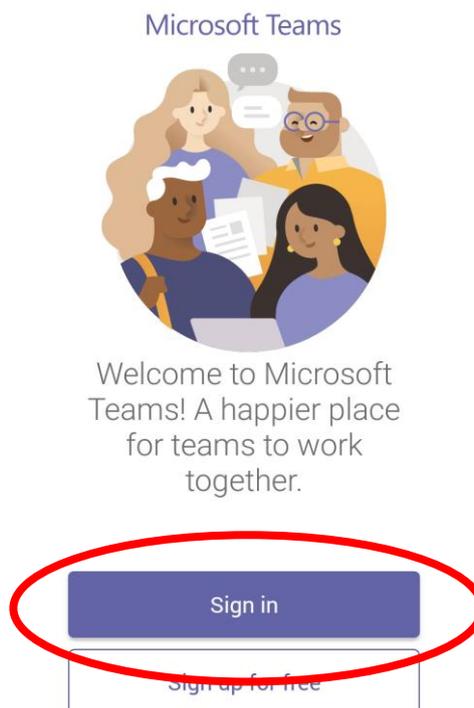


How to use Microsoft Teams

Download Microsoft Teams from the App or Play Store:



Once you have downloaded it, click on “Sign in”:



Sign in using your college email account (UNumber@wigan-leigh.ac.uk) and your regular college password:

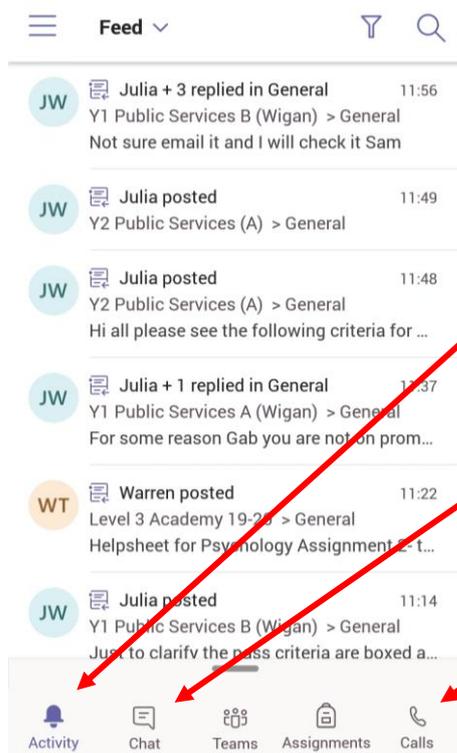


Sign in with your organizational account

Sign in

Sign-in using your full username.
Eg, username@wigan-leigh.ac.uk

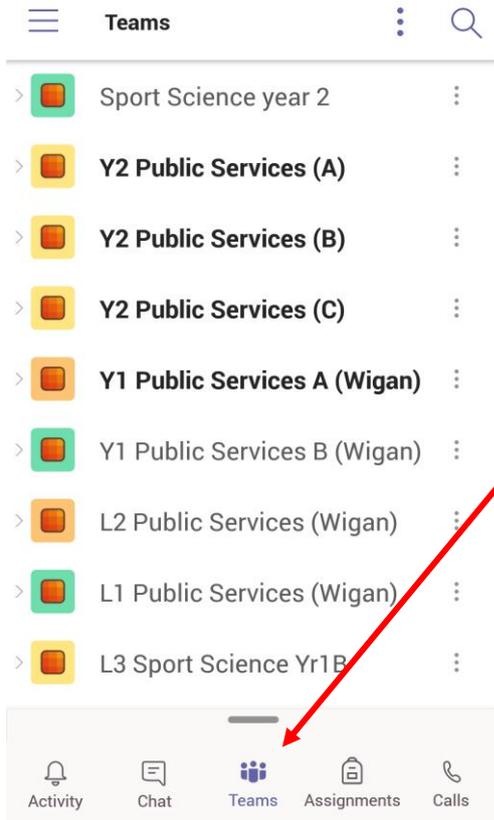
You may also be asked for you your **college username** and **password** again. This is just your UNUMBER and your regular college password.



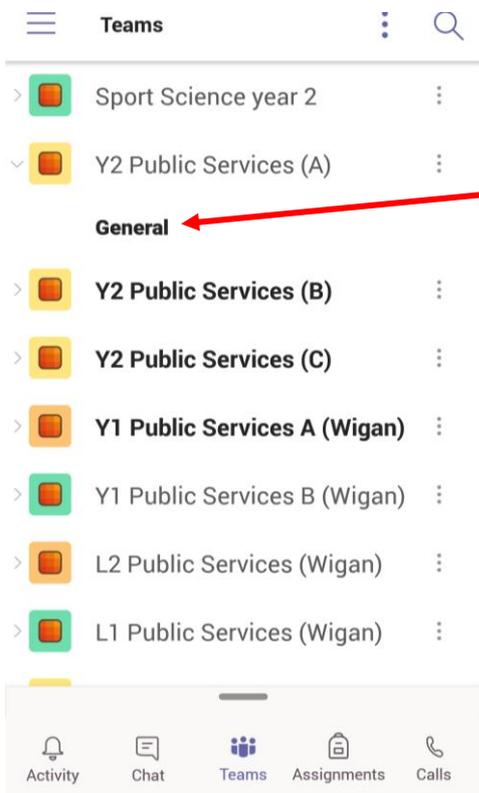
This is your activity section; you will see what your tutors and your peers have posted here

The chat section allows you to send a private message to your tutor.

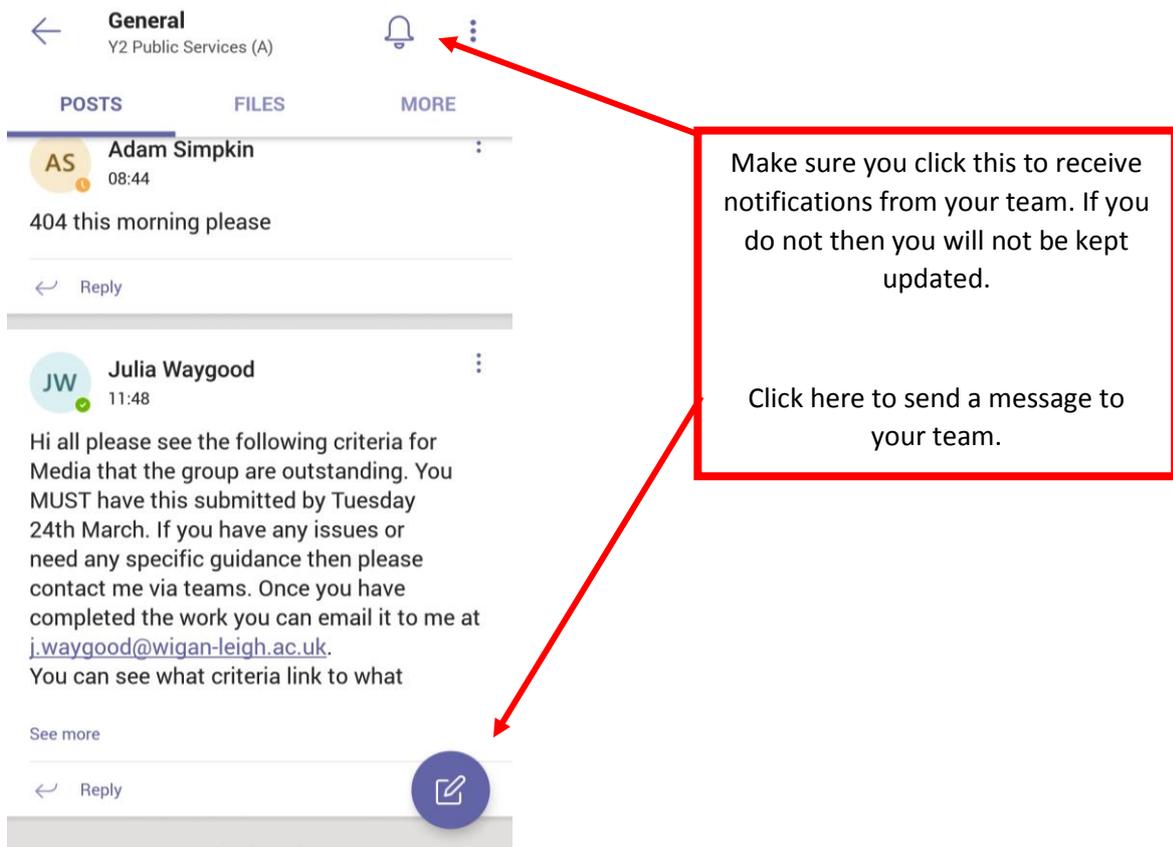
The call button allows you to call your tutor.



This is your teams section – your tutor will add you to a team so you can communicate with them

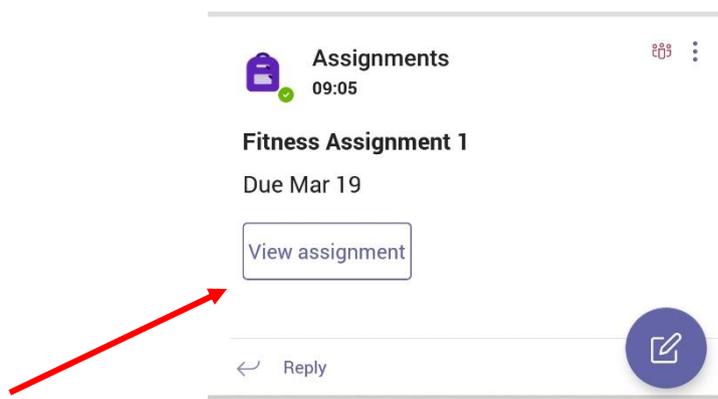


Click on the "General" button to access your team:

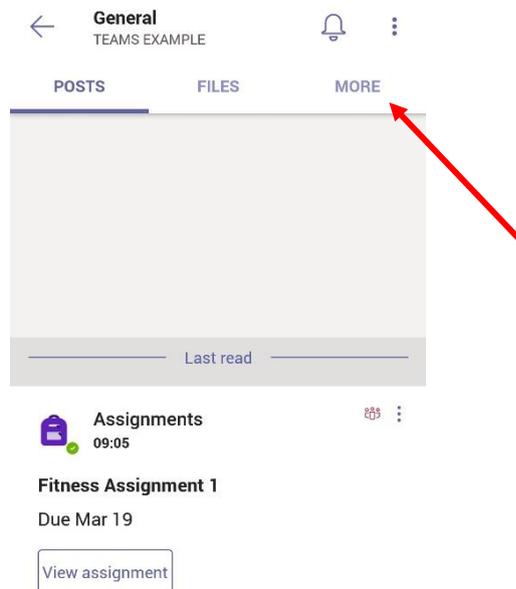


How to Access and Submit an Assignment on Teams

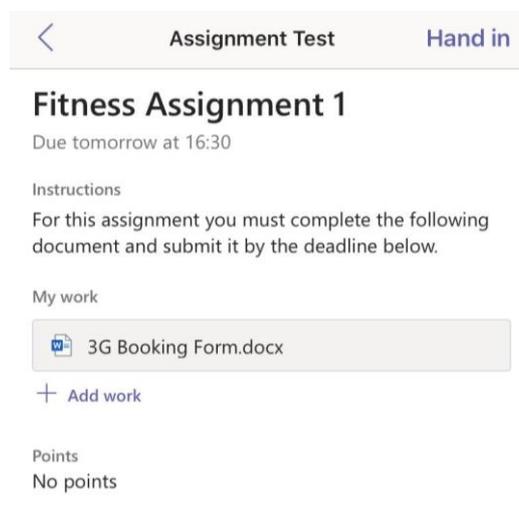
1. Go to your regular Microsoft Teams channel where your tutor will post regular communication on work that needs to be complete.
2. You will see the assignment posted on your feed (please see below). To view the assignment, click "View assignment":



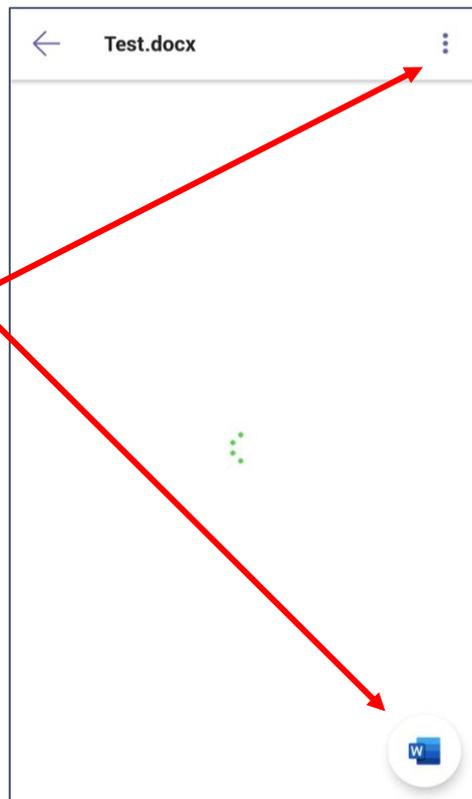
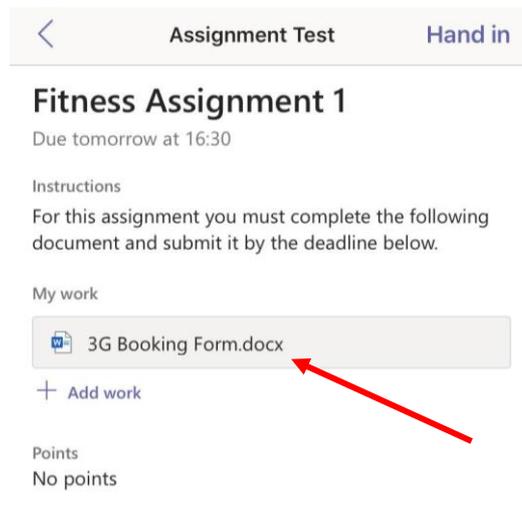
3. You Can also access the assignments by clicking “more on the tab in your teams” – Your assignments will load up in order of the nearest deadline:



4. When you click on the assignment, you will see this view (see below). You will see the following information:
- Assignment title
 - Deadline
 - The resources

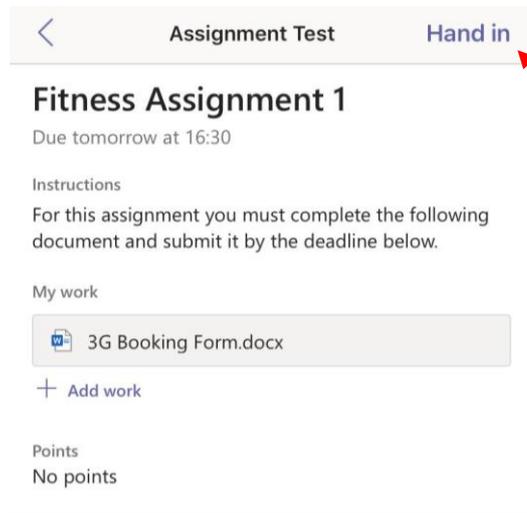


5. To complete the assignment, click on the resource and you will be able to edit the document live on your phone (you will need to have downloaded the Microsoft Word or PowerPoint App on your phone – **PLEASE SEE OTHER DOCUMENT ON HOW TO DO THIS**)
 - a. Please note your word document will save automatically to the assignment section on teams. If you want to come back to it later, just click back on the resource and your work will still be there.



Once you have clicked the resource, you will need to click either the word icon at the bottom or the edit icon at the top – this will take you to word for you to complete (this depends on what phone you have).

- When you are ready to submit your assignment, press “hand in” at the top. Your tutor will mark your work for you.



The screenshot shows a mobile application interface for an assignment. At the top, there is a navigation bar with a back arrow on the left, the text "Assignment Test" in the center, and a "Hand in" button on the right. A red arrow points to the "Hand in" button. Below the navigation bar, the title "Fitness Assignment 1" is displayed in a large, bold font. Underneath the title, it says "Due tomorrow at 16:30". The "Instructions" section follows, stating: "For this assignment you must complete the following document and submit it by the deadline below." The "My work" section contains a single document icon labeled "3G Booking Form.docx" and a "+ Add work" button. At the bottom, the "Points" section shows "No points".

< Assignment Test Hand in

Fitness Assignment 1

Due tomorrow at 16:30

Instructions

For this assignment you must complete the following document and submit it by the deadline below.

My work

 3G Booking Form.docx

+ Add work

Points

No points