



Using Teams (for students)

Logging in

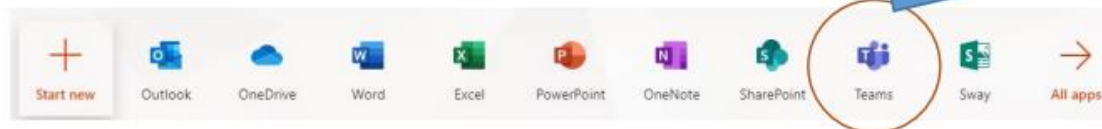
Log in at www.office.com

Your email address is your school username @woodrush.org

Example- If your computer username is: 19johsmi Your email address is:
19johsmi@woodrush.org

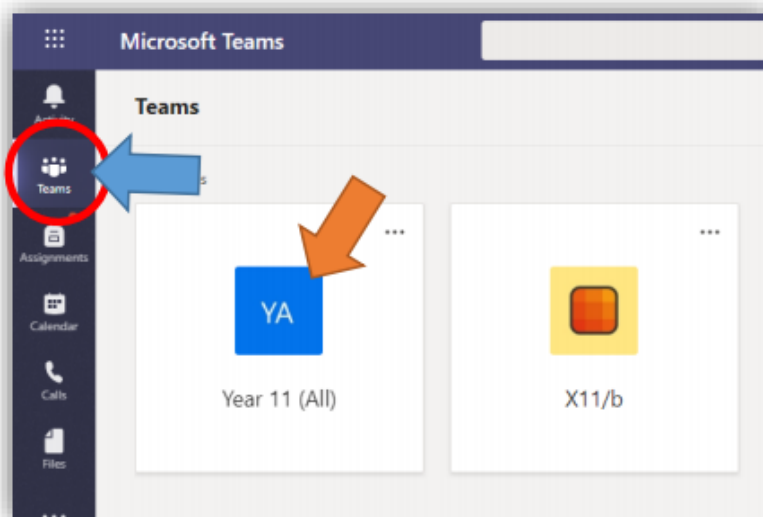
Your password is the same as your school computer password.

Click the 'Teams' tile. If you don't see it, click 'All Apps' at the end to find it.



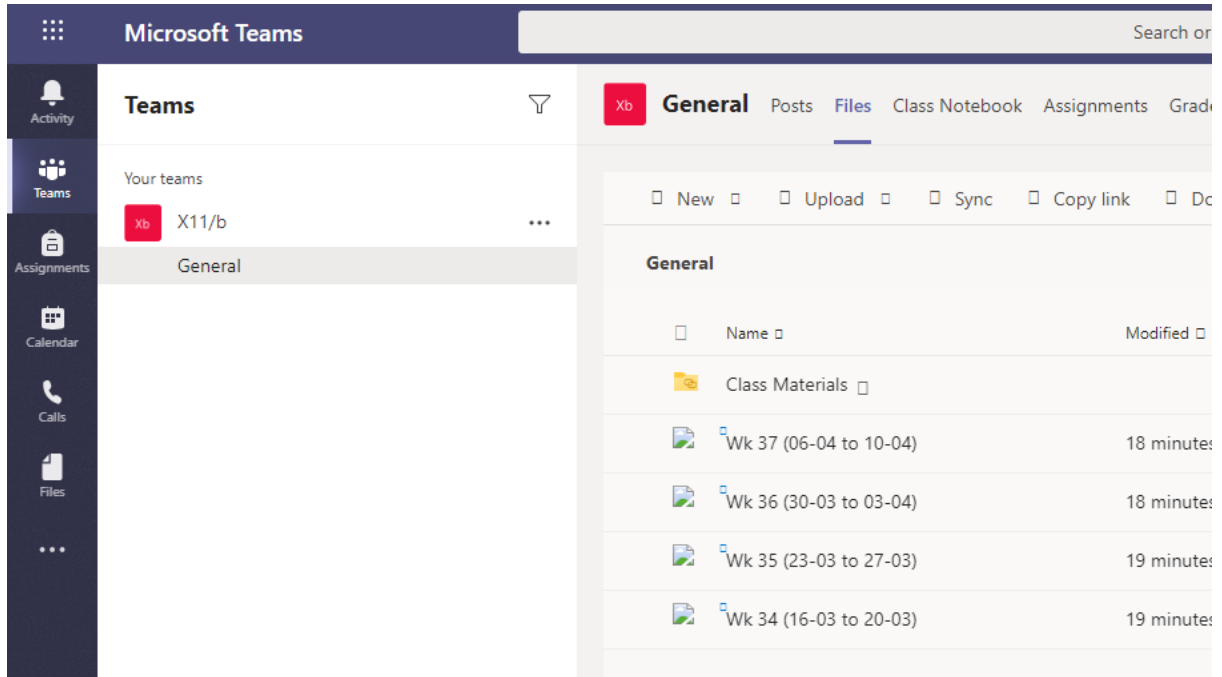
Opening your Teams

All Teams that the student belongs to appear will appear on the left.

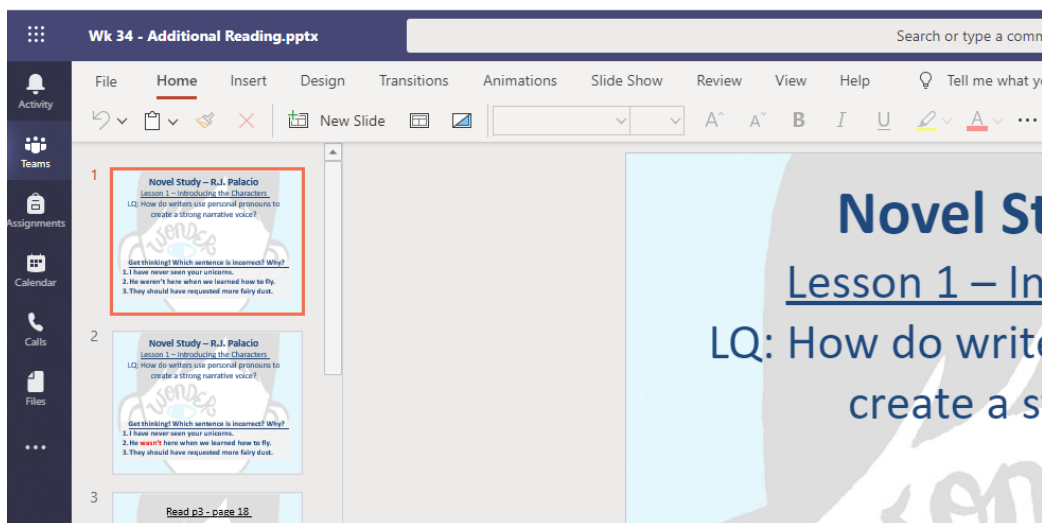


Opening Subject files

Clicking into a team and selecting 'Files' will bring up the materials you have uploaded for them.

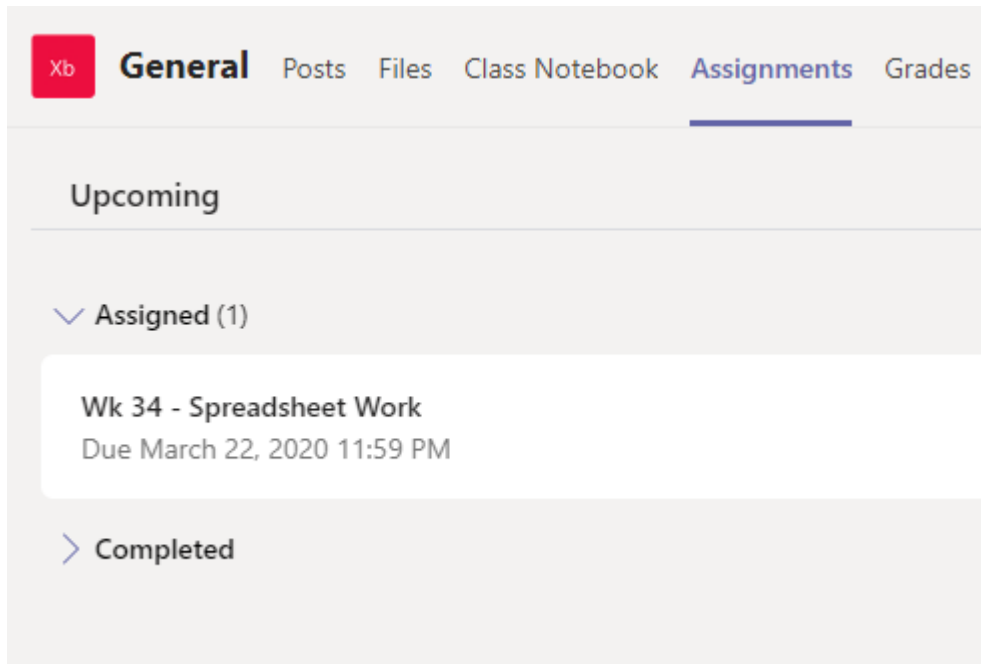


Clicking into a folder or document will open it. Students can review documents directly in Teams.



Opening and handing in Assignments

Clicking Assignments will bring up a list of work they are expected to hand in along with due dates set by you.



Students can click in the assignments and see any templates you've attached.

[< Back](#)


Wk 34 - Spreadsheet Work

Due March 22, 2020 11:59 PM

Instructions

Create a table showing basic formulas outlined in the PowerPoint presentation. Use the template attached.

My work

 Template.xlsx

[+ Add work](#)

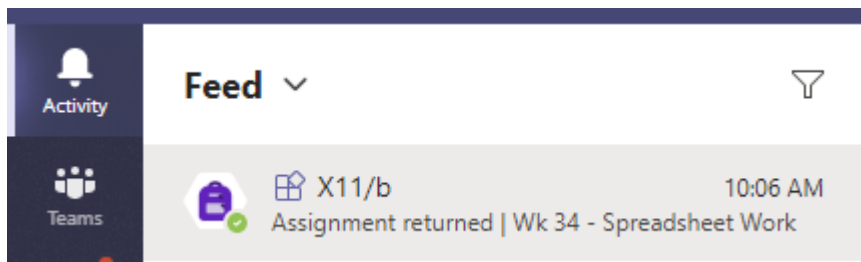
Clicking the template creates a copy for the student. As they edit the document directly in Teams it saves automatically.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Mike	8	6						14
Penny	8	5						13
Stan	7	2						9
Ali	15	5						20
Sarah	30	8						38
Helen	5	6						11
Paul	6	15						21

They can then click close and 'Hand In' when they have completed the work.



Any returned assignments appear in the students' activity feed.



Students can click the comments, amend their work and reply to the comment.

1)

	Total
	14
	13
	9
	20
	38
	11
	21

Comments [Close]

[New]

AJ A Joseph M11 ...
Wrong formula used

YT Year 11 Test
updated formula

Reply...

AJ A Joseph M14 ...
Wrong border thickness

YT Year 11 Test
changed

Reply...

Students can also see all their assignments regardless of which teacher has set it on the 'Assignments' tab on the left hand. They click on the assignment and follow the same instructions as above.

