

Remote learning @ GWA



Guide for students – Mobile or Tablet Device

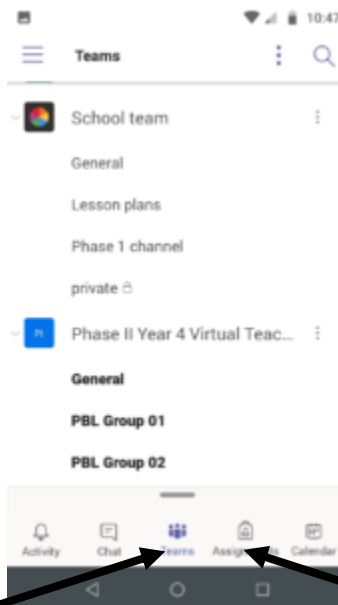
How to sign into Teams

You can use Teams from any device with an internet connection, but you may find it easier on a mobile or tablet device to download the app. Watch this short [video for a tour](#) of the features. To do this:

1. Go to your store or marketplace
2. Search for the free app and install it
3. Log in with your school email and username
4. Click on the teams icon on the menu bar to see your classes



Finding your way around Teams



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

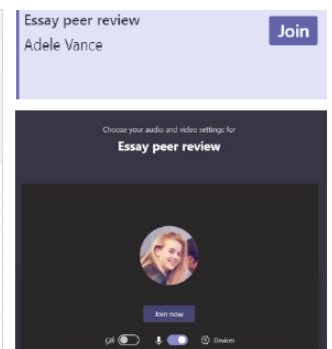
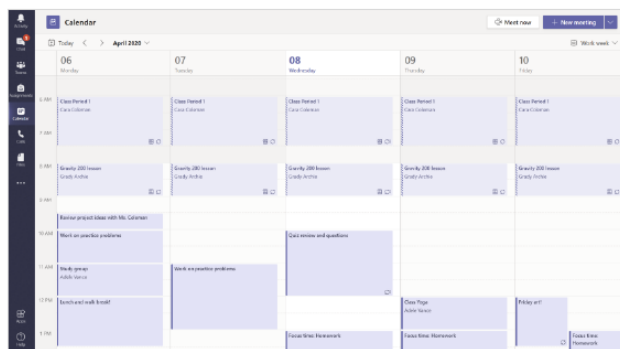
Click on the calendar icon to see all of the live lessons that have been scheduled for the day.

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

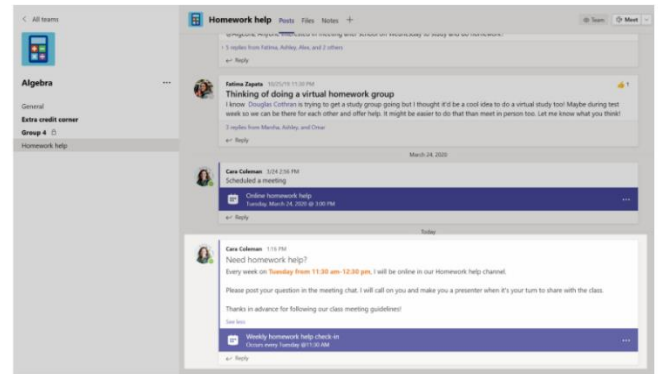
Click on assignments to see a list of all of the work that has been set for you to complete

How to join a live lesson

1. Select the calendar icon on the menu bar to see live lessons planned for the day.
2. Click on the blue join button on 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



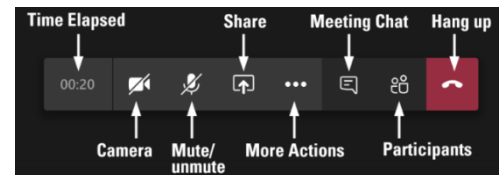
Note: You can also see scheduled lessons in your class team channels and join the lesson by clicking on the join button in the post within the Team channel once it has started.



When you are in a live lesson

You will find these controls on 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



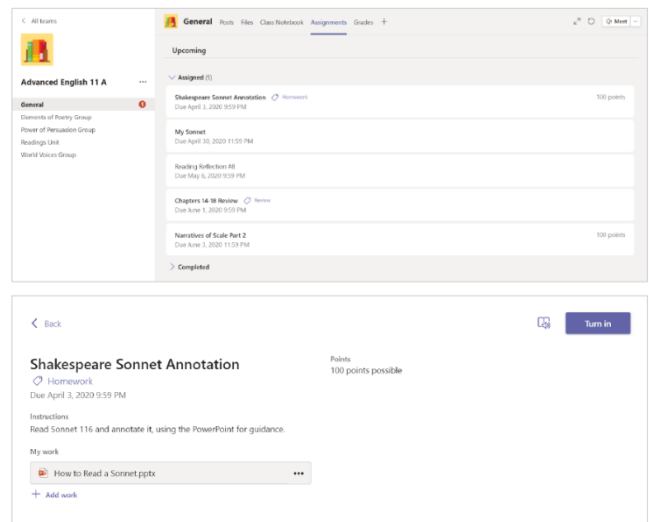
Managing Homework and Assignments

Teachers will set learning tasks via Assignments (found on the menu bar, or in 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. For more specific help with the mobile platform [watch this video](#).



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 in 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 if you have this installed (also free to download).

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