A Student Guide to Using Microsoft Teams

Section 1

How to use Teams on a Desktop or a Laptop

- How to log on
- How to upload an assignment
- How to access and respond to feedback given to you by your teacher

Section 2

How to use Teams on a tablet or mobile phone

- How to log on
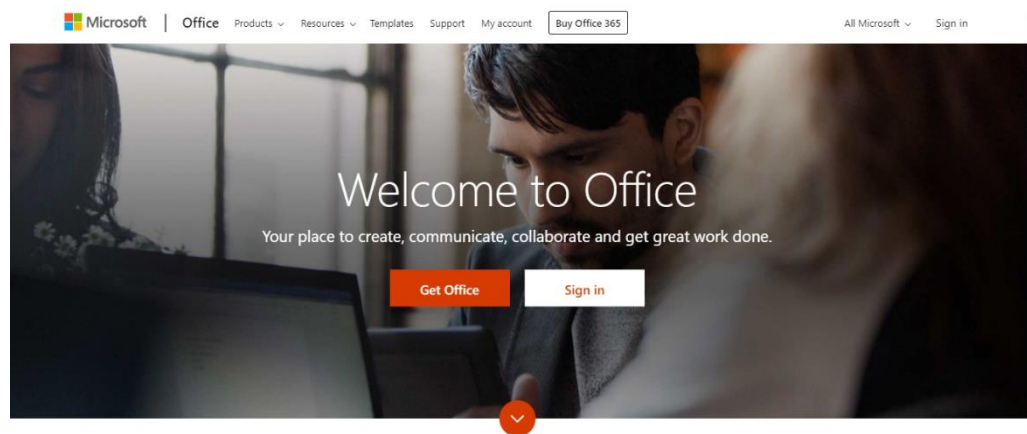- How to upload a picture of work you have completed as an assignment

Section 3

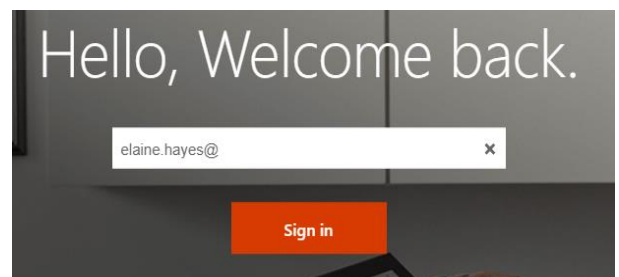- Usernames and passwords for online platforms
- Helpdesk feature

SECTION 1 – USING TEAMS ON A DESKTOP OR A LAPTOP

Teams – How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com

Click sign in and sign in with your full school email address which is your computer username followed by **@egslough.staracademies.org**

Example: Hannah Baker is in year 7, so her email address is 19hbaker@egslough.staracadmies.org

You will then be directed to the login page for the Trust – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school. Once you sign in, you will get the page below

Click on the Teams icon
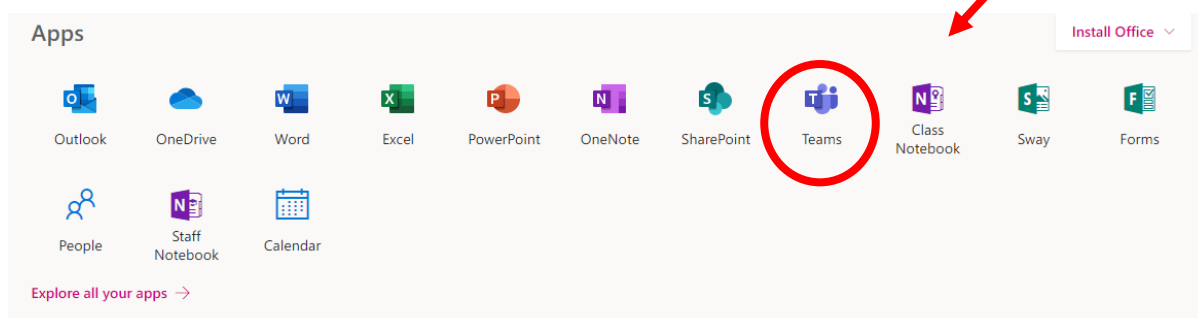
You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, put a message in the helpdesk and we will get you moved to the correct one. You can also install the desktop version of Teams for free.

Teams – Uploading an assignment

Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By click on this notification, you will be brought to the assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.
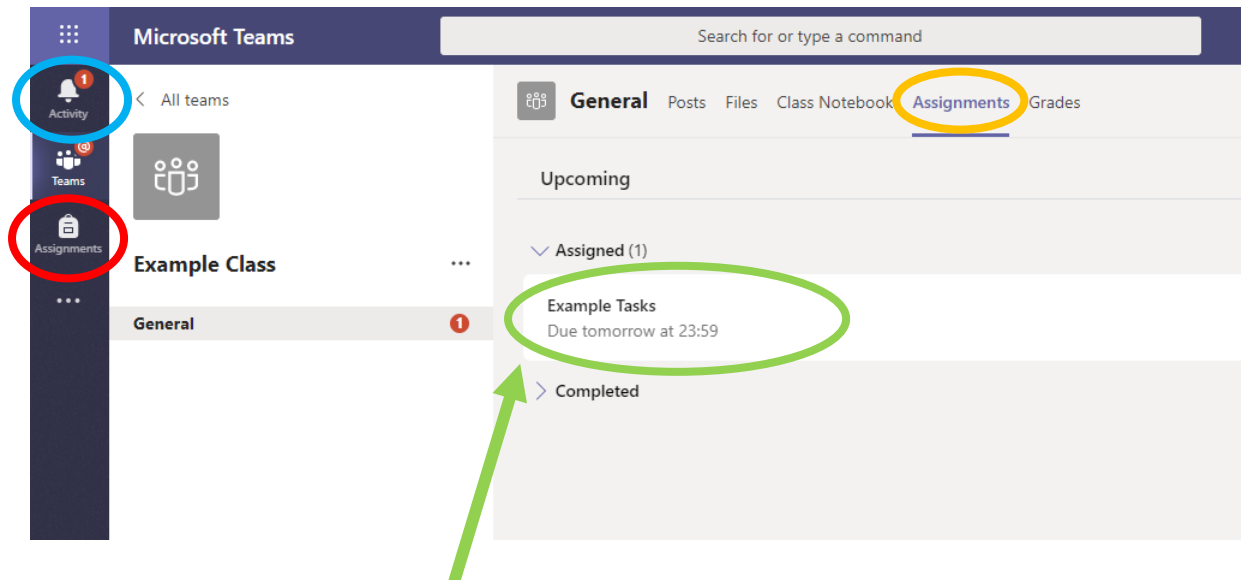
Click on the assignment to access the task.

To add some work, we first need to create a new document, then complete our work in it.
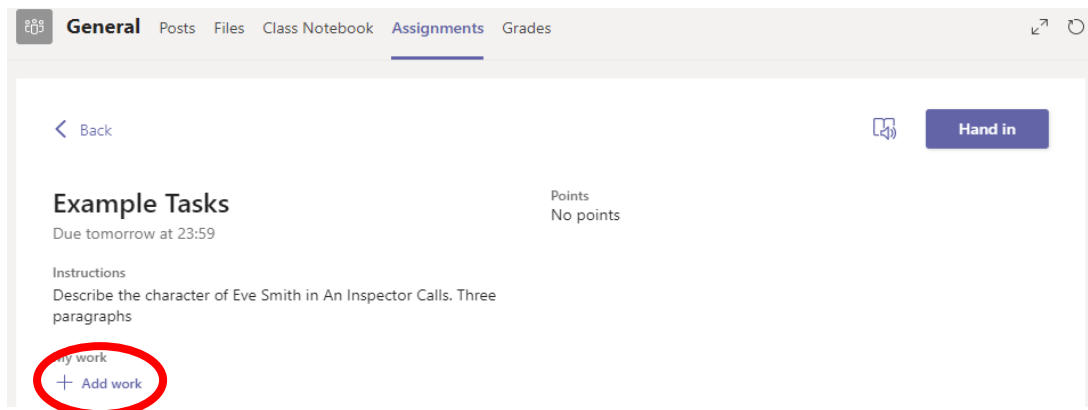
Using a new file
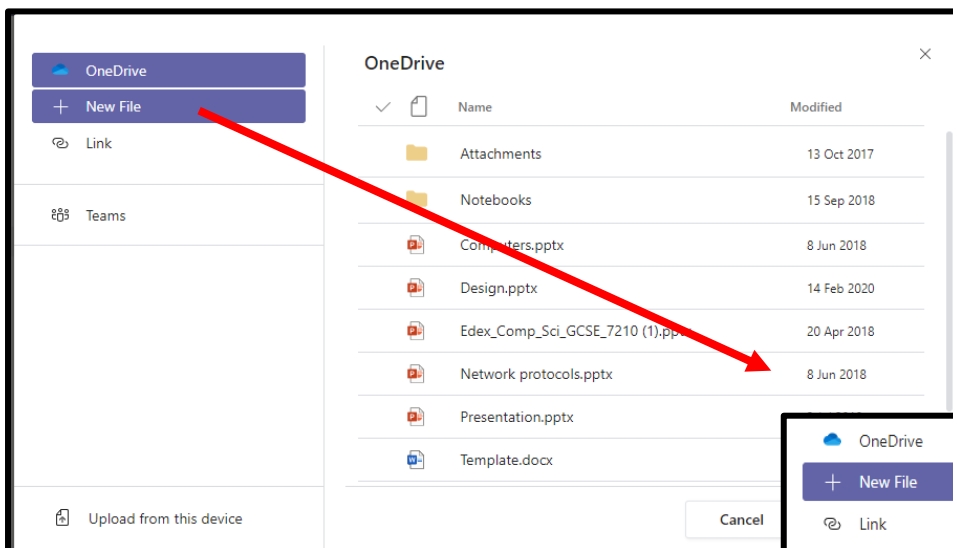
Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel

Give the assignment a name and then click attach ↓
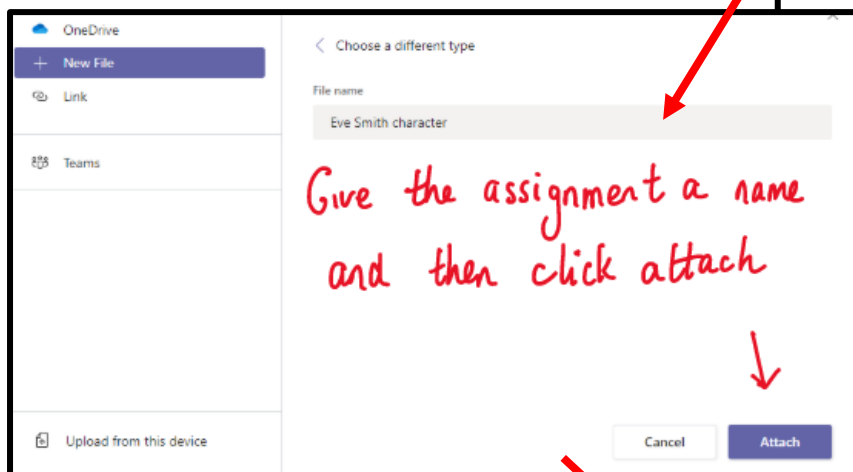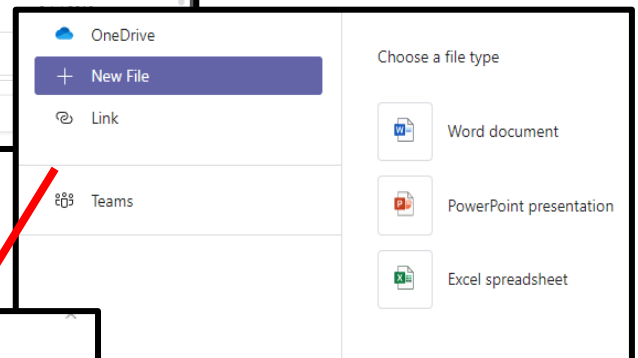
You have now created your document that you can start writing your work into. To start your work, click on the document name.

Click here and it will open Microsoft Word

Type your work in here and when you are finished, click close.

It saves automatically once you click close
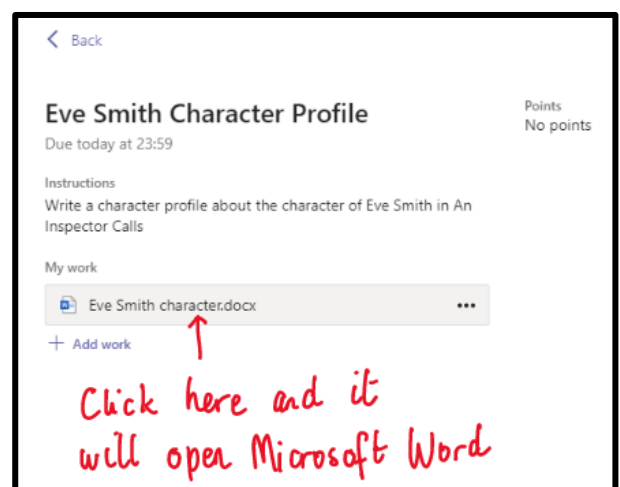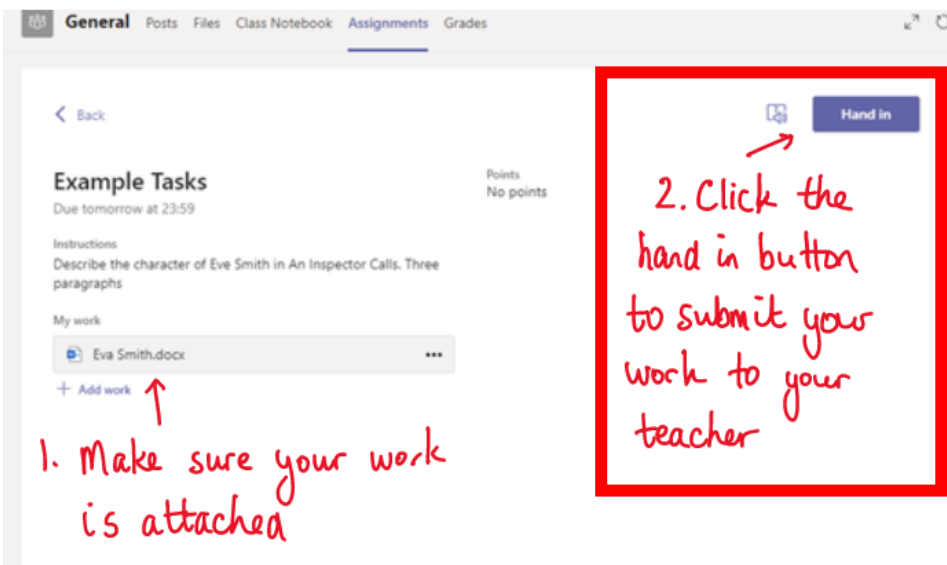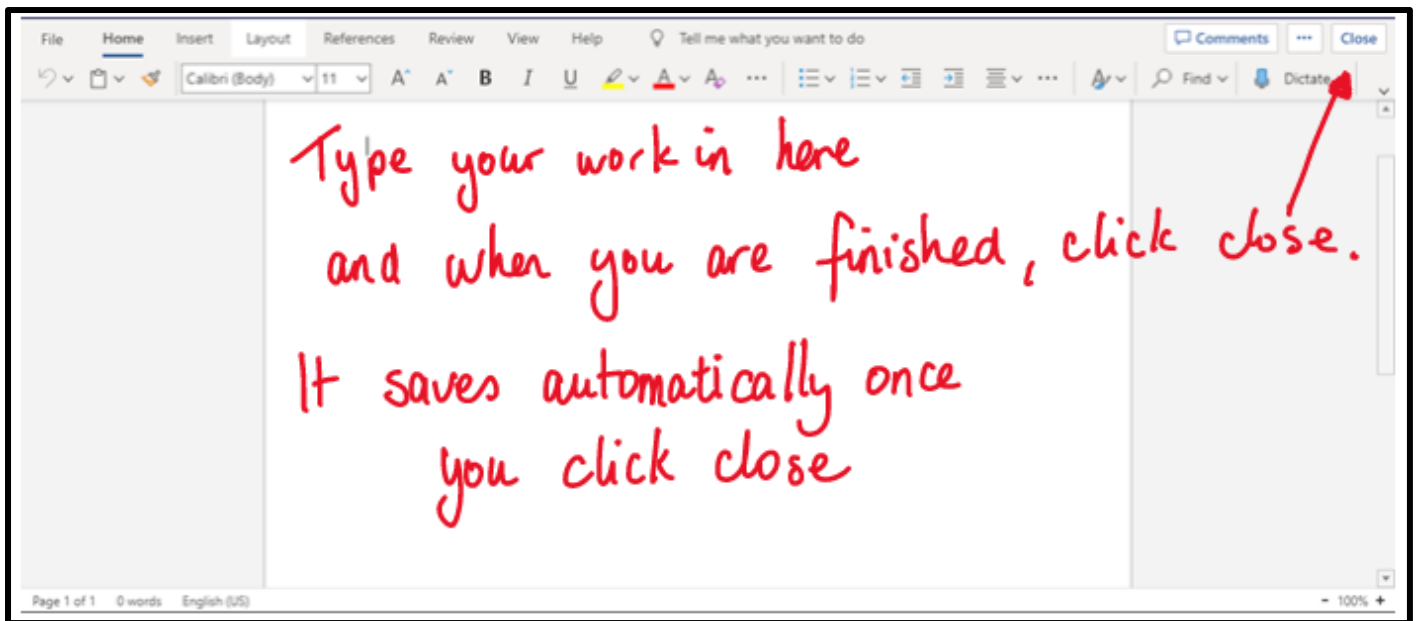
Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

2. Click the hand in button to submit your work to your teacher

1. Make sure your work is attached

Eve Smith Character Profile

Due today at 23:59

Instructions

Write a character profile about the character of Eve Smith in An Inspector Calls

My work

Eve Smith character.docx
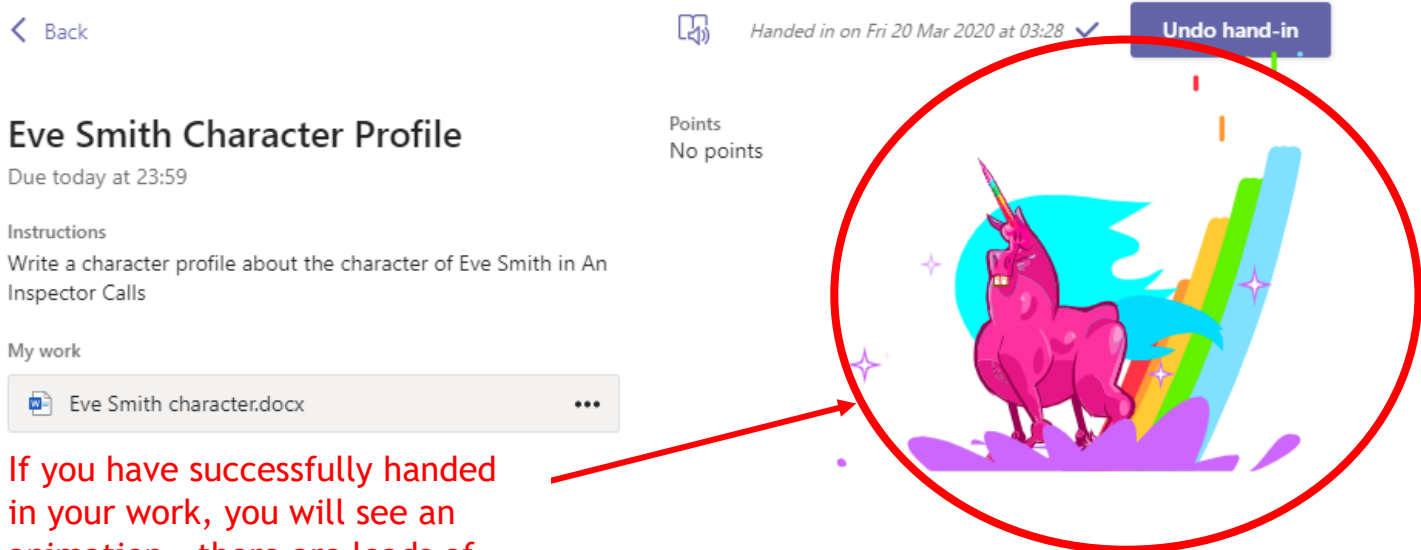
If you have successfully handed in your work, you will see an animation – there are loads of different types!

Teams – Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read

Teams

Your teams

EGS - 11/Pg1

General

EGS - 11/Cs1

Feed

Assignments mentioned
Example Team   03:36
Example Team > General
sdfsdf | Due Mar 21

**Assignments
mentioned Example Team**   19/03
Example Team > General
Eve Smith Character Profile | Due Mar 20

This is a notification to say that there is a new assignment in the Example Class that you need to complete

Assignments mentioned
Example Team   19/03
Example Team > General
Percentages revision | Due Mar 20

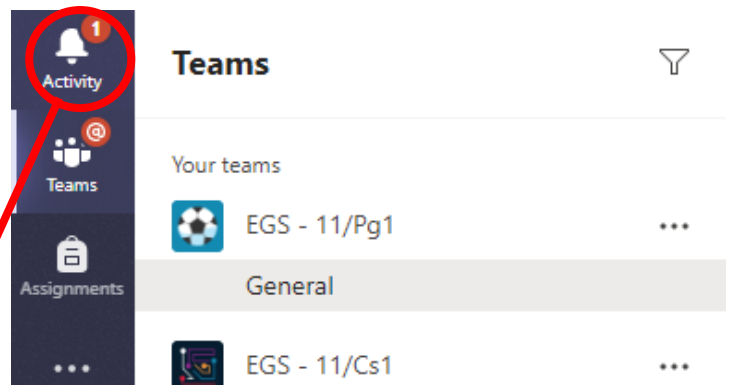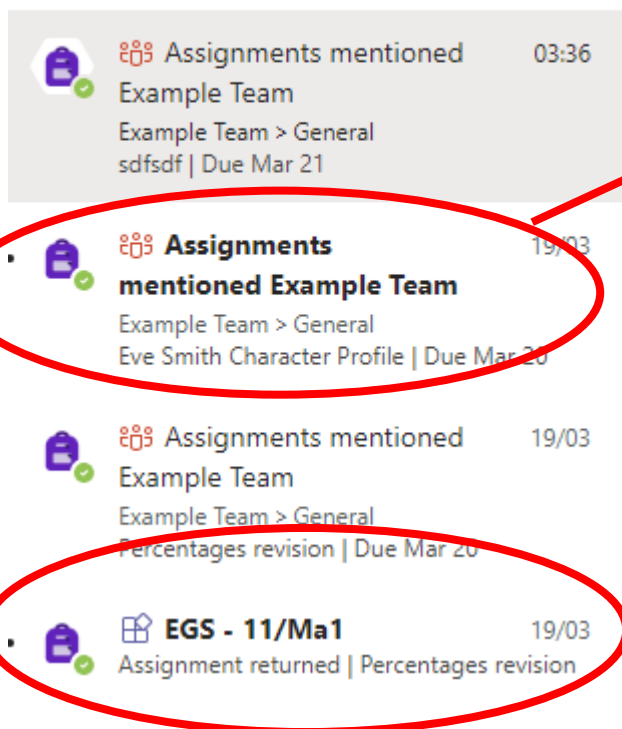**EGS - 11/Ma1**   19/03
Assignment returned | Percentages revision

This is a message to say that work has been returned in this student's maths Team – to see the feedback, click on the notification

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This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

General Posts Files Class Notebook **Assignments** Grades

< Back   Returned Mon, 16 Mar, 12:30 **Hand in again**

Example Tasks
Due tomorrow at 23:59

Instructions
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx   ...

Add work

Feedback
great work - please see the highlighted parts that need to be rewritten

Points
No points
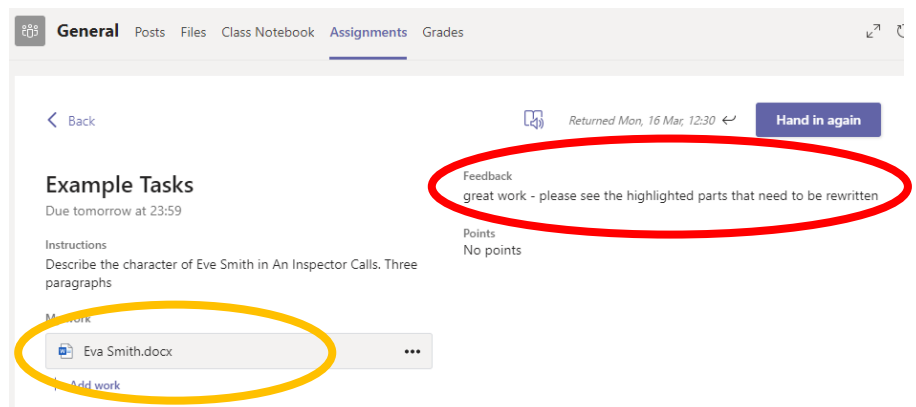
SECTION 2 – USING TEAMS ON A TABLET OR PHONE

Teams – Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.
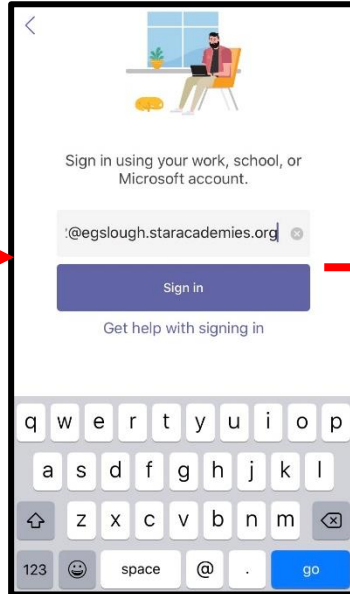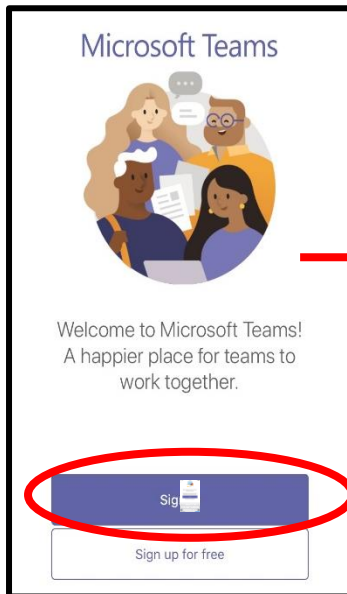
Sign in with your school email address. Example: Hannah Baker is in year 7, so her email address is 19hbaker@egslough.staracadmies.org

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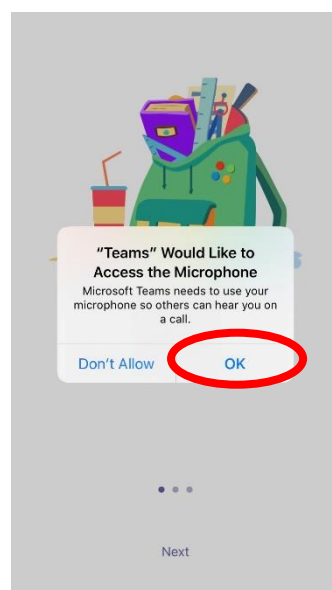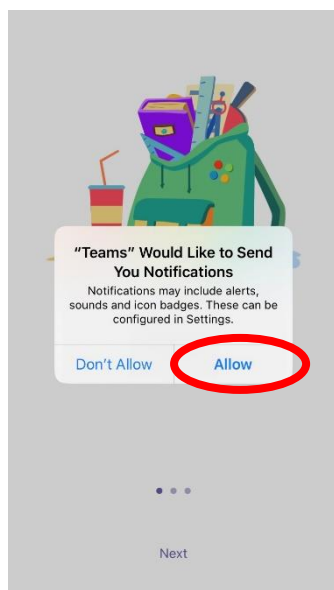
Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted. If you are joining a virtual classroom (year 9 and 10) you need to click allow, but during the virtual classroom, you will be turning the microphone off.

Teams – Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments – picture 1.

1

17:48   75%

Feed

• 🎒 **Assignments mentioned EGS**   17:47
- 11/Ma1
EGS - 11/Ma1 > General
Percentages revision | Due Mar 20

🎒 **Assignments sent a**   Yesterday
message
Chat with Assignments
Assignment 1 CS | Due Mar 19

🎒 **Assignments mentioned**   Yesterday
EGS - Year 11 2019/2020
EGS - Year 11 2019/2020 > General
Test | Due Mar 19

SA 👍 **Salma Axmed reacted to**   Yesterday
your message
EGS - 11/Sc2 > Physics
Ashruf Amod Sir can you please chang...

SA 😊 **Salma Axmed + 1 reacted to**   Yesterday
your message
EGS - 11/Sc2 > Biology
The mark schemedoesn't seem to matc...

Activity   Teams   Assignments   Camera

2

17:48   75%

Assignments

🔵 EGS - 11/Ma1

∨ Assigned (1)

Percentages revision
Due tomorrow at 23:59

> Completed

Activity   Teams   Assignments   Camera

Tap on the assignment to open it
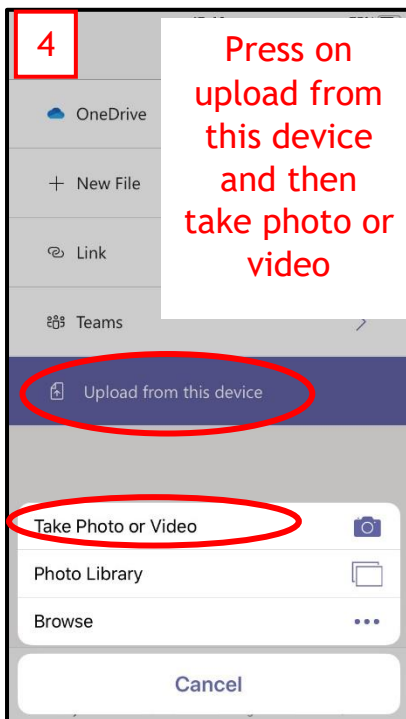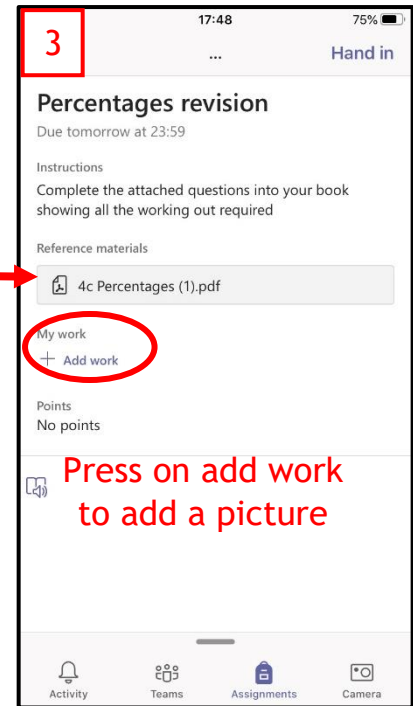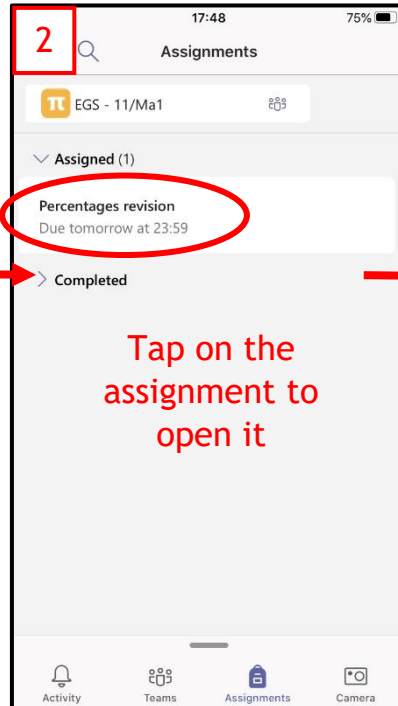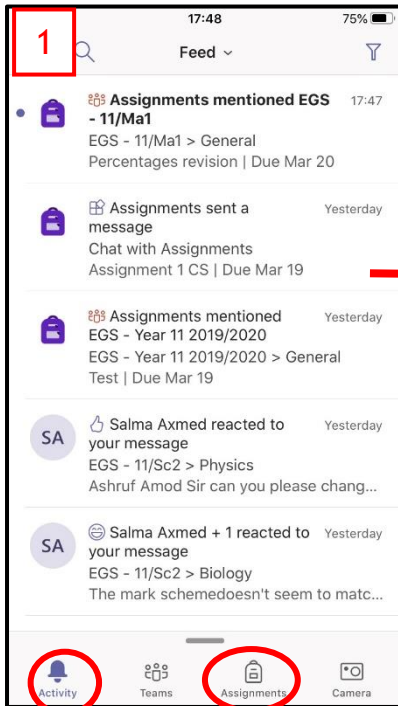
3

17:48   75%

...   **Hand in**

Percentages revision
Due tomorrow at 23:59

Instructions
Complete the attached questions into your book showing all the working out required

Reference materials

📄 4c Percentages (1).pdf

My work
+ Add work

Points
No points

Activity   Teams   Assignments   Camera

Press on add work to add a picture

4

☁ OneDrive

+ New File

🔗 Link

🎒 Teams   ›

📤 Upload from this device

Take Photo or Video   📷

Photo Library   🖼

Browse   ...

Cancel

Press on upload from this device and then take photo or video

5

17:49   74%

EGS - 11/Ma1   **Hand in**

Percentages revision
Due tomorrow at 23:59

Instructions
Complete the attached questions into your book showing all the working out required

Reference materials

📄 4c Percentages (1).pdf

My work

🖼 image.jpg   ...

+ Add work

Points

Activity   Teams   Assignments   Camera

Take the photo and attach it, making sure it is attached to your work and press hand in

6

17:49   74%

EGS - 11/Ma1   **Undo hand-in**

Handed in on Thu 19 Mar 2020 at 17:49 ✓

Percentages revision
Due tomorrow at 23:59

Instructions
Complete the attached questions into your showing all the working out required

Reference materials

📄 4c Percentages (1).pdf

My work

🖼 image.jpg

Po
Nc

Activity   Teams   Assignments   Camera

Make sure you see the animation that confirms you have handed your work in

SECTION 3

Usernames

Office 365

For Office 365 and Teams, you will log in with your school email address. This is usual a two digit number (the year you joined Eden Girls school) followed by your first initial and full surname, without spaces. The first part of the email address is <u>exactly</u> the same as the username you log into the school computers with.

For example: Hannah Baker joined Eden girls in 2019, her school email address is 19hbaker@egslough.staracademies.org, and her computer username is 19hbaker

ActiveLearn and GCSEPod

ActiveLearn and GCSEPod have the same username and password.

The usernames have a two digit number and your full name.

- Year 7 start with 19
- Year 8 start with 18
- Year 9 start with 17
- Year 10 start with 16

For example, Hannah Baker is in year 7. Her ActiveLearn and GCSEPod username is 19hannahbaker. The password is the same for all students – EdenGirls123.

Helpdesk

Every year group has a helpdesk where students can post questions if they have issues with

- Logging onto any of our digital platform, except Office 365
- Unsure of how to do anything, for example uploading work
- Have a question about their work (year 7-9) – year 10 can ask questions on their class team