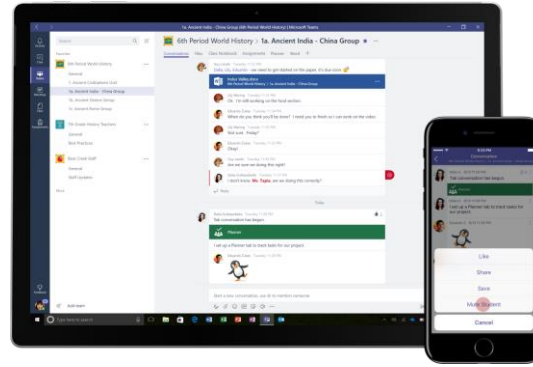


# Using Teams at home

- Microsoft Teams is an online collaboration and learning platform
- Pupils are added to class Teams and can be set Assignments, which they complete within Teams
- Teams can be accessed on the following devices
  - Windows laptops – app or browser
  - Macs – app or browser
  - iPads and iPhones
  - Android phones and tablets
- Pupils will need to login using their Crescent school account.





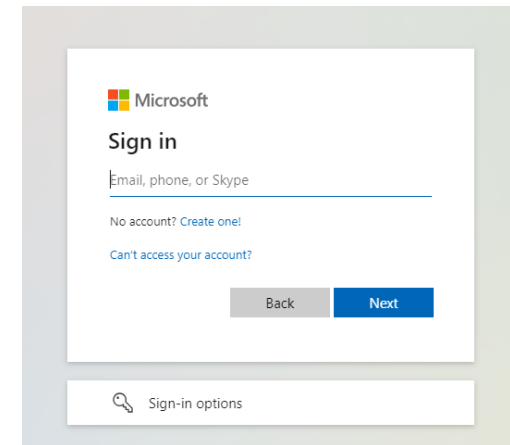
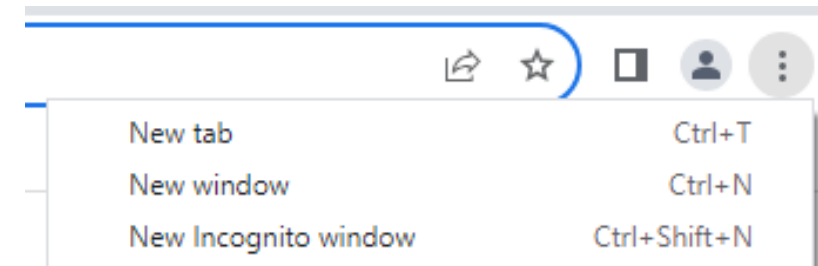
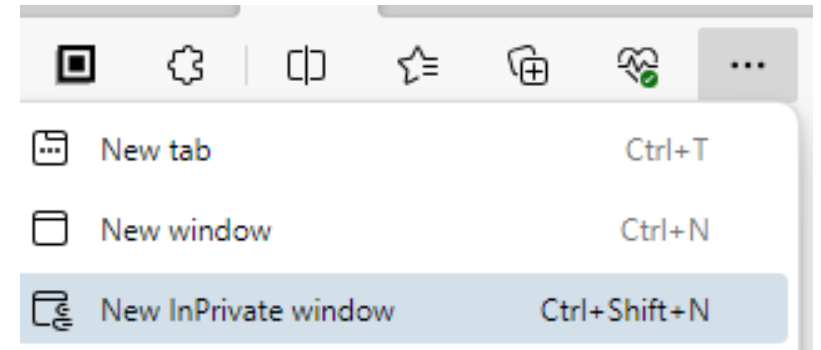
# Account details

- Your child will need to login with their Crescent School IT email address and password.
- Your child should know their username, but it generally takes the form *preferred name surname year at end of year 6*
- For example: *johnsmith25*
- The email address is *username@crescentschool.co.uk*
- The password is unique to your child. They should know this as they use it to login to computers in school. If you have any issues with passwords, please contact the school.



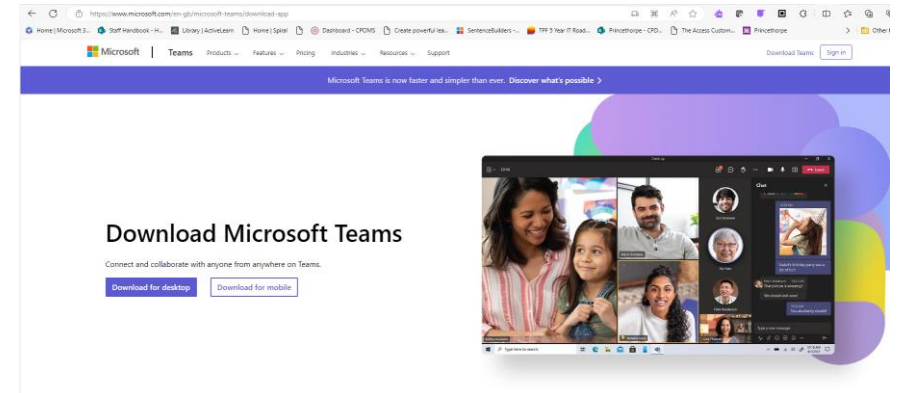
## Access via the browser

- On PCs and Macs, Teams can be accessed via browsers such as Microsoft Edge and Google Chrome.
- It may be sensible to open an InPrivate or Incognito window in the browser to sign into Teams, to avoid signing in with a personal account.
- Go to <https://teams.microsoft.com> and sign in with the Crescent account



# Access via the Teams app

- On phones or tablets you will need to download the Teams app to access Teams.
- You can also download the app for PCs and Macs
- Go to <https://www.microsoft.com/en-gb/microsoft-teams/download-app> or search for Microsoft Teams in the App Store or Play store to download the Teams app
- Once the app is downloaded, open the app and sign in with the Crescent account.



# Using Teams

- Your child should be familiar with Teams from using this in school.
- To access their assignments, click on **Assignments** in the left-hand pane, and you will see a list of forthcoming assignments.
- Click on the assignment to see the instructions and other details.
- If work to be completed has been set directly in the assignment, click on the document to open this and work on this.
- The document will autosave, so can be closed without losing work.
- When an assignment is complete, click on **Hand-in**

The screenshot illustrates the Microsoft Teams interface for assignments. On the left, a vertical pane labeled 'Assignments' contains a bell icon. The main area shows a calendar view for '20 Oct Friday' with an assignment card for 'Year 6 homework' due at 08:30 for 'Tester Class'. The assignment card includes a red dot icon, a share icon, a clock icon, and the text 'Not handed in'. A blue 'Hand in' button is positioned to the right of the assignment card. Below the assignment card, the details for 'Year 6 homework' are shown, including the due date 'Due 20 October 2023 08:30', instructions 'Please complete the questions on the attached worksheet.', and a section for 'My work' containing a document titled 'Worksheet.docx'. At the bottom of the 'My work' section, there are 'Attach' and '+ New' options. On the far right, the text 'Points No points' is visible.