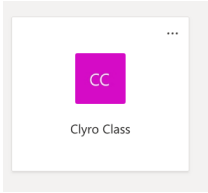
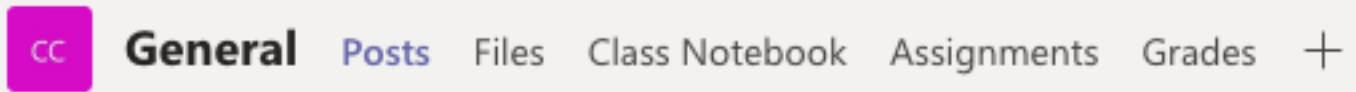


Using the Team Application in Hwb

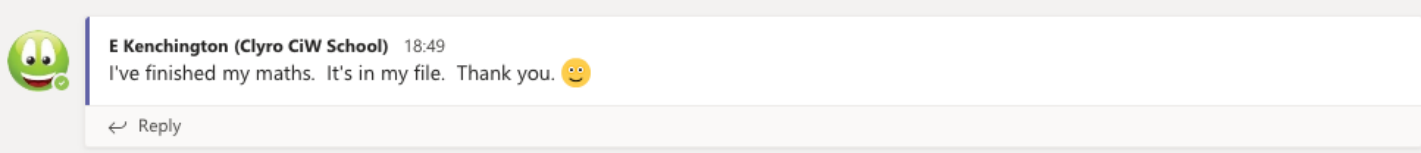
- Log in to Hwb using your child's username and password.
- Click on Office 365.
- Select Teams.
- Your child's class should be in a box on your screen, click on the box



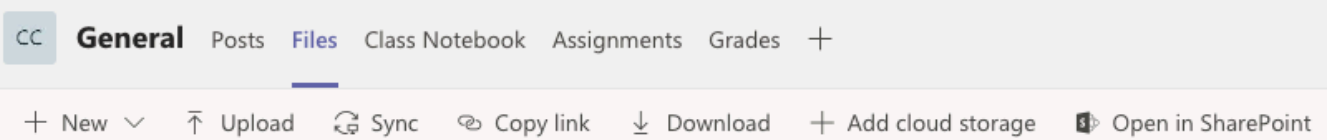
- Along the top of the screen are the following options:






- Posts – You or your child can message the teachers if they need help or if they have finished a task you would like them to see.



- Files – The teachers will put tasks into the folders for the children to complete. They can save them into their own folder for the teacher

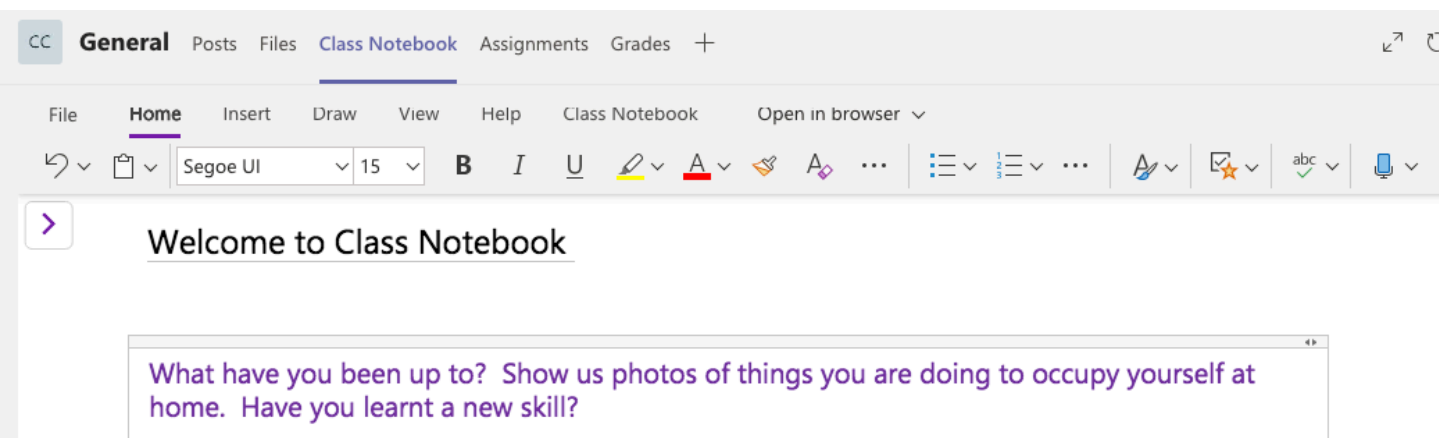


General

 Name	Modified	Modified By
 Class Materials		E Kenchington (Cly...
 My Work	A few seconds ago	E Kenchington (Cly...

Using the Team Application in Hwb

- Class Notebook – This is like a class scrapbook where all the children can add their own writing and pictures.



CC General Posts Files **Class Notebook** Assignments Grades +

File **Home** Insert Draw View Help Class Notebook Open in browser

↶ ↷ Segoe UI 15 B I U [highlight] [underline] [color] [background color] [font color] [font size] [bulleted list] [numbered list] [text color] [background color] [font color] [font size] [font style] [font weight] [font color] [font size] [font style] [font weight]

> Welcome to Class Notebook

What have you been up to? Show us photos of things you are doing to occupy yourself at home. Have you learnt a new skill?

- Assignments – Your teacher may send you an assignment / task to complete.

PLEASE NOTE – AS THIS IS A SHARED FILE AREA ALL THE CHILDREN HAVE ACCESS TO ALL THE FILES. If you would prefer to email work to the class teacher or put work on J2E that is absolutely fine.