**Accessing Online Teaching for Students**

**Teams is a chat-based collaboration tool that provides the ability to work together and share information via a common space. Work/Assignments are set via Teams**

You can access Teams either using a web browser or downloading the Teams app for Android and iOS. Teams is also available for PC and Mac
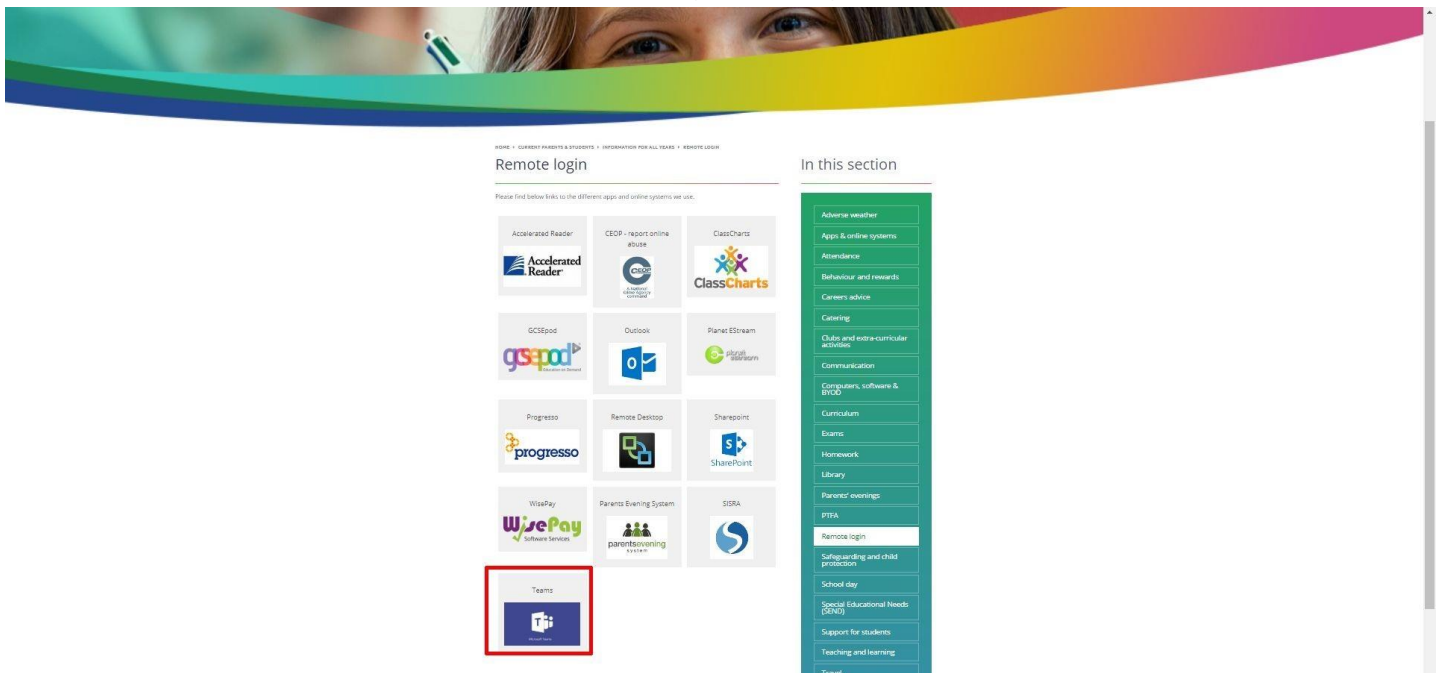
**Web browser method (Internet Explorer, Edge, Chrome, Firefox)**

To access **Teams** visit the **college website**

Once loaded click **Remote Login**



Scroll down and click **Teams** button and sign in using your **college login credentials**



Once loaded, you will be shown the main page with the Teams you are in

**Teams is also available to download for PC / Mac / Android / IOS**

We recommend downloading the client is a better way of accessing Teams
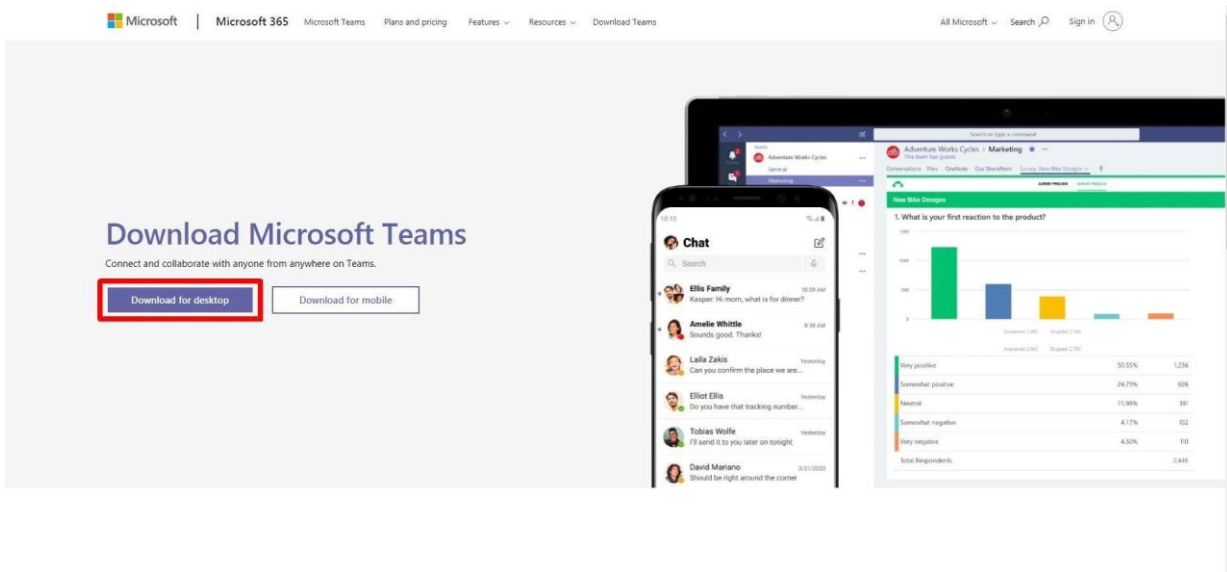
**System Requirements**

PC – Requires Windows 7 or later

Mac – Requires OSX 10.10 or later

Click https://teams.microsoft.com/downloads

Depending on the Operating System you are running you will be shown the following pages:

**PC** Click on **Download for desktop**



Which will then load this page. Click **Download Teams**



Once downloaded, install the program and log in with your **college login credentials**

**Mac** Click on **Download for desktop**
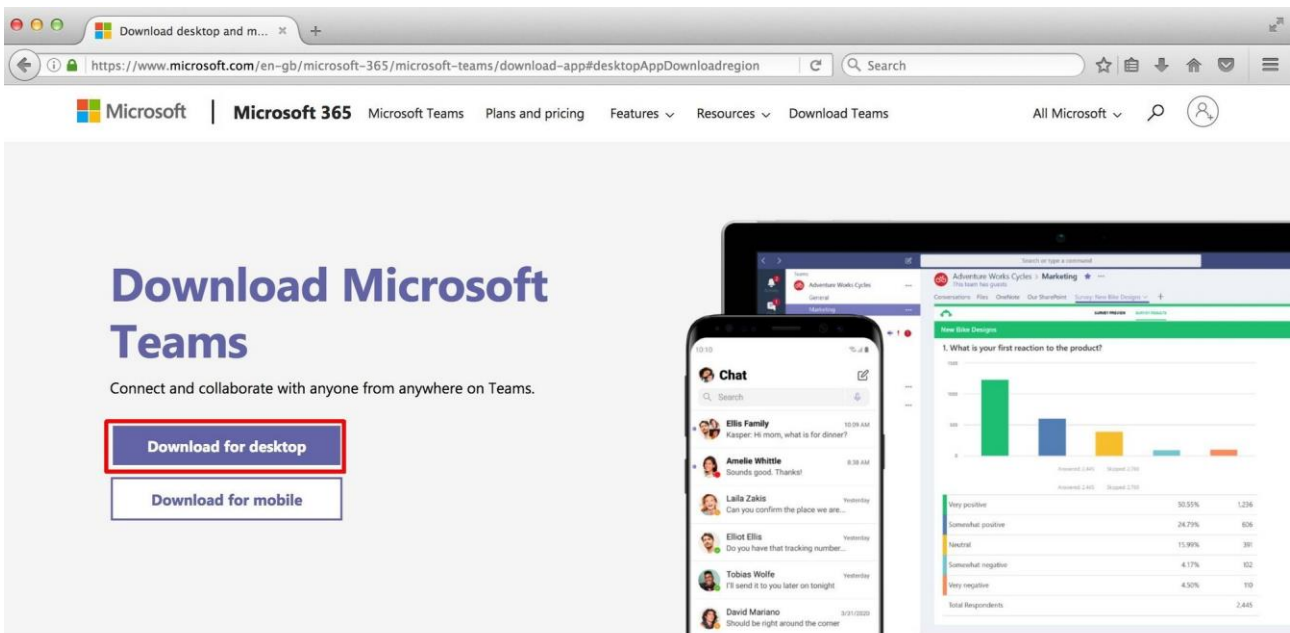


Which will then load this page. Click **Download Teams**
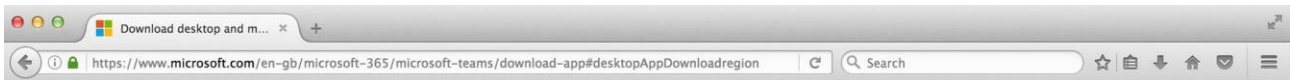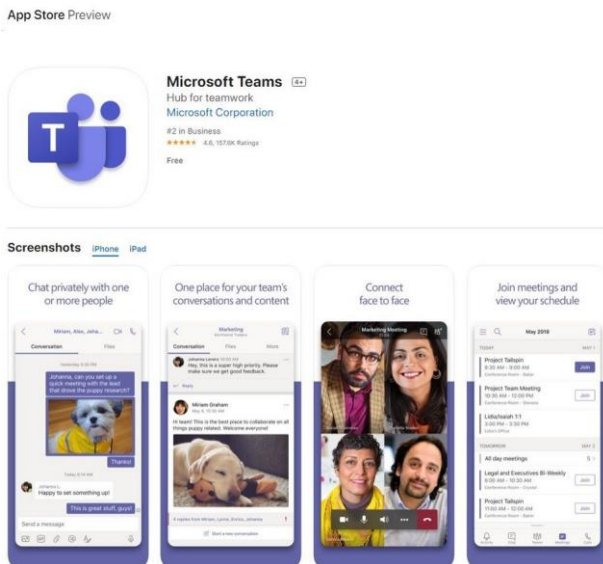
**Android or iOS method**

Teams is also available from the App Store for iOS devices and from the Play Store for Android devices
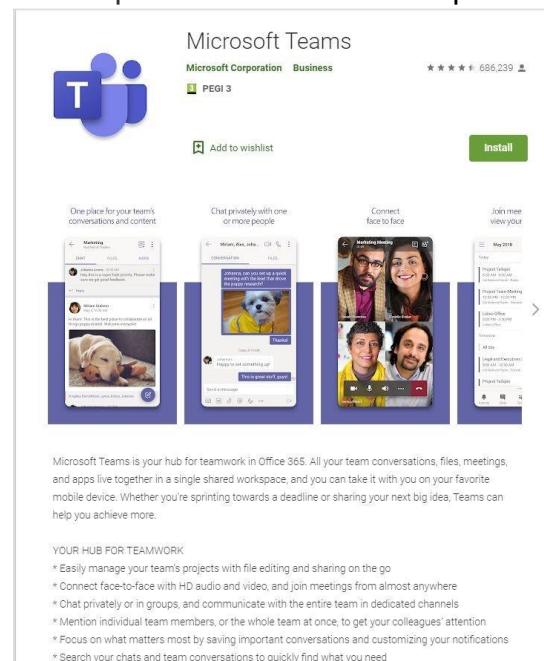
**iOS Compatibility**
Requires iOS 10.0 or later

**Android Compatibility**
Requires Android 4.4 and up





Once downloaded just tap the **Teams** icon, tap **Sign in** and enter your **college email account.** You will be re-directed to the college sign in page where you enter your **college login credentials**

Read, swipe / tap **Next** on the introduction welcome messages and tap **Got it**

Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work or posted an important message

Once done, you are shown the Teams screen

Along the bottom of the screen are the functions that you would find just like viewing on the desktop version

Once downloaded, install the program and log in with your **college login credentials**
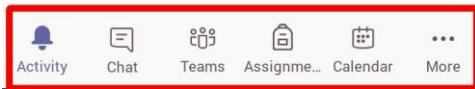
**Uploading an assignment via a web browser**

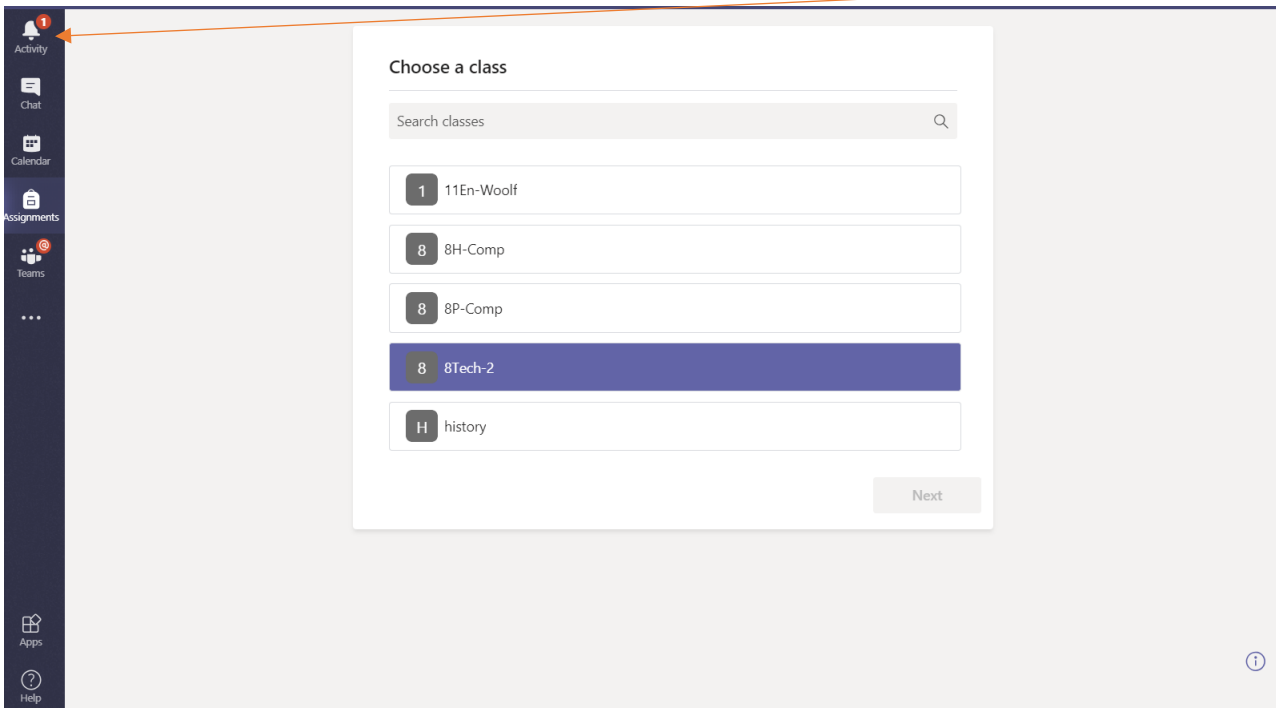Your teacher can set assignments for you to complete

On the left of the screen, you will see a new notification every time your teacher sets a new assignment for you. This will be shown under **Activity**

You'll find notifications here

Stay on top of relevant activity, such as mentions, likes, and replies.



After login is successful choose your class or look for the red notification over Activity



Choose a class

Search classes

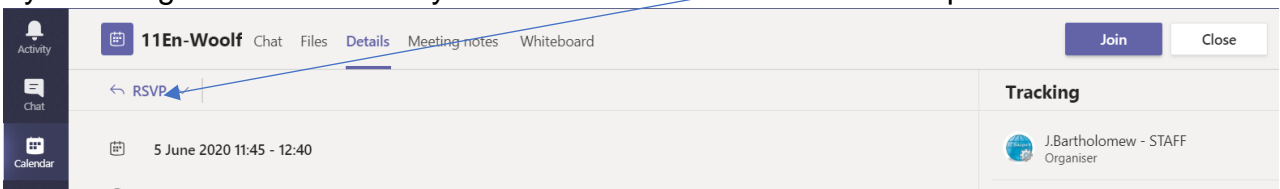| 1 | 11En-Woolf |
| 8 | 8H-Comp |
| 8 | 8P-Comp |
| 8 | 8Tech-2 |
| H | history |

Next

Get into the habit of checking the Calendar on a frequent basis – any online teaching will be visible in this calendar
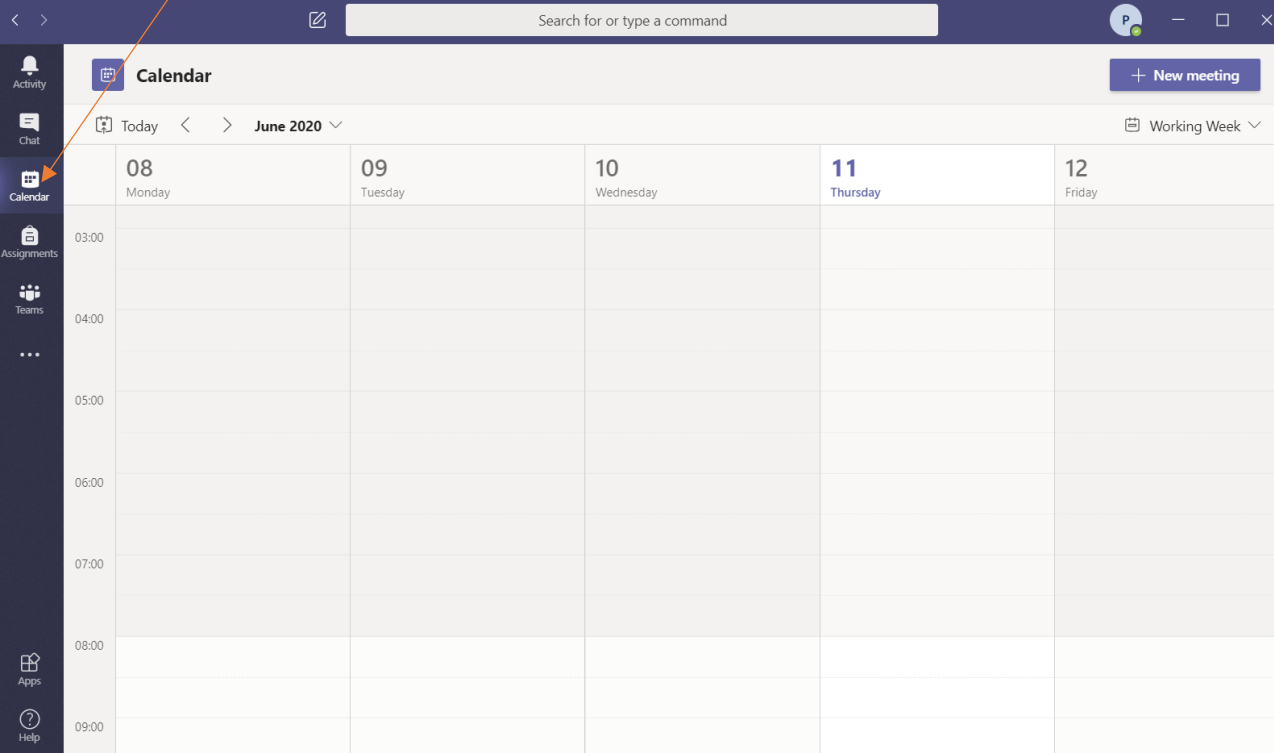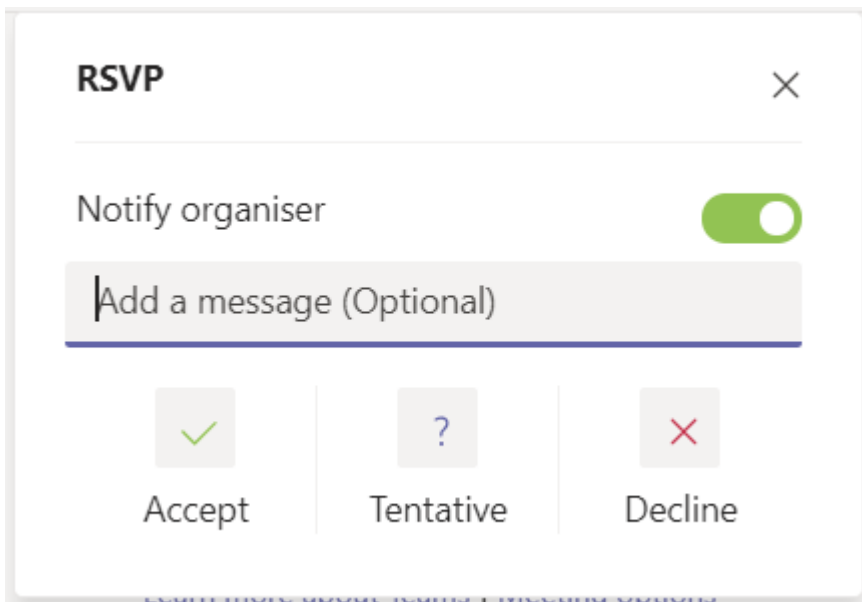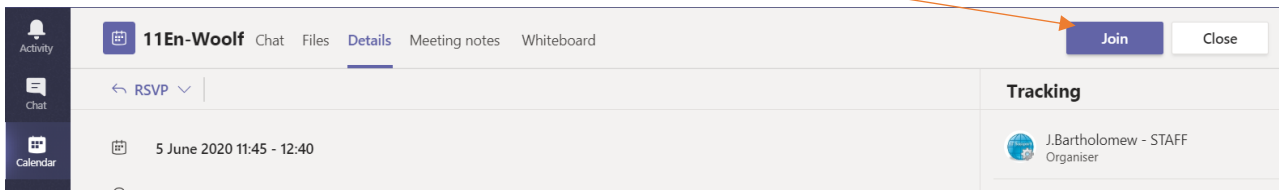


Any online teaching will be displayed as
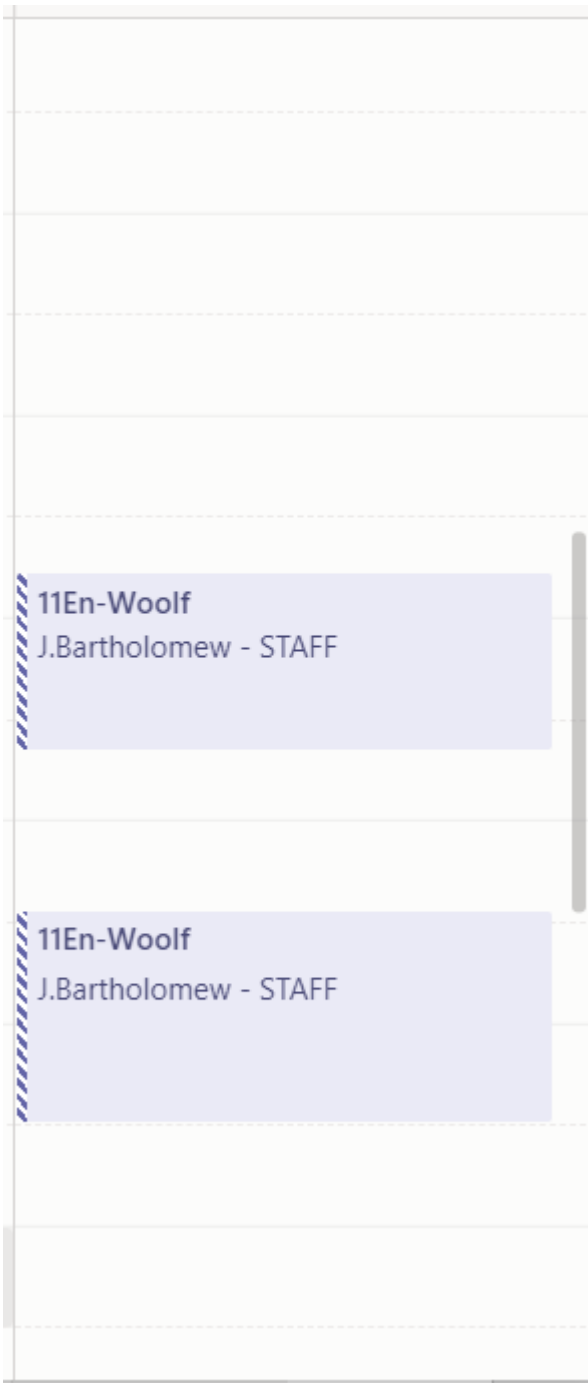
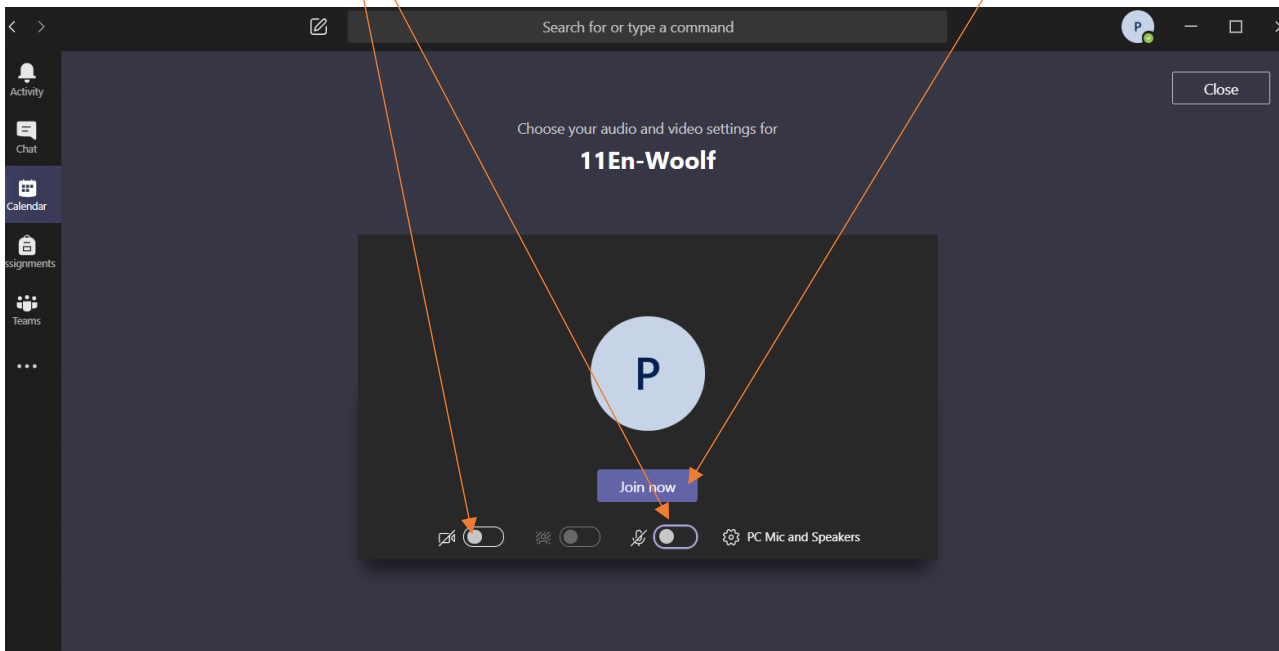By selecting the Calendar entry click on the RSVP and select Accept

Slightly prior to the start of the session – Logon to Teams and Select the same calendar entry and click on "Join Meeting"



Make sure your camera/mic is switched off, before selecting the Join now

Await your teacher to join the room