



DUNSTON HILL CPS **TEAMS TEACHING**

Using Google Chrome on a
computer or laptop



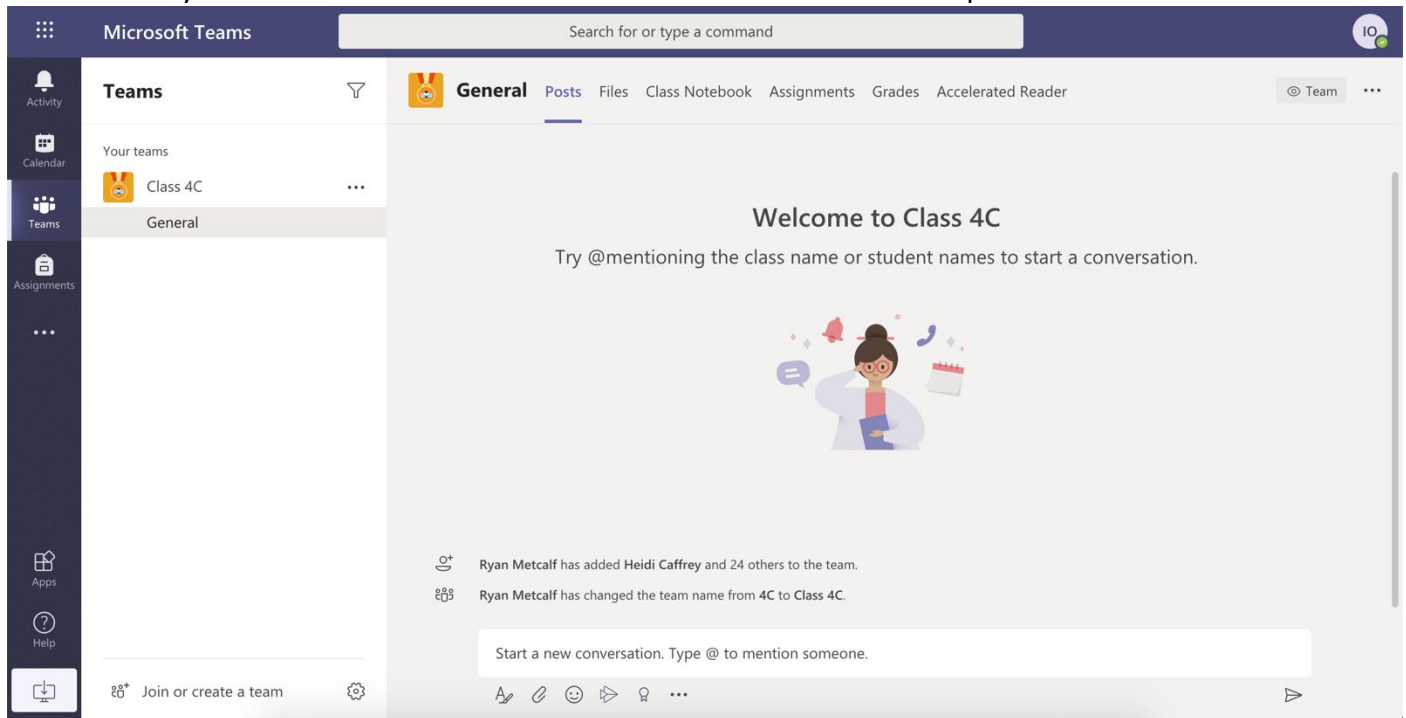
Dunston Hill
Community Primary School



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.

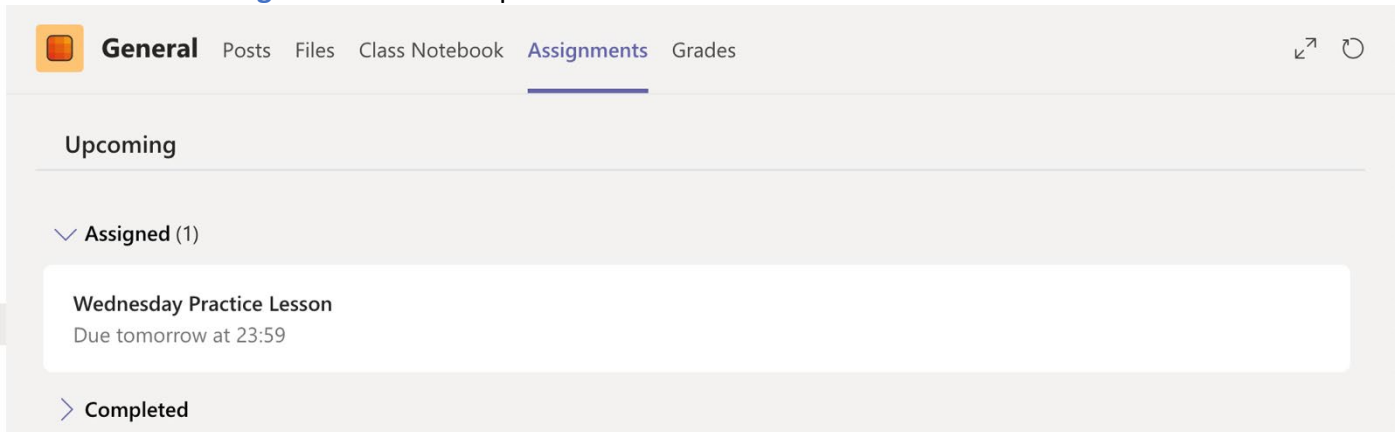
***Grades:** This is where you can see feedback from your teachers from work you have finished.

***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.**

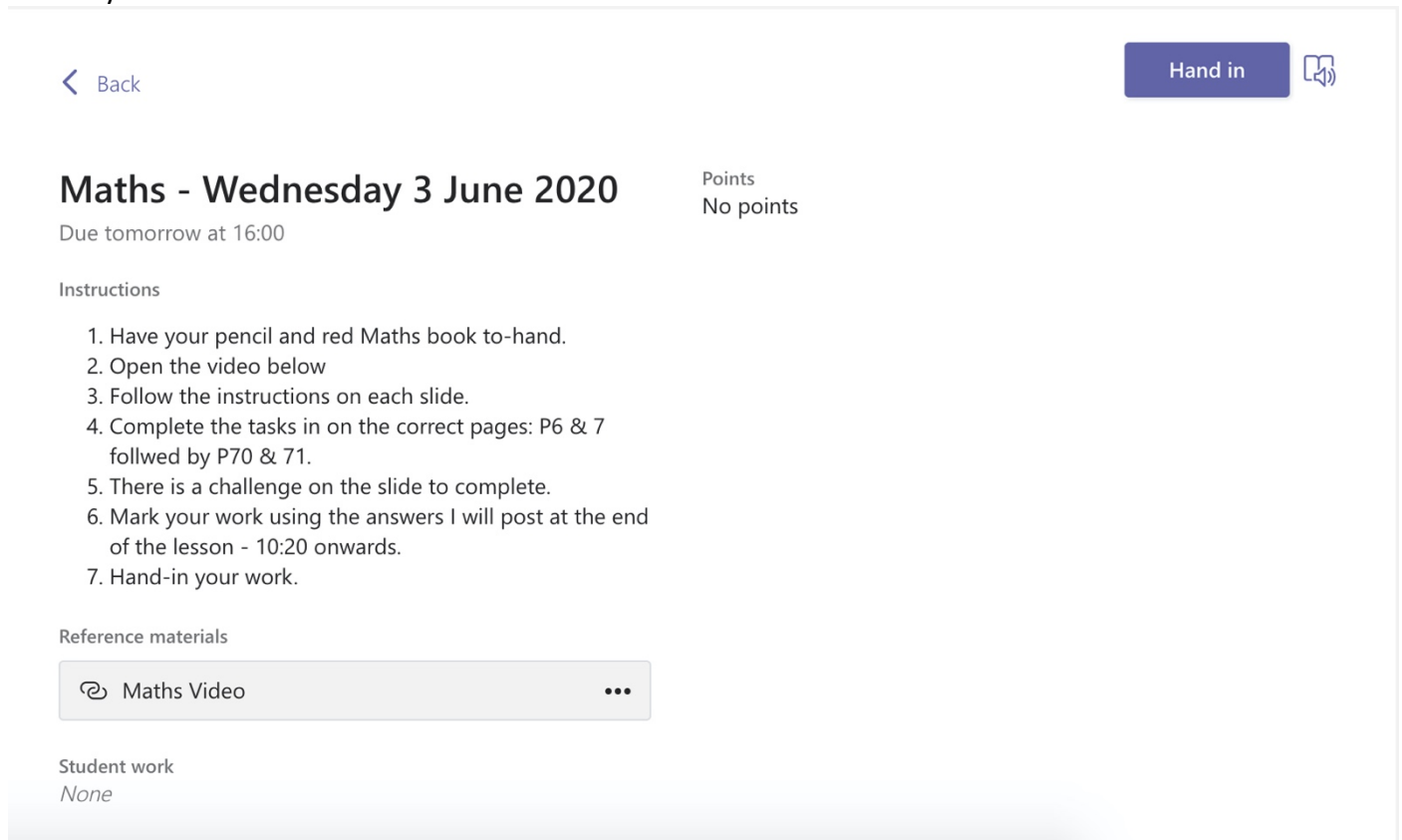
Assignments

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)" containing one item: "Wednesday Practice Lesson" due tomorrow at 23:59. There is also 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 assignment page for "Maths - Wednesday 3 June 2020". At the top left is a "Back" button with a left arrow. At the top right is a "Hand in" button with a document icon. The title "Maths - Wednesday 3 June 2020" is displayed in large font, with "Due tomorrow at 16:00" below it. To the right, it says "Points: No points". Under the heading "Instructions", there is a list of seven numbered steps. Below the instructions is a "Reference materials" section containing a link to "Maths Video". At the bottom, there is a "Student work" section which currently shows "None".

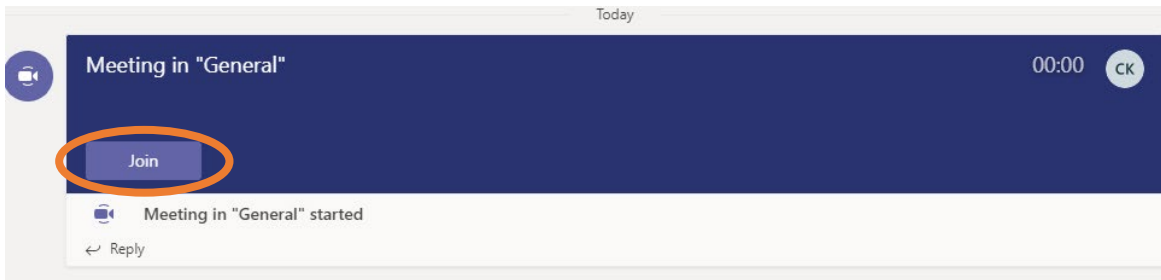
3. Along with instructions for each assignment there will be a video, this can be found in the **Reference materials** section which is underneath the instructions.
4. Remember if you have a question about the assignment you can ask your class teacher in the **Posts** section.
5. Your teacher might ask 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.

8. 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.

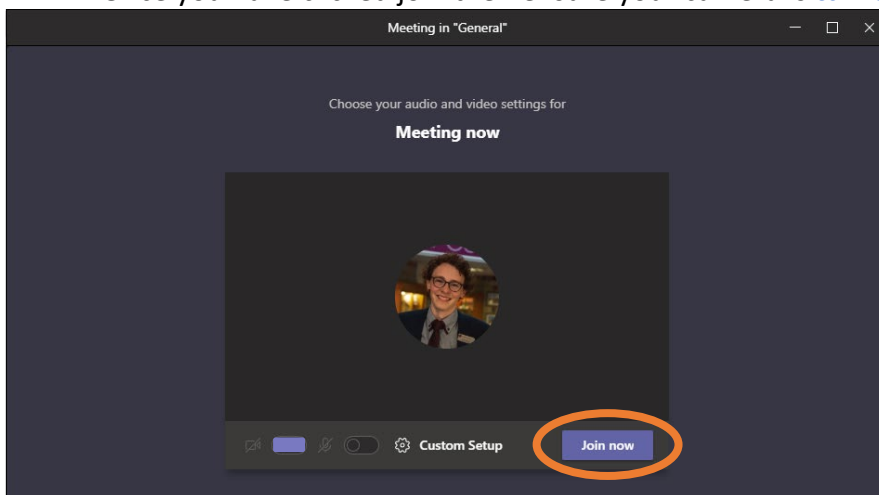
Live Lesson

Live lessons will be in small groups. You will find your live lesson under the **General** tab as either **Group 1** or **Group 2**. Follow these instructions on how to join a live lessons:

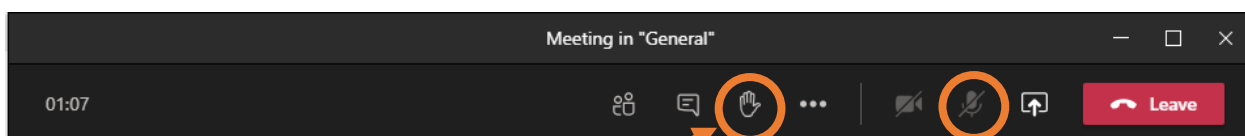
1. You will see that a live lesson have started when a purple box appears in the chat feed. All you need to do is click the **Join** button.



2. Once you have clicked join then ensure your camera is **turned on** and your microphone **is off**.



3. Then click the **Join now** button

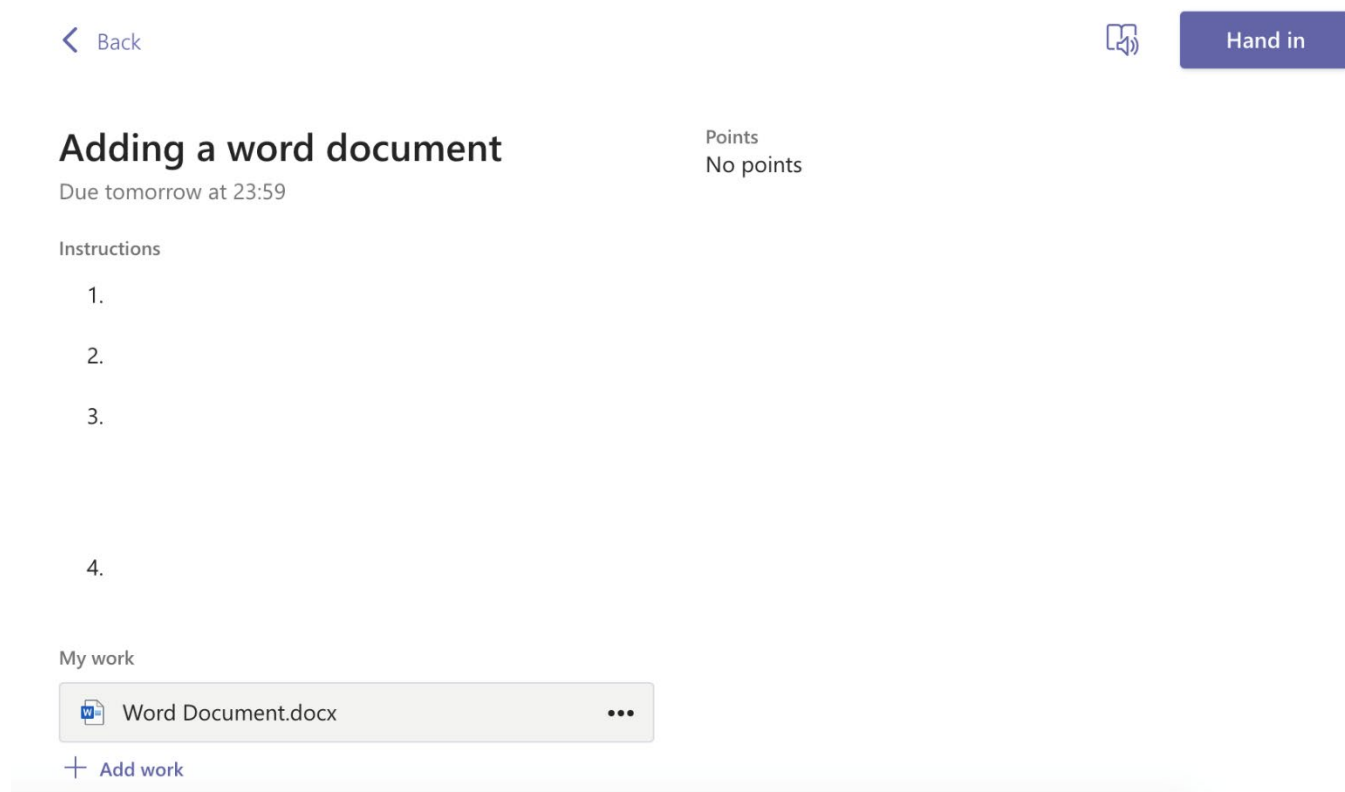


If you need to put your hand up.


If your teacher asks you to unmute your microphone.

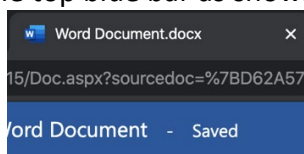
How to edit a word document from my teacher

1. 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 page. At the top left is a 'Back' link with a left-pointing arrow. At the top right is a 'Hand in' button with a document icon. The main heading is 'Adding a word document' with 'Points No points' to its right. Below the heading is 'Due tomorrow at 23:59'. Under 'Instructions', there are four numbered steps (1-4). Below the instructions is a 'My work' section containing a document card for 'Word Document.docx' with a three-dot menu icon. Below the card is a '+ Add work' link.

2. Click on the 3 dots and then click [Open in Word Online](#)  Open in Word Online
3. 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](#)



4. 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. 😊