



# Saint John Wall Catholic School

## A Catholic School For All



## Using Teams on Mobile Devices Help

To be able to use teams properly on Mobile Devices and tablets you will need to install Office. This guide will also help with using assignments and class notebook.

### 1) Installing Office365 to your Device

**For mobile device the pupils will need to install Word, PowerPoint and OneNote**

The link below has a video which shows you how to do that

<https://www.microsoft.com/en-us/videoplayer/embed/RWee2I?pid=ocpVideo0-innerdiv-oneplayer&postJsMsg=true&maskLevel=20&market=en-us>

1. Download the app for your device:  
  
iPad or iPhone: [App Store](#)  
  
Android tablet or phone: [Play Store](#)  
  
Windows tablet or phone: [Microsoft Store](#)
2. The first time you use the Word app, sign in with your Microsoft 365 name and password.
3. On the **New** screen, create a new document by selecting **OneDrive - Personal** under **Create in**, and then choose **Blank Document**. (Changes are saved automatically.)

**The above steps can be repeated for PowerPoint and OneNote**

## 2) Help with using Assignments

Below are the steps to use assignments for both teachers and pupils on mobile devices

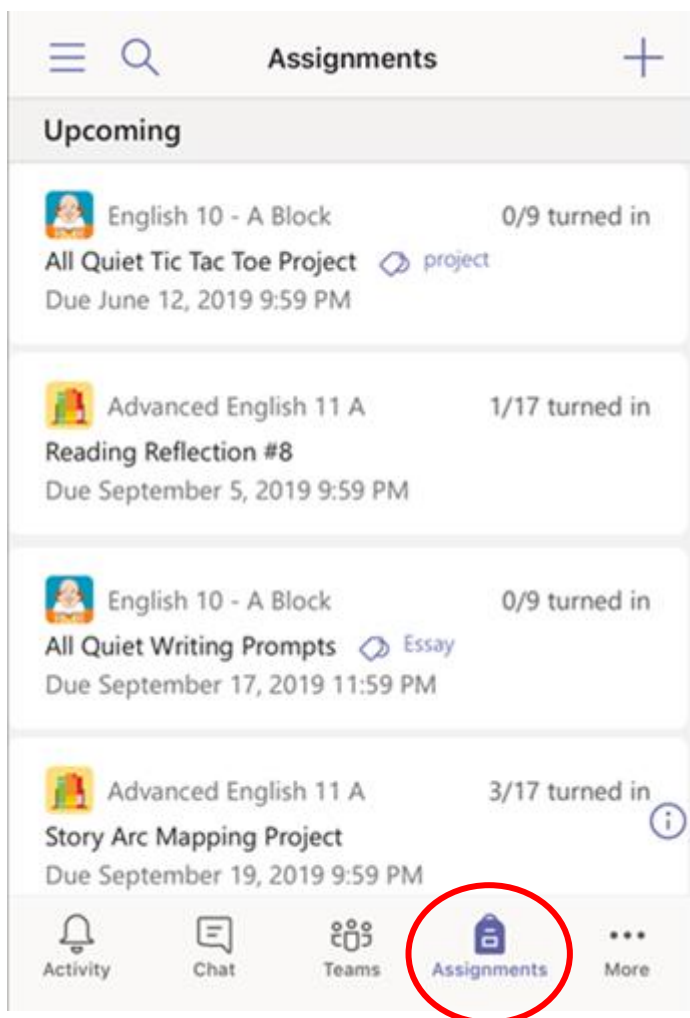
Here is a link to a video on how pupils can access it using mobile device

<https://youtu.be/HfwfHLCbjkc>

### Navigate to your assignments

View all your assignments by tapping the **Assignments** icon at the bottom of your screen. Scroll up or down to view assignments in the past or future.

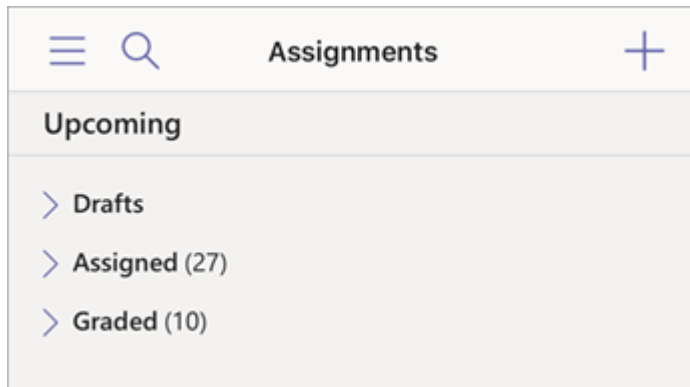
**Tip:** If you don't see Assignments in your app bar, select **More ...** and **Reorder** to pin it to your app bar.




**Tip:** Use the search icon on your mobile app to search for an assignment by keyword. When a new assignment is created, a post appears in the General channel and students are notified in their **Activity** section. They can follow these notifications to navigate to the assignment's details.

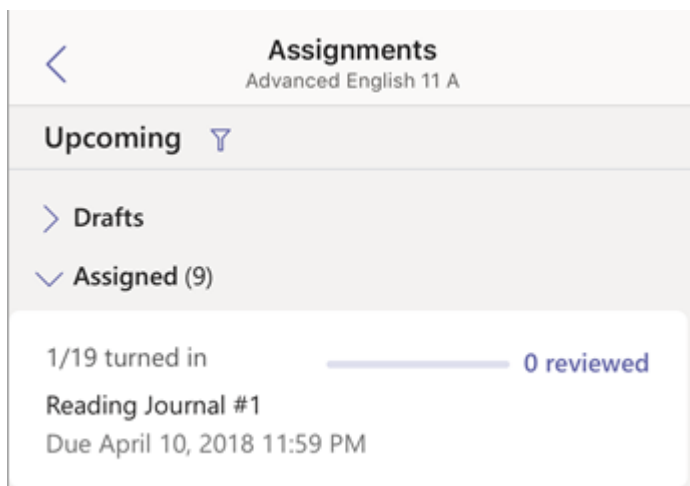
## Sort your assignments

By default, your Upcoming list shows assignments with work left to grade or scheduled to assign later. Scroll up or down to browse the list. You can tap the arrows to sort them by **Drafts**, **Graded**, and **Assigned**.



If you'd prefer to view your assignments by class, select the General channel in your team,

then **More > Assignments**. In this view, you can select **Filter**  to sort your assignments by category, such as Homework or Review.



## Viewing and Turning in Assignments

Students can keep track of their assignments and turn them in using the mobile app. Tap **Assignments** at the bottom of your screen. To view assignments in a specific class, navigate to the class and select **More > Assignments**.

By default, your Upcoming assignments list shows you the work you haven't turned in yet. Tap **Completed** to view work you've already turned in.



Tap an assignment to open it and view assignment details.

- To turn in an assignment, open the assignment and attach any work by tapping **+Add work** and choosing a file from OneDrive or your device. Tap **Turn in**. Your turn-in will be recorded with a time and date stamp.
- To add new work to an assignment you've already turned in before the due date, open the assignment and select **Undo turn in**.

- To turn an assignment in again after making revisions, select **Turn in again**.

< Advanced English 11 A **Turn in**

## Create a bibliography

**Instructions**  
Create a bibliography including at least 3 sources you found during our library visit. Reference the bibliography Quizlet if you get stuck.

**Reference materials**

Bibliography reminders

**My work**

Works Cited.docx

Add work

**Due Date**  
Fri Sep 28, 2018 at 3:00 PM

**Points**  
100 points possible

### 3) Class Notebook (OneNote) in Teams

Below are steps for using Class Notebook

Here is a video link on how pupils can access it using mobile device

[https://youtu.be/hpU\\_Hr1\\_9Gg](https://youtu.be/hpU_Hr1_9Gg)

Every class team comes with its own linked OneNote Class Notebook. Your Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

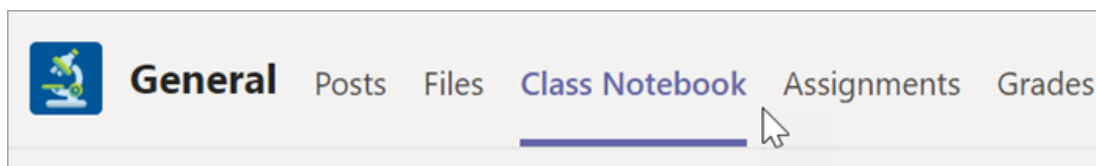
Teams delivers these essential components of the OneNote Class Notebook experience:

- **Student Notebooks** -- a private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
- **Content Library** -- a read-only space where teachers can share handouts with students.
- **Collaboration Space** -- a space where everyone in your class can share, organize, and collaborate.

#### Find Class Notebook in Teams

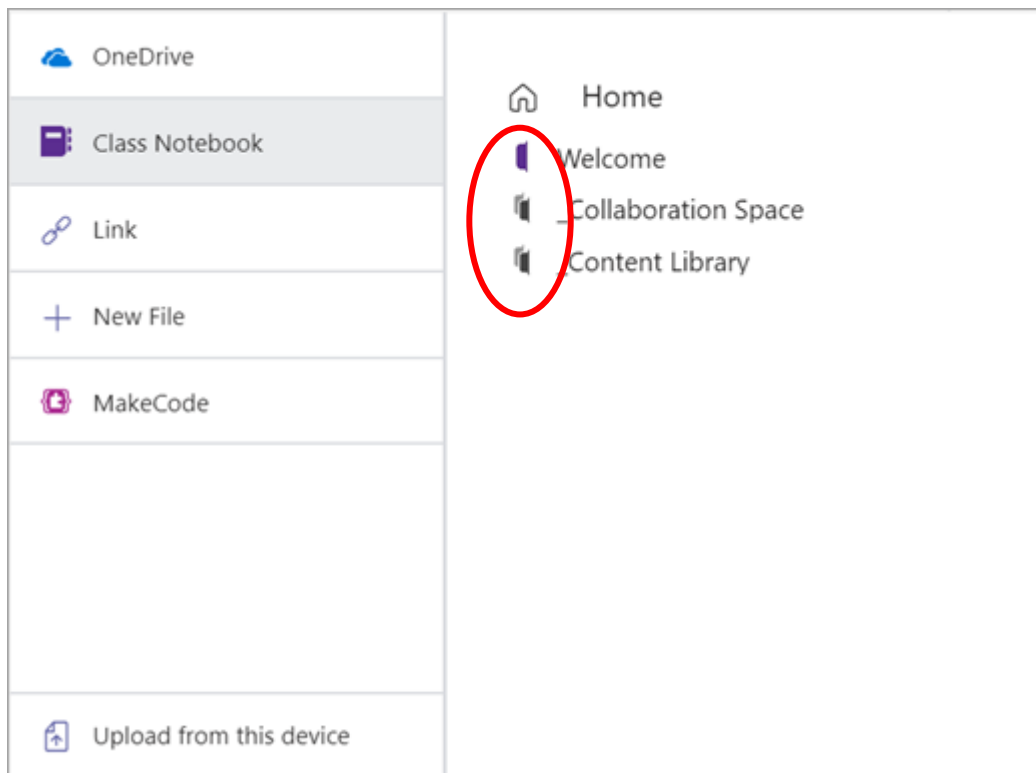
The Class Notebook in the General channel is the central location for viewing and interacting with the Content Library, Collaboration Space, and each student's private space.

1. Navigate to the **General** channel under the desired classroom, then select the **Class Notebook** tab.



2. Add or edit pages using the expandable menu at the left side of your notebook.

3) you may need to click on the relevant tab to see the pages, ask your teacher for the name of the tab



## 4) Troubleshooting

If the above videos and instructions above have not worked for you then try the below steps:

1. Try closing and re-opening the app
2. Try restarting the device
3. Try reinstalling the app
4. Try emailing the TeamsControllers on [enquiry@sjw.bham.sch.uk](mailto:enquiry@sjw.bham.sch.uk) for support, be sure to include your full name, form and what the issue is. They can also be reached by calling the school.

