

# St Mark's Online Learning Walkthrough Guide – Microsoft Teams

April 2020

The screenshot shows a Google search for "office 365". The search results include:

- www.office.com**  
[Office 365 Login | Microsoft Office](#)  
Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...  
You've visited this page 2 times. Last visit: 15/04/20
- Microsoft 365**  
Collaborate for free with online versions of Microsoft Word...
- Office for Android™ tablet**  
Office for Android™ tablet. Get Word, Excel, PowerPoint ...
- Microsoft's Office 365**  
Office for Android™ tablet. Get Word, Excel, PowerPoint ...  
[More results from office.com »](#)
- www.microsoft.com**  
[Microsoft 365 soon including Office 365 - Windows 10 ...](#)  
Office 365 is moving to Microsoft 365. Your favorite Office apps will soon be here giving you and your business new levels of productivity and collaboration.

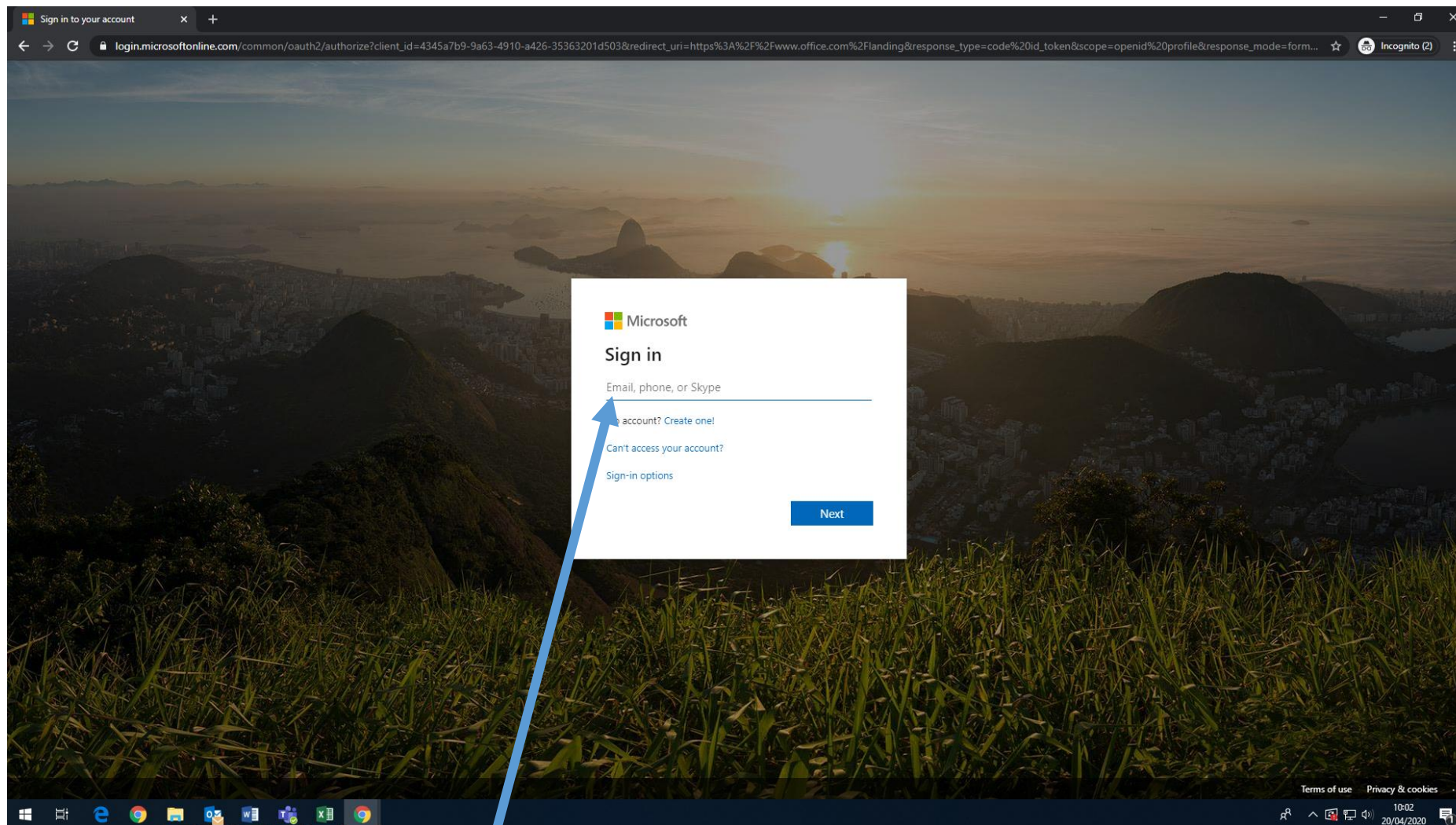
The knowledge panel on the right provides details about Office 365:

- Office 365**  
Software
- Office 365 is a line of subscription services offered by Microsoft as part of the Microsoft Office product line. [Wikipedia](#)
- Developed by:** Microsoft Corporation
- Initial release date:** 28 June 2011
- Operating system:** Windows, macOS, Android, iOS
- Developer(s):** Microsoft
- Programming language:** C++
- People also search for:** Microsoft Office, Microsoft Outlook, Microsoft Teams, OneDrive, Microsoft OneNote

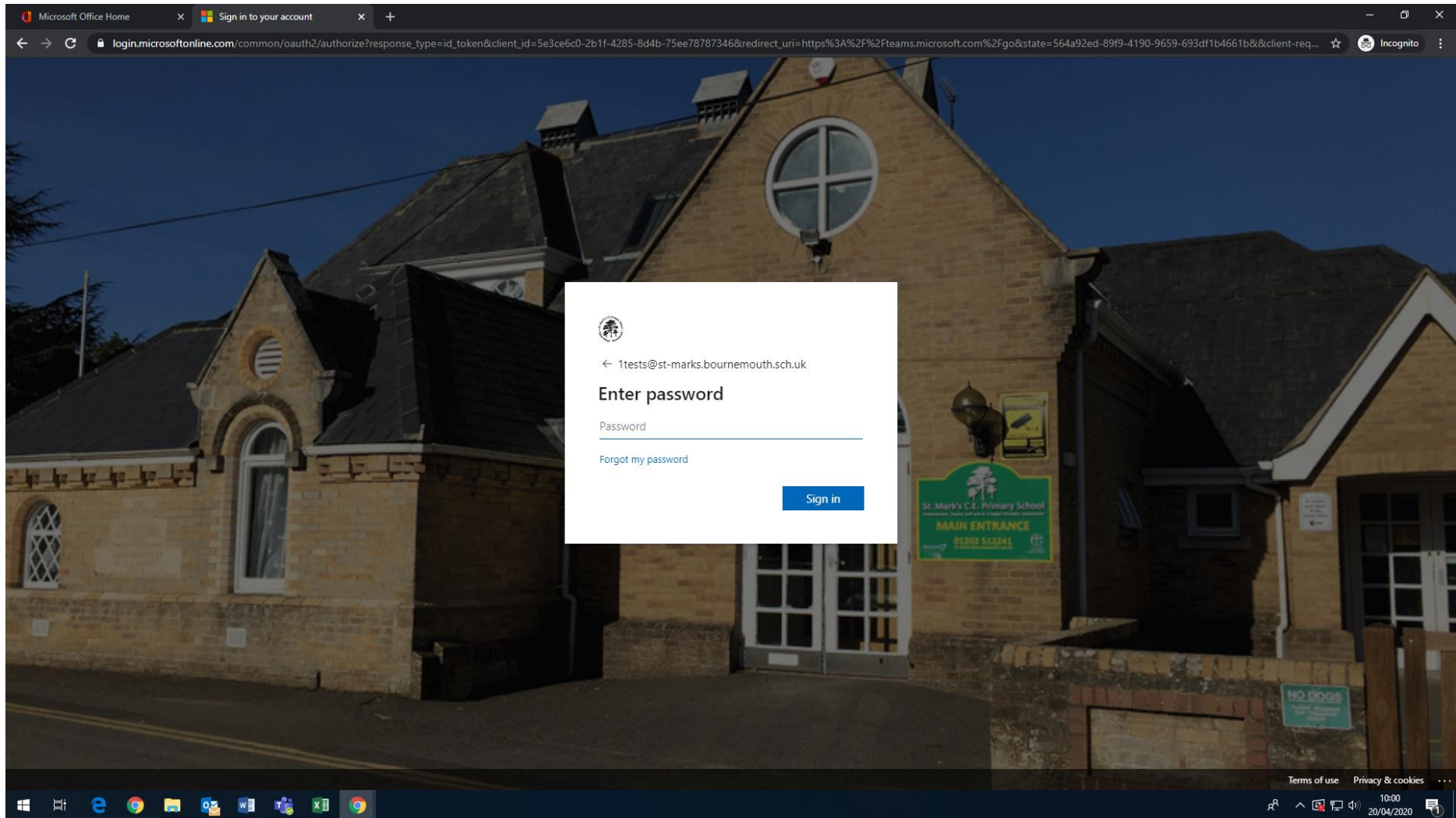
A blue arrow points from the "Microsoft 365" search result to the "Office 365" knowledge panel.

Use your internet browser (Google, Safari, Edge etc.) to access Office 365. You can run all the applications you need directly from your browser.

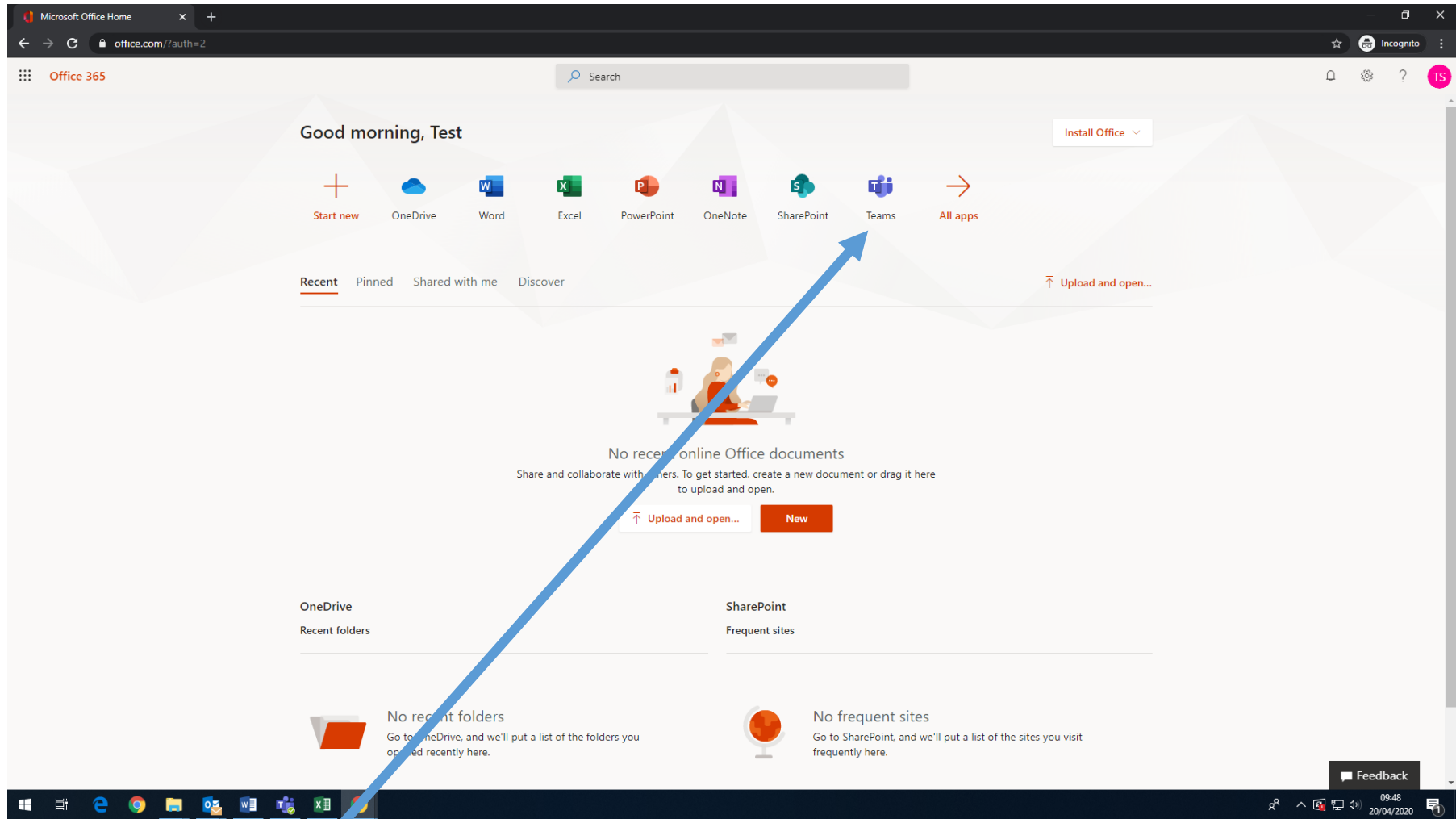
However, you can, when prompted download the Teams app for PCs or for other devices. If you use Apple devices, you will need to download the app. Once you are logged into the teams app, the view will be the same as the browser version shown in this guide.



Click sign in, then enter your child's **@st-marks.bournemouth.sch.uk** email address.

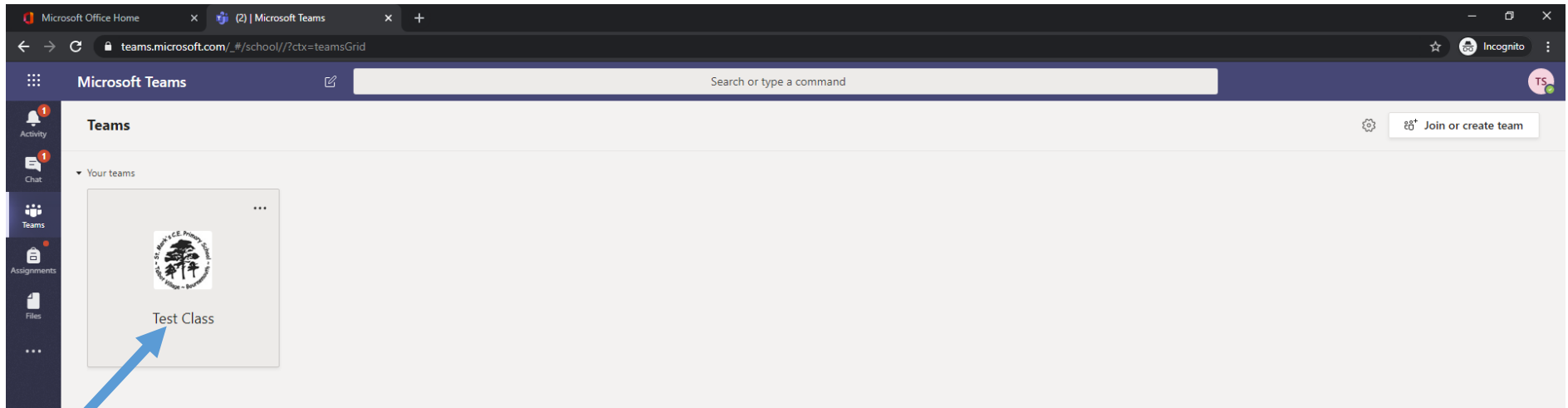


Then enter their password (sent to you via Marvellous Me).

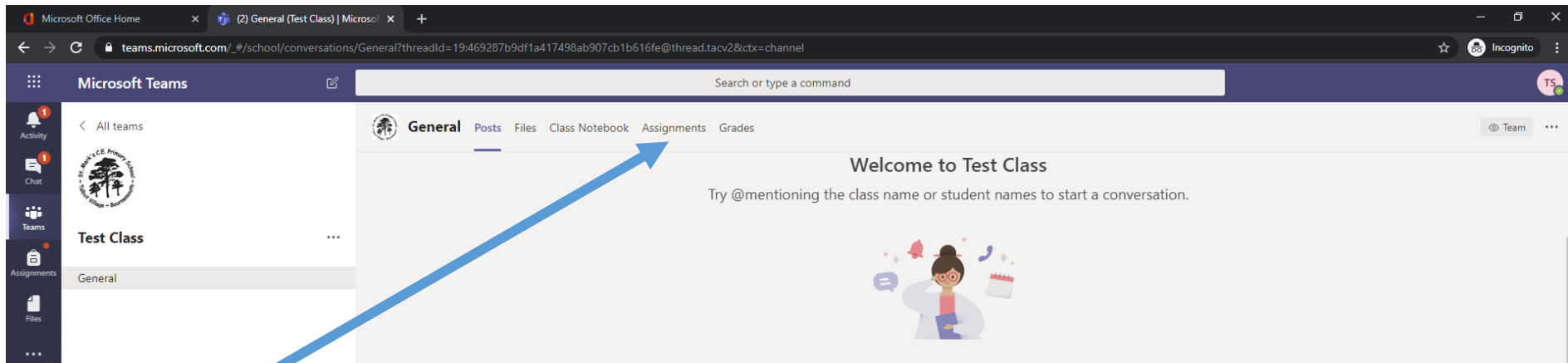


Click on the Teams icon:

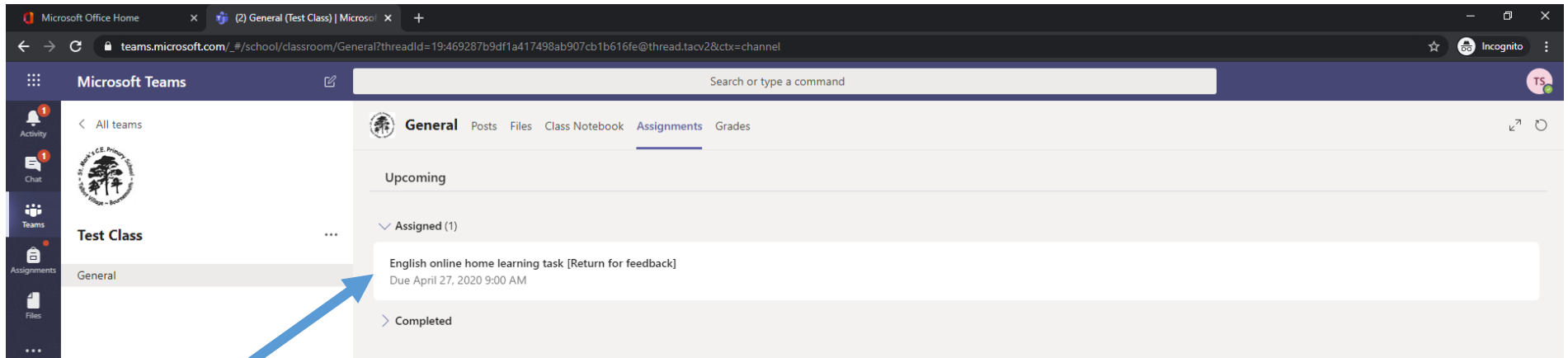




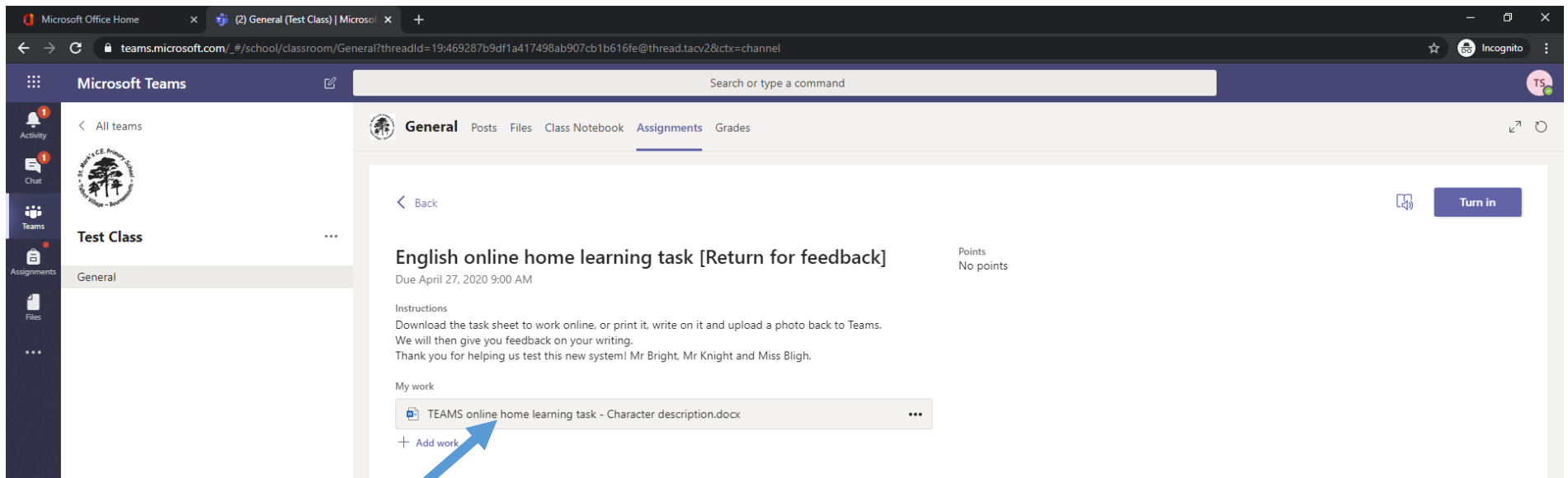
Click on your class group (you will only see your class)



Click on Assignments



You will see the activities listed (initially this will be one English task). Click on the task to expand and view it:



Click on any documents to view/edit

Microsoft Office Home x (2) General (Test Class) | Microsof x +


teams.microsoft.com/\_#/school/classroom/General?threadId=19:469287b9df1a417498ab907cb1b616fe@thread.tacv2&ctx=channel


Microsoft Teams Search or type a command

TEAMS online home learning task - Character description.docx Close

Word

TEAMS online home learning task - Character d Accessibility Mode Immersive Reader Edit Document Print

 **Year Four**  
**Online Learning English Task**  
Due by 9am 27 April 2020



Create a character description from this picture. This should be around 6 sentences long. Focus on describing each part of your character e.g. eyes, moustache, glasses, hat.

Remember it is not a list but a description of what your character is doing with each part of its body e.g. *His thick white eyebrows furrowed as his stared into the distance.*

Type your sentences below:  
*[If you would prefer, you can print this sheet off, write on it and then ask your grown-up to take a photo of it and upload it back through Teams.]*

PAGE 1 OF 1 GIVE FEEDBACK TO MICROSOFT 100% 09:51 20/04/2020

Word documents will open to view, then click 'Edit Document' to either edit in browser or via the app.


Microsoft Office Home x (2) General (Test Class) | Microsof x +

teams.microsoft.com/\_#/school/classroom/General?threadId=19:469287b9df1a417498ab907cb1b616fe@thread.tacv2&ctx=channel

Microsoft Teams Search or type a command

TEAMS online home learning task - Character description.docx

Word TEAMS online home learning task - Character d Accessibility Mode Immersive Reader Edit Document Print



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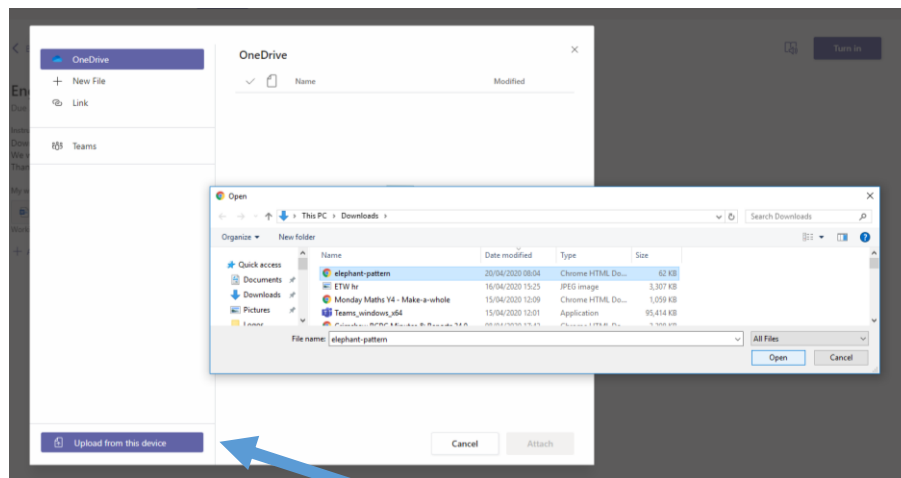
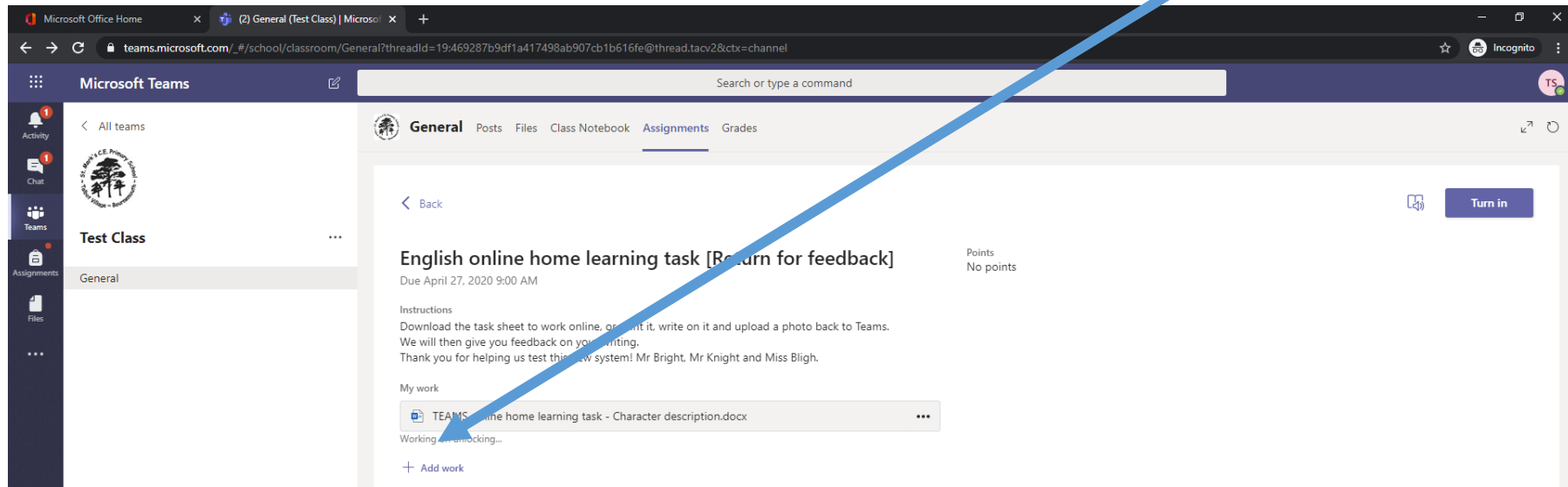
Type your sentences below:  
*[If you would prefer, you can print this sheet off, write on it and then ask your grown-up to take a photo of it and upload it back through Teams.]*

Edit in browser for online typing...  
Saves automatically.  
Then close.

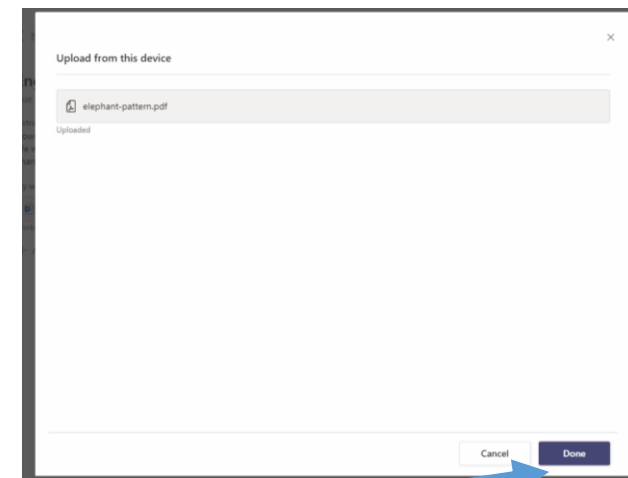
CLOSE

PAGE 1 OF 1 GIVE FEEDBACK TO MICROSOFT 100% 09:53 20/04/2020

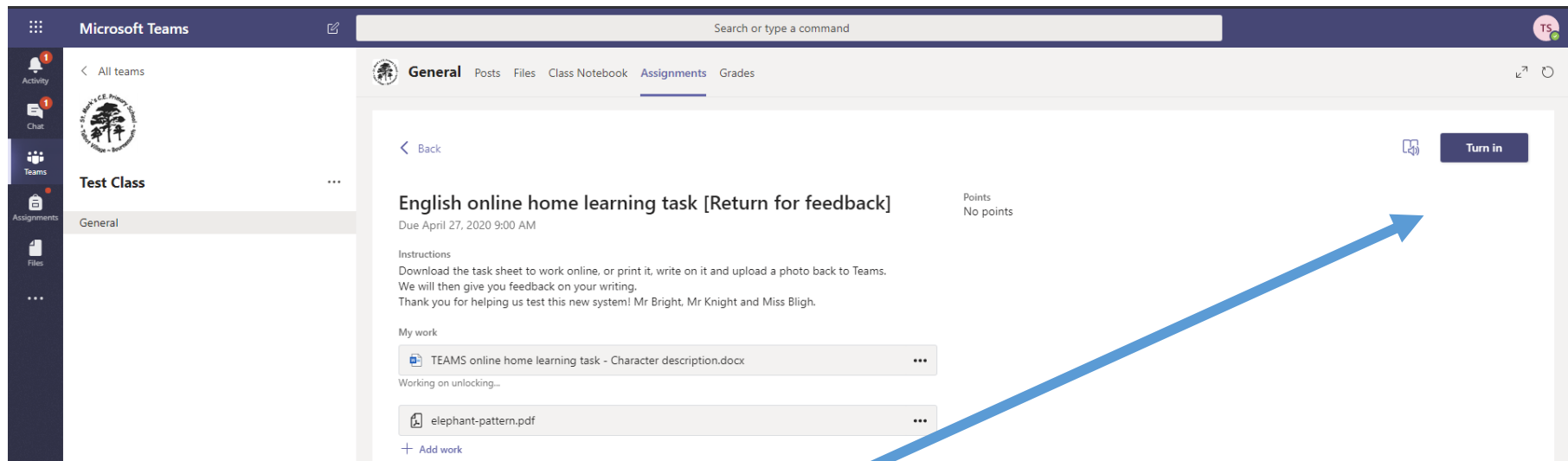
Should you need to upload a document (e.g. if you worked off-line and want to send a photo of your work), click add work:



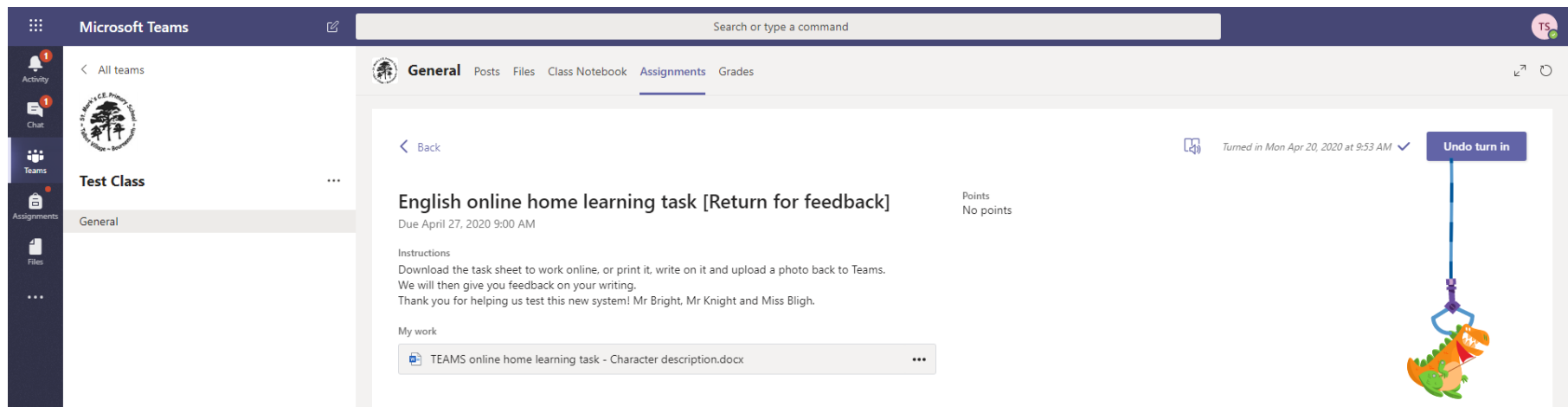
Click to select a documents to upload from your device.



Then click 'done'.



When you have finished your work and added any attachments, click Turn in



ALL DONE! A little animated graphic will congratulate you. You can always 'Undo turn in' if you need to make any changes.

The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with 'All teams', 'Test Class', and 'General' channels. The main area displays an assignment titled 'English online home learning task [Return for feedback]' due on April 27, 2020. The assignment instructions are visible. Under 'My work', two files are listed: 'TEAMS online home learning task - Character description.docx' and 'elephant-pattern.pdf'. To the right of the work area, the 'Points' section shows 'No points'. Above this, the 'Feedback' section contains the text: 'Well done for completing this task on Teams. I loved your use of the word 'wiry' to describe the moustache.' A 'Turn in again' button is located in the top right corner of the assignment area.

We are not using point scores for work, so ignore this.

When your teacher has had chance to review your work, you will see feedback next to your completed assignment.