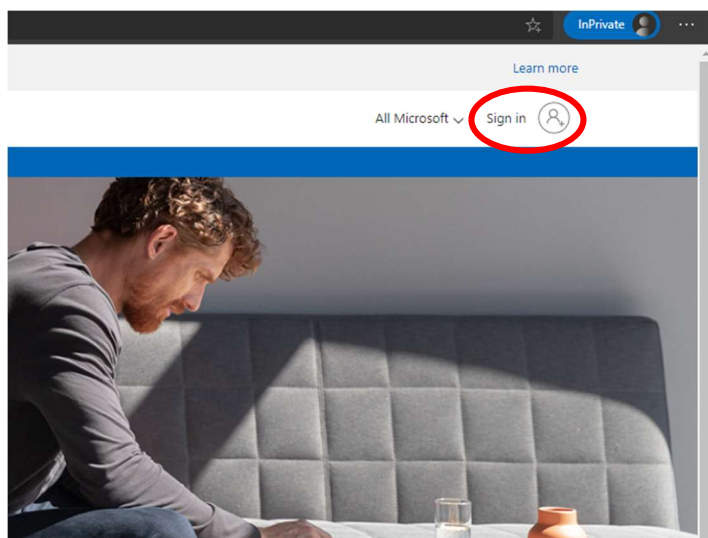




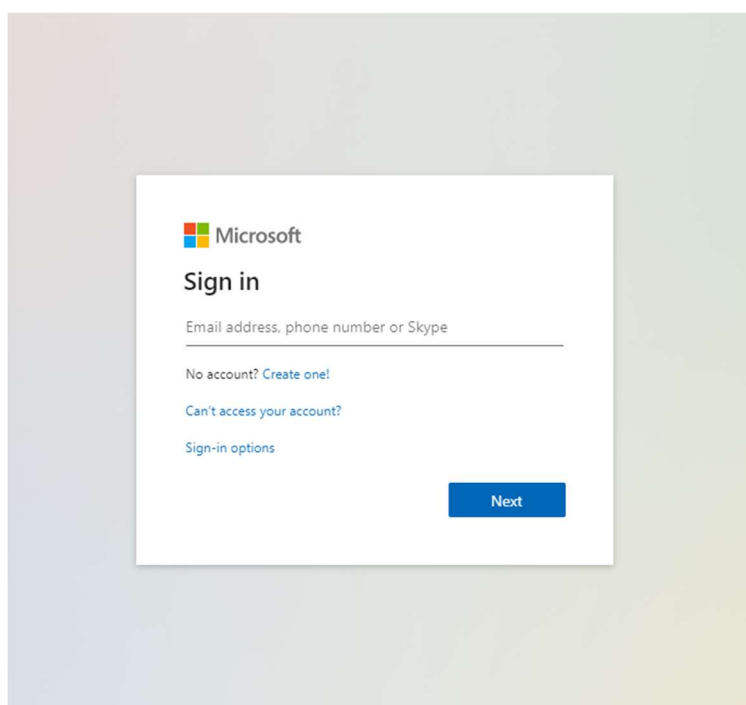
Lincoln Gardens Primary School Completing Work on Teams



1. Navigate to <https://www.Office.com> in your chosen browser. Then click on sign in



2. Enter your child's email address. This should be their first name, last initial and two random digits followed by @pupil.lincolngardens.net. This can be found in your child's reading diary.

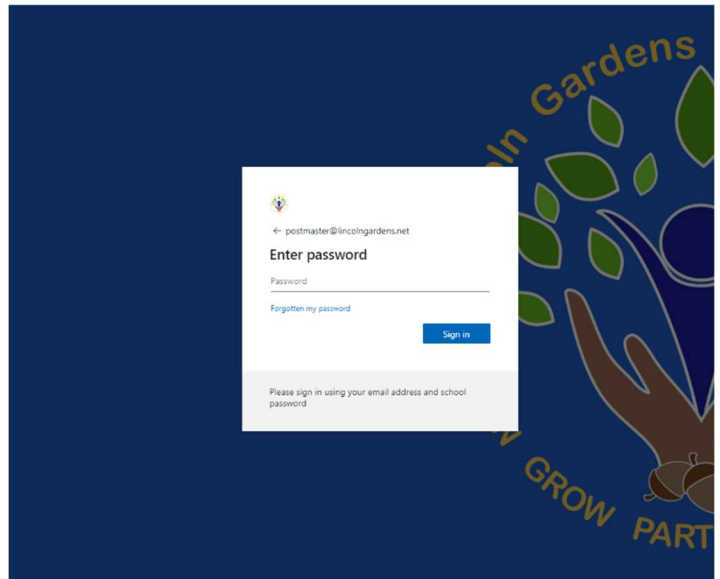




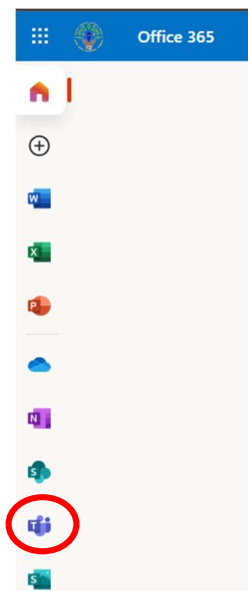
Lincoln Gardens Primary School Completing Work on Teams



3. If you have entered the email address correctly, you should be asked for your child's password and you should see the school logo in the background. Enter the password and click sign in.



4. Once you have entered the password correctly, you should see the Office 365 welcome screen. On the left hand side, click the Teams Icon

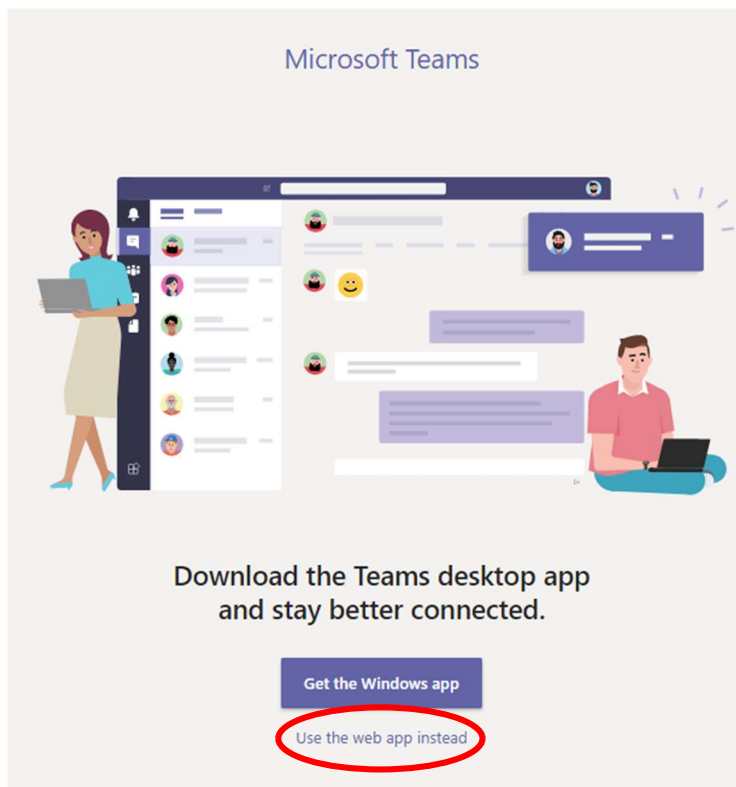




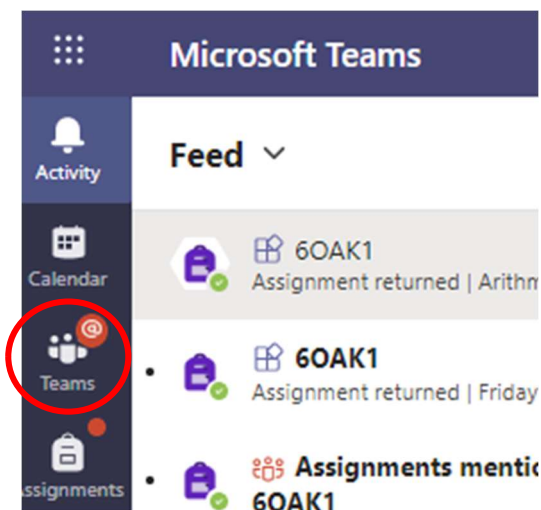
Lincoln Gardens Primary School Completing Work on Teams



5. You can choose to download the Teams app on your device and login through there. For the purposes of this document we will be using the web app by clicking on **Use the web app instead**



6. Click on Teams on the left to view the teams groups your child is in.



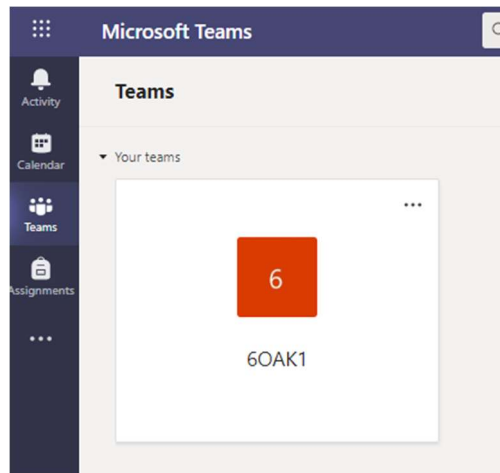


Lincoln Gardens Primary School

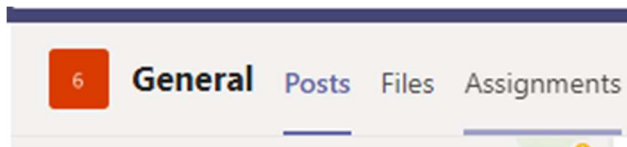
Completing Work on Teams



7. Click on your child's class

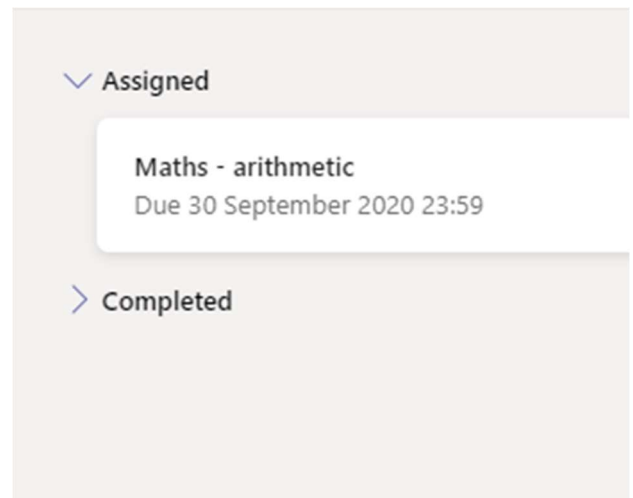


8. Click on assignments to view the work set for your child



9. You will see any work currently set and needing completing under **assigned**.

Completed and marked work will be under **completed**.





Lincoln Gardens Primary School

Completing Work on Teams



10. Click on an assigned piece of work to view the task

The screenshot shows a Teams task page for 'Maths - arithmetic'. At the top left is a '< Back' button. The task title is 'Maths - arithmetic' with a due date of 'Due 30 September 2020 23:59'. On the right, it says 'Points 15 points possible'. Below the title are 'Instructions' and 'Reference materials'. The 'Reference materials' section contains a file named 'Arithmetic.docx'. Below that is the 'My work' section with an 'Add work' button. At the top right, there is a 'Hand in' button. Red circles highlight the 'Arithmetic.docx' file, the 'Add work' button, and the 'Hand in' button. Blue arrows point from these elements to explanatory text boxes.

Click here to see any supporting materials the teacher has uploaded with the task.

Click here to create a document or upload a picture as your child's work for the task

Click here to hand in your child's work as complete when work has been added.

You can select a document from your child's OneDrive to attach as work

Add a new file then edit as the work for the task

Click **upload from this device** to take a picture of a written piece of work and then attach as your child's work

The screenshot shows the OneDrive file selection menu. It includes options for 'New file', 'Link', and 'Upload from this device'. The 'Upload from this device' option is highlighted with an orange arrow. Blue arrows from the text boxes point to the 'New file' and 'Upload from this device' options.