

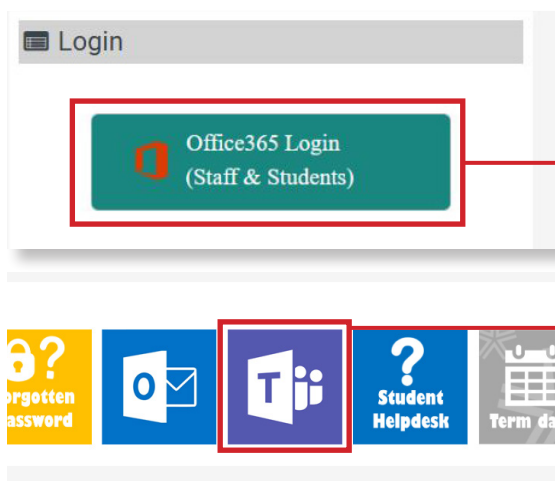
# Getting started with Teams

## Logging in to Teams

There are several ways you can access Teams:

It should appear on the desktop of PC or search for Teams in the search bar of the machine.

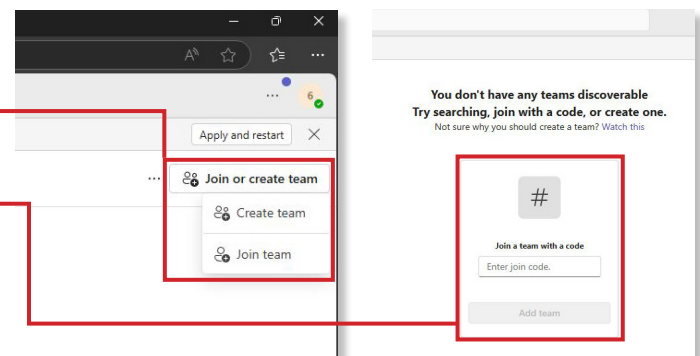
On the PC, open up the **Microsoft Edge Browser** located at the bottom of the screen. This should open **CCG Online**, the Student Landing Page.



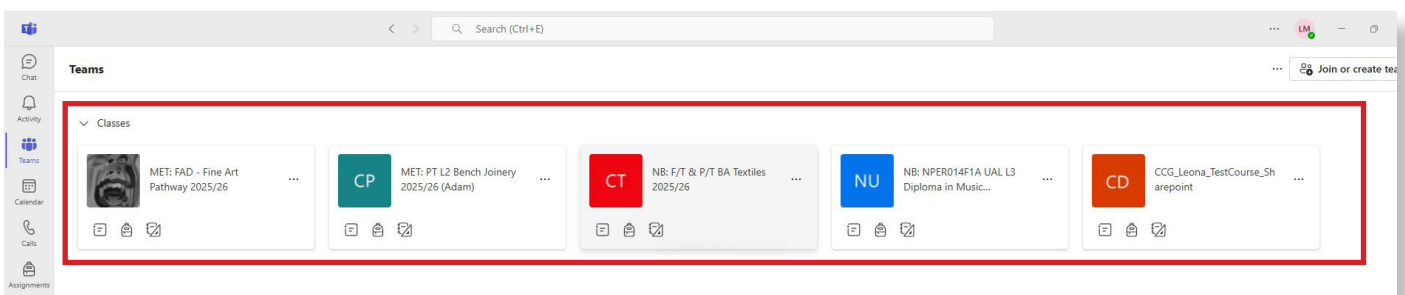
- On the left hand side, click the **Office365 Login** button.
- Type your student email address: **studentnumber@stu.gbmc.ac.uk** and your **password**.
- Once logged in, scroll down the page and look for the **Teams logo**.

## Joining a Team

- Top right Click "**Join or create team**"
- Click on "**Join team**"
- Type the **Team code** into the box (your teacher should give this to you)
- Click "**Add team**"



Your teacher may have automatically added you, in which case you do not have to do this. So your Team will show up on your Home Page.

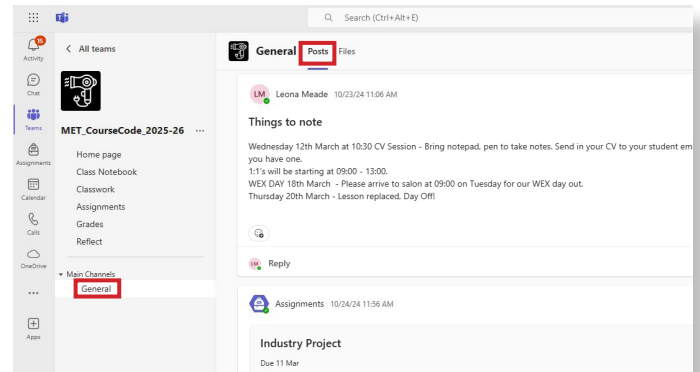


# Getting started with Teams

## Posts in Teams

The Posts tab is where class communications take place.

Your tutor will post important announcements here, but this is also where you'll get notifications about assignments that have been added.

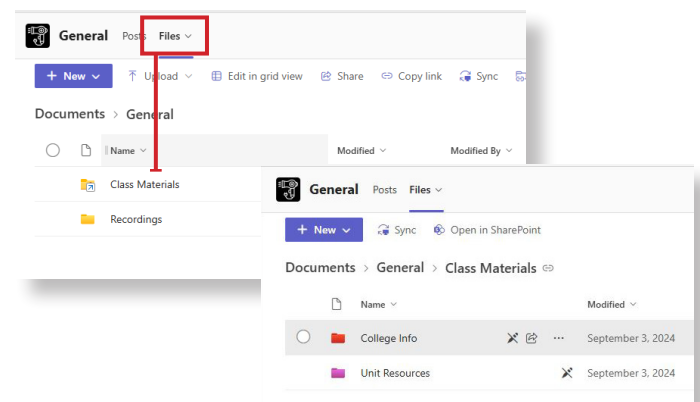


## Files Tab

### Class Materials folder.

Your tutor might use this folder to put general course information, weekly handouts or reference materials.

You can read these files, but you can't change them.

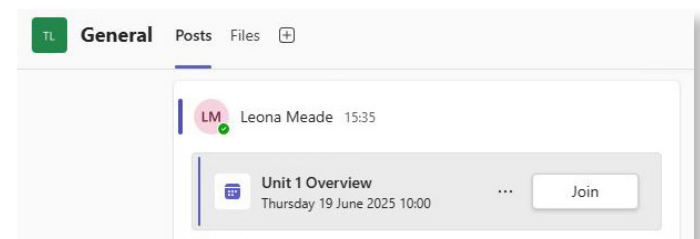


## Join a Team Video Call

To join a video meeting, either:

Click the **Join button** on the **Posts tab announcement** OR

Click the **Meeting link** in your **calendar**.

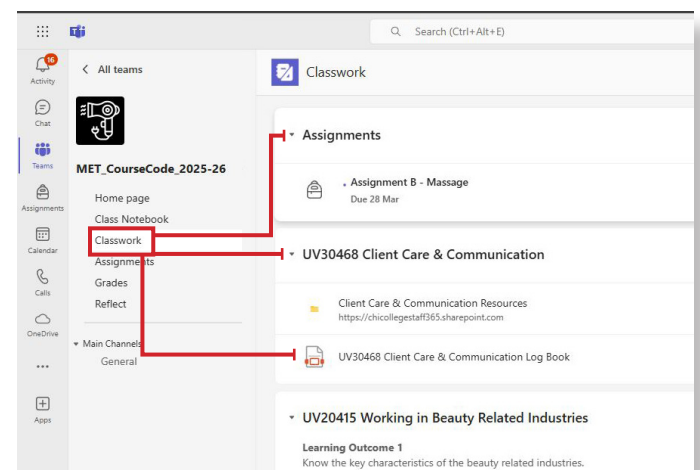


## Using the Classwork App

The **Classwork App** is where you can view class materials and assignments, set up within Modules.

Select your **Team Class** then select **"Classwork"**.

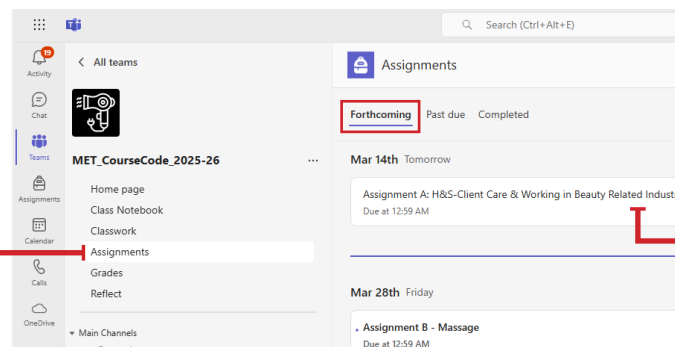
Click the **Module name** to see its contents. To open a resource, **Click the resource name**.



# Getting started with Teams

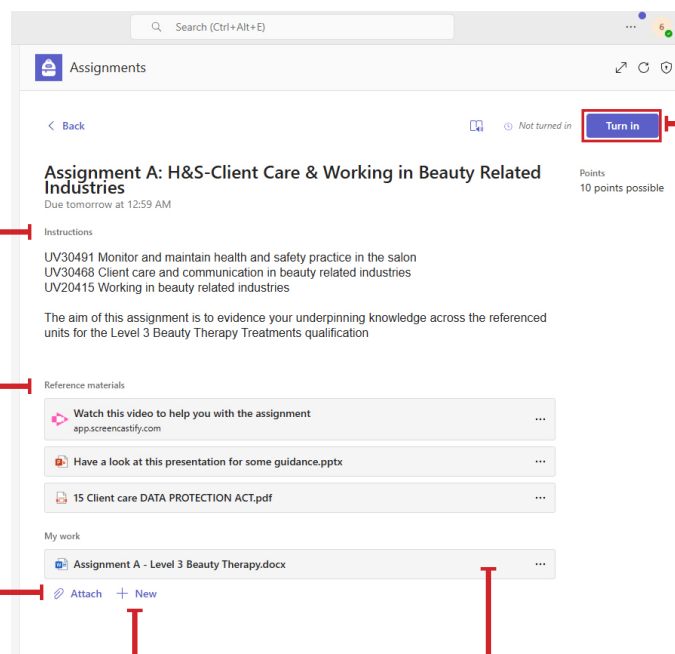
## Assignments

Click the Assignment App and Forthcoming Tab



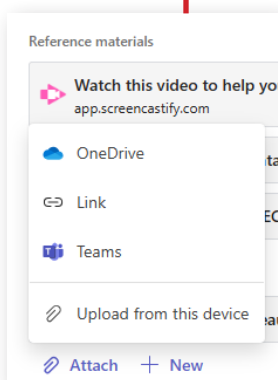
Click on an assignment to view the details.

Read any **instructions** and click on any **reference materials** to view them.

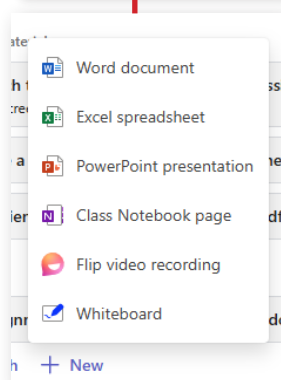


When you've completed the assignment and added any other resources (if you need to), Click the **Turn in** button.

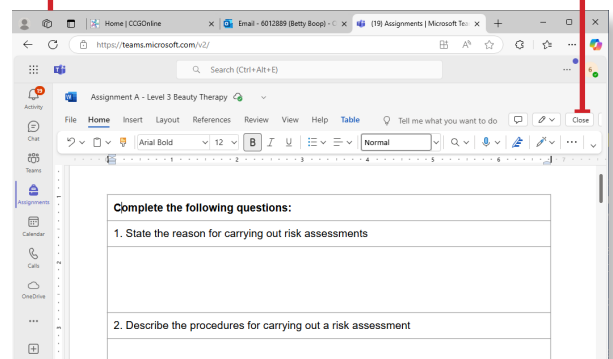
Click the **Close** button to take you back to the assignment instructions



Click the **"Attach"** button to upload files from your computer or OneDrive or to add a link.



Click the **"+ New"** button to create new files for your assignment. Select Word, Excel or PowerPoint, depending on the type of file you want to create.



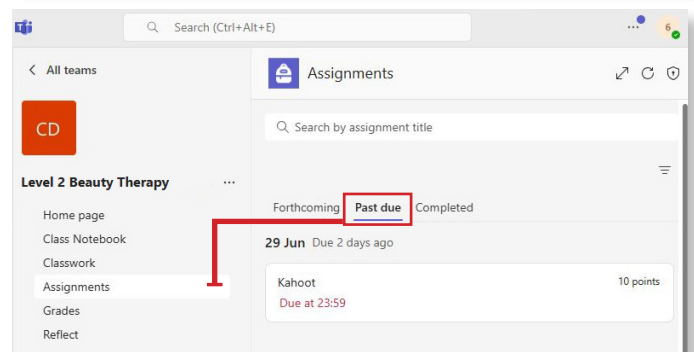
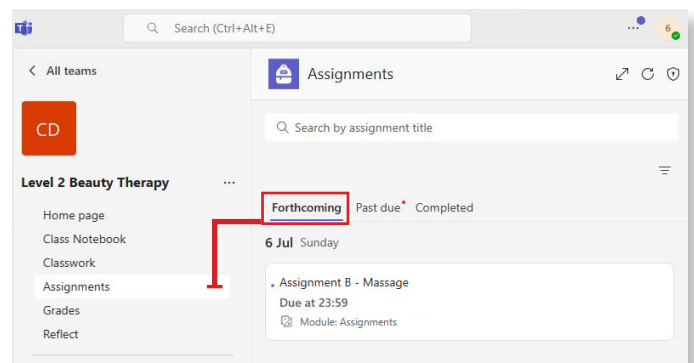
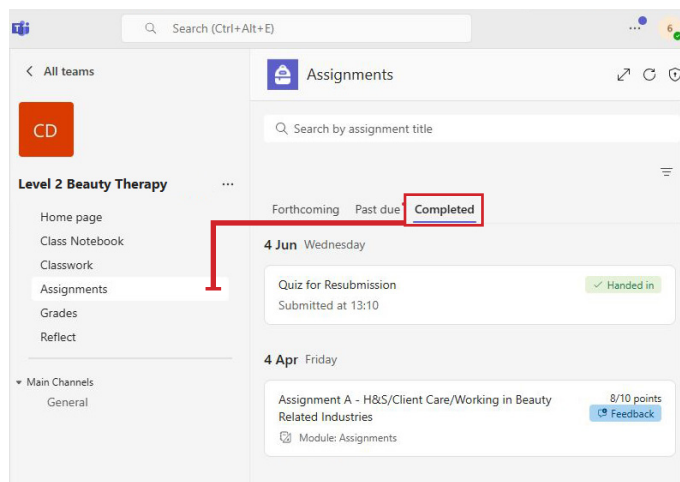
Your tutor may have set up a document for you to work on.

Click on it to work directly within Teams. Your work will automatically save.

# Getting started with Teams

## Assignment Tabs

You can see all your **Forthcoming**, **Past due** and **Completed** work by clicking on the tabs in Assignments App.



## View your Work and Grades

In the **Grades App** you can see the status of each assignment, any feedback and points awarded.

**Viewed:** You have opened the assignment but not started working

**Not handed in:** You did not submit the assignment.

**Handed in/Late:** Waiting to be marked

**Returned:** Tutor has marked and returned your work with feedback.

**Returned for revision:** Tutor has returned the assignment for you to review and resubmit.

This screenshot shows the Microsoft Teams interface with the 'Grades' app open. The left sidebar shows the 'Level 2 Beauty Therapy' team. The main pane displays a table of assignments with columns for Due date, Assignment, Status, Feedback, and Grade.

Due date	Assignment	Status	Feedback	Grade
6 Jul	Unit 1 - Project Proposal	Returned		No points
29 Jun	Assignment A - H&S/Client C...	Viewed		No points
19 Jun	Quiz for Resubmission	Handed in		/0
4 Jun	Assignment Number 2	Not handed in		No points
7 May	Kahoot	Viewed		/10