


An Introduction to Microsoft Teams

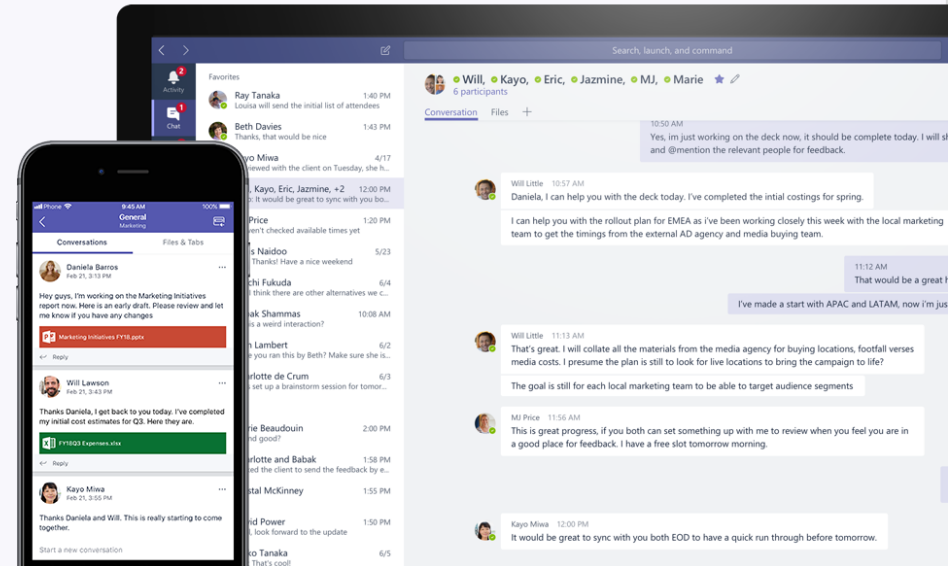
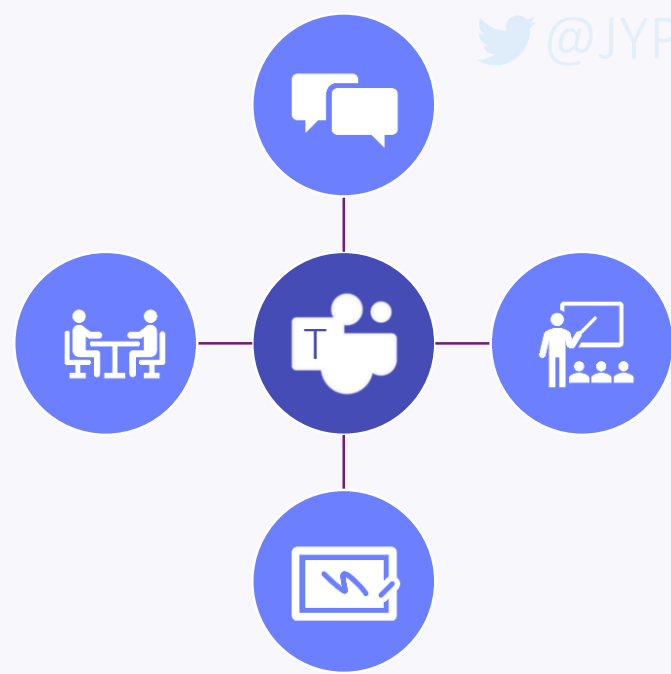
What is Microsoft Teams?

 Online software that can be accessed anywhere on any device.

 Teams = Classes

 A way to communicate with your teachers

 Share files and work

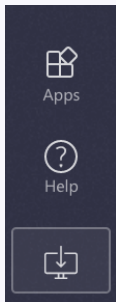
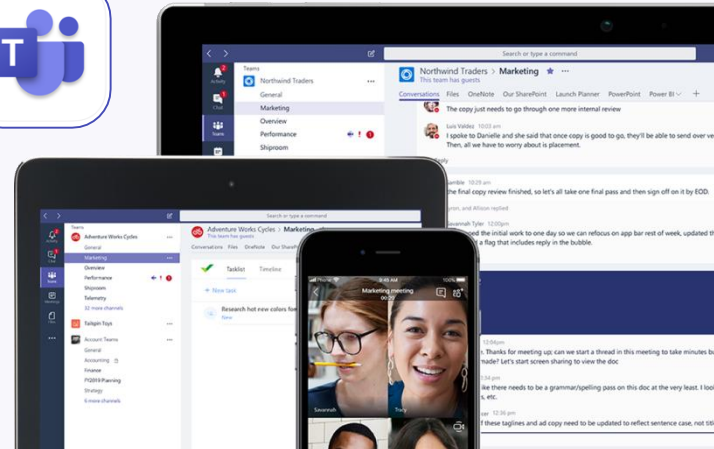
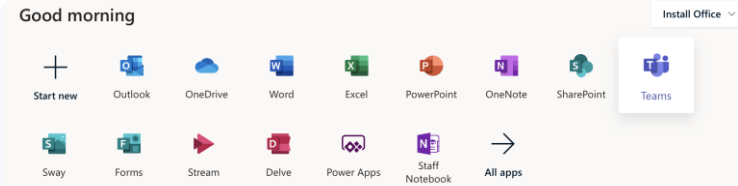
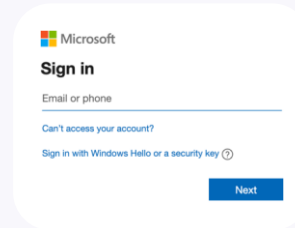
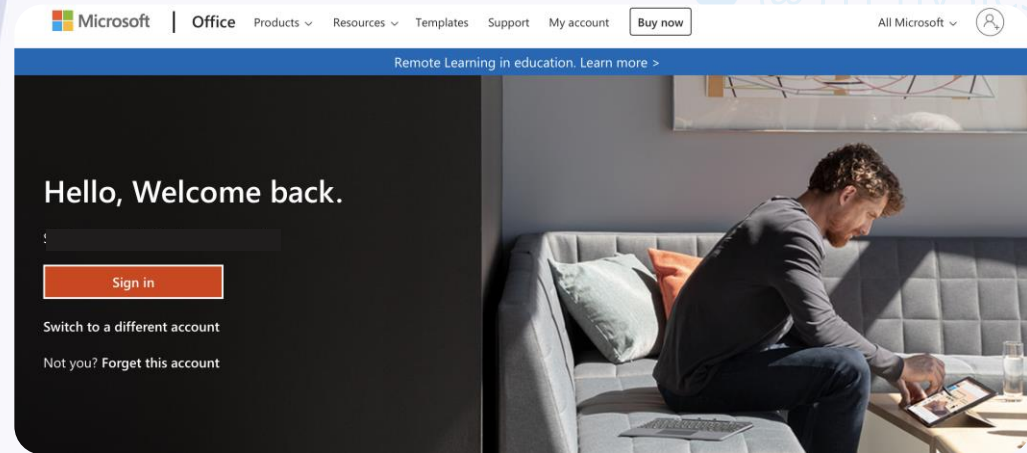


How to access Microsoft Teams

➤ Go to the Office 365 Website

➤ You can then log in with your student Microsoft Account and then select Teams

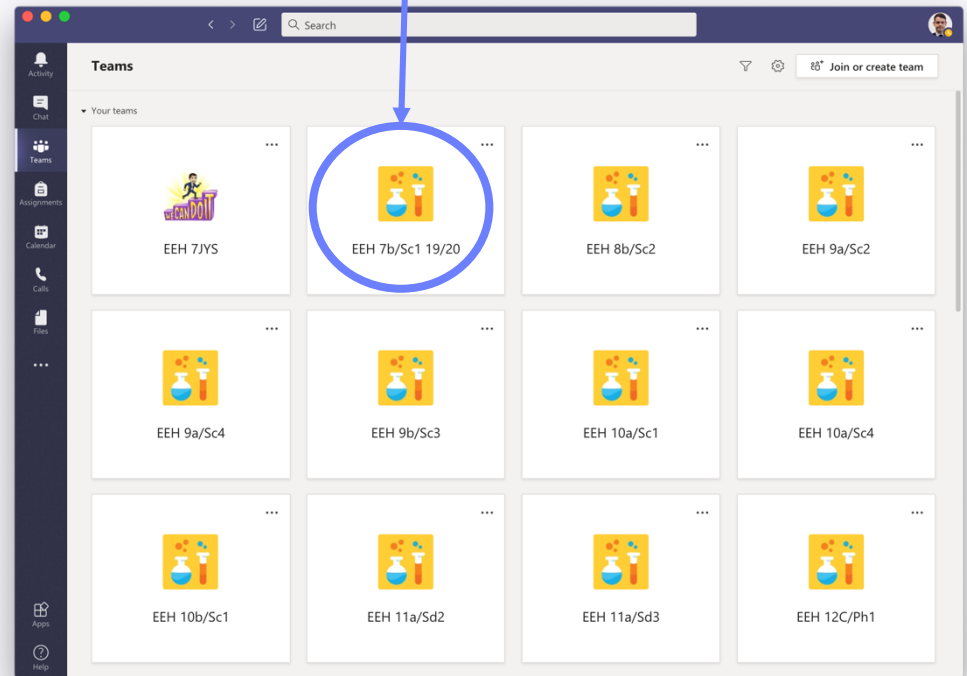
➤ You can download the app on your devices



What you will see

- A grid of your different Teams
- You will have a different Team for each of your classes, you may even have classes for clubs!
- To open the Team just click on the icon

Team Icon
7b/Sc1



Inside the Team

- Each Team contains different areas called Channels
- In each Channel there are different sections or 'Tabs'
- 'Posts' is like a big conversation where you can comment on posts
- 'Files' is where your teacher may upload resources
- Assignments is where Tasks will be set

The screenshot displays a Microsoft Teams interface for a team named "EEH 10a/Sc1". At the top, the team name is shown next to a logo of two beakers. Below this, a list of channels is visible: "General", "Student Channel", "Recorded Lessons", and "Live Lessons". The "General" channel is selected, and its tabs are shown at the top: "General", "Posts", "Files", "Class Notebook", "Assignments", "Grades", "Insights", and "Mr Youles Video Requ...". The "Posts" tab is active, showing a conversation thread. The first post is a "Physics Live Lesson Reminder - Friday 11am" dated 11/06 19:24, with a reply from "CroneS | Epsom and Ewell High School" dated 12/06 10:48. The second post is an "Assignment" titled "W/B 15th June - Mr Cuthbert - Chemistry - Chemical change revision" dated 15/06 09:03, with a "View assignment" button. The third post is another "Assignment" titled "W/B 15th June - Biology - Mr Youles - Recorded Lesson - Protein Syn" dated 15/06 15:46, also with a "View assignment" button. The bottom of the screen shows a text input field for starting a new conversation and a row of icons for various actions.

Team Name

EEH 10a/Sc1

Channel Names

- General
- Student Channel
- Recorded Lessons
- Live Lessons

Tabs

- General
- Posts
- Files
- Class Notebook
- Assignments
- Grades
- Insights
- Mr Youles Video Requ...

Posts

12 June 2020

11/06 19:24

Physics Live Lesson Reminder - Friday 11am

Hi guys! Just a reminder that we will be doing Lesson 2 of magnetism this **Friday at 11am** (tomorrow). I hope to see even more of you there than last week!

Here is a question for you to think about if you have time before the session, based on what we learnt last week:

Explain the structure of an atom.

See more

12/06 10:48

CroneS | Epsom and Ewell High School

Hi Guys - I will be posting the live lesson in the live lesson channel of our team this morning. **Please join at 11am and not before** as I need to go in a few mins before you to set up the lesson and start the recording.

Remember to bring a pen and paper!

EEH 10a/Sc1

Assignments 15/06 09:03

W/B 15th June - Mr Cuthbert - Chemistry - Chemical change revision

Due Jun 21

[View assignment](#)

Assignments 15/06 15:46

W/B 15th June - Biology - Mr Youles - Recorded Lesson - Protein Syn

Due Jun 21

[View assignment](#)

Start a new conversation. Type @ to mention someone.

Writing a post

- If you want help you can ask a question to your teacher on Teams.
- You can do this in 'General' or in a 'Help' Channel
- If you @ your teacher they will get a notification.



EEH 10a/Sc1

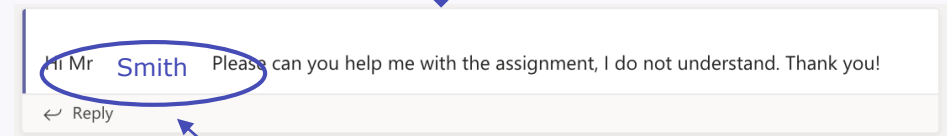
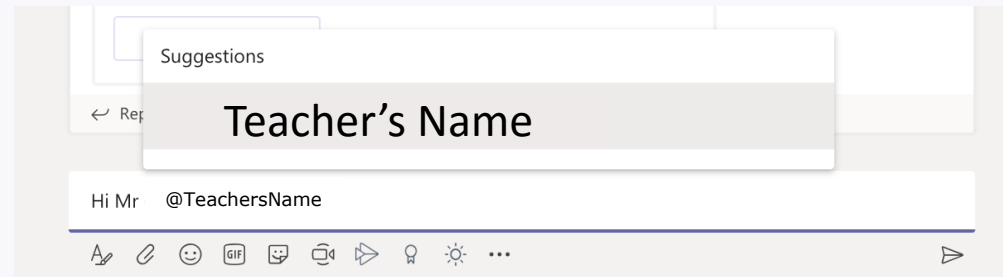
General

Student Channel

Recorded Lessons

Live Lessons











You can ask for help in 'General' or a dedicated 'Student Channel'



If the name is in blue, that person has been mentioned. @TeachersName will work!

Files

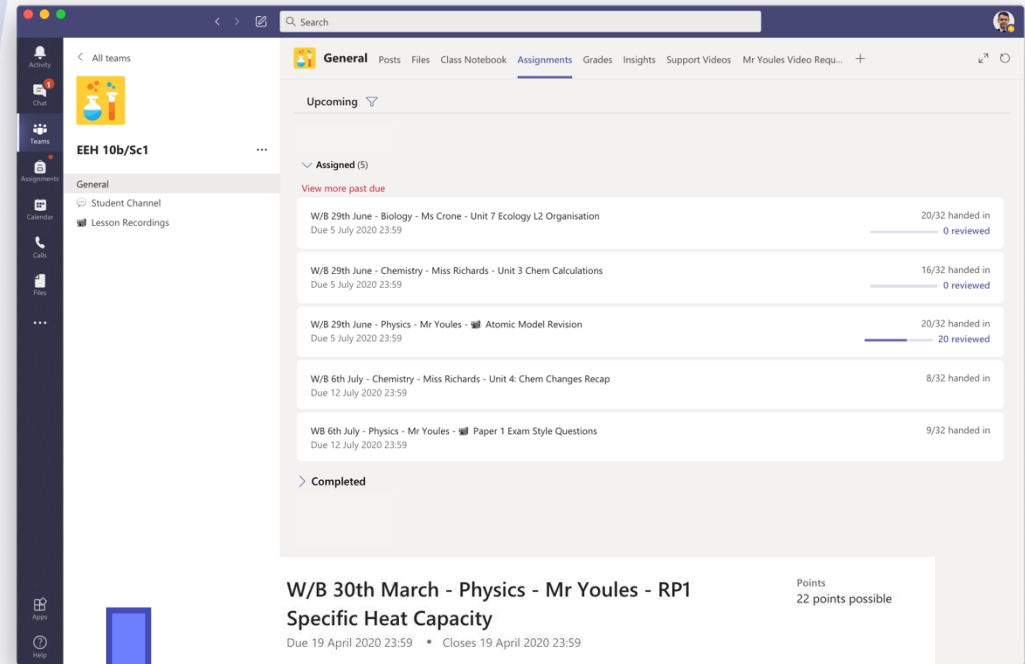
- Inside the 'Files' Tab your teacher may upload documents for you to use.
- See the example on the right.
- When you find what you are looking for you can download it!

+ New ▾ Upload Sync Copy link Open in SharePoint		
General > Class Materials		
	Name ▾	Modified ▾
	JanFeb Mocks Revision	January 27
	KS5 Physics Practical	November 19, 2019
	Unit 10 Medical Physics	March 4
	Unit 2 Particles and radiation	March 4
	Unit 3 Waves	March 4
	Unit 4 Mechanics and Materials	October 4, 2019
	Unit 5 Electricity	March 4
	A Level Physics Specification.PDF	January 9
	EEHS Live Lessons Acceptable Use Agreeem...	May 21
	Y12 Feb mock fb.xlsx	February 14

Assignments

When you open the 'Assignments' Tab you will see a list of set tasks.

Click on an assignment to see the instructions and attached documents.



W/B 30th March - Physics - Mr Youles - RP1 Specific Heat Capacity

Due 19 April 2020 23:59 • Closes 19 April 2020 23:59

Instructions

GCSE COMBINED SCIENCE: PHYSICS - REQUIRED PRACTICAL 1 - SPECIFIC HEAT CAPACITY

Please can you do the following: (You can complete these within the document RP1 - Specific Heat Capacity)

1. Research the required practical, producing a written method with a diagram. (Include all of the equipment you will need to use to take each measurement.)
2. Identify all of the variable - you will need to control more than one thing!
3. Create a risk assessment for the practical - Include Hazards, Risks and Precautions.
4. What table would you use to record your results?
5. What would the graph of results look like?

Once you have completed the above, can you please answer the attached exam question. Make sure to include working for any calculation questions.

To submit your work:

When you are finished the work on the word documents on the word document, click on the white "close" button on the top right. To upload your other work, click on "+Add Work", then click on "Upload" and select the file(s) you want to submit. If you have completed the work on a computer this will be straightforward; if you have completed it by hand please take a photo of your work, save it to your computer and upload that. When all your work is ready be sure to click the purple "Turn in" button on the top right.

Reference materials

RP1 Specific Heat Capacity Video

Student work

RP1 SHC Exam Q.docx

RP1 - Specific Heat Capacity.docx

Reference Materials

Documents to edit and complete

Assignments

Adding work to assignments

- Click on + Add Work
- Choose the file to upload to the assignment
- Often files will be uploaded which you can just click on and edit in Teams and then choose Edit Document
- The work will save itself!



To submit your work:

When you are finished the work on the word documents on the word document, click on the white "close" button on the top right. To upload your other work, click on "+Add Work", then click on "Upload" and select the file(s) you want to submit. If you have completed the work on a computer this will be straightforward; if you have completed it by hand please take a photo of your work, save it to your computer and upload that. When all your work is ready be sure to click the purple "Turn in" button on the top right.

Reference materials

RP1 Specific Heat Capacity Video

Student work

RP1 SHC Exam Q.docx

RP1 - Specific Heat Capacity.docx

A screenshot of a Microsoft Word document titled 'RP1 SHC Exam Q.docx'. The document contains a physics problem (Q1) about specific heat capacity. It includes a table with experimental data for four metals: Aluminium, Brass, Copper, and Steel. The table has columns for Metal, Mass of material in kg, Time in minutes, Temperature in °C, Change in thermal energy in J, and Calculated specific heat capacity of material in J/kg °C. The document also includes instructions to use the data to calculate the temperature change for copper.

Metal	Mass of material in kg	Time in minutes	Temperature in °C	Change in thermal energy in J	Calculated specific heat capacity of material in J/kg °C
Aluminium	1	10	2	4 780	2 390
Brass	1	10	4	4 660	1 165
Copper	1	10		4 600	657
Steel	1	10	5	4 690	938

Assignments

Submitting work

- Make sure to click Turn In when you have uploaded all your work!
- The page will clear when everything is complete #winning



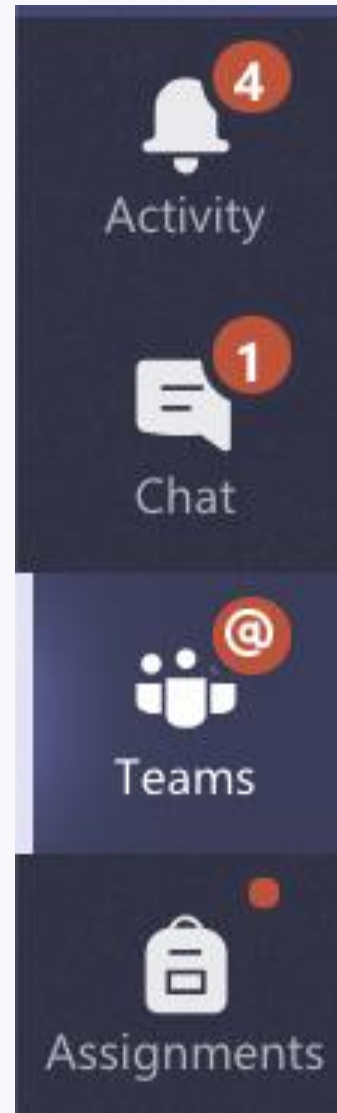
Hand in

Points
No points



Notifications

- Using Teams, you will get notifications for various reasons.
- When a new assignment is posted, there will be an @ next to Teams.
- If your Teacher makes an announcement you will also get a notification
- When work is returned there will be a dot by Assignments



General Activity – a post has been made or you have been mentioned

You have a chat message

You have been mentioned in a Team post

Work has been returned

Live Lessons

- If there is a Live Lesson there will be a post in the Team.
- To join click the purple banner at the start time.
- You will then need to join and make sure you have the correct settings!
- If you want to ask a question you can use Raise your hand.
- You can also type questions in the chat

YoulesJa | Epsom and Ewell High School

In this lesson we will be covering Topic 1 of Physics.
You can also ask questions about your assignments



Live Lesson - Science
Thursday, 9 July 2020 @ 10:00

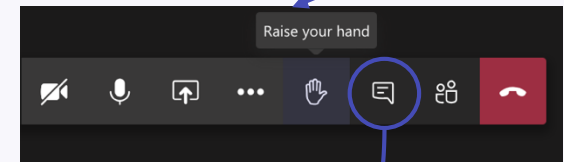


← Reply



*Then click
'Join Now'*

*Make sure your
Camera & Microphone
are off!*



You can also type questions in the chat!





Video guides for parents/students

A student guide to using Microsoft Teams.
https://m.youtube.com/watch?v=jx36qQf_Qpk

Attending live lessons
<https://m.youtube.com/watch?v=fdaMa1DSwXo&t=360s>