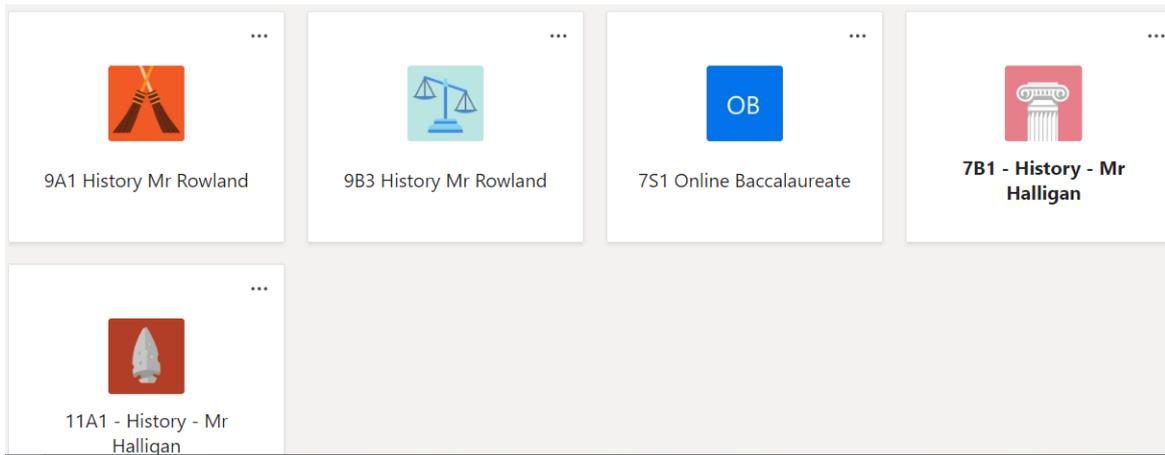


Teams – A Student Guide

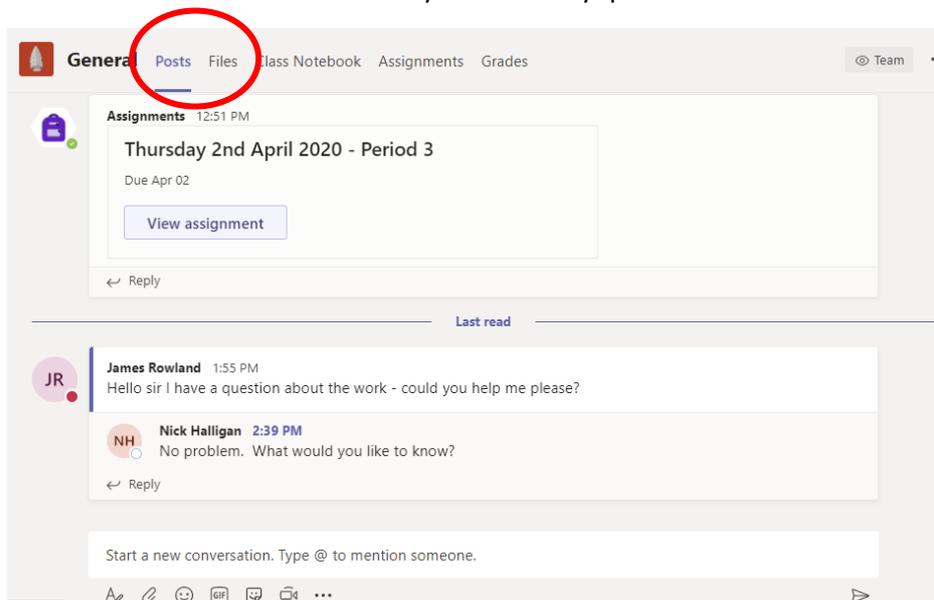
1. When you log in you will see a screen with all the **“Teams”** your teachers have added you to. Each team will be one of your usual subject classes. Click on the icon to enter your class.



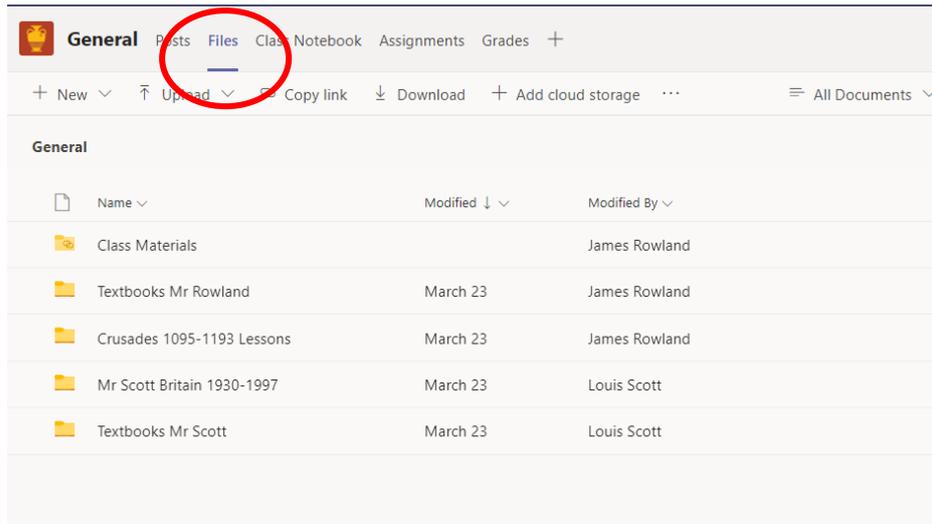
2. Alternatively, if you click on the dark purple bar on the left hand side, you can click **“assignments”** and view at a glance the deadlines and tasks for different groups.



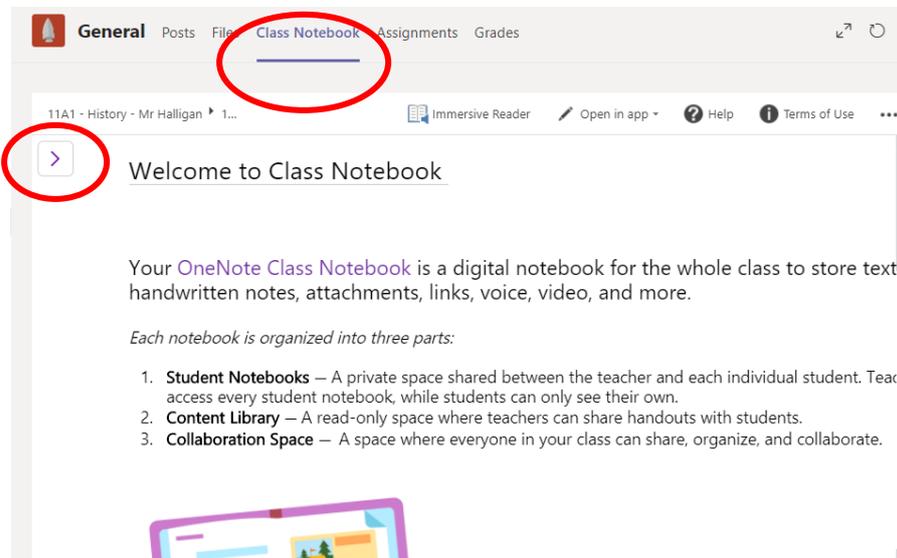
3. Once in the team you will see a screen like this. The **“posts”** page enables your teacher to make announcements and for you to ask any questions



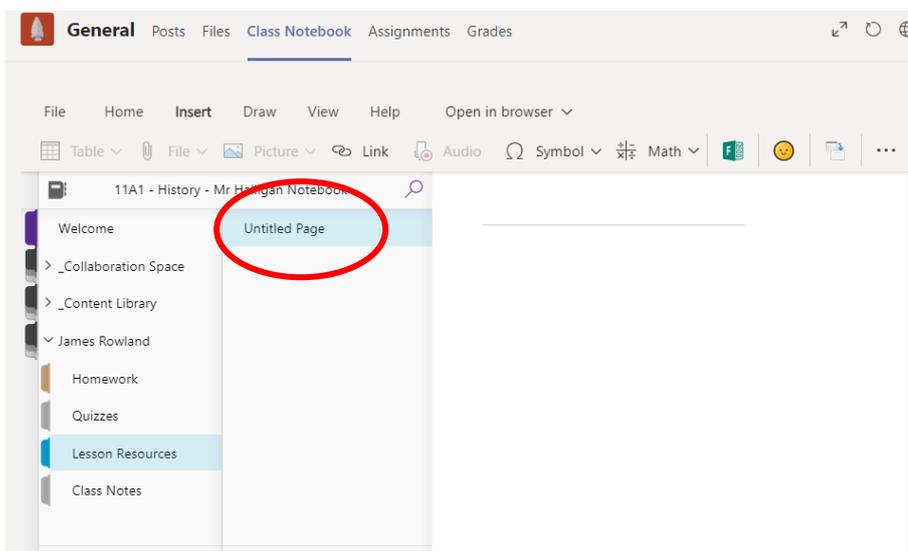
4. On the “files” tab, your teacher will upload class materials and resources for you to access and store. Click each folder to use the files within.



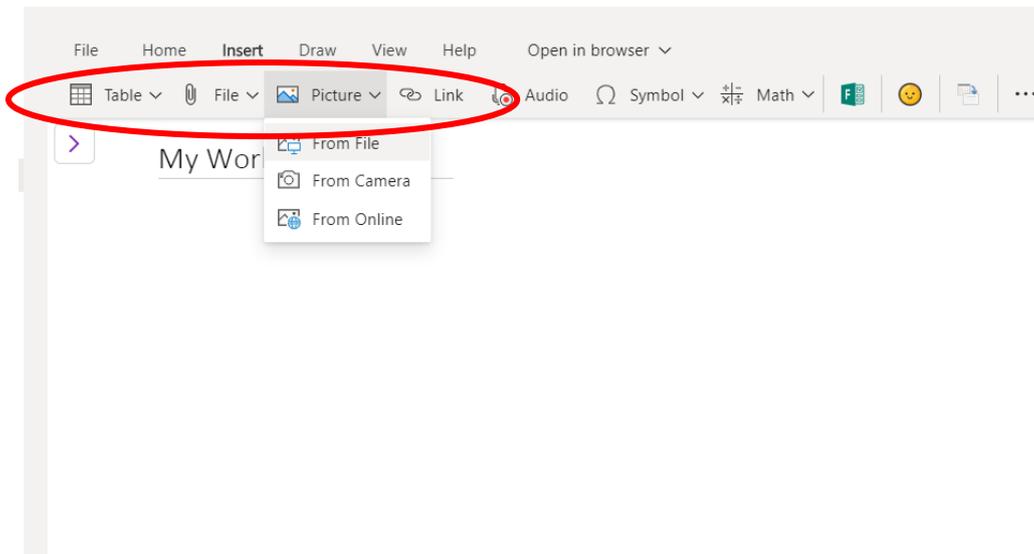
5. “Class notebook” is an area for you to store your work, and that your teacher can see work too. When you see the “Welcome to Class Notebook” message, click the “>” symbol on the left to access your folders.



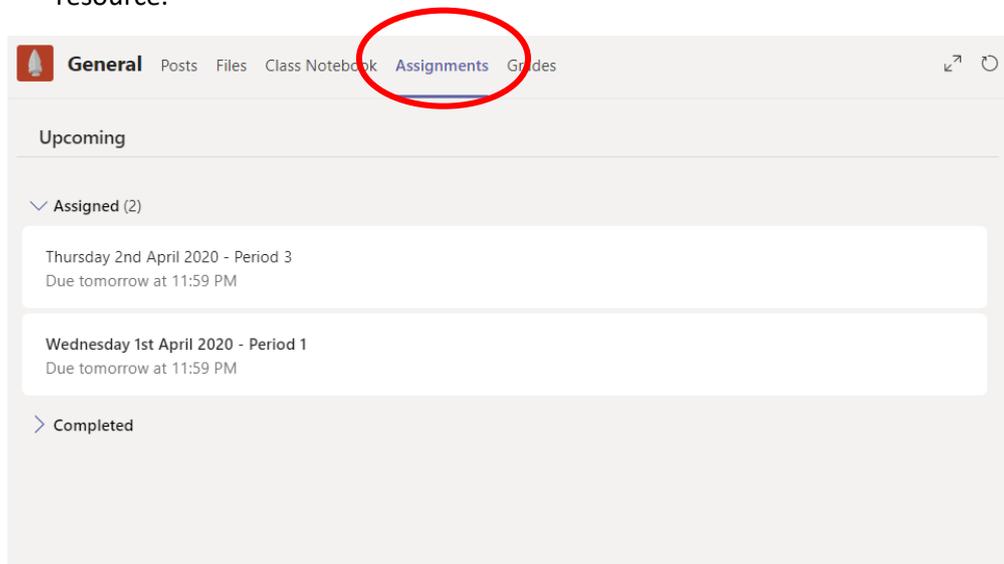
6. Your teacher will have set up a number of folders for you to store work as directed. Click the relevant folder and either type in a document, or copy and paste photos of work into it.



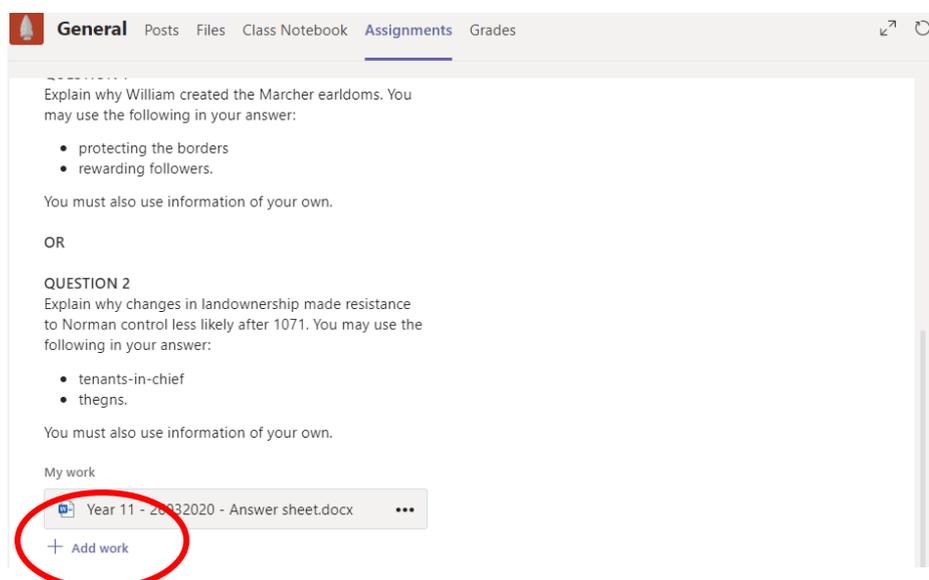
7. You can insert work by selecting either “table” “file” “photo” or “link” from the top bar.



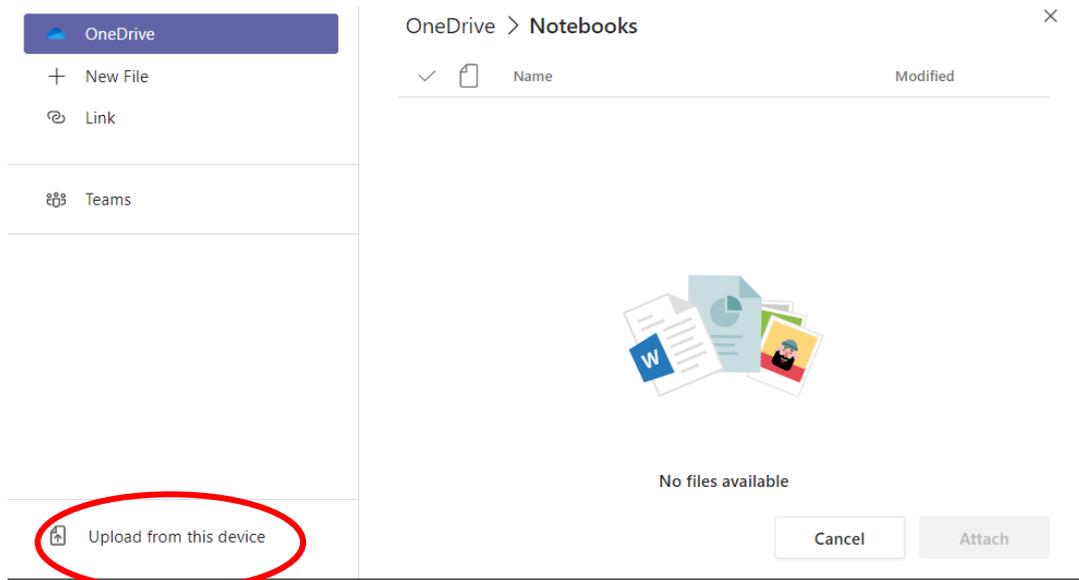
8. The “assignments” tab shows you the current work your teacher wishes you to complete. Each task will usually have a deadline and instructions and/or a linked resource.



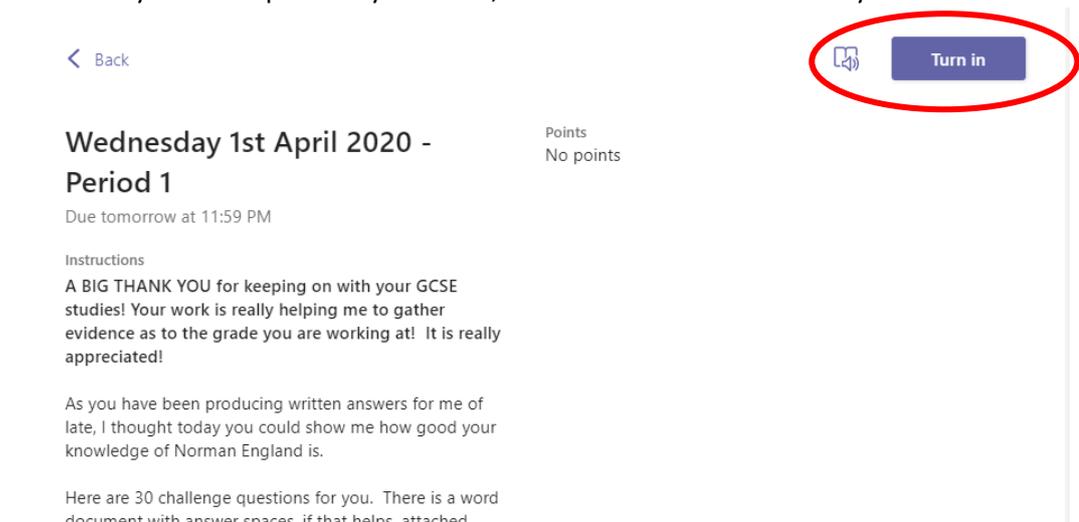
9. When you click the assignment, you will see the instructions from your teacher, and usually a document to click and use. This could be a word document, quiz to complete or a link to click. You can also upload your own file by clicking “add work”.



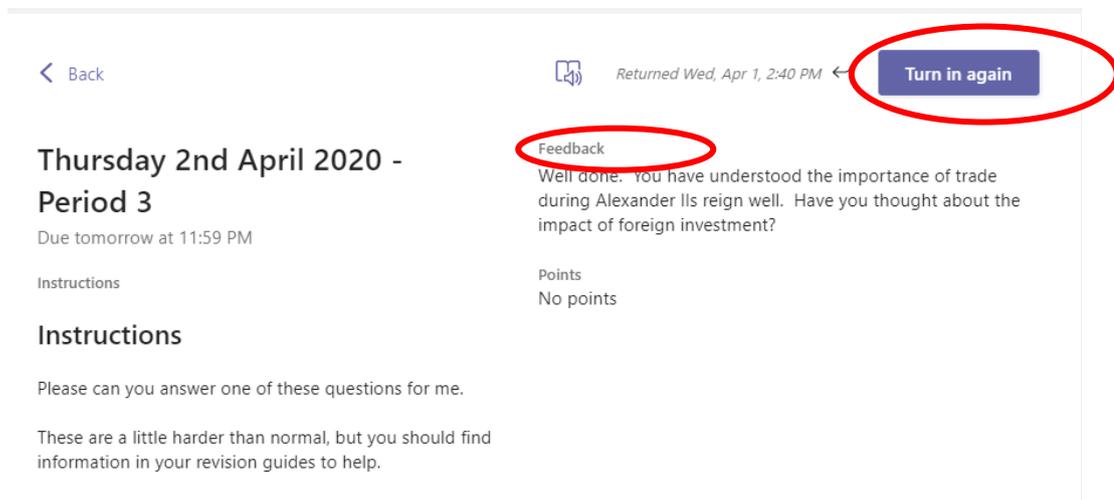
10. To upload work, you can either do so from your Onedrive, or **upload from this device from the folders on your laptop, computer or mobile.**



11. When you have uploaded your work, click **“turn in”** to submit it to your teacher.



12. Your teacher can then give you feedback with targets to improve. You can then **“turn in again”** to show you have acted on their feedback.



13. “Grades” will show you an overview of the tasks you have completed and any marks or points received.

The screenshot displays a user interface for a 'Grades' page. At the top, there is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Grades' tab is currently selected. Below the navigation bar, the user's profile is shown, including a circular avatar with the initials 'JR' and the name 'Rowland, James'. Underneath the profile, there is a table with the following columns: 'Due date', 'Assignment', 'Status', and 'Points'. The table contains two rows of data:

Due date ▲	Assignment ▼	Status	Points
Tomorrow	Wednesday 1st April 2020 - Period 1	👁️ Viewed	No points
Tomorrow	Thursday 2nd April 2020 - Period 3	← Returned	No points

If you have any other issues or questions, please email technicalsupport@parkhall.org