



DUNSTON HILL CPS **TEAMS TEACHING**

Using Google Chrome on a
computer or laptop



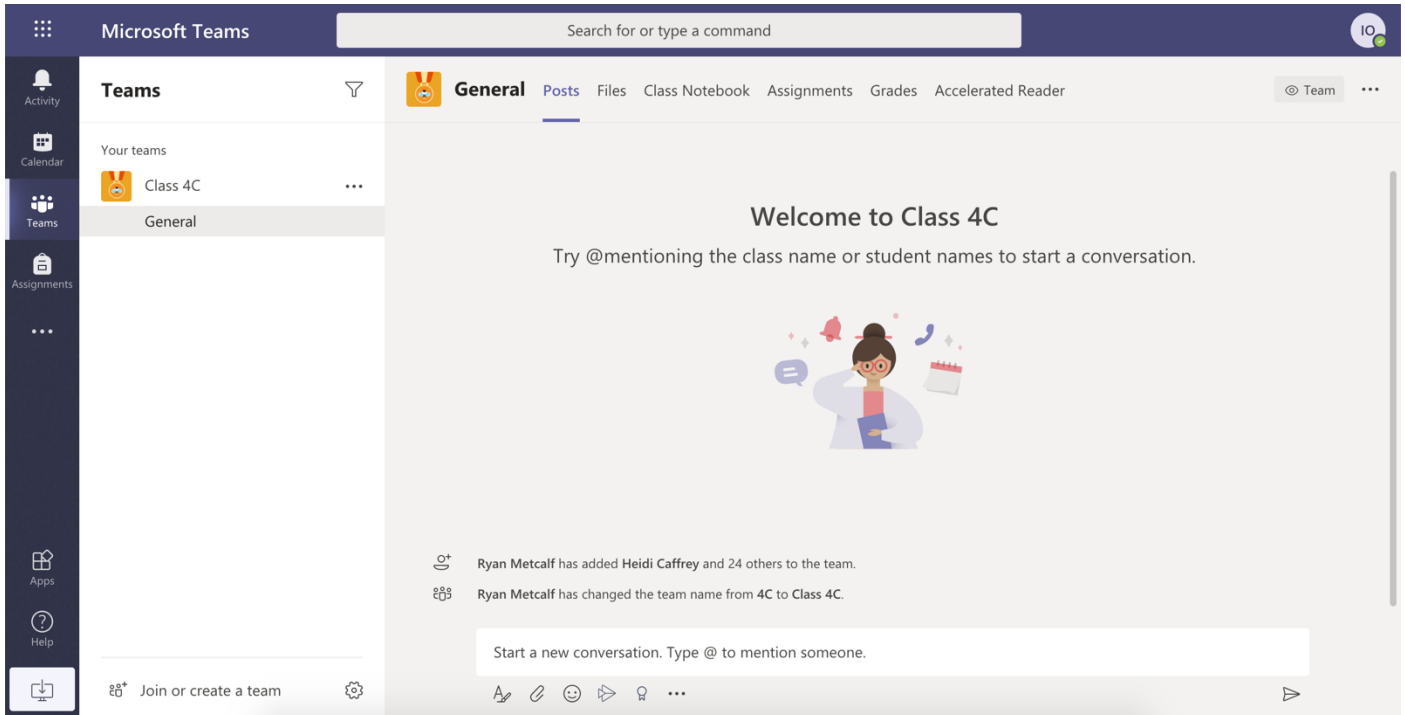
Dunston Hill
Community Primary School



Using Microsoft Teams – Using MS Teams

Teams will only work in Google Chrome and Edge browsers and does NOT work in the safari browser

1. To login to teams please click here or visit <http://www.dunstonhillcps.co.uk> and click on **Year 4 - 6 Office 365 Teams Login**
2. Enter your **email address** then **click next**
3. Enter your **Password** then **click next** – Microsoft Teams will then open



Key Information

Posts: This is where your class teacher will post information about your learning. You can ask sensible questions to your teacher here. Remember everything you post can be seen by your class teacher and all of your class. You do this by typing in the **Start a new conversation** box. To send the message you would **click the paper airplane** button on the **bottom right**.

Files: Please ignore.

Class Notebook: Please ignore.

Assignments: This is where your class teacher will put tasks for you to complete. Please see below on how to mark off assignments.

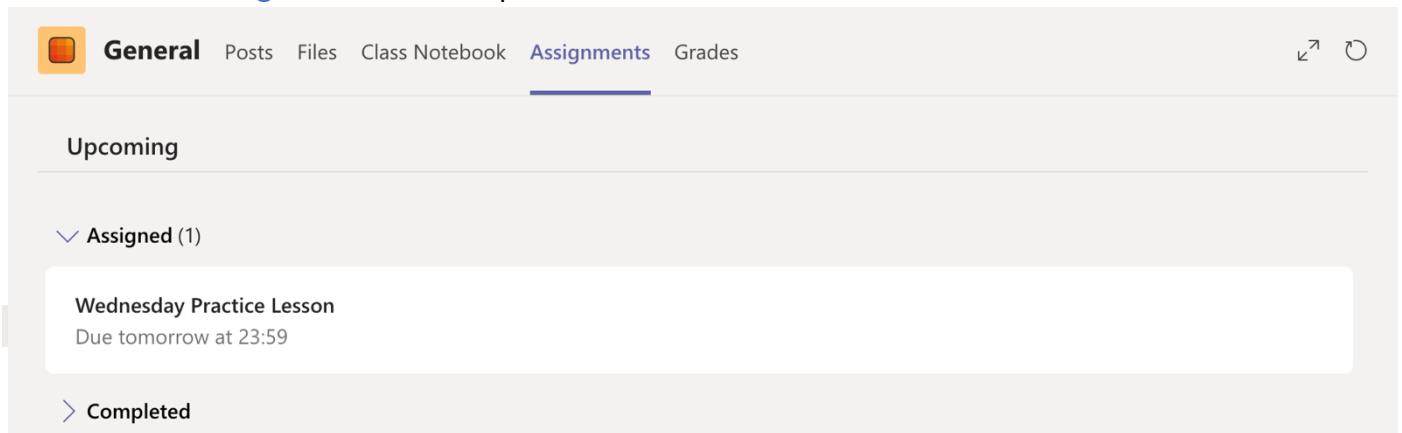
***Grades:** This is where you can see feedback from your teachers from work you have finished.

***Accelerated Reader:** This is the accelerated reader website. You will still need to login as you would normally.

***You may need to press the + symbol to access these.**

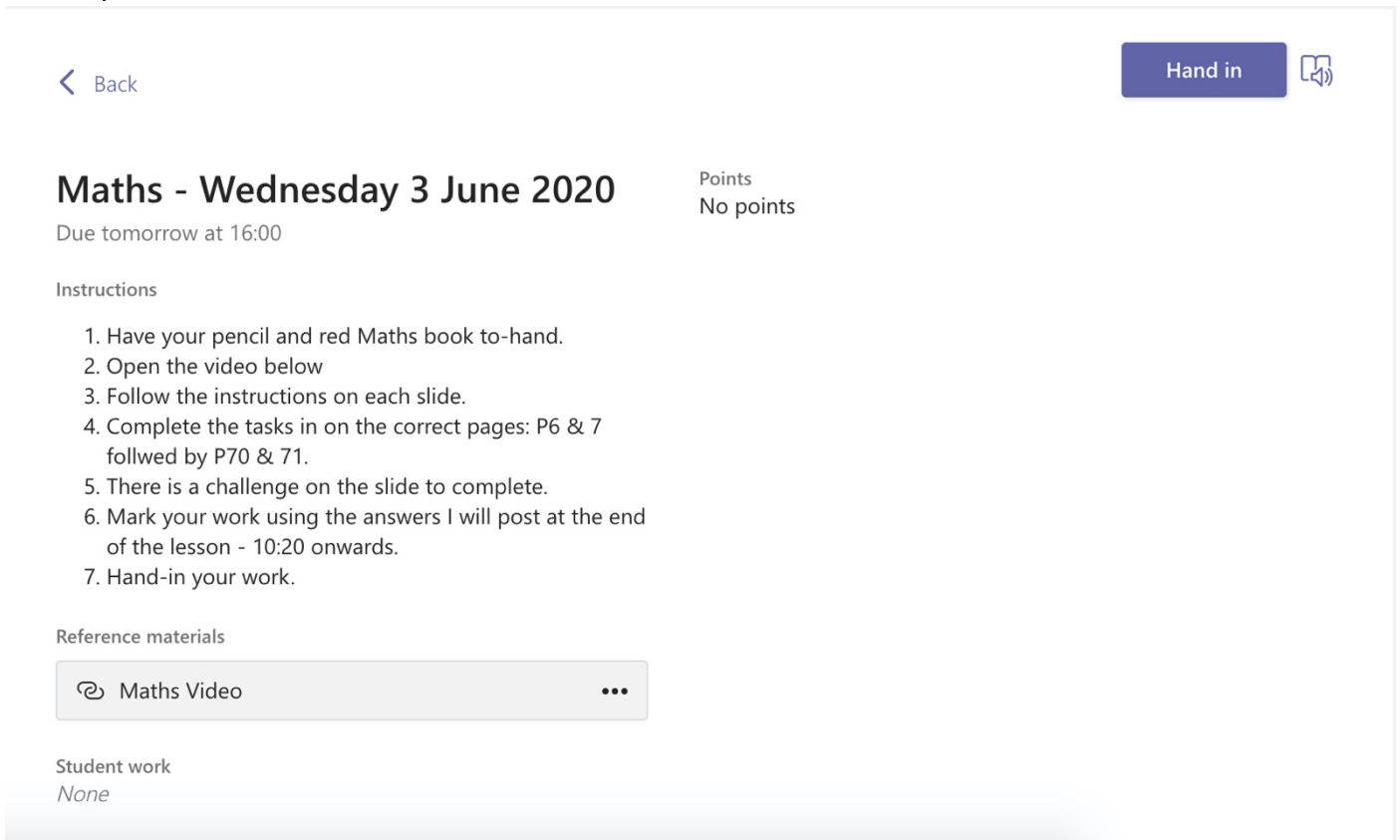
Assignments

1. Click on **Assignments** on the top menu



The screenshot shows a navigation bar with the following items: **General** (selected), Posts, Files, Class Notebook, **Assignments**, and Grades. Below the navigation bar, there is a section titled "Upcoming" with a sub-section "Assigned (1)". Under "Assigned (1)", there is a card for "Wednesday Practice Lesson" with the due time "Due tomorrow at 23:59". Below this card is a "Completed" section with a right-pointing arrow.

2. Click on the **lesson box** above and this will open up the assignment, with all of the information that you will need for the lesson.



The screenshot shows the details of an assignment. At the top left is a "Back" button with a left-pointing arrow. At the top right is a "Hand in" button with a document icon. The main title is "Maths - Wednesday 3 June 2020" with a due time of "Due tomorrow at 16:00". To the right of the title, it says "Points No points". Below the title is the "Instructions" section, which contains a list of seven numbered steps. Below the instructions is the "Reference materials" section, which contains a link to "Maths Video" with a right-pointing arrow. At the bottom, there is a "Student work" section which says "None".

3. Along with instructions for each assignment there will be a video, this can be found in the **Reference materials** section which is underneath the instructions.
4. Remember if you have a question about the assignment you can ask your class teacher in the **Posts** section.
5. Your teacher might ask you to upload a picture of your work. This can be done by clicking **+ Add work** button.
6. Your teacher might ask you to edit a word document. The instructions for this are below under the subheading: **How to edit a word document from my teacher.**
7. After you have finished your tasks your teacher will put the answers to the work in the post section where you will self-mark your questions.

- You will then click back on **Assignments** and click on **Hand in Work**. This means your class teacher knows that you have completed your work.

How to edit a word document from my teacher

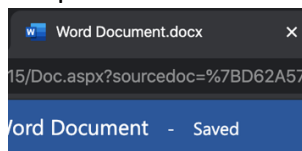
- When an assignment is set there may be a document attached in the **MY WORK** section for you to type on. You will be told if there is a document to edit in the lesson video.

The screenshot shows a Teams assignment interface. At the top left is a 'Back' button with a left-pointing arrow. At the top right is a 'Hand in' button with a document icon. The main title is 'Adding a word document' with 'Points: No points' to its right. Below the title is the due date 'Due tomorrow at 23:59'. Under 'Instructions', there are four numbered steps. The 'My work' section shows a document named 'Word Document.docx' with a three-dot menu icon to its right. Below this is a '+ Add work' button.

- Click on the 3 dots and then click **Open in Word Online**



- You will now have a Word document that you can either edit in the web browser. Once you have finished your work you will need to:
Make sure that it says **Saved** on the top blue bar as shown below then **close the browser tab**



- Remember to go back to the assignment in Teams and click **Hand In** once you have completely finished. This will mean that your teacher can see your work. 😊