

Student and parent guide to Microsoft Teams

What is Microsoft Teams (formally Microsoft Classroom)?

Microsoft Teams is a new service from Microsoft to allow students to receive work set to them by teachers, complete it and return it back to the teacher.

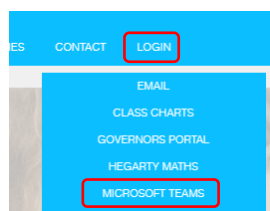
There is also a handy video from Microsoft to accompany this guide:

[Please click here to access the video](#)

How do students access Microsoft Teams?

Accessing Microsoft Teams is easy. Simply click the “Teams” tile on the following in Google Chrome:

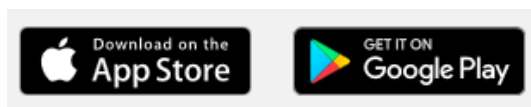
School website:



Or the VLE:



Or even download the “Microsoft Teams” app for Android or Apple Devices.

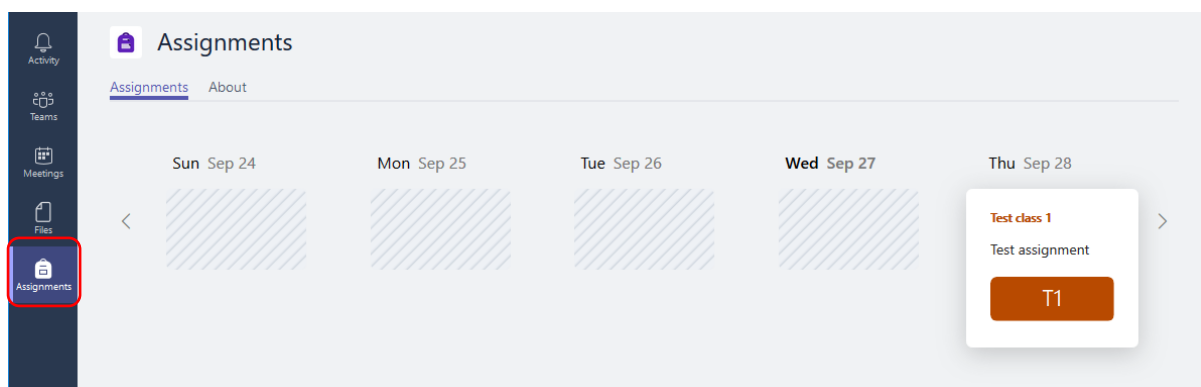


Students should log in with their school email address and password. All passwords are the same as for the school computers.

e.g. If a student logs in school with “*j.bloggs16*” then their email address will be “*j.bloggs16@kingswolverhampton.co.uk*”.

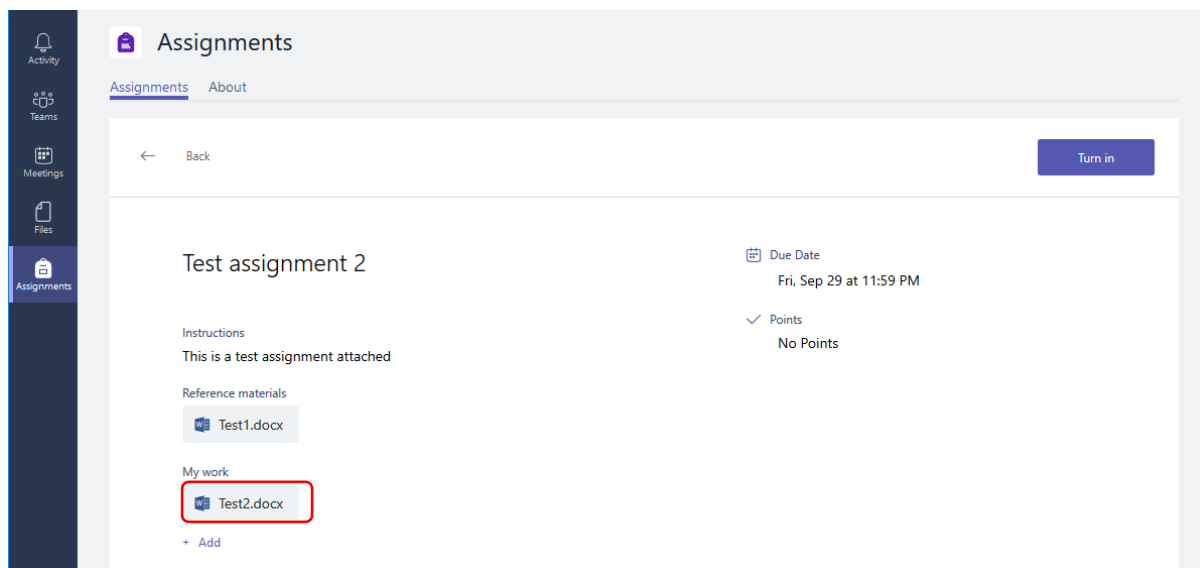
How do students complete and return work?

After logging in a student can see all their assignments:

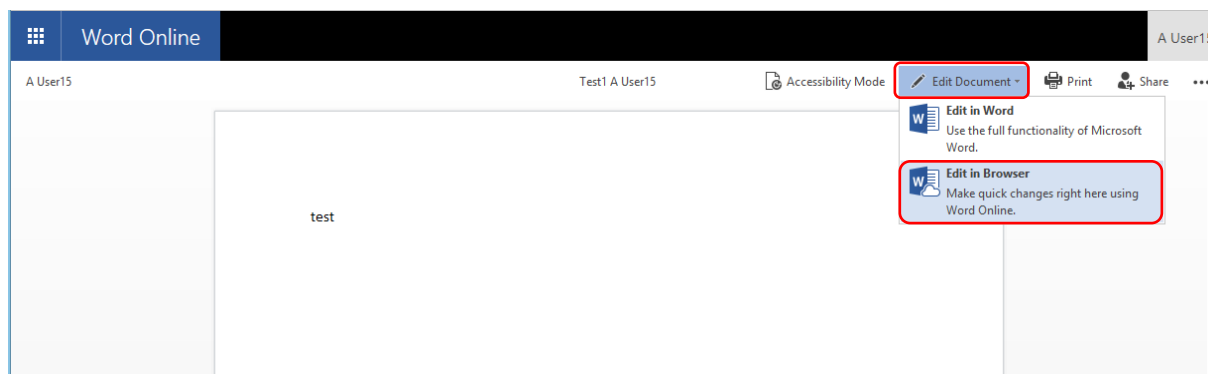


Students need to simply click on an assignment to read it.

Students can then read the instructions and can click any attached documents to complete or even attach their own existing documents under the “my work” tab.



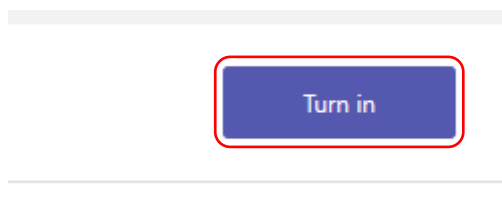
Clicking on a document allows a student to use “edit document” and even “edit in browser” to complete the work. All changes are saved automatically. Some assignments may require the student to upload more files using the “add” button.



Something you must remember!

Student’s need to remember to hit the “turn in” button when they’re finished for the teacher to see their work.

Click this button and your work is submitted! Remember if you’re having issues with the work you can always leave a private note for the teacher. Failing that all students should be able to email their given teacher the work using their school email.



What do I do if I have trouble?

If you’re having trouble with anything technical please use an accessible email to contact ictsupport@kingswolverhampton.co.uk