



Blanford Mere Nursery and Primary School

Mimosa Walk, Kingswinford, West Midlands DY6 7EA

Headteacher: Mrs N.J. Miller Tel: 01384 818365 Email: info@blanford.dudley.sch.uk

Accessing Teams via a web browser

All of the children have had Computing lessons, showing them how to access Teams in this way; but obviously it might look different at home.

1. Start by using a search engine to find the Log In – Teams site.

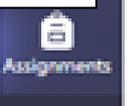
2. Click the purple sign in button.

3. Enter your child's school email address and password.

4. This will re-direct you automatically to RMUnify (our school server provider) and ask you to sign in again, using your child's email address and password. Then click sign in.

5. You will be invited to download the Teams app, or use the web app. We have been assured that there's no difference between the two, just personal preference.

6. And you are logged onto Teams! On the left hand side you will see a number of tabs. Your child's work can be accessed by clicking the 'Assignments' tab.





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Microsoft Teams

Activity

Teams

Assignments

Calendar

Files

Assigned

To view older assignments, navigate to an individual class team.

C1 Christmas Homework 2020
Class 1W • Due

Completed

7. You will see the homework task set here. Click on it to access.

Microsoft Teams

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Calendar

Files

Back

Christmas Homework 2020

Due tomorrow at 23:59 • Closes tomorrow at 23:59

Instructions

Please read the PowerPoint and create your own Christmas List to Change the World. You can type your list on here using Word or PowerPoint; or you can handwrite your list and ask a grown-up to take a picture to upload.

Reference materials

Christmas Homework 2020.pptx

My work

Add work

8. You will see some instructions, a PowerPoint with further explanations and a heading that says 'My work'. Read the instructions and the PowerPoint with your child. Click Add work.

OneDrive

+ New file

Link

Teams

Choose a file type

Word document

PowerPoint presentation

Excel spreadsheet

Upload from this device

Cancel

9. If you click + New file, you can create a Word document or PowerPoint to complete your task.

If you have handwritten your task, you will need to take a photo of this and click 'Upload from this device' in the bottom left corner of the box.