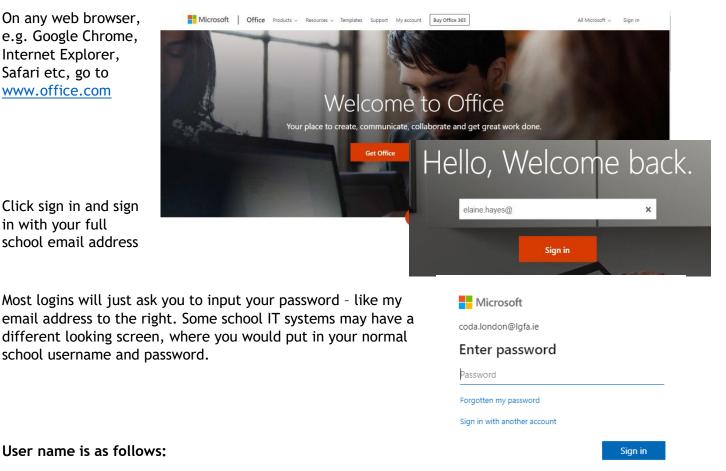
Pupil & Parent Guide to Microsoft Teams





Teams - How to Login



TN(Year the pupil started the school, first two letters of firstname.lastname)@stumidlandat.co.uk

For example TN13si.trout@stumidlandat.co.uk

Once you have logged in, you will see the screen below

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Click on the Teams icon

You now need to use the codes given to you to join all of your classes. Use the instructions below to do this.

Teams - Joining Live Lessons

You will need to make sure you join the correct team based on your year group.

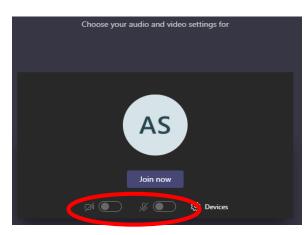
Year 7 - mhpoltx Year 8 - fl39sn9 Year 9 - cu90y5n Year 10 - i0zdpx8 Year 11- ee6umfm



Year 8 Live Lessons -Pastoral

If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your timetable will show you what time your lesson starts, and you can join at any time by clicking the join button circled in red. You can also use your calendar option which may be easier to follow. And you can join by clicking on the join link. You should aim to join the lesson promptly at the designated time.

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Cameras will be turned off but you will need to make sure your microphone is off.

Teams - Join the rest of your classes using your class codes

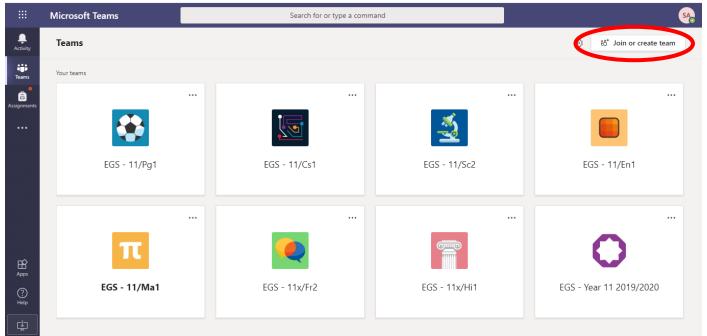
The class code is a 7-character code, made up of letters and numbers - the letters are all lower case.

You can find these here:

https://livenwhcac.sharepoint.com/sites/MATStudents/Shared%20Documents/TNA/Class%20Codes

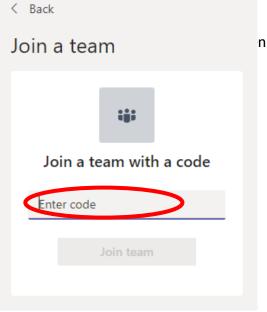
Or on www.nuneatonacademy.co.uk/teams

Log into Teams, in this example the student already has some of their teams. To put in the code, click join or create a team button in the top right hand corner, circled in red.



Once you click the button, this menu appears.

Put the code in that your teacher has given you and click the jo Join a team inputting your team code, all the letters are lower case.



Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You can access this is two different way. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

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(Assignments	Example Class	··· Assigned (1)
		General	Example Tasks Due tomorrow at 23:59
			Completed

Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.

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General Posts Files Class Notebook Assignments Grades Call Seck Example Tasks Due tomorrow at 23:59 Instructions Describe the character of Eve Smith in An Inspector Calls. Three paragraphs My work Eva Smith.dock + Add work So attachea	points	2. Click the hand in button to submit your work to your teacher	All work that you are submitting should be saved using the following format. (First Name Surname and Date) Eg. Simon Trout 7.10.20 Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

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