



How to use Teams at home for homework



Getting on to Teams

You can get on to Teams in a variety of ways, depending on what you're using.

There are apps for iOS (iPhone and iPads) and Android devices, you can search for 'Teams' in your app store.

If you have a Windows PC, Teams should already be installed, you can access it by typing 'Teams' into your search bar by pressing the Windows key.



You can also access Teams from any device on a web browser, simply go to <https://teams.office.com>

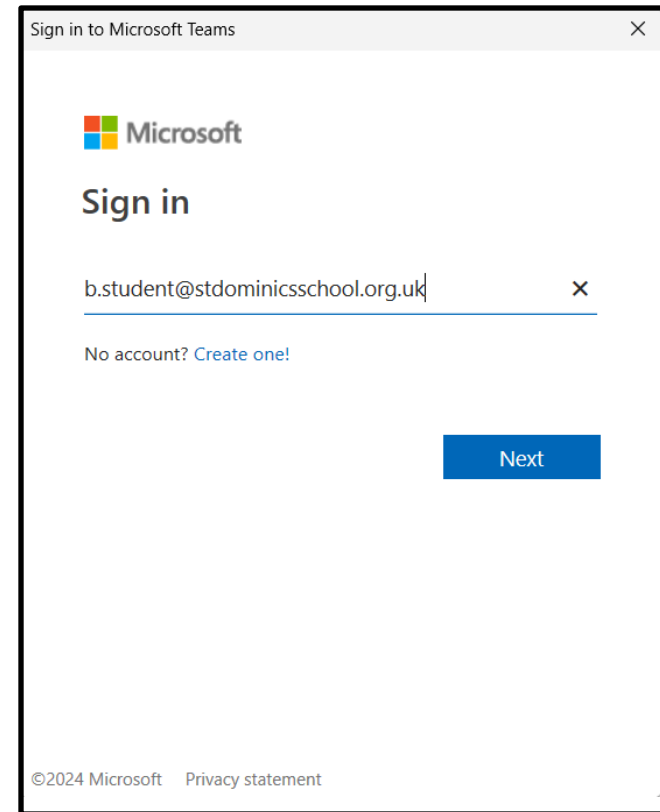


Logging in

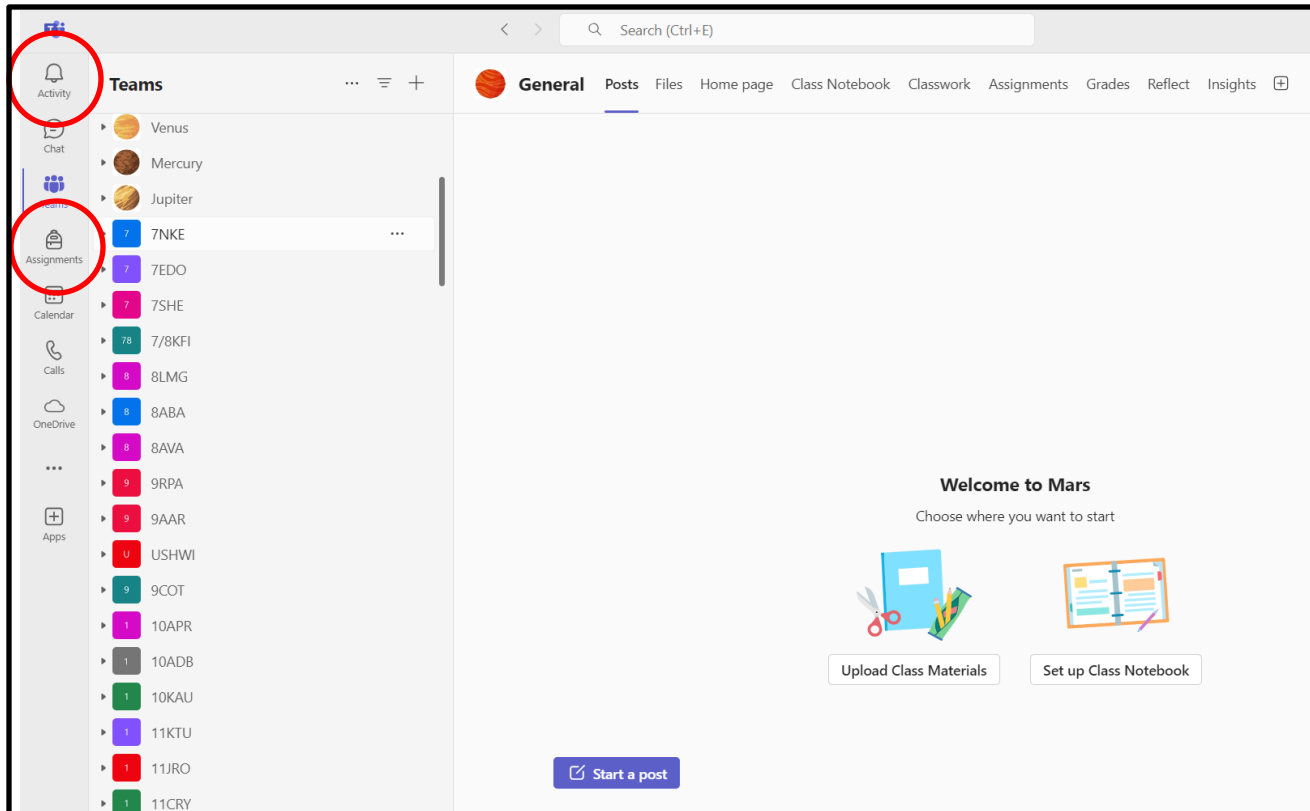
Your child's login details are the same as they use to access any laptops or computers at school, so they should be familiar with these. The standard format is as follows:

firstinitial.surname@stdominicsschool.org.uk

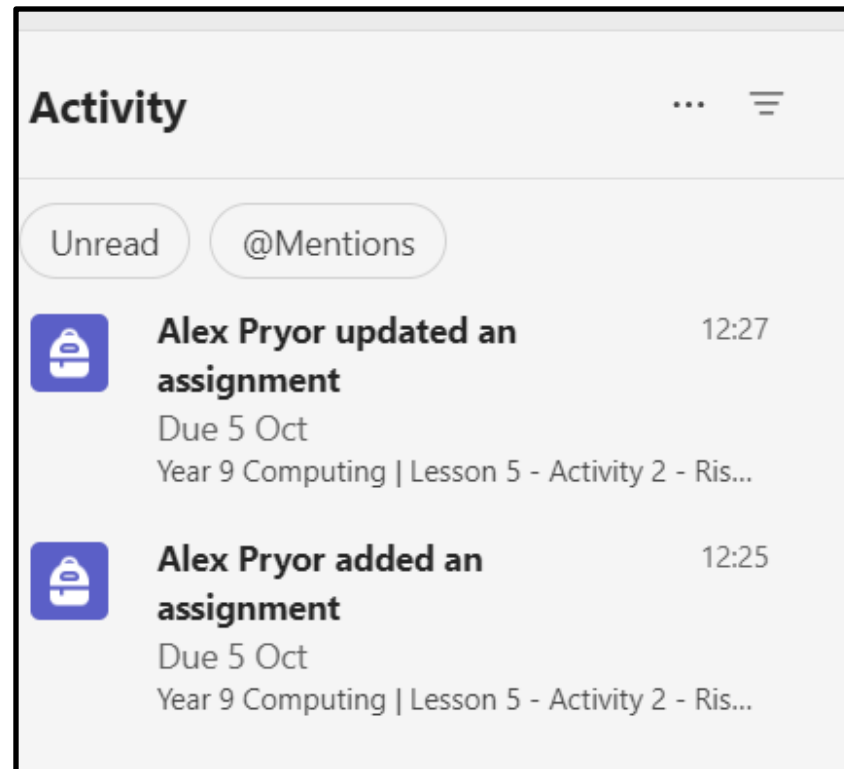
Pupils should know their own passwords from logging in at school, if they cannot remember them, please email your child's tutor, who can request a password reset from our IT solutions company, Joskos. Unfortunately, school staff do not have the power to do this, so there may be a wait.

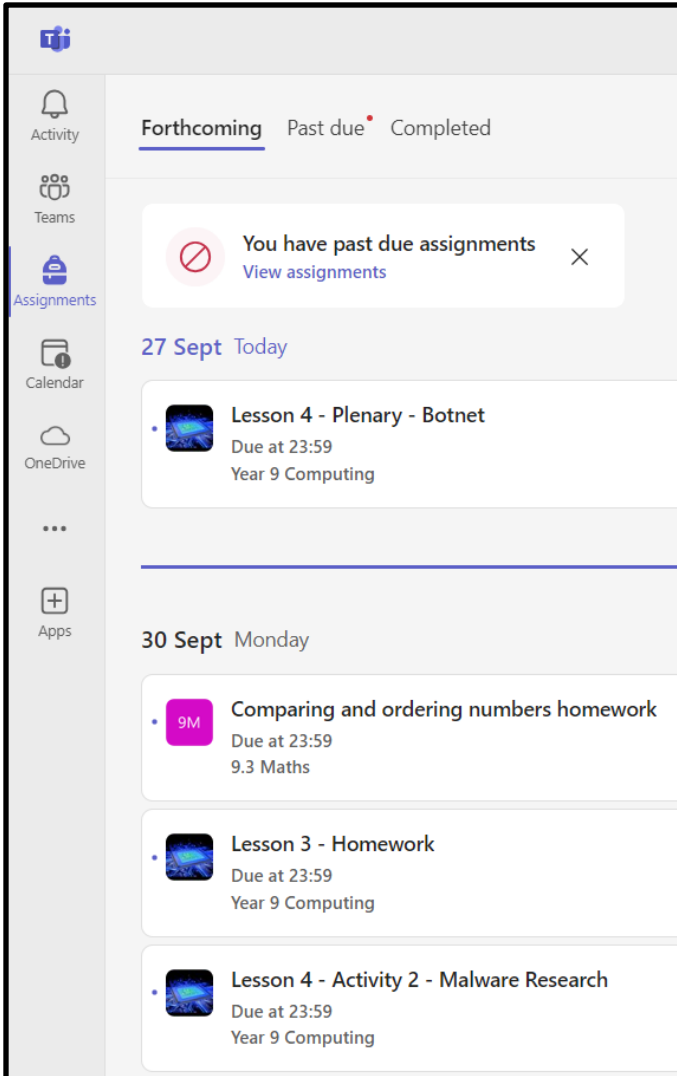
A screenshot of the Microsoft Teams sign-in window. The window title is "Sign in to Microsoft Teams". It features the Microsoft logo and the text "Sign in". Below this, there is a text input field containing the email address "b.student@stdominicsschool.org.uk". To the right of the input field is a small "x" icon. Below the input field, there is a link that says "No account? Create one!". At the bottom right, there is a blue button labeled "Next". At the bottom left, there is a copyright notice "©2024 Microsoft" and a link for "Privacy statement".

When you've successfully logged in, you'll see a list or grid of your child's class teams. The key areas you'll need are 'Activity' and 'Assignments'. Chat is disabled for pupils so will not be visible.



The 'Activity' section is where you will receive notifications, this will tell you when a piece of homework (an 'Assignment') has been set.





The screenshot shows the Microsoft Teams interface with the 'Assignments' tab selected in the left-hand navigation pane. The main area displays a list of assignments categorized by date. At the top, there are tabs for 'Forthcoming', 'Past due', and 'Completed'. A notification banner at the top states 'You have past due assignments' with a 'View assignments' link. The assignments are listed under dates: '27 Sept Today' and '30 Sept Monday'. Each assignment entry includes a small icon, the title, the due time, and the subject.

Activity

Teams

Assignments

Calendar

OneDrive

...

Apps

Forthcoming Past due Completed

You have past due assignments
[View assignments](#)

27 Sept Today

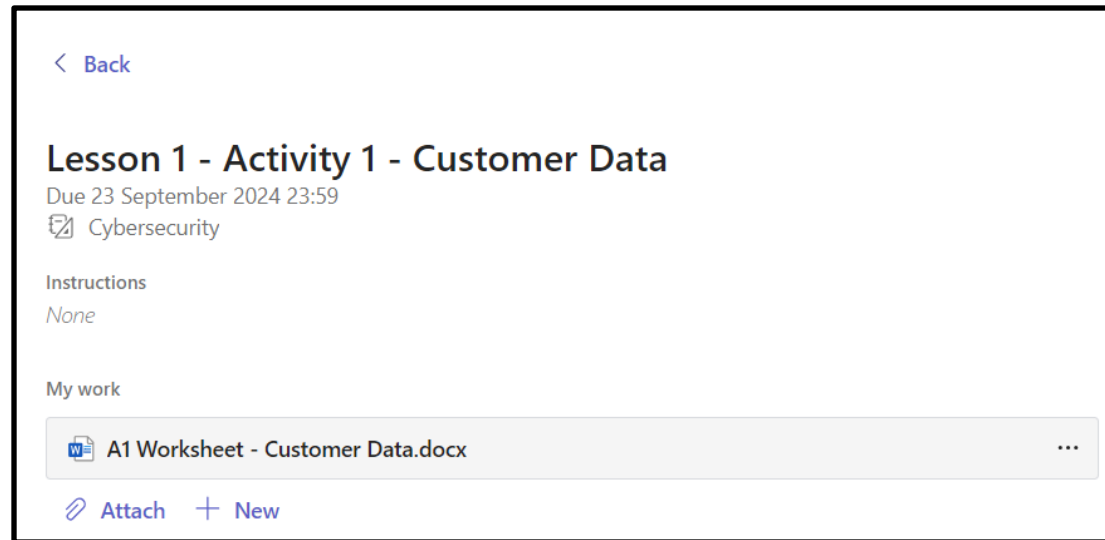
-  **Lesson 4 - Plenary - Botnet**
Due at 23:59
Year 9 Computing

30 Sept Monday

-  **Comparing and ordering numbers homework**
Due at 23:59
9.3 Maths
-  **Lesson 3 - Homework**
Due at 23:59
Year 9 Computing
-  **Lesson 4 - Activity 2 - Malware Research**
Due at 23:59
Year 9 Computing

The 'Assignments' section is where you will see all work that has been set, when it is due in, or if it has been completed or is overdue.

Clicking on an assignment gives you details of how to complete it.



The screenshot shows the details page for an assignment. At the top, there is a 'Back' link. The assignment title is 'Lesson 1 - Activity 1 - Customer Data', followed by the due date and time 'Due 23 September 2024 23:59' and the subject 'Cybersecurity'. Below this, the 'Instructions' section is labeled 'None'. The 'My work' section shows a list of uploaded files, including 'A1 Worksheet - Customer Data.docx'. At the bottom, there are links to 'Attach' and 'New'.

[< Back](#)

Lesson 1 - Activity 1 - Customer Data
Due 23 September 2024 23:59
 Cybersecurity

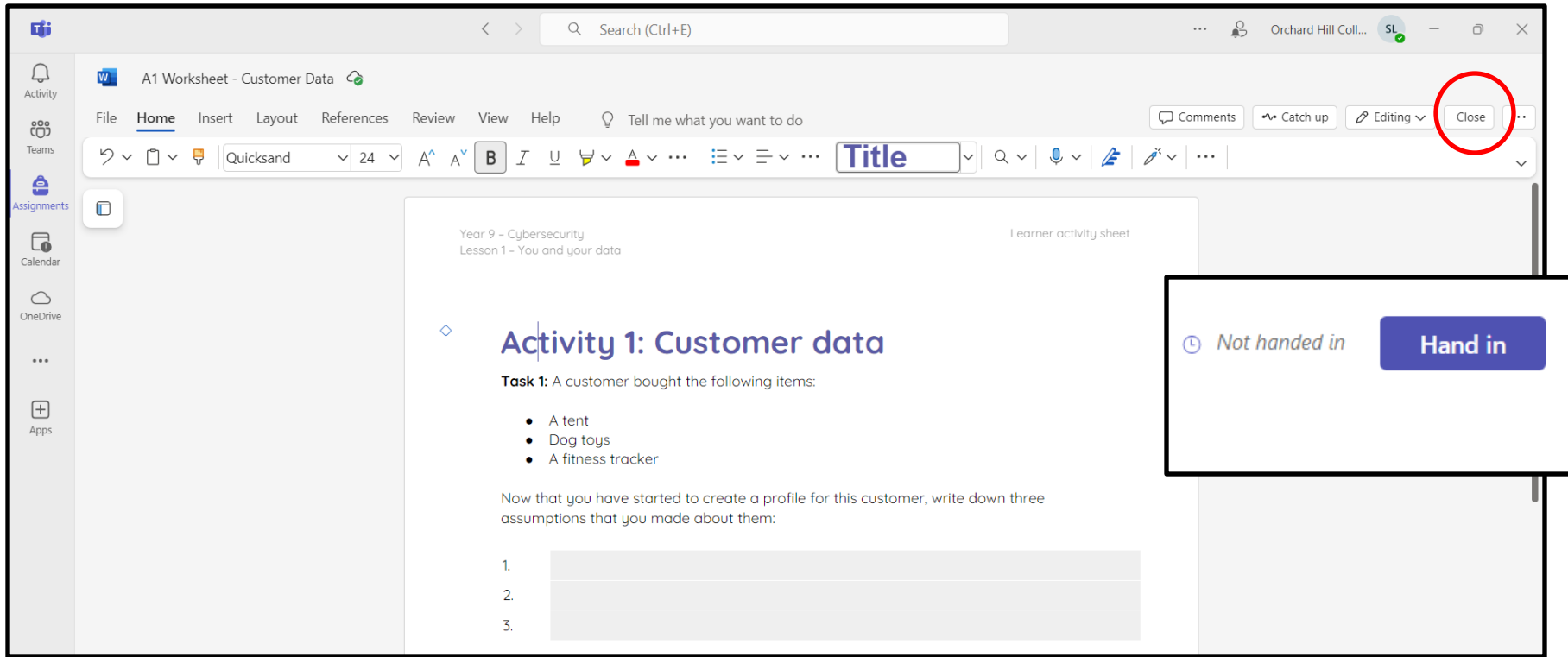
Instructions
None

My work

-  A1 Worksheet - Customer Data.docx

[Attach](#) [+ New](#)

Clicking on uploaded documents will open a copy for pupils to edit, these are stored in the cloud so are saved automatically. When the task is complete, click 'Close', and then 'Hand in'.



The screenshot shows a Microsoft Word application window titled "A1 Worksheet - Customer Data". The ribbon is set to "Home". The document content includes:

- Year 9 – Cybersecurity
- Lesson 1 – You and your data
- Learner activity sheet
- Activity 1: Customer data**
- Task 1:** A customer bought the following items:
 - A tent
 - Dog toys
 - A fitness tracker
- Now that you have started to create a profile for this customer, write down three assumptions that you made about them:
- A list with numbers 1, 2, and 3, followed by a text input area.

In the top right corner of the document window, there is a "Close" button circled in red. Below the document content, there is a "Hand in" button.