

Remote learning @ GWA

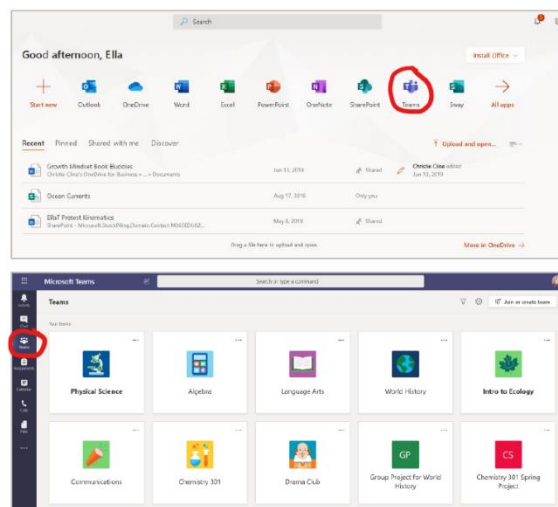


Guide for students – Laptop or Desktop computer

How to sign into Teams

1. Go to office.com and sign in with your school email and password.
2. From your office.com homepage, click on the Teams app to open it in your browser.
3. Click on the teams icon on the blue bar on the left of your screen to see your classes
4. From the web version you can choose to download and install the desktop app for free if you prefer.

Watch this [video](#) to help with signing in and navigating around Teams.



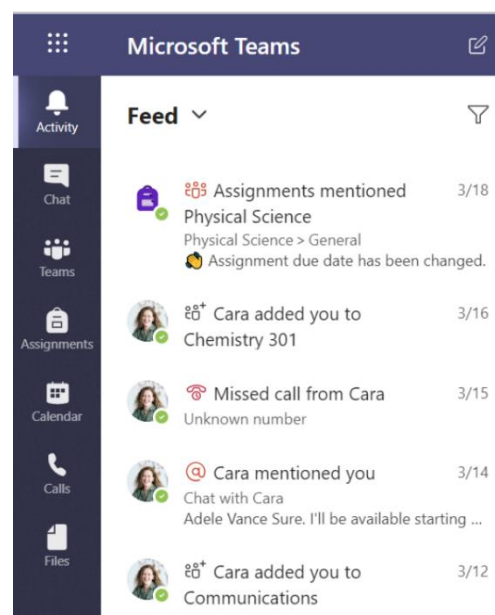
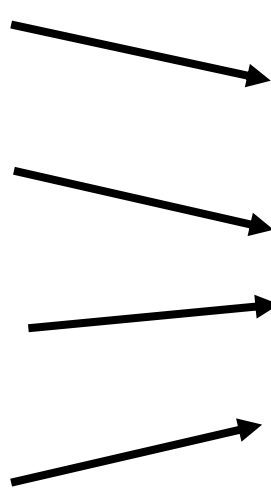
Finding your way around Teams

Click on the activity icon to make sure you don't miss a new assignment or @mention

Click on the Teams icon to view all of your class teams and to navigate to them

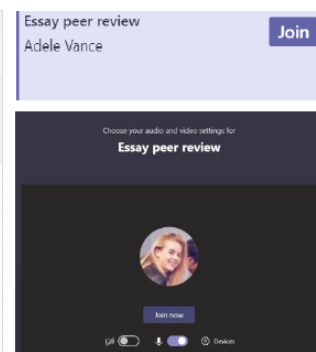
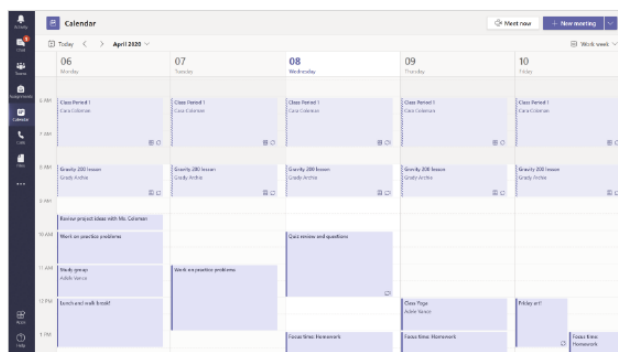
Click on assignments to see a list of all of the work that has been set for you to complete

Click on the calendar icon to see all of the live lessons that have been scheduled for the day.



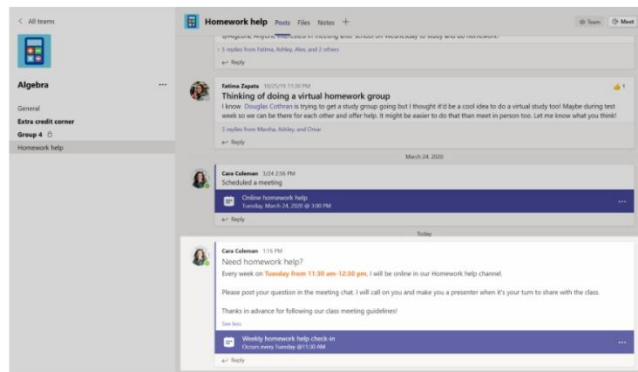
How to join a live lesson

1. Select the calendar icon on the blue ribbon on the left to see live lessons planned for the day.
2. Click on the blue join button in the top right corner of the meeting when it is time for the lesson
3. Adjust your video and audio settings and then click join now
4. You will wait in the lobby until the teacher lets you in to the lesson



Note: You can also see scheduled lessons in your class team channels and join the lesson by clicking on the join button in the post within the Team channel once it has started.

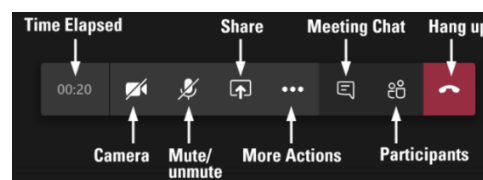
Watch this [video](#) to help with accessing live lessons. Note: the options have moved to the top of the screen in the newest version of Teams. At GWA the option to create teams has been disabled.



When you are in a live lesson

You will find these controls in the bar at the top of your screen.

1. Mute your microphone unless your teacher asks you to unmute
2. Show your video so we can see your lovely smiling faces 😊
3. Use the chat to ask or respond to questions from the teacher
4. At the end of the lesson click the hang up button to leave



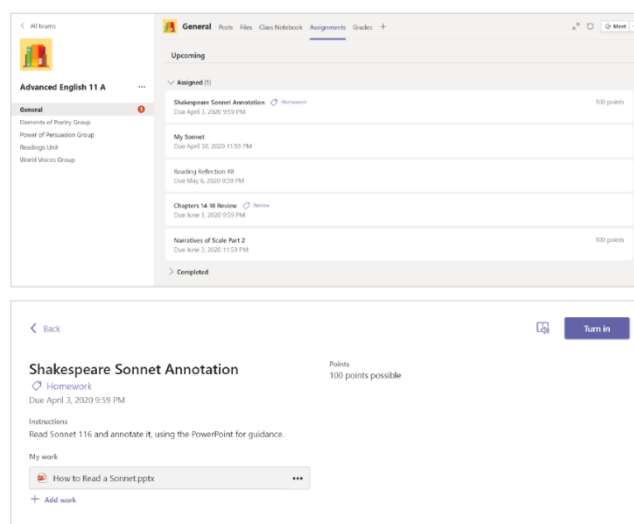
Managing Homework and Assignments

Teachers will set learning tasks via Assignments (found on the left-hand side in the blue ribbon, or at the top of the general channel in the class team).

To view the details and “turn in” your work click on an assignment from either view.

Work in the student work documents provided by your teacher or add your own work by clicking on the + Add Work link.

Submit an assignment for your teacher to feed back on by clicking the “turn in” button.



To view your teacher’s feedback

Click on the assignment either from the grades option at the top of the general channel, or by finding the assignment in the completed section at the bottom on your assignments view.

You will be able to view the rubric feedback by clicking on the link to the rubric in the assignment and checking which items are selected. If your teacher has left you a specific comment then this will also be shown in the assignment.

More help ...

Find the Class One Note Notebook at the top of the general channel in each of your classes. Once you have opened this for the first time in Teams you can also view and use it through the One Note App

Find the [Microsoft student help centre here](#), or the [interactive guide](#) to using teams here.