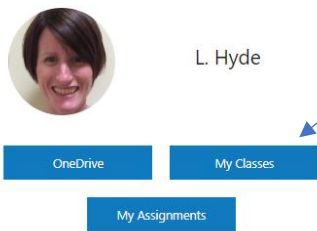




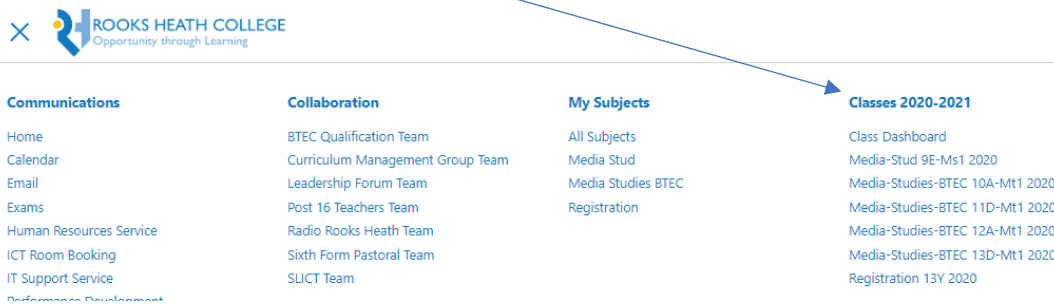
Remote Learning

Student Guide 2 – Accessing Class Sites in Microsoft Teams

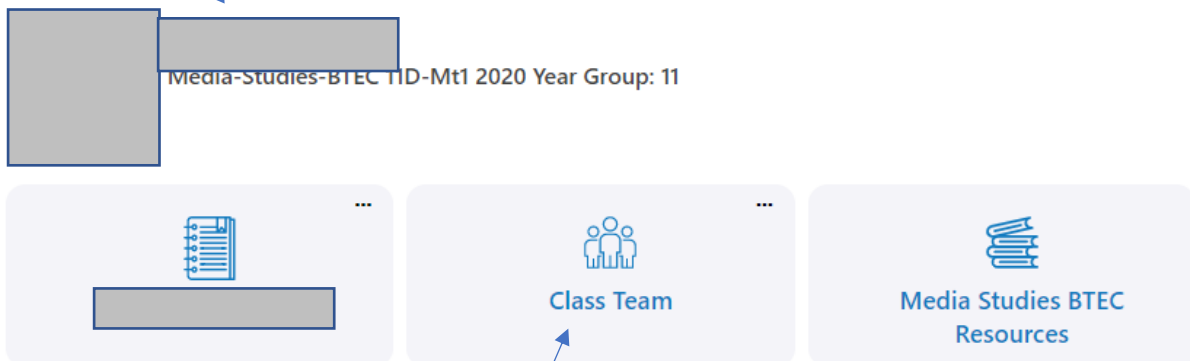
1. Click on your class from either the “my classes” button on your SharePoint dashboard:



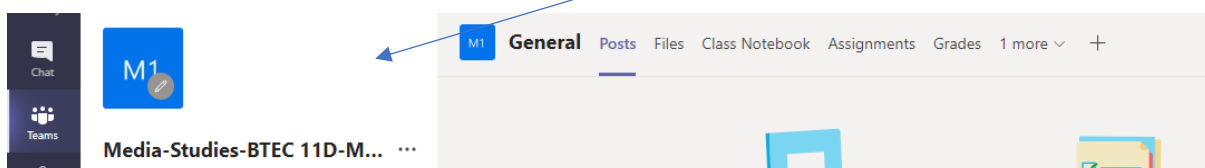
2. Or from the “Classes 2020 – 2021” heading on the “mega menu”



3. When you click on one of your classes, you will see your picture and name with three boxes underneath. (The picture and names in this print screen have been deliberately hidden).



4. Click on the box that says “Class Team”, this will open up the Class in a separate tab in an application called “Microsoft Teams”.

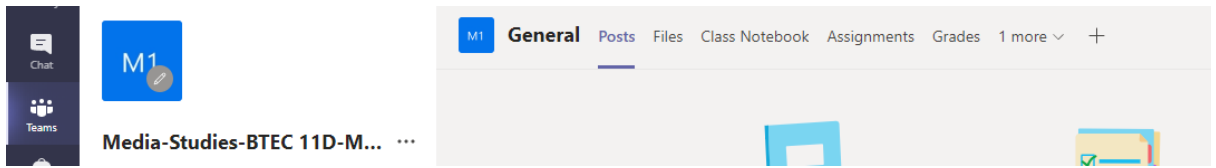


5. Near to the top of the screen, you will see a menu bar, click on the tab that says “Assignments”.

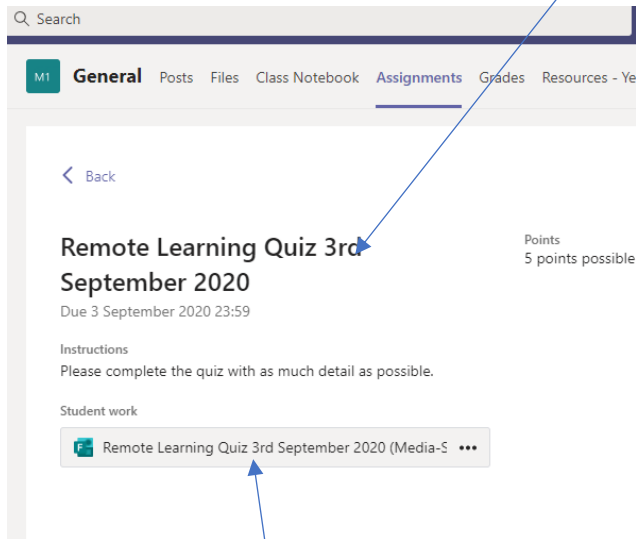


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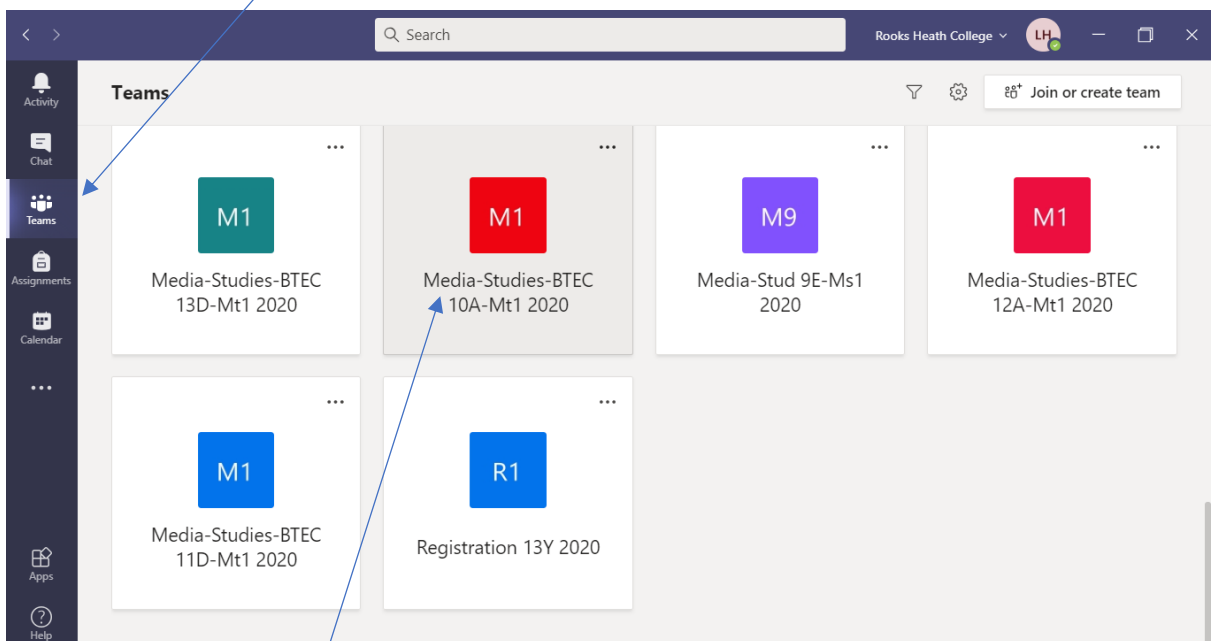


6. Find the assignment your teacher has set.



7. Click on the document in student work and complete the task in Teams.

You can see all of your classes in MS Teams by clicking on the Teams icon on the left-hand side of the Microsoft Teams application:





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If you click on the box with the name of your class, it will take you straight into the team without you having to go back to the SharePoint site.

Please view this video for further instructions on finding and submitting assignments in MS Teams:

[Student and Parent Guide to Microsoft Teams](#)