The Microsoft Teams logo is a large, dark blue square with a white letter 'T' inside. It is positioned on the left side of the slide, partially overlapping a light blue circular graphic that resembles a stylized person or a team icon.

An Introduction to Microsoft Teams

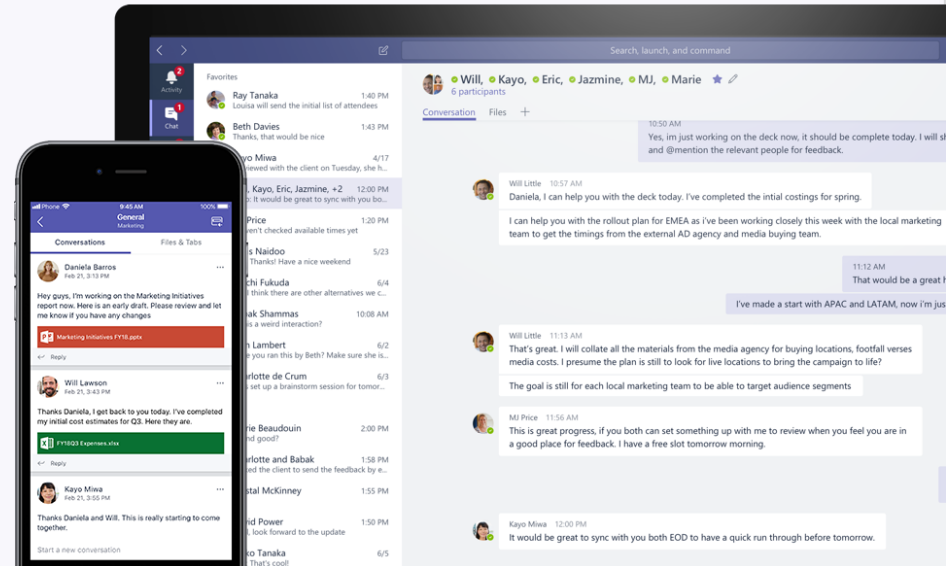
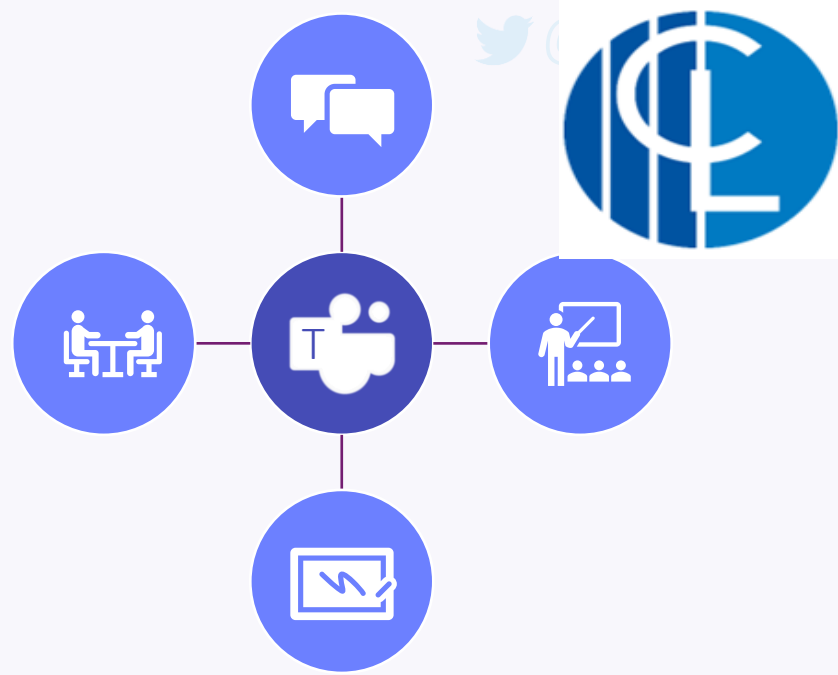
What is Microsoft Teams?

Online software that can be accessed anywhere on any device

Teams = Classes

A way for pupils to communicate with teachers

Share files and work

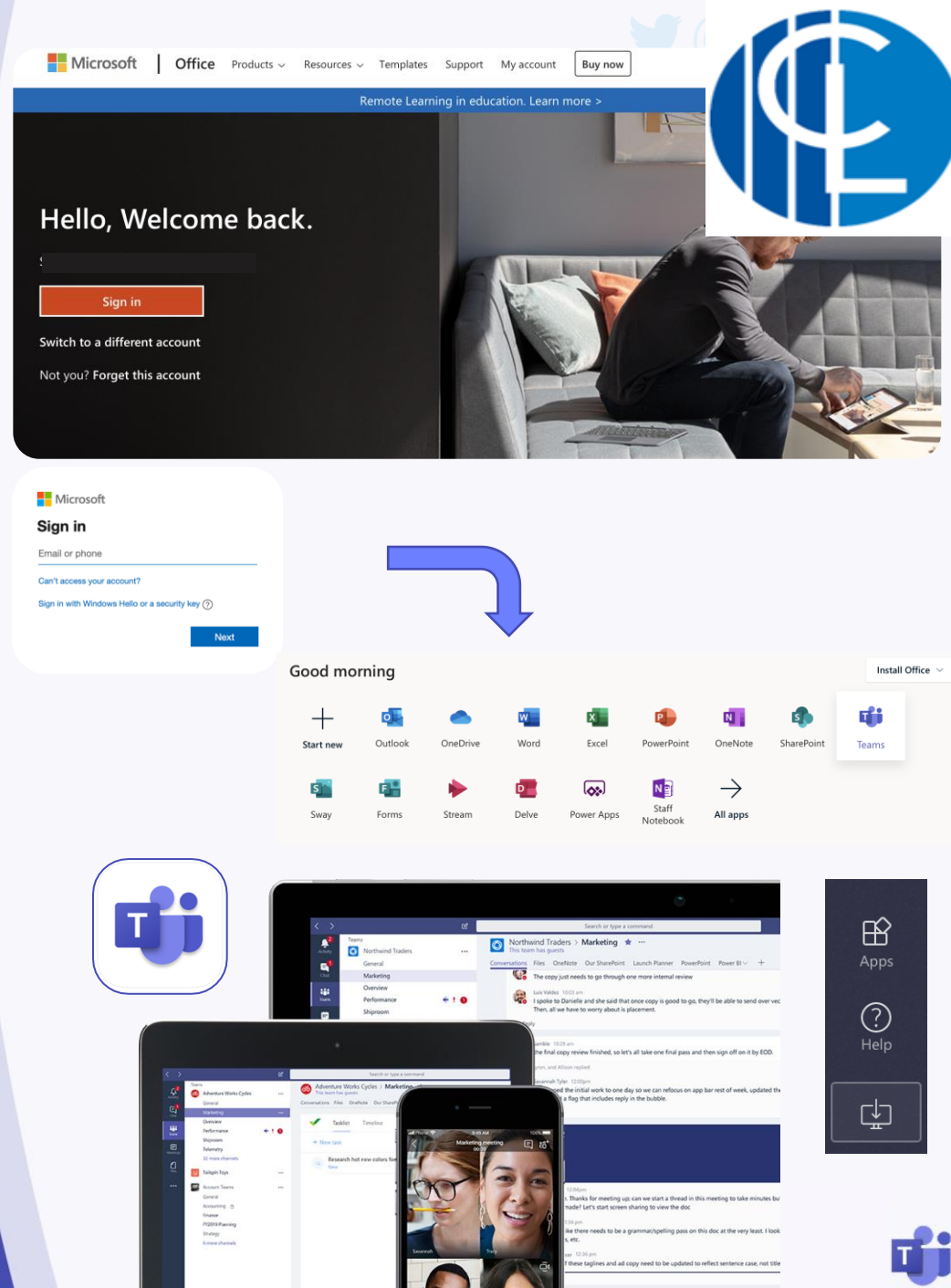


How to access Microsoft Teams

➤ Go to the Office 365 Website

➤ Pupils can then log in with their student Microsoft account (school username and password) and then select Teams

➤ The app can be downloaded on many devices

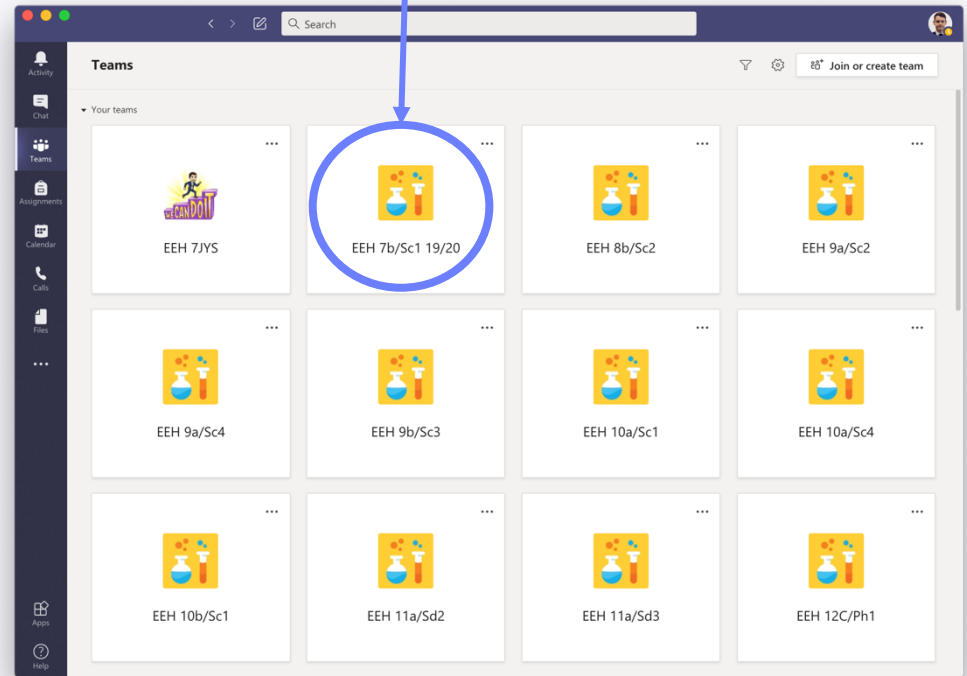


What will pupils see?

- A grid of their different Teams
- A different Team for each of their classes
- They will need to click on the icon to open their team (class)

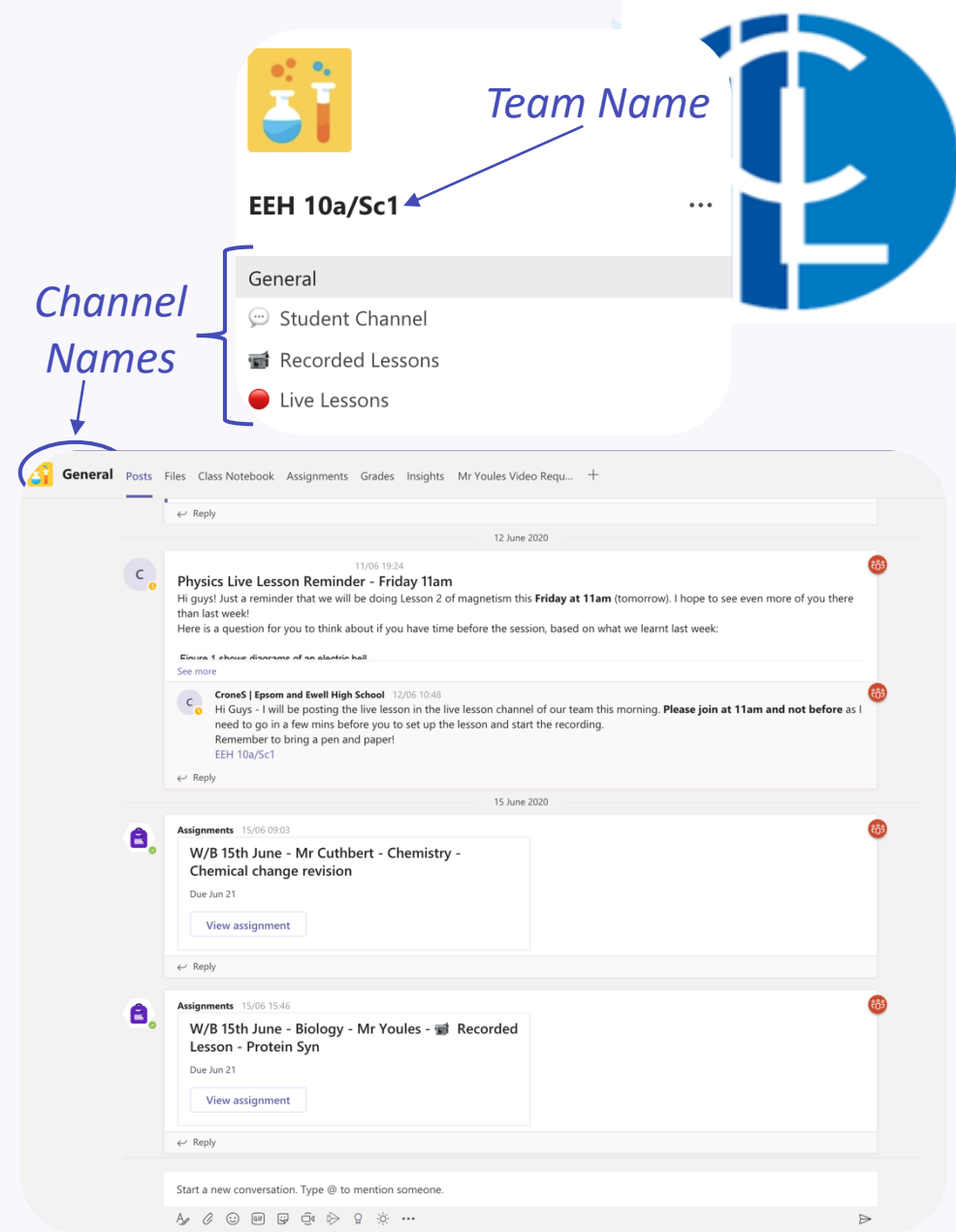


Team Icon
7b/Sc1



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 pupils can ask questions for help
- 'Files' is where the teacher will upload resources
- Assignments is where Tasks will be set



Writing a post

- If a pupil wants help, they can ask their teacher a question
- They can do this in 'General' or in a 'Help' Channel
- If they @ their teacher they will get a notification.



EEH 10a/Sc1

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

General

Student Channel

Recorded Lessons

Live Lessons



Suggestions

Teacher's Name

Hi Mr @TeachersName

✎ 📎 😊 📺 📷 📢 💡 ☀️ ⋮ ➡



Hi Mr **Smith** Please can you help me with the assignment, I do not understand. Thank you!

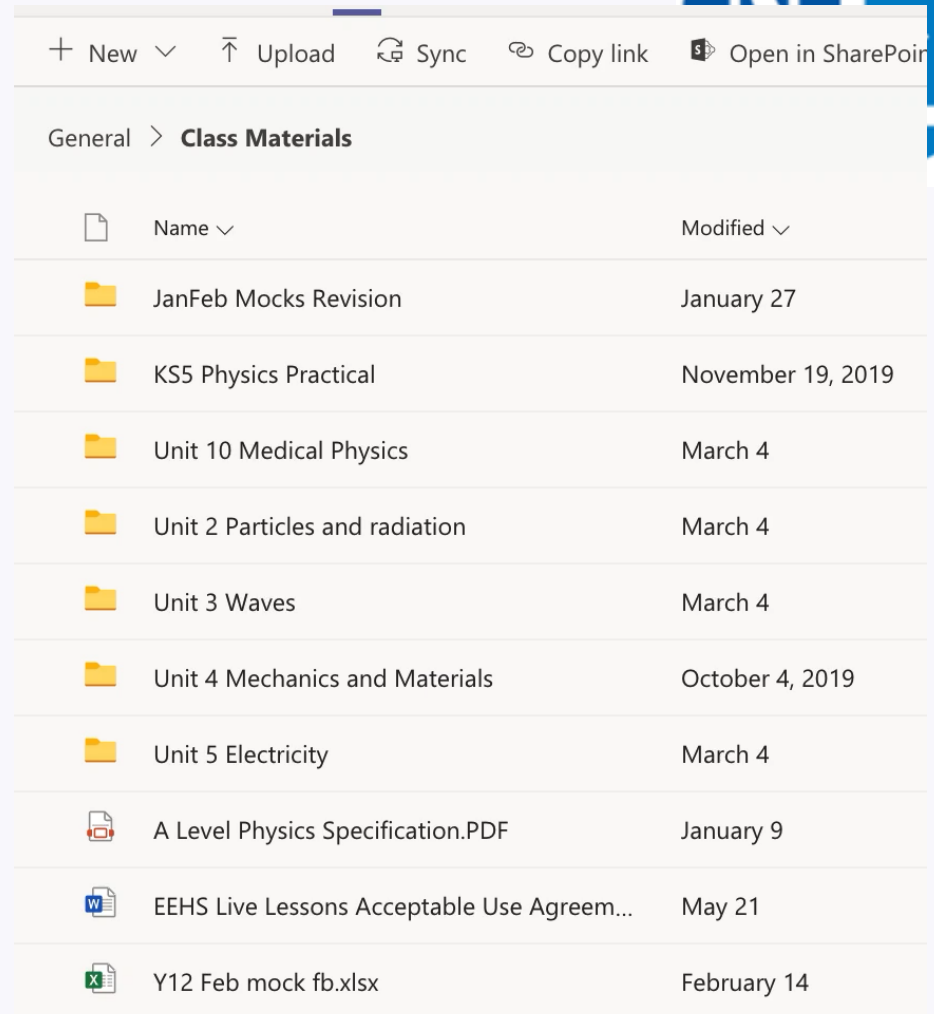
Reply

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



Files

- Inside the 'Files' Tab the teacher will upload documents for pupils to use
- See the example on the right
- Pupils can even download it!



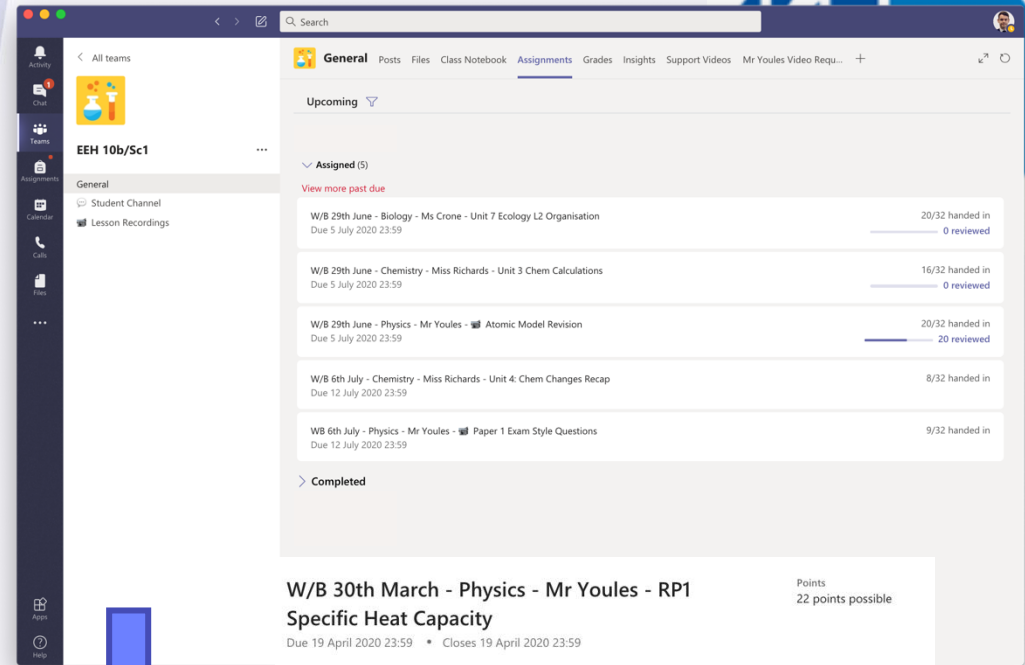
The screenshot shows a OneDrive interface for a folder named 'Class Materials'. The top bar includes options: '+ New', 'Upload', 'Sync', 'Copy link', and 'Open in SharePoint'. Below the bar, the folder name 'Class Materials' is displayed. A table lists the contents of the folder, with columns for 'Name' and 'Modified'.

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 Agreem...	May 21
Y12 Feb mock fb.xlsx	February 14

Assignments

When a pupil opens the 'Assignments' Tab they will see a list of set tasks

They can click on an assignment to see the instructions and attached documents



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

Points
22 points possible

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 ...

Documents
to edit and
complete

Reference
Materials



Assignments

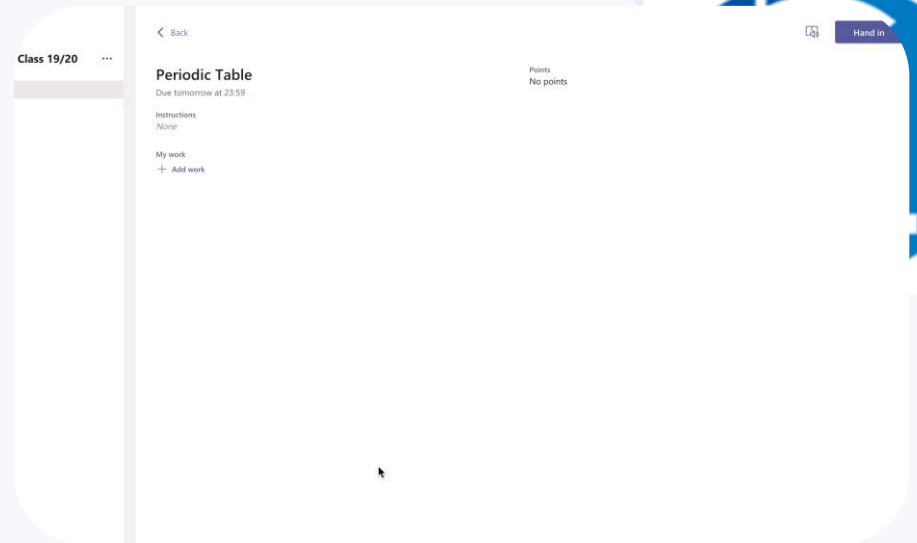
Adding work to assignments

Pupils 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.

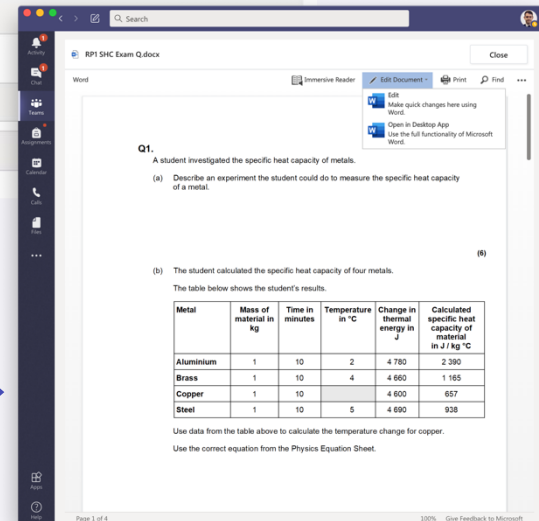
Reference materials

RP1 Specific Heat Capacity Video

Student work


RP1 SHC Exam Q.docx

RP1 - Specific Heat Capacity.docx



Assignments

Submitting work

 Pupils need to make sure to click Turn In when they have uploaded all of their work!

 The page will clear when everything is complete



Hand in

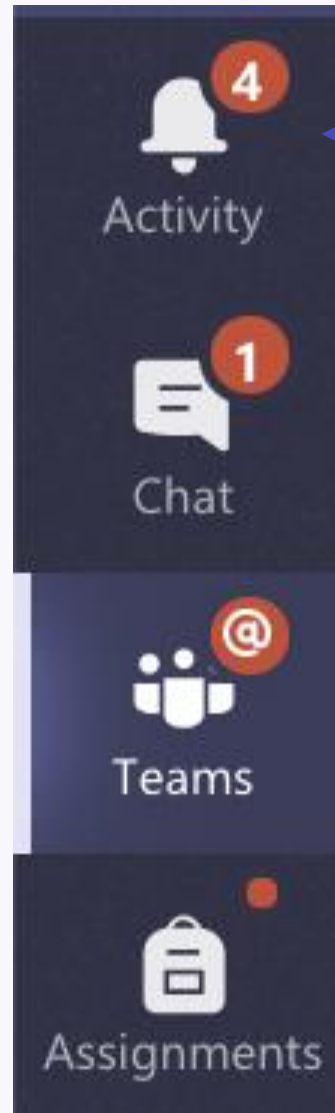
Points
No points



Nothing left to hand in. #winning

Notifications

- Using Teams, pupils will get notifications for various reasons
- When a new assignment is posted, there will be an @ next to Teams
- If their Teacher makes an announcement, they 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

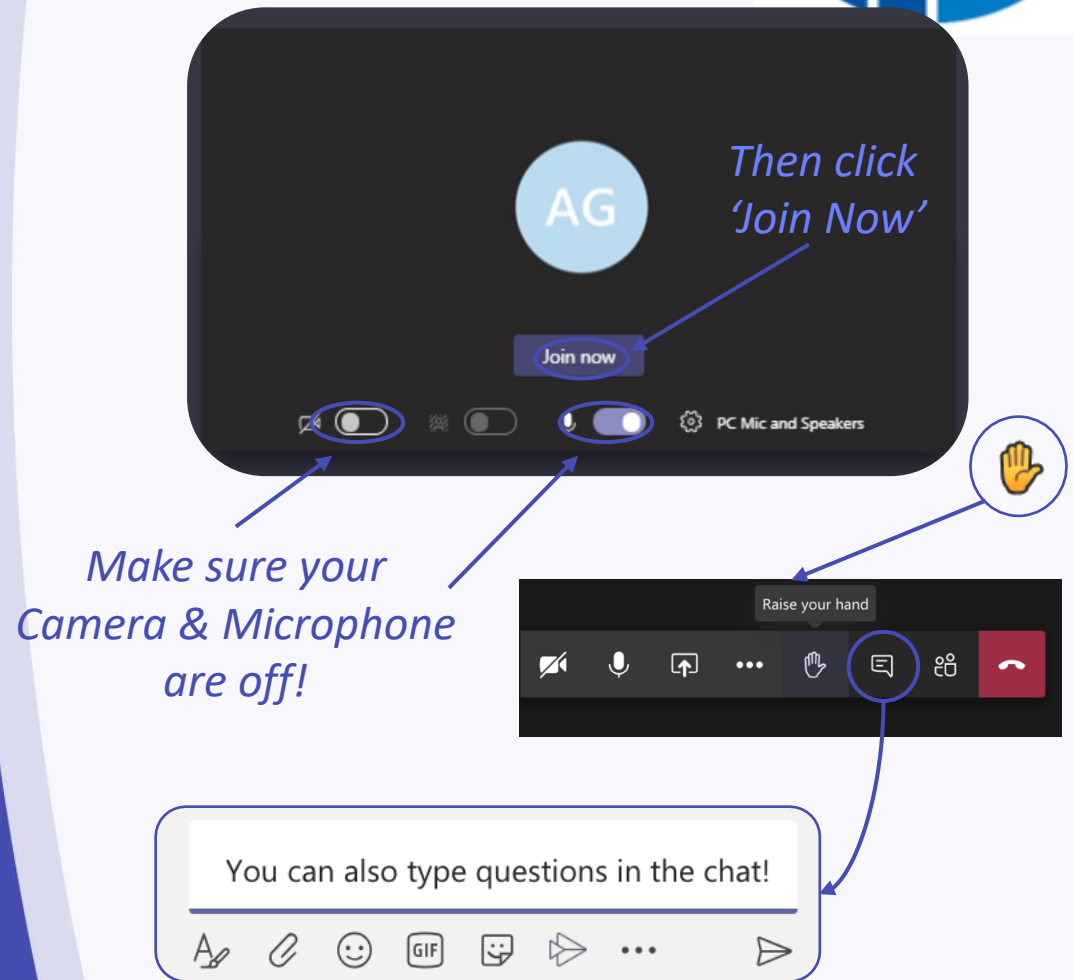
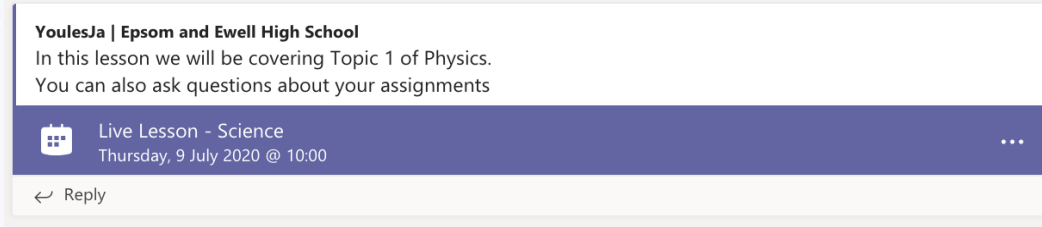
You have been mentioned in a Team post

Work has been returned



Live Lessons

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





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If you would like any
further information on
Microsoft Teams, please
contact
amckenzie@clcc.college