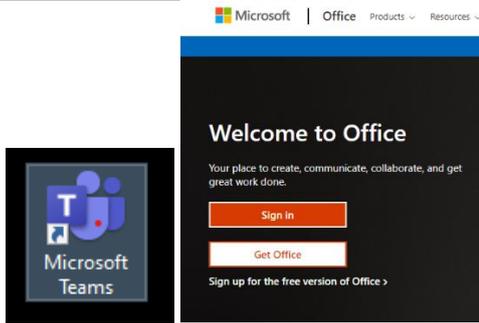
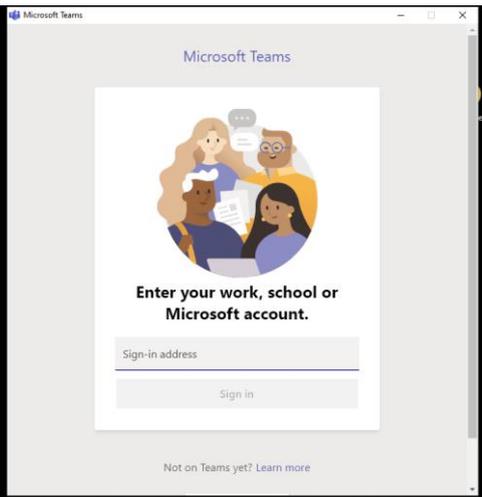


How to Log in and use Microsoft Teams

Your teacher will have given you your own username and password.



You can go into Teams through the app that may be on your desktop
OR
you can search for 'office 365 log in' and go to Teams that way. (You'll see it in the left margin)



This window will pop up and you can sign in here.

Ducklington C of E Primary School

@ducklington.oxon.sch.uk

Enter password

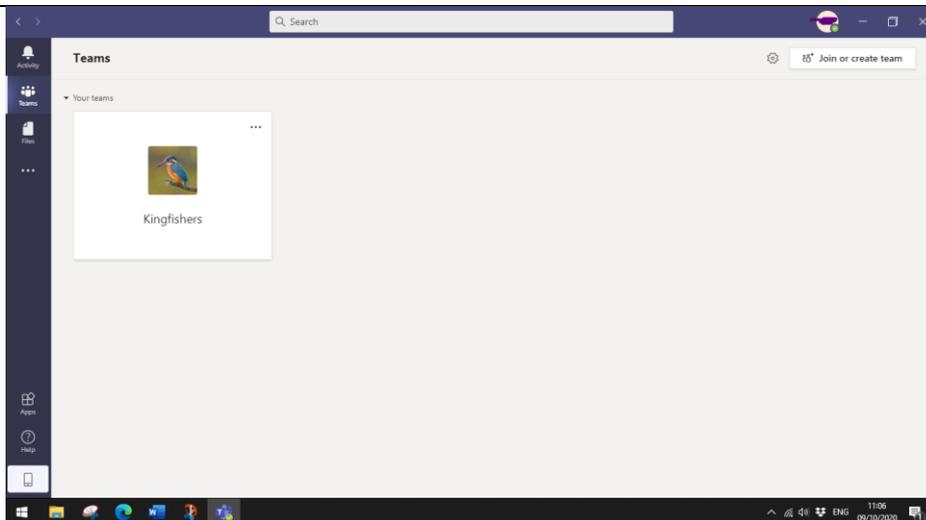
Password

[Forgot my password](#)

[Sign in with another account](#)

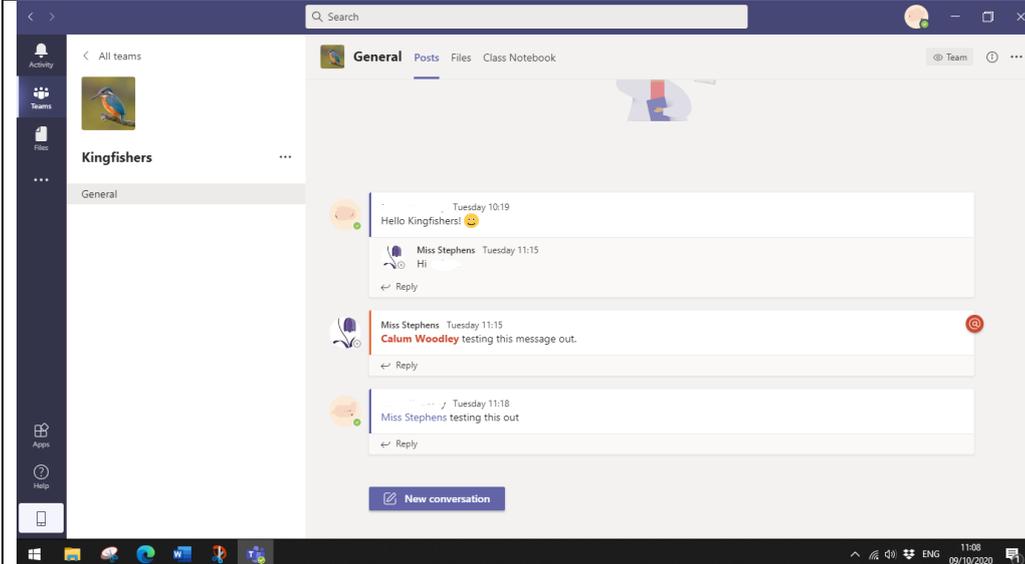
Sign in

Then put your password in.



Now you can see the 'Team' that you are part of!
In this case, the Kingfishers class.
Click on the picture.

Writing a Message for your teacher or class



Click the 'posts' tab at the top of the page. You can see some messages from your teacher or class here.

If you want to ask a question about your work then you can go to the purple button at the bottom that says 'new conversation'.

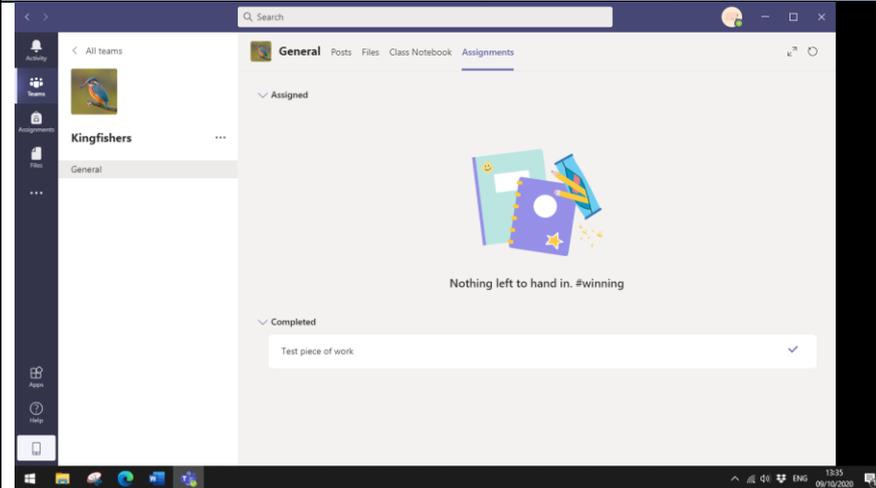


Type in what you want to say to your teacher (remember that the rest of your team can see it) and then press the purple arrow button to send it.

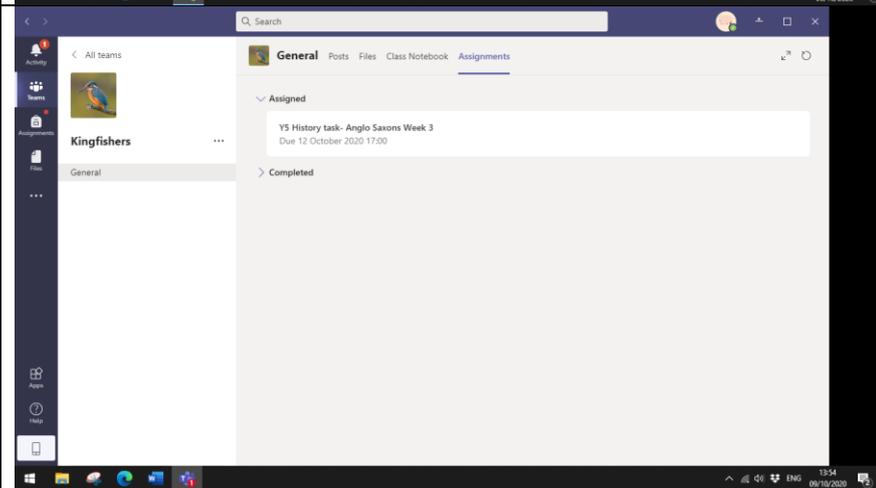


When your teacher replies, you should be able to see it here. The red dot means something is new and you haven't seen it yet!

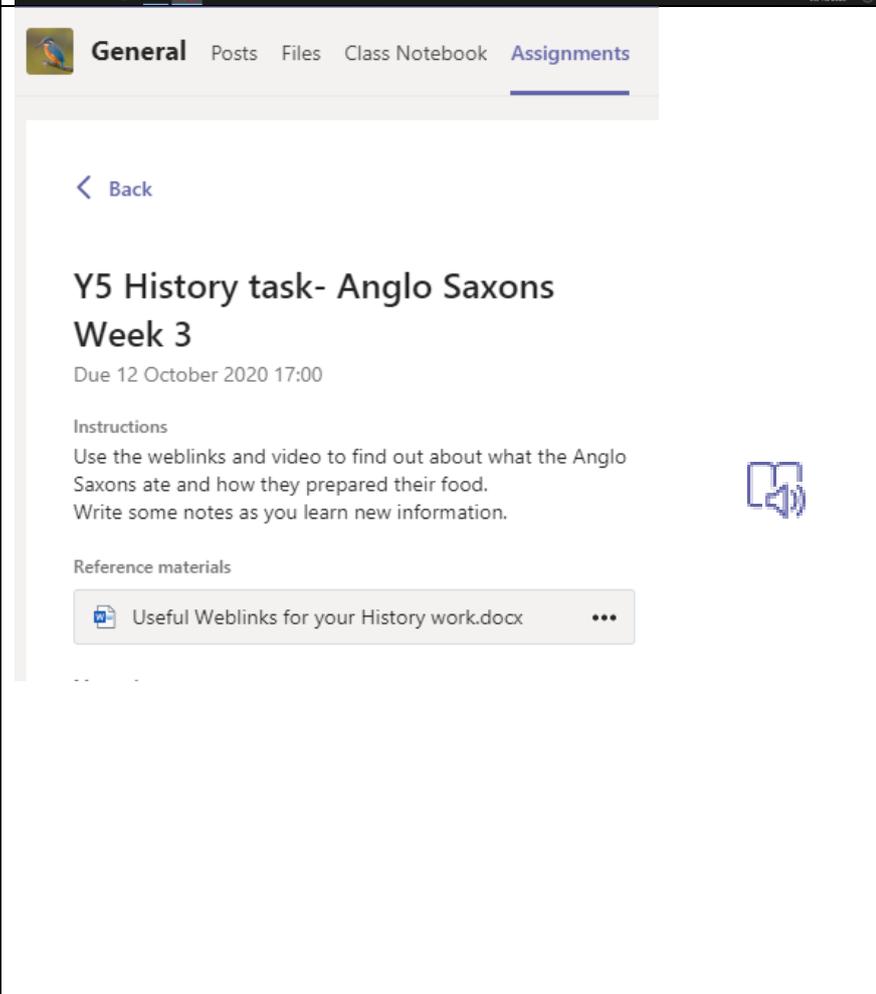
Finding the work that you have been asked to do



To see what work you have been set, you will need to go to the Assignments tab at the top of the page. Click on it.



You should be able to see work that you have still to do (Assigned) and when you need to do it by if you want your teacher to mark it and give you some feedback.



Click on a piece of work you still have to do.

Your teacher might have added some instructions or some extra files for you to download that will help you to do the work.

If you would like the instructions read to you, then you can click this button.

When you've finished your work, you'll need to show it to your teacher

My work

 Add work

When you have finished your work, make sure that you save it. You'll need to add it to your teacher's assignment. You might need some help to upload the work.

Upload from this device

 Y5 Anglo Saxons Week 3 Task.docx

Uploaded

Cancel Done

Click on 'add work' then find where you saved it on your device. Select it. When it is uploaded, it should appear and you need to click the purple 'done' button.



Hand in

Once you've attached your work, hand it in!

Activity

Feed

Teams

Assignments

 Kingfishers
Assignment returned | Y5 Histor

 Kingfishers
Y5 History task- Anglo Saxons V

If your teacher has marked your work then they may have returned it with some feedback. Look for the red dot!

You can also see if they have, here, in the activity panel. Click on the message.

General Posts Files Class Notebook Assignments

Back

 Returned Fri 9 Oct, 15:41 

Y5 History task- Anglo Saxons
Week 3

Due 12 October 2020 17:00

Instructions

Use the weblinks and video to find out about what the Anglo Saxons ate and how they prepared their food. Write some notes as you learn new information.

Reference materials

 Useful Weblinks for your History work.docx

My work

 Y5 Anglo Saxons Week 3 Task.docx

 Add work

Feedback

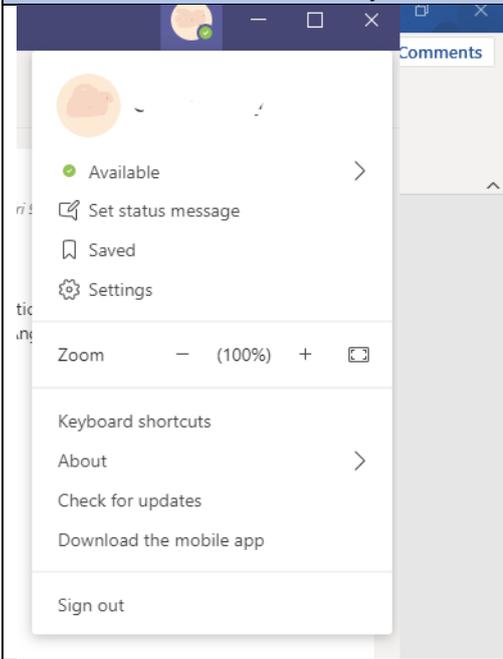
You found out some fantastic facts here, well done!
Can you find out how the Anglo Saxons cooked their foods?

Points

No points

Here is your feedback.

When you have finished with Teams, remember to log out properly.



Go to the top right corner and find your circle with your initials in it.

Click it.

Scroll down to the bottom and sign out.