



Wester Cleddens Primary

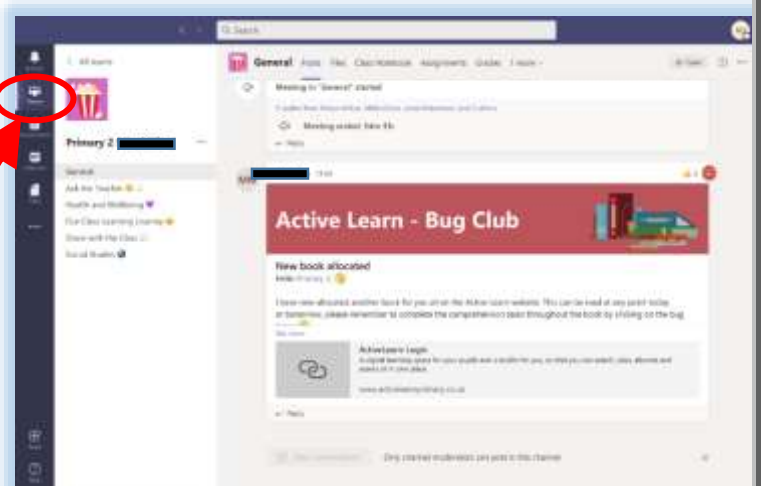


How to Change or Move to Another Team

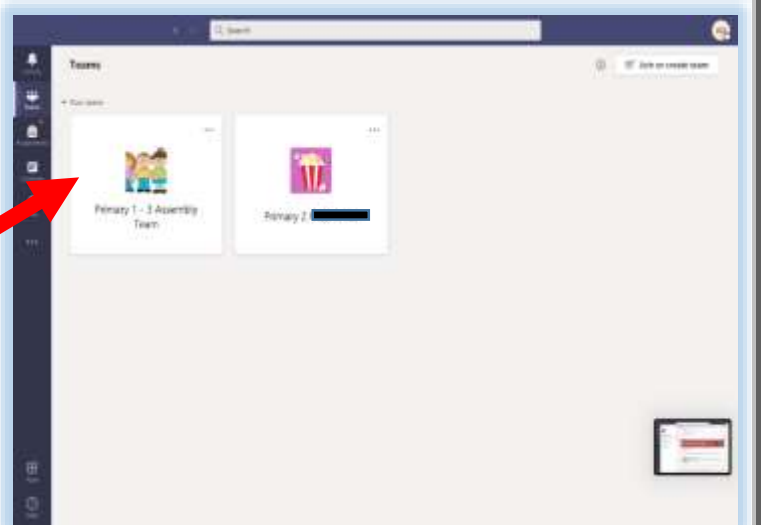
We have put a quick guide on how to change Teams either from a laptop/desktop computer or a mobile device. We hope you find this useful. If you have any difficulties, remember you can contact the school – we are here to help!

How to Change to a Different Team using a Laptop/Desktop

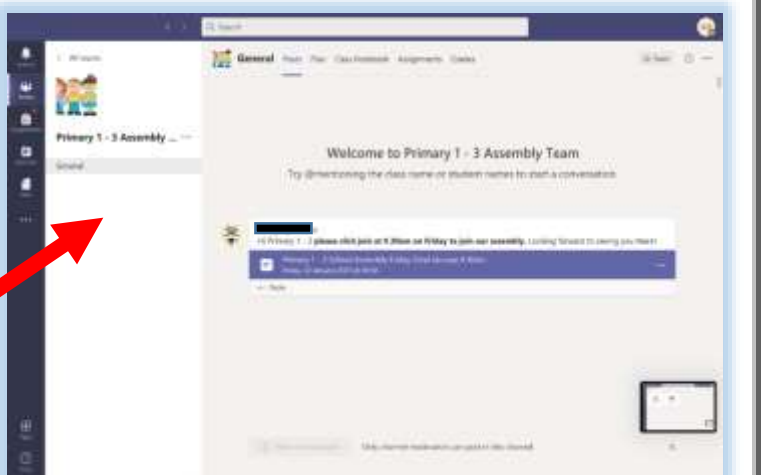
1. From your current Team page (see picture on right), you need to click on the Teams icon on the left hand side, where the arrow is pointing to.



2. When you click the Teams icon/button, the screen on your right should appear. This page shows you all the Teams you are currently a member of. Click on the Team you want to look at. For example, on this picture it shows the Primary 1-3 Assembly Team.

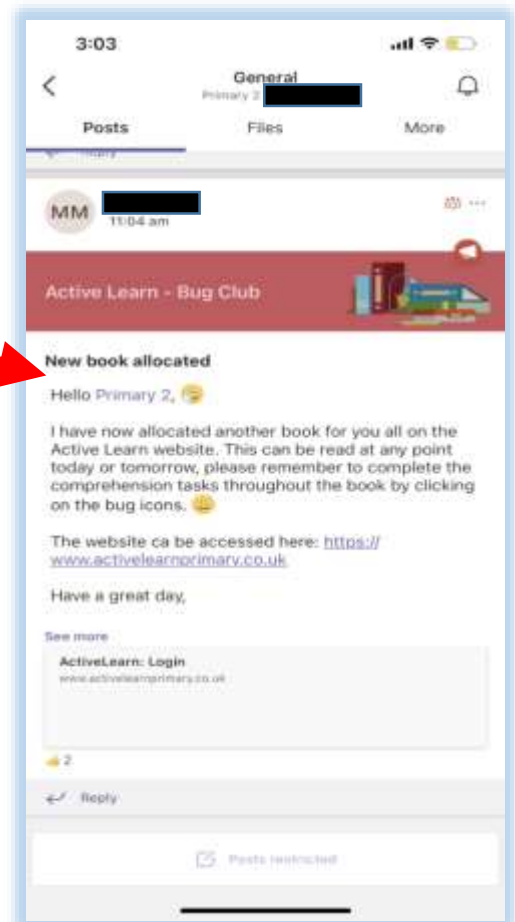


3. Once you have clicked on the Team you want, your Team page should open. For example, on the right it shows that the person is now in the Primary 1-3 Assembly Team.

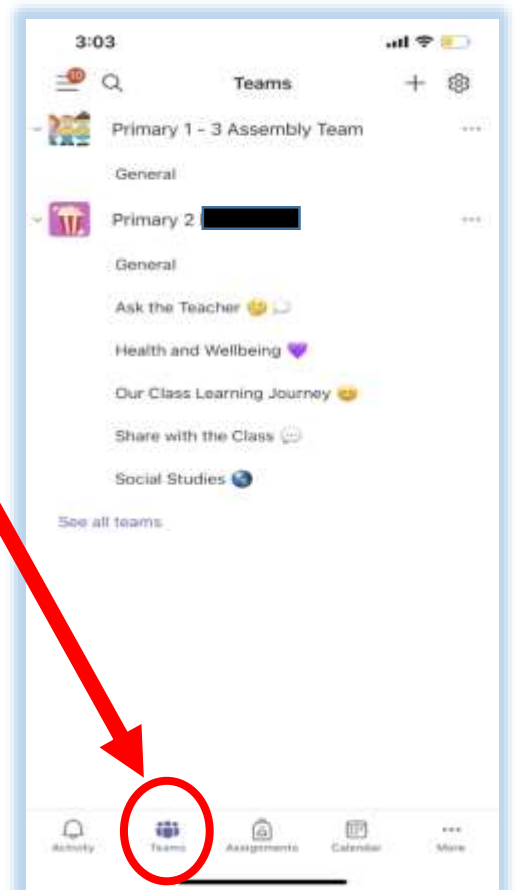


How to Change to a Different Team Using a Mobile Device

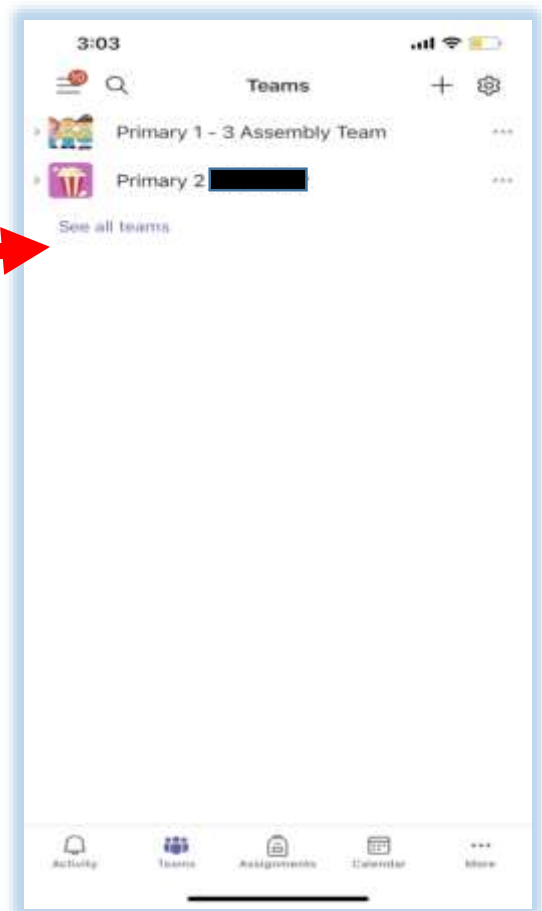
1. If you are on a mobile device (e.g. a mobile or tablet) when you are in a Team, your screen will look like the picture on the right.



2. To change to a different Team, you will need to go to the bottom of your screen and click on the Teams icon/button. Please note, that on some devices the Teams icon may be at the side of the screen and not at the bottom but it is the same icon you need to click on.



3. Once you have clicked on the Team icon, the screen on the right will appear. It will show you all the Teams you are a member of.



4. Select the Team you want to enter, and then it will take you to that Team. For example, this screen has shown the person has selected the Primary 1-3 Assembly Team.

