## How to access Hawker Class files on Teams



Choose whether to stay signed in or not and progress to the next screen.

| Microsoft                         |                  |                  |
|-----------------------------------|------------------|------------------|
| granea18@townley.c                | ambs.sch.uk      |                  |
| Stay signed                       | in?              |                  |
| Do this to reduce the to sign in. | e number of time | es you are asked |
| Don't show this                   | again            |                  |
|                                   | No               | Yes              |

At the next screen, select "Use the Web App instead" and you'll be taken to the Townley Teams pages.



## The page will look like this:

| Y | 🧠 Ge | eral Posts Files Class Notebook Assignments Grades   | () Team  | Qª Meet  | () ·   |   |
|---|------|--|--|--|--|---|
|   | SS   | Dear Harriet Barltrop and George Bayliss,<br>There are some <b>maths</b> videos to help with your learning from White Rose Maths. Yo<br>See more | ou can watch them here:  |  |  |   |
|   | -    | 55   | 20 September 2020<br>SS Shelley Steer 20/09 11:57<br>Dear Harriet Barltrop and George Bayliss, | 20 September 2020<br>SS Shelley Steer 20/09 11:57 Dear Harriet Barltrop and George Bayliss.<br>There are some maths videos to help with your learning from White Rose Maths. You can watch them here:<br>See more. | 20 September 2020<br>SS Shelley Sleer 20/09 11:57 Dear Harriet Barltrop and George Bayliss. There are some maths videos to help with your learning from White Rose Maths. You can watch them here: Later of Activity See more. | 20 September 2020 SS Shelley Steer 20/09 11:57 Dear Harriet Barthrop and George Bayliss. There are some maths videos to help with your learning from White Rose Maths. You can watch them here: |

Click on Hawker Class and any work will be visible on the Posts or Files tab.

To save work - click on Pupil Folders and then go to the Files tab at the top of the page. Select the folder that has your child's name and save any work into this.