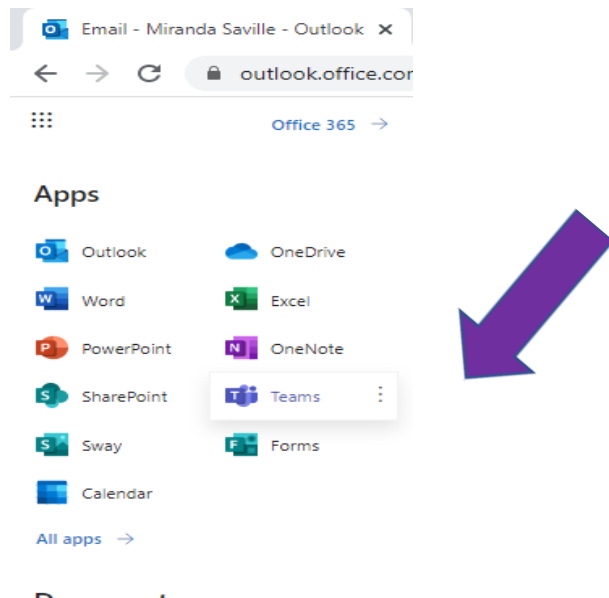


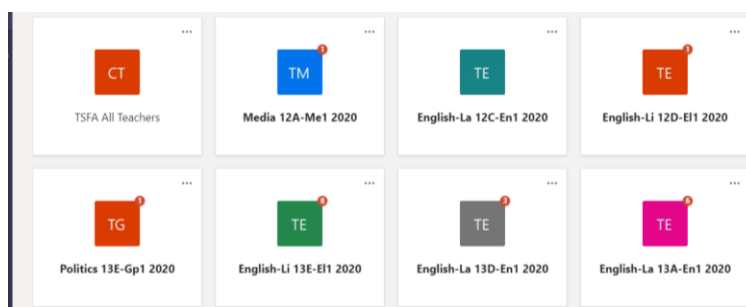
Accessing Remote Learning Through Teams: FAQs

1. How can I access resources?

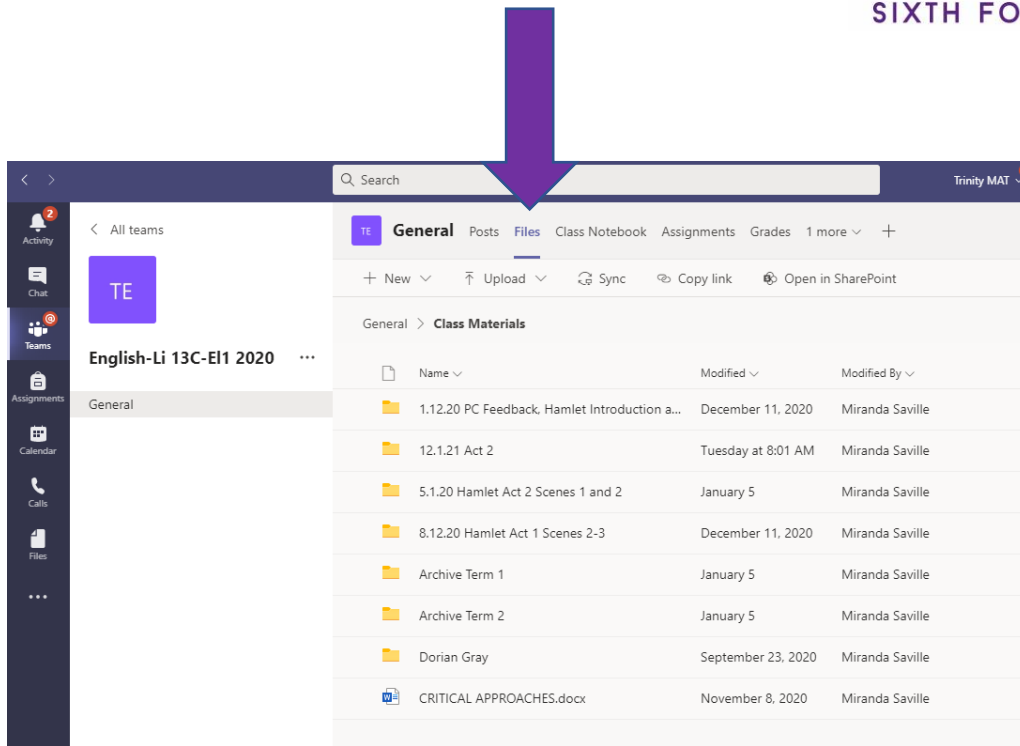
Firstly, make sure you have accessed Microsoft 365 online. Then select the Microsoft Teams icon:



Then select the classroom needed for that day:



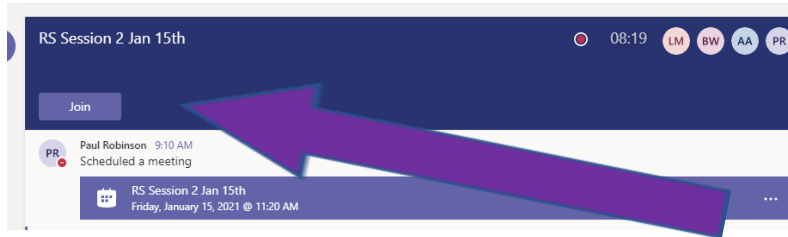
All resources are uploaded daily into the 'Files' section of the classroom



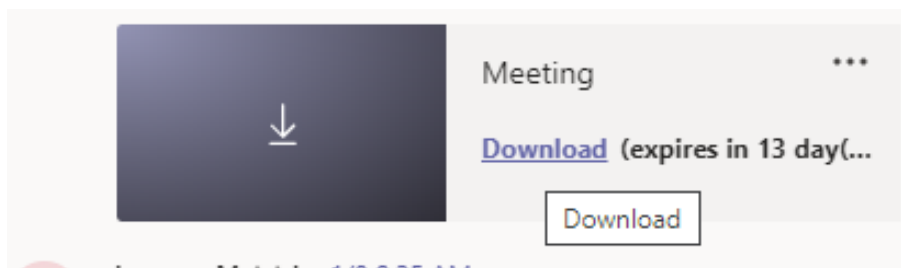
Students will be invited to join the live lesson through their Teams app and they can simply click on 'join'



Or they can join through the link in the 'Posts' section of the virtual classroom:



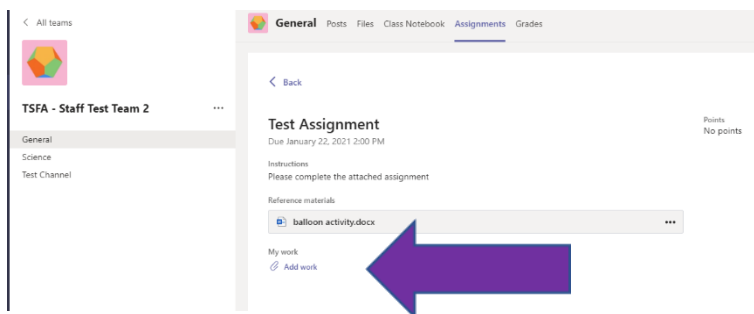
If for any reason they miss the lesson then they can always watch the recording back at a different time and complete the work that way.

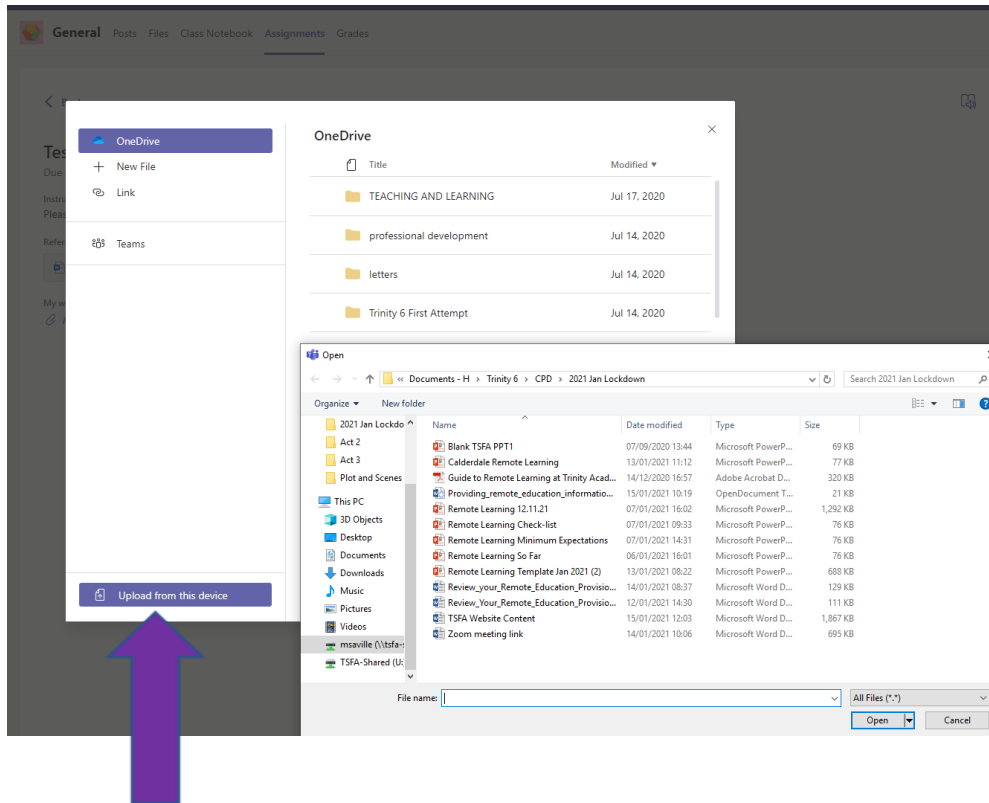


2. How can I upload my work?

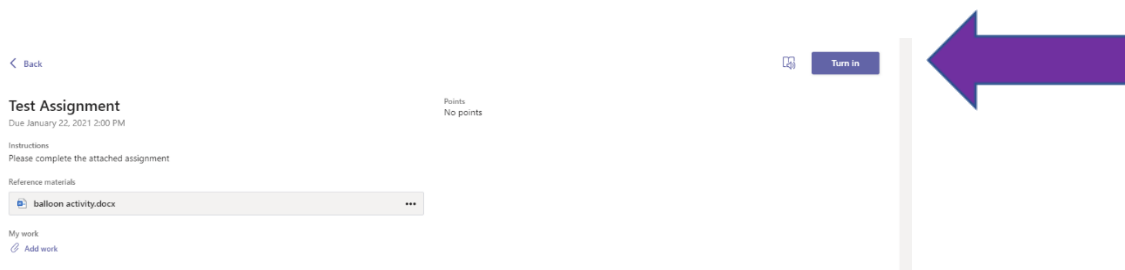
The classroom teacher will provide clear instructions about exactly how they want you to hand in work.

- 1) **Assignments:** Firstly, select 'add work' then you can either upload directly from your one drive or click 'upload from this device' to add a file saved on that computer / laptop. Alternatively, if appropriate, you can simply edit the worksheet in the assignment:

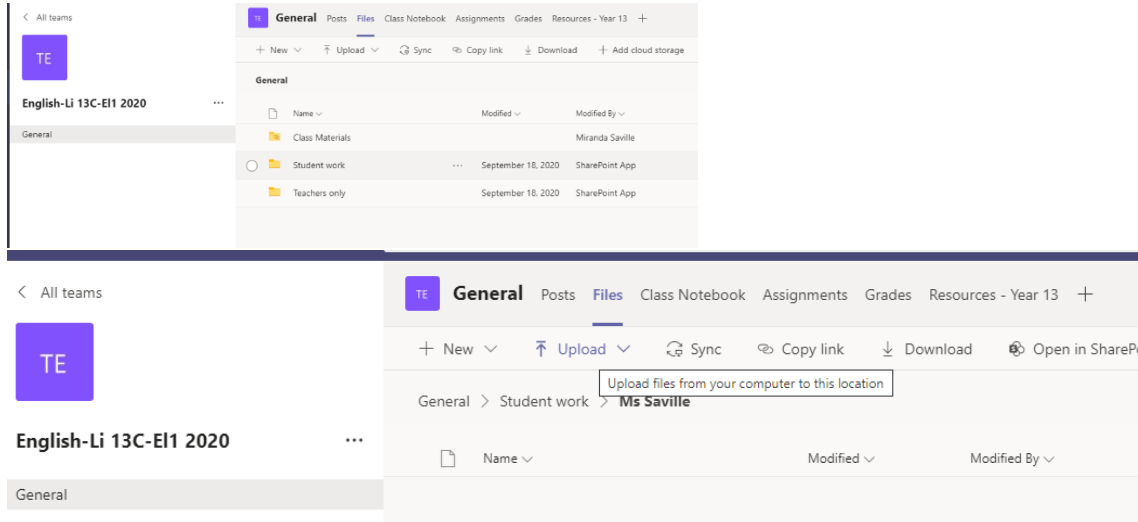




Just do not forget to click the 'Turn In' button when you are happy that you have completed the work to the best of your ability.



- 2) **Upload into Student Files** (the document will need to either be in your personal drive or your downloads – you can't upload from one drive):



- 3) **Complete work in One Note:** click on 'Class Notebook' and the arrow next to your name. Your teacher may have uploaded a work sheet as below or may simply want you to type your responses into 'Class Notes'. The teacher can then mark and respond to what your are doing instantly.

