



Student Guide to Using Teams

Login details for Microsoft Teams

Email: **username@westfield.chorustrust.org**
21BJohnson@westfield.chorustrust.org

Password – same as the one you log on to computers at school with

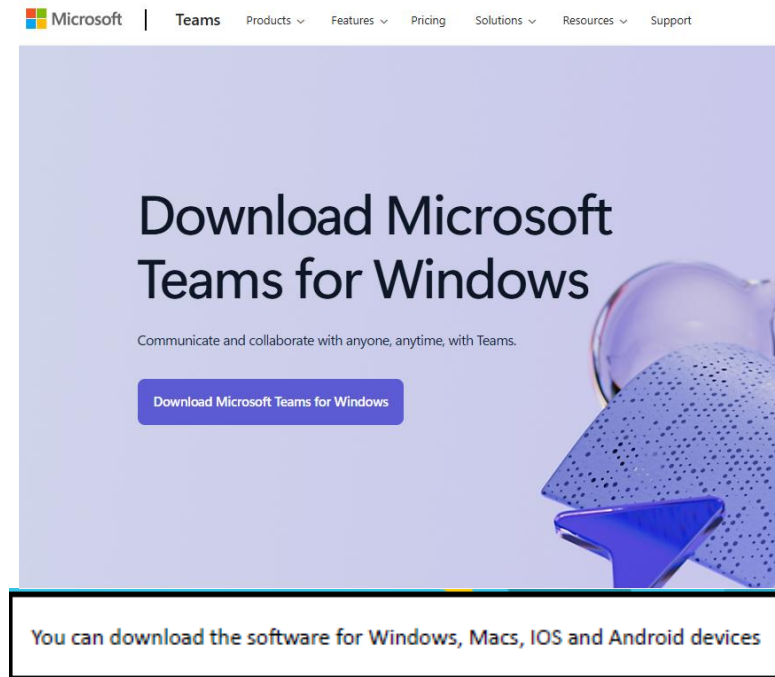


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Installing Microsoft Teams on your desktop

You can download Microsoft Teams for free via <https://www.microsoft.com/en-gb/microsoft-teams/download-app> and clicking on **DOWNLOAD MICROSOFT TEAMS FOR WINDOWS**



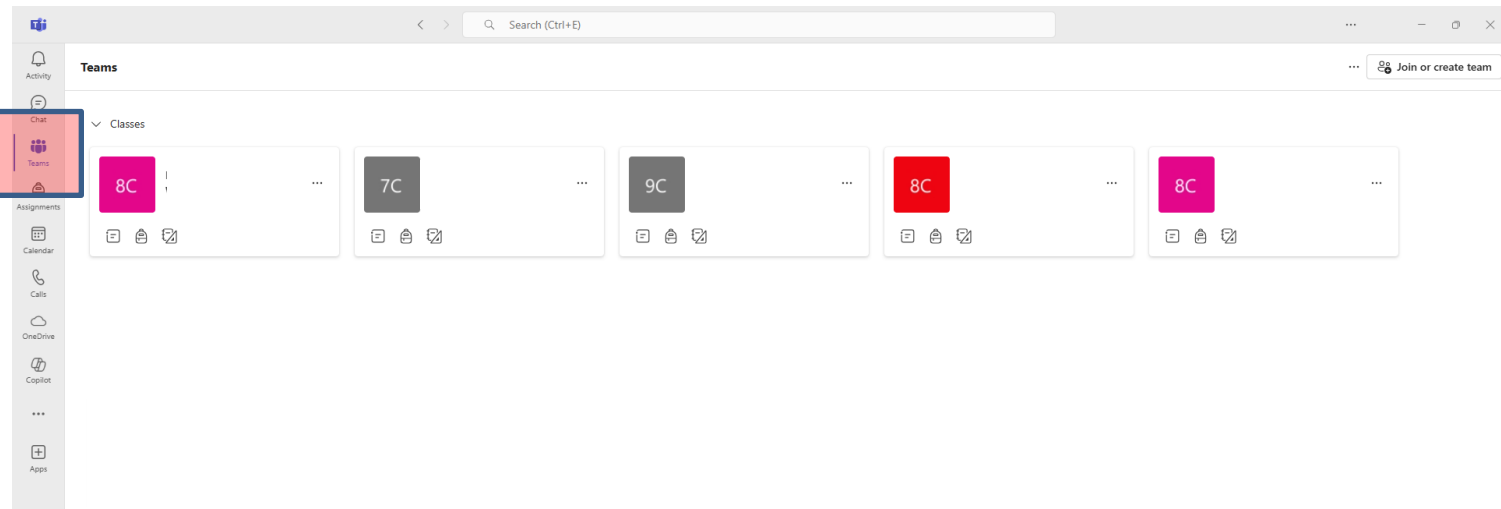
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Layout of Teams – desktop view

Here is a list of ALL your teams/classes.
Click on each one for the different lessons and work.

Click on TEAMS
in the left hand
panel



Layout of Teams

Activity

Chat

Teams

Assignments

Calendar

Calls

OneDrive

Copilot

...

Apps

< All teams

11 General Posts Files +

11

10C-iM1-WF2025

Home page

Class Notebook

Classwork

Assignments

Grades

Reflect

Insights

▼ Main Channels

General

R094 Visual Identity and Digital Graphics

Your work and quizzes set by your teacher

View your marked work

View all posts including assignments

View files which your teacher may have shared with the class

You may have different channels down the side for different topics in your subject



Layout of Teams – iPhone view

Here is a list of ALL your teams/classes.
Click on each one for the different lessons
and work.

Click on TEAMS
in bottom panel



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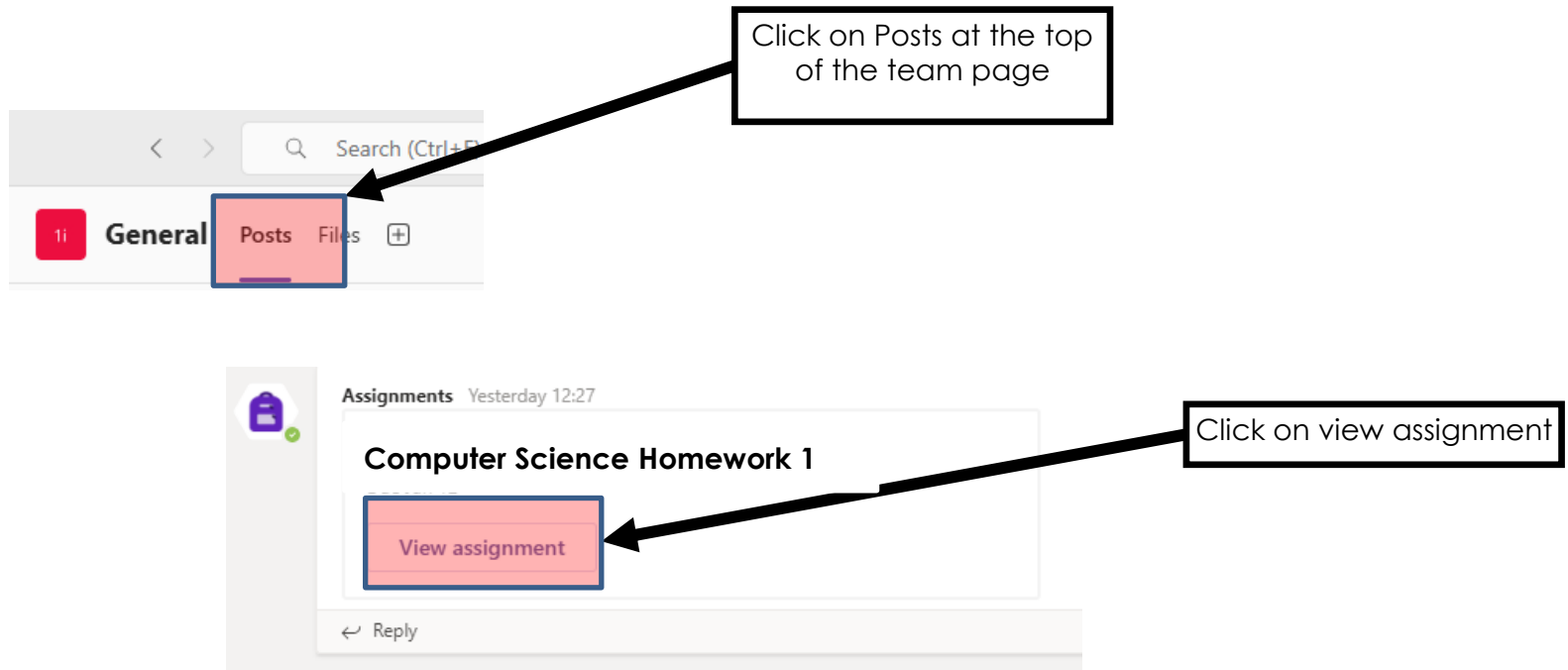
Assignments

This is when your teacher will set you homework to do or work in lesson if using a computer room

Not all assignments are homework – for example in computer science, we use teams for classwork too.



Finding an assignment on desktop



Viewing an assignment on desktop

Activity 2
Due tomorrow at 11:59 PM

Instructions
Complete the attached sheet and press the Turn in Button in the top right when complete

My work
Grammar revision 2.doc
+ Add work

Turn in

Points
No points

Details of what you need to do for this activity

Click to open the file your teacher has sent you. It will look something like this below.

Press if you want the computer to read the activity to you

Press when you are ready to send your work back to your teacher

Attach any extra files of work you want your teacher to see

Grammar revision 2.doc

Word

Grammar revision 2

Edit Document Print Find Translate

Fatima - Grammar revision

Translation

1. I like to listen to music. *J'aime écouter de la musique*
2. You have a lot of sisters. *Tu as beaucoup de sœurs*
3. She is pretty and intelligent. *Elle est belle / jolie et intelligente*
4. I am not blond, I have brown hair. *Je ne suis pas blond(e). J'ai les cheveux châtain(s).*
5. Her favourite instrument is the trumpet.
Son instrument préféré/favori est la trompette.
6. At the weekend, French people like going out with their family.
Le weekend, les français aiment sortir avec leur famille.

Viewing feedback on desktop...

You will get a notification to say your teacher has marked your work. You click back onto your completed assignment to get to this page. You will see the feedback here. You may have a chance to improve your work, so click back into the assignment, improve it in **purple font**, then press the 'turn in again' button.

[← Back](#)



Returned Thu, Jun 11, 12:32 PM ←

[Turn in again](#)


Lesson 1 - Research

Due tomorrow at 11:59 PM

Instructions

None

My work

 Test Assignment.docx

[+ Add work](#)

Feedback
Fab!

Points
No points

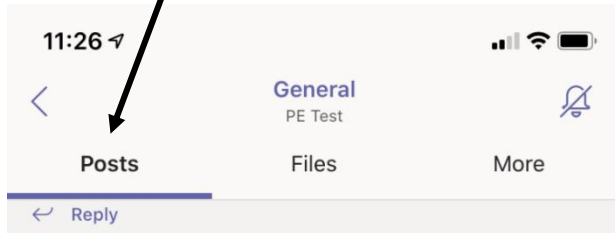


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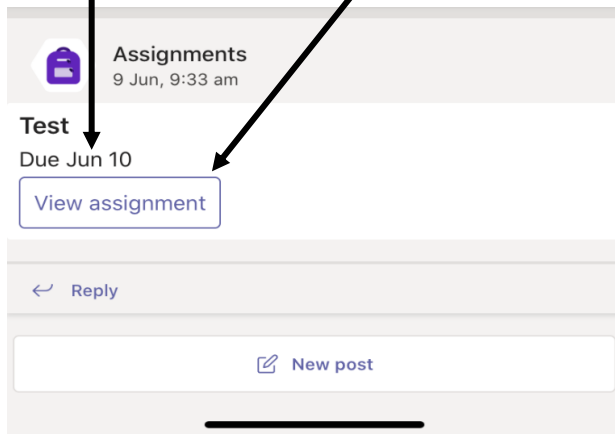
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Viewing an assignment on iPhone

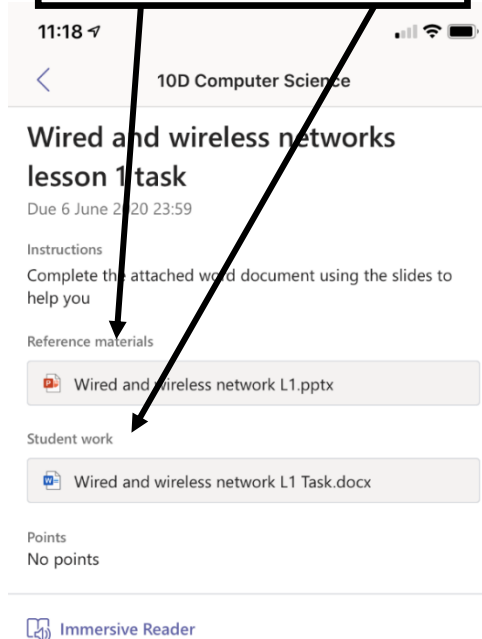
1. Go to your Team's posts.



2. You will see an assignment and when it is due. Click on View.



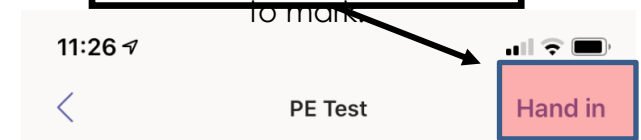
3. It will look like this. Reference Materials is like the lesson. Student Work is the work you need to do. Click on the student work.



4. To edit and write/type in the document you need to click this button. Then edit and add your answer. It will auto save!



5. Once ready to hand in, go back to view assignment and click the hand in button. This will go straight back to your teacher ready to mark.



Test

Due today at 23:59

Instructions

Complete the word document.

My work

Test Assignment.docx

+ Add work

Points

No points



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Viewing feedback on iPhone...

21:11 ↖

< E Art Test Hand in again

Returned Thu 11 Jun, 12:32 ↖

Lesson 1 - Research

Due tomorrow at 23:59

Instructions
None

My work

Test Assignment.docx

+ Add work

Feedback
Fab!

Points
No points

Immersive Reader

You will get a notification to say your teacher has marked your work. You click back onto your completed assignment to get to this page. You will see the feedback here. You may have a chance to improve your work, so click back into the assignment, improve it in **purple font**, then press the 'Hand in again' button.



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