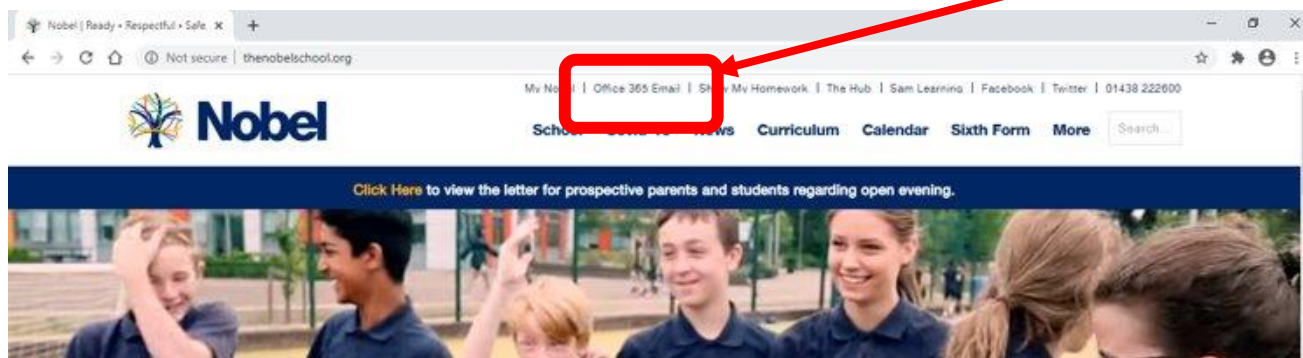


## A quick guide to Microsoft Teams

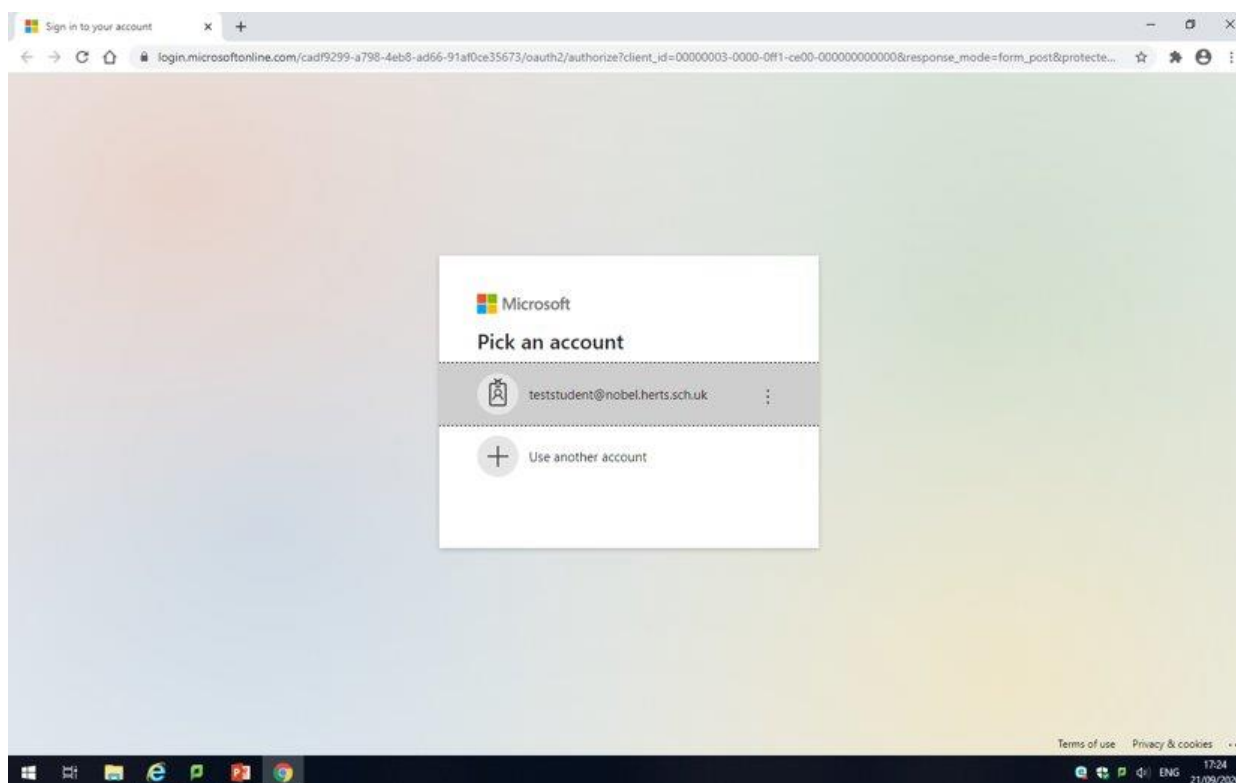
At the start of the day and in good time for Form time starting at 8.30, students should get their equipment together for the day and login to Teams for their lessons.

### How do I get onto a lesson?

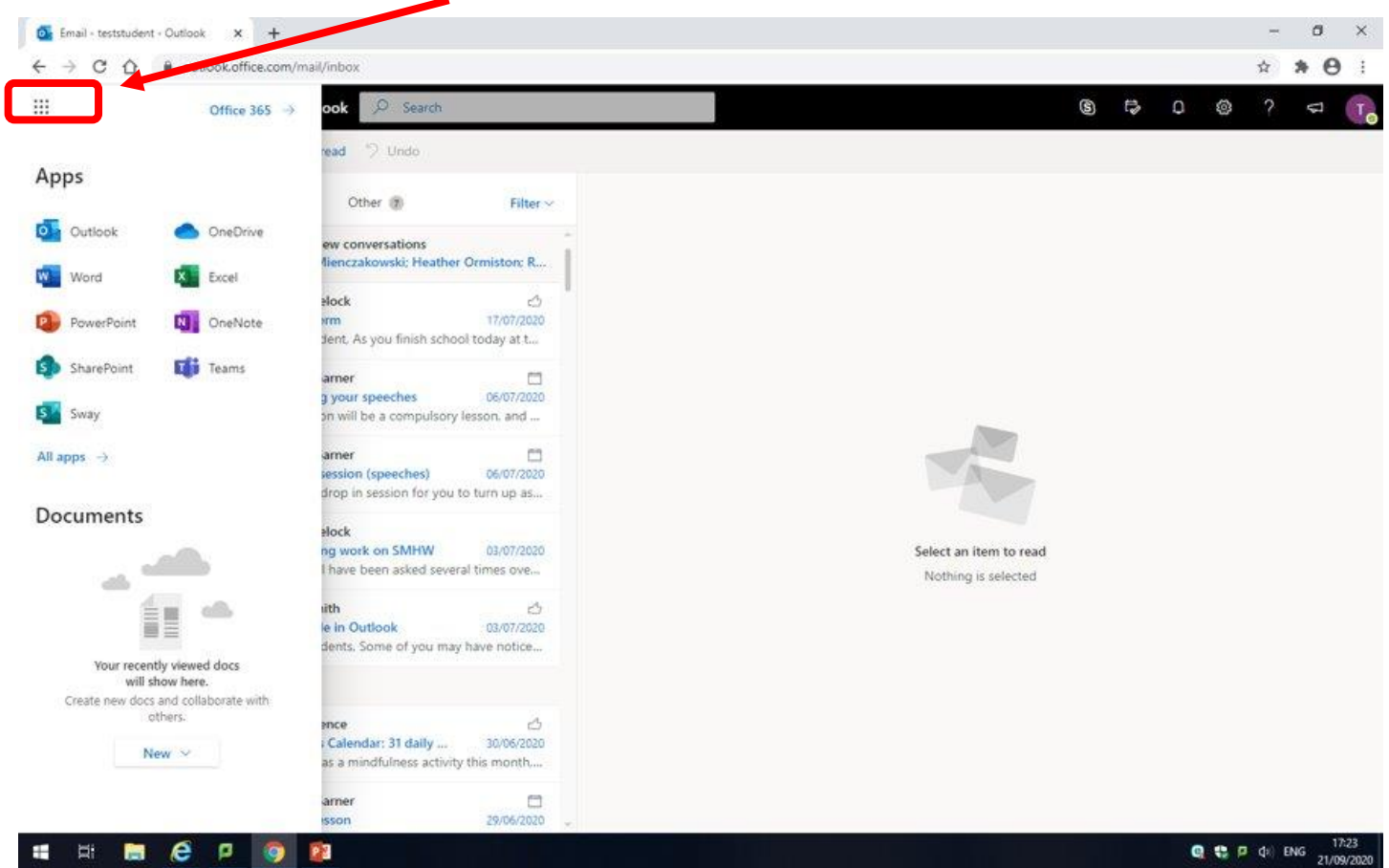
- Students login to Teams via the school website. Firstly, click on the Office 365 link at the top of the screen.



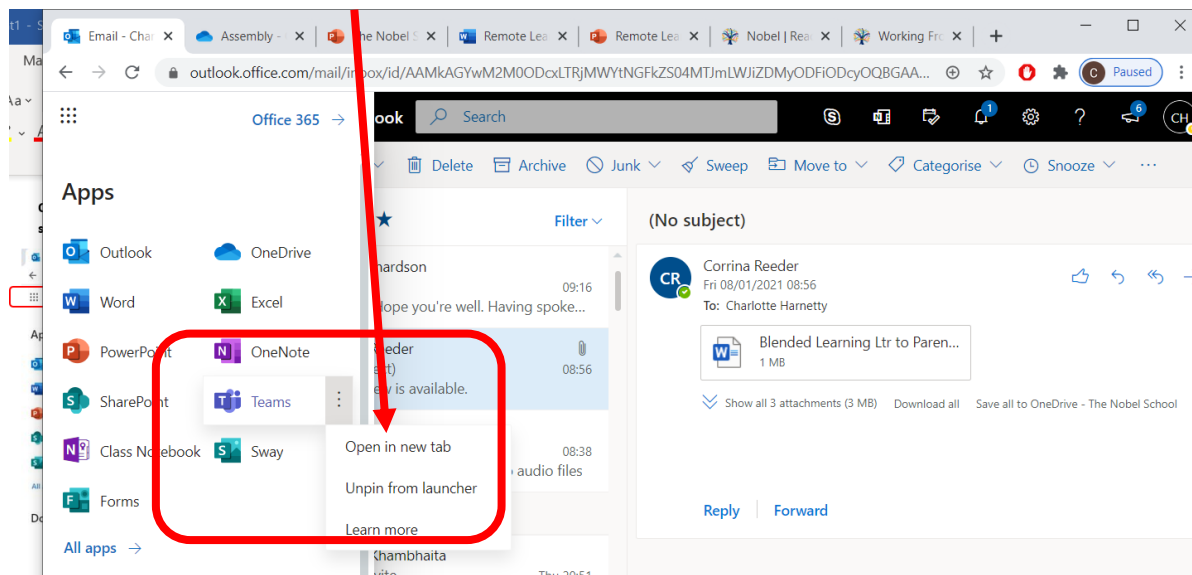
- The first time students do this, it will take them to a login screen similar to the one below. Students must login using their school account. They will not be allowed into lessons using guest accounts or parent's accounts.
- Their username is their school email address and their password is the same one that they use at school. Depending on your computer settings, students may remain logged in from this point forward and this screen will be skipped on subsequent attempts to login.



- Once logged in, students will be brought straight to their email. By right clicking on the dots in the left hand side of the screen, the range of apps available to students will be brought up.

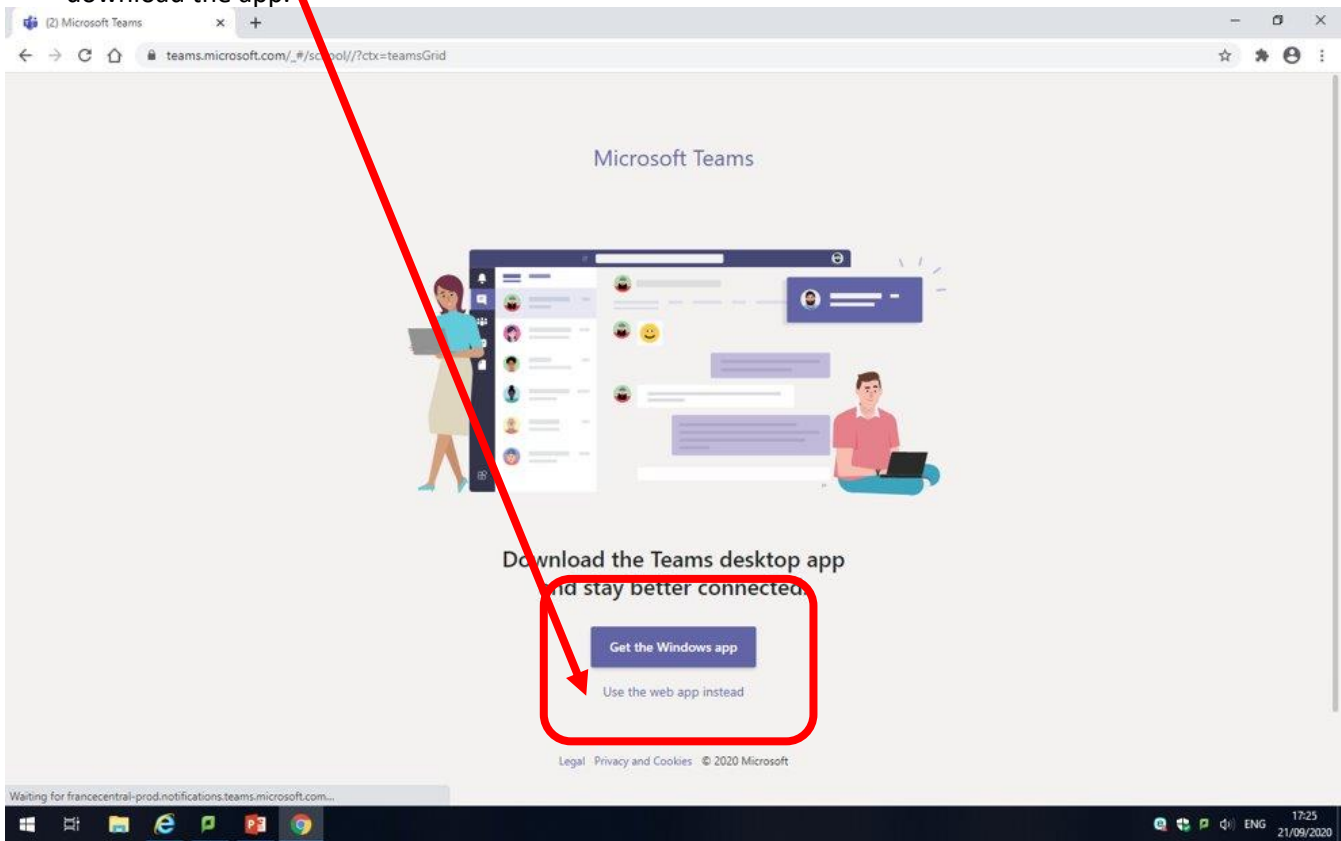


- Students should right click onto Teams and choose open in a new tab. This will allow them to have both their email and Teams open all day.

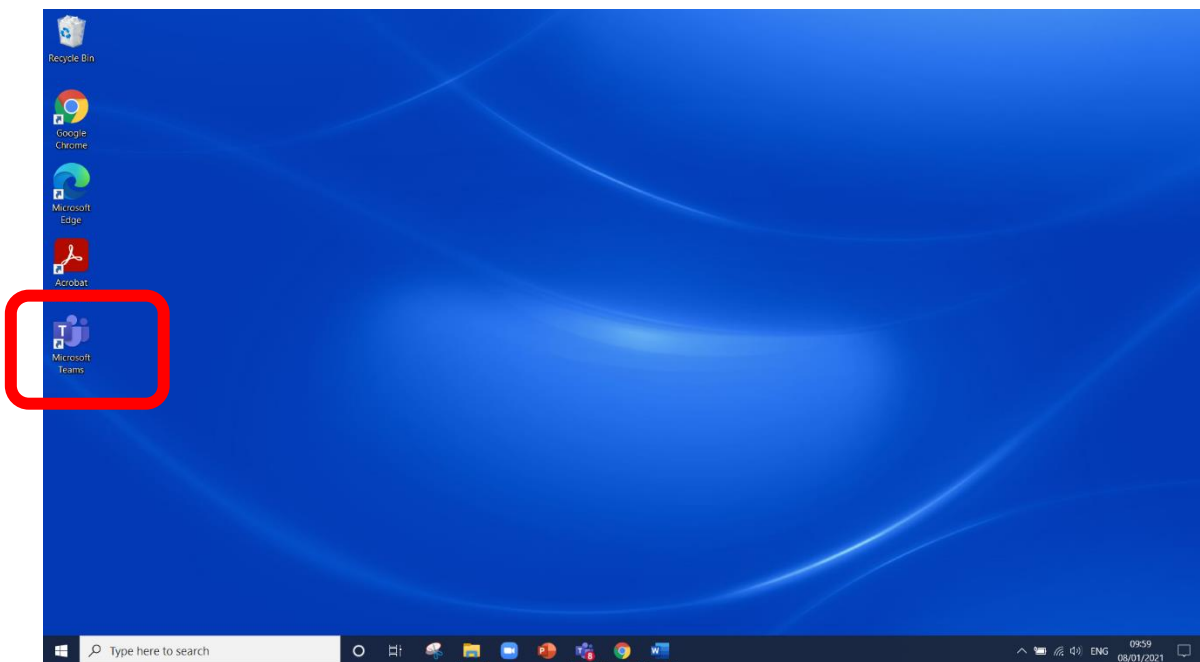


- As you can see from the screen above, all students are also able to access word and powerpoint through clicking these dots, so please do not worry if you don't have Word on your home computer and students need it to complete work, all have access to it when they login.

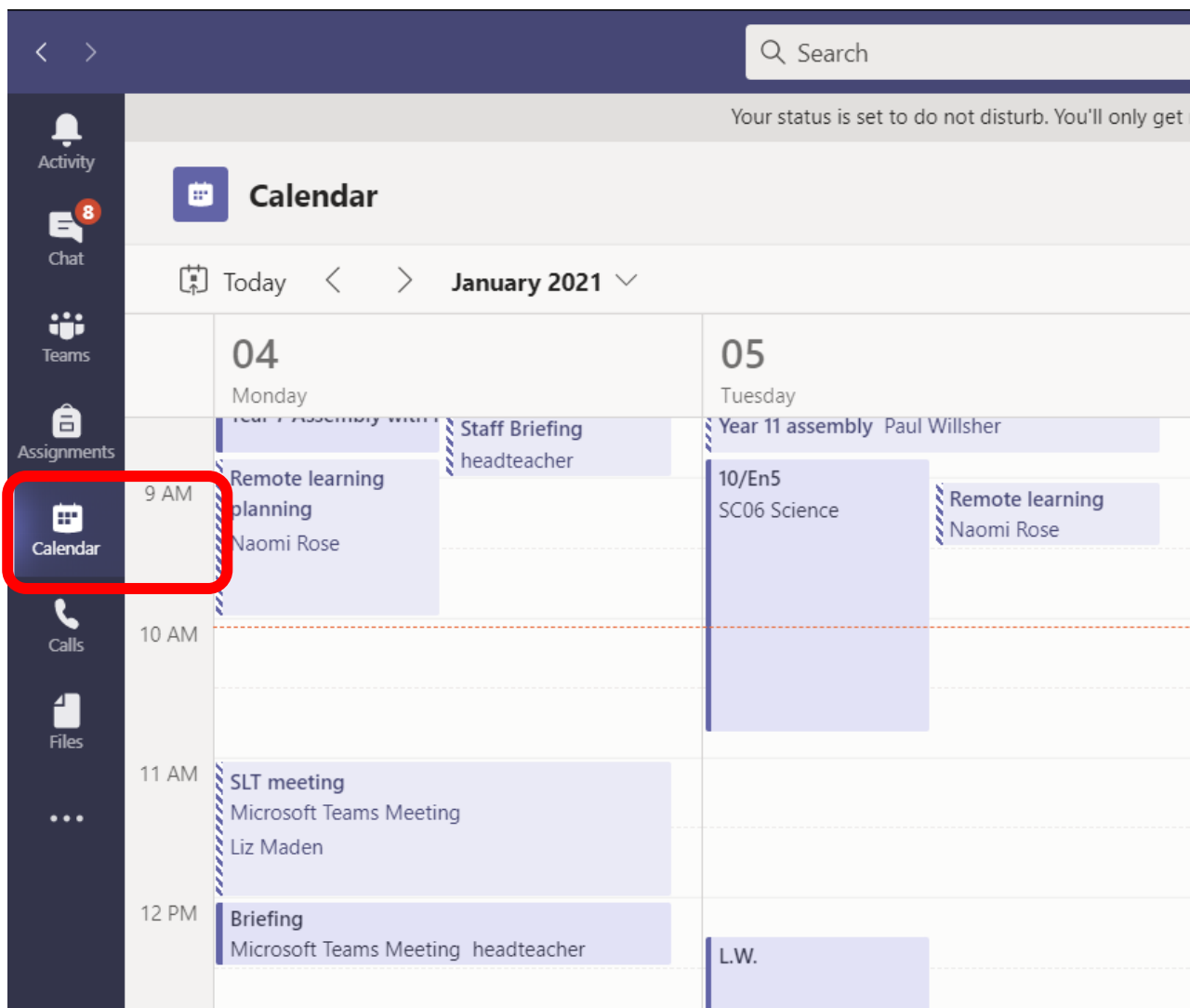
- You will then be offered a choice of opening Teams in the new tab, or downloading the app. This is entirely up to you. Either you click on use the web app in which case you will remain in your web browser, or you can download the app.



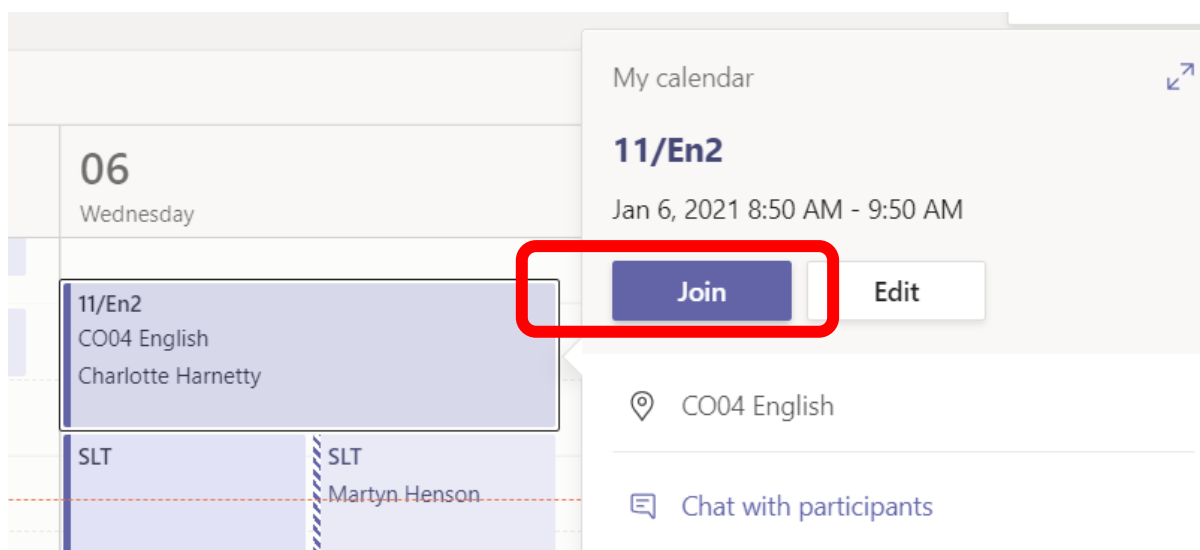
Many of our students choose to download the app so that in future, they can login just through clicking their app on their desktop or home screen and skip out these previous stages. If you download the app and save to your desktop it will look like this:



Once logged into Teams, students should immediately click their calendar on the left hand side:



The calendar will show the lessons they have for that day. Teachers will have invited students to lessons already, so at the correct time, students click the lesson and choose join online.



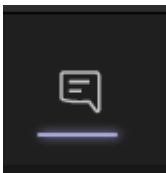
When students join a lesson they need to do so muted. To do this simply click the microphone icon and ensure a line is crossed through it. Students may have their cameras on or off and their teacher will tell them the preference for that lesson.

A reminder that this is the equivalent of entering a lesson and therefore students must be dressed appropriately and only begin to chat when the teacher instructs them to, in the same way they would for a lesson at school.

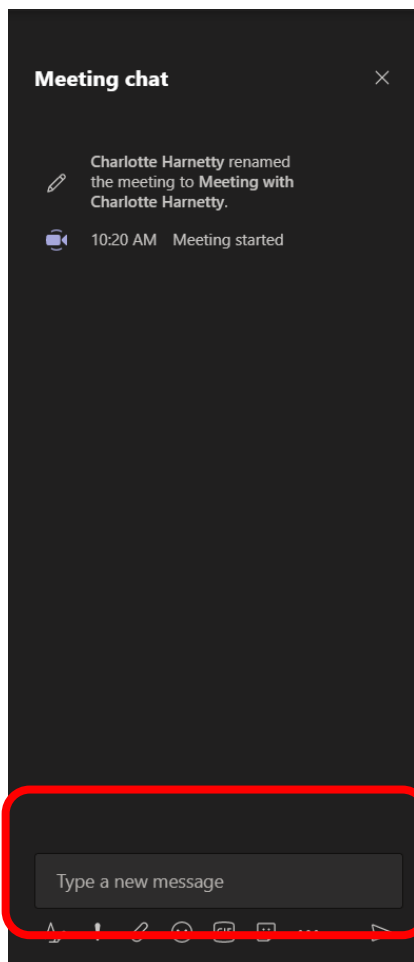


During a lesson, the teacher may ask students to unmute themselves to contribute to discussion, ask and answer questions and to respond to the register. We have found students often find this easier if they have headphones with a built in microphone as these block out any other noise in the house, which is very helpful if more than one child is having online lessons.

During the lesson teachers may also ask students to contribute to the lesson by using the chat function on the right hand side of the screen. Students click this icon:



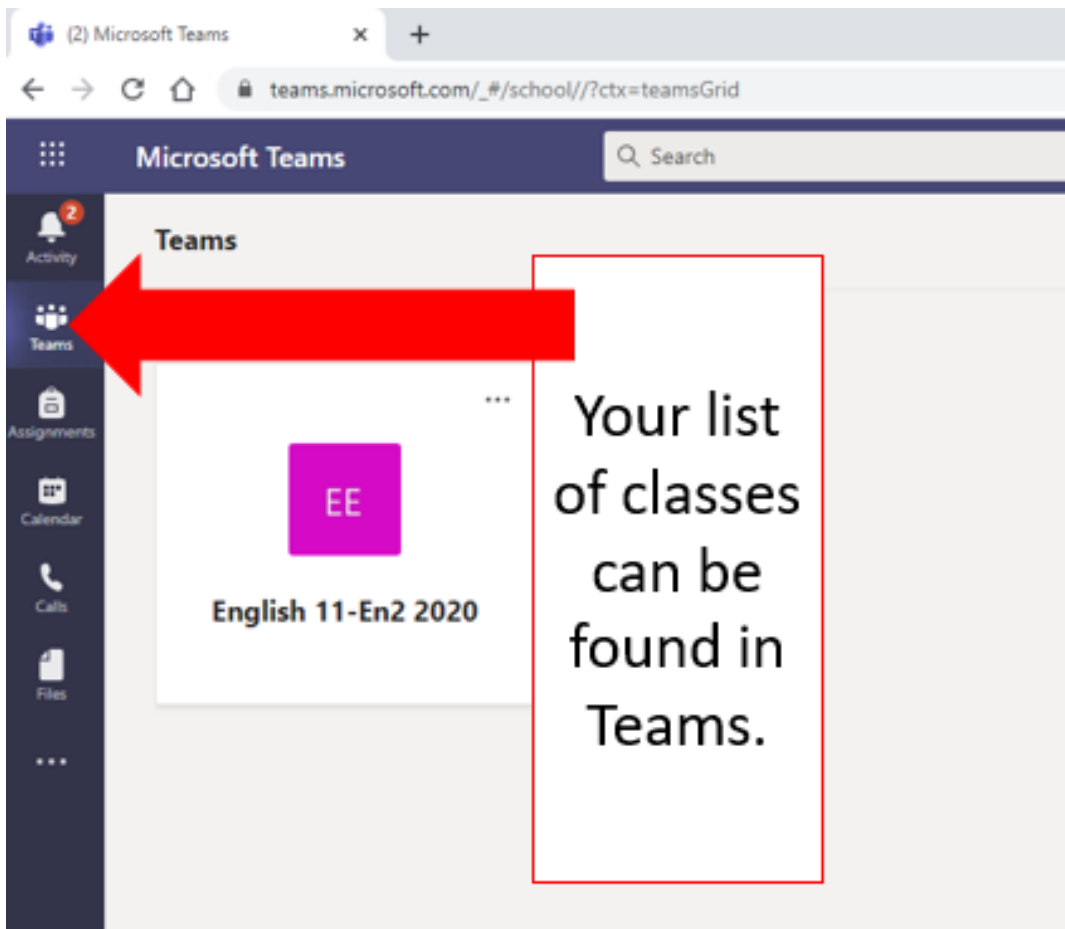
Then students are able to share their answers under 'type a new message'



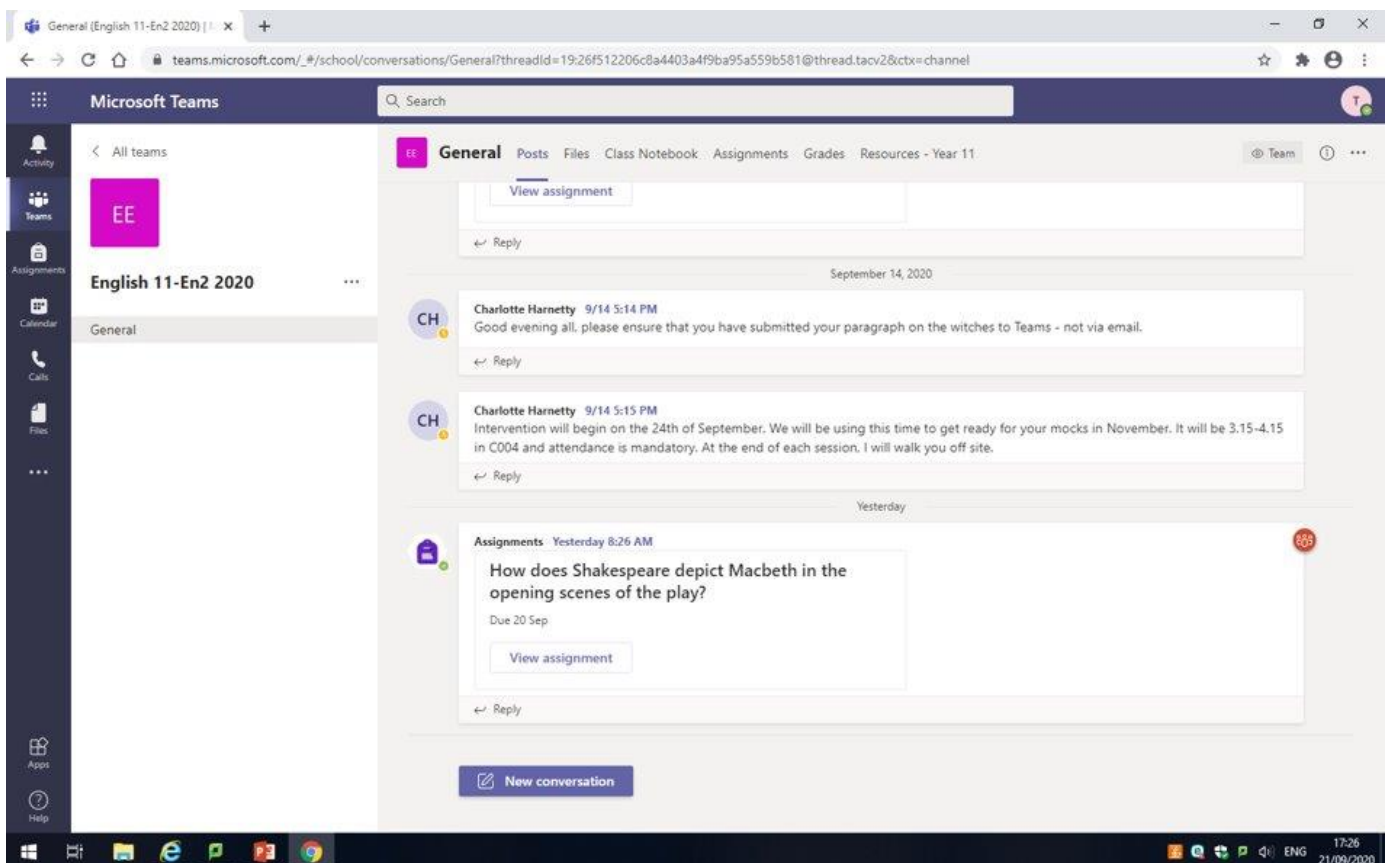
- Chat should only be used when the teacher has directed to students to use it for class discussions and to share answers.
- The language used must be appropriate for a classroom setting. This means formal language and no abbreviations or colloquialisms.
- All chat is saved under that lesson therefore students may go back and look at answers their peers shared at a later date.
- It is really important to stress that this is a work platform not a messaging service and teachers are able to see all messages students send.

## What else is Teams used for?

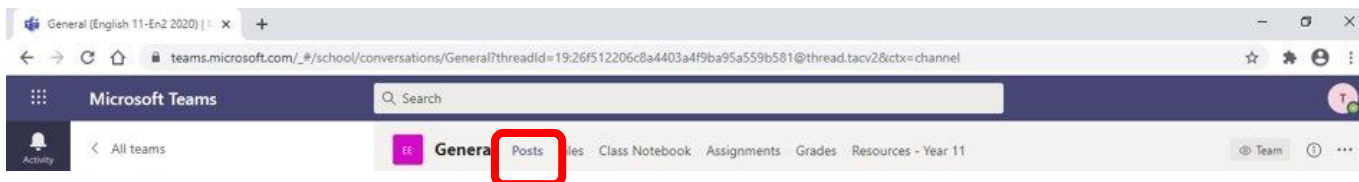
Teams also functions as a classroom hub. When students login, instead of clicking calendar, they can click Teams on the left hand side and see all of their classes.



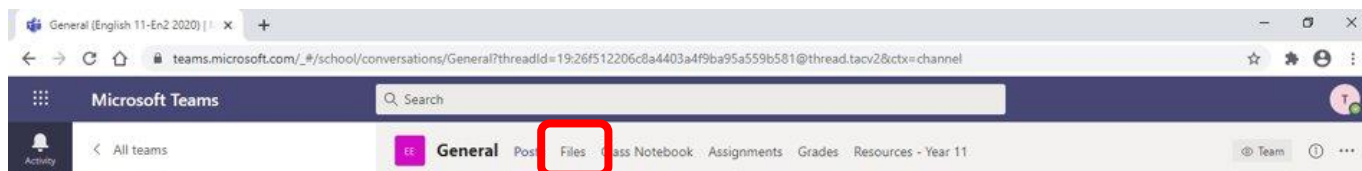
When students click on their particular class, they will be taken to the home page for their particular class that looks like this.



If students click posts at the top of the screen, they are able to communicate with their whole-class and teacher immediately.

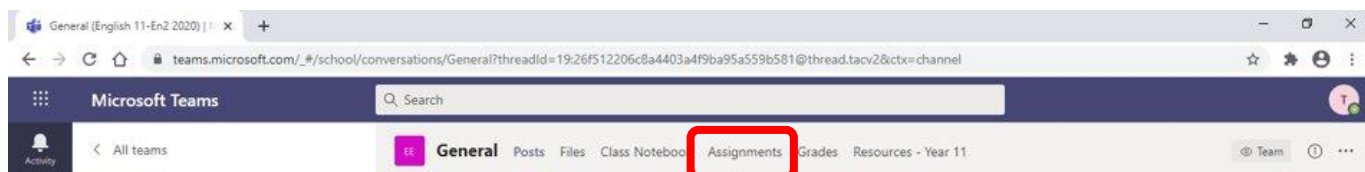


Teachers may upload resources after a lesson for students to look at during their own time, these will be posted under Files and your teacher will let you know if there are resources there.



Finally, if students are completing independent work during a lesson or a quiz, teachers may ask for this work to be submitted under assignments. Students should click assignments and upload the work teachers have asked for.

Unfortunately, our teachers are not able to respond to work submitted over email, all work must be uploaded to assignments as directed by the teacher.



We have found that Teams is more successful when using Google Chrome instead of internet explorer.