

# How to use Teams Classroom



# Your Account

To sign in go to: [Log In | Microsoft Teams](#)

Sign into Teams with your Microsoft 365 username and password.

The first time you log in, it will ask you to change your password.

Teams is available on lots of devices (go to [Download Microsoft Teams on any Device](#)) and you can even access it using an Xbox or PlayStation!





# The Home Screen

When you first log on to our new Teams page, this is what you will see (Year 4 is an example)...

The screenshot displays the Microsoft Teams application interface. On the left, a vertical navigation pane includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a team named "Year Group 4" with a "General" channel selected. A post from "Miss S Gillmore" dated "Tuesday 12:35" is visible, featuring a banner that reads "Welcome to our Year 4 Teams Homepage!". The post content includes a heading "A New Space to Work!" and a welcome message: "Hi everyone and welcome to our Year 4 Teams homepage! We are really excited about using this method of home learning and we think you and your parents will love it to! We hope that using this space to upload your work, set assignments and communicate with you all in **one place** will make your home learning easier to manage and organise." It also mentions that resources for the week are available in the "Files" section under "Class Materials" and offers assistance with queries. The post concludes with "Enjoy! 😊" and lists the authors: "Miss Gillmore, Mr Hampshire and Miss Plowman". A "New conversation" button is located at the bottom of the post area. The Windows taskbar at the bottom shows the time as 12:21 on 07/01/2021.



# The Home Screen

General is where everything for your year group will be posted.

You have also been put into your class/set – these are called 'Channels'. You will only see the channels you belong to.

The screenshot displays the Microsoft Teams interface for a team named 'Year Group 4'. The left-hand navigation pane shows various icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area is divided into two sections: a top navigation bar with 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'; and a main message area. The message area features a large banner that reads 'Welcome to our Year 4 Teams Homepage!' followed by a post from 'Miss S Gillmore' dated 'Tuesday 12:35 Edited'. The post content includes a heading 'A New Space to Work!', a welcome message, and information about resources and support. At the bottom of the message area, there is a 'New conversation' button. The Windows taskbar is visible at the very bottom of the screen.



# Posts

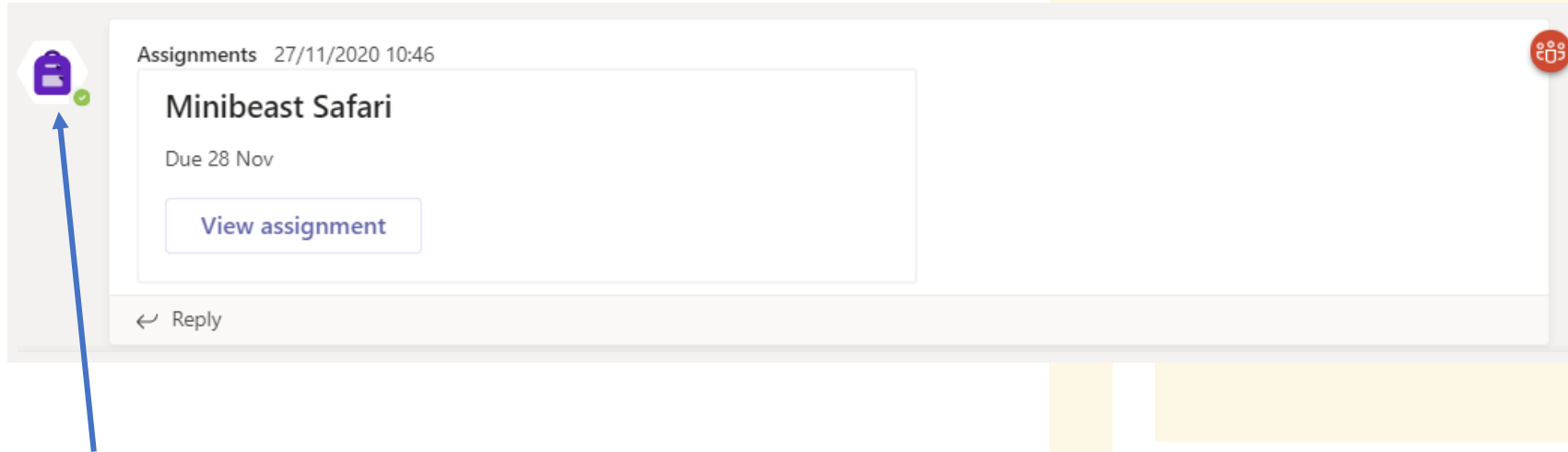
There are some tabs at the top of the screen. If you click on Posts it will show you everything we have posted on here for you to do.

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar and a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A blue arrow points to the 'Posts' tab. The main content area shows a post from Miss S Gillmore, dated Tuesday 12:35, with the text: 'Welcome to our Year 4 Teams Homepage! A New Space to Work! Hi everyone and welcome to our Year 4 Teams homepage! We are really excited about using this method of home learning and we think you and your parents will love it to! We hope that using this space to upload your work, set assignments and communicate with you all in one place will make your home learning easier to manage and organise. All of the resources for the week ahead are available for you in Files under Class Materials. If you have any questions about how to do something please ask, we will be more than happy to try and troubleshoot any of your queries. Don't forget, anything you write on here can be seen by everyone so make sure you are being sensible at all times. Enjoy! 😊 Miss Gillmore, Mr Hampshire and Miss Plowman'. The left sidebar shows the 'Year Group 4' team with a 'General' channel. The bottom of the screen shows the Windows taskbar with the time 12:21 and date 07/01/2021.



# Posts

Your wider curriculum lessons will be posted as Assignments. They will also come up in the Posts section.

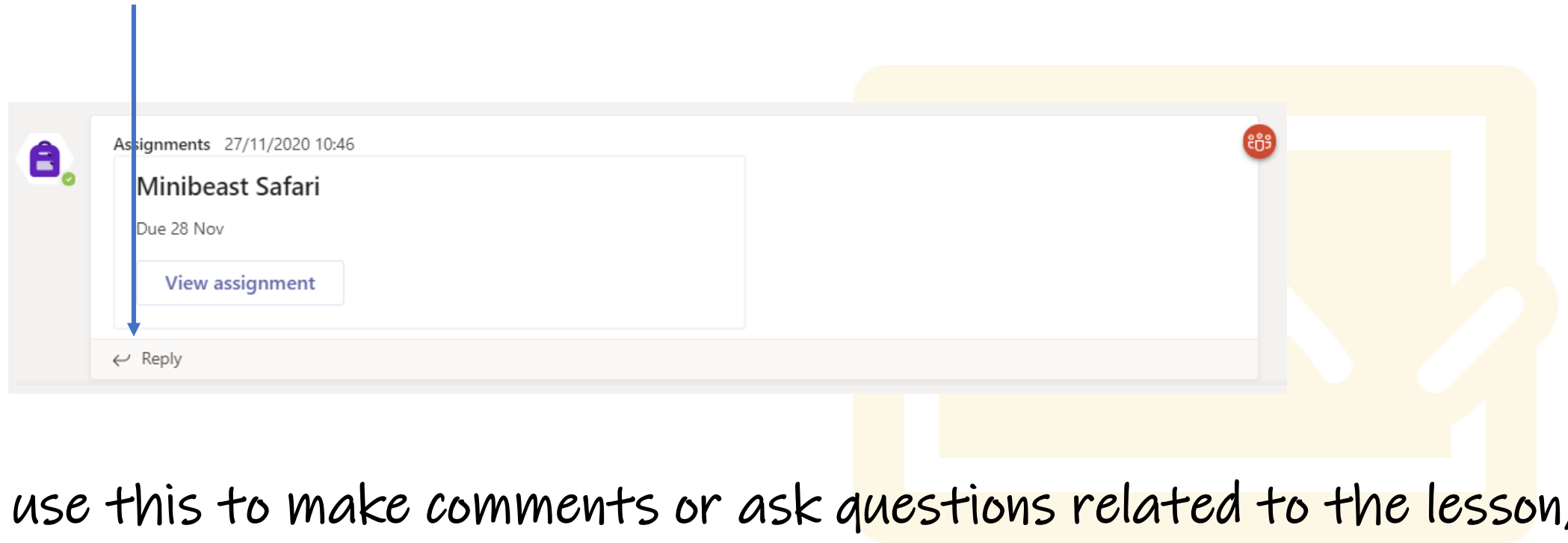


Every assignment will have a little blue backpack next to them.



# Making Comments

You will notice that each Post or Assignment post has a reply button.



You can use this to make comments or ask questions related to the lesson, just like we would in the classroom.

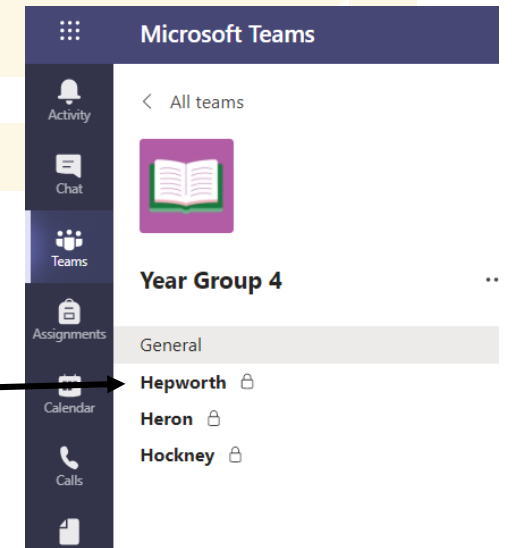


# Joining a Lesson (two methods)

Some teachers may schedule your lesson (this will show up in your Posts on the General feed for the whole year group) and when the lesson starts, you click on 'Join' – make sure you choose the right lesson!



Some teachers may start your lesson in your Channel. At the time your lesson starts, click on the correct channel and click 'Join' when your teacher activates the lesson.

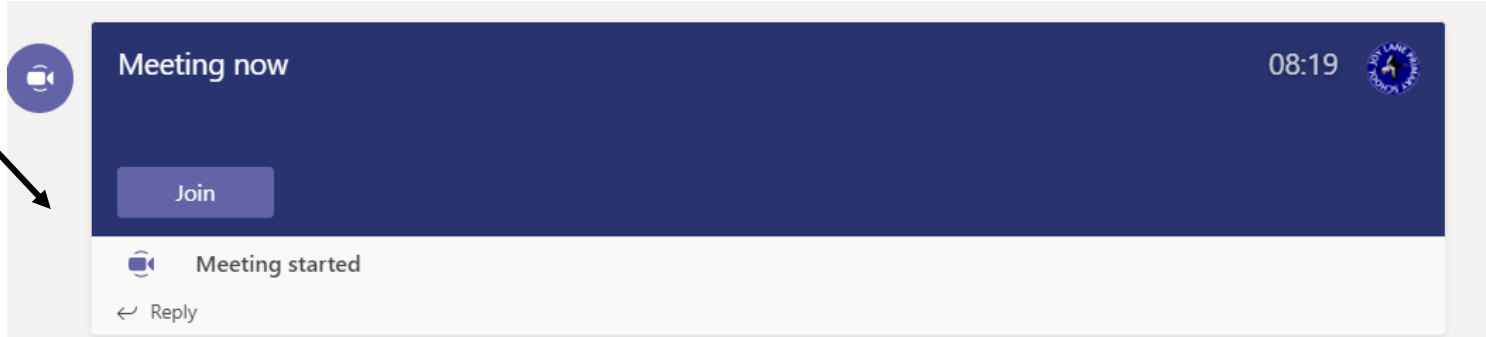




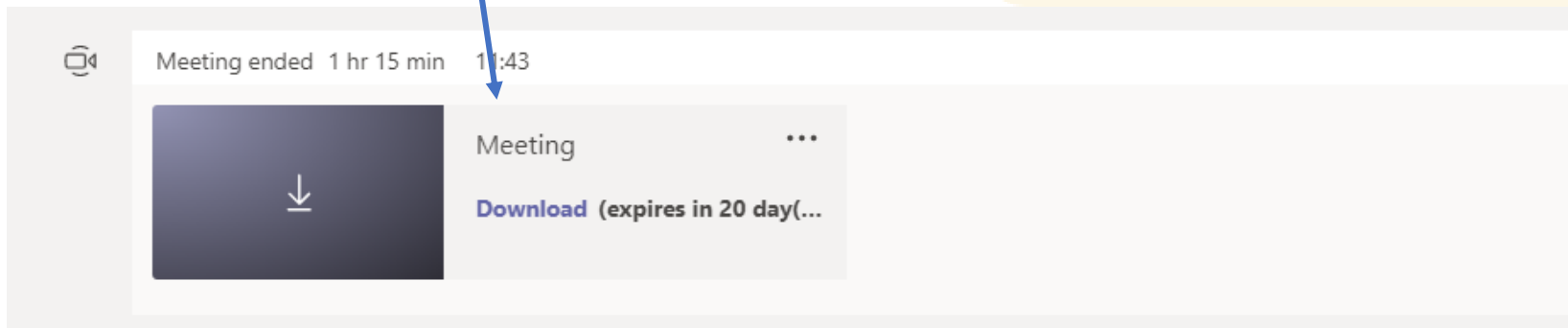


# Posts

Lessons may be scheduled and it will come up in Posts (General or in your channel) that your lesson has started and you just need to click join.



It will also show you the recording of the lesson (after it has finished) if you missed it for any reason. Just click 'Download'.





# The Files Tab

If you need to look at any of the teaching materials we have prepared for you, click on the Files tab.

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Files' icon is highlighted. The main content area shows a channel named 'Year Group 4' with a 'General' tab selected. The 'Files' sub-tab is active, showing a post from Miss S Gillmore. The post content includes a welcome message and a list of resources available in the 'Files' tab under 'Class Materials'. A blue arrow points to the 'Files' tab in the channel header.

Microsoft Teams

Search

General Posts Files Class Notebook Assignments Grades +

Team Meet

MG

Miss S Gillmore Tuesday 12:35 Edited

## Welcome to our Year 4 Teams Homepage!

### A New Space to Work!

Hi everyone and welcome to our Year 4 Teams homepage! We are really excited about using this method of home learning and we think you and your parents will love it to! We hope that using this space to upload your work, set assignments and communicate with you all in **one place** will make your home learning easier to manage and organise.

All of the resources for the week ahead are available for you in Files under Class Materials.

If you have any questions about how to do something please ask, we will be more than happy to try and troubleshoot any of your queries. Don't forget, anything you write on here can be seen by everyone so make sure you are being sensible at all times.

Enjoy! 😊

Miss Gillmore, Mr Hampshire and Miss Plowman

General

See less

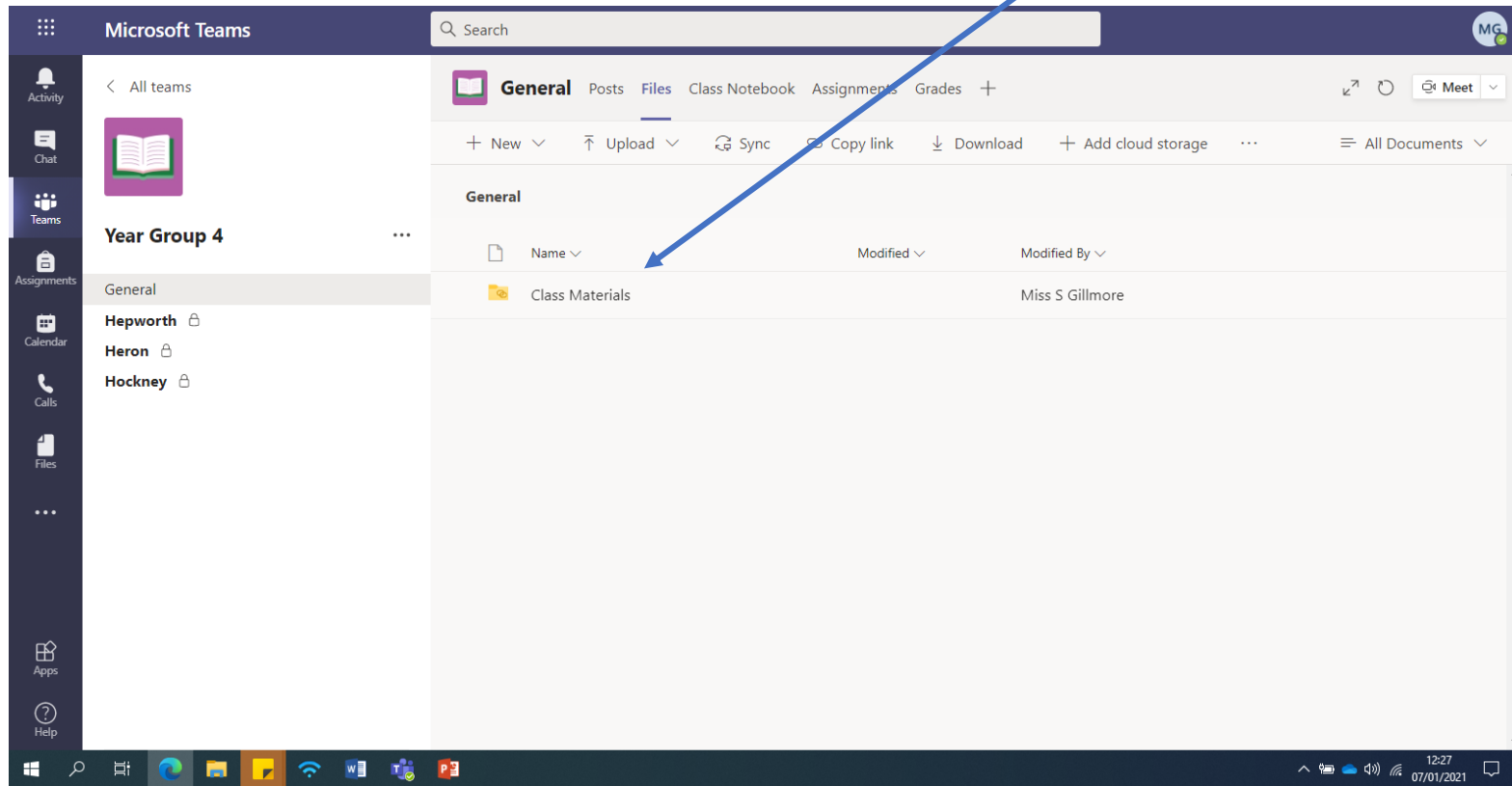
New conversation

12:21 07/01/2021



# The Files Tab

You will see this screen. Click on the Class Materials folder...



Here, your teachers may upload useful resources to support your lessons.



# The Assignments Tab

If you click on the Assignments tab, it will list all of the work your teacher has set for you.

Search

MG

General Posts Files Class Notebook **Assignments** Grades +

Meet

All categories

Drafts

Assigned

How many dots?  
Due 28 November 2020 23:59

1/2 handed in  
0 returned

Returned

Create

12:45  
07/01/2021



# The Assignments Tab

When you click on the Assignment you've been set, it will look like this...

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows 'All teams' with 'Year Group 4' selected. Under 'Year Group 4', the 'General' channel is active, listing members: Hepworth, Heron, and Hockney. The main area shows the 'Assignments' tab for the 'General' channel. The assignment is titled 'Living Things: To be able to group different living things' with a due date of '15 January 2021 23:59' and 'No points'. The instructions are: 'Follow these instructions to complete the assignment for this lesson: 1. Watch the Living Things Lesson 1 PowerPoint. 2. Choose to use either a Venn diagram (circles), Carroll diagram (table) or your own way to sort your animals. 3. Sort your chosen animals by their characteristics. For example, do they lay eggs? Do they have 4 legs? Do they live in water? 4. If you get stuck, have another look through the PowerPoint slides.' Reference materials include 'Carroll Diagram Science Monday.docx', 'Science Living Things Lesson 1 Monday.pptx', and 'Venn Diagram Science Monday.docx'. A blue arrow points from the text above to the 'Assignments' tab in the interface.



# The Assignments Tab

We have written instructions for you to complete the lesson.

Any  
PowerPoints  
or  
worksheets  
that you  
need are  
here.

The screenshot shows the Microsoft Teams interface. On the left, a vertical navigation pane includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays the 'Assignments' tab for a team named 'Year Group 4'. The assignment is titled 'Living Things: To be able to group different living things' and is due on 15 January 2021 at 23:59. The instructions are: 'Follow these instructions to complete the assignment for this lesson: 1. Watch the Living Things Lesson 1 PowerPoint. 2. Choose to use either a Venn diagram (circles), Carroll diagram (table) or your own way to sort your animals. 3. Sort your chosen animals by their characteristics. For example, do they lay eggs? Do they have 4 legs? Do they live in water? 4. If you get stuck, have another look through the PowerPoint slides.' Below the instructions, there is a 'Reference materials' section with three files: 'Carroll Diagram Science Monday.docx', 'Science Living Things Lesson 1 Monday.pptx', and 'Venn Diagram Science Monday.docx'. A blue arrow points from the 'Assignments' tab in the top navigation bar to the assignment title. Another blue arrow points from the 'Files' icon in the left navigation pane to the 'Reference materials' section.



# The Assignments Tab

Sometimes, you might not have a document to work on but you might need to upload a photo...

The screenshot shows a user interface for an assignment titled "Minibeast Safari" in a "General" channel. The page includes a "Hand in" button, a "Points" section indicating "100 points possible", and a "Rubric" section with a link to "Understanding the world - Minibeast Safari Rubric". The "Instructions" section lists three tasks: watching a video introduction, visiting the BBC Magnificent Minibeasts webpage, and reading the Minibeast Fact Sheet. Under "Show me what you found", users are instructed to use the Safari Sheet or to use the "Add work" button to send photos. The "Hand in" section is empty. The "Reference materials" section lists three items: "Minibeast Fact Sheet.docx", "Will introduces the assignment", and "Look at the BBC Bitesize page. It's fun". The "My work" section shows one item: "Minibeast I found Sheet.docx". A blue arrow points from the "Add work" button at the bottom left to the "Add work" button in the "My work" section.

If you need to upload your own work then click on the Add work button.



# The Assignments Tab

When you have finished working on a document, click close.

The screenshot shows a user interface for an assignment. At the top, there are navigation tabs: 'General', 'Posts', 'Assignments', and '3 more'. A 'Meet' button is visible in the top right. The main content area is titled 'Minibeast Safari' with a 'science' tag and a due date of 'Due tomorrow at 23:59'. It includes instructions, a list of tasks (watching a video, visiting a website, reading a fact sheet), and options for submitting work. A 'Hand In' button is prominently displayed in the top right of the assignment area. Below the instructions, there are sections for 'Hand in' and 'Reference materials', which lists several documents. The 'My work' section shows a document titled 'Minibeast I found Sheet.docx' with a mouse cursor hovering over it. A blue arrow points from the 'Hand In' button to the text on the right.

When you have finished all of your work you click on 'Hand In' and it will send me your work and let me know that you've finished it!





# School Ethos Reminder

Remember, it's fine to ask questions and use comments to talk to your friends but you must remember, the same rules apply as when we are in school.

*Joy Lane Primary School*  
*Community Ethos*

*Be Ready*  
Democracy - Taking part in decision making

*Be Respectful*  
Equality - Having the right to be treated the same as everyone else  
Equity - Having the right to be treated fairly and equally  
Solidarity - Working with others and sharing support

*Be Responsible*  
Self-Help - Showing independence by achieving things on your own  
Self-Responsibility - Being responsible for your own actions

Rewards:  
Dojo  
House Point  
Golden Dojo Ticket  
Pupil of the Week  
Commendation





Any questions?

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