## Microsoft Teams

Here is a quick guide on how to access Microsoft Teams on your computer.

Step 1

Go to <u>www.ttsonline.net</u> and select Office 365.



## Step 2

Sign in using your Thomas Telford email address and password.



## Step 3

Select the Teams App from the left hand side of the screen.



## Step 4

You will arrive here where you will be able to access the teams (classes) you have been allocated to.

•••	Microsoft Teams	Q Search
 Activity	Teams	
Teams	Your teams	
Assignments		•••
Files	D	
•••	Demonstration	

From here you can access the individual classes to see posts, and access all the areas that relate to the team.



You can also join meetings (live lessons) from here by clicking "JOIN"

D Demonstration		Learning Aim A     Due 3 Feb     View assignment     ← Reply	
General	۹	Today Last read	
		Meeting in "General" Join	00:25 JN
		Meeting in "General" started	

Here you can access the assignments your teacher may have set you. You can "Add work" by uploading from your computer by clicking the blue paper clip. When you completed the work you click the "Hand in" button and this will go straight to your teacher.

D General Posts Files Class Notebook	Assignments	Grades		r <sub>r</sub> a O
< Back			Ę	Hand in
Learning Aim A Due today at 23:59		Points 100 points possible Rubric		
None		Btec Sport Level 2		
My work				
LAA Student Work Booklet 1.docx	•••			

Your teacher may provide feedback on the work via teams, which can be found when you go back the assignments tab. From here you can also "Hand in again" the work once you have made the changes.

< Back	Returned Wed, 3 Feb, 09:53 🛩 Hand in again
Learning Aim A Due today at 23:59	Feedback Great work well done! Look at the comments on question two to help extend your answer.
Instructions None	Points 50 / 100
My work	Rubric
🖻 LAA Student Work Booklet 1.docx 🔹	Btec Sport Level 2
C Add work	

You may also have feedback in the comments box with the document you have handed in. Open the document and click the comments box to see this feedback.