

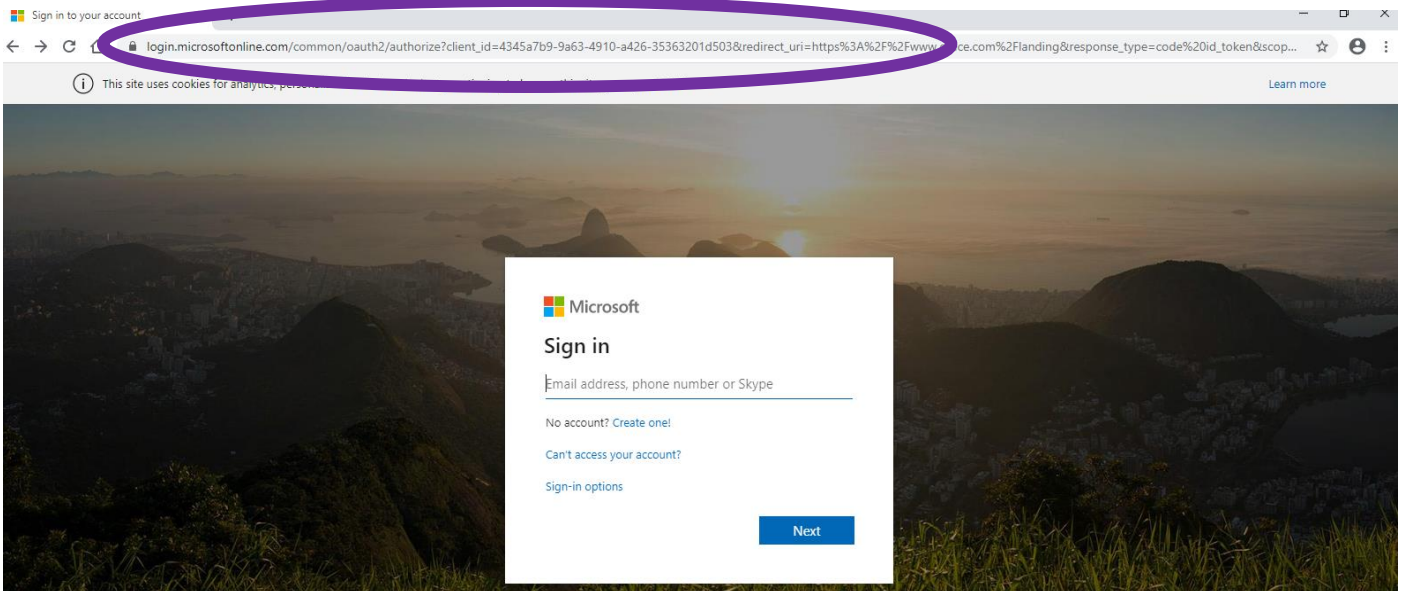
Microsoft Teams – Student ‘How to’ Guide

Introduction

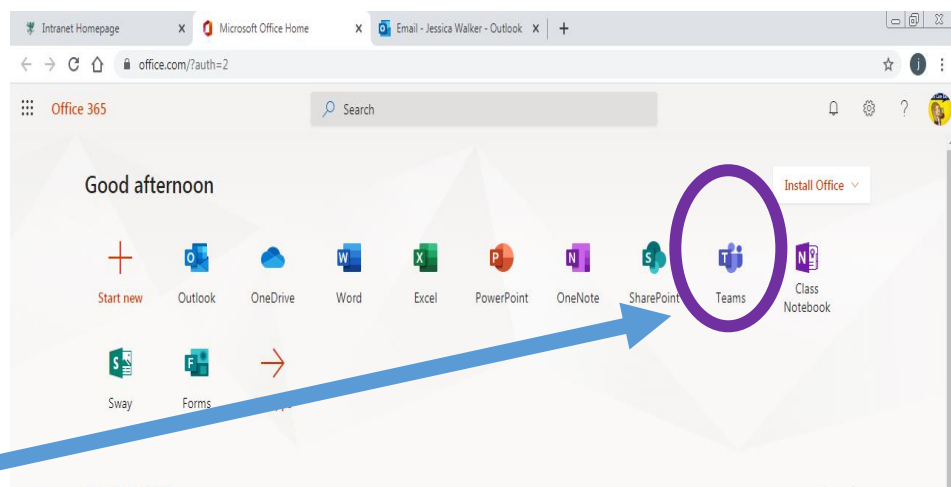
Microsoft Teams is similar to Insight work is uploaded but the main difference is that your work can be marked online and feedback given to you. It is a more interactive way of keeping in contact with your teachers

1. How do I log onto Microsoft Teams?

From home – type login.microsoftonline.com in your internet browser and you will get this screen



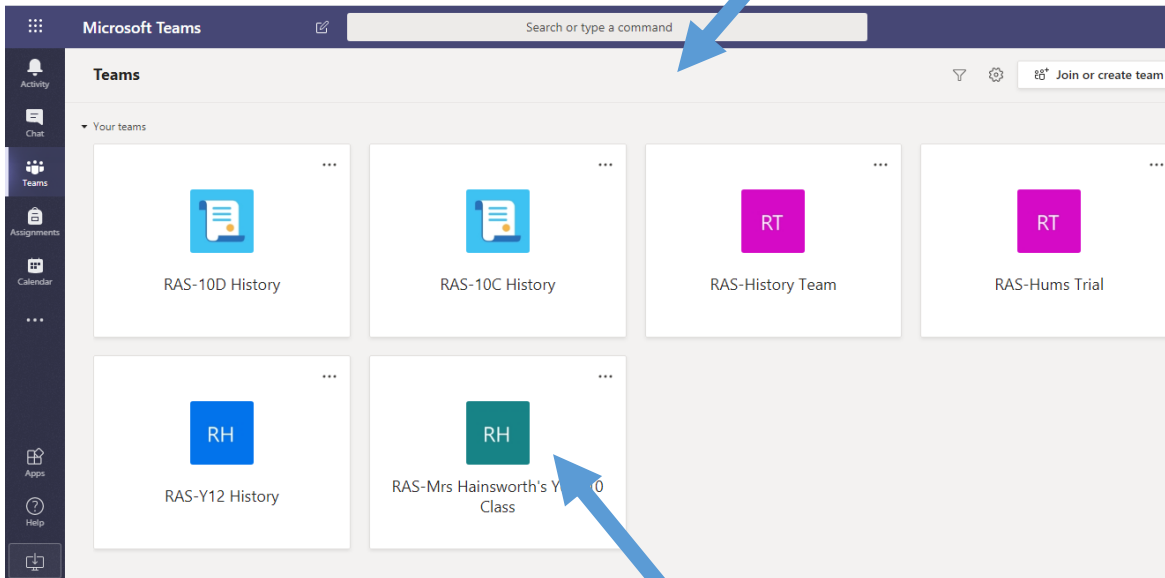
Then enter your school email address and password and then you will get the following screen



Select 'Teams' here

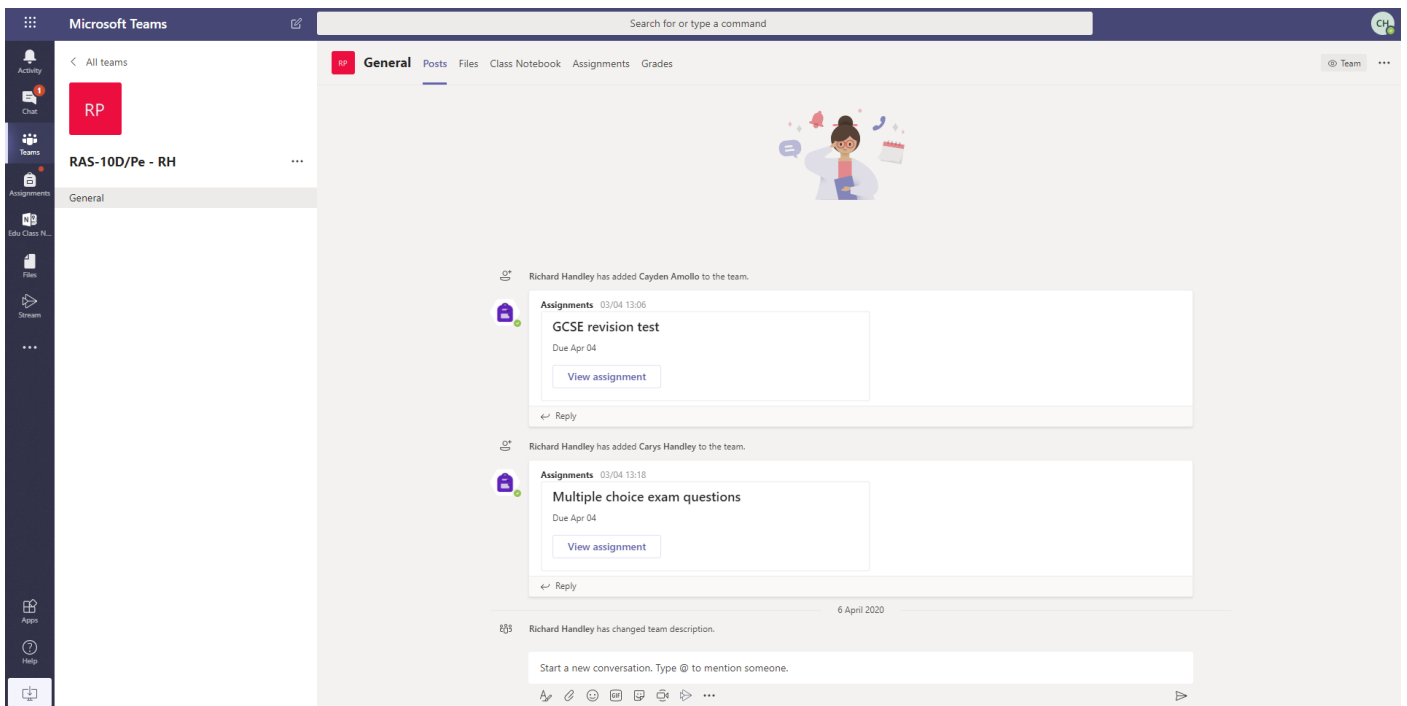
– it is your choice whether to download the app to your computer or simply to open in the Browser, both work well.

Well done you are logged onto Teams. - this is your homepage. This shows you all the Teams that your teachers have already set you up on.



In order to look at the group all you have to do is click on the correct class.

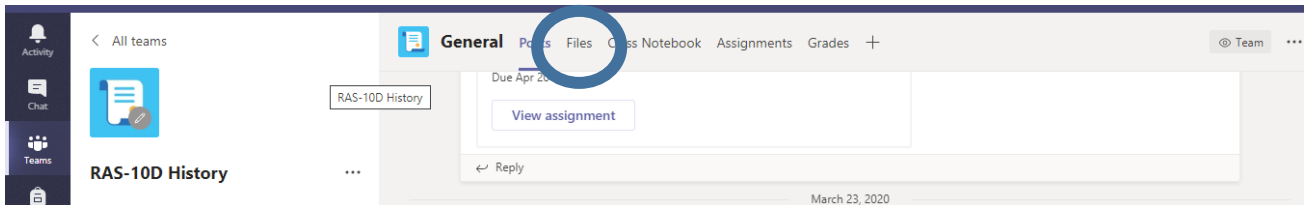
Once clicked you will see this page – this is the main page for each of your classes



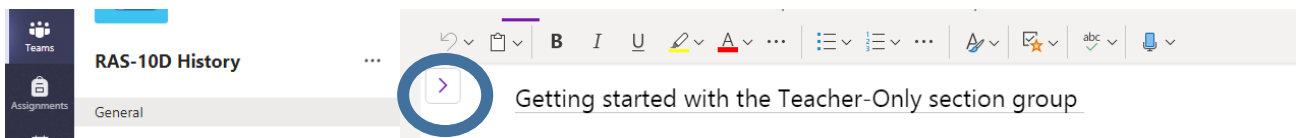
2. How to use Teams – the basics

Microsoft Teams is linked to the school network, this means that only email addresses from the school can be reached via Teams. As a student, you can use Teams in a variety of ways.

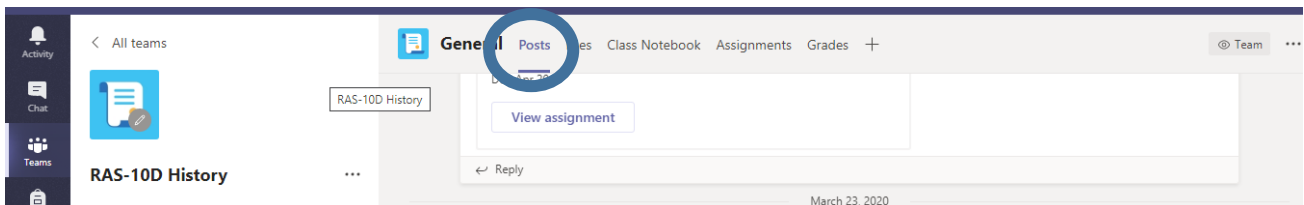
- ❖ 'Files' function – this is a place where teachers can upload files for additional learning – all files within this function are accessible to both students and teachers.
- ❖ This is where teachers will put all resources to help you with your learning.




- ❖ 'Class Notebook' function – this will be created for every class – only the teacher is able to see the work that each student creates within this notebook, and each student will have a personal one which is private to them and not their classmates. There are several areas here that students can access, in order to access the full functions of this space you must click on the arrow on the sheet.



- ❖ 'Post' function –



This is within your class itself and will be seen by the whole group – within this function you can 'like' and comment on posts and ask whole class questions.

- ❖ 'Chat' function – this is option along the left hand side of the screen and it is meant for any private queries that you need to ask teachers about a piece of work.
 - You select the 'New Chat' icon  and type in the name of your class teacher that you would like to contact.
 - Following this simply use the message bar to write a message – it has instant message function so as soon as you press 'Enter' the message will send.
- ❖ 'Collaboration Space' – this is for students to work together on group work, if they wish to. They must create a new page by selecting the + icon in this section – be aware that teachers can also see this work.

- ❖ 'Content Library' – this is for teachers only to add materials that may be useful to the students to the site – students can download materials from here if they wish to.
- ❖ Your own personal section – this will vary, but should also have a 'Class notes' section – this is an online version of Microsoft Word. Not only can students use this to produce work, but teachers can comment on the work as they write to help them improve on tasks.

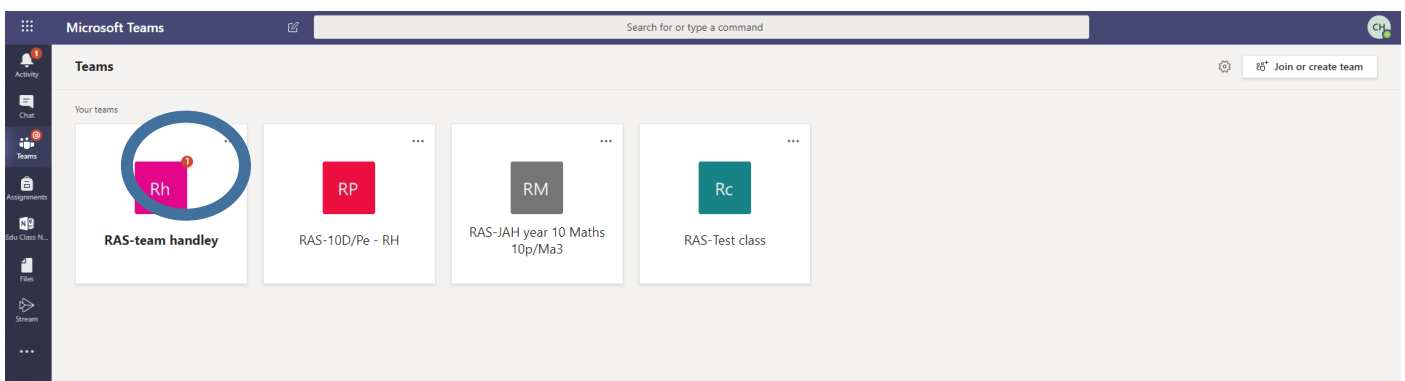
3. How to complete and submit Assignments

One of the most important parts of Microsoft Teams is the ability for students to see and submit work to be marked by teachers.

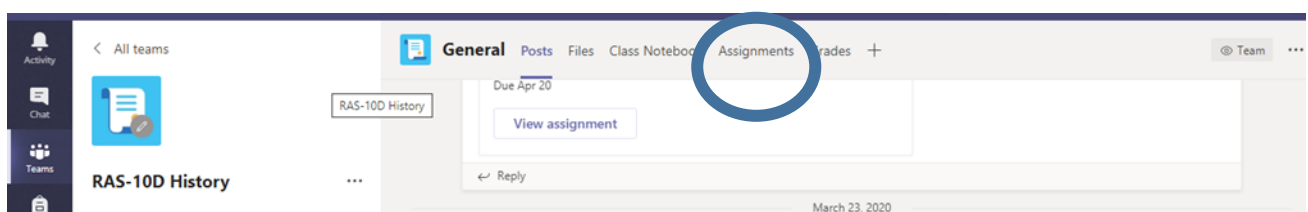
Similar to Insight, students work will also be uploaded onto the Assignment section of Teams – it will have a name, deadline, and the additional materials that are needed to help students complete the work.

Once work has been posted on Insight or Teams, then students can then work on Teams to complete and submit their work.

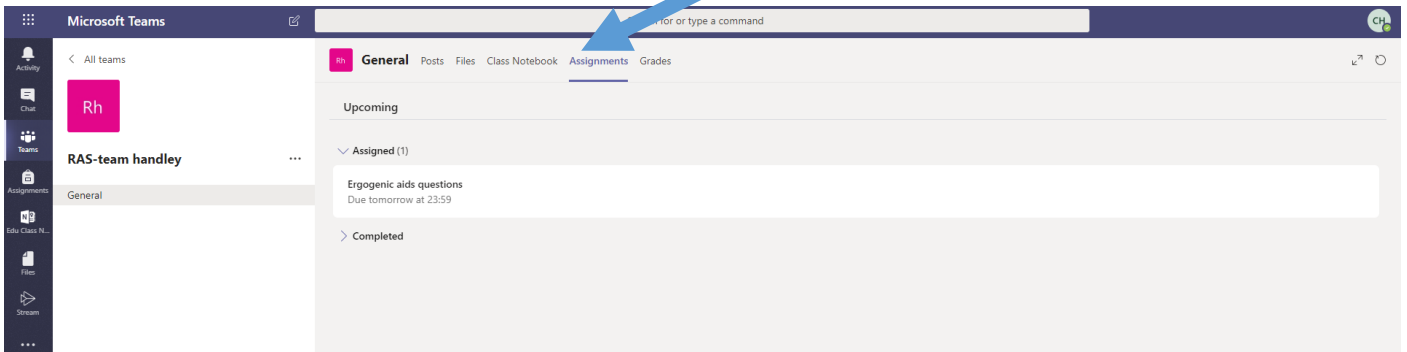
When an assignment has been uploaded for you to complete you will see a notification on your home page for the relevant class.



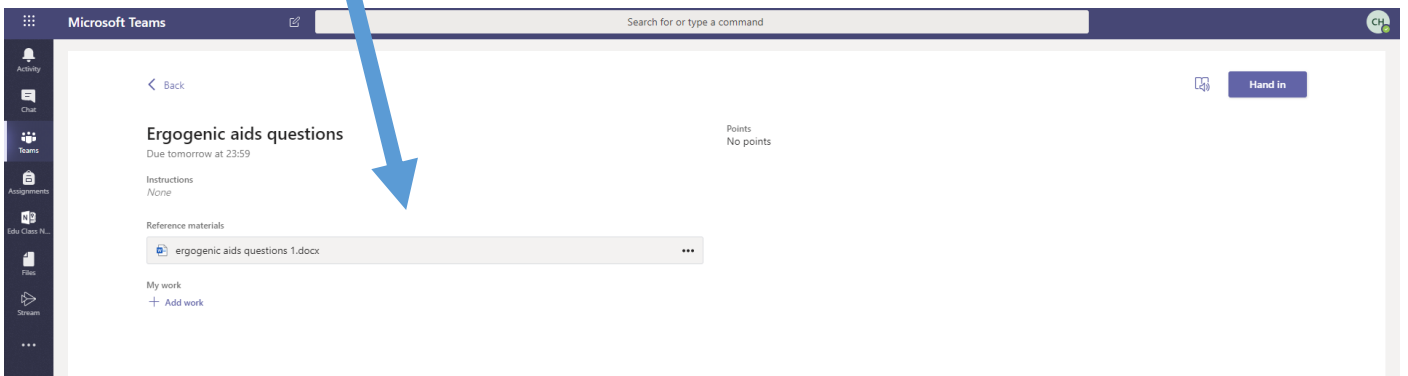
- ❖ You select 'Assignments' from the top row of options within your class.



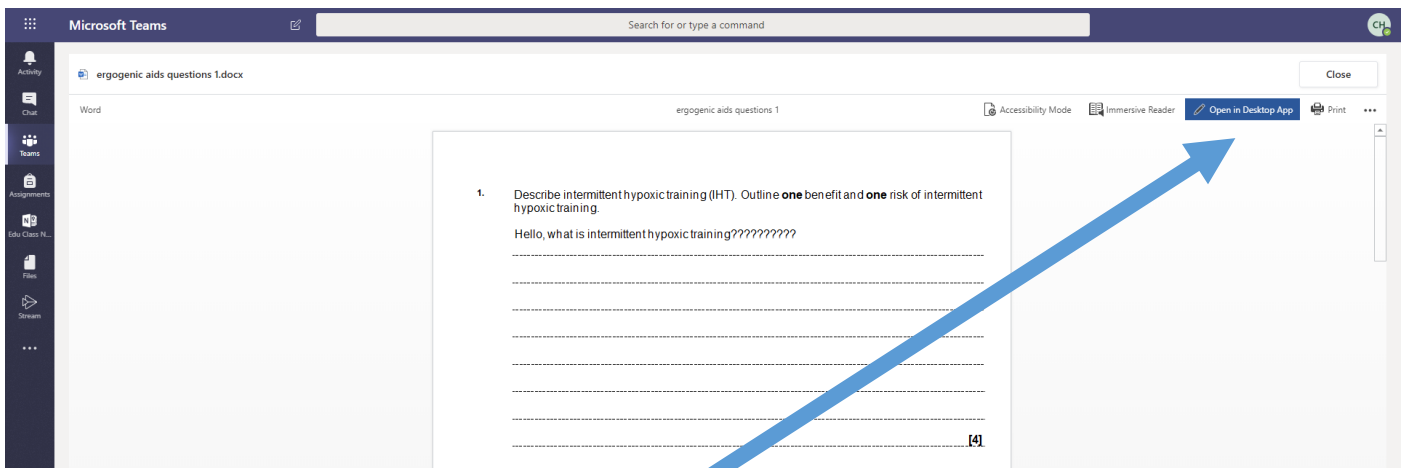
❖ You will see the assignment/s that need to complete. Just click on the assignment



❖ Then you click on the assignment you want to complete

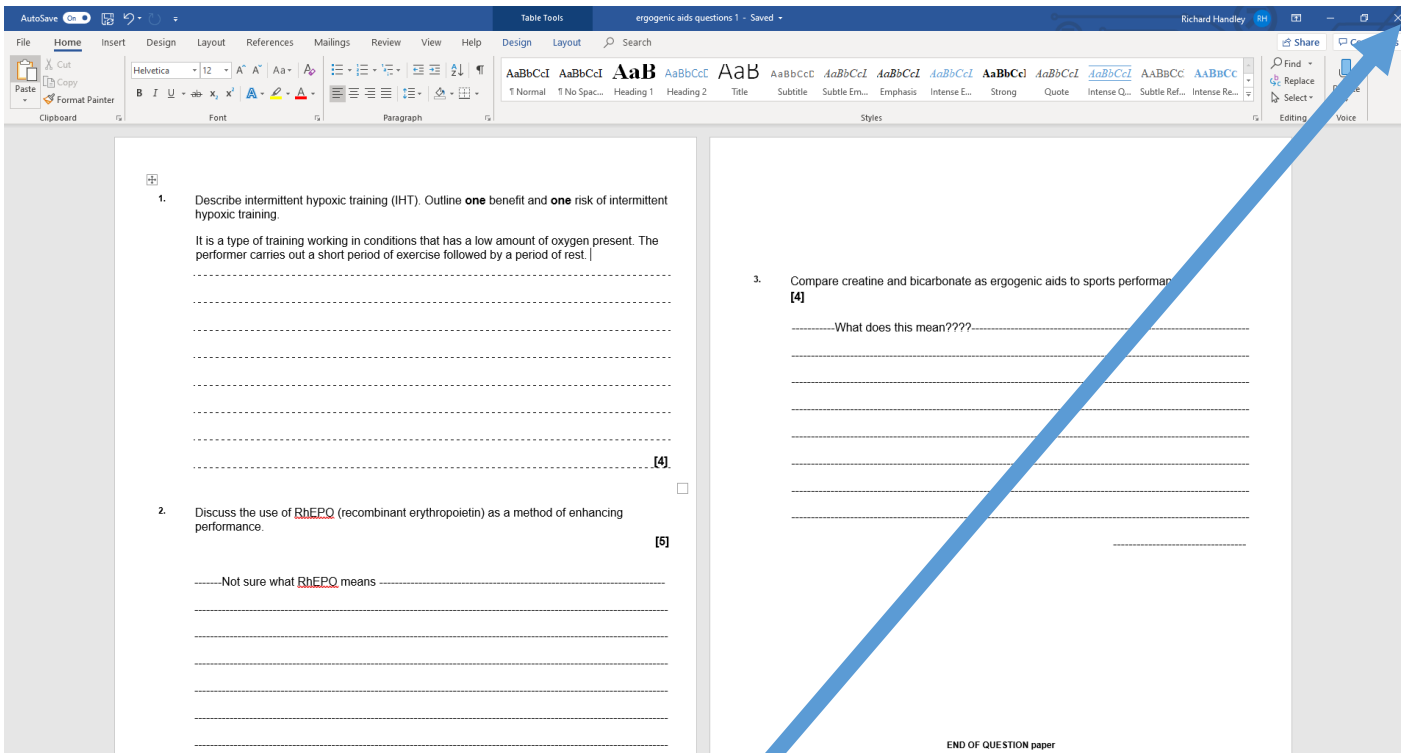


❖ The assignment will open like this.



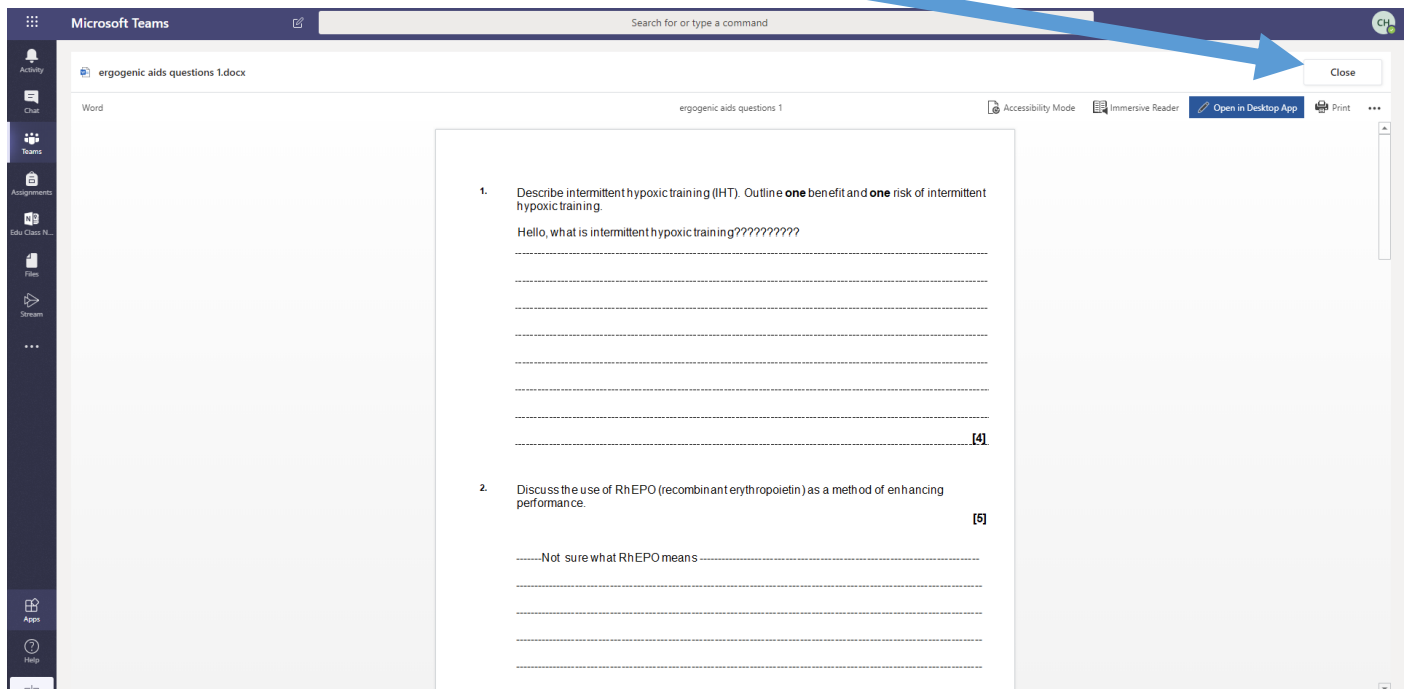
❖ Then you need to click here to open the document up to complete

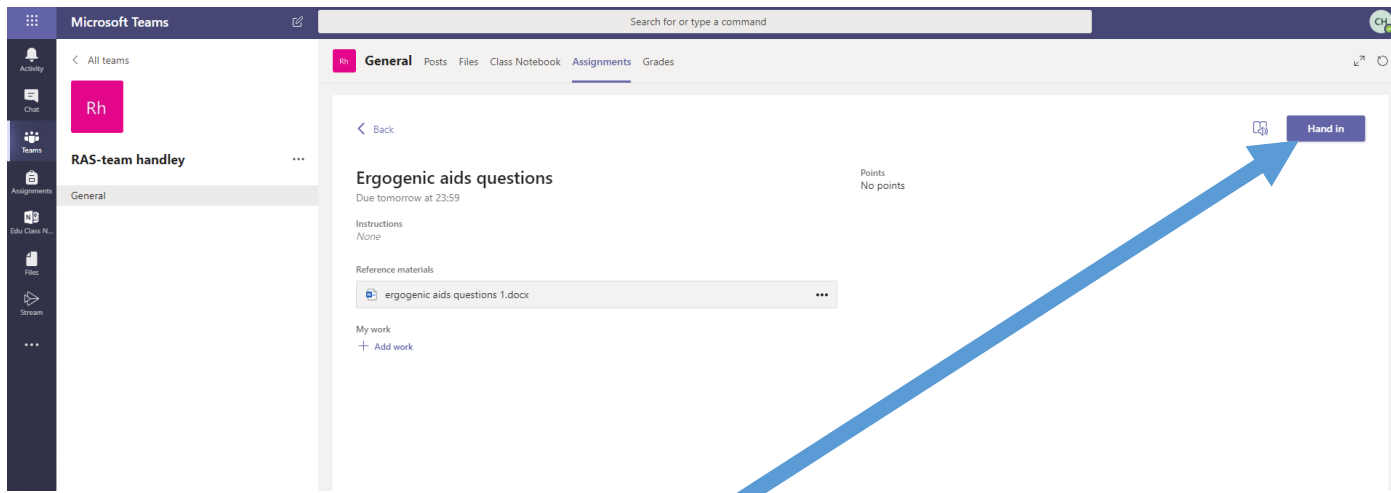
❖ The document will open up like this and this is where you can complete the work



❖ Once complete all you need to do is click HERE (to close the document) and it will automatically save the work for you.

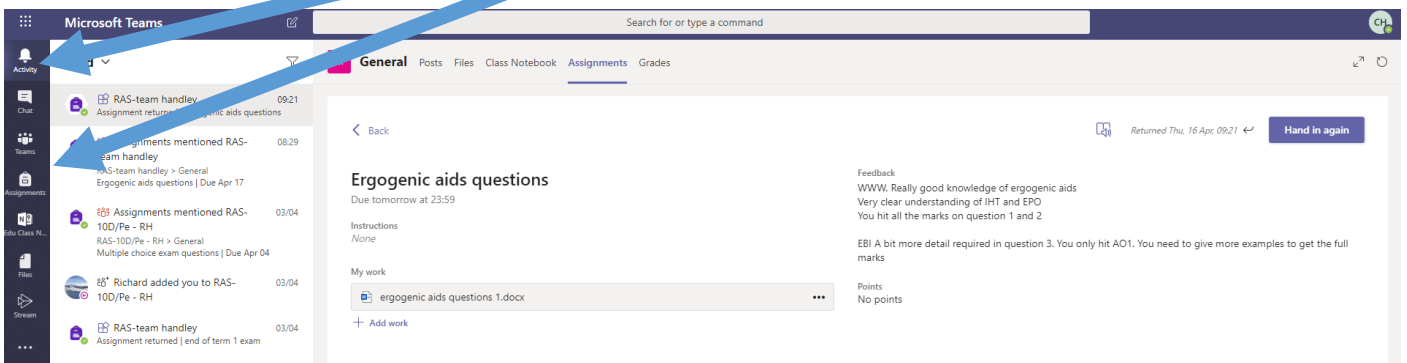
❖ You will then go back to this page (don't worry if it looks like your work has not been saved it has) and click on close



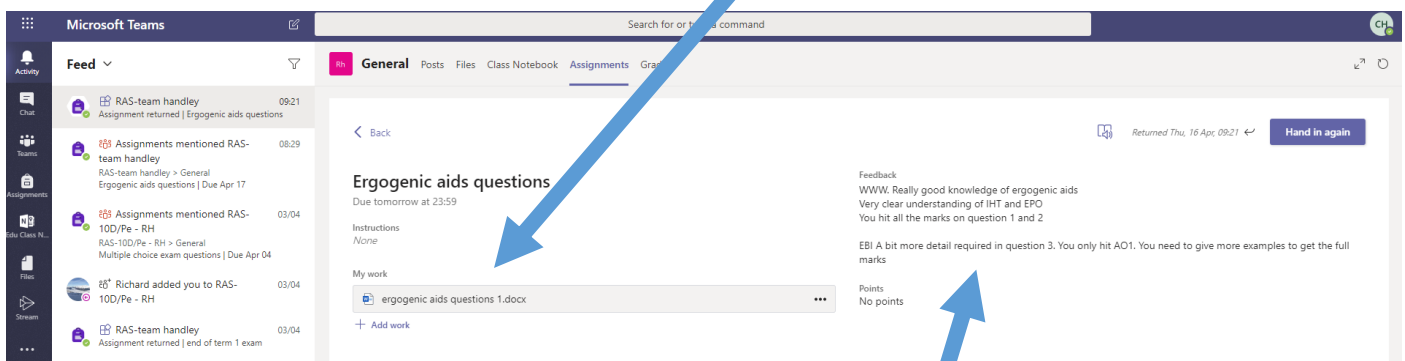


❖ You then click on HAND IN and this work will go to your teacher for marking.

❖ Once this work has been marked by the teacher – a notification will appear in activity and assignment tab on left hand side of home page. Click on either and you will see this screen



❖ On this screen you can click on the document to see the marked work



❖ Here you can see the feedback that your teacher has given

❖ If you want to resubmit work following your initial feedback – you can resubmit work following the format above.