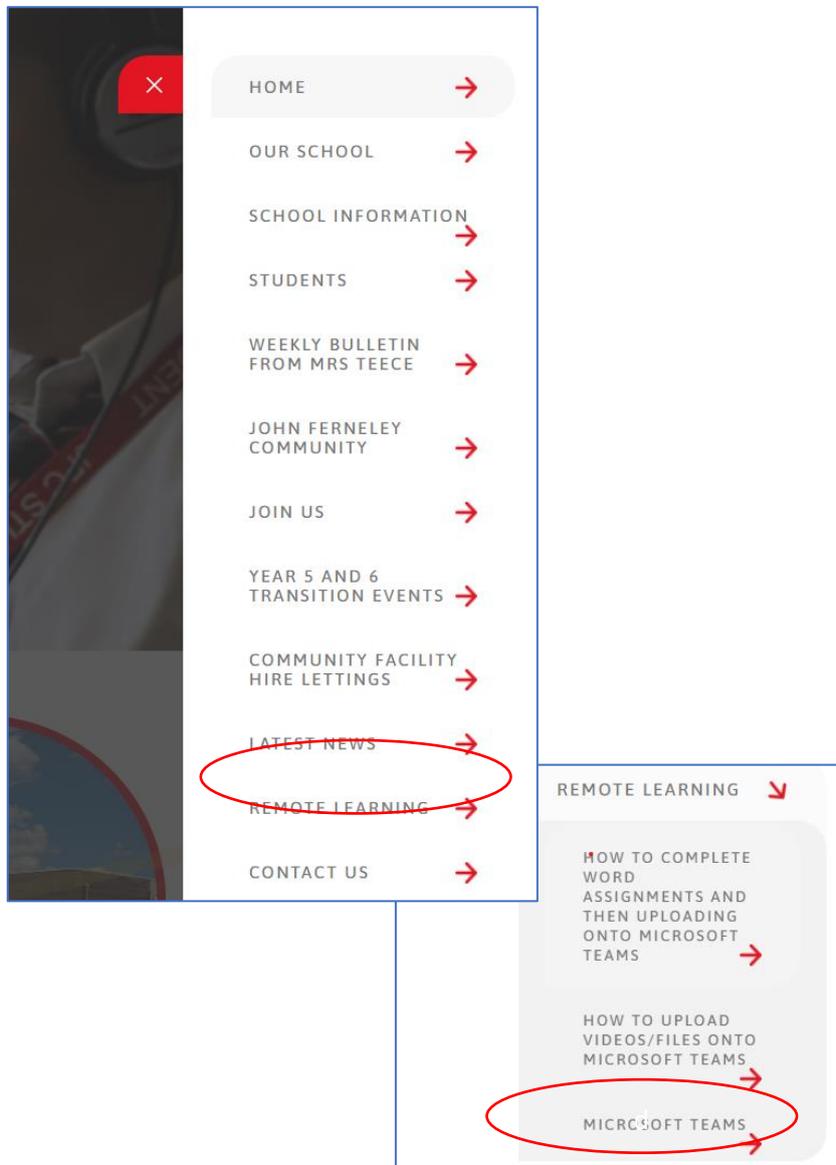


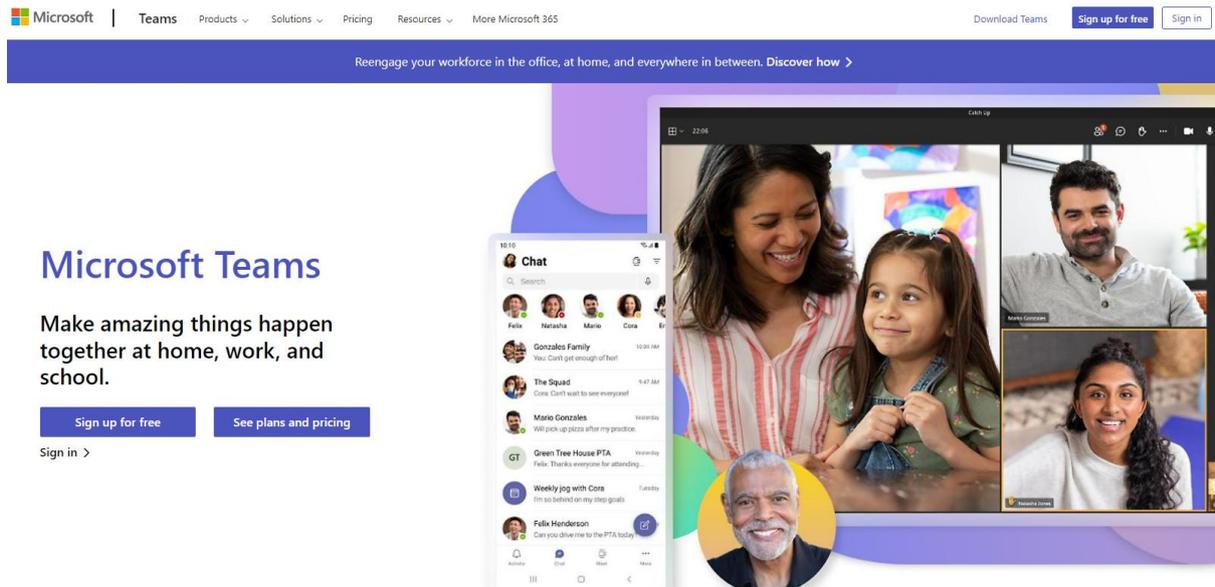
‘How to’ access work on Microsoft Teams from home.

Microsoft Teams is used by John Ferneley College as one method by which we communicate with students. It can be used to send messages, upload files for students or to set class assignments.

If a student doesn't already have it loaded on their device then the easiest way to access it is to use the school website as shown below which is the drop down of the menu at the school website at Johnferneley.org



This will then take you to a Microsoft link page as shown below where you can 'Sign in' to access JFC teams or download a copy of Teams onto a device.



- Students can then sign in using their student login followed by @student.johnferneley.org

When students enter teams they should be able to see messages from their teachers and also a files section where they can access files that teachers have loaded for students.

On a mobile device they will see something like the below

You can see the bar at the bottom showing Activity, Chat, Teams, Assignments etc.

Selecting

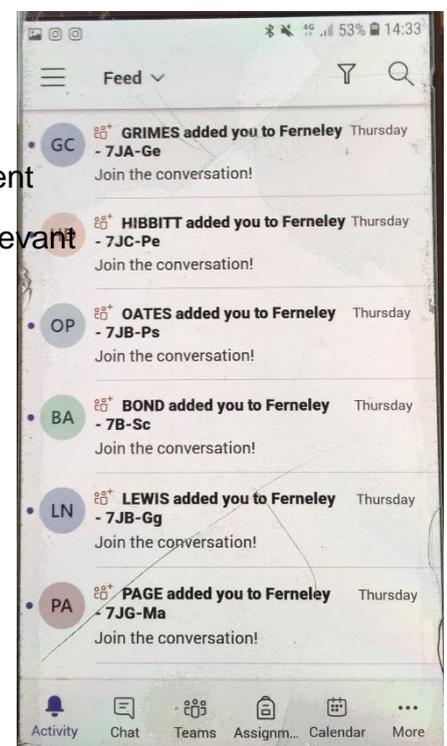
Activity will show Teams activities such as being part of a team

Chats will show messages from teachers or other students

Teams will show the different student classes – In here the student

can access specific posts from teachers and the files that are relevant

to the class such as powerpoints or documents such as quizzes, worksheets, information documents etc.



If the student for whatever reason cannot access Teams they should let their tutor know so the issue can be resolved should the need arise in the future or if just a password reset is needed then they should visit the IT department for a reset or if you are working remotely then they could also contact myself at ahallifax@johnferneley.org

If all else fails and access to the Teams package is not possible or alternatively no work can be found for a particular lesson then learning can also be accessed via the links below however they should **report their problem to their tutor on their return so the issue can be addressed** before the need should arise again.

BBC- Bitesize at <https://www.bbc.co.uk/bitesize>

Oak National Academy at <https://classroom.thenational.academy/subjects-by-key-stage>