

Accessing work in Teams

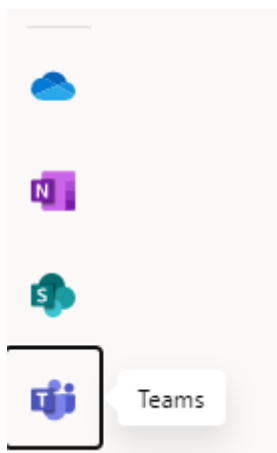
The Rowan Learning Trust – Teams Instructions



This guide will show you how to access work on MS Teams

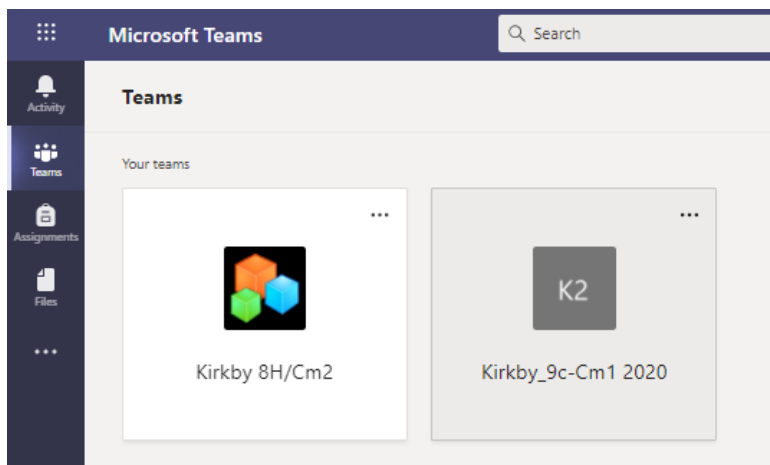
Step 1:

Once you have accessed and logged into Office 365, select MS Teams from app options.



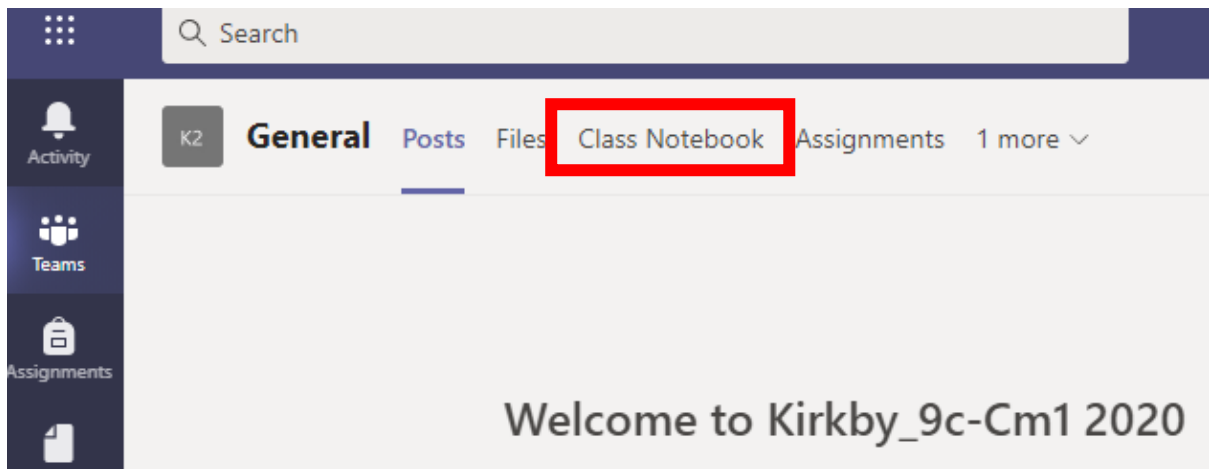
Step 2:

In MS Team, every team represents a class. You will be presented with a screen that will show all the classes you are a part of. Select the class with the work you wish to complete.



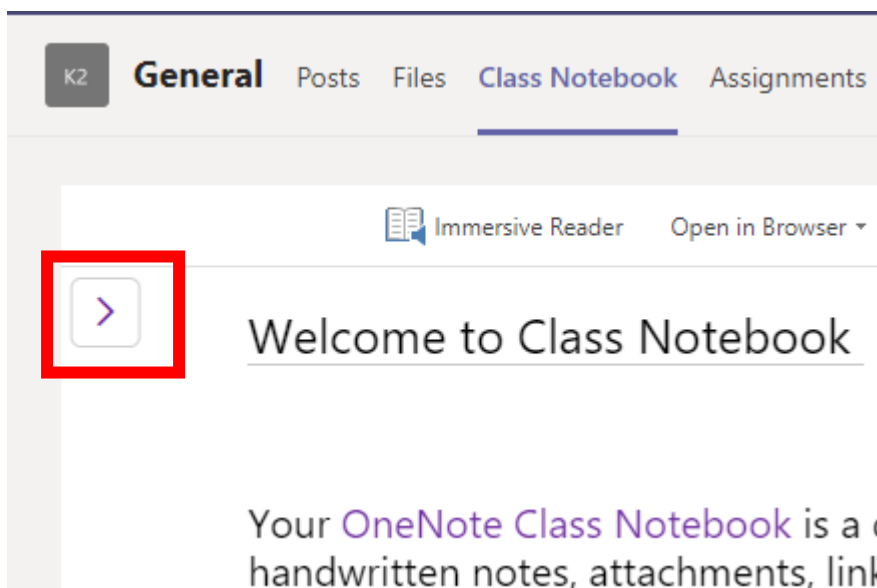
Step 3:

Once you have selected the team, you will need to select Class Notebook.



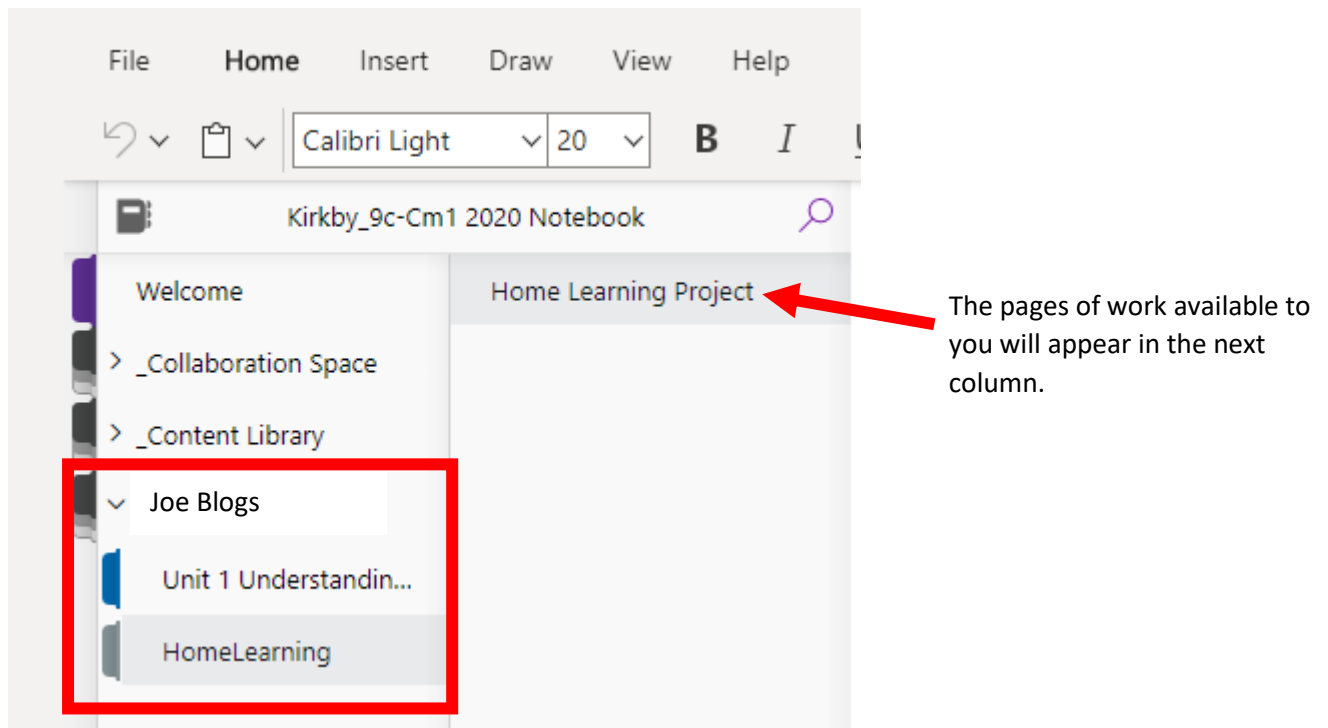
Step 4:

Select the 'Greater Than' sign in the top left-hand side of the Class Notebook.



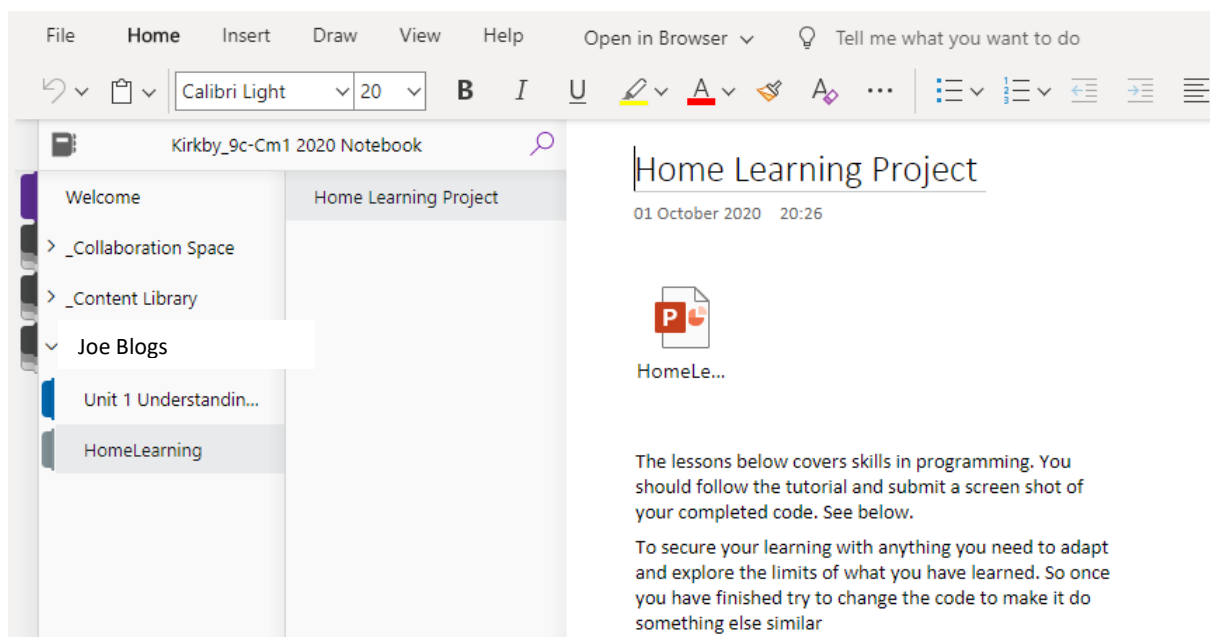
Step 5:

Now select your name. The sections of work available to you will appear below your name.



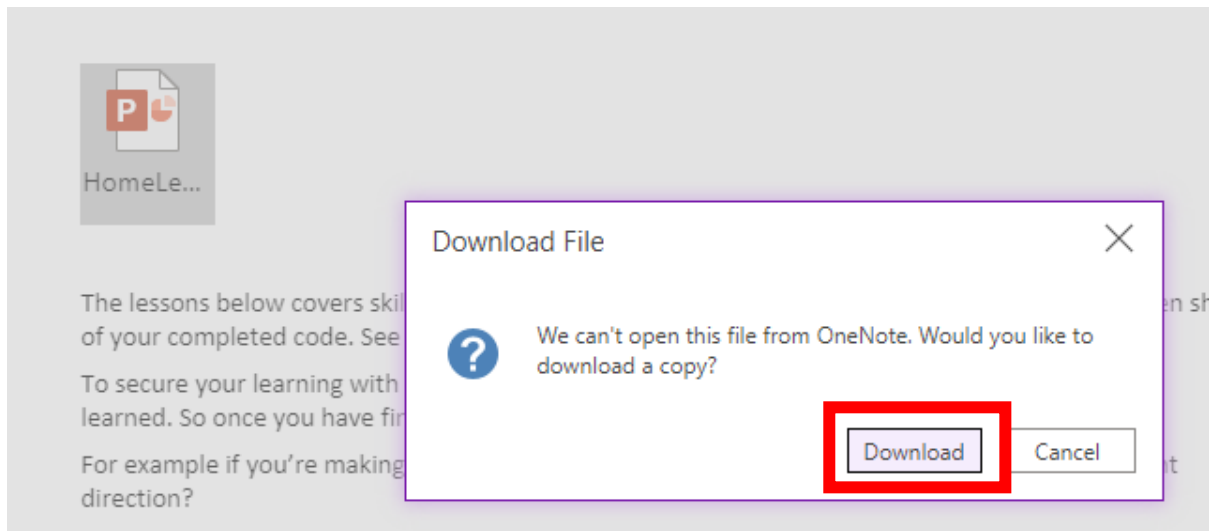
Step 6:

Select the page you want and then click on the work to start. You can type directly onto this page and it will automatically save and be shared with your teacher.

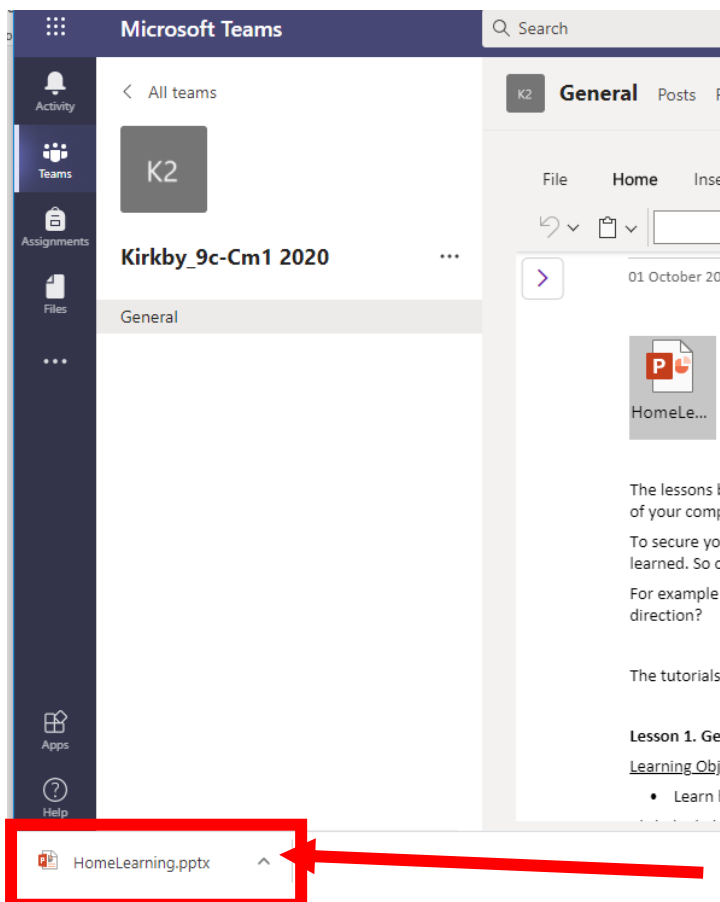


Step 7:

Some pages will have files for you to download, double click on the file and a dialogue box will open asking you to 'Download' or 'Cancel'. Select 'Download'



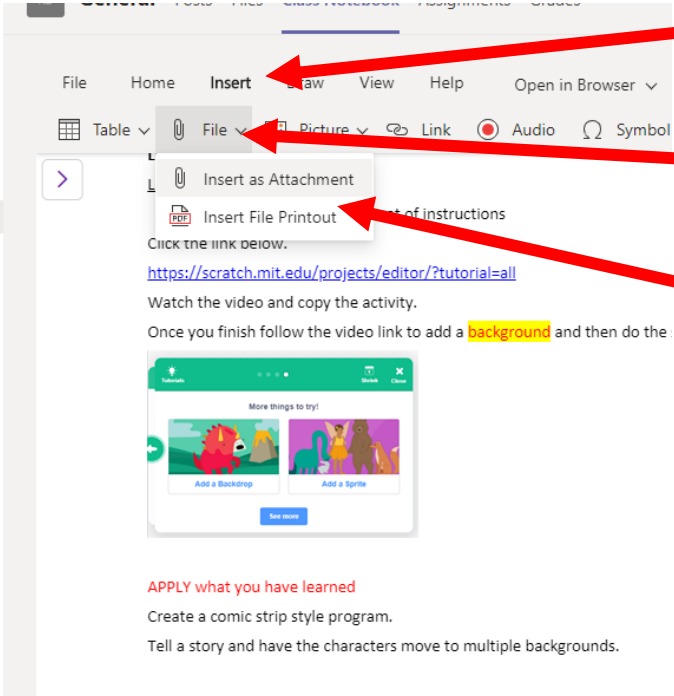
It will then download to your computer into the 'Downloads' folder, you should also be able to see it in the bottom corner of your screen.



Click on the file here to open it

Step 8:

If you have downloaded a file and need to upload it back to OneNote, then you will first need to save the file on your computer. Then click on the OneNote page where you want the file to go.



Click on 'Insert'

Then click on 'File'

Then select how you want to insert the file.

Insert File Printout

Click the link below.

<https://scratch.mit.edu/projects/editor/?tutorial=all>

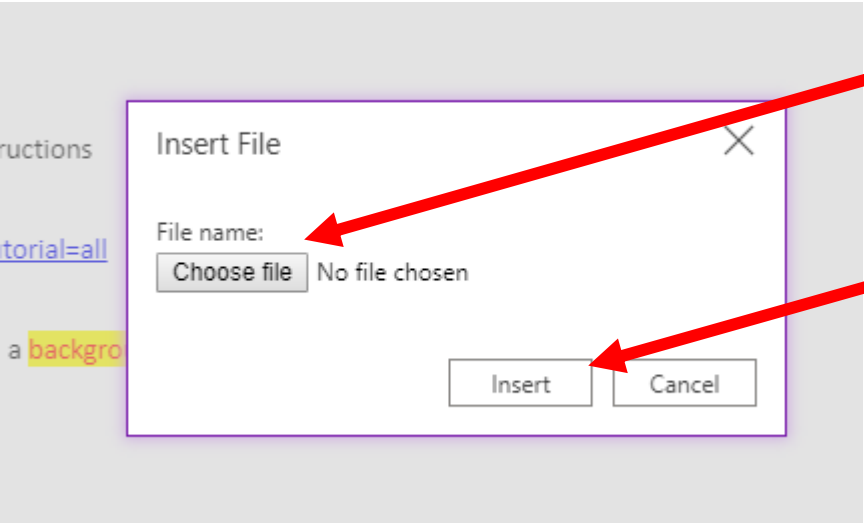
Watch the video and copy the activity.

Once you finish follow the video link to add a **background** and then do the:

APPLY what you have learned

Create a comic strip style program.

Tell a story and have the characters move to multiple backgrounds.



When this dialogue box appears select the 'Choose file' button and then find the file you saved on your computer.

Once you have done this select the 'Insert' button.

Insert File

File name:

Choose file No file chosen

Insert Cancel