# Parents & Guardians How-to-Guide



## What is it?

Ark

Teams has three main functions that are used in Ark Secondary schools:

- Setting homework
- Chat function between teacher and student
- Video meetings and remote lessons

# Why would you use it?

This is a good place to go to view your child's calendar of homework due dates, instructions and feedback.

# Teams Your teams Image: Contract teams

# How can you use it?

Video helping you navigate your child's Class in Teams

## View Home Learning Assignments

This is the section that shows all home learning tasks that have been set for your child. You can see what has been set, as well as when it is due to be submitted.

- 1. Open the browser on your Chromebook
- 2. Enter the address: teams.microsoft.com
- 3. Ask your child to log in with their school email account
- 4. You will see all the classes your child is in. Essentially, the word "Team" is just another word for "Class"
- 5. Click on any class to enter
- 6. Click on Assignments

	Microsoft Teams	Q. Search	😱
رع Activity	< All teams	General Posts Files Class Notebook Assignments Grades Events calendar ෩	ZC
Calendar	<u></u>	✓ Assigned	
Assignments	Testing Class	Homework: Database Development Due 24 June 2021 08:00	
Teams	General	> Completed	
Apps			
? <sub>Help</sub>			

### View the Calendar

There may be opportunities in the year where your child is required to attend a remote event such as a meeting, presentation, masterclass or standard lesson. Pupils will be instructed to join the meeting by clicking the "Join" button that will appear on the "calendar" section.

	Mic	crosoft Teams	Q Search			📭		
Activity		Calendar				+ New meeting		
Calendar		Today < > June 2021 ~  Work week ~						
Assignments		21 Monday	22 Tuesday	23 Wednesday	24 Thursday	25 Friday		
	13							
Teams				My calendar	2			
	14			Scratch Masterclass				
	15		(	Join RSVI 🗸				
	16	Scratch Masterclass Test Teacher 1	thtps://teams.microsoft.com/l/meetup-join					
		E						
-				<ul> <li>Chat with participants</li> </ul>				
Apps	17			<ul> <li>Test Teacher 1</li> </ul>				
? Help				Organiser				