





# BT School: Using Microsoft Teams to access work from home

1. Log in to [www.welearn365.com](http://www.welearn365.com) using your school email (= school user name + '@welearn365.com') and password.

If you're not sure what they are, please email your class teacher(s).


2. Click on the 9 dots here (top left-hand corner): 

3. Select 'Teams':  Teams

4. Click on the icon for your class team, e.g. 

BT Year 4

5. Click on 'Assignments' at the top of the page: **Assignments**

(If you can't see 'Assignments', try clicking on **more**  .)

Here you will see work posted by your class teacher(s).

6. Click on an assignment to view it.

7. Read the instructions from your teacher. You may be asked to look at resources, such as a PowerPoint presentation, in the Class Materials folder first –

in which case, click on **Files** then  **Class Materials** to find them.


You can watch a PPT by clicking on it to open it, then clicking **View** then



. Click again to advance the slides.

From  
Beginning

8. Your teacher will have added some work for you to complete as part of the assignment. You'll find it in the **My work** section of the assignment.

Click on a document to open it. Click on  **Edit Document** ▾ to add your own work to the document. Your work will be saved automatically. Close  
the document when you have finished.

If you wish, you may add other documents, e.g. a photo, by clicking on

**+ Add work** Then  **Upload from this device** .

When you are ready, click Turn in to return your work to your teacher.

9. You should see that your assignment has moved to the > Completed

section. When your teacher has marked it, you'll be able to read their feedback when you click on the completed assignment.

N.B. For now, please reserve the 'chat' function for asking questions to your teacher(s) about the work that you have been set. If there are lots of other conversations going on, your teacher may miss important questions!

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