## How to access your learning from home



### Using Microsoft Teams

Mrs Ingham – Assistant Principal Teaching and Learning

#### **CAISTER ACADEMY**

*Creative Education Trust* School of Literature and Performing Arts

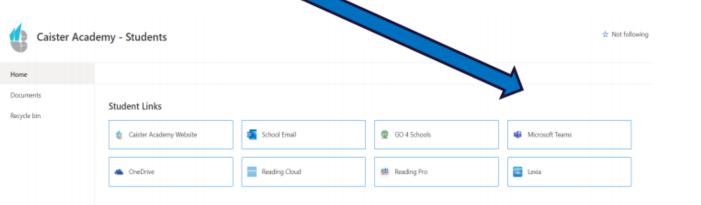
## How to access your lessons on Microsoft Teams

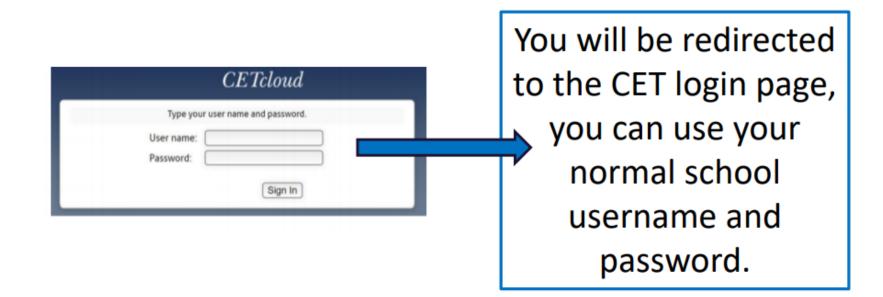
#### Teams can be accessed through the Caister Academy website.





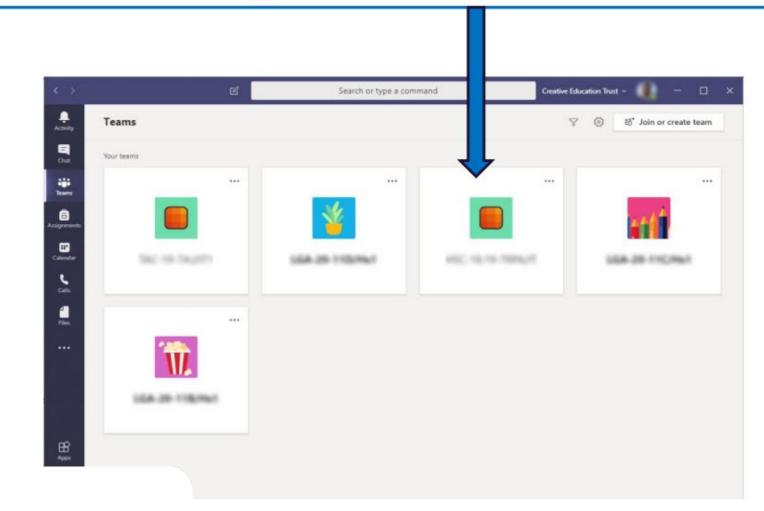
## The **Student Links** menu will appear. Select **Microsoft Teams**. It will ask for your school email address.



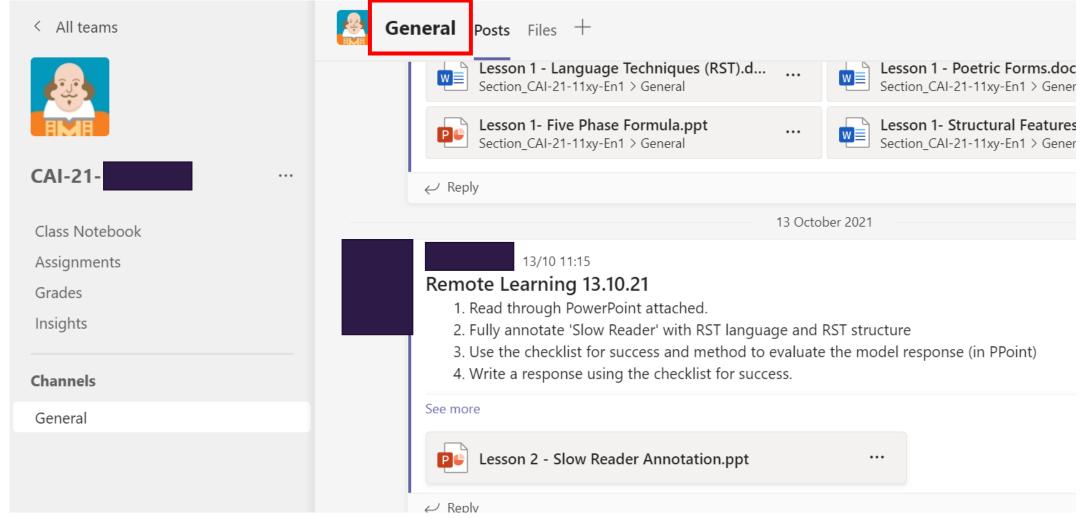




# Click on a **Team** to access conversations, files and assignments for that class.



CAISTER ACADEMY Creative Education Trust School of Literature and Performing Arts Your work can be found in the 'general posts' area and will be available from the time you would normally have the lesson.





## What to do with your completed work...

- Complete the work to the best of your ability (on paper or electronically)
- Keep your work safe and bring to school when you return
- Electronic work can be emailed to your class teacher if you wish
- Your class teacher will review your home learning and provide any support where needed to ensure you do not have any gaps in your knowledge or learning.

