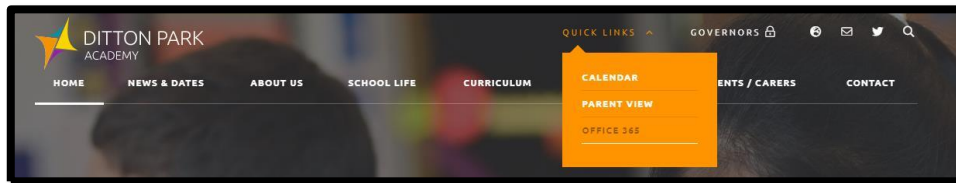


How to log on to Microsoft Teams @ Ditton Park Academy

1. Visit www.dittonparkacademy.co.uk

2. In the top bar, select 'Quick Links' then 'Office 365'



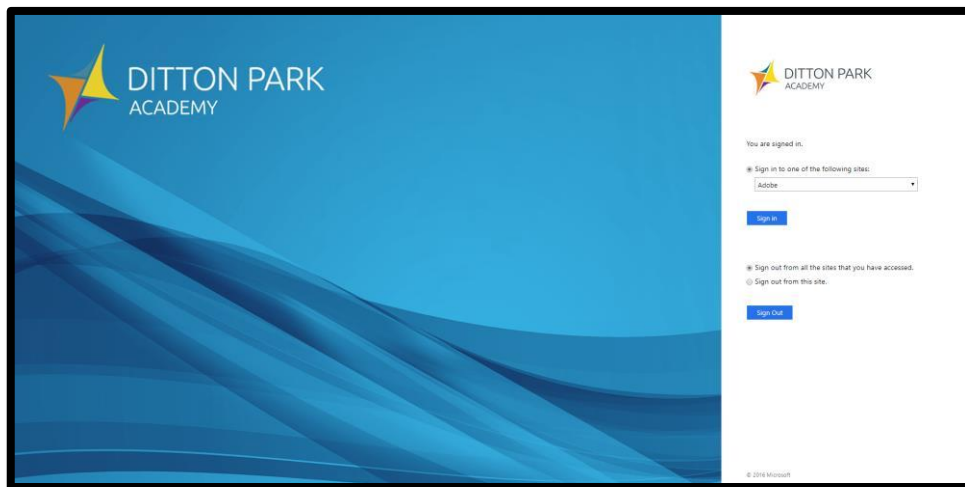
3. You will see a screen like the one below.

Enter in your school username and password.

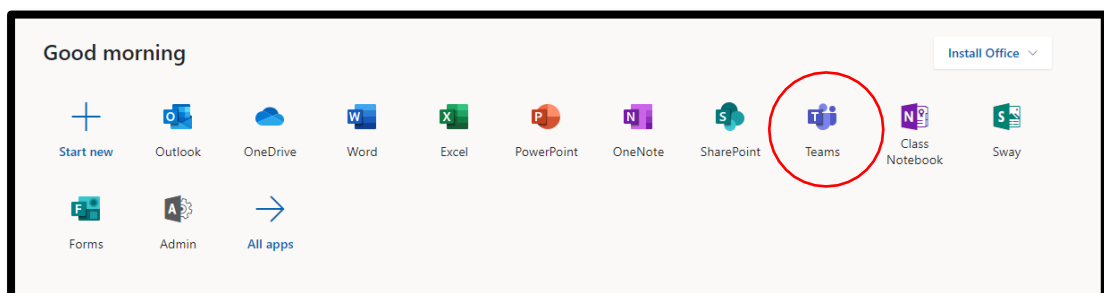
Your username will be (IntakeYear)(FirstInitial)(LastName) for example 19JSmith

If you do not know this, please speak to your AM and they can help.

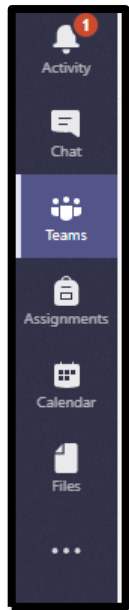
There is space in your planner for you to write this down.



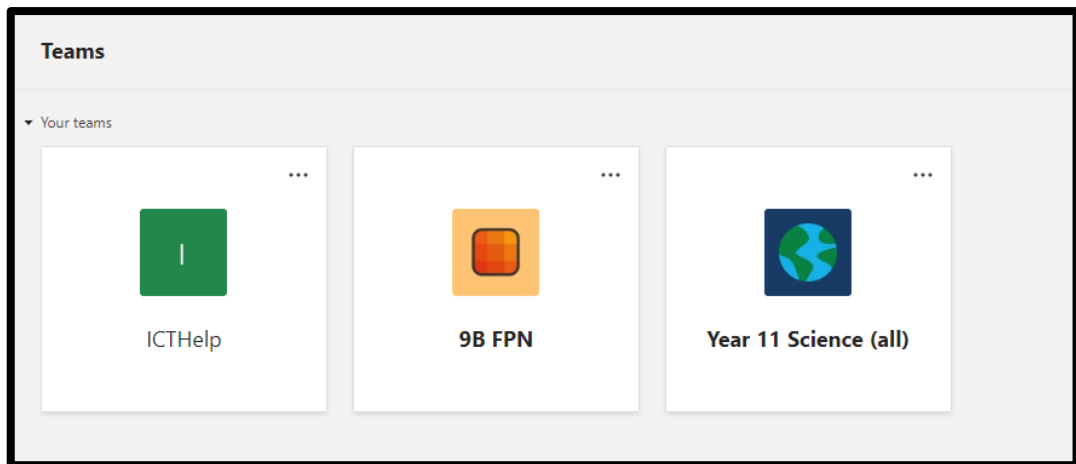
4. On the next screen, select 'Teams'



5. On the left hand side, click 'Teams'



6. You will then see a list of your classes.
Click on the class that you wish to access



All done!

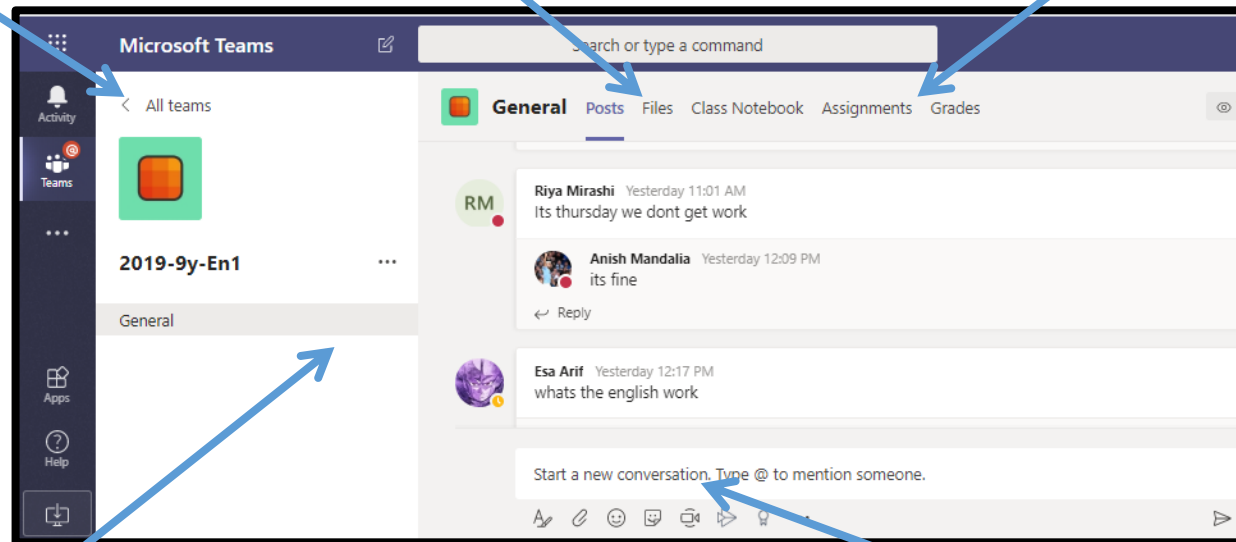
You are now ready to participate in the class.

Team homepage

Click here to see the teams for your other subjects.

Any files your teacher has uploaded for you can be seen here.

The assignments tab lists all your assignments and their status.

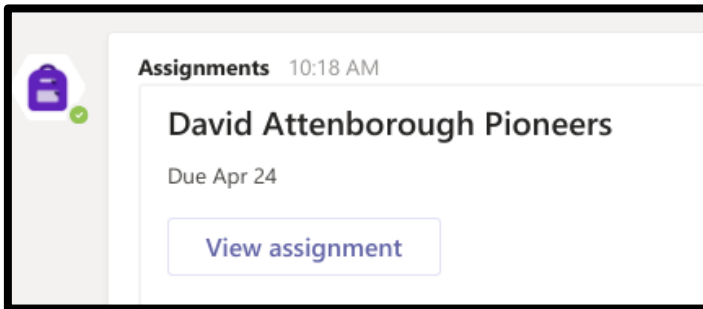


This is the main area for you and your teacher to communicate. Keep an eye out for assignments or other messages from them in 'Posts'.

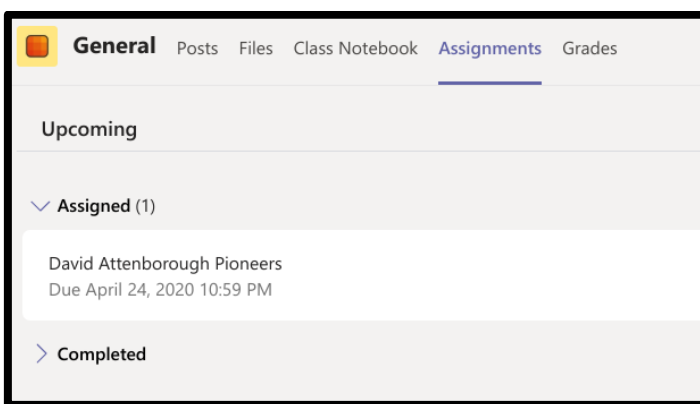
You can talk to them by starting a conversation and even attach files, pictures etc. but remember, posts here are public, your whole class will be able to see them.

Assignments

Assignments are tasks your teacher has set for you. They can be seen in the main posts window.



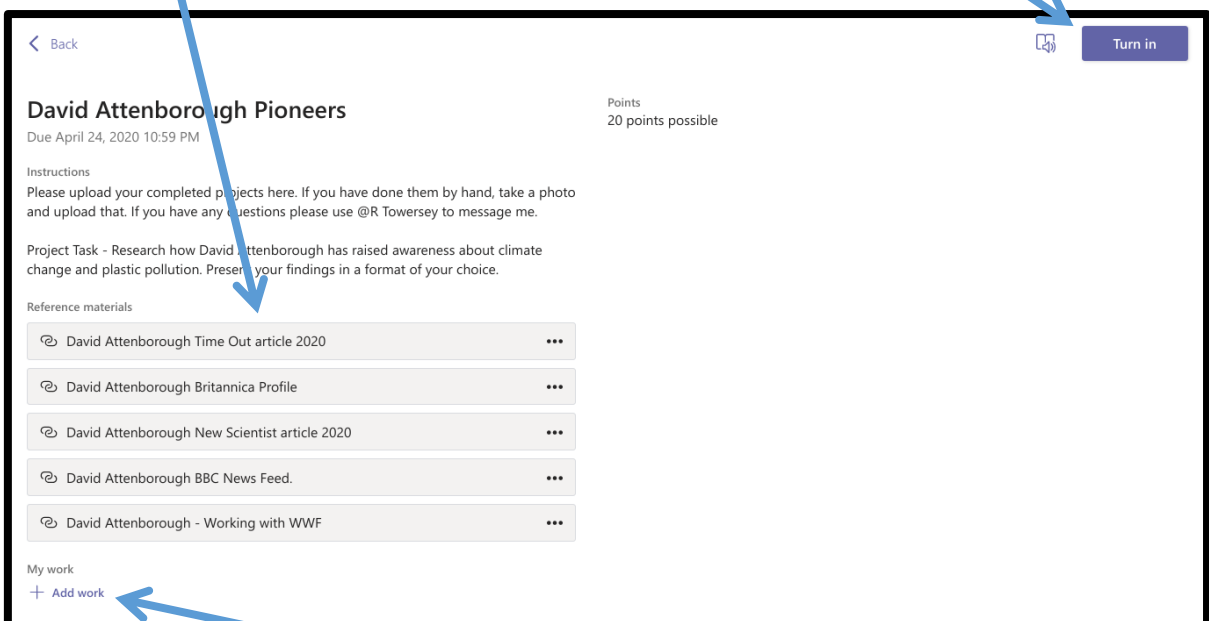
Or can be seen in the Assignments tab



Follow these instructions to make sure your teacher gets your work!

Step 1 – Download any files including worksheets you need here and complete them.

Step 3 – Finally, click the 'Turn in' button to send your work to your teacher.



Step 2 – MAKE SURE you click the 'Add work' button to attach any completed work!