

## Using Microsoft Teams on a Phone or a Tablet

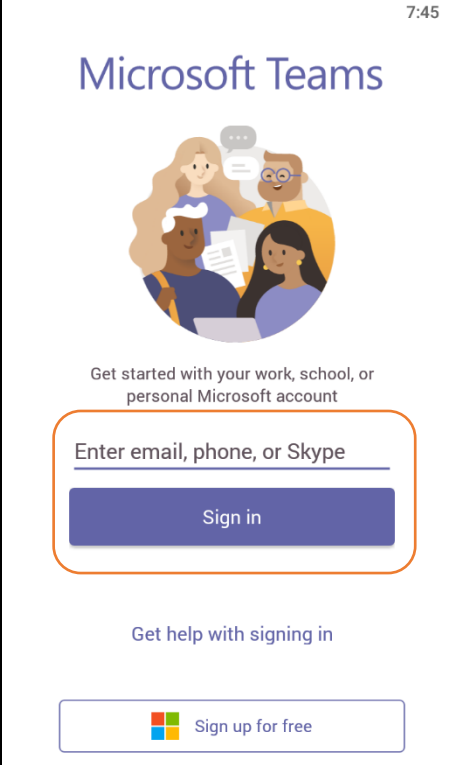
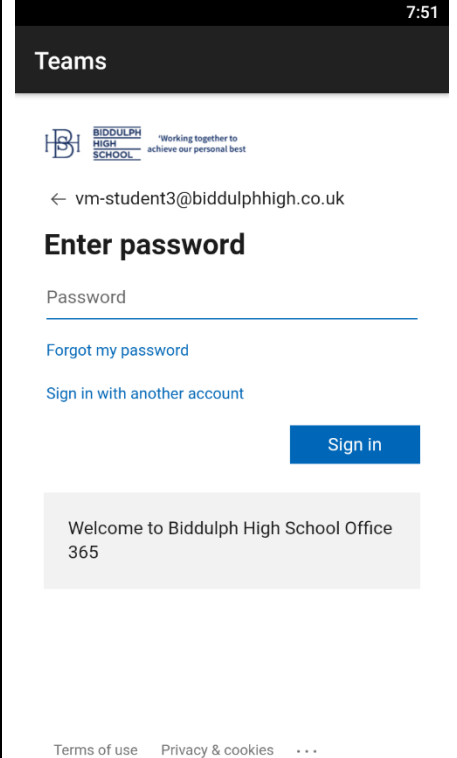
NB – Although screenshots in this document are taken from an Android device, the steps required for Apple (iOS) devices are identical.

### Setting Up Your Phone

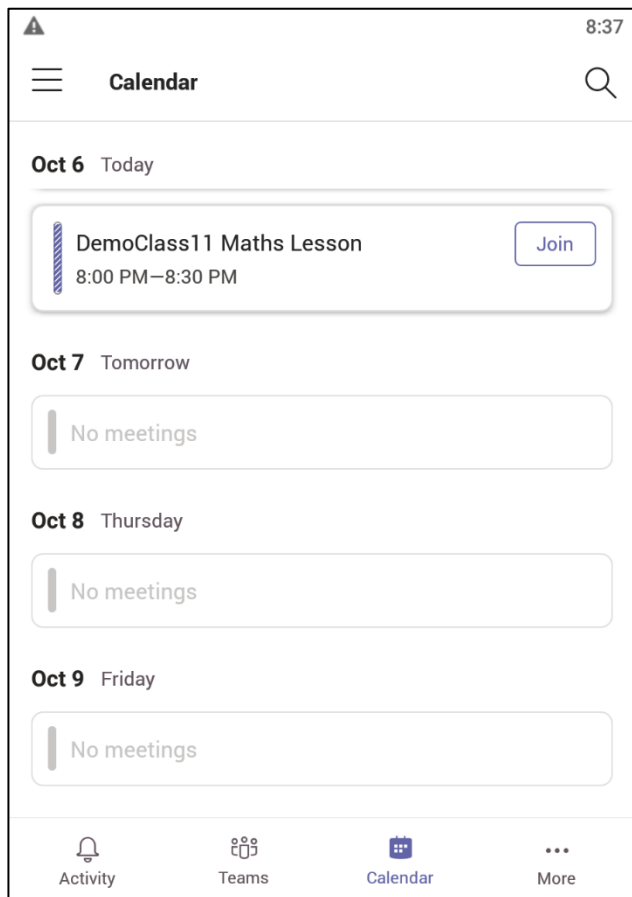
Install the App

Microsoft Teams should be downloaded from either Google Play or the Apple App Store. It is free.

### Sign into the App

 <p>7:45</p>	<p>When Microsoft Teams is opened for the first time you will need to sign in using your school eMail address and associated password.</p> <p>Your school eMail address is the same as your school computer login, except that has @biddulphhigh.co.uk added to the end. Enter this in the space highlighted by the orange border in the screenshot to the left.</p> <p>So, for example, if your school computer login is <i>Student2343</i>, then you should sign into Teams using <a href="mailto:Student2343@biddulphhigh.co.uk">Student2343@biddulphhigh.co.uk</a>.</p>
 <p>7:51</p>	<p>Next you should enter your password. This will be identical to the password you use to access any of the school's networked computers.</p> <p>NB – when entering your password you should notice the Biddulph High School logo at the top left corner of your screen. This shows that your login has been recognised as one belonging to our school.</p> <p>If you have forgotten your password or login ID, please contact the school.</p>

## Using Your Device to Attend a Live Lesson



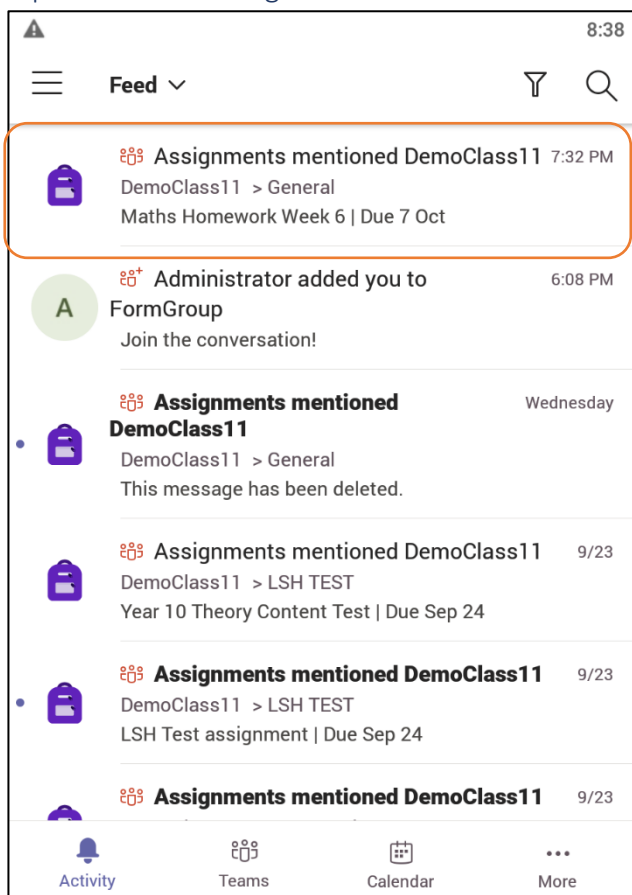
It is recommended that you use a proper desktop computer or laptop where possible to log into a virtual lesson.

Where this is not possible, virtual lessons may be accessed by selecting the **Calendar** icon on the bottom toolbar, then scrolling through the calendar to find the correct date and time during which a lesson would normally take place.

Click the **Join** link and you will be connected to your class. Remember to mute both your video and microphone.

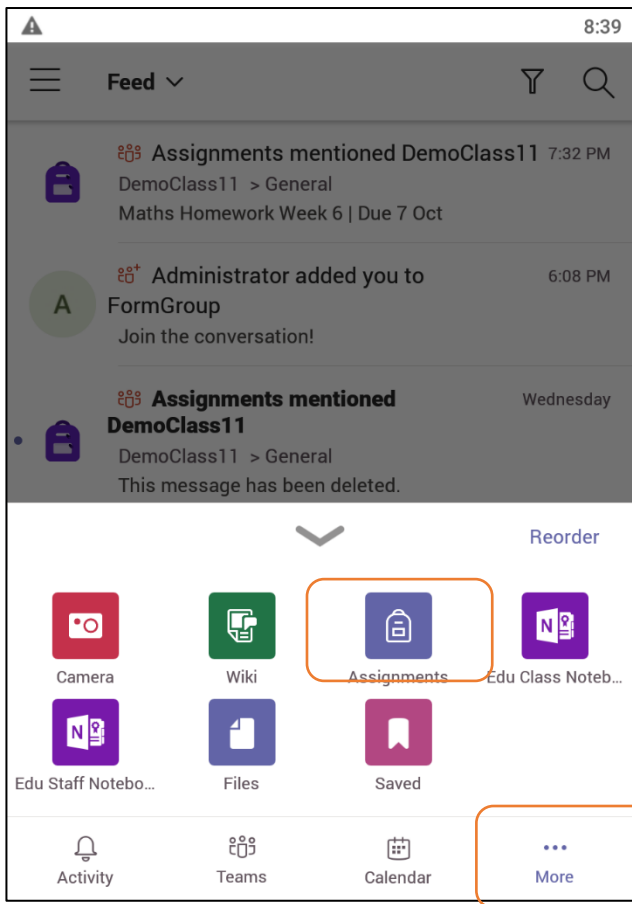
## Accessing and Completing an Assignment

### Step 1 – Find the Assignment



If a new assignment has been set for one of your classes it should appear in your **Activity** Feed.

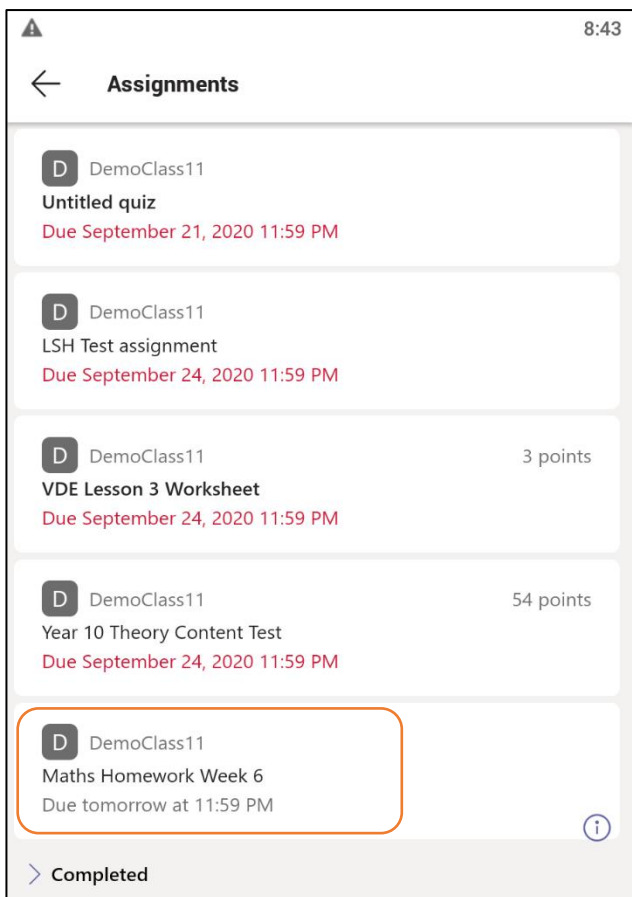
Just select the relevant assignment you wish to complete and you will be taken to the screen shown in Step 2.



Alternatively, if you need to search for an assignment because it is not listed in your activity feed, select the **Assignments** icon at the bottom of the screen (depending on your screen size, you may have to select **More** first, then select **Assignments** from the expanded list.

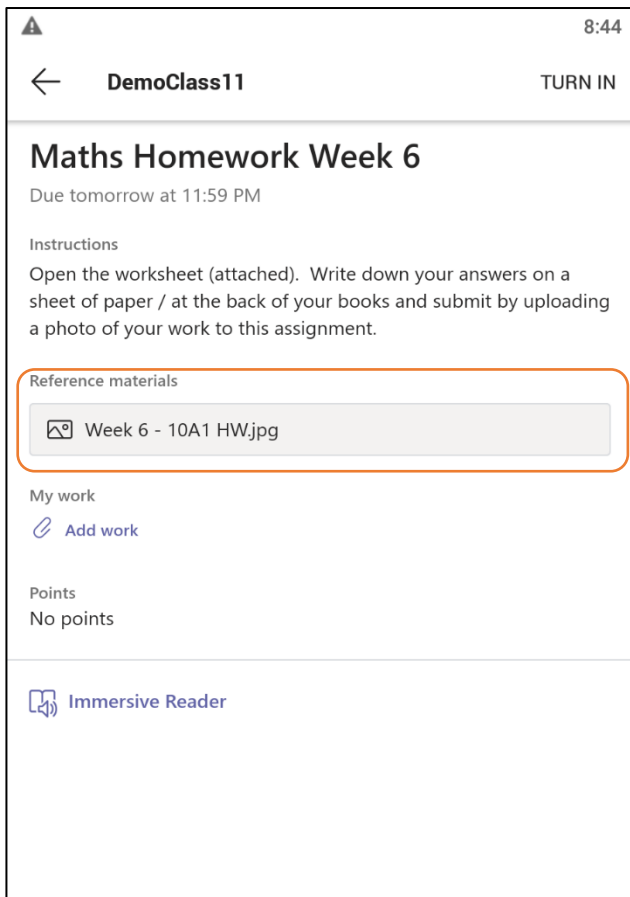
You can also access **Assignments** from your class. Click your class code, select the **General** tab, select assignments and this will show just the assignments for your class.

## Step 2 – Open the Assignment



From the list of assignments, select the one you wish to view...

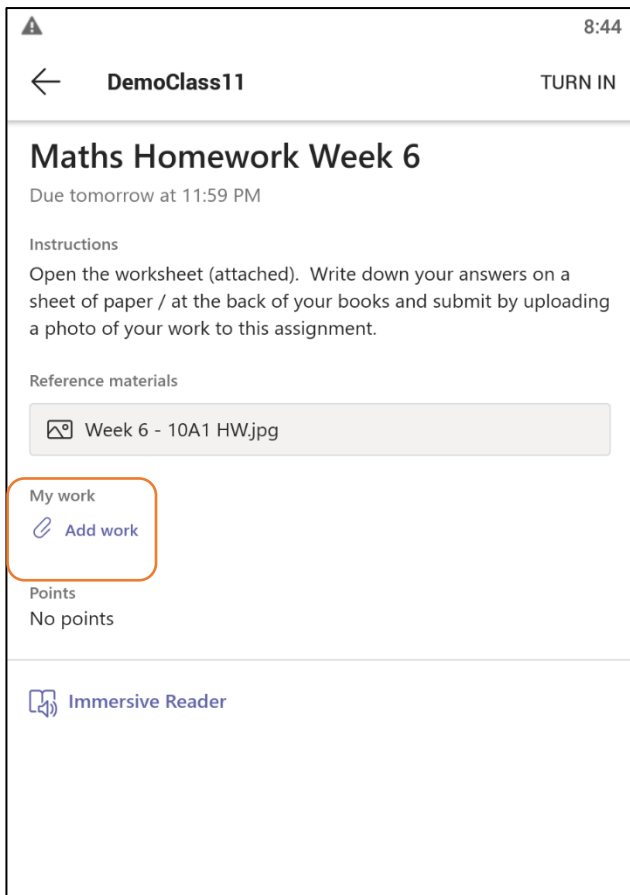
NB – Assignments are shown with the earliest date first, so you may need to scroll right to the bottom to see a recently added assignment.



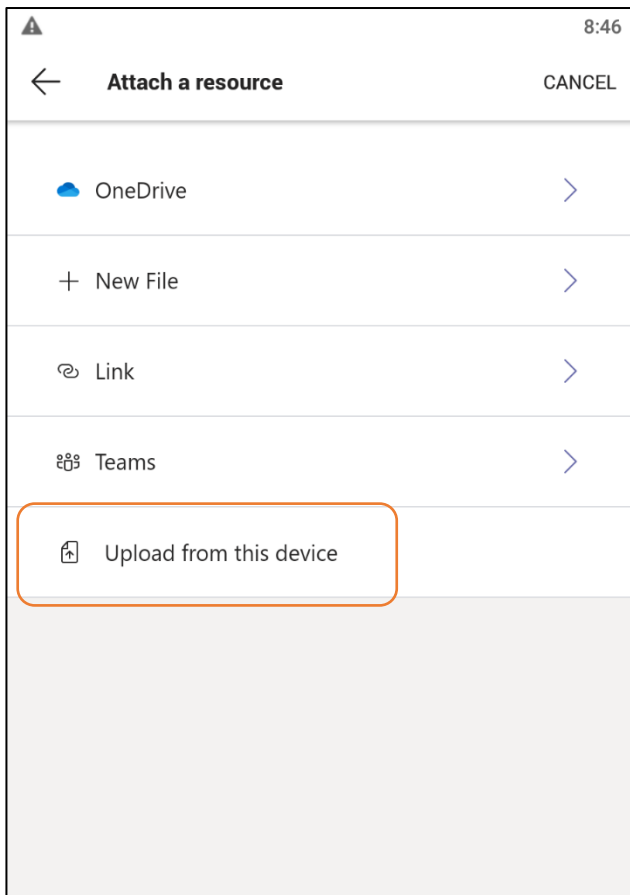
The selected assignment will open – any attached files will also be shown. In this case, a JPG file is available for viewing.

Selecting an attached file will open it on screen. You may zoom in and out as you require.

### Step 3 – Handing In the Assignment



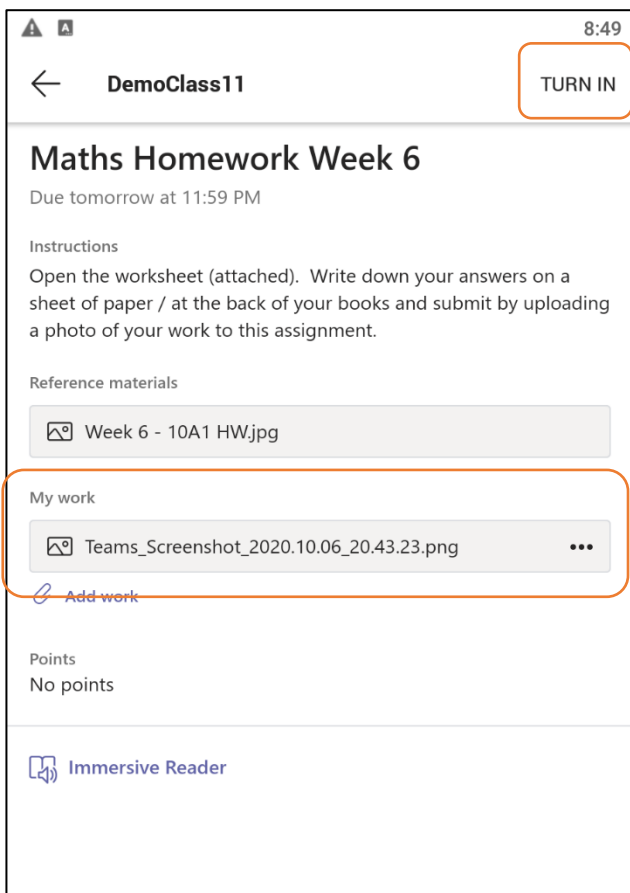
When you are ready to hand in an assignment, if you need to attach any files or photos you must click the paper clip icon entitled **Add Work**.



This will bring up a menu allowing you to choose the file(s) you wish to attach.

**New File** will allow you to create a new Word, PowerPoint and Excel document, but can be difficult to use on a phone (easier on a tablet).

To attach a photo of your work, select the option '**Upload from this device**', then navigate to the photo you wish to upload. The photo option is preferred in subjects such as Maths.



Any attachments you choose to upload will be clearly shown under the section entitled **My Work**. You may add multiple photos or attachments if you wish.

Finally click the **Hand In** button (sometimes called **Turn In** on older versions of the app) at the top right of the screen.

8:51

← DemoClass11 UNDO TURN IN

Turned in Tue Oct 6, 2020 at 8:51 PM ✓

## Maths Homework Week 6

Due tomorrow at 11:59 PM

Instructions

Open the worksheet (attached). Write down your answers on a sheet of paper / at the back of your books and submit by uploading a photo of your work to this assignment.

Reference materials


Week 6 - 10A1 HW.jpg

My work

Teams\_Screenshot\_2020.10.06\_20.43.23.png

Points

No points

 Immersive Reader

Your assignment will be submitted and your display will show the time and date Teams received your work.