



Step 1 - How to access 'Teams'

How to log on to Microsoft Teams via a web browser

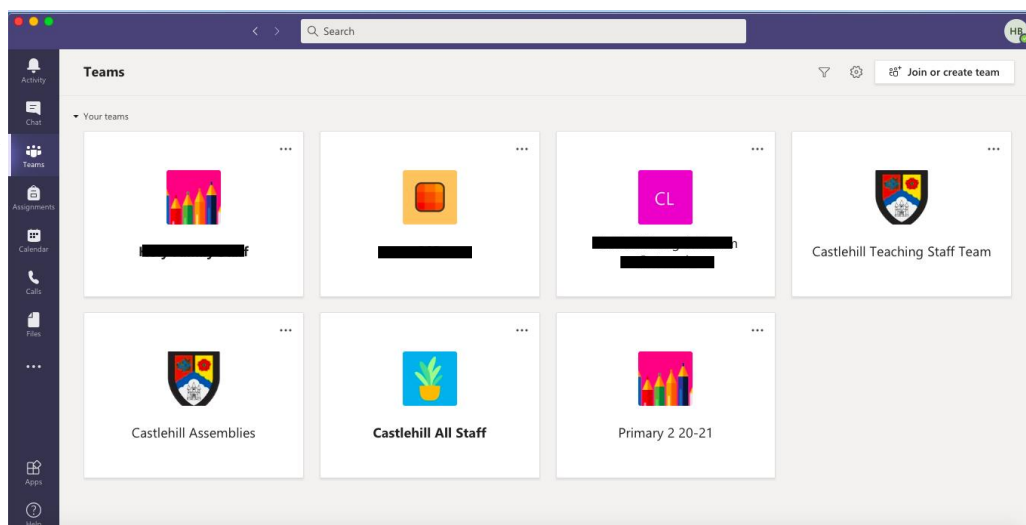
- If you are using a web browser type **Glow** into the search bar.
- Click on: [Glow - Sign In - RM Unify](#)
- Sign in with your username, eg. [ED052JSmith](#) and password. All usernames start with [ED052](#)...
- You will be taken to the Launch Pad with easy access to all the Microsoft Apps.

How to log on to Microsoft Teams via an app

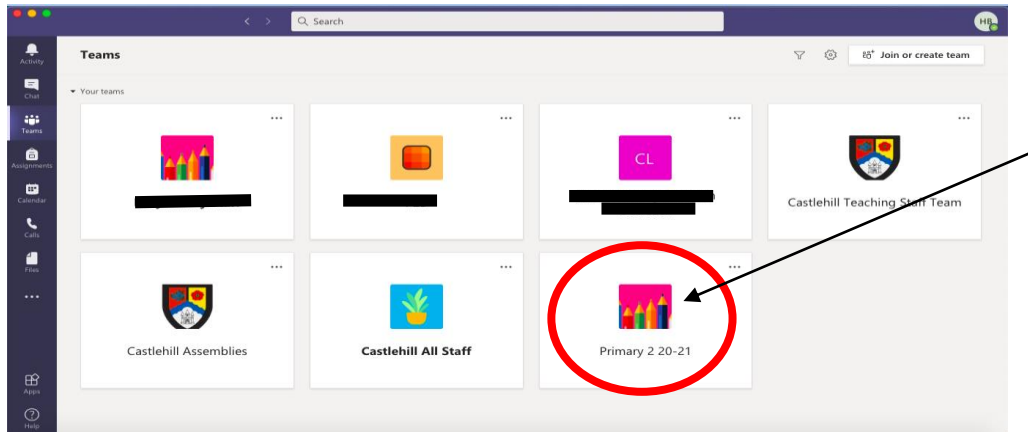
- If you have downloaded the app to your computer iPad / phone / tablet, you need a slightly different username to log in.
- Add [@glow.sch.uk](#) to the end of your Glow username, eg. [ED052JSmith@glow.sch.uk](#)
- You will then be taken to the usual Glow sign-in page.
- Once logged in to an app, you will remain logged in until you sign out, even if the device is restarted.
- The computer app for Teams does not support multiple accounts.

Step 2 - Find your class 'Team'

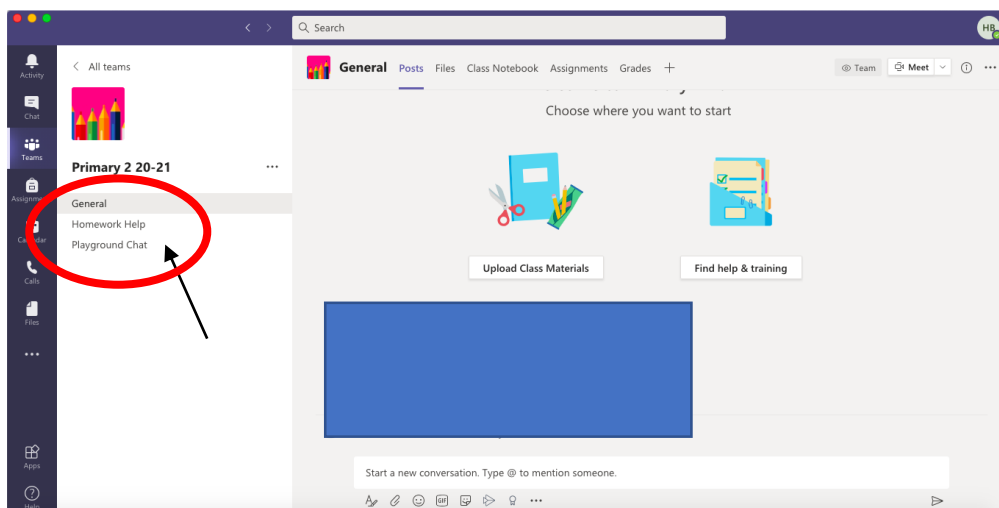
Once you have signed in, select '**Teams**' from the left hand side panel.



Then select your class tile.



Step 3 - Navigate your class team



There are three options at the left hand side.

'General' will allow you to access the main team.

'Homework help' can be used if you have a question regarding tasks/homework that has been set. You can type '@teachername' and then your question, please note teachers can only reply when they are in school.

'Playground chat' can be used to talk to other pupils within the class. If you would like to speak to a specific person, type @ and then their name and they will be notified. Remember this is not private. Whatever you post here will be seen by the teacher and the whole class. Be kind and polite at all times!

Step 4 – Finding your homework

Make sure you are in the '**General**' section. The word should be highlighted in grey.

Select '**Assignments**' from the top column to access homework and allocated tasks.

How to view your Assignments

You can also view Assignments directly within the Class Team...

The screenshot shows the Microsoft Teams interface for a class team named 'Mrs Thomson's S1 Engl...'. The left-hand navigation pane is visible, with the 'General' channel selected and highlighted in grey. A red arrow points from the text 'Navigate to the General channel' to the 'General' channel name. The top navigation bar shows the 'Assignments' tab selected and highlighted in yellow. A red arrow points from the text 'Click on the Assignments tab.' to the 'Assignments' tab. The main content area displays a list of assignments under the 'Assigned (3)' section. The assignments listed are: 'Week three writing tasks' (Due 24 April 2020 16:00, marked 'Past due'), 'Reading for enjoyment booklet' (Due 1 May 2020 23:59), and 'Weekly writing task' (Due 1 May 2020 23:59). A red arrow points from the text 'View assigned, late and completed assignments by class.' to the 'Assigned (3)' section header.

Navigate to the General channel

Click on the Assignments tab.

View assigned, late and completed assignments by class.

Step 5 Submit your homework

In the assignment area you will see instructions from your teacher and there may be a worksheet or document for you to complete. When you have completed your task, **click the hand in button** and upload your completed work.

How to open, edit and submit Assignments

The screenshot shows the Microsoft Teams 'Assignments' tab. The interface includes a top navigation bar with 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The main content area displays a 'Weekly writing task' due tomorrow at 23:59. It includes instructions for a writing task and a section for 'My work' with a file named 'BGE Writing Booklet.docx'. A 'Hand in' button is visible in the top right corner. A 'More options' menu (three dots) is open for the document, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'.

You can easily view the details for the assignment. (Points to the assignment title and instructions)

Your teacher may have included a worksheet or template for you to complete. (Points to the 'BGE Writing Booklet.docx' file)

When you have completed the tasks, you should click **Hand in. Your teacher can then review your work and return feedback to you.** (Points to the 'Hand in' button)

Launch Immersive Reader to read aloud and customise your reading preferences. (Points to the 'Hand in' button)

Click the three dots, then **Open in Word Online for quick editing. Your work should save automatically as you go.** (Points to the 'Open in Word Online' option in the menu)

If you are having problems editing, you should **Open in Word or **Download** a copy. You can then **Add work** to upload your own copy, then **Hand in** as normal.** (Points to the 'Open in Word' and 'Download' options in the menu)

Here is a short video guide if required.

<https://youtu.be/NGuv9wHCWYE>

If you need any help or support, please get in touch, as we appreciate this is a big change from traditional homework.

Good Luck!