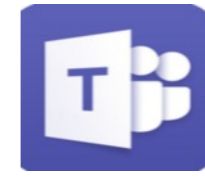# CHEPSTOW SCHOOL USING TEAMS TO ACCESS WORK
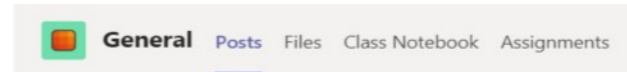
This is a guide to accessing work on Microsoft Teams.

**1.** Open Microsoft Teams by signing into Office 365 using **@Chepstow.school** details. Select the **Teams Icon**. Click on the teams page you want to open work from.
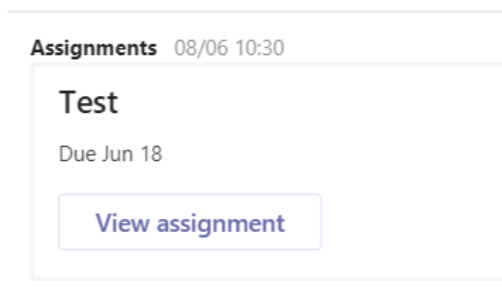
**2.** Click on the class **Team** Icon.

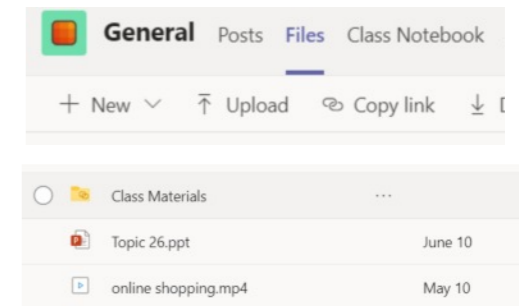General Posts Files Class Notebook Assignments

This menu allows you to post a message, find files uploaded by your teacher and access assignments.

**3.** You will see on posts all the assignments and messages from your teachers.

Assignments 08/06 10:30
Test
Due Jun 18
View assignment

**4.** In files there will be any class materials and resources uploaded by your teachers.

General Posts Files Class Notebook
+ New ↑ Upload ⊙ Copy link ↓
Class Materials
Topic 26.ppt     June 10
online shopping.mp4     May 10

**5.** To access the assignment click on **View Assignment.** To add work **click on Add Work.** Select **Upload from device**. Remember to Click **Hand In**.

Assignments 26/04 20:41
VLE/ONLINE learning lessons
Due Apr 30
View assignment

Turn in
‹ Back
Shakespeare Sonnet Annotation ⊘ Homework
Due September 13, 2019 9:59 PM
Instructions
Read Sonnet 116 and annotate it, using the PowerPoint for guidance.
My work
How to Read a Sonnet.pptx
+ Add work
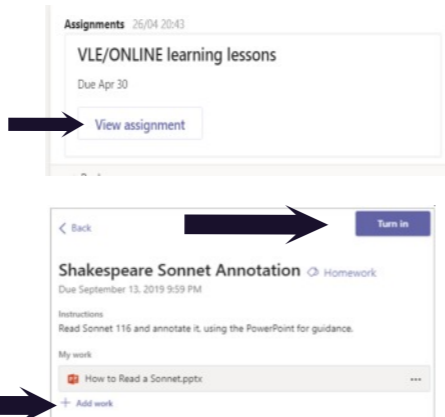
**6.** You can view feedback from the teachers once it has been returned to you. You will get a notification of this in **Teams.**

Assignments 3/19 1:21 PM
Assignment returned
#002 Write an Essay
Algebra
View assignment