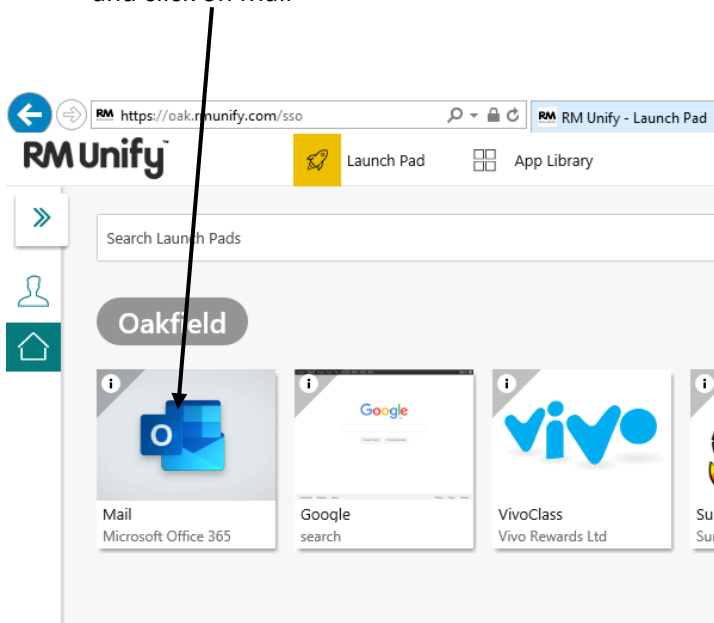


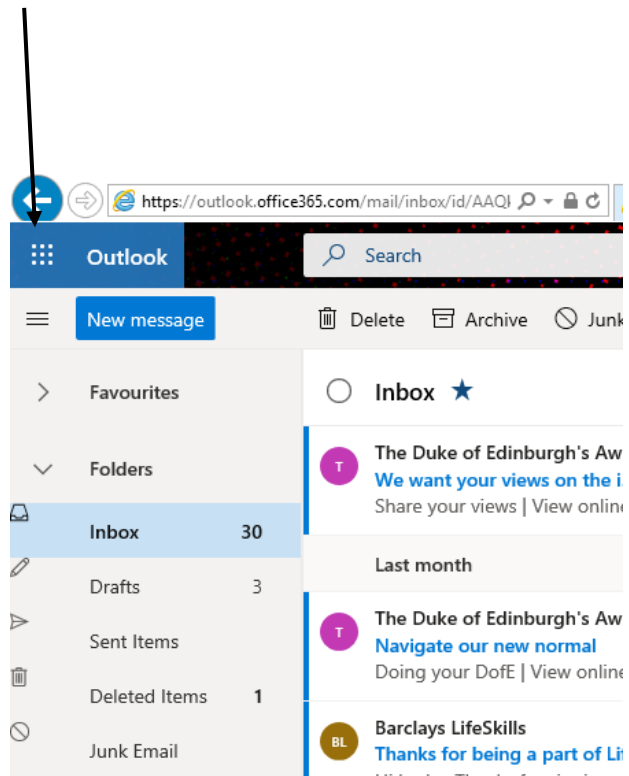
Teams guide for Parents/Carers/Pupils

Accessing work

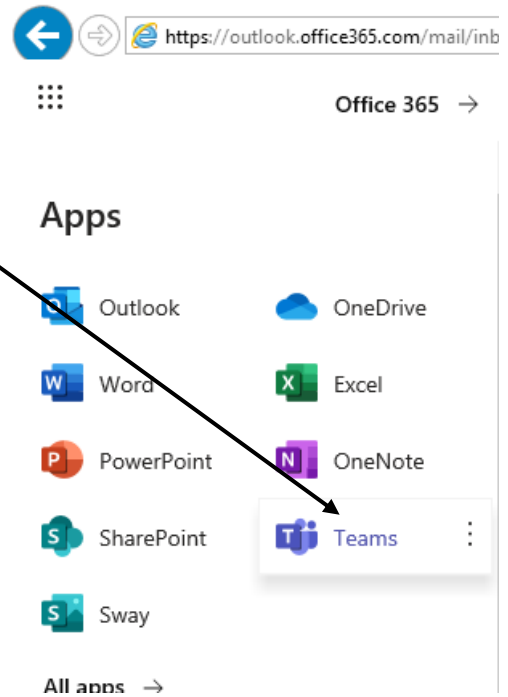
1. Open up internet explorer (preferably google chrome) <https://oak.rmunify.com/sso> and click on Mail



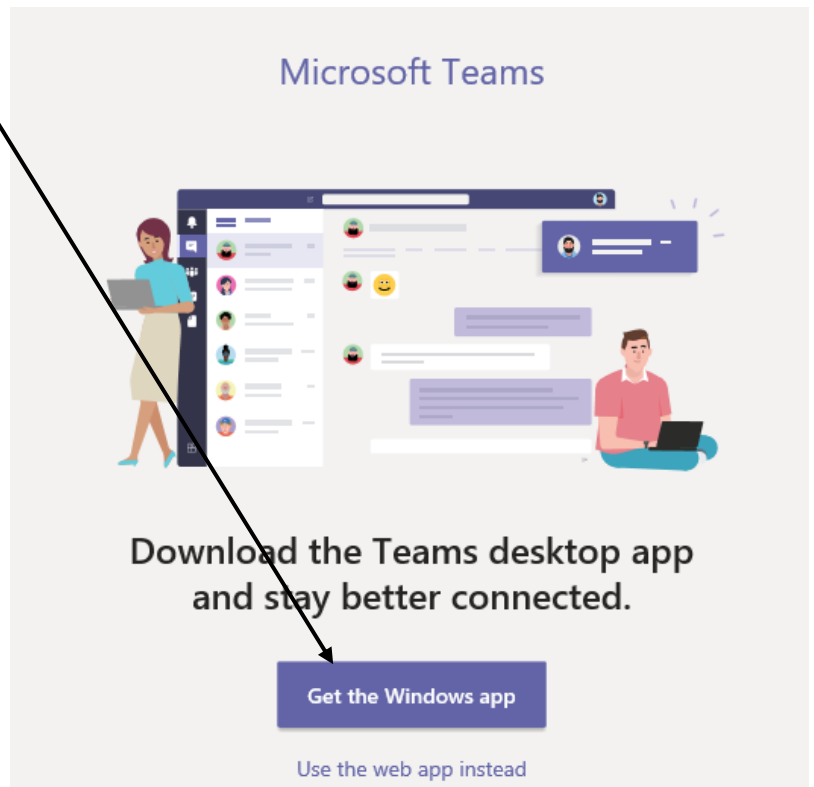
2. Once mail has opened up, click on the 9 dots



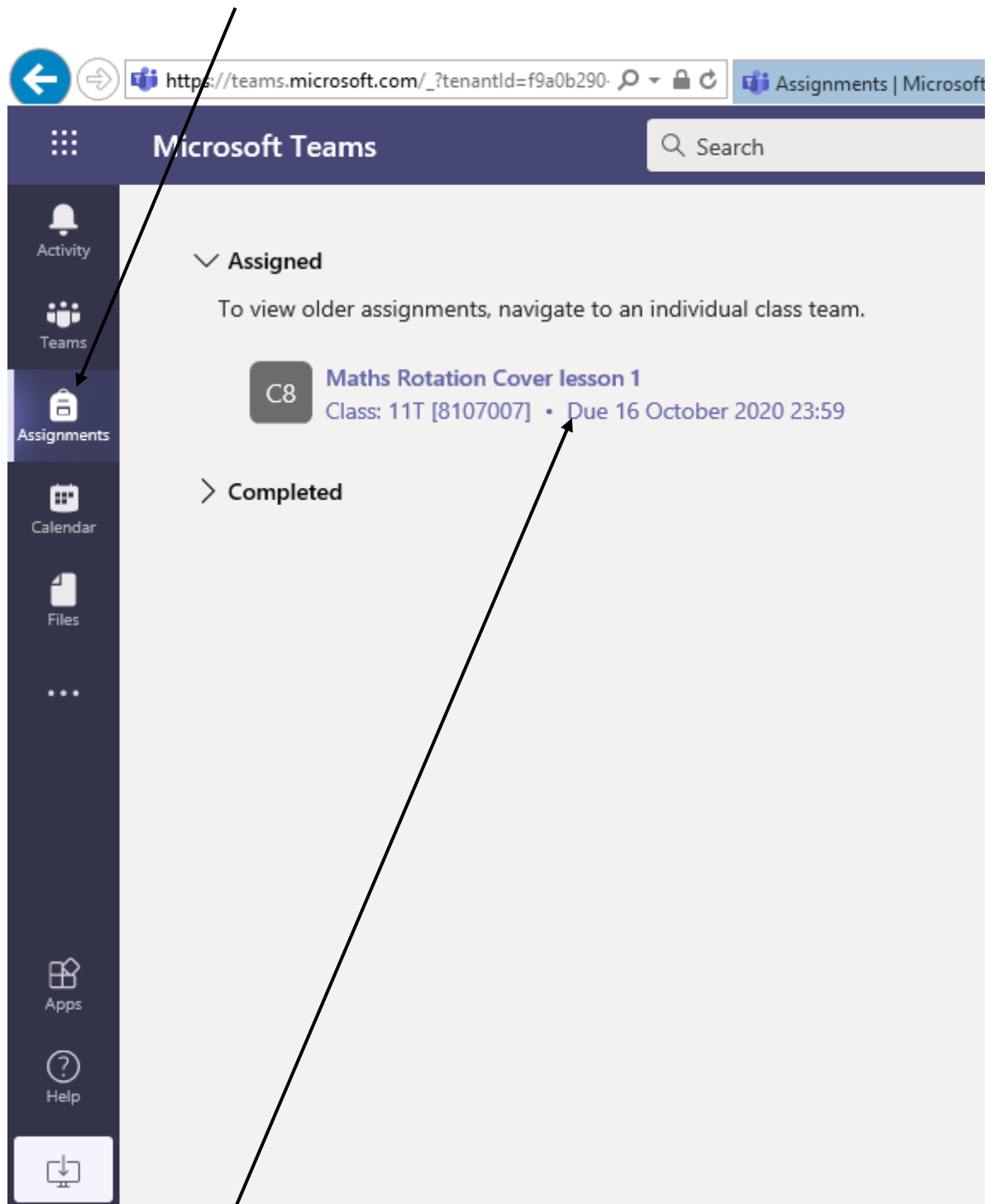
3. Click on the Teams icon



4. Click 'use the web instead'



5. Click on assignments (tab on the left hand side)

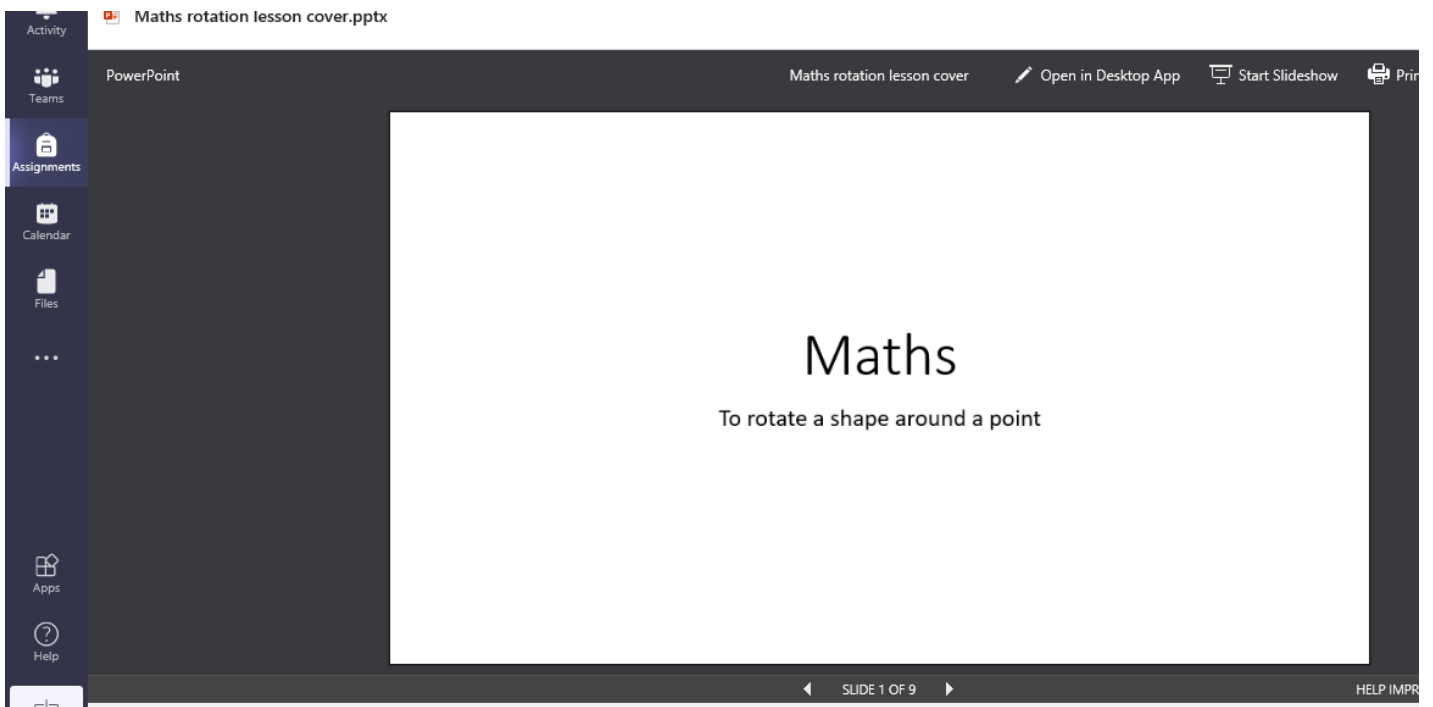


6. Click on the the assignmnet/lesson that has been set

7. Click on the reference materials (in this case a PowerPoint presentation)

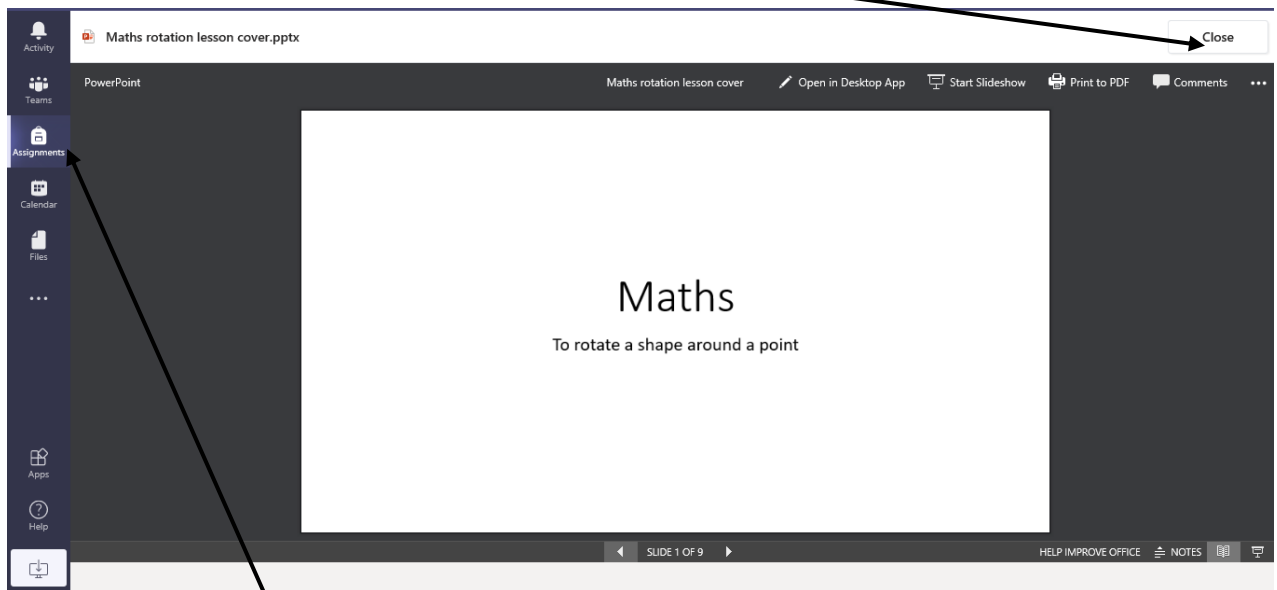
The screenshot shows the Microsoft Teams interface. At the top, the browser address bar displays the URL https://teams.microsoft.com/_?tenantId=f9a0b290 and the page title "Assignments | Microsoft Teams". The Microsoft Teams header includes a search bar and the text "Microsoft Teams". On the left sidebar, the "Assignments" tab is selected. The main content area shows an assignment titled "Maths Rotation Cover lesson 1" with a due date of "Due 16 October 2020 23:59". Under the "Instructions" section, it says "Read through the powerpoints and complete the set questions". The "Reference materials" section contains a file named "Maths rotation lesson cover.pptx". A black arrow points from the instruction text to the file name. Below the reference materials is a section for "My work" with an "Add work" button.

8. You can now access the lesson content



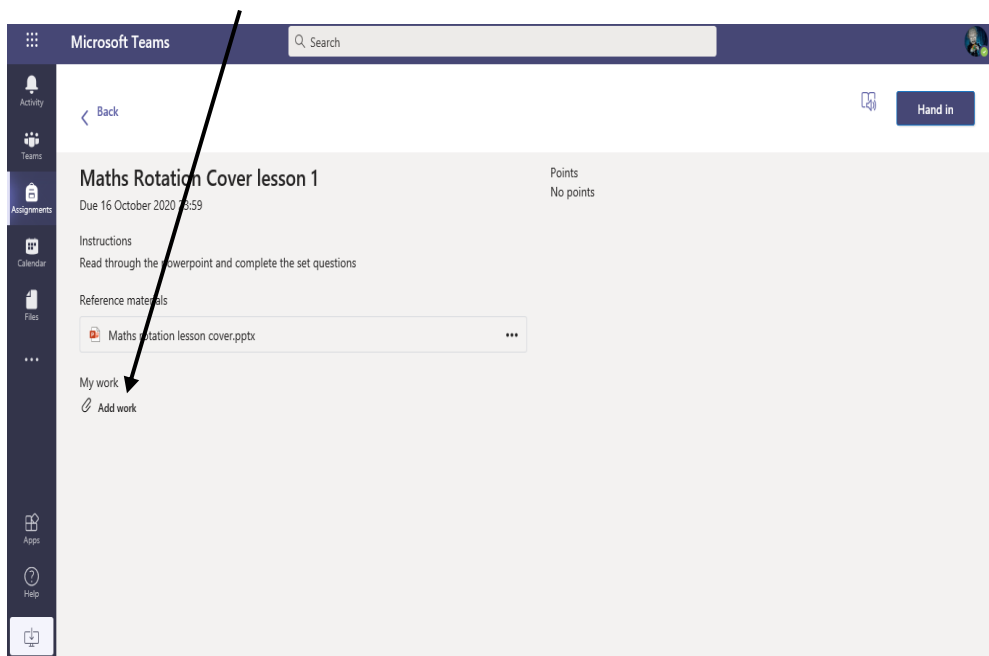
Submitting work

1. To submit your work. Firstly close the PowerPoint



2. click back on assignments (left hand tab)

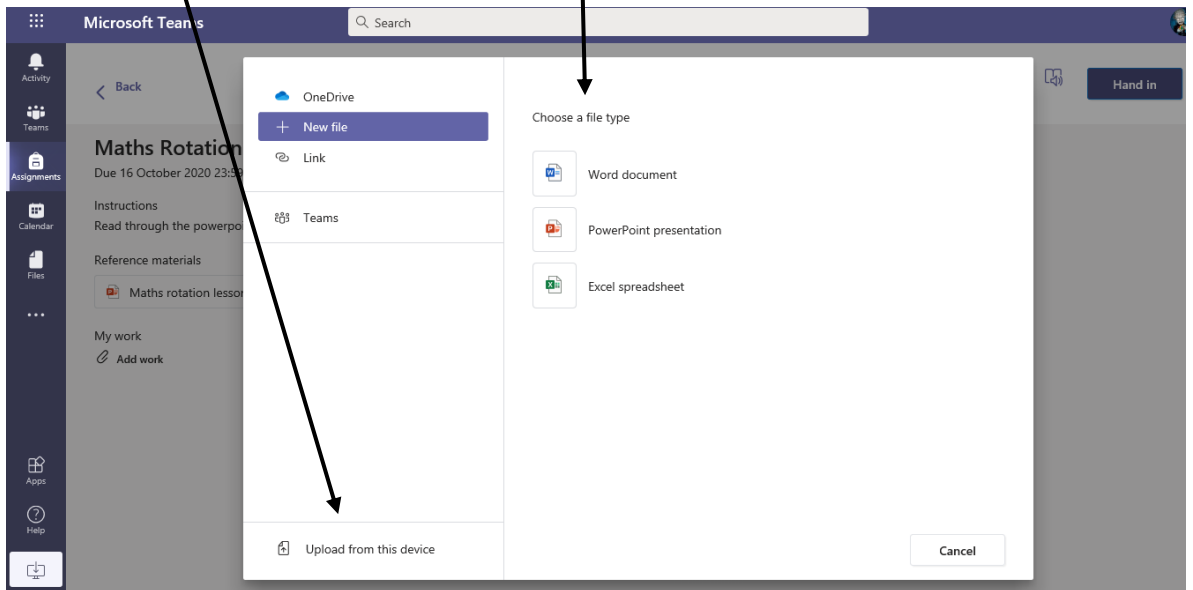
3. Click on 'add work'



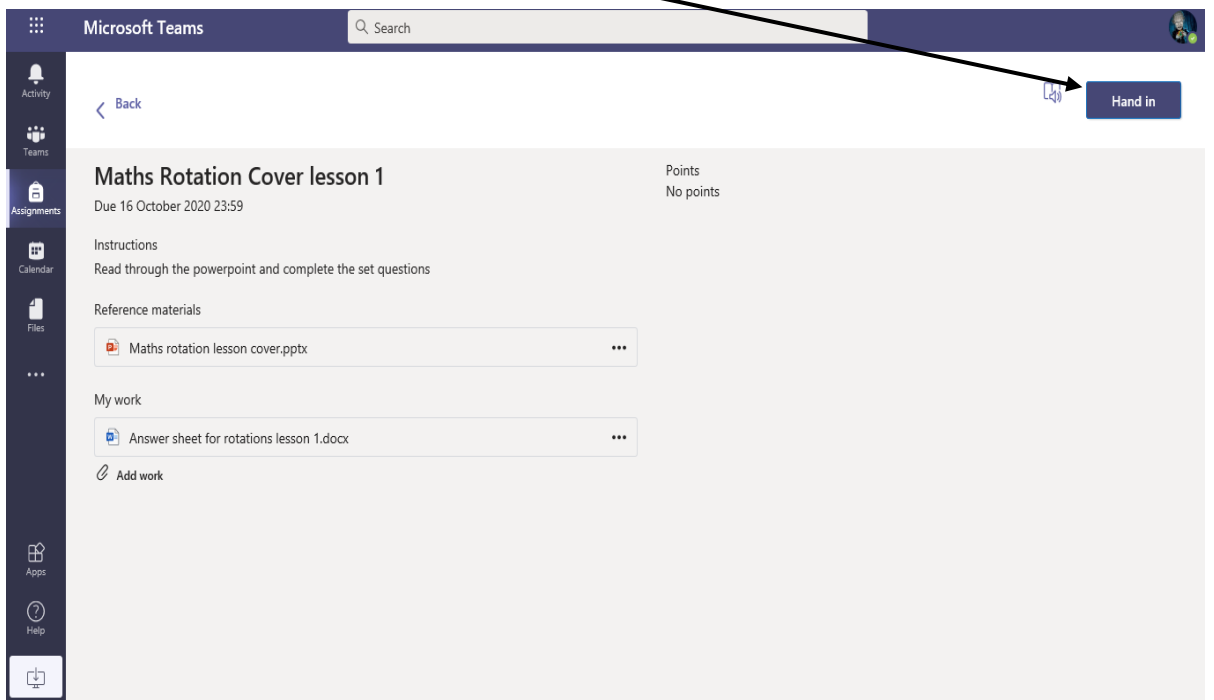
4. You can to submit work by creating a new document (word, powerpoint or excel)

Or

A saved document



5. Once the work is uploaded- click 'hand in'



6. It will then appear in the completed assignments section

