

St Brendan's College

Teams for Students & Parents



Processes and Guidelines

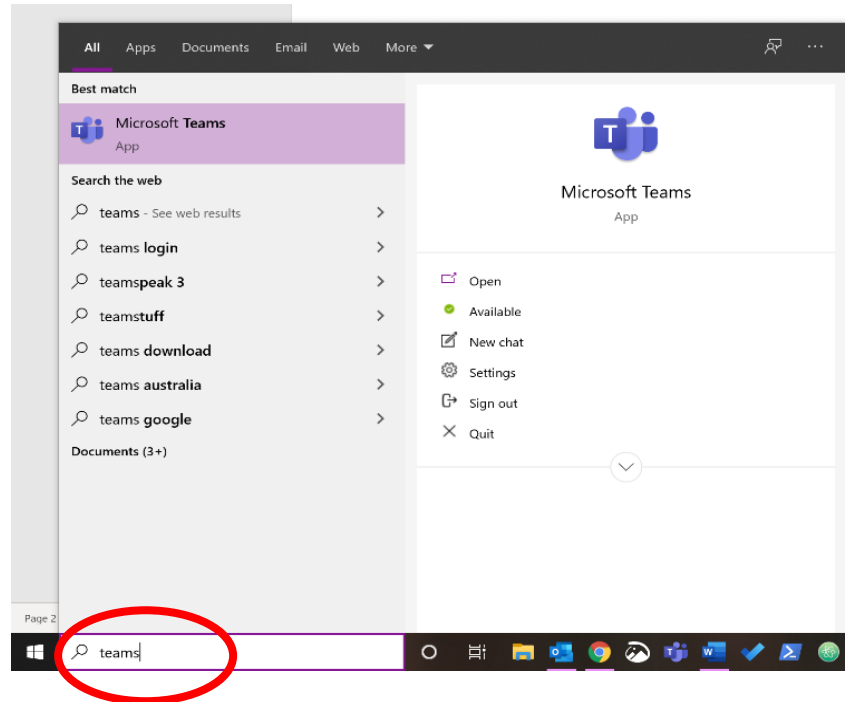
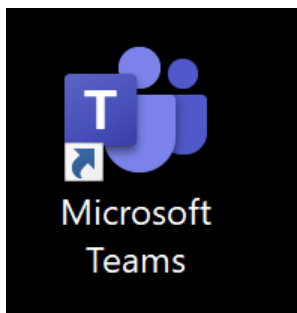
Term 2, 2020

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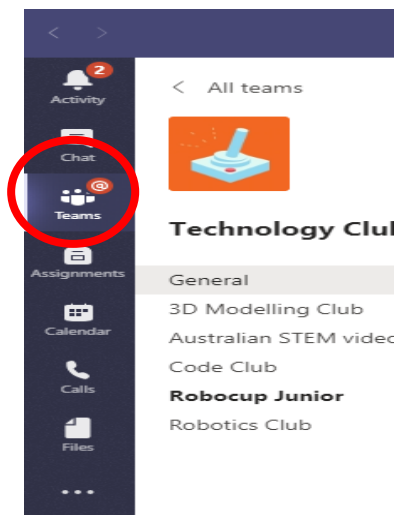
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Opening Teams

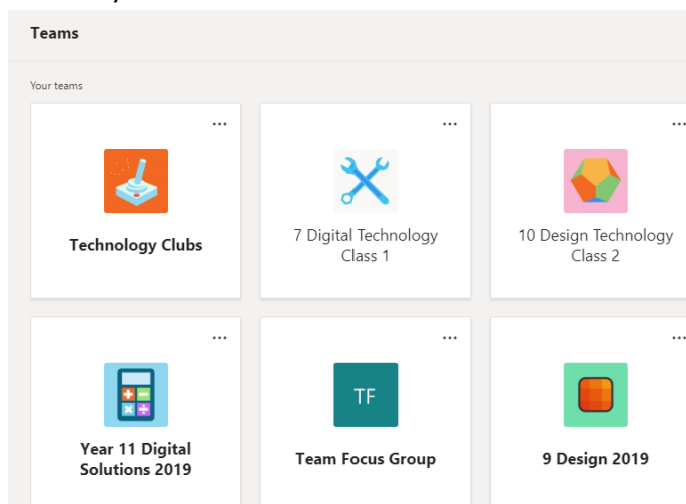
Step 1: Double click on the Teams shortcut on your desktop, or search for and click on teams in the Windows search bar.



Step 2: Access your team by clicking the Team icon in the navigation bar on the left.



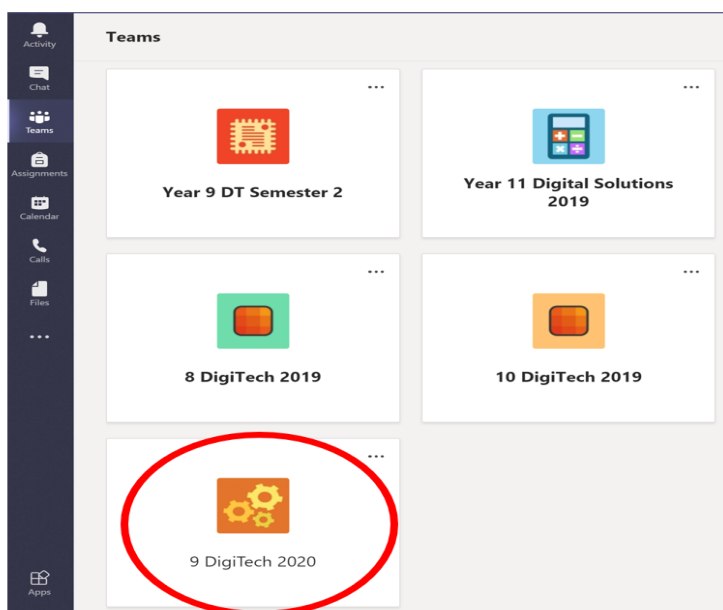
Step 3: Select the team from your list.



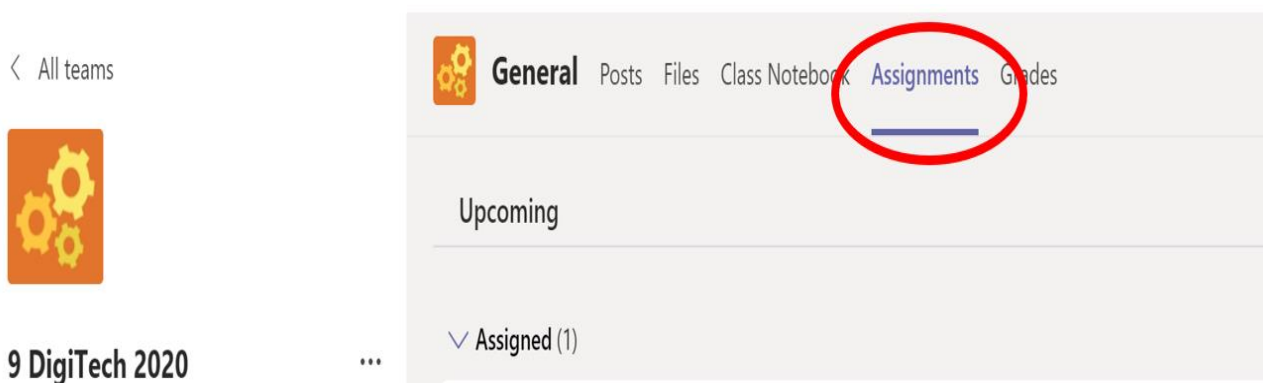
Finding Set Work

In Teams, classwork is called assignments. **All assessable assignments** will continue to be available in **Student Café**.

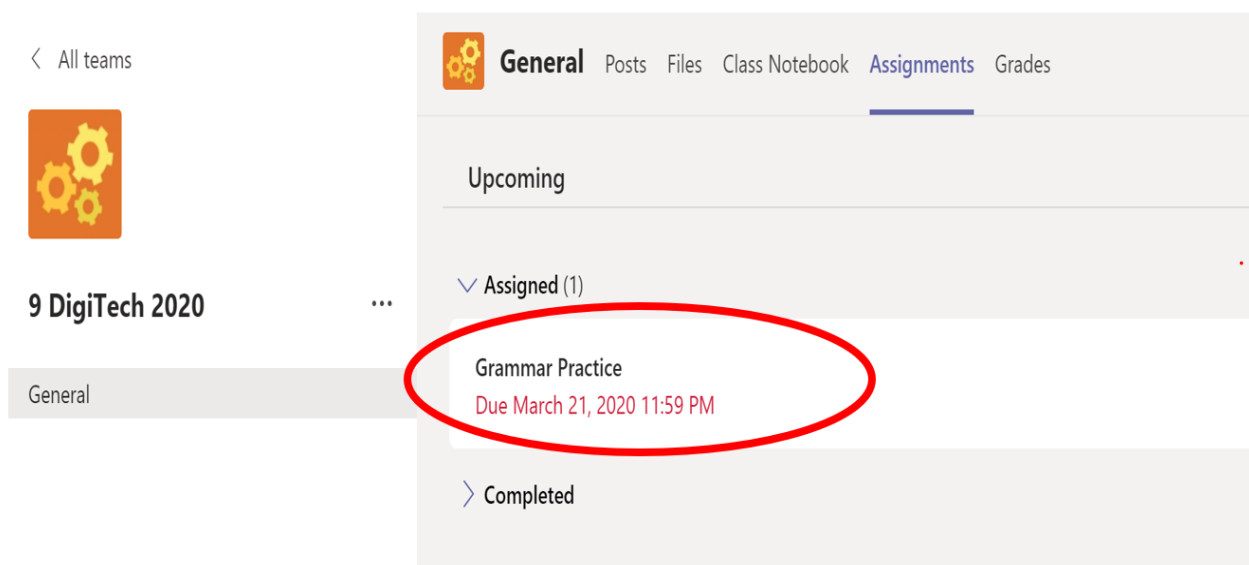
Step 1: Open Teams and select your class.



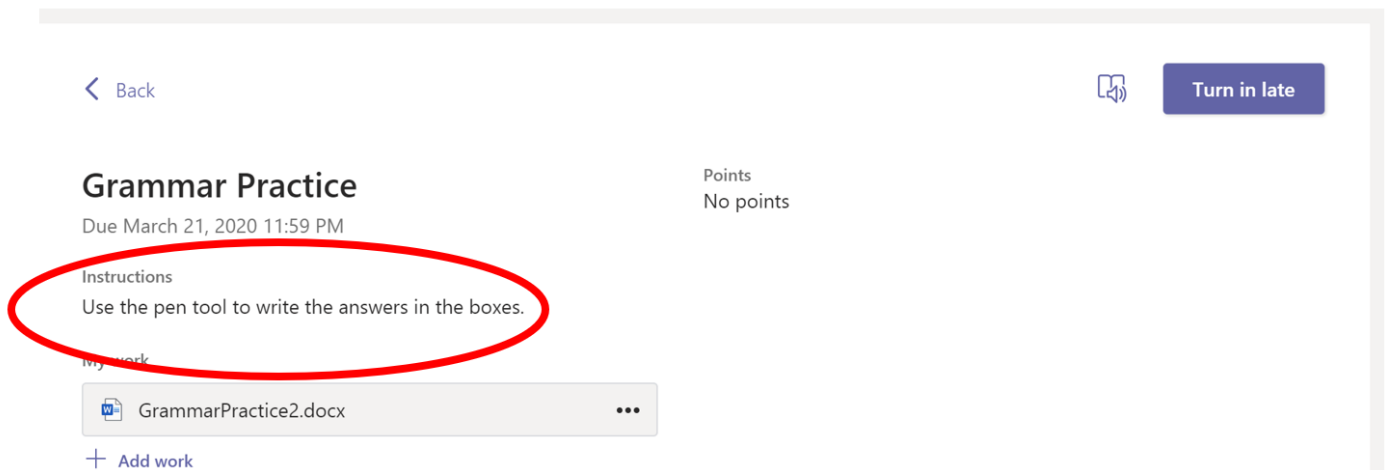
Step 2: At the top of the page, in the tabs section, select Assignments.



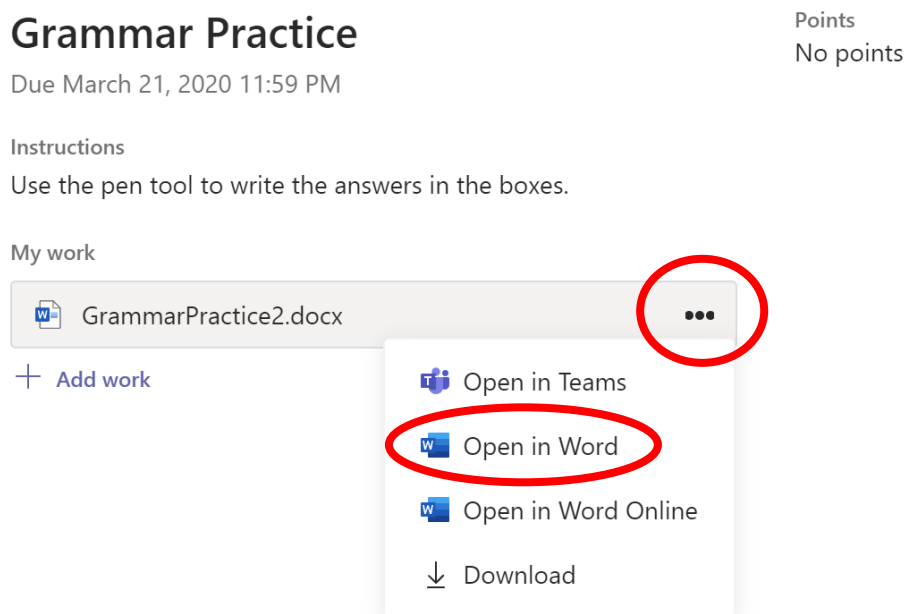
Step 3: Select the assignment to work on.



Step 4: Read the assignment instructions.



Step 5: Click the hamburger menu beside the name of the resource and choose “**open in word/excel/etc**” for full application functionality.



There is no need to save or download your work. Teams autosaves every keystroke to cloud storage. Always access your class resources through teams and any changes that you have made will be there.

Submitting the Activity/Assignment

Step 1: Open the assignment. Once completed you can turn it in by pressing the purple “Turn in” button.

The button has several options:

- Turn in
- Turn in late
- Undo turn in
- Resubmit

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Grammar Practice

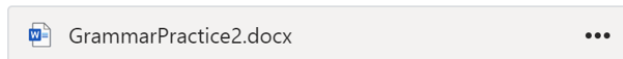
Due March 21, 2020 11:59 PM

Points
No points

Instructions

Use the pen tool to write the answers in the boxes.

My work



[+ Add work](#)

Adding your own file to an assignment

Sometimes your teacher might ask you to upload your own file.

Step 1: Open the assignment, then select the “+ Add work” button.

Grammar Practice


Due March 21, 2020 11:59 PM

Points
No points

Instructions

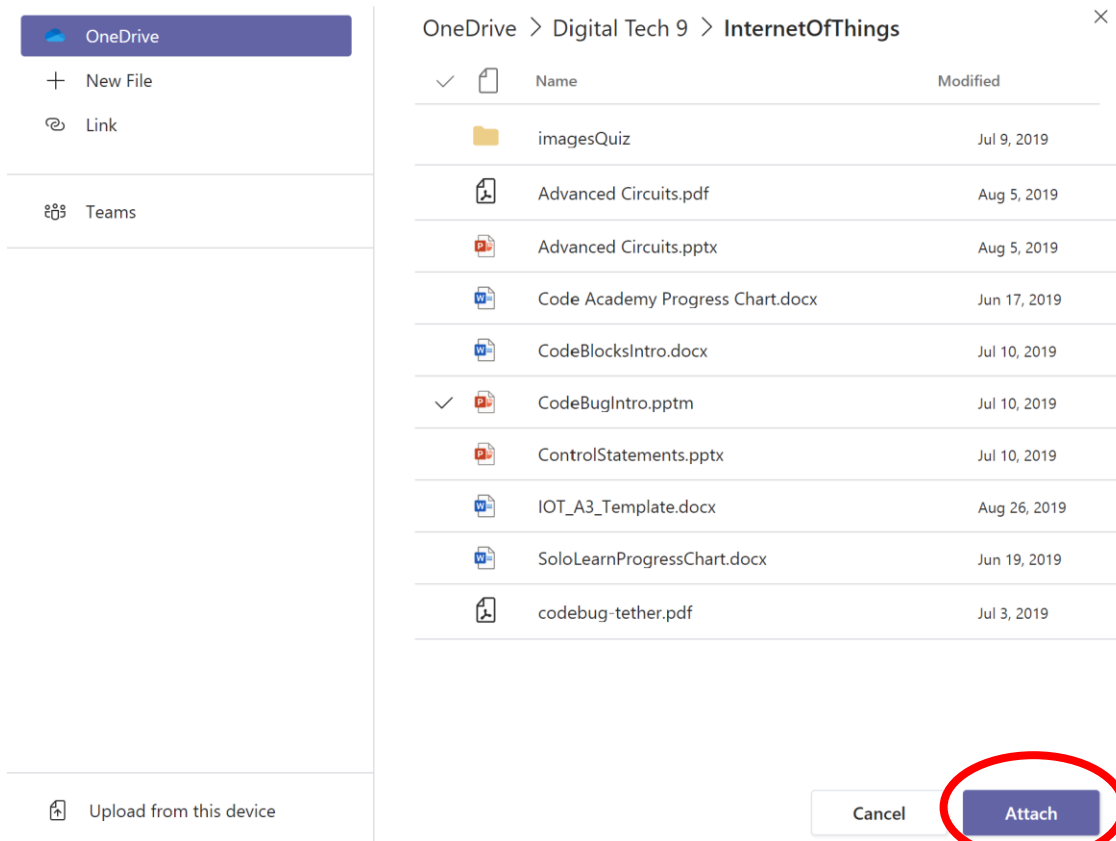
Use the pen tool to write the answers in the boxes.

My work

 GrammarPractice2.docx

 Add work

Step 2: Navigate to your saved file, tick the radio button beside the file and then press attach – you can attach several files at the one time.



The screenshot shows the OneDrive interface for selecting a file to attach. On the left, there is a sidebar with options: "OneDrive", "New File", "Link", "Teams", and "Upload from this device". The main area displays a list of files and folders under the path "OneDrive > Digital Tech 9 > InternetOfThings". The files are listed with their names and modification dates. A checkmark is visible next to the file "CodeBugIntro.pptm". At the bottom right, there are two buttons: "Cancel" and "Attach". The "Attach" button is circled in red.

✓	Name	Modified
	imagesQuiz	Jul 9, 2019
	Advanced Circuits.pdf	Aug 5, 2019
	Advanced Circuits.pptx	Aug 5, 2019
	Code Academy Progress Chart.docx	Jun 17, 2019
	CodeBlocksIntro.docx	Jul 10, 2019
✓	CodeBugIntro.pptm	Jul 10, 2019
	ControlStatements.pptx	Jul 10, 2019
	IOT_A3_Template.docx	Aug 26, 2019
	SoloLearnProgressChart.docx	Jun 19, 2019
	codebug-tether.pdf	Jul 3, 2019