

# An Introduction to Microsoft Teams

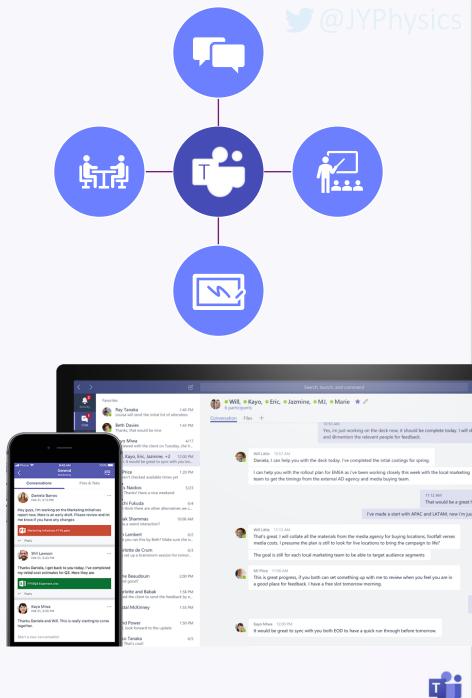


## What is Microsoft Teams?

- Online software that can be accessed anywhere on any device.
- Teams = Classes

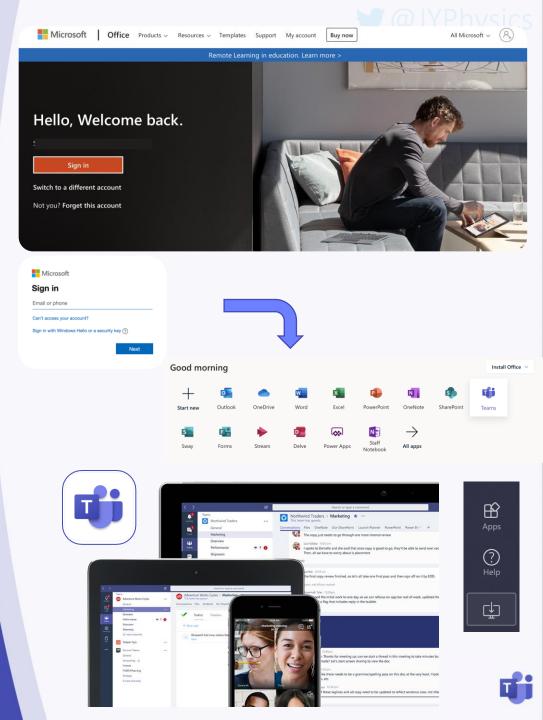
A way to communicate with your teachers

Share files and work



### <u>How to access</u> <u>Microsoft Teams</u>

- Go to the Office 365Website
- You can then log in with your student Microsoft Account and then select Teams
- You can download the app on your devices



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## 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 🖉 🔍 Search Teams ະຄ\* Join or create team Ξ Your teams .... <u>i</u>t â ÷ EEH 7b/Sc1 19/20 EEH 7JYS EEH 8b/Sc2 EEH 9a/Sc2 <u>a</u>f EEH 10a/Sc1 EEH 9a/Sc4 EEH 9b/Sc3 EEH 10a/Sc4 EEH 10b/Sc1 EEH 11a/Sd2 EEH 11a/Sd3 EEH 12C/Ph1



## 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

		EEH 10a/Sc1	Team N	ame 			
Chan	ne	General Student Chan	nel				
Nam	nes	<ul><li>Recorded Less</li><li>Live Lessons</li></ul>	<ul> <li>Recorded Lessons</li> <li>Live Lessons</li> </ul>				
General	—	es Class Notebook Assignments Grades ightarrow Reply	Insights Mr Youles Video Requ +				
	12 June 2020     10/06 1924     Physics Live Lesson Reminder - Friday 11am     Higuys Just a reminder that we will be doing Lesson 2 of magnetism this Friday at 11am (tomorrow). I hope to see even more of y 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:     Elivera 1 shows dimension of an elicitic hall     See more     Concol [ Spom and Swell High School 12/06 10.48     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 1						
		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 & Reply					
	8,	Assignments 15/06 0903 W/B 15th June - Mr Cuthbert - Ch Chemical change revision Due Jun 21 View assignment	15th June - Mr Cuthbert - Chemistry - nical change revision				
		er Reply Assignments 15/06 15:46 W/B 15th June - Biology - Mr You Lesson - Protein Syn Due Jun 21	les - 🥩 Recorded				
		View assignment         ← Reply         Start a new conversation. Type @ to mention set         Ap       C         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O		₽			

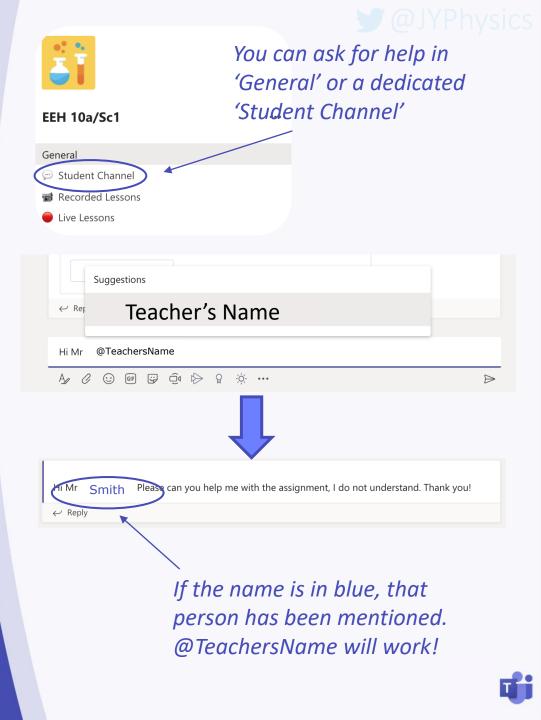
General Posts Files Class Notebook Assignments Grades School Email

## 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.



### <u>Files</u>

 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	$\checkmark$ $\bar{\uparrow}$ Upload	G Sync	ං Copy link	Open in SharePoir
General	> Class Materials			
	Name $\checkmark$			Modified $\checkmark$
	JanFeb Mocks Revis	sion		January 27
	KS5 Physics Practica	November 19, 2019		
	Unit 10 Medical Phy	/sics		March 4
	Unit 2 Particles and	radiation		March 4
	Unit 3 Waves			March 4
	Unit 4 Mechanics a	nd Materials		October 4, 2019
	Unit 5 Electricity	March 4		
	A Level Physics Spe	January 9		
	EEHS Live Lessons A	Acceptable L	Jse Agreem	May 21
	Y12 Feb mock fb.xls	5X		February 14

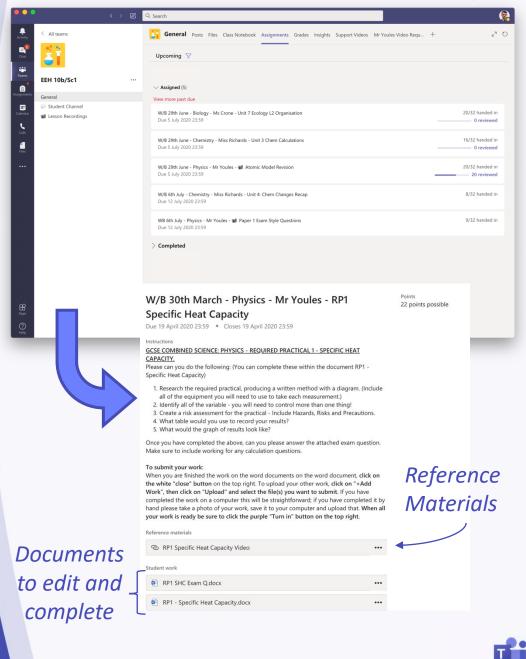


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#### <u>Assignments</u>

 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.



#### <u>Assignments</u>

#### Adding work to assignments

Click on <u>+ Add Work</u>

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

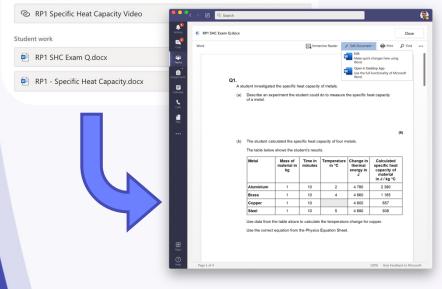
The work will save itself!

Class 19/20			Points	
	Periodic Table		No points	
	Due tomorrow at 23:59			
	Instructions None			
	My work			
	+ Add work			
		•		

#### 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 the 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



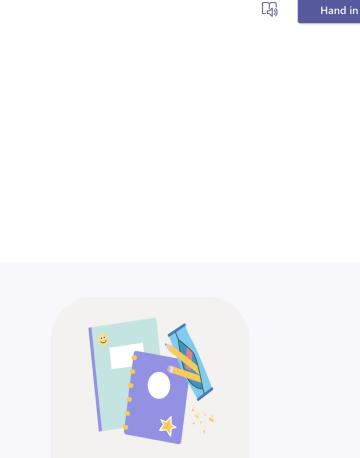
### <u>Assignments</u>

#### Submitting work

Make sure to click Turn In when you have uploaded all your work!

The page will clear when everything is complete #winning





Points

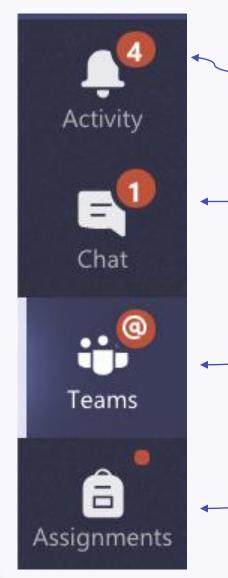
No points

Nothing left to hand in. #winning

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## **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

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#### 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

