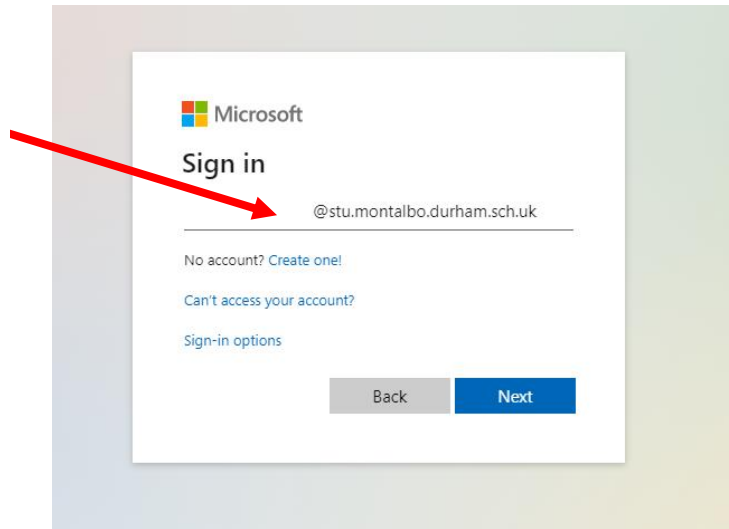
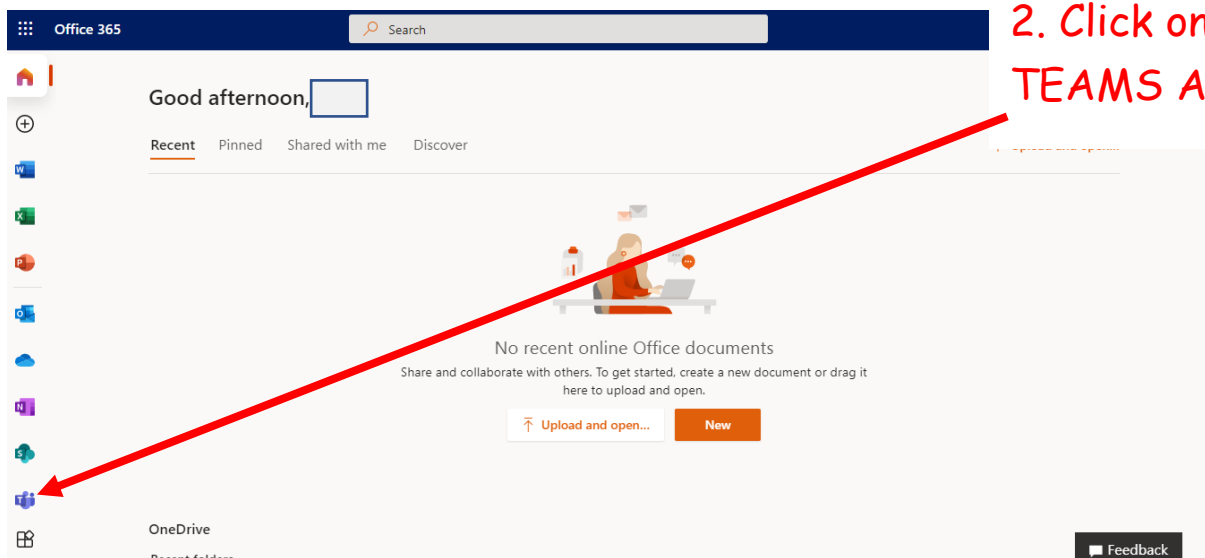


# Pupil User Guide

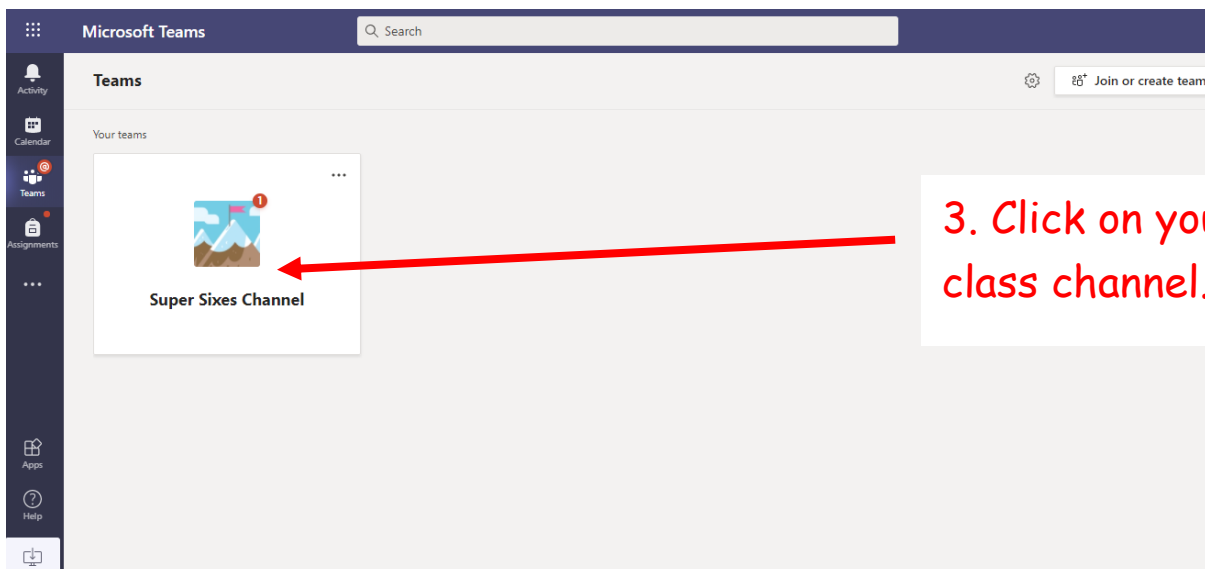
1. Sign in using the username and password your teacher gave you.

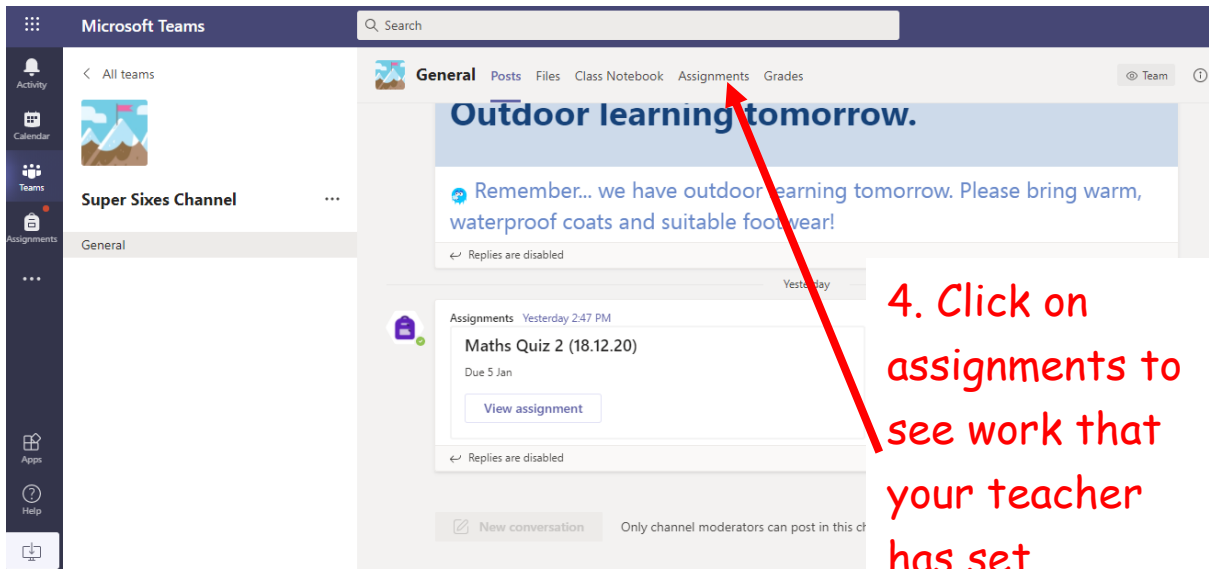


2. Click on the TEAMS App

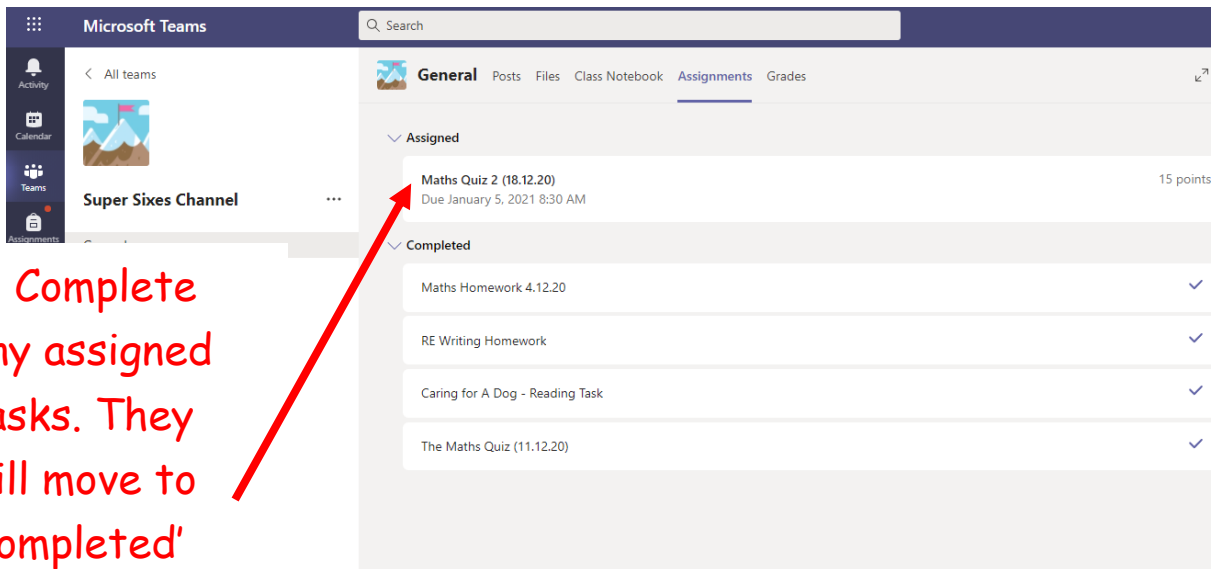


3. Click on your class channel.

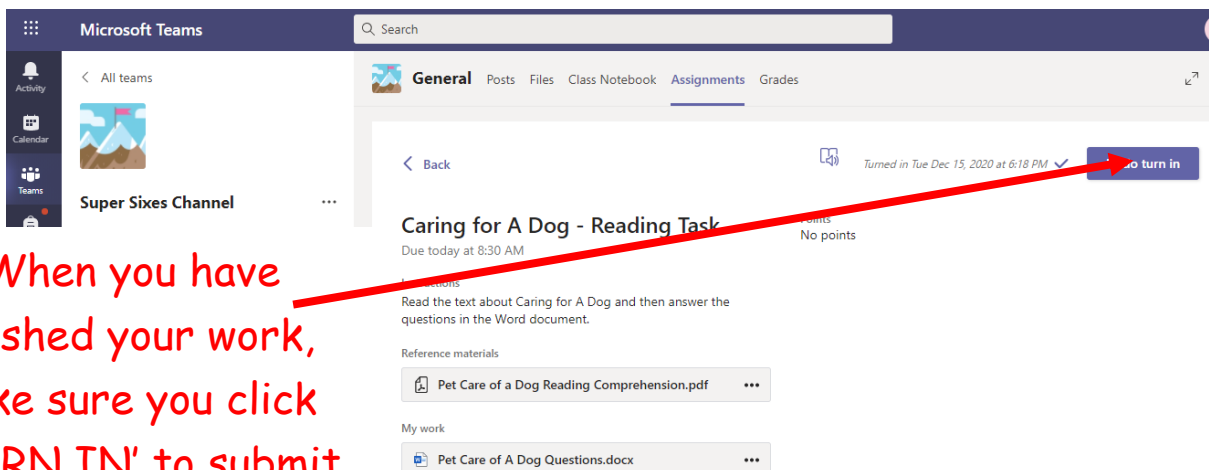




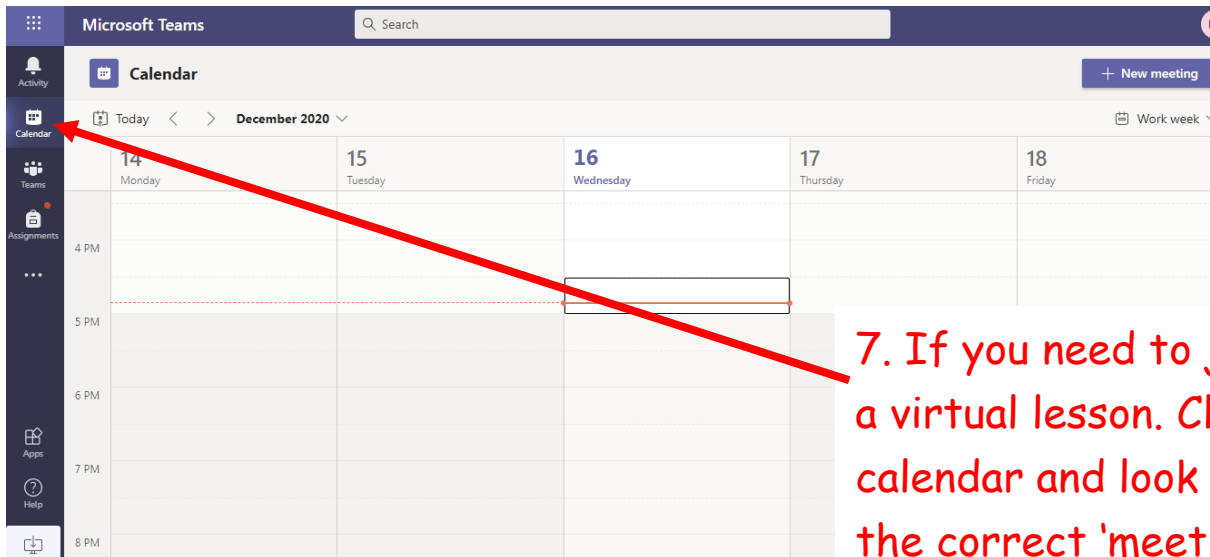
4. Click on assignments to see work that your teacher has set.



5. Complete any assigned tasks. They will move to 'completed' when you have done them.



6. When you have finished your work, make sure you click 'TURN IN' to submit it to your teacher.



7. If you need to join a virtual lesson. Click calendar and look for the correct 'meeting' to join.

You might need to wait in the 'lobby' before your teacher admits you to the meeting.

Mute your microphone and wait for the lesson to begin.