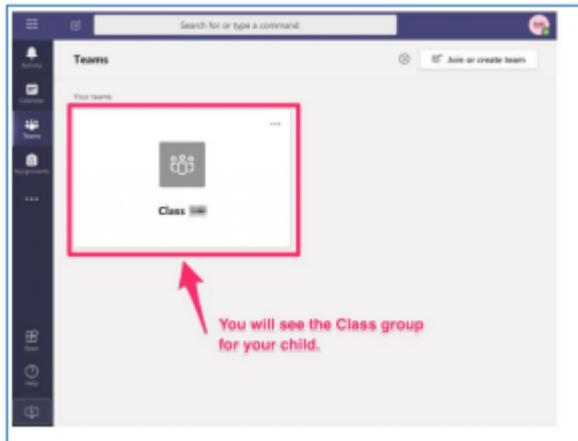## What you will see when you have logged in

The school is still in the process of rolling out the functionality, so not all aspects of Teams are being used yet.

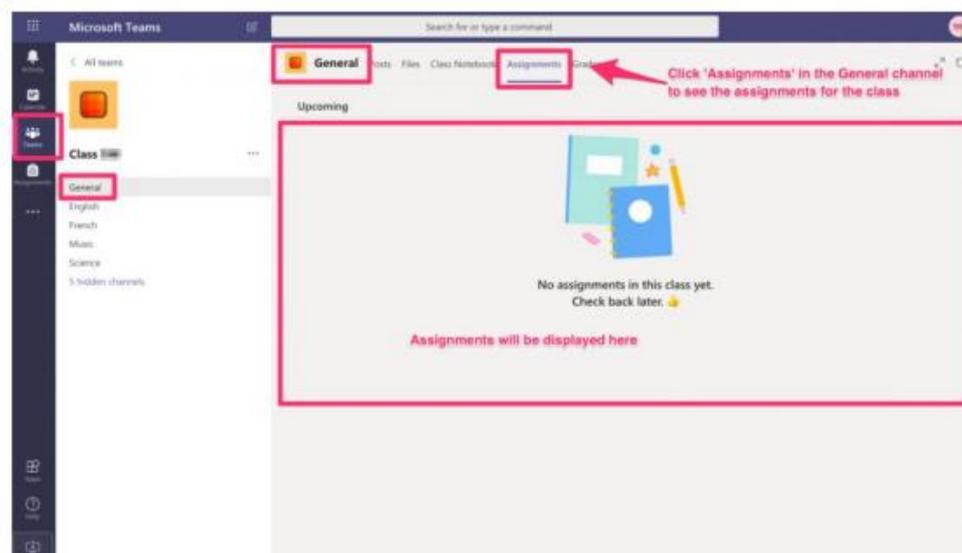This is the screen you will see after you have successfully logged in:

Select **Teams** to see which class team you're in. You should see your class team tile.

Adults - If you have used Teams for work, this will be quite familiar to you but there are some differences to take note of as this is Teams for Education and it's been customised for use by schools and pupils.

The Assignments Area of Teams

Your child's class teacher will set assignments for the class in the Assignments section. This is shown in the 'General' channel.

Click Teams, click into your Class, click General, click Assignments to see the following screen:
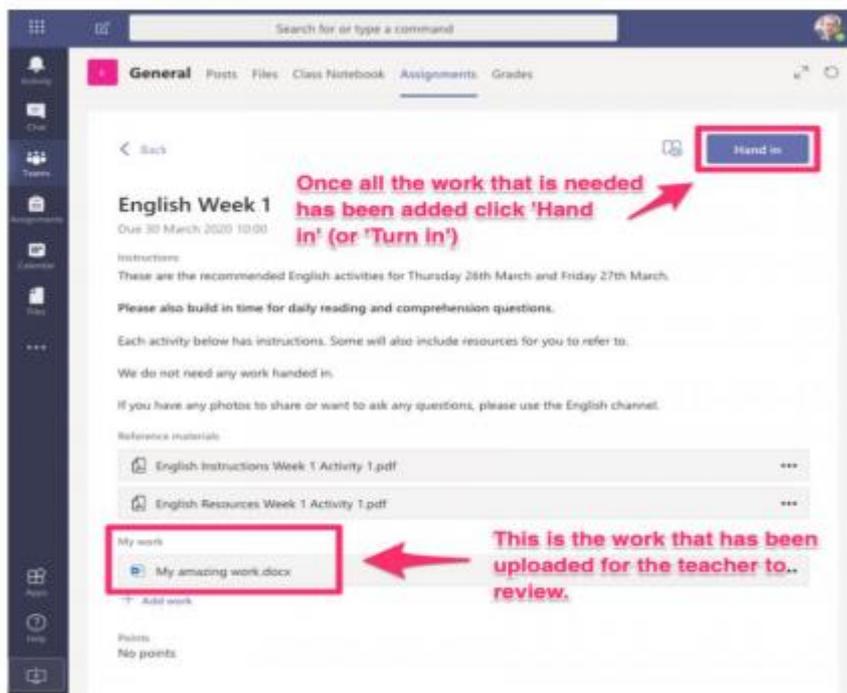

You can also click '**Assignments**'.

All assignments for the class in every subject can be viewed here.

Follow the instructions for the assignment to complete it.

Handing in work (if the teacher has asked for it)

Depending on the assignment and the class, the teacher might request work is handed in. Once you have added any work that is necessary, it will be shown in the 'My Work' section.

Your child can then click 'Hand in' to send it to the teacher.

Notes:

- In this example the instructions say 'We do not need any work handed in' but I have attached some just for demonstration purposes.
- Whether or not the assignment needs work to be handed in, your child should click the 'Hand in' button to show that they have completed the assignment.
- Once the 'Hand in' button has been clicked, it changes to say 'Undo hand in'; your child can click this if you need to change the work or if your child has made a mistake. This can be done even after the teacher has reviewed it; maybe they might ask for more work or point out a mistake or other problem.
- The class teacher will be able to see that the assignment has been completed and might mark it and give feedback.
- Your child will receive a notification when an assignment is handed back from the Teacher.

Uploading photos of your child's work using a smart phone
Often the easiest way to hand work in with Teams is just to take a picture of it with your phone and then add the picture as '**My Work**'.

The simplest option is if you don't already have Teams on your phone, you can download it then login with your child's account, take pictures with the phone camera and upload them directly into Teams:
1. Download the Teams app onto your phone (from either GooglePlay or Apple App Store. Log in using the pupil's account
2. Once in your class you can select Assignments (across the bottom of your screen).
3. Within the assignment you can '**Add work**'
4. You can upload a photo from your phone
5. You can see the image attached within the assignment. You can then either go out of the assignment ('<') where your image will be automatically saved or if your assignment is completed, '**Hand in**'