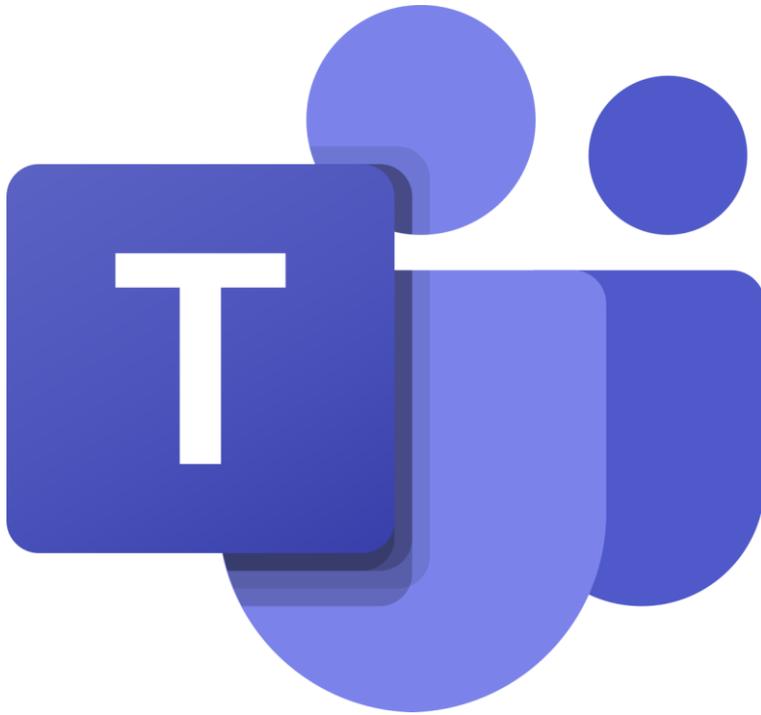




# Accrington Academy



## Microsoft Teams Assignments

Student and Parent Guide to accessing homework tasks set on Microsoft Teams.

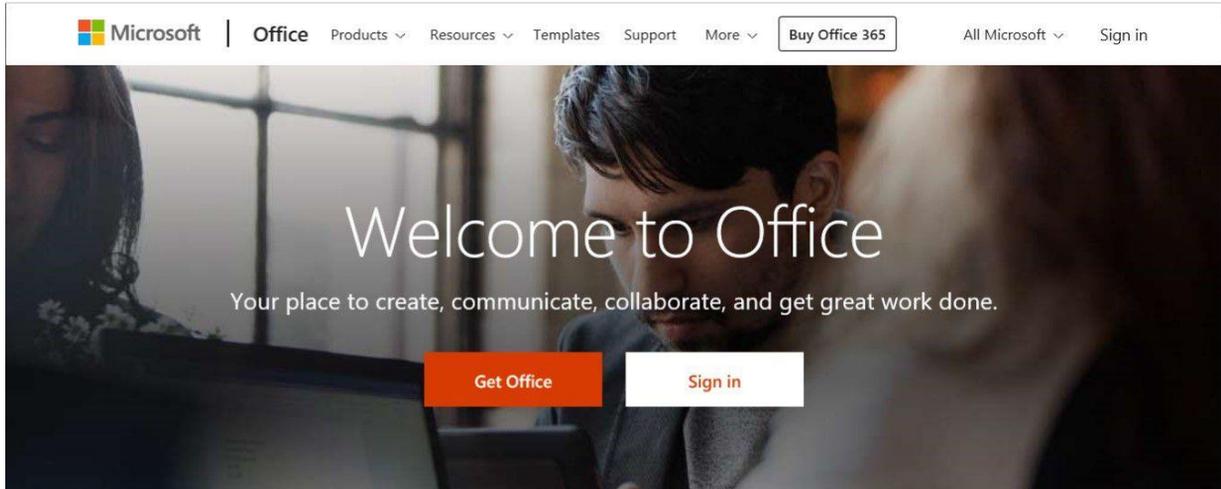




## Getting on to Teams

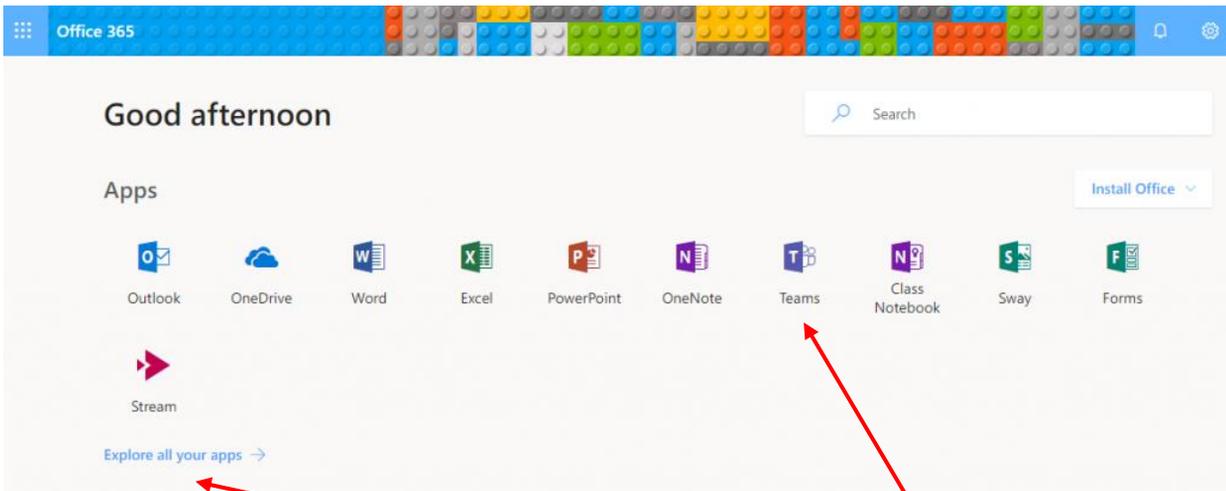
On any web browser, go to [www.office.com](http://www.office.com)

This will take you the Office 365 sign in page (*below*).



Click sign in and sign in with your full school email address ([username@accrington-academy.org](mailto:username@accrington-academy.org)) & password.

This will take you to your Microsoft 365 homepage (*see below*).



Select the Teams app.

If the Teams app doesn't appear, click 'Explore all apps' and Then select the Teams app.

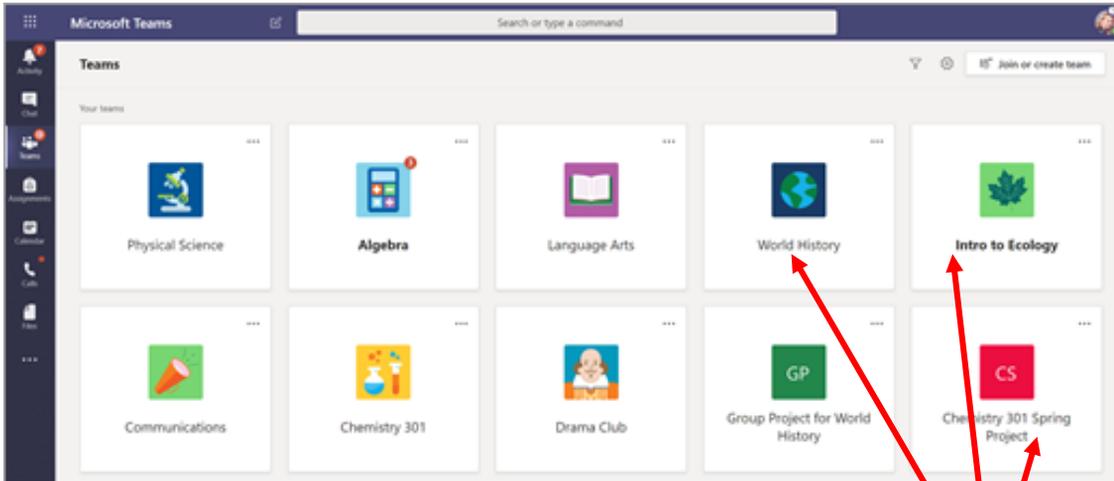
Clicking the Teams app will take you to your Teams homepage.



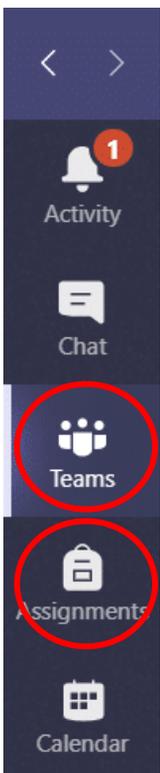


## The Teams Homepage – A little Tour

You should now be on your Microsoft Teams homepage. Let’s take a closer look.



Each of these square tiles is a Team. You have one Team for each of your classes in school.



To the side is your main menu. We’re going to focus on two things: **Teams** and **Assignments**.

Selecting ‘Teams’ will take you back to your homepage.

Selecting ‘Assignments’ will give you a view of all of your assignments for all of your classes.





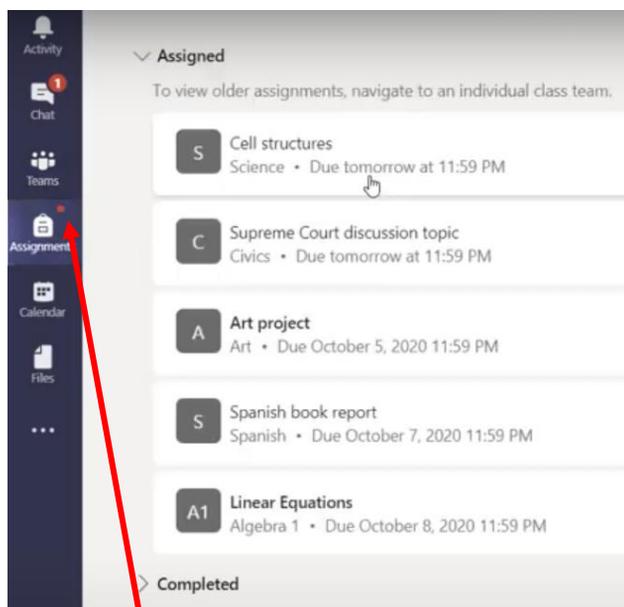
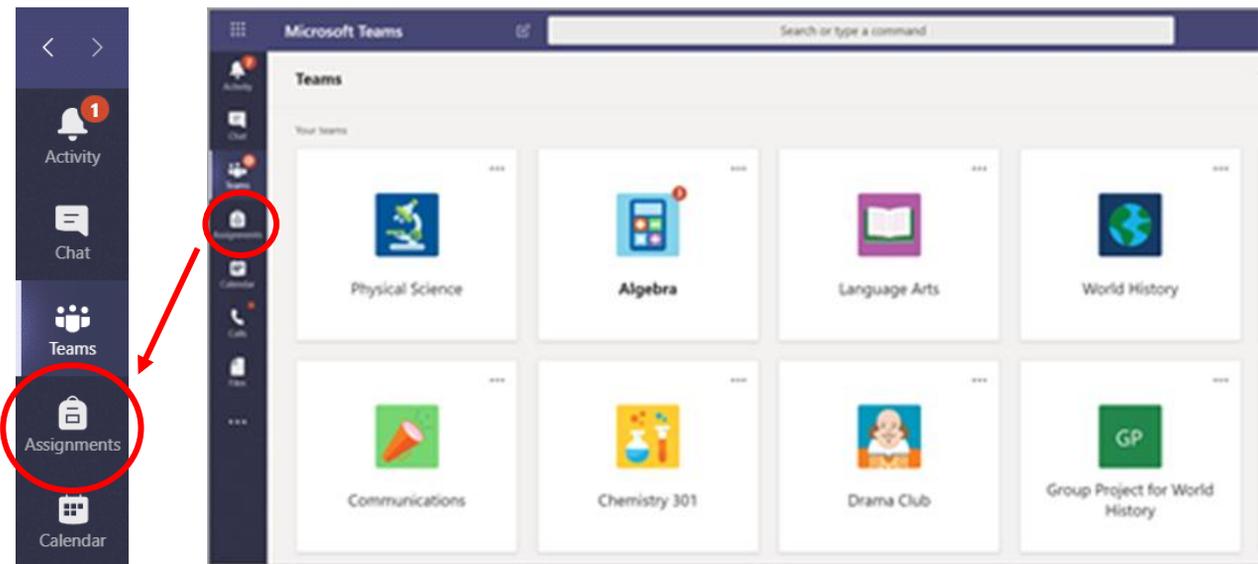
## Accessing your Teams Assignments

There are two ways to access assignments on Teams:

1. Assignments on the main menu – for all your class assignments
2. Assignments within a class Team – to see assignments for a class

### 1. Assignments on the main menu – for all your class assignments

On your teams homepage select ‘Assignments’ which has a logo of a backpack!



This will take you to an overview of all your assignments for all your classes.

They appear in order of due date. The assignments that are due soonest appear at the top.

It will also show you any assignments which are overdue.

The red dot indicates you have new assignments set.

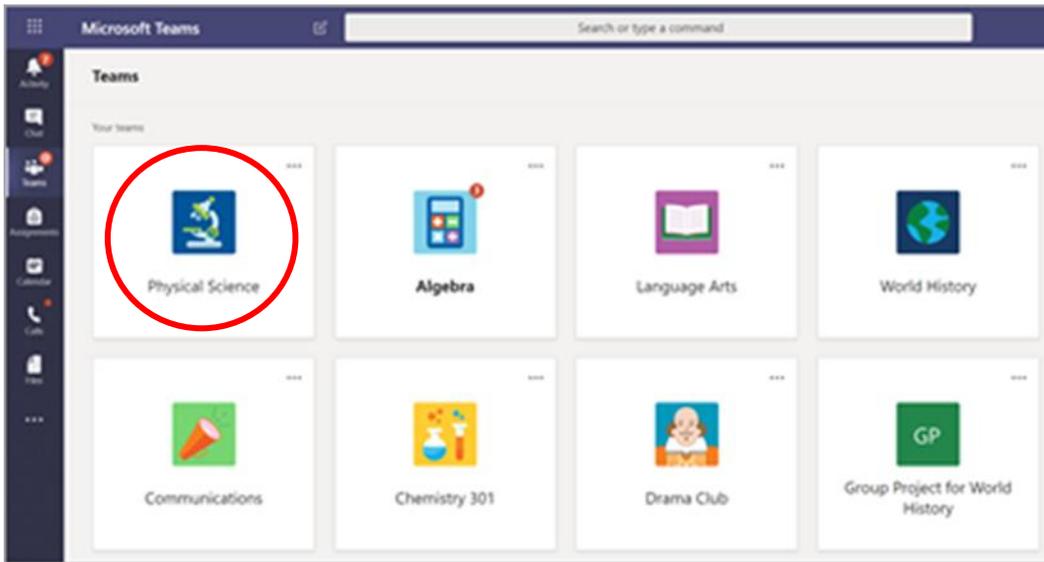




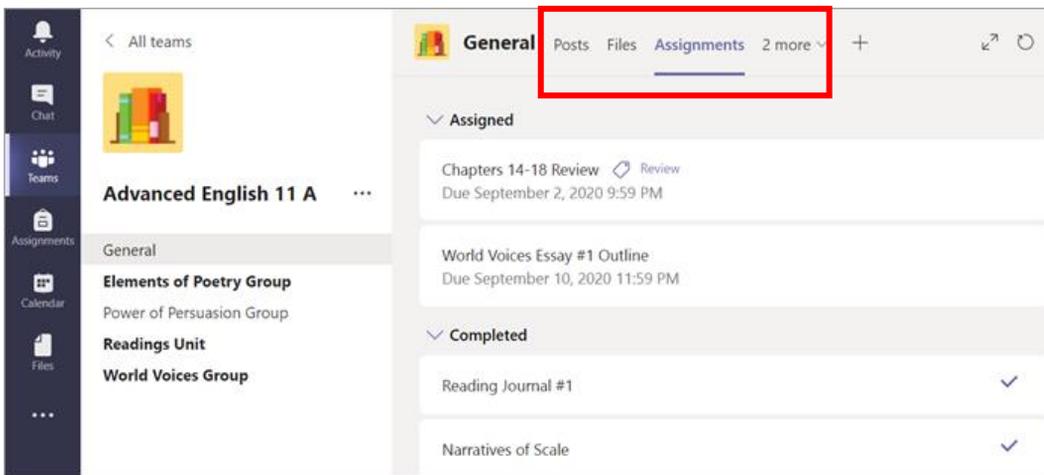
## Accessing your Teams Assignments

### 2. Assignments within a class Team – to see assignments for a class

From the main menu select a class by clicking the appropriate tile.



Across the top of your class homepage, you will see a range of tabs.



Click on the assignments tab.

This will take you to a page that shows you the assignments for this particular class. They appear in order of due date.

Click the assignment to reveal the details of the assignment.

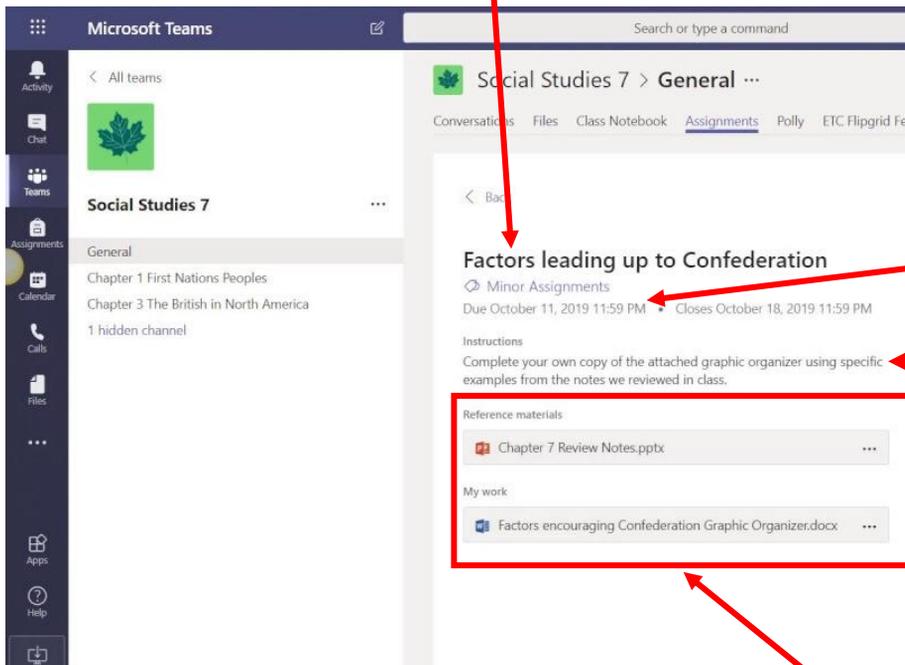


## Accessing & turning in your Teams Assignments

After clicking an assignment you will be able to access the details of that particular assignment.

Let’s take a look.

Title of the assignment



Due date

Factors leading up to Confederation

Minor Assignments

Due October 11, 2019 11:59 PM Closes October 18, 2019 11:59 PM

Instructions

Complete your own copy of the attached graphic organizer using specific examples from the notes we reviewed in class.

Reference materials

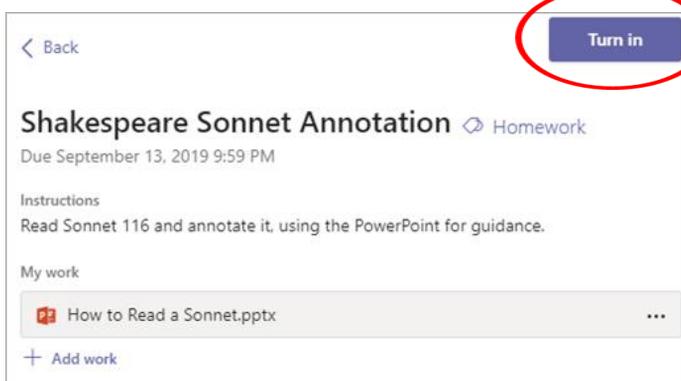
Chapter 7 Review Notes.pptx

My work

Factors encouraging Confederation Graphic Organizer.docx

Your instructions. Read them carefully!

Your resources for the assignment. Click to open.



On the top right you will see a ‘Turn In’ tab.

When you have completed your assignment, you must click ‘Turn In’.

