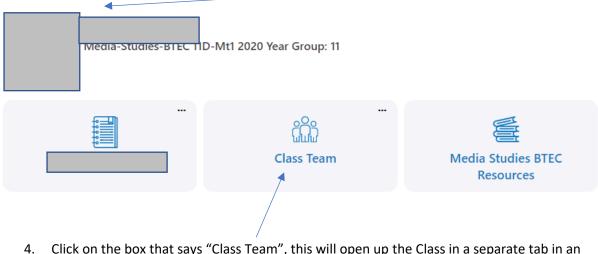


2. Or from the "Classes 2020 – 2021" heading on the "mega menu"

× PROOKS HEATH C	COLLEGE		
Communications	Collaboration	My Subjects	Classes 2020-2021
Home	BTEC Qualification Team	All Subjects	Class Dashboard
Calendar	Curriculum Management Group Team	Media Stud	Media-Stud 9E-Ms1 2020
Email	Leadership Forum Team	Media Studies BTEC	Media-Studies-BTEC 10A-Mt1 2020
Exams	Post 16 Teachers Team	Registration	Media-Studies-BTEC 11D-Mt1 2020
Human Resources Service	Radio Rooks Heath Team		Media-Studies-BTEC 12A-Mt1 2020
ICT Room Booking	Sixth Form Pastoral Team		Media-Studies-BTEC 13D-Mt1 2020
T Support Service	SLICT Team		Registration 13Y 2020
Derformance Development			

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".

Chat	M1	M1 General	Posts	Files	Class Notebook	Assignments	Grades	1 more \vee	+
Teams	Media-Studies-BTEC 11D-M.								z]

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



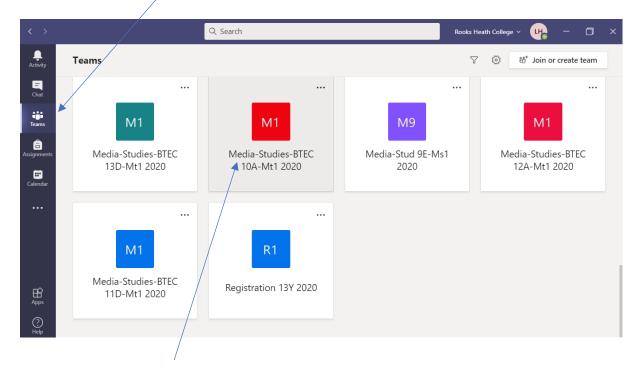


6. Find the assignment your teacher has set.

earch			
General P	osts Files Class Notebook	Assignments Grade	/ Resources - Ye
K Back			
Remote L Septembe			Points 5 points possible
Instructions Please complete Student work	the quiz with as much detail as	s possible.	
Student work			
🔚 Remote Le	earning Quiz 3rd September 20	20 (Media-S •••	

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:





Remote Learning

Student Guide 2 – Accessing Class Sites in Microsoft Teams

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