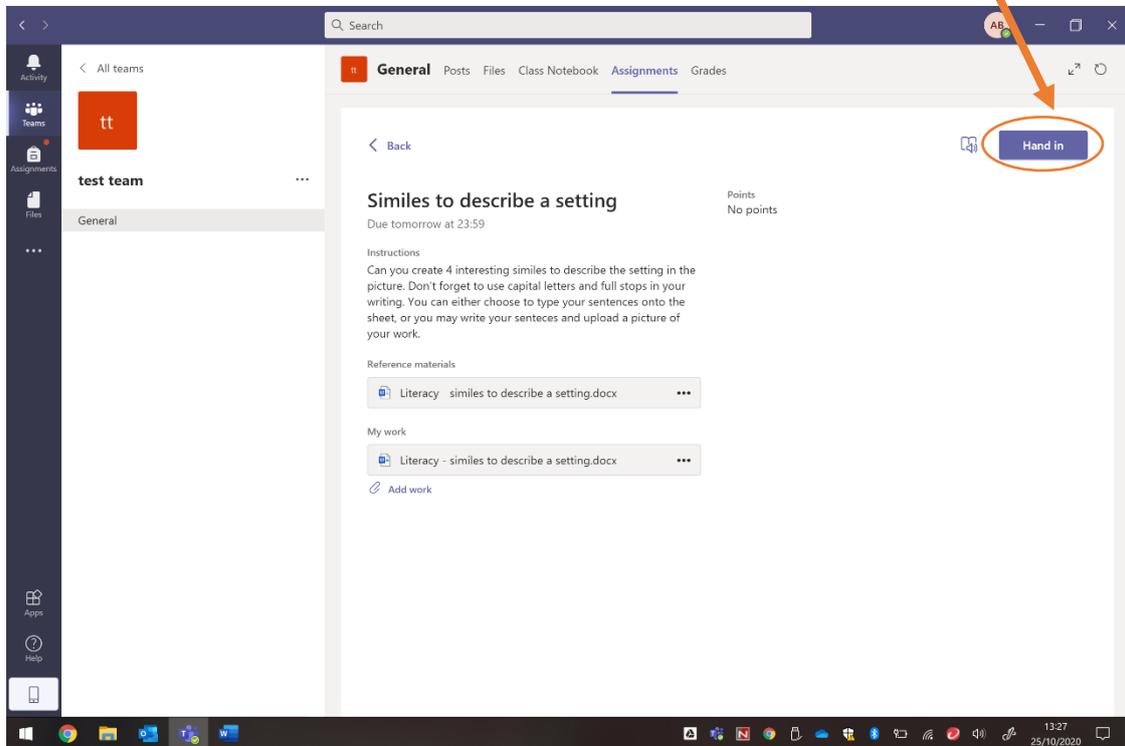
### Uploading

Once you have clicked add work you will be taken to a one drive screen. If you click upload 'from device' you will be taken to a more usual file explorer screen where you will be able to locate the file you wish to upload for your work.



Once your item is uploaded click 'done' to add it to your submission.

The final step is to press **hand in**. Until you click this your work will not be sent to your teacher.



## Viewing feedback

Returning to your assignments tab will allow you to view any feedback on your work.

