Thornaby Church of England Primary School

How to use our school's Microsoft Class Team- Parent's Guide

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

Note: your child will need their log-in details for their school Office 365 account to complete the steps below. If they can't remember these log-in details, please your child's class teacher via the class email address

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Smartphones, tablets, computers and laptops: use the web version of Teams

- Go to https://teams.microsoft.com/
- Click use the web app
- Sign in using their office 365 email address and password.

Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
Open the Play Store app Search for 'Microsoft Teams' Tap 'Microsoft Teams' Tap 'Install'	Open the App Store app Search for 'Microsoft Teams' Tap 'Microsoft Teams' Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their Office 365 account
- Tap the 'Teams' icon
- Tap 'Join or create a team' then 'Join a team with a code'
- Enter the code that their teacher has provided, then tap 'Join'

Computers and laptops: download Microsoft Teams

Your child needs to:

- Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to their Office 365 account

- Click 'Teams' on the left-hand side of the app
- Click 'Join or create a team', then 'Join a team with a code'
- Enter the code that the teacher provided, and click 'Join'

How to get and hand in work (computers and laptops)

Your child needs to:

- Open the Teams app
- Click on their class, then 'General', and then 'Assignments'
- Click on an assignment, then '+Add work',
- Click 'Upload from my computer', then attach the file they want to upload
- Once they've finished, click 'Turn in'

Made a mistake? Click 'Undo turn in' to return the work, and follow the last three steps to resubmit it.

How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Teams app
- Tap on their class, tap 'More', then 'Assignments'
- Tap on an assignment, then '+Add work'
- Choose the file they want to upload from OneDrive or their device
- Once they've finished, tap 'Turn in'

Made a mistake? Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

If work has been marked, your child will get a notification in Teams

They can find their returned work by following the steps below.

On a computer or laptop

- Open the Teams app
- Click 'Chat' on the left-hand side
- From the list of contacts, click 'Assignments'
- Click 'View assignment' in the centre of the page

On a mobile device (Android or iOS)

- Open the Teams app
- Tap 'Assignments' at the bottom of the screen
- Tap 'Completed', then tap the assignment they want to see