How to use our school's Microsoft Class Team

Please help your child to follow these steps so they can continue to complete learning activities, hand them in and get feedback from teachers while they can't come to school. You will need to be connected to Wi-Fi in order to use Teams.

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Your child has their own login details for their school Office 365 account and it is important that they have this in order to complete the steps below.

Their email address is their school username with @crosshill.blackburn.sch.uk

 For example:

JSmith123 (first initial, surname with three numbers after)

JSmith123@crosshill.blackburn.sch.uk

Then enter your child's password, this is the same as the password they use to log in to the school system.

Please contact   via email ?????

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Smartphones and tablets: download the free Microsoft Teams app

Android devices	ios devices (iphones,ipods, and ipads)
➢ Open the Play Store app ➢ Search for 'Microsoft Teams' ➢ Tap' Microsoft Teams' ➢ Tap 'Install	➢ Open the App Store app ➢ Search for 'Microsoft Teams' ➢ Tap' Microsoft Teams' ➢ Tap 'Get'

This is the Teams icon

Once the app has downloaded, open it.

Then, your child needs to:

➢ Tap the Teams icon

Enter school email and password

➢ Tap 'Join or create a 'team with a code'
➢ Enter the code that their class teacher has provided, then tap join'.

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Computers and laptops: download Microsoft Teams

Your child needs to:

➢ Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
➢ Click 'Download Teams'
➢ Once it's downloaded, click on the installer to run the app
➢ Log in to their Office 365 account as above
➢ Click 'Teams' on the left-hand side of the app
➢ Click 'Join or create a team', then 'Join a team with a code'
➢ Enter the code that the teacher provided, and click 'Join'

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How to get and hand in work (computers and laptops)

Your child needs to:

➢ Open the Teams app

➢ Click on their class, then 'General', and then 'Assignments'

➢ Click on an assignment, then '+Add work',

➢ Click 'Upload from my computer', then attach the file they want to upload

➢ Once they've finished, click 'Hand in'

Made a mistake? Click 'Undo hand in' to return the work, and follow the last three steps to resubmit it.

How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- ➢ Open the Teams app
- ➢ Tap on their class, tap 'More', then 'Assignments'
- ➢ Tap on an assignment, then '+ Add work'
- ➢ Choose the file they want to upload from OneDrive or their device
- ➢ Once they've finished, tap 'Hand in'

Made a mistake? Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

If work has been marked, your child will get a notification in Teams

They can find their returned work by following the steps below.

On a computer or laptop

Open the Teams app

Click 'Chat' on the left-hand side

From the list of contacts, click 'Assignments'

Click 'View assignment' in the centre of the page

On a mobile device (Android or iOS)

Open the Teams app

Tap 'Assignments' at the bottom of the screen

Tap 'Completed', then tap the assignment they want to see