



DUNSTON HILL CPS **TEAMS TEACHING**

USING THE TEAMS iPad APP



Dunston Hill
Community Primary School



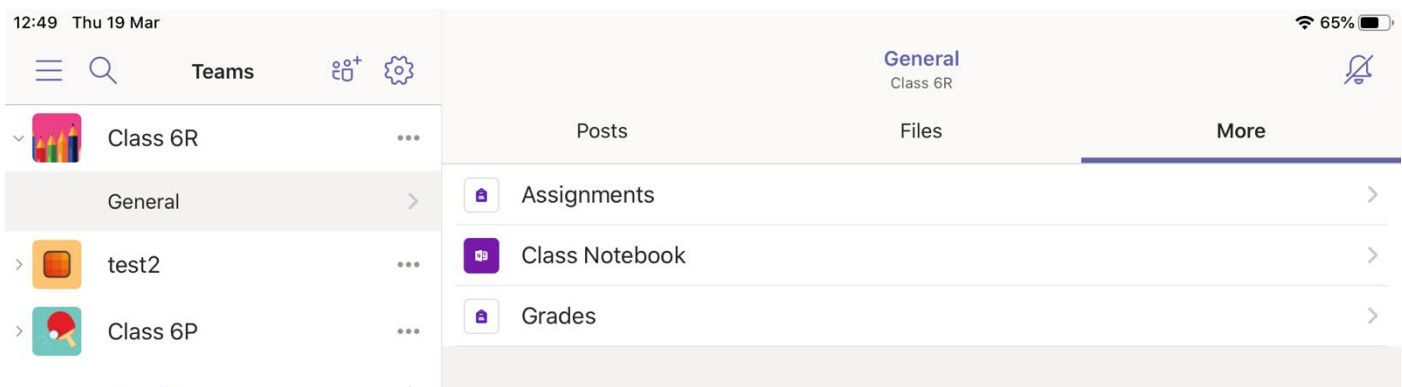
Using Microsoft Teams – iPad Instructions

When using Teams on an iPad you will need to download the following 3 apps. Microsoft Teams, Microsoft PowerPoint, Microsoft Work

1. Once you have downloaded all 3 apps you will need to **log into Teams**. To log into Teams you need to:
 - a. Use your Dunston Hill email address and password once you have reset it.



2. You will only be able to see Posts and Files on the top bar, so to view the Assignments and other important sections you will need to click on the **More** button.



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 write on the post can be seen by the whole class and your teacher. 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.

Assignments

1. Click on [More](#) then [Assignments](#) on the top menu
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 class.

[← Back](#) [Hand in](#) 

Maths - Wednesday 3 June 2020

Due tomorrow at 16:00 Points
No points

Instructions

1. Have your pencil and red Maths book to-hand.
2. Open the video below
3. Follow the instructions on each slide.
4. Complete the tasks in on the correct pages: P6 & 7 followed by P70 & 71.
5. There is a challenge on the slide to complete.
6. Mark your work using the answers I will post at the end of the lesson - 10:20 onwards.
7. Hand-in your work.

Reference materials

[🔗 Maths Video](#) ⋮

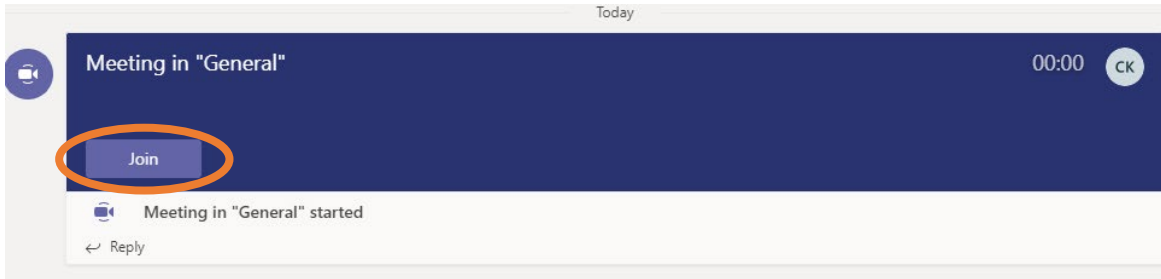
Student work
None

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. 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.
7. 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.**
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.

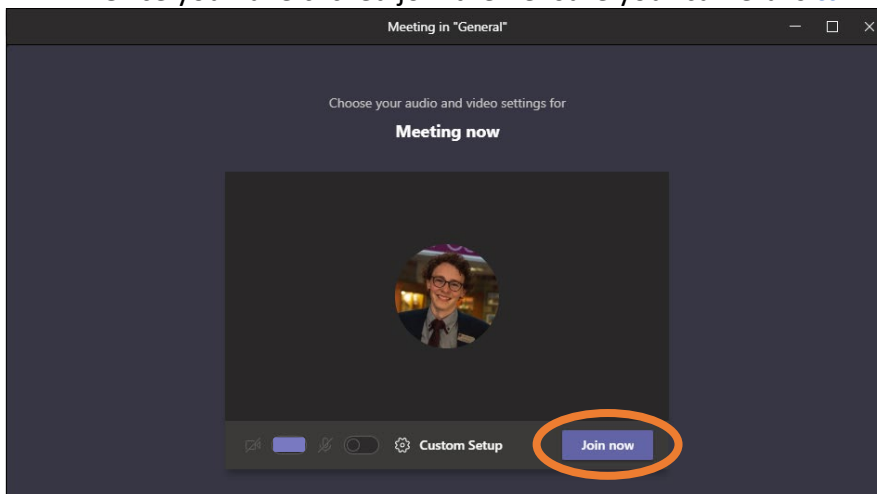
Live Lesson

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:

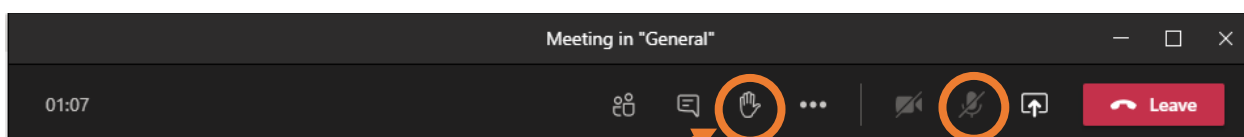
1. You will see that a live lesson have started when a purple box appears in the chat feed. All you need to do is click the **Join** button.



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



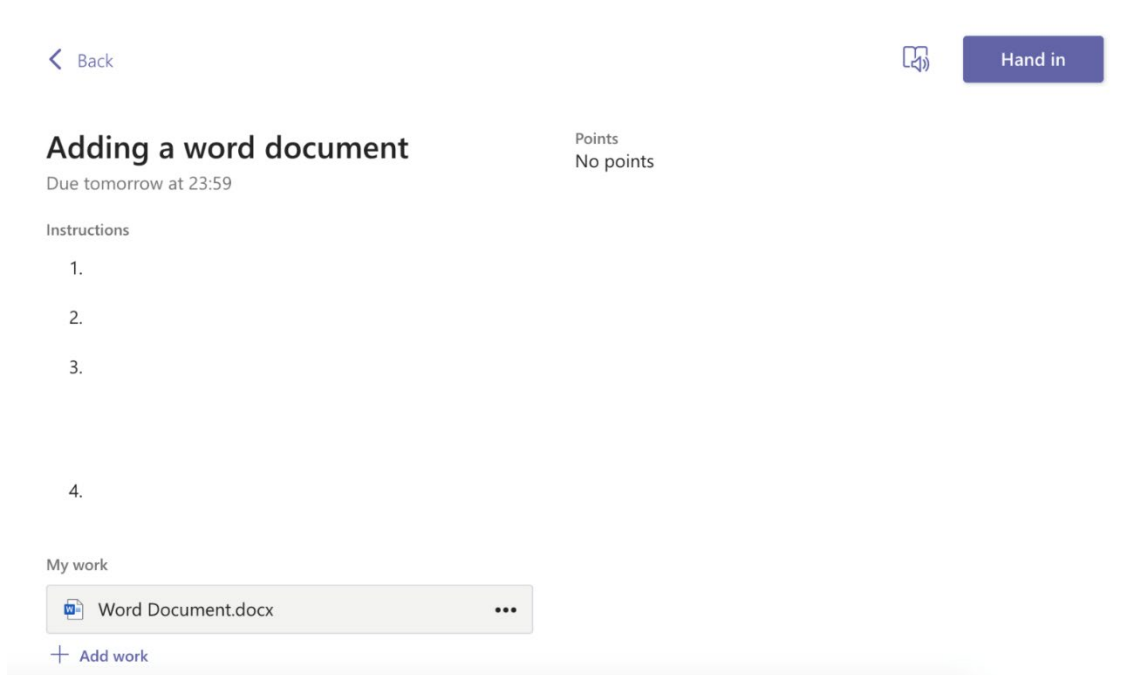
If you need to put your hand up.

If your teacher asks you to unmute your microphone.

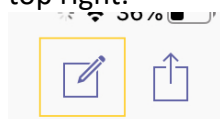
How to edit a Word Document and PowerPoint from a teacher

If the Word or PowerPoint app asks you to login you use the same login as you would for Teams, this is your Dunston Hill email address and password.

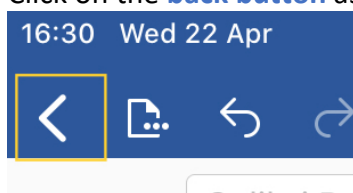
1. When an assignment is set you will see that there is a document attached in the **My Work** section.



2. If you are using an iPad click on the word document button bar, then click on the **Pencil Icon** on the top right.



3. Now you can edit the document that your teacher has given you.
4. Click on the **back button** as shown below on the top left. This will save your work automatically.



5. 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. 😊