

# Microsoft Teams

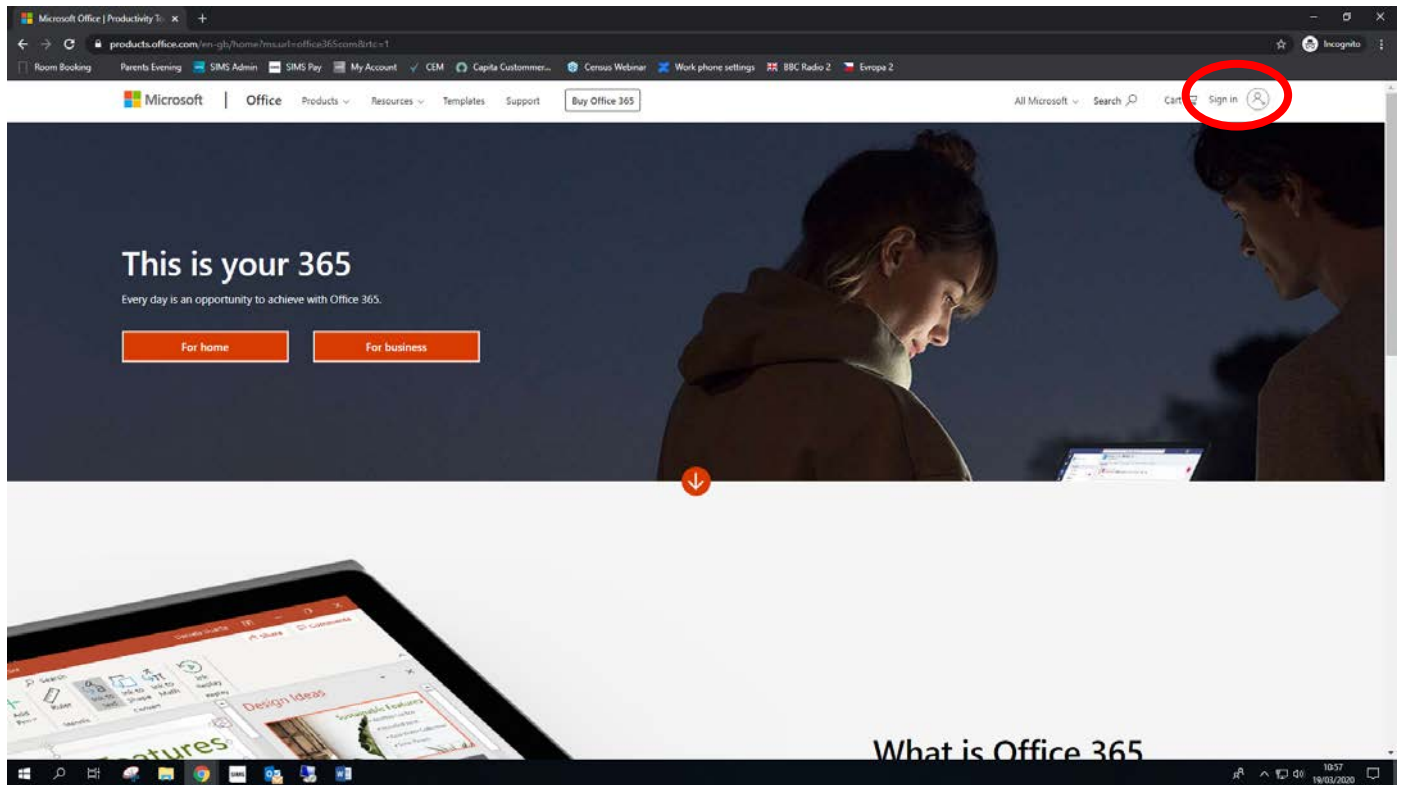


## Student User Guide

### Completing Assignments

This user guide explains how to use Microsoft Teams to complete assignments.  
Assignments are simply pieces of work which you have been set by your  
teacher.

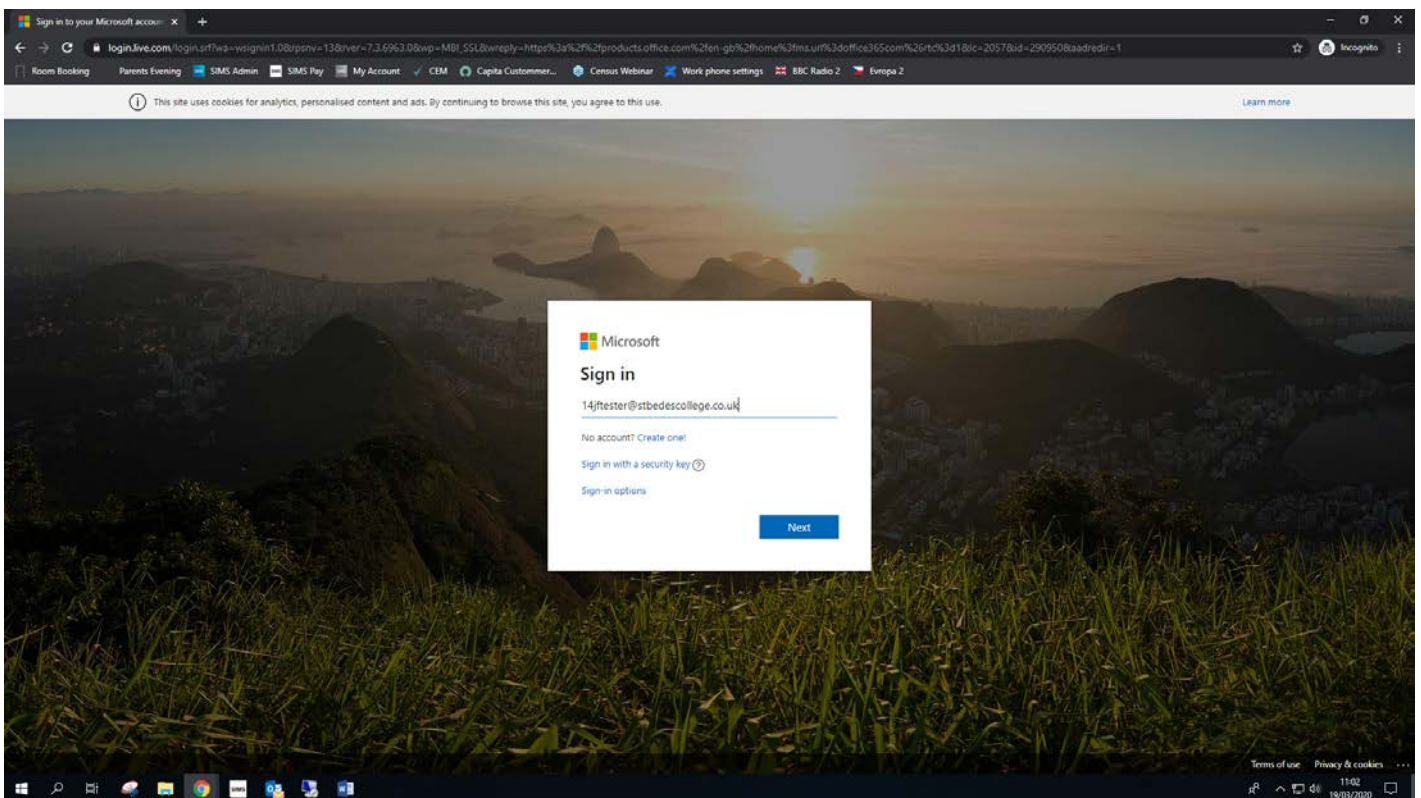
1. The easiest way to access Microsoft Teams is to go on [www.office365.com](http://www.office365.com) and click Sign In as circled below.



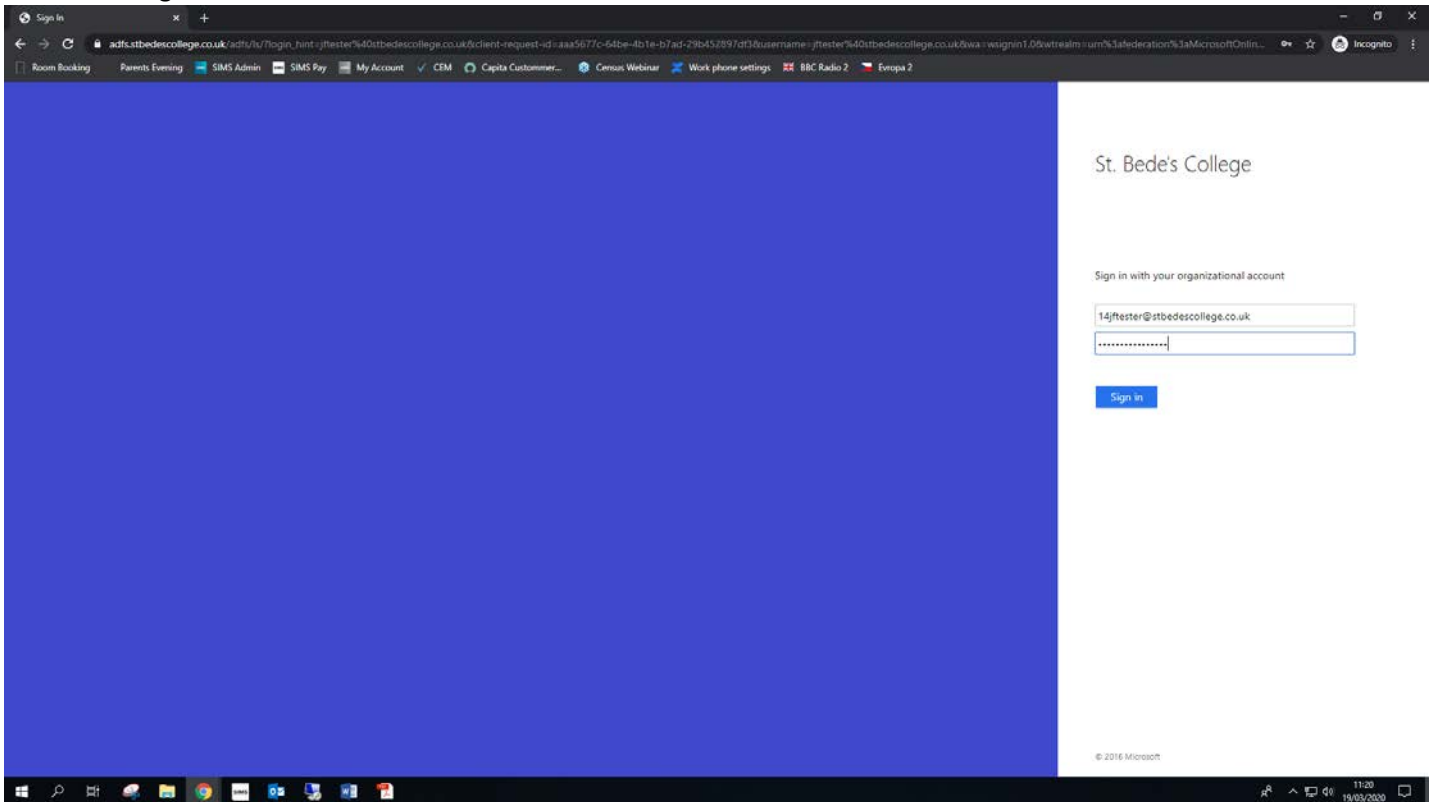
2. You now enter your College email address and password.

Your email address is your College login followed by @stbedescollege.co.uk, e.g.: 14jftester@stbedescollege.co.uk

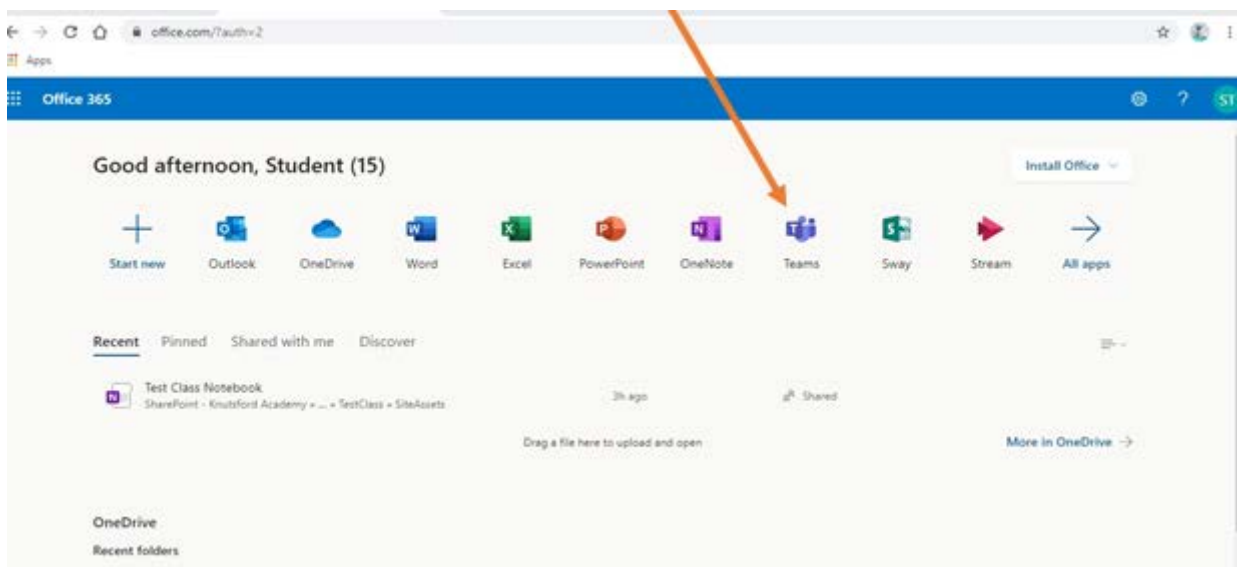
Now click Next



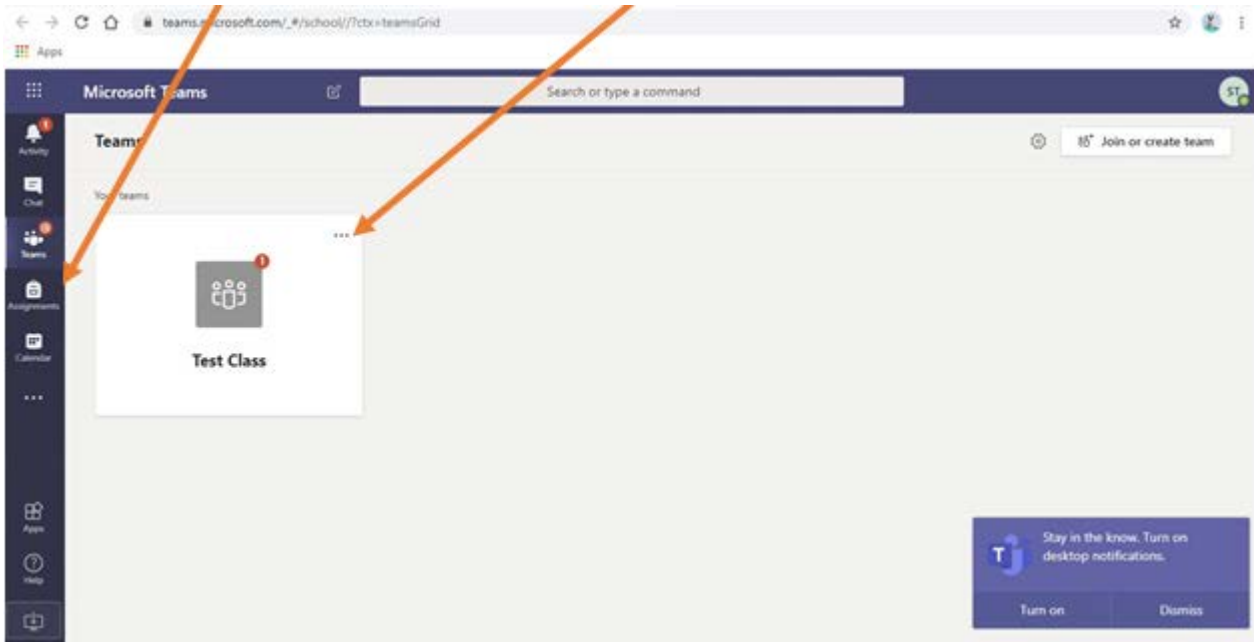
3. Now type in your password. Your password is the password you use when you log onto the computers at school. Now click Sign In.



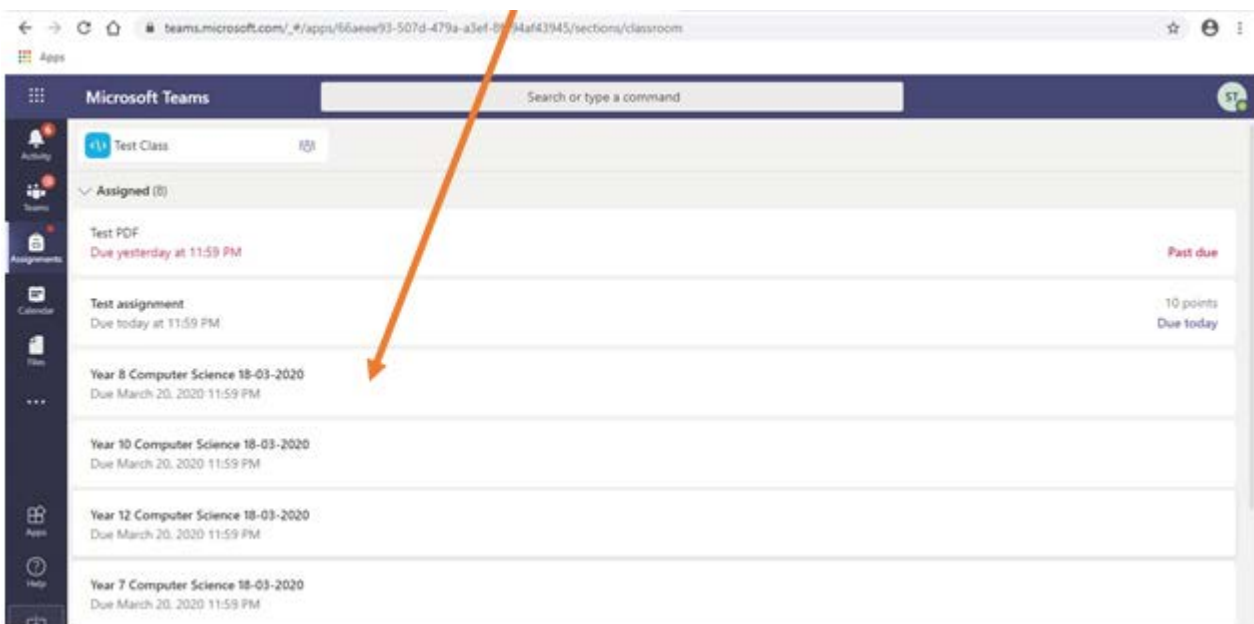
4. From the Office365 page shown below, click on the Teams logo.



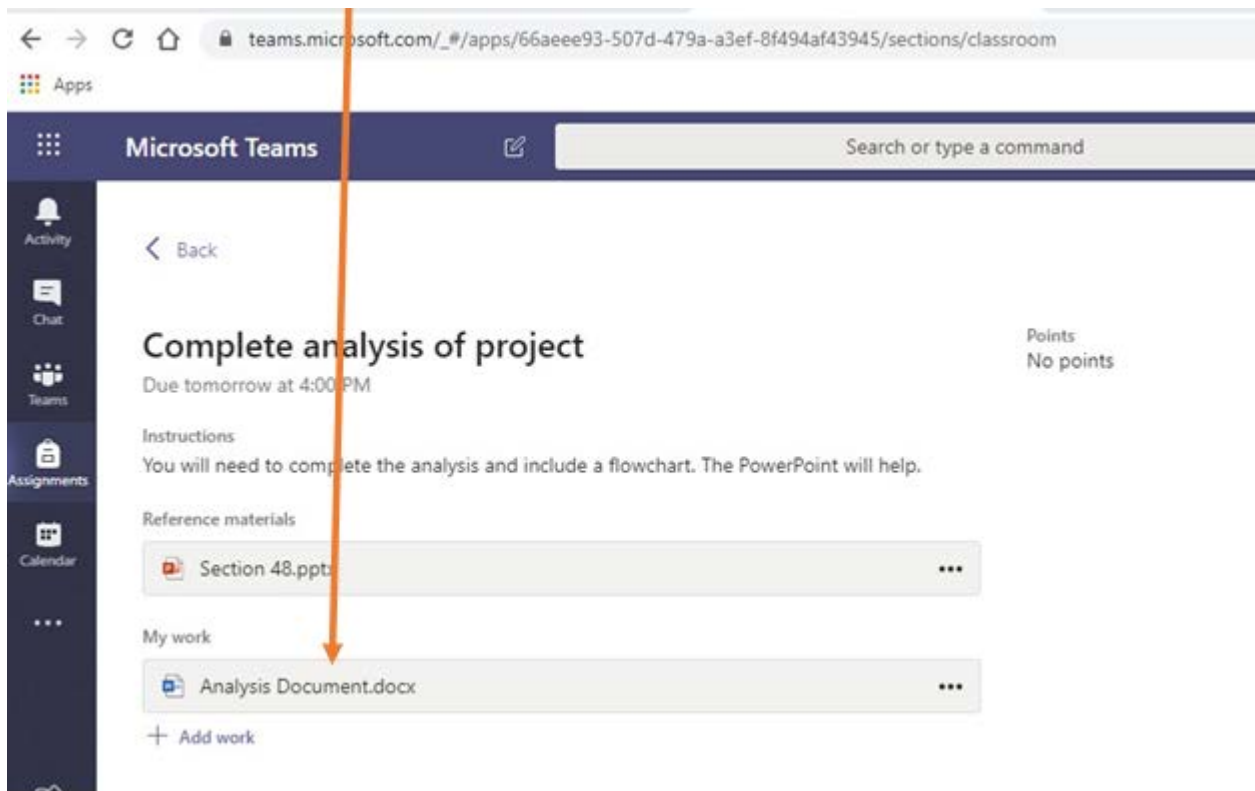
5. You are now in Microsoft Teams. All your classes are shown as tiles below. Click on the button on the left of the screen that says Assignments.



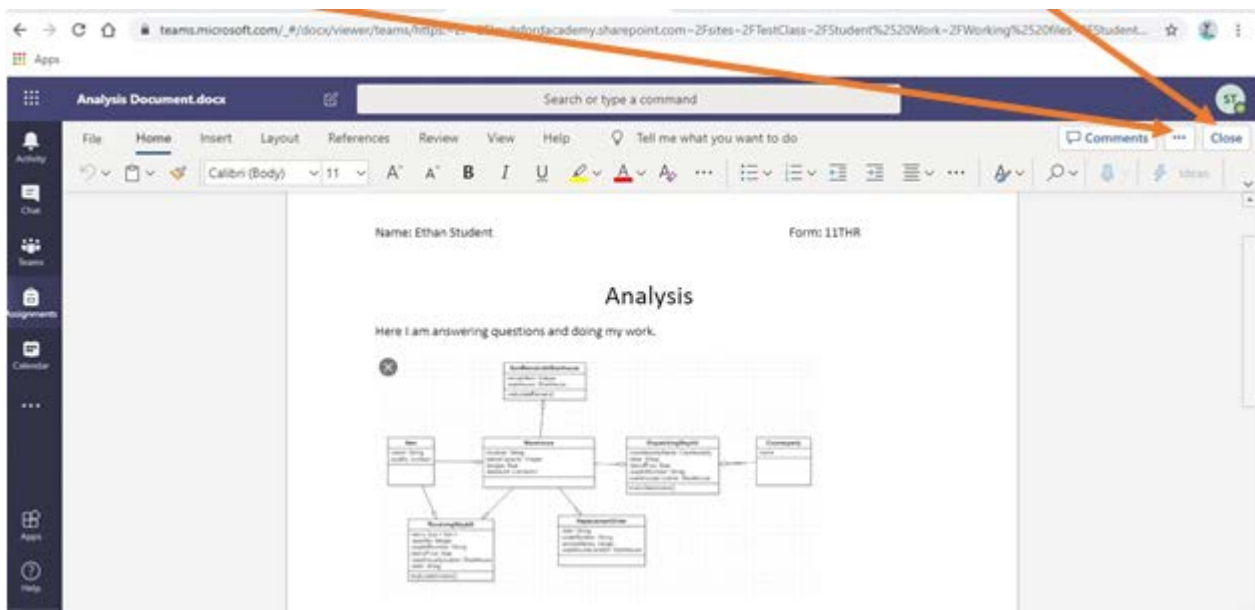
6. You can now see the outstanding assignments or click on Completed to see what you have previously done. To work on an assignment, click on the assignment title.



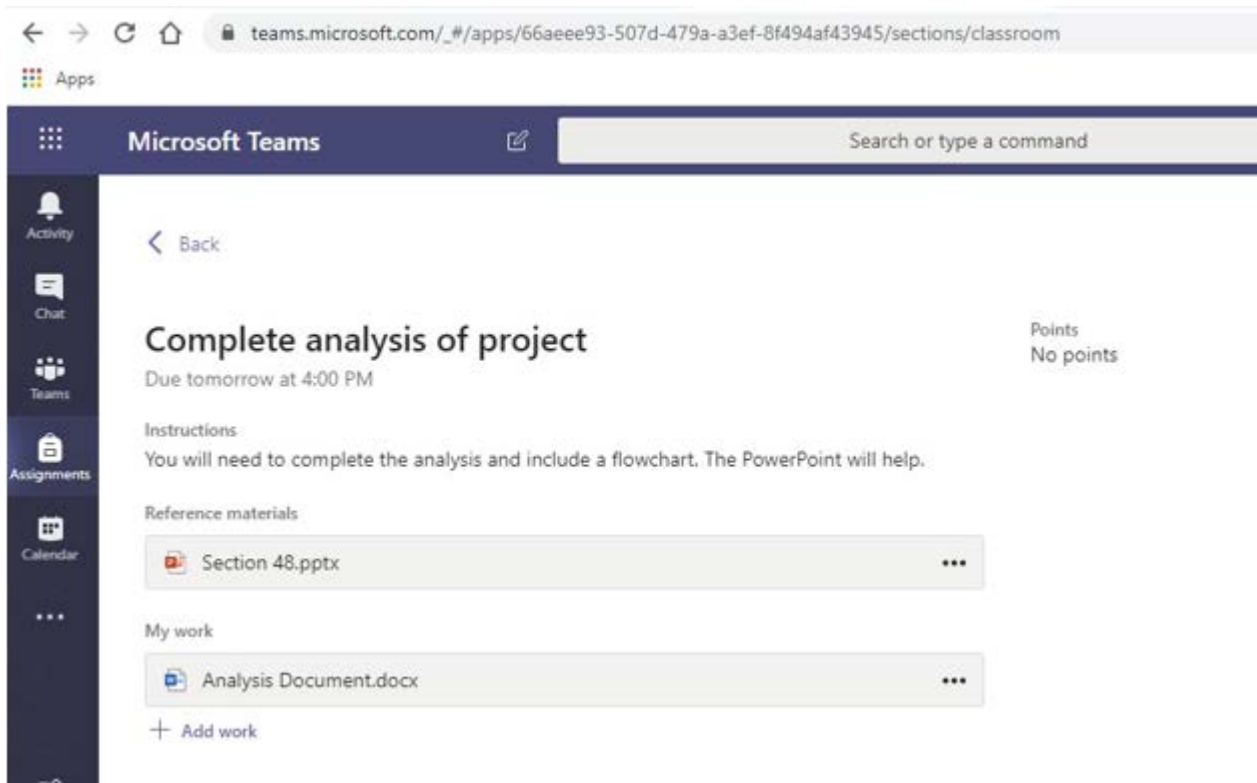
7. Now you can see the details of the assignment, including the due date, your instructions, and files linked to your assignment. You can see here that there is a PowerPoint for you to read and under My work, a Word document for you to work on. Click on this Word document.



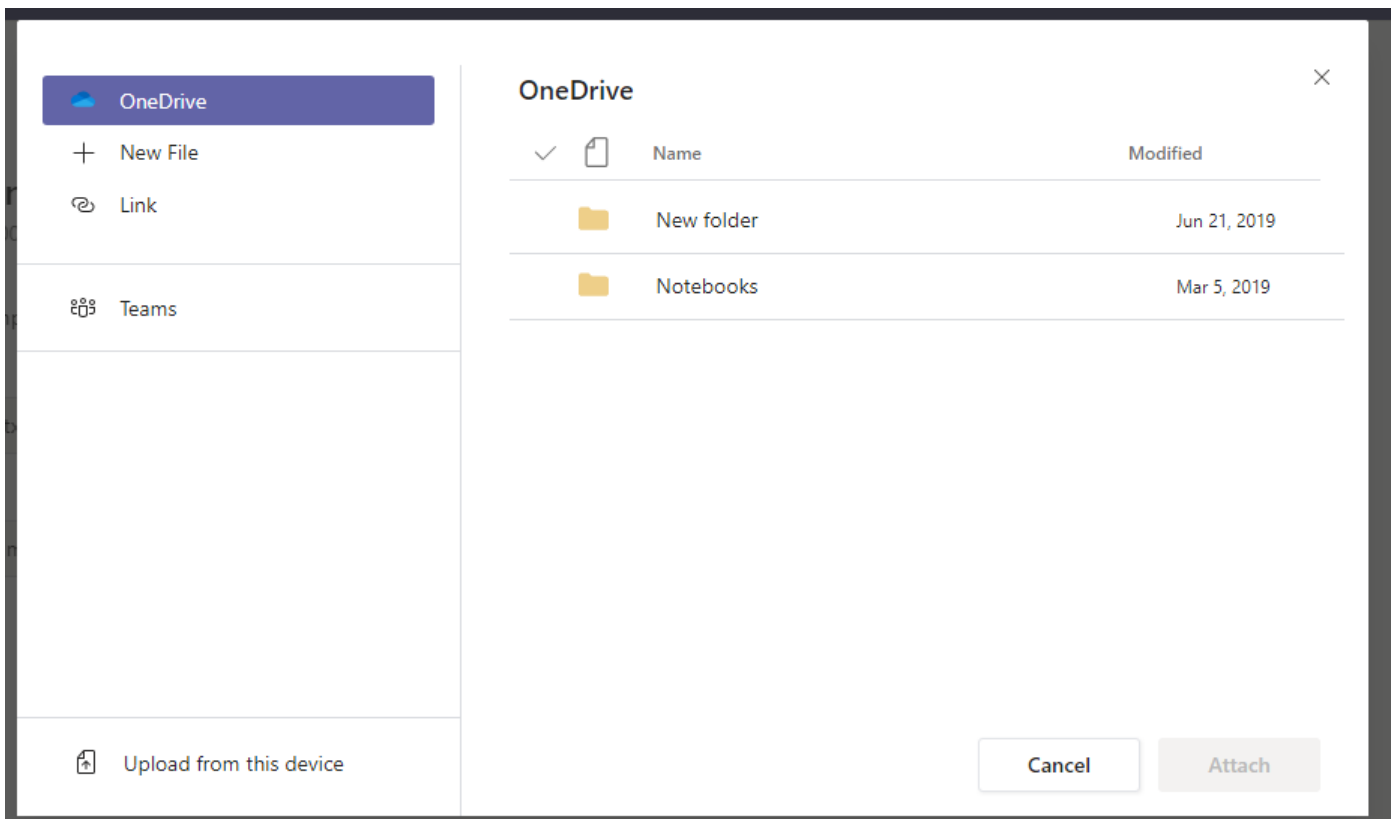
8. You can now edit the document by typing as normal. If you want to open the file in Word, you can click on the three dots and choose Open in desktop app. When you have completed the work, click Close.



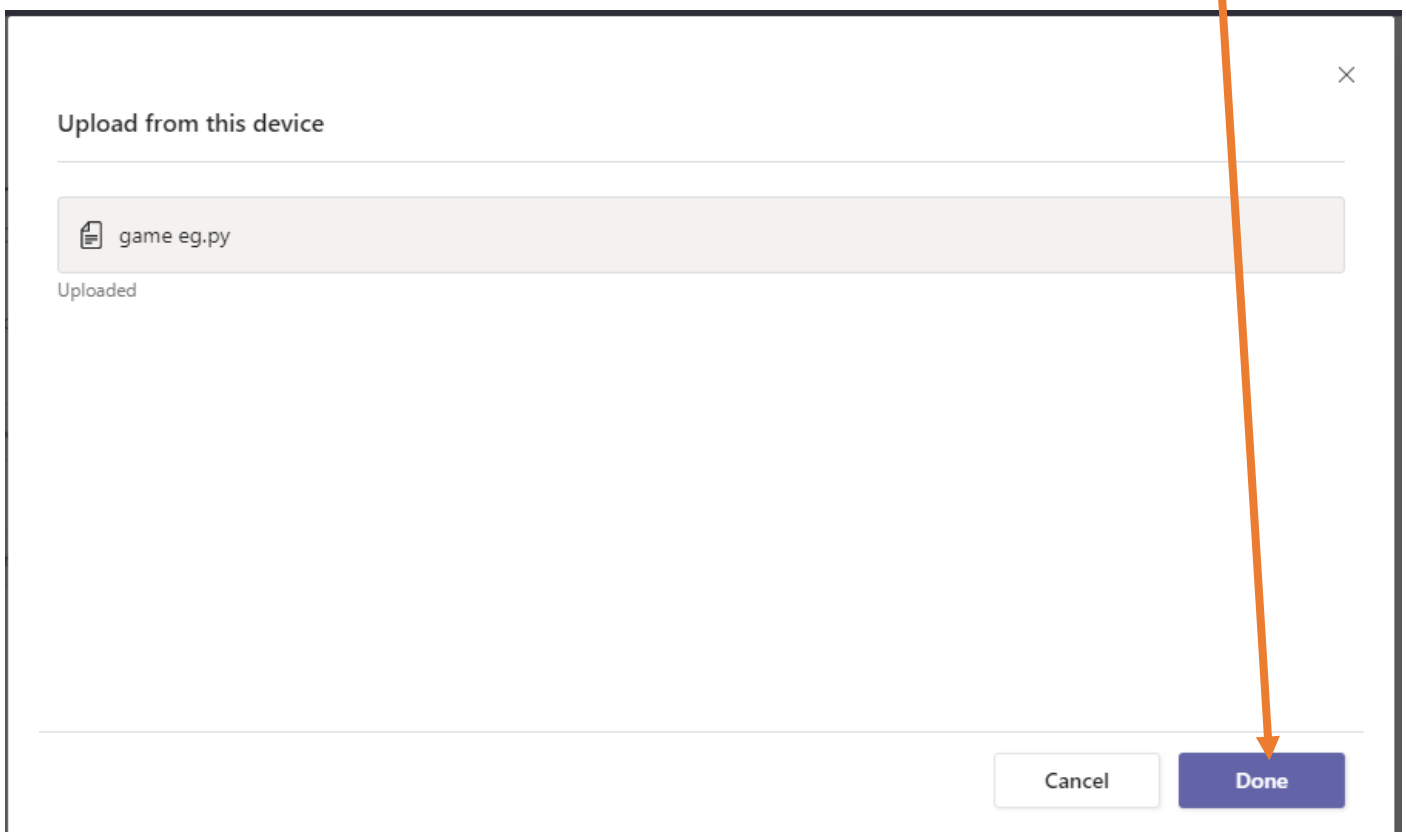
9. Once you have clicked Close, you will return to this screen. If there are more files you need to submit for your work, for example photos or other Word documents, click Add work.



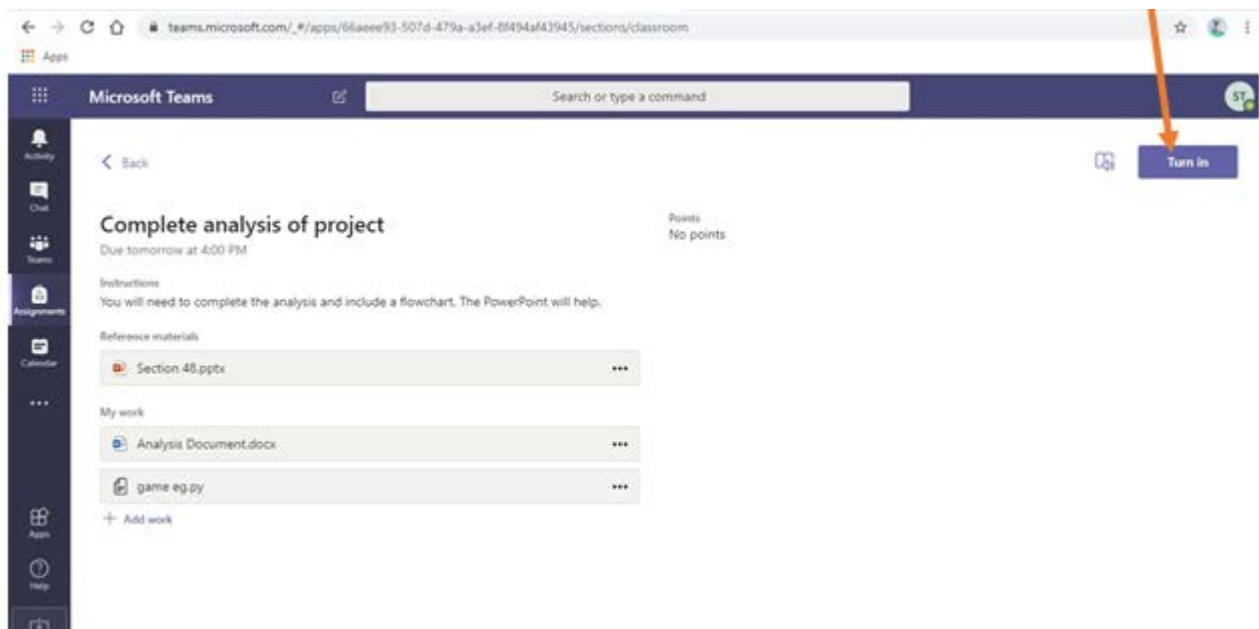
10. Having clicked Add work, you will have a pop up window like the one below. You need to click on OneDrive and then find the files you want to send to your teacher.



11. Once you have selected the file(s), you will be shown a screen which looks like the one below. Click Done.



12. When you have uploaded the extra files (if necessary) you will be returned to this page. Click on Turn in to hand in your work.



13. Once your teacher has marked your work, he / she might give you some feedback which will appear here.

The screenshot shows the Microsoft Teams interface for a classroom. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, and Help. The main content area displays an assignment titled "Complete analysis of project" due tomorrow at 4:00 PM. The instructions state: "You will need to complete the analysis and include a flowchart. The PowerPoint will help." Reference materials include "Section 48.pptx". Under "My work", there are two items: "Analysis Document.docx" and "game eg.py". On the right side, a feedback message is displayed: "Feedback: You need to add more to the explanation." Below it, the score is shown as "Points: No points". An orange arrow points from the top right towards the feedback message. A "Turn in again" button is visible in the top right corner.