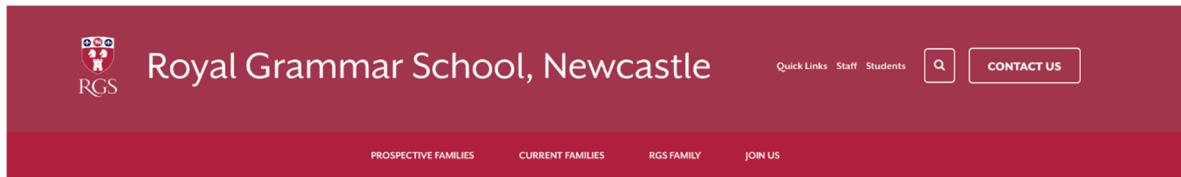# STUDENT GUIDE TO TEAMS

To get started, log into your Office 365 account using your school email and password. (You can find a link to this from the Schools website, by following the "Students" link and clicking the "Office 365" icon)

From your Office 365 Landing page, select "Teams"
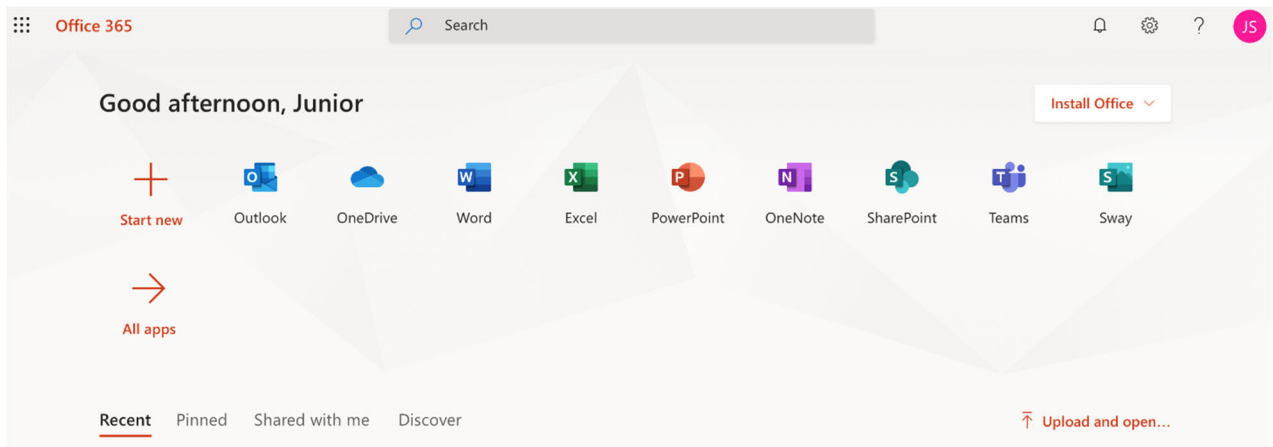
While Teams does run through a browser, Microsoft also provides applications for all devices, and you may find that the experience is better using the application.

The tiled interface lets you know all of the classes that you are currently a member of. They will all be named, and if the name is highlighted in bold it means that there has been activity in that class since you were last in it.
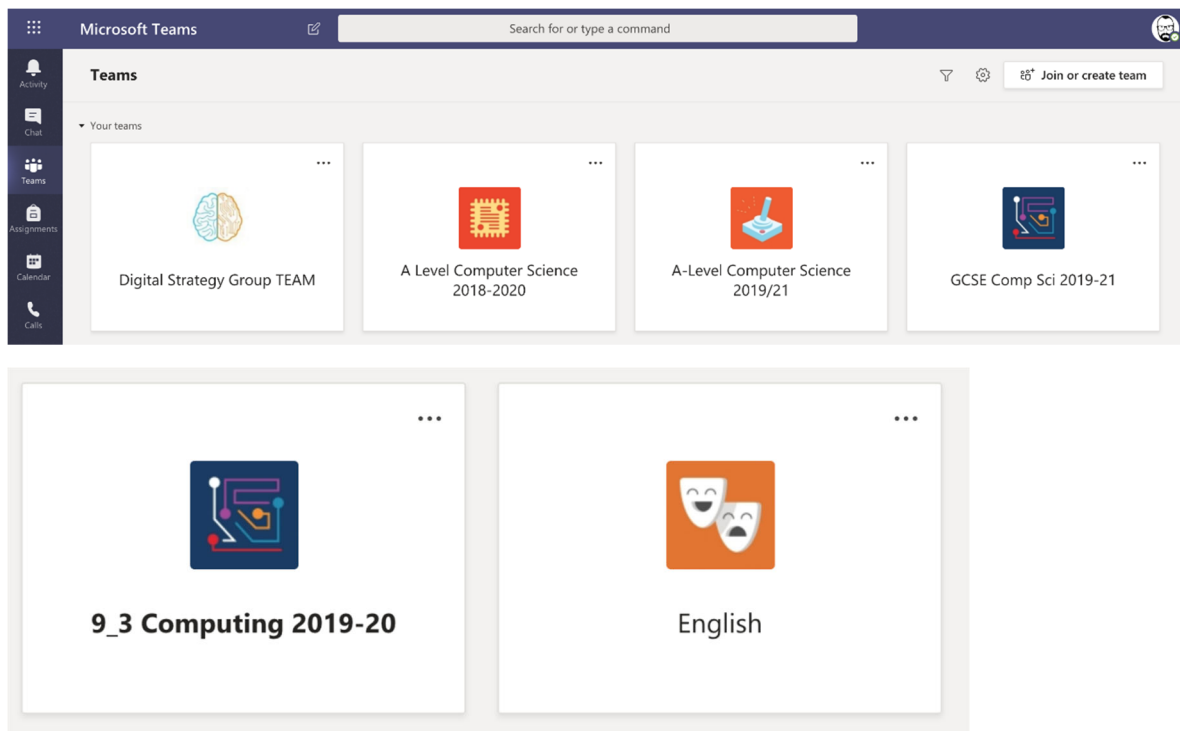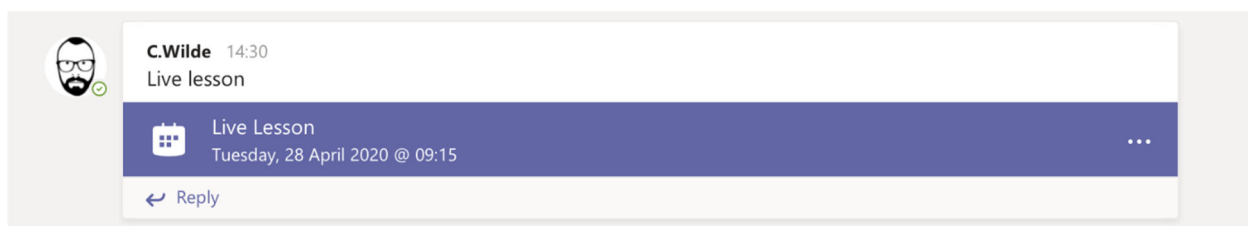
(Notice that the title of the tile on the left is bolder than the one on the right? This means there has been activity in this class while you have been away)

To open a class, simply click on the tile, and this will bring up posts and content provided by your teacher.
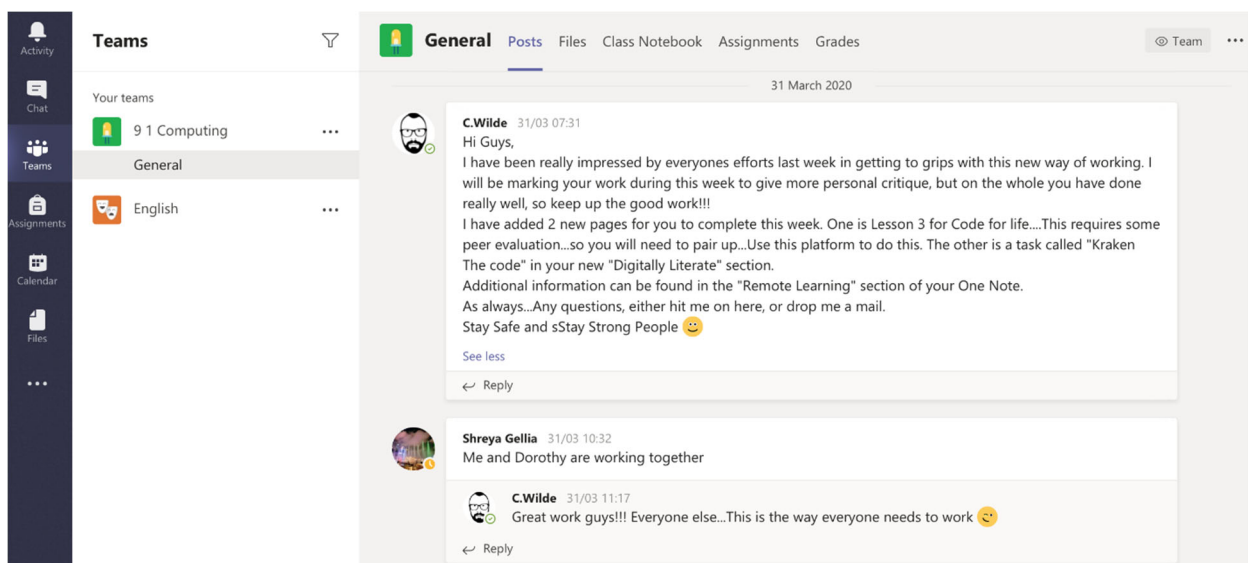
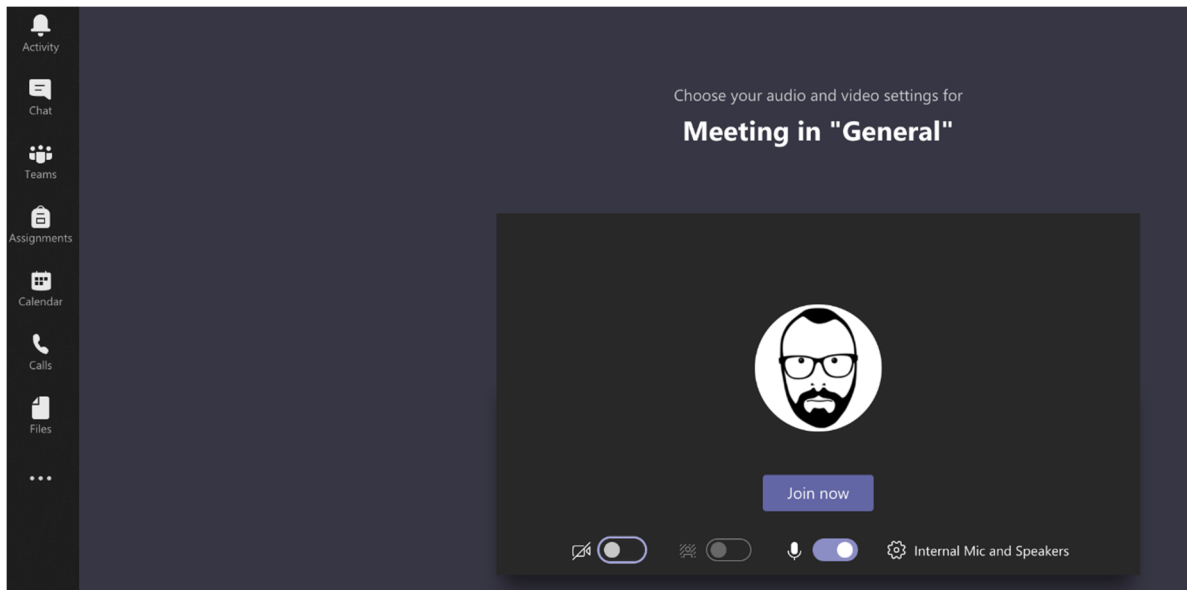Live lessons for classes will be linked in the general channel,


and clicking the "Join" button

will allow you to join the live lesson when it is scheduled.

It is good etiquette to switch off the video and audio for the chat. This will make the class easier for your teacher to manage. If you need to turn them on, you can do so during the class, when asked by your teacher.

Clicking the "Join now" button will take you to your class, and you will be able to see the lesson your teacher wants to share.

Microphones can be muted and unmuted using the buttons during the class as and when audio communications are required.
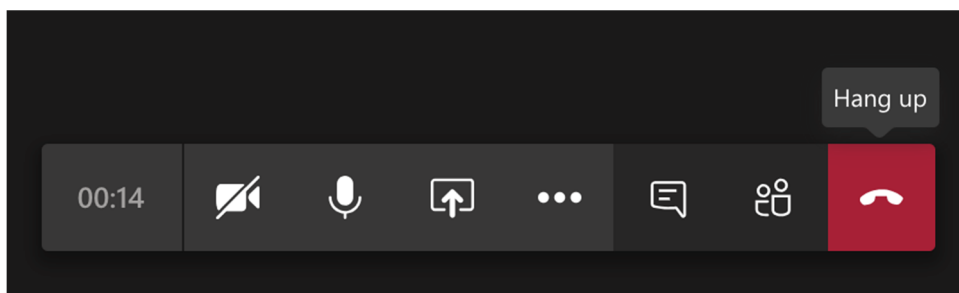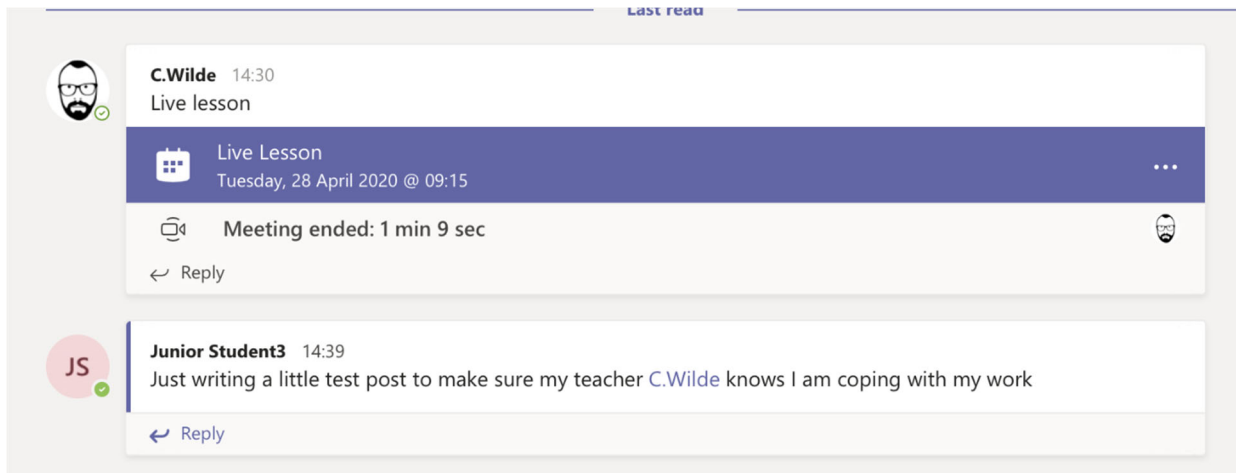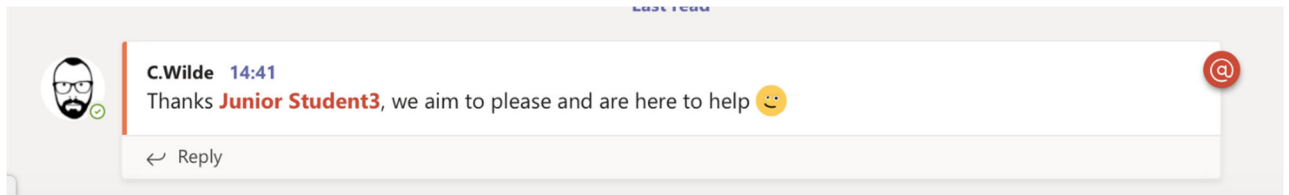

At the end of the lesson, the red button will end your call and take you out of the class.

Lessons may be recorded and added to the channel by staff if this is required. When this happens the video's will also appear in the general channel.

A bit more about your Teams Application.

Questions and comments can be added to the "Posts" section for everyone (Including the administrating staff member) to see.

C.Wilde 14:30
Live lesson

Live Lesson
Tuesday, 28 April 2020 @ 09:15   •••

Meeting ended: 1 min 9 sec

↵ Reply

Junior Student3 14:39
Just writing a little test post to make sure my teacher C.Wilde knows I am coping with my work

↵ Reply

If you want to mention a teacher to ensure they are notified of your message, using the @ symbol with the teachers name will "tag" them in the message. This way the person you want to notify of a post will receive a notification through Teams. This is done via the "Activity" feed.

Teams

▾ Your teams

  9 1 Computing   ••• 1

  English   •••

    General

Feed ⌄

@ C.Wilde   14:41
mentioned you
9 1 Computing > General
Thanks Junior Student3, we aim to...

C.Wilde 14:41
Thanks Junior Student3, we aim to please and are here to help 🙂

↩ Reply

Across the top ribbon there are also additional menu options.

General   Posts   Files   Class Notebook   Assignments   Grades

Files may contain class materials and could be used as a repository for work returns of files that a teacher may want to look at.

Class Notebooks give you your own online notebook that can store your class notes (You may also have other notebooks for different subjects that are not linked to your Team)

You might also be set "Assignments" for a class. To see these, click the assignments tab.

Feed ⌄

Activity

Chat

English   14:48
Of Mice and Men | Due Apr 24

C.Wilde added   14:46
you to GCSE Comp...

Teams

@ C.Wilde   14:41
mentioned you

Assignments

General   Posts   Files   Class Notebook   Assignments   Grades

‹ Back   Hand in

Of Mice and Men   Points
                                   20 points possible
Due today at 23:59

Instructions
Hand in your essay here

My work
+ Add work

In order to return an assignment, click on the link and follow the instructions on that assignment. Clicking the "Add Work" button allows you to upload work to the assignment to be marked by your teacher.
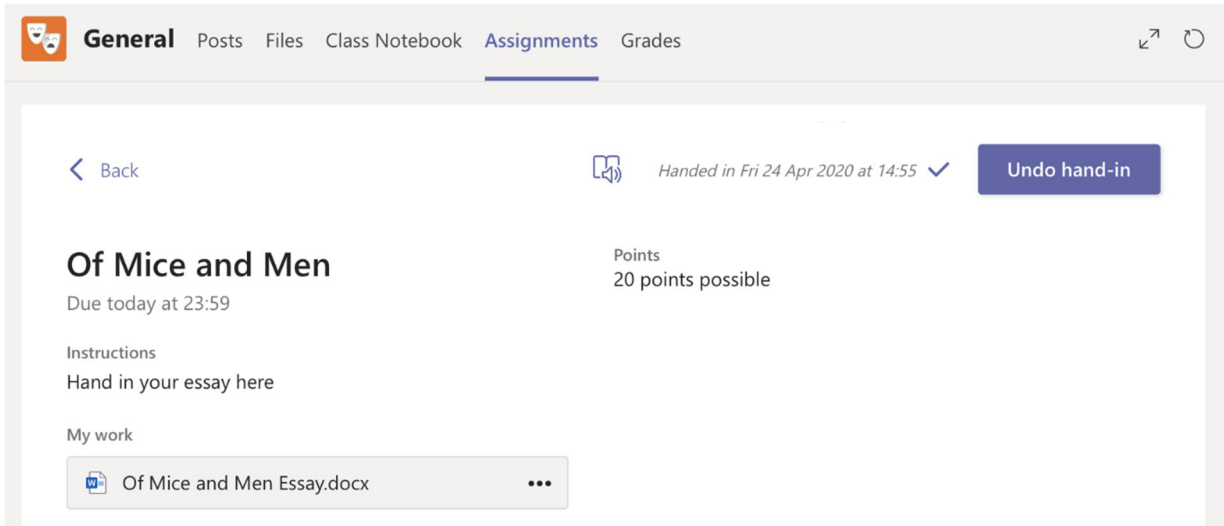

(Notice the image above has an Of Mice and Men Essay document attached ;-))

You will also see the marks available for these assignments, and there might even be a marking rubrik available to help you get the marks. When you are ready to submit the work to mark, click the "Hand In" button, and this will hand your work in to your teacher...It even plays an animation!
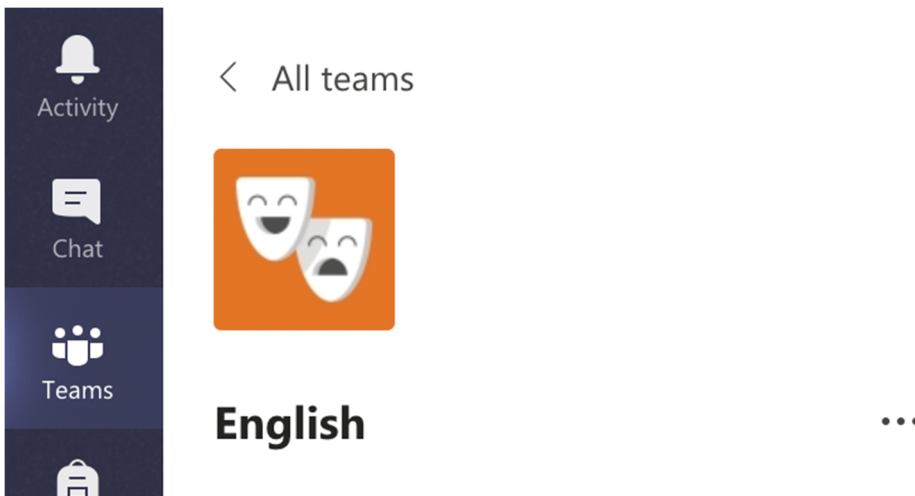
At this point, your work is done, and you just need to wait for it to be marked. Some assignments will be handed back for edits before a final mark is given.

Your "Grades" tab will show you all of the assignments for that class, with them marks you have been given.

There may also be additional channels in your Team to focus discussion threads. Always ensure you follow your teachers guidance when you are using any chat channels.

When you need to access a different class, simply click the "All Teams" button, and you will return to the original tiled screen with all of the classes you are part of.

Whenever any new activity occurs in teams you will see red circled numbers in the left side menu. Clicking the relevant button will show you a timeline of the activity that have taken place. This means that you will never miss anything that happens in your classes.
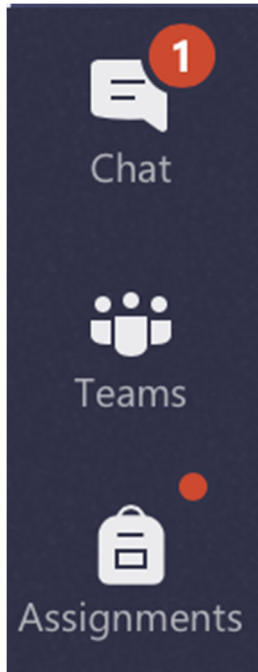
If you want to watch a further guidance video then [CLICK HERE](#)