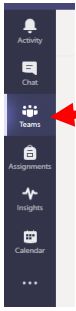
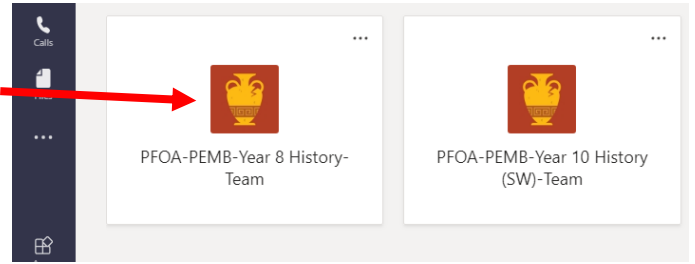


Finding a Class Team, accessing Live Lessons and using Assignments

To find your class team click the Teams button in the side menu.



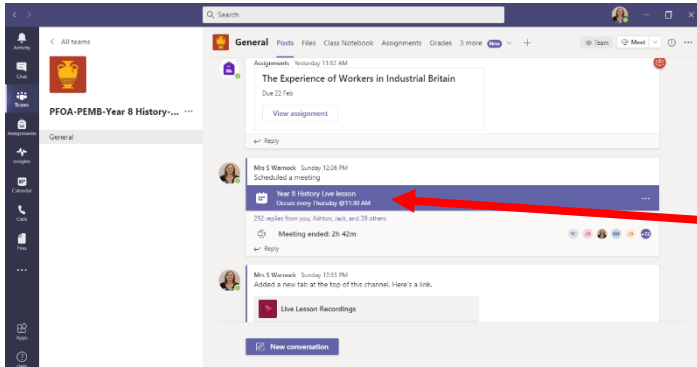
You will see a square for each team you have been added to. To access the class team, click on the square you want



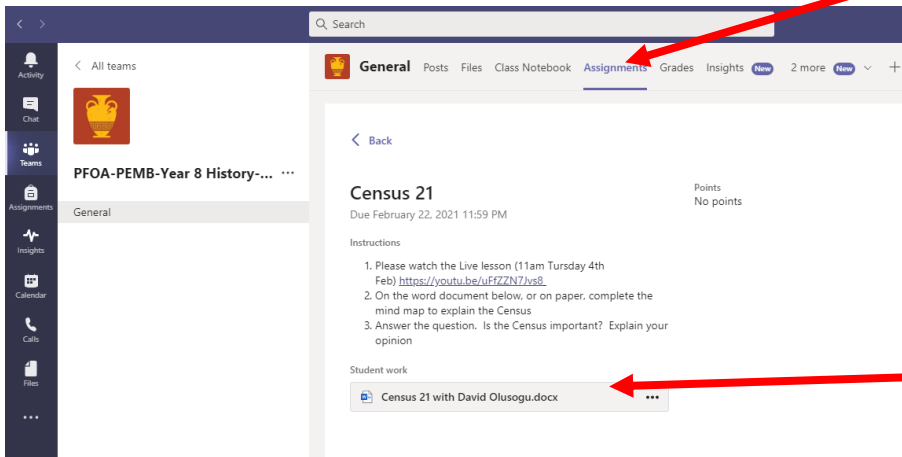
When you open your team, you will see **Posts**. This is the chat feature for the class and live lessons. The chat/posts **MUST ONLY** be used for lesson or independent work purposes.

In Posts you will see a blue bar with a link to your live lessons. This will stop you receiving lots of lesson invitation emails. If you click on this at the lesson start time you will be join the lesson as normal.

Lessons will still appear in your calendar.



When you are set tasks to complete, your teachers will be starting to add these to the assignments tab.

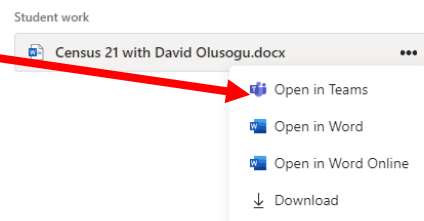


When you click assignments you will see a list of tasks that have been set.

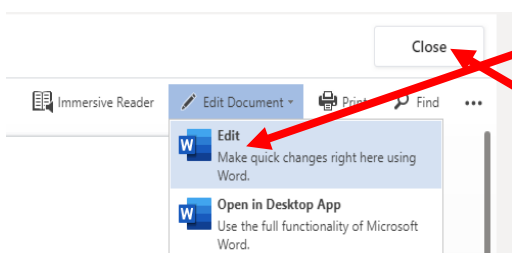
Click the task you want to complete, and it will open up to a view similar to this.

Your teacher will have included a title, due date, instructions and at least one document.

To open the document, click the 3 dots and select 'Open in Teams'



This will open your document inside Teams.



Select 'Edit Document' and 'Edit'. You can then type directly into the document. When you have completed the task, click Close and your work will automatically save.

On the task screen you will see a button labelled 'Hand-in' and this will automatically submit your work to your teacher; no need to download and email!