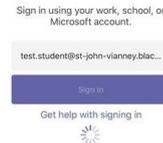


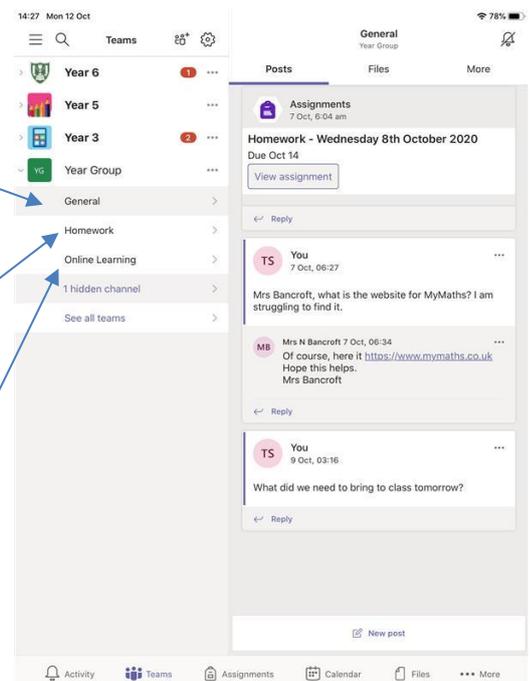
**Accessing 'Teams' via the app using an iPad or tablet.**



- Open Teams app
- Enter your username and password  
[firstname.surname@st-john-vianney.blackpool.sch.uk](mailto:firstname.surname@st-john-vianney.blackpool.sch.uk)  
 School1
- Click on 'sign in'
- You will then be logged in and you will only see the year group you are in.
- For the purpose of this guide, we are in a test year group called **'Year Group'** and within this Team there are three channels called **'General, Homework and Online Learning'**



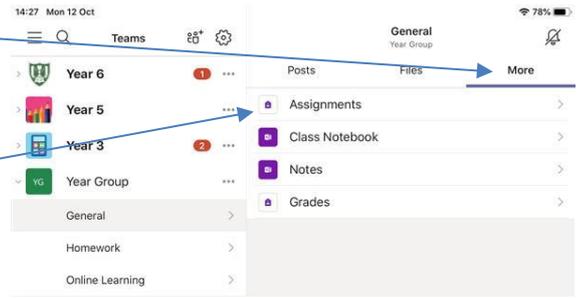
- If you have any questions or queries about school or homework, this can be typed and posted in the **'General'** channel. This will be monitored regularly by the class teacher.
- Each week homework will be posted into the **'Homework'** channel.
- Links to online learning are located in the **'Online Learning'** channel.
- Homework is now renamed as **'Assignments'**.
- In order to view what homework and assignments are set, simply click on **'General'** channel. Select **'More'** along the top bar.



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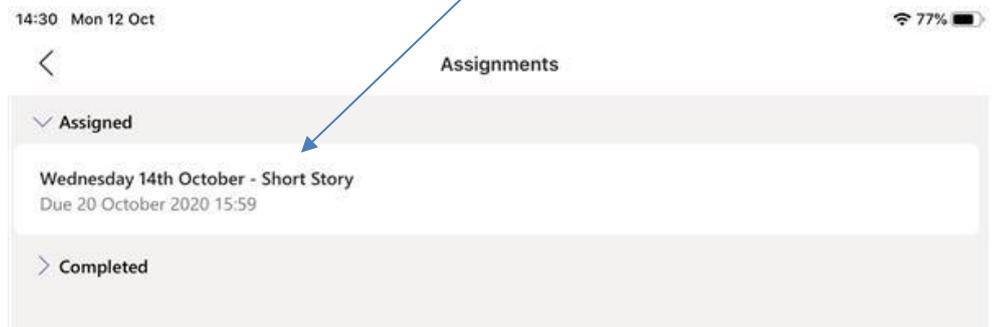


- In order to view what homework and assignments are set, simply click on **'General'** channel. Select **'More'** along the top bar.

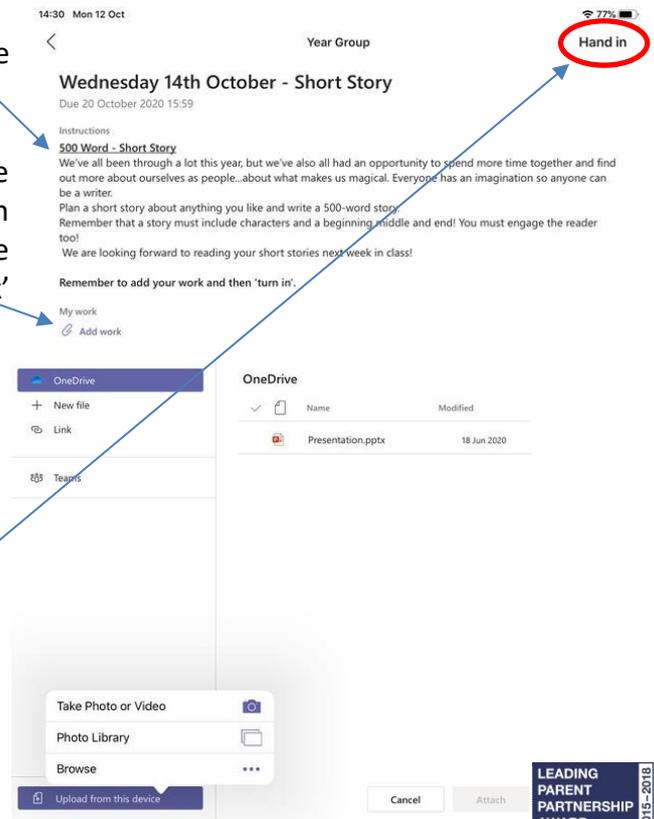


- Then select **'Assignments'**
- Any **'Assigned'** work is homework which needs to be completed.

- The example below shows the task to be completed **'Short Story'**



- Clicking on the task will open it up and the class teacher will have explained the task.
- You are then required to complete the homework in the red homework book or on paper. Once the work is completed, it must be uploaded by clicking on the **'Add work'** underneath the **'My work'**



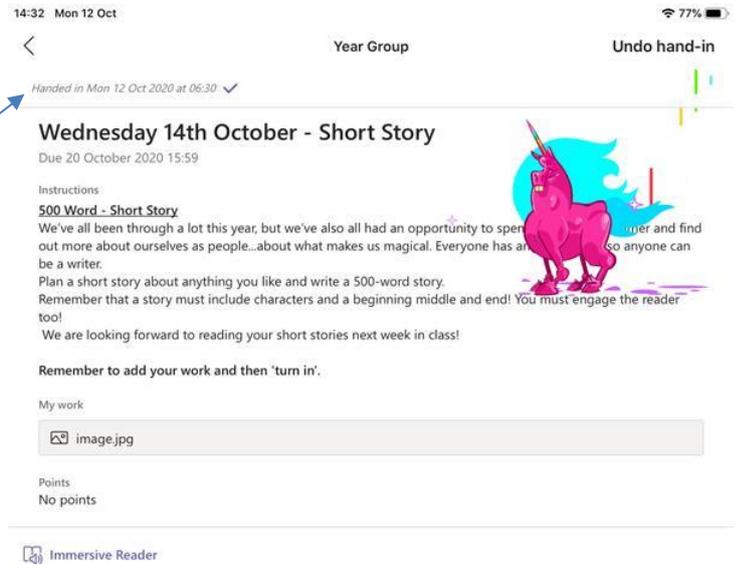
- You will then be given the option to **'Upload from the device'** using the options to **'Take Photo or Video'** or browse **'Photo Library'**.
- Select the photograph (or document) you are submitting as the completed homework and click on the **'Hand in'**.



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- Once you have handed your work in your will be notified of the date and time it was completed, followed by a celebratory animation.
- Your homework is now submitted and your class teacher can provide you with feedback.

If you require any further support in using Teams, please do not hesitate to contact school.



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