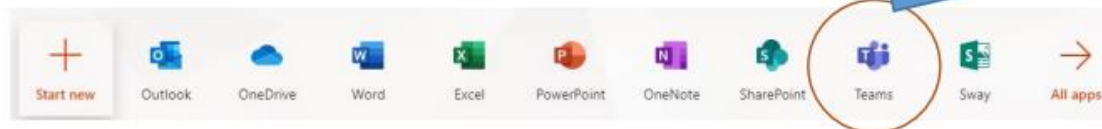## Using Teams (for students)

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
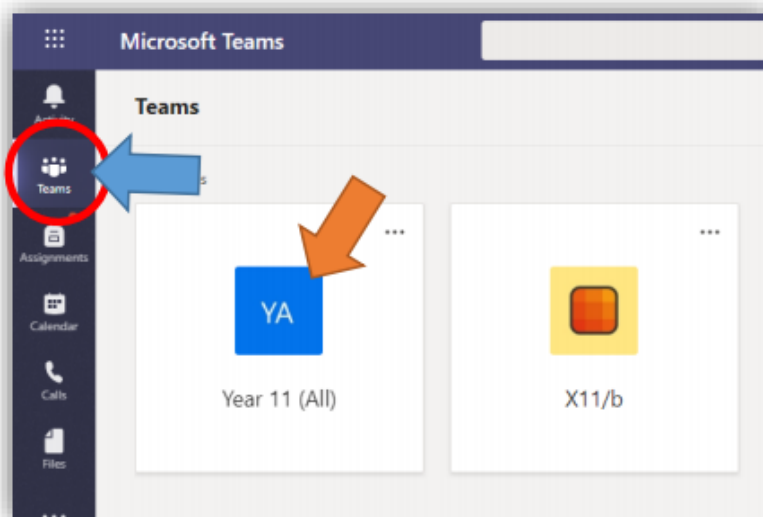
Your password is the same as your school computer password.

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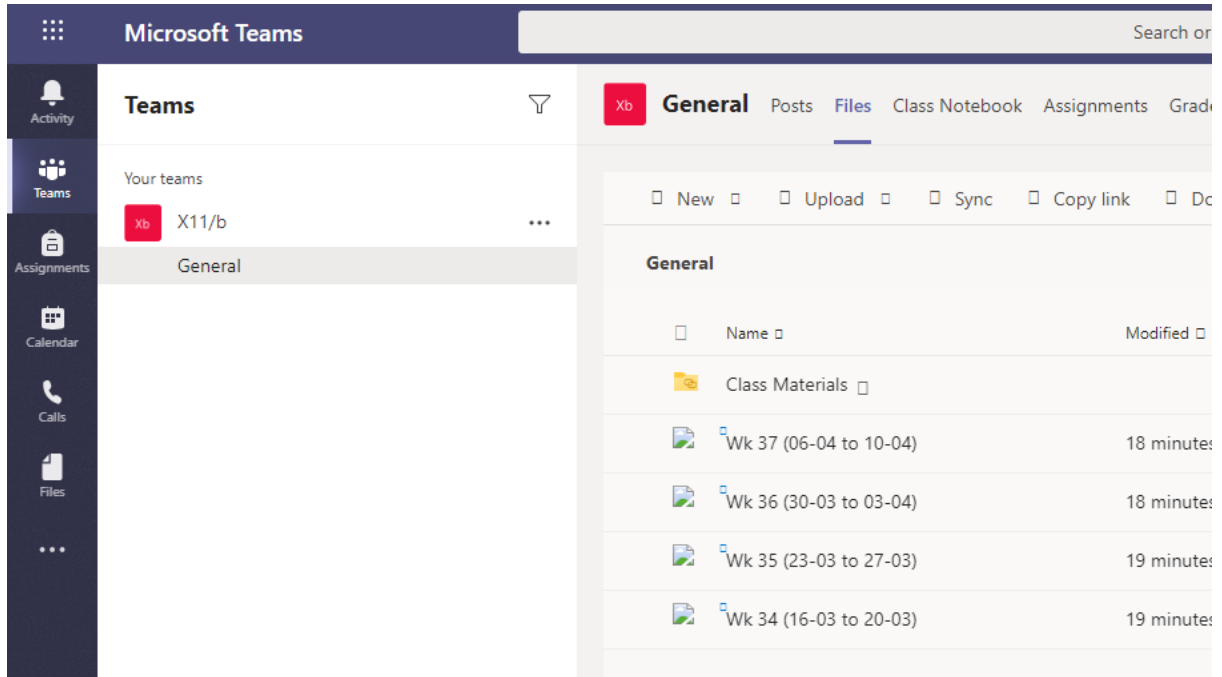

Opening your Teams

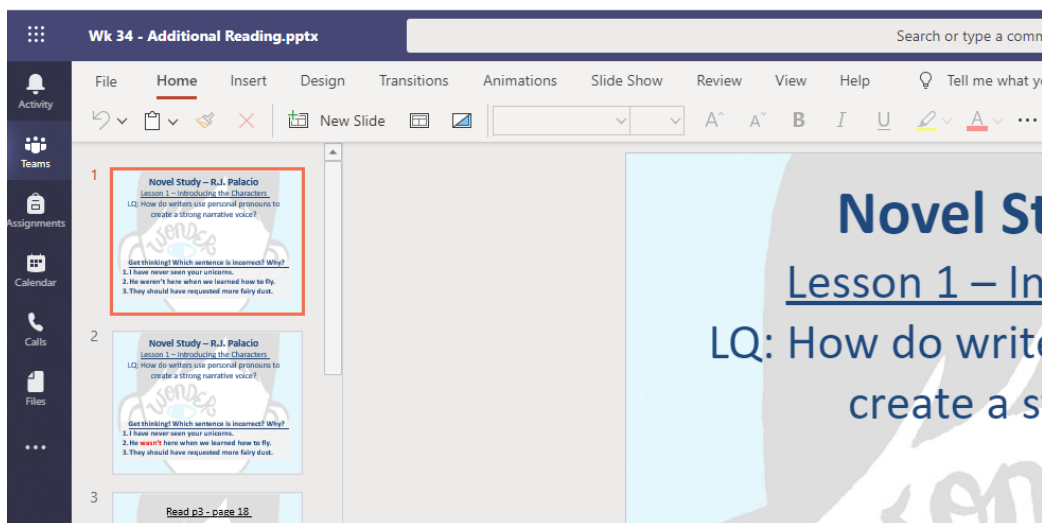All Teams that the student belongs to appear will appear on the left.

Opening Subject files

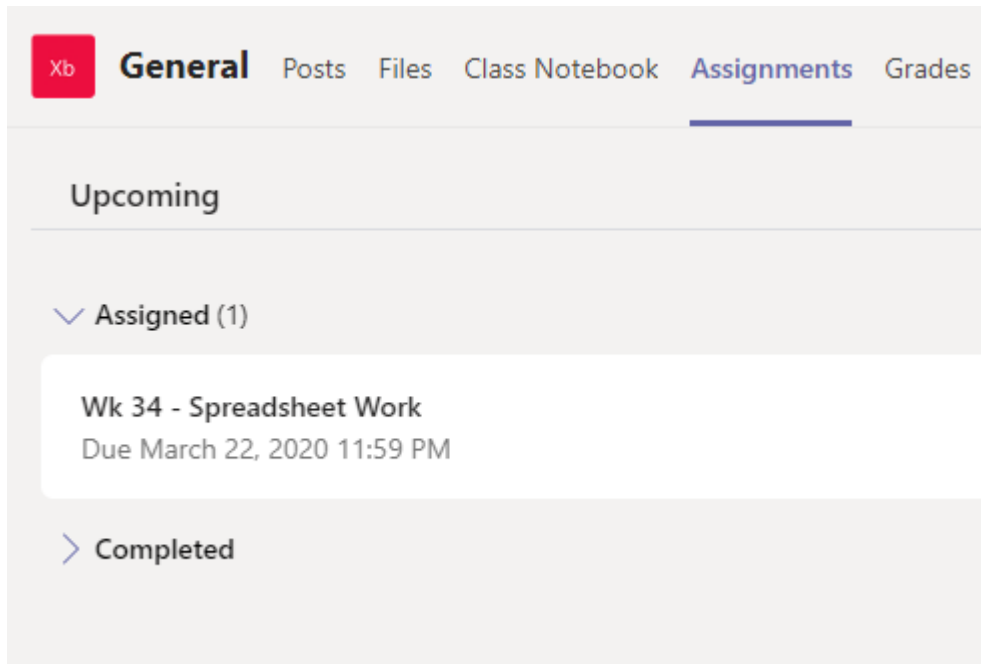Clicking into a team a selecting 'Files' will bring up the materials you have uploaded for them.

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.


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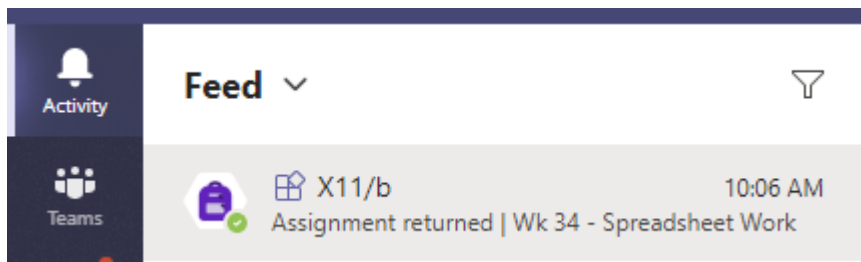
Students can click the comments, amend their work and reply to the comment.

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.