

Teams - How to Login

1. On a web browser, e.g. Microsoft Edge, Google Chrome, go to www.johnwhitgift.org.uk



About ▾ Information ▾ Curriculum ▾ Students ▾ News & Events ▾ Contact ▾ Recruitment



2. Scroll to the bottom of the page and click on 'Student quick links'



Student quick links

Click here to access the student quick links

OneDrive

Forms

Teams

Accelerated Reader

Hegarty Maths

Outlook

3. Click on 'Teams' and you will see all of your classes and the year group folders
4. Click on Outlook to access your emails
5. Use OneDrive to save your work

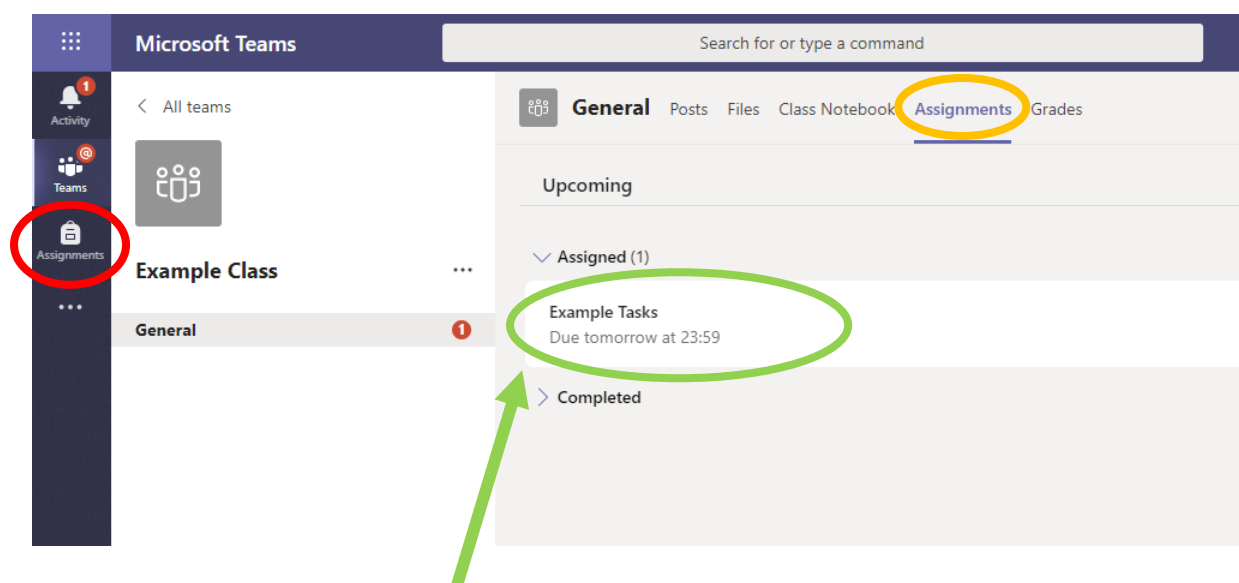
Your Teams

In your Teams area there are only the Team folders that are relevant to you. You will have access to Teams folders for each of your classes or for example in science, your band j or w. Year group (7 etc) folders will also contain work from some subjects, for example: Art, for you to access work if you are unable to attend school due to sickness etc.. You may need to look in either the class Team, or the Work at Home Teams and check what instructions the teachers have written in **POSTS**. You can also ask questions by 'replying' to the teacher in the post.



Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow. Assignments may take the form of a quiz with multiple choice questions - simply complete and submit.



Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.

General Posts Files Class Notebook Assignments Grades

< Back Hand in

Example Tasks

Due tomorrow at 23:59

Points
No points

Instructions
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work
+ Add work

OneDrive

+ New File

Link

Teams

Use this button to start a new file to complete your assignment.

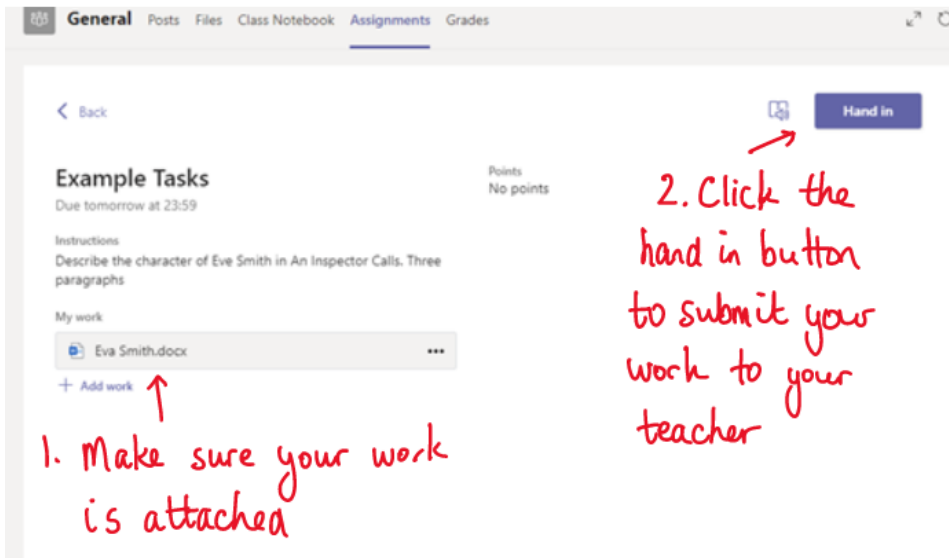
Use this button to upload a file that you have saved on your computer

OneDrive

✓	📄	Name	Modified
	📁	Attachments	13 Oct 2017
	📁	Notebooks	15 Sep 2018
	📄	Computers.pptx	8 Jun 2018
	📄	Design.pptx	14 Feb 2020
	📄	Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
	📄	Network protocols.pptx	8 Jun 2018
	📄	Presentation.pptx	3 Jul 2018
	📄	Template.docx	14 Feb 2020
	📄	python.py	14 Feb 2020

Upload from this device

Cancel Attach



Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

